

This document must be lodged with, and authorised by, Southern Ports Albany (SPA-Alb) before contractors can conduct non-routine work on site. Non-routine work performed by contractors must be planned so that hazards are identified and control measures put in place to protect personnel, plant and equipment and the environment. Please refer to your Port contact to clarify the meaning of non-routine.

Non-routine work may include, but is not limited to: excavation, hot work, diving operations, high risk construction including demolition, scaffolding, confined space work, abrasive blasting and any work under the berths.

Please contact the SPA-Alb if you are unsure as to whether you need a permit.

Section 1: Application Details

Business Name			
Business Representative		Phone #	
Site Supervisor		Phone #	
SPA-Alb Representative		Phone #	
Work Order or Contract #			

Section 2: Description of Scope of Work (include times and location)

Section 3: Checklist of Permits or Procedures to be completed

Please tick the appropriate boxes to show consideration of necessary procedures, refer to Contractors Handbook or your Southern Ports Representative if unsure

Procedures

1	Isolation & Tag Out Procedure – including instruction and understanding of SPA procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Electrical isolation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Other isolation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Job Safety Analysis (or equivalent) completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Port Inductions completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	All staff have MSIC's as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will Traffic Management be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you considered eliminating/reducing single use plastics from this activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Activity

1	Confined Space – see SPA-Alb Confined Space Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Excavation – see SPA-Alb Excavation Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Hot Work – See SPA-Alb Hot Work Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Working at Heights - SPA-Alb Working at Heights Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Crane Lift – SPA-Alb Lift Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Berth related	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Non – berth related	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Diving – See SPA-Alb Dive Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7	Abrasive Blasting – See SPA-Alb Blasting Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Working from a Vessel – See SPA-Alb Work Afloat Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Scaffolding – See SPA-Alb Scaffolding Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Vessel Fumigation – See SPA-Alb Vessel Fumigation Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	High Risk Construction Work – Requires Safe Work Method Statement (SWMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Demolition Work – Requires approval from WorkSafe (DMIRS) and Risk Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 4: Applicant's/Contractor's Regulatory Requirements			
1	High Risk Work Licences – Forklift, EWP, Rigging, Crane, etc (Individual Operator)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Heavy Vehicle Licences (Individual Operator)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Classified plant & heavy vehicle valid certificates/registration	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Valid insurances – Public Liability & Workers Compensation	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Safety Data Sheets (SDS) – HAZCHEM	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	PPE appropriate for Scope of Work (SPA-Alb mandatory PPE is a minimum)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Marine qualifications (Coxswain, Restricted Coxswain, Master Class 5 etc)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Other (e.g. working at heights)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5: Contractor Representative Statement of Acknowledgement			
I acknowledge the requirements of SPA-Alb 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. I confirm that all permits and licences required are in order and understood. I confirm that adequate on site supervision will be provided.			
Business Representative Signature		Position in Company	Date & Time
Section 6: SPA Representative Statement of Acknowledgement (SPA Use Only)			
I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is authorised subject to any conditions listed in Section 7 below.			
SPA-Alb Representative Signature		Position	Date & Time
Section 7: Specific Conditions / General Comments			
Note: The applicant must hold a copy of this form at all times while on site.			
SPA-Alb may withdraw this permit at any time if unsafe practices are observed.			