

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	PERMIT TO WORK	Policy 5.4.10 Protocol 1
WORK SAFETY SYSTEMS PROTOCOL		

PURPOSE

The Bay of Plenty District Health Board (BOPDHB) Permit to Work (PTW) system provides a structured and repeatable process to:

- Specify the work to be done and the equipment to be used;
- Give permission for work to start;
- Provide a checking process to ensure that all work is completed safely to the DHB's satisfaction.

The PTW system is implemented to provide for specific precautions for the conduct of particularly hazardous work activities. Permits are classified as:

1. Hot Work Permit

All processes involving a naked flame or where high temperatures are produced including welding, cutting, hot air generation, brazing or grinding with portable gas, plasma or electrical equipment.

2. Confined Space Entry Permit

Is required if one or more of the following criteria are met:

- An enclosed or partially enclosed space that is not intended as a place of work
- It is liable to have an atmosphere that contains harmful contaminants or not contain a safe oxygen level
- It may have contents that could cause engulfment

3. Excavation / Thrusting Permit *

For all excavations exceeding 150 mm from nominal grade – except for gardening work. * The requirement to notify Worksafe New Zealand of particular hazardous work in accordance with Health and Safety at Work Act 2015 and Regulations 2016 is compulsory and additional level of work permitting.

4. Live Electrical Work Permit

The permit is to be used when an electrician is exposed to live terminals that have protection of greater than 50 amps, located in sub main boards, main switch boards and motor starter cubicles. It is not intended to cover light switches, power points or other low current applications. Live work will only be performed on any DHB installation by an electrician who holds a current practicing license. Under no circumstances is the work to be performed by someone working under supervision.

5. Medical Gases Work Permit

Any maintenance or works that impact on the current supply of medical gases

6. Steam Work Permit

Any maintenance, repair or inspection of the steam distribution system after the main steam header.

PROCEDURE

Permits are live for a period of 24 hours from issue. If work is to be carried out over an extended period of time then a new permit needs to be issued each day (this is to be done by an FM Management Team member or a delegate). Before the permit is reissued, it is the Contractor's responsibility to identify any changes in workplace hazards and document.

The PTW procedure is summarised in the attached process flow diagram – Appendix B.

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Protocol Steward: Health and Safety Advisor, Property Services	Authorised by: GM, Property Services	

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1. Resources

1.1 PTW Templates are available in the Facilities and Property DocMan site for the use of by staff and contractors.

2. Training

2.1 All BOPDHB Property Services Facilities Management staff and identified contractors shall receive training in BOPDHB PTW principles and system requirements.

2.2 Equipment used under a PTW must only be used by a person who has been trained in its correct use or is directly supervised by a person who has had specific training in the use of said equipment. The person who has received the training for the specific equipment is responsible to ensure it is used safely.

3. Reporting And Monitoring

3.1 Any incident / accident / near miss relating to the PTW system must be reported in accordance with the BOPDHB policy 2.1.4 Incident Management.

3.2 In accordance with legislative requirements all notifiable events shall be notified to Worksafe New Zealand via the Employee Health and Safety (EHS) Team. This is the responsibility of the Manager of the person injured or the person supervising the Permit to Work.

4. Audit

4.1 Audits shall be undertaken by Property Services management to assess the effectiveness and application of the PTW system.

4.2 Any person authorising a PTW will be directly responsible for ensuring that the permitted work site is visited during and on completion of the works, to ensure continued compliance with authorised precautions.

4.3 Corrective actions shall be assigned for any non-conformances identified during the audit to the relevant party and closed off with agreed and specific time frame.


5. Records

5.1 All PTW will be retained and filed for the period outlined in the District Health Boards General Disposal Authority (DA262).

6. Roles And Responsibilities

Roles	Responsibilities
<p>All BOPDHB Property Services (PS) staff and contractors</p>	<ul style="list-style-type: none"> • Comply with policy requirements and any associated procedures - assessment, training, reporting and equipment maintenance requirements and any associated procedures • Use safe PTW techniques in their practice and planning so that any risks are eliminated or minimised. • Notify their manager of any change in their capacity to perform PTW tasks. • Make known any additional risks or hazards identified to the authorised person in charge of the PTW. • Contribute to reviews and other processes to improve the PTW System. • All personal protective equipment (PPE) and other equipment is provided, worn and in a fit to use state.

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Roles	Responsibilities
BOPDHB Facilities Managers / Project Manager	<ul style="list-style-type: none"> • All staff informed of the type and extent of the PTW they are to work under. • PS staff, appropriate personal protective equipment (PPE) and other equipment is provided and used. • Liaises with affected departments and personnel regarding any shut down of services and workplace restrictions. • Review and approve PTW forms for external contractors. • Evaluate equipment needs and replacement requirements • Ensure PTW incidents are reported and followed up appropriately including notifying Worksafe New Zealand via Employee H&S Team in the event of a notifiable event.
Health & Safety and Compliance Advisor	<ul style="list-style-type: none"> • Systems and processes are implemented to protect employees, contractors, and visitors within department / service in accordance with the Health and Safety at Work Act 2015 in and the BOPDHB Health and Safety policies. • Staff have received PTW training including additional training on the use of any equipment as necessary.

REFERENCES

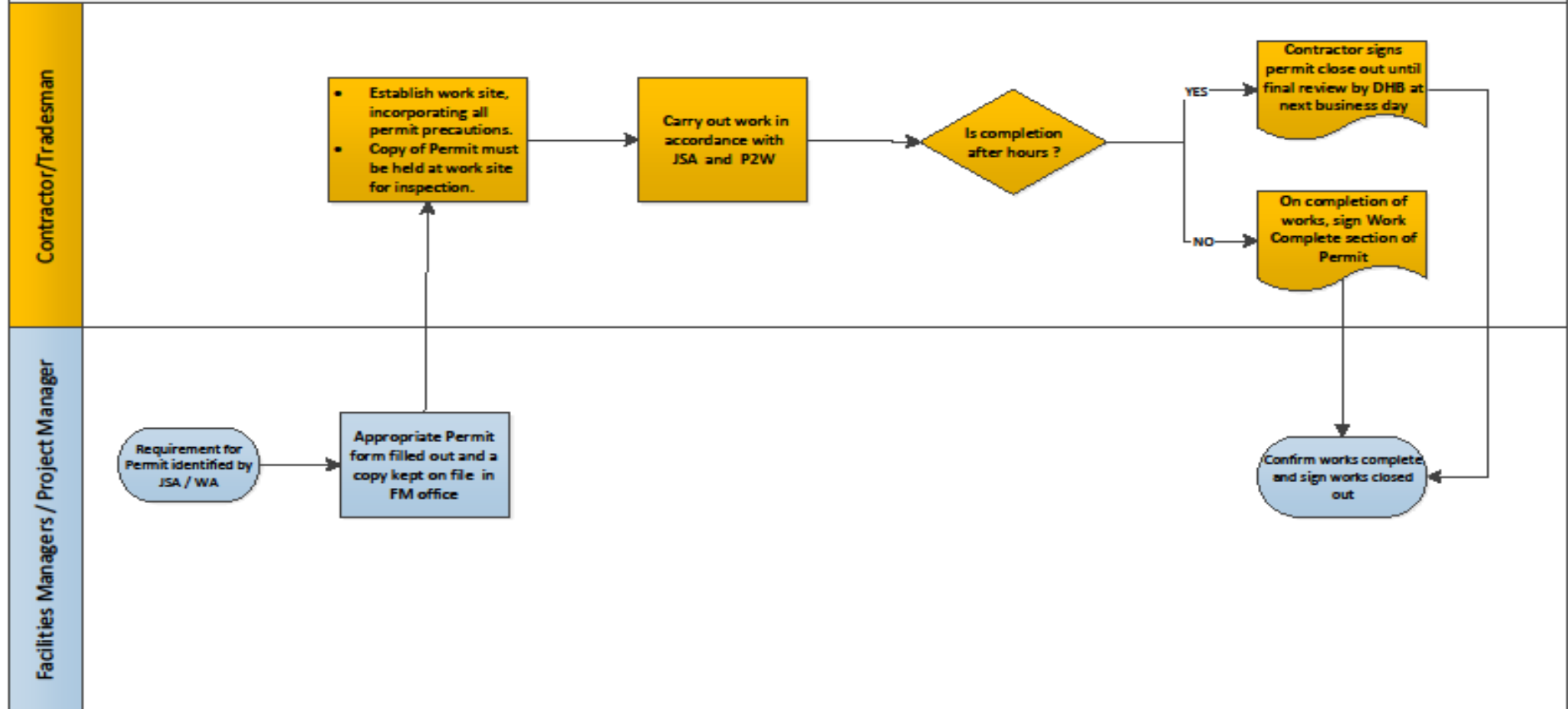
- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.4.10 Work Safety Systems
- Bay of Plenty District Health Board policy 5.4.10 protocol 2 Job Safety Analysis and Work Approval
- Bay of Plenty District Health Board policy 2.1.1 Risk & Hazard Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management
- Bay of Plenty District Health Board policy 5.1.3 Medical Gas Pipeline Systems
- Bay of Plenty District Health Board Work Safety - Form - Job Safety Analysis
- Bay of Plenty District Health Board Work Safety - Permit – Confined Space Entry
- Bay of Plenty District Health Board Work Safety - Permit – Excavation/Thrusting
- Bay of Plenty District Health Board Work Safety - Permit – Hot Work
- Bay of Plenty District Health Board Work Safety - Permit – Live Electrical Work
- Bay of Plenty District Health Board Work Safety - Permit – Medical Gas
- Bay of Plenty District Health Board Work Safety - Permit – Steam System
- Bay of Plenty District Health Board Work Safety - Form - Work Approval
- Bay of Plenty District Health Board Work Safety - Permit - Service Isolation/Reinstatement

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