|  |
| --- |
| **Part 1: General Information** (completed by **Permit to Work Initiator**) |
| Name of person in control of work (**Permit to Work Acceptor**): |       | JSA Number: |       |
| Location of task: |       |
| Description of task: |       |
| Drawing / Plan Number: |       |
| Starting Date:      | Finish Date:      |
| **Type of Work:** | Ground Disturbance:(+300 mm) | [ ] Trench | [ ] Ground Rip | [ ] Post Holes | [ ] Picket Driving | [ ] Tunnelling | [ ] Foundations |
| [ ] Excavation | [ ] Hydro Vac | [ ] Coring | [ ] Drilling | [ ] Shovelling | [ ] Grading |
| [ ] Other:       |
| Facility Surface Penetration: | [ ] Demolishing | [ ] Cutting | [ ] Spike through/ into | [ ] Pipe penetration | [ ] Jack Hammering |
| [ ] Other:       |
| **Part 2: Secondary Approvals/ Considerations** (completed by **Permit to Work Initiator and/ or Acceptor**) |
| Land disturbance approval? | [ ] Yes [ ] N/A  | Cultural considerations? | [ ] Yes [ ] N/A  |
| Environment and Vegetation approval? | [ ] Yes [ ] N/A  | Water drainage/ natural courses/ run off issues? | [ ] Yes [ ] N/A  |
| Flora and Fauna considerations? | [ ] Yes [ ] N/A  | Faculty approval? | [ ] Yes [ ] N/A  |
| Main Roads? | [ ] Yes [ ] N/A  | Approval sort from other impacted parties (Colleges/ hospital/ sub lessors on campus etc.) | [ ] Yes [ ] N/A  |
| **Part 3: Operating Considerations** (completed by **Permit to Work Initiator and/ or Acceptor**) |
| Check box if the nominated Service is known to be present.  |
| [ ] Air | [ ] Electrical (LV) | [ ] Electrical (HV) |
| [ ] Gas | [ ] Fuel | [ ] Sewerage |
| [ ] Water | [ ] Telecommunications | [ ] Other:       |
| Plans of these are attached: [ ] Yes [ ] No |
| Controls to be implemented for these Services: |
| [ ] Asbestos Management | [ ] Cables/ Services will be scanned, located and marked | [ ] Electrical/ non Electrical Safety Observer to be appointed. |
| [ ] Hand Dig/ Drill as described in attached documents | [ ] Maintain       clearance distance from known cable/ service. | [ ] Isolation, lockout and tagging. |
| [ ] Other, describe:      |
|  |
|  |
|  |
| **Part 4: Permit Authorisation** (completed by **Work at Heights** **PTW Authoriser,** and **Permit to Work Acceptor**). |
| I the **Permit to Work Authoriser**, authorise this work based on the control measures and precautions listed on this form. I have been informed by the Permit to Work Initiator that the listed controls are in place. The Permit to Work Acceptor has also agreed to ensure all persons performing work under this permit will be advised, understand and adhere to its requirements. |
| Name:       | Signature: | Date:      | Time:      |
| **Valid until**: | Date:      | Time:      |
| I the **Permit to Work Acceptor**, have discussed this work with the Permit to Work Authoriser and understand all aspects of the task. I shall comply with all provisions of this permit and shall convey these provisions and all relevant information to all persons involved in this task. |
| Name:      | Signature: | Date:      | Time:      |
| **Part 6: Permit Closure** (to be completed by **Permit to Work Authoriser** and **Permit to Work Acceptor**) |
| I, the **Permit to Work Acceptor** have inspected the worksite describe above and certify that: All isolations, locks and tags have been removed and the plant/ area is safe to return to normal service |
| **PTW Acceptor:** | Signature | Date:      | Time:      |
| I, the **Permit to Work Authoriser** by signing here advise that this permit is now cancelled; any additional work requires the issuing of a new permit. No further disturbance / penetration work is permitted until that occurs.  |
| **PTW Authoriser:** | Signature | Date:      | Time:      |