

## Intent

James Cook University (JCU) recognises that activities undertaken in certain environments can be inherently hazardous to the Workers' health and safety.

JCU has determined through legislation, standards, and industry practice that certain tasks, that are high risk in nature will require approval before being undertaken. In order to achieve this, JCU has developed a 'Permit to Work' (PTW) system that enables a systematic controlled approach to providing approval to complete restricted work. The PTW system also enables the systematic coordination of access controls to areas identified as restricted.

## Scope

This process applies to all Workers and other persons at JCU undertaking tasks that require a permit to work approval prior to commencement. All PTW activities must at a minimum comply with:

- this process;
- requirements under the Work Health and Safety Act 2011 and Regulation; and
- relevant Codes of Practice.

## Parent Procedure

Not applicable

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## 1 Definitions

Term	Definition
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.
Confined Space	A confined space means an enclosed or partially enclosed space that is: <ul style="list-style-type: none"> <li>not designed or intended primarily to be occupied by a person;</li> <li>designed or intended to be, at normal atmospheric pressure while any person is in the space; and</li> <li>likely to be a risk to health and safety from an atmosphere that does not have a safe oxygen level, or; contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or; harmful concentrations of any airborne contaminants or engulfment.</li> </ul>
Energy	Electricity, gas, oil, water and other fluids, air, steam, oxygen, or other stored energy source, flywheel, mechanical, gravitational, kinetic, chemical, the level or intensity of which could pose a threat to a person(s) safety.
Excavation	When the ground will be penetrated in excess of 200mm and an Excavation Permit will be required.
Fire Protection System	Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.
Hot Work	Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace.
High Voltage Exclusion Zone	Areas within the earth mat of a High Voltage installation, within 2 metres of a High Voltage Ring Main Unit (RMU) or High Voltage Transformer and within a 3 metre radius of a High Voltage conductor, where work may not be done without an HV Permit.
JCU Representative	Designated person who engages a contractor to undertake work and manages and supervises the contract.
Permit	A document authorising a person to undertake specific work in a designated area.
Permit Requestor	A person who requests for approval for work to be undertaken through the completion of a permit.
Permit Issuer	A person who is authorised to approve a permit so that work can be undertaken by the permit requestor.
Restricted Area	An area to which access is available only to persons authorised by the occupier, and where hazards are managed through Standard Operating Procedures or similar.
Restricted Work	Work that requires a permit of authorisation.
SWMS	Safe Work Method Statement.

## 2 Duty, Obligations and Responsibilities

### 2.1 JCU Representative

In the scope of this process the JCU Representative is the designated person who engages a contractor to undertake restricted work. The responsibilities of the JCU Representative include but are not limited to the following:

- ensure that the contractor is aware of the JCU PTW system and directed to the appropriate permit.
- the Permit Issuer is qualified to issue the permit where appropriate e.g. High Voltage Permit;
- appropriate personnel are informed when a job is completed or suspended and that the permit is cancelled.

### 2.2 Permit Issuer

The responsibilities of the Permit Issuers are to:

- be competent in the implementation of the requirements of these guidelines. This may be attained by reading and familiarising themselves with the requirements of this process and referenced documents
- be qualified as appropriate to issue permits and be appointed in writing by the Director of Estate.
- ensure that the permit requestor has the correct qualifications and experience to undertake the works.
- ensure that the permit to work form has been suitably completed by the permit requestor
- authorise approval for work to be undertaken once satisfied that the permit requestor can complete the task safely by ensuring all hazards associated with the proposed job have been identified, assessed and controlled.
- monitor the work undertaken by the permit requestor, ensure duration times are adhered to and ensure risk assessments have been completed.
- sign off on the Completion of Work section of the permit after verifying that the work site has been left in a safe condition
- maintain records of work permits including associated documentation such as risk assessments in the designated system.
- ensure the Estate Design Office is notified of any changes to services, or additional services identified as a result of the works completed under an Excavation Permit.
- liaise with relevant Estate and ICT stakeholders

### 2.3 Permit Requestor

The responsibilities of the Permit Requestor are to:

- ensure the details of the task that are documented in the permit are accurate and true
- undertake the task that has been approved by the permit safely in accordance with the permit specifications

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- provide the Permit Issuer with a copy of any associated documentation including qualifications, licences and risk assessments to undertake the works.
  - seek immediate advice if circumstances or conditions change while undertaking work.
  - ensure the Permit Issuer is notified of any changes to services, or additional services identified as a result of the works completed under an Excavation Permit.

## 2.4 HSE Unit

Health and Safety Advisors from the HSE Unit shall:

- provide technical guidance on the application of the permit to work system
- evaluate and update the permit to work process at the review period or as procedures change
- provide expertise and regulatory guidance to responsible persons
- provide appropriate training to the JCU Representatives that will enable effective field application of this guideline.

## 3 Requirements

### 3.1 Activities Requiring a Permit to Work

There are activities and types of work that have been deemed high risk which require a permit to be issued prior to work commencing. The following works currently require permits at JCU:

- Asbestos work;
- Fire protection system isolation;
- Hot work (including cutting and welding);
- Confined space access;
- Overhead or roof work;
- Working at heights
- Excavations in excess of 200mm
- High voltage or exclusion zone work
- Low voltage electrical isolation
- Restricted Workzone
- any other designated area or activity deemed necessary for a permit by the Head of HSE

Permits are nominally issued by University officers to Permit Requestors which may include employees or contractors.

Work extending over multiple permits and multiple days / shifts requires communication and a handover of the relevant information pertaining to the job.

### 3.2 Exemptions (Work not requiring a Permit)

Areas that have been designated as a construction site and have been “handed over” to a Principal Contractor acting as the PCBU, where their own permit system as agreed by the

relevant Project Manager and WHS Officers are used to control hazards and risks. Irrespective, JCU must give the Principal Contractor any information they have about hazards and risks in the vicinity of the workplace where the construction work is to be carried out.

An Excavation Permit and a HV Permit may be required to ensure knowledge transfer of services and to comply with the HV Access policy and procedures.

Hot Work permits are not required for work carried out in designated maintenance areas e.g. University workshops or College workshops.

### 3.3 Qualifications

Permit Issuers are required to have the appropriate levels of training and or experience. The Estate Directorate will ensure Permit Issuers have the appropriate level of qualifications to issue permits. The HSE Unit will provide advice to the Estate Directorate on appropriate qualifications if required. The Director of the Estates Directorate will then authorise the Permit Issuer to appropriate issue permits.

All Permit Issuers shall be aware of the risks associated with high risk activities which could be required on JCU campuses; they shall be capable of participating in a risk assessment process and be familiar with the minimum requirements of a SWMS for the high risk activities, appropriate to the permits they may issue.

Permit Issuers for the Asbestos Permits are identified in the [HSE-PRO-006 Asbestos Management Procedure](#).

Permit Requestors for Confined Space Enter Permits must ensure that their qualifications and relevant training are in compliance with the National Standards.

Permit Requestors for Overhead or Roof Works Permits must ensure that their qualifications and relevant training are in compliance with the National Standards and be familiar with the building roofs and attachment points.

Permit Requestors for Working at Height Permits must ensure that their qualifications and relevant training are in compliance with the National Standards.

Permit Issuers for High Voltage Permits shall be appointed and trained as required in the HV Access Policy and Procedure, with a minimum qualification of “Safe Entry to High Voltage Enclosures” and “Safe Work near Overhead Powerlines” or equivalent.

### 3.4 Authorisation

Work may only commence after the appropriate permit has been completed and issued by the Permit Issuer.

The Permit Issuer shall have the appropriate level of authority endorsing the Permit. Methods to be used and precaution to be taken shall be agreed to by parties and

beforehand and clearly stated in the work permit. All parties must sign off before any work commences.

Authorisation is evident by the signature which confirms that the required isolations have been made and precautions taken, except where these can only be taken during the work.

Prior to beginning work the employee/contractor receiving the permit ensures that the site is controlled as per the requirements identified on the permit, and any atmospheric tests, photographs etc. of the workplace have been made or taken. The permit receiver completes work as detailed in the permit and their contract/job specifications.

Where multiple parties are required to provide input to a permit, such as the Fire Protection System Isolation, Excavation and High Voltage Permits, the Permit Requestor shall send a properly made permit application to the Permit Issuer at least 10 working days before the date required.

Where work is required to extend beyond the timeframe of the permit, the Permit Requestor must communicate this to the permit Issuer. The Permit Requestor must ensure that a new permit is received before for the existing permit expires for continuation of the job.

### 3.5 Associated Documents

Any work requiring a permit is considered to have a different risk compared to routine work. Each work activity requiring a permit also requires a risk assessment or safe work procedure attached to the permit

### 3.6 Preparation of Work Area

The relevant work area and plant shall be prepared to eliminate or minimise the risk of an incident, such as a fire, explosion, or exposure of persons to a hazardous substance. A risk assessment to identify potential hazards and risk to health and safety shall be conducted and precautionary measures, which may include the following actions (as deemed necessary) are to be taken:

- identification of equipment to be worked on and any other equipment that may be affected;
- energy isolation of the equipment, such as depressurisation and disconnection;
- removal of hazardous chemicals in the immediate work area that may be impacted by the work;
- provision of appropriate rescue or fire-protection equipment;
- where required, atmospheric testing of the work environment for the flammable for hazardous vapours and oxygen content; and
- signage to identify confined spaces.

### 3.7 Completion Process

Prior to leaving the site, the Permit Receiver is to clean up the workplace, remove any signage or barricading, leave the site in a safe and clean condition and preform a final inspection to ensure no hazards remain. When leaving the work area the Permit Receiver is

required to advise the appropriate person within the building /area and the Permit Issuer that work has been completed and they are leaving the building/area.

Once the work activity is completed, the Permit Receiver is required to return the permit to the Permit Issuer. When the Permit Issuer is satisfied that work has been completed to job specifications and safety requirements they may sign off the permit.

On hand back of the work area, the Permit Receiver should sign the permit stating that the work area is now ready to be returned to the issuer. On the completion of work and before the work area or plant is returned to service, a check must be conducted to ensure:

- the work has been completed
- any temporary arrangements/installation (e.g. temporary barricades, excavation holes) have been filled in
- all personnel and equipment are accounted for;
- The work permit has been cancelled or signed-off as being completed.
- All related equipment and facilities and fire systems are operational and have been inspected and tested appropriately; and
- Any updated or unforeseen service locations as a result of excavation works are to be submitted to the Estate Design Office.

### 3.8 Cancellation

Where a permit has been written and is not required to be issued or the work has been completed the permit is to be marked as cancelled. The marking should include two diagonal lines across the page with work “cancelled” written between.

If the nature of the work changes becomes redundant or is no longer applicable, the permit must be cancelled and new permit issued.

## 4 Related Documents, Legislation and Other Resources

### 4.1 Related Documents and Other Resources

Forms	<a href="#">HSE-GUI-003a Asbestos Permit</a> <a href="#">HSE-GUI-003b Isolate Fire System Permit</a> <a href="#">HSE-GUI-003c Hot Works Permit</a> <a href="#">HSE-GUI-003d Confined Space Entry Permit</a> <a href="#">HSE-GUI-003e Working at Heights</a> <a href="#">HSE-GUI-003f Excavation Permit</a> <a href="#">HSE-GUI-003g High Voltage Permit</a> <a href="#">HSE-GUI-003h Restricted Workzone Permit</a> <a href="#">HSE-GUI-003i Low Voltage Permit</a>
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### 4.2 Regulatory Authorities and Other Relevant Entities

Workplace Health and Safety Queensland

### 4.3 Related Legislation, Codes of Practice and Standards

Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
Codes of Practice	
Standards	

## 5 Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

### 5.1 Approval Details

HSE-GUI-003 Guideline Sponsor	Associate Director, Health, Safety and Environment
Approval Authority	Associate Director, Health, Safety and Environment
Consultation Committee	Not Applicable
Approval date	04 December 2015
Implementation date	04 January 2016
Date for next review	05 December 2017
Contact Unit	<a href="mailto:safety@jcu.edu.au">safety@jcu.edu.au</a>

### 5.2 Revision History

Version	Date Amended	Description of changes	Author
1.0	04/12/2015	Guideline established	Andrew Reddicliffe, HSE Advisor

## 6 Schedules and Appendices

Not applicable