

## Procedure

### Work Safety and Wellbeing

## Permit to Work System

### 1. Purpose

A Permit to Work (PTW) is a formal administrative process to record, authorise and control planned high-risk work being conducted at West Moreton Health (WMH), which has been identified as potentially hazardous and may have an inherent risk of danger / injury to persons.

The issue of a PTW does not, by itself, make a task safe; but is part of a system that determines clarification of control and formal authorisation ensuring all elements of a safe system of work have been considered and applied to the high-risk work. High risk work may occur during infrastructure projects, installations, maintenance, alterations or repairs.

### 2. Scope

This PTW procedure applies to all staff and contractors, sub-contractors, consultants, labour hire workers and others engaged in work activities deemed high-risk at any WMH sites and locations. The permit details the work to be done and the precautions to be taken. The permits are issued, checked and approved by a WMH manager / supervisor competent to do so, and who is not involved in undertaking the work.

The PTW system does not remove or override the need for compliance with existing standard work procedures and systems, and all workers involved with the high-risk task shall be consulted, inducted and trained in specific hazards, controls and safe work procedures.

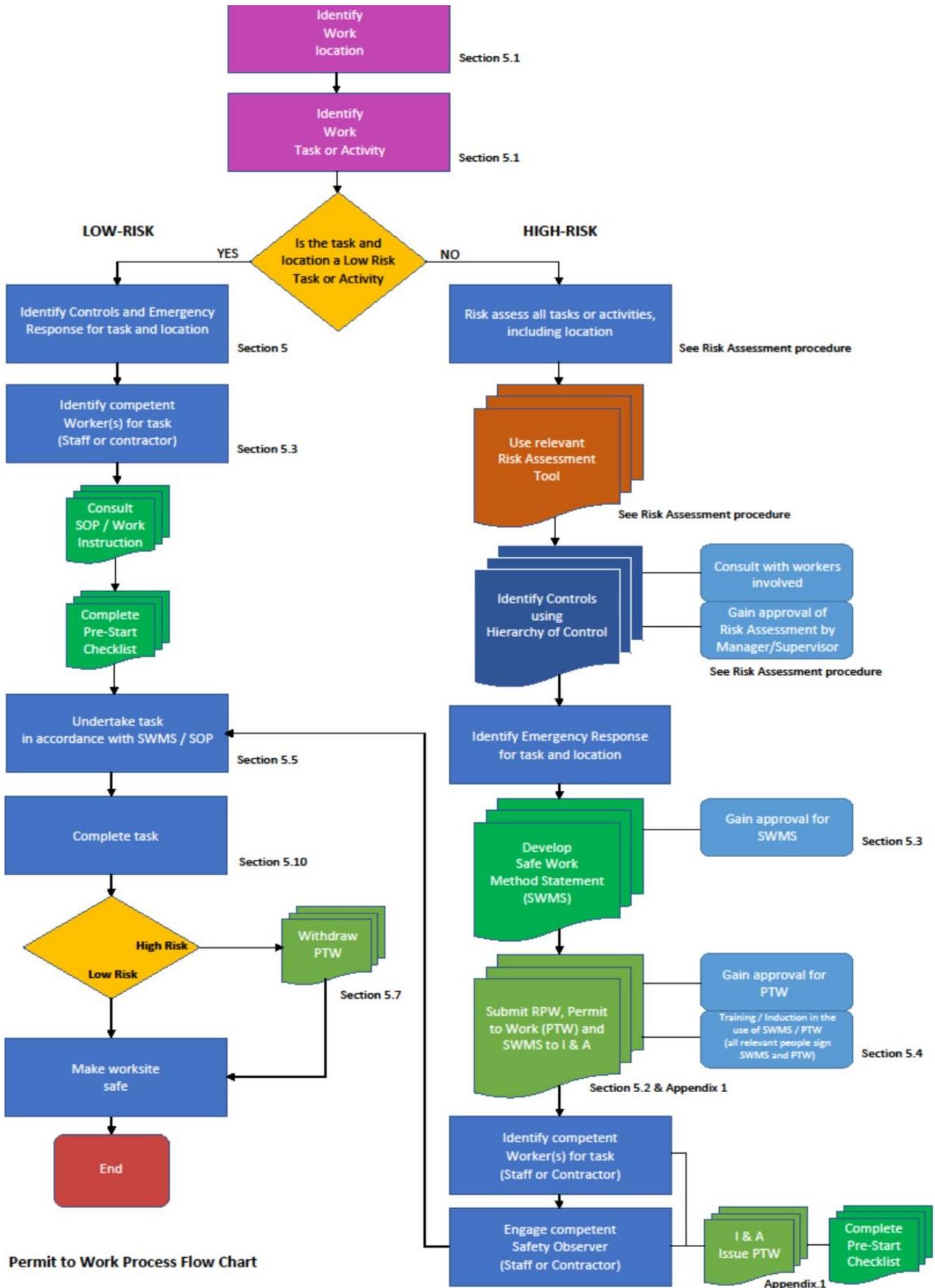
### 3. Statement / Commitment

WMH is committed to the health and wellbeing of all workers (including staff and contractors) through the appropriate management of the Permit to Work System, which is aimed at preventing and minimising hazards and incidents where possible. WMH will ensure all workplace hazards and risks are managed by elimination or control, using a risk management approach, in accordance with this procedure.

### 4. Principles

The principles of this procedure are based on statutory requirements and standard industry practice. WMH is committed to the highest standards of staff and patient safety and uses best practice methodologies to create a safe work environment for our staff and others. The safety of our people is our highest priority. We strive to and are committed to continuous and sustainable improvement of health and safety management.

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## 1. Process

Once the requirement for high-risk works has been established, the [Request to Perform Work \(RPW\)](#) for the following high-risk tasks must be completed.

[Hot works permit](#)

[Asbestos work area access permit](#)

[Live Electrical Works permit](#)

[Confined space permit](#)

[Excavation permit](#)

[Working at heights permit](#)

[Fire service isolations permit](#)

[Communications room access permit](#)

[Fire penetration permit](#)

[Electrical and mechanical isolations permit.](#)

### 5.1 Requirement established

The RPW form must be completed in full. The RPW will be issued to the Officer in Charge of works (OIC). The OIC is the person delegated the responsibility of supervising and/or performing a specific work task, controlling access to the work area, and where applicable supervising a work party.

The Permit Issuer is either the WMH employee overseeing the task or the WMH employee in charge of the site where the task is occurring. The Permit Issuer must satisfy themselves that the Permit has addressed all high-risk safety hazards relating to the task.

### 5.2 Completing the Request to Perform Works

The OIC should complete a Permit to Work (and any supporting documents) and have it authorised and approved a minimum of 48 hours prior to scheduled commencement of works. This includes but is not limited to quoting, building, engineering, maintenance, repairs and Information Technology work (both on-site and remote access).

Where emergency works are needed the 48-hour period will be waived, however RPW documentation must still be submitted and approved as soon as it becomes apparent works are required, or as soon as practicable thereafter.

**Note:** Access to secure areas at The Park (High Security Inpatient Services, Secure Mental Health and Rehabilitation Unit, and Extended Forensic Treatment and Rehabilitation Unit) and Ipswich Hospital (Adult Mental Health Unit and Older Persons Mental Health Unit) will be denied until such time as RPW documentation has been submitted, authorised and approved.

### 5.3 Supporting documents and licences

A copy of any risk assessments, [Safe Work Method Statements \(SWMS\)](#), and any applicable [Safety Data Sheets \(SDS\)](#) must be included with the RPW. A copy of all relevant high-risk work licences held by the relevant workers is required and must be included with the Permit to Work document.

### 5.4 Approval to proceed

All authorised documentation is to be returned to the WMH Infrastructure and Assets authorised person who is then responsible for entering the details into the Permits Database. The Permits Database generates a unique permit number which is then recorded on each authorised permit within the RPW documentation.

Following issue of the Permit, the Permit Holder (OIC) must ensure any SWMS attached are reviewed, understood and signed by every person involved in the task, prior to the works commencing. Any additional

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people who join the task after it has commenced must also review and sign the Permit prior to commencing work.

The authorised person is responsible for checking the RPW and supporting documentation is complete. When satisfied all documentation is finalised, all supporting documentation has been provided and scheduling conflicts have been avoided where possible, the RPW paperwork is then provided to the West Moreton area responsible for the works (i.e. Infrastructure and Assets (I & A)). It is each work areas responsibility to seek authorisations from those listed on the RPW form and any associated permits to enter the site.

### 5.5 Commencement of works

For works to commence, the OIC must:

- have a copy of the approved original Permit on hand at all times
- confirm any isolations indicated by the SWMS have been applied in accordance with the isolation procedure for the work to be performed (refer to the [Lock Out-Tag Out and Safe Isolation Procedure](#)).
- ensure, where work extends over multiple shifts/days, regular communication and handover occurs with the work area affected.

Monitoring and supervision activities will be undertaken in line with contract management provisions and in accordance with the Contract Management Policy. At any point a [Safety Observation Assessment](#) may be undertaken to monitor the works.

### 5.6 Change in conditions

In the event that conditions change in relation to a task covered by a Permit, the task must be suspended and the Permit Holder (OIC) must notify the Permit Issuer as soon as practicable.

Such changes may include (but are not limited to):

- External conditions e.g. severe weather events.
- Medical, other incidents or emergency situations that may adversely affect the task and/or those performing it.
- Operational conditions e.g. interruption to the power supply or equipment failure.

When notified of changes in conditions, the Permit Issuer shall re-assess the task and related risk controls to determine if they remain appropriate. If not, the Permit Issuer and Permit Holder (OIC) shall determine the changes required.

Where conditions change and the Permit Holder (OIC) fails to notify the Permit Issuer, the Permit may be cancelled (refer 5.8 Cancellation of Permit).

### 5.7 Withdrawal of Permit

At the designated expiry of a Permit or once work has been completed, the Permit Holder (OIC) must:

- Ensure all aspects of the task have been left in a safe and appropriate manner.
- Complete all remaining sections of the Permit to verify that the task has been completed and every person involved in the task is safely accounted for.
- Ensure every person involved in the task signs the Permit (where applicable) close out.

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- Provide the completed Permit to the Permit Issuer.

The Permit Issuer shall verify that the work site has been left in a safe condition before signing the Permit to withdraw the work authorisation. At this point the Permit to Work is withdrawn and no further access or work is authorised to proceed under that Permit.

**5.8 Cancellation of Permit**

A Permit may be cancelled (as opposed to withdrawn) prior to its designated expiry by the Permit Issuer at any time if they believe it is appropriate. Examples of why a Permit may be cancelled include (but are not limited to):

- Unsafe work practices: The Permit Holder (OIC) or anyone working on the task covered by the Permit has failed to follow appropriate work practices.
- Failure to comply: The Permit Holder (OIC) has failed to comply with, or breaches the terms and conditions of, the Permit or any other reasonable instruction from the Permit Issuer.
- Failure to commence task: The Permit Holder (OIC) fails to attend the site and commence work as described in the Permit at the approved commencement date / time.
- Failure to address changes in conditions: The Permit Holder (OIC) fails to identify and advise the Permit Issuer of changes in conditions that result in hazards or aspects which are not adequately addressed by the Permit.

Once a Permit has been cancelled, no work can recommence under that Permit. A new Permit to Work must be completed for the remainder of the work and approved by the Permit Issuer.

**5.9 Permit extension**

In instances where it is necessary to extend a Permit beyond the original expiry time / date e.g. the task has not been completed, the Permit Holder (OIC) shall notify the Permit Issuer as soon as they become aware that this may be the case. The Permit Issuer shall then determine if an extension to the duration is warranted / possible.

- Extension granted: The Permit Issuer shall advise the Permit Holder (OIC) of the revised completion time / date and indicate the approval in the Extension Approval section of the Permit.
- Extension rejected: The Permit Issuer shall advise the Permit Holder (OIC) who shall ensure all work ceases at the expiry of the Permit and the site is left in a safe condition.

**5.10 Completion of works**

Once works have been completed, the RPW must be signed off by the Permit Holder (OIC) and surrendered to the Authorised Infrastructure and Assets person.

The RPW and supporting documentation must be scanned and uploaded to the Permits Database. The originals are to be kept on file (reference records management procedure).

**5.11 Record keeping**

All records of Permits to Work are to be retained, archived and disposed of in accordance with the [Queensland State Archives General Retention and Disposal Schedule \(QRDS\)](#).

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## 6. Roles and Responsibilities

Role	Responsibilities
Authorised Infrastructure and Assets person (Permit Issuer)	<ul style="list-style-type: none"> <li>• Ensure compliance with this procedure.</li> <li>• Consult with staff and contractors and sub-contractors about permits and required documentation.</li> <li>• Confirm all required documentation has been provided.</li> <li>• Approve permits.</li> <li>• Ensure storage of permits is performed in accordance with Infrastructure and Assets requirements through the Permit to Work database.</li> </ul>
Officer in Charge (OIC) (Permit Holder)	<ul style="list-style-type: none"> <li>• Responsible for supervising and/ or performing a specific work task, controlling access to the work area, and where applicable supervising a work party.</li> <li>• Responsible for permits once issued and must complete and surrender once work is complete.</li> </ul>
Project Managers and site contacts	<ul style="list-style-type: none"> <li>• Organise for contractors to complete on-line Queensland Health Contractor Induction.</li> <li>• Provide site specific induction to contractors.</li> <li>• Ensure appropriate personal protective equipment (PPE) is worn.</li> <li>• Consult with authorised person about permits required.</li> <li>• Manage the contractor while completing works.</li> </ul>
Employees, contractors and sub-contractors	<ul style="list-style-type: none"> <li>• Comply with this procedure.</li> <li>• Ensure there is an appropriate permit for works to be completed.</li> <li>• Ensure the permit is signed at the commencement and completion of work.</li> <li>• Ensure the permit is returned to I&amp;A on completion of work.</li> </ul>
Security personnel	<ul style="list-style-type: none"> <li>• Consider security risks before approving access to the work area specified in the permit.</li> <li>• Sight completed and signed RPW documentation before allowing access to secure areas.</li> <li>• Escort contractors to the work area and advise the senior staff member on duty that the contractor is onsite and what work will be carried out.</li> <li>• Facilitate after-hours access for contractors.</li> </ul>
Directors of Operations/ Directors/ Nurse Unit Manager/ Manager/ On-call Manager	<ul style="list-style-type: none"> <li>• Approve interruption to services specified in the RPW.</li> </ul>

## 7. Non-Compliance

Failure to adhere to this procedure, may result in penalties being applied under the *Work Health and Safety Act 2011*.

## 8. Definition/s

Term	Definition / Explanation / Details
Approval	A confirmation in writing from an authorised person that the correct processes have been followed.
Authorised person (Permit Issuer)	<p>The person authorised to approve RPW documentation during business hours is the Facility Maintenance Manager or Senior Maintenance Supervisor.</p> <p>For after-hours approvals, the authorised person is the on-call supervisor.</p>

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Officer in Charge (OIC) (Permit Holder)	<p>The person delegated the responsibility of supervising and/or performing a specific work task, controlling access to the work area, and where applicable supervising and monitoring the work.</p> <p>The OIC is responsible for permits once issued and must complete and surrender the permit once the work is complete.</p>
Request to Perform Work (RPW)	Documentation and related permits for high risk works and works that will impact on business continuity, restricted areas and patient care.
Permit to Work (PTW) system	An administrative system to control certain types of work or work in areas that are potentially hazardous with a potential to impact on business continuity. The permit document specifies the work to be done and the precautions to be taken.
Personal Protective Equipment	Anything worn by a person to minimise risk to a person's health or safety and includes a wide range of clothing and safety equipment. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.
Safe Work Method Statement (SWMS)	Sets out the work activities in logical sequences and identifies hazards and describes control measures.

## 9. Monitoring and Evaluation

What will be monitored	<ul style="list-style-type: none"> <li>Compliance with this procedure by WMH staff, contractors and consultants engaged by WMH.</li> <li>Desk top review of forms, and occasional visual observations of activities and tasks.</li> <li>Work and entry permits records maintained as required.</li> </ul>
How (method)	<ul style="list-style-type: none"> <li>Ensure a current register is maintained of every Permit to Work issued at WMH locations.</li> <li>Ensure that all staff/contractors likely to come into contact with a work place or task which requires a permit to work are fully trained and inducted into how to identify this situation and empowered to manage the use of these spaces as per this procedure, including the use of "SWMS and SOP's"</li> <li>Ensure Permits to Work are reviewed as per How to Manage Work Health and Safety Risks - Code of Practice 2011</li> </ul>
Frequency	Annually and adhoc.
Responsible officer	An authorised Infrastructure and Assets person who has been deemed competent in the management of Permits to Work.
Reporting to	The Infrastructure and Assets Chief Engineer as well as the I&A Facility Maintenance Manager

## 10. Related West Moreton Documents

Policy and Procedure Documents	<ul style="list-style-type: none"> <li><a href="#">WMHHS2014120 OHS - Work Health and Safety Policy</a></li> </ul>
Other	<ul style="list-style-type: none"> <li><a href="#">WMHHS2016090 Lock Out-Tag Out and Safe Isolation</a></li> <li><a href="#">WMHHS2016092 Confined Space Management</a></li> <li><a href="#">WMHHS2016091 Working at Heights – Falls Prevention</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• <a href="#">WMHHS2016089 Infection Control Precautions during Construction, Renovation, Repairs and Maintenance</a></li> <li>• <a href="#">WMHHS2015112 Asbestos-Containing Materials – Work Area Access Permit Process</a></li> <li>• <a href="#">WMHHS2014144 Entering and Exiting the High Secure Inpatient Service</a></li> <li>• <a href="#">WMHHS2013486 Visitors to High Security Inpatient Service</a></li> <li>• <a href="#">WMHHS2015208 Service Support Uniforms and Dress Standards</a></li> <li>• <a href="#">Policy, Procedure and Workplace Instruction Implementation Staff Sign-Off Sheet</a></li> </ul>
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## 11. Compliance Requirements and Obligations

<p><b>Legislation and other compliance requirements</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Work Health and Safety Act 2011 (Qld)</a></li> <li>• <a href="#">Work Health and Safety Regulation 2011 (Qld)</a></li> <li>• <a href="#">Building Act 1975 (Qld)</a></li> <li>• <a href="#">Electrical Safety Act 2002 (Qld)</a></li> <li>• <a href="#">Electrical Safety Regulation 2013 (Qld)</a></li> <li>• <a href="#">Fire and Emergency Services Act 1990 (Qld)</a></li> <li>• <a href="#">Fire and Emergency Services Regulation 2011 (Qld)</a></li> <li>• <a href="#">Hospital and Health Boards Act 2011 (Qld)</a></li> <li>• <a href="#">Public Service Act 2008 (Qld)</a></li> <li>• <a href="#">Work Health and Safety (Codes of Practice) (Qld)</a></li> <li>• <a href="#">National Construction Code</a></li> </ul>
<p><b>Australian and NSQHS Standards</b></p>	<ul style="list-style-type: none"> <li>• AS/NZS 4801:2001 - Occupational Health &amp; Safety management systems.</li> <li>• AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.</li> <li>• AS 4343: 2014 Pressure Equipment – Hazard levels</li> <li>• AS/NZS 4836 Safe working on or near low-voltage electrical installations and equipment</li> </ul> <div style="background-color: #0056b3; color: white; padding: 5px; display: flex; align-items: center;"> <p><b>1. Clinical Governance</b></p> </div>
<p><b>Dept. of Health Implementation Standards</b></p>	<ul style="list-style-type: none"> <li>• QH-IMP-401-2 - Work health and safety governance, consultation and capability standard 2018</li> <li>• QH-IMP-401-3 - Work health and safety risk management standard 2018</li> <li>• QH-IMP-401-4 - Work health and safety monitoring, evaluation and performance review standard 2018</li> <li>• QH-IMP-401-5 - Workplace rehabilitation standard 2017</li> <li>• QH-IMP-401-6 – Work health and safety accountabilities standard 2018</li> </ul>

## 12. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS2016097v1	02/11/2016		02/11/2019	Chief Engineer Infrastructure and Assets		CFO
WMHHS2016097v2	30/06/2019		30/06/2022	Manager WSW / Sen. WHS Advisor		Position: ED People and Culture  Signature:
<b>Summary of changes</b>						
<input checked="" type="checkbox"/> Scheduled review, substantial changes; additionally, developed following external WHS audit non-conformances						

## 13. Key Words

Infrastructure, assets, maintenance, permit, permit to work, safe work permit, entry permit, confined space, hot work, live work, working at heights, asbestos, WAAP, fire penetration, fire isolation, excavation, communications room, safety observation.

## 14. Appendices – links only

### Appendix 1 - [Request to perform work \(RPW\)](#)

**Permit to Work** - Contact Building, Engineering and Maintenance Services (I & A) for Permits

1. [Asbestos work area access permit](#)
2. [Confined space permit](#)
3. [Communications room access permit](#)
4. [Electrical and mechanical isolations permit](#)
5. [Excavation permit](#)
6. [Fire penetration permit](#)
7. [Fire service isolations permit](#)
8. [Hot works permit](#)
9. [Live Electrical Works permit](#)
10. [Working at heights permit](#)

### Appendix 2 - [Safety Observation Assessment](#)