



Permit to Work Guide

Access

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

**A Permit Manager is a person trained and authorised by Curtin University to approve permits.*

properties.curtin.edu.au/working-with-us

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BEFORE PERMIT APPLICATION

1.1 Permit information

Access Permit

To be issued for any activity requiring the need to access a controlled area on campus, which would involve getting relevant permissions from authorised persons to obtain keys, cards or other forms of access to those areas.

Examples:

Access to areas not available to the general public, i.e buildings or rooms, electrical switch-rooms, laboratories, roofs or roof spaces, restricted areas.



Please note:

It is recommended for the permit to be submitted minimum **2 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

Contractor Company Status is COMPLIANT on Rapid Global (where applicable).

Worker(s) have completed induction(s) for Curtin University, including for Laboratory / Local area (where applicable).

Contractor Company and worker(s) hold required licenses and competencies to do the task (where applicable).



1.3 Plan & Consult

Discuss works with Permit Manager and identify relevant stakeholders to gain permission to access area or arrange a suitable time to access area.

Engage with relevant Curtin University stakeholders, building or impacted users.

- Additional inductions for Contractor(s) may be required for access, i.e. Laboratory / local area Inductions.

Identify all potential hazards associated with the works and outline control measures.

Use stakeholder feedback received to prepare required documents for permit application.

Consider if other permits are required, i.e isolation or high risk activity permit.

Additional Electrical Access Request Form is to be completed on Rapid Global for the individual worker wanting to obtain electrical keys.



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LODGING PERMIT APPLICATION

2.1 Submit Application

<https://properties.curtin.edu.au/working-with-us/permits/>

Risk Management Plan or Safe Work Method Statement (SWMS).

Site Access Authority Form (Properties website).

Evidence of completed online Curtin Laboratories Contractor Induction (for lab access).



Please note:

The details for both the Contractor and Authorising Person (sections 1 & 2) on the Site Access Authority Form **must** be completed before access approval(s) can be obtained from the relevant Authorising Person (section 3).

→ 2.2 Important

- Always refer to the Properties website for the most current version of the Site Access Authority Form, electronic signatures on the form are accepted.
- The Authorising Person on the Site Access Authority Form must be a Curtin staff or associate, i.e the Permit Manager.
- The signed Site Access Authority Form is to support an online Access Permit application and not to be used as a stand-alone document.



Please note:

Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.

2.3 Issue Permit

Permit Manager approves permit(s) when they are satisfied applicant has met all relevant requirements.

Permit Holder presents approved permit email **and** signed Site Access Authority Form to Safer Community Team (SCT) at Building 115 to collect temporary access card and / or keys.

Work may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.



Please note:

Temporary access card and / or keys **MUST** be returned every day, prior to leaving the campus.

AFTER PERMIT APPROVAL

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3.1 Conduct Works

Permit Holder will have control over the manner in which work is undertaken and will be operating under their own safety management system to effectively manage risks involved.

If any issues arise, stop works and escalate to Permit Manager (note: not SCC). Works may only proceed once the issue is resolved.



AFTER WORKS ARE COMPLETED

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4.1 Close Permit

Permit Holder to notify Permit Manager once all works pertaining to the permit are finished.

Where applicable, Permit Holder to send through relevant documentation to Permit Manager to close the permit.



→ Frequently Asked Questions (FAQ)

1. Why do I need to apply for an Access Permit at Curtin University?

An Access Permit is used to manage access to a controlled or hazardous space within the university to control the risk of exposure to the hazards associated with these areas.

The Access Permit covers the following types of access:

- a. **Electrical Access** – risk of injury due to arc flash or electrical shock in restricted LV or HV areas.
 - b. **Laboratory Access** – exposure to infectious or biological agents, radiation, hazardous substances.
 - c. **Roof or roof space Access** – risk of falls from one level to another.
 - d. **Site Access** – to prevent unauthorised entry into controlled or restricted areas.
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2. When do I need an Access Permit?

An Access Permit is needed when an activity involves the need to access a controlled area on campus.

They may include the following –

- a. **Electrical enclosures, i.e:**
 - HV substations.
 - Transformer rooms.
 - LV switch-rooms.
 - LV switchboards.
 - b. **Laboratories and dangerous goods areas, i.e:**
 - Scientific laboratories.
 - Research workshops.
 - Chemical Storage areas.
 - c. **Roofs or roof spaces.**
 - d. **On campus, i.e:**
 - Buildings.
 - Plant rooms.
 - Data / comms rooms.
 - Restricted External Space (B500).
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3. Who is the Authorising Person on the Site Access Authority Form?

The Authorising Person is the Curtin Responsible Officer / delegate (University Associate) who is responsible for commissioning the works or acts in the capacity of a Curtin liaison person for the contractor requiring access to perform works on campus.

→ Frequently Asked Questions (FAQ)

4. Who can provide access approvals on the Site Access Authority Form?

Depending on the type of access needed, the following persons may be required to give their approval on the Site Access Authority Form (note: this is not an exhaustive list):

Please note:

The Site Access Authority Form legitimises that the Permit Applicant has a reason to have access, and supports the release of both building-programmed swipe cards and physical keys.

Approval from:	Access for:
Properties, Facilities and Development (Director level)	Restricted External Space (B500)
Infrastructure Management team	High voltage areas
Laboratory Managers	Restricted laboratories and research workshops
Portfolio Manager, Operational Technologies and ICT Infrastructure / DTS Networks	Data or Comms Areas
Facilities / Service Managers / School Business Manager / Head of School	Roofs and roof spaces
Service Manager, Building Maintenance	Maintenance areas
Service Manager, Electrical (LV)	Low voltage areas
Service Manager, Fire Services	Fire Services Equipment
Service Manager, Mechanical	Plant rooms
DTS Audio Visual	AV areas

