

**I&TS HSW Management Sub-System  
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

**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**

<b>Company undertaking the work:</b>			
<b>Person undertaking the work &amp; phone number:</b>		<b>Supervisor name &amp; phone number:</b>	
<b>Principal Contractor Company:</b>			
<b>Principal Contractor Contact name &amp; phone number:</b>			

**2. PROJECT DETAILS**

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

**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) ie Boom-type EWP, scaffold, dogging & rigging, crane/hoists, forklift, pressure equipment operation	<input type="checkbox"/>	Building Penetration >25mm
<input type="checkbox"/>	Other ..... (ie entering hazardous spaces)	<input type="checkbox"/>	Earth Penetration >300mm

**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):

GENERAL INCLUSIONS:	✓ or N/A	GENERAL INCLUSIONS:	✓ or N/A
Site Access & Egress risks are identified Site security and maintenance of disability access must be considered		Environmental concerns are identified EPA compliant clean-up must be referenced as controls	
Plant and equipment to be used is identified Pre start inspections & PPE must be referenced as controls		Permits, licences and training is documented	
Hazardous Chemicals to be used are identified Safety Data Sheets and PPE must be referenced as controls		Working Outdoor risks (including weather) are identified Traffic management and PPE must be referenced as controls	

**5. WORK SPECIFIC REQUIREMENTS FOR SWMS/JSA COVERED BY THIS GPTW**

**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):**

WORKING AT HEIGHTS >3 METRES	✓ or N/A	WORKING AT HEIGHTS >3 METRES	✓ or N/A
Ladders, Elevated Work Platforms (EWP) and/or scaffolding complies with relevant Standard		System in place to prevent tools/equipment falling	
Fall protection/arrest equipment identified and conforms to Standards/anchor points rated to 15kN identified		Rescue plan provided (required when fall arrest utilised)	
ROOF ACCESS	✓ or N/A	ROOF ACCESS	✓ or N/A
Roof Register sighted and risks identified have been assessed and adequate controls are in place		Regular communication between working party and nominated emergency contact is documented	
Where the Roof Register identifies EME (telecommunications or other RF transmission) equipment, no-go zones are acknowledged		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.	
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	

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<b>EARTH PENETRATION &gt; 300MM</b>	<b>✓ or N/A</b>		<b>✓ or N/A</b>
All underground services located and marked		Excavation secured from public access including inadvertent entry	
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 shored, shielded or benched to prevent cave in	
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 – stability of excavation addressed	
<b>BUILDING PENETRATION &gt;25MM</b>	<b>✓ or N/A</b>		<b>✓ or N/A</b>
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	
<b>WORK WHERE HIGH RISK WORK LICENCE IS REQUIRED</b>	<b>✓ or N/A</b>		<b>✓ or N/A</b>
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 a current registration	

**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:

I shall implement all planned and necessary controls to ensure the health and safety of all persons who may be affected by the activities.

I shall monitor the identified hazards and control strategies throughout the work activities.

<b>GPTW Holder Name:</b>		<b>Signature:</b>		<b>Date:</b>	
				<b>Time:</b>	

**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:

<b>PCBU/Principal Contractor Rep:</b>		<b>Signature:</b>		<b>Date:</b>	
				<b>Time:</b>	

**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:

I have allocated this GPTW a number and scanned to the GPTW register in the relevant area.

<b>GPTW Issuer</b>	<b>UoA</b>	<b>Signature:</b>		<b>Date:</b>	
				<b>Time:</b>	

**9. CLOSE OUT**

As the GPTW Holder, I hereby acknowledge that:

The work has been completed, isolations and debris removed and the area is safe for reoccupation

<b>GPTW Holder</b>		<b>Signature:</b>		<b>Date:</b>	
				<b>Time:</b>	

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

<b>GPTW Issuer</b>		<b>Signature:</b>		<b>Date:</b>	
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**Original – Retained by GPTW Holder** **Copy – Retained by GPTW Issuer**