



Removal and Reinstatement of Walkway Flooring and Handrailing Permit

Section 1: Work Summary

Purpose This Removal and Reinstatement of Walkway Flooring and Handrailing Permit must be completed and approved to obtain permission prior to commencement of works requiring removal of walkway flooring and handrailing at Southern Ports.

Permit Requestor The *Permit Requestor* is to complete this section.

Permit Requestor Name		Contact Number	
Position in Company		Application Date	
Company		Department	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Location		Port	☐ Albany ☐ Bunbury ☐ Esperance
Description of Works			

Safe System of Work The *Permit Requestor* is to submit supporting documents as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Other (specify)

Section 2: Work Preparations

Controls and Precautions will be in place if applicable to the works.

#	Controls and Preparations	Yes	N/A
1.	A safety alert has been issued to inform of the intended walkway flooring or handrail removal, including starting date, end date and alternate access routes.		
2.	Hard barricading and danger signage must be installed on all access levels, gates, or entry points to the location where the removal has taken place.	☐	☐

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3.	Workers engaged in the removal of walkways, flooring or guardrails must NEVER leave the area of work unattended until the opening is made safe.	☐	☐
4.	Associated permits such as Work at Height / Hot Work have been authorised.	☐	☐
5.	Suitable fall injury prevention systems are in place to facilitate safe removal and reinstatement of walkways and handrail panels.	☐	☐
6.	All access and egress points to the affected area are hard barricaded (top and mid rail), danger delineated, with danger signage installed and information tag attached.	☐	☐
7.	The drop zone has been hard barricaded and danger signs installed with danger delineation.	☐	☐
8.	Secure location for removed grid mesh, handrailing and fasteners to mitigate dropped objects.	☐	☐

Section 3: Acknowledgement and Approval

*Permit
Requestor*

I acknowledge the requirements of Southern Ports to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place, that all required permits and licences are in order and understood, and that I will comply with any special conditions stated in the statement of approval.

*Permit
Approver*

I am satisfied that the information provided to me is sufficient to show that there is a system in place to fulfil the legal obligations to conduct works in a safe manner. The Permit is approved subject to the conditions below.

Conditions

- ☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on request.
- ☐

Notifications

Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.

☐ Health & Safety ☐ Environment ☐ Security ☐ Engineer ☐ Maintenance ☐ Harbour Master

	Name	Position	Signature	Date
Requestor				
Approver				



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Section 4: Post Work Inspection

The following items must be checked at the completion of the works.

#	Inspection Item	Yes	N/A
1.	Load bars of grid mesh panels are orientated 90 degrees to their supports.	☐	☐
2.	Panels are free from excessive corrosion, undamaged from impact and not deformed.	☐	☐
3.	Panels are restrained from moving laterally off their supports by: • A minimum of 4 clips per panel to the supports. • A minimum of 4 welds per panel to the supports for grid mesh, or welds to the supports every 4th strand for expanded metal mesh. • A physical restraint such as: locating lugs welded to the panel; an immovable barrier such as an adjacent wall, floor or vertical section of the support; or a similarly restrained adjacent panel. Note Where a panel is restrained by any of these means, the minimum bearing dimensions below must be maintained.	☐	☐
4.	Panels sit flat on their supports with at least the following minimum bearing (overlap) on those supports: • 25 mm for mesh panels up to 40mm thick. • 40 mm for mesh panels 40 to 60mm thick. • 30 mm for raised expanded mesh.	☐	☐
5.	Handrails are fixed at the base appropriately and are linked to secure structures which will not give way.	☐	☐
6.	Where clips are used, they are tight and secured at 90 degrees to the supports.	☐	☐
7.	Panels do not rely on fixing clips to support vertical loads.	☐	☐
8.	Gaps between panels are no greater than 15 mm.	☐	☐
9.	The top of mesh panels are flush with adjacent panels – no tripping hazards.	☐	☐
10.	If grid mesh panels have been cut around pipes, tanks, conduits and so on there are: • no sharp edges	☐	☐



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	- banding bars of 5 mm thick welded to the cut ends - no gaps greater than 40 mm between the panel and the pipe, conduit and so on.		
11.	Handrails and guardrail are secured to the structure, painted yellow, with no sharp edges and vertical.	☐	☐
12.	All barricades removed and walkway has been determined safe for access.	☐	☐
If NO, the supervisor should raise a maintenance request for deficiencies to be rectified.			

Section 5: Statement of Completion

I acknowledge the requirements of Southern Ports were carried out according to the Permit, the final inspection has been completed, the work area re-instated and safe to hand back to normal operations

	Name	Position	Signature	Date
Requestor				
Approver				

Comments

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.