

BI-CPA.13.10 High consequence task permitting

Expectation

Tasks, conducted infrequently in the prevailing setting and/or having a potential consequence of a fatality or major loss - require formal approval from a nominated more senior role holder on site.

Specify

Start of task activities include formal checks to identify if a permit is required. This prompt will identify activity types, locations and settings of work that require permitting. When required, the permitting process involves:

1. Documenting the steps intended and the control activities to be put in place
2. Confirming (or developing) the steps, potential failings and required controls (including equipment requirements (considering work environment for deployment and loading from the required tasks), PPE, anchor points, work and retreat locations, etc.) with the workers involved (permitted tasks require more than one person to be on the task - no working alone)
3. Submission and confirmation of the work plan with the nominated permitting officer (more senior role holder) for the work and sign-off of the permit form
4. Execution and confirmation of conduct of controls
5. Hand-over or close out of the permit at the end of work
6. Lodging the permit with a central group (e.g. Safety Department) for tracking and consolidation
7. Nominating the types of activity that will require a permit including: working at height; hot-work outside a designated area; work in proximity to power lines; excavating in areas with infrastructure present; penetrating walls and parts of structures; complex isolations; entry to a confined space, and; other tasks with potentially fatal consequences that are conducted infrequently or in a different context.

Implement

1. Workers and supervisors are trained, assessed in, and authorised for, the requirements of the site permit system
2. Work activities include pre-start checks to identify the requirements for a permit
3. Permits are completed on the correct form and, if possible, involve reference to a procedure and re-use of previous permits (to confirm no points are missed) and identify all steps and what control activities should be in place
4. All involved workers read the permit together (if possible) and confirm they understand requirements by signing-on to the permit
5. An appointed senior leader on site signs off on the permit and confirms that work can commence
6. Tasks are conducted in line with the permit and any complications that mean controls are not appropriate triggers a stop-job, with subsequent review and updating of the permit before work restarts

7. Jobs extending over more than one work shift are formally handed over to the incoming crew (including by a crew returning to the job after a break)
8. Completed permits are lodged with the appropriate central group by the responsible supervisor/permit approver

Monitor

1. Assessment records are kept and tracked with training updates implemented as required
2. Senior leaders regularly inspect permitted task work areas and confirm activities are occurring in line with site and permit requirements
3. Completed forms are reviewed and activities tracked - triggering development of procedures for activities occurring regularly
4. Non-conformance trigger reviews of processes and performance management of workers and supervisors as required