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Division: Compliance, Safety and Sustainability

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Permit to Work Procedure

1. SCOPE

This procedure applies to Tasports operations, employees and contractors undertaking:

- Non routine work (including asbestos)
- Work in restricted spaces
- Excavation and earthworks
- Electrical work
- Hot works (unless conducted within the Maintenance Workshop or designated hot work area)
- Working at heights, including in a workbox with a crane or forklift, over the side of a wharf
- Using a mobile crane on Tasports property
- Blind Penetrations
- Cold Work
- Work in a confined space
- Working under wharves and on water
- Landside Plant Refuel, Maintenance & Lube
- Vessel Slipping / Abrasive Blasting and Painting
- Diving / Working on water

In addition to the above work types, this procedure applies to:

- Services Isolation, Identification and Control when engaging contractors
- Project works
- Major plant/equipment shutdowns and modifications
- Work carried out on Tasports property by third parties

This procedure defines the requirements associated with permits to perform work for Non Routine and High Risk work activities including the appointment of Permit Issuer(s) to issue Permit to Works.

2. DEFINITIONS

Blind Penetration	Drilling, cutting, nailing, and installing fasteners, etc. into a wall, floor or ceiling when the interior is concealed from view.
Cold Work	Cold work refers to general maintenance work on the plant or electrical equipment where the uses of any open flames, any source of ignition or any electrical equipment is not allowed.
Confined Space	An enclosed or partially enclosed space, e.g., • Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank-like compartments; • Pipes, sewers, shafts, degreaser and sullage pits, ducts and similar structures; • Any shipboard spaces entered through a small hatchway or entry point, cargo tanks, cellular double bottom tanks, duct keels, ballast or tanks and void spaces, that: a) Is not designed or intended primarily to be occupied by a person; and b) Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and c) Is or is likely to be a risk to health and safety from:

	• An atmosphere that does not have a safe oxygen level; or • Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosions; or • Harmful concentrations of any airborne contaminants; or • Engulfment.
Contractors	An individual or company who is engaged on behalf of Tasports to perform work.
Electrical work	Is the manufacturing, testing, maintaining, repairing, altering, removing, or replacing electrical equipment.
Energised (live)	Means connected to a source of electrical supply or subject to hazardous induced or capacitive voltages.
Excavation and Earth works	'Excavation work' means work to make, fill or partly fill an excavation (such as a trench, ditch, shaft, well, tunnel, pier hole, cutting or caisson or a hole drilled in the earth). 'Earthworks work' means modification of land surfaces by balding, contouring, ripping, moving, removing, placing or replacing soil or earth, or by excavation, or by cutting or filling operations, including the importation of fill. Earthworks exclude the cultivation of land and the digging of holes for the erection of posts or the planting of trees, landscaped area and gardens.
Hazardous Area	Area in which an explosive atmosphere is present, or may be expected to be present, in quantities that require special precautions for the construction, installation and use of electrical equipment.
Hot Work	Work that can generate flames, heat or sparks. This can include, • Welding • Soldering • Using a heat gun • Use of open flames • Grinding • Acetylene burning • Power operated tools that can cause sparks • Use of any equipment that produces enough heat to ignite flammable vapours
Landside Plant Refuel, Maintenance & Lube Work	Work that involves the dispensing of fuel/lubricants from tanks by means of a hose, and maintenance work that has the potential to result in spillage of fuel/lubricant/coolant where such tasks are performed on Tasports controlled workplaces outside of a designated workshop or fuel/lubrication bay.
Non-routine Work	High pressure water jetting, removal of handrails, gratings, fixed ladders and pressure testing. Modifications, cleaning or maintenance task performed on plant/machinery that carry a high level of risk and are considered unusual or non-routine i.e. work that may constitute a significant HSE risk (High – Extreme) and there is no comprehensive risk assessment conducted or well established and tested work instruction or standard operating procedure.

Permit Issuer	A person who has been trained in the Permit to Work Procedure and is responsible for the issue and control of Work Permits. This typically will be a Supervisor/Coordinator, but may be any employee who is directed by a Supervisor/ Coordinator to issue the Work Permit.
Permit Recipient	A person responsible for the work being performed and to whom a Work Permit has been issued.
Prescribed Electrical Work	Can only be performed by licensed Electricians. This includes electrical work on (or in the vicinity of) high voltage equipment & systems and work on (or in the vicinity of) live low voltage equipment.
Restricted Space	Any area identified as requiring restricted entry and access to minimise exposure to particular hazards. This can include such areas as electrical switch rooms or particular machinery or plant.
Roof Access	Any work that requires access to a roof or ceiling area of a building.
Routine Work	Modifications to plant/machinery, cleaning or maintenance tasks performed that have documented work instructions.
Voltage	**Extra low voltage** means voltage that does not exceed 50 volts alternating current (50 V a.c.) or 120 volts ripple-free direct current (120 V ripple-free d.c.). **Low Voltage** means voltage that exceeds extra-low voltage and does not exceed 1000 volts alternating current (1000 V a.c.) or 1500 volts direct current (1500 V d.c.). **High Voltage** means voltage that exceeds low voltage.
Work Area Owner	A Work Area Owner is the person responsible for overseeing all activities conducted within a designated work area. Their role includes authorising Permits to Work for tasks within their area, considering all relevant operational activities, and identifying any potential risks, conflicts, or interaction issues. They ensure that planned work does not adversely affect normal operations or other port users, and they maintain effective communication with workers and site management about any work taking place in the area. The Work Area Owner may include the Site Coordinator, Assistant Coordinator, Port Operations Supervisor, or any other person assigned responsibility for the safe management of the work area.
Work Permit	An administrative control that permits work to proceed under the conditions specified in the permit.
Working at Heights	Any work where there is a potential for an employee or objects to fall from one level onto a surface below. This includes work where adequate walkways and/or barriers do not exist.
Working on Water	Inspections or work undertaken from a vessel on water, i.e. under berth inspections/maintenance, nav aid maintenance/inspections, dredging, survey work, wharf condition inspections etc.

3. RESPONSIBILITIES

Manager Maintenance, **H&S Advisor**	• Ensure permit Issuers have been provided with appropriate training and re-training every three years; • Maintain list of Permit Issuers; • Reinforce permit systems compliance and enforcement "No Permit- No Work"; and • Determine supervision requirements for new Permit Issuers.
Permit Issuer	• Undertake Tasports Permit To Work training; • Be familiar with the non-routine and high-risk tasks requiring permits; • Ensure that hazards associated with the tasks are identified, assessed and controlled as far as practicable via completion of a JSEA or Safe Work Procedure; • Verifies that safety equipment is current and calibrated; • Verifies that the work area is made safe before allowing the job to begin, e.g. ensure LOTO has been applied etc. (refer to TasPorts Isolation and Lock-out Tag-out Guideline); • Ensure that each permit issued references any other permits issued for the same area at the same time; • Verifies that work area is 'safe' after work has ceased and BEFORE permit is closed out; and • Ensure a copy of the permit is kept on record (refer to section 4.3 of this procedure).
Permit Recipient i.e. Persons undertaking the work (both contractor and employee)	• Undertake Tasports Permit To Work Training. • Obtain the necessary permission and permits to conduct designated high-risk tasks, including those of contractors; • Complete a JSEA documenting risk controls for the work to be undertaken; • Be suitably skilled, qualified and competent to perform the work – provision of copies of appropriate licenses to the permit issuer is required; in the case of Tasports employees, verification may be confirmed by their Supervisor. • Check that safety equipment is current and calibrated; • Adhere to the work permit requirements; • Display the permit at the entrance to the work area; • Ensure that all tags and signs are prominently displayed so that operators are aware that the area/equipment is not to be entered/operated; • Be aware of any hazards that may exist and ensure that necessary controls are in place; • Ensure that the job is performed in a safe manner; • Make the equipment and work area safe on completion of the activity; and • On completion of a job ensure the permit is closed off in consultation with the permit issuer.

Work Area Owner	• Authorising Permits to Work for activities within their area. • Consider all relevant operational activities in the area. • Identifying and managing potential risks, conflicts, or interaction issues. • Ensuring work does not adversely impact normal operations or other port users. • Communicating with workers and site management as required regarding work in the area.

4. PROCEDURE

The procedure requires that all risks associated with the work activity are formally identified and the hazards controlled prior to work commencing.

Contractors

In the case where a contractor is working under their own Safety Management System and has its own permitting procedure, the contractor shall use their own permitting procedure with the exception of:

- Crane Permit
- Permit to Work (contractor)

Note - For the contractor to use its own permit procedure, the system has to be equivalent or better than Tasports permit system.

Third Party Leases / License Agreements

Where a third party and Tasports lease / licence agreement is in place, they shall use their own Safety Management System, with the exception of the Crane Permit which is required for engineering assessment only.

Third Party Vessels

Third party vessels conducting a work activity on board their own vessel moored alongside or in the vicinity of Tasports controlled waters shall use their own Safety Management System, with the exception of Tasports' Non-Cargo Liquid Transfer Procedure (NCLT).

Tasports Risk Management Procedure must be followed in order to identify and manage any risks which may involve other activities being conducted nearby, including third party leased/licensed areas.

4.1 Permit Types

Bunkering

Refer to Tasports' Non-Cargo Liquid Transfer Procedure (NCLT).

Confined Space

Must only be used in conjunction with Tasports' "Confined Space Entry Procedure".

Services Isolation, Identification & Control

Must be issued to the Permit Recipient i.e. Persons undertaking the work (Tasports or Contractor) prior to any works starting where services have been identified as a risk during the work planning risk assessment. The Project Manager must ensure a **Services Isolation / Identification / control permit** is completed and all required Drawings and Plans accompanying this are handed over to the contractor prior to any work taking place.

Permit to Work

Required for:-

- Non Routine Work (including asbestos)
- Work being performed by contractors
- Hot Work

- Working At Heights (including Roofs, False Ceilings, Ladders, Scaffolds, Cherry picker, Scissor Hoists, including working from workboxes with a crane or forklift, working over the side of a wharf
- Landside Plant Refuel, Maintenance & Lube
- Cold Work
- Blind Penetration
- Working on water / under wharfs

Excavation & Earth Works

Required for any excavation or earth works. Mandatory for any such work to be performed in or on Tasports controlled workplace.

This includes work to be carried out underground, i.e.; sub marine cables, driving piles in river bed.

Electrical Work

Contractors are required to complete an Electrical Work Permit for ALL Electrical work conducted on Tasports Property.

Tasports electricians are required to complete an Electrical Work Permit when working on:

- Live Equipment
- High Voltage
- Hazardous Areas Equipment
- All work requiring a CEC (certificate of electrical compliance)

Exemptions:
Extra Low Voltage

Diving

A permit is required when Tasports engages a person to conduct diving work. Third party vessels engaging divers must notify VTS.

Vessel Slipping / Abrasive Blasting and Painting

Required for the slipping of vessels, this includes work to be performed using abrasive blasting and /or spray painting. It is the responsibility of the Slip Master to complete Vessel Slipping Permit.

Mobile Crane

Required for using mobile cranes on Tasports property.
Note: Minimum of 3 working days' notice required for engineering assessment prior to approval.

An Engineering assessment is required to ensure that the crane operation can be safely conducted without exceeding permissible loadings, determine the most appropriate location for the crane operation to take place and advise any restrictions that may apply. Additionally, periodic permits with strict conditions, valid for 12 months, may be granted for pick and carry style cranes (e.g. Franna) up to 20 tonnes safe working load, lifting no more than 3 tonnes.

Note the crane permit is an engineering assessment and approval permit only, the safe operation and use of the crane on Tasports property must be verified by a Tasports representative through the Permit to Work System and Risk Assessment Procedure or by third party safety management system where appropriate.

4.2 Issuing Permits

On a single Work Permit, the Permit Issuer and Permit Receiver should not be the same person. In exceptional circumstances, where it is necessary for a worker to assume both roles or Issuer and Receiver on a single Work Permit, permission must be granted by the Supervisor or Site Coordinator, who must first be

satisfied that the TasPorts Risk Assessment Process has been followed for the task or activity. In such cases, due consideration must also be given to the safety of workers conducting the activity alone.

4.2.1 Permit to Work

A Permit to Work must be obtained from a Permit Issuer once the issuer has undertaken the following:

Prior to issuing a Permit to Work, the Permit Issuer shall:

- Consult with the permit recipient and work area owner;
- Ensure job description is clear and accurate on the Permit to Work Form;
- In consultation with the permit recipient, discuss the hazards and their control measures associated with the work;
- Assess the potential impact on other work groups, lessees, port users, neighbouring property owners, housekeeping and plant;
- Verifies requirements met as required by Tasports Working Over Side and Under Wharves Procedure.
- Verifies that plant and equipment being brought onto site is compliant and safe.
- Verifies that the work area is made safe before allowing the job to begin, e.g. ensure LOTO has been applied etc. (refer to TasPorts Isolation and Lock-out Tag-out Guideline);
- Ensures that all required isolations to perform the work are in place;
- Verifies that other documented controls such as physical barriers, signs, emergency equipment, identified on the Permit to Work are in place and the remaining risk is acceptable; and
- Verifies all persons engaged in the work have training certification for work to be performed. i.e. Confined spaces training certification etc.

The Permit to Work shall be kept on the job at **all** times while work is proceeding and a record (copy) of the Permit to Work shall be retained by the permit issuer as a record of work in progress.

Record Permit details in the Permit to Work Control Log in TRIM.

4.2.2 Multiple Permits

Where a worker is conducting an activity outlined in the Permit To Work and it is indicated in the Permit that additional Permit/s are required, ie excavation, high voltage etc., these additional permits must be issued in accordance with 4.1.1 Permit to Work. Exceptions to this are the issuing of Crane Permits as described in 4.1.3.

4.2.3 Crane Permit

- Crane company or work planner is to send a copy of permit to cranepermit@Tasports.com.au with location, company, contract details etc. on page 1 and lift details on page 2 of the permit completed for engineering assessment and approval a minimum of 3 working days prior to proposed to proposed start of work.
- Tasports Engineering Department will seek preliminary approval from the site Operations Supervisor for the works.
- Once Engineering has approved the Crane Permit, they will input the engineering approval details into the permit to work log in located in TRIM. A unique site crane permit number (generated from TRIM) will be noted on the crane permit.
- The Engineering Department will return the approved crane permit back to the Crane Company or work planner.
- Where indicated, crane drivers MUST report to Tasports Operations Supervisor onsite with approved permit which MUST be signed prior to the commencement of work and at the completion. Work out of hours may require alternate arrangements to be made.
- In the event a crane arrives without a permit, TSOC must contact the relevant Wharf Supervisor or project engineer responsible for the crane to determine the status of the permit.

4.2.3 Hot works

Where job is to exceed 8 hours in duration or if work stops for any reason for a period of two (2) hrs or more, a Daily Hot Work Checklist is to be completed.

4.3 Permit Validity

The period of validity for a Permit to Work applies only to the described work and conditions for the duration of the Job. Any variation or change requires a new permit to be approved prior to continuing. Minor changes or extensions may be authorised with the agreement of the Permit Issuer, and Work Area Owner, where the work scope, risks and controls remain unchanged. Any changes to work methods or risk management must be recorded in the JSEA/SWMS.

In the event of a change of the Permit Issuer responsible for the work area, the new Permit Issuer shall discuss the work being performed and the precautions in place with the original Permit Issuer, Permit Recipient and Work Area Owner, if satisfied, shall countersign the Permit to Work.

If it is necessary to test run equipment or test circuits, the Permit Issuer must ensure that Tasports Isolation and Lock Out-Tag Out Guideline is followed.

4.4 Transfer / Handover of Permit to Work Permit Issuer

Whenever there is a need to transfer the responsibilities of the Permit Issuer for the permit that is in force, the following process must occur:-

Step 1
The outgoing Permit Issuer contacts the incoming Permit Issuer and explains all details of the work they are responsible for, including JSEA's, Procedures and Permits.
Step 2
The incoming Permit Issuer familiarises themselves with the JSEA, Procedures and Permits.
Step 3
The outgoing Permit Issuer signs "Permit Issuer Handover" section of the form.
Step 4
Incoming Permit Issuer:

- Signs in the "Permit Issuer Handover" section on the form; and
- Signs onto relevant permits (Masters and dependants)

Note: Step 4 must be done just before or immediately after the outgoing Permit Issuer signs off (step 3).

- The outgoing Permit Issuer must not sign off permits, particularly master permits, without ensuring the incoming Permit Issuer has signed on to accept responsibility.

4.5 Permit Return/Cancellation

On completion of the work or on leaving the work incomplete, the Permit Recipient shall discuss the job status with the Permit Issuer, shall record the job status and the date and time on all copies of the Permit and shall return the "job copy" of the Permit.

The Permit Issuer shall check the status of the work, shall record whether the equipment is ready to return to service and shall sign, date and record the time of acceptance of closure of the Permit to Work.

Any incomplete job must have a suitable documented control measure in place to ensure that the area or plant is not inadvertently used. Controls are to be communicated with the Work Area Owner and relevant manager and employees likely to be affected by the change.

The Permit Issuer shall file the completed and signed work permit and any JSEA's that have been signed by both the Issuer and Recipient.

4.6 Appointment of Permit Issuers and Training

Permit Issuers will be trained in the requirements of this procedure and appointed by their Supervisor/Manager as part of their duties to be performed. The scope of their authorisation shall not extend beyond the range of clearance issuing situations that would be expected to occur in the normal performance of the person's duties or competencies.

Permit to Work Recipients will be trained in the requirements of this procedure and the scope of work performed shall not extend beyond the range their normal performance of their duties or competencies.

EXEMPTIONS:
Training exemptions may be granted by a Supervisor/Coordinator/Manager in the following circumstances;
a) To Contractors in the case of call out or emergency situations; or
b) The Contractor has provided verification of prior permit to work training by another provider.

In the case of exemptions, the Permit Issuer will outline the Recipient responsibilities and Tasports Permit to Work requirements before issuing the Permit To Work.

4.7 Records

The following records shall be maintained by the HSE Department or Maintenance/Operations/Site Manager for defined periods:

- Records of training, held for 30 years
- Copies of Permit to Works (including confined space entry permits) shall be retained for at least 5 years after job completion.
- Copies of Permits related to work involving Asbestos must be kept for a period of 30 years

5. DOCUMENTATION

This procedure has been developed in accordance with current legislation. The following company documentation is referenced in this procedure:

Confined Space Procedure
Contractor Management Guideline
Isolation and Lock-out Tag-out Guideline
Working Over Side and Under Whares Procedure

6. EVALUATION AND REVIEW

Review of this procedure will occur in accordance with the Document and Data Control Procedure.

7. APPENDIXES - PERMIT TO WORK - FLOW CHART