

Permit to Work Procedure

1. Purpose

The purpose of this Procedure is to describe Queensland Hydro’s Permit to Work (PTW) process for the identification and control of high-risk work.

This Procedure defines when a High-Risk Work Permit is required, how the permit is requested, authorised and accepted by the relevant work party.

2. Scope

This Procedure applies to specified high risk work carried out by Queensland Hydro and applies to any work location or situation in which Queensland Hydro Workers are operating under Queensland Hydro’s Health and Safety Management System (HSMS).

This Procedure also applies to Contractors when working under the Queensland Hydro HSMS or when directed under Contract.

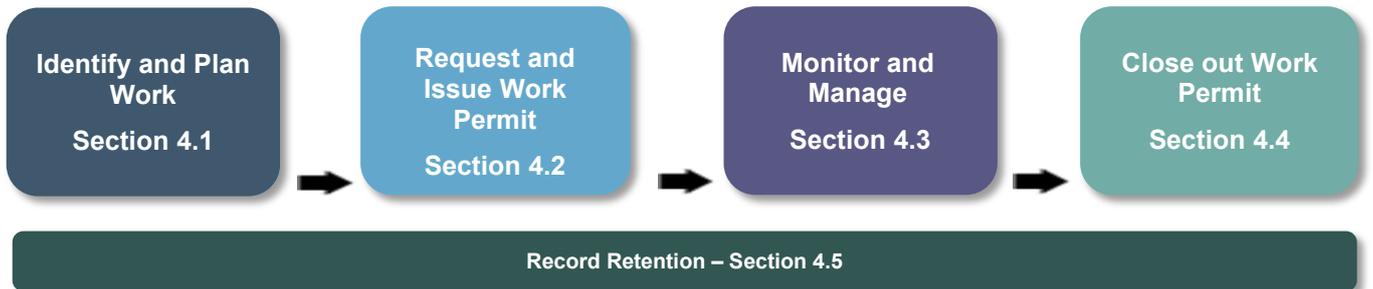
3. Roles and Responsibilities

Role	Responsibilities
<p>Permit Requestor (Queensland Hydro worker such as Site Supervisor or Project Engineer)</p>	<ul style="list-style-type: none"> Collates and inputs required information into work permit - scope, location, expected duration of proposed work etc. Based on scope of work, identifies controls/ precautions needed and lists them on permit. Seek specialist advice regarding appropriate work controls/ precautions where required (e.g. from HS team). Confirm that required documents (i.e. SWMS, rescue plans, underground services information etc.) are completed and attached to the Work Permit.
<p>Permit Authority (Queensland Hydro Construction Manager or delegate).</p> <p>The Permit Authority is required to be a subject matter expert in the type of high-risk work to be undertaken under the permit e.g. for work at heights, must have current and valid work at height training.</p>	<ul style="list-style-type: none"> Identify and mitigate potential work conflict issues that may arise from simultaneous operations. Review Work Permit and supporting documentation and include any further conditions or requirements as required. Confirm the Permit Holder and Work Party have the appropriate training to fulfil their roles. Provide written authorisation for work to commence and issue Permit to Permit Holder. Update the Project Permit to Work Register. Monitor conformance with the requirements of the Permit. Close the Work Permit when works are completed. Ensure proper retention of PTW records.
<p>Permit Holder (Authorised representative from the work party undertaking the work, typically the Works Supervisor, to whom a Work Permit is issued)</p>	<ul style="list-style-type: none"> Review the controls listed on the Permit and verify they are in place and effective before work begins. Confirm that the Work Party has reviewed the relevant safety documents. Confirm that all members of the Work Party have completed the relevant induction training, are listed on the Permit and that all required licenses and certificates of competency have been verified. Accept the conditions by signing the Permit. Ensure all members of the Work Party understand and agree to the Work Permit and sign onto the Permit. During works, ensure all work conditions are implemented and maintained for the duration. Maintain a copy of the Permit in an accessible area at the worksite. Remain on site while the Permit is active. In an emergency situation, suspend the Permit and notify the Permit Authority.

	<ul style="list-style-type: none"> Bring identified changes to the Scope of Work to the attention of the Permit Authority immediately. Consult with the Permit Authority if work will not be finished at the end of the allotted Permit time frame. Communicate Permit and supporting documents and controls before re-commencing a scope of work where an interruption has occurred. Ensure ongoing communication and consultation with the Permit Authority during set up, work execution, suspension and transfer (as applicable) and close out. Post works, ensure that all persons are accounted for, materials and equipment have been removed from the site, all locks and tags are removed, and that the work area has been made clean and safe. Ensure that all Permit documentation is accounted for and returned to the Permit Authority for close-out of the Permit.
<p>Work Party (Members of the work crew undertaking the work covered by the permit)</p>	<ul style="list-style-type: none"> Understand the Scope of Work, nature and location of work activities covered by the Permit as well as the prescribed conditions and precautions. Accept the conditions of the Permit by signing the Permit before commencing work. Review the relevant supporting safety documents such as SWMS. Have the required training, qualifications, licenses and certificates for the work being performed and provide evidence if requested. Stop work, make the area safe, and notify the Permit Holder of any change to the work environment or Scope of Work that might impact the safety of any person.

4. Process

The process includes the following sequential steps:



See also: Appendix 2 – Process Map

4.1. Identify and Plan Work

The work planning stage requires the Permit Requestor to understand the scope, location and method of work, to determine if a Work Permit is required and to identify any associated documents as needed e.g. rescue plans, SWMS etc.

4.2. Request and Issue Work Permit

4.2.1. Request Work Permit

The Permit Requestor completes the relevant sections of the Work Permit and provides the following documents as relevant:

- Safe Work Procedures including Safe Work Method Statement (SWMS), risk assessed procedure, or other accepted activity-based risk assessment.
- Emergency Response Plan and/or Rescue plans.
- Plant isolation sequences.
- Mark ups on as built drawings and other supporting engineering information.

4.2.2. Authorise Work Permit

The Permit Authoriser is required to review the Work Permit and supporting documentation related to the planned work and assess the adequacy of nominated controls/ Work Permit conditions:

1. If supporting documents and Work Permit conditions are not satisfactory, return the documentation to the Permit Requestor with deficiencies identified; or
2. If acceptable, approve the Work Permit by completing the 'Permit Authorisation' section of the Permit and providing a Work Permit number from the Permit to Work Register.

4.2.3. Issue Work Permit

Each Work Permit must be issued onsite by the Permit Authoriser to a Permit Holder (typically the Work Supervisor). Together the Permit Authoriser and Permit Holder must:

- Verify that the site preparation and conditions (where practicable at commencement of work) have been implemented or otherwise ready to implement in accordance with supporting documents.
- Review the overall work schedule and ensure no SIMOPS issues exist.
- Confirm any hold points or sub-authorisation stages of the job.
- Confirm that key risks, conditions/ controls and any constraints are understood and acknowledged.

Once the Work Permit information has been verified and confirmed that all controls and risks have been documented, the Permit Authority will issue the Work Permit to the Permit Holder.

Note: An approved remote issuing process may be put in place where onsite issuing/ handover is not practicable.

4.2.4. Accept Handover of Work Permit

The Permit Holder accepts the Work Permit by signing the Permit and accepting responsibility for the work including:

- Ensuring that the Work Permit conditions/controls are adequate for work to be performed and have been implemented to the satisfaction of the Permit Holder.
- Ensuring the controls remain effective for the duration of the job.
- Only competent persons within the Work Party will perform high risk work.
- That work is performed in accordance with the supporting documentation.

A pre-start meeting must be undertaken to discuss, plan and confirm that all members of the work party understand the Work Permit conditions and controls. Each member of the work party must also sign the Permit.

Workers must stop work immediately and contact the Permit Holder for direction where the:

- Work Party identifies an issue with achieving Work Permit conditions and controls.
- Work scope changes.
- Work environment or conditions change that require re- assessment.

4.3. Monitor and Manage

4.3.1. Monitor and Supervise Specified High-Risk Work

The Permit Holder must ensure ongoing monitoring and supervision of the work activities to ensure that conditions and assumptions do not materially change.

Ongoing verification, monitoring and review will also be performed by the Queensland Hydro Construction Manager and other members of the Queensland Hydro site team (e.g. Site Supervisors and HS Team).

4.3.2. Work Permit Suspension

The Permit Holder will engage the Permit Authority to suspend the Work Permit under the following circumstances:

- Work is not complete by the end date of the permit.
- An emergency and/or evacuation has occurred.
- An incident has occurred in relation to the work performed under the Work Permit.
- The scope of work, environment or conditions have materially changed and require re-assessment.
- Interface and simultaneous operation risks have been introduced and risk level has been materially changed.
- New HS risks associated with scope have been introduced and/or controls required have materially changed or conditions cannot be achieved.

4.3.3. Suspend Work Permit and Update Permit to Work Register

The Permit Authority will visit the job site and confirm it is left in a safe condition and will sign the 'Permit Suspension and Re-issue/ Transfer' section of the Work Permit. The Permit Authority will update the Permit to Work Register status to 'SUSPENDED'.

4.3.4. Reissue Suspended Work Permit and Update the Permit to Work Register

The Permit Holder will verify that controls have not been adversely affected and both parties will sign the 'Permit Suspension and Re-issue/ Transfer' section of the Work Permit.

The Permit Holder must be satisfied that the controls on the Work Permit and the supporting documentation are suitable to manage any new risk associated with the work. Where new or any variation of existing controls are needed, these should be documented in the 'Permit Suspension and Re-issue/ Transfer' section of the Work Permit and communicated to the Work Party. The Permit Authority will update the Permit to Work Register status to 'RE-ISSUED'.

The Permit Holder must hold a pre-start meeting to discuss restart considerations and expectations with the Work Party, including any added controls or precautions.

NOTE: A Work Permit can only be suspended and re-issued twice.

4.3.5. Work Permit Transferred to a New Permit Holder

Where there is a need to change the Permit Holder, the Work Permit and accountability for safe execution of the specified work must be formally transferred to a new Permit Holder.

NOTE: A Work Permit can only be transferred twice for each Work Permit.

4.3.6. Complete Work Permit Transfer

The Permit Holder (surrenderer) will formally communicate and handover key information to the new Permit Holder including (but not limited to):

- Work status including any disruptions, issues/ concerns and constraints.
- Operational considerations including any known or foreseeable SIMOPS.
- Walk the job identifying any active isolations applied, Work Permit conditions or controls in place.

The Work Permit is formally transferred and accepted in accordance with the Work Permit information. The 'Permit Suspension and Re-issue/ Transfer' section of the Work Permit will be signed by the Permit Authority, Permit Holder surrendering the Work Permit and the new Permit Holder accepting responsibility for the work.

The Permit Authority will update the Permit to Work Register status to 'TRANSFERRED' and update the 'Permit Holder' details in the register.

4.4. Close Out Work Permit When Work is Finalised

Upon completion of the specified work, the following close out process must occur:

- All Workers sign off that the work is complete.
- Any person not signed off who has departed the site must be contacted and notified that the Work Permit has been completed and that they are no longer permitted to work on any items of plant covered by the scope of the Work Permit.

- The Permit Holder must conduct a Post Work Review (with Work Party members) to identify learning opportunities.
- The Permit Holder must inspect the job site to confirm the completion of the work (including isolations removed and plant restored) and that the site is safe before signing the 'Permit Close out' section of the Work Permit.
- The Permit Holder must communicate any Lessons Learned from the Post Work Review to the Permit Authority.
- The Permit Holder signs the Work Permit acknowledging that the work has been completed and the area left in a safe condition and ready to return to normal operation.

The Permit Authority will update the Permit to Work Register status to 'CLOSED' and ensure that all relevant Permit records including Work Permit and supporting documents are retained.

4.5. Retain Records

The Permit Authoriser will ensure all documentation/records returned for scanning and retention, confirm the Permit to Work Register has been updated and relevant Lessons Learnt captured.

5. Assurance and Verification

The Permit to Work system and processes must be monitored and reviewed for effectiveness and continual improvement in accordance with Assurance and Improvement Procedure (**HS-PRO-0004**).

The HS team will undertake periodic inspection, auditing and monitoring to ensure ongoing effectiveness of the Permit to Work system; and ensure Permit to Work breaches are identified as incidents and investigated in accordance with the **Incident Management Procedure (HS-PRO-0026)**.

6. Training

The Permit Authority is required to be a subject matter expert in the activity for which the permit is issued – for example, to issue a Confined Space permit, the Permit Authority must have current Confined Space Entry training; for a Work at Height permit, the Permit Authority must have current Work at Height Training.

7. Associated Documents

This procedure sits under the Health and Safety Policy. The key documents aligned to this procedure are identified below:

Title	Reference	Document Type
Health and Safety Policy	HS-POL-0001	Policy
Confined Space Procedure	HS-PRO-0023	Procedure
Confined Space Permit	HS-FRM-0008	Form
Excavation Procedure	HS-PRO-0013	Procedure
Excavation Permit	HS-FRM-0014	Form
Hot Work Procedure	HS-PRO-0016	Procedure
Hot Work Permit	HS-FRM-0009	Form
Work at Height Procedure	HS-PRO-0020	Procedure
Work at Height Permit	HS-FRM-0012	Form
Remote, Isolated and Lone Work Procedure	HS-PRO-0017	Procedure
Remote, Isolated and Lone Work Permit	HS-FRM-0062	Form
Assurance and Improvement Procedure	HS-PRO-0004	Procedure
Incident Management Procedure	HS-PRO-0026	Procedure

Appendix 1 – Definitions

Term	Description
Confined space	<p>A confined space includes any enclosed or partially enclosed space that:</p> <ul style="list-style-type: none"> ▪ is not designed or intended primarily to be occupied by a person. ▪ is, or is designed or intended to be, at normal atmospheric pressure while a person is in the space. ▪ is or is likely to be a risk because of the atmosphere, contaminants or engulfment.
Excavation	<p>The digging or penetration into any ground surface including hand or mechanical excavation.</p>
Hot Work	<p>Any spark, flame and heat generative activity where there is an assessed risk that the work, if performed in a designated Hazardous Area, or in proximity to combustible or flammable materials, liquids, gases or vapours, could cause them to ignite. This includes slashing and vegetation management works.</p>
Remote and Isolated Work	<p>Work is being completed in an area that will have a delayed emergency response due to:</p> <ul style="list-style-type: none"> ▪ No/unreliable mobile phone reception - work party unable to communicate via mobile phone for the purposes of initiating an emergency response; and/or ▪ Geographic location and/or difficult access means an appropriate emergency response is delayed by greater than 60 minutes.
Safe Work Method Statement (SWMS)	<p>A document to help supervisors, workers and any other persons to understand the requirements that have been established to carry out high risk construction work in a safe and healthy manner. It sets out the work activities in logical sequence, identifies hazards, and describes control measures.</p>
Scope of Work	<p>The complete list of activities being authorised by the Work Permit.</p>
Simultaneous Operations (SIMOPS)	<p>Two or more potentially conflicting work activities (e.g. in the same time and place), or external activities that may affect conflict with the Work Permit scope.</p>
Worker	<p>Any person who carries out work for Queensland Hydro, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company places with a “host employer” and volunteers.</p>
Work Permit	<p>A form that details conditions under which a particular work task may be performed and is signed by relevant personnel to authorise the work to proceed.</p>
Work Precautions	<p>Preparation work that must be implemented and verified before work can begin and maintained during the work activity.</p>

Appendix 2 – Process Map

