

AUTHORITY TO COMMENCE WORK - PERMIT TO WORK

1. DETAILS OF THE CONTRACTOR

Contractor's Organisation:		
Applicant (Person[s] representing the Contractor's Organisation):		
Mobile:	Phone:	Date of Application: / /

2. DETAILS OF THE PROPOSED WORKS

Location:	Building:	Floor:	Room/Location:
Describe the works (Write down Works Order Nos. or Purchase Order Nos. if you have them):			
Isolations/Impairments required (if any) :			
Start date	Date: / /	Time:	
Finish date	Date: / /	Time:	

3. SAFETY CHECKLIST

Mandatory requirements

	<input type="checkbox"/>	Site Induction <input type="checkbox"/> <input type="checkbox"/>	All site personnel have been inducted. RMIT Contractor Access Card sighted. Other (explain reason for no Contractor Access Card) Reason:
	<input type="checkbox"/>	Job Safety Analysis (JSA) Safe Work Method Statement (SWMS)	This Contractor has prepared and where necessary amended it to control the risks associated with the above works. The Contractor confirms that staff are inducted into the SWMS/JSA and will comply to its stipulations and ensure personnel also do likewise.
	<input type="checkbox"/>	Hazardous Material	In accordance with Victorian OHS Regulations, Part 4.3 Asbestos, Contractors conducting demolition and refurbishment works must not commence until they have reviewed the current Asbestos Register. Contractors working on RMIT facilities are to ensure they have been provided with sufficient hazardous materials information in order to perform their tasks safely.
	<input type="checkbox"/>	Testing & Tagging	All electric power tools and equipment have been tested and tagged in accordance with AS/NZS3760:2003 at the prescribed testing frequency. The Contractor confirms that no untested electrical equipment will be used on site or allow personnel to do so.
	<input type="checkbox"/>	Changed site conditions	The Contractor confirms all issues in the immediate work environment that may result in additional hazards or diminished control of identified hazards will be immediately reported and works will cease until risks are again assessed and new control measures introduced.
Not Required	Required	Permits to Work	
<input type="checkbox"/>	<input type="checkbox"/>	Hot Works	Completed, Signed and Approved Hot Work Permit
<input type="checkbox"/>	<input type="checkbox"/>	Confined Spaces Entry	Completed, Signed and Approved Confined Space Entry Permit
<input type="checkbox"/>	<input type="checkbox"/>	Roof Access	Completed, Signed and Approved Rooftop Access Permit ONLY
<input type="checkbox"/>	<input type="checkbox"/>	Essential Services / Fire Isolation	Impairment (FIP / ASE / ACF / EWIS / sprinklers / hydrants / exit lights) will not be undertaken unless approval by RMIT University. Completed, Signed and Approved Fire Alarm Isolation Permit
Not	Required	Permits to Work	

Required			
<input type="checkbox"/>	<input type="checkbox"/>	Service Isolation	Completed, Signed and Approved Service Isolation for Single Isolation of One or Multiple Energy Sources form
<input type="checkbox"/>	<input type="checkbox"/>	Working at Heights	All work that is required to be completed where there is a potential for a fall from one level to another requires a Work at Heights work permit completed, signed and approved.
<input type="checkbox"/>	<input type="checkbox"/>	Arbour Works	Completed, Signed and Approved Arbour works Permit is required for All Arbour works.
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Material	Are these hazardous materials likely to be disturbed during the course of these works? If so immediately contact Property Services Representative & Senior Advisor, Hazardous Materials for further advice and scheduling of works.
<input type="checkbox"/>	<input type="checkbox"/>	Radio Frequency and Rooftop Modifications	This permit will apply to proposals for site and installation of all radio frequency equipment on or within buildings owned or controlled by RMIT University (including any rooftop modifications)

4. PERMIT CONDITIONS & CONTRACTOR AGREEMENT

The Contractor: This Permit applies only to the work described and is valid only during the times stipulated. Failure to observe Permit conditions may result in the termination of work. The Contractor shall NOT commence works outside the scope of the permit, away from locations specifically listed, or in a manner differing from that stipulated on the Permit. The Contractor shall advise the Site Rep immediately if completion of the works is expected to be delayed or site conditions change.

Name (Contractor):	Signed:	Date: / /
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5. STAKEHOLDER DISTRIBUTION

<input type="checkbox"/> Security	<input type="checkbox"/> Facilities & Maintenance
<input type="checkbox"/> Information Technology Services	<input type="checkbox"/> Media/Comms
<input type="checkbox"/> HR/OH&S	<input type="checkbox"/> Cleaning Contractor
<input type="checkbox"/> Projects	

6. PERMIT APPROVAL

Permit Approver to sign once satisfied that the minimum requirements outlined above can be met.

Name:	Signed:	Date: / /
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7. RETURN TO SERVICE

Contractor: I certify that all work herein described in this Permit has been completed in accordance with the terms of the Permit. The work area and all adjacent areas have been checked and hazards associated with the Permit conditions have been satisfactorily addressed. All isolations of energy sources necessary to carry out the aforementioned works have been reinstated and all personal Danger Tags and similar devices have been removed. All impairments to the Essential Services of the building that have been necessary to carry out the works listed on the Permit have been reinstated to operational condition. All items loaned to me have been returned in good order.

8. CONTRACTOR HEALTH AND SAFETY PERFORMANCE

<input type="checkbox"/> Conforming	I am able to confirm that in my view the Contractor has executed siteworks in accordance with its JSA or SWMS and complied to each of the other undertakings given in Section 3.
<input type="checkbox"/> Non-conforming	I am able to confirm that in my view the Contractor has not executed siteworks in accordance with its JSA or SWMS and complied with each of the other undertakings given in Section 3.

Name (Contractor):	Signed:	Date: / /
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Name (Contractor):	Signed:	Date: / /
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