

## Apply for Access Permit

Details of revisions			
Level	Details	Date	Initial
01	Creation of initial document for use	15-Aug-16	J.O'S
02	Consideration of feedback from stakeholders	22-Aug-16	J.O'S
03	Incorporating stakeholder feedback from final workshop	21-Sep-16	J.O'S
04	Review of electrical access incorporating stakeholder feedback	17-Oct-16	J.O'S
05	Review of access requirements incorporating stakeholder feedback from Permit Workshops	09-May-17	J.O'S
06	Incorporation of Roof Access	06-Jun-17	MW
07	Annual Review And update	16-Aug-19	MW
08	Review and update of roles and responsibilities matrix	17-Oct-19	MW

# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
	1.1 Purpose	3
	1.2 Inclusion Group	3
<b>2</b>	<b>Definitions</b>	<b>4</b>
<b>3</b>	<b>Access Permit</b>	<b>5</b>
	3.1 Context	5
	3.2 Types of Access	5
	3.3 Stakeholder Consultation	7
<b>4</b>	<b>Process - Apply for an Access Permit</b>	<b>9</b>
<b>5</b>	<b>Documentation Requirements</b>	<b>13</b>
	5.1 Supporting Documentation	13
	5.2 Access Authority Form	13
<b>6</b>	<b>Reference Material</b>	<b>15</b>
	6.1 Related Tools	15
	6.2 Related Knowledge	15
<b>7</b>	<b>Roles &amp; Responsibilities Matrix</b>	<b>16</b>
<b>8</b>	<b>Document Types</b>	<b>18</b>

# 1 Introduction

## 1.1 Purpose

This guide is intended for Curtin University's Contractors, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for an Access permit to access hazardous and controlled areas on campus. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

## 1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Permit Applicant as the representative of the University.

## 2 Definitions

<b>Term</b>	<b>Definition</b>
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Laboratory Manager	The person responsible for managing a particularly laboratory space
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Permit Applicant describing the tasks to be completed during access.
The Core	The Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am and 3:30pm.

## 3 Access Permit

### 3.1 Context

Access permits allow access to hazardous and controlled areas. Access permits control the requirements of a person entering an area and the hazards associated with these areas.

Some access permits allow an applicant to enter a specific location, while other access permits allow the Applicant to undertake works.

Prior to the application and approval of an access permit, consultation with the relevant Curtin Permit Manager and stakeholders is required. The Curtin Permit Manager must be a Curtin Staff Member or University Associate and must have access to a Curtin email address.

Applicants will be issued with a temporary access card and/or keys etc., by the Parking & Safer Communities Team (SCT) Office (Building 115) on presentation of the following documents:

- A current Contractors Induction Card issued from Health, Safety and Emergency Management (HSEM)
- A physical copy of the approved access permit notification
- A duly signed Site Access Authority Form (compulsory for Laboratory Access, University's Restricted Areas Access, Electrical, HV, LV, Data and Comms access) Please note that electronic signatures will not be accepted on this form.

Upon expiry, the temporary access card must be renewed (through a new permit application) or returned back to the University's Parking & Safer Communities Team (SCT) Office.

### 3.2 Types of Access

#### Vehicle Access

Vehicles are restricted in the Core between 9am -3:30pm. The Access Permit is designed to control vehicle access within the Core. Any person(s) requiring vehicle access to the core will require an approved access permit.

#### Site Access

Allows persons(s) entry to a specific location. Works may be permitted subject to consultation with the relevant stakeholders, Curtin Permit Manager stakeholders and within limitations of the Approved Permit. Site access may include as follows: cardax building access; building keys; plant room keys; data/comms keys; AV keys and fire keys.

## Electrical Access

Prior to the applying for an Electrical access permit, consultation with the relevant Curtin Permit Manager and stakeholders is required. Permit Applications for Electrical Access must be accompanied by a duly completed and signed Authority to Work in the Vicinity of Electrical Apparatus and / or Sanction to Test as appropriate for the activity

Electrical Access is required for:

- Electrical Access areas
- Authority to Work in the Vicinity of Electrical Apparatus
- Sanction to Test

Where any electrical work is carried out, the responsible electrical Contractor shall, at the completion of the work, record the details, including Licence number in the Electrical Records Book at the University's Facility Management Office (Building 110).

All electrical installation work requires the Electrical Contractor to provide a Supply Authority Preliminary Notice / Notice of Completion Certificate or a Minor Work Certificate (as appropriate) to the Permit Manager.

## Laboratory Access

To access the University's scientific laboratories (including chemical storage areas and research workshops), person(s) must obtain an access permit.

There may be particular hazards associated with working in a laboratory including:

- Infectious/biological agents
- Radiation
- Hazardous substances

There are some areas of the University where access is not permitted. If such areas are required to be accessed, the Applicant must liaise with the Permit Manager who will contact the relevant Laboratory Manager (or person(s) responsible for the space), to arrange a space specific induction, if required. This will be in addition to Curtin University's Health, Safety and Emergency Management (HSEM) Generic Lab Induction. Contractor Induction Cards must display the lab safety symbol. The lab safety symbol is added to Induction Cards once the Applicant has completed the Lab Induction held by HSEM. After all necessary inductions are complete, the Permit Manager will arrange for the Laboratory Manager to escort the Applicant and be in attendance at all times.

It is important to note that the Laboratory Manager MUST be engaged with to ensure Contactors are aware of any specific hazards and requirements, and to arrange a suitable

day/time to access the area. Laboratory hazards can be highly variable and will depend on the activities taking place on a particular day/time. Access duration must be arranged with the Laboratory Manager.

### **Access to roof or roof voids**

Allows personnel access to a roof or roof voids, to undertake designated works. Anyone working at heights must refer to the University's Fall Restraint Systems Register available at the Maintenance office of Properties, Facilities and Development. Most University buildings have anchorage points and/or static lines. Prior to using an anchorage point, the worker must examine the compliance tag to ensure the anchorage point has been inspected within the previous 6 months, otherwise, it must be inspected by a competent person prior to use. Contractors shall have competent and trained personnel, ensuring harnesses and lanyards comply with AS/NZS 1891 and are in good condition.

Ladders are not a safe work platform and should be used in a safe manner only when the erection of a safe platform is impractical. Ladders should be placed at a slope of 4 vertical to 1 horizontal and be fitted or secured top and bottom. Straight ladders shall be fitted with safety feet at the base. All ladders shall meet AS1892. Metal ladders or ladders with metal reinforcing shall not be used when there is any possibility of contacting electrical equipment.

A permit is required for all persons working where there is a possibility of falling more than 2 meters. The types of equipment which may be used by competent persons for roof access to minimise risk include:

- Static lines and anchorage points
- Step ladder, ladder
- Safety harness, fall arrestor
- Hard hat
- Waist high barriers

### **3.3 Stakeholder Consultation**

Prior to application for an access permit, the Applicant is required to identify the relevant Curtin stakeholders. This is an integral step to ensuring a permit can be approved.

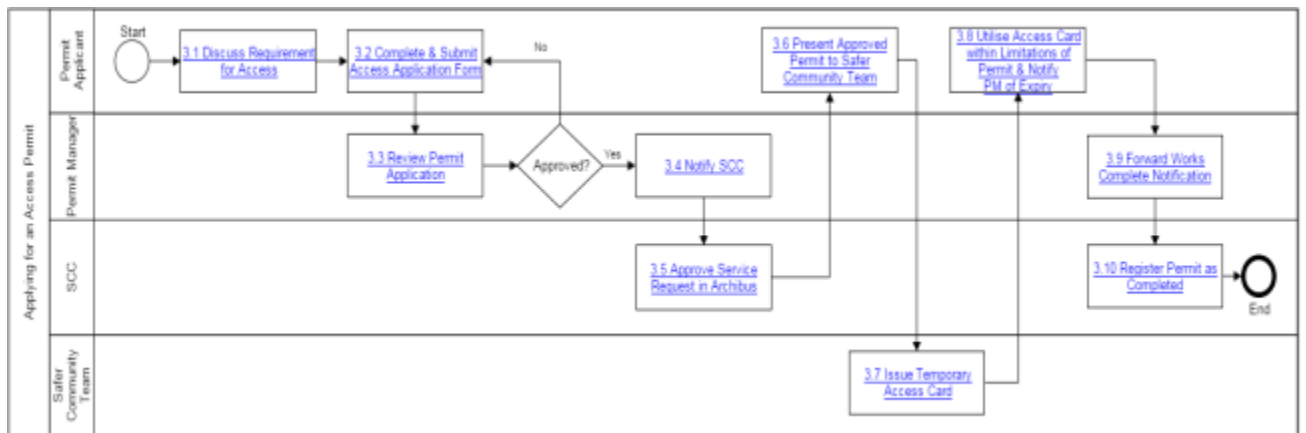
While a list of relevant stakeholder groups is provided below, project teams are required to add to the list as deemed necessary

## 4 Process - Apply for an Access Permit

### 1 Context

This guide is intended for Curtin University's Permit Applicants, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for an Access permit to access hazardous and controlled areas on campus. Some access permits allow an applicant to enter a specific location, while other access permits allow the Applicant to undertake works. Types of Access include vehicle; site; electrical; confined spaces; laboratory; and working at heights / access to roof or roof voids. This guide assists in preventing the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

### 2 Workflow Diagram



### 3 Process

#### 3.1 Discuss Requirements for Access

**Accountability:** *Permit Applicant*

- The Permit Applicant must discuss their requirement for access with their Curtin Permit Manager

#### 3.2 Complete & Submit Access Application Form

**Accountability:** *Permit Applicant*

- Navigate to the Access Permit online web form on the Properties Website:  
<https://properties.curtin.edu.au/workingwithus/permits/access.cfm>



- The applicant is required to complete the online application form, attaching required documentation relevant to level / type of access. The Permit Manager must be a Curtin Staff member or Associate and must have access to their Curtinemail
- Upon submitting the completed online web permit application, the applicant will receive an automated notification confirming Curtin University's receipt of the permit application

### 3.3 Review Permit Application

**Accountability:** *Permit Manager*

- The Permit Manager receives an automated 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application
- The Permit Manager reviews the form to determine applicant has a relevant requirement for access and has met all the requirements
  - if approved, proceed to step 3.4
  - if rejected, advise applicant to re-submit (proceed to step 3.2)

### 3.4 Notify SCC

**Accountability:** *Permit Manager*

- Follow approval process and notify the SCC in accordance with instructions within the email

### 3.5 Approve Service Request in Archibus

**Accountability:** *SCC*

- Once an authorisation email is received from the Permit Manager, the SCC calls up the relevant Service Request ID on Archibus and clicks 'Approve', completing the 'Approve Service Request' function in Archibus. An automatic notification will be sent to the Permit Manager, Safer Community Team, Parking Office and the Permit Applicant

### 3.6 Present Approved Permit to Safer Community Team

**Accountability:** *Permit Applicant*

- The Permit Applicant will be issued with a temporary access card and/or keys etc., by the Safer Community Team Office (Building 115) on presentation of the following documents:
- A current Contractors Induction Card issued from Health, Safety and Emergency Management (HSEM)
- A physical copy of the approved access permit notification
- A duly signed Site Access Authority Form (compulsory for Laboratory Access, University's Restricted Areas Access, Electrical, HV, LV, Data / Comms Access and confined spaces) Please note that electronic signatures will not be accepted on this form

### 3.7 Issue Temporary Access Card

**Accountability:** [Safer Community Team](#)

- Safer Community Team programmes the temporary access card to reflect the details of the Applicant and the approved access permit before issuing it to the Permit Applicant
- Details include, applicant name; company details; permit number; permit manager details; and permit duration

### 3.8 Utilise Access Card within Limitations of Permit & Notify PM of Expiry

**Accountability:** [Permit Applicant](#)

- The applicant is to use the temporary card in accordance with the relevant Guidelines and Procedures of that specific type of access, and within limitations of the permit
- Upon expiry of the associated access permit, the applicant must quote the corresponding Permit Number in an email and notify the Permit Manager
- The temporary access card will only be valid for the duration of the approved access permit, and must be returned to the Safer Community Office at the expiry of the associated access permit

### 3.9 Forward Works Complete Notification

**Accountability:** [Permit Manager](#)

- Upon receipt of the 'Works Complete' notification email, the Permit Manager must forward the email to the SCC and relevant stakeholders notifying that all works associated with the Permit have been completed

### 3.10 Register Permit as Completed

**Accountability:** [SCC](#)

- Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Access Permit has been registered as 'Expired'



## Related Tools

- [Access Permit](#)
- Archibus – Special Conditions Report
- Risk Assessment / Risk Register
- [Site Access Authority Form](#)



## Related Knowledge

- [Confined Space Register](#)
- [Curtin's Health, Safety and Emergency Management](#)
- [Curtin's Risk Management Webpage](#)
- [Driver Safety Guidelines](#)
- [Delivery and Service Vehicle Access](#)
- [High Voltage Systems Safety Management Plan](#)
- [HSEM Laboratory Induction](#)
- [Pedestrian Core Vehicle Access Guidelines](#)
- [WorkSafe Managing the Risk of Falls](#)



## Associated Processes

- [Apply for a Vehicle Access Permit](#)

# 5 Documentation Requirements

## 5.1 Supporting Documentation

All types of access require the following attachments:

- Work Methodology; and
- Risk Management Plan – including any ‘Special Conditions’ pertinent to the area nominated as part of the access permit request.
- Additional signed authorisation documents (as applicable)

Additional documentation is required to gain access to particular areas of the Campus.

If the Applicant is applying for an Electrical access permit, on consultation with the Permit Manager and relevant Curtin University Stakeholders, the following additional documents are required to be submitted:

- Site Access Authority Form
- Authority to Work in the Vicinity of Electrical Apparatus
- Sanction to Test

## 5.2 Access Authority Form

To gain access to particular areas of the Campus, authorisation from Curtin staff may be required. Authorisation shall be obtained through completing the Site Access Authority Form and obtaining appropriate authorisation from the relevant Curtin Staff as per Section 3.4. The duly completed Site Access Authority Form is to be attached as part of the ‘Additional documentation’ within the Permit Application.

Areas on campus which require an Access Authority Form are highlighted below:

Access	Require Access Authority Form
Site	<ul style="list-style-type: none"><li>▪ Building Keys for University's Restricted Areas access</li><li>▪ Cardax Building Access for University's Restricted Areas access</li></ul>

	<ul style="list-style-type: none"> <li>▪ Data / Comms Keys</li> <li>▪ AV Keys</li> <li>▪ University's registered confined space access</li> </ul>
Electrical	<ul style="list-style-type: none"> <li>▪ Electrical Keys</li> <li>▪ Fire Keys</li> <li>▪ HV Keys</li> </ul>
Laboratory	<ul style="list-style-type: none"> <li>▪ Laboratory Access</li> </ul>

All contractors/sub-contractors undertaking works at any Curtin University campus or facility will be required to have available on request:

- Curtin issued Work Request/Order
- Curtin issued and approved Permit(s)
- Company approved SWMS and JSA for the specific task and location
- Any licences e.g.: High Risk Licence, applicable to the works being undertaken

Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe and leave the worksite and discuss this with their Curtin Contact/Representative.

**Note:** *All Project work, including construction, refurbishments; will be undertaken as per the agreed Contract terms and approved Safety Management Plan. Where Permits have been issued by Curtin, these shall be made available on request during site inspections.*

## 6 Reference Material

### 6.1 Related Tools

- Site Access Authority Form
- Risk Assessment / Risk Register
- Archibus - Special Conditions Report

### 6.2 Related Knowledge

Upon applying for an access permit of any type, all applicants are required to understand and follow the below:

- Curtin's Contractor Health, Safety and Emergency Management (HSEM) Handbook
- Curtin's Risk Management Webpage

The following table outlines the additional knowledge requirements relevant to the specific access, which the Applicant must understand and follow prior to applying for an access permit.

Access	Related Knowledge
Vehicle	<ul style="list-style-type: none"><li>▪ Pedestrian Core Vehicle Access Guidelines</li><li>▪ Delivery and Service Vehicle Access</li></ul>
Electrical	<ul style="list-style-type: none"><li>▪ High Voltage Systems Safety Management Plan</li></ul>
Laboratory	<ul style="list-style-type: none"><li>▪ Person(s) requesting access to the University's laboratory areas must have attended the CU HSEM Laboratory Induction.</li><li>▪ Prior to applying for Laboratory Access, the applicant and/or Permit Manager must engage with the Laboratory Manager or person(s) responsible for the laboratory area.</li></ul>
Roof Access	<ul style="list-style-type: none"><li>▪ WorkSafe Managing the Risk of Falls</li><li>▪ Prior to apply for Roof Access, all Permit Applicants must contact Curtin University Operations and Maintenance group to refer to the University's Fall Restraint Systems Register. Prior to using an anchorage point, the worker must examine the compliance tag to ensure the anchorage point has been inspected within the previous 6 months, otherwise, it must be inspected by a competent person prior to use.</li></ul>

## 7 Roles & Responsibilities Matrix

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

Responsibilities	Applicant	Permit Manager	SCC	Parking & Safer Communities Team (SCT)
Information within relevant Guidelines and Procedures is understood and followed.	R1	R2		
Ensuring that no services/property is damaged during access to Curtin University, performed by the company responsible for the works.	R1	R2		
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	R1			
Request a copy of the Special Conditions Report from the Permit Manger to identify any 'Special Conditions' pertinent to the Works area.	R1	R2		
For access into the University's registered confined space must refer to the University's Confined Space Register	R2	R1		
For access to a roof or roof voids, to undertake designated works at heights in excess of 2 meters must refer to the University's Fall Restraint Systems Register available at the Maintenance office of PF&D	R1	R2		
Ensuring that prior to using an anchorage point, the worker must examine the compliance tag to ensure the anchorage point has been inspected within the previous 6 months; otherwise, it must be inspected by a competent person prior to use.	R1	R2		
Completing the online web form application, attaching the required documentation relevant to level / type of access	R1			
Ensuring appropriate authorisation and all supporting documentation has been attached pertinent to the area nominated as part of the access permit request.		R1		
Approving the Access Application and forwarding approval email to the SCC.		R1		
Registering the approved Permit request on Archibus, which automatically issues notifications to the Applicant and Parking & Safer Communities Team (SCT) Office			R1	

Responsibilities	Applicant	Permit Manager	SCC	Parking & Safer Communities Team (SCT)
Obtaining a temporary access card and/or keys etc. from the Parking and Safer Communities Team (SCT) Office (Building 115).	R1			
Confirming the Applicant has a valid permit and applying suitable access to a temporary or permanent access card, linked to the Applicant.				R1
The applicant is to use the temporary card in accordance with the relevant Guidelines and Procedures of that specific type of access (as specified in Section 6.2), and within limitations of the Permit.	R1	R2		
Forwarding an email which quotes the corresponding Permit Number, to notify the Permit Manager upon expiry of the associated Access Permit	R1			
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed		R1		
Completing the close out function in Archibus and registering the Permit as 'Completed'			R1	



## 8 Document Types

Activity Register	Formal List of Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.
Template	A file that serves as a starting point for a new document.