

## Permit to Work Procedures

### Purpose

This procedure is designed to give guidance to personnel who are required to work for PrimePort or other Port User in relation to the **Permit to Work** procedures and associated health, safety and environmental considerations.

### Scope

The procedure applies to all personnel who may be required to enter or carry out works on PrimePort land, including other contractors and subcontractors brought onto a PrimePort site by PrimePort Staff or Port User.

The site may be under the control of a Principal Contractor. In this instance the **Receiver** shall additionally comply with any safety and operational requirements of the Principal Contractor.

### References:

- PrimePort Emergency Procedures Manual
- PrimePort Health and Safety Induction
- Contractor's Risk Management Procedure
- PrimePort's Common User Safety Rules
- PrimePort's Standard Terms & Conditions

### Permit to Work general rules and operating principles

- 1) All work or services completed on behalf of PrimePort or other Port User and on PrimePort premises shall include a **Permit to Work** issued by a duly authorised representative of PrimePort. For the purposes of this procedure, this person shall be referred to as the **Permit Issuer**.
- 2) The **Permit to Work** shall be in a form determined by the PrimePort, and as a minimum shall include the following information:
  - Permit to Work number (determined by the Permit Issuer)
  - Location of the work
  - Scope of the work
  - Timing and duration of the works
  - Hazards and risks specific to the works and details of their controls
  - Permit **Receiver** details
- 3) The **Permit to Work** shall only be issued to the contractor's duly authorised representative. For the purpose of this procedure this person shall be referred to as the **Receiver**.
- 4) A copy of the **Permit to Work** shall be held on site by the **Receiver** for the duration of the works.
- 5) The **Receiver** shall ensure all other persons and parties under their control are adequately briefed in regard to the specific requirements of each **Permit to Work** and are competent to carry out the work.
- 6) The **Receiver** shall ensure that any personnel working under the **Permit to Work** that were not in attendance at the job start briefing and induction, are fully briefed and inducted prior to entry onto PrimePort premises.
- 7) Prior to commencement of work, a formal site briefing and induction shall be carried out by the **Issuer** for all persons required to enter onto PrimePort premises under the **Permit to Work**.
- 8) The **Receiver** shall record the details of all persons in attendance at the formal job start briefing and induction.

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- 9) No one may enter onto PrimePort premises unless they have completed and passed the relevant site inductions.
- 10) If a person wishes to access PrimePort premises and they have not passed the PrimePort induction, they must be met and escorted to the site by the **Receiver** and/or the **Receiver's** agent, and must remain under their constant and immediate supervision at all times.
- 11) All persons entering PrimePort premises shall comply with the requirements of **PrimePort's Common User Safety Rules** at all times.
- 12) All vehicles entering PrimePort premises shall travel to and from the site of the works via the designated route and shall comply at all times with PrimePort speed restrictions, site traffic direction markings and parking rules.

### Responsibilities

The **Permit Issuer** must:

- Know the extent of the hazards and risks of the job to be undertaken
- Know the operating activities which may introduce hazards/risks into the work area
- Ensure that the area and relevant plant and equipment are made safe before handover
- Be a competent qualified person authorised to issue the **Permit to Work**.

The **Permit Receiver** must:

- Clarify with the **Issuer** if any requirements are ambiguous or unclear.
- Provide information to the **Issuer** describing a detailed work methodology, an indication hazards and risks associated with the work have been identified and actions taken to control the risks.
- Ensure personnel performing the work are inducted onto the site, informed of the hazards, risks and control methods, are competent to perform their allocated tasks and ensure that all personnel strictly adhere to the conditions of the **Permit to Work**.
- Ensure that the work is performed in a safe manner within the conditions prescribed.
- Make plant, equipment and the area safe prior to handover and hand back.

### Note:

It is not possible to cover all circumstances in these procedures and it must be understood that in any circumstances not specifically covered, every effort shall be made to ensure work is completed safely. If uncertainties exist at any time, work must cease and clarification sought from the **Issuer**.

In all circumstances work must comply with relevant Occupational Health and Safety codes of practice and/or legislation.

### Receiver's Responsibilities PrimePort Operating Area

- Have a copy of the **Permit to Work** when on site at all times
- Induct personnel as to hazards, controls and access/exit routes
- Ensure all personnel have completed the PrimePort Safety Induction
- Escort personnel to site and define and isolate the work site with cones or barriers
- Ensure the site is safe and remove barriers on completion of the work.