



SOUTHERN PORTS

ALBANY BUNBURY ESPERANCE

**PERMIT TO WORK PROCEDURE -
ESPERANCE**

DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
7	Deletion of procedures relating to Hot Work. Insertion of reference to new document Hot Work Procedure (D21/2688)	M. Stevens	G. Solly	29/06/2021	06/07/2021
6	Deletion of procedures relating to Working On or Over Rail. Insertion of reference to new document Working On or Over Rail Procedure (D18/23795)	M. Stevens	G. Solly	26/11/2020	26/11/2020
5	Deletion of procedures relating to Work at Height. Insertion of reference to new document Work at Height Procedure (D20/7758) Update Definitions in line with the authorised Work at Height Procedure (D20/7758)	M. Stevens	G. Solly	13/07/2020	13/07/2020
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DETAILS OF CURRENT REVISION CHANGES

Old Section	New Section	Details of Change
6.8, 6.9, 8.2, 9, 10.3	Removed	Refer to Hot Work Procedure D21/2688
6.6, 6.7, 8.3	Removed	Refer to Confined Space Entry Procedure D20/415
8.5, 8.9	Removed	Refer to Work at Height Procedure D20/7758
8.7	Removed	Refer to of Working On or Over Rail Procedure D18/23795
8.4	Removed	Refer to of Permit to Excavate Procedure D16/714

Document Users	SP-Esp. Personnel and Contractors
Responsible Person	Operations and Maintenance Manager
Revision Trigger	2 yearly or change to process

AUDIT

This procedure shall be reviewed / revised

- Where a Risk Assessment / Audit identifies a need to review;
- Following a significant incident involving this procedure; or
- At least every 2 years.

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DEFINITIONS

<p>Confined Space</p>	<p>AS2865:2009 1.5.5</p> <p>An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:</p> <ul style="list-style-type: none"> (a) An oxygen concentration outside the safe oxygen range (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion: (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. <p>Enclosed or partially enclosed spaces that may meet the definition criteria for a Confined Space are:</p> <ol style="list-style-type: none"> 1. Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank like compartments; 2. Pipes, sewers, shafts, degreaser and sullage pits, ducts and similar structures; and 3. Any shipboard spaces entered through a small hatchway or entry point, cargo tanks, cargo holds, cellular double bottom tanks, duct keels, ballast and oil tanks, and void spaces. <p>A confined space may or may not have restricted means of entry and exit. Appropriately sized entry and exit points are important for the safe entry and exit or retrieval of a person(s) in an emergency. However, a restricted means of entry or exit is not a consideration in identifying an enclosed or partially enclosed space as a Confined Space.</p> <p>Most enclosed or partially enclosed spaces are intended or designed primarily for human occupancy, e.g. offices and workshops where adequate ventilation and lighting, safe means of access and egress, etc. are provided. From time to time they may have atmospheric hazards produced by task-related activities such as welding. Such task-related hazards are not covered by this Standard and other safety systems apply.</p> <p>Some enclosed or partially enclosed spaces have atmospheric contaminants that are harmful to persons but are designed for persons to occupy, e.g. abrasive blasting or spray painting booths. Enclosed or partially enclosed spaces that are intended or designed primarily for human occupation and have systems such as gaseous fire extinguishing systems (see AS 4214) or inert gas systems for beverage dispensing (see AS 5034) installed, are not Confined Spaces. In such cases, other safety systems such as relevant legislation, Standards or Codes of Practice apply.</p>
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	A rising level of a liquid in an enclosed or partially enclosed space may cause engulfment through the inability of a person to readily exit the space. Drowning in a reservoir, dam or tank where the level of liquid is static is not considered to be drowning from engulfment.
Confined Space Entry	When a person's breathing zone, consisting of upper torso and head, is within a Confined Space, the person is considered to have entered the Confined Space.
Contractors	Personnel working for companies that are contracted by Southern Ports - Esperance or a 3 rd party to perform work(s) on the Port site.
Designated Safe Area	<p>An area that is outside of and away from Hazardous Areas and will be identified by clearly defined boundaries on the site Hazardous Area drawing. A Designated Safe Area should be physically well defined by some type of fence, roadway, and signage, building or similar to ensure that all personnel understand the extent of the safe area and that uncontrolled work does not extend beyond the safe area. Precautions must be established to ensure that all sparks and other ignition sources are contained completely within the Designated Safe Area.</p> <p>Designated Safe Areas are away from all site operational areas, such that the operation of the site does not interfere with the activities within the safe area and vice versa.</p> <p>Designated Safe Areas at Southern Ports - Esperance are:</p> <ul style="list-style-type: none"> • Mechanical Workshop and Store • Electrical Fitters Workshop • Mechanical Fitters and Boilermakers Workshop • Great Boulder Shed • QUBE FEL Yard
Fuel Truck Drivers	Personnel who drive fuel road tankers into and out of the SP-Esp and operate the fuel loading facilities in the loading gantry.
Employees	Personnel employed under a contract of employment to the SP-Esp.
Excavation	Digging below or disturbing ground below 250 mm (if digging by hand) and any breaking of ground by machinery (e.g. jackhammers, bobcats, backhoes etc).
Hazardous Zone and Hazardous Area	Hazardous Areas are defined in AS 2430 Classification of hazardous areas, as "an area in which an explosive atmosphere is present, or may be expected to be present, in quantities such

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	<p>as to require special precautions for the construction, installation and use of potential ignition sources”.</p> <p>Hazardous Areas are divided into zones for dust hazards are:</p> <p>Zone 20. The explosive atmosphere is present for long periods or frequency.</p> <p>Zone 21. The explosive atmosphere is likely to occur in normal operation occasionally</p> <p>Zone 22. The explosive atmosphere is not likely to occur in normal operation but, if it does occur, will persist for a short period only</p> <p>Sulphur Shed – Hazardous Areas are shown on the site Hazardous Area drawing (refer drawing no. TW 1000-01-07).</p>
Hot Work and Cold Work	<p>Hot Work is work which may create sufficient energy to ignite flammable gases or combustible dusts. All other work is Cold Work. The following are some examples of Hot Work:</p> <ul style="list-style-type: none"> • welding, soldering. • fires or naked flames. • non-flameproof electrical equipment requiring batteries, ramset guns, explosive items, radioactive sources, including cameras, radios, mobile phones, torches, and pagers (except low energy or totally enclosed devices e.g. hearing aids, watches). • power cutting and drilling. • hand tools that may create a spark. • spark ignition or non-approved combustion ignition engines in operations areas and tank compounds; and • work on live electrical conductors and opening live electrical enclosures. <p>All welding, grinding and allied work shall comply with AS 1674 Safety in welding and allied processes.</p>
Permit Authoriser	<p>The Operations Manager or delegate, authorised by Southern Ports - Esperance, to authorise Permits to Work for work in a defined area. This person shall be familiar with the location, operations, equipment and potential hazards in the work area, as well as the work already underway in the area. The Permit Authoriser satisfies the requirements of a “Responsible Officer” as defined in AS 1940-1993. The storage and handling of flammable and combustible liquids and AS 1674 Safety in welding and allied processes as “a person with a satisfactory knowledge of the fire, explosion and toxicity hazards associated with hot work in Hazardous Areas and adequately trained and experienced in the testing procedures and precautions necessary for the elimination of the risks involved”.</p>

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Permit Holder / Applicant	The person to whom the permit is issued, usually a member of the group performing the work and may be an employee or contractor.
Permit Requester	The person who applies for a Permit to Work. This is usually the Supervisor responsible for the work or the person or member of the group performing the work.
May	Discretionary.
Must, Shall, Will	Mandatory.
Radiography	The use of a radioactive isotope for inspection and testing of welds, wall thickness or ground density.
Should	Recommended, but discretionary.
Permit to Work (PTW) FM179	A signed statement by an SP-Esp Supervisor and Competent Person that authorises a specified job may be performed by competent personnel under the stated conditions. This form MUST be completed when engaging any contractor to work on the SP-Esp site, by either the Southern Port Authority, Port of Esperance or a 3 rd Party.
Work at Height	Whenever workers are at risk of falling from, into or through one level to another.

1. PURPOSE

The purpose of this document is to define a minimum safe work system for work being performed at Southern Ports – Esperance (SP-Esp), and to ensure a high standard of safety protection for personnel, plant and equipment.

This document is used to plan and control work, which is considered potentially hazardous, to ensure a common understanding between the SP-Esp management, staff, contractor supervisors and contractors who perform the work.

This procedure is needed to:

- Provide step-by-step instruction on the permit to work (PTW) system.
- Ensure work is carried out safely with regard to protection of port personnel and the environment.
- Ensure there is compliance with regulatory requirements.
- Ensure there is only one procedure and any change to that procedure to improve safety, environmental or efficiency aspects may be easily incorporated by revision of this procedure. Suggested improvements should be passed onto the Port Services Manager.

2. SCOPE

This procedure covers the following non-routine and/or potentially hazardous work performed at the Port:

- Permit to Work – Master Document
- Hot work (*Refer to Hot Work Procedure D21/2688*)
- Work in confined spaces (*Refer to Confined Space Procedure D20/415*)
- Excavation (*Refer to Permit to Excavate Procedure D16/714*)
- High voltage work
- Working on or over rail (*Refer to Working On or Over Rail Procedure*)
- Work at Height (*Refer to Work at Height Procedure D20/7758*)
- Switching program; and
- Work in a man cage (*Refer to Work at Height Procedure D20/7758*)
- Entry to CV's or Sheds
- Isolation (*Refer to Isolation and Tagging Procedure D16/695*)

The procedure includes defined responsibilities relating to the planning, conducting or supervising of the above work being performed at SP-Esp undertaken by any employee or contractor. Compliance with this document and related procedures is required.

3. OBJECTIVES

The objectives of the Permit to Work (PTW) system are to:

- Define a set of uniform safe work practices implemented to safeguard personnel and plant, and to ensure compliance with all relevant legislation and standards.
- To ensure SP-Esp has full control over contractors and 3rd parties who will be undertaking works on the SP-Esp Site or Plant, and supervise the works to provide protection to contractors and 3rd parties with correct isolation of any SP-Esp plant or equipment they will be working on.

- Ensure the work area is inspected, hazards identified, and all necessary precautions and special conditions implemented before the PTW is authorised and issued for work to commence.
- Ensure that the work is planned and performed using the correct equipment, which has been isolated, properly prepared and made available as scheduled.
- Ensure that the facility personnel, responsible for operations and safety in the work area, know about the work to be done.
- Instruct all personnel involved in the work in safe work procedures and precautions to be adhered to whilst completing the work, including the appropriate Personal Protection Equipment (PPE) to be used during the work.
- Ensure the Permit Recipient accepts the PTW conditions and preparation required.
- Ensure suitable personnel protective and fire fighting equipment are available for use on site.
- Ensure the number of PTWs issued and types of jobs are known so that adequate spacing for a safe work environment is maintained and that there are no conflicting activities in progress.
- Inspect the worksite during the course of the work to ensure that safe conditions and work practices are maintained, and at the completion of the work, that it has been left in a safe condition and that operations can safely recommence.
- Ensure safety equipment used in conjunction with the PTW system (such as gas testers, breathing apparatus (BA) and rescue equipment) are correctly calibrated and maintained at all times.
- Ensure personnel responsible for issuing PTWs are trained, tested and hold current certificates of competency; and
- Ensure all personnel are inducted before conducting any scheduled work(s) on site.
- Review and audit the PTW system routinely and as otherwise required

4. WORK REQUIRING A PERMIT

The Operations Manager (OM) is responsible for defining all work requiring a PTW. All routine operations and operating procedures which are associated with the daily activities of the Port do not require a PTW. This includes changes in operational modes and first line maintenance carried out by operation personnel.

PTW's are required for:

- Permit to work (Contractors)
- Hot work
- Confined space entry
- Excavation
- Work at height
- Man cage
- High voltage work
- Work on or over rail
- Switching program; and

- CV or shed entry
- Isolation confirmation

4.1. Designated Safe Areas

Requirements for PTWs are required for work performed in all areas of the SP-Esp except designated safe areas which are:

- Mechanical Workshop and Store
- Electrical Workshop
- Mechanical Fitters and Boilermakers Workshop
- Great Boulder Shed.

All work to be performed outside of the designated safe areas that is not covered by documented procedures, requires an authorised PTW.

NOTE: Wherever there is the potential for any sparks or heat from the use of any tooling or equipment outside of a classified hot work area (i.e. Grinders), a hot work permit must be completed and an inspection of that area must be undertaken before any hot work commences.

4.2. During an Emergency

An authorised PTW is not required for work performed to control or prevent the escalation of an immediate emergency.

5. TYPES AND USE OF PERMITS

The PTW system at the Port operates through the work order system. All other work requiring a PTW shall be authorised using a work order. A work order is generated for the work which identifies the permits that are required to be completed and approved prior to commencement of the work. There are ten types of permits covered by the permit to work system, including:

Permit Type	Trim Ref	HPRM Ref	Permit Type	Trim Ref	HPRM Ref
Permit to Work	FM179	D16/9900	Man Cage Permit	FM609	D16/1023
Hot Work Permit	FM115	D16/982	HV Electrical Access Permit	FM128	D16/1016
Confined Space Permit	FM023	D16/654	Switching Program Permit	FM130	D16/291
Permit to Excavate	FM066	D16/173	Rail Corridor Permit	FM136	D16/999
Work at Heights	FM129	D16/900	Conveyor/Shed Entry Permit	FM178	D16/959
Isolation Confirmation Permit		D16/442			

More than one type of permit may be required, as stipulated on the work order. For example, a Hot Work Permit shall be used for all Hot Work that requires a PTW, including Hot Work in Confined Spaces.

6. RESPONSIBILITIES

Responsibilities for the safety of work are shared by all personnel involved. Each person shall perform the duties as specified below.

6.1. All Personnel

All personnel at the Port shall undertake work in accordance with the PTW system.

Anyone who observes an unsafe act or condition has the responsibility to bring this to the attention of the personnel performing the work. If the situation cannot be satisfactorily resolved by discussion, the work shall be stopped, the PTW withdrawn and the matter brought to the attention of the Permit Authoriser.

6.2. Operations Manager

The Operations Manager ensures the following:

- Work performed at the Port is in accordance with the PTW system.
- The PTW system is reviewed and maintained.
- A Hazardous Area drawing for the Port showing Designated Safe Areas is compiled and kept up-to-date and is readily accessible to relevant personnel.
- Personnel are aware and trained in the PTW system.
- The PTW system is audited and audit records are maintained.
- All work requiring PTWs is clearly defined.
- PTWs are completed clearly.
- The scope and timing of work is described on the PTW and adhered to; and
- Any restrictions on the operation of the SP-Esp are implemented whilst the work is undertaken.

6.3. Permit Requester

The Permit Requester must clearly specify the nature, location and estimated duration of the work and the tools and equipment to be used, in sufficient detail, to allow proper equipment preparation. Sufficient notice should be given to allow time for preparation.

6.4. Permit Authoriser and Supervisor

Through the PTW, the Permit Authoriser and Supervisor certifies that a safe environment has been created for the work detailed on the permit. The Permit Authoriser shall:

- Ensure the work requiring the PTW is defined.
- Ensure that the PTW is filled out clearly.
- In the case of a Contractor or 3rd Party ensure that the PTW – Master Document is correctly filled out, together with any JHA's, or other PTW's required for the undertaking of the scheduled work(s). The PTW – Master Document MUST be signed over to the Contractor and 3rd Party BEFORE they can commence any scheduled work(s), and on completion of the Scheduled work(s) be signed back to the Permit Authoriser and Supervisor.
- ensure that a Safe Work Environment is created and maintained until the work is completed i.e.
 - correct equipment drained, depressurised, purged and positively isolated.
 - all energy sources isolated and de-energised.
 - necessary gas, toxic and oxygen tests taken, and frequency of retesting established; and
 - potential hazards identified, precautions taken, and special instructions written on the permit.

- inspect the work site personally before authorising the PTW to identify all control measures that must be taken and ensure that these are all listed on the Work Order. (Note: The duties of preparing the work area may on occasions be delegated by the Permit Authoriser to another person.).
- ensure interacting jobs are cross-referenced, and conflicting works are made safe or suspended.
- ensure that the Permit Recipient reads and understands the PTW, and that the Permit Recipient has the necessary skills and competency to undertake the work.
- inform the Permit Recipient of any known hazards they might be exposed to by the environment in which they are to work and specify appropriate fire/safety equipment and precautions to address these hazards.
- ensure that the Permit Recipient is aware of what to do in the event of an emergency or the suspension of the PTW.
- ensure appropriate interim warning signs or barricades are in place as required.
- reinspect the worksite prior to the resumption of work if a PTW has been suspended.
- ensure copies of the PTW and associated documents are displayed at a central location at the work site.
- verify that the work site has been left in a safe condition at the end of the work or work period (suitable designate must be identified if the Permit Authoriser is unable to this).
- file the returned PTW and associated forms at the completion of work in the Permit Register, RG027; and
- maintain their accreditation and re-certification as detailed in Section 9.

6.5. Permit Recipient

The Permit Recipient is required to do the following:

- know and comply with all Laws, Codes and Standards which are relevant to their trade or practice.
- understand the PTW system, and that no work requiring a PTW is permitted to commence until the PTW is authorised and issued.
- read the PTW and associated forms, and perform only that work, which is specified on the permit, comply with all listed Work Conditions, and sign the PTW to this effect.
- if a Supervisor of a work crew, ensure that all workers are briefed.
- ensure that information relating to the scope of work, location, and equipment details on the PTW are accurate.
- perform the work in a safe manner.
- obtain and correctly use appropriate safety equipment and PPE.
- care for the PTW and associated forms during the work and return it to the Permit Authoriser (or designate) at the end of the work or work period.
- ensure that the work site is maintained and left in a clean and safe condition.
- stop work and notify the Permit Authoriser of any changes in conditions, which may affect the work; and

- if advised of an emergency, stop work, shut down all equipment immediately and leave the work site as per the evacuation procedures, and report to the Permit Authoriser for reassessment and endorsement of the Permit following the event.

7. PTW ADMINISTRATION

7.1. Requesting PTWs

PTWs can be initiated and generated by either:

1. The SP-Esp Supervisor or Leading Hand or Employee who will be undertaking the work.
2. By an SP-Esp scheduled work order through Avantis Pro Maintenance Program
3. By a Contractor or 3rd Party who will be undertaking any work on the SP-Esp Site, whether or not they have been contracted directly by the SP-Esp.

All permits shall be completed and authorised in pen, and the descriptions shall be legible and in sufficient detail to clearly identify the work to be performed.

The person(s) requesting a Permit shall complete Section 1 of the PTW, ensuring that the scope of the work is sufficiently detailed and includes:

- a description of the equipment to be worked on including the equipment number.
- type of work to be done.
- any special tools or equipment to be used; and
- special features of the work such as Confined Space entry, excavation, work at height etc.

7.2. Issuing PTWs

The PTW should be issued to one or more of the crew actually performing the work, preferably the work Supervisor and the Second-in-Charge (the Permit Recipient(s)).

Permits should be issued only for single activities and must not span several work crews or tasks.

Once issued, new items cannot be added to the scope of the permit. If the work to be completed requires additional items, then:

- close the existing PTW.
- prepare a new PTW with the expanded scope; and
- re-tag the isolations with new isolation tags showing the new PTW number.

7.2.1. Review Scope of Work, Tools and Methods

The Permit Authoriser shall review the work with the Permit Recipient(s) to ensure mutual understanding of the scope of work, the tools to be used and the method by which the work is to be accomplished. A Job Hazard Analysis shall be undertaken if deemed appropriate and recorded on the Job Hazard Analysis, SPAFM004

7.2.2. Discuss Isolation Procedures and Precautions to be Taken

The Permit Authoriser shall provide instructions to the Permit Recipient(s) on all precautions to be taken or on any additional isolations that may be required.

The Permit Authoriser may delegate the task of ensuring compliance with the PTW isolation/precaution requirements.

Any PPE requirements noted on the PTW should be discussed.

The Permit Recipient must ensure that the requirements of the PTW are understood and followed by all personnel involved in the work.

7.3. Authorising PTWs

Permits shall be authorised by a designated Permit Authoriser. No person shall be both the Permit Authoriser and the Permit Recipient for a given piece of work.

The Permit Authoriser or Supervisor shall:

- Check that the work does not conflict with other work being undertaken at the time and consult the Supervisor(s) of adjacent work being conducted.
- Review the Work Order work requirements including permit requirements to ensure all required permits have been authorised.
- Ensure the Permit Recipient(s) understands all requirements of the PTW.
- Obtain signatures of all required personnel; and
- Authorise the permit, specifying when it expires.

7.4. Working Under PTWs

Upon receiving the PTW, the Permit Recipient must ensure that a hard copy of the Permits are displayed at the job site. Where this is not practicable, the documents must be retained by the person or member of the group performing the work. Work shall only proceed while this documentation is at the work site.

All personnel must sign the PTW in Section 5 that they will be working under once they fully understand the scope and conditions and are ready to start work.

7.5. Returning PTWs

7.5.1. Clean-up Job Site

A job is not complete until all scrap, surplus material and other work materials have been removed from the location.

Upon completion of the work, or on expiry of the PTW, the Permit Recipient(s) shall ensure that all Personal Danger tags have been removed in accordance with the Isolation and Tagging Procedure, D16/695 and that all personnel have signed-off the PTW and associated documents. The Permit Recipient shall then complete the "Work Complete" part of Section 7. of the PTW and return it and associated documents to the Permit Authoriser or designate.

7.5.2. Inspect Job Site

The Permit Authoriser will arrange for a final inspection of the job site, and when satisfied, sign-off the PTW to this affect.

7.6. Validity of PTWs

PTWs are only valid for the period specified and only while conditions remain unchanged. If conditions change significantly, the start of work is delayed for more than 1 hour, or if work ceases for more than 1 hour, the PTW shall become invalid. In such cases, all tests and inspections must be repeated before work recommences.

When the PTW expires before the end of the work, the Permit Authoriser may extend it by altering the expiry time and initialling the change. If conditions have changed, or new precautions are required, a new PTW shall be issued.

PTWs may be authorised for a maximum period of 12 hours, provided the work is continuous.

PTWs cannot be transferred to another Permit Recipient. In such cases, a new PTW must be generated.

All PTWs are invalidated in the event of an emergency announced by the Port emergency alarm. All work must cease immediately, and the work site be left in a safe condition. All PTWs must be rechecked and revalidated by the Permit Authoriser once the emergency is over and prior to recommencing work.

7.7. Withdrawal of PTW

A breach of the PTW conditions shall be brought to the attention of the Permit Recipient by the person witnessing the breach. On receiving a report of a breach, the Permit Recipient will immediately have work stopped until the situation can be discussed with the Permit Authoriser.

The Permit Authoriser will withdraw a PTW if there is a failure to adhere to conditions set down in the permit.

7.8. Maintaining Records

The completed work order is filed in the TRIM system. A hard copy of all the required permits and any other associated documentation must be filed in the Permit Register, RG027. This may include one or more of the ten permits and the Job Hazard Analysis Worksheet.

8. WORK REQUIREMENTS

8.1. Permit to Work – Master Document

This permit is used whenever contractors or 3rd parties will conduct any works on the SP-Esp Site. Whether the contractor or 3rd party is directly engaged by the SP-Esp or NOT, this form shall be completed by the appropriate SP-Esp and Contractor or 3rd parties, Manager or Supervisor jointly. This will ensure the following:

- SP-Esp has full disclosure of the scope of works to be carried out
- SP-Esp has full control and responsibility for isolation concerning all SP-Esp Plant and Machinery
- SP-Esp can monitor the progress of the scope of works through the JHA
- The establishing good communications between the Contractor or 3rd Party.
- Issuing of correct Permits required for the scope of works
- All the necessary PPE required for the scope of works has been identified
- All classified plant (EWP, FEL's, Cranes, Forklifts etc) to be used on SP-Esp Site for the scope of works are in current certification and the plant operators have the appropriate licences to operate the said classified plant. Copies of operator's licences will be collected at induction, and copies of classified plant certification must be produced with this PTW.
- To enable SP-Esp to notify or brief its own employees, and other contractors and 3rd parties working on site of any restrictions or special conditions of this PTW.

This permit is only to be used in the context of the above and in conjunction with a work order. This permit ONLY applies to Contractors and 3rd Parties undertaking a scope of works on the SP-Esp site and therefore is not necessary for SP-Esp employees to complete for their normal scheduled duties of work.

8.2. Hot Work

8.2.1. Refer to Hot Work Procedure (D21/2688)

8.3. Confined Space Entry

8.3.1. Refer to the Confined Space Entry Procedure (D20/415)

8.4. Excavation

8.4.1. Refer to the Permit to Excavate Procedure (D16/714)

8.5. Work at Height

8.5.1. Refer to the Work at Height Procedure (D20/7758)

8.6. High Voltage Work

The HV Electrical Access Permit MUST be filled out in conjunction with the SP-Esp Electrical Supervisor or a competent SP-Esp Site Electrician with SOUND Knowledge of the Sites High Voltage System. If no SP-Esp personnel can be present the permit CAN NOT be ISSUED.

- Section 1 – Validity: This section is to be filled out in conjunction with Switching Program and Number – fill in relevant details dates, times etc.
- Section 2 – Access: This section is to include the description of the device required to be Isolated and worked on. These items should be identified on the current electrical system single line schematic drawing and identified on site by ALL PARTIES involved.
- Section 3 – Precautions: This section is to be used to describe the agreed physical condition applied to the HV circuit and item i.e.: Isolation Point(s), Earthing Point(s) (switches or applied earth connections), and the number of earths applied. NOTE – There should be no change to any components described unless it is relayed to ALL parties concerned and the permit updated to reflect the changes.
- Section 4 – Issued To: This section is to be completed and signed by ALL workers involved and COUNTER signed by their immediate Supervisor, and the SP-Esp Electrical Supervisor, or his nominee.
- Section 5 – Relinquishment: This section should ONLY be signed off if all the work has been carried out and TESTED to meet AS 3000 requirements, or if the Permit is cancelled by any of the concerned parties.

Note: It will be necessary to use the SP-Esp Tag out System and Permit in conjunction with this Permit.

8.7. Work On or Over Rail Track

8.7.1. Refer to the Working On or Over Rail Procedure (D18/23795)

8.8. Switching Program

This permit is to be issued to any SP-Esp personnel or Contractor that requires multiple Isolations.

- **Section 1:** This must be completed by the person in charge of the operation and signed off by the SP-Esp Electrical Supervisor
- **Section 2:** As described use the appropriate PPE
- **Section 3:** Provide a brief description of the equipment and the work that is to be carried out on the equipment.
- **Section 4:** Briefly describe the impact on the SP-Esp Plant Operations during isolation
- **Section 5:** Please inform ALL RELEVANT Personnel of the pending shutdown. Fill in the Isolation and Restoration program in the order of the operation required, and detail times of the operation.
- **NOTE:** Please check other relevant Safety precautions before commencing the above operation (if this permit involves the isolation of High Voltage supplies, then a HV Electrical Access Permit will also be required as per **8.5** of this procedure).

Note: It will be necessary to use the SP-Esp Tag out System and Permit in conjunction with this Permit.

8.9. Man Cage

8.9.1. Refer to Work at Height Procedure (D20/7758)

8.10. Conveyor and Shed Entry Permit

This permit must be completed, signed and authorised by the Port Operations Manager or his delegate **before** any non-permanent contractors can enter either

- Any commodity storage shed on the SP-Esp Site
- Any CV system and gallery on the SP-Esp Site including the RCD
- Any Transfer Towers on the SP-Esp Site

The Permit is set up into 4 sections:

Section 1:	Applicants Particulars
Section 2:	Reason(s) for Access and Task Description
Section 3:	Checklist to be completed jointly by the Contractor and SP-Esp Representative
Section 4:	Authorisation

NOTE* SP-Esp permanent Contractors – Mobivac, Autech and Brambles – are NOT required to complete this permit, as they come under a HSE procedure and agreement with the SP-Esp which covers this operation. This permit strictly applies to any other person, company or 3rd party, or sub contacted person, company by a 3rd party that is not bound to a contractual HSE agreement with the Southern Ports Authority, Esperance.

8.11. Plant Isolation Permit

This Permit **MUST** be completed and signed off by both parties before any isolation of SP-Esp plant is undertaken. The applicant shall provide on the form the following information

- Section 1 – Personal and Company details, SP-Esp induction Card number, and contact numbers
- Section 2 – Isolation requirement and scope of works to be undertaken.
- Section 3 – SP-Esp competent representative will check section 2, and add to section 3 any additional isolations which are associated with the applicant's scope of works, and **MUST** be effected to ensure the applicant's safety to carry out the proposed scope of work.
- **The applicant shall take note of section 3 and ensure that all personnel under the applicant's control shall place their personal danger tags, clips and locks to these isolation points before any scope of works can be commenced. Furthermore, upon completion of the scope of works ensure that all their personnel remove all personal danger tags, locks and clips from these isolation points so the plant can be put back into service.**
- Section 4 – Applicant to state a time period necessary to complete the scope of works.
- Section 5 – Applicants declaration and signature
- Section 6 – SP-Esp representative approval, stating name, position and date of approval.

This Permit only requires to be completed if the SP-Esp plant is to be put Out of Service and therefore isolated for repair or maintenance. It is not required in the following situations:

- Plant is not Out of Service
- Metal detects during in and out loading operations
- Blocked chute alarms created by dust spill during in and out loading operations
- Other minor stoppages during in and out loading operations which DO NOT require any major repair(s) to recommence in and out loading operations.

Note* The above 4 points which exempts the completion of this permit, DOES NOT exempt any SP-Esp or Contracted personnel from following the correct isolation and tagging procedure D16/695. In the case of any minor stoppage occurring in the in and out loading operations the correct isolation and tag out of equipment is mandatory and WILL be initiated before ANY minor repair or adjustment to the plant and equipment can be carried out.

9. TRAINING AND CERTIFICATION REQUIREMENTS

9.1. General

Port personnel will be given training on this procedure by the Training Officer. New employees, contractors and drivers will be trained in the PTW system as part of the port's induction program. Competency is checked through an induction questionnaire. Follow-up training will be provided as identified by the OM.

9.2. Permit Authoriser

PTWs at the Port shall only be issued by a person authorised by the Port to issue permits.

In order to be authorised, the person shall meet all of the conditions noted below:

- has been trained by the OM in the PTW system.
- satisfactorily completed a practical exercise and a written examination to the satisfaction of the OM; and
- issued some General Work Permits and Hot Work Permits as applicable at SP-Esp under the observation of the OM.

Having satisfied all of the requirements above, the person shall be authorised. This authorisation may be limited to the type of permit they are authorised to issue and or the location at which they are authorised to issue permits. This will be at the discretion of the OM.

The authorisation must be reviewed by the OM at least every two years. To review the authorisation, the OM shall review a representative sample of previously issued permits by the Permit Authoriser and observe the Permit Authoriser during the issuing of General Work Permits and Hot Work Permits.

10. SYSTEM PERFORMANCE

10.1. Auditing

The PTW system shall be audited to ensure that it is being effectively utilised and that all personnel are conforming with the procedures.

Regular inspections of work sites are conducted by the OM to check:

- completeness and correctness of the PTW.
- safety equipment in place during work.

- precautions in place; and
- adherence to isolation procedures.

10.2. Continuous Improvement

All persons using the PTW system are encouraged to help TW continuously improve the system. Employees, contractors or drivers who have suggestions for additions or improvements to the system should advise the OM or use the intranet to request a change as per the Change Management Procedure, PR049.

11. RELATED DOCUMENTS

Forms

- Permit to Work – Master Document, FM179
- Hot Work Permit, FM115
- Confined Space Permit, FM023
- Man Cage Permit, FM069
- HV Electrical Access Permit, FM128
- Application for Permit to Excavate, FM066
- Rail Corridor Permit, FM136
- Contractor – Conveyor or Shed Entry Permit, FM178
- Isolation Confirmation Sheet, D16/442

Procedures

- Confined Space Entry Procedure D20/415
- Hot Work Procedure D21/2688
- Permit to Excavate Procedure D16/719
- Isolation and Tagging Procedure, D16/695
- Work at Height Procedure D20/7758
- Work On or Over Rail D18/23795

Standards and Codes

- APEA and AIP, Guidelines for the Establishment and Operation of a PTW System