



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 work, or who may be in the vicinity of High Risk Work (HRW) being undertaken and to protect the University of Adelaide property against damage.

2. Scope

Work performed on behalf of the University of Adelaide (UoA) and the Infrastructure Branch.

3. Permit / Permission

Permits refer to documents required by Work Health Safety (WHS) Regulation.

Permission to work refers to documents required by the University of Adelaide.

For simplicity, the term "Permit" shall refer to both types of document in this procedure.

Permits are only to be requested via the UoA Online Permit system. Paper permits only to be requested with approval from the Infrastructure Permit Issuer.

All permits can be valid up to a three (3) month consecutive period. If this validation period is required to be longer in timeframe, consultation to be undertaken with the Infrastructure Permit Issuer.

All permits can be valid up to a twelve (12) hour consecutive period where demonstrated as required. If this validation period is required to be longer in timeframe, consultation to be undertaken with the Infrastructure Permit Issuer.

Hot Work permit can only be valid up to an eight (8) hour consecutive period.

The Infrastructure Branch Permit Issuer will issue permits for the following activities:

Permit Required	Type of Work or Tasks.
General Permission to Work (GPTW).	<p>Working at heights > 3metres.</p> <p>Roof access (including EME equipment).</p> <p>Work requiring a High Risk Work (HRW) licence as required under the current South Australian Work Health Safety (WHS) Act and Regulations.</p> <p>Building penetration > 25mm.</p> <p>Earth penetration > 300mm.</p> <p>Other High Risk Work. e.g. entry into hazardous areas, radiation, pressure testing and or commissioning plant or something the UoA determine to have a permit.</p> <p><u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.</p>

Isolation Permission to Work (IPTW).	Isolation of electrical, gas, water and any fire safety systems and/or work on energised electrical equipment (Live Work) for commissioning purposes. Isolation of data centres or computer servers. <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.
Hot Work Permit to Work (HWP).	Grinding, welding, thermal, oxygen cutting or heating and other related heat-producing or spark-producing operations, as per AS1674.1. <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.
Asbestos Sample Log and Summary (ASLS).	Sampling or testing Asbestos or Asbestos Containing Material (ACM). <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.
Asbestos Removal Control Plan (ARCP).	Removal of Asbestos or Asbestos Containing Material (ACM). <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.
Confined Space Permit (CSP).	Entry into confined or restricted spaces as (per WHS Act & Regulations). <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.
Right of Access Permit (RAP).	Third party access to UoA leased or licenced buildings, facilities and telecommunications towers. <u>Note:</u> Permits are to be requested 5 (five) working days prior to the works being scheduled in or commenced.

4. Mandatory Requirements

Work may only be carried out by personnel holding a current UoA Contractor General Induction.

All sections of the permit are to be completed, no text boxes or areas are to be empty or left blank.

Note: The University Project/Job No. (if applicable) is not mandatory as is certain sections of the Asbestos removal Control Plan.

Work requiring a permit will not be conducted without a relevant and valid permit being issued.

A Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or similar Risk Assessment is required for all permits.

- Other documentation may also be required depending on the type of works refer below.
- A Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or similar Risk Assessment may not be required for a Right of Access Permit (RAP).

In the event of an Emergency, all permits are immediately suspended. Permits shall be re-authorised by the Permit Issuer prior to the works or task recommencing.

5. Process

Action	Who by
Request to be registered into the UoA Online Permit system.	New permit requestor.
Registration undertaken.	UoA Permit Issuer or HSW Compliance Officer.
Activate your account.	Account owner.
Request a permit.	Permit requestor via the UoA online permit system.
Permit and document review.	UoA Facilities Manager or Project Manager.
Permit endorsed.	UoA Facilities Manager or Project Manager.

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Permit rejected.	UoA Facilities Manager or Project Manager.
Re-submit permit.	Permit requestor with further or amended information.
Re-submitted permit and document review.	UoA Facilities Manager or Project Manager.
Permit endorsed.	UoA Facilities Manager or Project Manager.
Endorsed permit and document review.	UoA Permit Issuer or HSW Compliance Officer.
Endorsed permit rejected.	UoA Permit Issuer or HSW Compliance Officer.
Re-submit permit.	Permit requestor with further or amended information.
Re-submitted permit and document review.	UoA Facilities Manager or Project Manager.
Re-submitted permit and document review.	UoA Permit Issuer or HSW Compliance Officer.
Permit issued.	UoA Permit Issuer or HSW Compliance Officer.
Commence work. All workers to sign onto SWMS or JSA and or associated relevant documents for the task or works. Ensure work does not exceed the issued parameters of the permit.	Contractor and or personnel undertaking the works or in control of the issued permit. Contractor and or personnel working under the permit. Contractor to submit to UoA signed SWMS & JSA within 48 hours of task / works commencing.
Complete permit and supply applicable documents, if required.	Permit requestor via the online permit system or via email.
Close permit on the system.	UoA Permit Issuer or HSW Compliance Officer via the online permit.
Documents to be supplied to a third (3rd) party.	UoA Permit Issuer or HSW Compliance Officer via the online permit system or via email.

Documentation

In addition to the SWMS or JSA, the below documentation is to be provided/uploaded by the permit requestor or the person requesting a permit.

All documentation is to be submitted as separate documents, not as 1 (one) document and or attachment. A zipped folder is one (1) way to upload documents.

If updating or re-submitting a permit, it is recommended to only attach the missing document/s and name the new zipped folder 02 with the current date.

Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
General Permission to Work (GPTW).	Working at Heights > 3 Metres: <ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. High Risk Work licence for all the personnel undertaking the task or works. Service records for harnesses, working at heights equipment and or associated equipment. Rescue plan. Traffic management plan. Personnel or public management plan. Exclusion zone or hoarding plan. Delivery, collection and storage information. 	<ul style="list-style-type: none"> UoA Roof risk assessment. Certification of working at heights anchorage system. Engineers information for weight loadings of plant. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Right of Access Permit (RAP). Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits.

Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
	<ul style="list-style-type: none"> Email conformation from a third party for access or plant being on a shared roadway. <p>Roof Access for Inspection:</p> <ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. UoA roof risk assessment. <p>Roof Access for Work:</p> <ul style="list-style-type: none"> SWMS's or JSA. UoA roof risk assessment. Licence and or training records for all personnel undertaking the task or works. Rescue plan. Certification of working at heights anchorage system. Traffic management plan. Personnel or public management plan. Exclusion zone or hoarding plan. Delivery, collection and storage information. <p>Working where High Risk Work licence is required by Legislation (Regulation 81).</p> <ul style="list-style-type: none"> SWMS's or JSA. High Risk Work licence for all the personnel undertaking the task or works. Email conformation from a third party for access or works or task being on a shared roadway. <p>Crane or Lifting equipment:</p> <ul style="list-style-type: none"> SWMS's or JSA. Maintenance records or service history for the crane or plant undertaking the lift. Maintenance records for lifting equipment. Crane safe certificate. Licences for crane operator, rigger, dogman or for all personnel undertaking the task or works. Registration of plant. Lift plan or lift study. Traffic Management plan. 	<ul style="list-style-type: none"> Adelaide City Council (ACC) permits. <ul style="list-style-type: none"> Right of Access Permit (RAP). Telecommunication access approval, this will be an email approval or associated telecommunication documents. Other UoA permits. <ul style="list-style-type: none"> Right of Access Permit (RAP). Telecommunication access approval, this will be an email approval or associated telecommunication documents. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits. <ul style="list-style-type: none"> UoA roof risk assessment. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Adelaide City Council (ACC) permit or email notification. Other UoA permits. <ul style="list-style-type: none"> UoA roof risk assessment. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Engineers information for weight loadings of plant. Right of access permit (RAP). Updated emergency evacuation plan. Warden network notification, this can be an email. Adelaide City Council (ACC) permit or email notification. Other UoA permits.

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Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
	<ul style="list-style-type: none"> Personnel or public management plan. Exclusion zone or hoarding plan. Delivery Information. Email conformation from a third party for access or plant being on a shared roadway. <p>Scaffolding:</p> <ul style="list-style-type: none"> SWMS's or JSA. High Risk Work licence for all the personnel undertaking the task or works. Scaffolding plan. Traffic management plan. Personnel or public management plan. Exclusion zone or hoarding plan. Delivery Information. Email conformation from a third party for access or scaffolding being on a shared roadway. <p>Mobile Elevated Work Platforms (MEWP), Boomlift, Scissorlift, Vertical Lifter etc:</p> <ul style="list-style-type: none"> SWMS's or JSA. High Risk Work licence or Yellow card. Operators Manual for the plant being used. Risk Assessment for the plant. Maintenance records or service history. Rescue plan. Traffic management plan. Personnel or public management plan. Exclusion zone or hoarding plan. Delivery, collection and storage information. Email conformation from a third party for access or scaffolding being on a shared roadway. <p>Building Penetration > 25mm:</p> <ul style="list-style-type: none"> SWMS's or JSA. Documents for scanning of walls, floors or where the penetration is to be undertaken. Engineers information. Picture of the coring or penetration with the 	<ul style="list-style-type: none"> UoA roof risk assessment. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Engineers information for weight loadings of scaffolding. Right of Access permit (RAP). Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits. <ul style="list-style-type: none"> UoA roof risk assessment. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Engineers information for weight loadings of scaffolding. Right of Access permit (RAP). Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits. Adelaide City Council (ACC) permit or email notification. <ul style="list-style-type: none"> As built drawings. UoA roof risk assessment. Telecommunication access approval, this will be an email approval or associated telecommunication documents. Right of access permit (RAP). Updated emergency evacuation plan.

Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
	<p>Earth Penetration > 300mm:</p> <ul style="list-style-type: none"> • SWMS's or JSA. • As built drawings. • Detailed information for the excavation. • As built drawings for known services. • Maintenance records or service history for the plant. • Licence and or training records for all personnel undertaking the task or works. • Risk Assessment for the plant. • Dial Before You Dig (DBYD) documentation. • Services to be marked prior by an accredited services locator. <p>Other:</p> <p>Hazardous area, radiation, pressure testing and or commissioning plant.</p> <p>Something the UoA determine to have a permit.</p>	<ul style="list-style-type: none"> • Warden network notification, this can be an email. • Other UoA permits. • Updated emergency evacuation plan. • Warden network notification, this can be an email. • Adelaide City Council (ACC) permit or email notification. • Related inductions. • SWMS or JSA. • Licence and or training records for all personnel undertaking the task or works. • Other UoA permits.
Isolation Permission to Work (IPTW).	<p>Electrical:</p> <ul style="list-style-type: none"> • SWMS's or JSA. • SWMS or JSA review sheet. • Contractor's Lockout & Tagout (LOTO) procedure. • Electrical legends for the boards that are going to be isolated. • Licence and or training records for all personnel undertaking electrical works. <p>Water:</p> <ul style="list-style-type: none"> • SWMS's or JSA. • SWMS or JSA review sheet. • Contractor's Lockout & Tagout (LOTO) procedure • Licence and or training records for all personnel undertaking water works. 	<ul style="list-style-type: none"> • Floorplan showing areas to be impacted by service isolation. • Completed and signed Construction Execution Plan (CEP). • Approval email from the users of the area or building. • Updated emergency evacuation plan. • Warden network notification, this can be an email. • Other UoA permits. • Floorplan showing areas to be impacted by service isolation. • Approval email from the users of the area or building. • Updated emergency evacuation plan. • Warden network notification, this can be an email. • Other UoA permits.

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Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
	<p>Gas:</p> <ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. Contractor's Lockout & Tagout (LOTO) procedure Licence and or training records for all personnel undertaking gas works. <p>Fire Indicator Panel (FIP):</p> <p>Block plans for the identified zones or detectors</p> <p>Fire Suppression (FS):</p> <ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. Licence and or training records for all personnel undertaking water works. <p>Smoke detectors and other:</p> <ul style="list-style-type: none"> Block plans for the identified zones or detectors (addressable or otherwise) 	<ul style="list-style-type: none"> Floorplan showing areas to be impacted by service isolation. Approval email from the users of the area or building. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits. <ul style="list-style-type: none"> Approval email from the users of the area or building. Approval email from the UoA Legal department or the UoA Insurance company. Other UoA permits. <ul style="list-style-type: none"> Approval email from the users of the area or building. Approval email from the UoA Legal department or the UoA Insurance company. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits. <ul style="list-style-type: none"> Approval email from the users of the area or building. Approval email from the UoA Legal department or the UoA Insurance company. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits.
Hot Work Permit to Work (HWP).	<ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. 	<ul style="list-style-type: none"> Approval email from the users of the area or building. Approval email from the UoA Legal department or the UoA Insurance company. Other UoA permits.
Asbestos Sample Log and Summary (ASLS).	<ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. Detailed floorplan showing the removal routes, air monitor locations and the exclusion zone. 	<ul style="list-style-type: none"> Detailed floorplan showing the removal routes, air monitor locations and the exclusion zone. Other UoA permits.

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Permission/Permit	Mandatory Documentation	Required if relevant (not limited to)
Asbestos Removal Control Plan (ARCP).	<ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. Licence and or training records for all personnel undertaking the Asbestos task or works. Detailed floorplan showing the removal routes, air monitor locations and the exclusion zone. Environmental Protection Authority (EPA) licence for the contractor. Company Removal Licence, A Class or B Class. SafeWorkSA notification for any removal over 10m². 	<ul style="list-style-type: none"> Approval email from the users of the area or building. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits.
Confined Space Permit (CSP).	<ul style="list-style-type: none"> SWMS's or JSA. SWMS or JSA review sheet. Licence and or training records for all personnel undertaking the confined space task or works. Rescue plan. Detailed floorplan showing the location of the confined space or restricted space. 	<ul style="list-style-type: none"> Approval email from the users of the area or building. Updated emergency evacuation plan. Warden network notification, this can be an email. Other UoA permits.
Right of Access Permit (RAP).	Refer to Property & Leasing requirements.	<ul style="list-style-type: none"> Other UoA permits.

6. Planned Work / Preventative Maintenance

The permit requestor will request permits at least 5 (five) working days prior to the works or tasks being commenced or required to be undertaken.

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

- General Permission to Work (GPTW).
- Isolation Permission to Work (IPTW).
- Hot Work Permit to Work (HWP).
- Asbestos Sample Log and Summary (ASLS).
- Asbestos Removal Control Plan (ARCP).
- Confined Space Permit (CSP).
- Right of Access Permit (RAP).

Delays or denials may occur if permits are requested less than the nominated timeframes and if they are to re-submitted.

7. Emergency Work

The Infrastructure Branch will try and expedite permits for Emergency or other Critical Work that was not foreseeable.

The same documentation will be required as for the programmed work, but some flexibility will be allowed for the repair work to proceed expeditiously.

The UoA Facilities Manager, Senior Manager for Maintenance of Operations, Manager Capital Projects may verbally approve emergency repairs afterhours only after having discussed and satisfied themselves that the contractor will have controls in place to manage the risks identified.

Examples are; a water leak in a building that needs to be isolated, this will allow the permit to be lodged retrospectively.

Email or text confirmation is to be sent to the contractor or personnel when verbal approvals are provided. Email or text confirmation to be sent to the UoA Permit Issuer and UoA Security for information purposes.

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8. Consultation

The UoA Project Manager, Facilities Manager shall consult with the permit requestor, contractors, UoA personnel, internal and external stakeholders, third (3rd) party personnel/companies and other relevant personnel for the initial review of the permit.

The Permit Issuer will be consulted to issue the permit. This can only be undertaken once the above mentioned prior consultation has been completed, all required documents are attached and all parties agree the permit can be issued.

Note: Where there are multiple permits, the works is of a complex nature, it may affect UoA community or third (3rd) party personnel or companies, a pre works meeting is advised to be undertaken with all applicable personnel and parties present.

9. Permit Closure

Permits are to be completed/closed by the person who has requested the permit. This is to be completed once the permit validation date is expired, when the works has been completed or when the permit is no longer required. This is to be completed within 5 days of the permit not being required or the validation dates are not valid.

All required documents are to be attached or supplied, this could be and not limited to Asbestos documentation, Certificate of Compliance (CoC's), as-built drawings or certificates etc.

A permit may be closed by another permit requestor, if the person who requested it is unavailable. The person closing these permits should note that the permit requestor is unavailable.

If the permit requestor does not complete or close their permits, the permit issuer will follow up outstanding permits via email correspondence.

Note: If permits are not closed within an agreed timeframe, permit issuing may be suspended by the Capital Projects & Facilities Manager Director.

10. Document Archival

All Permits and their associated documents will be saved on the UoA Online Permit system. If documents cannot be saved to the system, the permit is to be exported as a PDF and all of the required documents are to be attached to an email and sent to the HSW Compliance Officer.

If the permit is related to Asbestos all documents are to be sent to the UoA Asbestos email asbestos_info@adelaide.edu.au.

Permits that need to be saved will be 'Trimmed' (archived) using the UoA systems.

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