

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR PERMITS**

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# 1. APPROVAL

**Document Control**

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This procedure is reviewed to ensure its continuing relevance to the system and that it describes. A record of contextual additions or omissions is maintained.

**Amendment Record**

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To manage designated works to require a permit	All	Original

The latest revision of this procedure is on **Insert Your Company** intranet site.  
 It is the responsibility of the individual to ensure that any hardcopy is the current revision.  
 A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy.'

<b>Document Title:</b>	Permits		<b>Rev:</b>	1.0
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## 2. PURPOSE

The purpose of this procedure is to define the minimum requirements to ensure that designated high-risk works are performed under safe, controlled, and documented conditions. These designated high-risk work activities require a permit to be completed prior to the commencement of works.

## 3. SCOPE

This procedure applies to the relevant activities of **Insert Your Company** or companies under the control of **Insert Your Company**. This procedure applies to all workers, including permanent, temporary and contracted persons, as well as visitors.

## 4. TERMS AND DEFINITIONS

Term	Defi.
<b>Authorised Activity</b>	Is an activity entitled to be carried out in relation to the authority.
<b>Competent</b>	Is a combination of attributes including skills, training and experience, relevant to a work or function that enables a person to undertake the work safely or discharge that function in accordance with company expectations.
<b>Permit</b>	Is a document authorizing a person to undertake specific work in a designated area.
<b>Permit Authorizer</b>	A person who authorizes the permit to enable work to be completed. The authorizer is competent in verifying that plant, machinery and equipment has been prepared for work and that materials and hazards have been assessed and controlled by isolation and that the appropriate precautions have been prescribed.
<b>Permit Holder</b>	A person that is competent and is authorized by the permit authorizer to oversee safe work practices in accordance with permit conditions and is the person primarily responsible for compliance to the permit.
<b>Permit Issuer</b>	Is a person who has been authorized to issue a permit.
<b>Permit Transfer</b>	Is the handover of a valid permit from the current permit holder to another permit holder.
<b>Shift</b>	Is a period of scheduled work time.
<b>Worker</b>	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

