

LIFE SAVING RULES

09

WORK AUTHORISATION



LIFE SAVING RULES 09: WORK AUTHORISATION

A Permit to Work system (PTW) is a formal recorded process used to control potentially hazardous work, that:

- Defines the process for controlling work identified as involving significant risk (Major Work) for example:
 - Hot work
 - Confined space entry
 - Major shop refurbishment or new build; and
 - Significant work at height (e.g., canopy repair or installation)
- Ensures proper consideration to the hazards associated to the task; and
- Provides a means of communication between:
 - Those authorised to issue the permit; and
 - Those performing the work

Life Saving Rule:

- When required to work with a valid permit YOU MUST:
 - Confirm that a PTW is required and properly authorised to allow the work to proceed
 - Understand and implement the requirements of the PTW
 - Confirm hazards are controlled, and it is safe to start work
 - Stop work and reassess if conditions change; and
 - Complete a Clearance Certificate daily prior to starting work

mfg		WORK CONTROL PERMIT (WCP)		Form Reference: IMS-08.1.17.1	
Contractor - Extended Work				Date Issued: October 2025	
SECTION 1: INFORMATION					
FS No.	Location	Date	Name Of Contractor		
Scope of Work		Equipment To Be Used		X	Type of Permit
		Hand Tools		<input type="checkbox"/>	Hot Work
		Electrical Equipment (e.g., Generator)		<input type="checkbox"/>	Confined Space Entry
		Power Tools (e.g., Sthl Saw & Grinder)		<input type="checkbox"/>	Breaking Ground
		Machines (e.g., Crane & Excavator)		<input type="checkbox"/>	Working at Height
		Cleaning Equipment (e.g., HP Washer)		<input type="checkbox"/>	Asbestos Remediation
		Access & Egress (e.g., Manlift & Scaffold)		<input type="checkbox"/>	Major Shop Refit
MFG Representative (Raising WCP)		Other:		<input type="checkbox"/>	<input type="checkbox"/>
Documentation Checklist: MFG Representative To Identify Requirements & Confirm Provided					
Document & Responsible Person	Required?	Initialed	Document & Responsible Person	Required?	Initialed
Risk Assessment (Contractor)	Select Yes / No		Worker Training Records (Contractor)	Select Yes / No	
Method Statement (Contractor)	Select Yes / No		Daily Clearance Certificate (Contractor)	Select Yes / No	
Equipment Certification (Contractor)	Select Yes / No		Safety Rules & Regulation (MFG)	Select Yes / No	
SECTION 2: SIGNIFICANT HAZARDS & RISK REDUCTION MEASURES					
Significant Hazards	X	I-Risk	Potential Risk Reduction Measures		R-Risk
Access and Egress	<input type="checkbox"/>	Medium	Barriers / Notices / Access Platform / Scaffold / Ladders / Fall Protection / Training / PPE		Medium
Activities of Others	<input type="checkbox"/>	High	Barriers / Warning Notices / Safe Zones / Communications / PTW / Safety Brief / Training		Medium
Adverse Weather	<input type="checkbox"/>	Medium	Work Suspension if significant (i.e., Electrical Storm / High Winds / Rainstorm / Snow / Ice)		Medium
Asbestos	<input type="checkbox"/>	High	Barriers / Warning Notices / Controlled Access / Training / Waste Segregation / PPE / RPE		Low
Depleted Oxygen	<input type="checkbox"/>	High	Isolation / Cleaning / Venting / Gas Testing / Training / Supervision / RAMS / RPE / PPE		Low
Electricity / Static Electricity	<input type="checkbox"/>	High	Isolation / Bonding / Grounding / Testing / Barriers / Training / Authorised Access / PPE		Medium
Exposure to Chemicals	<input type="checkbox"/>	Medium	Removal / Isolation / Draining / Venting / Purging / Training / Barriers / Notices / PPE / RPE		Low
Fall From Height	<input type="checkbox"/>	High	Fall Prevention / Scaffold / Scaff-Tag / Manlift / Training / Rescue / Harness / Lanyard / PPE		Low
Flammable Liquids	<input type="checkbox"/>	High	Removal / Isolation / Draining / Venting / Purging / Training / Barriers / Notices / PPE / RPE		Medium
Flammable / Toxic Vapours	<input type="checkbox"/>	High	Removal / Isolation / Gas Testing / Purging / Training / Barriers / Notices / PPE / RPE		Medium
Ignition Source (Sparks/Heat)	<input type="checkbox"/>	High	Removal / Barriers / Notices / Gas Testing / Supervision / Training / Equipment Certs / PPE		Medium
Manual Handling	<input type="checkbox"/>	Medium	Mechanical Lift Aid / Technique / Lift Plan / Training / Assistance / Housekeeping / PPE		Medium
Machinery / Rotating Parts	<input type="checkbox"/>	High	Restricted Access / Barriers / Guarding / Spotter / Training / Operator Licence / PPE		Low
Mechanical Lifting	<input type="checkbox"/>	High	Crane Certified / Lift Plan / Outriggers / Spotter / Barriers / Competent Person(s) / PPE		Medium
Sharp Edges & Pinch Points	<input type="checkbox"/>	Medium	Housekeeping / Guarding / Proper Tools / Suitable Gloves / Training / Supervision / PPE		Medium
Slips, Trips and Falls	<input type="checkbox"/>	Medium	Housekeeping / Warning Notices / Barriers / Spillages Cleaned / Cable Routes / PPE		Low
Vehicle Movements	<input type="checkbox"/>	High	Restricted Access / Barriers / Reduced Speed / Parking Areas / Clear Access / PPE (Hi-Viz)		Low
Working at Height	<input type="checkbox"/>	High	Fall Prevention / Fall Protection / Training / Supervision / RAMS / Harness / Lanyard / PPE		Medium
Other:	<input type="checkbox"/>				
Hazardous Energy Isolations Required		Initial	PPE Required	X	PPE Required
1			Face Shield / Visor	<input type="checkbox"/>	Fall Protection (Harness/Lanyard)
2			Fire Resistant Clothing	<input type="checkbox"/>	Hearing Protection
3			Hi-Vis Jacket	<input type="checkbox"/>	Respiratory Protection (i.e., BA)
4			Safety Footwear	<input type="checkbox"/>	Safety Helmet (i.e., Hard Hat)
5			Safety Glasses / Goggles	<input type="checkbox"/>	Other:
6			Task Specific Gloves	<input type="checkbox"/>	Other
Additional Task Specific Risk Reduction Measures					
Additional Requirements: Hot Work		X	Initial	Additional Requirements: Confined Space Entry	
Welding Plant, including grinder (Tools/Users Certified)		<input type="checkbox"/>		Intrinsically Safe Equipment (Tools & Users Certified)	
Oxy-Acetylene Burning Equipment (Certified)		<input type="checkbox"/>		Ventilation System (Extractor or Inductor)	
Firewatch (Designated to monitor hot work)		<input type="checkbox"/>		Entry Attendant (Designated to monitor entry)	
Additional Requirements: Working at Height		X	Initial	Respiratory Protection (Equipment & User Certified)	
Personal Fall Protection Equipment (Certified)		<input type="checkbox"/>		Safety Harness & Lifting Tripod (Certified)	
Use of Scaffold/Ladders/Manlift (Minimum 2 Man Crew)		<input type="checkbox"/>		Rest Periods (Maximum Interval of 1 Hour)	

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The general requirements for work authorisation are:

- Work Classification:**

- Minor Works:**

Work identified as not involving significant risk will be classified as Minor Work, for example:

- Fence painting
 - Grass cutting; and
 - Minor shop refurbishments

- Major Works:**

Work identified as involving significant risk will be classified as Major Work, for example:

- Hot work
 - Confined space entry
 - Significant work at height (e.g., canopy repair or installation); and
 - Major shop refurbishment or new build

- Clearance Certificate:**

A MFG document, developed to ensure that appropriate consideration of the hazards associated to work performed by Contractors.

Clearance Certificates are:

- Required for all work performed by Contractors
 - Prepared by the Contractor's Job Supervision; and
 - Valid for one working day, after which a new certificate must be prepared and issued

Note: Contractors performing Minor Work may use the Clearance Certificate as a Method Statement and Risk Assessment, providing the certificate is accurately completed.

- Permit to Work (PTW):**

A PTW is designed to minimise the possibility of harm to people, the environment, assets, and Company reputation, during the performance of works undertaken by Contractors and their Subcontractors

A PTW as a minimum typically identifies the:

- Scope of work (e.g., hot work, confined space entry, etc.)
 - Equipment to be used (e.g., welding plant, excavator, etc.)
 - Hazards related to the scope of work and the workplace; and
 - Precautions required to ensure that the work can be carried out safely

Additional information recorded on the PTW may include:

- Atmospheric gas testing results (e.g., oxygen, flammable vapour, etc.)
 - Hazardous energy isolations (e.g., electrical, mechanical, etc.)
 - Cross references to other documentation (e.g., Risk Assessment and Method Statement; and
 - Relevant approvals and authorisations

The Permit to Work (PTW) process includes:

- Arrival at Site:
 - Report to the designated MFG Representative:
 - Discuss the proposed scope of work
 - Review the Risk Assessment & Method Statement (RAMS)
 - Conduct a joint site inspection to:
 - Discuss work activities to be performed
 - Identify the job specific hazards
 - Identify the workplace specific hazards; and
 - Determine the risk reduction measures required to reduce risk
 - Mutually agree the:
 - RAMS
 - Job specific and workplace specific hazards and controls
 - Required job site preparation; and
 - Access controls (as necessary)
- Designated MFG Representative to:
 - Fully and accurately complete the PTW:
 - PTW to be completed in all aspects, as applicable to the scope of work
 - Content to be discussed with Contractor and mutually agreed
 - PTW to be authorised for issue (i.e., valid for an initial period of 7 days)
- Contractor to:
 - Fully and accurately complete a Clearance Certificate
 - Hold pre-job safety brief with the job crew and affected personnel:
 - Discuss content of PTW and Clearance Certificate; and
 - Assign Job Crew duties and responsibilities
 - Implement required hazards risk reduction measures, for example:
 - Hazardous energy isolation
 - Atmospheric monitoring (gas testing) of the workplace
 - Lift Plan, for activities involving mechanical lifting
 - Rescue Plan, for activities involving confined space entry; and
 - Access restriction measures, including barriers and fencing

