

Title	Issue worksite specific work permits		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to explain work permit procedures and requirements; ensure the need for a work permit is properly identified and the worksite is prepared accordingly; issue a work permit; monitor and close the work permit; and audit work permits.
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

Definitions

Legislative requirements may include but are not limited to – Health and Safety at Work Act 2015 (HSWA) and relevant Regulations, any applicable Approved Codes of Practice created under the primary Act or related guidelines, Resource Management Act 1991, local body regulations.

Organisational requirements refer to instructions to staff on policy and procedures, which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, Approved Codes of Practice and guidelines, and legislative requirements.

Permit applicant (PA) refers to the person responsible for securing the permit, and who may or may not be undertaking or overseeing the permitted work.

The *Person in Charge of the Worksite (PICWS)* is responsible for execution of the work. The *Safety Observer (SO)* is responsible for monitoring hazardous work, stopping work and initiating emergency actions.

Work permit in this unit standard refers to the documented procedures associated with controlling potentially hazardous work activities.

Outcomes and performance criteria

Outcome 1

Explain work permit procedures and requirements.

Performance criteria

- 1.1 Different types of work permit, attachments, certificates and associated procedures are identified in relation to the work to be carried out.
- Range includes but is not limited to – cold, hot, confined space entry, excavation, isolation, working at height, lifting/cranage.
- 1.2 The roles and responsibilities of personnel other than the issuer are identified according to organisational requirements.
- Range PA, PICWS, SO.
- 1.3 Responsibilities of the issuer under the permit to work system are described.
- Range permit application, verification of permit conditions, cold, hot, confined space entry, excavation, isolation, working at height, lifting/cranage, authorisation, endorsement, reissue, cancellation.
- 1.4 Key procedures associated with the work permit are identified and explained in accordance with organisational requirements.
- Range procedures include but are not limited to – permit application, emergency procedures, safety procedures/checklists, gas test requirements, hazardous areas, control and monitoring systems, isolation procedures, endorsement, reissue, cancellation.
- 1.5 Supporting documents are located and interpreted in accordance with organisational requirements.
- Range hazard registers, material/product safety data sheets, underground drawings, operational or maintenance procedures, general safety procedures.

Outcome 2

Ensure the need for a work permit is properly identified and the worksite is prepared accordingly.

Performance criteria

- 2.1 The need for a work permit is determined in accordance with organisational requirements.
- 2.2 Permit and/or certificate type required for the work to be undertaken is established in accordance with organisational requirements.
- Range classification includes but is not limited to – hot, cold, confined space entry, excavation, isolation, working at height lifting/cranage.

- 2.3 Conditions of the worksite are established to determine hazards in accordance with organisational requirements.
- Range conditions include but are not limited to – access, safety equipment, other work in area, housekeeping.
- 2.4 Atmospheric testing is carried out to determine worksite conditions in accordance with organisational requirements.
- Range tests include but are not limited to those to determine – combustibles, oxygen, toxic gases, metal vapours, combustible dusts.
- 2.5 Equipment is prepared for work in accordance with organisational requirements.
- Range preparation includes but is not limited to – isolation, purging, draining, tagging, lock out, waste disposal and treatment, marking of utilities.

Outcome 3

Issue a work permit.

Performance criteria

- 3.1 The scope of work allowed under the permit is confirmed with permit applicant and person in charge of the worksite in accordance with organisational requirements.
- 3.2 Potential hazards and dangers and required controls are communicated and confirmed with the personnel undertaking the work in accordance with organisational requirements.
- 3.3 The worksite is inspected with the personnel in charge of the work, and isolation and safety requirements are confirmed in accordance with organisational requirements.
- 3.4 The need for safety equipment and clothing required under the permit is understood and accepted by personnel undertaking the work in accordance with organisational requirements.
- Range equipment includes but is not limited to – respiratory protection, breathing apparatus, rescue equipment, communication equipment, personal protective equipment (PPE).
- 3.5 Work permit conditions of issue are explained and understood by the permit applicant and person in charge of the worksite in accordance with organisational requirements.
- Range conditions include but are not limited to – cancellation, emergency alarm, expiry time, renewal procedures, control room notification.

- 3.6 Conditions under which work permits may be cancelled are communicated to the permit applicant and person in charge of the worksite in accordance with organisational requirements.

Range conditions include but are not limited to – site emergency, non-compliance with permit requirements, unsafe working practices, other work, changed conditions of worksites.

Outcome 4

Monitor and close the work permit.

Performance criteria

- 4.1 The worksite is monitored to assess compliance with the permit requirements in accordance with organisational requirements.

Range monitoring includes but is not limited to – gas testing, housekeeping, safety equipment.

- 4.2 The work is monitored to assess compliance with the permit requirements in accordance with organisational requirements.

Range compliance includes but is not limited to – safety clothing, scope of work, currency of permit, housekeeping, reinstatement of plant and/or equipment.

- 4.3 Deviations from permit requirements are handled in accordance with organisational requirements.

- 4.4 The worksite is restored on completion of work in accordance with organisational requirements.

Range requirements include but are not limited to – housekeeping, tools and equipment removed.

- 4.5 Work is checked on completion and approved in accordance with organisational requirements.

Range checks include but are not limited to – locks, tags removed, control room notification, housekeeping, hot work checks.

Outcome 5

Audit work permits.

Performance criteria

- 5.1 Permit audit requirements are identified in accordance with organisational requirements.

5.2 Permits are in accordance with organisational requirements for the nature and risk level of the work undertaken.

Range requirements include but are not limited to – isolations, safety provisions, gas testing, type of permit, PPE.

5.3 Audit results are reported and recorded in accordance with organisational requirements.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 November 2000	N/A
Revision	2	9 July 2001	N/A
Revision	3	16 May 2005	N/A
Review	4	25 May 2007	N/A
Rollover and Revision	5	22 May 2014	N/A
Rollover and Revision	6	22 August 2019	N/A
Rollover and Revision	7	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.