13	Hot \	Works			
13a	Refe	r to front page for PTW validity dates and times		Name	Signature
13b		I am sufficiently competent to carry out/lead/oversee the works	Υ		
13c		All actions and conditions necessary for safe work will be performed	Υ		
13d	MTI	The JSA lists the names of all persons involved and is job specific	Υ		
13e		The area will be checked 30-60 mins afterwards to ensure no fires	Υ		
13e		All works will be in accordance with JSA	Υ		
13f		Certs of training/licenses reviewed, inductions confirmed	Υ		
13g	RO	SIMOPS register checked for conflicting works	Υ		
13h	KU	Secondary impact assessed and stakeholders notified if applicable	Υ		
13i		Method statement/JSA reviewed, approval to proceed	Υ		
13j	СО	Method statement/JSA reviewed, approval to proceed	Υ		

14	Mec	nanical Works and Isolations			
14a	Refe	r to front page for PTW validity dates and times		Name	Signature
14b		I am sufficiently competent to carry out/lead/oversee the works	Υ		
14c		All tradespersons have the required licenses and training	Υ		
14d	۱T۷	All actions and conditions necessary for safe work will be performed	Υ		
14e	_	The JSA lists the names of all persons involved and is job specific	Υ		
14f		All works will be in accordance with JSA	Υ		
14g		Certs of training/licenses reviewed, inductions confirmed	Υ		
14h	RO	SIMOPS register checked for conflicting works	Υ		
14i	KU	Secondary impact assessed and stakeholders notified if applicable	Υ		
14j		Method statement/JSA reviewed, approval to proceed	Υ		
14k	CO	Method statement/JSA reviewed, approval to proceed	Υ		

15	Worl	king at Heights and Roof Access			
15a	Refe	r to front page for PTW validity dates and times		Name	Signature
15b		I am sufficiently competent to carry out/lead/oversee the works	Υ		
15c		All tradespersons have the required licenses to work at heights	Υ		
15d	IT/	All actions and conditions necessary for safe work will be performed	Υ		
15e		The JSA lists the names of all persons involved and is job specific	Υ		
15f		All works will be in accordance with JSA	Υ		
15g		Roof anchor points confirmed compliant (consult A&M) Y	N/A		
15h	RO	Certs of training/licenses reviewed, inductions confirmed	Υ		
15i		Method statement/JSA reviewed, approval to proceed	Υ		
15j	СО	Method statement/JSA reviewed, approval to proceed	Υ		

Permit not required when using portable ladders less than 1.8m height

16	Permit Closure				
16a	Details	Name	Signature	Date	Time
16b	WTL: Work complete				
16c	RO: Work complete				
16d	CO: Work complete				
16e	FM Helpdesk: PTW register updated				

Emergency Phone Number on Campus	South Street 9360 7333	Rockingham 9553 7333	Mandurah 9582 5555

Permit to Work (High Risk Works) - 48 Hours' Notice Required

Permit Number (FM Helpdesk Issue)

<u>Key:</u>
RO = Responsible Officer | SIMOPS = Simultaneous Operations | WTL = Work Team Leader | CO = Competent Officer Instructions:

This PTW is not active until the relevant activity is signed by the RO, CO, WTL, and registered by FM Helpdesk.

PTW's must be accompanied with JSA's, and in turn must be accompanied with a method statement explaining and detailing:

- What is being done and for who
- Names and contact details of all persons undertaking the activities
- Emergency procedures specific to MU (e.g. call Security on 9360 6262 first rather than 000)

1	To Be Completed by	RO						
1a	Wo	ork Request/Job Dock	et nu	ımber or Projec	t nu	mber or PO number		
1b	Asbestos	Crane Lift □	(Confined Space		Critical Bypass	Electrical LV	
1c	Electrical HV	Excavations		Hydraulics		Hot Works	Mechanical	
1d	Work at Heights □							
1e	RO Name					Date valid from		
1f	RO Phone Number					Time valid from		
1g	Company name					Date valid to		
1h	Bldg-Lvl-Room					Time valid to		
1i	Description of works							
1i 1j	Description of works							
	Description of works							
1j	Description of works							
1j 1k	Description of works							
1j 1k 1l		er checked for activities	Y	□ Comments				
1j 1k 1l 1m	SIMOPS regist		-					
1j 1k 1l 1m 1n	SIMOPS regist Permit numb	er checked for activities	N/A					

"Hold the job" means MU will stop the job if any aspect of this permit not complied with

2	Permit Extensions		
2a	Extension 1	Extension 2	Extension 3
2b	Date valid to	Date valid to	Date valid to
2c	Time valid to	Time valid to	Time valid to
2d	RO signature	RO signature	RO signature
2e	CO signature	CO signature	CO signature
2f	FM signature	FM signature	FM signature

Extensions to be signed by RO, CO and Helpdesk, SIMOPS rechecked, revised dates updated into the PTW log by Helpdesk

LXIC	risions to be signed by it	to, oo and ricipacsit, o	inior o recricence, revis	ca dates apaated into th	c i i vv log by i icipacsk
3	Emergency Permits Fe	ewer than 48 Hours' No	otice		
За	All pe	ermits require 48 hours' r	notice. Emergency perm	nits require Manager app	roval.
3b	Details	Name	Signature	Date	Time
3с	Manager				
3d	Reason				

4	Daily Perm	it Sign-on	and off by R	esponsible	Officer and	I WTL				
4a	Fiel	d sign-on by	['] RO	Field	I sign-on by	WTL	End of day sign-off by WTL and RO			
4b	Date	Time	RO Sign	Date	Time	WTL Sign	Date	Time	WTL Sign	RO Sign
4c										
4d										
4e										
4f										
4g										
4h										
4h										
4h										

Additional sign-on and sign-off sheets available at Helpdesk.

5		estos Remova		11.114	1.0						0:
5a	Refe	r to front page								Name	Signature
5b					to carry out/lead/ove						
5c	_				uired licenses to dea			_			
5d	WTL				sary for safe work w			Υ			
5e		The JSA li	ists the na	mes of all	persons involved an	d is job sp	ecific	Υ			
5f				All w	orks will be in accor	dance with	JSA	Υ			
5g	RO	(Certs of tra	iining/licer	nses reviewed, induc	tions confi	rmed	Υ			
5h	KU		Method	statement	/JSA reviewed, appr	oval to pro	ceed	Υ			
5i	СО		Method	statement	/JSA reviewed, appr	oval to pro	ceed	Υ			
6		le Lift r to front page	for DT\// v	olidity data	os and timos					Name	Signaturo
6a	Kele						u a ul ca			Name	Signature
6b				<u> </u>	to carry out/lead/ove			\rightarrow			
6c					ed licenses to applic			_			
6d	WTL				sary for safe work w			-			
6e		The JSA li	sts the na		persons involved an	<u> </u>					
6f					orks will be in accor			-			
6g					nses reviewed, induc			Υ			
6h					/JSA reviewed, appr	<u> </u>		Υ			
6i	СО		Method	statement	/JSA reviewed, appr	oval to pro	ceed	Υ			
7		fined Space E			<u> </u>					Name -	Signatura
7a	rete	r to front page						<u>, , </u>		Name	Signature
7b				<u> </u>	to carry out/lead/ove						
7c					ed licenses to applic		_				
7d	WTL				sary for safe work w						
7e		The JSA I	ists the na		persons involved an			-			
7f					orks will be in accor						
7g	RO				nses reviewed, induc						
7h					/JSA reviewed, appr			Υ			
7i	СО				/JSA reviewed, appr			•			
ı					nto confined spaces		A appa	arat	us.	Exceptional circu	mstances only.
8	Critic		Bypass (Fire Detec	ction/Smoke Alarms	·					
8a		Building			Fire zone(s) to be	e isolated					
8b									T	RO init	CO init
8c										RO init	CO init
8d										RO init	CO init
8e										Name	Signature
8f	1	I am su	ufficiently c	ompetent	to carry out/lead/ove	ersee the v	vorks	Υ			
8g	WTL	I am responsit	ole for cont	acting sec	curity 9360 6262 to is	solate/deis	olate	Υ			
8h			S	IMOPS re	egister checked for c	onflicting v	vorks	Υ			
8i	RO		Method	statement	/JSA reviewed, appr	oval to pro	ceed	Υ			
8j	СО				t/JSA reviewed appr			Υ			
8k		F	Refer to	o front	page for PT	W valid	dity o	da	te	s and times	
			ne isolate		. •					e-isolated by Secu	
8l 8m	Da		Na		Sign	Date	Tim			Name	Sign
8n	Da	Tille	ina	1110	5.9.1	Date	1 11111			Name	21911
80 8n									-		
8p											
8q											

Isolated zones MUST be reinstated/deisolated at the end of each working day.

Amendments must be initialed by RO and CO, the SIMOPS register checked, and the permit log updated by Helpdesk.

Additional log sheets available at Helpdesk.

		twicel I am Valtage Wagler and lealettage				
9		trical - Low Voltage Works and Isolations				0:
9a	Refe	r to front page for PTW validity dates and times			Name	Signature
9b		I am sufficiently competent to carry out/lead/oversee the works				
9с		All tradespersons have the required electrical licenses				
9d	MTL	All actions and conditions necessary for safe work will be performed				
9e		The JSA lists the names of all persons involved and is job specific	Υ			
9f		All works will be in accordance with JSA	Υ			
9g		Certs of training/licenses reviewed, inductions confirmed	Υ			
9h	-	SIMOPS register checked for conflicting works	Υ			
9i	RO	Secondary impact assessed and stakeholders notified if applicable	Υ			
9j	-	Method statement/JSA reviewed, approval to proceed	Υ			
9k	СО	Method statement/JSA reviewed, approval to proceed		П		
•			•	_		
10	Elec	trical - High Voltage Works and Isolations				
10a		r to front page for PTW validity dates and times			Name	Signature
10b	i tore	I am sufficiently competent to carry out/lead/oversee the works	Υ		ramo	Oignatar 5
10c	-	All tradespersons have the required licenses to work with HV	Ϋ́			
10d	WTL	All actions and conditions necessary for safe work will be performed	Ϋ́			
	- ≥	The JSA lists the names of all persons involved and is job specific				
10e		,				
10f		All works will be in accordance with JSA and switching program	Υ			
10g	RO	Certs of training/licenses reviewed, inductions confirmed	Υ			
10h		Method statement/JSA reviewed, approval to proceed	Υ			
10i		Method statement/JSA and switching program reviewed				
10j	CO	HV access permit issued to WTL	Υ			
10k		Approval to proceed	Υ			
11		avations and Penetrations				0: 1
11a		r to front page for PTW validity dates and times			Name	Signature
		r to front page for PTW validity dates and times I am sufficiently competent to carry out/lead/oversee the works			Name	Signature
11a 11b 11c	Refe	r to front page for PTW validity dates and times I am sufficiently competent to carry out/lead/oversee the works All actions and conditions necessary for safe work will be performed	Υ		Name	Signature
11a 11b	Refe	r to front page for PTW validity dates and times I am sufficiently competent to carry out/lead/oversee the works All actions and conditions necessary for safe work will be performed The JSA lists the names of all persons involved and is job specific	Y Y		Name	Signature
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11a 11b 11c 11d 11e 11f 11g 11h 11i 11j 11k 12a 12b 12c 12d 12e 12f 12g 12h	Refe LM RO CO	I am sufficiently competent to carry out/lead/oversee the works All actions and conditions necessary for safe work will be performed The JSA lists the names of all persons involved and is job specific All works will be in accordance with JSA I am responsible for ensuring any buried services are not damaged MU drawings and buried services SIS FM information provided to WTL Grounds manager notified Y Certs of training/licenses reviewed, inductions confirmed Method statement/JSA reviewed, approval to proceed Method statement/JSA reviewed, approval to proceed raulic Works and Isolations I am sufficiently competent to carry out/lead/oversee the works All tradespersons have the required hydraulic licenses and training All actions and conditions necessary for safe work will be performed The JSA lists the names of all persons involved and is job specific All works will be in accordance with JSA Certs of training/licenses reviewed, inductions confirmed SIMOPS register checked for conflicting works	Y Y Y Y N/A Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y			
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11a 11b 11c 11d 11e 11f 11g 11h 11i 11j 11k 12a 12b 12c 12d 12e 12f 12g 12h	Reference Refere	I am sufficiently competent to carry out/lead/oversee the works All actions and conditions necessary for safe work will be performed The JSA lists the names of all persons involved and is job specific All works will be in accordance with JSA I am responsible for ensuring any buried services are not damaged MU drawings and buried services SIS FM information provided to WTL Grounds manager notified Y Certs of training/licenses reviewed, inductions confirmed Method statement/JSA reviewed, approval to proceed Method statement/JSA reviewed, approval to proceed raulic Works and Isolations I am sufficiently competent to carry out/lead/oversee the works All tradespersons have the required hydraulic licenses and training All actions and conditions necessary for safe work will be performed The JSA lists the names of all persons involved and is job specific All works will be in accordance with JSA Certs of training/licenses reviewed, inductions confirmed SIMOPS register checked for conflicting works	Y Y Y N/A Y Y Y Y Y Y Y Y Y Y			