



Permit to Work Guide

Vehicle 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

Vehicle Access Permit

To be issued for vehicles requiring access to the Academic Core (Bentley campus) between 9 am and 3.30 pm (Monday - Friday), and will only be allowed for valid business purposes.

Examples:

- Contractors bringing their work vehicle into the Academic core.
- Suppliers doing deliveries to TL Robertson Library.
- Contractors doing bump-in and bump-out activities for events or place activations in Atkinson Forum, Creative Quarter, Henderson Court etc.



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 (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.

Engage with relevant Curtin University stakeholders and impacted users.

Identify all potential hazards, including the ones below when planning the travel route and outline control measures to reduce the risks.

- Vehicles to be driven on predetermined trafficable paths.
- Height restrictions for vehicles on campus.
- Risk of vehicle and pedestrian interactions and
- Potential impacts on emergency vehicle access and Universally Accessible routes for the wider Curtin community.



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

Consider if other permits are required, i.e Site Access Permit.

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LODGING PERMIT APPLICATION

2.1 Submit Application

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

Location Plan (showing travel route).

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

Please note:

Vehicles are to not to block emergency vehicle access routes, obstruct thoroughfares, pedestrian and universally accessible routes, fire exit doors or fire hydrants.



→ 2.2 Important

- Vehicle access into the Academic Core is limited to Curtin staff, associates, contractors and vendors upon demonstration of valid business purposes and approval of a Vehicle Access Permit during the restricted hours.
- Following permit approval, there are intercoms located at all electronic bollard entries which enable you to contact Safer Community Team (SCT) who can then remotely lower them.
- The electronic bollards only allow ONE vehicle through at a time and will immediately rise.
- If a key is required for the bollards, please call SCT directly.
- Speed limit in pedestrian zone should be kept at walking pace (5km/h).
- Be aware that pedestrians are not always concentrating on their surroundings and all precautions should be taken to prevent risk of harm or injury to persons.
- Vehicles are only permitted to park on hard surfaces.
- Keys must not be left in unattended vehicles and parking brake must be secured.



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.

Works 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

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 the activity pertaining to the permit is 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 Vehicle Access Permit at Curtin University?

The Academic Core at Curtin University (Bentley campus) is classified as a pedestrian zone. The purpose of the Vehicle Access Permit is to restrict vehicle movements in the Academic core and reduce the risk of pedestrian and vehicle interactions.

Pedestrians always have priority.

2. When do I need a Vehicle Access Permit?

An Access Permit is needed when an activity involves the need to drive a vehicle into the **Academic Core** (Bentley campus) for business purposes.

Vehicles are not permitted to park on grassed areas unless directed / authorised to do so by a Curtin Responsible Officer (RO).

Vehicles are not to block emergency vehicle access, obstruct thoroughfares, pedestrian and universally accessible route, fire exit doors or fire hydrants.

Note: The electronic bollards only allow one vehicle through at a time and will immediately rise. DO NOT drive a vehicle through on the tail of another vehicle, as the bollard will come up beneath the vehicle and cause damage.

3. What risk controls do I need to implement with Vehicle Access Permits?

Access points where vehicles will enter the campus and the route to be taken by the vehicle to get to their destination will need to be documented in the work methodology. This is to confirm that the path / road planned is suitable for the vehicle size / weight / height.

The risk management plan needs to address the risk of vehicle and pedestrian interactions within the Academic Core.

Some common risk controls may include:

- Use spotter(s) to escort vehicle when entering the Academic Core. They must:
 - Wear high-visibility vest or clothing.
 - Look out for pedestrians along the route to actively ensure no one is in the line of fire
 - Vehicle must have hazard lights on at all times.
 - Keep the speed limit of vehicle to walking pace (5km/h).
 - Vehicle must give way to pedestrians and only use designated routes.
 - Vehicle must adhere to legislated road rules, i.e wearing of a seat belt and no mobile phone use.
 - All loads on the vehicle must be securely restrained.
 - Where required, create a loading area / exclusion zone for loading and unloading materials from vehicle.
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