Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Permit System Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy</td>
<td>OHS Policy</td>
</tr>
<tr>
<td>Date Effective</td>
<td>June 2018</td>
</tr>
<tr>
<td>Review Date</td>
<td>June 2021</td>
</tr>
<tr>
<td>Procedure Owner</td>
<td>Manager, OH&amp;S</td>
</tr>
<tr>
<td>Category</td>
<td>Operational</td>
</tr>
<tr>
<td>Version Number</td>
<td>1.0</td>
</tr>
<tr>
<td>Content Enquiries</td>
<td><a href="mailto:Bernadette.hayman@monash.edu">Bernadette.hayman@monash.edu</a></td>
</tr>
<tr>
<td>Scope</td>
<td>This procedure applies to the staff, students, contractors and visitors at the Australian campuses of Monash University.</td>
</tr>
<tr>
<td>Purpose</td>
<td>The purpose of this procedure is to ensure that a permit system for prescribed high-risk activities functions to protect staff and contractors involved in Monash University approved activities.</td>
</tr>
</tbody>
</table>

Contents

1. Abbreviations .................................................................................................................. 2
2. Definitions .......................................................................................................................... 2
3. Roles and Responsibilities ............................................................................................... 2
   3.1. Contractor Responsible Person (CRP) ........................................................................ 2
   3.2. Work Permit Requestor (WPR) .................................................................................... 2
   3.3. Work Permit Approver (WPA) ..................................................................................... 3
   3.4. OHS Consultant ........................................................................................................... 3
4. Permit to Work Procedure ................................................................................................... 3
5. Responsibility for Implementation ..................................................................................... 5
   Head of Academic/Administrative Unit. ................................................................................ 5
   Supervisor .......................................................................................................................... 5
   OH&S ................................................................................................................................. 5
6. Records ............................................................................................................................... 5
7. Document History ............................................................................................................... 6
1. Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP</td>
<td>Contractor Responsible Person</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>WPR</td>
<td>Work Permit Requester</td>
</tr>
<tr>
<td>WPA</td>
<td>Work Permit Approver</td>
</tr>
<tr>
<td>BPD</td>
<td>Buildings and Property Division</td>
</tr>
<tr>
<td>S.A.R.A.H</td>
<td>Safety and Risk Analysis Hub</td>
</tr>
</tbody>
</table>

2. Definitions

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

**Fire System Isolation:** An isolation of the fire system or part/s of the fire system to allow high risk works to proceed without the consequence of triggering the fire alarm system as a result of the works.

**High Risk Work:** Where the hazards associated with undertaking a task have a high level consequence and require specific controls to ensure that the risk is as low as reasonably practicable.

These works are associated with the following activities:
- Roof Access,
- Hot Work,
- Excavation,
- Confined Space Entry.

**Work Permit:** A document authorising a person to undertake prescribed High Risk Work in a designated area.

**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.

3. Roles and Responsibilities

There are specific roles and responsibilities associated with high risk work.

3.1. **Contractor Responsible Person (CRP)**

The CRP must ensure that the Contractor they have engaged is aware of the requirement to request a permit for high risk work. The CRP must also ensure that all the correct documentation has been submitted to the "Work Permit Approver" and the "Work Permit" has been issued to the Contractor prior to any "High Risk Work" being conducted.

3.2. **Work Permit Requestor (WPR)**

The Work Permit Requestor must have completed the Monash University Contractor Induction and submitted a request for a "Work Permit" online via the BPD Contractor Website under the permits section at least 72 hours prior to the work commencing.
3.3. **Work Permit Approver (WPA)**

The Work Permit Approver must:

- Complete the relevant Work Permit form and follow the specified procedure for each of the High Risk work processes:
  - Roof Access;
  - Hot Work;
  - Excavation; or
  - Confined Space Entry.

- Confirm that supporting documentation has been submitted by the Contractor;
- 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 the Contractor has demonstrated they have a safe system of work;
- Consult with the OHS Consultant if OHS advice is required; and
- Issue the completed Work Permit form to the Contractor.

3.4. **OHS Consultant**

The OHS Consultant for BPD is responsible for supporting the Work Permit Approver in identifying if the Contractor has suitably addressed the hazards associated with the works.

4. **Permit to Work Procedure**

4.1. **Permit Request**

The Contractor requiring a permit to conduct high risk work must request a permit by accessing the Monash University Contractor website [https://www.monash.edu/contractors](https://www.monash.edu/contractors)

The high risk work permit request must include:

- BEIMS/Job Reference number;
- Job Description;
- Type of Permit being requested;
- Date Required;
- Job start and end time;
- Company Name;
- Name of Requestor;
- Phone Number;
- Contact email;
- Contractor ID number issued by Monash University;
- Location of the where the work will be performed;
- Building Number and Work Area;
- Monash Contact; and
- Safety documentation relating to the specific works.

The Permit Requester must submit their completed request a minimum of 72 hours prior to requiring the Work Permit.

4.2. **Permit Assessment**

The Work Permit Approver must review the work permit request and determine if the all the appropriate documents have been submitted. Additionally, the documentation must be compared against what is known about the work area by Monash University, to determine if the Work Permit Requestor has demonstrated they will complete the work in a manner that has their safety, and that of others in the immediate area.
Once satisfied that the Permit Requestor has demonstrated they have considered a safe system of work and that they are capable of completing the work, the Work Permit Approver completes the relevant Monash University permit form for:

- Roof Access;
- Hot Work;
- Excavation; or
- Confined Space Entry.

All permits must be written within the permit book requiring a carbon copy (Green Copy) to remain available in the book and the original (white copy) to be issued to the Permit Requestor.

4.3. **Undertaking the Work**

4.3.1 **Authorisation to perform work**

The CRP must ensure that the permit requestor has received the hard copy of the work permit (white copy) and is able to meet the safety requirements stipulated in the permit. Additionally, the CRP must ensure the SWMS have been prepared and the permit requestor has made all the workers in the work permit and the SWMS, aware of the safety requirements.

If the Work Permit has stipulated that a fire isolation is required prior to the works commencing, the CRP must ensure that the fire isolation request has been submitted and accepted and will be in place prior to the works commencing.

4.3.2 **Change in Scope**

If there is a change in the scope to the works being completed, the person completing the work must cease work and notify their CRP and the Work 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.

4.3.3 **Duration of the Work Permit**

The work must be completed as per the time, date and duration as documented on the Work Permit. Any deviation from the approved timeframe must be communicated to the Work Permit Approver and CRP immediately. The Work Permit Approver must evaluate the change and if appropriate authorise the change in duration through a newly issued Work Permit.

4.3.4 **Contractor Monitoring**

The CRP shall periodically monitor the High Risk Work being completed to ensure the requirements of the Work Permit and the SWMS are being followed by the contractor.

4.3.5 **Cancellation of Work**

If the work to be completed is cancelled or to be re-scheduled, the original Work Permit must be withdrawn and the green copy in the permit book must be annotated to show that the Work Permit was cancelled and the works did not proceed. If the works are re-scheduled, a new permit must be written following the requirements of this procedure.

4.3.6 **Work Completion**

Upon completion of the work, the Permit Requestor must notify the CRP that the works have been completed. The CRP must determine how the work can be verified as complete and that the person performing the work has left the site in a safe condition.

The CRP must ensure that any fire isolations are reversed and the fire monitoring system is turned back on for the affected areas.
4.3.7 Reporting Hazards or Incidents

If an OHS-related Hazard has been identified or an Incident occurs during the High Risk Works the Permit Requestor must notify the CRP and provide the CRP with the details of the hazard or incident. The CRP must then enter the report into the Monash University Hazard and Incident Reporting System known as SARAH. The Hazard and Incident Procedure must then be followed.

5. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. A summary of the specific responsibilities relevant to the Permit to Work System is provided below.

**Head of Academic/Administrative Unit:** It is the responsibility of the head of academic/administrative unit to ensure that staff are made aware of this procedure.

**Supervisor:** Supervisors must ensure staff who are evaluating and approving a Work Permit Request have received training and are competent to evaluate safe systems of work associated with the High Risk Work. Additionally, Supervisors are responsible for ensuring the staff have the capability to monitor Contractors against the requirement of the Safety Systems stipulated in the SWMS.

**OH&S:** OH&S will:

Upon request, provide specialist advice regarding High Risk Work and assist the Work Permit Approver to evaluate the Work Permit Request.

6. Records

6.1. **Work Permits**

Work Permits records are to be retained by the Work Permit Approver for a period of 5 Years.
7. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 2018</td>
<td>Permit System procedure, v1.0</td>
</tr>
</tbody>
</table>