

Permit to Work Standard

AGL-HSE-STD-004.2

The scope of this standard applies to all AGL Employees and Contractors carrying out specifically identified work activities for or on behalf of AGL.

The reference numbers given to minimum controls provide a direct linkage between this standard and the Risk and Control Matrix. The Permit to Work Methodology AGL-HSE-SDM-004.2 provides further explanation of how to achieve the minimum controls.

RCM Ref	Minimum Controls
Permit to Work Process	
4.2.1.1	A permit to work system must be established for all AGL controlled sites for: <ul style="list-style-type: none"> • Isolation processes; • High voltage; • Electrical work; • Work at heights; • Confined space; • Demolition • Asbestos removal; • Lifting (crane); • Hot work; and • Excavation works.
4.2.1.2	A Risk Assessment, Job Safety Environment Analysis (JSEA) or Safe Work Method Statement (SWMS) must be submitted for all permits to work prior to approval and authorisation by the Permit Issuer.
Permit to Work Document Requirements	
4.2.1.3	All permits must be managed in accordance with the relevant Business Unit Document Management Processes.
4.2.1.4	All permits must contain the following information: <ul style="list-style-type: none"> • Work details (including description, scope and location); • Permit to work identification number; • Requirement for a JSEA or SWMS; • Details of isolations; • Associated permits to work; • Working party details (listing of relevant personnel); • Permit authorisation and sign off; • Emergency response requirements; • Time of permit to work validity; and • Permit to work close out.
4.2.1.5	A copy of any permit to work must be made available at the location of the work until the permit is closed out.
Permit to Work Authorisation	

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4.2.1.6	Designated Permit Issuers must be identified for all AGL controlled sites and approved by the Head of Function or delegate.
4.2.1.7	Work may only commence when all relevant signatures have been recorded on the permit to work (Permit Issuer and Recipient in Charge).
4.2.1.8	The Recipient in Charge is responsible for communicating the permit to work requirements to the members of the work party. Documented evidence of this communication must be maintained.
Permit to Work Training and Competency	
4.2.1.9	Permit Issuers and Recipients in Charge must be appropriately trained and competent to implement the sites permit to work process.
Permit to Work Duration	
4.2.1.10	Work must not continue beyond the designated expiry time of the permit to work.
4.2.1.11	A permit must be suspended if additional hazards are identified until such time as the risk assessment, JSEA or SWMS is reviewed.
Permit to Work Close Out	
4.2.1.12	On completion of the works the permit must be closed out and signed off by a Permit Issuer.

Version	Reviewed by	Approved by	Date approved	Next Review
4.0	HSE Systems Manager	Senior Manager, Safety Operations	1/11/2018	1/11/2020