

## ISSUE WORK PERMITS

### MSMPER300

#### **Element 1 Identify need for work permit**

- 1.1 Identify work permit needed from job scope
- 1.2 Confirm with appropriate personnel the need for work permit

#### **Element 2 Ensure each job site is prepared for authorised work**

- 2.1 Inspect the job site
- 2.2 Identify WHS and environmental requirements
- 2.3 Conduct hazard identification and risk assessment
- 2.4 Ensure job site is prepared in accordance with specified work permit conditions
- 2.5 Check permit conditions and report to appropriate personnel
- 2.6 Conduct job site testing in accordance with procedures

#### **Element 3 Raise and Issue work permits**

- 3.1 Ensure conditions are documented on permit
- 3.2 Ensure appropriate testing carried out and results documented in accordance with procedures
- 3.3 Determine an appropriate validity period
- 3.4 Check that permit conditions are met (i.e validate permit)
- 3.5 Complete and authorise permit
- 3.6 Ensure recipient is advised of and agrees to abide by the requirements of the permit
- 3.7 Ensure recipient signs permit

- Element 4**                      **Monitor work for compliance**
- 4.1                      Ensure regular job site inspections are done
  - 4.2                      Monitor conditions and work progress and respond appropriately to Changing conditions and circumstances
  - 4.3                      Ensure permit currency and revalidate as required
  - 4.4                      Ensure permit is displayed in accordance with procedures
  - 4.5                      Identify and act on incidences of non-compliance and report promptly to relevant personnel
  - 4.6                      Withdraw / cancel permit if conditions warrant
  - 4.7                      Report any issues which arise with regard to work under the permit in accordance with procedures
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- Element 5**                      **Receive end of day report**
- 5.1                      Receive end of day report from permit recipients
  - 5.2                      Confirm job progress and status
  - 5.3                      Revalidate/arrange for revalidation of permit as required
  - 5.4                      Confirm work area has been left safe
  - 5.5                      Handover ongoing permits and status of suspended permits to oncoming shift
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- Element 6**                      **Close work permit**
- 6.1                      Inspect job status
  - 6.2                      Check that work undertaken satisfies permit conditions
  - 6.3                      Ensure that work site is ready for a safe return to working conditions
  - 6.4                      Check required returns to work status have been completed
  - 6.5                      Sign off documentation and close permit in accordance with standard operating procedures
  - 6.6                      Communicate work site and process status to relevant personnel