



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council

Permit to Work Procedure

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1.0 Introduction

The Permit to Work system (PTW) is a formal means of communication for all parties involved in the authorisation, management, supervision and completion of specific work activities. It provides a 'hold point' that allows NPDC to verify with Contractors and other Workers that the required controls have been identified and established to manage the level of risk associated with high risk work. Using the PTW is one way we can meet our obligation of no harm to people, the process or environment.

The PTW is intended to ensure that authorised and competent people have thought about foreseeable operational risks and that these risks are eliminated or minimised by using suitable control measures. The workers completing the work should think about and understand what they are doing to carry out their work safely.

2.0 Purpose

The purpose of this Permit to Work (PTW) manual is to define a minimum safe system of work for all high risk tasks performed on NPDC sites, and to establish a high standard of safety protection for personnel, process, plant and the environment.

The PTW Manual is a communication and control tool used to plan and control work, and requires common understanding between management, supervisors, operators and those who perform the work.

The requirements of this document shall apply in addition to complying with New Zealand Law and appropriate Health and Safety Legislation, Regulations, Code of Practice and Guidelines.

Note: The issue of a Permit does not, by itself, make a job safe.

2.1 Objectives

The PTW is aimed at achieving the following key safety objectives:

- Keep people safe
- To protect the process and the environment.
- To authorise a set of safe work practices that are defined, implemented, and understood by all people involved, to promote safe work practices;
- Compliance with relevant legislation and standards;
- Risks are identified, worksite is inspected and appropriate controls are put in place and maintained for the duration of the work;
- Personnel involved in the work and responsible for the operations and safety in the work area, have been properly trained and competent in safe work procedures and equipment to be used.

3.0 Scope

The PTW applies to all Council Workers (Employees, Contractors and Contractors Sub-Contractors) and any other persons performing work on any NPDC owned or operated facilities. This also applies to 3.1 Projects.

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The PTW shall also be used in non-hazardous areas, e.g. Administration buildings if the combination of the environment and the work activity create a significant risk. E.g. re-roofing the admin building.

The PTW is NOT intended for low to medium risk, routine operations that are covered by written procedures; maintenance workshop activities, or minor low risk work allowed at the verbal permission of the Permit Issuer.

The PTW Manual and/or external guidance as referenced in this manual, set out NPDC's minimum requirements for the control of risks for particular high risk work. The conditions outlined in this PTW Manual, and associated Safe Operating Procedures are mandatory requirements.

3.1 Projects

Where there is significant construction or refit/maintenance project being undertaken that can be ring fenced and handed over to the Main Contractor, then a site specific safety plan can be used as an alternative if agreed by all stakeholders. The site safety plan must be of at least the same standard of risk mitigation as this permit to work procedure or better.

The safety plan must be approved by the appropriate Project manager or equal and is to include:

- Timeline of works
- Control measures for high risk activities
- Methods of communication.
- Identifying where the process or normal operations may be interrupted and supervision from NPDC is required.

There must also be a hand over plan from NPDC to the main contractor that is supported by the PTW Interface [document](#).

All monitoring is to be undertaken by the Project Manager.

Note: The Reticulation Maintenance and Resource Recovery Contractors will carry out work as required as part of their Contract with NPDC, using their own agreed risk management and PTW procedures.

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4.0 Definitions

Attachment Certificates	Specific forms used for the management of high risk work. Each attachment certificate has its own corresponding procedure and forms as part of the PTWS.
Atmospheric gas tester	This term is used to describe a person who is trained to perform atmospheric (gas) tests and authorised by management to issue atmospheric test certificates.
AT	Authorised area technician.
Cold work	Work activity that does not involve a source of ignition.
Competent person	An individual possessing adequate qualifications such as suitable training and sufficient knowledge, experience and skills for the safe performance of the specific work scope.
Confined Space	An enclosed or partially enclosed space, as defined in AS/NZS2865-2009, that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: <ul style="list-style-type: none"> a) An oxygen concentration outside the safe oxygen range b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion d) Engulfment in a stored free flowing solid or a rising level of liquid that may cause suffocation or drowning. <p>Notwithstanding this definition, the PI may, at their discretion, classify any area as a confined space.</p>
Crane Lift	A lift using a crane that requires a lift plan which can be sourced by the Crane Operator. The level of detail will depend on the complexity of the lift i.e. simple or Critical.
Excavation	Any work involving the breaking of ground, to a depth greater than 300mm.
Hazardous residue	Any materials such as scale, sand, slops, loose paint, coatings, deposits or any other residual materials which may be harmful to health or safety.
High or critical risk work	Work that includes but is not limited to the following: <ul style="list-style-type: none"> • Notification of hazardous work to Worksafe NZ • Work at height greater than 1.8m • Confined space entry • Equipment, isolation, lockout & tag out • Live electrical work • Working above water • Hazardous substance exposure • Excavation $\geq 1.5m$ • Hot work outside of designated workshop • Lifting operations
Hot work	Any work which involves a source or potential source of ignition or which may be capable of igniting flammable vapours or any combustible material.
Isolation	The process whereby sources of harm (pressure, temperature, chemicals, electrical or mechanical power, engulfment) are physically separated from persons carrying out work, are protected from inadvertent operation and have been proven.
Lock box	A numbered box which contains the keys to the production locks which have been applied in the field.



Multiple locking device	A device which allows the application of multiple locks to a single isolation point.
Particular Hazardous Work	The Health and Safety in Employment Regulations 1995, requires employers as well as the person who controls a place of work to provide at least 24 hours' notice to Worksafe of particular hazardous work. Examples are: <ul style="list-style-type: none"> • Erecting or dismantling scaffold with a risk of falling 5 metres or more. • Work that in which a person breathes compressed air, or respiratory medium other than air (not diving). • Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.
PCF	Permit Control Facility
Permit Issuer	The person that has the understanding and training and is authorised by NPDC to issue permits in the work area concerned.
Permit location board	This is a plan of all areas and major equipment on site in their correct geographical orientation, on which the location of all Permit Work and possible conflicting permit work is indicated with appropriate magnetic markers. It is also an overview of hazardous areas within the site. This gives the PI a clear visual indication of work that is occurring at the site at any time, and identifies areas where planned work could conflict with that already underway.
Permit Receiver/ PICWS	The person who applies for the Permit and is responsible for the planning and execution of the permitted work. Where a permit has been issued to a team the receiver is the person responsible for the work activity at the work location. PICWS is the abbreviation for Person in charge of the Work Site.
Permit re-issue	The re-use of a Work Permit form on the next scheduled work day, to continue work which has been started, where conditions and controls are unchanged.
Permit System Manager (PSM)	This is the person, nominated by the organisation as being responsible for the management of the Permit to Work System.
Permit to Work	A form which documents a contract between the person in control of the place of work and the person carrying out the work. It specifies the work to be carried out, its location, the hazards associated with the work and the environment and the required methods of control. It authorises the specified, and only the specified, work to be carried out.
Safety Observer/Stand by person	A Safety Observer / Stand –by person is a competent person assigned to remain on the outside of and in close proximity to, the confined space and capable of being in continuous communication with and to observe the proceedings of those inside. In addition, where necessary, initiate rescue procedures and operate and monitor equipment used to ensure safety during entry and work in the confined space.
Safe Atmosphere	An atmosphere is considered safe when the concentrations are within the following limits: Oxygen: 20 – 21.5 % vol Flammables: Less than 5% LEL (Lower explosive limit) Toxics: Less than 50% of the WES (Workplace exposure standard) or the company standard, whichever is lower.
Verbal Permit	A verbal permit is permission from the PI allowing minor non-routine work to proceed without a written Work Permit. Verbal Permits control the access of non-permitted personnel on to a remote site.



5.0 Roles and Responsibilities

Everyone has the ability to stop work if they believe it is unsafe.

Permit System Manager (PSM)

The Infrastructure Manager.

Is responsible for the following:

- A formal PTW is documented, approved and implemented.
- Monitor and evaluate the PTW outcomes to ensure appropriate safe work systems are established and maintained for all work done under the PTW; and
- Processes and resources are available to ensure the system is regularly reviewed and improved; and
- Processes and resources are available to ensure all staff are adequately trained and competent in the application of the system.
- Compliance to the system is maintained.

Responsible Plant Lead or Site Manager

The Plant Lead/Building Maintenance officer.

The Plant Lead/Site Manager is accountable for the operation of the PTW on their site or facility, in accordance with the requirements of this manual and:

- Ensuring there are sufficient trained personnel to effectively manage the PTW system on site.
- Provide effective systems for continual monitoring via auditing of its effectiveness.
- That all department personnel are aware of this PTW, its intent and means of implementation.
- That all Contractors engaged are made aware of and understand their responsibilities with regards to this PTW;
- When required, act as the *Second Tier Authorization* for Permit Issuing or delegate this authority to a competent staff member if they are unavailable;

Permit Issuer (PI)

The PI is responsible for the co-ordination and control of the issue and return of Permits. They authorise and endorse work to proceed, agree work scope, precautions and accept a job as complete. They maintain an overview of all operations (in progress, planned and suspended) on the site in order to effectively manage hazards caused by simultaneous conflicting activities such that conflicting permits are not issued. The PI is responsible for ensuring the following:

- Must authorise all work to be undertaken.
- Administering the Permit and maintaining accurate work status of the installation in particular of system isolations and work in progress;
- Promoting discussion between work parties to identify and resolve conflicting requirements where safety may be implicated. The PI is a central co-ordinator for all permit work;
- Ensuring the PR understands the exact nature and location of the work to be undertaken;



- Must be available/contactable by phone or other means so that the Permit receiver or other Stakeholders can discuss any issues that arise, or if there is a need to suspend or cancel a permit.
- Ensuring that any safer alternative means of performing the work have been considered.
- Assessing all potential hazards and risks associated with the work to be performed. This includes process hazards, hazards introduced by the work itself and hazards caused by other work being performed in the same or adjacent areas.
- The procedures and safety precautions, including safety equipment required to carry out the work is implemented and documented via the permit form.
- Ensure that all rotating or moving machinery and equipment, along with process pipelines have been isolated, de-energized, and rendered safe for the work activity. This includes any potentially stored or residual energy from hydraulic, pneumatic, gravity, electrical or process (e.g. steam, gas, water and chemical) sources.
- Necessary arrangements are made to avoid contamination to the environment (soil, water or air)
- Ensure effective handovers (individual, shift & team) take place including permit status in particular uncompleted work and system isolations.
- Ensure changes to the work scope are identified and if additional hazards are identified ensuring the work is stopped and the Permit suspended until the Hazard ID and Work Instructions are reviewed after which an amended PTW may be re-issued.
- Ensuring all open permits are suspended if there is an emergency evacuation.
- Ensure the permit receiver/PICWS has the relevant training.

Area Technician (AT)

A person regarded as fit and competent by the relevant Lead/Manager or PI to complete an assigned task on behalf of the issuer. The AT will have expertise in the relevant technical field relating to the work being undertaken. An Area technician may update or add to the isolations or hazards sections as required, for example:

- Establishing worksite/site inspections
- Ensuring that the Permit Receiver and the Permit Issuer are aware of all work in their area.
- Apply/remove isolations
- Monitoring a worksite (against check sheet)
- Checking work progress
- Ensuring PR/PICWS has enacted mitigations as agreed prior to work commencing.
- Check safety and certification of equipment
- Disestablish worksite (check clean and fit for service).

Permit Receiver (PR)

A person to whom a permit is issued. The PR is responsible for the safety and control of a worksite. They will be responsible for the execution of the work.

The PR/PICWS must:

- Apply for a permit 24 hours in advance for the agreed work scope.
- Plan and prepare the Hazard Identification (JSEA) and permit to work document for the specified work scope.

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- Ensure individual and team competencies are in place for the safe execution of the work and the JSEA identified all the hazards relating to the task.
- Ensure that everyone involved, are fully briefed on the work, the controls necessary and the conditions of the Permit and JSEA are complied with. To be carried out via the daily toolbox/prestart meeting.
- Ensuring that the permit is displayed at the worksite when work is in progress.
- Stopping work if the work scope, circumstances or conditions within the working area change or if any additional hazards are identified and ensuring the PI, AT and PR are advised.
- Ensuring the worksite has been left in a safe and tidy state on completion or suspension of work.
- The PR advises when the work is complete for acceptance by the PI.

Safety Watch (SW)

Required for Hot Work and Confined Space Entry

The SW is a person approved by the PI and is responsible for monitoring hazardous work, stopping work if a dangerous situation arises and initiating rescue/emergency procedures if required.

A competent Safety Watch is one who has successfully completed an approved training course and holds qualifications as detailed under training listed below.

The SW must:

- Constantly monitor the work and adjacent areas
- Ensure that any hazards arise as a consequence of the work or changed in the area environment are immediately communicated to other workers and to the PI and the AT i.e change in weather conditions.
- Ensure that a means of communication is in their possession and in full working order for the term of appointment.
- Ensure that all safety requirements specified on the permit or Hazard ID are in place before work proceeds and continue throughout the job.
- When required, monitoring the atmosphere for oxygen and flammables using approved and calibrated atmospheric test equipment, and ensuring that any tests required for toxic substances are carried out at the frequency specified on the permit.
- Recording gas/atmospheric test results at the frequency prescribed on the permit.
- Detecting, containing and extinguishing all sparks, hot debris etc
- Undertaking no other duties which interfere with their role as Safety Observer.

6.0 Management of the Permit to Work System

6.1 Work requiring a Permit to Work

A documented permit to work is required for activities involving a critical risk or where the risk score is high or extreme. [\(See flowchart\)](#) This includes Work at Height, Hot Work, Confined space entry, Excavation, Crane/Heavy lifting operations, plant shutdowns and in some cases Isolations.

6.2 Classification of work

There are two classifications of work which are routine and Non-Routine

Routine work is work being carried out by competent personnel in accordance with the documented safe operating procedures (SOP) or Work Instructions (WI). (This includes work or activities in which there is a medium or lower level of risk. It also includes work being carried out in non-hazardous areas such as workshops, administration and recreational areas. Work permits are generally not required for this type of work.



Non-routine work or routine work with a high or extreme level of risk will normally require a written permit to work supported by an approved Operating Procedure. Minor tasks deemed low risk may proceed with a verbal permit.

6.3 Verbal Permit

The Permit Issuer (PI) must authorise all work to be undertaken. This is to ensure that conflicting tasks are considered in the workspace.

Verbal Permit allows the access of non-permitted personnel to work on site and allow medium to low risk non-routine work and routine work to proceed without a written Work Permit. Activities carried out under verbal permit should be preceded with a task/hazard and or SOP which includes a discussion with the Permit Issuer.

Verbal Permit rules are:

- Must have a low or insignificant risk score,
- Task with a Medium Risk score must be supported by a documented SOP or Work Instruction.
- Must be completed in the current shift (1 working day)
- Must not be work that requires critical risk attachment certificates i.e work at height, hot work etc
- Must be listed on the Site PTW register

Higher risk, routine work can also be carried out under verbal permit if supported by an approved Safe Operating Procedure and authorised by the relevant manager. (Production Manager for Three Waters and Facilities Management Lead). Work managed in this way must meet the following criteria:

- Work must be of a routine nature
- Work must always be carried out in the same sequence and using the same methods documented in an SOP with an imbedded checklist.
- Work must not require any additional critical risk attachment certificates, excludes isolations.

6.4 Deviations from the Permit System

A ‘deviation’ is a method of controlling hazards associated with a proposed work activity differs from those laid down in the permit to work system. **It will be authorised in writing by the respective Manager and as a minimum meet the same standards of safety required by the Permit to Work System.** (This can be written in a free text field on the appropriate form). This is an exception and is to be used when a conflict exists between the work activity and the permit to work system in such that the standard procedure is unable to be followed or is inappropriate. **It will not be invoked for convenience.**

6.5 Training Requirements

Persons operating in PTW roles must have completed training in Work Permit Procedures. See NPDC training [Matrix](#) for all roles.

The **Permit Issuer, Area Technician, PTW auditors and Respective Leads** require the following:

- Knowledge of the plant and process at treatment plants, reservoirs, pump stations etc,

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- US17590 (issue worksite specific permits) at least once every five years as per [NPDC Training Matrix](#).
- US30265 (apply hazard identification and risk assessment procedures in the workplace).
- Formal internal training and competency assessment on the objectives and key controls within this PTW System at least once every 2 years.

The **Permit Receiver/Person in Control of the Workspace** require the following:

- US30265 (apply hazard identification and risk assessment procedures in the workplace) at least one every five years as per [NPDC Training Matrix](#).
- US17588 (apply for, accept and carry out work according to a work permit in the workplace)
- Have completed the required Site Induction (valid for two years)
- Have reviewed and assessed as having a comprehensive understanding of the objectives and key controls of this PTW System at least once every 5 years.

Practical emergency response training and practice should be conducted biennial on the respective areas of emergency response procedures. For instance, confined space emergency response practice.

6.6 Permit System Auditing

Auditing is an integral part of managing the PTW system. It verifies that the requirements of the system:

- Have been established
- Have been documented
- Are effective and being adhered to
- If not effective initiates corrective actions

Permit to Work audits check for compliance and non-compliance with the PTW System.

a) **LEVEL 3:** Weekly monitoring (minimum of 10%) of new permits audited for compliance.

This can be carried out by a competent person as long as they are not the Permit Issuer.

Guide to content:

- i) Hazard ID and Control (JSEA) is of adequate quality?
- ii) Permits authorised and endorsed by correct permit signatories?
- iii) Permits are legible
- iv) Is the specified safety equipment available and functional at the worksite (PPE, gas detectors, rescue equipment etc)

b) **LEVEL 2:** Quarterly checks for the compliance of PTW Management System. Carried out by at least 2 persons, one of which should be the Plant Lead or Site Manager. The PSM is required to participate in at least one of these audits per site per year. Starting with the corrective actions from the previous audit.

Guide to content:

- i. Have weekly audits been carried out and corrective actions implemented?
- ii. Have the corrective actions from the previous quarterly audits been implemented?
- iii. IS documentation current and available at the control locations?
- iv. Are all management systems associated with the PTW system functioning effectively?



- c) **LEVEL 1:** Audit carried out annually at each site by either the PSM, or an independent party. These audits are to ensure compliance with the PTW System and consistent application across all sites.

Guide to content:

- i. Are the management systems being applied consistently at the site?
- ii. Training
- iii. Auditing and documentation
- iv. Permit co-ordination facilities
- v. Safe work practices.

All Level 1 Audits will be collated and compared by the PSM to ensure consistent application across all sites within NPDC.

Isolation Procedure auditing shall be conducted with a frequency of minimum 4 audits per year.

NPDC must keep a record of findings and corrective actions relating to recent audits and demonstrate completion of action items.

6.7 Document Control

- This system will be fully reviewed every 5 years.
- Completed permits and their accompanying documentation will be filed at the permit centre in the completed permits file.
- Completed permit documentation should be scanned and registered in ECM.
- The permits and accompanying documents will be kept for a minimum period of three years.

6.8 Reporting

Notification of Particular hazardous work

The [Health and Safety in Employment Regulations 1995](#) require the employer as well as the person who controls a place of work to provide at least 24 hours' notice to Worksafe of particularly hazardous work. Notification to Worksafe can be done online using the [Particular Hazardous Work Notification Form](#). Notification should include:

- The nature of the work
- The location of the work; and
- The control of the work

Notifiable events

A notifiable Event must be reported to Worksafe. A Notifiable Event is when a death, a notifiable illness or injury, or a notifiable incident occurs as a result of work.

Further detail on Notifiable Events can be found on the [Worksafe Notifiable Events](#) webpage.

Particular Hazardous Work includes:

- Construction work with a risk of falling 5 metres or more (see exclusions below)
Exclusions
 - Work in connection with a residential building up to and including 2 full stories
 - Work on overhead telecommunications lines and overhead electric power lines
 - Work carried out from ladder only
 - Maintenance and repair work of a minor or routine nature
- Erecting or dismantling scaffold with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes

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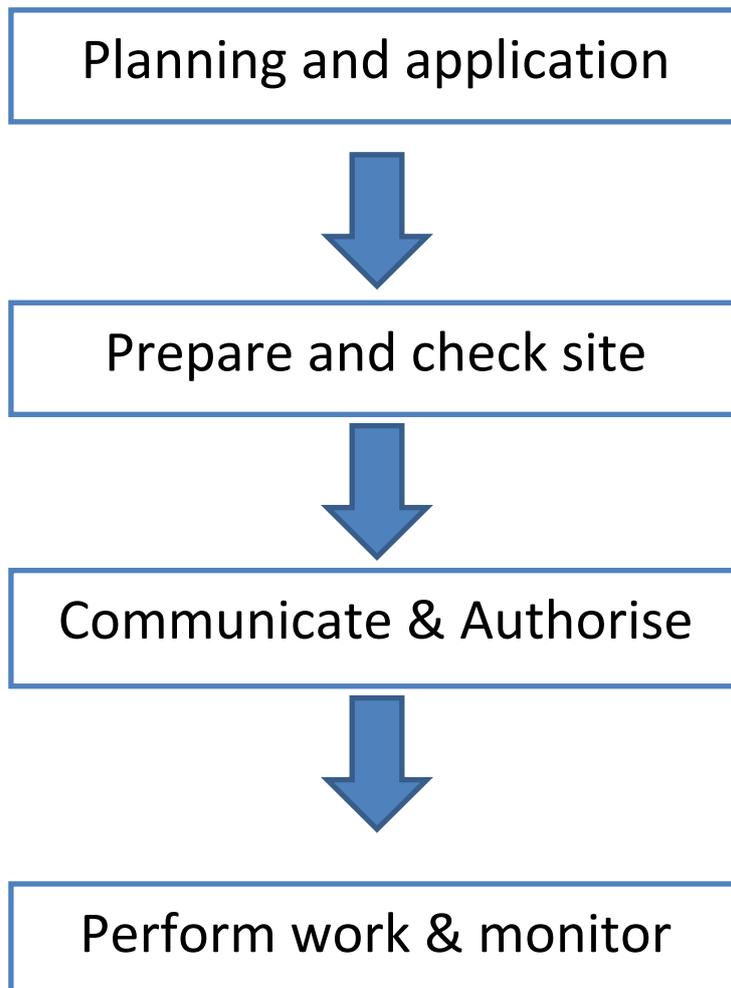
- Use of a lifting appliance where the appliance has to list a mass of 500 kilogrammes or more a vertical distance of 5 metres or more (see exclusions below)

Exclusions

- Work using an excavator
- Work using a forklift, or
- Work using a self-propelled mobile crane
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal width at the top
- Work involving the use of explosives, or storage of explosives for use at the worksite
- Work in which a person breathes compressed air, or a respiratory medium other than air (diving)
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving)

7.0 PTW Process

Can be broken down in to five steps. Each of the steps are important to the management of critical risk activities conducted at NPDC.





Close/Suspend/Handover

7.1 Planning and application for a Permit to Work

Application for a permit should be made in advance of start time:

- 24 hrs notice required for planned work
- 24 hrs notice required for outstation work
- 24 hrs notice for notifiable work (24hrs notice to Worksafe)
- Major planned or project work, minimum of 7 days' notice

These times may only be relaxed if urgent emergency work or reactive maintenance is required to keep the plant, process or site running or there is a risk to health, safety or the environment.

The Permit Receiver (applicant) is responsible for preparing the paperwork to apply for the Permit to Work.

This includes:

- Completing the application section of the relevant Permit to Work (PTW) form describing the scope of work or task description, equipment/plant to be worked on, location and the details of the Permit Receiver;
 - Description to include the duration of work,
 - Number of persons to be working at the site,
 - The nominated Person in Control of the Workspace (PICWS)
- Providing the relevant JSEA or Safe Operating Procedure (SOP) that includes risk assessment;
- Verify competency and training requirements for key role holders; and
- Supporting documents (including any relevant risk-specific permit forms).
- Notification to Worksafe where the work is particularly hazardous (as defined on the Worksafe website).

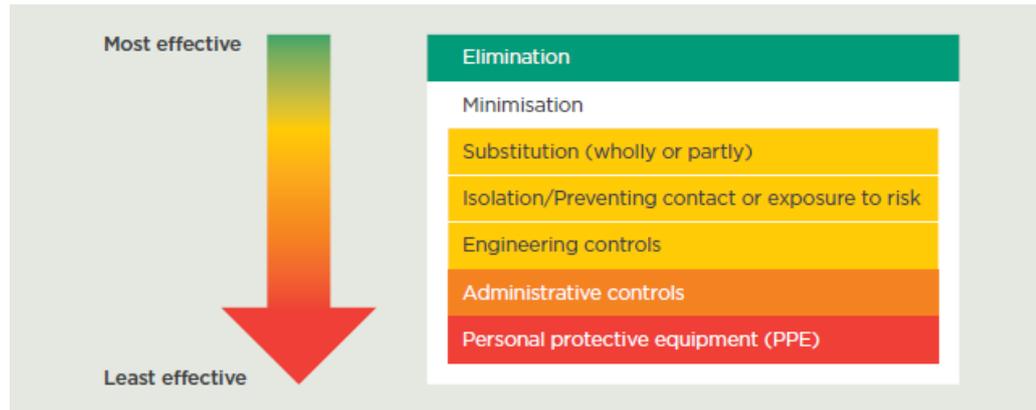
Risk Assessment

Identify hazards: Determine what hazards are present and how they may impact the work. Record the hazards. Cross reference with other tasks or processes.

Risk Assessment: Assess the potential consequence, assess the likelihood using the [Risk matrix](#) and as per the [NPDC Hazard Identification and Control procedure](#).

Identification of Controls: Controls must reduce the risk so far as is reasonably practicable. Hazards and their associated risks should be eliminated where ever possible. Determine or reassess what controls are in place, identify additional controls to reduce the risk further.

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Monitoring of Controls: Specify what actions need to be taken to ensure that controls are in place and effective.

7.2 Prepare and Check Site

The Permit to Work application is submitted to a Permit Issuer who is responsible for ensuring all relevant controls are in place on-site and all evidence related to these controls is properly recorded.

1. The Permit Issuer receives the paperwork and makes sure all details are included. This includes any risk-specific permits (attachment certificates for specific high risk work), other supporting documentation and any third party/customer paperwork required.
2. The Permit Issuer (or delegated AT) and Permit Receiver visit the worksite and agree controls required to ensure it is safe to proceed. (To include Lock out Tag out). Then complete the remainder of the Permit to Work.

7.3 Communicate and Authorise a Permit to Work

The Permit Issuer is to:

Receive the paperwork and checks all relevant details and paperwork are included and the nature of the work is fully understood, they will also ensure:

- All hazards associated with the job are identified and risks are assessed;
- All necessary precautions are identified and agreed with the Permit Receiver, including isolations, before work the permit is issued;
- Any potential conflict with adjacent and/or recently completed work is identified and managed;
- All people who may be affected by the work are informed before the work begins, when the work is suspended and when the work is complete;
- The permit is registered on the Site Permit Register, located on the permit location board.
- Effective arrangements are made for the worksite to be examined on completion of work and as appropriate when suspended;
- Assign an AT where required for remote/external site. (second tier authority required)
- Authorise and endorse the permit to work by signing the required boxes.
- Conditions of the Permit are being monitored and observed, by regularly checking the worksite; and
- Sufficient time is spent on shift handover to discuss ongoing or suspended permits with the oncoming permit issuer.



The Permit Receiver

The Permit Receiver makes sure:

- The job has been discussed and understood fully with the Permit Issuer; and
- The Permit to Work (PTW) is displayed at the site along with the JHEA/SWMS (Safe Work Method Statements)
- Signs on to the permit as the receiver, agreeing to the scope and controls as stated.

The Permit and/or Permit Attachment Certificates can be issued and validated for work to commence once the Permit Issuer has ensured the Permit Receiver has been fully briefed.

1. Two permit copies are completed for each job. The original (signed) is held by the Permit Receiver and the copy (signed) remains with the Permit Issuer, who also holds the JHEA/SOP.
2. Once the permit is issued, the details of the permit need to be recorded by the Permit Issuer on the [Site Permit Register](#). The NPDC copy is posted on the issued permit board at the Permit to Work Control station.

7.4 Perform work and Monitor

The Permit Issuer (or authorised AT) must:

- Monitor the worksite at regular intervals and/or key phases of work should variations or uncontrolled hazards arise and to ensure the conditions of the PTW are observed.
- Be available to respond to issues reported/arising onsite which may require the PTW being suspended or cancelled.

The Permit Receiver must:

- The Permit Receiver ensure that all persons involved in the work within the scope of the permit understand the extent of the job and the controls implemented and conditions prescribed to carry out the work safely.
- Conduct a toolbox meeting prior to starting work.
- The precautions are maintained throughout the work activity;
- Can stop work if safety issues arise, the scope changes or method changes and seek advice from the PI;
- Ensures Permit Workers stay within the limitations set on the permit (physical boundaries, type of work and validity time) and;
- The worksite is left in a safe condition and informs the Permit Issuer on completion or suspension of work.

7.4.1 Valid Change to Permits

Once the Permit has been issued, changed to the Permit may only be made under the following conditions:

- A) The work description stated on the permit may only be amended if:
 - a. The signatories who authorised the Permit agree to the changes
 - b. The permit change does not extend to include work on worksites that are not covered by the original permit.
- B) Precautions and controls may be added to, but not deleted from the form.



To make an amendment to the work-scope, the PR is to make the amendment in the work description section of the permit, clearly stamped 'VALID CHANGE'. After making any changes to the precautions and controls, Authorised permit signatories are to indicate their acceptance by initialling and dating the permit adjacent to the change.

NOTE: Where changes are significant, the permit shall be cancelled and rewritten.

7.5 Suspend/ Close a Permit to Work

a) Suspension and revalidation

- If the work is unable to be completed within the same day the permit should be returned to the Permit co-ordination area and suspended, with the change in status recorded against the permit number on the daily permit register.
- If work is suspended, and no work has been carried out under the permit for at least 10 consecutive days **without reasonable explanation**, then the PI is to withdraw the Permit by signing off in the "completion" section of the permit form. Where a **reasonable explanation** is given the PI must manage the process to limit excessive validity extension.
- If there is to be a considerable delay (greater than 30 days) the permit is to be withdrawn by signing off in the "cancellation" section of the form. This should be accompanied by an explanation as to why work is not proceeding. Make sure the worksite is safe and equipment is returned to service. Where it is unsafe to return equipment to service, isolations must remain in place and transitioned to the long term isolation/equipment out of service register. When restarting work, issue a new permit along with risk assessment for the work scope.

b) Validity of a Permit

The permit validity period is from the time of permit authorisation until completion. To ensure that the risk controls required for long duration tasks are reviewed regularly, a limit of 10 endorsements has been set for all work permits.

- The maximum validity period for an authorised permit is 12 hours. (i.e the work would normally continue for the duration of one operational shift for which it was endorsed, it does not straddle an operations shift change).
- Permits are no longer valid at the end of the 12 hours and are deemed to be suspended on the site permit register.
- Revalidating a permit must involve re-evaluating the hazards and controls and adhering to the re-issue process as described below.

c) Re-issuing a permit

A Permit to Work may be reissued by a Permit Issuer so long as the following conditions apply:

- The original controls/special conditions stipulated on the Permit are still in place.
- There are still no conflicting Permits or isolations.
- The work site has been physically inspected and all isolations required are checked as in place and effective.
- Hazards have been reassessed and any new hazards are addressed
- All new personnel working within the Permit are fully aware of their duties.
- Any amendments to the permit is clearly documented on both copies of the permit, signed and dated by the permit issuer.



Permits can be reissued up to a maximum of 10 times (based on the space allowed on the form). For work extending further than 10 days the 'long term project [form](#)' can be utilized.

When the permit is reissued the permit number and brief description of the work shall be recorded on the daily permit register, noting it is a re-issue of a previously suspended permit.

d) Handover of a permit

Where changes in personnel occur while the work permit is current then the following actions are required.

- Change of trade person: The PR will ensure the new worker is briefed in the job, hazards, controls and emergency plan. The person may then be added to the Permit. They sign on to acknowledge they have been briefed.
- Change of Permit Issuer: The handover involves a brief by the outgoing PI on all aspects of the work and then the permit is revalidated by the new PI to acknowledge the handover to another Permit Issuer. The oncoming permit issuer will sign their name in the endorsement section of the Permit and state permit transferred in the job status line.
- Change of Permit Receiver: The existing Permit Issuer and outgoing permit receiver must brief the incoming permit receiver on all aspects of work. The permit is then endorsed by the incoming permit receiver to acknowledge the handover.

e) Work Completed

The permit receiver is to sign and date this section to indicate that the authorised work scope is complete and the work-site has been left in a safe and tidy condition. Both copies of the PTW, JSA and all accompanying certificates are to be returned to the permit issuer.

The PR has the responsibility to ensure that:

- The work has been properly performed
- The work site and the equipment affected by the work, have been left in a clean and safe condition, with all tools and equipment removed.

The Permit Issuer responsibilities are:

- Contact the Area Tech to check that the work site is safe (e.g. equipment is safe for recommissioning, remove isolations together with the PR).
- Sign the work completed section when this has been confirmed.
- Update the site permit register once the permit has been closed.
- Check that all relevant signatures are on the permit forms and that all necessary documentation has been completed.

f) Work NOT completed

If the authorised work scope is not completed and:

- No further re-issues are available, the work is to be transferred to a succeeding permit; or
- The work is to be suspended for a period exceeding the permit validity period (typically 10 days), isolations are to be retained under an Extended Period Isolation register.

The PICWS signs the work complete or cancelled section of the permit.

Where work is not complete, the PICWS must state the reason why in the additional information box.

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7.6 Emergencies and breakdowns

In the event of an emergency or breakdown, the task still needs to be planned with hazards identified and controlled in conjunction with the PR.

It is expected that only staff/contractors who have the knowledge, competence and experience will undertake emergency work.

8.0 References

External

- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General risk and Workplace management\) Regulations 2016](#)
- [Major Hazard Facilities and Good Practice Guidelines.](#)
- [Worksafe Notification of Particular Hazardous Work](#)
- [Electricity Act 1992 and amendments](#)
- [Electricity \(Safety\) Regulations 2010](#)
- AS2865:2009 Safe Working in a Confined Space
WorkSafe guideline for the Provision of Facilities and General Safety and Health in Commercial and Industrial Premises

Internal Procedures

Type of Work	Related Procedure
Involves possible exposure to stored energy	Isolation, lockout & tag out
Involves entry into a Confined Space	Confined Space Entry
Involves Working at Heights	Working at Height
Involves an ignition source	Hot work
Involves breaking ground	Excavation procedure
Involves use of a crane or other heavy lifting equipment	Cranes and heavy lifting
Involves working with hazardous substances in 3 Waters	Hazardous substances
Involves Asbestos in a building	NPDC Asbestos Plan
Involves Asbestos in 3 waters infrastructure	3 Waters Asbestos

Attachments

[Test run motor checklist](#)

[Permit to work form and section guidance.](#)