



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

PERMIT TO WORK GUIDELINES

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1 Introduction

The University of Wollongong has determined through legislation, standards, and industry practice that certain tasks, that are high risk in nature and classified as restricted, will require approval before being undertaken. In order to achieve this, the University 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.

2 Purpose

These guidelines are intended to provide procedural guidance and general information to those persons directly involved with the requesting and authorisation of permits. These guidelines are applicable to all employees and contractors working at all University of Wollongong locations.

3 Definitions

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.
Permit	A document authorising a person to undertake specific work in a designated area.
Permit Approver	A person who is authorised to approve a permit so that work can be undertaken by the permit requestor. For a list of authorised permit approvers see appendix one.
Permit Requestor	A person who requests for approval for work to be undertaken through the completion of a permit.
UOW Representative	Designated person who engages a contractor to undertake work and manages and supervises the contract.
Restricted Work	Work that requires a permit of authorisation: <ul style="list-style-type: none">▪ energy isolation including working with electrical installations▪ fire alarm isolation▪ hot work▪ roof access▪ confined space access

4 Roles and Responsibilities

Due to the potential hazards associated with tasks covered under the PTW system, the specific responsibilities outlined below must be followed.

4.1 UOW Representative

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

- coordinate and manage the contract in accordance with [UOW Contractor WHS Guidelines](#).
- ensure that the contractor is aware of the UOW PTW system and directed to the appropriate permit.
- provide the NOE to EWS at completion of work

4.2 Permit Approver

The responsibilities of the Permit Approver are to:

- 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
- 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.

4.3 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
- provide the permit approver with a copies of any associated documentation including risk assessments
- seek immediate advice if circumstances or conditions change while undertaking work
- ensure safe systems of work are implemented as per [UOW Risk Management Guidelines](#) and [UOW Contractor WHS Guidelines](#).

4.4 Managers and Supervisors

Managers and supervisors from UOW divisions that coordinate the PTW system must ensure that the requirements are implemented in their area.

4.5 WHS Unit

Health and Safety Advisors from the WHS Unit shall:

- provide technical guidance on the application of the permit to work system
- evaluate and update the permit to work guidelines at the review period or as procedures change
- provide expertise and regulatory guidance to responsible persons
- develop and maintain a register of restricted access areas across the campus.

5 Permit to Work Procedure

5.1 Permit Issue and Completion

Permits will be issued to the Permit Requestor by the Permit Approver or UOW Representative.

Once issued, the Permit Requestor is to complete the permit and submit it to the Permit Approver for authorisation. All relevant sections of the permit must be completed. In instances where a permit has not been suitably completed it will be given back to the Permit Requestor so they can do so.

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

5.2 Authorisation

Restricted work may only commence after the appropriate permit has been completed and signed off by the Permit Approver. The Permit Approver needs to be satisfied that the Permit Requestor is capable of undertaking the work in accordance with the permit requirements and that all relevant sections of the permit have been completed before approving the work. Both the Permit Approver and the Permit Requestor will need to sign the permit in order to authorise the work.

5.3 Undertaking Work

5.3.1 Risk Assessment

The majority of activities requiring a permit also require a risk assessment. Risk assessment requirements have been set out in the permit forms.

5.3.2 Duration of Work

The duration of the work is to be noted in the permit and authorised by the Permit Approver. Any change needs to be communicated and authorised by the Permit Approver through the completion of a new permit.

5.3.3 Cancellation

Where a permit has been written and is not required to be issued it is required to be marked as cancelled. The marking should include two diagonal lines across the page with the word 'cancelled' written in between.

5.4 Work Completion

The Permit Requestor and the Permit Approver need to agree to a suitable method to review completed work during the permit approval process. This is to be documented in the 'Completion' section of the permit. This process will be used as the method that the Permit Approver will use as the process to verify that the site has been left in a safe condition by the Permit Requestor.

5.5 Fire Detector Isolation

A permit must be issued for any work involving fire detector isolation and requires approval through the completion of the [Fire Detector Isolation and Hot Work Permit](#). Once the permit is issued work is to be conducted in accordance with the [Fire System Isolation and Impairment Procedure](#) and the [Fire Control Centre Procedure](#).

If fire detector isolation is required due to hot work being undertaken the Permit Requestor will need to complete Hot Work Requirements section.

5.6 Hot Work

Common hot work processes are welding, soldering, cutting and brazing. When flammable materials are present processes such as grinding and drilling become hot work processes. Hot work may only occur in the designated location as written on the permit.

All hot work, apart from work completed in an area designated for hot work such as a workshop, requires the approval through the completion of the [Fire Detector Isolation and Hot Work Permit](#). A permit requestor seeking permission to complete hot work must complete the hot work section.

5.7 Energy Isolation

Any energised equipment to be worked on must be isolated to ensure the energy is removed or controlled to prevent incidents. Any energy isolation work requires the issue of [Energy Isolation and Electrical Entry Permit](#). Work must be completed in accordance with the provision of the permit.

Energy isolation must be conducted in accordance with the [Electrical Safety Guidelines](#) and the Isolation (Danger Tagging & Lockout) Procedure (available from Facilities Management Division).

5.8 Electrical

Access to electrical distribution areas are controlled through the issue of [Energy Isolation and Electrical Entry Permit](#). Work must be completed in accordance with the provision of the permit.

5.9 Roof Access

Roof access requirements have been outlined in the [Roof Access Procedures](#).

5.10 Confined Spaces

Any work that requires entry into a confined space requires the issue of the [Confined Space Permit](#). Any work in a confined space must be undertaken in accordance with the [Working in Confined Spaces Guidelines](#).

5.11 Excavation

Excavation requirements have been outlined in the [Excavation Guidelines](#).

6 Access Controlled Areas

A process is undertaken for the identification of workplaces or work locations requiring controlled access arrangements for all potential high risk areas within the University. Areas requiring access control will be identified through the following:

- risk assessment
- WHS legislative requirements
- University security arrangements.

6.1 Risk Assessment

A risk assessment will identify the hazards in the University; this will be used to make a determination as to the type of access control to be implemented. Consideration will be given to the following:

- the skill level or specific qualification requirements of those required to enter the location
- the effectiveness of current control measures if any exist
- the potential for injury to employees and others without access arrangements being implemented.

The [Restricted Access Area Survey form](#) shall be used to conduct the risk assessment. A review of the risk assessment will occur when there are changes to processes, work practices or the university environment.

Supervisors are responsible for identifying university locations and tasks where access control criteria are defined within legislative requirements.

6.2 Communication

Access control may be communicated through site maps or site plans which identify specific areas requiring access control. Alternative arrangements for the identification of specific areas requiring access control will be defined in local procedures. Adequate warning signs will also be displayed at or near any identified accessing control areas.

7 Restricted Areas

There are areas of the University which are restricted to prevent unauthorised access and control the level of exposure to such things as mobile plant, electrical hazards, hazardous chemicals, hazardous machinery and electromagnetic radiation.

A risk management approach should be used to determine those areas requiring restricted access. This may be based on items such as:

- hazards and risk present
- nature of work or activities being performed
- working environment.

Generally restricted areas include, but not limited to:

- laboratories
- workshops
- confined spaces
- roofs or other places where a person may fall
- electrical installations containing live electrical components (e.g. control panels, switch rooms and substations)
- waste stores
- chemical or dangerous goods stores
- plant and equipment yards
- construction areas
- scaffold in incomplete and is to be left unattended
- in the event of an incident/accident/occurrence where arrangements are required to secure an area.

These areas are to be restricted to staff and students who have been inducted or trained and are proficient in the operations of the machinery/equipment processes and who have a sound

knowledge of the required safety procedures for the work area. Contractors/visitors and those entering the area but are not working must be escorted by authorised persons.

Staff and contractors requiring to undertake work in these areas should adopt a risk management approach prior to commencing work. Consideration should be given to local area requirements such as:

- Hours of operation
- Who is the appropriate contact for the area
- UOW WHS requirements
- Local area requirements

Refer to local area intranet pages for contacts details and any other requirements.

Controls for restricted areas are to be routinely checked and tested to ensure the integrity of the installed access controls.

Restricted access areas are to be clearly signposted as 'Restricted Access – Authorised Personnel Only' or similar. Such areas shall be restricted by lock and key, swipe card access, permit to work procedure or barriers including fencing, hoarding, barricades bollards or similar.

Further information regarding restricted access can be found in the related documents on the next page.

Guideline	Heading/Section
Biosafety Manual	6.2 Laboratory Access and Authorisation
Confined Space Guidelines	8.3.7 Signs and Barricades
Electrical Safety Guidelines	9.1 Access to Electrical Switchboards
Dangerous Goods Storage and Handling Guidelines	10 Security sensitive dangerous substances
Radioactive Waste Disposal Guidelines	5 Radioactive Waste Store
Radiation Safety Guidelines	24.2 Radiation Laboratory/Facility Access and Security
Working Alone and After Hours Guidelines	6.2 Access to buildings

8 Records

Permits and associated documents such as safe work procedures and risk assessments are required to be stored and maintained as per the [WHS Records Handling Guidelines](#) and UOW records management procedures.

9 Program Evaluation

In order to ensure that these guidelines continue to be effective and applicable to the University, the program will be reviewed annually by the WHS unit and stakeholders. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- incidents resulting from permit to work system
- identification of a hazard not covered in a permit
- detection of a condition prohibited by permit
- employee safety committee or contractor concern.

Following completion of any review, the program will be revised/updated in order to correct any deficiencies before further entries are authorised. Any changes to the program will be communicated to all affected employees.

10 Reference Documents

- [WHS Act 2011](#)
- [WHS Regulation 2011](#)
- [Welding Processes Code of Practice](#)
- AS/NZS 2865 - Confined spaces
- AS1940 - The storage and handling of flammable and combustible liquids
- AS1674 - Safety in welding and allied processes

11 Related Documents

- [UOW WHS Risk Management Guidelines](#)
- [UOW Hazard and Incident Reporting Guidelines](#)
- [UOW Fire System Impairment Procedure](#)
- [UOW Fire Control Centre Procedure](#)
- [UOW Authority Owned Utility Isolation Procedure](#)
- [UOW Essential Services Maintenance Procedure](#)
- [UOW Isolation \(Danger Tagging & Lockout\) Procedure](#)
- [UOW Records Management Compliance Guidelines](#)
- [WHS Records Handling Guidelines](#)
- [UOW WHS Document Control Guidelines](#)
- [UOW WHS Training Guidelines](#)
- [UOW Restricted Areas Assessment Form](#)

12 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	Aug 2008	Manager WHS	Document created
2	April 2010	Manager WHS	Scheduled review minor changes. Addition of asbestos removal to permit requirements. Further information added to authorised Permit Approvers
3	August 2010	Manager WHS	Document updated to incorporate the Personnel name change to Human Resources Division
4	March 2011	Manager WHS	Document updated with changed processes for work involving fire alarm isolations.
5	March 2013	Manager WHS	Reviewed in accordance with WHS legislation.
6	April 2013	Manager WHS	Legislative Update
7	August 2013	Manager WHS	Updated to meet requirements set out in the new PTW form.
8	June 2014	Manager WHS	Updated.
9	October 2015	Manager WHS	Inclusion of Energy Isolation and Electrical Entry Permit and the Fire Alarm Isolation and Hot Work Permit. Further information on restricted access. Revised Authorised Permit Approver list.
10	July 2016	Manager WHS	Rebrand
11	August 2018	Manager WHS	Authorised permit approver list updated.

13 Appendix 1: Authorised Permit Approver

Position	Unit	Location
Senior Manager Campus Facilities	Facilities Management Division	Building 31
Maintenance Manager Wollongong	Facilities Management Division	Building 31
Facilities and Operations Manager, iC	Facilities Management Division	Innovation Campus
Facilities Manager, Regional Campuses	Facilities Management Division	Shoalhaven Campus
Electrical Works Supervisor	Facilities Management Division	Building 31
Maintenance Supervisor/Planner Coordinator	Facilities Management Division	Building 31
HVAC Works Supervisor	Facilities Management Division	Building 31
Electrical Maintenance Officer	Facilities Management Division	Building 31
Maintenance Safety Officer	Facilities Management Division	Building 31
Capital Works Manager	Facilities Management Division	Building 31
Program Manager	Facilities Management Division	Building 31
Site Manager	Facilities Management Division	Building 31
Project Manager	Facilities Management Division	Building 31
Project Officer	Facilities Management Division	Building 31