



AUTHORISATION TO WORK PROCEDURE

Authorisation to Work Procedure - Bunbury

DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
01	New Document	OHS Risk & Port Security Officer	Regional Manager - Bunbury	12/01/2022	12/02/2022

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 two (2) years.

TABLE OF CONTENTS

DOCUMENT CONTROL	2
AUDIT	2
1. OBJECTIVE	4
2. GENERAL INFORMATION	4
3. RESPONSIBILITIES	4
4. PROCEDURE	5
4.1. Who needs an ATW Permit	5
4.2. General Requirements	6
4.3. Area Ownership	7
4.4. Overarching ATW “Rules”	7
5. PLANNING PHASE	7
6. ATW FLOWCHART – EXECUTION PHASE	8
7. RE-ISSUE ATW PERMIT	8
8. CHANGE DETAILS	8
9. SUSPENSION OF WORK	8
10. SCOPE-OF-WORK COMPLETE	9
11. TRAINING AND COMPETENCE	9
12. MONITOR AND REVIEW	9
13. RELATED LEGISLATION AND PROCEDURES	9
APPENDIX A - JHA REQUIREMENTS	10

Authorisation to Work Procedure - Bunbury

1. OBJECTIVE

This procedure provides an integrated system for identifying and controlling hazards associated with any works carried out by personnel engaged by SPA Bunbury (SPA).

2. GENERAL INFORMATION

Effective implementation of this procedure will ensure:

- It is clear who is responsible for each area of the port at any point-in-time.
- The effective control of quality of works undertaken on plant, equipment or a specific area of the SPA managed area, being handed back to daily service providers, operators in a safe condition.
- Thorough communication between process and equipment operators and service providers.
- Integration of all Permit systems.

3. RESPONSIBILITIES

Role	Responsibility
Port Manager (or delegate)	<ul style="list-style-type: none"> • Ensure an effective system is implemented that clarifies who is responsible for each area of the port at any point-in-time.
Authorisation to Work (ATW) Permit Issuer (SPA-only role)	<ul style="list-style-type: none"> • Area owner • Administer all documentation associated with the ATW Permit process, including document storage requirements. • Link the ATW to the relevant permit(s). • Manage interaction (clashes) between Work Groups. • Review changes to ATW Permit (scope-of-work or work method) and assess impact / actions required. • Communicate with Group Isolators once an ATW Permit is completed, e.g., ready for unlocking. • Where there is an associated Isolation, confirm that the Scope of Work can take place within the original intent and boundary of the isolation.
Authorised Person (SPA-only role)	<ul style="list-style-type: none"> • Ensure work area is safe for the Work Group to perform work. • When requested, confirm compatibility between isolation and work to be performed, according to the Scope of Work. • Sign the ATW Permit after workplace inspection with the Recipient.
Recipient	<ul style="list-style-type: none"> • Supply Scope of Work and all associated documentation to the ATW Permit Issuer and that the documentation will be completed to the expected standard, e.g., JHA, risk assessments. • Ensure the special precautions of the ATW Permit are communicated to the Work Group. • Ensure no activities other than what has been documented in the ATW Permit are undertaken. • Report back to the ATW Permit Issuer if there are any changes to the workplace, or to the scope-of-work or work method.

Authorisation to Work Procedure - Bunbury

Work Group	<ul style="list-style-type: none"> • Ensure that work does not commence until an ATW Permit is obtained. • Ensure no activities other than what has been documented in the ATW Permit are undertaken. • Once conditions of issue have been explained by the Recipient, ensure those conditions are complied with.
Work Group Supervisor	<ul style="list-style-type: none"> • Where an ATW Permit is required ensure Recipients and Work Groups are familiar with and competent to use the SPA Permit system. • Ensure the Work Group has the related work order and clearly understands the scope of work. • Ensure any associated Permits are prepared and approved prior to the initial meeting between the Recipient and the ATW Permit Issuer. • Ensure competencies of all Work Group members are appropriate for the scope-of-work and have been recorded and maintained. <p>Note: A SPA Supervisor cannot be the Work Group Supervisor for non-SPB personnel.</p>
SPA HSS Team	<ul style="list-style-type: none"> • Carry out audits to ensure this process is being followed.

4. PROCEDURE

The ATW system is the final check and approval that the workplace is safe for work to commence, and that all risk assessments (including any other Permits) have been completed.

4.1. Who needs an ATW Permit

Entering someone else's area

An ATW Permit is required for any person entering an SPA Bun operational area for which they are not considered part of the Maintenance or Operating Teams.

The individual/s requesting access must not enter the operational area until Authorisation is obtained. Authorisation can be either Non-Works or Written.

Non - Works Authorisation

In instances when an Authorisation is required but the activity does not meet the criteria for a Written Authorisation, as described below, a Non-Works Authorisation must be obtained from the person responsible for that area at that time.

Note: Non-works is any task that doesn't require the individual(s) to carry out any physical tasks. An example of this would be the need for a field visit to review the proposed scope of works to provide a quote.

Written Authorisation to Work (Permit)

A written Authorisation to Work must be issued for all activities that may or will:

- Have an impact on or be impacted by process, equipment, or other work groups
- Create a physical change to the workplace
- If external authorities need to be notified, or
- Require any associated Permits.

Written Authorisations must be provided via an Authorisation to Work Permit.

Authorisation to Work Procedure - Bunbury

Note: If it is not clear as to whether a Written Authorisation or a Non-Works Authorisation is required, the nominated ATW Permit Issuer for the Area must decide which Authorisation is required.

Authorisation requirements for SPA Bun team members

Work Order (Written Authorisation) must be obtained by Team Members when carrying out any tasks.

4.2. General Requirements

It will often be necessary for the Work Group to access the work site prior to seeking ATW Permit approval, so the JHA / SWMS can be documented and approved by the Work Group Supervisor. The Non – work ATW process must be used for this initial visit (not to begin work).

The Recipient meets with the ATW Permit Issuer / SPA Bun Authorised person:

- The scope-of-work is clarified
- All supporting documentation is confirmed:
 - Work Order
 - Approved JHA (completed to the level identified in Appendix A)
 - Approved Permits (the ATW Issuer will have access to the approved Isolation Permit)

Note: Permit preparation and approval is the responsibility of the Work Group Supervisor, not the ATW Permit Issuer. A failure to produce this documentation will mean the Recipient will not be able to commence work until the requirements have been met. This will cause unnecessary delays.

Conduct the Field Visit:

- The ATW Permit Issuer / SPA Bun Authorised person and the Recipient go to the work site and confirm that all is safe to commence work. Risks to be considered include but not limited to:
 - Potential conflicts with other Work Groups.
 - Machinery movements – both fixed (trippers, conveying systems, overhead cranes, sample cutters, diverter gates / chutes) and mobile equipment (Light Vehicles, Front-End Loaders, trucks, graders, diggers, rail-mounted machinery)
 - Process hazards - process materials falling from height, hazardous process substances
 - Any interface between plant, equipment or mobile machinery eg Building a scaffold in the path of an overhead crane or tripper
 - Interfere with instrumentation
 - Machinery working adjacent to an occupied confined space
 - Conflicting use of barricaded areas
- A work-site visit may be stipulated by both the ATW Permit Issuer / SPA Bun Authorised Person and the Recipient prior to the Recipient leaving site.
- Once the field visit is complete, the ATW Permit can be authorised by all signatories. A copy of the ATW Permit is kept in the SPA Supervisors office, and the original is taken and kept at the work site by the Recipient.

Recipient communicates the conditions of issue to the Work Group.

- Individual members of the Work Group must now place their Personal Locks onto any Isolation as appropriate (as described in the SPA Bun Isolation and Tagging procedure)

Work can now commence

- An expiry date/time must be documented on the ATW Permit.
- The maximum period an ATW Permit can be issued for is 14 (calendar) days.

4.3. Area Ownership

A formal log must be kept for each area of the port to capture who is responsible for operating that area at any point in time. The log must capture:

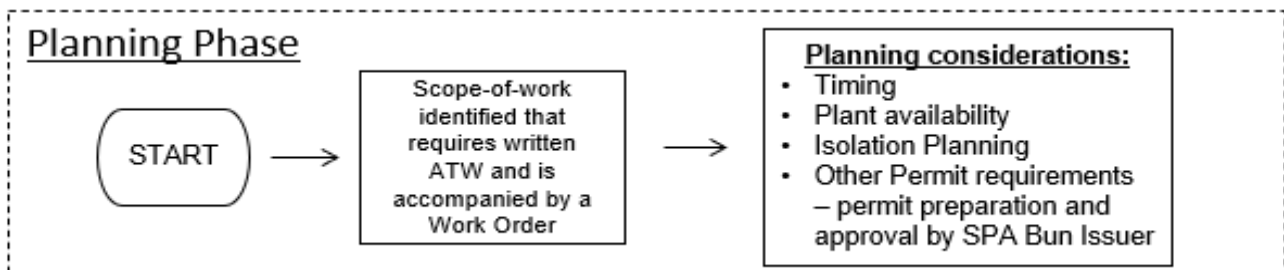
- Who is the owner of the area?
- Details of when the area/equipment ownership is handed over to another party
 - The reason the handover
 - Any information that must be conveyed to ensure a safe hand-over
 - A formal acceptance of the area/equipment by the incoming party/company.

The log shall be discussed at SPA daily meeting and posted on the whiteboard in the Supervisors office.

4.4. Overarching ATW “Rules”

- A Recipient can only be signed on to one ATW Permit at any time.
- You cannot issue yourself with an ATW Permit.
- All work activities must follow the same ATW process (as defined in this procedure), whether conducted as planned work, or when engaging external parties to assist in a breakdown.

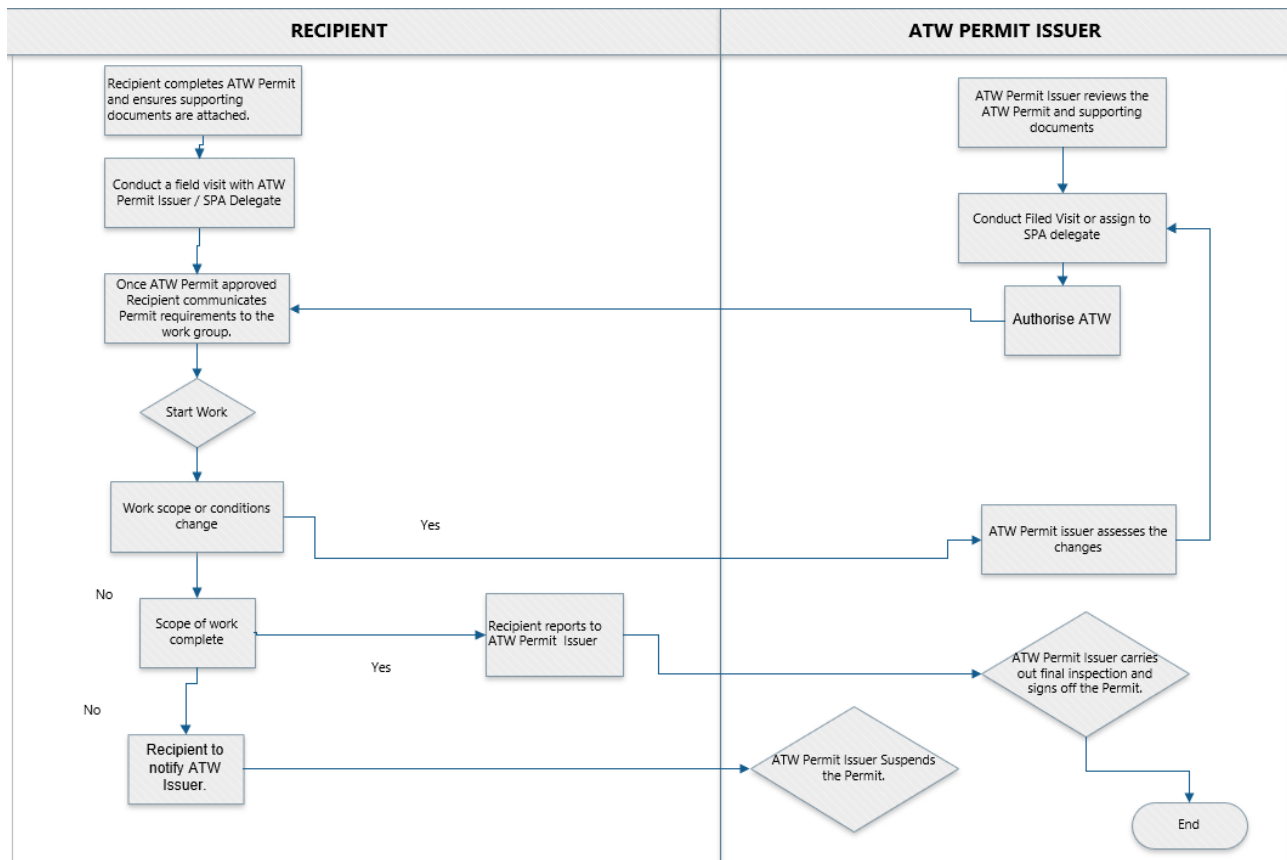
5. PLANNING PHASE



The work plan must identify all aspects of preparation to ensure an efficient start to the task on the day:

- 48 hours' notice must be given to SPA area owner for all planned activities.
- Permits to be planned and prepared to avoid delays:
 - Permits are to be completed by the Recipient and Work Group in advance and taken to the ATW Permit Issuer approved and ready for use. Examples are Working at Heights, Hot Work, Dig Permits.
 - Where SPA Bun input is required as part of this preparation (e.g., sub-surface knowledge for Dig Permits), this must also be gathered in advance to avoid unnecessary delays.

6. ATW FLOWCHART – EXECUTION PHASE



7. RE-ISSUE ATW PERMIT

Should there be a change or transfer of Recipient, the old and new Recipient must meet with the ATW Permit Issuer and update the ATW Permit after conditions in the field are confirmed as safe to continue by all parties.

Should the work site condition, scope-of-work or work method change, the Recipient must communicate with the ATW Permit Issuer to determine what actions need to be implemented to ensure work can progress safely.

Note: Personal Locks can stay in place on an isolation during the process of change of Recipient / ATW Permit Issuer if no changes occur.

8. CHANGE DETAILS

If the Recipient deems that their scope of works has been completed and there are still works to be completed or their scope has created hazards that are not within their scope to rectify, then the Recipient must contact the SPA Bun Authorised person and communicate this information to the ATW Permit Issuer.

Section 8 Change of Details needs to be completed and appropriate action taken by SPA Bun personnel.

9. SUSPENSION OF WORK

- If there is to be a suspension of works, for whatever reason, the Recipient must notify the ATW Permit Issuer (as documented on the ATW Permit) so that the ATW Permit can be signed and placed into a "Suspended" state until work can be recommenced.

Authorisation to Work Procedure - Bunbury

- Recommencement of work i.e., changing the ATW Permit back to “Re-issue” status, can only occur once the ATW Permit Issuer and the Recipient have confirmed that it is safe to re-start.

10. SCOPE-OF-WORK COMPLETE

- Once the Recipient has verified the work has been completed, they must meet with the ATW Permit Issuer / SPA Bun Authorised person and conduct a final site visit. The ATW Permit must not be signed off until all parties are satisfied all works have been completed.
- Once signed off, the ATW Permit is deemed Closed, and the original is returned to the Supervisors office for archiving.

11. TRAINING AND COMPETENCE

All personnel working within the ATW system must have been formally trained and deemed competent to fulfil their role within the process.

12. MONITOR AND REVIEW

SPA Bun shall monitor and review this process on an ongoing basis. Actions arising from this process shall be captured and closed out.

Results of audits will be reported by the Bunbury HSS team to the SPA management team on a regular basis.

13. RELATED LEGISLATION AND PROCEDURES

The applying legislation and documents include, but are not limited to the following:

- Mine Safety and Inspection Act 1994
- Mine Safety and Inspection Regulations 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- SPA Permit to Work procedure
- SPA Lock out Tag out procedure

14. DEFINITIONS

SPA Bun	Southern Ports Authority - Bunbury
ATW	Authorisation to Work
HSS	Health Safety Security

APPENDIX A - JHA REQUIREMENTS

