

Permit to Work

Permit Number

To be completed and submitted for approval at least 2 working days before work commences

1. Contractor / Ports North to complete this section.					
Description of Works:					
Building / Facility:				Location:	
Ports North Representative Name (please print):					
Mobile Number:				Date:	
Contractor Name:		Mobile No:		QBCC No:	
Supervisor Name:		Email:			
Type of equipment to be used:					
Permit Start Date:				Permit Finish Date:	

2.1 Work Activities <i>Contractor MUST complete this section.</i> Where a work activity (1-23) is applicable to this Permit to Work a specific Safe Work Method Statement (SWMS) must be prepared and attached	Please indicate below activities applicable.		SWMS Attached Y/N	Minimum Ports North Permit Approval Level
	Yes	No		
1. Will structural or Fire/Smoke Zone penetration be required?				1
2. Will work in ceiling, wall, floor spaces or other confined spaces be required?				1
3. Are works within 6m of overhead power lines?				1
4. Is the work on, near or requiring connection or supply from high voltage energized electrical installations (both above ground and below ground)?				3
5. Is the work on or near low voltage energized electrical installations (both above ground and below ground)?				1
6. Is there potential for release of harmful materials?				2
7. Is the work to be carried out on or near chemical, fuel or gas lines?				3
8. Will ground penetration (Inc. excavation and trenching) work be undertaken (> 1 metre)?				1
9. Is there excavation or trenching work that may reduce stability of a building, structure or driveway?				3
10. Are works in the vicinity of services?				1
11. Is the work to be carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians?				1
12. Will there be significant demolition works undertaken?				2
13. Will there be work on or near asbestos (including removal)?				2
14. Will the work require structural alterations requiring temporary support?				2
15. Will there be works at heights > 2 meters?				1
16. Are any of the works on or near contaminated or flammable atmospheres?				2
17. Is the work involving movement of powered mobile plant?				1
18. Will any works be carried out on or near water (or other liquid) that involves risk of drowning, tidal entrapment (Including diving work)?				1
19. Will works be carried out from a vessel?				1
20. Will work involve diving work (both inspections and construction work)				2
21. Will work involve processes, equipment or activities involving hot work (may produce spark, flame or another ignition source)? Additional Hot Work Permit to be attached.				1
22. Will crane works be required?				1
23. Other.....				

PN Comments (if required)

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2.2 Isolations / Disconnections / PN Assets Contractor MUST complete this section.	Applicable?		Details
	YES	NO	
1. Are sewer or drainage isolations/ disconnection required?			
2. Will Fire Systems Isolation be required?			
3. Will water shut down be required?			
4. Will electrical isolation be required?			
5. Are works requiring a Ports North access card to be issued? <i>If Yes – provide details of areas to be accessed</i>			

3. Contractor Acknowledgement	YES	NO	N/A
1. Contractor will ensure that an Operational Permit to Work is completed when carrying out work on either wharf, pontoon or vessel.			
2. Copies of Safety Data Sheets will be readily available at the location where work is being carried out.			
3. All equipment/plant is registered as required by legislation.			
4. All equipment/plant is in good working condition and has it been regularly maintained and serviced as per manufacturer specification.s			
5. Contractor will ensure that adequate controls (e.g. barricading, spotter) are implemented to protect the public and other persons from the activities being undertaken.			
6. Contractor will confirm that all workers / contractors have read, understood and agree to abide by the Ports North "Health, Safety & Site Rules" available on Ports North website.			
7. Contractor will ensure all contractor workers / subcontractors have the necessary competencies, license and qualifications to undertake the works proposed.			
8. Contractor will ensure that all workers / subcontractors have read, understood and agree to abide to the SWMS's applicable to this work.			
9. Contractor shall ensure that all workers / subcontractors are aware of the emergency procedures relevant to the area of work and that on the sound of evacuation alarms they shall evacuate to evacuation point.			
Contractor Representative Name (please print)			
Signature		Date	

4. Ports North Permit Approval				
Ports North Permit Approval Level Required	1	2	3	Select approval levels required
Approval				
Level	Name (Please Print)	Signature		Date
1				
2				
3				

Approval Level Positions	
Level	Positions applicable to approval level
1	Technical Officer – Buildings and Services; Technical Officer – Electrical Plant & Maintenance Coordinator, Senior Technical Officer Infrastructure
2	Project Engineer, Senior Project Engineer, Facilities and Maintenance Manager, Environmental Manager, Manager Sustainability and External Policy
3	General Manager Infrastructure & Sustainability, Senior Engineer, Manager Assets

5. Completion of Works – Permit Closed					
The Contractor certifies that the works associated with this permit are complete with the site left clean and in a safe condition.					
Comments					
Contractor Representative Name (please print)					
Contractor					
Signature		Date		Time	
PN Representative (Contractor unavailable to sign)					
Signature		Date		Time	

*** Completed *Permit to Work* to be forwarded to Ports North Officer/ Representative initiating the work ***