Permit to Work Deviation Form

As noted on G144 Permit to Work (PTW) Guide:

* As a default, all PTW are for
	+ one day only,
	+ apply to one specific location only,
	+ cannot be authorised more than 5 business days in advance,
	+ cannot be used to pre-authorise the release of keys / access cards, and
	+ cannot be requested on days when the I&O office is closed.
* These defaults can be over-ridden by the Permit Authority through the completion of a PTW Deviation Form. These defaults can also be over-ridden within the Permit to Work for Partners Online.
* There are differences between operations at campuses with I&O Offices (Melbourne Bundoora Campus and Bendigo Campus) and all other locations due to I&O staff presence – this should be considered by the Permit Authority when authorising the PTW.

There is an inherently higher risk associated with any deviation from the PTW Guide.

This page is to be completed by the Permit Authority and provided by the Permit Authority to the I&O Service Desk.

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| --- | --- |
| **Permit Authority name** |  |
| **Nominated Permit to Work** | (Select which one)* Excavation Works Permit
* Working at Heights Permit
* Hot Works Permit
* Confined Space Permit
* Restricted Access Permit
* Live Electrical Permit
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| **Company undertaking work** |  |
| **Person undertaking work i.e. nominated Permit Holder** |  |
| **Deviation** | (For example)* Multiple days
* Multiple locations
* Authorising more than 48 hours in advance
* Also pre-authorising the release of keys / access cards
* Work on days when the I&O office is closed i.e. weekends
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| **Inherently higher risk/s being introduced by this deviation** | (For example)* No I&O staff on site due to works occurring at 05.00 am
* Weather conditions unable to be confirmed due to this

applying to a two week period |
| **Measures to control higher risk/s being introduced by this deviation** | (For example)* Week long fume cupboard maintenance authorised by LTU Lab Manager
* Qualified electrician authorised to have switchboard keys and start at 06.00 am

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| **Outline how the work will be monitored**  | (For example)* Permit Holder will contact Permit Authority prior to commencement on site and upon completion on site
* Permit Authority will be on campus throughout the duration of the works
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| **Other relevant information** |  |
| **Permit Authority Signature** |  |
| **Date** |  |
| **Time** |  |