

Control of Work Permit Procedure

1. Introduction

1.1. Purpose

We must ensure that all high-risk, non-routine work not covered by a standard operating procedure or process is performed safely, with the risks appropriately managed.

This work will be carried out under the Control of Work Permit and associated sub-permits, which will outline how the risks are to be managed and allow the work to be conducted safely.

1.2. Scope

This process applies to all high-risk work being undertaken on Wellington Water controlled sites, and will include Wellington Water workers, contractors, subcontractors, suppliers, labour hire, and consultants.

When Wellington Water has handed over control of a site or work area to another contractor, the contractor’s permit to work process is to be used. Where a contractor does not have a permit to work system, the Wellington Water process must be applied.

Where we have no control over the site and our workers are not on site, then we must advise of risks and risk management and subcontractor management process.

Definitions of high-risk work can be found in Section 5.

2. Pre-planning required for a Permit to Work

As much as possible we need to eliminate risks during the planning phase of our work.

Risk can be eliminated through adopting techniques such as safety in design or alternative work methodologies, selecting alternative plant and equipment, or simply not completing the task and finding another way.

Our focus is on ‘operating above the line’ by trying to eliminate the risk as shown in the ‘hierarchy of control’ diagram below.



Once we are satisfied that we can sufficiently lower our risk through prior planning, only then should we proceed to the hazard identification, planning, and work permitting at site level.

As part of job planning, the following must be considered before any work commences on site or under the guidance of Wellington Water:

- What am I doing?
- What could go wrong?
- How could I do it safely?

In answering 'how could I do it safely' you will need to 'Plan, View, and Discuss' as described below:

- Plan - Review relevant plans, drawings, and specifications to identify potential permit or controlled work checklist requirements.
- View - Visit site to confirm work methodology, permit or controlled work checklist requirements, and look for additional hazards/risks.
- Discuss - Discuss methodology and permit requirements with issuer/receiver, responsible manager, and applicable staff.

Work with a high residual risk after all the controls have been implemented must not proceed. Such work can only go ahead under exceptional circumstances¹ with ELT permissions.

Once the residual risk of the work has been determined to be low or medium, the work can proceed:

- Identify what controls will be implemented
- Identify the site and task-specific hazards/risks using the Risk Control Plan
- Implement controls and work instruction
- Complete pre-start meeting
- Start Work
- Review controls at regular intervals i.e. after each break or hold point
- At the end of job, check site has been made safe and reinstated
- Return Permit to issuer to close out

3. Control of Work Permit

All high-risk work will be carried out under an overall Control of Work Permit (HSEF_0019). The exception to this is routine high-risk work with an SOP (or similar) in place.

The Control of Work Permit brings all high-risk works under one document, issued and received by a single Permit Issuer and Permit Receiver respectively. Underneath the Control of Work Permit sits the individual sub-permit documents that relate to the specific high-risk work (i.e., confined space permit, isolation permit, hot work permit).

¹ i.e., emergency situations where public health and safety may be compromised and there are no alternatives available.

3.1. Overview

The Permit to Work is a documented procedure that authorises certain people to carry out specific work within a specified timeframe. It sets out the precautions required to complete the work safely. It describes what work will be done and how it will be done, the latter can also in addition, be detailed in a 'work instruction'

The Permit to Work requires declarations from the people authorising the work and carrying out the work.

3.2. Permit to work responsibilities

There are two main participants in the activation of a Permit to Work. They are the:

- Permit Issuer
- Permit Receiver

A permit to work can only be issued by a permit issuer authorised to issue a permit for that activity. This will always be a Wellington Water worker.

The permit to work is an authorisation form that should be completed and issued once the hazard and risk controls (including those on the permit) have been reviewed, accepted, implemented, and verified by both the permit Issuer and Receiver.

It is the Permit Receiver's role to implement the controls. It is the Permit Issuer's role to verify these controls are in place. It is reasonable for the Permit Issuer to trust the expertise of the permit receiver (i.e., the Permit Issuer does not need to inspect an electrical isolation carried out by a registered electrical worker or recalculate a lifting plan provided by a lifting company).

The Permit Receiver is the person who is going to control the work activities under the permit, this would typically be the person in charge of the physical work, foreman or leading Hand. The Receiver must ensure the controls listed on the Permit to Work are in place with the Permit Issuer on site prior to the Permit to Work being authorised.

Self-permitting is not allowed:

The Permit Issuer must not be the Permit Receiver.

3.3. Permit to work process

		Stage and Role	What	How
Prior to Work	1	Anyone	Work permit requirement identified	Maximo WO/ Project request generated for work that meets the PTW requirement.
	2	Team Leader/ Scheduler/ Planner	Work is scheduled	Work is coordinated between all relevant people, including planning for shutdowns.
	3	Permit Receiver	Risk Assessment	PR prepares risk assessment (RCP, PR sections of permit documents), ensures all relevant people are involved. There may be multiple people involved depending on different permits required (e.g., isolations, confined space). Submits to PI for review (important for complex jobs)
Work Occurs				
During Work	4	Permit Issuer and Permit Receiver	Permit reviewed	PI and PR review permits: <ul style="list-style-type: none"> PR is responsible for ensuring controls are in place (incl. LOTO) PI verifies that controls are in place (can trust external expertise) PI and PR inspect work area. PI considers any simultaneous work.
	5	Permit Issuer	Permit Authorised	Permit requirements are met. Work can commence.
	6	Permit Receiver and users	Work Commences	Pre-start talk with all permit users. PR conducts a toolbox talk with PUs. Work completed as per work scope and in accordance with Work Permit requirements.
	7	Permit Issuer and Permit Receiver	Permit Suspended	Reason for suspension communicated to PI Worksite inspected (PI & PR).
	8	Permit Issuer and Permit Receiver	Permit Cancelled	A permit may be "Cancelled" in the event of a significant deviation from the permit conditions or requirements. A cancelled permit must not be reissued.
	9	Permit Issuer and Permit Receiver	Permit Revalidated - Daily	Worksite inspected (PI & PR).
Work Complete				
	10	Permit Issuer and Permit Receiver	Permit Closed	PI and PR inspect work area to confirm: <ul style="list-style-type: none"> Work is complete and area has been reinstated Area is safe for all users

3.4. Permit Issuer Responsibilities

The permit issuer is responsible for ensuring that all the appropriate controls and steps have been taken to allow the work to be undertaken safely.

The Permit Issuer must be trained and authorised to issue Permits to Work in accordance with the Training section below. The Permit Issuer ensures the following:

- The Permit Receiver has identified the risks associated with the task are identified.
- The Permit Receiver has listed the controls by reviewing the Risk Control Plan
- All procedures, instructions, checklists and notifications are in place and understood by the Permit Receiver.
- Verify persons undertaking work are trained and qualified to complete tasks.
- The completion of any documentation (including permit registers) prior to issue and post activity

3.5. Permit Receiver Responsibilities

The Permit Receiver is the person in direct control of the permitted work task and trained and authorised to receive Permits to Work in accordance with the training section below and ensures the following:

- All risk assessment process and control (including Permit to Work) measures are complete, implemented and appropriate. The Permit Receiver works with the Permit Issuer and Responsible Manager to make certain these are complete.
- If the risk score is 16 or greater (high or extreme) after controls, work is **NOT** to proceed. See the section 6 for more details.
- All persons are trained in the work they are about to undertake.
- Daily Risk & Control Plan meetings are held each day the permit is open with all persons involved in the permitted activity attending, and where tasks, hazards, checklists, controls and emergency plans are clearly explained and understood.
- **Ensuring all** persons working under the permit sign the appropriate documentation (daily risk & control plan form) as acknowledgement of compliance and understanding of the requirements
- All required atmospheric and environmental testing and monitoring is done as required by the permit or hazard assessment.
- Team members operate in accordance with the appropriate training, company procedures and any local legislative requirements.
- Remain on site at all times while the applicable permitted works are being undertaken.

3.6. Timeframes, Suspended & Revoked Permits

Permits to Work should be issued for a maximum of 7 days and must be revised daily. If the work requires more time, the existing Permit must be closed and a new Permit must be prepared and issued.

During the permitted works, if any non-compliances are found or changes to methodology are required, the Permit must be suspended until non-compliances are fixed or the methodology updated.

4. Training and Qualifications

Permit Issuers and Receivers must be competent and hold a current NZQA Permit to work unit standard (US 17588, US 17590) to issue/receive the permit for the job/task to be completed. This must be refreshed every two years to remain current.

The following competency must also be attained before a Control of Work Permit and related sub-permit can be issued/received:

- Asbestos Awareness training must be completed by anyone who works with up to 10m² of asbestos.
- Confined space must hold current NZQA confined space unit standards: US 17599, US 22510, US 18426, and US 19207. This must be refreshed every two years to remain current.
- Electrical work must be carried out by a registered electrical worker. Electrical certification and currency must be verified by Wellington Water.
- Isolations (LOTO) must hold NZQA machinery isolation unit standard: US 25043.
- Working at height must hold current NZQA heights safety unit standards: US 23229, US 25045, US 15757. This must be refreshed every two years to remain current.

5. High-Risk Work

Work requiring a Permit to Work	
Activity	High-Risk Considerations
Asbestos Removal or Related Work	<p><u>Asbestos Permit</u> required:</p> <ul style="list-style-type: none"> For any works involving maintenance, modification or removal of building structures or other assets containing asbestos containing materials. When the presence of asbestos is possible or suspected, the activity must be undertaken as if asbestos was known to be present*. <p>Any asbestos work greater than 10 m² must be carried out by a licensed asbestos removalist.</p>
	<p>*This does not include activities where no confirmed or suspected asbestos containing materials will be disturbed (e.g., inspections, locating).</p>
Confined Space Entry	<p><u>Confined Space Permit</u> required:</p> <ul style="list-style-type: none"> For any works involving entering a confined space*. <p>A confined space (as defined in AS 2865):</p> <ul style="list-style-type: none"> is an enclosed or partially enclosed space, and is not intended or designed primarily for human occupancy, and may present a risk from one or more of the following at any time: <ul style="list-style-type: none"> unsafe concentration of harmful airborne contaminants unsafe concentration of flammable substances unsafe levels of oxygen substances that can cause engulfment. <p>Consideration must be made for other sources of harm (e.g., stored energy sources, equipment, hot work, fumes, hazardous substances).</p>
	<p>*This does not apply when the specific confined space and the specific activity are both explicitly covered in an SOP.</p>

<p>Close Approach</p>	<p><u>Close Approach Permit</u> required when:</p> <ul style="list-style-type: none"> • Excavating within the ‘safe distance’ of any underground service (i.e., power, gas, communications, water) • Excavating within the ‘safe distance’ of any overhead service support structure (i.e., towers, poles, guy wires) • Work may bring any person, plant, or equipment within the ‘safe distance’ of an overhead service line* <p>Close approach permits are issued by utility companies to authorise work within the designated ‘safe distance’ of their services. The Wellington Water system includes a close approach category to ensure coordination and compliance, but Wellington Water does not issue or manage these permits directly.</p> <p>‘Safe distance’ is the minimum separation distance that must be maintained around a live service line or support structure. The exact distance depends on the service type and network-specific requirements. Reference the Service Distance Wheel for guidance.</p> <hr/> <p>*Distance is measured from the plant or equipment’s maximum potential reach to allow for any accidental or unintended movements.</p>
<p>Excavation</p>	<p><u>Excavation Permit</u> required when:</p> <ul style="list-style-type: none"> • Excavating deeper than 1.5m • Working in any pit, shaft, trench, or other excavation deeper than 1.5m* • Soil conditions require safety methods to prevent ground collapse (i.e., benching, battering, shoring, shielding) • The location of underground utilities is unknown or uncertain • Near or below the footing of structures (i.e., retaining walls, building foundations, existing excavations, poles, towers, roadways, pipework) • There are any cultural or historical sensitivities associated with the work site • The water table or surface water could affect ground stability or flood the excavation <p>Consideration must be made of other risks introduced by the excavation environment (i.e., confined space, hazardous atmosphere, working at heights, access and egress, isolations, lifting operations, contaminated soil).</p>

	<p>*WorkSafe notification is required when:</p> <ul style="list-style-type: none"> • Any person is required to work in a pit, shaft, trench, or other excavation more than 1.5m deep where the depth is greater than the horizontal width at the top • Any person is working in or near an excavation face with a vertical height over 5m and an average slope steeper than 1 horizontal to 2 vertical
<p>Hazardous Energy</p>	<p><u>Isolation Permit</u> required when:</p> <ul style="list-style-type: none"> • Working on live electrical equipment** • Working on high pressurised systems (i.e., hydraulic, pneumatic, steam, compressed gases, water) • Working on machinery with moving components (i.e., pumps, fans, agitators, hoppers) • Working on systems or within spaces that normally carry hazardous substances or energy (i.e., tanks, vessels, pipes, valves, ducting, hoses) • Bypassing or removing guarding or safety devices (i.e., fixed covers, exclusion barriers, blade guards, limit switches, emergency stops) • Isolation affects critical services (i.e., fire systems, emergency power, essential communications, alarm systems) <p>An Isolation Permit is not required where the isolation:</p> <ul style="list-style-type: none"> • Only requires a single isolation point, and • Cannot be energised without the knowledge and approval of all persons working it, and • Does not impact or compromise the operation of any other connected or dependent systems.
	<p>*This does not apply at low-risk plug-in level, where the equipment can be de-energised by unplugging it and cannot be turned back on without the knowledge and approval of the person working it.</p>
	<p>+This does not apply for live electrical fault-finding and testing activities, conducted by a registered electrical worker.</p>
<p>Lifting Operations</p>	<p><u>Lift Permit</u> required when:</p> <ul style="list-style-type: none"> • Using any crane or mechanical lifting equipment (including Hiabs) on site*. <p>Routine lifting activities that following an SOP, do not require a Lift Permit:</p> <ul style="list-style-type: none"> • Standard deliveries of stock • Delivery and movement of construction materials on sites • Routine pump inspections and maintenance

	<p>Non-routine lifting activities are carried out by specialist contractors who are competent, qualified, and appropriately certified. These activities are conducted under the lifting contractor’s own permit to work system. The Wellington Water system includes a lift permit category to ensure oversight and coordination, but Wellington Water does not issue or manage these permits directly.</p> <p>*This does not apply for routine lifting operations that are covered by an SOP.</p>
<p>Working at Height</p>	<p><u>Working at Height Permit</u> required when:</p> <ul style="list-style-type: none"> • A worker is exposed to a fall greater than 1.8m* • A fall arrest or fall restraint system is relied on to control a fall risk⁺ <p>Working at height risk must be considered when:</p> <ul style="list-style-type: none"> • Working on roofs or edges of roofs • Working on edges of upper-level floors • Working near unprotected penetrations, openings, hoist areas, shafts, or excavations • Using ladders • Using mechanical plant (i.e., elevated/mobile work platform (EWP/MEWP), crane lift platforms) • Erecting, altering, dismantling, or using scaffolding <p>Consideration must be made when working at elevations less than 1.8m and these risks <u>must</u> be covered in an SOP or RCP.</p> <p>A Work at Height Permit is not required when working at heights less than 5m on a temporary scaffold or elevated work platform. These risks <u>must</u> be covered in an SOP or RCP.</p>
	<p>*Height is measured from the lowest point of the person’s body.</p> <p>⁺Where a fall arrest system is used, a Rescue Plan must be in place to rescue people who have fallen, are suspended in a harness, and could develop suspension trauma.</p>

Hot Work	<p><u>Hot Work Permit</u> required when:</p> <ul style="list-style-type: none"> • Performing hot work in a hazardous zone* • Using any equipment that is not rated for use in a hazardous zone • Any work may result in a spark entering a hazardous zone • Other conditions where there is a heightened risk of fire (e.g., dry weather, combustible materials) in the work area <p>Hot work is any work that may produce a source of ignition:</p> <ul style="list-style-type: none"> • Open flames (i.e., blowtorches, flame cutting, pilot lights) • High-temperature work (i.e., welding, soldering) • Use of any electrical equipment or tools that are not intrinsically safe • Use of any machinery or tools that can produce sparks (i.e., jackhammers, concrete saws, chainsaws, cutting, drilling, grinding) • Operation of internal combustion engines • Sandblasting operations <p>A hazardous zone is an area where flammable gases, vapours, combustible dusts, or other materials are present, likely to occur, or may accumulate in concentrations that pose a risk of ignition or explosion. Areas are classified as hazardous zones when identified in site Hazardous Zone drawings or when specific conditions or materials create such a risk. Diesel storage and dispensing facilities are not considered hazardous zones under AS/NZS 60079.10.1.</p> <hr/> <p>*This does not include work carried out in designated hot work areas (i.e., welding workshops).</p>
-----------------	---

6. Related Documents

Document number	Title
HSEP_0001	Asbestos Management Process
HSER_0005	Competent Persons Register
HSEF_0503	Confined Space Permit
HSEP_0003	Confined Space Process
HSEF_0019	Control of Work Permit
HSEC_0004	Digging Less Than 1.5m Deep Controlled Work Checklist
HSEC_0007	Electrical Works Controlled Work Checklist
HSEC_0003	Excavation Deeper Than 1.5m Permit
HSEP_0004	Excavation Safety Process
HSEC_0005	Hot Work Controlled Work Checklist
HSEP_0009	Hot Work Process
HSEP_0032	Lock Out Tag Out Process
HSEP_0046	Service Distances Wheel
HSEF_0504	Working at Height Permit

7. Definitions

Word or Phrase	Definition
Permit	Permits are designed to define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved.
Permit Issuer	Person authorised to issue a Permit to Work form for that activity.
Permit Receiver	Person controlling the work activities under the Permit. This would typically be a Foreman or Leading hand. The Receiver must ensure the controls listed on the permit to work are in place with the Permit Issuer on site prior to the permit to work being authorised.
Responsible Manager	Person responsible for the overall safety of all personnel and operations in a particular project or business operation. This may be either the Permit Issuer or Permit Receiver.
Worker	The person who carries out work in any capacity for a person conducting a business or undertaking PCBU including work as an employee, contractor, as labour hire, a visitor, or volunteer.

8. Appendix 1

