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| **Permit to Work/Work Order Number:** |  |

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| ***This Permit to Work is the formal way of tracking the authorisation and communication of***  ***all specified high-risk tasks involved with a work activity.*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 1: General Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Activity Title:**  (As per Work Activity Risk Assessment) | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Location of Work Site:** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Company/Entity doing the work:** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Estimated Duration of Work:** | | | | | | | From      /     /      to      /     /      (Max 3 weeks) | | | | | | | | | | | | | | | | | |
| Specified High-Risk Work Tasks Covered by this Permit to Work: | | | | | | | Tick appropriate boxes and attach a copy of the required Form/s | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | Hot Work | | | |  | Excavation | | |  | | Plant Isolation | | | | | | |
|  | | | | | | |  | Confined Space | | | |  | Work at Heights | | |  | | Live Electrical Maintenance Work | | | | | | |
|  | | | | | | |  | HV Switching Sheet and associated Access and Test Permits | | | | | | | | | | | | | | | | |
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| **Section 2: Permit Request** *(On-Site Supervisor of the contractors or PBPL workers who have been engaged to perform the work):* | | | | | | | | | | | | | | | | | | | | | | | | |
| This acknowledgement signifies a formal request to commence a work activity involving one or more specified high-risk tasks. As the person requesting this permit, I hereby certify that: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | I have developed and/or reviewed the Risk Assessment and required Control Form/s relevant to this work activity. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I have consulted with relevant people to ensure that controls are adequate. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I am competent to coordinate this work activity in accordance with the attached Risk Assessment, Control Form/s and PBPL Permit to Work Procedures. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I shall undertake to implement all risk management onsite including planned and necessary controls and I am responsible for the health and safety of those completing or impacted by all activities onsite. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I shall ensure that the persons required to carry out the work are advised of and understand the requirements of the Risk Assessment and Control Form/s, PBPL Permit to Work Procedures and the Permit to Work / Access Instructions in Section 5 below. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I shall monitor hazards and control methods throughout the work activity. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I am requesting this Permit to be reviewed, registered and numbered by the PBPL Permit to Work Authorised Person. | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | |  | | | | **Signature:** | |  | | | **Date:** | | | |  | **Time:** | |  | | | |
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| **Section 3: PBPL Person Engaging Contractors or PBPL Worker Review:** | | | | | | | | | | | | | | | | | | | | | | | | |
| This sign off is to signify that the PBPL person who engaged the contractors or PBPL workers have reviewed all documentation and provided comments. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | I have reviewed the content of all related documents including the Risk Assessment, required Control Form/s and PBPL Permit to Work Procedures and provided feedback to the contractors or PBPL workers. | | | | | | | | | | | | | | | | | | | | | |
|  | | | I confirm as the PBPL person who engaged the contractors or PBPL workers, I will monitor the methods of work and the implementation of the proposed controls to ensure that PBPL standards for health and safety are being achieved throughout the works. | | | | | | | | | | | | | | | | | | | | | |
|  | | | I have informed the relevant person/s for the area that the work is being performed in, the full scope of works to be completed by the contractors or PBPL workers and the processes developed for supervising and enforcing the works. | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | |  | | | | **Signature:** | |  | | | **Date:** | | | |  | **Time:** | |  | | | |
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| **Section 4: PBPL Authorisation** *(Completed by PBPL Permit to Work Authorised Person)* | | | | | | | | | | | | | | | | | | | | | | | | |
| This PBPL Authorisation signifies that the planning component of the work activity has been completed and that the work is authorised to commence in accordance with the Risk Assessment and required Control Form/s. As the PBPL Permit to Work Authorised person, I hereby certify that: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | I have reviewed the content of all related documents including the Risk Assessment and required Control Form/s. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I have reviewed what other works or active permits exist according to the PTW Register, to ensure that multiple or affected work activities can occur safely where applicable. | | | | | | | | | | | | | | | | | | | | | | |
|  | | I have registered this Permit in the PBPL Permit to Work Register, allocated it a number and have written the number on all associated documents. | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | |  | | | | | **Signature:** | |  | | | **Date:** | | | |  | | **Time:** | |  | | |
| **Constraints:** | | | | | | This Authorisation is valid until the following occurs, or the date and time shown below: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | **Date:** | | |  | | **Time:** | | |  | |
| **Has an Extension of time been requested for the Permit to Work?** (Max 7 days from original close out date) **please refer to Section 8.** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 5: Permit to Work / Access Instructions** | | | | | | | | | | | | | | | | | | | | | | | | |
| Note: *A person required to work under this Permit to Work must comply with each of these listed instructions.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | Ensure you understand the scope of the activity and your role / tasks. | | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | Ensure you have read, and/or have had explained and understand, the Risk Assessment, Control Form/s and PBPL Permit to Work Procedures. Ask questions if you are unsure. Report any pre-work concerns you may have. | | | | | | | | | | | | | | | | | | | | | | | |
| **Permit to Work/Work Order Number:** | | | | | | |  | | | | | | |

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| **Section 5: Permit to Work / Access Instructions** *(Cont.)* | | | | | | | | | | | | | | | | | | | | |
| **3.** | At the start of each shift contact the On-Site Supervisor, obtain any Permit to Work / Access instructions and obtain permission to commence work. | | | | | | | | | | | | | | | | | | | |
| **4.** | Sign on at the commencement of each shift and sign off at the end of each shift. | | | | | | | | | | | | | | | | | | | |
| **5.** | Notify other relevant Work Party Members and the On-Site Supervisor of the contractors or PBPL workers who have been engaged to perform the work immediately if you become aware of a new hazard while completing the work. | | | | | | | | | | | | | | | | | | | |
| **Section 6: Contractor Supervision** *(if applicable)* | | | | | | | | | | | | | | | | | | | | |
| **Pre-start meeting discussion points (e.g. review/sharing of each party’s Risk Assessment/SWMS hazards and controls and the PBPL Permit to Work Procedures):** | | | | | | | | | | | | | | | | | | | | |
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| **Inspection/hold points to be when:** | | | | | | | | | | | | | | | | | | | | |
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| **Final inspection on completion:** | | | | | | **Time:** | | | | |  | | **Date:** | | | | |  | | |
| **Variations (if applicable):** | | | |  | | | | | | | | | | | | | | | | |
| **Section 7: Work Party Sign On / Off**  *By signing here, I acknowledge the review of each party’s Risk Assessment/SWMS hazards, controls and the PBPL Permit to Work Procedures.* | | | | | | | | | | | | | | | | | | | | |
| **SIGN ON** | | | | | | | | | | | | **SIGN OFF** | | | | | | | | |
| **Print name** (first and last) | | | | | **Date** | | **Time** | | **Signature** | | | **Date** | | | **Time** | | **Signature** | | | |
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| **If additional Work Party Sign On/Off is required, please print and attach an additional Permit to Work – Section 7 Sign On/Off sheet.** | | | | | | | | | | | | | | | | | | | | |
| **Section 8: Permit Extension** (*Completed by ORIGINAL PBPL Authorised Person*) | | | | | | | | | | | | | | | | | | | | |
| This PBPL Authorisation signifies that the planning component of the work activity has been reviewed and the work is authorised to continue in accordance with the Risk Assessment and required Control Form/s. As the **ORIGINAL** PBPL Permit to Work Authorised person, I hereby certify that: | | | | | | | | | | | | | | | | | | | | |
|  | | I have reviewed the content of all related documents including the Risk Assessment and required Control Form/s. | | | | | | | | | | | | | | | | | | |
|  | | I have reviewed what other works or active permits exist according to the PTW Register, to ensure that multiple or affected work activities can occur safely where applicable, | | | | | | | | | | | | | | | | | | |
|  | | I have amended this Permit in the PBPL Permit to Work Register. The extension can only be given once and for a maximum of 7 days from the original close out date. | | | | | | | | | | | | | | | | | | |
| **Permit Extended:** From      /     /      to      /     /      (Max 7 Days) | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | **Signature:** | |  | | | | **Date:** | |  | | | **Time:** |  |
|  | | | | | | | | | | | | | | | | | | | | |
| **Section 9: Permit Withdrawal** (*On-Site Supervisor of the contractors or PBPL workers who have been engaged to perform the work*) | | | | | | | | | | | | | | | | | | | | |
| The work activity is complete, all persons are accounted for and the work site has been left in a safe manner. This Permit to Work, the Risk Assessment and Control Form/s must be returned to the PBPL Permit to Work Authorised Person. | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | **Signature:** | |  | | | | **Date:** | |  | | | **Time:** |  |
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| **Section 10: PBPL Person Engaging Contractors or PBPL Workers Close-Out** | | | | | | | | | | | | | | | | | | | | |
| The work activity is complete, all persons are accounted for and the work site has been left in a safe manner. This Permit to Work, the Risk Assessment and Control Form/s must be returned to the PBPL Permit to Work Authorised Person by the on-site supervisor of the contractors or PBPL workers who have been engaged to perform the work. | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | **Signature:** | |  | | | | **Date:** | |  | | | **Time:** |  |
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| **Section 11: Permit Close-Out** *(Completed by PBPL Permit to Work Authorised Person)* | | | | | | | | | | | | | | | | | | | | |
| All work associated with this Permit to Work has been completed and the documentation returned to me. I have closed-out the Permit in the PBPL Permit to Work Register and submitted the associated documents for scanning and filing. | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | **Signature:** | |  | | | | **Date:** | |  | | | **Time:** |  |
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