

## WORK IN ACCORDANCE WITH AN ISSUED PERMIT

### MSMPER200

#### **Element 1**                      **Apply for permits**

- 1.1                      Confirm the scope and location of the work to be done
- 1.2                      Identify the need for a work permit for the work to be carried out
- 1.3                      Identify the type of work permit required
- 1.4                      Collate information required for the issue of the permit
- 1.5                      Apply for the permit following the organisations requirements

#### **Element 2**                      **Identify the scope of the permit**

- 2.1                      Check that work to be done complies with the permit type
- 2.2                      Check that the scope and location of work comply with the permit issued
- 2.3                      Check that the hazard controls specified on the permit are consistent with the hazard analysis
- 2.4                      Check that preparations specified on the permit have been completed
- 2.5                      Sign onto/receive the permit

**Element 3 Prepare for permitted work**

- 3.1 Maintain safe working conditions and environment by using available isolation procedures, safety equipment and emergency procedures
- 3.2 Monitor plant conditions and hazards to ensure work under the permit remains safe
- 3.3 Ensure that appropriate personal protective equipment (PPE) and clothing are selected and worn, and emergency equipment available, as required by the permit and relevant procedures
- 3.4 Inspect work area to ensure safety and compliance with permit requirements and procedures

**Element 4 Work in accordance with an issued permit**

- 4.1 Use required hazard reduction/control measures
- 4.2 Comply with requirements of the permit including safety observer if required
- 4.3 Display issued permit on work site as required
- 4.4 Ensure compliance with scope, location and timeframe specified in the permit
- 4.5 Seek variation to permit / new permit if job or work environment vary from that specified in the permit
- 4.6 Suspend job and make work site safe before leaving job
- 4.7 Formally seek and receive authorised extensions to the permit when required
- 4.8 Give end of day status report to permit issuer

<b>Element 5</b>	<b>Complete permit to work</b>
5.1	Obtain new permit or have existing permit revalidated before work is recommenced
5.2	Check the work conducted against the issued permit to ensure that all the nominated work requirements have been satisfied
5.3	Monitor general housekeeping to ensure that the site has been left in a clean and safe condition
5.4	Ensure personal lockouts/tag outs/isolations are removed in accordance with procedures
5.5	Communicate status of the work conducted and the results of the permit to relevant personnel
5.6	Complete documentation as required and have permit signed off when job is completed