Contents

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 are an important part of Safe Work Practices and Risk Management.

2.   Scope

This Standard applies to all areas of and any work activity occurring on Deakin campuses. It is also applicable to any person undertaking work activities occurring either upon other Deakin controlled property or under the direction of a University staff member. There is one exception where work is occurring within a major construction project on a sealed site under the direction of an appointed principal contractor and within the confines of a designated worksite under the principal contractor's control.

3.   Policy

Permits are required for the following work or areas:
- Hot Work Permits

- Hazardous Areas Entry Permits for (as examples) electrical switchrooms, high risk laboratories or storage areas
- Confined Spaces Entry Permits
- Entry into roof and ceiling spaces as well as access to roofs
- Impairment of fire equipment and controls
- Use of mobile cranes and work platforms
- Any work within 7m of an overhead power line
- Electrical and gas Work Permits
- Working at Heights Permits
- Trenching and Excavation Work Permits
- Demolition Work Permits
- Maintenance of hazardous plant
- Use of particularly hazardous materials such as controlled carcinogens
- Unsupervised operations of Hazardous Experiments.

Areas and activities requiring Permits will be identified through the following:
- risk assessment
- OHS legislative requirements
- University safety and security arrangements.

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.

4.   Definitions

Line Manager	University manager or supervisor in charge of an operational area. Includes academic-in-charge where students are involved.
Work Permit:	A document authorising a person to undertake high risk work and/or enter a high risk location.
Work Permit Requestor:	A person who applies for a permit in order to obtain authorisation to undertake high risk work.
Work Permit Approver:	A person who is authorised to approve a permit request so that the Permit Requestor can undertake prescribed High Risk work.

5.   Responsibilities

The Dean, Head of School, Director or unit head is responsible for:
- periodically undertaking a review to identify processes and work locations that require permit controls
- maintaining a safe system of work that including the development of relevant local Permit Procedures
- maintaining a list of competent Work Permit Approvers
- maintaining a register of activities or locations that are controlled by permit
- providing adequate signs for permit controlled areas
- ensuring completed Permits are filed and kept for a minimum of 5 years.

The development and implementation of specific permit procedures, including training and putting up relevant signs, is the responsibility of the Line Manager.

All staff, visitors and students are required to familiarise themselves with and comply with local 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.

Contractors must follow University work permits. This means they must be aware of the requirement to request a permit for certain work or to enter high risk locations. The Contractor must also ensure that all the correct documentation has been submitted to the Work Permit Approver and the Work Permit has been issued to subcontractors or their employees prior to any work being conducted or entry occurring.

Contractors/visitors and those entering a permit controlled area must either be issued a Permit or accompanied by an authorised person at all times.

6.   Recommended Process for 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.

Methodology	Resources / Tools
Step 1: Preparation of the local Permit Procedure by the local line manager	Permit Procedures must: • be written by a person with sound, hands on experience and knowledge of the activity, area or process • involve the staff or students 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 Occupational 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: Carry out a risk assessment to identify the hazards and determine the type of permit and other controls to be implemented. A review of the risk assessment will occur when there are changes to processes, work practices or the University environment.	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.
Step 4. 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: • 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, license or skill requirements that need to be checked each time? • the availability of equipment • the use of personal protective equipment
Step 5. 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

Methodology	Resources / Tools
Step 6. Record the sequence of basic steps Step 7. Prepare necessary documents or registers.	Identify: • 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 8. Write up the Procedure	Use straightforward language: see NSW WorkCover "Writing work method statements in plain English: Guidelines". Permit Procedures should include: • 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 9: The names of persons authorized to issue Permits must be included on a Permit Authorisation Register	
Step 10. 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 11. Obtain approval of the Procedures from a Line Manager.	When complete, the Permit Procedures should be reviewed, signed and dated by the area Line Manager and if there is one, the local safety officer.
Step 12. 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 13. Carry out any necessary training or familiarisations.	The Line Manager should verify that the Procedures are being followed and are workable.

7.   Recommended Process for Issuing Permits

Methodology	Resources / Tools
Step 1: Permits will be issued to the Permit Requestor by the Permit Approver or Representative Work extending over multiple permits requires communication and a handover of the relevant information pertaining to the job.	The Work Permit Approver shall: • complete the relevant Work Permit form and follow the specified procedure for each work process or location • confirm that supporting documentation has been submitted by staff, students or contractors • determine if the suggested controls submitted in the Safe Work Method Statement (SWMS) sufficiently address the hazards associated with the works to be completed • determine if staff, students or contractors has demonstrated they have a safe system of work; • issue the completed Work Permit form to staff member, student or contractor.
Step 2: Once issued, the Permit Requestor is to complete the permit and submit it to the Permit Approver for authorization. In instances where a permit has not been suitably completed it will be given back to the Permit Requestor so they can do so	The Permit Requestor shall: • 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 Safe Work Method Statement and risk assessments
Step 3: 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.
Step 4: Both the Permit Approver and the Permit Requestor will need to sign the permit in order to authorise the work.	Any specific risk assessments required must be noted on the permit form. 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
Step 5: Where a permit has been written and is not required to be issued it is required to be marked as cancelled	
Step 6: The Permit Requestor and the Permit Approver need to agree to a suitable method to review completed work during the permit approval process	

Methodology	Resources / Tools
Step 7: The Permit Approver (or their delegate) shall monitor the work undertaken by the permit requestor, ensure duration times are adhered to and ensure risk assessments have been completed.	If an OHS related Hazard has been identified or an incident occurs during the works the Permit Requestor must notify the Permit Approver (or their delegate) and provide the details of the hazard or incident. The Permit Approver (or their delegate) is responsible for incident reporting.
Step 8: The Permit Requestor shall: • seek immediate advice if circumstances or conditions change while undertaking work • ensure safe systems of work are implemented as OHS Risk Management Instruction and relevant OHS procedures.	If there is a change in the scope to the works being completed, the person completing the work must cease work and notify the Permit Approver of the change. The person completing the work must identify any new or introduced hazards resulting from the change in scope and request for approval to continue work from the Work Permit Approver.
Step 9: When the work is completed the Permit Approver will sign off the permit after verifying that the work site has been left in a safe condition.	The work must be completed as per the time, date and duration on the Work Permit. Any deviation from the approved timeframe must be communicated to the Work Permit Approver. The Work Permit Approver must evaluate the change and if appropriate authorise the change in duration through a newly issued Work Permit.
Step 10: The Work Permit Approver shall maintain records of work permits including associated documentation such as risk assessments.	

8.   Example of a Permit Process

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:
• Coles Group: Contractor Induction

9. 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	14/9/19
Access to Roof	Campus Maintenance Manager	Building J	14/10/19

DOCUMENT HISTORY	
Name of procedure	*Permit Standard*
Overarching policy	*Health Wellbeing and Safety policy*
Original Date	*22 September 2011*
Review History	*20 September 2019* *Complete review and revision*
Author	*Michael O'Donoghue*