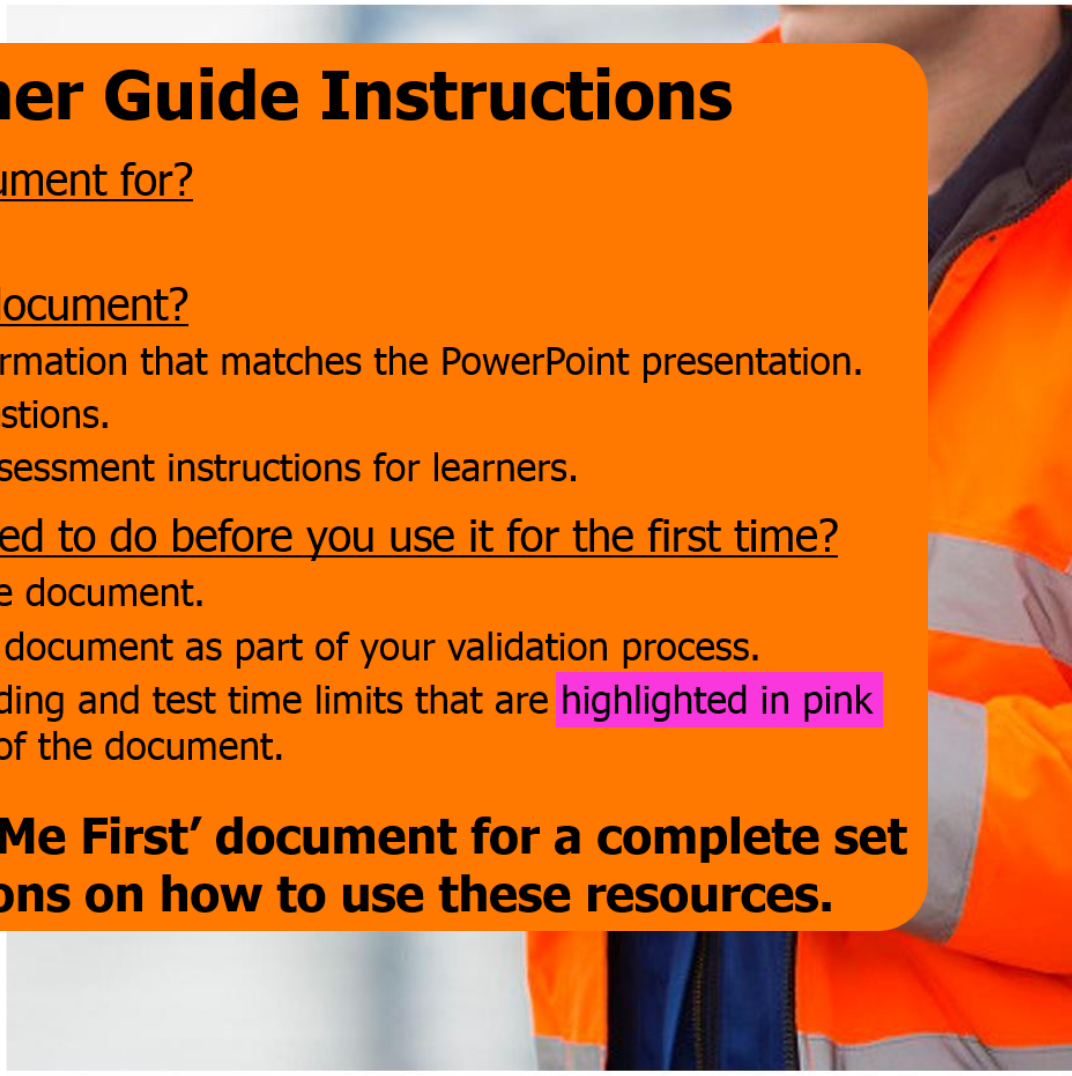
MSMPER200

Work in Accordance with an Issued Permit



Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

LEARNER GUIDE

MSMPER200 Work in Accordance with an Issued Permit

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and instructions.

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1.1 Introduction

This course is based on the unit of competency **MSMPER200 Work in Accordance with an Issued Permit**.

You will learn about:

- Identifying the scope of the permit.
- Preparing for the permitted work.
- Working in accordance with an issued permit.
- Completing the permit to work.

1.1.1 Identify Regulatory and Workplace Requirements

Prior to any activity being started, you will need to identify, access and make sure you understand your legislative and workplace requirements and procedures.

This will ensure that all work that you complete will comply with the relevant requirements, and follow the appropriate procedures.

You should be familiar with regulatory frameworks and workplace requirements, including:

- Work Health & Safety (WHS) legislation, codes of practice and guidance materials.
- International and Australian standards.
- Licence and certification requirements.
- Environmental protection requirements.
- Permit conditions, types and control systems required.
- Organisational policies and procedures that apply to the tasks and activities.
- Workplace procedures and work instructions.

Your work procedures and instructions may include complex Piping and Instrumentation Diagrams (P&IDs). These diagrams are like the 'road map' of the worksite. It is essential that you can read and interpret P&IDs when planning your work tasks.

Always remember when referencing codes of practice and Australian and International standards the latest version specified by the local regulatory authority must be used.

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Review Questions

1.	Why is it important to make sure you understand your legislative and workplace requirements and procedures prior to starting any activity?	☐

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1.2 Apply for a Permit

When applying for a work permit you must:

- Confirm the scope and location of the work.
- Identify the need for a work permit and the type of permit required.
- Collect and collate the required information.
- Submit the permit application.

1.2.1 Confirm Scope and Location of Work

Your first step in planning the work and applying for a permit is to identify and confirm the scope and location of the work to be completed.

In order to confirm the scope (all of the activities that will be required to complete the job, as described on the permit to work), work out the objectives of the work in a broad sense and then break down the work into the activities required to complete the task.

Be sure to take into consideration how the regulatory and organisational requirements will impact the activities, and how the requirements must be applied.

It is also important to confirm the location of the work as this can impact the need for a permit, and the type of permit required.

You may need to identify and determine:

- The need for a work permit(s).
- Your WHS requirements and procedures, e.g. hazard identification and management requirements, safe working procedures, and personal protective equipment (PPE) requirements.
- The steps you must take to protect the environment.
- The licensing requirements that you and other personnel must meet.
- How organisational and workplace procedures must be applied to complete the activities.

1.2.2 Identifying the Need for a Permit

Once you are familiar with the activities required to complete the work, you will be able to identify the need for a work permit and what type of permit is required.

Your organisational procedures will outline all situations where a permit is required and the type of permit required. These procedures will reflect the regulatory requirements that apply in your industry and state.

Permits are used when activities and tasks may be unsafe. Common types of permits include:

- General/Cold work permit – issued for work that **WILL NOT** generate any source of ignition, such as flame, spark or temperature sufficient to ignite flammable material**.**
- Hot works permit – for any activities **THAT MAY** generate a spark or situation that could result in ignition of a fire.
- Excavation permit.
- Confined spaces permit.
- Vehicle entry permit – used when vehicle access to an area is not standard.
- Minor works or repairs permit.
- Work at heights permit – usually when working at heights of 2 or more metres.
- Other special permits.

Each site will have a list of activities and tasks that require a permit. It is important you understand which tasks on your site require a permit. This will ensure that work is never undertaken without a permit, or without the correct permit.

Each industry and state will have specific requirements for work permits that must be followed. In some situations federal WHS requirements for permit works will also apply.

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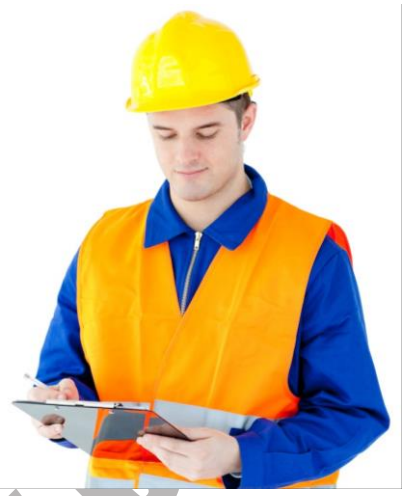
1.2.3 Collect Required Information

Before applying for a permit, a range of information must be collected and collated. This information includes:



- Work descriptions.
- Safety equipment and materials.
- List of tools to be used.
- Job Hazard Analysis (JHA)/Job Safety Analysis (JSA)/Safe Work Method Statement (SWMS).
- Processes or methods of work, or standard operating s.
- Material Safety Data Sheets (MSDS).
- Hazard and risk analysis.
- Other site-specific information.

Each site will have a list of information that needs to be supplied at the time of applying for a work permit.

Before submitting the required information to the issuing officer for a work permit, double check that you have collected and collated all the required information.

1.2.4 Submit the Permit Application

Once you have identified the need for a permit and the type of permit required, and collated all the required information for the permit, you will need to submit the permit application.

Correct procedures for submitting the permit application may vary depending upon the type of permit required and your site and organisational requirements.

You will normally have a form that needs to be completed and submitted to the permit issuer. However, always be guided by the requirements of your organisation.

This permit issuer will normally be your site safety officer, but could also be a site project manager, supervisor or other designated person.

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Review Questions

2.	How can you confirm the scope of the work to be done?	☐

3.	List 4 common types of permits.	☐

1.

2.

3.

4.

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4.	What are 4 types of information that you may need to collect and collate before you apply for a work permit?	☐

1.

2.

3.

4.

5.	What will determine the correct procedures for submitting a permit application?	☐

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1.3 Check Work Complies with Permit Type

All work must comply with the type of permit issued.

Check that the work to be done and activities to be completed comply with the permit you are applying for.

As already discussed, it is essential that you are familiar with the different types of permits so that the work is not carried out with the incorrect permit.

When checking that the work complies with the type of permit, you may need to access and use documents such as:

- Workplace procedures.
- Work instructions.
- Temporary instructions.

Each site must have an internal permit control system.

This system is normally managed by the WHS officer on the site.

Always double check that the tasks and activities you are going to be undertaking comply with the internal permit control system for your site.

1.3.1 Check Scope and Location

When checking that the work complies with the type of permit, you will also need to check that the scope and location of the work complies with the conditions on the issued permit.

If you have any doubts whether the scope or location of the work complies with the issued permit, speak with the issuer of the permit to confirm.

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Review Questions

6.	What are 3 types of documents you might need to access and use when checking that work complies with the type of permit that is being applied for?	☐

1.

2.

3.

7.	Why do you need to check that the scope and location of the work complies with the conditions on the issued permit?	☐

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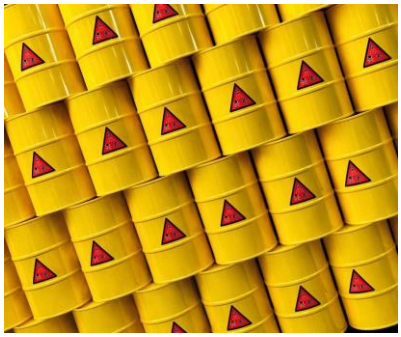
1.4 Check Hazard Controls

Before starting activities you will need to ensure the hazard controls specified on the permit are appropriate to your situation and reflect the conditions found in the hazard analysis.

Hazards and their controls to be used may be documented in a hazard report form.

1.4.1 Identify Hazards



A hazard analysis will have been completed in the preparation for applying for a permit. The analysis will have identified all hazards associated with the tasks and activities to be conducted, and the permit will have been issued with clear instructions on how to control these hazards.

Common hazards dealt with by permits could include:

- Darkness.
- Heat, smoke, dust, vapours or other atmospheric hazards.
- Electricity.
- Gas.
- Gases and liquids under pressure.
- Structural hazards and collapse.
- Equipment failures.
- Industrial machinery, equipment and product.
- Equipment or product mass.
- Noise, rotational equipment or vibration.
- Limited head spaces or overhangs.
- Working at heights or in restricted or confined spaces.
- Fire and explosion.
- Hazardous products and materials.
- Unauthorised personnel.
- Sharp edges, protrusions or obstructions.
- Slippery surfaces, spills or leaks.
- Extreme weather.
- Other hazards that might arise.

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Always check the hazards found in the environment are listed on the hazard register and the permit.

If you find new hazards that are not listed on the permit, you need to suspend activities and speak with the permit issuer to determine the course of action.

Normally this will include the issuing of a new permit that accounts for the new hazards.

1.4.2 Hazard Controls

As part of the hazard analysis procedures, hazard controls will have been developed and documented to manage the identified hazards.

You will need to compare the hazard controls documented in the hazard analysis with those specified in the permit to ensure that they are consistent.

Any inconsistencies found must be brought to the attention of the permit issuer or other relevant personnel.

Review Questions

8.	What are 5 common hazards dealt with by permits?	☐

1.

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5.

9.	Why do you need to compare the hazard controls documented in the hazard analysis with those specified in the permit?	☐

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1.5 Check that Preparations have Been Completed

Once you have made sure that the hazard controls specified on the permit are consistent with the hazard analysis, you will need to ensure that all necessary preparations have been completed in accordance with permit requirements.

All preparation requirements of the permit will be listed on the permit. You must ensure that these requirements have been met.

Some of the steps for preparation that may be specified on the permit could include:

- Application of isolation controls.
- Application of environmental controls.
- Application of procedural controls.
- Ensuring required safety equipment is available.
- Ensuring appropriate equipment and tools are available.
- Putting emergency response plans and procedures in place.
- Appropriate training, licensing or accreditation of personnel.

Review Questions

10.	List 4 possible preparation steps that you might need to make sure have been completed to comply with permit requirements?	☐

1.

2.

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