



**SOUTHERN PORTS**  
ALBANY BUNBURY ESPERANCE

# **Authority to Work and Permits Procedure**

## DOCUMENT CONTROL

Version	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Initial release	Squad review	Chief Operating Officer		16/04/2024

## AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure
- following a significant incident involving this Procedure
- at least every two years.

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## 1 INTRODUCTION

### 1.1 Purpose

This Authority to Work and Permits Procedure describes processes used to Authorise a third party to conduct works at the Port to ensure compliance with regulatory requirements and the protection of people, assets and the environment.

### 1.2 Scope

In Scope	Out of Scope
<p>Authority to Work - All work at Southern Ports conducted by third parties.</p> <p>Permits – For all prescribed work and workers conducting that prescribed work.</p>	<ul style="list-style-type: none"> <li>• Work activities conducted by lease holders that are under the full control of the lessee.</li> <li>• Person who falls under a visitor category.</li> <li>• Actions of the public (non-shipping) inside Southern Ports land and marine boundaries.</li> <li>• Notifications, such as fumigation, vessel engine immobilisation, bunkering and so on.</li> </ul>

### 1.3 Objectives

The objectives of the Authority to Work and Permits system at Southern Ports are:

- To ensure a consistent approach across all Southern Ports sites that is clearly understood by *Southern Ports Representatives, Contract Supervisors* and Third Parties.
- To ensure *Southern Ports Representatives* responsible for approving an Authority to Work and Permit issuers are trained, assessed and deemed competent.
- To ensure *workers* hold relevant and current certificates of competency, as required.
- To ensure simultaneous operations are appropriately managed, all work teams in the vicinity are aware of the works, and appropriate safe systems of work are in place.

### 1.4 Roles and Responsibilities

Responsibilities for the safety of work are shared by all Workers involved. Each person will perform duties specified below.

Table 1: Roles and Responsibilities

Role	Responsibilities
<i>Southern Ports Representative / Authority to Work Approver</i>	<p>The <i>Southern Ports Representative (designated Manager, Superintendent or Supervisor) / Authority to Work Approver</i> authorises mobilisation to a Southern Ports work site through an Authority to Work. In addition, through associated Permits, the <i>Southern Ports Representative / Authority to Work Approver</i> will ensure:</p> <ul style="list-style-type: none"> <li>• That a safe environment has been created for the work detailed on the requested Authority to Work.</li> <li>• Consultation with the area owner for approval, and review any activities that may impact other works.</li> <li>• Interacting jobs are cross-referenced, and conflicting works are made safe or suspended. Any restrictions on operations at Southern Ports, where require, are implemented before the work is undertaken.</li> <li>• The Scope of Works and timing described on the Authority to Work and Permits are managed appropriately to ensure the safe and efficient completion of work.</li> <li>• Review the Authority to Work and confirm documentation submission aligns with the Scope of Works.</li> </ul>

Table 1: Roles and Responsibilities

Role	Responsibilities
Authority to Work Requestor	<p>Before requesting an Authority to Work, the <i>Authority to Work Requestor</i> must have a clear and specific Plan (this may be in the form of simple detail included in the Authority to Work form, or for more detailed activity, a work methodology or a management plan) that clearly identifies:</p> <ul style="list-style-type: none"> <li>• work areas;</li> <li>• scope of works;</li> <li>• duration of works;</li> <li>• processes and equipment affected;</li> <li>• plant and mobile machinery or special tools or tooling required; and</li> <li>• skills and skillsets needed.</li> </ul> <p>A risk assessment appropriate to the scope of works has been completed and reviewed by all parties. This may be in the form of a Job Hazard Analysis, Team Risk Assessment or Constructions Risk Assessment Workshop, as appropriate to the level of activity being carried out.</p> <p>Where an Authority to Work has been issued, the <i>Authority to Work Requestor</i> has read the Authority to Work and associated documents, and perform only works specified and in compliance with all listed Work Conditions.</p> <p>The scope will be in sufficient detail to allow proper preparation and handover of port areas and equipment with appropriate notifications made to affected parties or area owners. For example, diving will require notifications to the Port's Harbour Master.</p>
Permit Approver	<p>The <i>Permit Approver</i> ensures that:</p> <ul style="list-style-type: none"> <li>• they have the appropriate level of competency for the specific Permit task that they are approving;</li> <li>• all required supporting documents are attached to the Permits;</li> <li>• all identified controls for the work are in place and effective;</li> <li>• Work is performed in compliance with the Permits;</li> <li>• Where an Authority to Work has been issued, all conditions of the Authority to Work are adhered to;</li> <li>• The <i>Permit Requestor</i> and all workers performing work for the activity have the skills and competency necessary to undertake the work.</li> <li>• the <i>Permit Requestor</i> is informed of any known hazards they might be exposed to.</li> </ul>
Permit Requestor	<p>The <i>Permit Requestor</i> is required to do the following:</p> <ul style="list-style-type: none"> <li>• So far as is reasonably practicable comply with all Laws, Codes and Standards which are relevant to their trade or practice;</li> <li>• Obtain and correctly use appropriate safety equipment and personal protective equipment as stipulated in the Permit, Safety Data Sheets and documented safe systems of work (Job Hazard Analyses and Safe Work Method Statements);</li> <li>• Ensure that the work site is maintained in a clean and safe condition at all times;</li> <li>• Stop work and notify the <i>Permit Approver</i> of any unsafe situations, changes in conditions task set up or significant deviation from the work methodology that was proposed for the Permit;</li> <li>• Upon the occurrence or declaration of an emergency, immediately stop work, shut down plant and equipment and without delay report to the evacuation muster point to be accounted for; and</li> <li>• Care for the Permit or Authority to Work and associated forms to ensure they can be returned to the <i>Approver</i> at the end of the work or work period for record keeping, as per legislative requirements.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>• All Workers must undertake work in accordance with the Authority to Work, Permit and Notification system.</li> </ul>

Table 1: Roles and Responsibilities

Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Anyone who observes an unsafe act or condition has the responsibility to bring this to the attention of Workers performing the work.</li> <li>• If the situation cannot be satisfactorily resolved by discussion, the work must be stopped, the Authority to Work and/or Permit withdrawn, and the matter brought to the attention of the Approvers.</li> <li>• Workers must not undertake hazardous or high risk works that they do not hold the appropriate competency and license for.</li> <li>• Actively participate in the development of Job Hazard Analyses for the task.</li> <li>• Informing the <i>Supervisor</i> if work conditions or scope change.</li> <li>• Ensuring at the suspension or completion of the job that the work area is left in a safe condition; the work area is cleaned and rubbish placed in bins; equipment is returned to storage areas; and that the supervisor is informed of the completion of the job.</li> </ul>

## 1.5 References

### 1.5.1 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Procedure are shown in Table 2 below.

Table 2: Legislation, Standards and Codes of Practice

Reference	Title
Main Roads WA	<a href="#">Chain of Responsibility</a>
Safe Work Australia	<a href="#">Code of Practice – Managing the work environment and facilities</a>
AS/NZS IEC 60079.10.1:2022	<a href="#">Explosive atmospheres Classification of areas - Explosive gas atmospheres</a>
AS/NZS 3000:2018	<a href="#">Electrical Installations (Wiring Rules)</a>
Australian Maritime Safety Authority	<a href="#">International Safety Management Code (Marine)</a>
ARC Infrastructure	<a href="#">Network Safeworking</a>
WA	<a href="#">Port Authorities Act 1999</a>
WA	<a href="#">Port Authorities Regulations 2001</a>
WA	<a href="#">Rail Safety Act 2010</a>
WA	<a href="#">Rail Safety National Law (WA) Act 2015</a>
WA	<a href="#">Rail Safety National Law (WA) Regulations 2015</a>
WA	<a href="#">Shipping and Pilotage Act 1967</a>
Australian Maritime Safety Authority	<a href="#">Standards for the Medical Examination of Seafarers and Coastal Pilots 2020</a>
AS 3846-2005	<a href="#">The handling and transport of dangerous cargoes in port areas</a>
WA	<a href="#">Work Health and Safety (General) Regulations 2022</a>
WA	<a href="#">Work Health and Safety Act 2020</a>
WA	<a href="#">Workers' Compensation and Injury Management Act 1981</a>

## 1.5.2 Southern Ports Documents

Southern Ports Documents referenced by this Procedure are shown in Table 3 below.

Table 3: Southern Ports documents

Reference	Title
D19/4639	<a href="#">Abrasive Blasting Permit Form</a>
D16/749	<a href="#">Abrasive Blasting Procedure</a>
D23/2756	<a href="#">Asbestos Register</a>
D17/16739	<a href="#">Asbestos Containing Materials Management Plan</a>
D23/2427	<a href="#">Authority to Work Form</a>
D18/2169	<a href="#">Barricading, Guarding and Signage Procedure</a>
D23/1379	<a href="#">Bunkering Fuel Transfer Notification Form</a>
D18/24747	<a href="#">Change Management Procedure</a>
D16/350	<a href="#">Classified Plant Access Check Sheet Form</a>
D20/415	<a href="#">Confined Space Entry Procedure</a>
D16/954	<a href="#">Confined Space Entry Permit Form</a>
D16/959	<a href="#">Conveyor or Shed Entry Permit Form</a>
D18/24683	<a href="#">Crisis and Emergency Management Plan</a>
D19/6718	<a href="#">Diving and Waterside Activity Permit Form</a>
D16/747	<a href="#">Electrical Bridging Procedure</a>
D15/333	<a href="#">Engine Immobilisation Notification Form</a>
D19/796	<a href="#">Incident Event Management and Cause Analysis Procedure</a>
D16/714	<a href="#">Excavation and Penetration Procedure</a>
D19/6478	<a href="#">Excavation Permit Form</a>
D19/6479	<a href="#">Hot Work Permit Form</a>
D21/2688	<a href="#">Hot Work Procedure</a>
D16/1016	<a href="#">High Voltage Electrical Isolation and Access Permit Form</a>
D15/1901	<a href="#">High Voltage Electrical Isolation and Access Procedure</a>
D16/3134	<a href="#">High Voltage Electrical Sanction to Test Form</a>
D16/3116	<a href="#">High Voltage Electrical Vicinity Authority Permit Form</a>
D16/291	<a href="#">High Voltage Switching Program Permit Form</a>
D20/5097	<a href="#">Isolation and Tagging Procedure - Albany</a>
D16/695	<a href="#">Isolation and Tagging Procedure - Esperance</a>
D16/442	<a href="#">Isolation Confirmation Permit Form</a>
D16/808	<a href="#">Low Voltage Electrical Work Procedure</a>
D23/3088	<a href="#">Mobile Equipment on Berth Permit Procedure</a>
	<a href="#">Mobile Equipment on Berth Permit – Albany</a>
	<a href="#">Mobile Equipment on Berth Permit – Bunbury</a>
	<a href="#">Mobile Equipment on Berth Permit – Esperance</a>
D20/13612	<a href="#">Oil Spill Contingency Plan</a>
D22/788	<a href="#">Penetration Permit Form</a>
D16/1002	<a href="#">Personal Protective Equipment Procedure</a>
D16/1030	<a href="#">Pipeline Vicinity Permit Form</a>
D16/999	<a href="#">Rail Corridor Permit Form</a>
D18/11692	<a href="#">Risk Management Framework</a>
D19/6768	<a href="#">Scaffolding Permit</a>
D17/3943	<a href="#">Scaffolding Procedure</a>
D16/4825	<a href="#">Fumigation Notification Form</a>

Table 3: Southern Ports documents

Reference	Title
D16/1038	<a href="#">Removal and Reinstatement of Walkway Flooring and Handrailing Permit</a>
D19/6783	<a href="#">Work Afloat Permit</a>
D16/900	<a href="#">Work at Height Permit Form</a>
D20/7758	<a href="#">Work at Procedure</a>
D18/24902	<a href="#">Work Health and Safety Management Plan</a>
D18/23795	<a href="#">Work On or Over Rail Procedure</a>
D16/26	<a href="#">Work On, Over or Near Water Procedure</a>
D16/1023	<a href="#">Workbox Permit Form</a>
D16/397	<a href="#">Workplace Inspection Form</a>

## 1.6 Terms and Definitions

Terms used in this Procedure are defined in Table 4 below.

Table 4: Terms and Definitions

Term	Definition
Authority to Work Requestor	An <i>Authority to Work Requestor</i> is either a Worker or the <i>Supervisor</i> of the work group that will be conducting the proposed work. The <i>Authority Work Approver</i> must not be the same person as the <i>Authority Work Requestor</i> .
Authority to Work Approver	An <i>Authority Work Approver</i> is either a Southern Ports <i>Project Manager</i> or their delegate, OR a Southern Ports <i>Supervisor</i> . The <i>Authority Work Approver</i> must not be the same person as the <i>Authority Work Requestor</i> .
Hazardous Work	Hazardous work refers to tasks or activities that involve exposure to potential hazards that could cause harm to workers' health, safety, or well-being. Such hazards include exposure to dangerous chemicals, high noise levels, extreme temperatures, and more.
High-risk Work	High-risk work refers to specific types of work activities that are considered more dangerous due to the nature of the tasks involved. These activities often require specialised skills, training, and licensing to ensure that individuals performing them have the necessary competence and knowledge to manage the associated risks. Examples of high-risk work include operating heavy machinery, working at height, managing dangerous equipment, and similar tasks that have an elevated potential for accidents if not performed correctly.
Job Hazard Analysis	A Job Hazard Analysis is a Risk Assessment required for tasks that require a Permit, or for non-routine tasks that do not already have a documented safe system of work. Risk Assessment focuses on the relationship between the worker, the task, the tools and equipment, and the environment, and identifies control to reduce or eliminate the hazard. The Job Hazard Analysis must be reviewed prior to each task commencement to ensure risk controls remain adequate.
Permits	A Permit authorises a worker to undertake Hazardous or High Risk Works at Southern Ports. Examples include Confined Space Entry, Hot Works, Isolations, Excavations, Penetrations or Work at Height, or any other activity specified in this Procedure.
Permit Requestor	The <i>Permit Requestor</i> is an experienced and competent Worker who is performing the work or is a member of the group performing the work and to whom Permits are issued. The <i>Permit Approver</i> must not be the same person as the <i>Permit Requestor</i> .
Permit Approver	The <i>Permit Approver</i> is a person who is competent in the work being carried out under the Permit, OR who is trained in Permit Issuing and has a subject

Table 4: Terms and Definitions

Term	Definition
	<p>matter expert who is competent in the task who can validate the controls of the Permit.</p> <p>The <i>Permit Approver</i> shall be familiar with the location, operations, equipment and potential hazards in the work area and adjacent work areas, as well as the work already underway in the area.</p> <p>The <i>Permit Approver</i> must not be the same person as the <i>Permit Requestor</i>.</p>
Risk Assessment	<p>A Risk Assessment identifies hazards and the required controls to minimise risk to safety, health, environment and community. May include Safety in Design, Contractor Risk Assessment Workshop, Risk Assessment, Safe Work Method Statement, Job Hazard Analysis, Stop &amp; Think, or a combination of the above.</p>
Safe System of Work	<p>A documented Safe System of Work is specific to the task being conducted and identifies and controls all plant, equipment and environment risks at the location where they are being conducted. Examples include a Job Hazard Analysis or Safe Work Method Statement. Additionally, wherever there is a change to the task step, plant equipment or environmental conditions, the documented Safe System of Work is amended to clearly identify additional hazards.</p>
Safe Work Method Statement	<p>A Safe Work Method Statement is required under the <a href="#">Work Health and Safety Act 2020</a> for works considered high risk construction. At Southern Ports, the terms Safe Work Method Statement and Safe Work Instruction are used interchangeably.</p> <p>A Safe Work Method Statement breaks jobs down into a logical sequence of steps, identifies hazards, addresses control measures to mitigate risks, and identifies who is responsible for implementing the controls.</p> <p>A Safe Work Method Statement assists in ensuring that all workers have a full understanding of the risks involved in the work activities, or tasks they are performing, by setting out instructions required to conduct a job.</p>
Southern Ports Representative	<p>The <i>Southern Ports Representative</i> is the Southern Ports <i>Manager, Superintendent</i> or <i>Supervisor</i> assigned and authorised to liaise with the Contractor on behalf of Southern Ports, who is the <i>Contract Owner</i>.</p>
Workers	<p>Workers at Southern Ports include Employees, third party workers including Contractors and consultants who are performing work (but not Visitors).</p>
Workplace	<p>An area, ship, vehicle, building, or other structure, where employees work or are likely to occupy in the course of their work.</p>

## 2 TRAINING AND CERTIFICATION REQUIREMENTS

### 2.1 General

Workers will be trained in the Authority to Work and Permits system as part of the Southern Ports induction program. Competency is checked through an Induction Questionnaire. Follow-up training will be provided as identified and as required.

### 2.2 Authority to Work Approver

Authority to Work and Permits processed at the Site shall only be issued by an *Authority to Work Approver* authorised for the Site. In order to be authorised, the *Authority to Work Approver* must be deemed competent in the Authority to Work and Permits system.

### 2.3 Permit Approver

Permits process at the Site shall only be issued by a *Permit Approver* authorised by the Site. In order to be authorised, the *Permit Approver* must be deemed competent in the Authority to Work and Permits system, be deemed competent in the task being performed and holds the appropriate licences.

### 2.4 Isolations

Where isolations are required, the *Permit Approver* must be competent in the isolations being undertaken and shall provide instructions to the *Permit Requestor* on all precautions to be taken and isolations required and the process to remove stored energy.

Electrical Work may only be approved, conducted, inspected and certified by electricians licenced in the type of work being conducted. For example, High Voltage Work requires approval of High Voltage Operator.

## 3 NOTIFICATIONS

### 3.1 Notifications to the Harbour Master

Notifications to the Harbour Master are managed in the Port Operations System and are required for specific works to ensure:

- Any restrictions required on operations at Southern Ports are implemented whilst the work is undertaken.
- Simultaneous operations are appropriately managed, all work teams in the vicinity are aware of the works, and appropriate safe systems of work are in place.

Notifications are required for:

- Bunkering Fuel Transfer
- Engine Immobilisation
- Fumigation
- Hot Work on a Vessel while Alongside
- Diving in Port Waters
- Launch of Lifeboats and Rescue Boats.

## 4 AUTHORITY TO WORK PROCESS

### 4.1 Authority to Work

The Authority to Work system is designed to:

- draw together Work Permits, Risk Assessments and Standard Work Method Statements
- manage all activities conducted by third parties who are not permanently based in work areas under the control of the Ports to ensure changing workplace risks are adequately managed, and
- manage adjacent simultaneous work.

**Note** An Authority to Work is not needed for Southern Ports employees, inclusive of long term or fixed contract labour hire personnel who are directly supervised by a Southern Ports Supervisor, embedded in the work teams, and have completed all required training.

Whether a third party is directly engaged by the Southern Ports or NOT, an Authority to Work should be completed jointly by, as appropriate:

- Southern Ports Representative and the third party's Manager or Supervisor.
- The Southern Ports Supervisor and the worker or work group conducting the work.

This will ensure:

- full understanding of the Scope of Works to be carried out;
- monitoring of the progress of the Scope of Works through the documented safe system of work;
- the establishment of good communications between the interfacing workgroups;
- issuing of correct Permits required for the Scope of Works;
- that all plant to be used for the Scope of Works (such as mobile elevating work platforms, front end loaders, Interchangeable Tools, and cranes) has current certification, is fit for purpose and that plant operators have the appropriate licenses to operate it;
- that copies of operator's licenses and registerable plant certification (if not previously supplied) are submitted with applications for an Authority to Work.
- To enable notification of workers on site of any restrictions or special conditions for the Authority to Work.

### 4.2 Requesting an Authority to Work

An Authority to Work can be initiated and generated by:

- *The Southern Ports Representative;*
- a Southern Ports scheduled Work Order generated through the maintenance or procurement system;
- a third party who will be undertaking work on a Southern Ports site, whether or not they have been contracted directly by the Southern Ports.

Persons requesting an Authority to Work shall complete Section 1 of the form, ensuring that the scope of the work is sufficiently detailed and includes:

- a description of the equipment to be worked on, and or area of work including equipment numbers as required;
- type of work to be done;
- any special tools or equipment to be used; and

- identification of permits required for the work (Confined Space Entry, Excavation, Work at Height, and so on).

The following completed documents may be required, dependent on the type of activity, to be submitted with the completed Authority to Work request to the *Authority to Work Approver / Southern Ports Representative* for review and approval:

- Permits for any activities specified in section 5 of this Procedure that are being undertaken.
- Risk Assessment completed by a competent person.
- Safe Work Method Statement for the tasks.
- Copies of licences required to perform the work.
- Rescue Plan.
- Traffic Awareness Plan.
- Any other documentation relevant to the scope of work.
- Multiple tasks can be controlled under a single Authority to Work.

### 4.2.1 Review Scope of Work, Tools and Methods

The *Authority to Work Approver* shall review the submitted documents with the *Requestor* 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.

### 4.2.2 Approving an Authority to Work

An Authority to Work shall be approved by a designated Southern Ports *Authority to Work Approver*.

**Note** No person shall be both the *Authority to Work Approver* and the *Authority to Work Requestor* for a Scope of Works or Work Order.

The *Authority to Work Approver* must:

- consult the *Supervisors* of adjacent work teams for simultaneous operations that may be conducted and confirm that the work does not conflict with other work being undertaken at the time;
- review the Scope of Works or Work Order to ensure all required permits have been authorised;
- ensure the *Requestor* understands all requirements of the Authority to Work and where Permits are required; and
- approve the Authority to Work specifying when they expire.

## 4.3 Working Under an Authority to Work

The *Authority to Work Requestor* must ensure that the requirements of the Authority to Work are understood and followed by all third party Workers involved in the work.

Upon receiving the approved Authority to Work, the *Authority to Work Requestor* must ensure that a hard copy is displayed at the job site. Where this is not practicable, the documents must be retained by the *Authority to Work Requestor* or a member of the group performing the work.

Work shall only proceed while this documentation is at the work site.

All Workers must sign onto the Job Hazard Analysis or Safe Work Method Statement for the work once they fully understand the scope and conditions and are ready to start work.

Once an Authority to Work is issued, there must not be any alteration to Scope of Work on the issued Authority to Work and Permits.

If the work to be completed requires modifying or additional items, then:

- The *Authority to Work Approver* closes the existing Authority to Work.
- The *Authority to Work Requestor* will prepare a new Authority to Work and Permits with the modified or expanded Scope of Work.

## 5 PERMITS

The purpose of the Permits process is to ensure that all high-risk work is conducted in a manner which is safe and that all works are coordinated to avoid conflicting work activities.

A Permit authorises a worker to undertake Hazardous or High Risk Works at Southern Ports. Permits identify task specific hazards and the minimum critical controls that must be in place to perform the task. Personnel carrying out work that requires a permit must be trained and competent in that task and have current relevant licence for the task.

### 5.1 Permits

Permits are required for each of the following hazardous work tasks:

- Abrasive Blasting
- Berth loading
- Confined Space Entry
- Conveyor and Shed Entry
- Excavation
- High Voltage Electrical Access
- High Voltage Sanction to Test
- High Voltage Vicinity Authority
- High Voltage Switching Program
- Hot Work
- Penetration
- Pipeline Vicinity
- Rail Corridor Access
- Scaffolding
- Walkway Flooring and Handrailing
- Work Afloat
- Work at Height
- Workbox

The *Permit Requestor* shall ensure all hazards associated with the proposed task have been identified, assessed and controlled.

Each individual task is accounted for under the site-specific Job Hazard Analysis or Safe Work Method Statement.

Refer to the relevant procedure for the Permit for task steps. Ensure that all team members for the task have reviewed and understood the documented safe system of work for the task. The *Permit Requestor* must be trained and competent in the activity applicable to the permit.

Permits shall be issued by an appropriately authorised *Permit Approver*.

The *Permit Requestor* and the *Permit Approver* cannot be the same person.

The original copy of the Permit *shall be attached* to the Job Hazard Analysis or Safe Work Method Statement, together with relevant Safety Data Sheets, Rescue Plans as applicable and required for the work being undertaken.

A Permit shall remain open as noted on the Permit until the period of validity has expired.

A Permit will only be issued for single work activity and must not span several work crews or tasks.

## 6 RETURNING AUTHORITY TO WORK AND PERMITS

### 6.1.1 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 Authority to Work and Permits, the *Authority to Work Requestor / Permit Requestor* shall ensure that the work site is in a clean, tidy and safe state.

The *Authority to Work Requestor / Permit Requestor* shall then complete the “**Work Complete**” part of the Authority to Work and Permits and return it to the *Authority to Work Approver / Permit Approver* or their delegate.

### 6.1.2 Inspect Job Site

The *Authority to Work Approver / Permit Approver* will arrange for a final inspection of the job site, and when satisfied, sign off the Authority to Work and Permits to this effect.

## 6.2 Validity

### 6.2.1 Authority to Work

An Authority to Work is only valid for the period specified and while the original scope of work or conditions remain unchanged.

The Authority to Work form includes a process for suspension, transfer and resumption of work where the *Authority to Work Approver* and *Authority to Work Requestor* review the work area, conditions, risks and controls prior to recommending the work after an extended period of cessation to verify there are no new risks or changed conditions.

If conditions of any activity being carried out under the Authority to Work change significantly, the Authority to Work shall be suspended, a Risk Assessment must be completed, adequate controls applied before recommencing and the Authority to Work resumed.

When the Authority to Work expires before the end of the work, the *Approver* may extend it by altering the expiry time and initialling the change.

An Authority to Work is suspended in the event of an emergency or significant event. All work must cease immediately, and the work site be left in a safe condition. The Authority to Work must be rechecked and revalidated by the once the emergency is over and prior to recommencing work.

### 6.2.2 Permit

A Permit is only valid for the single activity and period specified and while the original scope of work or conditions remain unchanged.

If conditions of any activity being carried out under the Authority to Work or Permit change significantly, the Authority to Work or Permit shall be suspended, a Risk Assessment must

be completed, adequate controls applied before recommencing and the Authority to Work or Permit is resumed.

A Permit is suspended in the event of an emergency or significant event. All work must cease immediately, and the work site be left in a safe condition. The Permit must be rechecked and revalidated by the once the emergency is over and prior to recommencing work.

### 6.3 Withdrawal of Authority to Work or Permit

A breach of conditions for the Authority to Work or Permit shall be brought to the attention of the *Supervisor* for the work area by the worker witnessing the breach.

On receiving a report of a breach, the *Supervisor* for the work area will immediately have work stopped until the situation can be discussed with the *Authority to Work Approver* or *Permit Approver* and Work Group.

The *Authority to Work Approver* or *Permit Approver* will suspend the Authority to Work or Permit if there is a failure to adhere to conditions.

### 6.4 Supporting Documents

#### 6.4.1 Safe System of Work

The Authority to Work, Permits and Notifications must be accompanied by a documented safe system of work, such as a Job Hazard Analysis or Safe Work Method Statement.

Confined Space Permits and Work at Height Permits must be accompanied by a Rescue Plan.

A Traffic Awareness Plan will be required where works will affect normal road conditions, traffic flow, pedestrian access, for escort of large vehicle or where deviations are required.

### 6.5 Record keeping

A copy of the Authority to Work, and associated documentation must be stored in an accessible location known to all workers, as well as at the location where the task is being performed to ensure all workers are able to review them as required.

This may include one or more Permits and associated documents as required to complete the task.

Records must be remain accessible for 12 months before being archived.

In the event of an incident relating to the work, a copy of all associated records including authority to work and permits must be stored with the incident record indefinitely.