



PRO 3.1-07 Permit/Permission to Work

1. Objective

The objective of this process is to ensure that adequate controls are implemented to protect the safety of people conducting, or who may be in the vicinity of high-risk work being undertaken and to protect university property against damage.

2. Scope

Work performed on behalf of the University of Adelaide Infrastructure Branch.

3. Permit / Permission

- Permits refer to documents required by Regulation.
- Permission to work refers to documents required by the University.

For simplicity, the term “permit” shall refer to both types of document in this procedure.

Infrastructure issue permits for the following high risk activities:

Permit Required	High Risk Work
General Permission to Work (GPTW)	Working at Heights >3m Roof Access Work requiring a High Risk Work Licence as required under WHS Regulations. Building penetration > 25mm Earth penetration > 300mm Asbestos testing & analysis Other high risk work. E.g. Entry into hazardous area, radiation, pressure testing, commissioning plant etc.
Isolation Permission to Work	Isolation of essential services and fire safety systems and/or work on energised electrical equipment (live work) [Note: PTW application at least 2 days prior to commencement]
Hot Work Permit to Work	Grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations. (AS1674.1)
Asbestos Removal Control Plan (ARCP)	Removal of asbestos or asbestos containing material. [Note: ARCP application at least 5 days prior to commencement]
Confined Space Permit	Entry into confined spaces (as per WHS Regulations)
Right of access Permit	Third party access to leased or licenced buildings/ facilities (i.e. telecommunications towers).

4. Mandatory Requirements

- No high risk work may be conducted without a relevant permit being issued.
- Work may only be carried out by personnel holding a current Contractor General Induction.
- A Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or similar risk assessment shall accompany every Permit. Other documentation may also be required depending on the type of work (refer below).
- In the event of an emergency, all Permits/PTW are immediately suspended. Permits/PTW shall be re-authorised by the issuer prior to the work recommencing.

5. Process

Action	Who by
E-mail Permit (including all related documents) to facilitiesupport@adelaide.edu.au	Contractor
Permit forwarded to relevant Project/Program Manager and HSW adviser.	Infrastructure Administration staff
Review Permit and related documents.	Project/Program Manager and HSW Advisor.
Request further or amended information if submitted documentation is inadequate.	Project/Program Manager or HSW Advisor.
Allocate Permit number from register.	Project/Program Manager or HSW Advisor.
Open Permit form by including the number, signing and dating.	Project/Program Manager or HSW Advisor.
E-mail endorsed Permit form and all associated documentation to contractor. CC to facilitiesupport@adelaide.edu.au	Project/Program Manager or HSW Advisor.
Archive (Trim) the open Permit*	Infrastructure administration staff.
Commence work. All workers to sign onto SWMS. Ensure work does not exceed the parameters of the Permit.	Contractor
Close the Permit by signing and dating the form.	Contractor
E-mail The closed form, completed SWMS and any other relevant documents to facilitiesupport@adelaide.edu.au	Contractor
Forward e-mail to whoever opened the permit.	Infrastructure administration staff.
Close the Permit by signing and dating the form.	Whoever opened the Permit.
E-mail closed Permit form and all associated documentation to contractor. CC to facilitiesupport@adelaide.edu.au	Whoever opened the Permit.
Archive (Trim) the closed Permit*	Infrastructure administration staff.

* Archiving may be held off and completed in batches for efficiency.

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6. Documentation

In addition to the SWMS or JSEA, the following documentation to be provided by the contractor.

Permission/Permit	Mandatory Documentation	Required if relevant
General Permission to Work (GPTW)	SWMS/JSA	High risk work licences. Training records. Scans for building penetrations Copy of Dial before you dig. Crane lift: <ul style="list-style-type: none"> • Maintenance records for lifting equipment. • Crane Safe certificate • Traffic Management plan • Licences for crane operator, Rigger Dogman etc. • Lift Plan. Floorplan including asbestos testing sample locations. Rescue plan (entry into hazardous areas).
Isolation Permission to Work	SWMS/JSA Floorplan showing areas to be impacted by service isolation	Contractor's lock out tag out procedure.
Hot Work Permit to Work	SWMS/JSA	
Asbestos Removal Control Plan (ARCP)	SWMS/JSA Detailed floorplan showing the removal routes, air monitor locations and the exclusion zone.	Copies of training records EPA licence Company removal licence – A class or B class Safe Work SA notification for any removal over 10m ²
Confined Space Permit	SWMS/JSA Training Records Rescue Plan	
Right of access Permit	Refer to Property & Leasing requirements.	

7. Planned Work / Preventative Maintenance

The contractor shall submit the Permit at least:

Most Permits	24 hours prior to the planned commencement.
Isolation of fire services	2 days prior
Major Service isolations	10 days prior.
ARCP	5 Days prior

Delays or denials may occur if permits are presented less than these timeframes.

8. Emergency Work

Infrastructure department will expedite permits for emergency or other critical work that was not foreseeable.

The same documentation will be required as for 'programmed work' above but some flexibility will be allowed for the repair work to proceed expeditiously. For example, the Project/Program Manager may verbally approve repairs for an afterhours water leak, allowing the Permit to be lodged retrospectively.

9. Permit Closure

Permits should be closed by whoever opened them where possible. A permit may be closed by another authorised person, if the person who opened it is unavailable. The person closing the permit should note that the originator is unavailable on the form.

If the contractor fails to return a closed permit after reasonable steps were taken by the permit issuer, then the permit may be closed. The reason for the missing signature shall be annotated on the closed permit.

10. Consultation

Both the Project/Program Manager and the HSW Advisor shall consult each other in the initial review of the permit. Both parties shall decide who will formally open the permit.

11. Document Archival

All Permits and associated documents shall be 'Trimmed' (archived) using University systems.

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