

1. Purpose

To describe the process of issuing Permit to Work (PTW) forms for certain high risk activities.

2. Scope

This procedure applies to all employees and contractors undertaking certain high risk tasks at Greater Dandenong City Council (GDCC) workplaces.

3. Definitions

Authorising Officer: employee who has been trained in the PTW procedure and meets the required skills and knowledge to issue and control of PTW.

HSRs: Elected Health & Safety Representatives for a Designated Work Group

Permit to Work (PTW): a document that permits work to proceed under the conditions specified in the permit.

Work at Heights: any work performed above two meters where there is a potential for an employee or objects to fall.

Confined Space: means a space in any tank, pit, pipe, duct, flue, underground sewer, shaft, trench or tunnel etc. if the space is:

- intended or likely to be entered by any person
- limited or restricted in entering or exiting
- intended to be, at normal atmospheric pressure while any person is in the space and contains, or is intended / likely to contain:
 - an atmosphere with harmful level of any contaminant, or unsafe oxygen level
 - stored substance/s, except liquids, that could cause engulfment

Does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

Ref. Occupational Health and Safety Regs. 2017

Designated Hot Work Area: Is a work area identified by the relevant Department that is specifically designed for hot work activities (such as engineering workshop welding bays).

Excavation/Excavation Work: An excavation generally means work involving the removal of earth (for example, soil or rock) from a site to form an open face, hole or cavity using hand tools, machinery or explosives and involves the relocation of earth from one position to another that includes: a shaft, a trench, or a tunnel. For further details that define the requirements to notify the authority, please refer to section 5.3 below.

Hot Work: any process that increases the risk of fire or explosion, e.g. grinding, welding, thermal or oxyacetylene cutting, soldering, and other related heat-producing or spark-producing operations.

Permit Recipient: person/s performing work under a PTW.

Responsible Officer: a person having satisfactory knowledge of the fire, explosion, toxicity, atmospheric (contaminated air) hazards associated with hot works in hazardous areas – including confined spaces; and who is adequately trained and experienced in the testing procedures and precautions necessary for the elimination of any risk involved.

Risk Assessment: the process of determining the likelihood and consequence of injury, disease or illness, or damage arising from exposure to a hazard. If there are existing risk controls already in place, an assessment of risk considers the reliability and robustness of these existing risk controls when determining the inherent residual risk level/score.

Safe Work Method Statement (SWMS): A document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks, and describes the manner in which the risk control measures are to be implemented.

4. Responsibilities

For general OHS responsibilities refer to the OHS Responsibility Procedure.

Manager OHS is responsible for ensuring:

- procedure is implemented and reviewed, as required.
- permit issuers have been provided with appropriate training and refresher training as required

Managers are responsible for:

- implementing the procedure in their area of responsibility.
- communicating and consulting with relevant employees and contractors about this procedure

Authorising Officers are responsible for:

- following the procedure in issuing and closing PTW.

Contractors are responsible for:

- implementing an appropriate PTW process for activities requiring authorisation in accordance with section 5 below

5. Procedure

5.1 Work requiring permits

At GDCC certain work activities are regarded as high risk and require a PTW to be issued prior to work commencing, by either employees or contractors, these include:

- hot work
- work at heights
- confined space
- working on energised plant
- excavations

5.2 PTW

Prior to issuing a PTW, the authorising officer shall:

- consult with the permit recipient, discuss the hazards and control measures required for work to be undertaken, e.g. physical barriers, signs, emergency equipment etc.
- check administrative controls such as SWMS are available
- confirm all persons engaged in the work are competent to carry out the tasks safely
- assess the potential impact on other work groups
- verify work area is safe before commencement of work, e.g. lock out tag out is in place

- all parties sign permit before work commences, to confirm understanding of safe work requirements and control measures
- record permit details in relevant Objective files

5.3 Excavation

Excavation works defined in this procedure requires notification to WorkSafe Victoria where a shaft that is greater than two metres, a trench 1.5 metres or greater, or a tunnel large enough for a person to enter. Further permits may be required in accordance with the Compliance Code – Excavation 2019 and the Victorian Building Authority.

5.4 Work inspection

Relevant Managers or their delegates will undertake inspection and review of the work being undertaken such as:

- correct completion of PTW documentation
- equipment being used e.g. oxygen/gas monitors, lanyards, harnesses, etc.
- compliance with safe working controls e.g. adhering to SWMS

5.5 Work completion

Once work is completed, the Authorising Officer will confirm that the job has been completed satisfactorily and the work area is ready to be returned to normal operations, including:

- removal of any temporary arrangements/installation e.g. barricades
- personnel and equipment are accounted for
- related equipment, facilities and fire systems are operational and have been inspected and tested appropriately

PTW will be dated and signed off, before work area is returned to normal operations.

All completed permits will be filed in Objective.

5.6 Training

All GDCC employees and contractors involved in PTW systems will be provided with induction, training appropriate to their role and responsibility.

6. References

Occupational Health and Safety Act 2004

Occupational Health & Safety Regulations 2017

Energy Safe Victoria

Victorian Building Authority

Energy Safe Victoria-WorkSafe Victoria Guidebook 2022: Undertaking work near underground services

AS 1674.1 – 1997 Safety in welding and allied processes, Part 1: Fire Precautions

AS 2865 – 2009 Confine Space

Compliance Code: Plant 2019

Compliance Code: Excavation 2019

Compliance Code: Confined Spaces 2019

Compliance Code: Prevention of falls in general construction 2019

7. Related Documents

GDCC OHS Contractor Management Procedure
 GDCC OHS Confined Space Procedure
 GDCC OHS Document Control Procedure
 GDCC OHS Height Safety Procedure
 GDCC OHS Lock out Tag Out Procedure
 GDCC OHS Risk & Change Management Procedure
 GDCC Communication, Consultation and Issue Resolution Procedure
 GDCC OHS Permit to Work Form
 GDCC OHS Training Needs Analysis

8. Document History

Version Number	Issue Date	Description of Change
0.1		1 st Draft from MAV/JLT
0.2	06.12.2018	Accepted by OHS Policy Sub-Committee
0.3	15.04.2019	14 Day Employee Consultation completed
1.0	May 2019	Approved by OHS Oversight Team
1.1	May 2024	2 nd Draft from OHS Team
1.2	June 2024	Amendment following OHS Policy Sub-Committee meeting Amendment to Hot Work definition and adding 'Excavation' and 'Responsible Officer' definition
1.3	July 2024	Accepted by OHS Policy Sub-Committee
1.4	July 2024	14 Day Employee Consultation completed
1.5	April 2025	3 rd Draft from OHS Team
1.6	May 2025	Accepted by OHS Policy Sub-Committee
1.7	Jun 2025	14 Day Employee Consultation completed
2.0	Jun 2025	Approved by OHS Committee