



Permit to Work Guide

Fire System Isolation

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

Fire System Isolation Permit

To be issued for any activity that will affect the signal to fire detection system and / or access to fire suppression systems. This includes dusty, smoky or hot works near detectors, and works that may cause inadvertent loss of power to fire detection/protection systems.

Examples:

Dusty or hot works which could include grinding, welding, sweeping or drilling.

Other non-construction based activities including smoking ceremonies and use of smoke machines.



Please note:

Permit to be submitted minimum **5 business days** in advance to be **APPROVED** at least **48 business hours prior** to commencement of works, 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

Contact the Permit Manager to discuss works and process to obtain relevant Fire Block Plan(s).

Engage with Curtin University stakeholders/nominated point of contact for building users, to agree on isolation methodology.

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 Permits.



Please note:

- Curtin's insurer needs to be notified for Fire System isolations over 8 hours.
- The Department of Fire & Emergency Services (DFES) requires a Fire System Impairment Notice to be lodged for fire system impairments more than 24 hours.
- A minimum of 72 hours' notice is required by DFES for a planned impairment, or as soon as possible in the case of an unplanned impairment.

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LODGING PERMIT APPLICATION

2.1 Submit Application

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

Fire Block Plan showing fire detection zones in correspondence with the Fire Indicator Panel.

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

Fire Systems Isolation Schedule (Properties website).

Smoking Ceremony Checklist (where applicable).



2.2 Important

- Smoke detectors must not be taped or covered with a glove, only approved detector covers may be used.
- Isolation and depressurisation of the entire Boosted Wet Fire Service on Campus is prohibited.
- Isolation of an entire building's fire system is not permitted while it is in use by staff or students. Any exemption needs to be approved by the Director of Properties Facilities & Development.
- All Fire Systems Isolations are performed by Curtin personnel in accordance with the Curtin Isolation Procedure and will have visible isolation tags attached to the isolation points.
- Fire system isolation permits are linked to maintenance work requests. A minimum of 48 business hours is needed for approved permits to be processed and scheduled before isolations can be performed. After the initial approval, contact SCC about any changes made to the permit.
- Same building but multiple zones on the same day and same times (during business days) can be grouped together as one permit.
- When multiple buildings are connected to a single Fire Indicator Panel (FIP), only one permit is needed to isolate any of these buildings simultaneously.
- Individual daily permits are to be submitted for Saturday, Sunday or Curtin observed holiday works.



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.

After the permit is issued, isolations will be scheduled as per the Fire Systems Isolation Schedule attached to permit application.



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

Please note:

The Permit Manager is responsible for:

- ensuring the Fire Systems Unimutual Impairment Form (Properties website) is submitted for Fire System isolations **over 8 hours** for insurance purposes.
- confirming the DFES Fire System Impairment Notification (DFES website) is completed for fire system impairments **longer than 24 hours**.

AFTER PERMIT APPROVAL

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3.1 Conduct Works

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.



Please note:

Before commencing any work, it is essential that the required service isolation is verified to be effective.

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.

To prevent accidental activation of fire alarms, ensure the area is smoke and dust free prior to reinstatement of the detection system.

Inspect the area to ensure no hazards remain as a result of the works and smoke detector covers are removed where implemented.

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



→ Frequently Asked Questions (FAQ)

1. I am a registered fire services contractor, can I isolate the fire system?

No, only Curtin authorised workers are permitted to isolate a Fire System on Campus.

The registered fire services contractor may be present during the isolation to ensure the conditions stated on the permit are met.

2. How long can I isolate the fire system for?

It is critical that the correct type of isolation is chosen for the environment and works that are going to be performed, as it has a significant impact on Curtin University assets and end users.

There are three (3) types of Fire isolations that can be carried out:

Type 1) Daily Isolation.

Type 2) Extended Isolation - With Daily reinstatement.

Type 3) No Reinstatement Isolation - Isolated for the duration of the permit.

All of the above isolations will be scheduled by Curtin University.

3. What are the differences between the 3 types of fire isolations?

- i) **Daily Isolation** - An isolation that will be completed and reinstated within a single day.
- ii) **Extended Isolation With Daily Reinstatement** - An isolation that will occur over multiple consecutive days, with the service reinstated each day.
- iii) **Isolation without Reinstatement** - An isolation that will occur over multiple consecutive days, without being reinstated each day.

Please note:

- Curtin's insurer needs to be notified for Fire System isolations over 8 hours.
- Department of Fire & Emergency Services (DFES) requires a Fire System Impairment Notice to be lodged for fire system impairment greater than 24 hours.
- Minimum notice required by DFES for a planned impairment is 72 hours or as soon as possible for an unplanned event.

4. What are the differences between wet and dry fire isolations?

- i) **Wet isolation** - Isolation of fire suppression system(s) that uses water, including hydrants, hose reels, and building sprinkler systems.
- ii) **Dry isolation** - Isolation of the fire detection system(s), including heat and smoke detectors, which can activate audible alarms and automatically notify local fire departments.

→ Frequently Asked Questions (FAQ)

5. I'm conducting an electrical isolation that will affect a Fire System, do I need to apply for a Fire System isolation permit?

Yes, if the electrical isolation being completed will cut off power to a Fire System, a Fire System isolation is essential as well as an electrical isolation permit.

If you are unsure of the circuits that will be affected by your electrical isolation you must consult the relevant electrical drawings and Curtin stakeholders to confirm there will be no unexpected impacts to operations.

6. Who are the relevant stakeholders in a Fire System Isolation Permit?

The Service Manager, Fire Services, and their team manage all of the Fire Equipment and Fire Systems on Campus – all Fire System isolations need to be confirmed by them.

Please note:

- Fire system isolation for the whole building while the building is being used by staff or students require approval from the Director, Properties Facilities and Development.
- Refer to Curtin University Project Guidelines (Fire Safety) which specifies Curtin University's expectations for its built forms with respect to fire safety, in order to achieve consistency in the quality of design and construction.

7. Does Curtin University have a Lock Out Tag Out procedure (LOTO)?

Yes, this document can be found on the Curtin Health & Safety website – it outlines methods and equipment to be used to achieve safe and effective isolations.

Please note:

- Always verify that isolations have been completed successfully before starting works.
- Tags act as warnings and a mean of providing vital information to others at the workplace.
- All required details on the tag must be clearly and permanently entered in the spaces provided, with emphasis given to the reason for placing the tag.
- Yellow "Out of service" tags should be removed only by an authorised person who is both familiar with the equipment and fully aware of the reason that the tag was placed.
- Red "Personal Danger" tags should be removed only by the person whose name is on the tag.

