

Monash University Procedure

Procedure Title	OHS Prescribed Activities and Permit-to-Work Procedure
Parent Policy	OHS Policy
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Procedure Owner	Manager, OH&S
Category	Operational
Version Number	1.0
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Scope	This Procedure applies to workers (staff, students, contractors and visitors) of Australian Monash University related activities.
Purpose	The purpose of this Procedure is to ensure that the relevant oversight is in place before and during activities that involve prescribed activities.

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1. Abbreviations

OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
BPD	Buildings and Property Division
S.A.R.A.H	Safety and Risk Analysis Hub
RPA	Remotely Piloted Aircraft
PTW	Permit to work

2. Definitions

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Approval: A process to review and approve that a person is qualified to undertake and/or supervise prescribed activities.

Authorised Person: A person who is authorised on behalf of the Manager, OH&S, to approve and issue a certificate in relation to a specific type of OHS prescribed activities request.

Management Control: The capacity for a Manager or Supervisor to instruct workers on the methodology with which to perform work within a work area.

OHS Prescribed Activity: Any activity that, due to legislated obligations or significant risk with a high potential to harm workers, warrants oversight by Monash University.

Permit-to-Work: A documented certificate that provides evidence that a supervisor has been conditionally authorised to undertake specific prescribed activities.

Permit Holder: A manager or supervisor with the authorisation to perform and supervise OHS prescribed activities requiring a permit-to-work.

3. Approval to perform a prescribed activity

Operational managers must ensure that they have received appropriate approval by completing an [OHS Prescribed Activities Approval Form](#) to undertake Monash Related OHS prescribed activities before any works commence.

OHS Prescribed activities are defined by their respective procedures and include:

- Working from Heights;
- Entering [Confined Spaces](#);
- Earthworks;
- Hot Works;
- Working with Ionising Radiation;
- [Operating Remotely Piloted Aircraft \(RPA/Drones\)](#)

3.1. Approval Process

All approval requests must be reviewed by the Authorised Person who is the designated representative of the Manager, OH&S. The Authorised Person must ensure that:

1. All the appropriate documents have been submitted;
2. Any external licencing requirements are fulfilled;
3. Applicable conditions are placed as appropriate on each approval (e.g. relevant licences with regulators are held for the duration of the approval); and
4. Other relevant persons have been consulted.

3.2. OHS Approval Certificates

Approved Persons must ensure that approval certificates are retained and produced upon request.

3.3. Permit-to-work

Approved Persons must ensure that supervisors of any of the following prescribed activities hold a current Permit-to-work:

- Working from Heights – contact BPD;
- Earthworks – contact BPD;
- Entering Confined Spaces – contact BPD;
- Hot Works – contact BPD; and
- Operating [Remotely Piloted Aircraft \(RPA/Drones\)](#) – [RPA Permit-to-work form](#).

Activities must not commence on an OHS prescribed activity requiring permit-to-work until a permit has been issued.

The Permit Holder must ensure that Permit-to-work certificates are available upon request.

4. Performing Prescribed Activities

Failure to comply with conditions related to an OHS prescribed activity approval, may result in cancellation of that person's approval to perform the OHS prescribed activity. If this occurs all copies of related approval and permit-to-work certificates must be permanently marked to indicate this cancellation.

Any report created as a result of an incident during OHS prescribed activities must include relevant approval and permit-to-work reference numbers.

5. Nominating OHS Prescribed activities

The Manager, OH&S may deem an activity as an OHS prescribed activity, and then must assign an Authorised Person to review approval applications.

6. Responsibility for Implementation

It is the responsibility of the Manager, OH&S to ensure that this Procedure is implemented.

7. Records

Approval certificates must be retained by the Person Approved for the duration of the approval. Permit-to-work record must be retained by the Permit Holder for a duration of the work.

Status	<i>Revised</i>
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	<i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic)</i>
Related Policies	OHS Policy
Related Documents	<p>Australian and International Standards</p> <p><i>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use</i></p> <p>OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.</p> <p>Monash OHS documents</p> <p>OHS Roles, Responsibilities and Committees Procedure</p>

8. Document History

Version	Date of Issue	Changes made to document
1	June 2018	Permit System procedure, v1.0
2	March 2020	<p>Broadened scope to incorporate all OHS Prescribed activities.</p> <p>Included approval process prior to permit-to-work.</p> <p>Renamed from “Permit System procedure” to “OHS Prescribed Activities and Permit-to-work procedure”</p>