

### 1. Purpose

To describe how to plan, authorise and manage a Work Permit.

### 2. Scope

This procedure applies to all assets owned, operated and leased by Melbourne Water and all employees and contractors.

A Work Permit is required when isolation of an energy source has to be authorised or implemented by a Permit Authoriser.

### 3. Procedure

#### 3.1 Permit Planning

| Step | Role                                | Responsibility   |
|------|-------------------------------------|--|
| 1    | Permit Holder                       | Initiate planning and scheduling of the task and ensure that: <ul style="list-style-type: none"><li>the scope of work is clearly defined including the plant and equipment to be worked on</li><li>a Good to Go assessment or equivalent is completed</li><li>an appropriate amount of preparation time has been allowed for all parties to manage the work safely</li><li>relevant parties have been notified of works required</li></ul>   |
| 2    | Permit Authorising Team             | Confirm that: <ul style="list-style-type: none"><li>the activity will require a Work Permit as per the scope of this procedure</li><li>allocate appropriate Permit Authoriser to conduct isolations and authorise Work Permit</li></ul>  |
| 3    | Permit Authoriser and Permit Holder | Review the task details ensuring: <ul style="list-style-type: none"><li>the scope of work is clearly defined including plant and equipment to be worked on</li><li>expiry date of Work Permit is agreed</li><li>hazards that may arise from outside the work scope have been identified</li><li>any potential impacts on Operations are understood</li><li>work will not conflict with other open Permits</li></ul> <p>This conversation should occur face to face and on the worksite, however can be undertaken by phone.</p> <p>The Permit Authoriser cannot be the Permit Holder; however the Permit Authoriser may be a member of the Work Party.</p> |

### 3.2 Preparing a Work Permit

| Step | Role              | Responsibility  |
|------|-------------------|---|
| 1    | Permit Authoriser | <ul style="list-style-type: none"> <li>Complete Work Permit ensuring that:</li> <li>All isolations are identified and documented as per <a href="#">Isolation Standard</a>.</li> <li>Both the start and expiry dates are documented and consistent with the estimated length of the job</li> <li>All relevant information that was used in preparation is transferred to the Work Permit</li> <li>The Lock Out Tag Out section is completed</li> </ul>  |
| 2    | Permit Authoriser | <ul style="list-style-type: none"> <li>Implement the isolations as documented on the Work Permit</li> <li>Sign and date that the isolations have been implemented and verified</li> </ul> <p>All Isolation Points shall be locked and tagged as per <a href="#">H&amp;S PRO Lock Out Tag Out LOTO</a></p>   |
| 3    | Permit Authoriser | <p>Ensure the Permit Holder is:</p> <ul style="list-style-type: none"> <li>Shown all isolations</li> <li>Aware of the responsibility of signing and accepting the Work Permit</li> <li>Aware of the Isolation Boundary</li> <li>Authorised to receive a Work Permit</li> </ul> <p>Authorise the work by signing the 'Permit Authorisation' section of the Work Permit.</p>  |
| 4    | Permit Holder     | <p>Shall either:</p> <ul style="list-style-type: none"> <li>Accept and sign the 'Acceptance' section of Work Permit once satisfied that all isolations have been implemented; or</li> <li>Request a Permit Authoriser to review the adequacy of the implemented isolations.</li> </ul> <p>Signing the Work Permit indicates that the Permit Holder:</p> <ul style="list-style-type: none"> <li>Fully understands the scope of the work and isolations</li> <li>Shall follow all isolations specified</li> <li>Will be an active member of the work party</li> </ul> |

### 3.3 Working with a Work Permit

| Step | Role                         | Responsibility   |
|------|------------------------------|--|
| 1    | Permit Holder                | Attaches Permit Holder Lock and Personal Safety Lock to assigned Lock Box.   |
| 2    | Permit Holder                | Confirm that all Work Party Members are: <ul style="list-style-type: none"> <li>• Appropriately skilled</li> <li>• Inducted &amp; trained as required</li> </ul>   |
| 3    | Permit Holder                | Briefs the Work Party on the: <ul style="list-style-type: none"> <li>• Scope of Work including individual steps of task</li> <li>• Implemented isolations and their boundary</li> <li>• Documented risks and controls</li> </ul>   |
| 4    | Work Party Members           | Once satisfied that they understand the: <ul style="list-style-type: none"> <li>• Scope of work</li> <li>• Implemented isolations</li> <li>• Documented risks and controls</li> </ul> Sign onto the Work Permit and attach their Personal Safety Lock.   |
| 5    | Permit Holder                | Initial the 'Permit Holder Verification' space on the Work Permit, confirming that Steps 2 and 3 have been completed.  |
| 6    | Permit Holder                | Ensure that the Work Permit is stored at the worksite in a clean, secure and accessible manner.  |
| 7    | Permit Holder and Work Party | Implement all: <ul style="list-style-type: none"> <li>• Risk Assessment controls</li> <li>• Work Permit Isolations as authorised beyond the Authoriser Isolations</li> </ul>   |
| 8    | Permit Holder                | For every day of work ensure that: <ul style="list-style-type: none"> <li>• A briefing is undertaken to cover any potential changes in the work scope or environment. Scope changes need to approved by the Permit Authoriser and documented.</li> <li>• All Work Party Members sign on and off the Work Permit</li> <li>• Personal Safety Locks are reapplied and removed</li> <li>• All Work Party Member signatures are initialled</li> </ul> |
| 9    | Permit Holder                | At completion of work ensure: <ul style="list-style-type: none"> <li>• The work area has been left in a clean and safe state</li> </ul>  |

| Step | Role          | Responsibility  |
|------|---------------|---|
|      |               | <ul style="list-style-type: none"><li>• Additional Isolations are removed</li><li>• Equipment status is known</li></ul>   |
| 10   | Work Party    | Remove Personal Safety Lock and sign off Work Permit.   |
| 11   | Permit Holder | Ensure all Work Party Members have: <ul style="list-style-type: none"><li>• Signed off the Work Permit</li><li>• Removed their Personal Safety Lock</li></ul> Once satisfied, remove: <ul style="list-style-type: none"><li>• Their Personal Safety Lock</li><li>• The Permit Holder Lock</li></ul> |
| 12   | Permit Holder | <ul style="list-style-type: none"><li>• Sign off the Surrender section of the Work Permit</li><li>• Return Work Permit and all associated documentation to Permit Authoriser</li></ul> If testing is required, follow 'Surrender for Test'  |

### 3.4 Cancelling a Work Permit

| Step | Role              | Responsibility   |
|------|-------------------|--|
| 1    | Permit Authoriser | <p>Ensure that the Permit Holder has:</p> <ul style="list-style-type: none"> <li>• Completed the works as stated</li> <li>• Made the worksite safe</li> <li>• Removed any additional isolations that they have been managing.</li> <li>• Confirmed Work Party Members are signed off</li> <li>• Returned Lock Out Box with all managed locks removed</li> </ul> <p>If any of the above has not been completed, the Work Permit must be returned to the Permit Holder to rectify.</p> |
| 2    | Permit Authoriser | <ul style="list-style-type: none"> <li>• Physically inspect work site</li> <li>• Remove the Permit Authoriser Lock</li> <li>• Remove all 'Danger – Do Not Operate' tags and equipment locks</li> <li>• Test equipment as far as reasonably practicable</li> <li>• Cancel the Work Permit by signing the 'Permit Cancellation' section.</li> </ul>  |
| 3    | Permit Authoriser | <p>Store Work Permit in a numerical order that is easily retrievable. Refer to <a href="#">CORP GOV PRO Records Management Procedure</a> for retention periods.</p>  |

### 3.5 Surrender for Test

| Step | Role                                | Responsibility   |
|------|-------------------------------------|--|
| 1    | Permit Holder                       | <ul style="list-style-type: none"> <li>Brief the Permit Authoriser on the testing to be undertaken</li> <li>Sign the 'Surrender for Test' section of the Work Permit.</li> </ul>   |
| 2    | Permit Authoriser                   | <ul style="list-style-type: none"> <li>Document the agreed Isolations being removed in the 'Amendment Notes' of Work Permit</li> <li>Remove Locks on specific isolations</li> <li>Replace 'Danger – Do Not Operate' Tags with 'Testing Underway' Tags</li> <li>Sign the 'Permit Suspension' section</li> </ul>   |
| 3    | Permit Authoriser and Permit Holder | Test the equipment. <ul style="list-style-type: none"> <li>If equipment passes:                             <ul style="list-style-type: none"> <li>Permit Authoriser ticks the 'Pass' box</li> <li>Permit Holder surrenders the Work Permit</li> </ul> </li> <li>If equipment fails:                             <ul style="list-style-type: none"> <li>Permit Authoriser ticks the 'Fail' box.</li> <li>Work is restarted.</li> <li>Work must then follow Steps 9 to 12 of Working with a Work Permit.</li> </ul> </li> </ul> |

### 3.6 Abnormal Permit Cancellations

Where the operational status of the equipment is known, a Work Permit can be cancelled abnormally:

- For the purpose of Emergency Management;
- When the condition of the working environment changes; or
- unsafe work practices exist with the Permit

In these cases, the Permit Authoriser can also take on the responsibility of the Permit Holder.

Before any Permit Holder and Work Party locks are removed, refer to [H&S PRO – Lock Out Tag Out Process LOTO](#)

Where the operational status of the equipment is unknown or it is unsafe to reinstate, the Work Permit cannot be cancelled.

### 3.7 Change in Work Permit Entry

If it becomes apparent that the work cannot be completed before the expiry date, the Permit Authoriser and Permit Holder may agree a suitable period of extension for the Work Permit.

This shall only occur after confirming that the extension won't conflict with other upcoming scheduled/planned works.

All copies of the Work Permit shall be updated accordingly in the Amendments Section.

If the expiry time is passed without a request for extension, the Work Permit shall be cancelled and the abnormal cancellation process followed.

#### Change in Permit Holder

If the Permit Holder will be absent from the site for more than two hours, there shall be a new Permit Holder nominated for work to continue. Any change in Permit Holder shall be communicated to a Permit Authoriser.

| Step | Role                                | Responsibility  |
|------|-------------------------------------|---|
| 1    | Permit Authoriser and Permit Holder | Discuss the need to change to the Permit Holder and once agreed, both update their Work Permit copies accordingly.  |
| 2    | Permit Holder                       | Cease work and conduct a handover to the new Permit Holder.   |
| 3    | Permit Holder                       | <ul style="list-style-type: none"><li>• Show or explain all implemented isolations</li><li>• Ensure that the new Permit Holder is aware of the responsibility of signing and accepting the Work Permit</li><li>• Hand Permit Holder Lock Key to new Permit Holder</li></ul> |
| 4    | New Permit Holder                   | Initials the Work Permit in the Acceptance Section and signs on as a Work Party Member.   |

### 4. Responsibilities

| Role                                | Responsibilities   |
|-------------------------------------|--|
| Permit Authoriser                   | <ul style="list-style-type: none"> <li>• Authorise issue of Work Permit after review of work scope and hazards identified.</li> <li>• Implement identified isolations.</li> <li>• Monitor the operations and process to ensure Permit Holder is notified of changes that may affect the safety of the Work Party.</li> <li>• Cancel the Work Permit if there is a risk to the safety of people and/or assets.</li> </ul>   |
| Permit Holder                       | <ul style="list-style-type: none"> <li>• Receive the Work Permit and conduct work in accordance with the risk assessment and the isolations detailed in the Work Permit</li> <li>• Brief the Work Party on the Work Permit conditions</li> <li>• Ensure all members of the Work Party are appropriately skilled</li> <li>• Maintain communication with Permit Authoriser to ensure any changes to work environment are identified and responded to.</li> </ul>             |
| Work Party Member                   | <ul style="list-style-type: none"> <li>• Undertake the work in accordance with Work Permit conditions.</li> <li>• Raise any issues with the Permit Holder</li> </ul>   |
| Work Permit Operating Authority     | <ul style="list-style-type: none"> <li>• Ensure that all personnel are aware of this procedure and understand when a Work Permit is required</li> <li>• Ensure that personnel comply with the requirements of this procedure</li> <li>• Ensure assurance activities are undertaken and reviewed</li> <li>• Act as single point of escalation for Work Permit related issues</li> <li>• Participate in the Work Permit Governance Group in line with the charter</li> </ul> |
| Chair, Work Permit Governance Group | <ul style="list-style-type: none"> <li>• Ensure the group operates in accordance with the agreed charter</li> <li>• Undertake review of system effectiveness, with reference to the results of the assurance activities and any incidents</li> <li>• Provide feedback to General Manager, Safety of any system wide issues requiring attention</li> </ul>  |



### 5. Training

The following table outlines the training requirements of each of the roles to obtain a Work Permit. Retraining is required every two years for all roles.

| Role  | Training / Authorisation   |
|---|--|
| Work Permit Operating Authorities and Chair | <ul style="list-style-type: none"> <li>Working Well at Melbourne Water</li> <li>Site Hazards and Information</li> <li>Melbourne Water Permit System Training</li> </ul>  |
| Work Party Member                           | <ul style="list-style-type: none"> <li>Working Well at Melbourne Water</li> <li>Site Hazards and Information</li> </ul>  |
| Permit Holder                               | <ul style="list-style-type: none"> <li>Working Well at Melbourne Water</li> <li>Site Hazards and Information</li> <li>Melbourne Water Permit System Training</li> </ul>  |
| Permit Authoriser                           | <ul style="list-style-type: none"> <li>Working Well at Melbourne Water</li> <li>Site Hazards and Information</li> <li>Melbourne Water Permit System Training</li> <li>Completion of any specific site training to the satisfaction of the Operating Authority, with consideration of competency based training and/or the skills matrix.</li> <li>Sign-off by Work Permit Operating Authority</li> </ul> |

### 6. References

| Document title                                       |
|--|
| <a href="#">H&amp;S PRO Isolation Standard</a>       |
| <a href="#">H&amp;S PRO Lock Out Tag Out LOTO</a>    |
| <a href="#">GOV PRO Records Management Procedure</a> |

### 7. Document History

| Date       | Reviewed / Actioned By                 | Version | Action  |
|------------|--|---------|---|
| April 2020 | SHEQ Technology and Innovation Manager | 6       | Template change only, no change to content of document              |
| July 2021  | SHEQ Technology and Innovation Manager | 7       | New template and updated training section to reflect system changes |