THE UNIVERSITY of ADELAIDE

Infrastructure & ITDS
HSW Management Sub-System
(HSWMSS)

PRO 3.1-07
Permit to Work

1. Objective

The objective of this procedure is to ensure:

- that high risk tasks are formally reviewed by University of Adelaide (UoA) management prior to the work commencing, and
- that adequate controls in place to ensure the safety of workers completing the work and the safety of other UoA stakeholders, and
- that the property of the UoA is protected, and
- That once UoA is satisfied the company completing the work has adequate controls in place, the work can proceed by means of a Permit to Work being issued.

2. Definitions

Definitions	
Asbestos Containing Material (ACM)	Material which contains asbestos.
Building Penetration	A building is defined as any part of a building or structure. Penetration is defined as an activity which penetrates any part of a building or structure (e.g. drilling, cutting, sawing). Penetration of a building applies when the activity penetrating the building is to a depth greater than 25mm.
Confined Space	A space defined as confined in the Work Health and Safety Legislation.
Emergency/Critical Work	Work to repair an unforeseen event that affects the safety of people and/or UoA operation's (e.g. a water leak in a building, or a significant electrical fault).
Ground/Earth Penetration	Ground/earth penetration is an activity which: • penetrates the ground/earth to a depth greater than 300mm. (e.g. digging, drilling). and/or • cuts the surface of the ground (to any depth) with a mechanical saw (including materials such as asphalt, pavers or concrete).
High Risk Construction Work (HRCW)	Construction work defined in Work Health and Safety legislation as high risk. There are 18 activities that are classed as high risk construction work due to the significant potential for serious harm that is often associated with those activities.
High Risk Work (HRW)	Work (that is not construction work) that is considered High Risk. This may include, but is not limited to, entry into a hazardous area, an area where radiation is present, working on or near plant and equipment that has hazardous stored energy.

High Risk Work License (HRWL)	Work defined in Work Health and Safety legislation as needing a High-Risk Work Licence. (note - a list of these licences and the professions that need these licences can be found on the Safework SA website).
Hot Work	Activities such as grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations Examples of hot work: • grinding, • cutting (thermal or with a grinder), • welding, • soldering, • brazing, • heat torch, • oxygen cutting or heating
Permit	A document which permits work to proceed once controls have been assessed and reviewed by UoA management, and/or a permit required by WHS legislation (i.e. a Confined Space Permit).
Permit Applicant	The person required to complete the application of the permit.
Permit Approver	A member of the UoA management team who can approve a permit application.
Permit Documentation	Documentation required by UoA to be included by the permit applicant with their permit application.
Permit Endorser	A member of the UoA management team who is responsible for endorsing permits.
Roof Inspection Check (RIC) (also known as Roof Risk Assessment)	A tool used to assess the risks and hazards associated with roofs located on UoA campuses.
Safe Work Method Statement (SWMS)	A risk assessment and control document required for HRCW.
UoA	University of Adelaide
UoA Permit Management Team	UoA workers responsible for reviewing, endorsing and approving documentation provided by permit applicants as part of the permit to work process. This team includes: • The Director, Capital Projects & Facilities Management, • The Manager Capital projects Delivery, • Senior Manager Operations, • Project Managers, • Facilities Managers, • HSW Compliance Officers.
WHS	Work Health and Safety
Work at Height	Work at height where there is a risk of a person falling more than 3 metres causing harm, or where there is a risk of objects falling as a result of the work causing harm to others.

3. Permit Process

Permit Types

Permit	Type of Work or Tasks.
General Permission to Work (GPTW).	Work at height > 3 metres. Roof access (including EME equipment). Work requiring a HRW licence (see definitions for more detail). Other HRW (see definitions for more detail). Building penetration > 25mm. Ground/Earth penetration (see definitions for more detail).
Isolation Permission to Work (IPTW).	Isolation of the following systems: • electrical, • gas, • water • fire safety systems • Isolation of data centres or computer servers.
Hot Work Permission to Work (HWP).	Hot Work (see definition above), work which produces a flame and/or sparks and which has the potential to cause a fire or explosion.
Asbestos Sample Log and Summary Permission Permit (ASLSP)	Sampling or testing of ACM.
Asbestos Removal Permission Permit	Removal of asbestos or ACM.
Confined Space Permission Permit (CSP).	Entry into a confined space (as defined in the WHS legislation).
Right of Access Permission Permit (RAP).	Third party access to a UoA leased or licenced building, facility and/or telecommunications tower. Note – this permit is managed by the Leasing Coordinator.

4. Mandatory Requirements

All workers completing work must have a current UoA Contractor General Induction.

Work requiring a permit must not happen without the required permit.

In the event of an emergency, all permits will be suspended and work must stop. Permits will be reissued by the Permit Endorser following an incident investigation.

All documentation submitted as part of the application must be uploaded as separate documents (not as 1 document) in one folder. A zipped folder is a method to do this.

Following the push back of a permit, when re-submitting and/or updating documentation, only upload the missing documentation in a new/separate folder (you could consider naming the second folder ‘Push Back Documentation’. This will make it easier and quicker for UoA management to find and review the missing documentation.

5. Process

Step	Responsible Person
Phase 1	
Request to UoA to be registered on the UoA Online Permit System.	The new Permit Applicant.
UoA arrange the registration.	HSW Compliance Officer.
New Permit Applicant activates their account.	New Permit Applicant.
New Permit Applicant can now request a permit.	Permit Applicant via the UoA online permit system.
Phase 2	
Permit application review.	UoA Facilities Manager or Project Manager.
Permit endorsement (when all UoA required documentation provided is correct) or Permit push back (when all documentation is not provided or not correct)	UoA Facilities Manager or Project Manager.
For push back re-submit permit (with missing or amended information in separate zipped folder).	Permit Applicant.
Re-submitted permit (document re-review) to endorse the permit.	UoA Facilities Manager or Project Manager.
Phase 3	
Permit approval (when all UoA required documentation provided is correct) Or Permit push back (when all documentation is not provided or not correct)	HSW Compliance Officer or Director, Capital Projects & Facilities Management.
For push back re-submit permit (with missing or amended information).	Permit Applicant.
Re-submitted permit (document re-review) to approve the permit.	HSW Compliance Officer or Director, Capital Projects & Facilities Management.
Permit approved.	HSW Compliance Officer or Director, Capital Projects & Facilities Management.
Work can commence. Notes: • all workers involved with the task must sign on to the SWMS and any other relevant documents related to the task. • work must be completed within the specified permit dates. • Work must comply with all comments noted on the permit by UoA permit managers.	Permit Applicant.
Work is completed. Notes: Upload completed documentation into the permit folder (e.g. signed SWMS, HRCW license for workers involved with the task – if not previously supplied).	Permit Applicant.
Permit close out. or Permit push back (when all close out documentation is not provided or not correct)	HSW Compliance Officer or Director, Capital Projects & Facilities Management.

The following information summaries the general requirements and documentation needed for permit applications.

General Notes

- In the first instance permits must be requested via the electronic UoA online permit system. A hard copy permit can be requested if there are technical issues with the electronic UoA online permit system. This request can be made to the Permit Endorser.
- Where practicable, permits must be requested 5 working days prior to the works being scheduled to commence.
- The standard time a permit can be valid for is 3 months. If the Permit Applicant wants to extend the period beyond 3 months, they must request a longer period with the Permit Endorser. (see note on Hot Work Permits Below).
- A SWMS is required for all permits except:
    - Fire Indicator Panel,
    - Smoke Detector, and
    - Roof Access (Inspection Only).
- If a Principal Contractor is engaging a third party to complete a task, the SWMS must be formally reviewed, and a SWMS review sheet provided. If the Principal Contractor is completing the task themselves with their own labour, they do not need to complete a SWMS review sheet.
- Construction Industry Training Cards (White Cards) don't need to be included with permit documentation.
- The UoA Manager must be informed if the works affect emergency access points or any other stakeholders in any way. The UoA Manager will then notify the relevant people.
- A Traffic Management Plan is needed if the work being undertaken will impact vehicular or pedestrian traffic. The plan must include (where relevant):
    - the work location,
    - campus entry and exit points for work vehicles,
    - traffic movement around where the work is taking place on campus (if traffic will be impacted by the work),
    - barricading/hoarding/exclusion zones (if required),
    - material storage areas (if required),
    - Impacts on 3rd Party stakeholders (e.g. Uni SA, Adelaide City Council, Art Gallery) (if applicable),
    - other information that you think might be relevant (if applicable).
- Bunting or closing off any areas including car parks requires the approval of the UoA Facilities/ Project Manager.
- For large plant movement (e.g. cranes, large trucks, boom lifts) and deliveries at North Terrace campus, nominate the gate where the movement will happen, the time and the proposed storage location. These movements can potentially impact other stakeholders (e.g. Uni SA, Adelaide City Council, Art Gallery). Plant may not be able to be parked onsite because parks are limited, and this needs to be considered by UoA management. When compiling permit documentation, include this information if relevant. This can be included in the Traffic Management Plan.
- If any isolations can potentially impact the tenants of the building where the isolation will take place, they must be consulted to ensure the isolation will not affect critical items (e.g. for experiments, or where animals are located).

Mandatory Documentation	Documentation Needed as Required
Work at Height Permit > 3 Metres	
• SWMS.	• SWMS review sheet. • HRCW licence for work that requires this license. • If height safety equipment is used, evidence the equipment has been formally inspected and maintained (e.g. an inspection register). • Rescue Plan. (see General Notes below for more detail). • Work at height training. (see General Notes below for more detail). • Confirmation in writing that any safety anchorage points being used have been certified and are safe to use. (see General Notes for more detail). • Engineer certification for significant weight loading of a roof. (see General Notes for more detail). • Confirmation in writing that if telecommunication equipment is present, workers can safely access the roof. (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Traffic Management Plan (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

- The UoA have assessed the risks and hazards associated with some roofs located on their campuses. These are recorded on a Roof Inspection Check (RIC). Not all roofs have had a RIC completed.
  Prior to completing any roof work (including inspections) the permit applicant must check if a RIC has been completed by looking on the infrastructure sub-contractor portal Roof Inspection Check
  If a RIC has been completed, this must be assessed for risks and hazards associated with the work you will undertake, and if relevant, controls must be implemented. The RIC must be included as part of the permit application documentation.
  If a RIC hasn't been completed and isn't available for uploading with the permit application, make a note of this in the 'Work Details' section of the permit.
- If a harness and rope system is used as part of a task, work at height training is needed and evidence of this must be provided with the permit application. Note – work at height training is not needed for operators using EWP's.
- If the work being undertaken involves work at height where using a harness system which involves attaching to anchor points and/or static lines, these devices must be formally certified as safe to use by a competent person (Note - some of the anchor points/static lines on UoA roofs have been certified and some haven't).
  If using a harness system, prior to the work happening, discuss with your UoA manager how to find out if the system has been certified and if it is in date or not.
  If the anchor points/static lines proposed to be used have been certified, the certification certificates need to be included with the permit application documentation.
  Certification of anchor points/static lines can be located on the Infrastructure contractor portal Roof Access Certificates
  If the anchor points/static lines proposed to be used have not been certified or the certification has expired, certification of these systems needs to be arranged with the UoA manager overseeing the work prior to the work happening. Once the certification has happened, the certification certificate must be attached to the permit application and a copy of the certificate sent to pm_assetsupport@adelaide.edu.au for filing and future reference.
- A rescue plan is needed for work at height 3 metres or more where a worker will be using a harness system and there is a potential for the worker to be suspended at height following a fall, or, if a worker is stuck in an elevated area and needs assistance being brought to ground.
  The rescue plan can be included in a SWMS or be a standalone document.
- If significant loads will be placed on a roof as part of a task, an engineering assessment must take place and any associated documentation included with the permit application. Discuss with your UoA manager if this is needed or not?

Roof Access (for inspection purposes only)	
• UoA Roof Inspection Check. (see General Notes for more detail).	• N/A
Roof Access (for working on a roof)	
• SWMS.	• SWMS review sheet (see General Notes for more detail). • UoA Roof Inspection Check. (see General Notes for more detail). • HRCW licence for work that requires this license. • If height safety equipment is used, evidence the equipment has been formally inspected and maintained (e.g. an inspection register). • Rescue Plan. (see General Notes for more detail). • Work at height training. (see General Notes for more detail). • Confirmation in writing that any safety anchorage points being used have been certified and are safe to use. (see General Notes for more detail). • Engineer certification for significant weight loading of a roof (see General Notes for more detail). • Confirmation in writing that if telecommunication equipment is present, workers can safely access the roof. (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Traffic Management Plan (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).
Work Where a High Risk Work Licence is Needed	
• SWMS. • HRW licence for work that requires this licence.	• All other requirements noted in this document for the work being undertaken by the person/people with the HRW license.
Work Involving Cranes	
• SWMS • Confirmation a competent person has verified the ground or surface where the crane will be positioned and operate is suitable. • Plant Risk Assessment. • The rated capacity of the crane. • Traffic Management Plan (see General Notes for more detail). • Maintenance/service records. • Maintenance/service records for lifting equipment. • HRW license for crane personnel (crane operator, rigger, dogman). • Lift plan or lift study.	• SWMS review sheet (see General Notes for more detail). • Registration of the crane with SafeWork SA (see General Notes for more detail). • If height safety equipment is used, evidence the equipment has been formally inspected and maintained (e.g. an inspection register). • Rescue Plan. (see General Notes for more detail). • Work at height training. (see General Notes for more detail). • Confirmation in writing that any safety anchorage points being used have been certified and are safe to use. (see General Notes for more detail). • Engineer certification for significant weight loading of a roof. (see General Notes for more detail). • Confirmation in writing that if telecommunication equipment is present, workers can safely access the roof. (see General Notes for more detail).

	• Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

Mobile cranes with a rated capacity of more than 10 tonnes must be registered with SafeWork SA. A vehicle loading crane (VLC) is a mobile crane. Cranes that are manually powered do not require registration.

Work Involving Scaffold	
• SWMS • Confirmation a competent person has verified the ground or surface where the scaffold will be positioned is suitable. • HRW license for scaffold workers.	• SWMS review sheet (see General Notes for more detail). • If height safety equipment is used, evidence the equipment has been formally inspected and maintained (e.g. an inspection register). • Rescue Plan. (see General Notes for more detail). • Work at height training. (see General Notes for more detail). • Confirmation in writing that any safety anchorage points being used have been certified and are safe to use. (see General Notes for more detail). • Engineer certification for significant weight loading of a roof / suspended slab. (see General Notes for more detail). • Confirmation in writing that if telecommunication equipment is present, workers can safely access the roof. (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Traffic Management Plan / Site Plan to include material laydown, exclusion zone, vehicle unloading area, overhead mark-up of scaffold location. (see General Notes for more detail). • Scaffold Plan. • Other UoA permits needed for the works (e.g. parking)

General Notes

- A Scaffold Plan is a drawing of a scaffold which details the design and component requirements of the scaffold. A Scaffold Plan is required for 'complex scaffolding' requiring design by an engineer.
  Examples of the types of scaffolds that require a scaffold plan include (but are not limited to) Hung Scaffolds, Suspended Scaffolds, Cantilever Scaffolds, Hanging Bracket Scaffolds and Spur Scaffolds.
  Standard 'non-complex' scaffolds don't require a Scaffold Plan. These include scaffold that doesn't require design by an engineer for example aluminium and steel tower or mobile scaffold.
  If a Scaffold Plan is required for a scaffold, this must be included with the documentation as part of the permit application.
  Scaffold plan for platforms >4m to show bracing, outriggers, stabilisation or how its tied to adjacent structure.

Work Involving Mobile Elevated Work Platforms (MEWP)	
• SWMS's • Confirmation a competent person has verified the ground or surface where the MEWP will be used is suitable. • HRW license/competency card for MEWP operators.	• SWMS review sheet (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in

• Plant Risk Assessment. • Rescue plan. • Maintenance/service records. • Traffic Management Plan (see General Notes for more detail).	any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works.

General Notes

- If a harness and rope system is used as part of a task, work at height training is needed and evidence of this must be provided with the permit application. Note – work at height training is not needed for operators using EWP's.
- In situations where a principal contractor has multiple subcontractors who want to use the same EWP for a project, a separate General Permission to Work is not needed for each company, if the following requirements are met:
    - A SWMS has been developed by the principal contractor which covers the hazards and controls (including a rescue plan) relating to the use of the EWP, or
    - A SWMS for each contractor who will use the EWP which covers the hazards and controls (including a rescue plan) relating to the use of the EWP,
    - All workers using the EWP need to have signed onto a SWMS which covers the EWP use,
    - The licenses for each person using the EWP must be attached to the permit that was originally approved for the use of the EWP,
    - The company who owns and/or supplies the EWP takes responsibility for any damage caused by the EWP or damage to the EWP during its use, by its own workers or other workers, and
    - All other relevant requirements noted in the Permit/Permission to Work Guide must be included.

Building Penetration (> 25mm) (see the Definitions Table for more detail).

• SWMS's • A picture/drawing/sketch showing the location of the penetration detailing what is proposed. • Evidence and/or written confirmation that scanning of the structure where the penetration will take place has been undertaken (or will be happen) and that a visual inspection has taken place to identify if services may be present. (see General Notes for more detail).	• SWMS review sheet (see General Notes for more detail). • Engineers' assessment. (see General Notes for more detail). • As built drawings. (if available). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

When undertaking work that involves building penetration greater than 25mm the following requirements apply:

- Provide a picture/drawing/sketch showing the location of the penetration detailing what is proposed.
- Provide evidence and/or written confirmation that scanning of the area where the penetration will take place has been undertaken, or will be undertaken, prior to the work taking place. Note – if services are identified in close proximity to where the penetration/s will take place, and there is a risk of the services being struck, do not proceed. Speak to your UoA manager to discuss a solution.
  Evidence and/or written confirmation that scanning has taken place can include a formal report completed by an external company, or confirmation in writing that scanning has been (or will be) completed by a competent person employed by the company completing the work, confirming (as far as practicable) if services are present or not.
  Note: if there is a belief that scanning is not necessary or warranted for any reason, discuss this with the Project Manager/Facility Manager and the Compliance Officer. A risk assessment will take place and a decision can be made as to whether its needed or not. This is an exception not a rule.
- Written confirmation that a visual inspection has taken place to identify if services may be present.
- If core drilling is taking place, a formal assessment by an engineer must take place prior to the permit application to determine if the penetration/s will affect the structural integrity of the structure being penetrated. The outcome of this assessment must be included with the permit application.
  For all other penetrations a risk assessment must be undertaken by the person conducting the work and the Project Manager/Facility Manager to determine if an assessment by an engineer is needed to determine if the penetration will affect the structural integrity of the structure being penetrated. If the outcome of the risk assessment determines an engineering assessment is needed, this assessment must be included with the permit application.
- As built drawings (if available).

Earth/Ground Penetration > 300mm	
• SWMS's • Dial before You Dig assessment. (see General Notes for more detail). • A picture/drawing/sketch showing the location of the penetration detailing what is proposed. • Evidence and/or written confirmation that scanning of the ground where the penetration will take place has been undertaken and that a visual inspection has taken place to identify if services may be present (see General notes for more detail). • Provide detail of collapse / engulfment protection when worker entry >1.5m deep e.g. benching or shoring detail.	• SWMS review sheet (see General Notes for more detail). • As built drawings (If available). • If earth moving machinery is used, training records workers operating the machinery. • Maintenance records and risk assessments for earth moving machinery being used. • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking). • Council/DPTI traffic permit or email notification. (see General Notes for more detail).

General Notes

When undertaking work that involves ground/earth penetration the following requirements apply:

- Provide a picture/drawing/sketch showing the location/s of the penetration/s detailing what is proposed and any services that have been identified in the vicinity of the penetration/s.
- Provide evidence and/or written confirmation that scanning of the area where the penetration will take place has been undertaken, or will be undertaken, prior to the work taking place. Note – if services are identified in close proximity to where the penetration/s will take place, and there is a risk of the services being struck, do not proceed. Speak to your UoA manager to discuss a solution.
  Evidence and/or written confirmation that scanning has taken place can include a formal report completed by an external company, or confirmation in writing that scanning has been (or will be) completed by a competent person employed by the company completing the work, confirming (as far as practicable) if services are present or not.
  Note: if there is a belief that scanning is not necessary or warranted for any reason, discuss this with the Project Manager/Facility Manager and the Compliance Officer. A risk assessment will take place and a decision can be made as to whether its needed or not. This is an exception not a rule.
- Written confirmation that a visual inspection has taken place to identify if services may be present.
- Dial Before You Dig assessment. Note – Dial before You Dig assessments often don't provide accurate information as to the services present, particularly on private land, however this assessment must take place. This information can be used in association with other checks such as a visual assessment for services and scanning for services.
- As built drawings (if available).
- If earth moving machinery is used, training records workers operating the machinery.
- Maintenance records and risk assessments for earth moving machinery being used.
- Confirmation in writing that the UoA manager has been notified if the works will affect emergency access points or any other stakeholders in any way.
- Other UoA permits needed for the works.
- Council/DPTI traffic permit or email notification (this is relevant if public road traffic needs to be slowed or stopped for more than 5 minutes, a public road traffic management plan and approval from the council needs to be sought).
- Note – often irrigation pipes are buried to a depth less than 300mm. If the work is taking place in an area where there may be irrigation pipes, consideration must be given to identifying these pipes prior to starting work with the aim of not striking the pipes

Electrical Isolation	
• SWMS's. • Lockout & Tagout (LOTO) procedure. • Electrical legends for the boards that are going to be isolated. (see General Notes for more detail in relation to the scheduled testing of boards). • Licence/training records for the electricians undertaking electrical works.	• SWMS review sheet (see General Notes for more detail). • Completed and signed Execution Plan (CEP). (This is a requirement for work that affects multiple buildings). • A marked floorplan showing areas to be impacted by the isolation. • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail).

	• Other UoA permits needed for the works (e.g. parking).

General Notes

When undertaking work that involves electrical isolation the following requirements apply:

- Lockout & Tagout (LOTO) procedure. (Note – this must be a standalone document/procedure).
- Electrical legends for the boards that are going to be isolated. (Note – this is not a requirement for the testing/commissioning/fault finding of the boards carried out by maintenance contractors, however, a formal assessment must be completed before this work. A Certificate of Compliance also needs to be provided after the testing work has been completed.
- Contractors who carry out emergency/routing maintenance that requires electrical isolations can submit one blanket permit for this type of work annually. Note - For other project work, or work which isn't emergency/routine maintenance type work, an individual electrical isolation permit must be submitted for each job.
- For other project work, or work which isn't emergency/routine maintenance type work, an individual electrical isolation permit will need to be submitted for each job.
- Licence/training records for the electricians undertaking electrical works.
- A marked floorplan showing areas to be impacted by the isolation.
- Confirmation in writing that the UoA manager has been notified if the works will affect emergency access points or any other stakeholders in any way.

Water Isolation	
• SWMS's. • Licence/training records for the plumbers undertaking the works.	• SWMS review sheet (see General Notes for more detail). • A marked floorplan showing areas to be impacted by the isolation. • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).
Gas Isolation	
• SWMS's. • Lockout & Tagout (LOTO) procedure. • Licence/training records for the plumbers undertaking the works.	• SWMS review sheet (see General Notes for more detail). • A marked floorplan showing areas to be impacted by the isolation. • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works(e.g. parking).
Mechanical Isolation	
• SWMS's. • Lockout & Tagout (LOTO) procedure.	• SWMS review sheet (see General Notes for more detail). • A marked floorplan showing areas to be impacted by the isolation. • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).
Fire Indicator Panel Isolation	

• Block plans for the identified zones or detectors	• An 'isolation schedule' for multiple isolations that are needed for more than 1 day. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

- If a 'significant outage' is required as part of the works, a notification email needs to be sent to the UoA Legal department and the UoA Insurance company by the Infrastructure HSW Compliance Officer. Note – the Director, Capital Projects & Facilities Management, Infrastructure Branch and the Infrastructure HSW Compliance Officer will consult as to whether notification is needed or not.

Fire Suppression

• SWMS. • Lockout & Tagout (LOTO) procedure. • Licence/training records for the plumbers undertaking the works.	• Other UoA permits needed for the works (e.g. parking).

General Notes

- If a 'significant outage' is required as part of the works, a notification email needs to be sent to the UoA Legal department and the UoA Insurance company by the Infrastructure HSW Compliance Officer. Note – the Director, Capital Projects & Facilities Management, Infrastructure Branch and the Infrastructure HSW Compliance Officer will consult as to whether notification is needed or not.

Smoke Detectors (and other similar systems)

• Block plans for the identified zones or detectors	• An 'isolation schedule' for multiple isolations that are needed for more than 1 day. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

- When undertaking work which involves isolating smoke detectors, the following considerations and requirements apply:
  - Some smoke detectors are 'addressable' (can be individually isolated) and some smoke detectors are 'not addressable' (cant be individually isolated).
  - In many instances it is acceptable to isolate several smoke detectors in an area (a zone of detectors) at once. However, in some instances, if the smoke detectors are addressable, it may be safer to leave the majority of smoke detectors in a zone turned on (rather than turning them all off). This decision would be based on a risk assessment to determine considerations like the location of the work, the likelihood of a fire starting, if there are other hazardous substances in the area (e.g. gas), the type of work being undertaken and the duration of the work.
  - Considering the two points above, when isolation of smoke detectors needs to happen, before submitting the permit, the permit applicant must discuss with the PM/FM if there is a need to isolate individual smoke detectors or not.
  - Once a decision has been made between the permit applicant and the PM/FM, the permit can be submitted noting if individual smoke detectors will be isolated or if a zone of smoke detectors will be isolated.
  - If the work task requires multiple zones to be isolated for more than one day, the permit applicant needs to attach an isolation schedule with the permit application which explains what zones will be isolated and when they will be isolated. For example, if there are two zones (Z1 and Z2) which need to be isolated over a 2-week period, the schedule could say Z1 will be isolated in week 1 (4-10-24 to 10-10-24) and Z2 will be isolated in week 2 (11-10-24 to 17-10-24).
    Note - if the proposed schedule that was attached to the original permit application changes, an updated schedule needs to be attached to the permit application and emailed to security: security_office@adelaide.edu.au.
  - A 'block plan' is a drawing which identifies what smoke detectors are located in a building and where they are located. Once a decision has been made regarding the smoke detectors that need to be isolated, the block plan which shows where these smoke detectors are located, must be attached to the permit application. Note – a SWMS does not need to be attached to a smoke detector isolation permit application.

- If a 'significant outage' is required as part of the works, a notification email needs to be sent to the UoA Legal department and the UoA Insurance company by the Infrastructure HSW Compliance Officer. Note – the Director, Capital Projects &

Facilities Management, Infrastructure Branch and the Infrastructure HSW Compliance Officer will consult as to whether notification is needed or not.

Hot Work	
• SWMS	• SWMS review sheet (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

- The duration of time for which a Hot Work Permit will be issued will be determined by a risk assessment and will be at the discretion of the UoA. The risk assessment considerations will include (but will not be limited to):
  - If the company requesting the permit has its own permit system for hot work,
  - The location of the hot work and if there are flammable items in the vicinity of the hot work,
  - The type and amount of hot work being performed, and
  - The weather conditions.
- A fire watch will be required for a minimum of 30 minutes post hot work, dependant on work environment.

Asbestos Control Plan	
• SWMS • Floorplan showing the removal routes, air monitor locations and the exclusion zone. • Licence and or training records for all personnel undertaking the asbestos task or works. • Environmental Protection Authority (EPA) licence for the contractor. • Company Removal Licence, A Class or B Class for the contractor. • SafeWorkSA notification for any removal over $10m^{2.}$	• SWMS review sheet (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

General Notes

When undertaking work that involves working with asbestos the following requirements apply:

- When planning work, if it is known the area has asbestos containing materials, it is beneficial to inspect the work area to gain an understanding of the location and condition of the ACM.
- There is a requirement for a licenced asbestos removalist to conduct air monitoring during removal works, and to complete a clearance inspection and provide a clearance certificate in writing before the workplace can be re-occupied.
- **Following any work involving asbestos removal, all information gathered as part of the removal process must be attached as part of the permit close out process (e.g. photos, air monitoring results, and clearance certificates, scope of removal and location of removal). This information must be uploaded when the permit is closed out. Having this information will help UoA to update and maintain its asbestos register so it continues to be accurate for future reference.**

Confined Space	
• SWMS • Training records for all personnel undertaking the confined space work. • Rescue plan details. • Rescue equipment inspection / compliance certification where required. • Detailed floorplan showing the location of the confined space work.	• SWMS review sheet (see General Notes for more detail). • Confirmation in writing that the UoA manager has been notified if the works will affect stakeholders in any way including but not limited to emergency management. (see General Notes for more detail). • Other UoA permits needed for the works (e.g. parking).

6. Permit Application Timeframes

The permit applicant must request the permit at least 5 working days prior to the work starting.

Note: weekends and public holidays are not included in this notification period.

The work start date may be delayed if a permit is requested less than 5 days to the proposed start date.

7. Emergency/Critical Work

The Infrastructure Branch will try to expedite permits for Emergency/Critical Work that is not foreseeable.

The permit documentation noted in this procedure is required for Emergency/Critical Work, however UoA management may allow some exceptions if the documentation can't be provided in time prior to the work starting. This will be assessed on a case by case basis.

The UoA Facilities Manager, Senior Manager for Maintenance of Operations or Capital Projects & Facilities Management may verbally approve out of hours Emergency/Critical Work. In this instance, an email or text confirmation must be sent to the contractor when a verbal approval is given. An email or text confirmation must also be sent to the UoA Permit Issuer and UoA Security.

An example of when verbal approval may be given is if there was a water leak in a building that needed to be isolated. Noting that, an isolation permit for this work must be lodged in the system retrospectively.

8. Communication and Consultation

The UoA Project Manager/Facilities Manager must consult with stakeholders they consider will have involvement in or will be affected by the work. This may include the permit applicant, contractors, UoA personnel, and any other relevant stakeholders. Safe outcomes are achieved, and work is carried out more efficiently when there is open communication with all stakeholders. Good communication will also help to ensure the correct documentation is provided as part of the permit application process which will also expedite the process.

Where the work involves multiple permits, and the work is complex, a pre-planning meeting may be beneficial to discuss the work with all stakeholders involved and to coordinate the work in a systematic way.

9. Permit Close Out

The close out must be completed once the permit validation date has expired, when the work has been completed or when the permit is no longer required. This must be completed within 5 days of the permit ending.

If permits are not closed within the required timeframe, further action may be taken by the Director Capital Projects & Facilities Management.

Close Out Documentation

In order for UoA to close the permit in the system, the following documentation must be included:

Work at Height > 3metres

- The SWMS for the work, signed by all workers who worked on the task (note – the dates on the SWMS must match the date range of the permit, and the SWMS must reflect the work steps, hazards and controls for the work that was completed).
- Any licences/training records/access equipment inspection evidence (harness, ropes, etc) for workers who performed the task whose details were not supplied with original permit application.
- ECOC including diagram of roof access system if applicable.

Roof Access for Work

- The SWMS for the work, signed by all workers who worked on the task (note – the dates on the SWMS must match the date range of the permit, and the SWMS must reflect the work steps, hazards and controls for the work that was completed).
- Any licences/training records for workers who performed the task whose details were not supplied with original permit application.

Isolation Permission to Work

- The SWMS for the work, signed by all workers who worked on the task (note – the dates on the SWMS must match the date range of the permit, and the SWMS must reflect the work steps, hazards and controls for the work that was completed).
- Any licences/training records for workers who performed the task whose details were not supplied with original permit application.
- Certificate of Compliance (when legislation requirement).
- Not required for an FIP / smoke detector isolation

Asbestos Removal

- The SWMS for the work, signed by all workers who worked on the task (note – the dates on the SWMS must match the date range of the permit, and the SWMS must reflect the work steps, hazards and controls for the work that was completed).
- Any licences/training records for workers who performed the task whose details were not supplied with original permit application.
- Scope and location of work
- Photos post removal (if applicable)
- Clearance certificate
- Air monitoring reports / results
- Above documentation must also be emailed to the following address asbestos_info@adelaide.edu.au. The email must reference number (example permit 4101).

Working where a High Risk Work licence is required by Legislation

- Signed SWMS
- Any licences/training records workers who performed the task whose details were not supplied with original permit application.
- High Risk Pre-start/Toolbox

Confined Space

- Signed SWMS
- Any licences/training records for workers who performed the task whose details were not supplied with original permit application.
- Air monitoring reports / results
- Signed Confined Space Permit

Hot Work Permit

- Signed SWMS

Excavation / penetration permit

- Signed SWMS
- Any licences/training records for workers who performed the task whose details were not supplied with original permit application
- Scanning results / evidence if mentioned in SWMS and not submitted in permit application

10. Review

A review of this procedure will be undertaken 12 monthly as a minimum, when legislative changes have occurred or when deemed necessary by Infrastructure.