

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET



NAME OF DOCUMENT	Work Permits – Management of
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	ISLHD CORP PROC 43
DATE OF PUBLICATION	July 2019
RISK RATING	Low
REVIEW DATE	July 2024
FORMER REFERENCE(S)	ISLHD OPS PROC 43
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Finance
AUTHOR	Central Hub Maintenance Manager and District Manager Engineering & Technical Services
KEY TERMS	Induction, Work Permit, Contractor, General Works, Hot Works, Confined Space, Electrical Works
FUNCTIONAL GROUP OR HUB	District wide
NSQHS STANDARD	Standards 1 & 5
SUMMARY	<p>This procedure’s purpose, under the requirements of the WHS Regulation 2017, is to prescribe the responsibilities of the ISLHD managers and staff who are responsible for conducting contractor inductions and site orientations, as well as the issuance of the following Contractor Work Permits:</p> <ul style="list-style-type: none"> • General Works Permit. • Hot Works Permit. • Confined Space Permit. • Contractor Site Orientation Checklist.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

1. POLICY STATEMENT

The purpose of this procedure is to outline the responsibility of ISLHD Managers & Staff responsible for the issuing of the following Contractor Work Permits:

- General Works permit.
- Hot Works permit.
- Confined Space permit.
- Electrical Works permit.
- Contractor site orientation checklist.

2. BACKGROUND

All contractors undertaking any construction works at ISLHD Hospitals and other health facilities must provide a current Contractor Induction Card and must obtain general work permit and other associated work permits.

3. RESPONSIBILITIES

3.1 ISLHD Executive as persons with management or control of an Organisational work place/s, responsibilities include:

- The development, understanding, implementation and review of the District's WHS Management Plan with ISLHD Managers, Supervisors, Team Leaders, Engineering Staff and Work Health & Safety Injury Management and enforce adherence and compliance.
- As a duty holder, implement risk control measures through the ***Hierarchy of Controls*** to:
 - manage organisational risks to health and safety eliminating risks so far as reasonably practicable, or as a minimum, and
 - minimise the level of risk so far as reasonably practicable if it is not reasonably practicable to eliminate risks to health and safety.

3.2 ISLHD Managers, Supervisors, Team Leaders as persons with management or control of a workplace, or plant at a workplace, responsibilities include:

To review, understand and enforce adherence and compliance to the District's WHS Management Plan including:

- Identification and reporting of reasonably foreseeable hazards that could give rise to risks to health and safety.
- To assess risk and implement specific control measures as per the *Hierarchy of Controls* to mitigate and manage a risk, including maintaining implemented control measures with regular reviews of their effectiveness.
- To review the adequacy and effectiveness of ISLHD contractor safe work method statements (SWMS) and approve/disapprove their implementation, and audit and ensure ISLHD Contractor adherence to the scopes and limitations of their SWMS whilst undertaking works.
- To ensure that all ISLHD Contractor's insurances, Certificates of Currency, licenses and accreditations are current and with all submitted records to the District to be retained in an approved contractor register.
- To issue to approved ISLHD Contractors applicable site-based and District policies and procedures and ensure understanding of their scope and limitations, along with providing any training requirements.
- To issue to approved ISLHD Contractors valid work permits and ensure understanding of their limitations.
- For any remote or isolated work to be undertaken by an ISLHD Contractor, provide and enforce a system of work that includes effective communication and monitoring with the Contractor.
- Establish, communicate, practice and enforce first aid and rescue protocols in the event of an emergency.
- Retain all records and documentation within approved ISLHD repositories.

3.3 ISLHD Work Health & Safety Injury Management as duty holders, responsibilities include:

- To review, understand and enforce adherence and compliance to the District's WHS Management Plan.
- Identification and reporting of reasonably foreseeable hazards that could give rise to risks to health and safety.
- To assess risk and implement specific control measures as per the *Hierarchy of Controls* to mitigate and manage a risk, including maintaining implemented control measures with regular reviews of their effectiveness.
- Establish, communicate, practice and enforce first aid and rescue protocols in the event of an emergency.
- Facilitate and provide any essential training requirements.
- Retain all records and documentation within approved ISLHD repositories.

3.4 ISLHD Engineering Staff as persons with management or control of plant at a workplace and as a duty holder, responsibilities include:

- To review, understand and enforce adherence and compliance to the District's WHS Management Plan.
- To review, understand and enforce the requirements of ISLHD site-based and District policies and procedures specific to assigned tasks.
- The need to identify and report reasonably foreseeable hazards that could give rise to risks to health and safety.
- To assess risk and implement specific control measures as per the *Hierarchy of Controls* to mitigate and manage a risk, including maintaining implemented control measures with regular review of their effectiveness.
- To review the adequacy and effectiveness of ISLHD contractor safe work method statements (SWMS) and approve/disapprove their implementation, and audit and ensure ISLHD Contractor adherence to the scopes and limitations of their SWMS whilst undertaking works.
- Ensure that all ISLHD Contractor's insurances, Certificates of Currency, licenses and accreditations are current and with all records submitted to the District to be retained in an approved contractor register.
- To issue to approved ISLHD Contractors applicable site-based and District policies and procedures and ensure understanding of their scope and limitations, along with providing any training requirements.
- To issue to approved ISLHD Contractors valid work permits and ensure understanding of their limitations.
- For any remote or isolated work to be undertaken by an ISLHD Contractor, provide and enforce a system of work that includes effective communication and monitoring with the Contractor.
- Establish, communicate, practice and enforce first aid and rescue protocols in the event of an emergency.
- Retain all records and documentation within approved ISLHD repositories.

3.5 ISLHD Contractors as duty holders, responsibilities include:

- To develop, review and provide to the ISLHD for review and approval safe work method statements (SWMS), and adhere to their approved scopes and limitations whilst undertaking work.
- To review, understand and adhere to the applicable requirements of ISLHD site-based and District policies and procedures.
- Obtain relevant work permits before commencing any work, with all work undertaken to be specific to these work permits and be restricted by their limitations.
- Ensure that all insurances, Certificates of Currency, licenses and accreditations are current prior to their submission to the ISLHD.
- Identification and reporting of reasonably foreseeable hazards that could give rise to risks to health and safety.
- Not to intentionally misuse or damage any plant, equipment or work area.
- Inform the ISLHD work permit issuer of any damage to, defect in or need to decontaminate any plant, equipment or area of work of which the Contractor becomes aware of.
- For any remote or isolated work to be undertaken by the Contractor, use the agreed system/s of work that establishes effective communication and monitoring with the ISLHD Managers, Supervisors and team Leaders.
- Provide the relevant ISLHD representatives with all applicable records and documentation of works undertaken.

4. PROCEDURE

- 4.1 Managers** shall, wherever possible, engage contractors from the Contractor Database located on the ISLHD Intranet if engaging contractors to undertake any construction or general maintenance work on ISLHD sites.
- 4.2 Managers** who engage contractors outside of the Contractor Database must ensure that relevant WHS Induction training is completed prior to any construction works commencing on ISLHD sites.
- 4.3 Contractors** must provide current ISLHD WHS Induction Contractor Cards prior to obtaining a work permit. **NOTE:** Contractors must always sign at the Security Office upon arrival to site as per the requirements of the General Work Permit.
- 4.4 Managers** or appropriate person/s providing work permits to contractors who are new to ISLHD sites must undertake the Contractor Site Orientation Checklist (area form F271) prior to permit issuance.

4.5 Work Permits:

4.5.1 A work permit authorises person/s to undertake specific work in an approved and designated area on an ISLHD site.

4.5.2 These work permits define the safety precautions that shall be undertaken depending on the nature of the work being performed and the hazards and risks involved in these relevant work tasks.

4.5.3 The appropriate ISLHD person/s (e.g. manager, building, engineering and maintenance services or delegate) must sign off the work permit before any work commences. Work permits will only be valid until the specified date and time indicated on the work permit.

4.5.4 A work permit shall be issued for the following work to be conducted:

- General work permit – any work carried out in conjunction with maintenance repairs, renovation, construction, demolishing & prescribed work, utilities isolations and refurbishment.
- Electrical work – as per the Electrical Safety Act 2002 s18, electrical work is manufacturing, constructing installing, testing, maintaining repairing, altering, removing, or replacing of electrical equipment.
- Hot work – any work using open flames or sources of heat that could ignite materials in a work area not specifically designed to withstand those heat sources, e.g. welding, burning, brazing, oxy-acetylene cutting & propane soldering.
- Confined space – refers to enclosed or partially enclosed space that is not designed or intended to be at normal atmospheric pressure or likely to be at risk to health & safety from unsafe oxygen levels, airborne gases, dust & vapours & engulfment.

4.6 Work Permits: External construction and maintenance contractors shall liaise with facility/site managers and organise any out of hours work in advance and follow ISLHD safety procedures.

5. DOCUMENTATION

- General Contractor Work Permit – *ISLHD OPS F 267*
- Hot Work Permit – *ISLHD OPS F 270*
- Electrical Work Permit – *ISLHD OPS F 268*
- Confined Space Work Permit – *ISLHD OPS F 269*
- ISLHD Contractor Site Orientation Checklist – *ISLHD CORP F 10*

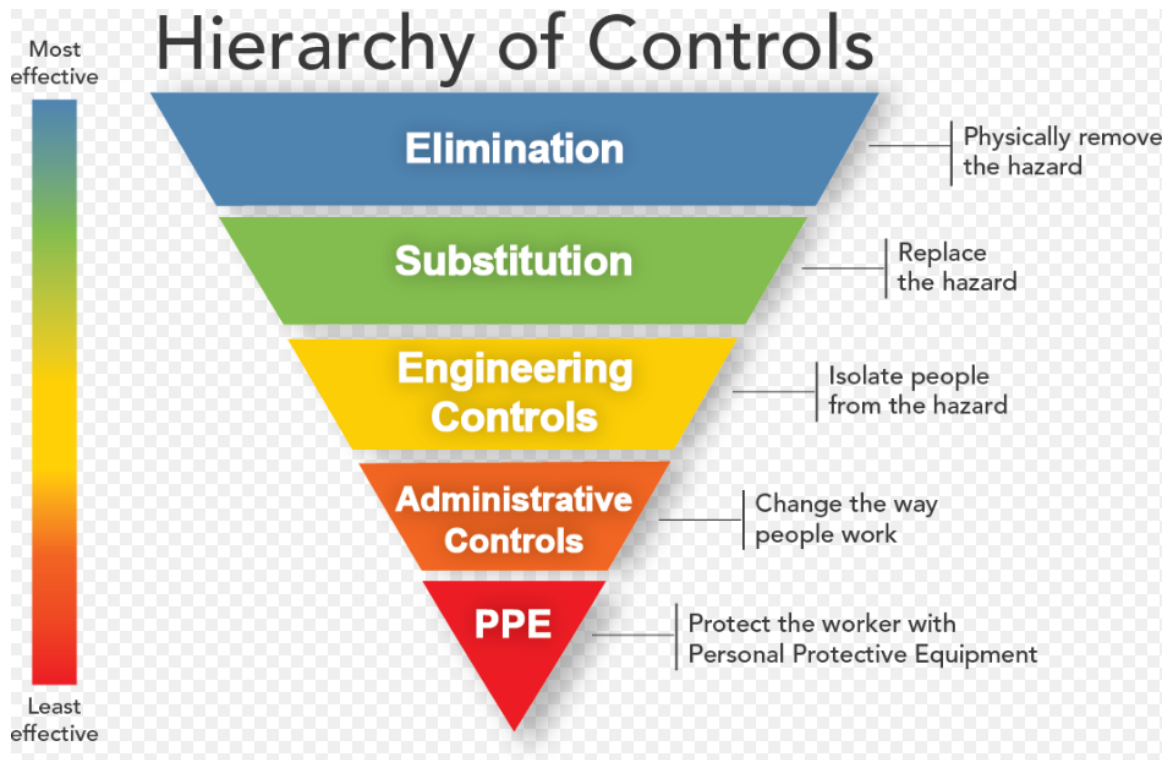
6. AUDIT

Bi-annual audit - compliance to procedure.

7. REFERENCES

- WHS Contractor Management – ISLHD OPS PROC 76.
- ISLHD Contractor Handbook – ISLHD DOC 63.
- Contractor Management – Induction & Orientation – ISLHD CORP DOC 2
- WHS Risk Management – ISLHD OPS PROC 48.
- Enterprise Risk Management Systems (ERMS) – ISLHD OPS PROC 42
- Work Health & Safety (WHS) – ISLHD OPS PD 84
- Development of Safe Work Procedures – ISLHD OPS PROC 83.
- Hierarchy of Controls – A system used to minimise or eliminate exposure to hazards:

1. **ELIMINATE** the hazard.
2. **SUBSTITUTE** the hazard for something safer.
3. **ISOLATE or ENGINEER**: change or isolate the hazard from people.
4. **ADMINISTRATIVE**: create signage, procedures, processes, training.
5. **PERSONAL PROTECTIVE EQUIPMENT** – use it.



8. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
15 November 2012	0	PKH Support Services Manager ISLHD Facilities Support Manager Committee Corporate Services & Safety Management Committee
11 March 2019	1	Central Hub Maintenance Manager Manager Engineering & Technical Services
May 2019	1	Approved by the Corporate Policy Recommendation Committee
July 2019	1	Approved by the Director Assets Infrastructure Engineering & Maintenance Services (AIEMS) to publish