

PERMIT TO WORK

PURPOSE AND SCOPE

The intent of this document is to provide instruction on the Permit to Work requirements at Gamuda Australia (GA) projects / workplaces. It is essential that this standard is read in conjunction with the specific Critical Risk Standard/s that relate to the task and specific risk assessments for the activity.

PERMIT RESPONSIBILITIES

The **Project Director (or nominee)** is responsible for appointing trained and experienced personnel as Permit Issuers / Authorities for each applicable permit. Appointments will be documented in the Project Work Health and Safety Management Plan.

The **Permit Issuer / Authority** is responsible for ensuring the applicable Permit to Work system is implemented in accordance with this standard and the relevant Critical Risk Standard requirements. The Permit Authority will also determine the duration of the permit, in consultation with the Permit Holder and ensuring permit conditions are effectively implemented to achieve safe outcomes. Universal duties relating to all types of permits include:

- Checking all Critical Controls from the relevant Critical Risk Standard are in place prior to work commencing
- Verify a SWMS is in place for the task
- Verify the Permit Holder has completed the permit correctly and supplied adequate information for the task
- Approve the permit and agree on expiry date
- Verify equipment and emergency rescue equipment is suitable for the task
- Verify personnel in the work group have the correct qualifications
- Assign a permit number to each permit and maintain a single master register
- Monitor the ongoing effectiveness of the permit and works

The **Permit Holder** (supervisor or individual) is responsible for:

- Ensuring a Safe Work Method Statement (SWMS) / Risk Assessment with input from the people who will be performing and supervising the work is in place
- Raising the permit
- Inducting personnel into the permit requirements
- Ensure the equipment and emergency rescue equipment is suitable for the task
- Ensure personnel in the work group have the correct qualifications to perform the task
- Supervising and monitoring the task in accordance with the permit conditions
- Leaving the project / workplace / work area in a safe condition post-activity
- Handing back the permit at the completion of the task

PERMIT TO WORK AT HEIGHTS

A Permit to Work at Heights is required under **GA-CRS-01 – Work at Heights** for tasks performed by personnel where fall arrest or restraint equipment are to be used as a primary means of fall protection.

The **Permit Issuer / Authority** must ensure:

- That any work at heights equipment (including anchor points) and emergency rescue equipment is suitable for the task.

PERMIT TO ENTER CONFINED SPACE

A Permit to Enter Confined Space is required for any work that involves personnel entering and working in Confined Spaces and as per **GA-CRS-07 – Confined Space**.

The **Permit Issuer / Authority** must have the appropriate training to be able to issue confined spaces entry permits and atmospheric testing equipment and rescue equipment is suitable for the task and type of confined space.

PERMIT TO EXCAVATE

A Permit-to-Excavate shall be completed and approved prior to any works involving the excavation or penetration of in-ground material, in conjunction with **GA-CRS-08 – Excavations, Concrete Penetration and Services**.

PERMIT TO CUT AND CORE CONCRETE

A Permit to Cut and Core Concrete is required under **GA-CRS-08 – Excavation, Concrete Penetration and Services**, and shall be completed and approved prior to any works involving saw cutting or core hole activities in concrete.

PERMIT TO TUNNEL

A Permit to Tunnel is required under **GA-CRS-09 – Tunnelling** and shall be completed and approved prior to any works involving Tunnelling. A Permit to Tunnel (PTT) must be issued by a person holding delegated authority (**Permit Issuer / Authority**) and must be signed by all nominated signatories prior to tunnelling excavation commencement and at intervals no greater than 24hrs.

PERMIT TO ISOLATE

A Permit-to-Isolate is required under **GA-CRS-MS – 11 Isolation** and/or **GA-CRS-12 – Electrical Safety**. The principles for isolation remain the same whether for electrical, hydraulic, pneumatic, vehicular, gravitational, chemical, plant, mechanical or other energy sources; however, the method of isolation and experience required identifying and applying isolations differs.

CRANE WORK BOX PERMIT

A Crane Work Box Permit shall be completed and approved for any work involving the use of a crane workbox.

The **Permit Issuer / Authority** must ensure:

- That a suitable risk assessment is undertaken, and controls (crane workbox, lifting equipment and rescue equipment) are checked and implemented prior to using a crane workbox.

HOT WORKS PERMIT

A Hot Work Permits is required for any work with the potential to create a source of ignition. This includes grinding, welding, thermal or oxygen and acetylene cutting or heating, and other related heat producing or spark producing activities.

The **Permit Issuer / Authority** must ensure that the controls listed on the Hot Works permit as submitted by the permit holder are in place prior to issuing the permit.

REGULATIONS, STANDARDS AND CODES

All applicable legislation, regulations, codes and standards are listed within the relevant Critical Risk Standards.

FORMS AND CHECKLISTS

- **GA-FRM-HSE-130** Permit to Work at Heights
- **GA-FRM-HSE-131** Permit to Enter Confined Space
- **GA-FRM-HSE-132** Permit to Excavate
- **GA-FRM-HSE-133** Permit to Cut and Core Concrete
- **GA-FRM-HSE-134** Permit to Tunnel
- **GA-FRM-HSE-135** Permit to Isolate
- **GA-FRM-HSE-136** Crane Work Box Permit
- **GA-FRM-HSE-137** Hot Works Permit