

# Permit to Work Live Electrical

This "Permit to Work for Partners Online" is for the exclusive use of LTU I&O Facilities, Assets and Services contracted partners. This Permit is accessed using the Safety Culture iAuditor application and is therefore only available to certain external organisations.

LTU I&O OHSE & Induction system <https://www.latrobe.edu.au/io/working-with-us/contractors/ohse-and-induction-system>  
 Workplace Safety \* La Trobe University is committed to providing a safe environment for all staff, contractors, students and visitors to campus. \* All partner organisations / contractors are expected to comply with the University's Health and Safety Policies and procedures as well as State legislation. Work Permits and Safe Work Method Statements (SWMS) \* Prior to undertaking any high risk work a Work Permit and SWMS must be completed and provided to an I&O Permit Authority for review and approval. \* WorkSafe information on when and how to complete a safe work method statement (SWMS) can be accessed via <https://www.worksafe.vic.gov.au/resources/safe-work-method-statements-swms> Further assistance and advice please contact your LTU Representative.

## Permit Information

<b>Work Request Number</b> (if applicable)			
<b>Work Description</b>			
<b>Work Methodology</b> (in 25 words or so, outline the step-by-step approach that you are undertaking)			
<b>Campus</b>		<b>Building or Area:</b>	
<b>Your Name by:</b>		<b>Date Permit Completed:</b>	
<b>Your Email Address</b>		<b>Your Mobile Number:</b>	
<b>Your LTU Representative i.e. the person you want to send this Permit to Work for review to</b>			
<b>Start Date for Permit to Work</b>		<b>Start Date for Permit to Work</b>	
<b>End Date for Permit to Work</b>		<b>End Time for Permit to Work</b>	
<b>Is this Permit to Work for more than one day</b> (i.e. the Start Date and the End Date are different)	<input type="checkbox"/> Yes or <input type="checkbox"/> No  <b>If Yes – There is the possibility of higher risk/s being introduced when a Permit to Work covers multiple days.</b> For example: I&O staff typically work business hours and may be unavailable, or weather conditions are unknown. Therefore, additional measures may need to be introduced to control these higher risk/s. For example: Permit Holder to contact the Permit Authority via mobile phone on commencement and conclusion of works.  <b>If yes – Why do you need a Permit to Work that covers multiple days? Why can't daily Permits be issued?</b>   <b>If Yes – What higher risk/s are being introduced given this Permit to Work covers multiple days?</b>   Have these higher risk/s been specifically addressed within your SWMS? <input type="checkbox"/> Yes or <input type="checkbox"/> No		
Safe Work Australia advises: A person conducting a business or undertaking carrying out electrical work must ensure the work is not carried out on energised electrical equipment unless: <ul style="list-style-type: none"> <li>it is necessary in the interests of health and safety that the electrical work is carried out while the equipment is energised (e.g. life-saving equipment to remain energised), or</li> <li>it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, or</li> <li>it is necessary for the purposes of testing to ensure the equipment is de-energised as required by regulation 155, or</li> <li>there is no reasonable alternative means of carrying out the work.</li> </ul>			



Note: Regulation 155 = A person conducting a business or undertaking must ensure that, before electrical work is carried out on electrical equipment, the equipment is tested by a competent person to determine whether or not it is energised

[https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-managing-electrical-risks\\_in\\_the\\_workplace-v1.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-managing-electrical-risks_in_the_workplace-v1.pdf)

<b>Name of Person/s undertaking work</b> (The first person listed is considered the Permit Holder and acknowledges that all involved have been consulted on the work to be performed and agree to comply with the controls stated on the permit).			
<b>Description of work to be performed</b>			
<b>Equipment to be used</b>			
<b>SWMS completed and attached</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No	<b>Have the controls within the SWMS been discussed with each person undertaking the work?</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No
<b>What is the frequency of supervision by the Permit Holder?</b>			
<b>In the event of an emergency, please outline the actions required and who should be contacted. Ensure you include the contact telephone numbers for all those listed.</b>			
<b>Is a location-specific retrieval method required (i.e. within the Tunnel network)?</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No <b>If Yes – What will be the retrieval method?</b>  <b>Have you practiced the retrieval method?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No		
<b>Do you have a competent safety observer?</b> Note: A competent safety observer must be present when work is carried out on energised electrical equipment, unless the work consists only of testing and a risk assessment shows that there is no serious risk associated with the proposed work.	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A <b>If Yes –Name of the competent safety observer?</b>		
Note: Please arrange for an inspection of the work area with your LTU Representative if you are unsure and therefore unable to identify the hazards within the work area			
Are all persons involved wearing full length flame retardant cotton clothing (e.g. CAT 1 PPE)?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Have you arranged for warning signage to be displayed?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Are all persons involved wearing electrical worker gloves (e.g. cloth inner, class '00' rubber, leather outer)?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Are barricades installed or the work area taped off?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Are all persons involved wearing electrical non-conductive safety footwear?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Is all your equipment checked and in satisfactory condition?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Are all persons involved wearing safety eyewear? This may include a face shield	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	More specifically, is all your electrical test equipment suitable and tested?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Are you using an electrical safety mat?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Is the Work area cleared of obstructions and trip hazards?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Is there a risk of high temperatures?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Is the lighting in the work area adequate?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
Is there a risk of electric shock or electrocution?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A	Are you wearing a safety helmet, safety headwear or a bump hat?	<input type="checkbox"/> Yes, <input type="checkbox"/> No or <input type="checkbox"/> N/A
<b>Additional Comments, if any</b>			
<b>Additional Photo and / or PDF Attached</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No			