

3.1-07F03 General Permission to Work Form

The purpose of this General Permission to Work (GPTW) is to ensure that adequate controls are implemented to protect the safety of persons conducting, or who may be in the vicinity of high-risk work being undertaken and to protect University property from damage.

General Permission to Work (PTW) Number	(UoA to complete)
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In the event of an Emergency, all GPTW's are immediately suspended. All persons must assemble at the nearest nominated assembly point. The GPTW must be re-authorised (Signed) by the I&TS GPTW Issuer before work resumes.

1. CONTRACTOR DETAILS			
Company undertaking the work:			
Person undertaking the work & phone number:		Supervisor name & phone number:	
Principal Contractor Company:			
Principal Contractor Contact name & phone number:			

2. PROJECT DETAILS								
University Project / Job No. (if applicable):			Location of Work: (inc. Campus/Building/Room):					
Planned Work Activity:								
Estimated Duration of the PTW:	Date from:		Time:		Date to:		Time:	

3. WORK DETAILS			
Tick applicable boxes:			
<input type="checkbox"/>	Working at Heights (> 3 metres)	<input type="checkbox"/>	Roof Access (inc EME equipment)
<input type="checkbox"/>	Work where <i>high risk work licence</i> is required by Legislation (Reg 81) <small>ie Boom-type EWP, scaffold, dogging & rigging, crane/hoists, forklift, pressure equipment operation</small>	<input type="checkbox"/>	Building Penetration >25mm
<input type="checkbox"/>	Asbestos Testing and Analysis	<input type="checkbox"/>	Earth Penetration >300mm
<input type="checkbox"/>	Other (ie entering hazardous spaces)		

4. GENERAL REQUIREMENTS FOR SWMS/JSA			
The person in direct control acknowledges that the items related to GPTW (below) have been considered and included in the attached SWMS/JSA (Requirements for SWMS via 3.2-01F09 Contractor SWMS Checklist). All items must be ticked or marked N/A (✓ or N/A):			
RISK & HAZARD IDENTIFICATION & CONTROL:	✓ or N/A		✓ or N/A
Site Access & Egress risks are identified? <small>Site security and maintenance of disability access must be considered</small>		Environmental concerns are identified? <small>EPA compliant clean-up must be referenced as controls</small>	
Plant and equipment to be used is identified? <small>Pre start inspections & PPE must be referenced as controls</small>		Permits, licences and training are documented? <small>Permits/ Licence details and issue/expiry date/s must be referenced</small>	
Hazardous Chemicals to be used are identified? <small>Safety Data Sheets and PPE must be referenced as controls</small>		Working Outdoor risks (including weather) are identified? <small>Traffic management and PPE must be referenced as controls</small>	

5. WORK SPECIFIC REQUIREMENTS FOR SWMS/JSA COVERED BY THIS GPTW			
<i>Complete the section that relates to the Work Details ticked in Section 3. All items (in the section) must be ticked or marked N/A (✓ or N/A):</i>			
WORKING AT HEIGHTS >3 METRES	✓ or N/A		✓ or N/A
Ladders, Elevated Work Platforms (EWP) and/or scaffolding complies with relevant Standard?		Fall protection/arrest equipment identified and conforms to Standards/ anchor points rated to 15kN identified?	
System in place to prevent tools/equipment falling?		Rescue plan provided (required when fall arrest utilised)?	
ROOF ACCESS	✓ or N/A		✓ or N/A
Fall protection (which conform to Standard) & a system which prevents tools/equipment from falling are provided. Standby person is provided and rescue plan is in place?		Roof Register sighted and risks identified have been assessed and adequate controls are in place?	
Where the Roof Register identifies EME (telecommunications or other RF transmission) equipment, no-go zones are acknowledged?		Where the Roof Register identifies Fume exhaust flues, risk is assessed and isolation has been arranged?	
Where the Roof Register identifies Fragile roof materials or requires load testing, risk is assessed and controls are in place?		Regular communication between working party and nominated emergency contact is documented?	

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EARTH PENETRATION > 300MM	✓ or N/A		✓ or N/A
Excavation secured from public access including inadvertent entry?		All underground services located and marked?	
Nature of ground investigated (soil/rock, wet/dry etc)?		Atmospheric conditions considered?	
Possibility of flooding reviewed (drain, run-off etc)?		Rescue plan provided where there is a risk of cave in?	
Spoil pile safely located (preferably on low side of excavation)?		Trenches <1.5m deep – stability of excavation addressed?	
Work arranged so persons do not work alone in trenches >1.5m deep, or where SWMS/JSA has second person as control measure?		Trenches >1.5m deep – shored, shielded or benched to prevent cave in?	
BUILDING PENETRATION >25MM	✓ or N/A		✓ or N/A
All services located and marked including communication services?		Penetration has been assessed for breakthrough risks/ hazards, flooding and effect on structural conditions?	
Asbestos Register sighted & local risks assessed?		Engineers report is provided for structural changes?	
WORK WHERE HIGH RISK WORK LICENCE IS REQUIRED	✓ or N/A		✓ or N/A
Level of High risk work licences required to perform task?		High risk work licences sighted?	
SWL for lifting equipment is assessed & has current inspection?		Where required, plant has current registration?	
ASBESTOS TESTING AND ANALYSIS	✓ or N/A		✓ or N/A
Asbestos Register sighted & local risks assessed?		Samples to be analysed by an approved laboratory?	

6. GPTW REQUEST (GPTW Holder)

This acknowledgement signifies a formal request to commence activities involving one or more specified high-risk works. I request this GPTW be acknowledged and registered by the relevant University of Adelaide GPTW Issuer. As the person requesting this PTW, I hereby certify that:

<input type="checkbox"/>	I shall implement all planned and necessary controls to ensure the health and safety of all persons who may be affected by the activities.
<input type="checkbox"/>	I shall monitor the identified hazards and control strategies throughout the work activities.
GPTW Holder Name:	Signature:
	Date:
	Time:

7. PRINCIPAL CONTRACTOR/ PCBU CONTRACTING THE WORK TO THE GPTW HOLDER

As the Principal Contractor (where someone other than the University has engaged the GPTW Holder)/ PCBU (where the University has engaged the GPTW Holder) commissioning the work, I have reviewed the attached SWMS/JSA (and kept a copy) for the work covered by this GPTW to ensure:

<input type="checkbox"/>	All work being undertaken covered by this GPTW meets legislative and University requirements, including addressing all hazards and risks and ensuring all workers are trained and competent to undertake this work in accordance with the attached SWMS / JSA.
PCBU/Principal Contractor Rep:	Signature:
	Date:
	Time:

8. I&TS GPTW ISSUER

The above criteria have been addressed and the work is authorised to commence in accordance with the SWMS / JSA and identified control measures. As the I&TS Permit Issuer, I hereby acknowledge that:

<input type="checkbox"/>	I have allocated this GPTW a number and scanned to the GPTW register in the relevant area.
GPTW Issuer:	Signature:
UoA	Date:
	Time:

9. CLOSE OUT

As the GPTW Holder, I hereby acknowledge that:

<input type="checkbox"/>	The work has been completed, isolations and debris removed and the area is safe for reoccupation.
<input type="checkbox"/>	All relevant documentation has been provided to the PCBU/Principal Contractor.
GPTW Holder:	Signature:
	Date:
	Time:

As the GPTW Issuer, I authorise the closure of this GPTW and will scan it to the GPTW register in my area:

GPTW Issuer:	Signature:	Date:
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Original – Retained by GPTW Holder

Copy – Retained by GPTW Issuer

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Authorised by	Director of Infrastructure & Chief Information Officer	Review Date:	November 2017	Page:	2 of 2
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