



Permit to Work Procedure

1. Purpose

The WA Country Health Service (WACHS) is committed to providing and maintaining a safe work environment. Under the [Work Health and Safety Act 2020 \(WA\)](#) (WHS Act), WACHS has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers (while those workers are at work), as well as to ensure that other persons are not put at risk from work carried out as part of WACHS's business or undertaking.

The purpose of this Permit to Work procedure is to mitigate the risk of personal injury or death by implementing a permit issuing system.

This permit issuing procedure is to be used in conjunction with the below relevant procedure/s specific to the scope of work being completed.

- [Confined Space Procedure](#)
- [Excavation Procedure](#)
- [Hot Work Procedure](#)
- [Working at Heights Procedure](#)
- [Asbestos Works Procedure](#)
- [Working with Silica Procedure](#)
- [Lockout and Tagout Works Procedure](#)

This document outlines the overarching permit issuing process, whilst the above procedures have the specific requirements for the individual permits. This permitting system is to be applied to ensure a safe working environment is maintained at all times.

2. Procedure

This procedure applies to all sites and workers who are required to work under a permitting system. The information in this procedure is predominantly applicable to persons who are to be issuing and managing the issuing of permits.

A Permit to Work (PTW) is a formal document that authorizes specific hazardous tasks, ensuring safety protocols are followed to mitigate risks in high-risk environments:

Holistically the permit system is to clearly state:

- Type of permit e.g. hot work, confined space entry, excavation, working at height
- The work to be carried out under the permit
- Effective preparation and isolation steps to ensure equipment covered by the permit can be worked on safely
- Precautions to be taken by the person carrying out the work
- Confirmed preparation and isolation requirements before the permit can be issued
- Qualification requirements for workers issuing permits
- Qualification requirements for workers who are to be working under the permit system

- The means to ensure that the permit receiver fully understands the work to be done and its associated safety requirements
- Criteria that result in the cancellation of a permit
- That the work area is made safe to operate before the permit is closed
- Requirements for extending the duration of a work permit past the shift on which it was issued
- Planning for emergency events and action to be taken in the event of an emergency

A permit to work is generally a collaborative effort, ensuring that competent individuals have analysed the foreseeable risks and have outlined suitable precautions. The issue of a permit does not, by itself, make a job safe. Other precautions may need to be taken – e.g. electrical isolation, access barriers. Those who are trained and responsible must follow the instructions correctly.

Refer to [Appendix A: Permit to Work Process Flow](#).

2.1. Risk Management

The permit process is a critical control to ensuring work is completed in a safe and planned manner. Activities requiring a permit are to ensure workers complete a risk assessment prior to the permit being issued and work commencing.

Risk Assessment can be done through the completion of either a [Job Hazard Analysis \(JHA\) Form](#) or [Safe Work Method Statement \(SWMS\) Form](#) and follow the [Job Hazard Analysis Procedure](#) or [Safe Work Method Statement Procedure](#) to ensure all hazards are identified and isolation processes are written and followed.

The risk assessment is to be used by the Permit Issuer to assist in the identification and management of hazards specific to the work being conducted.

Risks are to be controlled using the hierarchy of control. It is important to constantly monitor and review control measures to ensure they continue to prevent or control exposure to hazardous acts or conditions.

Before work commences, all workers new to the task should be briefed on the processes to be followed and the need to observe all safety requirements. If the scope of work changes or the efficacy of an existing control is reduced, work is to be stopped immediately, a review conducted, and necessary changes made to the permit, risk assessment and associated work practices. The work can recommence if the risk has been reduced to a tolerable level.

All permit/s and risk assessments completed for the task must be held at the job whilst the tasks are being undertaken. Once the job has been finalised the risk assessments must be filed as per the local area procedures.

2.2. Documentation

Permits must be obtained prior to the commencement of any work involving:

- Confined Space
- Excavation
- Hot Work
- Working at Height

- Asbestos
- Silica
- LOTO

Permits

The purpose of the permit is:

- To provide a formal check to ensure all elements of a safe system of work are in place before and during work for the above tasks.
- Provides a means of communication between site management, supervision and those carrying out the work.
- Ensures WACHS has checked and authorised the work and it is safe to proceed.
- To ensure the work environment is maintained to a safe standard at all times.
- Authorise specific people to carry out specific work within a specified timeframe
- Declarations from the people authorising the work, carrying out the work and all involved in the work task/project
- A declaration from the permit originator that work has been completed or the equipment/machinery etc. being worked on is ready for normal use

Permit Register

The purpose of the [Permit Register](#) is:

- To provide management with an overview of all high risk work being conducted within their areas of responsibility.
- The register is to include:
 - Type of high risk work being conducted (e.g. confined space, hot work, isolation, excavation, silica, asbestos)
 - Work Order number
 - Permit validity dates - when work starts and ends (as per permit- section 1)
 - Location of the work (Main area and sub-area)
 - Contractor/sub-contractor name
 - Contractor/sub-contractor contact number
 - Brief description of the work being conducted
 - Permit Issuer name and contact number
 - Nominated Site Delegate name
 - Nominated Site Delegate contact number
 - Other permits approved

Risk Assessment for the scope of work being conducted

The risk assessment could be in the form of a [Safe Work Method Statement \(SWMS\)](#) or [Job Hazard Analysis \(JHA\)](#).

The purpose of the risk assessment is to:

- Assist the Nominated Site Delegate and Permit Issuer in determining hazards associated with the confined space and specific to the scope of work.
- Enable the Nominated Site Delegate (PCBU) and Confined Space Permit Issuer to make informed decisions to maintain the safety of the workers and avoid events which have the potential to negatively impact.

Procedures specific to a permits

Refer to the documents section in the below procedures for documents specific to the permit being issued.

- WACHS [Asbestos Work Procedure](#)
- WACHS [Confined Space Procedure](#)

- WACHS [Excavation Procedure](#)
- WACHS [Hot Work Procedure](#)
- WACHS [Lockout Tagout Procedure](#)
- WACHS [Working with Silica Procedure](#)
- WACHS [Working at Height Procedure](#)

Completed Documentation

All completed documentation must be maintained and retained as per the [Corporate Recordkeeping Compliance Policy](#).

2.3. Selecting Appropriate Equipment

Any equipment being used in the permitting process is to meet Australian Standards.

Refer to the relevant procedures for required equipment, specific to the permit being issued e.g. confined space, lockout tagout.

Additionally, workers must wear the appropriate Personal Protective Equipment (PPE) as identified in the JHA or SWMS forms.

The person conducting a business or undertaking (PCBU) that provides equipment must ensure that the equipment is suitable for its intended use, inspected and approved before use to ensure it is in good working condition. If calibration is required, this must be completed as per manufacturer specifications. Defective or damaged equipment should be removed immediately and repaired or replaced.

2.4. Training Competency and Records

Persons in control who are managing works that involve permit issuing are required to be competent and/or complete the training listed below, and/or co-sign with a competent person:

- Permit to Work Toolbox Training accessible in the [WACHS MyLearning](#)
- MSMPER200 - Work in accordance with an issued permit or equivalent
- MSMPER300 - Issue work permits or equivalent
- RIIRIS201 - Conduct local risk control or equivalent
- MSMWHS201 - Conduct hazard analysis or equivalent

2.5. Isolations

Before a permit can be opened, any electrical and mechanical isolations are required to be placed and verified as per WACHS [LOTO](#) procedure should they be present.

Two competent individuals should be present to confirm that the necessary isolations pertinent to the permit being issued have been completed. It is advised that one of these individuals is the Permit Issuer to guarantee that the isolations are precise for the equipment undergoing work, as specified in the permit.

Upon completion of this process (isolation/s confirmed), the Permit Issuer is to place a personal lock on the corresponding Lock Box (if more than one (1) isolation is required) or on the single isolation point and retain the relevant key until deisolation is required. Once received, update the 'Isolation Points' section of the Permit.

All workers signing onto a permit which includes an isolation must place their personal lock on the lockbox or single isolation point assigned to that permit.

It is the Permit Issuer responsibility to ensure adequate isolation/s have been conducted before issuing a permit.

Note, a SME may be required to competently ascertain if the isolations are adequate (e.g. electrician).

2.6. Permit Issuing

Permit issuing is to only be completed by a competent person. Refer to training and competency requirements for a [Permit Issuer](#).

Preparation

Once the work order has been confirmed, identify the permit/s required. Obtain the corresponding procedure/s for the permit/s being issued. Use the procedure to identify all required documentation, qualifications, risk assessments and certificates in advance. This preparation is to allow for the Permit Issuer to adequately prepare the required permit documentation at least 24 hours prior whenever feasible.

The task must be approved by the Nominated Site Delegate prior to any permit being issued (opened) or work to commence.

Register

It is the Nominated Site Delegates' responsibility to ensure the [Permit Register](#) is up to date and maintained.

- Once the permit has been prepared (work has not yet commenced) the status must read "prepared".
- Once the permit has been issued (work has commenced) the status must read "open".
- On closure of the permit the status must read "closed".

Prefilling Permit

Many of the permits can be prefilled 24 hours before the scheduled work as this information can be obtained from the Nominated Site Delegate or the group conducting the work. Whenever feasible, this action should be taken to enhance operational efficiency.

Every permit is unique. Refer to the permit issuing section in the relevant high risk work procedure for details on how to complete the permit.

Permit Requirements

Each unique permit is to have requirements specific to that permit e.g. confined space requires a rescue plan and gas testing.

It is the Permit Issuer's responsibility to ensure:

- all requirements of that permit are met and maintained to the standard specified in the relevant procedure e.g. Confined Space procedure.
- when transferring ownership of the permit they ensure the person taking ownership:
 - has reviewed, understood and agreed to comply with the risk controls and conditions stipulated within the permit.

- is suitably trained, fit and competent to perform the assigned duties.
- understands the responsibilities detailed in the relevant procedure/s and State/Commonwealth Legislations.
- the permit is cancelled if any of the cancellation criteria specific to that permit are met.
- before closing the permit, they ensure the criteria to close that specific permit has been met.
- the permit and supporting documents are retained as per the [Corporate Recordkeeping Compliance Policy](#).
- the retained documents are renamed as per the naming convention specified in the relevant procedure.

3. Roles and Responsibilities

The **Person Conducting a Business or Undertaking (PCBU)** is responsible for:

- ensuring workers complete required inductions
- providing training and supervision information
- ensuring workers have been trained or deemed competent, providing PPE and usage guidelines
- ensuring that equipment used meets standards and is regularly inspected and maintained
- establishing and maintain safe work practices

The **Regional Manager Infrastructure and Support Services (RMISS)** is responsible for:

- establishing and maintaining safe work practices
- selecting the Nominated Site Delegate; supervisor or manager or nominated delegate
- authorisation of works to begin when risks are high or intolerable
- managing and overseeing this procedure
- operational processes being undertaken and oversight of compliance
- ensuring a [Permit Register](#) is available and maintained

The **Nominated Site Delegate**, as nominated by RMISS, is responsible for:

- ensuring workers complete required inductions
- providing information, training, and supervision
- verifying workers have necessary licences and training (copies must be obtained and retained)
- providing relevant procedures, plans and permit/s, and ensuring they are followed
- ensuring the [Permit Register](#) is completed and maintained for the work under their control
- providing PPE for WACHS workers and usage guidelines
- ensuring risk assessments have been conducted before work commences.
- ensuring that equipment specific instructions (Safe Work Method Statements) are developed and inspected periodically (at least annually).

The **Regional Work Health Safety and Security Manager** is responsible for providing:

- advice to managers and supervisors on permit requirements in the workplace
- advice and consulting with managers and staff on how to manage hazards and risks that have been identified and raised via [SRRF](#) reporting

The **Permit Issuer** is responsible for:

- issuing and maintaining permits in accordance with WACHS Permit to Work Procedure
- inspecting the worksite thoroughly, considering the task's scope, to identify potential hazards and implement appropriate controls
- understanding the atmospheric testing results (when required)
- ensuring the Permit Recipient understands and follows the permit conditions at all times
- ensuring permit currency and revalidates as required
- reporting any noncompliance's to the Nominated Site Delegate
- closing a permit upon completion of work
- maintaining communication and consulting with the Nominated Site Delegate to ensure ongoing updates on work progress, changes and potential negative impacts
- conducting the responsibilities of the sentry (if conducting sentry role)
- conducting the responsibilities of the Permit Recipient (if conducting Permit Recipient role)

The **Permit Recipient** is responsible for:

- ensuring all workers understand and follow the permit conditions at all times
- monitoring working conditions as well as work progress and respond appropriately to changing conditions and circumstances
- maintaining communication and consulting with the Permit Issuer to ensure ongoing updates on work progress, changes and potential negative impacts

Workers (Contractors, Employees and Volunteers) are responsible for:

- performing risk assessment
- following the procedures and permit to control hazardous
- taking reasonable care of their own and others' safety and health
- undertaking the relevant training
- cooperating with PCBU in carrying out safety and health requirements

All staff are required to comply with the directions in WACHS policies and procedures as per their roles and responsibilities. Guidelines are the recommended course of action for WACHS and staff are expected to use this information to guide practice. If staff are unsure which policies procedures and guidelines apply to their role or scope of practice, and/or are unsure of the application of directions they should consult their manager in the first instance.

4. Monitoring and Evaluation

Monitoring for this document is conducted by the People Capability and Culture and Infrastructure and Environment Directorates to ensure compliance across all WACHS sites. This involves periodic reviews of the following:

- comparison of permits, risk assessments with work orders raised in Agility
- periodic assessment of site-specific registers, including monitoring inspection and maintenance frequency
- regular assessment of the Online Contractor Induction System to ensure that contractors have been inducted according to WACHS expectations for safe working practices.

Evaluation of this document is to be undertaken collaboratively by the People Capability and Culture and Infrastructure and Environment Directorates utilising the outcomes of periodic review and auditing data as well as stakeholder feedback.

5. References

WorkSafe Western Australia. Code of Practice: How to Manage Work Health and Safety Risks. Perth: Government of Western Australia, 2024. Accessed December 2, 2025.
<https://www.worksafe.wa.gov.au/publications/code-practice-how-manage-work-health-and-safety-risks>

Government of Western Australia, Work Health and Safety Regulations 2022 (WA) (Perth: State Law Publisher, 2022), accessed December 2, 2025.
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s53267.html

Government of Western Australia, Work Health and Safety Act 2020 (WA) (Perth: State Law Publisher, 2020), accessed December 2, 2025.
https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_13761_homepage.html

6. Definitions

Term	Definition
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. The definition of 'competent person' in the WHS Regulations prescribes specific requirements for working with asbestos.
Hazard	A hazard is a situation or item that has the potential to harm people, property, or the environment
Hierarchy of Controls	Hierarchy of controls is a process used to keep employees safe from injury and illness in the workplace. The five steps in the hierarchy of controls, from most effective to least effective, are elimination, substitution, engineering controls, administrative controls, and personal protective equipment.
Job Hazard Analysis form	The Job Hazard Analysis form (JHA) is a document that outlines work activities to be carried out at a workplace into logical job steps, identification of hazards associated with each step and the controls for those hazards.
Permit Issuer	A competent individual who is responsible for establishing and maintaining a permitting system. They may also be referred to as a Permit Authority.
Permit Recipient	An individual who is handed responsibility of the permit (and its conditions) from the Permit Issuer. They may also be referred to as a Permit Holder.
Personal Protective Equipment	Personal Protective Equipment (PPE) is equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as face

	masks and respirators, coveralls, goggles, helmets, gloves, and footwear.
Person Conducting Business or Undertaking	Person Conducting Business or Undertaking (PCBU) conducts a business or undertaking alone or with others. WACHS is considered a PCBU.
Risk	Risk is the likelihood and consequence of injury or harm occurring.
Risk Assessment	Risk assessment is a systematic process of evaluating the potential risks that may be involved in a task or piece of equipment and the likelihood of a hazard causing harm to a person.
Worker	A worker is any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor, or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.

7. Document Summary

Coverage	WACHS-wide
Audience	All workers
Records Management	Corporate Recordkeeping Compliance Policy
Related Legislation	• Health Services Act 2016 (WA) • Work Health and Safety Act 2020 (WA) • Work Health and Safety (General) Regulations 2022 (WA)
Related Mandatory Policies / Frameworks	• Integrity Policy Framework • MP 0006/16 Risk Management Policy • Risk, Compliance and Audit Framework
Related WACHS Policy Documents	• Asbestos Work Procedure • Confined Space Procedure • Hazard and Incident Management Procedure • Job Hazard Analysis Procedure • Lockout Tagout Procedure • Safe Work Method Statements Procedure • Work Health and Safety Policy • Working With Silica Procedure • Working at Height Procedure
Other Related Documents	• Job Hazard Analysis Form • Permit to Work – Working with Asbestos • Permit to Work – Isolation • Permit to Work – Hot Work • Permit to Work – Working with Silica • Permit to Work – Working at Heights • Permit to Work – Confined Space Entry • Permit to Work - Excavation • Permit Register

	• Safety Risk Report Form • Safe Work Method Statement
Related Forms	• Job Hazard Analysis Form • Safety Risk Report Form • Safe Work Method Statement
Related Training Packages	Available from MyLearning : • WACHS Permit to Work Toolbox Training
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 4589
National Safety and Quality Health Service (NSQHS) Standards	1.07, 1.08, 1.09, 1.10, 1.20, 1.21, 1.22, 1.25, 1.29, 131
Aged Care Quality Standards	Nil
Chief Psychiatrist's Standards for Clinical Care	Nil

8. Document Control

Version	Published date	Current from	Summary of changes
1.00	16 October 2026	16 October 2026	New procedure

9. Approval

Policy Owner	Executive Director Infrastructure and Environment
Co-approver	Executive Director People Capability and Culture
Contact	Director Infrastructure
Business Unit	WACHS Infrastructure and Environment
EDRMS #	ED-WA-26-20610
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Appendix A: Permit to Work Process Flow

