

Hazardous Work Procedure (32)



Catholic
Safety & Injury
Management
South Australia



Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
3.1. Information	3
4. RESPONSIBILITIES	3
5. PROCEDURE	4
5.1. Permit to Work	4
5.1.1. Elevated Work / Roof Access (Authority to Work at Heights) Permit	5
5.1.2. Hot Work Permit	5
5.1.3. Confined Space Permit	6
5.1.4. Excavation Permit	6
5.1.5. Electrical & High Voltage Work	6
5.2. Isolation	6
5.3. Licensing & Notification of Hazardous Work	7
6. RELATED SYSTEM DOCUMENTS	7
6.1. Policies & Procedures	7
6.2. Forms & Tools	8
7. REFERENCES	8
7.1. Internal Resources	8
7.2. External Resources	8
8. AUDITABLE OUTPUTS	8
9. VERSION CONTROL & CHANGE HISTORY	9



1. PURPOSE

To provide guidance in the management of WHS risks arising from the undertaking of activities deemed to be hazardous.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the [Catholic Safety & injury Management Website](#).

3.1. Information

This procedure does not apply in the following circumstances:

- the work involves hot work and is undertaken in clearly designated workshops (see note); or
- the work to be performed is maintenance or project engineering works conducted in a designated construction area and the responsibility of a principal contractor; or
- emergency services carrying out response activities under their jurisdiction, which is addressed in local emergency response planning arrangements.
- the work is to be undertaken by contractors engaged by the site, in this circumstance, the work may proceed under either the contractor's or the sites permit to work system. Workers shall be consulted to make sure that appropriate measures are implemented to ensure the health and safety of workers and others at the site.

NOTE: Workshops designed specifically for hot work shall be monitored to ensure that where hot work constitutes a fire or explosion hazard, the requirement of this procedure is observed; any flammable and combustible liquids are stored in accordance with AS 1940; and Fire extinguishers are provided.

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).



You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

Generally, CCES workers do not undertake high-risk work. Specialist contractors are engaged to undertake the work.

Requirements for undertaking tasks involving contractors shall be managed in accordance with [Contractor Management Procedure \(6\)](#).

5.1. Permit to Work

A Permit to Work is required for, but not limited to, the following work activities:

- Elevated Work / Roof access (work at heights over 3 metres).
- Hot work.
- Confined space.
- Electrical and high voltage work.
- Asbestos work.
- Gas work; and
- Excavation.

Permit to Work forms or equivalent documents shall be utilised to control the risks associated with potentially hazardous work.

The Permit to Work System ensures the following:

- the exact nature of the work to be undertaken is clearly defined, communicated, and understood. The nature of the work shall include the location of the work and, where applicable, on what equipment.
- the time when the work will start, and finish is known and communicated.
- the identity of those persons authorised to undertake the work described is known.
- The risks from the hazards associated with the planned work are identified and understood.
- the control measures, including safe work procedures and other precautions to be taken are clearly defined, understood, and accepted by all parties to the permit.
- The work shall commence only after all the necessary safety precautions have been fully implemented.
- The establishment of emergency procedures appropriate to the work being done.
- All work completed under a permit is signed off as completed and the workplace has been returned to a safe state; and
- The work undertaken, the foreseeable hazards identified, and the precautions taken are recorded.



5.1.1. Elevated Work / Roof Access (Authority to Work at Heights) Permit

Tasks involving elevated work shall be managed in accordance with [Fall Prevention Procedure \(24\)](#) and the requirements described in this procedure.

[Authority to Work at Heights \(088F\)](#), risk assessments or similar documentation must identify any falling object related hazards and the necessary control measures including the barricading and signing of an area of adequate size, to prevent persons below being struck by falling objects. Risk assessments including any inspection and testing requirements for fall prevention devices, work positioning devices or fall arrest are also required to be conducted prior to commencing work.

5.1.2. Hot Work Permit

Hot work includes welding, oxy-acetylene cutting, soldering, brazing, grinding, use of non-explosion proof electrical equipment, abrasion blasting, using electric or air-driven power tools capable of causing “hot” sparks or enough energy to ignite a flammable mixture, and using any equipment that generates an exposed flame or hot filament. Hot Work presents two significant hazards:

- Open flames or showers of sparks can ignite combustible materials, flammable liquids, or gases; and
- Toxic fumes or vapours can be produced.

5.1.2.1. Hazard Controls for Hot Work

Prior to commencing any Hot Work, the following precautions shall be implemented to prevent fire, explosion, and injury to workers, or damage to property and a [Hot Work Permit \(087F\)](#) or equivalent completed:

- all combustible materials, flammable liquids, or gases within 15 metres of the hot work must be cleared or covered.
- the area must be adequately ventilated.
- ensure that any sewers and drains within 15 metres of the work and fitted with a p-trap or other type of seal are checked to ensure the bottom of the baffle is below water level. sewers and drains should be covered by wet sandbags to prevent escape of vapours from the sewer.
- appropriate emergency firefighting and first aid equipment is to be readily available at the site of the hot work.
- arrange for the temporary impairment of fire protection equipment at least two hours prior to commencing hot work. Ensure that a notice of fire protection equipment impairment is completed and authorised by the manager responsible for the works.
- ensure that the site is adequately barricaded and signed to prevent access by unauthorised persons. ensure that welding is conducted behind



correctly positioned welding screens protecting other persons from welding flash.

- determine the need for gas testing and, if required, determine if gas testing is required prior to work commencing only, or during the work, either periodically or continuously.
- determine the need for and number of “firewatchers”; and during hot work, personnel are to:
 - be alert for any fire outbreak or hazard.
 - take immediate action to combat any outbreak of fire that may occur.
 - not allow Hot Work to proceed outside the area specified on the Hot Work Permit.
 - immediately stop the work and withdraw the hot work permit if a hazardous condition is observed.
 - monitor changes in wind direction; and
 - be aware of the need to use eye protection to protect eyes against flashes where hot work involves arc welding, cutting or arc gouging.

5.1.3. Confined Space Permit

Tasks involving confined space shall be managed in accordance with [Confined Space / Restricted Space Procedure \(26\)](#) and the requirements of this procedure. Tasks requiring entry into a confined space shall be conducted by trained and qualified contractors only. Contractors shall provide their own Confined Space Permit.

5.1.4. Excavation Permit

The completion of work involving excavation is restricted to trained qualified and appropriately licensed contractors only. Contractors shall provide their own Excavation Permit.

5.1.5. Electrical & High Voltage Work

The undertaking of electrical work is restricted to trained, qualified and appropriately licensed contractors only. Contractors shall provide their own Permits.

Tasks involving electrical work shall be managed in accordance with [Electrical Procedure \(9\)](#).

5.2. Isolation

In the context of “hazardous work”, the requirements for isolation relate to the disconnection of services and prior to and during the conduct of hazardous work. Effective isolation prevents the inadvertent reconnection and activation of services such as electricity, gas, water, etc. and involves the:

- Disconnection of services.



- Locking of the means of reconnection of services to prevent inadvertent reconnection and activation of the service; and
- Use of tagging systems to provide information including identification of the person/s locking out the various services and energy sources.

Isolation requirements are addressed as part of the site risk assessment process and should be documented

[Plant Management Procedure \(15\)](#) provides additional requirements for isolation.

5.3. Licensing & Notification of Hazardous Work

Identification of the need for licensing (or certification) of workers to undertake work processes shall occur by, but not be limited to, the following mechanisms:

- risk management planning.
- contract tendering.
- risk assessments.
- safe work method statements.
- training needs analysis.

[Plant Management Procedure \(15\)](#), [Management of Hazardous Chemicals Procedure \(19\)](#), [Fall Prevention Procedure \(24\)](#) & [Asbestos Procedure \(4\)](#) provides further information regarding registration of plant and high-risk work licensing and certification requirements. CCES and / or Contractors shall ensure the required notification of hazardous work to the relevant state regulatory authorities as prescribed in the regulations. This includes notification of the following:

- asbestos removal.
- demolition work.
- lead risk work.
- storage of dangerous goods.
- using carcinogenic substances at a place of work.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Asbestos Procedure (4)

Confined Space / Restricted Space Procedure (26)

Consultation & Communication Procedure (5)

Contractor Management Procedure (6)

Electrical Procedure (9)

Emergency Management Procedure (10)

Fall Prevention Procedure (24)



Induction & Training Procedure (13)
Management of Hazardous Chemicals (19)
Management of Plant (15)
Responsibility, Authority & Accountability Procedure (12)
Traffic Management Procedure (27)
Waste Management Procedure (28)
Work Environment & Facilities Procedure (3)
WHS & Injury Management Policy

6.2. Forms & Tools

Authority to Work at Heights (088F)
Group Legal Register (010T)
Hazardous Work Process Flow Chart (050T)
Hot Work Permit (087F)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management internet.

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)
Responsibility, Authority & Accountability Matrix – Workers (024G)
Responsibility, Authority & Accountability Matrix – Officers (025G)

7.2. External Resources

Nil

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Authority to Work at Heights (088F)
- Hot Work Permit (087F)
- Risk Assessments
- Safe Work Method Statements
- Training Records



9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V1	Executive Manager CSHWSA	05/07/2022	New Procedure	2025

Approved for Publication:

Date: 5th July 2022

Debbie Nation