

# OHS PRESCRIBED ACTIVITIES AND PERMIT-TO-WORK PROCEDURE

## SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected staff, students, contractors and visitors.

## PROCEDURE STATEMENT

The purpose of this Procedure is to ensure that the relevant oversight is in place before and during activities that involve prescribed activities.

### 1. Abbreviations

<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health & Safety
<b>BPD</b>	Buildings and Property Division
<b>S.A.R.A.H</b>	Safety and Risk Analysis Hub
<b>RPA</b>	Remotely Piloted Aircraft
<b>PTW</b>	Permit to work

### 2. Approval to perform a prescribed activity

Operational managers must ensure that they have received appropriate approval by completing an [OHS Prescribed Activities Approval Form](#) to undertake Monash Related OHS prescribed activities before any works commence.

OHS Prescribed activities are defined by their respective procedures and include:

- [Working from Heights](#);
- [Entering Confined Spaces](#);
- [Entering a Monash University Tunnel System](#);
- [Earthworks](#);
- [Hot Works](#);
- [Working with Ionising Radiation](#);
- [Operating Drones](#).

## 2.1 Approval Process

2.1.1 All approval requests must be reviewed by the Authorised Person who is the designated representative of the Manager, OH&S. The Authorised Person must ensure that:

- All the appropriate documents have been submitted;
- Any external licencing requirements are fulfilled;
- Applicable conditions are placed as appropriate on each approval (e.g. relevant licences with regulators are held for the duration of the approval); and
- Other relevant persons have been consulted.

## 2.2 OHS Approval Certificates

2.2.1 Approved Persons must ensure that approval certificates are retained and produced upon request.

## 2.3 Permit-to-Work

2.3.1 Approved Persons must ensure that supervisors of any of the following prescribed activities hold a current Permit-to-work:

- Working from Heights – [contact BPD](#);
- Earthworks – [contact BPD](#);
- Entering Confined Spaces – [contact BPD](#);
- Entering a Monash University Tunnel System – [contact BPD](#);
- Hot Works – [contact BPD](#); and
- Operating Drones – [contact University Chief Pilot](#).

Activities must not commence on an OHS prescribed activity requiring a permit-to-work until a permit has been issued.

The Permit Holder must ensure that Permit-to-Work certificates are available upon request.

## 3. Performing Prescribed Activities

3.1 Failure to comply with conditions related to an OHS prescribed activity approval, may result in cancellation of that person's approval to perform the OHS prescribed activity. If this occurs all copies of related approval and permit-to-work certificates must be permanently marked to indicate this cancellation.

Any report created as a result of an incident during OHS prescribed activities must include relevant approval and permit-to-work reference numbers.

## 4. Nominating OHS Prescribed activities

4.1 The Manager, OH&S may deem an activity as an OHS prescribed activity, and then must assign an Authorised Person to review approval applications.

## 5. Responsibility for Implementation

5.1 It is the responsibility of the Manager, OH&S to ensure that this procedure is implemented.

## 6. Records

6.1 Approval certificates must be retained by the Person Approved for the duration of the approval.

Permit-to-work record must be retained by the Permit Holder for a duration of the work.

## DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Key word	Definition
Approval	A process to review and approve that a person is qualified to undertake and/or supervise prescribed activities.
Authorised Person	A person who is authorised on behalf of the Manager, OH&S, to approve and issue a certificate in relation to a specific type of OHS prescribed activities request.
Management Control	The capacity for a Manager or Supervisor to instruct workers on the methodology with which to perform work within a work area.
OHS Prescribed Activity	Any activity that, due to legislated obligations or significant risk with a high potential to harm workers, warrants oversight by Monash University.
Permit-to-Work	A documented certificate that provides evidence that a supervisor has been conditionally authorised to undertake specific prescribed activities.
Permit Holder	A manager or supervisor with the authorisation to perform and supervise OHS prescribed activities requiring a permit-to-work.

## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting schedules	N/A
Associated procedures	<p><b>Australian and International Standards</b> ISO 45001:2018 Occupational Health and Safety Management Systems</p> <p><b>Monash OHS documents</b>  <a href="#">Confined Space Risk Management Procedure</a>  <a href="#">Drone Safety Management Procedure</a>  <a href="#">Earthworks Risk Management Procedure</a>  <a href="#">Hot Works Risk Management Procedure</a>  <a href="#">OHS Roles, Responsibilities and Committees Procedure</a>  <a href="#">Using Ionising Radiation Procedure</a>  <a href="#">Working from Heights Risk Management Procedure</a></p>
Legislation mandating compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Category	Operational
Endorsement	Monash University OHS Committee 17 November 2020
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 1 December 2020
Procedure owner	Manager, OH&S
Date effective	December 2020
Review date	2023
Version	2.2
Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	June 2018	Permit System procedure, v1.0
2	March 2020	Broadened scope to incorporate all OHS Prescribed activities. Included approval process prior to permit-to-work. Renamed from “Permit System procedure” to “OHS Prescribed Activities and Permit-to-work procedure”
2.1	December 2020	Added Access to the Clayton Tunnel System as a prescribed activity. Added hyperlinks to forms.
2.2	July 2021	1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under “Associated procedures” in the Governance table 3. Updated OHS Policy under ‘Parent Policy’ to OHS&W Policy