

**RYLEA**

**ENGINEERING SERVICES**

**H S & E**

**Management System**

**Work Permit Procedure**

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## **2 Work Permit Procedures**

The Work Permit is a tool that is used to plan and control work that may have particularly high risks attached to either:

- The type of work that is being undertaken;
- The persons undertaking the work; or
- The area/plant/persons in the vicinity where the work is being undertaken.

Therefore the Work Permit Procedure applies to the following:

- Work that is unusual or out of the ordinary that does not form part of the usual work for employees.
- Work that is normally undertaken by employees, but has a particularly high elements of risk (eg entering confined spaces or excavating).

Therefore the Work Permit Procedure provides a means for adequate planning and control for work that would otherwise, through the unusual nature of the work, have little or no planning or control. That is, the Work Permit Procedure provides for safe working procedures to be implemented where there may be no formal procedures in place due to the short term or unusual nature of the work. In these situations, it is through the application of formal Work Permit Procedures that the Company is able to prove diligence in ensuring:

- The safety of activity; and
- The safety of the persons involved in the activity.

The person authorised to issue a Work Permit is known as the **Permit Authority** and is responsible for defining work precautions and work conditions and ensuring that they are adhered to.

The person(s) who receives a Work Permit is known as *the Permit Holder* and is responsible for complying with the conditions of the Work Permit.

### **2.1 Review of Procedures**

These Procedures are subject to review by the Health Safety and Environment Management System Review Committee.

The Committee shall be composed of representatives from the Company.

The role of the Committee is the maintenance and development of the Company Health Safety and Environment Management System , specifically,

1. reviewing existing procedures,
2. introduction of new procedures and
3. maintaining and auditing the Health Safety and Environment Management System.

### **2.2 Objectives of the Work Permit Procedure**

The objectives of these Work Permit Procedures are to ensure that during non-routine or hazardous work:

1. people, environment, equipment and product are protected;
2. safe working practices are followed whilst work is being carried out;
3. the work site is inspected and all necessary precautions have been taken before work commences;
4. the work is performed only on the specified equipment;
5. the location, all persons and the types of work being carried out at a workplace are always known and managed, especially if an emergency should occur;
6. the person(s) carrying out the work understands the conditions under which work may be carried out;
7. correct protective measures are available and are being used;
8. the work being done is carefully monitored; and
9. the work site is left in a clean and safe condition upon completion of the work.

### **3 Responsibility**

#### **3.1 Employees**

It is the responsibility of all persons working at Company workplaces to ensure that the relevant Work Permit is issued where appropriate.

#### **3.2 Manager/Supervisor**

It is the responsibility of Managers and Supervisors to ensure that the Work Permit System is implemented and maintained.

It is the responsibility of Managers and Supervisors to ensure that employees are trained appropriately prior to becoming a Permit Authority and that the relevant Authorisation Form has been completed.

#### **3.3 Permit Authority**

The Permit Authority is responsible for issuing Work Permits and being aware of all Work Permits issued at the location.

It is also the responsibility of the Permit Authority to:

1. prepare the work site;
2. ensure that all necessary precautions have been taken and that the permit provides a safe working environment;
3. ensure the Permit Holder understands the work conditions set out in the permit;
4. ensure that the Permit Holder agrees to comply with all of the terms and conditions of the permit prior to issue
5. ensure that a site inspection and safety briefing are undertaken prior to issuing the Work Permit;
6. ensure the original copy of the Work Permit is issued to the Permit Holder to keep on their person for the duration of the Work Permit;
7. ensure that all work conditions (as laid down in the Work Permit) are being carried out;
8. monitor the work being carried out under the Work Permit;
9. reinstate work site when Work Permit is relinquished;
10. file the Work Permit when it is relinquished;
11. ensure that when the Permit Authority is changed over, the old permit must be relinquished and a new permit must be issued;
12. ensure the Permit Authority that signs on the permit is the authority that will sign it off when the job is completed;
13. ensure all copies of completed Work Permits are retained at the office of issue; and
14. ensure if a Workplace Incident Recording Form (WIRF) is associated with any work covered by a Work Permit a copy of the Work Permit is attached to the WIRF.

The Permit Authority may **withdraw** a Work Permit:

1. if work conditions are not complied with; or
2. when the conditions of work change and the original permit is no longer satisfactory.

If the Work Permit is withdrawn, the Permit Authority must notify all relevant contractors and others that the withdrawal of the permit effects.

**NOTE: This may include revising a Job Safety Analysis (JSA) and/or completing a WIRF.**

### 3.4 Permit Holder

It is the responsibility of the Permit Holder to understand the conditions of the Permit issued and agree to the terms of the Work Permit before signing in the acceptance section of the permit.

It is also the responsibility of the Permit Holder to:

- 1 ensure that the agreed terms and conditions of the Work Permit are complied with;
- 2 retain the original copy of the Work Permit until it is relinquished or withdrawn;
- 3 give all relinquished or withdrawn Work Permit to the Permit Authority for filing.

## 4 Qualification

### 4.1 Permit Authority

Only after the employee undergoes training and gains all of the required skills can the relevant Manager authorise an employee to be a Permit Authority. The table below outlines the relevant training for the different parts of the Work Permit.

Permit	Training	Company Authorisation
<b>Cold Work, Hot Work, and Excavation</b>	<ol style="list-style-type: none"> <li>1. Complete the EDL Work Permit Training Module.</li> <li>2. Be conversant with the Health and Safety Manual.</li> </ol>	Forward all evidence of completion along with the Work Permit Authority Authorisation Form to the Technical Training Advisor.
<b>Confined Space</b>	<ol style="list-style-type: none"> <li>1. <b>Both above, and</b></li> <li>2. Complete a Confined Space Training Course to AS 2865.</li> </ol>	

Rylea Engineering Services Pty. Ltd.
Work Permit Authority Authorisation Form

Permit and Competencies Required for Authorisation					Trainer to Initial When Completed
Cold Work					
Hot Work					
Excavation					
Confined Space					
Complete the Work Permit Training Module	Yes	Yes	Yes	Yes	
Be Conversant with the Policies and Procedures Manual	Yes	Yes	Yes	Yes	
Complete a Confined Space Training Course to AS 2865	Yes				
	B	A	A	A	Authorisation Level Required

Authorisation level A authorises the Permit Authority to issue:

- Cold Work Permits;
- Hot Work Permits; And
- Excavation Permits.

Authorisation level B authorises the Permit Authority to issue:

- Confined Space Permits
- Cold Work Permits;
- Hot Work Permits; And
- Excavation Permits.

On Behalf of Rylea Engineering Is authorised to,

-----  
Please print name of Recipient above

Authorisation Level -----

Please enter A or B above

Manager: Date: -----

----- & -----  
Please Print above Please Sign above

Recipient: Date: -----

**SAMPLE ONLY**  
**Work Permit Authority Authorisation**  
**Form**

## 4.2 Permit Holder

Before issuing a Work Permit and authorising a Contractor to work on a Company site or authorising Company employees to carry out hazardous duties the Permit Authority is required to ensure that the person performing the work is trained and qualified to do the work.

Below are some examples of tasks that require the person performing the task to be adequately trained and qualified:

1. High Voltage Switching
2. Confined Space Entry
3. Electrical Work
4. Plumbing/Gas Work
5. Welding
6. Operation of Plant

## 5 Types of Work Permits to Be Issued

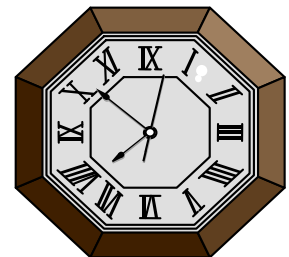
It is the responsibility of the Manager/Supervisor to ensure that Work Permits are issued as required by this procedure.

It is not a requirement to issue a Work Permit for non-manual activities such as inspecting plant and equipment, and visiting sites.

Emergency sirens automatically void all Work Permits.

The Work Permit must be reissued before work resumes.

Work Permits cannot be issued for a period longer than 24 hours.



### 5.1 Cold Work Permit

A Cold Work Permit is issued for work that **WILL NOT** generate any source of ignition, such as flame, spark or temperature sufficient to ignite flammable material.

### 5.2 Hot Work Permit

A Hot Work Permit is issued for work that **WILL** generate fire, naked flame, heat, electrical equipment, spark or temperature sufficient to ignite flammable material.

### 5.3 Confined Space Entry Permit

A Confined Space Entry Permit is issued for **entry only** into a confined space. When work is to be undertaken within the confined space, the **Hot** or **Cold** Work requirements of the Work Permit must also be fulfilled.

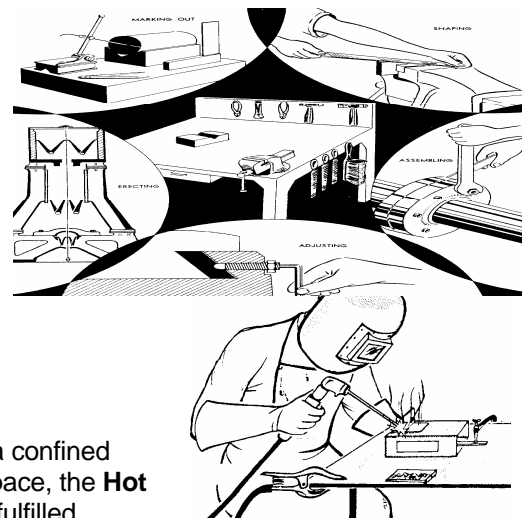
**Confined space entry is the entry of a person's upper body/head into a confined space, i.e. (breathing zone). See Appendix 1.**

It is the responsibility of the Manager/Supervisor to ensure that all persons are appropriately qualified to undertake confined space entry and associated tasks.

### 5.4 Excavation Permit

An Excavation Permit is issued for the penetration into any ground surface with mechanical excavating equipment.

The use of gas, diesel, petrol or electrically powered earthmoving machinery is both a **Hot** Work and an **Excavation** activity if working near a potential fuel source. In this instance both an Excavation and Hot work Permit need to be issued and all the safety precautions for Hot Work and Excavation will need to be in place.



## **6 Issuing Work Permits**

### **6.1 Step 1 - Site Inspection and Safety Briefing**

Prior to issuing a Work Permit, the Permit Authority shall ensure that a site inspection and safety briefing is undertaken. This is to ensure that:

- A. both the Permit Authority and Permit Holder are talking about the same plant or equipment;
- B. control points for the job are identified;
- C. work precautions required can be identified;
- D. the existing state of the plant and equipment is assessed;
- E. work conditions (including any specific instructions) can be properly explained;
- F. the tools and equipment to be used by the Permit Holder can be inspected;
- G. the effect of the work on production and operations can be better assessed; and
- H. access and egress for the job is assessed.

### **6.2 Step 2 - Preparing the Permit**

After inspecting the site and performing a safety briefing, the Permit Authority prepares the Work Permit. All specific instructions given to the Permit Holder are summarised and listed on the Work Permit.

The following describes specific sections and the actions the sections require:

#### **6.2.1 Work Description**

This section is used by the Permit Authority to briefly describe the work to be undertaken that the Work Permit covers.

- *The Permit Authority writes a brief description of the work to be carried out in the space provided.*

#### **6.2.2 Tools/Equipment To Be Used**

This section is used by the Permit Authority to briefly identify the tools that will be used to ensure that inappropriate tools are not used.

- *The Permit Authority lists any tools and equipment that will be used to perform the work in the space provided.*



#### **6.2.3 Permit Required**

This section is split into four different types of Work Permit. This section is used by the Permit Authority to identify the type of Work Permit that is issued. The type of Work Permit selected will be determined according to the Work Description (see item 1 above).

- *The Permit Authority ticks the type of Work Permit required in the space provided.*

#### **6.2.4 Permit Requirements**

This section is used by the Permit Authority to identify the specific Work Permit requirements to be fulfilled and provides an assorted list of Work Permit requirements. Each type of Work Permit identifies a selection of those requirements as mandatory actions by the “✓” being pre-printed in the corresponding coloured column. Extra requirements may be selected by placing a tick in the specific requirement’s corresponding coloured column.

**Note: 1**

*Look through the entire list to determine if any Work Permit requirements other than mandatory actions are appropriate. If other requirements are identified, tick that requirement’s box in the corresponding coloured column.*

#### **6.2.4.1 Definitions:**

##### ***Hazardous Area or Zone:***

An area in which an explosive atmosphere is present, or may be expected to be present, in quantities such as to require special precautions for the construction, installation and use of potential ignition sources.

(Hazardous Zones / Areas are designated by Engineering and marked on site plans).

##### ***Non-Hazardous Area or Zone:***

An area in which an explosive atmosphere is not expected to be present in quantities such as to require special precautions for the construction, installation and use of potential ignition sources.

#### **6.2.5 Gas test and Isolation Record**

This section is for the Permit Authority to record specific work precautions as they have been completed.

- *If gas testing or isolations are identified as a requirement, the Permit Authority lists the details of isolation or gas tests in the space provided.*

#### **6.2.6 Completed**

This section is for recording that the identified Work Permit requirements have been undertaken.

- *As the identified requirements are carried out, the person undertaking the activity initials in the space provided.*

#### **6.2.7 Protective Measures**

This section is used by the Permit Authority to identify a selection of specific Work Permit protective measures that must be undertaken.

- *The Permit Authority identifies which tasks in the Protective Measures list must be carried out to ensure safety by ticking the selection from the list.*

#### **6.2.8 Work Conditions – Specific Instructions and Protective Measures**

This section is used by the Permit Authority to identify specific precautions and instructions, not already identified on the Work Permit, which must be implemented.

- *The Permit Authority identifies specific Protective Measures and Instructions that are required and have not been identified elsewhere on the form in the space provided.*

#### **6.2.9 Vehicle Access**

This section is used by the Permit Authority to identify if vehicle access is permitted, and if so provides for identification of the vehicle(s).

- *The Permit Authority determines if vehicular access is required and/or permitted. The Permit Authority ticks yes/no for vehicle access to the work area. If vehicle access is required and permitted, the Permit Authority specifies the type and identification number of the vehicle(s) in the space provided.*

#### **6.2.10 Permit Holder Acceptance**

This section is provided for the Permit Holder to sign that they understand the conditions and agree to work by the terms and conditions of the Work Permit.

- *The Permit Authority writes the time and date the Work Permit expires at in the space provided, and explains to the Permit Holder what the Work Permit requires. If satisfied that the Permit Holder understands and agrees to the terms and conditions, the intended Permit Holder prints and signs their name.*

### 6.2.11 Permit Authority Approval

This section is provided to give the Permit Holder Authority to perform the agreed work under the agreed terms and conditions of the Work Permit.

- *The Permit Authority prints and signs their name and details of time and date the Work Permit was issued, in the space provided. The Permit Authority tears out the original copy of the Work Permit and issues it to the Permit Holder.*
- *The Permit Holder takes the Work Permit to the work site and retains it until the Work Permit is relinquished or withdrawn.*

### 6.3 Step 3 - Monitoring Work

The Permit Authority monitors the work carried out by the Permit Holder. The Work Permit is withdrawn at any time non-compliance of any work conditions is observed or if the conditions of the task has changed to impact on the safe performance of the work making the Work Permit no longer valid.



### 6.4 Step 4 - Clearing the Permit

The Permit Holder is responsible for leaving the work area clean and tidy, and removing Locks and Personal Danger Tags used for the equipment isolations.

#### 6.4.1 Permit Holder Job Complete

This section is provided to allow the Permit Holder to officially relinquish the Work Permit.

When the Work Permit expires (or when job is complete), the Permit Holder reports to the Permit Authority. The Permit Holder signs and dates in the space provided to say that the site has been left in a safe condition with any necessary locks removed.

If the job is incomplete, details of work to be carried over to next day are to be noted in space provided on the back of original by the Permit Holder.



#### 6.4.2 Permit Authority Job Complete

This section is provided to allow the Permit Authority to officially finalise the Work Permit and relinquish authority for the Permit Holder to work on the site.

The Permit Authority inspects the site to ensure that it has been left in a safe manner and locks have been removed. The Permit Authority details any incomplete work on the back of the original copy of the Work Permit, then dates and signs in the space provided.

**Note:** *The **Confined Space Entry Log** on the back of the original copy of the Work Permit must be completed for confined space entry.*

## 7 Gas Tests

Gas tests must be carried out to ensure that:

- Hot Work areas are free of flammable gas mixtures;
- all work areas are free of toxic gases; and
- for Confined Space Entry, to ensure that the confined space has sufficient oxygen for safe entry.

It is the responsibility of the Permit Authority to ensure that the appropriate gas tests are carried out. Only persons trained in the use of gas testing and monitoring equipment are to carry out these tests.

Details of gas testing must be entered on the Work Precautions Record. Record all readings obtained and the initials of the person carrying out the gas testing.

It is the responsibility of the Permit Authority to ensure that when continuous gas monitoring is set up, that the Permit Holder understands that all work must cease immediately if the alarm sounds.

Oxygen content must be between 19.5% and 23.5%.

## **8 Servicing and Calibration of Gas Testing Instruments**

All gas testing instruments must be maintained in good working order and regularly calibrated

A record of inspections and calibrations must be kept for each in its calibration file or logbook.

## **9 APPENDIX 1: Confined Space Entry Work Precautions**

**Note:** *This section is based on AS/NZS 2865:2001 Safe Working in a Confined Space, for further information please refer to the Standard.*

It is the responsibility of Managers and Supervisors to ensure that all **Confined Space** entry activities comply with AS/NZS 2865:2001 and that the Company guidelines for confined space entry are considered.

Only Permit Authorities trained in confined space entry can issue a Confined Space Permit. Only people who have been trained to an appropriate level may enter confined spaces.

Before a person may enter a confined space, the safety precautions below must be considered. The extent of these precautions will depend on an assessment by the Permit Issuer of the risks present in the confined space entry.



### Conditions for Confined Space Entry

A competent person shall undertake a risk assessment before carrying out work involving entry into a confined space (see AS/NZS 2865 point 9 Risk Assessment). As far as practicable the assessment shall be in writing and take into account at least the following:

7. The nature of the inherent hazards of the confined space.
8. The work required to be done, including the need to enter the confined space.
9. The range of methods by which the work can be done.
10. The hazards involved and associated risks involved with the actual method selected and equipment proposed to be used.
11. Emergency response procedures.
12. The competence of the persons to undertake the work.

**Note:**

*The risk assessment shall be revised whenever there is evidence to indicate that it is no longer valid.*

Company Guidelines for Confined Space Entry are:

1. The persons entering the confined space have received training appropriate for the space being entered.
2. Persons shall not enter a confined space if monitoring results show:
  - the oxygen content is below 19.5% or above 23.5%;
  - atmospheric contaminants are above the relevant exposure levels; or
  - flammable gas concentrations are above 5% of its LEL (see AS/NZS 2865:2001 section 10.31 for further information).
3. The confined space has been cleaned, gas freed, is being ventilated, and space temperature is less than 50°C.
4. Doorways and entrances are open and secured, and are clear of external sources of vapours and exhaust fumes.
5. A trained Vessel Entry Watcher has been nominated.

6. When breathing apparatus is required:
  - a spare self-contained breathing apparatus is on location and ready for use;
  - one person other than the Vessel Entry Watcher must be on duty at the entrance to the confined space. This person must have been trained to use breathing apparatus.
7. Rescue and first aid equipment is on location and ready for use. Rescue equipment includes safety belts, harnesses and lifelines.
8. A signal line or radio may be required as a means of communication when it is not possible to observe or hear the person working inside the confined space.
9. All sources of electrical, compressed air and fluid power have been positively isolated, tagged and locked out, and dangerous moving parts have been secured. The use of electric tools is permitted provided the power supply is fitted with an earth leakage circuit breaker (ELCB), and a Hot Work Permit has been issued.
10. A warning sign notifying "Confined Space Entry in Progress" has been placed adjacent the entry point.
11. The person in control of the workplace must be contacted on initial entry and hourly thereafter.
12. When burning, welding or other hot work will be carried out the following conditions apply.
  - Gas monitors with audible and visual alarms must be positioned inside the vessel, whilst hot work is proceeding. If the gas monitor alarm operates, indicating the presence of gas, hot work must stop and equipment being used must be shutdown and turned off immediately. All persons must evacuate the site and advise the Permit Issuer of the gas alarm.
  - Additional fire extinguishers must be positioned outside the vessel.
  - Cylinders for oxygen, acetylene, hydrogen, propane or any other such flammable material must never be taken inside the container or vessel that is undergoing hot work.
13. If the Permit Issuer determines it necessary, the person entering the confined space must be wearing a lifeline such that the person can be removed from the confined space without the need for a second person to enter the space.

**CONFINED SPACE ENTRY MUST NOT OCCUR IF ANY OF THE ABOVE  
CONDITIONS CANNOT BE MET**

## Vessel Entry Watcher

The nominated Vessel Entry Watcher must have successfully completed the certified Vessel Entry Watcher course. The responsibilities of a Vessel Entry Watcher are:

1. be in a position adjacent to the point of entry;
2. be able to continuously communicate with persons in the confined space;
3. hold lifelines (or signal lines) attached to each person as required;
4. be familiar with lifeline signalling procedures;
5. be competent in Cardio Pulmonary Resuscitation;
6. be able to render First Aid;
7. to warn persons inside the confined space of any dangers outside the confined space;
8. use the Confined Space Entry Log and maintain an up to date record of the time each person enters and leaves the confined space; and
9. to be familiar with rescue procedures and assist with any rescue.

## **10 APPENDIX 2: Safety Tag and Lock Out**

Extract from Policies and Procedures Manual

These rules for the use of Safety Tag and Lock Out apply to all persons working at Company workplaces and remote sites controlled by Company Employees.

These rules describe the use of Tags and Lock and Key Registers, which may form part of more specific procedures, ie, Work Permit Procedure, Electrical Safety Guide Work Permit Procedure and Maintenance Procedures.

### **RESPONSIBILITY OF MANAGERS AND SUPERVISORS**

It is the responsibility of the relevant Manager / Supervisor to ensure that all employees are aware of the safety tag and lock out requirements and that they are implemented.

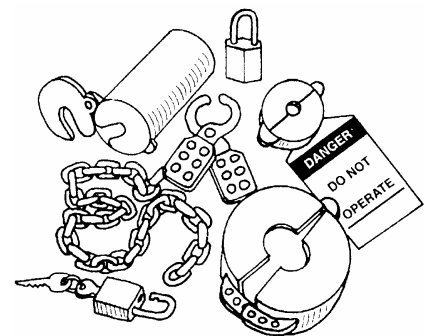
### **RESPONSIBILITY OF EMPLOYEES**

It is the responsibility of all persons working at Company workplaces to be familiar with the following information and ensure that it is implemented.

#### **Locks and Keys Register**

It is the responsibility of the relevant Manager / Supervisor to ensure an appropriate Lock and Key Register is maintained and used where possible on all sites.

It is the responsibility of all employees to use the Lock and Key Register on their sites for isolations where possible. This is to be undertaken in conjunction with the Safety Tag requirements (eg Personal Danger Tags).



#### **Personal Danger Tag**

All persons working at Company workplaces and remote sites controlled by the Company shall use Personal Danger Tags to communicate isolation of equipment and energy.

1. Personal Danger Tags can be used in the isolation of:

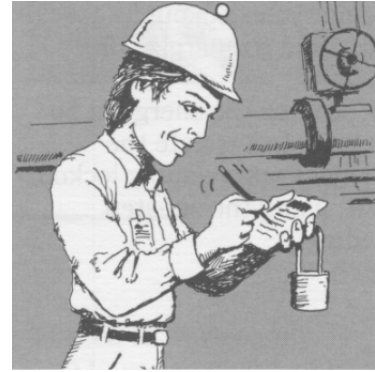
- Plant
- Electricity
- Gas
- Water / Fluids
- Air
- Steam and/or
- any other source of danger.



**ANY DEVICE ISOLATED WITH A PERSONAL DANGER TAG SHALL NOT BE OPERATED - ANY PERSON IN BREACH OF THIS REQUIREMENT WILL BE SUBJECT TO COMPANY DISCIPLINARY ACTION.**

2. The Personal Danger Tag must be completed with the following details written on the Personal Danger Tag.

- ISOLATING DEVICE:
- NAME:
- COMPANY:
- DATE:
- SIGNATURE:
- COMMENT:



3. Only the person who signs the Personal Danger Tag can apply the tag to the isolation device.

4. Every person who may be exposed to danger whilst working on the equipment must make / confirm the appropriate isolation and apply a Personal Danger Tag.

5. If there is doubt about the appropriate safe isolation procedure ask for assistance from the relevant Manager / Supervisor.

6. Checks must be made to ensure the effective isolation of equipment by the person applying the tag.

7. Examples of such checks follow.

- Press the start button.
- Test for voltage and earth.
- Release the pressure and leave the release open.
- Test for gas.



8. **Only the individual who signed and attached the personal danger tag may remove the tag. Before the individual leaves work at the end of their shift, all personal danger tags must be removed and replaced with an out of service tag if the task is not completed.**

9. **Personal danger tags must be destroyed once removed by the individual who attached the personal danger tag.**

10. It is essential for the safety of all that the individual who attached the personal danger tag shall remove the same tag. This will be enforced rigorously and may include calling people back to work to remove tags



SAMPLE ONLY

Personal Danger Tag



SAMPLE ONLY

Out of Service Tag



### ***Exceptions***

Only under exceptional circumstances should the following procedure be implemented. If it is necessary to remove a Personal Danger Tag belonging to another individual due to absence from site, the following procedure is compulsory.

- Step 1:** Confirm the individual is not on site.
- Step 2:** Attempt to contact the individual.
- Step 3:** Contact your Manager / Supervisor and any other relevant authority (eg. Mine) to authorise and check the circumstances.
- Step 4:** Inspect the associated equipment to ensure it is safe.
- Step 5:** If the Manager / Supervisor is satisfied that the individual is not on site and the equipment is safe, the Personal Danger Tag can be removed.
- Step 6:** A Workplace Incident Recording Form (WIRF) will be raised to record the facts and to be presented at the next Safety Committee Meeting

### **Out of Service Tags**

Out of Service Tags shall be used to identify equipment that is faulty or needs to remain out of service.

An Out of Service Tag does not provide individual protection but protects equipment or provides information.

## 11 APPENDIX 3: Job Safety Analysis

Extract from Policies and Procedures Manual

Job Safety Analysis (JSA) is an important tool in the prevention of incidents, and in the Evaluation and Measurement part of the Risk Management – Hazard Identification and Control Model.

The JSA process allows employees to directly control the safe working practices relating to a task. The JSA process requires employees to consider the hazards involved in a specific task and then determine if a JSA is required.

### *RESPONSIBILITY OF MANAGERS AND SUPERVISORS*

It is the responsibility of Managers and Supervisors to ensure that:

1. employees are trained in performing a JSA (contact Health and Safety Group for advise on JSA training);
2. a competent persons in each work group is identified as able to review and authorise a JSA;
3. a JSA is used for all tasks not covered by work procedures and to assist in writing Safe Operating Procedures;
4. a JSA is used for new tasks, and as a refresher for tasks without procedures that are undertaken infrequently or when a work process is changed; and
5. a JSA is used as required prior to a confined space entry.

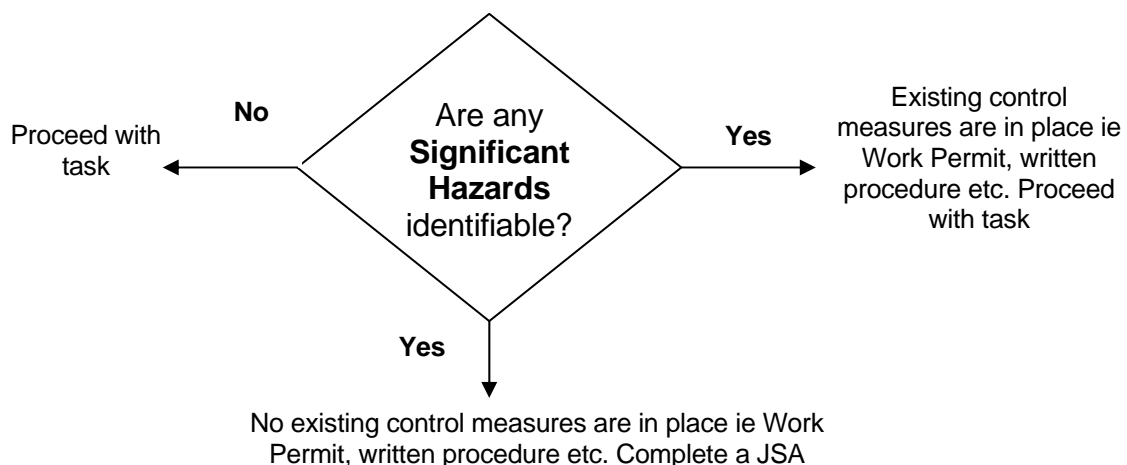
### Determining If A JSA Is Required

To determine if a JSA is required the following question should be asked.

Does the task contain a significant hazard? (see **Note**)

**Note:**

*For the purposes of this Section, a Significant Hazard is a situation or a source of potential harm to people, equipment or environment, with potentially significant consequences (ie fatality, serious injury, notifiable event, equipment damage, spill or emission).*



**The Following Questions Can Be Used As A Guide:**

1. Can the employee be struck by or contacted by anything while doing this job?
2. Can the employee strike against or be injured by contact with anything?
3. Can the employee be caught in, on, or between anything?
4. Can the employee strain or over exert?
5. Can the employee slip or trip on anything?
6. Can the employee fall from a height?
7. Can the employee be exposed to a condition that could cause injury such as gas, heat, fumes, electricity etc?
8. Can the employee injure a fellow employee?
9. Is equipment in good condition?
10. Can equipment damage occur?
11. Can environmental damage occur?
12. Can any other hazards be identified?

**Steps Required to Undertake a JSA:**

If it is determined that a JSA is to be completed before a task can be undertaken, gather appropriate person/s, or group if possible, and follow the following steps.

- Step 1** Document all information using the JSA Form and break the job down into a sequence of itemised steps. Each step should (description of job step) describe the specific activity that is performed during that step.
- Step 2** Examine each step to identify any potential hazards. List all of the identified hazards in the column provided
- Step 3** Complete the control measures or activity section utilising the following methods:
- groups knowledge and experience;
  - the Hierarchy of control and
  - the Risk Management Form when there is uncertainty of the potential of the identified hazard The JSA should then be approved and signed by the competent person in the work group.

The JSA now becomes a guideline identifying the procedures and actions that are necessary to eliminate or minimise the hazards that could lead to an incident during the task.

The completed JSA can then be filed.

**Note:** *There are three significant pitfalls in undertaking JSAs that could keep a JSA from being as effective as it might otherwise be.*

1. Not listing all of the hazards.
2. Listing hazards but taking no action.
3. Listing non-specific action recommendations. Specify exactly what is to be done to control the hazard.

**JOB SAFETY ANALYSIS WORKSHEET**

<b>WORKGROUP:</b>	<b>LOCATION:</b> Toyota Tushu	<b>TOOLS &amp; EQUIPMENT REQUIRED:</b>	<b>JSA NO</b> 6771
<b>JOB:</b> Installation of Mezzanine	<b>SUPERVISOR:</b> Tony Seychell	<b>TEAM MEMBERS:</b> Marco , Geoff & Paul	<b>DATE:</b> 25-7-2005 <b>PAGE:</b> 1 of 1

<b>STEP</b>	<b>DESCRIPTION OF JOB STEP</b>	<b>POTENTIAL IDENTIFIED HAZARDS</b>	<b>CONTROL MEASURE OR ACTIVITY REQUIRED</b>	<b>NAME OF PERSON RESPONSIBLE</b>

**A Company Authorised person must approve this JSA each time the job is undertaken.**

<b>Reviewed by:</b>	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>

IT IS THE RESPONSIBILITY OF THE PERSON WHO APPROVES THE JSA TO ENSURE A COPY IS FILED ON SITE FOR FUTURE REFERENCE.