

Permit System Standard

Last Update: 22 September 2011
Owner: Manager OHS

1 What are Permits?

There are two types of permits: "Permits to Enter" (Entry Permit) and "Permits to Do" (Work Permit). The Entry Permit gives access to a hazardous location and the ability to carry out low risk work such as checking the operation of plant. The Entry Permit only controls the requirements on the person(s) entering the hazardous location and the hazards associated with that location: for example, unguarded plant, unguarded drops, confined spaces, poor lighting, trip hazards etc. The Work Permit is separately issued to cover hazardous work such as welding, hot work, electrical work and machine maintenance. The Work Permit also includes activities such as plant isolation.

In some situations two different areas will be responsible for issuing permits for work: for example electrical work carried out in an operating laboratory would involve the laboratory manager issuing a Permit-to-Enter with Facilities Management Services issuing the contractor with a Permit-to-Do electrical work. This ensures that the person who has knowledge of the hazards involved is responsible for controlling access and the work.

The detailed operation of Permit Procedures is dependent on the work and the nature of the hazards. Permit Procedures range from Sign In/Sign Out arrangements to detailed procedures.

Permit Procedures are an integral part of [contractor management](#) and can be an important part of [Safe Work Instructions](#) and [Job Safety Assessments](#).

2 When are Permits necessary?

Permits may be required for the following work or areas:

- Hot Work Permits
- Hazardous Areas Entry Permits
- Confined Spaces Entry Permits
- Use of mobile cranes and work platforms
- Any work within 7m of an overhead power line
- Electrical Work Permits
- Access to Roofs and Working at Heights Permits
- Trenching and Excavation Work Permits
- Demolition Work Permits
- Operation or maintenance of hazardous plant
- Use of particularly hazardous materials such as controlled carcinogens
- Unsupervised Operations of Hazardous Experiments Permits.

3 Responsibilities

The development and implementation (including training) of specific Permit Procedures is the responsibility of the [line manager](#) or [academic-in-charge](#) where students are involved. The Dean, Head of School, Director or unit head is responsible for maintaining a safe system of work that includes Permit Procedures.

All staff, visitors and students are expected to familiarise themselves with and comply with the Permit Procedures that exist in their area of work. Failure to comply with Permit Procedures can lead to disciplinary action or withdrawal of rights to carry out work in the area.

Completed Permits must be filed by the department and kept for a minimum of 2 years.

4 Developing Permit Procedures

The need for Permit Procedures must be considered as part of the risk assessment for hazardous processes or activities or where work must be carried out in hazardous locations.

5 Recommended Compliance Procedure

Methodology	Resources / Tools
Step 1: Preparation	Permit Procedures must: <ul style="list-style-type: none"> • be written by a person with sound, hands on experience and knowledge of the activity, area or process • involve the persons who will be using the Procedures • as far as practicable, involve consultation with the Health and Safety Representative of the area. • involve a review of manufacturer or supplier's manual or working instructions (where applicable)
Step 2. Review associated legislative requirements, standards and University guidelines	The Workplace Health and Safety Act and Regulations The Victorian WorkSafe website provides topic based OHS information The OHS website provides guidance on major OHS issues. The Library provides access to Australian Standards
Step 3. Consider what is needed to be done or available before the task or process is carried out or the area is entered	This may include: <ul style="list-style-type: none"> • the development of safe working instructions or carrying out job safety assessments • if the work is done by a variety of people, are there any training, licence or skill requirements that need to be checked each time? • the availability of equipment • the use of personal protective equipment
Step 4. Walk through or trial the procedure to ensure it is practical and will be reliably complied with.	For a new procedure, a dry run or trial is often the best way to identify potential problems. For example with entry to hazardous area, observe staff stepping through the process
Step 5. Record the sequence of basic steps	Identify: <ul style="list-style-type: none"> • who will have the authority to issue the permits • what degree of supervision or induction is required before the area is entered or work begins • what degree of supervision or monitoring is required during the course of the work or afterwards • what needs to be isolated before work begins • how will the work or area be secured from entry by unauthorised persons • how will incidents or other issues be managed • how will the permit be closed off • how will interruptions to delays to the work be handled
Step 6. Prepare necessary documents or registers.	

Methodology	Resources / Tools
Step 7. Write up the Procedure	Use straightforward language: see NSW WorkCover "Writing work method statements in plain English: Guidelines" . Permit Procedures should include: <ul style="list-style-type: none"> • a general description of the activity, process or area covered by the permit • the person or position that has the authority to issue the permit • specific information regarding the permit and associated risks of the task or area • precautions to be undertaken before entering the area or carrying out the work • any associated safe working instructions or job safety assessments • personal protective equipment to be worn while undertaking the task (this may alternatively appear in the safe working instructions or job safety assessment)
Step 8: The names of persons authorized to issue Permits must be included on a Permit Authorisation Register	
Step 9. Test the Procedures by consultation and verify relevant issues are documented	With a new process or a changed one, where possible a dry run or trial is often the best way to identify potential problems.
Step 10. Obtain approval of the Procedures from a supervisor or manager.	When complete, the Permit Procedures should be reviewed, signed and dated by the area supervisor and if there is one, the local safety officer.
Step 11. Ensure the new or revised Procedures are available to staff and students that may need them	The need for Permits should be displayed prominently at the entry point to hazardous areas and close to plant or equipment that require Permits to operate.
Step 12. Carry out any necessary training or familiarisations.	The supervisor should verify that the Procedures are being followed and are workable.

6 Examples

Plant Rooms:

One way to manage this issue would be to classify the plant rooms as low, medium or high risk on standard criteria. Where the risk is low (no Entry Permit required) and no Work Permit is necessary as well, the person can be signed in and issued a key. Where the risk is medium to high, then a specific site induction is recommended. For medium risk plant rooms, the approach may be to escort the person to the room and advise them/show them the hazards involved. For high risk plant rooms a written safe entry procedure (can be part of the safe work procedure or job safety assessment) is required. Once again the person should be escorted to the plant room and shown the operation of any safety devices or controls such as putting up barriers etc.

Examples of Permit Procedures can be found at:

- University of Sydney: [Access Permit for Controlled Areas](#)
- University of Melbourne: [OHS Policies and Procedures](#)
- University of Wollongong: [Permit to Work Guidelines](#)
- Coles Group: [Contractor Induction](#)
- NSW WorkCover: [Writing work method statements in plain English](#)

7 Review and Evaluation

Permit Procedures are required to be reviewed:

- whenever a new class of hazard or activity is introduced
- after an associated injury, near miss or illness
- every three years.

Permit Authorisation Register (Example)

DEAKIN UNIVERSITY Permit Authorisation Register	
Department:	ABCD

Permit Type	Person Authorised to Issue Permit	Limitations or Requirements	Date Authorised
Hot Work	J. Smith	Only to Buildings X, Y, Z	14/9/12
Access to Roof	Campus Maintenance Manager		14/10/12