

WHSP029 – PERMIT TO WORK RETAIL

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1. Purpose

The purpose of this procedure is to –

- 1.1 Provide a systematic and reasonably practicable approach to the management of contractors engaged to perform work of services within the AMPC portfolio.
- 1.2 Provide a level of control to ensure risks associated with certain work types are eliminated or minimised to prevent injury or incidents occurring in the workplace.
- 1.3 Meet regulatory obligations with regard to WHS laws and the management of contractors;
- 1.4 Meet the requirements outlined in the Health and Safety Policy and Health and Safety Management Plan

2. Scope

This procedure applies to all AMPC managed assets where AMPC is deemed to be primary controller of premise or is a PCBU under work health and safety laws.

3. References

- Work Health and Safety Act & Regulations.
- AS/NZS 2865 – Confined Spaces
- Code of Practice – Managing Electrical Risks in the Workplace

4. Definitions

The following definitions are specific to this procedure and do not represent an exhaustive glossary. For further clarification with reference to a glossary of Health Safety terms refer to [WHSP004 - Legislation Register and Health & Safety Definitions](#).

Competent Person	A person who has acquired through training, qualification or experience the knowledge, skills and licenses to carry out specific tasks.
High Risk Work	Examples of high risk work: work that involves construction, risk of falling more than 1.8m, disturbance of asbestos, structural alterations requiring temporary support, demolition of an element that is load bearing, work within or entry to a confined space, artificial extremes of temperature, adjacent to a road, work on chemical, fuel or refrigerant lines, on energised electrical installations, work on or near pressurised gas piping/mains, high voltage electrical work or work on or near energised electrical equipment.
Risk Assessment	The process of estimating the magnitude or risk and deciding what actions will be taken under the hierarchy of safety controls.
Permit to Work	A risk management process to control non-routine work and / or access to identified areas that may present risks or hazards.

5. Responsibilities

The following RACI chart is a simple matrix that has been applied specifically to this procedure for the management of Permits to Work within Retail. The purpose is for mapping out roles that have some interaction with Permit to Work by operational function and to what level.

Responsible – People or stakeholders who ensure the requirements of this procedure are complied with. Several people can be jointly **Responsible**.

Accountable – Person or stakeholder who is the "owner" of the practical management and requirements outlined. *Accountable* means that "the buck stops there."

Consulted – People or stakeholders who need to provide input. These people are "in the loop" and active participants.

Informed – Safety is everyone's business, these are people or stakeholders who need to be kept "in the picture." They do not need to be formally consulted.

Position	Responsible	Accountable	Consulted	Informed
Centre Manager	Yes	Yes		Yes
Operations Manager	Yes	Yes	Yes	Yes
Capital Works	Yes		Yes	Yes
Marketing Manager	Yes			Yes
Regional Operations			Yes	Yes
WHS			Yes	

Ultimate responsibility
 Direct responsibility
 Platform support

6. What is a Permit to Work?

The Permit to Work system is a risk management process to control non-routine work and / or access to identified areas that may present hazard or risk. Permit to work is a think first, think safe system used to control certain types of work or work areas and ensure activities are carried out safely.

Permit to Work outlines activities for;

- A specific date and time range,
- Specific to a job or task and / or;
- Specific individuals.

7. Work Activities Requiring a Permit

A permit to work is used for all hazardous routine and non-routine activities, examples of the types of tasks for which permits are required include;

- Working on electricity supply systems and mechanical equipment.
- Working at height.
- Working in confined spaces.
- Hot works, that generate an ignition source such as heat or sparks.
- Excavation works.
- Work involving core hole, chasing or drilling
- Cold works (foam panelling e.g. ACP)
- Asbestos removal
- Riser access
- Roof & Balcony Access

8. Determining the type of Permit to Work

The following provides AMPC Operations Management with guidance on the types of work activities that must require a permit to work.

8.1 Electrical Works

Electrical works refers to any works on or near energised electrical equipment or any work on or near access to high voltage electrical switch rooms. [WHS029A - Electrical Works Permit](#) must be completed, approved and retained by the worker for the duration of undertaking electrical work when on site.

8.2 Working at Heights

A permit to work must be issued for all works where there is a risk of falling greater than 2 metres or within a 2 meter proximity to an un-protected edge. Where a fall restraint system or fall arrests system (anchor points, harnesses, safety lines) are being used, a [WHSP09B - Working at Heights Permit](#) must be completed.

8.3 Confined Space Entry

A confined space is defined as 'an enclosed or partially enclosed space that; is not intended to be occupied by a person, the atmospheric pressure is effected whilst a person is in the space or is likely to be at risk to a person's health or safety. These spaces may include; any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by virtue of its enclosed nature, a foreseeable risk to entrapment arises. All confined spaces must be assessed (See [WHSP026 - Confined Space Management](#)) placed on the Centre [WHS026A - Confined Spaces Register](#). Any works required to be undertaken within a confined space, must be risk assessed and a [WHS029C Confined Space Entry Permit](#) completed.

8.4 Hot Works

Hot work is defined as the undertaking a process that may generate an ignition source such as heat or sparks. This includes grinding, welding, and the use of oxy acetylene cutting or heating, use of naked flames and other similar operations. If Hot works is required [WHS029D - Hot Works Permit](#) must be completed.

8.5 Excavation

[WHS029E - Excavation Permit](#) must be completed for all excavation work accompanying this Permit should be building structural scan(s).

8.6 Core Hole, Drilling, Chasing and Wall Penetrations

[WHS029F – Drill, Cut, Core, Chase Permit](#) is required where any penetration or partial penetration is made to a slab or a buildings structural design. Appropriate engineering reviews and AMPC operations inspection must be performed and approved prior to any works commencing. For all core hole penetrations an exclusion zone must be established with supervision below.

8.7 Cold Works (Foam Panel)

Any works conducted on materials that are made of or contain Expanded Polystyrene (EPS), such as combustible sandwich panelling or combustible insulation sheeting and Foam Sandwich Panelling (FSP). For any works involving cold works, appropriate controls must be implemented; including a [WHS029G - Cold Works \(Foam Panel\) Permit](#).

8.8 Asbestos Removal

Asbestos and hazardous materials must be removed by a licensed contractor, and the removal controlled within strict specification. [WHS029H - Asbestos Removal](#); must be completed for removal of all asbestos by the contractor and provided to AMPC for records.

8.9 Riser Access

Vertical riser is a term for plant or equipment that rises vertically through a building. All work to be undertaken within vertical transport rises [WHS029J - Riser Access Permit](#) must be completed in advance for any worker requiring access.

8.10 Roof and Balcony Access

For any access that can lead to open high level building elements e.g. roof, balconies etc. not generally open to the public or tenants [WHS029K - Roof and Balcony Access](#) must be completed and provided back to the AMPC Operations Team prior to the issuing of access.

9. Permit to Work Requirements

Permit to Work requirements for all activities or areas assessed with a potential or inherent high risk must be specified on the Property Risk Register. As a minimum the Centre operations manager must review the permit to work requirements within the property risk register annually as a minimum or as required ([See WHSP003 – Hazard Identification & Risk Management](#)) to ensure all high risk work is appropriately assessed and detailed.

When assessing a Permit to Work requirement, reviews must take into account;

- Hazards and risks present within the asset;
- Nature of the works or activities being performed at the Centre;
- Hazardous Materials Assessment;
- Confined space survey;
- Warning Signage;
- Health and Safety advice;
- Previous safety incidents or;
- New information or knowledge.

10. Issuing a Permit to Work

On its own, the Permit to Work system does not make the work safe but effectively elevates the level awareness of the work to think and act safely.

- 10.1 The responsible AMPC Representative must issue the contractor with the appropriate PTW for completion prior to seeking permission to commence work.
- 10.2 The AMPC Representative must ensure all requirements of [WHSP009 - Contractor Management](#) are complied with including pre-qualification, licenses, insurances, SWMS and inductions.
- 10.3 Each permit must have a task and Centre specific Safe Work Method Statement and / or risk assessment accompanying the permit when seeking approval to work. See [WHS009C – SWMS Review Checklist](#)

11. Consultation and Communication

When issuing a permit to work the AMPC Representative must ensure appropriate consultation and communication is undertaken, including;

- 11.1 Reviewing the high-risk tasks identified in the SWMS for the work to be undertaken.
- 11.2 Communicating any AMPC specific requirements or expectations in relation to house rules or induction.
- 11.3 Review the Property Risk Register and advising the contractor on any specific hazards or risks located within proximity to where the works are taking place.

12. Review and Accept Permit

The AMPC representative must review the below prior to the permit being accepted and works commencing:

- 12.1 The SWMS is reviewed using the WHS009C SWMS Review Checklist
- 12.2 High risk activities reviewed, and controls mitigated so far reasonably practicable (SFARP)
- 12.3 Permit completed correctly and accepted by an AMPC Representative

13. Closing out a Permit to Work

Permits must only be completed by a principal or supervisor (PCBU) of the works.

- 13.1 The contractor on completion must advise AMPC operations.
- 13.2 The AMPC Representative prior to the permit being closed off should review the work area and ensure the area is free from hazards or risks.

14. Work Activities Not Requiring a Permit to Work

Work activities not requiring a permit are tasks assessed as routine work which are not deemed to be high risk and are usually general maintenance in which a safe work method statement or standard operating procedure has been developed. Permits are still required where legislation specifies.

Where a construction site has been “handed over” to a principal contractor (PC), a permit is not required to be issued by AMPC. The principal contractor will have a “permit to work” system or equivalent in place that meets their WHS obligations.

Construction or tenancy fit-out works whereby a PC has been appointed and the undertaking impacts base building areas or services, the AMPC permit to work system must apply with approval from AMPC Operations Management. (See [WHSP046 Fit-out Works and Tenancy Engaged Contractor Management](#))

15. Compliance and Review

Compliance with this procedure and associated forms, permits and registers will be reviewed as part of the Risk Audit program and the National Operations Asset Review.

16. Records

Copies of permits must be retained (see [WHSP044 - Document Management & Control](#)).

17. Training

Training in this procedure must form part of induction training for roles accountable &/or responsible for this procedure. Training will be periodically undertaken by the Workplace Health & Safety team.

18. Related Documents

- WHSP009 – Contractor Management
- WHSP003 – Risk Management

19. Forms & Permits

- WHS029A – Electrical Works Permit
- WHS029B – Working at Heights Permit
- WHS029C – Confined Space Entry Permit
- WHS029D – Hot Works Permit
- WHS029E – Excavation Permit
- WHS029F – Drill, Cut, Core Chase Permit
- WHS029G – Cold Works (Foam Panel) Permit
- WHS029H – Asbestos Removal Permit
- WHS029J – Riser Access Permit
- WHS029K – Roof and Balcony Access Permit

20. Workflow

