

SECTION 1: PRIOR TO COMMENCING WORK				
Site Management Notified of Works as soon as practicable (incl. electrical work)	Contractor induction completed + MISC card displayed	Contractor insurances and register up to date	JSEA/SWMS required for job covered by this permit provided and reviewed by TASPORTS Competent person. (If not available, risk assessment must be completed prior to task commencing)	
			Permit Entered in Permit to Work Log	Site Orientation Provided
SECTION 2: PERMIT TO WORK CERTIFICATE <i>(Ensure copy of active permit is kept at worksite where work is being carried out)</i>				
Site Name:			Tick ✓ or mark the CATEGORY of work(s) to be performed	
Exact Location of Equipment or Plant:			For Tasks listed below Complete Hazard ID Guide (Section 6)	Additional - For listed tasks Complete Separate Permit
Description of work to be performed:			A - Non-Routine Work (Including Asbestos)	Excavation & Earth Works
			B - Hot Work (work exceeding 8 hrs or 2 hr break, complete daily hot work checklist)	Mobile Crane Work
List Equipment/Plant to be Worked on:			C - Working on Water / Under wharves	Electrical Work
TasPorts Representative for work activity:			D - Cold Work	Diving
Person/Company undertaking /responsible the work:			E - Work at Heights (Including over the side of a wharf)	Confined Spaces (Refer to Confined Space Procedure)
Mobile Phone Number:			F - Landside Plant Refuel, Maintenance & Lube	Slipway / Abrasive Blasting Spray painting
SWP/SOP Title: (copies must be attached)			G - Blind Penetration	Isolation Permit
JSEA/SWMS Title: (copies must be attached)				
Emergency Contact Numbers: 000 (Fire, Ambulance & Police), 1300 664 007 (TasPorts Security)				
LIST EQUIPMENT ISOLATED (Isolations must comply with TasPorts LOTO Procedure)	Checked by	Signed by TasPorts Person	Signed by Non-TasPorts Person	
1.				
2.				
3.				
SECTION 3: AUTHORISATION		Mobile Cranes are not permitted on TasPorts property without a TasPorts engineer approved Crane Permit		
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):	Review (Date/ Frequency):		
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/enforce those provisions with all persons under my responsibility. Permit Validity: This permit applies only to the described work and conditions. 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.				
Name:	Signature:		Date:	
WORK AREA OWNER – As the responsible Work Area Owner, I confirm that all operational activities in the area have been considered in accordance with this permit.				
Name:	Signature:		Date:	

SECTION 4: PERMIT HANDOVER/PERMIT FINALISATION

Work NOT COMPLETE, Handover Completed	Permit Handover	Signed Outgoing Permit Issuer:	Date:
Work COMPLETE, proceed to permit closure		Signed Incoming Permit Issuer:	Date:
Completion of Works and Permit Closure – RECIPIENT All work is complete, people and equipment removed, isolations cleared, and the area left clean and safe. Hot Work - Area checked for spot fires during work and for 2 hours after completion; confirmed safe. Yes No <i>If No, reason must be documented in the task risk assessment</i> Fire Watch Standby Person (Name):		Permit Closure – ISSUER I am satisfied that all work associated with this Permit has been completed in accordance with the Permit Conditions.	
		Name:	Date:
		Signature:	Time:
Name:	Date:	All Permit/s Closed Out in Permit to Work Log	
Signature:	Time:	All Permit/s filed in TRIM when completed	

SECTION 5: AUTHORISATION MODIFICATION *(Complete if required)*

Work Permit Change Request

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.

Reason for Change:

Other Controls Required (specify if required):

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):	Review (Date/ Frequency):

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/enforce those provisions with all persons under my responsibility. **Permit Validity:** This permit applies only to the described work and conditions. 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.

Name:	Signature:	Date:
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WORK AREA OWNER – As the responsible Work Area Owner, I confirm that all operational activities in the area have been considered in accordance with this permit.

Name:	Signature:	Date:
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SECTION 6: HAZARD IDENTIFICATION GUIDE

Refer to each applicable reference below and document the risk control for each hazard identified.

Ref#	Type of work to be performed	Y X N/A
A - Non-Routine work (including asbestos):		
A1	Will work involve working in a restricted area, ie AQIS, Landside Restricted Zone, Airside etc.?	
A2	Is the work a modification of plant, equipment, or building design, or the construction of a temporary or permanent structure? Ensure that all work complies with design standards. For guidance, contact the TasPorts Engineering Department.	
A3	Does the work have documented work instructions or procedures?	
A4	Does the work require intermittent removal of isolations and test running of equipment?	
A5	Does the work involve wet cleaning or use of water around electrical equipment?	
A6	Will mains powered electrical equipment be used? <i>If so, ensure you have adequate RCD protection for use with such equipment, and it is in current test & properly tagged</i>	
A7	Will plant isolation be required in accordance with TasPorts "lock out tag out procedure"?	
A8	Have arrangements been made with the Contract Supervisor for such plant isolation to be carried out?	
A9	Are you using hazardous chemicals or dangerous goods? <i>(You must have the relevant Safety Data Sheets available in case of emergency)</i>	
A10	Are there any manual handling risks involved?	
A11	Will the work be carried out near Asbestos material? If yes, refer to TasPorts Asbestos Procedure.	
A12	Will work be conducted near overhead power lines?	
A13	Will the work involve overhead loads?	
A14	Could there be potential for environmental contamination as a result of works being conducted?	
A15	Will work be conducted in a hazardous area?	
B – Hot Work		
B1	Are weather conditions appropriate?	
B2	Is there a Fire Ban in place? Visit Tas Fire Service Website "bans & permits" or call Tas Fire head office (03) 6230 8600	
B3	Is it impractical to conduct the work in the welding bay?	
B4	Is work on or near the expanded polystyrene insulated sandwich panel (EPS)? <i>If yes, refer to G2. (no hot work is to be conducted on EPS)</i>	
B5	Is dust in the area (Explosive atmosphere) likely to impact on works being undertaken?	
B6	Is it likely gas, vapours or fumes may be present or generated?	
B7	Is the area well ventilated, i.e. air flow ≥ 0.5 m3/sec and fumes and gases rapidly disperse?	
B8	Are any flammable liquids/gases in close proximity? <i>(Note: no hot work to be carried out within 20m of any fuel storage/pump station)</i>	
B9	Are any surfaces, plant, or equipment in close proximity to flammable materials?	
B10	Is work to be conducted on or near Reinforced Plastics? If yes, refer to D3. <i>(No hot work is to be conducted on reinforced plastics)</i>	
B11	Has the site been barricaded off or isolated?	
B12	Is the wind direction satisfactory?	
B13	Has other work been stopped in the area?	
B14	Is there adequate firefighting equipment on hand?	
B15	If oxyacetylene is being used, is it fitted with flashback arrestors?	
B16	Workers told of nearest fire alarm/EWIS phone and emergency procedures?	
B17	All equipment for hot work is in good repair and checked?	

Ref#	Type of work to be performed	Y X N/A
B18	Sprinklers, hydrants, and extinguishers available during the work and in service? <i>(fire extinguisher to be located within 5m of work)</i>	
B19	Automatic fire detection system zone temporarily isolated?	
B20	Welding Screens in place to prevent sparks moving beyond the work area?	
B21	Ducts and conveyors that may carry sparks to distant combustibles are isolated?	
B22	All wall and floor openings covered, and floors swept clean?	
B23	Area where hot work is being undertaken is made safe <i>(including above and below ground pipework/tanks positively isolated)?</i>	
B24	Fire resistant tarpaulins beneath work?	
B25	Explosive atmosphere in area eliminated?	
B26	Person conducting hot work is verified competent to undertake task?	
B27	Is atmospheric testing required. <i>(If so, the results must be recorded and kept with this permit).</i>	
B28	Work area, trenches, pits etc. clear of flammable liquids, dust, gases, vapours, and oily deposits removed?	
B29	Other combustibles removed where possible or are protected with fire resistant tarpaulins or metal sheets?	
B30	Work area and surroundings checked for spot fires from start of work and for 2 hours after completion and found safe? <i>(this is mandatory requirement) If 2 hr fire watch is deemed not required this must be fully documented in a risk assessment.</i>	
B31	Will work be conducted in a hazardous area?	
C - Working on Water / Under Wharves: (Refer TasPorts Working Over Side & Under Wharves Procedure)		
C1	Are all surfaces capable of supporting workers' weight? <i>i.e. Access equipment</i>	
C2	Marine radio available to maintain listening watch on VHF? Marine radio channels – VHF 14 (North), VHF 12 (South), VHF16 (Emergency)	
C3	Is there an adequate rescue plan in place and buoyancy rings available? <i>(work must be carried out by at least 2 persons)</i>	
C4	<i>Have you notified TasPorts VTS? You MUST contact TasPorts VTS (1300 366 742) prior to works commencing and immediately after works cease via VHF Radio Channel 14 (Northern Ports) or VHF Radio Channel 12 (Hobart Port) or phone 63803013. (Note: Berth must be booked with VTS and a copy of permit sent to VTS).</i>	
C5	Have any services been identified, including underground/ sub marine cables? <i>(Note: If excavation earth works being conducted complete Excavation Earth Works Permit).</i>	
C6	Tide/weather conditions checked?	
C7	Are all persons wearing an approved PPE: ie: PFD, Helmet with chin strap and any other PPE identified in risk assessment as required.	
C8	Approved danger signage and IMO flags in place? <i>(TasPorts Operations are able to provide)</i>	
C9	If work on any type of vessel, is vessel operator competent and appropriately licensed?	
C10	Will work be carried out in daylight hours?	
C11	Will work be conducted in a hazardous area?	
D - Cold Work		
D1	Does work include working near asbestos? <i>(If yes, refer to TasPorts Asbestos Procedure).</i>	
D2	Controls for working on Expanded Polystyrene Insulated Panels <i>(confirm in Section 2 of the Permit):</i>	

SECTION 6: HAZARD IDENTIFICATION GUIDE

Refer to each applicable reference below and document the risk control for each hazard identified.

Ref#	Type of work to be performed	Y X N/A
	<ul style="list-style-type: none"> Seal pipe penetrations with a metal fascia clamped and riveted to the panel. Remove all ignition sources within 3 m when using flammable adhesives. Use water-based adhesives or mechanical fasteners to secure panels. Re-seal exposed foam with metal capping; do not leave foam exposed. Use non-sparking tools (cold cutting, low-speed drills, handsaws). Remove panel off-cuts immediately to outside the building. 	
D3	Will work involve working with Reinforced Plastics? If yes, ensure controls are put in place to minimise the risk of exposure to glass fibres, i.e. air forced respirators are worn, safer work method is used, PPE, correct tools, isolation, or work area to ensure others are not exposed etc.	
D4	Will work be conducted in a hazardous area?	
E - Work at Heights (Including over the side of a wharf and Roofs, False Ceilings, Ladders, Scaffolds, Cherry picker, Scissor Hoists, working from workboxes)		
E1	All people trained for height work? <i>(Note: Work cannot proceed without proof of required training or licence.)</i>	
E2	Has the site been barricaded off or isolated? i.e. adequate barricades and signage displayed to indicate people working above	
E3	Are works being conducted over the side of the wharf? <i>If Yes, Section C of this permit must also be completed.</i>	
E4	Is there a documented emergency and rescue plan in place? <i>(ensure all workers are trained and competent to perform any required working at heights rescues or emergencies)</i>	
E5	Will a temporary means of entry and exit to the height be required?	
E6	Is it likely the roofing has a fragile sheeting (Glass Fibre, Skylights, Asbestos sheet)?	
E7	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)?	
E8	Is it likely the safe working load of the roof area, working platform, false ceiling will be exceeded? <i>(If yes, work shall not proceed).</i>	
E9	Will work surface be damp or wet?	
E10	Are you working over water or within two metres of a wharf edge? <i>(workers must wear approved PFDs)</i>	
E11	Is it likely work will be conducted near electrical lines, equipment?	
E12	Is it likely A (Persons), B (Mobile equipment), C (Moving machinery will be operating within a 5 metre radius of the work)?	
E13	Is it likely persons will move, stand, work within 2 metres of a vertical drop, penetration?	
E14	Is it likely that work will be conducted by a lone worker?	
E15	Fall Arrest equipment has been inspected and in date? <i>(If no, work cannot proceed).</i>	
E16	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.	
E17	Will the persons work from an approved scaffold or equipment designed specifically for lifting personnel?	
E18	Are there suitable approved anchor points available?	

Ref#	Type of work to be performed	Y X N/A
E19	Are there any slip hazards associated with the height?	
E20	Will work be conducted from a workbox? If yes, refer to hazard ID E21-E29	
E21	Is the workbox design registration number affixed to the cage and legible?	
E22	Has the workbox, its lifting points and sling assembly been inspected and passed?	
E23	Persons in workbox must always wear safety harnesses and lanyards.	
E24	Is there a qualified dogman to direct the crane operator?	
E25	Are tools and equipment secured to prevent objects from falling?	
E26	Is overhead protection erected for people below?	
E27	Are people working in pairs and do they have communication to call for help?	
E28	Will work at height over the side be carried out in daylight hours only?	
E29	Are approved buoyancy rings available for persons working overside at wharf?	
E30	Will work be conducted in a hazardous area?	
F - Landside Plant Refuel, Maintenance & Lube		
F1	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?	
F2	Do tanks from which fuel is to be dispensed comply with AS 1940-2004 - Storage and handling of flammable and combustible liquids?	
F3	Are tanks? - Marked showing their content and capacity and in such a manner as to be clearly visible from a distance of 15m; - Equipped with or have immediate access to sufficient absorbent material, shovel/s and broom/s consistent with the capacity/use of the tank; - Fitted with or have immediate access to a suitably rated fire extinguisher; and, secured against unauthorised use.	
F4	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?	
F5	Has the area been cordoned off and appropriate warning signs are displayed?	
F6	Will work be conducted in a hazardous area?	
G - Blind Penetration		
G1	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	
G2	Is the wall Expanded Polystyrene Insulated Panel (EPS) (or Polystyrene Metal Sandwich Panel - PMSP)? <i>(If yes, refer to JSEA or Safe Work Procedure)</i>	
G3	Does the wall contain asbestos, synthetic mineral fibres or insulation? <i>(check TasPorts asbestos register and follow Asbestos Procedure)</i>	
G4	Will the work generate noise impacts?	
G5	If a mechanical anchor will be installed as part of the work, has the mechanical anchor guideline been referenced?	
G6	Will work be conducted in a hazardous area?	