



Permit to Work Guide

Drilling / Coring / Cutting

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

Drilling / Coring / Cutting Permit

To be issued for work that involves drilling, coring, cutting or chasing into the surface of a building / structure including walls, floors, and ceilings where the presence of hazards, services or structural support is hidden from view. This does not include Class 1 and Class 2 demolition works.

Examples:

Geotechnical investigations, drilling, cutting or chasing of concrete walls, columns or slab including chasing of walls and slabs for conduits / pipework, performing core sampling or concrete coring.



Please note:

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 (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 investigate potential impacts of drilling / coring / cutting.

Engage with relevant Curtin University stakeholders to agree on work methodology.

Identify all potential hazards associated with the work 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 Working at height Permit.



Please note:

Identification of services or structural items within the vicinity of the works is required prior to commencement of drilling / coring / cutting works.

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LODGING PERMIT APPLICATION

2.1 Submit Application

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

Location Plan of where works will be done.

Services Plan / Survey Information (structural review)

Work Methodology.

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



Please note:

All services are to be considered live unless specifically determined otherwise.

→ 2.2 Important

- Prior to conducting works, be aware of the presence of asbestos in the area. Refer to Curtin's Asbestos Management Plan for more information.
- Contact Curtin University's Drawing Services to obtain a copy of plans and latest records of services in the area.
- Before drilling, coring or cutting, investigate the presence of any concealed services.
- It is the responsibility of the contractor to ensure the works performed do not compromise the integrity of the structure.
- When coring, consider positive identification of the hole location under the slab.
- Consider the activity below the core hole, i.e IT in a Comms Room. Has the area below been excluded?
- No penetrations are allowed in fire rated doors and door frames OR in carbon fibre materials used for structural strengthening.
- Any works being undertaken within the vicinity of high voltage (HV) equipment within a HV switchroom or compound, or in the vicinity of underground HV cables requires consultation with the Infrastructure Management team.
- All new services must be marked, identified and updated on the service plans / drawings according to Curtin's Documentation Deliverables Guidelines.



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 when they are satisfied applicant has met all relevant requirements.

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



AFTER PERMIT APPROVAL

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3.1 Conduct Works

Before proceeding with any work, ensure that the required service isolations are in place.

The 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 the 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.

Inspect the area to ensure no hazards remain as a result of the works.

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



→ Frequently Asked Questions (FAQ)

1. What is considered drilling / coring / cutting work?

Drilling / Coring / Cutting work involves cutting, drilling or penetrating the surface of a building or structure including walls, floors, ceilings or solid material (structural or non-structural).

Drilling, coring or cutting can occur in different types of materials, such as:

- Masonry walls;
- Poured concrete slab;
- Foundation wall;
- Precast concrete slab;
- Brickwork.

2. When do I need a Drilling / Coring / Cutting Permit?

A Drilling / Coring / Cutting Permit is needed when:

- Penetrating a wall, floor or ceiling where the presence of services, structural support or other hazards is hidden from view, i.e. through smoke or fire compartments, sensitive equipment, concealed services, carbon fibre material or asbestos.

Please note:

The scope for the permit does not include licensed Class 1 and Class 2 demolition works.

3. Why do I need a Drilling / Coring / Cutting Permit?

The purpose of the Drilling / Coring / Cutting Permit is to ensure that:

- Location of all essential services are identified and protected or isolated.
- Eliminate / minimise risk of injury when performing drilling, coring, coring or chasing activities.
- Authorisation from all service representatives are obtained, and
- Impacts are communicated to Curtin University stakeholders, building and impacted users.

4. Who are some of the stakeholders involved in the Drilling / Coring / Cutting Permit?

Curtin stakeholders may include but not limited to:

- Drawing Services.
- Infrastructure Management team (Electrical / Mechanical / Hydraulic and Civil).
- Service Managers (Electrical / Mechanical / Hydraulic / Fire Services / Building or Facilities Maintenance).
- Operational Technologies and ICT Infrastructure Team.

→ Frequently Asked Questions (FAQ)

5. Are there any exemptions for the Drilling / Coring / Cutting Permit?

A permit may not be required for the following activities:

- i) Drilling / coring / cutting in buildings where no services have been installed behind the surface / point of entry; **OR**
- ii) Chasing or drilling to a depth of less than 50 mm; **OR**
- iii) Minor fixings i.e hanging whiteboards, drilling into regular doors or walls not deemed as fire rated or smoke control doors or fire compartments.

Persons conducting work must still undergo the Risk Management process and consult with stakeholders to ensure all hazards are identified. A documented Risk Assessment or SWMS detailing the necessary controls required to eliminate or minimise the risks must be completed.

6. What is the recommended duration of a Drilling / Coring / Cutting / Permit?

- The permit should only remain valid for the time required to complete the job or task.
- The permit should not cover multiple crews unless all the hazards and controls have been properly assessed and communicated to all parties involved.
- The permit must be **re-validated** if:
 - i. the person with direct management or control of work changes; or
 - ii. there is a break in works for an extended period of time.

7. What are some of the hazards associated with drilling / coring / cutting activities?

- Exposure to asbestos, silica dust or other hazardous materials.
- Interaction with electrical, mechanical, and hydraulic services causing injury or damage to asset, resulting in events such as electrocution or flooding.
- Impacts to structural integrity resulting in structural collapse.
- Affect or void the fire protection rating to fire compartmentations and increase the risk to lives during a fire.
- Damage to communications and data infrastructure.
- Noise and vibration.
- Falling objects.

Other considerations to include when applying for a Drilling / Coring / Cutting Permit:

- Site access and working environment.
- Public safety – securing the work area.
- Interaction with other trades.
- Procedures to deal with emergencies.

→ Frequently Asked Questions (FAQ)

8. What are some common controls associated with drilling / coring / cutting activities?

- Use utility locating services to identify concealed services before work begins.
 - Information on concealed services must be made available to workers, principal contractor and subcontractors and be readily available for inspection.
 - Ensure all the necessary training, information and instruction is given to all persons involved.
 - Assess site conditions and adjust work practices as required to maintain a safe work environment.
 - Monitor vibration and noise levels to manage impacts to affected stakeholders.
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