

Launceston Airport

Safe Work Permits Procedure

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1. Safe Work Permits

The objectives of the safe work permit procedure are to:

- Ensure the safety of people;
- Prevent harm to the environment, equipment or other property; and
- Preserve our capability to deliver to our customers.

The permit system is applicable to all work being carried out on Launceston Airport owned and/or operated plant and assets. It follows fundamental hazard identification, communication and risk management processes with some check/hold points:

- At the end of work scope approval.
- After identifying hazards and determining and agreeing controls.
- Before the actual start of work.

A permit may not be required for routine operational and maintenance activities where:

- A Standard Operating Procedure ('SOP') exists which covers the full scope of works;
- Following a risk assessment, the controlled risks are assessed as low; or
- The intent of safe work permit procedure has been achieved under category B contractor works management systems. (Service provider contractors)

There are two types of permit used by Launceston Airport:

- A Permit to Work ('PTW') – (formally known as a 'PERCOW') this permit is the overarching risk management process. Depending upon the scope of work a special authority may also be required. (Appendix A)
- Special Authority – these authorities are applicable to specific risks. Special authorities may be issued without a PTW.

Please refer to the following flowchart to determine the need for a PTW. All workers engaged in active work under the scope of the permit shall be signed on to the permit unless alternative control measures have been put in place to ensure all workers understand the conditions of the permit, risks present and mitigating actions to be implemented.

If the work you are about to perform is subject to a PTW, only proceed if:

- All hazards have been identified, risk assessed and controlled effectively.
- The scope of work and proposed timing for the permit is clearly defined and understood.
- The permit has been issued by an authorised issuing officer for the site, facility or work.
- All required and approved supporting documents have been identified and obtained for work. These may include:
 - An isolation procedure to control risk of potentially harmful energy sources.
 - Any special authorities.
 - Any other related documents required such as the working at heights checklist, asbestos checklist, etc.

- The conditions of the permit have been communicated with everyone involved in or affected by the work.
- When circumstances on the job change, work **shall** be stopped and the area made safe. Risks **shall** be re-assessed and approved by an authorised issuing officer for that area/location before recommencing work.

1.1 Special Authorities

Special authorities shall be used for specific hazardous activities and include the following:

- Concealed Services Authority – This authority shall be used for any work that requires excavation or penetration.
- Confined Space Authority – This authority shall be used for all work involving a confined space.
- Crane/Boom Authority – This authority shall be used for all work involving a crane or boom type equipment (concrete pump, elevated work platform, etc)
- Hot Work Authority – This authority shall be used for any work that is likely to produce flame, heat or sparks.
- Electrical Works Authority – This authority shall be used for all electrical work as an attachment to the Permit to Work.

1.2 Permit and Authority Numbering

All permits and authorities shall be uniquely numbered based on the date and time of issue. It has been considered unlikely that two permits/authorities of the same type could be issued at the same time at Launceston Airport.

DD/MM/YY HHMM

For example:

A Permit to Work issued 30th May 2014 at 1015 would be numbered: **PTW/300514 1015**

A Confined Space Authority issued 5th June 2014 at 1430 would be numbered: **CSA/050614 1430**

1.3 Work Site Delineation

It will be the responsibility of the AIO to ensure that the work site covered by any permit is clearly identified with the PIC and where required documented to remove any doubt as to the extent of works covered by the permit.

1.4 Role Definitions

The safe work permits used by Launceston Airport refer to specific roles which have certain responsibilities under the permit.

Authorised Issuing Officer ('AIO') – Is a person employed by Launceston Airport who is competent in the safe work permit process and understands the control measures that are required for a permit to be issued. The AIO is responsible to ensure that the PIC understands the conditions imposed by the permit.

Where APAL isolation is identified as risk mitigation, the AIO shall perform the isolations as per the requirements under section 2 of this procedure.

Manager Operations & Compliance ('MOC') – Is the person ultimately responsible for the safety of the Launceston Airport from an operational perspective.

Person in Charge ('PIC') of Works – Is any person to whom a permit is issued who is deemed competent and capable to perform the work and ensure that the work complies with any conditions imposed under the permit.

Safety Observer ('SO') – Is a person appointed who is competent and capable of performing the role of SO for the works where the requirement has been identified during the risk assessment. The SO's prime role is to ensure that all risk control measures identified under the risk assessment are implemented. Where an SO is appointed, their role is exclusive and they must not engage in any other task.

For certain Airside works, the SO may perform the role of the Work Safety Officer ('WSO') as defined under section 10 of the Manual of Standards Part 139 – Aerodromes, provided the role of WSO does not detract from their role as SO or vice versa.

1.5 Permits/Authorities to be available at the Work Site

The original of all issued permits/authorities and supporting documentation must be retained at the work site by the PIC for the duration of the work and be available to all persons who sign on to it.

1.6 Authorised Issuing Officer to retain a copy of the Permit/Authority

The AIO shall retain a copy of all issued permits/authorities and supporting documentation for the duration of the works.

1.7 Filing of completed original Permits/Authorities

Upon completion of the works, all completed original permits/authorities and supporting documentation shall be emailed by the AIO to permits@lst.com.au for archiving and auditing. Hard copies of completed permits/authorities shall be retained by the AIO for future reference.

1.8 Minimum notice

A minimum of 48 hours' notice is required for any permit/authority to be issued.

1.9 Authorised Issuing Officers

The following people have been approved by Launceston Airport to carry out the role of AIO for the issue of permits and authorities in their respective areas of expertise. It is important to ensure that the AIO who issues the permit or authority fully understands the scope of work, the risks involved and the type of services that may be impacted upon.

Permit/Authority Type	Authorised Issuing Officer
Permit to Work	Building & Grounds Manager – Greg Higgins Building & Grounds Team Leader – Bill Greensmith Engineering Manager – Peter Bartle Electrical Team Leader – Geoff Stevenson
Concealed Services	Building & Grounds Manager – Greg Higgins Building & Grounds Team Leader – Bill Greensmith Engineering Manager – Peter Bartle Electrical Team Leader – Geoff Stevenson
Confined Space	Building & Grounds Manager – Greg Higgins Engineering Manager – Peter Bartle
Crane/Boom	Manager Operations and Compliance – Peter Holmes (or delegate)
Hot Work	Building & Grounds Manager – Greg Higgins Building & Grounds Team Leader – Bill Greensmith Engineering Manager – Peter Bartle Electrical Team Leader – Geoff Stevenson
Electrical Work	Engineering Manager – Peter Bartle Electrical Team Leader – Geoff Stevenson

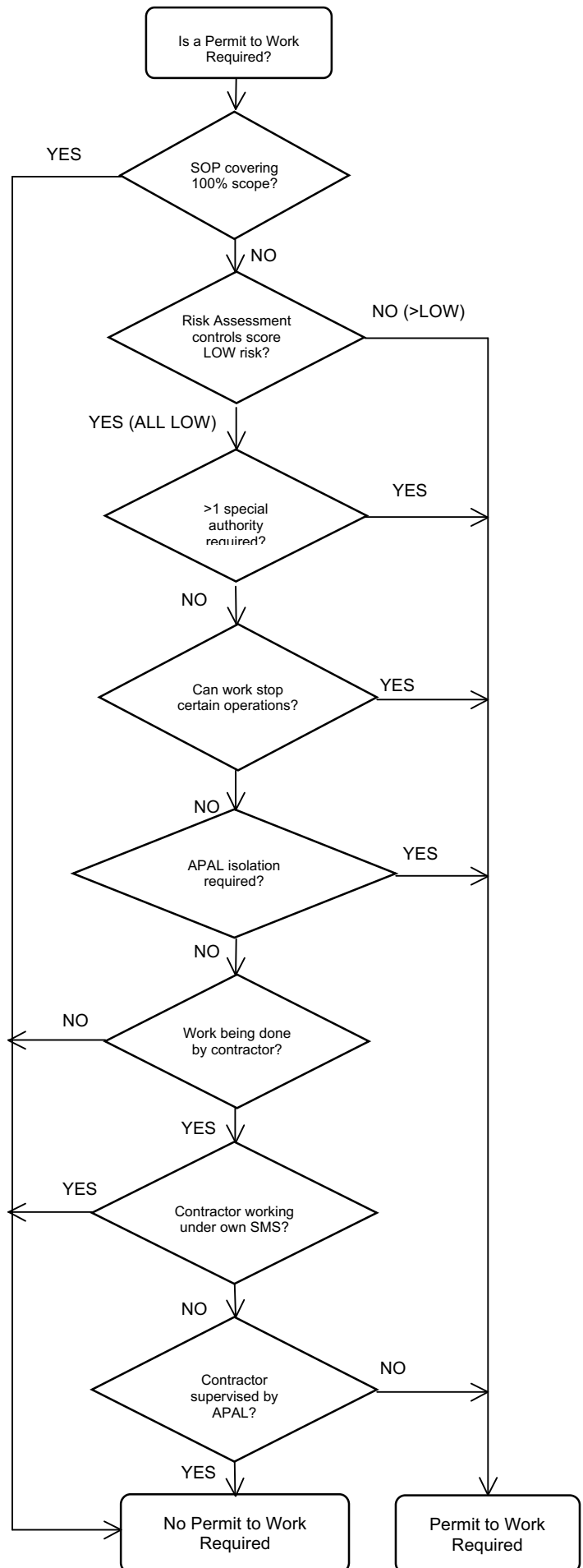
1.10 Additional PTW Sign on Sheet

Where there are more members of the work party to sign on to the permit to work than spaces available, '**APAL-SWP-008 Additional PTW Sign on Sheet**' shall be used and attached to the permit to work.

1.11 Permit to Work Flowchart

This flowchart is to be used to determine when a permit to work is required.

- (1) Is there an SOP that covers the full scope of work?
- (2) Complete a risk assessment. Are all the controlled risks scored as Low?
- (3) Is more than one special authority required? ie Hot Work, Confined Space, Concealed Services, etc
- (4) Will the work stop operation of the car parks, terminal, aprons, taxiways or runways?
- (5) Does APAL need to isolate plant or equipment to enable the work to be performed safely? Power, water, sewer, etc
- (6) If the work is not being performed by a contractor a Permit to Work will not be required
- (7) Category A and B Contractors are required to work under their own Safety Management System and manage risks accordingly
- (8) Where the Contractor can be supervised directly by APAL, a Permit to Work will not be required.



2. Isolation Procedure

The isolation procedure is designed to protect people from unexpected energisation, start-up or release of energy while they are working on plant or equipment. The isolation procedure covers three categories of isolation. The flowchart in section 2.1 outlines the type of isolation required based on risk.

Directly controlled isolations - where locking and tagging is not necessary.

Where isolation, dissipation or restraint of energy sources is carried out by physical removal or separation of plant components and each worker can keep the means of isolation, dissipation and restraint under continuous observation and control.

Personal isolations - where it is practicable for the person or persons performing the work to personally isolate and tag out the plant or equipment and the person is competent and authorised to do so.

The individual shall apply a hasp and lock (where applicable) and attach a danger tag every device or other means used for isolating, dissipating or restraining energy on the plant with a personal danger tag.

The person or persons shall write on the danger tag in the spaces provided:

- reason for isolation/tagging
- their name (printed)
- their signature
- date of tagging.

Each person shall then verify that each isolation is effective before commencing work on the plant.

Upon completion of work, each person shall remove their isolation lock(s) and tag(s) and restore the isolation.

APAL isolations - where directly controlled or personal isolations cannot be performed or will not mitigate the risk, it will be necessary for the AIO to perform the required isolations.

The AIO shall identify all required isolation points to make the work site safe and once operated, apply a hasp and lock (where applicable) and attach a danger tag to every device used for isolating, dissipating or restraining energy on the plant or equipment.

The AIO shall write on the danger tag in the spaces provided:

- reason for isolation/tagging
- their name (printed)
- their signature
- date of tagging.

The AIO shall then verify that each isolation is effective before handing the permit over to the PIC. The PIC shall then apply their own individual isolation lock to the hasp (where fitted) or place their own personal danger tag on each isolation point.

Each person who signs onto the permit to work shall then apply their own individual isolation lock to the hasp (where fitted) or place their own personal danger tag on each isolation point.

Upon completion of work, each person shall remove their isolation lock(s) and tag(s) from each isolation point. The AIO shall then remove their isolation lock(s) and tag(s) from each isolation point and restore the isolation.

Examples of plant or equipment that may require isolation include, but not limited to:

Electrical circuits	Stormwater lines	Conveyor systems
Water lines	Rotating machinery	Pressurised air
Sewer lines	Pressure gas lines	

2.1 Isolation Equipment

'Danger Do Not Operate' Tags

Any form of 'Danger Do Not Operate' tag is acceptable for use provided there is room to clearly write the following information:

- reason for isolation/tagging
- their name (printed)
- their signature
- date of tagging.



Isolation Lock

Isolation locks must be uniquely keyed and have a metal shackle. Preference should be given for using red-coloured locks.



Hasp

Metal hasps shall only be used.



2.2 Isolation Flowchart

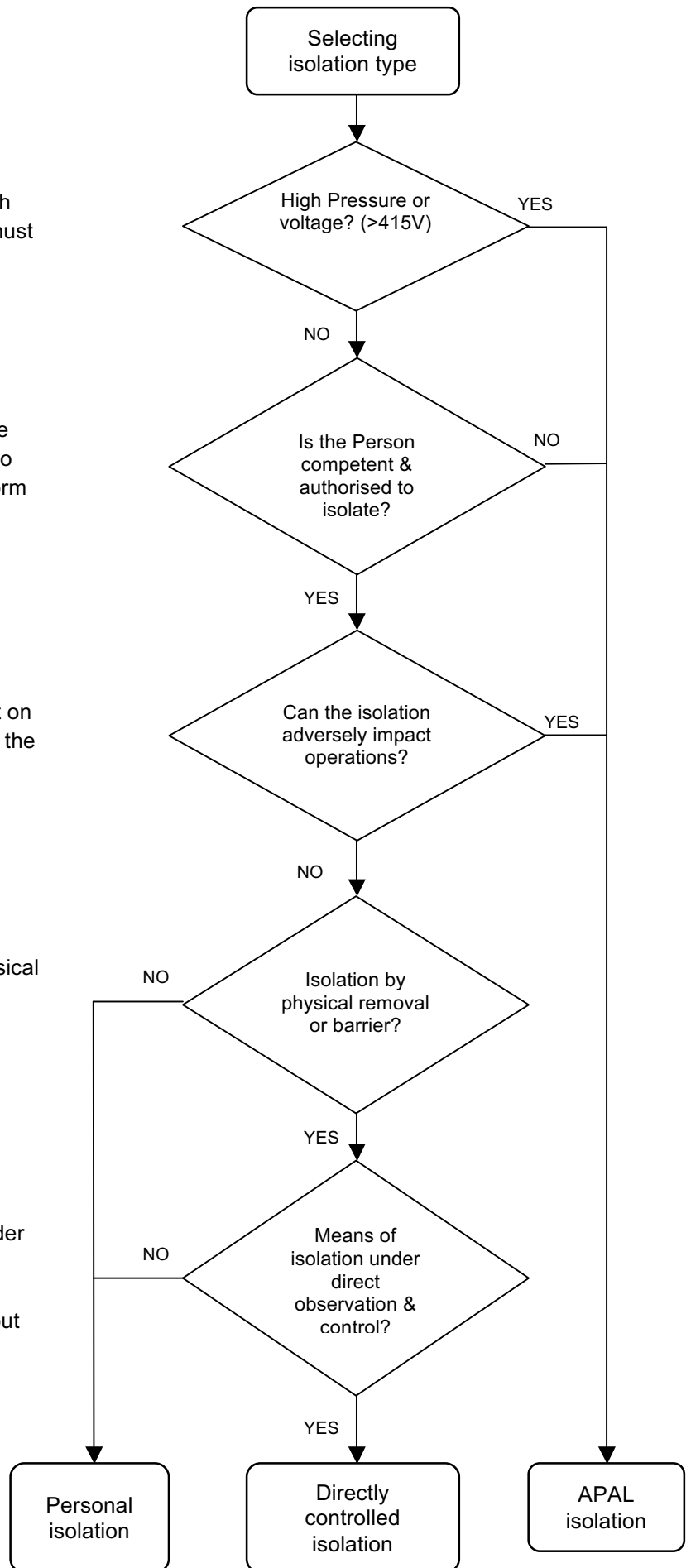
(1) If the work requires isolation of any high pressure lines or high voltage, APAL must perform the isolation.

(3) If the Person or Persons performing the work are not competent or authorised to perform the isolation, APAL must perform the isolation.

(5) If the work will have an adverse impact on airport operations, APAL must perform the isolation.

(4) Can the isolation be performed by physical disconnection (unplug or other simple disconnection) or a barrier?

(2) Can the means of isolation be kept under direct control and observation by the person(s) performing the work? (ie it cannot be inadvertently operated without the knowledge of the person(s))



3 Concealed Services Authority

As far as is reasonably practicable, before starting any excavation or penetration, the precise location of all concealed services, buried pipe work, structures, foundations, electrical equipment, cabling, or hazardous materials, shall be identified and clearly marked to prevent damage during the work.

Before beginning work the following shall be completed:

- the site will be inspected by a competent person checking for locations of possible concealed services. The person should utilise drawings where available and update the drawings where any differences are found.
- Conduct a survey of the proposed excavation/penetration area using electronic locating devices except in situations where this will not improve the safety of the work.

Where possible all underground assets shall be isolated during ground breaking works.

4 Confined Space Authority

A confined space register is maintained for any facility which has confined spaces that employees or contractors may enter for any reason or duration.

Confined spaces may require different levels of permitting depending on the hazards associated with the work to be performed in the confined space.

5 Crane/Boom Authority

A Crane/Boom authority is required to operate cranes or other boom type equipment used on the airport. An Authority ensures infringement of the prescribed airspace above the airport will be identified prior to any work commencing and where necessary risk managed.

Crane/Boom Authorities must be reviewed by the Manager Operations and Compliance (MOC). Where there is no risk of the OLS being breached, the MOC may authorise the issue of the permit immediately.

Where crane operation will breach the Obstacle Limitation Surface (OLS) the MOC is required to notify CASA and AirServices requesting comment prior to approval. The time for a response will be dependent upon the extent and duration of any OLS infringement.

Crane/Boom Authorities shall be issued for a particular task or group of tasks to be performed and will specify the maximum boom height allowed. Where work scope or conditions change, the requirement for a new permit will be assessed by MOC to ensure the integrity of the prescribed airspace above the airport.

6 Hot Work Authority

Any work involving flames, or producing heat and/or sparks is classified as hot work.

If possible, move the work to a designated hot work area such as a welding bay. When this cannot be done, a hot work authority shall be issued.

The hot work authority, including the control measures, should be completed by the PIC and issued by an AIO.

Hot work examples include but are not limited to the following: oxy acetylene cutting, brazing, arc welding, grinding, grit blasting. At times of high fire danger consideration shall be given to operating chainsaws, brush cutters and steel track machines.

If there is any doubt as to whether the area is a designated hot work area, the hot work procedure shall be used.

7 Electrical Works Authority

In addition to a permit to work, an Electrical Works Authority must be issued for all electrical or cabling work carried out at Launceston Airport. The authority is required for:

- Any new electrical installation
- Any modification or extension of an existing installation
- Removal of equipment

All electrical work must be performed by a licenced Electrical Contractor and conform to relevant standards and legislation. For the authority to be issued, the Electrical Contractor and their Technician must provide the following:

- Licence number
- Insurance details
- A risk assessment

All final sub-circuits must be fitted with RCD protection. Outlets and protection devices are to be clearly labelled.

The work shall comply with all current rules and regulations.

All redundant cabling must be removed back to its source.

Two sets of drawings must be submitted to APAL before permit can be issued. One set of drawings approved by APAL will accompany the permit. The approved set of drawings and permit must be retained at the work site for the duration of the works.

A minimum of 48 hours notice must be provided and approval obtained in writing from APAL before any disconnection of supply will be made.

Final connections made to APAL switchboards or circuits must be carried out in the presence of an APAL technician.

Variations from the conditions of the authority or approved design are prohibited unless prior written approval is obtained from APAL.

Any fixing to the floor of the terminal will require a cable location process to be conducted by APAL at the Contractors expense.

Any work involving the Fire or EWIS systems will require a separate authority.

A permit is not required for plug-in type electrical equipment or replacement of like for like assets such as light globes, GPOs, switches etc. however APAL should be notified.