

## SECTION 1 - PRIOR TO COMMENCING

<input type="checkbox"/> Site Management Notified of Works (incl. electrical work)	<input type="checkbox"/> Contractor induction completed and PIP card displayed	<input type="checkbox"/> Contractor insurances and register up to date	<input type="checkbox"/> JSEA/SWMS required for job covered by this permit provided and reviewed by TASPOTS Competent person. (If not available, risk assessment must be completed prior to task commencing)
<b>CONTRACTORS</b>			<input type="checkbox"/> Permit Entered in Permit to Work Log <input type="checkbox"/> Site Orientation Provided

## SECTION 2 - PERMIT TO WORK CERTIFICATE *(ensure copy of active permit is kept at worksite where work is being carried out)*

Site Name:		<b>Tick ✓ the CATEGORY of work(s) to be performed</b>	
Description of work to be performed:		<b>For Tasks listed below Complete Hazard ID Guide (Section 5)</b>	<b>In addition - For tasks listed below Complete Separate Permit</b>
TASPOTS Person Requesting Works: Mobile Phone Number:		A - Non Routine Work (Including Asbestos)	Excavation & Earth Works
Person/Company Undertaking the Work:		B - Hot Work (work exceeding 8 hrs or 2 hr break, complete daily hot work checklist)	Mobile Crane Work
Mobile Phone Number:		C - Working on Water / Under wharves	Electrical Work
List Equipment or Plant to be Worked on:		D - Cold Work	Diving
Exact Location of Equipment or Plant:		E - Work at Heights (Including over the side of a wharf)	Confined Spaces (Refer to Confined Space Procedure)
SWP/SOP Ref No/s (copies must be attached)		F - Landside Plant Refuel, Maintenance & Lube	Slipway / Abrasive Blasting Spray painting
JSEA/SWMS Ref No/s (copies must be attached)		G - Blind Penetration	Isolation Permit

### Emergency Contact numbers 000 (Fire, Ambulance & Police) 1300 664 007 (Tasports' Security)

LIST EQUIPMENT ISOLATED (Note all isolations to be carried out in accordance with Tasports Lock Out Tag Out Procedure)	Checked by	Signed by TASPOTS Person	Signed by Non-TASPOTS Person
1.			
2.			
3.			

## SECTION 3 - AUTHORISATION

**PERMIT ISSUER** – I have discussed the work to be performed with the recipient, the hazards identified and the agreed methods of work. I authorise the work specified to proceed, provided the precautions listed on this permit and attached documentation are observed.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Valid from (Date/Time): \_\_\_\_\_ to (Date/Time): \_\_\_\_\_

**PERMIT RECIPIENT Directly Managing Work** - I have assessed and discussed the work to be performed with the permit issuer and agree to comply with all agreed controls, site safety requirements and with all provisions of this permit, and to explain and enforce those provisions with all persons under my responsibility.

Recipient Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4 - PERMIT HANDOVER/PERMIT FINALISATION

<input type="checkbox"/> Work not complete, handover completed	<b>Permit Handover:</b> Signed Outgoing Permit Issuer: _____ Dated: _____
<input type="checkbox"/> Work complete, proceed to permit closure	Signed Incoming Permit Issuer: _____ Dated: _____

<p><b>Completion of Works and Permit Closure – RECIPIENT</b></p> <p>All work has been completed, people and equipment withdrawn from the plant/area, isolations removed and the plant/area is clean and safe for use.</p> <p>Hot Work - Work area and surroundings checked for spot fires from start of work and for 2 hours after completion and found safe.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If No, reason must be documented in the task risk assessment</p> <p>Fire watch Standby Person (Name): _____ Signed: _____</p> <p>Date: _____</p>	<p><b>Permit Closure – ISSUER</b></p> <p>I am satisfied that all work associated with this Permit has been completed in accordance with the Permit Conditions.</p> <p>Name: _____ Signed: _____</p> <p>Date: _____ Time: _____</p>
<p>Name: _____ Signature: _____</p> <p>Date: _____ Time: _____</p>	<p>All Permit/s Closed Out in Permit to Work Log <input type="checkbox"/></p> <p>All Permit/s filed in Trim when completed <input type="checkbox"/></p>

**SECTION 5 - HAZARD IDENTIFICATION GUIDE**

Refer to each applicable reference below, you must document the risk control for each hazard identified. Yes ✓ No × or Not Applicable N/A

Ref #	Type of work to be performed	✓ × N/A	Ref #	Type of work to be performed	✓ × N/A
<b>A - Non Routine work (including asbestos):</b>			<b>B15</b>	If oxyacetylene is being used is it fitted with flashback arrestors?	
<b>A1</b>	Will work involve working in a restricted area, ie AQIS, Landside Restricted Zone, Airside etc.?		<b>B16</b>	Workers told of nearest fire alarm/EWIS phone and emergency procedures?	
<b>A2</b>	Is the work modifications work? (ensure meets design standards – contact Engineering Department)		<b>B17</b>	All equipment for hot work is in good repair and checked?	
<b>A3</b>	Does the work have documented work instructions or procedures?		<b>B18</b>	Sprinklers, hydrants and extinguishers available during the work and in service? (Fire extinguisher to be located within 5m of work)	
<b>A4</b>	Does the work require intermittent removal of isolations and test running of equipment?		<b>B19</b>	Automatic fire detection system zone temporarily isolated?	
<b>A5</b>	Does the work involve wet cleaning or use of water around electrical equipment?		<b>B20</b>	Welding Screens in place to prevent sparks moving beyond the work area?	
<b>A6</b>	Will mains powered electrical equipment be used? If so, ensure you have adequate RCD protection for use with such equipment and it is in current test & properly tagged		<b>B21</b>	Ducts and conveyors that may carry sparks to distant combustibles are isolated?	
<b>A7</b>	Will plant isolation be required in accordance with Tasports “lock out tag out procedure”?		<b>B22</b>	Floors swept clean?	
<b>A8</b>	Have arrangements been made with the Contract Supervisor for such plant isolation to be carried out?		<b>B23</b>	All wall and floor openings covered?	
<b>A9</b>	Are you using hazardous chemicals or dangerous goods? (You must have the relevant SDS (Safety Data Sheets) available in case of emergency)		<b>B24</b>	Fire resistant tarpaulins beneath work?	
<b>A10</b>	Are there any manual handling risks involved?		<b>B25</b>	Explosive atmosphere in area eliminated?	
<b>A11</b>	Will the work be carried out near Asbestos material? If yes, refer to Tasports Asbestos Procedure.		<b>B26</b>	Person conducting hot work is competent to undertake task?	
<b>A12</b>	Will work be conducted near overhead power lines?		<b>B27</b>	Atmospheric testing is required?	
<b>A13</b>	Will the work involve overhead loads?		<b>B28</b>	Work area, trenches, pits etc. clear of flammable liquids, dust, gases, vapours and oily deposits removed?	
<b>A14</b>	Could there be potential for environmental contamination as a result of works being conducted?		<b>B29</b>	Other combustibles removed where possible or are protected with fire resistant tarpaulins or metal sheets?	
<b>A15</b>	Will work be conducted in a hazardous area?		<b>B30</b>	Work area and surroundings checked for spot fires from start of work and for 2hours after completion and found safe? <b>(this is mandatory requirement) If 2 hr fire watch is deemed not required this must be fully documented in a risk assessment.</b>	
<b>B - Hot Work:</b>			<b>B31</b>	Will work be conducted in a hazardous area?	
<b>B1</b>	Are weather conditions appropriate?		<b>C - Working on Water / Under Wharves</b>		
<b>B2</b>	Is there a Fire Ban in place? Visit Tas Fire Service Website “bans and permits” or call Tas Fire head office (03) 6230 8600		<b>C1</b>	Are all surfaces capable of supporting workers weight? ie. Access equipment	
<b>B3</b>	Is it impractical to conduct the work in the welding bay?		<b>C2</b>	Is there a communication system in place?	
<b>B4</b>	Is work on or near the expanded polystyrene insulated sandwich panel (EPS)? If yes, refer to G2. <b>(no hot work is to be conducted on (EPS))</b>		<b>C3</b>	Is there an adequate rescue plan in place?	
<b>B5</b>	Is dust in the area (Explosive atmosphere) likely to impact on works being undertaken?		<b>C4</b>	Have you notified Port Control prior to works commencing and immediately after? <b>You MUST contact TasPorts Port Control (6380 3075) prior to works commencing and immediately after works cease.</b>	
<b>B6</b>	Is it likely gas, vapours or fumes may be present or generated?		<b>C5</b>	Have any services been identified, including underground/ sub marine cables? <b>(note if excavation earth works being conducted complete Excavation Earth Works Permit).</b>	
<b>B7</b>	Is ventilation adequate?		<b>C6</b>	Does the party consist of at least (2) persons?	
<b>B8</b>	Are any flammable liquids/gases in close proximity? (note no hot work is to be carried outdoors within 20m of any fuel storage/pump station)		<b>C7</b>	Are all persons wearing an approved PFD?	
<b>B9</b>	Are any surfaces, plant or equipment in close proximity to flammable materials?		<b>C8</b>	Are approved buoyancy rings available?	
<b>B10</b>	Is work to be conducted on or near Reinforced Plastics? If yes, refer to D3. <b>(No hot work is to be conducted on reinforced plastics)</b>		<b>C9</b>	If work on any type of vessel, is vessel operator competent and appropriately licensed?	
<b>B11</b>	Has the site been barricaded off or isolated?		<b>C10</b>	Will work be carried out in daylight hours?	
<b>B12</b>	Is the wind direction satisfactory?		<b>C11</b>	Will work be conducted in a hazardous area?	
<b>B13</b>	Has other work been stopped in the area?		<b>D - Cold Work</b>		
<b>B14</b>	Is there adequate fire fighting equipment on hand?		<b>D1</b>	Does work include working near asbestos? (If yes, refer to Tasports Asbestos Procedure).	

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<b>D2</b>	The following controls to be implemented when working on Expanded Polystyrene Insulated Panel (confirm in Section 2 of the Permit that each step detailed below is being implemented): <ul style="list-style-type: none"> <li>• Seal pipe penetrations with a metal fascia mechanically clamped onto the pipe and riveted onto the metal face of the panel;</li> <li>• Secure fixings to panel using water based adhesives where possible or mechanical fasteners;</li> <li>• Where flammable adhesives must be used, remove all sources of ignition within 3m;</li> <li>• Re-seal exposed foam with a metal capping upon completion of work (do not leave foam core exposed);</li> <li>• Use non-spark producing tools i.e. cold cutting tools (low speed drills and handsaws); and, Remove any panel off-cuts immediately (particularly cores) to outside of building.</li> </ul>		<b>E18</b>	Are there suitable approved anchor points available?		
			<b>E19</b>	Are there any slip hazards associated with the height?		
			<b>E20</b>	<b>Will work be conducted from a workbox?</b> If yes, refer to hazard ID E21-E29		
			<b>E21</b>	Is the workbox design registration number affixed to the cage and legible?		
			<b>E22</b>	Has the workbox, its lifting points and sling assembly been inspected and passed?		
			<b>E23</b>	Persons in workbox will wear safety harnesses and lanyards at all times?		
			<b>E24</b>	Is there a qualified dogman to direct the crane operator?		
			<b>E25</b>	Are tools and equipment secured to prevent objects from falling?		
			<b>E26</b>	Is overhead protection erected for people below?		
			<b>E27</b>	Are people working in pairs and do they have communication to call for help?		
<b>D3</b>	Will work involve working with Reinforced Plastics? If yes, ensure controls are put in place to minimise the risk of exposure to glass fibres, ie airforced respirators are worn, safer work method is used, PPE, correct tools, isolation or work area to ensure others are not exposed etc.		<b>E28</b>	Will work at height over the side be carried out in daylight hours only?		
<b>D4</b>	Will work be conducted in a hazardous area?		<b>E29</b>	Are approved buoyancy rings available for persons working overside at wharf?		
<b>E - Work at heights / Over the Side (including Roofs, False Ceilings, Ladders, Scaffolds, Cherry picker, Scissor Hoists, working from workboxes)</b>			<b>E30</b>	Will work be conducted in a hazardous area?		
<b>E1</b>	All people trained for height work? (note training details – if unable to provide proof of applicable training/licence, work can not proceed) Has the site been barricaded off or isolated?		<b>F - Landside Plant Refuel, Maintenance &amp; Lube</b>			
<b>E2</b>	ie. adequate barricades been erected and signs displayed to indicate people working above		<b>F1</b>	Will work include dispensing of fuel/lubricants from tanks by means of a hose, or maintenance work that has the potential to result in spillage of fuel/lubricant/coolant outside a designated workshop or fuel/lubrication bay?		
<b>E3</b>	Are works being conducted over the side of wharf? <b>If yes, you must contact TasPorts Port Control (6380 3075) prior to works commencing and immediately after works cease.</b>		<b>F2</b>	Do tanks from which fuel is to be dispensed comply with AS 1940-2004 - Storage and handling of flammable and combustible liquids?		
<b>E4</b>	Is there a documented emergency and rescue plan in place? (ensure all workers are trained and competent to perform any required working at heights rescues or emergencies)		<b>F3</b>	Are tanks? <ul style="list-style-type: none"> <li>• Marked showing their content and capacity and in such a manner as to be clearly visible from a distance of 15m;</li> <li>• Equipped with or have immediate access to sufficient absorbent material, shovel/s and broom/s consistent with the capacity/use of the tank;</li> <li>• Fitted with or have immediate access to a suitably rated fire extinguisher; and, secured against unauthorised use.</li> </ul>		
<b>E5</b>	Will a temporary means of entry and exit to the height be required?			<b>F4</b>	Is there the possibility of spillage reaching an ignition source, stores or other chemicals, or where it may flow or leach beyond Tasports' property boundary, or enter a drain or waterway, other than a sump or pit designed to capture same?	
<b>E6</b>	Is it likely the roofing has a fragile sheeting (Glass Fibre, Skylights, Asbestos sheet)?			<b>F5</b>	Has the area been cordoned off and appropriate warning signs are displayed?	
<b>E7</b>	Are surfaces of solid construction non-slip, free from trip hazards with surface and gradient not exceeding 7 degrees (1 in 8 gradient)? Cleated surfaces not exceeding 20 degrees (1 in 3 gradient)?		<b>F6</b>	Will work be conducted in a hazardous area?		
<b>E8</b>	Is it likely the safe working load of the roof area, working platform, false ceiling will be exceeded? (If yes, work shall not proceed).		<b>G - Blind Penetration</b>			
<b>E9</b>	Will work surface be damp or wet?		<b>G1</b>	Is there a risk of contact with services? Service locator's must be used and drawings consulted prior to any blind penetration taking place. If in doubt, always isolate services follow Tasports Lock Out Tag Out Procedure		
<b>E10</b>	Are you working over water or within two metres of a wharf edge? (workers must wear approved PFDs)		<b>G2</b>	Is the wall Expanded Polystyrene Insulated Panel (EPS) (or Polystyrene Metal Sandwich Panel - PMSP)? (If yes, refer to JSEA or Safe Work Procedure)		
<b>E11</b>	Is it likely work will be conducted near electrical lines, equipment?		<b>G3</b>	Does the wall contain asbestos, synthetic mineral fibres or insulation? (check Tasports asbestos register and follow Asbestos Procedure)		
<b>E12</b>	Is it likely A (Persons), B (Mobile equipment), C (moving machinery will be operating within a 5 metre radius of the work)?		<b>G4</b>	Will the work generate noise impacts?		
<b>E13</b>	Is it likely persons will move, stand, work within 2 metres of a vertical drop, penetration?		<b>G5</b>	If a mechanical anchor will be installed as part of the work, has the mechanical anchor guideline been referenced?		
<b>E14</b>	Is it likely that work will be conducted by a lone worker?		<b>G6</b>	Will work be conducted in a hazardous area?		
<b>E15</b>	Fall Arrest equipment has been inspected and in date? (If no, work cannot proceed).					
<b>E16</b>	Lanyards are correct length to prevent a person falling over the edge, or fall arrest equipment with an energy absorber will be used and will be protected for edge damage.					
<b>E17</b>	Will the persons work from an approved scaffold or equipment designed specifically for lifting personnel?					