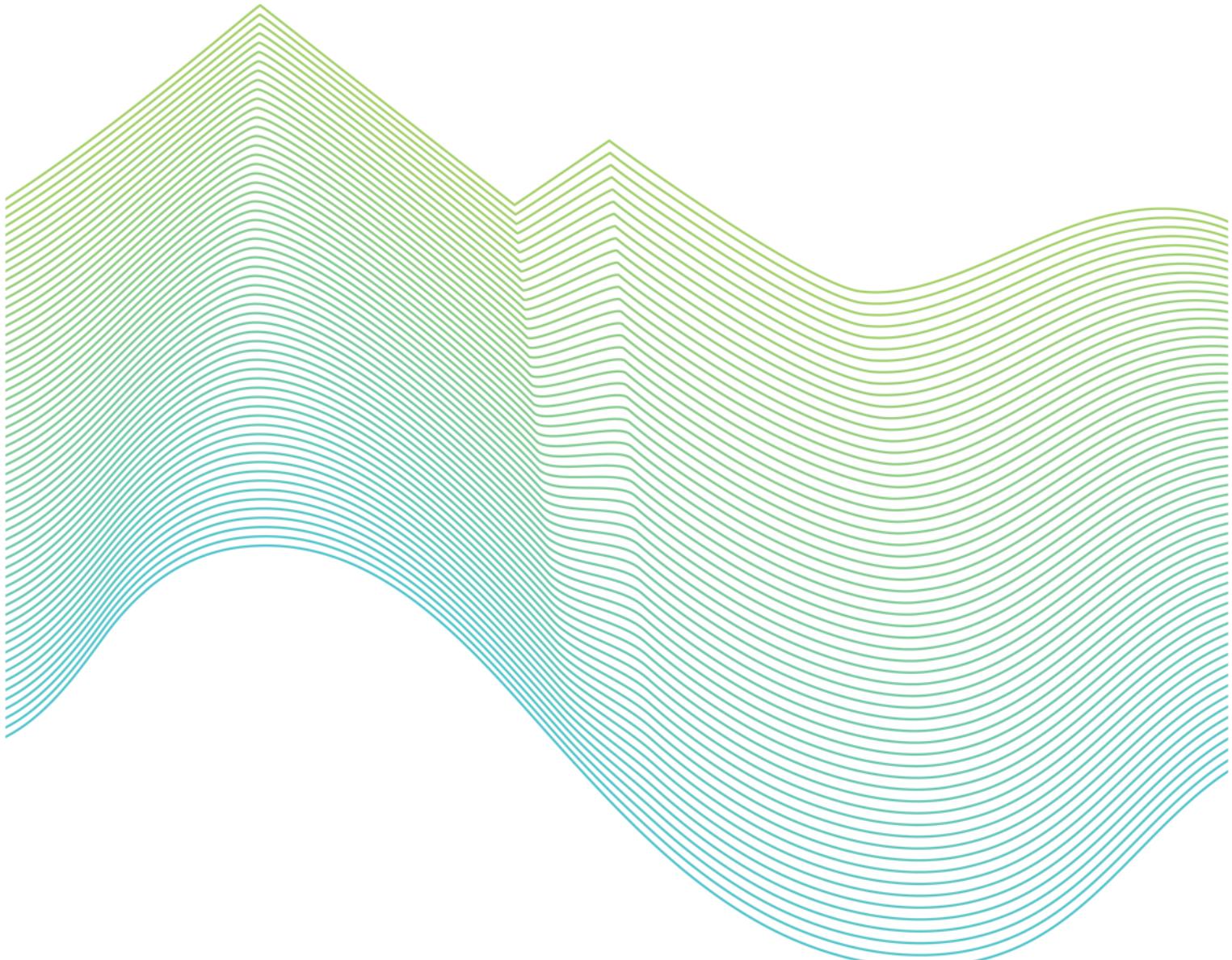


# Permit to Work (PTW) procedure

HSE<sup>P0933</sup> Version 4

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June 2018



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## Document History

Rev No	Date	Description	Approved by
4.0	April 2018	Review complete and confirm changes	Evangelista Albertini
3.0	April 2018	<p>New brand format for document.</p> <p>Procedure review and update –</p> <ul style="list-style-type: none"> <li>• modified document created;</li> <li>• Incorporated feed back from end users;</li> <li>• Removed reference to the “PTW System”;</li> <li>• Increased the scope to include:           <ul style="list-style-type: none"> <li>○ The concept of external party access;</li> <li>○ Added requirement for an AO/AOD and PIC for all access and work management and control;</li> </ul> </li> <li>• Expanded the concept of production to include disruption to customer supply for BSI distribution activities;</li> <li>• Added facility of “pre-approved PTW’s;</li> </ul>	Evangelista Albertini

		<ul style="list-style-type: none"> <li>● Incorporated directive:           <ul style="list-style-type: none"> <li>○ AI-GEN-DIR-005;</li> <li>○ AI-GEN-DIR-006; and</li> <li>○ AI-GEN-DIR-021</li> </ul> </li> <li>● Updated the PTW template and all examples within the document;</li> <li>● Updated the change of condition /test sheet to include AIO review and sign off;</li> </ul> <p>Added flowcharts to improve communication of key information and concepts.</p> <p>New PIC selection assessment tool</p> <p>Introduction of flexibility of PTW process</p> <p>AOD role expanded</p>	
<b>2.0</b>	June 2014	Implemented minor changes	Evangelista Albertini
<b>1.2</b>	June 2014	PTW and Master PTW minor changes	Evangelista Albertini
<b>1.1</b>	March 2014	Changed FMMS to reference SAP	Evangelista Albertini
<b>1.0</b>	November 2011	Added unplanned delayed transfer - PIC	Evangelista Albertini
<b>0.3</b>	March 2011	Updated appendix	Evangelista Albertini
<b>0.2</b>	February 2011	Updated appendix	Evangelista Albertini
<b>0.1</b>	January 2011	Updated appendix	Evangelista Albertini
<b>0</b>	December 2010	New document	Evangelista Albertini

## 1.1 Purpose

The purpose of this document is to provide detailed information and guidance for the management and control required to access and/or work on assets, plant, equipment and property.

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

- a) ensure safety of people;
- b) prevent harm to the environment, equipment or other property; and
- c) preserve our capability to deliver to our customers.

This document defines specific authorisations, responsibilities and actions, and establishes a standard and consistent process.

## 1.2 Flexibility of the PTW process

The PTW procedure is purposely designed to force effective risk management through a process of standard work.

This is to stop impulsive, ill-conceived or unapproved decision making and activity which may result in injury to people and damage to property, plant and equipment.

It is impossible to conceive every possible scenario and in some instances the PTW procedure will seem overly cumbersome, ineffective or inefficient. Where this occurs everyone is encouraged to put forward an alternative to following all or part of the PTW procedure. This is achieved by following the HSE system change variance request and approval form (HSEFO801.1) and gaining approval prior to the work proceeding.

**Note:**

Successful approval of a variance will require all relevant documentation being submitted with the variance. e.g. risk assessment, work procedures, operational procedures and alternatives considered etc.

## 1.3 Scope

The PTW procedure is applicable to all work being undertaken at Hydro Tasmania owned and/or operated sites. It provides the overarching framework for safe work management and follows the fundamental risk management process with check/hold points:

- a) at the end of work scope approval;
- b) after identifying hazards and determining and agreeing controls;
- c) before the start of work; and
- d) at the completion of work.

As a minimum an Asset Owner (AO) and Person in Charge (PIC) shall be allocated for all activities. All work is subject to a Take 5 or equivalent, as a minimum.

An actual PTW is not required where:

- a) the identified controlled risk is low and the risk management process has been achieved;
- b) authorised persons are working to an AO approved Schedule of Planned Operations (SOPO), Operational Procedure or Work Instruction; and
- c) where work is being managed and controlled by a contractor and the AO has approved the contractors safe work methods to be used.

For these activities the risk controls may include utilising parts or all of the PTW control measures – such as the isolation procedure or the confined space permit. Refer to following flowchart (PTW-FC-1) to assist the determination of the need for a PTW located in the appendices.

### Exception

Under emergency situations, where life or serious asset damage is at risk, an authorised and competent person may safely do what is necessary to address the immediate issue without the need for a PTW. Any such emergency situation shall be reported as an Operational incident in accordance with the incident management and investigation procedure HSEP1401, as soon as practicable after the situation is made safe.

### Note:

Once the threat to life or assets is controlled there is no longer an emergency situation and any ongoing work shall be performed as required by this procedure.

## 2.0 When is a PTW required?

When is a PTW required, is often a challenging question for Asset Owners and workers to answer and can create a lot of discussion and confusion within workgroups during all phases of the work (planning, organising, implementation and finalisation etc.).

The first key decision that is required to be made is “do I need a PTW to carry out this work?”

It is important that this decision gets made early and the AO is accountable for considering the scope of work, hazards and risk associated with the work, any concurrent work and the impact it will have on the work, timing etc. as part of their decision making process.

To facilitate this process a flow chart (PTW-FC-1 - with three swim lanes) has been provided and they are listed below. It is also important to refer to the Permit to Work - PTW-F-1-Part A (Planning, Risk Control Identification), because ultimately this is where the key information will be identified, documented and this will become a useful record of the decision making process.

PTW-FC-1 sets the minimum requirements, but this does not preclude the AO using a PTW for risk control where they feel it is appropriate.

See:

- a) PTW-FC-1 (requirement to use a permit to work)
  - i. PTW-FC-1.1 – Asset Owner approval for work performed under Hydro Tasmania’s direct management and control);
  - ii. PTW-FC-1.2 – Asset Owner approval for work performed under contract for HT; and
  - iii. PTW-FC-1.3 – Asset Owner approval for 3<sup>rd</sup> Party access to HT assets or property.

**Note:**

Section 2.1, 2.2 and 2.3 is a guide in relation to the type of questions that need to be addressed

### Section 1.3 PTW Part A

Section 1.3	<b>Risk Management - Key hazard and controls identification</b>			
	<b>Key hazards (X those applicable to the location and scope)</b>			
	<input type="checkbox"/> Energy sources? <input type="checkbox"/> Disrupt production or customers supply? <input type="checkbox"/> Conflicting simultaneous activities? <input type="checkbox"/> Are the contractors to perform any work? <input type="checkbox"/> Chemicals and poisons? <input type="checkbox"/> Other hazards		<input type="checkbox"/> Confined Spaces? <input type="checkbox"/> Working at Heights? <input type="checkbox"/> Concealed services? <input type="checkbox"/> Environmental / Heritage requirements? <input type="checkbox"/> Airborne dust and fibres?	
<b>Agree Risk Controls (X those applicable)</b>				
<input type="checkbox"/> Take 5  <input type="checkbox"/> Group Isolation  <input type="checkbox"/> Work site delineation  <input type="checkbox"/> Working at Heights Checklist  <input type="checkbox"/> Asbestos handling		<input type="checkbox"/> SWMS  <input type="checkbox"/> SAP outage required  <input type="checkbox"/> Concealed Services  <input type="checkbox"/> Contractor HSE checklist  <input type="checkbox"/> Work Instruction		
<input type="checkbox"/> Direct Isolation  <input type="checkbox"/> Licences / legal permits  <input type="checkbox"/> Confined Space permit  <input type="checkbox"/> Diving Permit		<input type="checkbox"/> Personal Isolation  <input type="checkbox"/> Safety Observer  <input type="checkbox"/> Heritage Impact assessment  <input type="checkbox"/> Testing procedure		
<b>PTW required</b>				
<input type="checkbox"/> Yes		<input type="checkbox"/> No		
<b>Review PTW-FC-1 (requirement to use a PTW)</b> PTW-FC-1.1 – AO approval for work performed under HT direct management and control PTW-FC-1.2 – AO approval for work performed under a contract for HT PTW-FC-1.3 – AO approval for a third party request to access HT assets or property				
<input type="checkbox"/> Other controls				
<b>Asset Owner agreement that risk controls are adequate</b>				
I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.		Asset Owner signature		

## 2.1 PTW-FC-1.1 – Asset Owner approval for work performed under Hydro Tasmania’s direct management and control)

PTW-FC-1.1 the AO needs to consider the following:

- a) The AO reviews the request and seeks clarification if required;
  - i. What are we doing?
  - ii. Why are we doing it?
  - iii. How are we doing it?
  - iv. What are the hazards, risks and controls to be used?
  - v. Who is managing and leading the work?
  - vi. Is there potential to impact our assets or access?
  - vii. Is there the potential to be impacted or impact other work (concurrent activities)?
  - viii. Is there a potential impact to adjacent properties?
- b) Has the AO approved to proceed with the requirements;
- c) Is there more than one special permit required;
- d) Can work affect energy production or disrupt customer supply;
- e) Is a group isolation required;
- f) Complete a risk assessment as per HSEP0301;
- g) If the controlled risk is low;
- h) No PTW is required; and
- i) If the controlled risk is moderate or above see (PTW-FC-2)

## 2.2 PTW-FC-1.2 – Asset Owner approval for work performed under contract for HT

This flow chart is used to assess the potential opportunity for work to be carried out on HT assets without the need for a PTW. Obviously this decision must not be taken lightly and all the usual questions will need to be considered before authorisation is given by the AO.

However, if the work is of a nature where issuing a PTW will add no value to the control of safety and environmental conditions then the contractor can work under their safe systems of work, providing they meet the intent of HT’s safety system.

After considering the option of carrying out the work without a PTW, the AO believes he can discharge his responsibility by insisting a PTW shall be used, this will become the default position.

PTW-FC-1.2 the AO needs to consider the following:

- a) Is there a current contract in place that covers the proposed scope of work;

- b) Has the contractor HSE documents been completed;
  - i. HSEP1101.1;
  - ii. HSEP1101.2; and
  - iii. HSEP1101.3
- c) The AO reviews the request and seeks clarification if required;
  - a. Is there is a signed contract in place that covers the proposed scope of work?
  - b. What are they doing?
  - c. Why are they doing it?
  - d. How are they doing it?
  - e. What are the hazards, risks and controls to be used?
  - f. Who is managing and leading the work?
  - g. Who is the HT person representing HT during the execution of the contract and liaising with the contractor doing the work?
  - h. Does the contractor have acceptable safe systems of work that meet the intent of the Hydro Tasmania systems?
  - i. Is there potential to impact our people, assets or access?
  - j. Is there a potential impact to adjacent properties?
- d) Has the AO approved the proceed with the request;
- e) Is there more than one special permit required;
- f) Can work affect energy production or disrupt customer supply;
- g) Is a group isolation required;
- h) Complete a risk assessment as per HSEP0301;
- i) If the controlled risk is low;
- j) No PTW is required; and
- k) If the controlled risk is moderate or above see (PTW-FC-2)

## 2.3 PTW-FC-1.3 – Asset Owner approval for 3rd Party access to HT assets or property.

This flow chart is used when a 3rd party requests access to HT property for the purposes of maintenance of their assets and/or project work. The project work could be to erect a new facility (i.e. communications tower, installing a new water pipe etc.) on HT's property and therefore the AO needs to consider the impact of this work and any ongoing maintenance requirements by the 3<sup>rd</sup> party and/or their contractors.

It is important that HT informs the 3<sup>rd</sup> party of any hazards and/or any other special requirements associated with accessing HT property to complete their.

While it is important for HT to understand what the 3<sup>rd</sup> party is doing and how they are going about their work, it is not HT's responsibility or accountability to direct the 3<sup>rd</sup> party on these matters. However we do have a duty of care under legislation to inform the 3<sup>rd</sup> party of any concerns HT has with how the work will be carried out, based on our knowledge and experience.

What is important, is HT being in control of any potential impact on HT's assets and people, adjacent landowners and businesses and the risk to HT's reputation in the context of what and why the 3<sup>rd</sup> party is doing the work and/or if there is an incident.

The AO must remember that anything that goes wrong may be reported in the media as a Hydro Tasmania incident and/or issue (i.e. worker seriously injured at a HT site, major environment spill on HT land etc.) therefore, HT has to be confident that the 3<sup>rd</sup> party will be in control of the work they will carrying out on HT property, despite it being the 3<sup>rd</sup> parties assets.

PTW-FC-1.3 the AO needs to consider the following:

The AO reviews the request and seeks clarification if required;

- i. What are they doing?
- ii. Where are they working (proximity to our assets)?
- iii. Why are they doing it?
- iv. How are they doing it?
- v. What are the hazards, risks and controls they will be using?
- vi. How are they managing and leading the work?
- vii. How will they manage an incident and what is the reporting process?
- viii. How will site access, egress and security be managed and who will be accountable?
- ix. Does the 3<sup>rd</sup> party have any special requirements that HT need to deliver for them to carry out their work (i.e. water levels, flows etc.)?
- x. How will HT access the site during work hours and after hours to complete maintenance and operational activities?
- xi. Will the 3<sup>rd</sup> parties work create additional hazards that will impact on any work that HT is doing at the same location?
- xii. What hazards do Hydro Tasmania have that will impact on the 3<sup>rd</sup> parties work?
- xiii. What work is HT carrying out in the area that may create additional hazards to the 3<sup>rd</sup> parties work?

b) Does the external party have acceptable safe systems of work that meet the intent of the Hydro Tasmania systems?

c) Has the AO approved to proceed with the requirements;

d) Is there more than one special permit required;

e) Can work affect energy production or disrupt customer supply;

f) Is a group isolation required;

g) Complete a risk assessment as per HSEPO301;

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- h) If the controlled risk is low;
- i) No PTW is required; and
- j) If the controlled risk is moderate or above see (PTW-FC-2)

## 3.0 General Principles of the Permit to Work

- a) no PTW **shall** be issued prior to the AO approving that adequate planning and preparation has occurred;
- b) no PTW shall be issued prior to the authorised issuing officer (AIO) and the PIC agreeing that adequate planning and preparation has occurred;
- c) no changes to the terms and conditions provided by a PTW **shall** be changed without the knowledge and consent of the PIC or instructed person (IP) while they are signed on to the PTW;
- d) the PTW and associated documentation is the source of truth, as such it **shall** accurately record what was agreed and done. If there is any uncertainty or clarification required regarding the scope or the equipment to be worked on, all parties **shall** refer to the PTW;
- e) where the PTW documentation does not accurately reflect the work or access required all activity **shall** stop and not proceed until the PTW is reviewed and alignment between the activity and the documentation is achieved;
- f) The roles of AO, AIO and PIC should be performed by different people for a PTW. This is to ensure a level of independence and critical review. By not doing this the risk of undetected errors increases;
- g) Where it is not practical, to have different people in the roles, additional vigilance is required when checking the risk controls are correctly identified and actioned. This risk shall be specifically considered in a Take 5 and approved in writing by the AO;
- h) the AO can nominate a person to be authorised to carry out the AO roles and responsibilities under the PTW procedure. This person will be identified as the Asset Owner delegate (AOD). A project/job manager identified on a master permit will be the AOD for the scope of work detailed on the master permit. Any AOD's **shall** be authorised by the Operational Compliance and Capability Manager;
- i) the issue and receipt of a Master PTW may occur in a location at the discretion of the AO and is issued directly from the asset owner to the job/project manager who is thereby authorised as the AOD for the scope of work covered by the master PTW;
- j) the issue, receipt and hand back of a PTW and the transfer of PIC **shall** only occur at the location/work site unless covered by the unplanned PIC transfer process, or a suspension or cancellation of the PTW takes place;
- k) a PTW can only be issued by an AIO to a PIC. The PIC **shall** independently determine that safe conditions exist at the worksite noting all hazards/danger points, control measures and/or conditions for testing, prior to accepting the PTW;
- l) multiple PTW's can be issued on the same or adjacent assets, plant, equipment or property, providing that the delineated work site for each PTW is established and **shall** not be entered without approval of the relevant PIC;
- m) the PTW shall be readily available for inspection at the location/work site at all times that the work party is on site, unless the PTW is suspended in which case it will be kept in a secure place by the AO or AOD. The original of any PTW which has isolation points **shall** be kept in the PTW sleeve, locked to the group isolation board;
- n) PTW's **shall** be coordinated/recorded on the Operational Log;
- o) the actioned schedule of planned operations (SOPO) used to provide safe access **shall** be kept with the PTW. Where "cross locking" or a Master SOPO is used, copies of all SOPO's actioned to provide safe access **shall** be kept with the PTW;

- p) a copy of all agreed active risk controls, checklists and guidelines **shall** be kept with the PTW, except where special permits are required to be posted at the work site for the duration of the permit. Any risk controls, checklists and guidelines that are no longer required for the current and unfinished work **shall** be kept in an organised folder identified and available to the PIC, work party, AO and AIO;
  - I. in addition to the PTW other permits may be required, e.g. hot work, confined space, diving, and concealed services, where required these permits shall be identified on the PTW. These other permits can be used independently as a safe work control system with exception of the diving permit and
- q) All cancelled PTW's **shall** be reviewed by the AO for quality, completeness and consideration of any future work or actions.

### 3.1 Master and Subsidiary Permit to Work

See:

- a) PTW-FC-2 using a master permit to work

Master and subsidiary permits' to work may be required to manage and control major or complex scopes of work; where :

- a) there are a number of work groups undertaking different tasks, with different risk control measures;
- b) it is unreasonable to expect a single PIC to maintain effective control of the Work Site and the identified risk management controls; or
- c) where an AO cannot reasonably engage in the day to day demands of the work to effectively discharge their PTW core functions and responsibilities.

The use of subsidiary permits' to work shall be approved and enacted by completion of a master PTW where the AO approves the agreed risk control plan and measures for the scope of work, and formally delegates his authority to approve work and risk controls for Subsidiary permits' to work within the approved scope of the master PTW.

Note:

Any associated documents shall be recorded on the PTW risk control attachment tracking sheet which shall be attached to the Master PTW.

### 3.2 Pre-approved Permit to Work

Where work is routine and/or predictable the AO (not the AOD) may choose to prepare and approve a PTW in anticipation of the work being required.

Provided:

- a) a controlled register is maintained to store and access the PTW when required;
- b) AIO's and PIC's are nominated prior to the PTW being approved; and
- c) the AO has discussed the details of the PTW and the work with the nominated AIO's and PIC's prior to the PTW being approved;

When a pre-approved PTW is to be implemented:

- a) the AIO must ensure that the work to be undertaken matches the scope of work identified in the PTW. Any discrepancy must be raised with the AO; and
- b) the PIC must ensure the JHA is reviewed to manage any hazards found on the day that was not anticipated in the PTW when approved

## 4.0 Permit to Work

The fundamental risk management process is followed and achieved by:

### 4.1 Planning

See:

- a) PTW-FC-3 – Planning swim lane for single permit to work; and
- b) PTW-FC-4 – Planning swim lane for subsidiary permit to work

The approval of the work to be carried out and the subsequent planning, defining, requesting and approval of the scope of work and specification is to be undertaken prior to the date of the requested/planned time of the work.

A request for a PTW is made by completing Section 1.1 of the PTW (see below) defining; location/equipment/work site, brief description/scope of work and requested date and duration of work, where specific sections or parts of equipment are not to be worked on this shall also be included. Approval for the request for work to be done is achieved via the AO approval through the SAP, Project or Contract approval processes, or directly (for smaller or more urgent work) by signing the “Work scope approval” on the PTW form. Where approval by processes other than signing is completed, the SAP Work Order (W/O) number, Project number or Contract number shall be entered on the PTW form.

#### Section 1.1 PTW – Part A:

- a) job manager/requestor completes section 1.1, 1.2 and 1.3 of part A;
- b) Note: The inclusion of vital information shall not be limited by the space available on the standard PTW template. Any additional information shall be included in the documents attached to the PTW and recorded in the risk control attachment tracking sheet; and
- c) the AO reviews the scope of work, if approved the AO signs off section 1.1 of PTW part A “scope of work approval”

Section 1.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">Permit to work ID No.</td> <td colspan="2" style="background-color: #cccccc; text-align: center;">PTW _____ / _____</td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">Requestor / Job manager</td> <td colspan="2" style="background-color: #cccccc; text-align: center;">Asset owner ( AO )</td> </tr> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Contact</td> <td style="width: 50%;">Asset owner</td> <td style="width: 50%;">Contact</td> </tr> <tr> <td colspan="4" style="background-color: #cccccc; text-align: center;">Location/equipment/work site</td> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> <tr> <td colspan="4" style="background-color: #cccccc; text-align: center;">Brief description/scope of requested/ proposed work ( attach more detailed scope if required )</td> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> <tr> <td colspan="4" style="background-color: #cccccc; text-align: center;">Work Instructions ( attach more detailed instructions if required )</td> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">Requested/planned date and duration of work</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">Duration:</td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">SAP Outage Constraint No.</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">Scope of work approval</td> <td colspan="2" style="text-align: center;">Date:</td> </tr> <tr> <td style="width: 25%;">S.A.P Job No.</td> <td style="width: 25%;">Project No.</td> <td style="width: 25%;">Contract No.</td> <td style="width: 25%;">Asset Owner signature</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Permit to work ID No.		PTW _____ / _____		Requestor / Job manager		Asset owner ( AO )		Name	Contact	Asset owner	Contact	Location/equipment/work site								Brief description/scope of requested/ proposed work ( attach more detailed scope if required )								Work Instructions ( attach more detailed instructions if required )								Requested/planned date and duration of work		Date:	Duration:	SAP Outage Constraint No.				Scope of work approval		Date:		S.A.P Job No.	Project No.	Contract No.	Asset Owner signature				
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## 4.2 Approval

See:

- a) PTW-FC-3 planning swim lane for single permits to work; and
- b) PTW-FC-4 planning swim lane for subsidiary permits to work.

Using a Take 5, Safe Work Method Statements or other approved risk assessment and management tools to identify potential hazards and risks associated with the proposed work, and establish reasonable and appropriate controls to manage the risks to a level of "so far as is reasonably practicable".

Approval of the agreed control measures by an authorised person who is competent to ensure all hazards have been identified, the proposed control measures adequately control the risks and adequate planning and preparation has occurred to commence the work. An authorised person includes an authorised issuing officer, AO or AOD (delegations recorded in PTW Authorisation Register or by issue of Master Permit).

## Section 1.2 PTW – Part A:

- a) the AO agrees with the nominations to lead the work group who will carry out the work; and
- b) the AO approves the workers in the nominated roles and signs off section 1.2 of the PTW part A “workers nominated to lead the work”; and
- c) PIC selection assessment tool (See appendix 9.3). The purpose of the PIC selection assessment tool is to assist the AO in determining the suitable PIC/PICs to deliver a given scope of work under a PTW in a safe and successful manner while ensuring the work outcomes are achieved.

### Note:

It is important to note that during the early stages of planning for the work, the likelihood of knowing who the Job Manager, AIO and/or PIC may not be known, therefore it is important that the AO ensures that the planning is carried on behalf of these people, so the job can be executed safely and meet the expected outcomes of the work.

To facilitate this, the AO will need to ensure an Area Planner, or Works Co-ordinator, or Outage Manager, or Project Manager is the accountable person to ensure the planning work is carried out and as such the person nominated to lead the planning work is identified in Section 1.2 of the PTW. This does not mean, that through the different stages of the planning the person leading the effort cannot change, however if there is a change it shall be recorded in Section 1.2 of the PTW.

All risk controls identified as part of the planning and preparation for the work shall be implemented as required.

### Section 1.3 PTW – Part A:

a) AO approves the hazards and controls and signs off section 1.3 of the PTW Part A “asset owner agreement that risk controls are acceptable and planning can commence.

<b>Risk Management - Key hazard and controls identification</b>			
<b>Key hazards (X those applicable to the location and scope)</b>			
<input type="checkbox"/> Energy sources? <input type="checkbox"/> Disrupt production or customers supply? <input type="checkbox"/> Conflicting simultaneous activities? <input type="checkbox"/> Are the contractors to perform any work? <input type="checkbox"/> Chemicals and poisons? <input type="checkbox"/> Other hazards		<input type="checkbox"/> Confined Spaces? <input type="checkbox"/> Working at Heights? <input type="checkbox"/> Concealed services? <input type="checkbox"/> Environmental / Heritage requirements? <input type="checkbox"/> Airborne dust and fibres?	
<b>Agree Risk Controls (X those applicable)</b>			
<input type="checkbox"/> Take 5 <input type="checkbox"/> Group Isolation <input type="checkbox"/> Work site delineation <input type="checkbox"/> Working at Heights Checklist <input type="checkbox"/> Asbestos handling		<input type="checkbox"/> SWMS <input type="checkbox"/> SAP outage required <input type="checkbox"/> Concealed Services <input type="checkbox"/> Contractor HSE checklist <input type="checkbox"/> Work Instruction	
<input type="checkbox"/> Direct Isolation <input type="checkbox"/> Licences / legal permits <input type="checkbox"/> Confined Space permit <input type="checkbox"/> Diving Permit		<input type="checkbox"/> Personal Isolation <input type="checkbox"/> Safety Observer <input type="checkbox"/> Heritage Impact assessment <input type="checkbox"/> Testing procedure	
<b>PTW required</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<b>Review PTW-FC-1 (requirement to use a PTW)</b> PTW-FC-1.1 – AO approval for work performed under HT direct management and control PTW-FC-1.2 – AO approval for work performed under a contract for HT PTW-FC-1.3 – AO approval for a third party request to access HT assets or property	
<input type="checkbox"/> Other controls			
<b>Asset Owner agreement that risk controls are adequate</b>			
I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.		Asset Owner signature	

### Note:

The AO must ensure the necessary conversations take place and ensure that all of the hazards associated with the work are identified and recorded and it should be understood that the hazards are not limited to the list on the PTW. Consideration must also be given to any site conditions and/or other work that may impact on the hazards associated with the work to be carried out under the PTW.

If during the planning process the person accountable for the planning identifies a hazard that will have a significant impact on the work to be carried out, they will notify the AO to ensure the control measure is identified to minimise the risk to the people carrying out the work.

### Section 2 PTW – Part A:

a) AO agrees adequate planning and preparation has occurred; and  
 b) AO approves for the PTW to be implemented and signs off section 2 of the PTW Part A “asset owner approval to implement the PTW”.

<b>Asset Owner approval to implement the PTW</b>			
I accept that the planning and preparation is completed and approve this PTW to be implemented.			
Name <i>[Signature]</i>	Signature <i>[Signature]</i>	Date <i>[Date]</i>	Time <i>[Time]</i>

## 4.3 Acknowledgement of Planning Approval

See:

- a) PTW-FC-3 – Planning swim lane for single permit to work; and
- b) PTW-FC-4 – Planning swim lane for subsidiary permit to work

There is a “acceptance to proceed” hold point (Section 3) where the AIO and PIC who will be accountable to implement the PTW will satisfy themselves that all of the necessary planning, site preparations, resources etc. have been identified and organised to ensure the work can be completed safely and deliver the expected outcome.

The purpose of the “acceptance to proceed” signoff, is to give an AIO and/or PIC, who have not been closely involved with the planning and organising of the work an opportunity to review the planning and if they believe more planning and organising needs to be carried out, they will not sign Section 3 of the PTW.

It is important that the AIO and PIC have the confidence to implement the PTW and if they do not, work will not proceed and the AO will be notified to discuss the next steps.

The PIC, who formally accepts the responsibilities of leading the work party, shall be competent and confident to carry out this role and is to ensure all agreed controls are effectively implemented and maintained.

Note: this includes ensuring/verifying that all isolations, energy constraints/drains and earths are applied and effective by testing or other suitable means

### Section 3 PTW – Part A:

- a) AIO meets the PIC to discuss and clarify the detail of the scope, hazards and controls, the level of planning and preparation and confirm authorisation of the AIO;
- b) proceed if the AIO understands the PTW and agreed adequate planning and preparation has occurred;
- c) AIO signs section 3 of the PTW Part A “AIO acceptance that the PTW is ready to implement”
- d) proceed if the PIC understands the PTW and agreed adequate planning and preparation has occurred; and
- e) PIC signs section 3 of the PTW Part A “AIO acceptance that the PTW is ready to implement”

Section 3				
<b>AIO-and-PIC-acceptance-that-the-PTW-is-ready-to-implement-and-the-work-can-be-completed-safely</b>				
	<b>AIO—I-accept-that-the-planning-and-preparation-is-complete-and-this-PTW-ready-to-implement</b>			
	Name <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/>	Time <input type="text"/>
<b>PIC—I-accept-that-the-planning-and-preparation-is-complete-and-this-PTW-ready-to-implement</b>				
	Name <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/>	Time <input type="text"/>

#### Note:

It is important that the AIO and PIC have an opportunity to make the final decision on whether the PTW can be implemented and that they are not pressured to accept work at the last minute or work which has not been planned or organised to ensure a high standard of safety is achieved, they have to know they will be in control of their respective parts of the PTW.

## 4.4 Group Isolations

- a) Are operations and/or group isolations required?
- b) AIO reviews the Schedule of Planned Operations (SOPO) and checks that it has been signed as “checked” and “prepared” by an authorised AIO;
- c) AIO actions the SOPO;
- d) AIO places the key for the yellow isolation locks from the set in the group isolation board and secures the board with a green lock;

- e) AIO checks the SOPO is actioned and signs the SOPO as “actioned and completed”;
- f) PIC secures the group isolation board with their red lock;
- g) PIC witnesses the actioned SOPO, checks and verifies all isolations and delineation with the AIO; and
- h) The PIC signs the SOPO as “PIC checked”

## 4.5 Site Handover

See:

- a) PTW-FC-3 – Planning swim lane for single permit to work; and
- b) PTW-FC-4 – Planning swim lane for subsidiary permit to work

### Section 4 PTW- Part B

- a) AIO confirms the PICs authorisation and understanding of the PTW;
- b) AIO presents their authorisation to the PIC;
- c) if the AIO is satisfied with the PIC’s ability to lead the work party, the AIO issues the PTW and signs Section 4 of the PTW – F – 1 – Part B “Site Handover”;
- d) if the PIC is satisfied with the AIO’s preparation of the worksite the PIC accepts the PTW and signs Section 4 of the PTW – F – 1 – Part B “Site Handover”; and
- e) The PIC secures the PTW and SOPO (if used) in the PTW sleeve with their red lock;

**Note:**

Where a group isolation board is used the board and PTW sleeve are secured together by the PIC’s red lock

Site Hand Over				
Section 4	<b>Authorised Issuing Officer</b> (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, that any isolations, earthing, energy dissipation, draining and work site delineation is in place and give permission to commence work			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>
<b>Person in Charge</b> – I accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments Note: use Person in Charge – change log & acknowledgement sheets as required				
<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	

## 4.6 Work/Access Proceeds under the PTW

There is a “acceptance to proceed” hold point (Section 3) where the AIO and PIC who will be accountable to implement the PTW will satisfy themselves that all of the necessary planning, site preparations, resources etc. have been identified and organised to ensure the work can be completed safely and deliver the expected outcome.

The PIC, who formally accepts the responsibilities of leading the work party, **shall** be competent and confident to carry out this role and is to ensure all agreed controls are effectively implemented and maintained.

Note: this includes ensuring/verifying that all isolations, energy constraints/drains and earths are applied and effective by testing or other suitable means.

See:

- a) PTW-FC-3 – Planning swim lane for single permit to work;
- b) PTW-FC-4 – Planning swim lane for subsidiary permit to work

- c) PTW-FC-5 PIC leaves or returns to the worksite;
- d) PTW-FC-6 change of PIC;
- e) PTW-FC-7 change of conditions;
- f) PTW-FC-8 isolations addition/deletions; and
- g) PTW-FC-9 suspension reactivation.

## Section 5 PTW- Part B

- a) PIC manages all activities on the site and controls all access to the site to the requirements of the PTW;
- b) PIC checks and verifies all isolations, PTW documentation, delineation and authorisations with the Instructed person (IPs);
- c) IPs follow all instructions given by the PIC. IPs lock on/off section 5 PTW-F-1-Part B “work party – tracking and acknowledgement” when entering and leaving the site;
- d) if the PIC leaves the worksite see PTW-FC-5;
- e) if a change of PIC is required see PTW-FC-6;
- f) if a change of condition is required see PTW-FC-7;
- g) if a group isolation addition / deletion is required see PTW-FC-8; or
- h) if a suspension / reactivation is required see PTW-FC-9

<b>Safety Observer (if required) – tracking &amp; acknowledgement</b> Note: use additional safety observer – tracking & acknowledgement sheets as required							
Section 5.2	1. I understand the scope of work, the hazards and risks present and introduced and commit to fully implementing the agreed precautions and control measures; 2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site; 3. I am competent ( and ticketed where legally required) to carry out the work and role required of me; 4. I fully understand the role and responsibilities of a safety observer; and 5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity						
	Name (print)	Contact No	Sign On		Sign Off		
Signature			Time	Date	Signature	Time	Date

- a) the PIC **shall** inform and discuss with the work party:
  - I. the scope of the work;
  - II. all hazards and risks present and introduced;
  - III. all precautions and risk controls are in place and understood, including isolations;
  - IV. that the safety observer ( if required by the PTW ) is fully aware of the role they are to play in controlling specific risks, and actions they are to take if any of the risk controls are transgressed, become ineffective or new hazards are observed; and
  - V. that each member of the work party is responsible to stop work, alert the PIC and other workers if any new or changed hazards are identified during the progress of the work.
- b) the PIC **shall** ensure that each member of the work party is appropriately inducted, trained and competent (and authorised where legally required) to safely carry out the work and role required of them;
- c) each member of the work party **shall** sign on to the PTW to acknowledge and confirm that they:
  - i. understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures;
  - ii. have been inducted in appropriate safe work practices and the work site introduction has provided them with an understanding of the hazards present on the work site; and
  - iii. are competent (and /authorised where legally required) to carry out the work and role
- d) the safety observer signs on to the PTW to acknowledge and confirm that they:
  - I. understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures;
  - II. have been inducted in appropriate safe work practices and the work site introduction has provided them with an understanding of the hazards present on the work site;
  - III. are competent ( and /authorised where legally required ) to carry out the work and role; and
  - IV. fully understand the roles and responsibilities of a safety observer and **shall** perform the role of a safety observer exclusively and not perform any other activity whilst a nominated safety observer.
- e) the PIC **shall** ensure that all work party members are signed on to the PTW and correctly locked on before commencing work.

The work is done in accordance with the scope and agreed control measures with the understanding that should any of the conditions change or any unexpected hazards or risks be identified, that work **shall** be

stopped. Where required the work party **shall** move to a safe location for the new risks to be assessed and any new control measures be put in place before recommencing work, when safe to do so.

Note: The PIC does not sign off the PTW unless transferring to another PIC, AO or AOD, or handing back the PTW.

#### 4.6.1 Permit to Work - Transfer/Suspension/Reactivation

It is important that the PIC is competent and confident to lead the work described in the PTW scope. The AO or their AOD will select and approve the initial PIC for the PTW. At the time a PTW is issued to a PIC, the AIO shall judge whether the proposed PIC is suitable to lead the work. For any subsequent change in PIC, the AO or their AOD shall be consulted and shall approve any proposed new PIC for the work covered by the PTW.

There are 5 potential scenarios of transferring accountability for a PTW to another PIC:

- a) Immediate Transfer to new person in charge;
  - i. where the current person in charge is able to transfer PIC responsibilities to another PIC immediately (see PTW-FC-6.1);
- b) Delayed Transfer to new person in charge;
  - i. where the current person in charge is not able to transfer PIC responsibilities to another PIC immediately (see PTW-FC-6.2);
- c) Unplanned Delayed Transfer to new person in charge;
  - i. where the current person in charge is unexpectedly not able to transfer PIC responsibilities to another PIC (see PTW-FC-6.3);
- d) Suspension of PTW – transfer to Asset Owner or delegate as PIC until PTW reactivated;
  - i. a PTW may need to be suspended for a number of safety or operational reasons determined by the Asset Owner or delegate (see PTW-FC-9.1);
  - ii. when this happens the PIC will be required to transfer his role as PIC to the Asset Owner; or delegate until the Asset Owner or delegate determines that the PTW can be reactivated. The PTW and Group Isolation Board (if used) should be removed from the worksite after all personal isolation locks have been removed and everyone signed off the PTW. All “working earths” must be removed prior to Suspension of the PTW;
- e) Reactivation of PTW – transfer to a PIC from Asset Owner or delegate after a suspension (see PTW-FC-9.2);
  - i. when the Asset Owner or delegate determines that the PTW can be reactivated, the PTW is transferred to a PIC as appointed by the Asset Owner or delegate – following the same process as the “unplanned delayed transfer” procedure. The PTW and Group Isolation board are returned to the worksite. All isolations and risk controls shall be verified by the new PIC.

**Note:**

The Asset Owner or delegate shall utilise the PTW – PIC Tracking and Acknowledgement sheet to log the “Suspended” or “Reactivated” status of a PTW by writing this on the line after the last PIC transfer. The Asset Owner or Delegate shall also ensure that the status of the PTW is updated on the Operational Log of the site as required.

**Note:**

The intent of the above transfer processes is to ensure that it is clear who the PIC of the PTW is at all times until it is finally handed back.

## 4.7 Site Hand Back

See:

- a) PTW-FC-3 site hand back swim lane for single permits to work; and
- b) PTW-FC-4 site hand back swim lane for subsidiary permits to work.

The person in charge of the work formally hands back the work area/equipment to the authorised issuing officer acknowledging that it has been left in a safe and operable condition, and that all agreed additional control permits have been closed.

The Asset Owner (or delegate at the Asset Owner's direction) may direct the PIC to hand back the PTW at any time.

In other words, the PTW being Cancelled or Suspended. Naturally this will be done in liaison with the current PIC to ensure safety of people and equipment. If the PIC is not available to complete the Hand back when required by the asset owner – the process for returning control to the Asset Owner or delegate will follow the “Unplanned Delayed transfer” procedure. The PTW and Group Isolation Board (if used) shall be removed from the worksite after all “working earths” have been removed, all personal isolation locks have been removed and everyone has signed off the PTW.

The authorised issuing officer formally confirms and accepts the work/equipment/workplace is complete, safe and ready for service (or accepts any limitations remaining ), that all additional permits are closed and that the permit board and operational log (where required) is updated as appropriate.

### Section 6 PTW-- Part B

- a) The PIC de-mobilises the site, removes all work earths and additional safety measure, ensures all IPs sign off the PTW, lock off the group isolation board (if used) and that they are clear of the site
- b) The PIC identifies any plant or equipment not fit for return to service. This is achieved using an orange defect/restriction lock and an unusual/hazardous condition tag;
- c) The PIC completes and signs Section 6 PTW-F-1-Part B “PIC Sign off – hand back”;
- d) The AIO inspects the worksite and reviews the completed PTW documentation for accuracy and completeness with the PIC;
- e) Once satisfied with the condition of the worksite the AIO cancels the PTW;
- f) The AIO signs off in Section 6 PTW-F-1-Part B “PIC Sign off – hand back”;
- g) The PIC removes their red lock from the group isolation board (if used);
- h) If there are any orange defect/restriction locks fitted to the plant, the AO reviews the significance of any defects and initiates any future work/actions required

Section 6	<b>Site Hand Back</b>		
	<b>Restrictions with plant</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Follow up actions required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>PIC Sign Off – Hand Back</b>		
	Links have been returned to operational state? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Protection settings restored? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The work area has been left in a safe and operable condition <input type="checkbox"/> Yes <input type="checkbox"/> No	All other risk control permits have been closed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Instructed Persons signed off, locked off and clear of the worksite? <input type="checkbox"/> Yes			
<b>PIC – I have completed my work/access and acknowledge this PTW is cancelled</b>			
Name	Signature	Date	
Time			
<b>AIO Sign Off – Hand Back</b>			
AIO – I have reviewed the PTW documentation and inspected the worksite with the PIC. I am satisfied that all work has been completed as requested, all permit to works have been closed and the operational log sheet has been updated			
Name	Signature	Date	
Time			

## 4.8 Restoration

See:

- a) PTW-FC-3 restoration swim lane for single permits to work; and
- b) PTW-FC-4 restoration swim lane for subsidiary permits to work.

- a) The authorised issuing officer receiving the hand back of a PTW is responsible for restoring the plant to service if safe to do so
- b) Are the operations and or restorations required;
- c) AIO reviews the SOPO and checks that the document has been signed as “checked” and “prepared” by an authorised AIO
- d) AIO removes the green lock from the group isolation board to access the keys for the yellow isolation locks;
- e) AIO actions the SOPO
- f) AIO checks the SOPO is actioned and signs the SOPO as “actioned and complete”
- g) AIO to return plant to service

## 4.9 Review

See:

- a) PTW-FC-3 restoration swim lane for single permits to work; and
- b) PTW-FC-4 restoration swim lane for subsidiary permits to work.

## Section 7 PTW- Part B

- a) AO reviews completed PTW and initiates any future work/actions required and signs section 7 PTW-F-1-Part B “asset owner acknowledgement that the PTW is cancelled”; and
- b) PTW filed as per HSEP0933

Section 7	<b>Asset Owner acknowledgement that the PTW is cancelled</b>		
	AO – I acknowledge that this PTW is cancelled. I have reviewed any restrictions or defects identified under the PTW. I have considered and initiated any future work as needed		
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
			<i>Time</i>

## 4.10 Lost or Damaged Permit to Work

- a) If a PTW or its associated documents are lost or damaged to the point of being unreadable:
  - i. the PTW **shall** be immediately cancelled, as per section 5.8 of this procedure;
  - ii. a new PTW **shall** be prepared and issued if work or access is still required. This will require all SOPO's, isolations, locking and tagging to align to the new PTW; and
  - iii. the event **shall** be reported and managed as an Operational incident in accordance with the incident management and investigation procedure HSEP1401.

# 5.0 Core Functions and Responsibilities

## 5.1 Asset Owner

The AO shall be an authorised person and is responsible for:

- a) ensuring that they have authorisation from Hydro Tasmania and are competent and confident to fulfil the role of the AO at the work site and for the work scope;
- b) reviewing and approving the proposed scope of works;
- c) reviewing and approving, and if required varying the proposed extent of the work site boundaries and delineation;
- d) reviewing and approving, and if required varying, the identified risk management controls;
- e) judging and approving the appointment of persons in charge to ensure that they are competent and capable of leading the work and risk controls while they are “in charge” of the work;
- f) determining the need for work managed and controlled by permits, including the use of PTW’s, Master and Subsidiary PTW’s and special permits; and
- g) directing the Suspension, Reactivation or Cancellation of a PTW.

**Note:**

A suspension, reactivation or cancellation of a permit can happen at any time as directed by the Asset Owner for safety or operational reasons.

**Note:**

The asset owner shall ensure co-ordination of all activities on their Assets ensuring that any potential conflicts are addressed.

## 5.2 Asset Owner Delegate

The Asset Owner delegate falls into two categories as follows:

### 5.2.1 AOD working under the terms of a Master Permit to Work issued by an AO

This is when the AO has reviewed the planning and preparation of work to be carried out. The Asset Owner delegates their authority to an Asset Owner Delegate (AOD) who will be responsible to discharge all of the duties of the Asset Owner on the assets identified on the master permit to work.

The AOD shall be an authorised person and is responsible for:

- a) ensuring that they have authorisation from Hydro Tasmania and the Asset Owner and are competent and confident to fulfil the role of the AOD at the work site and for the work scope in accordance with the Master PTW;
- b) reviewing and approving the proposed scope of works for all subsidiary PTW;
- c) reviewing and approving, and if required varying the proposed extent of the work site boundaries and delineation;
- d) reviewing and approving, and if required varying, the identified risk management controls;
- e) judging and approving the appointment of persons in charge to ensure that they are competent and capable of leading the work and risk controls while they are “in charge” of the work;
- f) determining the need for work managed and controlled by permits, including the use of PTW’s, Master and Subsidiary PTW’s and special permits; and

g) directing the Suspension, Reactivation or Cancellation of a PTW.

**Note:**

A suspension, reactivation or cancellation of a permit can happen at any time as directed by the Asset Owner Delegate for safety or operational reasons.

**Note:**

The Asset Owner Delegate shall ensure co-ordination of all activities on their Assets ensuring that any potential conflicts are addressed.

### 5.2.2 AOD who is representing the AO on selected work activities

The purpose of this AOD is for selected activities only. This is not to be used as a convenience tool in the absence of good planning for the whole area. The intent of this role is to represent the Asset Owner, when they are not available, to carry out their duties. Authorisation shall be in writing from the Asset Owner to the Asset Owner Delegate and attached to Part A of the PTW.

The AOD shall be an authorised person and is responsible for:

- a) ensuring that they have authorisation from Hydro Tasmania and the Asset Owner and are competent and confident to fulfil the role of the AOD at the work site and for the work scope in accordance with the PTW;
- b) reviewing and approving the proposed scope of works;
- c) reviewing and approving, and if required varying the proposed extent of the work site boundaries and delineation;
- d) reviewing and approving, and if required varying, the identified risk management controls;
- e) judging and approving the appointment of persons in charge to ensure that they are competent and capable of leading the work and risk controls while they are “in charge” of the work;
- f) determining the need for work managed and controlled by permits, including the use of PTW and special permits;
- g) directing the Suspension or Cancellation of a PTW; and
- h) directing the reactivation of a PTW in consultation with the Asset Owner.

**Note:**

A suspension, reactivation or cancellation of a permit can happen at any time as directed by the Asset Owner Delegate for safety or operational reasons.

**Note:**

The Asset Owner Delegate shall ensure co-ordination of all activities on their Assets ensuring that any potential conflicts are addressed.

### 5.3 Job Requester

Job Requestor means any person who wants to initiate work on Hydro Tasmania assets or facilities (*e.g. Asset Owner, Maintenance Planner, Works Coordinator, Facilities Manager, Outage Manager, Site Managers, Project Managers etc.*)

The Job Requestor shall be responsible for identifying: -

- a. the Location of the equipment and extents of the work site;
- b. the scope of work to be undertaken, including the expected time frame and any testing to be undertaken;
- c. appropriate risk management controls required for the safe conduct of the work , including but not limited to: -

- i. special permits;
- ii. work site delineation; and
- iii. isolation, lock out and tag out.

d) where the scope of work is extensive, the job requestor shall consider the need for the use of master and subsidiary permits' to work, where it is unreasonable to expect a single PIC to maintain effective control of a work site and all risk management controls. The need for a Master PTW shall be discussed and agreed with the Asset Owner.

The job requestor shall be available to address any queries raised by the asset owner or delegate, authorised issuing office, person in charge or instructed persons arising during the planning or execution of the works.

**The job/project manager may assume the role of asset owners delegate (for a master PTW) or of a person in charge (for simple or Subsidiary permits' to work) at the commencement of works.**

Where a Master PTW is used the job requestor shall be responsible for tracking and documenting all subsidiary permits' to work on the master PTW and be in control of the master PTW until handed back.

## 5.4 Permit to Work - Authorised Issuing Officer

The AIO shall be an authorised person and is responsible for:

- a) ensuring that they have authorisation from Hydro Tasmania and are competent and confident to fulfil the role of the authorised issuing officer at the work site and for the work scope;
- b) ensuring that the equipment/work site is safe for work, prior to issuing a PTW;
  - i. preparing schedule of planned operations (SOPO), which reflects the scope and all activities identified in the PTW. and arranging independent checking of the SOPO;
  - ii. performing plant isolations using "Danger – Do Not Operate" Tags and yellow Isolation Locks in accordance with prior prepared and checked Schedule of Planned Operations (SOPO);
  - iii. confirm the need for, extent of, and establish work site delineation prior to issuing a PTW;
  - iv. liaising with the person in charge prior to a PTW being issued to determine whether the person in charge intends to use any special tooling, vehicle or plant which may have a bearing on the preparation/delineation of the work site;
  - v. liaising with the person in charge to ensure the description of work accurately describes the work to be performed;
  - vi. liaising with the person in charge to ensure additional control measures and/or conditions for testing is detailed on the PTW; and
  - vii. where the authorised issuing officer determines that a safety observer is required in addition to previously determined and agreed control measures, the appointment is made in consultation with the person in charge.
- c) ensuring that a PTW is issued only to employees who hold current person in charge authorisation, and who present as competent and confident to lead the work covered by the PTW. This includes situations where the PIC changes during the operation of the permit to work;
- d) giving permission to commence work and receiving hand back of a PTW in liaison with the person in charge;
- e) describing the status of the equipment/work Site, hazards/danger points and any relevant information to the person in charge and, if possible, to the instructed persons;
- f) identifying and approving the conditions under which isolation, operational earths and additional safety measures can be varied for testing. The responsibility for varying the conditions may be delegated to the person in charge;

- g) issuing/cancelling any apparatus interface statements with other operating authorities in liaison with their authorised officer;
- h) maintaining familiarity, complying with this procedure and any and all amendments as they occur; and
- i) restoring the plant back to service after PTW hand back if safe to do so.

**Note:**

The authorised issuing officer is not responsible for checking the technical qualifications of the person in charge, but must make the judgement on the PIC's competence and confidence to be the PIC.

**Note:**

The authorised issuing officer **shall** not alter any isolations, even when all work party and PIC personal isolation locks have been removed, unless explicitly agreed and directed by the PIC and the PIC subsequently advises the whole work party utilising a Change of Condition/Test Sheet before work recommences.

## 5.5 Permit to Work - Person in Charge

The PIC shall be an authorised person, approved by the AO for type of work and the work environment, and is responsible for:

- a) ensuring that they have authorisation from Hydro Tasmania and are competent and confident to fulfil the role of the PIC at the work site and for the work scope;
- b) ensuring that work is carried out in accordance with the scope, work site boundaries and risk managements controls identified by the AO;
- c) ensuring instructed persons understand and comply with the scope, work site boundaries and risk managements controls identified by the AO;
- d) controlling the work site and the work by:
  - i. being present to the extent necessary to fully exercise responsibility;
  - ii. transferring responsibility to another person in charge; and
  - iii. ceasing work and removing all persons from the work site if unable to immediately appoint another person in charge.
- e) removing any person deemed unsuitable from the location/work site;
- f) in addition to any previously completed risk assessments, conduct regular Take 5 assessments to ensure any additional or changed conditions that have changed risk are considered and controlled;
- g) ensuring a current copy of the PTW procedure, the isolation procedure and the safe work practices handbook shall be readily available at the location/work site;
- h) maintaining familiarity, complying with this procedure and any and all amendments as they occur.
- i) determining that the AIO is authorised to issue the PTW;
- j) liaising with the AIO prior to a PTW being issued and informing the AIO of any intended use of special tools, vehicles or plant which may have a bearing on the preparation/delineation of the work site;
- k) liaising with the AIO to ensure the description of work accurately covers the work concerned;
- l) liaising with the AIO to ensure all agreed risk control measures, including all isolations, are implemented;
- m) ensuring that the equipment/work site covered by the PTW is safe for work;
- n) receiving and being in control of the PTW until transferred to another PIC, or handed back, or surrendered if cancelled;
- o) ensuring the original of the PTW shall be readily available at the location/work site at all times that the work party is on site;
- p) ensuring that instructed persons working under the PTW:
  - i. are familiar with their responsibilities;
  - ii. understand the extent of the location/equipment/work site covered by the PTW;

- iii. understand the extent of the hazards/danger points present and agreed controls;
- iv. have signed on the PTW;
- v. have locked on to any isolations and special permits required; and
- vi. work safely.

q) appointing a safety observer, competent for the task and environment, as agreed as a PTW control or with the authorised issuing officer prior to the work commencing or as the need arises during the work activities;

r) ensuring, where testing is approved, all Instructed persons, cease work, remove their personal isolation locks and sign off the PTW prior to commencing testing. A change of condition/test sheet shall be completed and signed off by the work party involved in the testing prior to and at the completion of each test step where risks, conditions or isolations change. The person in charge shall ensure the work party lock on to the isolations in place for the testing. The person in charge must ensure that on completion of testing; all isolations are fully restored, and all instructed persons are fully briefed on the changes which may potentially occur in their work environment as a consequence of the testing before Instructed persons replace personal isolation locks;

s) implementing control measures and/or conditions for testing as delegated by the AIO;

t) applying and removing work earths, as additional safety measures, and recording their application and removal in an appropriate Log;

u) on completion of work, the person in charge shall ensure that all instructed persons working under the PTW:

- i. have signed off the PTW;
- ii. have removed their Personal Isolation Locks;
- iii. are informed the PTW is to be handed back; and
- iv. are located in a safe environment and have been instructed to keep clear of the equipment/work site.

v) if the equipment is not in a safe and suitable condition to be operated, place an orange defect/restriction Lock and "Hazardous or Unusual Condition" tag on the group board prior to removing their own red personal isolation lock.

The PIC does not sign off the PTW unless transferring to another PIC or handing back the PTW.

## 5.5.1 Permit to Work - Person in Charge transfer (including Suspension and Re-activation)

### Note:

Any new PIC shall be approved by the Asset Owner

### 5.5.1.1 Immediate Transfer to the new Person in Charge (PTW-FC- 6.1)

Where the current person in charge is able to transfer PIC responsibilities to another PIC immediately;

- a) The current person in charge shall advise the work party, and Hydro Tasmania where required, before any transfer of person in charge is undertaken;
- b) The current person in charge shall ensure the proposed person in charge is authorised, informed of, and agrees to all the terms and conditions for the PTW section and then signs off the PTW "person in charge - Change Log & Acknowledgement Sheet"; and
- c) The proposed person in charge then signs on to the PTW "person in charge - Change Log & Acknowledgement Sheet" and agrees to the terms and conditions of the PTW and immediately assumes responsibility, or follows the delayed person in charge transfer process for a delayed transfer as described below.

### 5.5.1.2 Delayed Transfer to the new Person in Charge (PTW-FC- 6.2)

Where the current person in charge is not able to transfer PIC responsibilities to another PIC immediately, the current PIC shall:

- a) ensure all work party have signed off the PTW, removed any personal isolation locks and are clear of the work site and shall not re-enter it;
- b) where the work site is delineated:
  - i. close the PTW Area site entry;
  - ii. remove “PTW Area” sign for work site entrance; and
  - iii. apply sign to work site entry “No PIC on Site – Strictly No Entry”
- b. sign off the PTW “person in charge - Change Log & Acknowledgement Sheet”;
- c. where there is a group isolation used:
  - i. remove own personal isolation lock and place a defect/restriction lock through PTW sleeve to lock it to group isolation board and place a “Hazard or Unusual Condition Tag” stating “delayed PIC transfer” as the reason on the tag; and
  - ii. transfer the key of the defect/restriction lock via the asset owner or their delegate to the new PIC as appointed.

The newly appointed PIC shall:

- a) where there is a group isolation used attend the work site and receive the key to the defect/restriction lock attaching the PTW to the group isolation board;
- b) confirm the following have not been changed (seek clarification from an authorised issuing officer or previous PIC as required);
  - i. status of equipment/work site;
  - ii. hazards/danger points;
  - iii. all control measures; and
  - iv. isolation points are locked and their relevant “Do Not Operate” tags attached
- c) understand the status of the work;
- d) be aware of and agree to all the terms and conditions for the PTW, then complete and sign on to the “person in charge - Change Log & Acknowledgement Sheet” and immediately assume responsibility;
- e) ensure all work party understand current terms and conditions of PTW and sign on the PTW before they enter the work site and commence work;
- f) where work site delineation is required:
  - i. remove “No PIC on Site – Strictly No Entry” sign and opens work site entrance; and
  - ii. display “PTW Area” sign at work site entrance.

### 5.5.1.3 Unplanned Delayed Transfer to the new Person in Charge (PTW-FC- 6.3)

Where the current person in charge is unexpectedly not able to transfer PIC responsibilities to another PIC, the current PIC shall:

- a) contact the asset owner or their delegate to advise them of their inability to return to site and any relevant information about the progress and remaining hazards on the worksite if practical to do so;
- b) where there is a group isolation used:

- i. transfer the key of the defect/restriction lock to the asset owner or their delegate, or verbally arrange access to the defect/restriction lock key. Under extenuating circumstances the asset owner may decide to forcibly remove the defect restriction lock to enable the work to continue if the key cannot be reasonably obtained. The lock may be removed by an asset owner or authorised issuing officer after the personal isolation lock/tag removal form/process has been completed and duly authorised by the responsible officer ( Level 1 Manager ) or their direct delegate ( Level 2 Manager ).

The asset owner or their delegate shall determine the need to continue the work with another PIC and select a suitable PIC for the work. If the work needs to be continued with another PIC the asset owner or their delegate shall:

- a) where there is a group isolation used, attend the work site and remove the defect/restriction lock attaching the PTW to the group isolation board;
- b) “sign off” the current PIC on the “person in charge - Change Log & Acknowledgement Sheet” by writing “UNPLANNED TRANSFER” where the current PIC would have signed off along with asset owner’s or delegate’s name and the time and date;
- c) replace or renew defect/restriction lock attaching PTW to Group isolation Board;
- d) determine and assign a suitable replacement PIC and provide them with appropriate instruction and information to enable the PIC to safely assume the role of the PIC for that PTW; and
- e) transfer the defect/restriction lock key to the new PIC.

The newly appointed PIC shall:

- a) confirm the following have not been changed (seek clarification from an asset owner or their delegate, an authorised issuing officer or previous PIC as required);
  - i. status of equipment/work site;
  - ii. hazards/danger points;
  - iii. all control measures; and
  - iv. isolation points are locked and their relevant “Do Not Operate” tags attached
- b) understand the status of the work;
- c) be aware of and agree to all the terms and conditions for the PTW, then complete and sign on to the “person in charge - Change Log & Acknowledgement Sheet” and immediately assume responsibility; and
- d) ensure all work party understand current terms and conditions of PTW and sign on the PTW before they enter the work site and commence work.

#### 5.5.1.4 Suspension of the Permit to Work – Transfer to Asset Owner or Delegate as Person in Charge (PTW-FC- 9.1)

Where the Asset Owner or delegate determines that a PTW will be suspended they shall liaise with the current PIC to transfer the PTW to the Asset Owner or delegate:

Note: IP’s shall not sign on or lock on to a suspended PTW.

- a) if the PIC is on site the process is similar to a delayed transfer:
  - i. all “working earths” must be removed prior to the Suspension of the PTW; and
  - ii. advise the work party that the PTW is being suspended and ensure that all work party have signed off the PTW, removed any personal isolation locks and are clear of the work site and shall not re-enter it.
- b) where the work site is delineated:
  - i. close the PTW Area site entry;

- ii. remove “PTW Area” sign for work site entrance; and
- iii. apply sign to work site entry “PTW Suspended – Strictly No Entry”
- c) where there is a group isolation used:
  - i. remove own personal isolation lock and sign off the PTW “person in charge - Change Log & Acknowledgement Sheet”.
- d) transfer the key and the defect/restriction lock to the asset owner or their delegate;
- e) the Asset Owner (or delegate or AIO when directed by the Asset owner) writes “SUSPENDED” on the line below where the previous PIC has signed off, then signs on to the PTW “person in charge - Tracking & Acknowledgement Sheet” and immediately assumes responsibility;
- f) where there is a group isolation used:
  - i. The Asset Owner (or delegate or AIO when directed by the Asset owner) place a defect/restriction lock through PTW sleeve to lock it to group isolation board and place a “Hazard or Unusual Condition Tag” stating “SUSPENDED” as the reason on the tag;
- g) the Asset Owner (or delegate or AIO when directed by the Asset owner) then removes the PTW and Group Isolation Board from the worksite;
- h) the Asset Owner directs and ensures that an AIO notes that the PTW is “Suspended” on the operational log as required; and
- i) if the PIC is not on site then the process is similar to the Unplanned delayed transfer:

**Note:**

This naturally assumes that the work party signed off the PTW and removed personal isolation locks from any Group Isolation Board, and that the PIC has a defect/restriction lock and “Hazard or Unusual Condition Tag” attached to the PTW and Group Isolation Board.

In liaison with the Asset Owner or delegate, the current PIC shall:

- a) provide any relevant information about the progress and remaining hazards on the worksite;
- b) where there is a group isolation used:
  - i. transfer the key of the defect/restriction lock to the asset owner or their delegate, or verbally arrange access to the defect/restriction lock key. Under extenuating circumstances the asset owner may decide to forcibly remove the defect restriction lock to enable the worksite to be made safe if the key cannot be reasonably obtained. The lock may be removed by an asset owner or authorised issuing officer after the personal isolation lock/tag removal form/process has been completed and duly authorised by the responsible officer ( Level 1 Manager ) or their direct delegate ( Level 2 Manager ).

The asset owner or their delegate shall then:

- a) where there is a group isolation used, attend the work site and remove the defect/restriction lock attaching the PTW to the group isolation board;
- b) ensure that all “working earths” have been removed prior to the Suspension of the PTW;
- c) “sign off” the current PIC on the “person in charge - Change Log & Acknowledgement Sheet” by writing “Unplanned Transfer” where the current PIC would have signed off along with asset owner’s or delegate’s name and the time and date;
- d) the Asset Owner or delegate then signs on to the PIC tracking sheet and writes “SUSPENDED” adjacent to where they have signed on and immediately assumes responsibility as PIC;
- e) where there is a group isolation used:

- i. the Asset Owner or Delegate place a defect/restriction lock through PTW sleeve to lock it to group isolation board and place a “Hazard or Unusual Condition Tag” stating “SUSPENDED” as the reason on the tag;
- ii. the Asset Owner or delegate then removes the PTW and Group Isolation Board from the worksite to a place under their control.
- iii. directs and ensures that an AIO notes that the PTW is “Suspended” on the Operational Log.

#### 5.5.1.5 Reactivation of the Permit to Work – Transfer from Asset Owner or Delegate to another Person in Charge (PTW-FC- 9.2)

When the Asset Owner or delegate determines that a PTW will be Reactivated they shall:

- a) determine and assign a suitable PIC and provide them with appropriate instruction and information to enable the PIC to safely assume the role of the PIC for the reactivated PTW;
- b) transfer the defect/restriction lock key, the PTW and any Group Isolation Board to the new PIC;
- c) directs and ensures that an AIO notes that the PTW is “Reactivated” on the Operational Log.

The new appointed PIC shall:

- a) confirm the following have not been changed (seek clarification from an asset owner or their delegate, an authorised issuing officer or previous PIC as required);
  - i. status of equipment/work site;
  - ii. hazards/danger points;
  - iii. all control measures; and
  - iv. isolation points are locked and their relevant “Do Not Operate” tags attached
- b) understand the status of the work;
- c) be aware of and agree to all the terms and conditions for the PTW, then complete and sign on to the “person in charge - Change Log & Acknowledgement Sheet” and immediately assume responsibility; and
- d) ensure all work party understand current terms and conditions of PTW and sign on the PTW before they enter the work site and commence work.

#### 5.5.1.6 Defect/Restriction Lock Key – approved transfer methods

The transfer of the defect /restriction lock key may be made by:

- a) direct and personal transfer of the key to the new PIC; or
- b) placing key in a secure box locked by combination lock that the next PIC is given the combination for; or
- c) placing key in care of the Asset, Site or Outage Manager to be held securely until the next PIC is available; or
- d) a suitable means of transfer jointly agreed between the Asset Owner and PIC

## 5.6 Instructed Persons

Responsibilities include:

- a) reviewing the JHA and specific job procedures and the scope, work site boundaries and risk managements controls identified;
- b) verifying green IO lock is attached to group isolation board;

- c) signing on to the work party status sign on/off sheet and attaching red personal isolation lock to group isolation board;
- d) completing work in accordance with the JHA, specific job procedures and PIC instruction;
- e) communicating with the PIC and work party throughout the work activity;
- f) maintaining the specific work party tracking requirements during the work activity;
- g) working safely; and
- h) signing off the work party status sign on/off sheet and removing red personal isolation lock from the group isolation board before leaving site or on completion of the work.

## 5.7 All Workers

Responsibilities include:

- a) reporting any incident, hazard or near miss to the PIC or AIO
- b) not interfering with any locks or tags

## 5.8 Visiting Work Sites controlled by a Permit to Work

Visitors shall only be given access to visit work sites controlled by a PTW after they have been given approval by the person in charge and received a work site introduction. They shall remain under the direct and continuous supervision of the person in charge, or their delegate (who must be signed on to the PTW and have their personal isolation locks attached to any isolations required as a risk control as part of the PTW).

The person in charge shall ensure that the visit does not compromise the PTW conditions or risk controls.

## 6.0 Supporting Systems and Processes

Supporting systems and processes that are required to support the PTW system and procedure are:

- a) a comprehensive competency development and assurance system and process is in place to ensure that all employees, and specifically those in key roles in the PTW process, are competent and authorised to carry out their accountabilities and activities. Refresher training and an effective change management system is also required to ensure critical competencies are maintained at an effective level;
- b) a readily accessible register is maintained of all persons authorised in the PTW System detailing their area of competence to a level of detail sufficient to ensure that it is clear exactly what:
  - i. processes;
  - ii. operations;
  - iii. areas/domains/sites/;
  - iv. equipment they are authorised to act in their PTW role for; and
  - v. maintains documents for training and competency details inclusive of:
    - a. specific training documentation/course material;
    - b. listings of approved trainers;
      - i. completed training records indicating the results of competency testing;
      - ii. listings of personnel authorised to perform PTW roles;
- c) manages the period of authorisation and notification of refresher training;
- d) a readily accessible register is maintained to record and track all PTWs issued;
- e) an effective audit process is maintained that ensures the principles of the PTW system and supporting site specific procedures are being consistently followed.

The above supporting systems, registers and processes are managed by the Asset and Infrastructure's Operational Assurance team.

- a) an effective Induction procedure/process is maintained to ensure that all persons working on Hydro Tasmania owned and/or operated plant and assets adequately understand the safe systems of work, the hazards and controls present on our work sites, and appropriate emergency procedures.

The induction procedure/process is managed jointly by the HSE team and Asset and Infrastructure Operational Assurance Team of Hydro Tasmania.

# 7.0 Permit to Work Numbering

## 7.1 Simple and Master Permit to Work Numbering

Simple and master permits' to work are to have a unique identification number, created as follows:

(Station or location)/date/time (24 hour format)	SS DD MM YY HHMM
Liapootah 15th May 2010 10:13am would create >>>	LY150510 1013
Gordon 24th November 2010 3:31pm would create >>	GO241110 1531

**Note:** The station/location ID is the facilities maintenance management system station/location abbreviation. All attached special permits/checklists will use the above created PTW number followed by a forward slash and a capital alphabetic character.

For example SOPO sheet attached to a PTW would be numbered as GO241110 1531 / A. Other special permits/checklists attached would follow on using B,C,D,E ...,AA, AB, ... etc as required.

**Note:** numbering of risk controls follows the following sequence:

A, B, C, .....Z, AA, AB, ..... AZ, BA, BB, BC, ..... BZ, CA, CB, .... CZ, ..... ZA, ZB, ZC, ..... ZZ

### Example of numbering for permit to work and its risk controls

permit to work	GO241110 1531
SOPO for isolation	GO241110 1531 / A
Confined Space Permit	GO241110 1531 / B
Hot Work Permit	GO241110 1531 / C

## 7.2 Subsidiary Permit to Work Numbering

Any subsidiary PTWs required as part of a major scope of work where there are a number of work groups undertaking different tasks with different risk control measures would be numbered as the master PTW number followed by a sequential capital alphabetic character:

For example: TA221210 1025A would be the 1<sup>st</sup> Subsidiary PTW of master PTW TA221210 1025

All attached special permits/checklists will use the above created subsidiary PTW number followed by a forward slash and a sequential capital alphabetic character. The Master Permit may also have higher level risk controls attached at the master permit level – eg. Project Safety Management Plan.

### Example of numbering for Master permit to work and its subsidiary PTWs and risk controls

<b>Master Permit</b>	TA221210 <b>1025</b>
Project Environmental Management Plan	TA221210 <b>1025 / A</b>
Project Safety Management Plan	TA221210 <b>1025 / B</b>
Project Cultural Heritage Management Plan	TA221210 <b>1025 / C</b>
1 <sup>st</sup> Subsidiary permit	TA221210 1025 A
SOPO for isolation	TA221210 1025 A / A
2 <sup>nd</sup> Subsidiary permit	TA221210 1025 B
SOPO for isolation	TA221210 1025 B / A
Confined space permit (day 1)	TA221210 1025 B / B
Confined space permit (day 2)	TA221210 1025 B / C
Hot work permit (day 2)	TA221210 1025 B / D
3rd Subsidiary permit	TA221210 1025 C
SOPO for isolation	TA221210 1025 C / A

**Note:**

When the PTW is automatically generated in Word or Excel the hours and minutes component of the PTW number may retain the colon component of the time. This is absolutely OK as it still serves the intent of generating a unique PTW number. For example, the above permit would be TA221210 10:25

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## 8.0 Records

Completed PTW's including all attachments shall be retained by the Asset Owner for a minimum period of 7 years.

## 9.0 Reference Documents

- a) Hydro Tasmania Safe Work Practices;
- b) Hydro Tasmania induction procedures;
- c) Isolation procedure;
- d) Hot work procedure;
- e) Confined space entry procedure;
- f) Concealed services procedure;
- g) Environmental management system;
- h) Heavy lift study; and
- i) Diving procedure

## 10.0 Appendices

## 10.1 Appendix A – PTW– Part A

Permit to Work		Hydro Tasmania											
Permit to Work ID No:		PTW:											
(Part A must be used whether a PTW is required or not)													
<b>PART A</b>													
Planning, Risk Control Identification and Asset Owner Approval													
<table border="1"> <thead> <tr> <th colspan="2">Job Requestor</th> <th colspan="2">Asset Owner (AO)</th> </tr> <tr> <th>Name</th> <th>Contact</th> <th>Asset Owner</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Job Requestor		Asset Owner (AO)		Name	Contact	Asset Owner	Contact				
Job Requestor		Asset Owner (AO)											
Name	Contact	Asset Owner	Contact										
Location / equipment / worksite													
<hr/> <hr/> <hr/> <hr/>													
Brief description/scope of requested /proposed work (attach more detailed scope if required)													
<hr/> <hr/> <hr/> <hr/>													
Work Instructions (attach more detailed instructions if required)													
<hr/> <hr/> <hr/> <hr/>													
Requested /planned date and duration of work		Date:	Duration:										
SAP Outage Constraint No:		Date:											
Scope of work approval		Asset Owner signature											
SAP Job No	Project No	Contract No	Asset Owner signature										

Section 1.2	Persons nominated to lead the work (if the PIC, AIO and job requestor is not known then an Area Planner or Works Coordinator or Outage Manager or Project Manager will ensure the right planning is completed to set the job up for success)			
	Role	Name	Contact	Asset Owner signature
	e.g. PIC			
	e.g. AIO			
	e.g. Job Requestor			

<b>Risk Management - Key hazard and controls identification</b>			
<b>Key hazards (X those applicable to the location and scope)</b>			
<input type="checkbox"/> Energy sources?		<input type="checkbox"/> Confined Spaces?	
<input type="checkbox"/> Disrupt production or customers supply?		<input type="checkbox"/> Working at Heights?	
<input type="checkbox"/> Conflicting simultaneous activities?		<input type="checkbox"/> Concealed services?	
<input type="checkbox"/> Are the contractors to perform any work?		<input type="checkbox"/> Environmental / Heritage requirements?	
<input type="checkbox"/> Chemicals and poisons?		<input type="checkbox"/> Airborne dust and fibres?	
<input type="checkbox"/> Other hazards			
<b>Agree Risk Controls (X those applicable)</b>			
<input type="checkbox"/> Take 5		<input type="checkbox"/> SWMS	
<input type="checkbox"/> Group Isolation		<input type="checkbox"/> SAP outage required	
<input type="checkbox"/> Work site delineation		<input type="checkbox"/> Concealed Services	
<input type="checkbox"/> Working at Heights Checklist		<input type="checkbox"/> Contractor HSE checklist	
<input type="checkbox"/> Asbestos handling		<input type="checkbox"/> Work Instruction	
<b>PTW required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Review PTW-FC-1 (requirement to use a PTW)</b> PTW-FC-1.1 – AO approval for work performed under HT direct management and control PTW-FC-1.2 – AO approval for work performed under a contract for HT PTW-FC-1.3 – AO approval for a third party request to access HT assets or property
			<input type="checkbox"/> Other controls
<b>Asset Owner agreement that risk controls are adequate</b>			
I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.		Asset Owner signature	
<b>Asset Owner approval to implement the PTW</b>			
I accept that the planning and preparation is completed and approve this PTW to be implemented.			
Name	Signature	Date	Time

<b>AIO and PIC acceptance that the PTW is ready to implement and the work can be completed safely</b>			
AIO – I accept that the planning and preparation is complete and this PTW is ready to implement			
Name	Signature	Date	Time
PIC – I accept that the planning and preparation is complete and this PTW is ready to implement			
Name	Signature	Date	Time

## 10.2 Appendix B: Permit to Work – PTW-Part B

### Permit to Work



Permit to Work ID No: \_\_\_\_\_ PTW: \_\_\_\_\_ / \_\_\_\_\_

### PART B

#### Risk Control Implementation and Worksite control/ management

Section 4	<b>Site Hand Over</b>										
	<p><b>Authorised Issuing Officer (Hydro Tasmania representative)</b> – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, that any isolations, earthing, energy dissipation, draining and work site delineation is in place and give permission to commence work</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><i>Name</i></td> <td style="width: 25%;"><i>Signature</i></td> <td style="width: 25%;"><i>Date</i></td> <td style="width: 25%;"><i>Time</i></td> </tr> </table> <p><b>Person in Charge</b> – I accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments  <b>Note:</b> use Person in Charge – change log &amp; acknowledgement sheets as required</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><i>Name</i></td> <td style="width: 25%;"><i>Signature</i></td> <td style="width: 25%;"><i>Date</i></td> <td style="width: 25%;"><i>Time</i></td> </tr> </table>				<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>								
<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>								

Section 5.2	<b>Safety Observer (if required) – tracking &amp; acknowledgement</b>																																		
	<p><b>Note:</b> use additional safety observer – tracking &amp; acknowledgement sheets as required</p> <ol style="list-style-type: none"> <li>1. I understand the scope of work, the hazards and risks present and introduced and commit to fully implementing the agreed precautions and control measures;</li> <li>2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site;</li> <li>3. I am competent ( and ticketed where legally required) to carry out the work and role required of me;</li> <li>4. I fully understand the role and responsibilities of a safety observer; and</li> <li>5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity</li> </ol> <table style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">Name (print)</th> <th rowspan="2">Contact No</th> <th colspan="3">Sign On</th> <th colspan="3">Sign Off</th> </tr> <tr> <th><i>Signature</i></th> <th><i>Time</i></th> <th><i>Date</i></th> <th><i>Signature</i></th> <th><i>Time</i></th> <th><i>Date</i></th> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>								Name (print)	Contact No	Sign On			Sign Off			<i>Signature</i>	<i>Time</i>	<i>Date</i>	<i>Signature</i>	<i>Time</i>	<i>Date</i>													
Name (print)	Contact No	Sign On			Sign Off																														
		<i>Signature</i>	<i>Time</i>	<i>Date</i>	<i>Signature</i>	<i>Time</i>	<i>Date</i>																												

<b>Section 6</b>	<b>Site Hand Back</b>		
	Restrictions with plant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Follow up actions required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>PIC Sign Off – Hand Back</b>		
Links have been returned to operational state? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Protection settings restored? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
The work area has been left in a safe and operable condition <input type="checkbox"/> Yes <input type="checkbox"/> No	All other risk control permits have been closed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Instructed Persons signed off, locked off and clear of the worksite? <input type="checkbox"/> Yes			
PIC – I have completed my work/access and acknowledge this PTW is cancelled			
Name	Signature	Date	
		Time	
<b>AIO Sign Off – Hand Back</b>			
AIO – I have reviewed the PTW documentation and inspected the worksite with the PIC. I am satisfied that all work has been completed as requested, all permit to works have been closed and the operational log sheet has been updated			
Name	Signature	Date	
		Time	
<b>Asset Owner acknowledgement that the PTW is cancelled</b>			
AO – I acknowledge that this PTW is cancelled. I have reviewed any restrictions or defects identified under the PTW. I have considered and initiated any future work as needed			
Name	Signature	Date	
		Time	

## Permit to work – risk control attachment tracking sheet



Attach No.	Title/description	Start date	End date
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			

## 10.3 Appendix C: Example: Permit to Work – PTW-Part A

Permit to Work				Hydro Tasmania																																																																							
Permit to Work ID No:		PTW: TR 120418 0930																																																																									
Part A must be used whether a PTW is required or not)																																																																											
<b>PART A</b>																																																																											
Planning, Risk Control Identification and Asset Owner Approval																																																																											
<table border="1"> <tr> <td>Permit to Work ID No:</td> <td colspan="3">PTW: PTW TR 120418 0930</td> </tr> <tr> <td colspan="2">Job Requestor</td> <td colspan="2">Asset Owner (AO)</td> </tr> <tr> <td>Name</td> <td>Contact</td> <td>Asset Owner</td> <td>Contact</td> </tr> <tr> <td>Josh Wilkes</td> <td>0400 333 444</td> <td>Brendan Groves</td> <td>0400 222 111</td> </tr> <tr> <td colspan="5">Location / equipment / worksite</td> </tr> <tr> <td colspan="5">Trevallyn Power Station No.2 Machine           <ul style="list-style-type: none"> <li>Exciter</li> <li>Governor Accumulator and associated equipment</li> <li>Alternator Enclosure</li> <li>Unit transformer</li> <li>Cooling Water system excluding the cooling water relief valve 704</li> <li>Turbine bearing standby oil lube pump</li> <li>Generator bearings standby oil lube pump</li> <li>Field switch</li> </ul> </td> </tr> <tr> <td colspan="5">JB &amp; M panels for terminal tightness checks</td> </tr> <tr> <td colspan="5">Brief description/scope of requested/proposed work (attach more detailed scope if required)           <ul style="list-style-type: none"> <li>70035771 Cooling Water Maintenance (2Y)               <ul style="list-style-type: none"> <li>020 Inspect and Clean Alt. Air coolers</li> <li>030 Inspect and Clean Alt. Bearing Cooler</li> <li>040 Change out turbine bearing cooler</li> </ul> </li> <li>70033886 Governor Mechanical maintenance               <ul style="list-style-type: none"> <li>010 Inspect and clean Gov. Unloader Valve</li> <li>020 Insp. Governor Sump Relief Valve</li> <li>130 Governor Mechanical Maintenance (4Y)</li> </ul> </li> <li>70033885 Excitation System Inspection               <ul style="list-style-type: none"> <li>010 Excitation System Inspection</li> <li>130 Perform Brush Gear Maintenance</li> </ul> </li> <li>70033887 Main Inlet Valve Maintenance</li> <li>70033888 Terminations in JB &amp; M Panels</li> <li>70033891 Medium Voltage Elect. Equipment Maintenance               <ul style="list-style-type: none"> <li>010 Unit Transformer Maintenance TR1 (4Y)</li> </ul> </li> </ul> </td> </tr> <tr> <td colspan="5">020 Inspect 11kV Cables (4Y)</td> </tr> <tr> <td colspan="5">Work instructions (attach more detailed instructions if required)           <p>N/A</p> </td> </tr> <tr> <td colspan="2">Requested/planned date and duration of work</td> <td>Date: 23/4/2018</td> <td colspan="2">Duration: 2 weeks</td> </tr> <tr> <td colspan="5">SAP Outage Constraint No:</td> </tr> <tr> <td colspan="5">Scope of work approval</td> </tr> <tr> <td>SAP Job No</td> <td>Project No</td> <td>Contact No</td> <td colspan="2">Asset Owner signature</td> </tr> <tr> <td></td> <td>H-0100835</td> <td></td> <td colspan="2"></td> </tr> </table>					Permit to Work ID No:	PTW: PTW TR 120418 0930			Job Requestor		Asset Owner (AO)		Name	Contact	Asset Owner	Contact	Josh Wilkes	0400 333 444	Brendan Groves	0400 222 111	Location / equipment / worksite					Trevallyn Power Station No.2 Machine <ul style="list-style-type: none"> <li>Exciter</li> <li>Governor Accumulator and associated equipment</li> <li>Alternator Enclosure</li> <li>Unit transformer</li> <li>Cooling Water system excluding the cooling water relief valve 704</li> <li>Turbine bearing standby oil lube pump</li> <li>Generator bearings standby oil lube pump</li> <li>Field switch</li> </ul>					JB & M panels for terminal tightness checks					Brief description/scope of requested/proposed work (attach more detailed scope if required) <ul style="list-style-type: none"> <li>70035771 Cooling Water Maintenance (2Y)               <ul style="list-style-type: none"> <li>020 Inspect and Clean Alt. Air coolers</li> <li>030 Inspect and Clean Alt. Bearing Cooler</li> <li>040 Change out turbine bearing cooler</li> </ul> </li> <li>70033886 Governor Mechanical maintenance               <ul style="list-style-type: none"> <li>010 Inspect and clean Gov. Unloader Valve</li> <li>020 Insp. Governor Sump Relief Valve</li> <li>130 Governor Mechanical Maintenance (4Y)</li> </ul> </li> <li>70033885 Excitation System Inspection               <ul style="list-style-type: none"> <li>010 Excitation System Inspection</li> <li>130 Perform Brush Gear Maintenance</li> </ul> </li> <li>70033887 Main Inlet Valve Maintenance</li> <li>70033888 Terminations in JB &amp; M Panels</li> <li>70033891 Medium Voltage Elect. Equipment Maintenance               <ul style="list-style-type: none"> <li>010 Unit Transformer Maintenance TR1 (4Y)</li> </ul> </li> </ul>					020 Inspect 11kV Cables (4Y)					Work instructions (attach more detailed instructions if required) <p>N/A</p>					Requested/planned date and duration of work		Date: 23/4/2018	Duration: 2 weeks		SAP Outage Constraint No:					Scope of work approval					SAP Job No	Project No	Contact No	Asset Owner signature			H-0100835			
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SAP Job No	Project No	Contact No	Asset Owner signature																																																																								
	H-0100835																																																																										

<b>Section 1.2</b>	<b>Persons nominated to lead the work</b> (if the PIC, AIO and job requestor is known then the Area Planner or Works Coordinator or Outage Manager or Project Manager will ensure the right planning is completed to set the job up for success)			
	<b>Role</b>	<b>Name</b>	<b>Contact</b>	<b>Asset Owner signature</b>
	AIO	Matthew McMullen	0411 222 333	<i>Brendan Groves</i>
	PIC	Scott Murfett	0411 111 222	<i>Brendan Groves</i>
	Job Requestor	Josh Wilkes	0400 333 444	<i>Brendan Groves</i>
<b>Section 1.3</b>	<b>Risk Management - Key hazard and controls identification</b> <b>Key hazards (X those applicable to the location and scope)</b>			
	<input checked="" type="checkbox"/> Energy sources?	<input type="checkbox"/> Confined Spaces?		
	<input checked="" type="checkbox"/> Disrupt production or customers supply?	<input checked="" type="checkbox"/> Working at Heights?		
	<input type="checkbox"/> Conflicting simultaneous activities?	<input type="checkbox"/> Concealed services?		
	<input checked="" type="checkbox"/> Are the contractors to perform any work?	<input type="checkbox"/> Environmental / Heritage requirements?		
	<input type="checkbox"/> Chemicals and poisons?	<input type="checkbox"/> Airborne dust and fibres?		
	<input type="checkbox"/> Other hazards			
<b>Agree Risk Controls (X those applicable)</b>				
<input checked="" type="checkbox"/> Take 5	<input checked="" type="checkbox"/> SWMS	<input type="checkbox"/> Direct Isolation	<input type="checkbox"/> Personal Isolation	
<input checked="" type="checkbox"/> Group Isolation	<input checked="" type="checkbox"/> SAP outage required	<input type="checkbox"/> Licences / legal permits	<input checked="" type="checkbox"/> Safety Observer	
<input checked="" type="checkbox"/> Work site delineation	<input type="checkbox"/> Concealed Services	<input type="checkbox"/> Confined Space permit	<input type="checkbox"/> Heritage Impact assessment	
<input type="checkbox"/> Working at Heights Checklist	<input type="checkbox"/> Contractor HSE checklist	<input type="checkbox"/> Diving Permit	<input checked="" type="checkbox"/> Testing procedure	
<input type="checkbox"/> Asbestos handling	<input type="checkbox"/> Work Instruction			
<b>PTW required</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Review PTW-FC-1 (requirement to use a PTW)</b> PTW-FC-1.1 – AO approval for work performed under HT direct management and control PTW-FC-1.2 – AO approval for work performed under a contract for HT PTW-FC-1.3 – AO approval for a third party request to access HT assets or property <input type="checkbox"/> Other controls	
<b>Asset Owner agreement that risk controls are adequate</b>				
I agree that the hazards identified and proposed risk controls are acceptable and planning can commence		Asset Owner signature <i>Brendan Groves</i>		

Section 2		<b>Asset Owner approval to implement the PTW</b>		
I accept that the planning and preparation is completed and approve this PTW to be implemented				
Brendan Groves		<i>Brendan Groves</i>	9 <sup>th</sup> April 2018	0800.

Section 3		<b>AIO and PIC acceptance that the PTW is ready to implement and the work can be completed safely</b>		
AIO – I accept that the planning and preparation is complete and this PTW is ready to implement				
Matthew McMullen		<i>Matthew McMullen</i>	12 <sup>th</sup> April 2018	1134
PIC – I accept that the planning and preparation is complete and this PTW is ready to implement				
Scott Murfett		<i>Scott Murfett</i>	14 <sup>th</sup> April 2018	0800.

## 10.4 Appendix C: Example: Permit to Work – PTW-Part B

Permit to Work		 Hydro Tasmania		
Permit to Work ID No:		PTW: TR 120418 0930		
<b>PART B</b>				
<b>Risk Control Implementation and Worksite control/ management</b>				
<b>Site Hand Over</b> Authorised Issuing Officer (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, that any isolations, earthing, energy dissipation, draining and work site delineation is in place and give permission to commence work				
Action 4 8	Matthew McMullen	<i>Matthew McMullen</i>	19th April 2018	1134
Person in Charge – I accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments Note: use Person in Charge – change log & acknowledgement sheets as required				
Action 5	Scott Murfett	<i>Scott Murfett</i>	19th April 2018	1300.

Section 5.2	<b>Safety Observer (if required) – tracking &amp; acknowledgement</b> <small>Note: use additional safety observer – tracking &amp; acknowledgement sheets as required</small>							
	1. I understand the scope of work, the hazards and risks present and introduced and commit to fully implementing the agreed precautions and control measures; 2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site; 3. I am competent ( and ticketed where legally required) to carry out the work and role required of me; 4. I fully understand the role and responsibilities of a safety observer; and 5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity							
Section 5.3	Name (print)	Contact No	Sign On		Sign Off			
			Signature	Time	Date	Signature	Time	Date
	Peter Kapeller	0400 123 462		0800	23/4/18		1610	23/4/18

Section 6	<b>Site Hand Back</b> Restrictions with plant <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
	     Follow up actions required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
<b>PIC Sign Off – Hand Back</b> Links have been returned to operational state? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A The work area has been left in a safe and operable condition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Instructed Persons signed off, locked off and clear of the worksite? <input checked="" type="checkbox"/> Yes PIC – I have completed my work/access and acknowledge this PTW is cancelled							
	Scott Murfett		7th May 2018	1300			
<b>AIO Sign Off – Hand Back</b> AIO – I have reviewed the PTW documentation and inspected the worksite with the PIC. I am satisfied that all work has been completed as requested, all permit to works have been closed and the operational log sheet has been updated							
	Matthew McMullen		7th May 2018	1400			

Section 7	<b>Asset Owner acknowledgement that the PTW is cancelled</b> AO – I acknowledge that this PTW is cancelled. I have reviewed any restrictions or defects identified under the PTW. I have considered and initiated any future work as needed						
	Brendan Groves  7th May 2018 1432.						

## Permit to work – risk control attachment tracking sheet

Attach No.	Title/description	Start date	End date
A	Isolation SOPO	19/4/2018	23/4/2018
B	RTS SOPO		
C	PIC tracking sheet	23/4/2018	
D	Work Party tracking sheet	23/4/2018	
E	SWMS In situ alternator air cooler cleaning	23/4/2018	
F	SWMS Inspect & clean governor unloader	23/4/2018	
G	Tool register	23/4/2018	
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			
AA			

## 10.5 Appendix D: PIC Selection Assessment Tool

PIC Selection Assessment Tool									
Date									
Proposed PIC				Proposed PIC contact details:	Mobile: Email:				
Discipline	Mechanical	Electrical	Civil	HT PIC	Contracted PIC	Other			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Brief outline of proposed PIC's qualifications & experience									
Training & induction validity relevant to scope of work	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Validated training:						
Scope of work									
Scoring	The higher the score, the less suitable the person is for the role of PIC for this work The role complexity + each criteria of the role experience = Total								
Role Complexity				Role Experience			TOTAL		
Leading a single discipline team on a specific activity	Managing a supplier of technical expertise in a narrow specialised field	Leading a multi discipline team, carrying out multiple activities	Leading the testing, pre commissioning and commissioning of plant	Experience	Never	Once		Twice	3 times (or more)
1	2	3	4	Performed PiC role before?	4	3	2	1	
				Worked on these or this type of assets before?	4	3	2	1	
				Worked on this site before	4	3	2	1	
Authorisation									
Score 1 - 7		Proceed							
Score 8 - 12		Supervision recommendation							
Score 13 - 16		STOP. Do not proceed							
Additional mentoring supervision or support required									
	Name		Date		Signature				
Prepared by									
Asset Owner approval									

## 10.6 Appendix E: Master Permit to Work

### Master permit to work

Master Permit to work ID No.	PTW _____ / _____																										
<table border="1"> <thead> <tr> <th colspan="2">Requestor / Job manager</th> <th colspan="2">Asset owner ( AO )</th> </tr> <tr> <th>Name</th> <th>Contact</th> <th>Asset owner or delegate</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Requestor / Job manager		Asset owner ( AO )		Name	Contact	Asset owner or delegate	Contact																		
Requestor / Job manager		Asset owner ( AO )																									
Name	Contact	Asset owner or delegate	Contact																								
Location/equipment/work site																											
Brief description/scope of requested/ proposed work ( attach more detailed scope if required )																											
Requested/planned date and duration of work	Date:	Duration:																									
Work scope approval ( at least one of )			Date:																								
S.A.P No.	Project No.	Contract No.	Asset owner del. sign.																								
<b>Risk management</b> Key hazard identification and controls required ( Take 5 and/or JHA to be used to identify )																											
<table border="1"> <thead> <tr> <th>Key hazards</th> <th>Controls</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Energy sources to be isolated Y/N?</td> <td><input type="checkbox"/> Implement isolation procedure</td> </tr> <tr> <td><input type="checkbox"/> Part of power scheme?</td> <td><input type="checkbox"/> Outage to be arranged / group isolation</td> </tr> <tr> <td><input type="checkbox"/> Are contractors to perform any of the work?</td> <td><input type="checkbox"/> Management of Contractors and Suppliers Procedure</td> </tr> <tr> <td><input type="checkbox"/> Atmospheric testing for confined spaces?</td> <td><input type="checkbox"/> Use confined space permit</td> </tr> <tr> <td><input type="checkbox"/> Potential for conflicting simultaneous activities?</td> <td><input type="checkbox"/> Other Hazards?</td> </tr> </tbody> </table>				Key hazards	Controls	<input type="checkbox"/> Energy sources to be isolated Y/N?	<input type="checkbox"/> Implement isolation procedure	<input type="checkbox"/> Part of power scheme?	<input type="checkbox"/> Outage to be arranged / group isolation	<input type="checkbox"/> Are contractors to perform any of the work?	<input type="checkbox"/> Management of Contractors and Suppliers Procedure	<input type="checkbox"/> Atmospheric testing for confined spaces?	<input type="checkbox"/> Use confined space permit	<input type="checkbox"/> Potential for conflicting simultaneous activities?	<input type="checkbox"/> Other Hazards?												
Key hazards	Controls																										
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<input type="checkbox"/> Are contractors to perform any of the work?	<input type="checkbox"/> Management of Contractors and Suppliers Procedure																										
<input type="checkbox"/> Atmospheric testing for confined spaces?	<input type="checkbox"/> Use confined space permit																										
<input type="checkbox"/> Potential for conflicting simultaneous activities?	<input type="checkbox"/> Other Hazards?																										
<b>Agreed/attached additional permits / plans / checklists/controls</b> <table border="1"> <tr> <td><input type="checkbox"/> Isolation required &gt;&gt;&gt;</td> <td><input type="checkbox"/> Direct isolation</td> <td><input type="checkbox"/> Personal isolation</td> <td><input type="checkbox"/> Group isolation</td> </tr> <tr> <td><input type="checkbox"/> Outage required - EGO</td> <td><input type="checkbox"/> Confined space permit</td> <td><input type="checkbox"/> Concealed services pmt</td> <td><input type="checkbox"/> Hot work permit</td> </tr> <tr> <td><input type="checkbox"/> JHA / SWI</td> <td><input type="checkbox"/> Safety observer</td> <td><input type="checkbox"/> Diving permit</td> <td><input type="checkbox"/> Asbestos handling</td> </tr> <tr> <td><input type="checkbox"/> Work site delineation</td> <td><input type="checkbox"/> Licences/legal permits</td> <td><input type="checkbox"/> Heritage Impact Assess</td> <td><input type="checkbox"/> Working at heights chk</td> </tr> <tr> <td><input type="checkbox"/> Testing procedure</td> <td><input type="checkbox"/> Contractor HSE Chk</td> <td><input type="checkbox"/> Other:</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> SWMS</td> <td><input type="checkbox"/> EIA</td> <td colspan="2"> </td> </tr> </table>				<input type="checkbox"/> Isolation required >>>	<input type="checkbox"/> Direct isolation	<input type="checkbox"/> Personal isolation	<input type="checkbox"/> Group isolation	<input type="checkbox"/> Outage required - EGO	<input type="checkbox"/> Confined space permit	<input type="checkbox"/> Concealed services pmt	<input type="checkbox"/> Hot work permit	<input type="checkbox"/> JHA / SWI	<input type="checkbox"/> Safety observer	<input type="checkbox"/> Diving permit	<input type="checkbox"/> Asbestos handling	<input type="checkbox"/> Work site delineation	<input type="checkbox"/> Licences/legal permits	<input type="checkbox"/> Heritage Impact Assess	<input type="checkbox"/> Working at heights chk	<input type="checkbox"/> Testing procedure	<input type="checkbox"/> Contractor HSE Chk	<input type="checkbox"/> Other:		<input type="checkbox"/> SWMS	<input type="checkbox"/> EIA		
<input type="checkbox"/> Isolation required >>>	<input type="checkbox"/> Direct isolation	<input type="checkbox"/> Personal isolation	<input type="checkbox"/> Group isolation																								
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<input type="checkbox"/> Testing procedure	<input type="checkbox"/> Contractor HSE Chk	<input type="checkbox"/> Other:																									
<input type="checkbox"/> SWMS	<input type="checkbox"/> EIA																										
Approval & agreement that risk controls are adequate		Date:	Time:																								
Hydro Tasmania asset owner (or delegate) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable.																											
Name	Signature	Contact number																									

## Master permit to work



Master Permit to work ID No. \_\_\_\_\_ / \_\_\_\_\_

Authorisation handover – permission to commence work		Date:	Time:		
<p>Asset owner (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, I delegate my authority to approve permits to work that are subsidiary to this permit (which will be detailed below as required) to the below signed job/project manager and their alternate, and give permission to commence work.</p> <table border="1" style="width: 100%;"> <tr> <td>Name:</td> <td>Signature:</td> </tr> </table>				Name:	Signature:
Name:	Signature:				
<p>Job/project manager – I accept the accountabilities of this job/project manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in subsidiary Permits to Work and attachments.</p> <table border="1" style="width: 100%;"> <tr> <td>Name:</td> <td>Signature:</td> </tr> </table>				Name:	Signature:
Name:	Signature:				
<p>Alternate job/project manager – I accept the accountabilities of this alternate job/project manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in subsidiary permits to work and attachments (if the primary job/project manager is unavailable).</p> <table border="1" style="width: 100%;"> <tr> <td>Name:</td> <td>Signature:</td> </tr> </table>				Name:	Signature:
Name:	Signature:				

**Permit to work structure for this scope of work:**

Master permit to work (this permit)



Subsidiary permits to work

Subsid. Permit Letter	Description	Authorised Issuing Officer	AIO Lock Number	Person in Charge (Original)	Start Time	Start date	End date
A.							
B.							
C.							
D.							
E.							
F.							
G.							
H.							
I.							
J.							
K.							
L.							
M.							
N.							

Restrictions with plant Y / N : \_\_\_\_\_

Sign off – hand back		Date:	Time:
<input type="checkbox"/> The plant and work area has been left in a safe and operable condition, and all other risk control permits have been closed.		Requestor / job manager	
<input type="checkbox"/> All work has been completed as requested, all subsidiary and special permits closed.		Asset owner	

**Subsidiary permits to work log**

Attach No.	Title/description	Start date	End date
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			
AA			
AB			
AC			
AD			
AE			
AF			
AG			

Sheet 1 of \_\_\_\_

## 10.7 Appendix F: Master Permit to Work subsidiary permit log

### Subsidiary permits to work log



Permit to work ID No.	PTW	/
-----------------------	-----	---

Subsid. Permit Letter	Description	Authorised Issuing Officer	AIO Lock Number	Person in Charge (Original)	Start Time	Start date	End date
O							
P							
Q							
R							
S							
T							
U							
V							
W							
X							
Y							
Z							
AA							
AB							
AC							
AD							
AE							
AF							
AG							
AH							
AI							
AJ							
AK							
AL							

## 10.8 Appendix G: Risk Control attachment tracking sheet



### Permit to work – risk control attachment tracking sheet (if needed)

Permit to work ID No.		PTW _____ / A			
Attach No.	Title/description	Planned start date	Planned end date	Actual start date	Actual end date
A	Risk control attachment tracking sheet(s)				
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
O					
P					
Q					
R					
S					
T					
U					
V					
W					
X					

## 10.9 Appendix H: Change of condition / test sheet

## 10.10 Appendix I: Person in Charge tracking & acknowledgement sheet



## Permit to work

1. I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me.
4. The Asset Owner or Delegate has approved me as PIC for this work.

Note: If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Sheet 1 of 1

## 10.11 Appendix J: Example of Person in Charge tracking & acknowledgement sheet



### Permit to work Person in charge – tracking & acknowledgement sheet

1. I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me
4. The Asset Owner or Delegate has approved me as PIC for this work.

Note: If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Permit to work ID No.		PTW PO 101017 12:00/F				
<b>Person in charge</b>						
Name ( Print )	Sign on			Sign off		
	Signature	Time	Date	Signature	Time	Date
John Smith	N/A - Initial PIC signed on to PTW			John Smith	16:00	15/10/17
Tony Mann	Tony Mann	16:01	15/10/17			
<u>Unplanned delay transfer</u>						
This is an example of an unplanned delayed transfer where the current PIC has called in sick						
Tony Mann	Tony Mann	16:02	15/10/17	Unplanned transfer Brendan Groves	08:00	16/10/17
John Smith	John Smith	08:10	16/10/17			
<u>Suspension of PTW (if PIC on site)</u>						
This is an example of a suspension of PTW, where in this case the MIV has been removed from site to the workshop no further work required on this permit until the MIV is back on site						
John Smith	John Smith	08:10	17/10/17	John Smith	15:05	31/10/17
Brendan Groves	B Groves	15:05	31/10/17	Suspended		
<u>Suspension of PTW (if not on site)</u>						
This is an example of a suspension of PTW, where in this case the PIC is not on site						
John Smith (PIC signs off)	John Smith	08:10	17/10/17	Unplanned transfer Brendan Groves	15:05	31/10/2017
Brendan Groves (Asset Owner signs on)	B Groves	15:05	31/10/17	Suspended		
<u>Reactivation of PTW</u>						
Brendan Groves (Asset Owner signs off)	Reactivated			B Groves	08:00	11/11/17
John Smith (PIC signs on)	John Smith	08:01	11/11/17			

Sheet 1 of \_\_\_\_

## 10.12 Appendix K: Safety Observer tracking & acknowledgement sheet



## Permit to work

## **Safety observer - tracking and acknowledgement sheet**

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent ( and ticketed where legally required ) to carry out the work and role required of me.
4. I fully understand the role and responsibilities of a safety observer.
5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity.

Sheet \_\_\_\_\_ of \_\_\_\_\_

## 10.13 Appendix L: Work Party tracking and acknowledgement sheet



## Permit to work

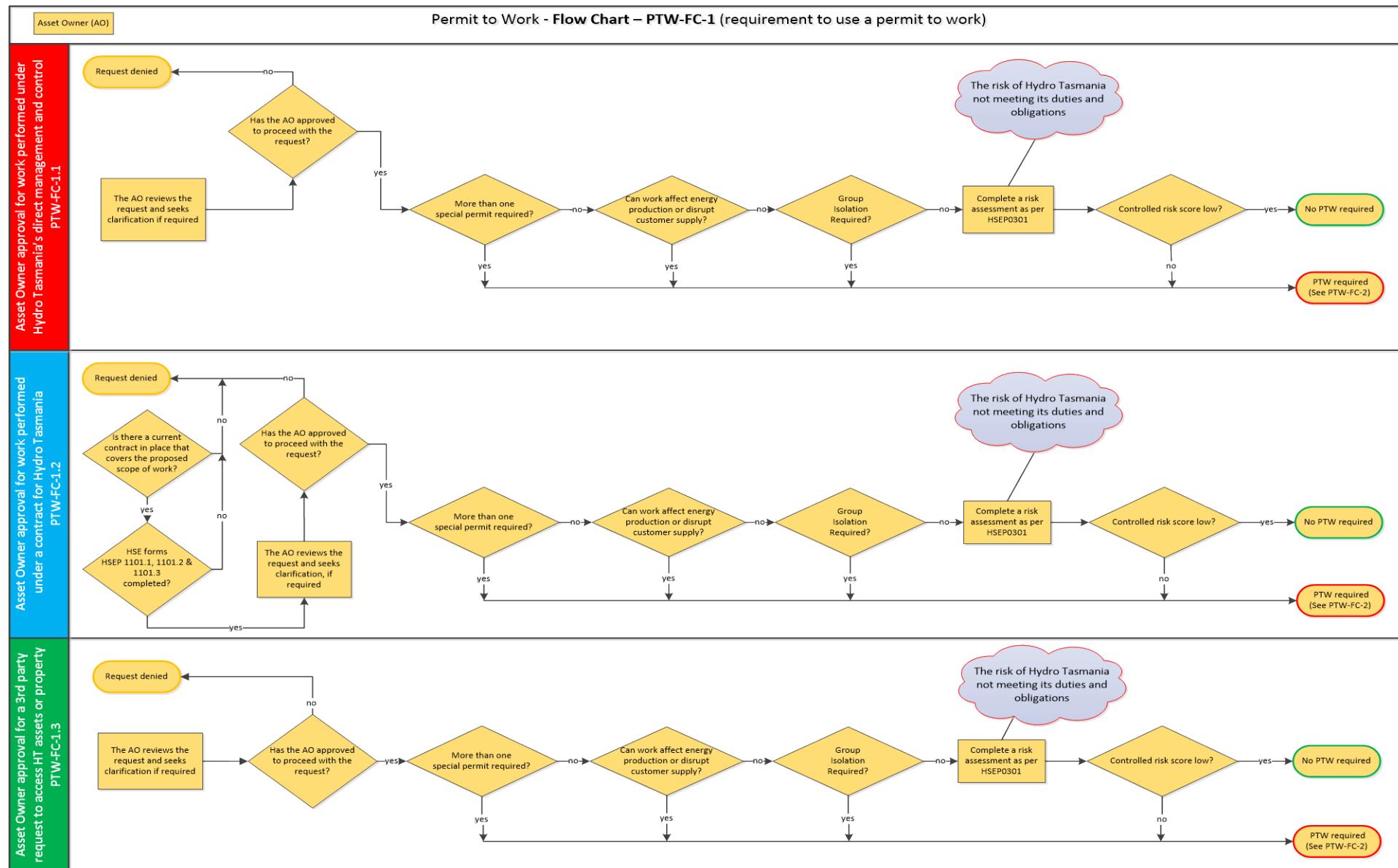
## Work party - tracking & acknowledgement sheet

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent (and ticketed where legally required) to carry out the work and role required of me.

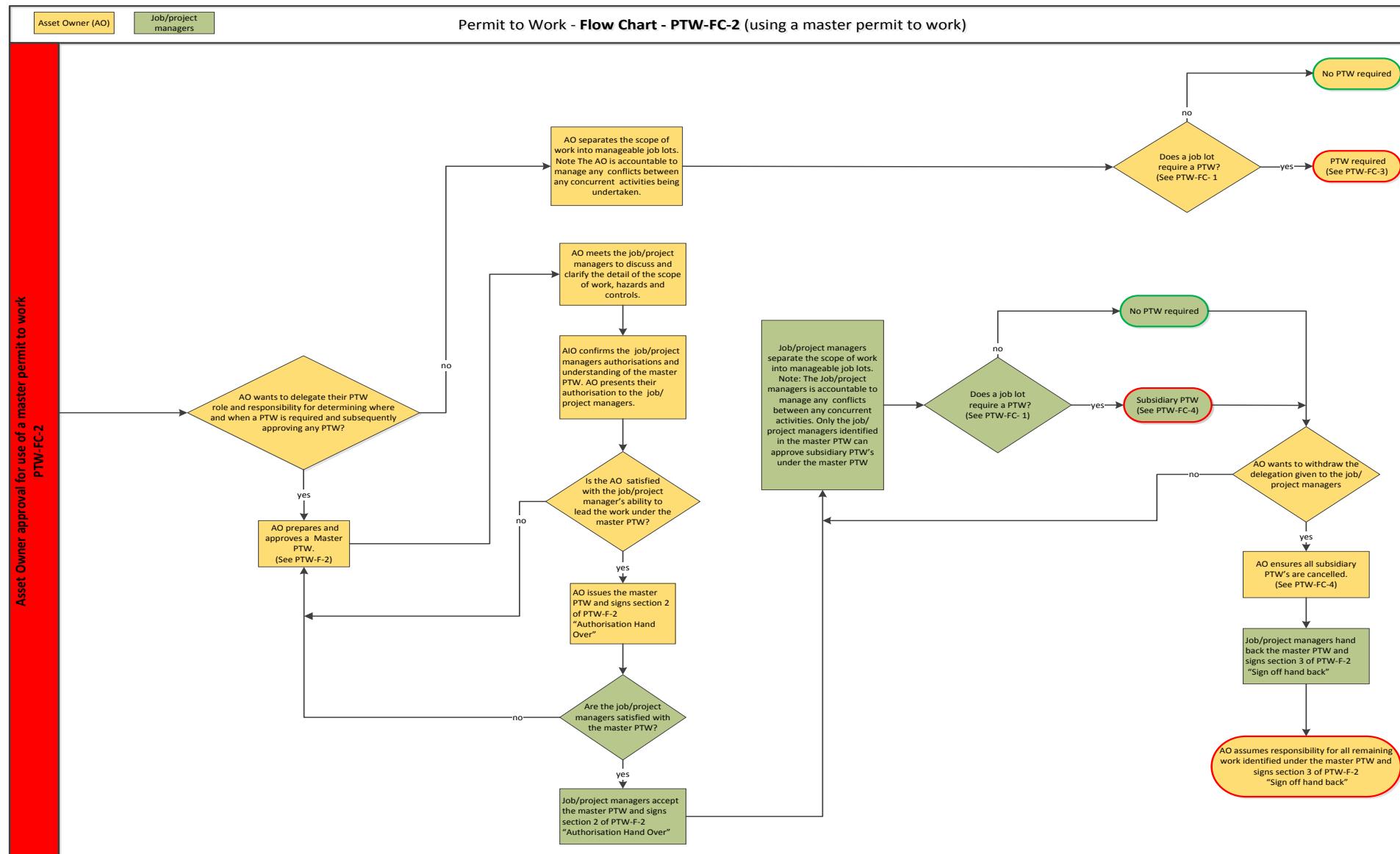
Permit to work ID No. PTW \_\_\_\_\_ / \_\_\_\_\_

Sheet \_\_\_\_\_ of \_\_\_\_\_

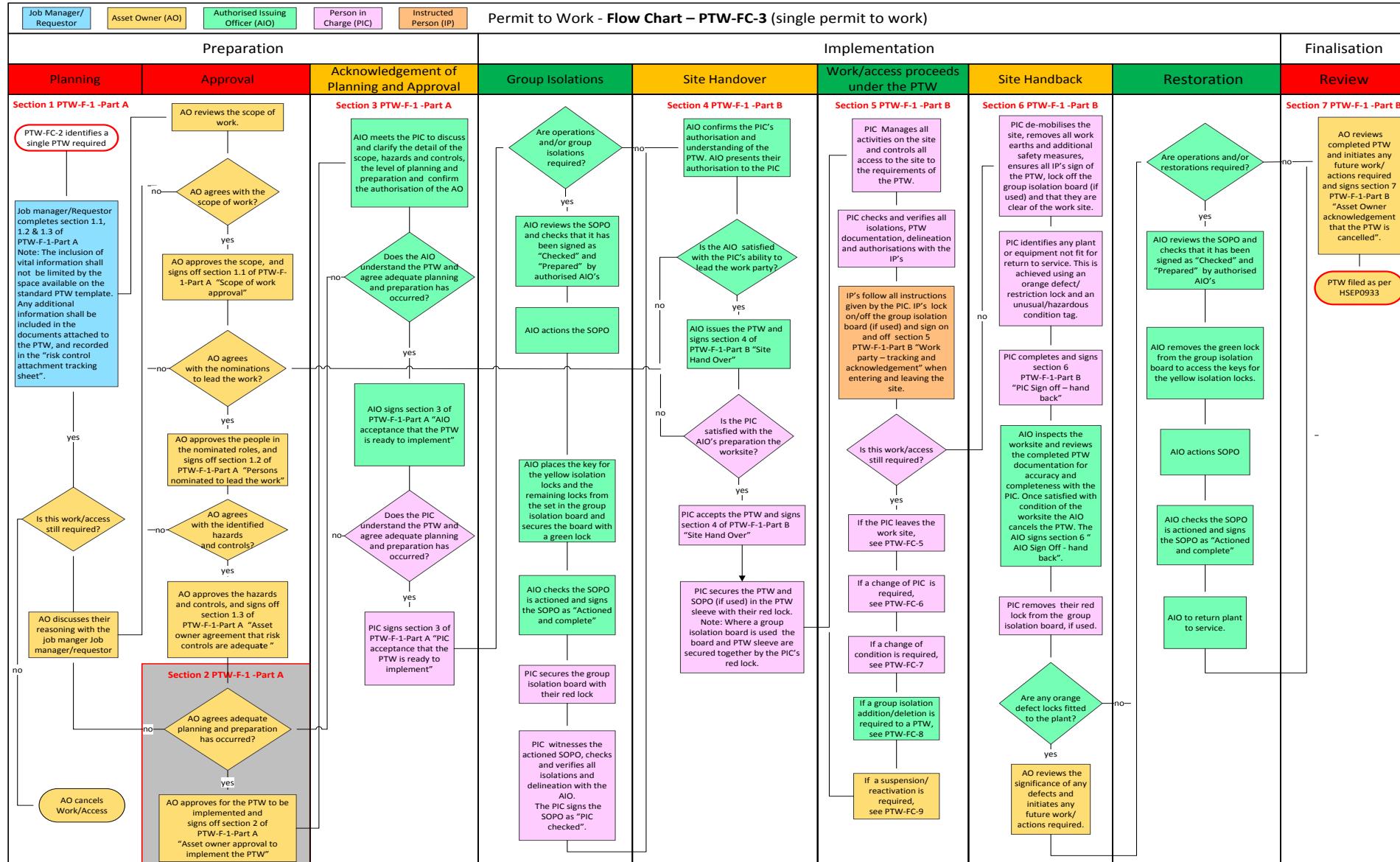
## 10.14 PTW-FC-1 Requirement to use a PTW



## 10.15 PTW-FC-2 Master PTW

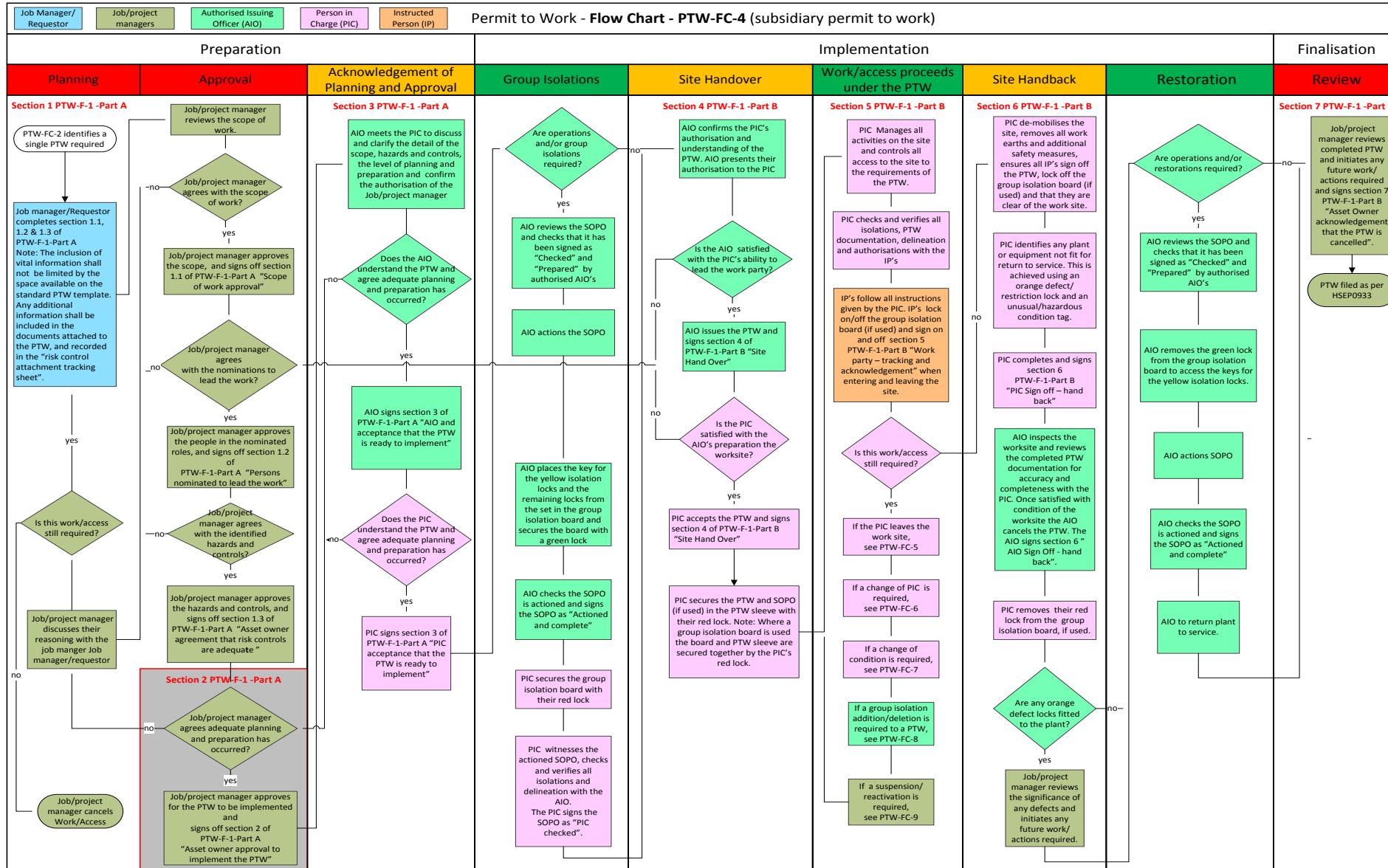


## 10.16 PTW-F-3 Single PTW

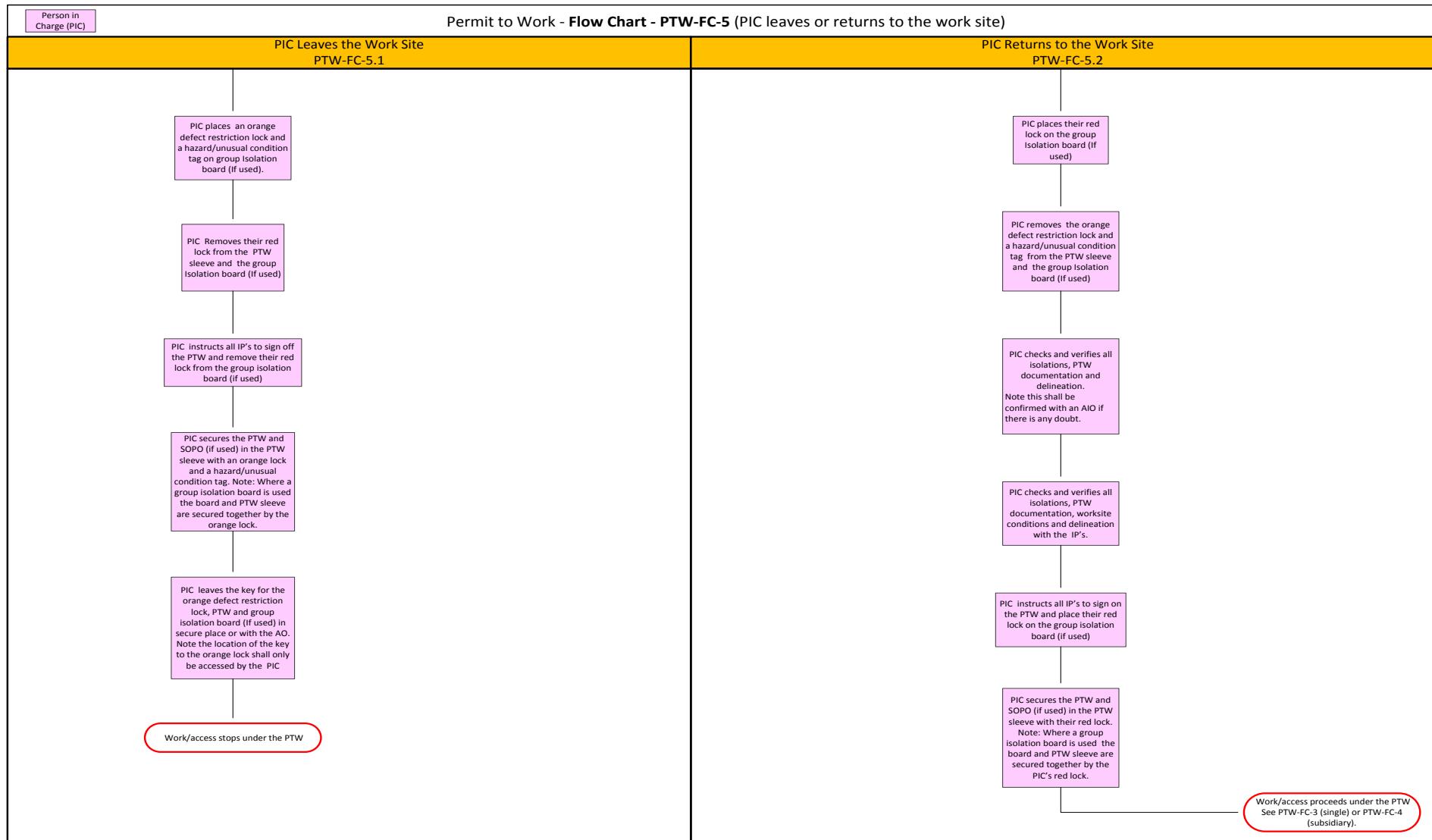


Document Control number: 10002.march18.Rev1.26.3.2018

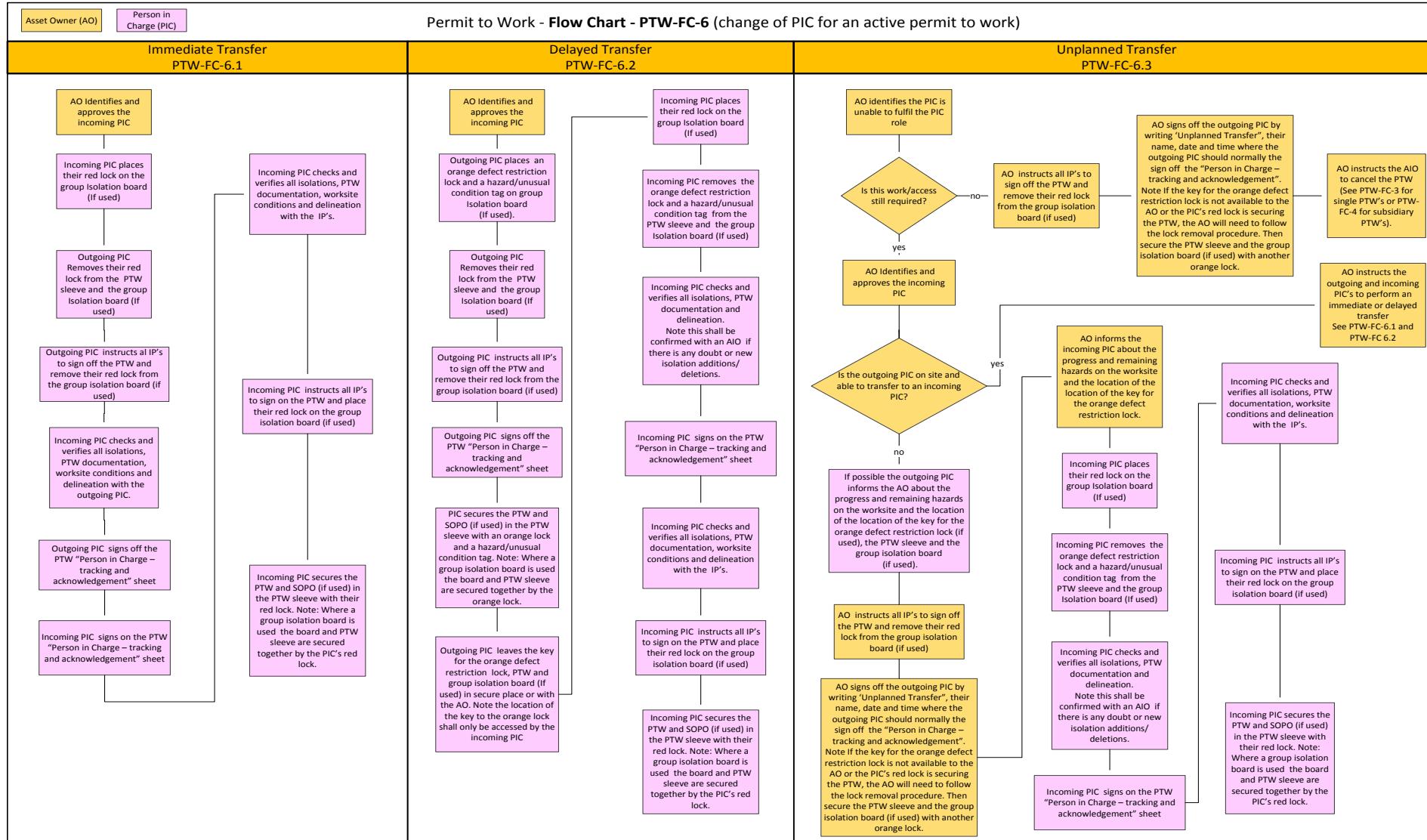
## 10.17 PTW-F-4 Subsidiary PTW



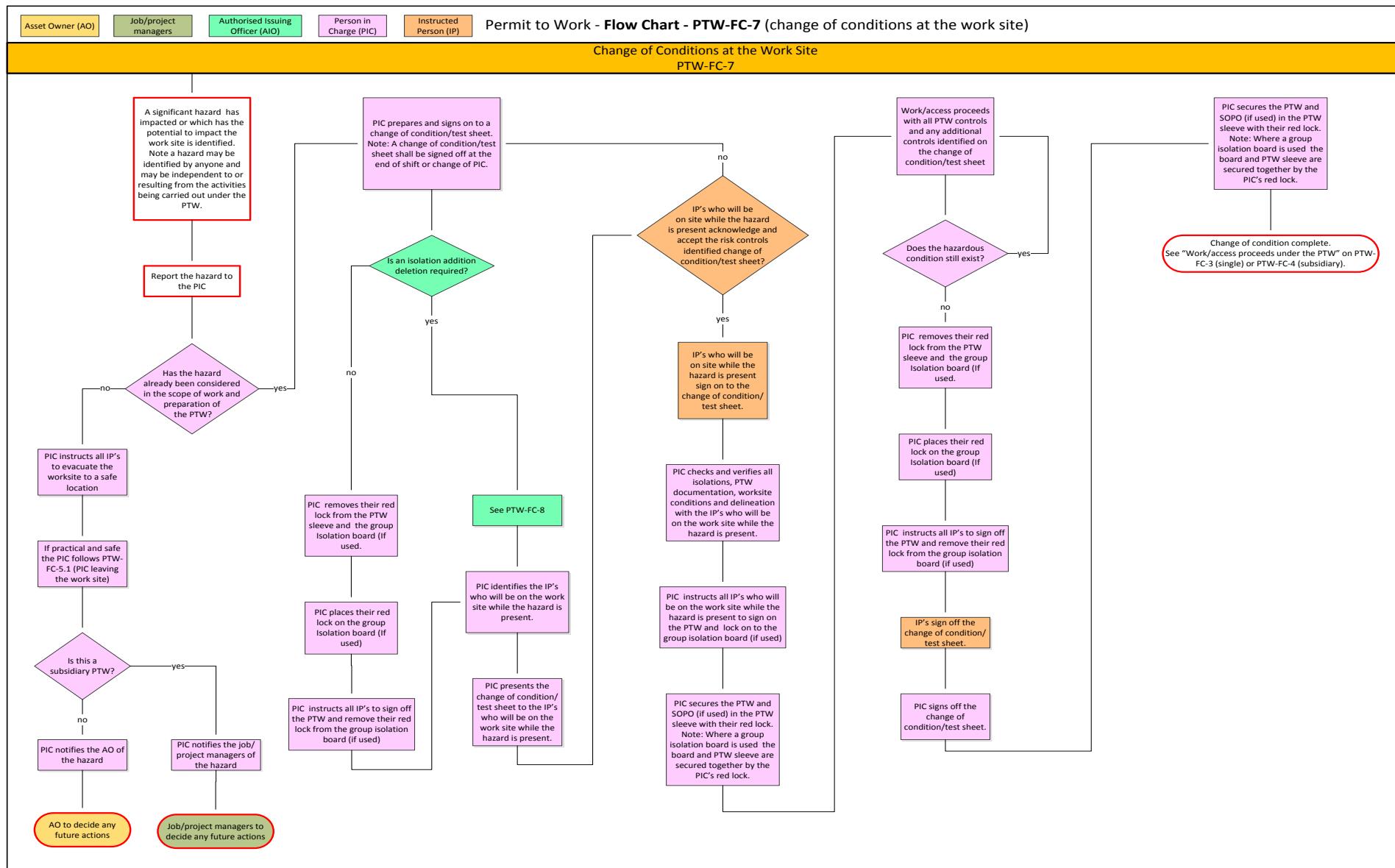
## 10.18 PTW-F-5 PIC leaves or returns to the work site



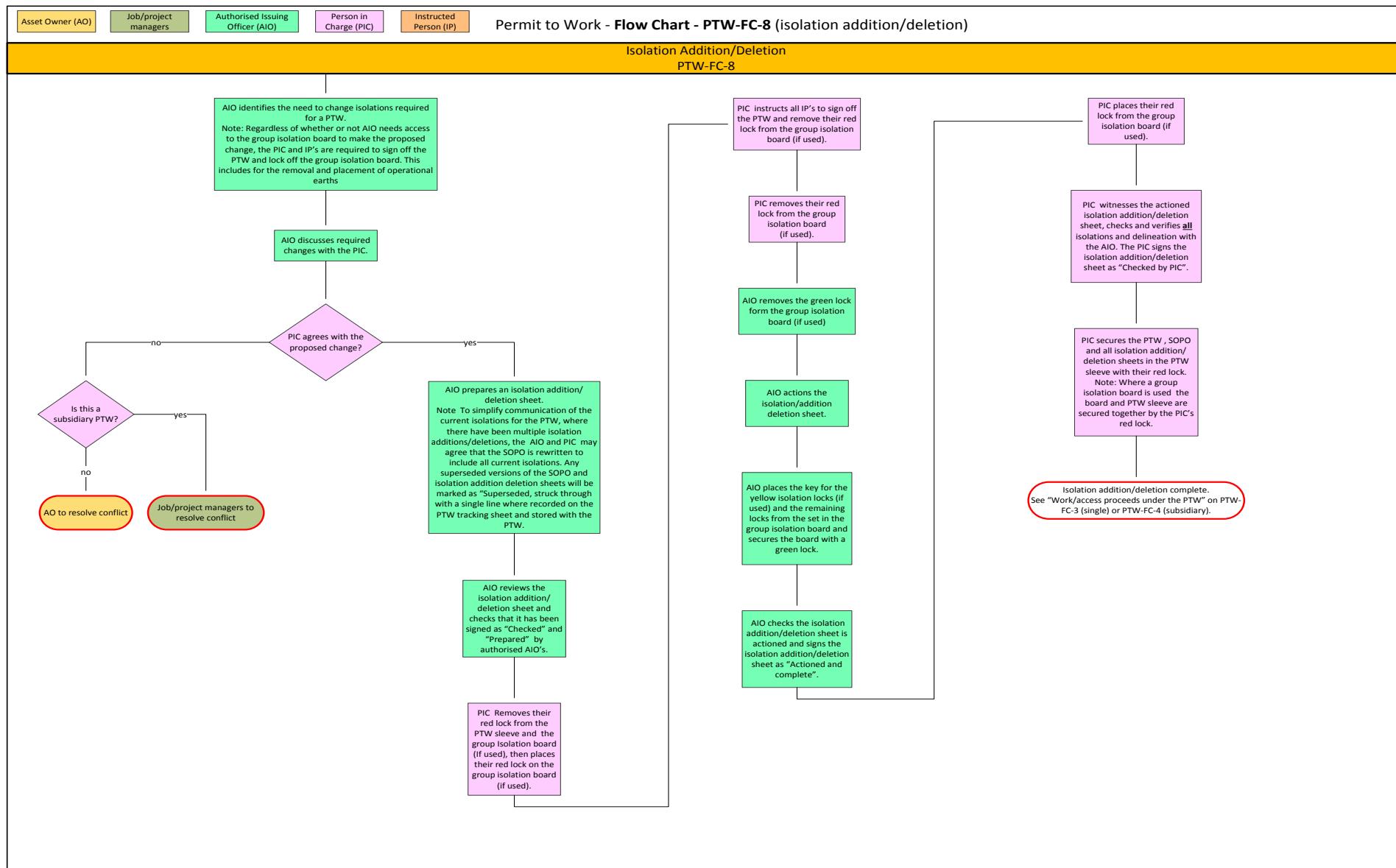
## 10.19 PTW-F-6 Change of PIC



## 10.20 PTW-F-7 Change of conditions

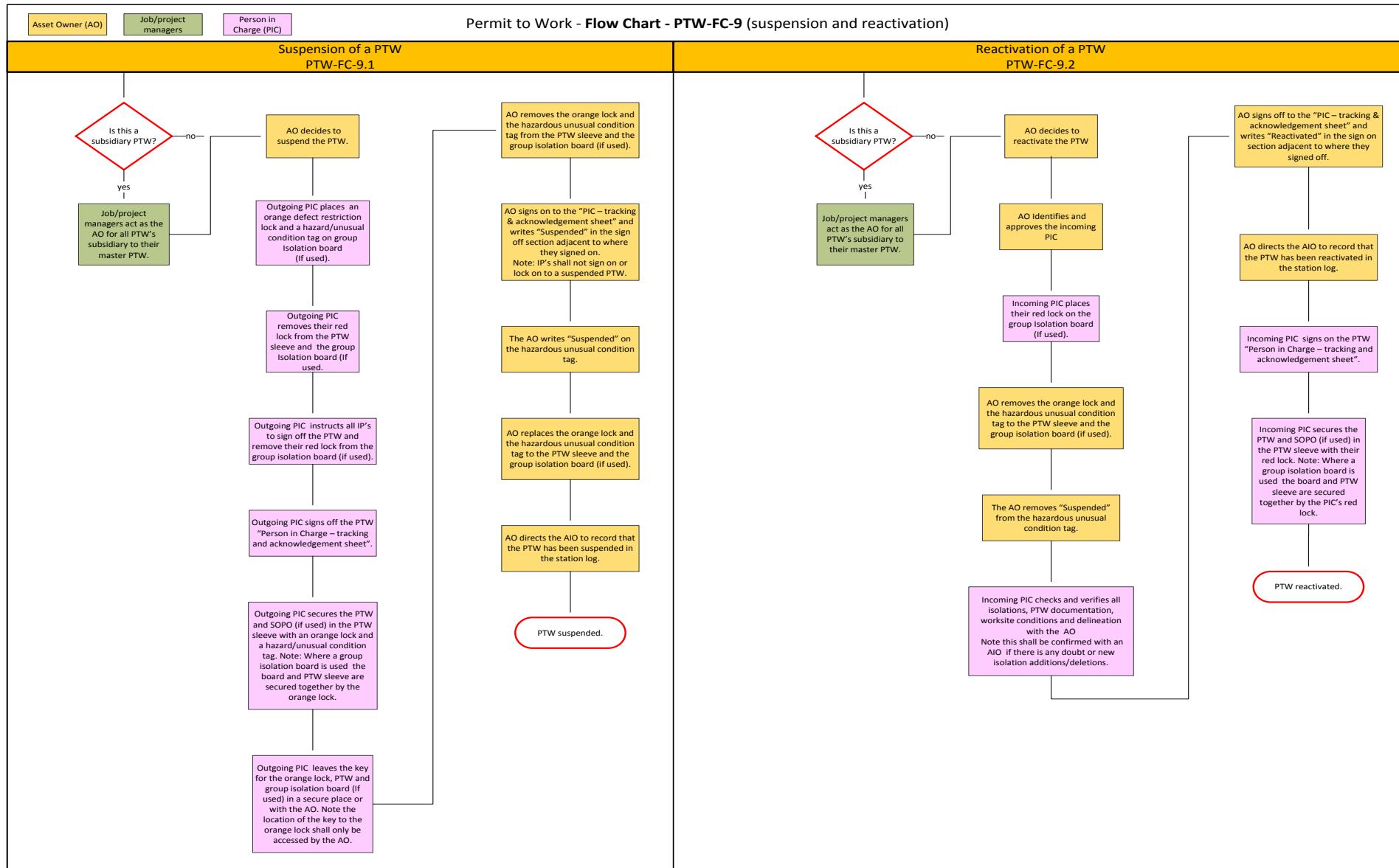


## 10.21 PTW-F-8 Isolation addition deletion



Document Control number: 10007.march2018.rev1.26.3.2018

## 10.22 PTW-F-9 Suspension and reactivation



# Permit to Work



Permit to Work ID No:

PTW: \_\_\_\_\_ / \_\_\_\_\_

(Part A must be used whether a PTW is required or not)

## PART A

### Planning, Risk Control Identification and Asset Owner Approval

Job Requestor		Asset Owner (AO)	
Name	Contact	Asset Owner	Contact
Location / equipment / worksite			
<hr/> <hr/> <hr/> <hr/> <hr/>			
Brief description/scope of requested /proposed work (attach more detailed scope if required)			
<hr/> <hr/> <hr/> <hr/> <hr/>			
Work Instructions (attach more detailed instructions if required)			
<hr/> <hr/> <hr/> <hr/> <hr/>			
Requested /planned date and duration of work		Date:	Duration:
SAP Outage Constraint No:			
Scope of work approval		Date:	
SAP Job No	Project No	Contract No	Asset Owner signature

Section 1.2	Persons nominated to lead the work (if the PIC, AIO and job requestor is not known then an Area Planner or Works Coordinator or Outage Manager or Project Manager will ensure the right planning is completed to set the job up for success)			
	Role	Name	Contact	Asset Owner signature
	e.g. PIC			
	e.g. AIO			
	e.g. Job Requestor			

# Permit to Work



Permit to Work ID No:		PTW: _____ / _____																																								
<b>Risk Management - Key hazard and controls identification</b> <table border="1"> <tr> <td colspan="2"> <b>Key hazards (X those applicable to the location and scope)</b> </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Energy sources? <input type="checkbox"/> Confined Spaces?  <input type="checkbox"/> Disrupt production or customers supply? <input type="checkbox"/> Working at Heights?  <input type="checkbox"/> Conflicting simultaneous activities? <input type="checkbox"/> Concealed services?  <input type="checkbox"/> Are the contractors to perform any work? <input type="checkbox"/> Environmental / Heritage requirements?  <input type="checkbox"/> Chemicals and poisons? <input type="checkbox"/> Airborne dust and fibres?  <input type="checkbox"/> Other hazards         </td> </tr> <tr> <td colspan="2"> <b>Agree Risk Controls (X those applicable)</b> <table border="1"> <tr> <td colspan="2"> <input type="checkbox"/> Take 5 <input type="checkbox"/> SWMS</td> <td><input type="checkbox"/> Direct Isolation</td> <td><input type="checkbox"/> Personal Isolation</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Group Isolation <input type="checkbox"/> SAP outage required</td> <td><input type="checkbox"/> Licences / legal permits</td> <td><input type="checkbox"/> Safety Observer</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Work site delineation <input type="checkbox"/> Concealed Services</td> <td><input type="checkbox"/> Confined Space permit</td> <td><input type="checkbox"/> Heritage Impact assessment</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Working at Heights Checklist <input type="checkbox"/> Contractor HSE checklist</td> <td><input type="checkbox"/> Diving Permit</td> <td><input type="checkbox"/> Testing procedure</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Asbestos handling <input type="checkbox"/> Work Instruction</td> <td colspan="2"></td> </tr> <tr> <td rowspan="2"> <b>PTW required</b> </td> <td rowspan="2"> <input type="checkbox"/> Yes         </td> <td rowspan="2"> <input type="checkbox"/> No         </td> <td> <b>Review PTW-FC-1 (requirement to use a PTW)</b>            PTW-FC-1.1 – AO approval for work performed under HT direct management and control            PTW-FC-1.2 – AO approval for work performed under a contract for HT            PTW-FC-1.3 – AO approval for a third party request to access HT assets or property         </td> </tr> <tr> <td> <input type="checkbox"/> Other controls         </td> </tr> </table> </td> </tr> <tr> <td colspan="4"> <b>Asset Owner agreement that risk controls are adequate</b> <table border="1"> <tr> <td colspan="2">           I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.         </td> <td colspan="2">           Asset Owner signature         </td> </tr> </table> </td> </tr> </table>				<b>Key hazards (X those applicable to the location and scope)</b>		<input type="checkbox"/> Energy sources? 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<b>Asset Owner agreement that risk controls are adequate</b> <table border="1"> <tr> <td colspan="2">           I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.         </td> <td colspan="2">           Asset Owner signature         </td> </tr> </table>				I agree that the hazards identified and proposed risk controls are acceptable and planning can commence.		Asset Owner signature																																				
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<b>Section 2</b>	<b>Asset Owner approval to implement the PTW</b> I accept that the planning and preparation is completed and approve this PTW to be implemented. Name _____ Signature _____ Date _____ Time _____																																									
	AIO and PIC acceptance that the PTW is ready to implement and the work can be completed safely AIO – I accept that the planning and preparation is complete and this PTW is ready to implement Name _____ Signature _____ Date _____ Time _____																																									
<b>Section 3</b>	PIC – I accept that the planning and preparation is complete and this PTW is ready to implement Name _____ Signature _____ Date _____ Time _____																																									



## Permit to Work

**Permit to Work ID No:**

**PTW:**

1

## PART B

## Risk Control Implementation and Worksite control/ management

<b>Section 4</b>	<b>Site Hand Over</b>										
	<p><b>Authorised Issuing Officer</b> (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, that any isolations, earthing, energy dissipation, draining and work site delineation is in place and give permission to commence work</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><i>Name</i></td> <td style="width: 25%;"><i>Signature</i></td> <td style="width: 25%;"><i>Date</i></td> <td style="width: 25%;"><i>Time</i></td> </tr> </table> <p><b>Person in Charge</b> – I accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments</p> <p><b>Note:</b> use <b>Person in Charge – change log &amp; acknowledgement sheets as required</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><i>N Name</i></td> <td style="width: 25%;"><i>Signature</i></td> <td style="width: 25%;"><i>Date</i></td> <td style="width: 25%;"><i>Time</i></td> </tr> </table>				<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	<i>N Name</i>	<i>Signature</i>	<i>Date</i>
<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>								
<i>N Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>								

# Permit to Work



Permit to Work ID No:

PTW: \_\_\_\_\_ / \_\_\_\_\_

Section 5.2	<b>Safety Observer (if required) – tracking &amp; acknowledgement</b> <b>Note: use additional safety observer – tracking &amp; acknowledgement sheets as required</b>							
	<ol style="list-style-type: none"> <li>1. I understand the scope of work, the hazards and risks present and introduced and commit to fully implementing the agreed precautions and control measures;</li> <li>2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site;</li> <li>3. I am competent ( and ticketed where legally required) to carry out the work and role required of me;</li> <li>4. I fully understand the role and responsibilities of a safety observer; and</li> <li>5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity</li> </ol>							
	Name (print)	Contact No	Sign On			Sign Off		
			Signature	Time	Date	Signature	Time	Date

Section 6	<b>Site Hand Back</b>							
	<b>Restrictions with plant</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>Follow up actions required</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>PIC Sign Off – Hand Back</b>							
	Links have been returned to operational state? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				Protection settings restored? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
The work area has been left in a safe and operable condition <input type="checkbox"/> Yes <input type="checkbox"/> No				All other risk control permits have been closed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Instructed Persons signed off, locked off and clear of the worksite? <input type="checkbox"/> Yes								
<b>PIC – I have completed my work/access and acknowledge this PTW is cancelled</b>								
Name		Signature		Date		Time		
<b>AIO Sign Off – Hand Back</b>								
<b>AIO – I have reviewed the PTW documentation and inspected the worksite with the PIC. I am satisfied that all work has been completed as requested, all permit to works have been closed and the operational log sheet has been updated</b>								
Name		Signature		Date		Time		

Section 7	<b>Asset Owner acknowledgement that the PTW is cancelled</b>							
	AO – I acknowledge that this PTW is cancelled. I have reviewed any restrictions or defects identified under the PTW. I have considered and initiated any future work as needed							
	Name		Signature		Date		Time	

**Permit to Work**

Permit to Work ID No:

PTW: \_\_\_\_\_

/ \_\_\_\_\_

**Permit to work – risk control attachment tracking sheet**

Attach No.	Title/description	Start date	End date
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			
AA			
AB			
AC			
AD			

# Permit to work – risk control attachment tracking sheet (if needed)

Permit to work ID No.		PTW _____ / A			
Attach No.	Title/description	Planned start date	Planned end date	Actual start date	Actual end date
A	Risk control attachment tracking sheet(s)				
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
O					
P					
Q					
R					
S					
T					
U					
V					
W					
X					
Y					
Z					
AA					
AB					
AC					
AD					
AE					
AF					
AG					

Sheet 1 of \_\_\_\_\_

## Permit to work – risk control attachment tracking sheet

Sheet \_\_\_\_\_ of \_\_\_\_\_

## Permit to Work

Permit to Work ID No:	PTW: TR 120418 0930
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(Part A must be used whether a PTW is required or not)

### PART A

#### Planning, Risk Control Identification and Asset Owner Approval

Section 1.1	Permit to Work ID No:		PTW: PTW TR 120418 0930		
	Job Requestor		Asset Owner (AO)		
	Name	Contact	Asset Owner	Contact	
	Josh Wilkes	0400 333 444	Brendan Groves	0400 222 111	
	Location / equipment / worksite				
	Trevallyn Power Station No.2 Machine <ul style="list-style-type: none"> <li>• Exciter</li> <li>• Governor Accumulator and associated equipment</li> <li>• Alternator Enclosure</li> <li>• Unit transformer</li> <li>• Cooling Water system excluding the cooling water relief valve 704</li> <li>• Turbine bearing standby oil lube pump</li> <li>• Generator bearings standby oil lube pump</li> <li>• Field switch</li> </ul>				
	JB & M panels for terminal tightness checks				
	Brief description/scope of requested /proposed work (attach more detailed scope if required) <ul style="list-style-type: none"> <li>• 70035771 Cooling Water Maintenance (2 Y)           <ul style="list-style-type: none"> <li>○ 020 Inspect and Clean Alt. Air coolers</li> <li>○ 030 Inspect and Clean Alt. Bearing Cooler</li> <li>○ 040 Change out turbine bearing cooler</li> </ul> </li> <li>• 70033886 Governor Mechanical maintenance           <ul style="list-style-type: none"> <li>○ 010 Inspect and clean Gov. Unloader Valve</li> <li>○ 020 Insp. Governor Sump Relief Valve</li> <li>○ 130 Governor Mechanical Maintenance (4Y)</li> </ul> </li> <li>• 70033885 Excitation System Inspection           <ul style="list-style-type: none"> <li>○ 010 Excitation System Inspection</li> <li>○ 130 Perform Brush Gear Maintenance</li> </ul> </li> <li>• 70033887 Main Inlet Valve Maintenance</li> <li>• 70033888 Terminations in JB &amp; M Panels</li> <li>• 70033891 Medium Voltage Elect. Equipment Maintenance           <ul style="list-style-type: none"> <li>○ 010 Unit Transformer Maintenance TR1 (4Y)</li> </ul> </li> </ul>				
	020 Inspect 11kV Cables (4Y)				
	Work Instructions (attach more detailed instructions if required) <p>N/A</p>				
Requested /planned date and duration of work		Date:23/4/2018		Duration: 2 weeks	
SAP Outage Constraint No:		12345162			
Scope of work approval		Date: 9/4/2018			
SAP Job No		Project No	Contract No	Asset Owner signature	
		H-0100816		Brendan Groves	

# Permit to Work



Permit to Work ID No:

PTW: TR 120418 0930

<b>Persons nominated to lead the work</b> (if the PIC, AIO and job requestor is known then the Area Planner or Works Coordinator or Outage Manager or Project Manager will ensure the right planning is completed to set the job up for success)			
Role	Name	Contact	Asset Owner signature
AIO	Matthew McMullen	0411 222 333	<i>Brendan Groves</i>
PIC	Scott Murfett	0411 111 222	<i>Brendan Groves</i>
Job Requestor	Josh Wilkes	0400 333 444	<i>Brendan Groves</i>

<b>Risk Management - Key hazard and controls identification</b>					
<b>Key hazards (X those applicable to the location and scope)</b>					
<input checked="" type="checkbox"/> Energy sources?		<input type="checkbox"/> Confined Spaces?			
<input checked="" type="checkbox"/> Disrupt production or customers supply?		<input checked="" type="checkbox"/> Working at Heights?			
<input type="checkbox"/> Conflicting simultaneous activities?		<input type="checkbox"/> Concealed services?			
<input checked="" type="checkbox"/> Are the contractors to perform any work?		<input type="checkbox"/> Environmental / Heritage requirements?			
<input type="checkbox"/> Chemicals and poisons?		<input type="checkbox"/> Airborne dust and fibres?			
<input type="checkbox"/> Other hazards					
<b>Agree Risk Controls (X those applicable)</b>					
<input checked="" type="checkbox"/> Take 5		<input checked="" type="checkbox"/> SWMS			
<input checked="" type="checkbox"/> Group Isolation		<input checked="" type="checkbox"/> SAP outage required			
<input checked="" type="checkbox"/> Work site delineation		<input type="checkbox"/> Concealed Services			
<input type="checkbox"/> Working at Heights Checklist		<input type="checkbox"/> Contractor HSE checklist			
<input type="checkbox"/> Asbestos handling		<input type="checkbox"/> Work Instruction			
<b>PTW required</b>		<b>Review PTW-FC-1 (requirement to use a PTW)</b> PTW-FC-1.1 – AO approval for work performed under HT direct management and control PTW-FC-1.2 – AO approval for work performed under a contract for HT PTW-FC-1.3 – AO approval for a third party request to access HT assets or property			
<input type="checkbox"/> Other controls					
<b>Asset Owner agreement that risk controls are adequate</b>					
I agree that the hazards identified and proposed risk controls are acceptable and planning can commence		Asset Owner signature <i>Brendan Groves</i>			

# Permit to Work



Permit to Work ID No:

PTW: TR 120418 0930

Section 2

## Asset Owner approval to implement the PTW

I accept that the planning and preparation is completed and approve this PTW to be implemented

Brendan Groves

*Brendan Groves*

9<sup>th</sup> April 2018

0800

Section 3

## AIO and PIC acceptance that the PTW is ready to implement and the work can be completed safely

AIO – I accept that the planning and preparation is complete and this PTW is ready to implement

Matthew McMullen

*Matthew McMullen*

12<sup>th</sup> April 2018

1134

PIC – I accept that the planning and preparation is complete and this PTW is ready to implement

Scott Murfett

*Scott Murfett*

14<sup>th</sup> April 2018

0800.

## PART B

## Risk Control Implementation and Worksite control/ management

Section 4	Site Hand Over	Authorised Issuing Officer (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, that any isolations, earthing, energy dissipation, draining and work site delineation is in place and give permission to commence work		
	Matthew McMullen	<i>Matthew McMullen</i>	19 <sup>th</sup> April 2018	1134
	<b>Person in Charge</b> – I accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments	<b>Note: use Person in Charge – change log &amp; acknowledgement sheets as required</b>		
	Scott Murfett	<i>Scott Murfett</i>	19 <sup>th</sup> April 2018	1300.

# Permit to Work



Permit to Work ID No:

PTW: TR 120418 0930

Section 5.2	<b>Safety Observer (if required) – tracking &amp; acknowledgement</b> <b>Note: use additional safety observer – tracking &amp; acknowledgement sheets as required</b>							
	<ol style="list-style-type: none"> <li>1. I understand the scope of work, the hazards and risks present and introduced and commit to fully implementing the agreed precautions and control measures;</li> <li>2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site;</li> <li>3. I am competent ( and ticketed where legally required) to carry out the work and role required of me;</li> <li>4. I fully understand the role and responsibilities of a safety observer; and</li> <li>5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity</li> </ol>							
	<b>Name (print)</b> Peter Kapeller	<b>Contact No</b> 0400 123 462	<b>Sign On</b>		<b>Sign Off</b>			
			<b>Signature</b> 	<b>Time</b> 0800	<b>Date</b> 23/4/18	<b>Signature</b> 	<b>Time</b> 1610	<b>Date</b> 23/4/18

Section 6	<b>Site Hand Back</b>						
	<b>Restrictions with plant</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		
	<b>Follow up actions required</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		
	<b>PIC Sign Off – Hand Back</b>						
Links have been returned to operational state? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Protection settings restored? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
The work area has been left in a safe and operable condition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		All other risk control permits have been closed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
Instructed Persons signed off, locked off and clear of the worksite? <input checked="" type="checkbox"/> Yes							
<b>PIC – I have completed my work/access and acknowledge this PTW is cancelled</b>							
Scott Murfett				7 <sup>th</sup> May 2018		1300.	
<b>AIO Sign Off – Hand Back</b>							
<b>AIO – I have reviewed the PTW documentation and inspected the worksite with the PIC. I am satisfied that all work has been completed as requested, all permit to works have been closed and the operational log sheet has been updated</b>							
Matthew McMullen				7 <sup>th</sup> May 2018		1400	

Section 7	<b>Asset Owner acknowledgement that the PTW is cancelled</b>						
	AO – I acknowledge that this PTW is cancelled. I have reviewed any restrictions or defects identified under the PTW. I have considered and initiated any future work as needed						
Brendan Groves				7 <sup>th</sup> May 2018		1432.	

**Permit to Work**

Permit to Work ID No:

PTW: TR 120418 0930

**Permit to work – risk control attachment tracking sheet**

Attach No.	Title/description	Start date	End date
A	Isolation SOPO	19/4/2018	23/4/2018
B	RTS SOPO		
C	PIC tracking sheet	23/4/2018	
D	Work Party tracking sheet	23/4/2018	
E	SWMS In situ alternator air cooler cleaning	23/4/2018	
F	SWMS Inspect & clean governor unloader	23/4/2018	
G	Tool register	23/4/2018	
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			
AA			



# Master permit to work

Master Permit to work ID No.	PTW _____ / _____
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Requestor / Job manager		Asset owner ( AO )	
Name	Contact	Asset owner or delegate	Contact
Location/equipment/work site			
Brief description/scope of requested/ proposed work ( attach more detailed scope if required )			
Requested/planned date and duration of work		Date:	Duration:
Work scope approval ( at least one of )		Date:	
S.A.P No.	Project No.	Contract No.	Asset owner del. sign.

<b>Risk management</b>	
<b>Key hazard identification and controls required ( Take 5 and/or JHA to be used to identify )</b>	
<b>Key hazards</b>	<b>Controls</b>
<input type="checkbox"/> Energy sources to be isolated Y/N?	<input type="checkbox"/> Implement isolation procedure
<input type="checkbox"/> Part of power scheme?	<input type="checkbox"/> Outage to be arranged / group isolation
<input type="checkbox"/> Are contractors to perform any of the work?	<input type="checkbox"/> Management of Contractors and Suppliers Procedure
<input type="checkbox"/> Atmospheric testing for confined spaces?	<input type="checkbox"/> Use confined space permit
<input type="checkbox"/> Potential for conflicting simultaneous activities?	<input type="checkbox"/> Other Hazards?

<b>Agreed/attached additional permits / plans / checklists/controls</b>			
<input type="checkbox"/> Isolation required >>>	<input type="checkbox"/> Direct isolation	<input type="checkbox"/> Personal isolation	<input type="checkbox"/> Group isolation
<input type="checkbox"/> Outage required - EGO	<input type="checkbox"/> Confined space permit	<input type="checkbox"/> Concealed services pmt	<input type="checkbox"/> Hot work permit
<input type="checkbox"/> JHA / SWI	<input type="checkbox"/> Safety observer	<input type="checkbox"/> Diving permit	<input type="checkbox"/> Asbestos handling
<input type="checkbox"/> Work site delineation	<input type="checkbox"/> Licences/legal permits	<input type="checkbox"/> Heritage Impact Assess	<input type="checkbox"/> Working at heights chk
<input type="checkbox"/> Testing procedure	<input type="checkbox"/> Contractor HSE Chk	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> SWMS	<input type="checkbox"/> EIA		

Approval & agreement that risk controls are adequate	Date:	Time:
Hydro Tasmania asset owner (or delegate) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable.		
Name	Signature	Contact number



# Master permit to work

Master Permit to work ID No.	PTW _____ / _____
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<b>Authorisation handover – permission to commence work</b>		<b>Date:</b>	<b>Time:</b>		
<p><b>Asset owner</b> (Hydro Tasmania representative) – I acknowledge that the work risk controls, timing, conditions and authorisations are acceptable, I delegate my authority to approve permits to work that are subsidiary to this permit ( which will be detailed below as required) to the below signed job/project manager and their alternate, and give permission to commence work.</p> <table border="1"> <tr> <td>Name</td> <td>Signature</td> </tr> </table>				Name	Signature
Name	Signature				
<p><b>Job/project manager</b> – I accept the accountabilities of this job/project manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in subsidiary Permits to Work and attachments.</p> <table border="1"> <tr> <td>Name</td> <td>Signature</td> </tr> </table>				Name	Signature
Name	Signature				
<p><b>Alternate job/project manager</b> – I accept the accountabilities of this alternate job/project manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in subsidiary permits to work and attachments ( if the primary job/project manager is unavailable ).</p> <table border="1"> <tr> <td>Name</td> <td>Signature</td> </tr> </table>				Name	Signature
Name	Signature				

### **Permit to work structure for this scope of work:**

**Master permit to work (this permit)**



**Subsidiary permits to work**

Subsid. Permit Letter	Description	Authorised Issuing Officer	AIO Lock Number	Person in Charge (Original)	Start Time	Start date	End date
A.							
B.							
C.							
D.							
E.							
F.							
G.							
H.							
I.							
J.							
K.							
L.							
M.							
N.							

Restrictions with plant Y / N : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Sign off – hand back</b>	<b>Date:</b>	<b>Time:</b>
<input type="checkbox"/> The plant and work area has been left in a safe and operable condition, and all other risk control permits have been closed.	<b>Requestor / job manager</b>	
<input type="checkbox"/> All work has been completed as requested, all subsidiary and special permits closed.	<b>Asset owner</b>	

# Master permit to work



Master Permit to work ID No.

PTW \_\_\_\_\_ / \_\_\_\_\_

## Subsidiary permits to work log

Attach No.	Title/description	Start date	End date
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			
AA			
AB			
AC			
AD			
AE			
AF			
AG			

Sheet 1 of \_\_\_\_\_

# Subsidiary permits to work log

Permit to work ID No.	PTW	/
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Subsid. Permit Letter	Description	Authorised Issuing Officer	AIO Lock Number	Person in Charge (Original)	Start Time	Start date	End date
O							
P							
Q							
R							
S							
T							
U							
V							
W							
X							
Y							
Z							
AA							
AB							
AC							
AD							
AE							
AF							
AG							
AH							
AI							
AJ							
AK							
AL							
AM							
AN							
AO							
AP							
AQ							
AR							
AS							
AT							
AU							

Sheet 1 of \_\_\_\_\_

Permit to work ID No.	PTW _____ / ____
-----------------------	------------------

Sheet of

PIC Selection Assessment Tool									
Date									
Proposed PIC					Proposed PIC contact details:		Mobile: Email:		
Discipline		Mechanical	Electrical	Civil	HT PIC	Contracted PIC	Other		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brief outline of proposed PIC's qualifications & experience									
Training & induction validity relevant to scope of work		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Validated training:					
Scope of work									
Scoring		The higher the score, the less suitable the person is for the role of PIC for this work The role complexity + each criteria of the role experience = Total							
Role Complexity				Role Experience					
Leading a single discipline team on a specific activity	Managing a supplier of technical expertise in a narrow specialised field	Leading a multi discipline team, carrying out multiple activities	Leading the testing, pre commissioning and commissioning of plant	Experience	Never	Once	Twice	3 times (or more)	TOTAL
1	2	3	4	Performed PiC role before?	4	3	2	1	
				Worked on these or this type of assets before?	4	3	2	1	
				Worked on this site before	4	3	2	1	
Authorisation									
Score 1 - 7		Proceed							
Score 8 - 12		Supervision recommendation							
Score 13 - 16		STOP. Do not proceed							
Additional mentoring supervision or support required									
		Name		Date			Signature		
Prepared by									
Asset Owner approval									

# Permit to work



## Change of condition/test sheet

Permit to work ID No. PTW \_\_\_\_\_ / \_\_\_\_

1. Change of hazard/condition: \_\_\_\_\_

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Additional or changed controls: \_\_\_\_\_

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PIC signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Returned condition: \_\_\_\_\_

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Additional or changed controls: \_\_\_\_\_

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PIC signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## Change of condition/test sheet

**Permit to work ID No.** **PTW** \_\_\_\_\_ / \_\_\_\_\_

1. Change of hazard/condition: \_\_\_\_\_

Additional or changed controls:

PIC signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Returned condition:

Additional or changed controls:

**PIC signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Sheet 1 of 1

# Permit to work

## Person in charge – tracking & acknowledgement sheet

1. I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me
4. The Asset Owner or Delegate has approved me as PIC for this work.

**Note:** If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Sheet 1 of

# Permit to work

## Person in charge – tracking & acknowledgement sheet

1. I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me
4. The Asset Owner or Delegate has approved me as PIC for this work.

Note: If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## Person in charge – tracking & acknowledgement sheet

- I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
- I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
- I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me
- The Asset Owner or Delegate has approved me as PIC for this work.

**Note:** If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Permit to work ID No.	PTW PO 101017 12:00/F					
Name ( Print )	Sign on			Sign off		
	Signature	Time	Date	Signature	Time	Date
John Smith	<b>N/A - Initial PIC signed on to PTW</b>			John Smith	16:00	13/10/17
Tony Mann	Tony Mann	16: 02	13/10/17			
<b><u>Unplanned delay transfer</u></b>						
<i>This is an example of an unplanned delayed transfer where the current PIC has called in sick</i>						
Tony Mann	Tony Mann	16:02	15/10/17	Unplanned transfer Brendan Groves	08:00	16/10/17
John Smith	John Smith	08:10	16/10/17			
<b><u>Suspension of PTW (if PIC onsite)</u></b>						
<i>This is an example of a suspension of PTW, where in this case the MIV has been removed from site to the workshop no further work required on this permit until the MIV is back on site</i>						
John Smith	John Smith	08:10	17/10/17	John Smith	15:05	31/10/17
Brendan Groves	B Groves	15:05	31/10/17	Suspended		
<b><u>Suspension of PTW (if not onsite)</u></b>						
<i>This is an example of a suspension of PTW, where in this case the PIC is not on site</i>						
John Smith (PIC signs off)	John Smith	08:10	17/10/17	Unplanned transfer Brendan Groves	15:05	31/10/2017
Brendan Groves (Asset Owner signs on)	B Groves	15:05	31/10/17	Suspended		
<b><u>Reactivation of PTW</u></b>						
Brendan Groves (Asset Owner signs off)	Reactivated			B Groves	08:00	11/11/17
John Smith (PIC signs on)	John Smith	08:01	11/11/17			

Sheet 1 of \_\_\_\_\_

# Permit to work

## Person in charge – tracking & acknowledgement sheet

1. I accept the accountabilities of this job manager role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent and authorised ( and ticketed where legally required ) to carry out the work and role required of me
4. The Asset Owner or Delegate has approved me as PIC for this work.

Note: If PIC unexpectedly unable to return, the Asset owner or delegate shall print "UNPLANNED TRANSFER" where the PIC would have signed off and write name, time and date on the next line under that sign off. The work under the permit cannot continue until the Asset owner or delegate selects a new competent and capable PIC to accept and sign on to the PTW.

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## **Safety observer - tracking and acknowledgement sheet**

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent ( and ticketed where legally required ) to carry out the work and role required of me
4. I fully understand the role and responsibilities of a safety observer.
5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity.

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## **Safety observer - tracking and acknowledgement sheet**

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent ( and ticketed where legally required ) to carry out the work and role required of me
4. I fully understand the role and responsibilities of a safety observer.
5. I shall perform the role of a safety observer exclusively and not perform any other task related to the work activity.

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## Work party - tracking & acknowledgement sheet

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent ( and ticketed where legally required ) to carry out the work and role required of me

Permit to work ID No. **PTW** \_\_\_\_\_ / \_\_\_\_\_

# Work Party

Sheet \_\_\_\_\_ of \_\_\_\_\_

# Permit to work

## Work party - tracking & acknowledgement sheet

1. I understand the scope of work, the hazards and risks present and introduced, and commit to fully implementing the agreed precautions and control measures.
2. I have been inducted in appropriate safe work practices and the work site introduction has provided me with an understanding of the hazards present on the work site.
3. I am competent ( and ticketed where legally required ) to carry out the work and role required of me

Permit to work ID No. **PTW** \_\_\_\_\_ / \_\_\_\_\_

# Work Party

Sheet \_\_\_\_\_ of \_\_\_\_\_