

PROCEDURE

Title: **Permit to Work**

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1.0 PURPOSE

The Permit to Work (PTW) procedure provides a system for managing certain high risk activities at QAL to ensure a high standard of protection for people, environment and property.

The purpose of this procedure is to provide a level of control to ensure risks associated with certain work types are eliminated or minimised to prevent incidents occurring in the workplace and to provide a consistent and systematic approach to the control of high risk activities occurring in the workplace.

This procedure is intended to provide information to those persons involved directly with the issuing or receiving of a PTW. This process authorises work only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

2.0 SCOPE

The PTW system is applicable to category 3 contractors engaged to either conduct high risk work, or work in an area that is deemed hazardous.

QAL Workplace Area Owners may elect to include other QAL work groups in the PTW system at their discretion.

One PTW will cover one work area for one contracting company. If the work required is to be completed over multiple Operational Areas or any other area deemed hazardous, a PTW is required for each area.

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The First Response Team and offsite emergency response teams do not require a PTW to perform their duties.

The issuing and receiving of associated permits for high risk tasks such as confined space, isolation and hot work, etc are not covered in this procedure.

3.0 DEFINITIONS

Hazard	Aa source of potential harm or a situation with a potential to cause actual or perceived loss or damage to people, the environment, plant, equipment, customer expectation or product quality.
Hazardous areas	Includes all Operational Areas, substations and switchyards.
High risk activity	Any work or activity that has been identified through the PTW Calculator as requiring a PTW for the work to proceed.
Operational Area	Redside, Whiteside, Utilities, Red Mud Dam.

4.0 RESPONSIBILITIES

Position	List of Responsibilities
Maintenance Manager	Reinforce PTW system compliance and enforcement
Area Superintendent	Ensure full compliance with this procedure within their areas at all times. Nominate personnel to provide coverage for PTW Issuers and QAL Representatives in their area.
Project Initiator	6.1 Responsible for: - engaging a contracting group for the delivery of a project - develop scope of work for task - complete PTW Calculator to determine if work activity requires a PTW
Operations Work Initiator	6.1 Responsible for: - engaging a contracting group to perform work in an Operational area - develop scope of work for task - complete PTW Calculator to determine if work activity requires a PTW
Electrical Integrity Superintendent	Workplace Area Owner for all substations and switchyards.
Workplace Area Owner / Superintendent's Authorised Person	Understand the work for which a PTW has been sought. 6.3 Ensure approval is given prior to work commencing in their Operational Area. Inform PTW Issuers of any restrictions associated with each PTW, including any potential interactions with other QAL and/or contractor workgroups in the area. 6.6 Initiate cancellation of a PTW in the event of an emergency or if work is being conducted in an unsafe manner in breach of QAL policies and procedures.
PTW Issuer	The PTW Issuer shall be a QAL employee and no person shall be the PTW Issuer and the PTW Recipient for any given work. 6.2 Be familiar with the intended task(s). Ensure there are no conflicting activities in the work area. Fill out the PTW form in conjunction with the PTW Recipient with accurate information. 6.2.4 Conduct workplace inspection to ensure all hazards associated with the proposed job have been identified, assessed and controlled. Ensure that the area and equipment are made safe before hand over. 6.3 Authorise PTW on first day of work when all criteria have been met

	<p>6.6 Conduct area inspection of workplace prior to cancellation of PTW. Sign PTW to authorise cancellation. Update PTW Board with 'no access' magnet. Communicate cancellation to Workplace Area Owner.</p> <p>6.7 Undertake SM106 training and be deemed competent.</p> <p>6.8 Store records as per requirements.</p>
QAL Representative	<p>6.5 Review the PTW for the shift and understand the requirements of the role for the current shift. Sign PTW to authorise the PTW for the shift when all requirements have been met.</p> <p>6.6 Initiate cancellation of a PTW if criteria is met. Notify the Project Owner or Operations Work Owner of the cancellation and the reason.</p> <p>6.7 Undertake SM106 training and be deemed competent.</p>
PTW Recipient	<p>6.2.4 Conduct workplace inspection with PTW Issuer to ensure all hazards associated with the proposed job have been identified, assessed and controlled. Ensure that the area and equipment are made safe before hand over.</p> <p>6.2.6 Identify and obtain any necessary associated permits to conduct work.</p> <p>6.3 Authorise PTW on first day of work when all criteria have been met.</p> <p>6.4 Meet PTW Board requirements</p> <p>6.5.2 Sign authorisation of PTW for shift if all criteria are met.</p> <p>6.6 Leave the workplace safe if PTW cancelled. Sign PTW to authorise cancellation. Clear details from PTW Board.</p> <p>6.7 Undertake SM106 training and be deemed competent.</p>
Workgroup Member	<p>Complete relevant JHA's/Take 5's for their work.</p> <p>Ensure they are familiar with risks and controls for workplace area.</p> <p>All members must be inducted in the Work Area where work is to be completed.</p>
Training Team	<p>Ensure resources are available to provide QAL Representatives, PTW Issuers and PTW Recipients with the appropriate training</p>

5.0 REFERENCES

ENV-022	Vegetation Clearing Permit
HSE-025	Work at Height Rescue Plan
HSE-026	Entry or Exit from an EWP whilst elevated
HSE-040	High Voltage Vicinity Permit
HSE-043	Permit to Remove Asbestos Cladding
P314.260	Isolation, Tag & Lockout Procedure
P314.274	High Voltage Isolation and Access Procedure
P314.302	Road Closure & Part Road Closure
P314.303	Excavation
P314.305	Explosive Blasting on QAL Sites
P314.307	Hot Work Permit System
P314.308	Confined Space Management
P314.311	Work at Height
P314.315	Permit to Remove Asbestos Cladding
P314.316	Permit to Remove Flooring, Handrails or Edge Protection
P314.402	Scaffolding, Suspended Scaffolds and Temporary Work Platforms

P314.615	High Voltage Vicinity Procedure
P783.113	Flora and Fauna Management
PE-024	Excavation Permit
PL001.012	Asbestos Management Plan
PM316.001.67	Removal of Asbestos Gaskets, Jointing, Packing & Friction Lining
PP-038	Road Closure Permit
PP-065	Blasting Permit
S-059	PTW Form
S-060/EI-033	High Voltage Access Permit
S-075	Remove flooring, handrails or edge protection Permit
S-081	Confined Space Entry Permit
S-129	PTW Calculator (location Excel File New Shared QAL Templates PTW Tab)
S-170	Scaffold Scope & Handover Certificate
S-186	Hot Work Permit
SM106	Training for Permit to Work (PTW) Module

6.0 REQUIREMENTS

6.1 Work requiring a PTW

Work that is deemed high risk or is conducted in a hazardous area will require a PTW. The Permit to Work Calculator S-129 is to be used to determine if a PTW is required. A copy of the completed S-129 shall be saved to the Work Order.

If Part B of S-129 results in a yes response, consultation is required with the Environmental team to ensure site requirements are understood and guidance can be provided for appropriate control options.

Any Subcontractor or Contractor identified in the original work scope will be considered to be part of that workgroup for that PTW.

6.1.1 Exemptions

The following are exempted from requiring a PTW:

- Redside Heat Recovery contract team.
- Mill Turnaround contract team.
- Civil contractors working inside a building. However, a PTW is required if the work involves interaction with:
 - Electrical cables
 - Asbestos material
 - Excavations
 - Modifications to structural walls and/or plumbing
- Contractor personnel engaged in auditing, inspection, supervision and drafting. However, these people have the responsibility of notifying the Workplace Area Owner of their intentions to enter the area and must mark up the relevant PTW board in accordance with 6.4.
- Contractors under the supervision of a QAL Representative performing work to put in place immediate temporary controls in the event of an emergency.
- The First Response Team and offsite emergency response teams when performing their response duties.
- QAL Maintenance teams, unless requested by the Workplace Area Owner.

6.2 Issuing permits

To ensure a rigorous authorisation process is maintained and high-risk activities are appropriately assessed, the PTW Issuer and PTW Recipient shall never be the same person.

6.2.1 Work Scope

All work to be done shall be scoped and have one of the following:

- Work Order Number
- Revision Number
- Capital Project Number
- Major Maintenance Number

- Service Order Number

6.2.2 Permit Validity

The PTW will be authorised on the day of the work commencing. The PTW duration is to be determined by the scope of work with the maximum duration that can be granted for a PTW being three months.

6.2.3 Multiple Permits

If the work detailed in the work scope requires the workgroup to perform their duties across multiple areas of QAL, multiple PTW's will be required. For each area, a new PTW is required and authorisation is required from each Workplace Area Owner before commencing work in their area.

6.2.4 Pre-Mobilisation Checks

Part B of the PTW Form details the pre-mobilisation questions that must be answered. If work is to be carried out in electrical substations or substation yards, the appropriate contact person shall be the PTW Issuer for that work activity.

All personnel in the workgroup must be inducted in the work area prior to authorisation of the PTW.

6.2.5 Workplace Area Inspection

On the day of the PTW requiring activation, the PTW Issuer must inspect the workplace area with the PTW Recipient and discuss specific hazards and controls with the PTW Recipient.

If the PTW Recipient is not familiar with the job, they shall be accompanied by a workgroup member who is familiar with the job.

If any upgrades of controls are required to ensure the workplace is safe for the workgroup to enter, they must be implemented prior to the work commencing. Methods to be used and precautions to be taken shall be agreed to by all both the PTW Issuer and PTW Recipient beforehand.

Any asbestos material, or suspect material, that may put workers at risk of exposure during the work, must be removed or controlled prior to the commencement of any work. If cladding or gaskets are required to be removed, PL001.012 Asbestos Management Plan and PM316.001.67 must be followed.

6.2.6 Associated Permits and Documentation

Where the work scope involves work that is subject to associated permits or documentation, the PTW Recipient is responsible for ensuring all associated permits or documentation are identified in Part D of the PTW form prior to the issuing of the PTW. All associated permits or documentation must be in place in accordance with the schedule of the work scope.

Associated Permits or documentation to be considered are listed in Table 1.

Table 1: Associated Permits or Documentation

Permit/Documentation	QAL Form	QAL Procedure
Blasting Permit	PP-065	P314.305
Confined Space Entry Permit	S-081	P314.308
Entry or Exit from an EWP whilst elevated	HSE-026	P314.311
Excavation Permit	PE-024	P314.303
High Voltage Access Permit	S-060/EI-033	P314.274
High Voltage Vicinity Permit	HSE-040	P314.615
Hot Work Permit	S-186	P314.307
Isolation & Lock Out	-	P314.260
Permit to Remove Asbestos Cladding	HSE-043	P314.315
Remove flooring, handrails or edge protection Permit	S-075	P314.316

Road Closure Permit	PP-038	P314.302
Scaffold Scope & Handover Certificate	S-170	P314.402
Vegetation Clearing Permit	ENV-022	P783.113
Work at Height Rescue Plan	HSE-025	P314.311

6.3 Authorisation

A PTW must be authorised by the PTW Issuer and PTW Recipient. The PTW can only be authorised on the day of the work commencing.

In order for the PTW Issuer to authorise the PTW, the following must be in place prior to work commencing:

- Sections A to C of the PTW must be completed and meet the requirements listed in 6.2
- The Workplace Area Owner must give authorisation to conduct the work stated on the PTW in their area prior to any work commencing.
- The PTW Issuer must read and sign the authorisation and acceptance in Part D
- The PTW Recipient must read and sign the authorisation and acceptance in Part D
- The PTW Recipient must have a face to face discussion with the workgroup, including any sub-contractors, to ensure all work team members understand the residual hazards and any controls in the workplace area identified in the PTW.
- A QAL Representative must be identified and communicated to the PTW Recipient if the PTW duration is longer than 1 shift.
- Once the PTW has been authorised, the PTW Recipient must update the PTW Board in accordance with 6.4.1.

6.4 PTW Board

All work requiring a PTW, must have the PTW Board updated in the relevant work area during each shift.

The PTW Recipient for contractors performing work involving high voltage distribution systems or in substation yards shall mark up the PTW Board in both the Operational area and the Primary Distribution Workshop. The PTW Recipient for contractors performing work inside substations shall mark up the PTW Board in the relevant section electrical workshop and in the Operational area if process hazards exist.

For work in operational areas, the PTW Form is held at the PTW Board in the relevant section. For work in non-operational areas, the PTW Form shall be kept with the workgroup undertaking the work.

6.4.1 Start of Shift

The oncoming PTW Recipient must update the PTW Board in the relevant work area with the following requirements:

- Fill out the contact details of the PTW Recipient's name and contact number for that shift
- Place the corresponding magnet number on the map in the location where the work is to take place during the shift
- Place the PTW Form at the PTW Board

6.4.2 End of Shift

At the end of each shift, the off going PTW Recipient must clear their contact details and PTW Form from the PTW Board, ready for the oncoming PTW Recipient (if work is to continue) to update the PTW Board in accordance with 6.4.1.

6.5 Handover process >1 shift

If the work is to continue longer than one shift, each oncoming QAL Representative and PTW Recipient are required to complete the actions detailed in 6.5.1 and 6.5.2.

6.5.1 QAL Representative

Prior to work commencing for the subsequent shift, the QAL Representative must complete the following:

- Have a discussion with the off going QAL Representative to understand the specific hazards and controls in the workplace area
- Understand the work to be done during the shift as per the work scope, ensuring there is no change to the work scope
- Obtain authorisation from the Workplace Area Owner for the work to commence for the shift
- Have a face to face discussion with the oncoming PTW Recipient to ensure they understand the hazards and controls in the workplace area for that shift, as identified on the PTW.
- Ensure any interactions with other workgroups in the workplace area have been identified and communicated with the PTW Recipient.
- Ensure the work is completed safely in accordance with the scope of work.
- Sign on to the PTW Form under Part F to authorise the PTW for the shift when the above requirements have been met.

6.5.2 PTW Recipient

Prior to commencing work for the subsequent shift, the oncoming PTW Recipient must complete the following:

- Have a face to face discussion with the oncoming QAL Representative to ensure they understand the hazards and controls in the workplace areas for that shift, as identified on the PTW.
- Ensure any associated permits are in place for that shift, if required.
- Obtain a signature from the QAL Representative for the shift on the PTW Form under Part F.
- Have a face to face conversation with the work team members to ensure they understand the hazards and controls in the workplace area for that shift, as identified on the PTW.
- Sign on to the PTW Form under Part E to authorise the PTW for the shift when the above requirements have been met.
- Update the PTW Board in the relevant work area as per 6.4.1.

6.6 Cancellation of PTW

Cancellation of a PTW can be initiated by either the PTW Recipient, PTW Issuer, QAL Representative or the Workplace Area Owner.

The PTW can be cancelled for one of the following reasons:

- Completion of work
- Expiry of permit
- Change of scope requiring new work order
- Breach of QAL policies and procedures
- Other (eg Emergency)

6.6.1 Completion of Work

When the work has been completed as per the scope, the PTW shall be cancelled.

6.6.2 Expiry of Permit

If work is to continue after the expiry of the PTW, a new PTW will be required.

6.6.3 Change of Scope

If a new work order is generated due to a change of scope, a new PTW will be required.

For minor changes in scope to the current work order, a review of the PTW is required and any amendments documented on the PTW form and communicated to the PTW Recipient and workgroup.

6.6.4 Breach of QAL Policies and Procedures

If work is being conducted in an unsafe manner in breach of QAL policies and procedures, the PTW Issuer or Workplace Area Owner may cancel the PTW.

6.6.5 Emergency

An emergency is the sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with the normal activities of a worker or operations and which, therefore, requires immediate attention and action.

If an emergency is initiated, the PTW shall be immediately cancelled. Immediate Temporary Controls shall be put in place and the work area evacuated if required. No further work shall be performed in the area until cleared to return to work. A new PTW will be required post emergency.

Upon cancellation of the PTW, the PTW Recipient shall complete Part G of the PTW Form. It is the responsibility of the PTW Recipient to leave the workplace area clean and safe for return to normal operations. The PTW Issuer shall conduct an inspection of the workplace area to ensure it is left in a clean and safe manner prior to authorising cancellation of the PTW.

Once the PTW Issuer is satisfied the workplace area has been left safe for return to normal operations and any associated permits (listed in Part C) have been finalised, they shall sign to authorise cancellation of the PTW in Part G. Once cancelled the PTW Recipient must clear the PTW Board in accordance with 6.4.2.

For any cancelled PTW, the QAL Representative shall notify the Project Initiator or Operations Work Initiator of the cancellation and the reason.

6.7 Training

PTW Issuers, PTW Recipients and QAL Representatives shall be trained in the requirements of this procedure. The qualifications required and validity periods are detailed in Table 2.

Table 2: Qualifications

Role	Qualification	Validity Period
PTW Issuer	SM106	2 years
QAL Representative	SM106	2 years
PTW Recipient	SM106	2 years

6.8 Records

Completed **S-129** forms and cancelled PTW Forms shall be uploaded in SAP against the relevant work order / purchase order by the PTW Issuer.

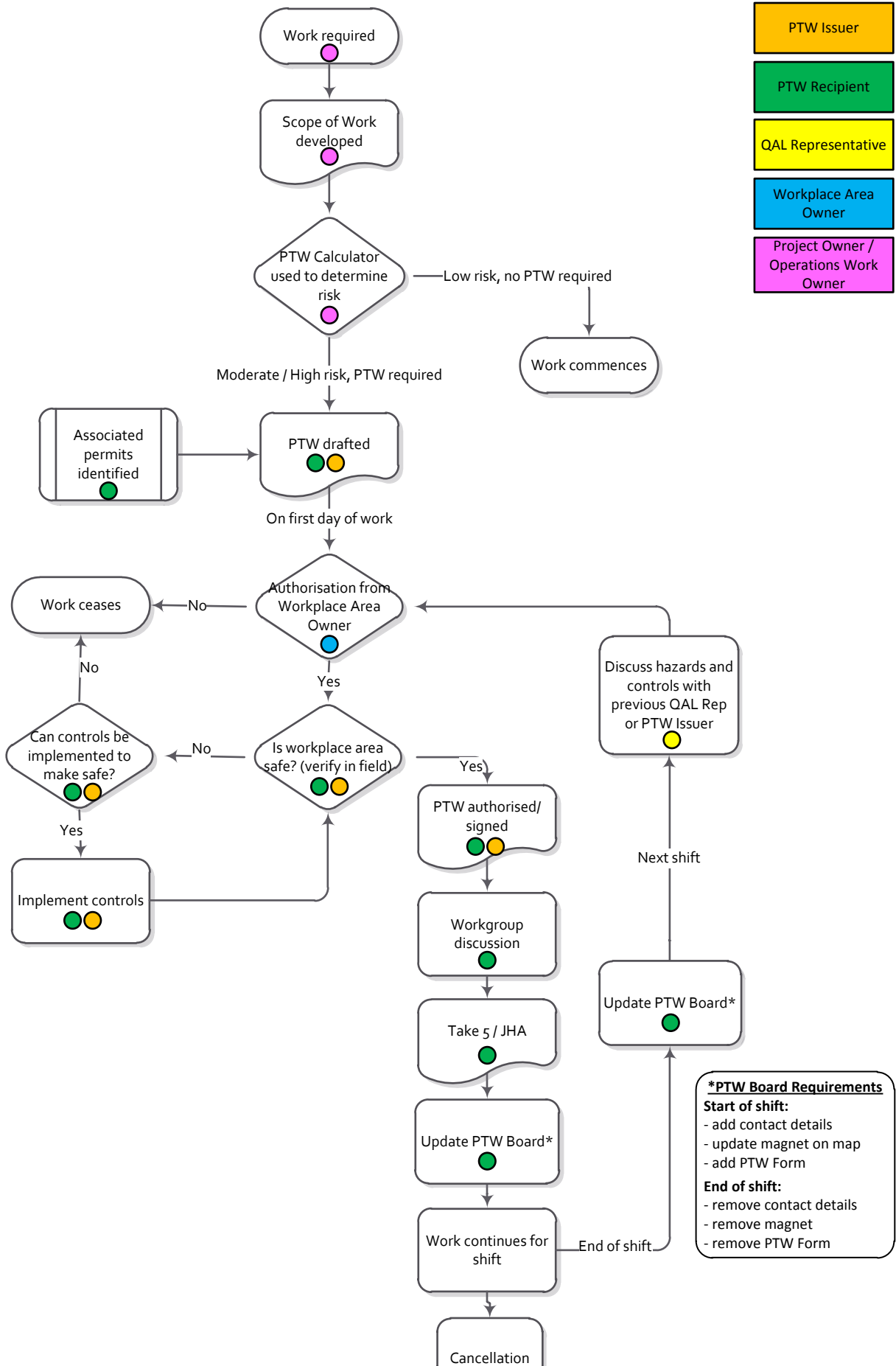
Training records shall be recorded in SAP against the individual's training record.

6.9 Monitoring/Auditing/Review of PTW System

Periodic audits and reviews of the PTW system may be conducted. Where a breach or non-compliance has been identified, the PTW may be cancelled as per 6.6.

7.0 APPENDIX

Flow chart



PTW Issuer
PTW Recipient
QAL Representative
Workplace Area Owner
Project Owner / Operations Work Owner

***PTW Board Requirements**

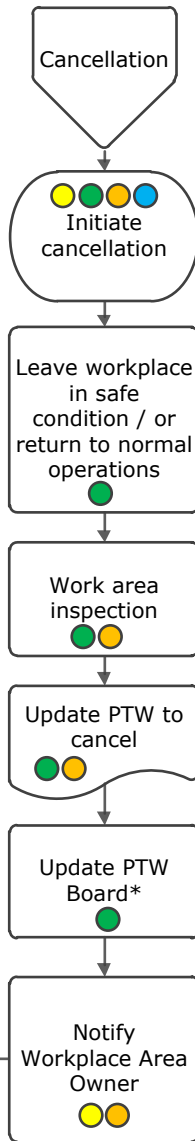
Start of shift:

- add contact details
- update magnet on map
- add PTW Form

End of shift:

- remove contact details
- remove magnet
- remove PTW Form

- PTW Issuer
- PTW Recipient
- QAL Representative
- Workplace Area Owner



- Reasons for Cancellation:**
- Completion of work
 - Expiry of permit
 - Change of scope requiring new work order
 - Breach of QAL Policies/ Procedures

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8.0 REVISION HISTORY

Issue	Revision	Revision date	Change Reason
2	0	21/12/2018	New issue