



New Zealand  
**DEFENCE  
FORCE**  
Te Ope Kaitiaki O Aotearoa

# C.H.E.S.S.

## DEI CONSTRUCTION HEALTH ENVIRONMENT & SAFETY SPECIFICATIONS

### PTW-B: Permit to Work – Issuing Procedure

August 2021

**A FORCE FOR  
NEW ZEALAND**

For the purposes of continual improvement, this document will be reviewed at least every 12 months from the last publish date.

**Next review date:** 01/08/2022

This electronic media based document is *UNCONTROLLED* when printed!

If any of the content of this document is no longer current, contact DEI Health & Safety Coordinator via email at [DEIH&S@nzdf.mil.nz](mailto:DEIH&S@nzdf.mil.nz) to make updates.

## **New Zealand Defence Force**

### **Te Ope Kātua O Aotearoa**

Headquarters  
New Zealand Defence Force  
34 Bowen Street  
Wellington  
New Zealand  
Phone +64 4 496-0999  
Facsimile +64 4 496-0869  
NZDF Website: [www.nzdf.mil.nz](http://www.nzdf.mil.nz)

*© Crown Copyright 2020. This document is the property of the New Zealand Defence Force. The text in this document may be reproduced for use by members of the New Zealand Defence Force. Crown Copyright material must not be used or reproduced for any other purpose without prior permission of the Chief of Defence Force.*

## Contents

About This Guide .....	1
What this guide is for? .....	1
Who this guide is for? .....	1
What if I find a mistake in the guide or have a suggestion? .....	1
Terms and Abbreviations .....	2
DEI Processes and Policies .....	4
CHESS Sub-processes and Procedures .....	4
Related Procedures .....	4
General Overview .....	5
About the Permit to Work Form .....	5
When is a Permit Required .....	6
Permit Types .....	6
Hard Copy Permits .....	6
Soft Copy Permits .....	6
Remote Site Permits to Work .....	6
Self-Permitting .....	12
Roles and Responsibilities .....	12
Permit to Work Register .....	13
Process Maps .....	14
PTW: Combined Process Map .....	14
PTWA: Application Process Map .....	15
PTWB: Issuing Process Map .....	16
PTWA: Permit to Work – Application Procedure .....	17
PTWA.1 – Plan Task (Job Safety Analysis) .....	17
PTWA.2 – Permissible Task? .....	17
PTWA.3 – Is work notifiable? .....	17
PTWA.4 – Raise WorkSafe New Zealand notification .....	17
PTWA.5 – Save notification .....	17
PTWA.6 – Raise DEI PTW .....	17
PTWA.7 – Send PTW to Authorised DEI official .....	19
PTWA.8 – Are remote Permit Conditions Met? .....	19
PTWA.9 – Discuss hazards and remote permitting requirements .....	20
PTWA.10 – Receive PTW .....	20
PTWA.11 – New PTW? .....	20
PTWA.12 – Is PTW Suspended .....	20
PTWA.13 – PTW Issued? .....	20
PTWA.14 – Begin task .....	20
PTWA.15 – Amend PTW? .....	20
PTWA.16 – Monitor site .....	20
PTWA.17 – Change in Conditions? .....	21
PTWA.18 – Secure Site and Stop Work .....	21
PTWA.19 – Can work Continue? .....	21
PTWA.20 – Notify Authorised DEI Official of Stop Work .....	21
PTWA.21 – Follow Incident Management System reporting (If Required) .....	21
PTWA.22 – Notify Authorised DEI official of Stop work .....	21
PTWA.23 – Inspect Site and Discuss Permit Extension .....	21
PTWA.24 – Is a Permit restart/ extension approved? .....	21
PTWA.25 – Restart Work .....	22

PTWA.26 – Raise New JSA .....	22
PTWA.27 – Permit Period Ends.....	22
PTWA.28 – Is the Work Complete?.....	22
PTWA.29– Request Extension.....	22
PTWA.30 – Is Inspect Site.....	22
PTWA.31 – Raise Closure Request .....	22
PTWA.32 – Send PTW to DOC, authorised DEI official, or FMPI .....	22
PTWA.33 – Rectify Closure Issues? .....	22
PTWA.34 – Receive Updated PTW ?.....	22
PTWA.35 – EOP .....	23
PTWB: Permit to Work – Issuing Procedure .....	23
PTWB.1 – Receive application.....	23
PTWB.2 – Check Application? .....	23
PTWB.3 – Page 1 complete? .....	24
PTWB.4 – Check Job Safety Analysis (JSA).....	25
PTWB.5 – Are Remote Permit Conditions met? .....	25
PTWB.6 Discuss Hazards, Risks and Remote Permitting Requirements .....	26
PTWB.7 – Inspect site .....	26
PTWB.8 - Complete Permit Certificate .....	26
PTWB.9 – Are amendments required? .....	26
PTWB.10 – Check site Impacts .....	26
PTWB.11 – Schedule Conflicts? .....	27
PTWB.12 – Revise Schedule? .....	27
PTWB.13 – Is Revised Schedule OK? .....	27
PTWB.14 – Update PTW Valid date/time details .....	27
PTWB.15 – Issue PTW .....	27
PTWB.16 – New PTW? .....	28
PTWB.17 – Reject application .....	28
PTWB.18 – Suspend PTW .....	28
PTWB.19 – Update PTW register .....	28
PTWB.20 – Return Application .....	28
PTWB.21 – Receive Extension Request.....	28
PTWB.22 – Inspect Site.....	29
PTWB.23 – Check PTW extension details .....	29
PTWB.24 – Receive Stop Work Notification.....	29
PTWB.25 – Inspect Site.....	29
PTWB.26 – Follow Incident Management System Reporting (If Required) .....	29
PTWB.27 –Cancel PTW .....	30
PTWB.28 – Inspect site and consult receiver .....	30
PTWB.29 –Suspend PTW .....	30
PTWB.30 – Update PTW register .....	30
PTWB.31 – EOP.....	30
PTWB.32 – Receive Closure Request .....	30
PTWB.33 – Inspect Site.....	31
PTWB.34 – Permit Closed Without Issue? .....	31
PTWB.35 – Close PTW .....	31
PTWB.36 – Update PTW register .....	31
PTWB.37 – Return application.....	31
PTWB.38 – EOP.....	31

Appendix A: Permit to Work form - Page 1 (Example Only) ..... 32

Appendix B: Permit to Work form - Page 2 (Example Only) ..... 33

Appendix C: Notifiable, Restricted and Permittable Work..... 34

Document Control ..... 36

    Associated Documents ..... 36

    Version / Revision History ..... 36

## About This Guide

### What this guide is for?

This guide provides a step-by-step procedure for receiving, issuing and monitoring a *Permit to Work* application for tasks carried out on New Zealand Defence Force (NZDF) estate.

### Who this guide is for?

This guide is for DEI staff authorised to issue a *Permit to Work* for construction and maintenance tasks.

**Note:** All staff responsible for issuing a *Permit to Work* must have successfully completed Permit to Work – Issuer (NZQA Unit Standard 17590) and Permit to Work – Receiver (NZQA Unit Standard 17588) training.

### What if I find a mistake in the guide or have a suggestion?

If you find a mistake in this guide, please contact the *DEI Health & Safety Coordinator* at [DEIH&S@nzdf.mil.nz](mailto:DEIH&S@nzdf.mil.nz).



## Terms and Abbreviations

Abbreviation / Term	Description
<b>BAU</b>	<b>B</b> usiness <b>A</b> s <b>U</b> sual – BAU describes activities or processes undertaken in the course of normal business on the site or in the building.
<b>Cease Work / suspension of work</b>	A “Cease Work” or suspension of work will be called in the event of an injury or notifiable event occurring, or when a permitted task or surrounding work area is considered unsafe, or could become unsafe. If additional hazardous activities or safety controls are required, the DEI official may cancel the PTW and require a new one to be raised before the task can continue.
<b>DEI</b>	<b>D</b> efence <b>E</b> state & <b>I</b> nfrastructure – NZDF Branch responsible for creating, maintaining and upgrading NZDF properties, bases and infrastructure.
<b>EDM</b>	<b>E</b> state <b>D</b> elivery <b>M</b> anager – DEI staff member in charge of the maintenance or construction performed at one or more Defence estates. For the purposes of this procedure, EDM also refers to any delegate of the EDM or the Project office.
<b>ERP</b>	<b>E</b> mergency <b>R</b> esponse <b>P</b> lan – An ERP is a detailed plan that is executed in the event of an emergency. It includes processes and procedures relating to fire and earthquakes, and evacuation processes and meeting points. Some tasks may require amendments to the site/base ERP.
<b>GFCI</b>	<b>G</b> round <b>F</b> ault <b>C</b> ircuit <b>I</b> nterrupter – A type of circuit breaker that shuts off power when it senses an imbalance between the outgoing and incoming current.
<b>Hazard</b>	A <b>hazard</b> is anything that is a potential source of harm or damage to people, plant, equipment or environment.
<b>issue</b>	To issue a PTW means to approve or authorise it.
<b>JSA</b>	<b>J</b> ob <b>S</b> afety <b>A</b> nalysis – Job Safety Analysis is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a Job Safety Analysis, each basic step of the job is listed to identify potential hazards and to recommend the safest way to do the job. Also referred to as a Job Hazard Analysis (JHA) or a Task Analysis (TA).
<b>LOTO</b>	<b>L</b> ock <b>O</b> ut, <b>T</b> ag <b>O</b> ut – A Health and Safety procedure where hazardous items, for example power switchboards, are locked and have a tag added to them, describing their hazardous elements and why they have been locked.
<b>permissible tasks/work</b>	In this document, any work requiring a <i>Permit to Work</i> , as defined by the DEI Permit to Work Process, is ‘ <i>permissible work</i> ’.
<b>PTW Register</b>	The PTW register is used to record the number and summary of each Permit to Work issued on site. The PTW register is held in JARS.
<b>SDS</b>	<b>S</b> afety <b>D</b> ata <b>S</b> heet – Also referred to as the Material Safety Data Sheet (MSDS), an SDS should be available for all hazardous materials present on any worksite. An SDS includes information relating to the composition, hazard classification, safe storage and handling, flammability, health risks, and first aid exposure measures relating to the material.
<b>TMP</b>	<b>T</b> raffic <b>M</b> anagement <b>P</b> lan – A TMP is a detailed plan to manage traffic around or through a work site. It may include the installation of barriers, lights or flagmen (traffic controllers).





DEI Processes and Policies



CHES Sub-processes and Procedures

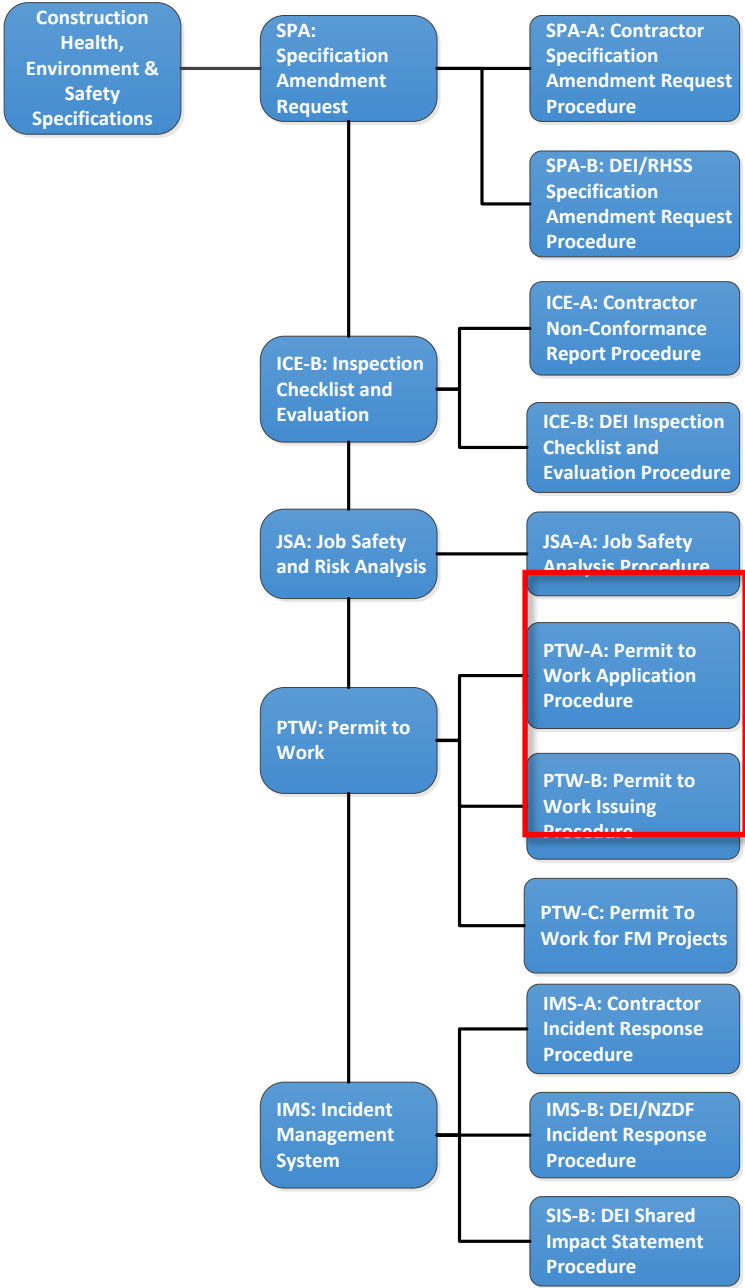


Figure 1. CHES Procedures and Sub-Procedures: PTW-AB

Related Procedures

**PTW-C: Permit to Work FM Permit Issuing Procedure** assists applicants in providing DEI with enough information to allow them to check for hazards, and schedule permits around potential conflicts with other activities on the estate.

## General Overview

A Permit to Work system is a written permission designed to manage potentially hazardous (Permitted) work and reduce the opportunity for human error. The system constitutes a clear and standardised approach to identifying tasks, risk assessments, permit task duration, supplemental or simultaneous activity and control measures.

The Contractor/FM Provider or NZDF member responsible for permissible worksite activities may apply for a Permit to Work. Contractors/FM Providers may need to apply for more than one Permit to Work for a worksite task.

**PTWA: Permit to Work Application Procedure** assists PTW applicants in providing the DOC, authorised DEI official, or FMPI with enough information to allow them to assess worksite hazards, and schedule permits around potential conflicts with other camp or base activities. DOC, authorised DEI official, or FMPI must receive permit applications at least 24 hours prior to the time the permit is required, except in extraordinary circumstances and when approved by the EDD.

The DOC, authorised DEI official, or FMPI, must issue a PTW before contractors or NZDF personnel can perform permissible tasks on Defence Estate.

A **Permit to Work** is only valid for a period of one working shift, and for a specific task. The Contractor/FM Provider must apply for, and be issued, a new PTW for each shift or allocated time when permissible work is occurring. This ensures circumstances have not changed between work periods, and all workers are aware of all PTWs in force during their work period.

If the work/task exceeds the one shift or allocated time, the permit is suspended and must be revalidated by the DOC, authorised DEI official, or FMPI before any work continues. The permit may be revalidated a maximum of four times before a new permit must be issued.

Issued PTWs are delivered (or collected) daily and signed by the Contractor/FM Provider.

The PTW must be discussed in the morning site meeting, prior to the work commencing, to ensure all workers on-site are aware of the PTW and its locations. All workers must be made aware of the subsequent hazards and precautions required around the task being performed.

On receipt of an issued PTW, the Contractor/FM Provider must display it in a prominent place on the worksite. The Site Manager, supervisors or leaders must also discuss issued PTWs at the pre-work site meeting prior to permitted work commencing to ensure all workers on-site are aware of the hazards and controls required for the permitted activities involved in the worksite task.

Contractors must return the PTW to the DOC, EDD or DEI Project Office at the end of each work period.

## About the Permit to Work Form

The DEI Permit to Work form is an Adobe form, with editable fields provided to describe of the task being performed. While it is possible to print and complete it manually, if completed online, many fields automatically update as the details on the form are entered. Android and iPhone devices can be used to complete the form with Adobe, however Windows based systems are preferred, as the scripting code behind the fields may not be saved when other devices are used.

When saved correctly, the details on the completed form can be exported to a spreadsheet for record keeping and statistical analysis.

## When is a Permit Required

A PTW is required for all activities described in the DEI Permit To Work Policy at all times, and must include a DEI approved Job Safety Analysis (JSA) and any other supporting certificates and/or documentation.

## Permit Types

**Hard Copy Permits** Issued PTWs are delivered (or collected) daily, and signed by the Contractor/FM Provider. Remote hard copy permits must be returned to the DOC, authorised DEI official, or FMPI at the end the worksite task as soon as possible.

**Soft Copy Permits** If the PTW is sent via email to a location without printing capability, the permit must be held on a device that remains on site and is accessible on request. It must be retained by the Contractor/FM Provider and a duplicate will be held in hard form by the DOC, authorised DEI official, or FMPI.

## Remote Site Permits to Work




A Permit to Work must only be issued for a remote DEI worksite if a visit to a site is prohibited due to location, Permit Issuer availability and/or constraints and:






- a. The DOC, authorised DEI official, or FMPI knows the site or has reliable drawings and site data;
- b. The DOC, authorised DEI official, or FMPI has a detailed knowledge of the task and activities to be granted a permit;
- c. A JSA has been completed for the activity and submitted to the DOC, authorised DEI official, or FMPI;
- d. The contractor has received a PTW from DEI or an FM Provider for a prior task/job;
- e. The Permit Receiver reviews the specific on-site conditions and confirms their understanding of the conditions and their ability to comply with the work permit requirements by signing the permit; and
- f. The DOC, authorised DEI official, or FMPI has confirmed via video call or voice call that the requirements for safe work are met.

Face-to-face communication is important to the engagement between the DOC, authorised DEI official, or FMPI and the Permit Receiver and critical to ensuring a common understanding on the risk and controls associated with the activity. Given the importance of these face-to-face discussions, remote permitting should be considered as a last resort for high risk activity.




The table below describes the types of work that are included as permissible work:

Table 1. Permissible Work Types





Work Type	Description
<b>Asbestos</b>	<p>Any work involving the disturbance of asbestos.</p> <p><b>Note:</b></p> <p><i>An approved Asbestos Removal Control Plan (ARCP) can take the place of a JSA for the Asbestos Permit.</i></p> 
<b>Compressed Gas</b>	<p>Where there is a requirement to charge or refill a cylinder(s) or conduct a repair to cylinder(s) on site. Cylinders are defined as: refillable compressed gas containers designed to carry gas at pressures above normal atmospheric pressure used for storing and transporting compressed gases, includes cryogenic liquids.</p> <p><b>Note:</b></p> <p><i>This does not include fire extinguishers or aerosol dispensers. Permits will not be required where gas can be isolated such as for heat pump works, or works on infinity hot water systems.</i></p> 
<b>Confined space</b> <b>(AS/NZS 2865:2009)</b>	<p>Any activity occurring in a confined space. A confined space:</p> <ul style="list-style-type: none"> <li>• Is an enclosed or partially enclosed space and,</li> <li>• Is not intended or designed primarily for human occupancy and,</li> <li>• May present a risk from one or more of the following at any time: <ul style="list-style-type: none"> <li>- Unsafe concentration of harmful airborne contaminants</li> <li>- Unsafe concentration of flammable substances</li> <li>- Unsafe levels of oxygen</li> <li>- Substances that can cause engulfment</li> </ul> </li> <li>• May have controlled means of entry and exit (as defined in <i>WorkSafe New Zealand: Confined spaces; planning entry and working safely in a confined space.</i>) This includes: <ul style="list-style-type: none"> <li>- Manhole risers or tank sumps</li> <li>- All underground and above ground tanks and vessels</li> <li>- Excavations <math>\geq 1.5</math> metres</li> <li>- Storm water management systems, and</li> <li>- Any water or waste-handling systems large enough for human entry.</li> </ul> </li> </ul> <p><b>Note:</b></p> <p><i>Crawl spaces beneath buildings and roof voids are controlled access only. Valid risk assessments must be in place with rescue plans.</i></p> 


<b>Control Bypass</b>	<p>Involves overriding or disabling a safety-critical device and/or system, including alarms and warning lights, or leaving a site operating with a disabled safety-critical device and/or system.</p> <p><b>Note:</b></p> <p><i>Routine compliance testing and monitoring can be performed under a SOP.</i></p>	
<b>Diving</b>	<p>Any work involving the complete submersion of a worker in a liquid.</p>	
<b>Electrical</b>	<p>Modifications and/or alterations to energised conductors within switchboards:</p> <ul style="list-style-type: none"> <li>• All work on electrical lines and equipment where the line is energised</li> <li>• All work on electrical lines and equipment designed to carry voltages of 1000V or more</li> <li>• All works encroaching Minimum Approach Distances (MAD)</li> </ul> <p><b>Note:</b></p> <p><i>Does not include energising equipment and/or circuits for testing. Refer to local provider to confirm MAD.</i></p>	
<b>Explosives</b>	<p>Any work involving the use, movement or disturbance of explosive substances.</p>	
<b>Gas Lines</b>	<p>Installing connections or repairs on 'Live' gas lines and equipment (Hot Tapping) for either pipeline or storage tank work. Used when a gas network or line cannot be isolated.</p>	



<b>Ground Disturbance</b>	<p>Defined as any work requiring ground penetration of any depth, with any device, such as:</p> <ul style="list-style-type: none"> <li>• Cutting the ground</li> <li>• Conducting ground sampling or testing (not including firing range backslash areas)</li> <li>• Ground works to expose services or utilities</li> <li>• Any trench excavation</li> <li>• Recovering a resource e.g. ground drilling</li> </ul>  <p><b>Note:</b></p> <p><i>Non-permit tasks include: like for like replacements such as replacing fence posts in existing holes or routine gardening tasks within the existing garden beds. Replacement items must not exceed the current dimensions.</i></p> <p><i>Backfilling excavations or reopening those backfills is not a permissible task.</i></p> <p>This requirement is to ensure all legacy pipe, gas, cable and water infrastructure is identified prior to work commencing. Defence has a history of services not being detected, and all works must follow a scan, check, verify (by potholing or similar) approach.</p>
<b>Hazardous Substances</b>	<p>The use or handling of acutely toxic (class 6.1A and 6.1B) substances, fumigants and vertebrate toxic agents or substances that require a certified handler or filler according to WorkSafe New Zealand rules and the <i>Health and Safety at Work (Hazardous Substances) regulations 2017</i>. This includes work involving the clean up or removal of hazardous substances or remediation work which may create hazardous dusts or vapours, such as lead based contaminates, or paint.</p> 
<b>Hot Work</b> (AS/NZS 4781:1973)	<p>Defined as any work where the temperatures generated are likely to ignite surrounding materials, e.g. cutting and welding, metal grinding, blow lamps and other equipment producing sparks, heat or a naked flame. This includes:</p> <ul style="list-style-type: none"> <li>• Blow-torches</li> <li>• Flame cutting</li> <li>• Any work involving an open flame</li> </ul>  <p><b>Note:</b></p> <p><i>The following are not permitted activities unless a risk assessment defines them as HIGH risk tasks:</i></p> <ul style="list-style-type: none"> <li>• Asphalt work</li> <li>• Sparking from jack hammers or concrete saws, drilling</li> <li>• Use of portable electric heaters</li> <li>• Operation of internal combustion engines</li> <li>• Vinyl iron and Vinyl welding works</li> </ul>



<b>Lifting</b>	<p>Work using any lifting appliance where the appliance has to lift a mass of <b>500 kilograms</b> or more <b>AND</b> a <b>vertical distance of five metres</b> or more. The requirement excludes excavators and forklifts.</p> <p>Permitted lifts include:</p> <ul style="list-style-type: none"> <li>• Crane lifts involving more than one crane</li> <li>• Lifts over operating facilities posing a risk to workers, public or property</li> <li>• Lifts within minimum approach distance (MAD) over or adjacent to power lines</li> <li>• Lifting of any personnel via an approved lifting method</li> <li>• Lifts near the maximum rated loads of the lifting equipment</li> <li>• Other lifts classified as HIGH RISK as determined from a risk assessment, e.g. Notice to Airmen (NOTAM)</li> </ul>	
<b>Other</b>	<p>Any other activities rated as high risk or above, according to the JSA risk assessment.</p>	
<b>Penetrating Structure</b>	<p>Any penetration of an existing building, structure or wall that requires:</p> <ul style="list-style-type: none"> <li>• Penetration through a passive fire system (fire walls, fire doors or fire barriers)</li> <li>• Penetration through insulated sandwich panels and/or any wall constructed of two metal faces bonded to a fully insulating core of polystyrene (or other flammable synthetic product)</li> <li>• Alterations that create an opening of any size that makes a <b>void through</b> that building, structure, wall, floor, etc. This is to ensure unseen hazards such as asbestos, gas or electrical cables are identified prior to work being performed.</li> </ul> <p><b>Note:</b></p> <p>Minor alteration work (e.g. moving a power point) or additions (e.g. fitting a shelf to a wall) <b>MAY</b> be done under a SOP</p>	
<b>Pipe works</b>	<p>Work on 'Live' reticulated water mains or petroleum networks. Used when the relevant network or line cannot be isolated during the repair or new works.</p>	
<b>Tree Felling</b>	<p>Any felling of trees that are 200mm at the stump, or posing a risk of "hang-up" post fell.</p> <p><b>Note:</b> Some pruning activities may require a permit if they are considered to be HIGH RISK work due to the size or location of the branches.</p>	

	Refer to Ground Disturbance requirements for tasks involving stump grinding.	
<b>Work at Height</b>	<p>Any work performed at a height exceeding 1.8 metres when measured from the lowest point of the workers body (i.e. fall distance of 1.8 metres+), including tower and/or mobile scaffolding and erecting/dismantling scaffolding.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"><li><i>1. No Permit is required where work is undertaken from properly erected and certified scaffold structures, scissor lifts or boom lifts that meet the regulatory requirements and have fall protection permanently engineered into the plant/equipment.;</i></li><li><i>2. Does not include additions to the scaffolding that do not require re-certification that can be added from the existing work platform (e.g. closing a gap between a structure and the existing certified scaffold).</i></li></ol>	

## Self-Permitting

No Contractor or NZDF staff member one is allowed to issue a permit to themselves, as one of the main objectives of a PTWs is to discuss the safety of a project.

## Roles and Responsibilities

Resources assigned to the roles listed in this section may differ from real life, depending on the Region and resources available. The responsibilities listed here relate to Inspections only.

### *Contractor/Task Supervisor*

The Contractor/Task Supervisor is responsible for:

- Raising and applying for a Permit to Work;
- Notifying WorkSafe of any notifiable work;
- Ensuring appropriate safety controls are implemented and in place;
- Ensuring work is performed by suitably qualified workers;
- Informing DEI official of delays or issues relating to the Permit to Work.
- Informing DEI official when permitted tasks are suspended or complete.
- Requesting extensions to a Permit to Work

### *Defence Officer of Compliance (DOC)*

The DOC (or their delegates, including FM Permit Issuers (FMPI)) are responsible for:

- Ensuring all known hazards are identified and communicated;
- Reviewing applications for appropriate Health and Safety controls;
- Scheduling Tasks and resolving work site task conflicts;
- Issuing a Permit to Work;
- Maintaining a Permit to Work register in ArcGIS;
- Updating Permits when suspended, cancelled or closed; and
- Publishing PTW activities to all stakeholders.

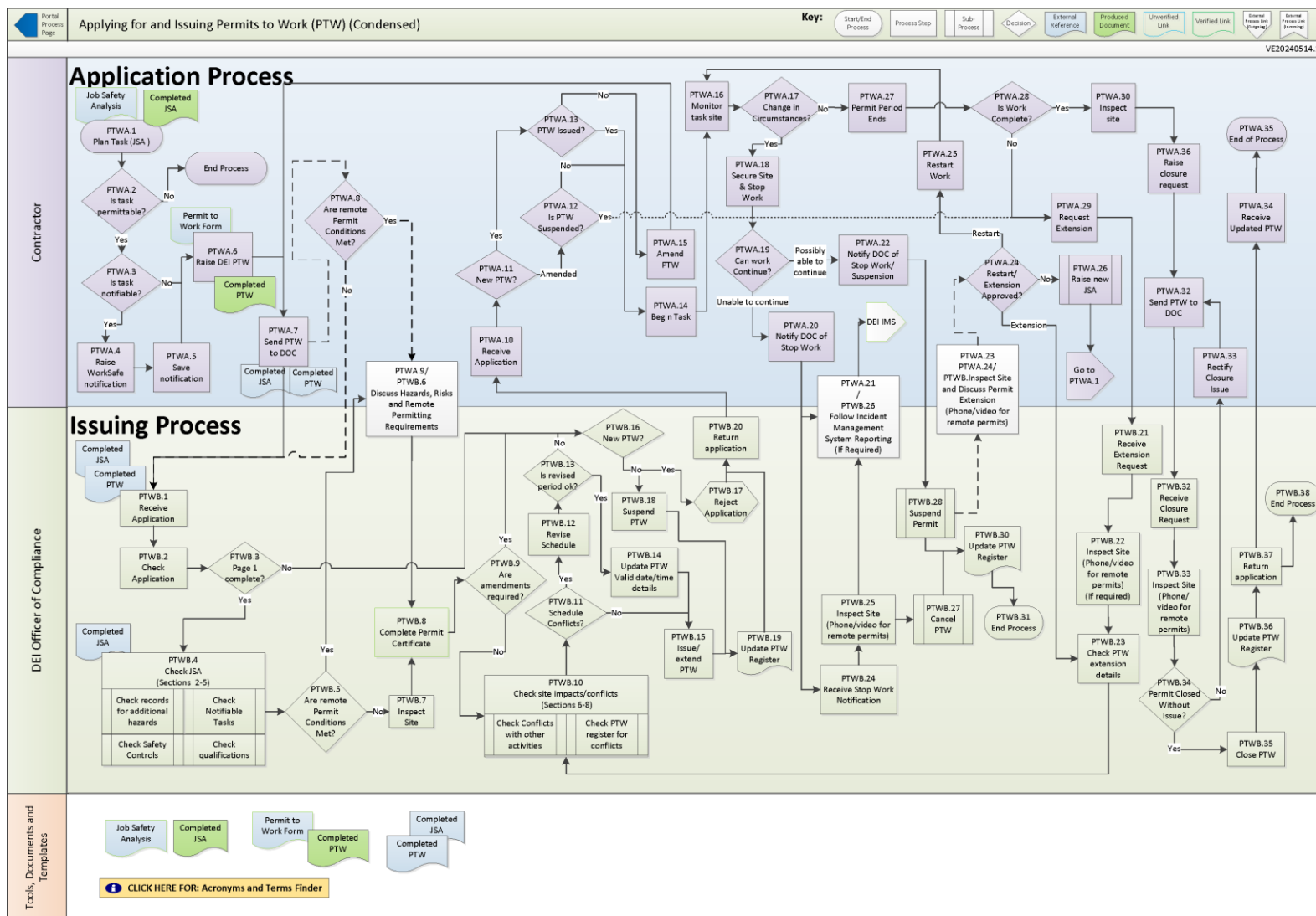
Note: All staff responsible for issuing a *Permit to Work* must have successfully completed Permit to Work – Issuer (NZQA Unit Standard 17590) and Permit to Work – Receiver (NZQA Unit Standard 17588) training.

## **Permit to Work Register.**

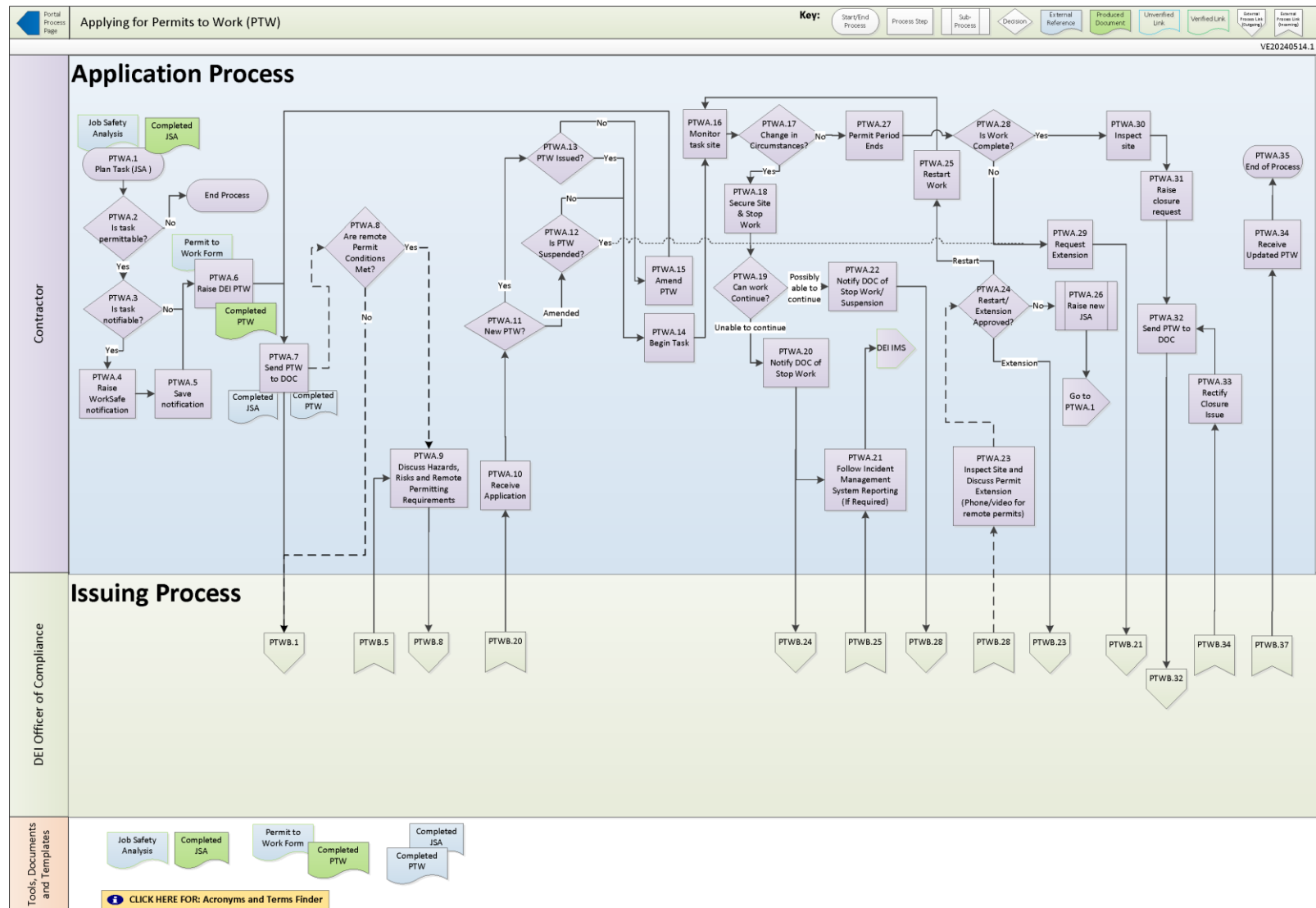
ArcGIS contains a PTW register that is designed to allow the DEI official, EDD, Project Officers and Site Managers to view all active and suspended PTWs in a single place. This provides visibility of tasks being performed across the Camp/Base, assists in scheduling permits, and helps to determine potential conflicts between PTWs.

## Process Maps

### PTW: Combined Process Map

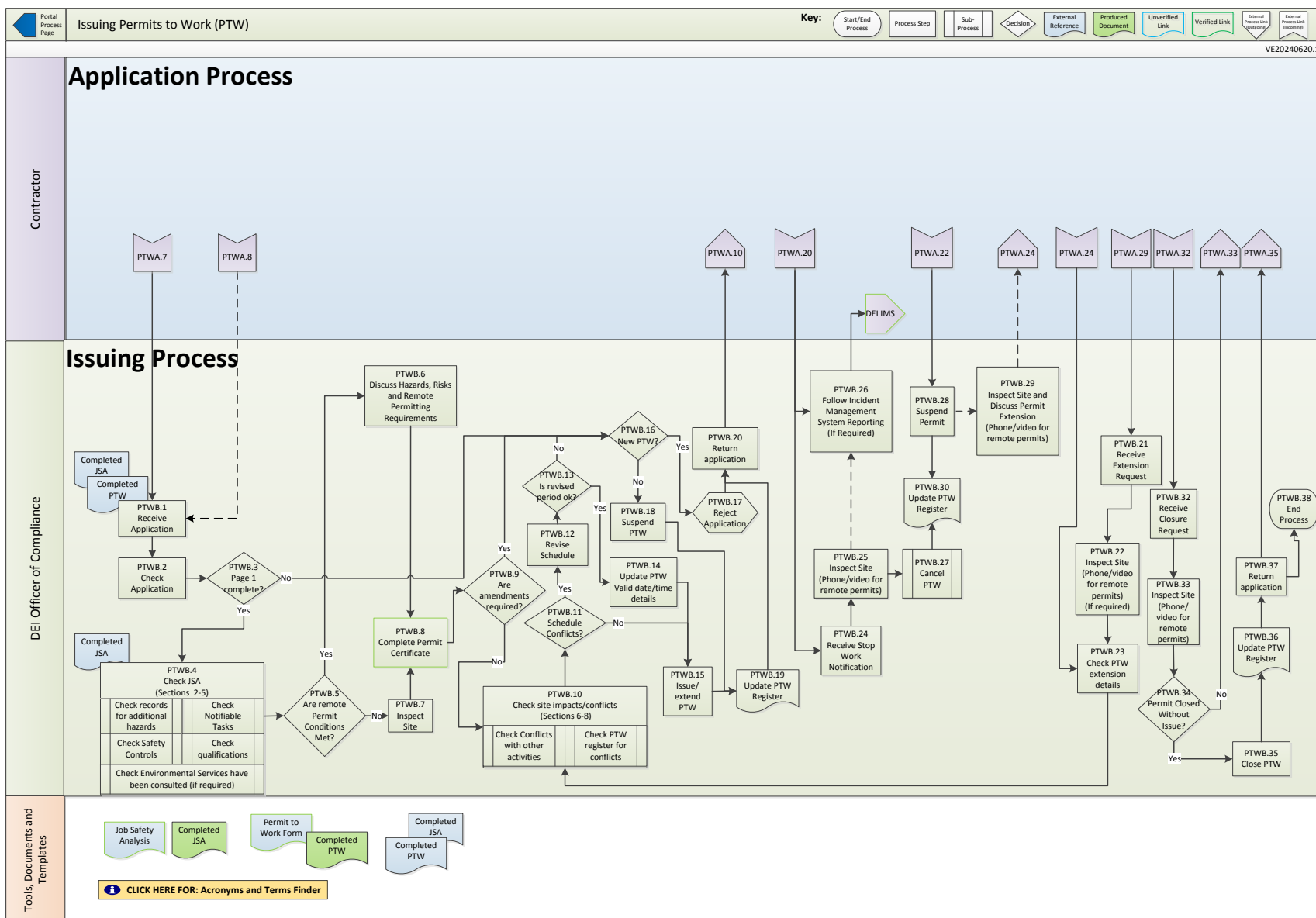


## PTWA: Application Process Map





## PTWB: Issuing Process Map

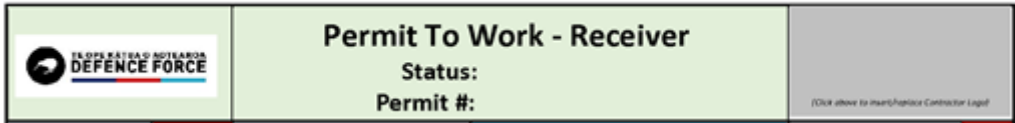


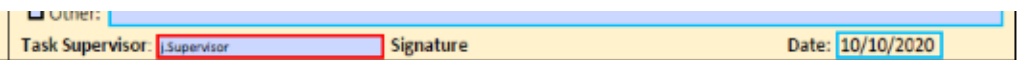
## PTWA: Permit to Work – Application Procedure

Step	Description																								
<b>PTWA.1 – Plan Task (Job Safety Analysis)</b>	Perform a Job Safety Analysis (JSA) of the task and produce the JSA document to attach to the PTW. An example of the DEI JSA is included in the Contractor induction pack.																								
<b>PTWA.2 – Permittable Task?</b>	Check to see if task to be performed is on the permittable work list in <b>Table 1. Permittable Work Types</b> . Is the task “ <i>permittable</i> ”? <ul style="list-style-type: none"><li>- <b>Yes:</b> go to step <b>PTWA.3 – Is work notifiable?</b></li><li>- <b>No:</b> <b>End of Process</b></li></ul>																								
<b>PTWA.3 – Is work notifiable?</b>	Determine if there are any tasks that classify as work that is notifiable to WorkSafe New Zealand. (see <b>Appendix C: Notifiable, Restricted and Permittable Work</b> ) Are any of the tasks notifiable? <ul style="list-style-type: none"><li>- <b>Yes:</b> Go to <b>PTWA.4 – Raise WorkSafe New Zealand notification</b></li><li>- <b>No:</b> Go to <b>PTWA.6 – Raise DEI PTW</b></li></ul>																								
<b>PTWA.4 – Raise WorkSafe New Zealand notification</b>	Raise and submit a notification to WorkSafe New Zealand using the <b>Particular Hazardous Work Notification Form</b> available on the WorkSafe New Zealand website.																								
<b>PTWA.5 – Save notification</b>	When complete, save a PDF copy of the notification to attach to the PTW.																								
<b>PTWA.6 – Raise DEI PTW</b>	Check with the DOC to see if there are any other permits on the Camp/Base that may conflict with this task. If not, open the DEI <i>Permit To Work</i> form (download from <a href="https://jars.nz/chess.html">https://jars.nz/chess.html</a> ). <div><div><b>(a) Project Details</b></div><div>Complete the project details at the top of the form<table><tr><td>PVID#:</td><td></td><td>Contractor/Company Name:</td><td></td><td>JARS Contractor ID:</td><td></td></tr><tr><td>Camp/Base:</td><td></td><td>FLOC</td><td></td><td>Version:</td><td>0</td></tr><tr><td>Work Site Location (Building):</td><td colspan="2"></td><td>Location of work on Site (Room/Level/Elevation)</td><td colspan="2"></td></tr><tr><td>Description of Work:</td><td colspan="5"></td></tr></table></div><div>Include the following: <b>PVID#</b> - The Planview Project Work ID (for FM work where no PVID exists, enter the FM provider). <b>Company name</b> - Enter the name of the company/Contractor/FM Provider requesting the PTW. <b>JARS Contractor ID</b> – Enter the ID if the Contractor/FM Provider as defined in JARS. <b>Camp/Base</b> - Select the base/building <b>FLOC</b> – Enter the Functional Location (FLOC) of the task (if not known, consult a DEI representative)</div></div>	PVID#:		Contractor/Company Name:		JARS Contractor ID:		Camp/Base:		FLOC		Version:	0	Work Site Location (Building):			Location of work on Site (Room/Level/Elevation)			Description of Work:					
PVID#:		Contractor/Company Name:		JARS Contractor ID:																					
Camp/Base:		FLOC		Version:	0																				
Work Site Location (Building):			Location of work on Site (Room/Level/Elevation)																						
Description of Work:																									

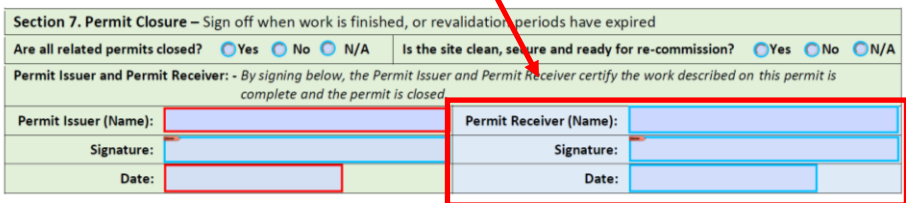
	<p><b>Work Site Location</b> – Enter free form text describing the site location of the task (building; Area: etc.).</p> <p><b>Location of Work on Site</b> – Enter free form text describing where on the site the work or task is being performed.</p> <p><b>Description of Work</b> – Enter a description of the task that is being undertaken.</p>																														
(b) Permit Receiver	<p>Complete the contact details for the permit receiver (applicant Contractor/FM Provider, company, or NZDF member) responsible for performing the associated work order</p> <table border="1"> <tr> <td>Permit Receiver:</td> <td>Name: <input type="text"/></td> <td>Phone/Mob: <input type="text"/></td> </tr> <tr> <td></td> <td>Email: <input type="text"/></td> <td></td> </tr> </table>	Permit Receiver:	Name: <input type="text"/>	Phone/Mob: <input type="text"/>		Email: <input type="text"/>																									
Permit Receiver:	Name: <input type="text"/>	Phone/Mob: <input type="text"/>																													
	Email: <input type="text"/>																														
(c) Date/Time	<p>Specify the preferred start date and time and the expected date and time the task and any associated clean-up should be completed. <b>A PTW cannot be issued for the period longer than a single working shift.</b></p> <table border="1"> <tr> <td>Date/Time</td> <td>Start Date: <input type="text"/></td> <td>Start Time: <input type="text"/></td> <td>End Date: <input type="text"/></td> <td>End Time: <input type="text"/></td> </tr> </table> <p><b>Note:</b> Applications for Permits must be made at least 24 hours prior to the required start time, except in extraordinary circumstances and only with approval from the EDD.</p>	Date/Time	Start Date: <input type="text"/>	Start Time: <input type="text"/>	End Date: <input type="text"/>	End Time: <input type="text"/>																									
Date/Time	Start Date: <input type="text"/>	Start Time: <input type="text"/>	End Date: <input type="text"/>	End Time: <input type="text"/>																											
(d) Section 1. Identify Work to be Completed	<p>Indicate which Permit Certificate is required by ticking the box(es) that best describes the type of work being performed.</p> <table border="1"> <tr> <td><input type="checkbox"/> (1) Confined Space</td> <td><input type="checkbox"/> (2) Ground disturbance</td> <td><input type="checkbox"/> (3) Hot Work</td> <td><input type="checkbox"/> (4) Lifting</td> <td><input type="checkbox"/> (5) Gas</td> </tr> <tr> <td><input type="checkbox"/> (6) Penetrating Structure</td> <td><input type="checkbox"/> (7) Asbestos</td> <td><input type="checkbox"/> (8) Pipe works</td> <td><input type="checkbox"/> (9) Work at Height</td> <td><input type="checkbox"/> (10) Tree Felling</td> </tr> <tr> <td><input type="checkbox"/> (11) Compressed gas</td> <td><input type="checkbox"/> (12) Hazardous Substances</td> <td><input type="checkbox"/> (13) Electrical</td> <td><input type="checkbox"/> (14) Explosives</td> <td><input type="checkbox"/> (15) Control Bypass</td> </tr> <tr> <td><input type="checkbox"/> (16) Diving</td> <td colspan="4"><input type="checkbox"/> Other: <input type="text"/></td> </tr> </table> <p>Inspections may be performed by the DOC, authorised DEI official, or FMPI/DOC, authorised DEI official, or FMPI before Permit Certificates are issued. If a site map is available, indicate where the task is being performed on the site map and attach it with the application.</p>	<input type="checkbox"/> (1) Confined Space	<input type="checkbox"/> (2) Ground disturbance	<input type="checkbox"/> (3) Hot Work	<input type="checkbox"/> (4) Lifting	<input type="checkbox"/> (5) Gas	<input type="checkbox"/> (6) Penetrating Structure	<input type="checkbox"/> (7) Asbestos	<input type="checkbox"/> (8) Pipe works	<input type="checkbox"/> (9) Work at Height	<input type="checkbox"/> (10) Tree Felling	<input type="checkbox"/> (11) Compressed gas	<input type="checkbox"/> (12) Hazardous Substances	<input type="checkbox"/> (13) Electrical	<input type="checkbox"/> (14) Explosives	<input type="checkbox"/> (15) Control Bypass	<input type="checkbox"/> (16) Diving	<input type="checkbox"/> Other: <input type="text"/>													
<input type="checkbox"/> (1) Confined Space	<input type="checkbox"/> (2) Ground disturbance	<input type="checkbox"/> (3) Hot Work	<input type="checkbox"/> (4) Lifting	<input type="checkbox"/> (5) Gas																											
<input type="checkbox"/> (6) Penetrating Structure	<input type="checkbox"/> (7) Asbestos	<input type="checkbox"/> (8) Pipe works	<input type="checkbox"/> (9) Work at Height	<input type="checkbox"/> (10) Tree Felling																											
<input type="checkbox"/> (11) Compressed gas	<input type="checkbox"/> (12) Hazardous Substances	<input type="checkbox"/> (13) Electrical	<input type="checkbox"/> (14) Explosives	<input type="checkbox"/> (15) Control Bypass																											
<input type="checkbox"/> (16) Diving	<input type="checkbox"/> Other: <input type="text"/>																														
(d) Section 2. Identify Hazards Involved in the Permitted Work	<p>Tick the appropriate boxes that indicate which hazards may be present during this task.</p> <table border="1"> <tr> <td><input type="checkbox"/> Oxygen deficiency</td> <td><input type="checkbox"/> Sources of ignition</td> <td><input type="checkbox"/> Falling</td> <td><input type="checkbox"/> Power tools</td> <td><input type="checkbox"/> High pressure</td> </tr> <tr> <td><input type="checkbox"/> Contamination</td> <td><input type="checkbox"/> Hot environment</td> <td><input type="checkbox"/> Falling objects</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Eye hazards</td> </tr> <tr> <td><input type="checkbox"/> Chemical exposure</td> <td><input type="checkbox"/> Cold environment</td> <td><input type="checkbox"/> Uneven surface</td> <td><input type="checkbox"/> Limited access</td> <td><input type="checkbox"/> Loud noise</td> </tr> <tr> <td><input type="checkbox"/> Acids/caustics</td> <td><input type="checkbox"/> Hot/cold surfaces</td> <td><input type="checkbox"/> Mechanical lifting</td> <td><input type="checkbox"/> Heavy lifting</td> <td><input type="checkbox"/> Repetitive motion</td> </tr> <tr> <td><input type="checkbox"/> Asbestos</td> <td><input type="checkbox"/> Severe weather</td> <td><input type="checkbox"/> Excavation</td> <td><input type="checkbox"/> Pinch points</td> <td><input type="checkbox"/> Sharp objects/edges</td> </tr> <tr> <td><input type="checkbox"/> Stored energy</td> <td><input type="checkbox"/> Other: <input type="text"/></td> <td></td> <td><input type="checkbox"/> SDS reference: <input type="text"/></td> <td></td> </tr> </table>	<input type="checkbox"/> Oxygen deficiency	<input type="checkbox"/> Sources of ignition	<input type="checkbox"/> Falling	<input type="checkbox"/> Power tools	<input type="checkbox"/> High pressure	<input type="checkbox"/> Contamination	<input type="checkbox"/> Hot environment	<input type="checkbox"/> Falling objects	<input type="checkbox"/> Electrical	<input type="checkbox"/> Eye hazards	<input type="checkbox"/> Chemical exposure	<input type="checkbox"/> Cold environment	<input type="checkbox"/> Uneven surface	<input type="checkbox"/> Limited access	<input type="checkbox"/> Loud noise	<input type="checkbox"/> Acids/caustics	<input type="checkbox"/> Hot/cold surfaces	<input type="checkbox"/> Mechanical lifting	<input type="checkbox"/> Heavy lifting	<input type="checkbox"/> Repetitive motion	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Severe weather	<input type="checkbox"/> Excavation	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Sharp objects/edges	<input type="checkbox"/> Stored energy	<input type="checkbox"/> Other: <input type="text"/>		<input type="checkbox"/> SDS reference: <input type="text"/>	
<input type="checkbox"/> Oxygen deficiency	<input type="checkbox"/> Sources of ignition	<input type="checkbox"/> Falling	<input type="checkbox"/> Power tools	<input type="checkbox"/> High pressure																											
<input type="checkbox"/> Contamination	<input type="checkbox"/> Hot environment	<input type="checkbox"/> Falling objects	<input type="checkbox"/> Electrical	<input type="checkbox"/> Eye hazards																											
<input type="checkbox"/> Chemical exposure	<input type="checkbox"/> Cold environment	<input type="checkbox"/> Uneven surface	<input type="checkbox"/> Limited access	<input type="checkbox"/> Loud noise																											
<input type="checkbox"/> Acids/caustics	<input type="checkbox"/> Hot/cold surfaces	<input type="checkbox"/> Mechanical lifting	<input type="checkbox"/> Heavy lifting	<input type="checkbox"/> Repetitive motion																											
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Severe weather	<input type="checkbox"/> Excavation	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Sharp objects/edges																											
<input type="checkbox"/> Stored energy	<input type="checkbox"/> Other: <input type="text"/>		<input type="checkbox"/> SDS reference: <input type="text"/>																												
(e) Section 3. Supplementary Documentation	<p>Indicate which supplementary documents have been included in the permit request.</p> <table border="1"> <tr> <td><input type="checkbox"/> <b>Permit certificate</b> – A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.</td> <td><input type="checkbox"/> <b>WorkSafe notification</b> – Is this work notifiable to WorkSafe? If so, when were they notified? Date: <input type="text"/></td> <td><input type="checkbox"/> <b>Amended Emergency Response Plan</b> – If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included</td> <td><input type="checkbox"/> <b>Emergency Rescue Plan</b> – Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment</td> </tr> <tr> <td><input type="checkbox"/> <b>Job Safety Analysis</b> – Include a completed and signed JSA to indicate risk assessment and mitigation processes</td> <td><input type="checkbox"/> <b>Traffic Management Plan</b> – Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base</td> <td><input type="checkbox"/> <b>Asbestos Removal Control Plan</b> – An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.</td> <td><input type="checkbox"/> <b>Asbestos pre-work checklist</b> – An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos</td> </tr> <tr> <td><input type="checkbox"/> <b>Sitemap</b> – Maps/drawings/GPR results.</td> <td><input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b> – Is a site alert required to inform the Camp/Base and other sites of the Permitted work?</td> <td><input type="checkbox"/> <b>Training/Certification Confirmation</b> – Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer</td> <td><input type="checkbox"/> <b>Other</b></td> </tr> </table> <p>The DOC, an authorised DEI official, or FMPI may request additional documentation not supplied.</p>	<input type="checkbox"/> <b>Permit certificate</b> – A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.	<input type="checkbox"/> <b>WorkSafe notification</b> – Is this work notifiable to WorkSafe? If so, when were they notified? Date: <input type="text"/>	<input type="checkbox"/> <b>Amended Emergency Response Plan</b> – If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included	<input type="checkbox"/> <b>Emergency Rescue Plan</b> – Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment	<input type="checkbox"/> <b>Job Safety Analysis</b> – Include a completed and signed JSA to indicate risk assessment and mitigation processes	<input type="checkbox"/> <b>Traffic Management Plan</b> – Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base	<input type="checkbox"/> <b>Asbestos Removal Control Plan</b> – An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.	<input type="checkbox"/> <b>Asbestos pre-work checklist</b> – An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos	<input type="checkbox"/> <b>Sitemap</b> – Maps/drawings/GPR results.	<input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b> – Is a site alert required to inform the Camp/Base and other sites of the Permitted work?	<input type="checkbox"/> <b>Training/Certification Confirmation</b> – Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer	<input type="checkbox"/> <b>Other</b>																		
<input type="checkbox"/> <b>Permit certificate</b> – A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.	<input type="checkbox"/> <b>WorkSafe notification</b> – Is this work notifiable to WorkSafe? If so, when were they notified? Date: <input type="text"/>	<input type="checkbox"/> <b>Amended Emergency Response Plan</b> – If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included	<input type="checkbox"/> <b>Emergency Rescue Plan</b> – Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment																												
<input type="checkbox"/> <b>Job Safety Analysis</b> – Include a completed and signed JSA to indicate risk assessment and mitigation processes	<input type="checkbox"/> <b>Traffic Management Plan</b> – Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base	<input type="checkbox"/> <b>Asbestos Removal Control Plan</b> – An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.	<input type="checkbox"/> <b>Asbestos pre-work checklist</b> – An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos																												
<input type="checkbox"/> <b>Sitemap</b> – Maps/drawings/GPR results.	<input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b> – Is a site alert required to inform the Camp/Base and other sites of the Permitted work?	<input type="checkbox"/> <b>Training/Certification Confirmation</b> – Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer	<input type="checkbox"/> <b>Other</b>																												

	<p><b>(f) Section 4.</b> Worker Sign Off</p>	<p>All staff working on the permitted task must sign the permit on the day the task is to be performed, while on site. This ensures they are fully aware of the hazards involved and have had the opportunity to ask any questions they may have.</p> <table border="1" data-bbox="544 367 1366 539"> <thead> <tr> <th>Name</th> <th>Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Signature	Date																					
Name	Signature	Date																								
	<p><b>(g) Page 2/ Section 5.</b> Confirm Conditions and Sign Form.</p>	<p>It is the responsibility of the DOC, authorised DEI official, or FMPI to complete and sign the first part of this section indicating they have ensured the site is safe and all appropriate controls are in place for the permit, on the day the permit is issued.</p> <p>The Contractor/FM Provider (receiver) must also indicate all practicable and required controls are in place and their workers have been informed of their responsibilities. The contractor (receiver) must sign the permit on the day of issuing.</p> <div data-bbox="655 891 1254 1485"> <p><b>By signing below, the Permit receiver confirms:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand the precautions and agree to abide by the conditions specified in this Permit and related documentation.</li> <li><input type="checkbox"/> All hazard/risk controls outlined in this Permit are in place and will remain so for the duration of the work.</li> <li><input type="checkbox"/> I have personally explained to each of the Workers what the risks and controls are for work under this Permit, including emergency rescue plans.</li> <li><input type="checkbox"/> All personnel undertaking work under this permit are trained and competent to do so.</li> <li><input type="checkbox"/> Enquiries have been made of those completing the work whether they have any pre-existing medical conditions which may affect them during the work e.g. epilepsy, and if affected, what appropriate steps will be taken to manage the situation.</li> </ul> <p>Permit Receiver (Name): <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p> </div>																								
<p><b>PTWA.7 – Send PTW to Authorised DEI official</b></p>	<p>Save the completed PTW and email it along with WorkSafe notification evidence, site maps, SDSs and any other relevant documents, to the DOC, authorised DEI official, or FMPI.</p>																									
<p><b>PTWA.8 – Are remote Permit Conditions Met?</b></p>	<p>In exceptional circumstances, the DOC, an authorised DEI official, or FMPI may determine it is acceptable to issue the permit remotely (see <b>Remote Site Permits to Work</b> for a list of conditions required for Remote Permitting).</p> <p>Conditions for this may also include video or online virtual meetings streamed to provide evidence of appropriate controls being in place.</p> <p>Have remote permit conditions been met?</p> <ul style="list-style-type: none"> <li>- <b>Yes</b>, go to <b>PTWA.9 - Discuss hazards and remote permitting requirements</b></li> <li>- <b>No</b>, (Branch to Issuer Step <b>PTWB.1 – Receive application</b>)</li> </ul> <p>Next Receiver step: - <b>PTWA.10 – Receive PTW</b></p>																									

<b>PTWA.9 – Discuss hazards and remote permitting requirements</b>	<p>If a remote permit is to be issued, the DOC, authorised DEI official, or FMPI will require a meeting to discuss the conditions of the remote permit and the evidence the Receiver must meet to provide assurance controls are in place to mitigate Hazards and Risks associated with the task.</p> <p>( Branch to Issuer Step <b>PTWB.8 - Complete Permit Certificate</b>) Next Receiver step: - <b>PTWA.10 – Receive PTW</b></p>
<b>PTWA.10 – Receive PTW</b>	<p>(from Issuer Step <b>PTWB.20 – Return Application</b>)</p> <p>The DOC, authorised DEI official, or FMPI will review and issue the new or amended PTW if they are satisfied no changes are required, and return it on the day of issue for signing.</p> <p>Alternatively, the DEI Official may return a rejected or suspended PTW via email.</p> <div data-bbox="336 696 1355 817">  </div> <p>When rejecting a PTW, the DEI Official will provide reasons and any additional requirements via email. This may include changed dates/times or additional safety controls for unreported hazards.</p>
<b>PTWA.11 – New PTW?</b>	<p>The returned PTW may be either a new one, or one that has been amended, cancelled or suspended.</p> <p>Is this a new PTW? If <b>Yes</b>, go to <b>PTWA.13 PTW Issued?</b> If <b>No</b>, go to <b>PTWA.12 – Is PTW Suspended</b></p>
<b>PTWA.12 – Is PTW Suspended</b>	<p>Has the existing PTW been suspended? If <b>Yes</b>, Go to step <b>PTWA.14 – Begin task</b> If <b>No</b>, Go to step <b>PTWA.29– Request Extension</b></p>
<b>PTWA.13 – PTW Issued?</b>	<p>The PTW may be either Issued or Cancelled.</p> <p>Has the PTW been issued? If <b>Yes</b>, Go to step <b>PTWA.14 – Begin task</b> If <b>No</b>, Go to step <b>PTWA.15 – Amend PTW?</b></p>
<b>PTWA.14 – Begin task</b>	<p>Sign and display a copy of the issued PTW at a key point onsite.</p> <p>Begin task at the approved date/time.</p>
<b>PTWA.15 – Amend PTW?</b>	<p>Amend the PTW to align with concerns and/or requirements of the DOC, authorised DEI official, or FMPI.</p> <p>Go to <b>PTWA.7 – Send PTW to DOC, authorised DEI official, or FMPI</b></p>
<b>PTWA.16 – Monitor site</b>	<p>Monitor safety and risks on the worksite. Monitor the site for safety issues and delays that will affect the PTW or its schedule.</p>

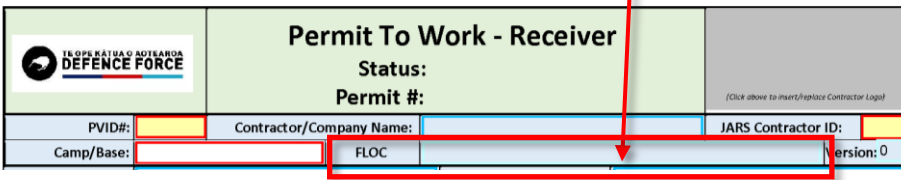
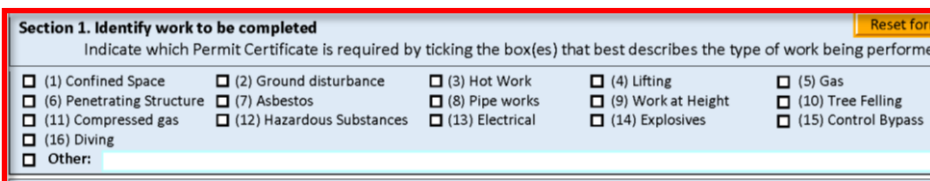
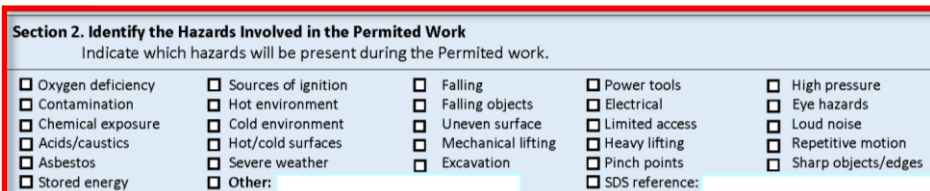
<b>PTWA.17 – Change in Conditions?</b>	<p>Monitor the worksite for a change in circumstances involving:</p> <ul style="list-style-type: none"> <li>• A reportable incident;</li> <li>• A Cease Work order;</li> <li>• A suspended PTW;</li> <li>• Unexpected hazards;</li> <li>• A change in the work environment; or</li> <li>• A delay in task completion.</li> </ul> <p>Has a change in circumstances occurred?</p> <p>If <b>Yes</b>, go to <b>PTWA.18 – Secure Site and stop work</b>.</p> <p>If <b>No</b>, go to <b>PTWA.27 – Permit Period Ends</b></p>
<b>PTWA.18 – Secure Site and Stop Work</b>	<p>In the event of a change in circumstances, secure the site, place appropriate safety controls in place and stop work immediately. Put all necessary controls in place to ensure the worksite is safe.</p>
<b>PTWA.19 – Can work Continue?</b>	<p>After securing the site, analyze the situation to determine if adequate controls are in place to mitigate any additional risks or hazards and possibly allow work to continue.</p> <p>If work could <b>possibly continue</b>, go to <b>PTWA.22 - Notify DOC, an authorised DEI official, or FMPI of Stop Work/Suspension</b>.</p> <p>If work is <b>unable to continue safely</b>, go to <b>PTWA.20 - Notify DOC of Stop Work</b> after making the site safe.</p>
<b>PTWA.20 – Notify Authorised DEI Official of Stop Work</b>	<p>Notify the DOC, authorised DEI official, or FMPI of the Stop Work situation and possible remediation solutions.</p> <p>( Branch to Issuer Step <b>PTWB.24 – Receive Stop Work Notification</b>)</p>
<b>PTWA.21 – Follow Incident Management System reporting (If Required)</b>	<p>In the event of an injury or notifiable event occurring, follow the Incident Management System Notification process (see chapter 3).</p> <div data-bbox="336 1361 1358 1420" data-label="Form">  </div> <p>(Branch to <b>DEI IMS Process</b>)</p>
<b>PTWA.22 – Notify Authorised DEI official of Stop work</b>	<p>Notify the DOC, authorised DEI official, or FMPI of the Stop Work/Permit suspension situation.</p>
<b>PTWA.23– Inspect Site and Discuss Permit Extension</b>	<p>Inspect the site with the DOC, authorised DEI official, or FMPI and discuss remediation actions and the possibility of restarting or extending the permit.</p> <p>In the instance of a remote permit being issued, it may be necessary perform the inspection over the phone or video conferencing.</p>
<b>PTWA.24 – Is a Permit restart/</b>	<p>Has a restart or extension to the permit been approved? Has the PTW been suspended?</p> <p>If <b>Restart is approved</b>: go to <b>PTWA.25 – Restart work</b></p> <p>If <b>Permit has been cancelled</b>: go to <b>PTWA.26 - Raise new JSA</b></p>



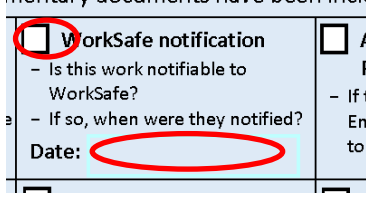
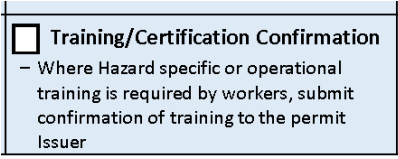
<b>extension approved?</b>	If <b>Permit Extension is approved:</b> (Branch to Issuer Step <b>PTWB.29 – Suspend Permit</b> ).
<b>PTWA.25 – Restart Work</b>	If a restart of the permit has been approved, restart the work. Go to <b>PTWA.16 – Monitor Task Site</b> .
<b>PTWA.26 – Raise New JSA</b>	As the Permit has been cancelled, a new Job Safety Analysis must be completed before raising a new Permit. Return to <b>PTWA.1 – Plan Task</b>
<b>PTWA.27 – Permit Period Ends</b>	Permits are only valid for a single shift but may be suspended and revalidated up to 5 times.
<b>PTWA.28 – Is the Work Complete?</b>	Has the work described by the permit been completed?  If <b>Yes:</b> go to <b>PTWA.30 – Inspect Site</b> If <b>No:</b> go to <b>PTWA.29 – Request Extension</b>
<b>PTWA.29 – Request Extension</b>	If an extension is required, contact the DOC, authorised DEI official, or FMPI. (Branch to Issuer step <b>PTWB.21 – Receive Extension Request</b> ) Go to <b>PTWA.10 – Receive PTW</b>
<b>PTWA.30 – Is Inspect Site</b>	Inspect the site to ensure all permitted work is complete and the site is safe.
<b>PTWA.31 – Raise Closure Request</b>	Request the OC, authorised DEI official, or FMPI to close the PTW.
<b>PTWA.32 – Send PTW to DOC, authorised DEI official, or FMPI</b>	Sign section 7 of the Permit to work form certifying that the work described on the permit is complete and the permit is closed:   <p>Section 7. Permit Closure – Sign off when work is finished, or revalidation periods have expired</p> <p>Are all related permits closed? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A    Is the site clean, secure and ready for re-commission? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Permit Issuer and Permit Receiver: - By signing below, the Permit Issuer and Permit Receiver certify the work described on this permit is complete and the permit is closed</p> <p>Permit Issuer (Name): _____    Permit Receiver (Name): _____</p> <p>Signature: _____    Signature: _____</p> <p>Date: _____    Date: _____</p>
	Then return the permit to the DOC, authorised DEI official, or FMPI.
<b>PTWA.33 – Rectify Closure Issues?</b>	(from Issuer Step <b>PTWB.34 – Permit Closed Without Issue?</b> ) The DOC, authorised DEI official, or FMPI will inspect the site and may identify issues that need remediation.  In this event, rectify the identified issues then go to <b>PTW.32 – Send PTW to DOC, authorised DEI official, or FMPI</b> .
<b>PTWA.34 – Receive</b>	(from Issuer Step <b>PTWB.37 – Return application</b> ) Receive the signed copy PTW from the DOC, authorised DEI official, or FMPI and file it with other Project documents.

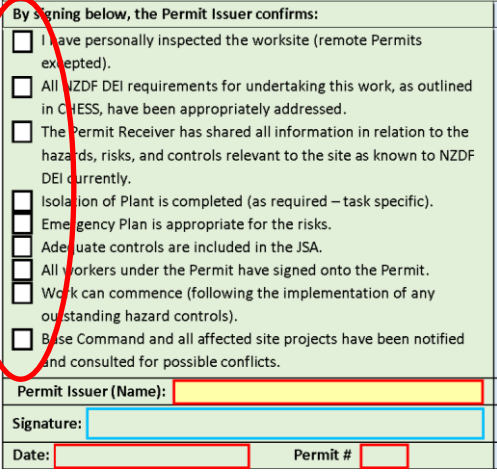
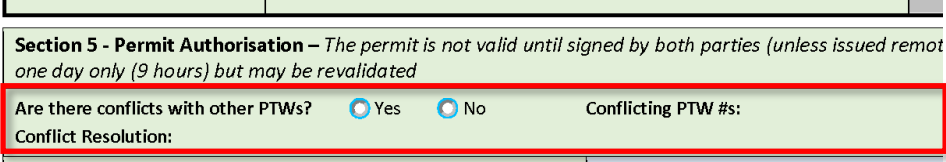
Updated PTW ?	
PTWA.35 – EOP	<b>End of Process</b>

## PTWB: Permit to Work – Issuing Procedure

Step #	Description Detail
<b>PTWB.1 – Receive application</b>	Applications are received from contractor and NZDF staff responsible for performing maintenance and construction tasks on NZDF estate. Permits are only required for tasks as described in the <b>Appendix C: Notifiable, Restricted and Permissible Work</b>
<b>PTWB.2 – Check Application?</b>	<p>Check the applicant has correctly completed all sections on page 1</p> <p>(i) Site Details</p> <p>If available, enter the Functional Location (FLOC) number associated with the area where the task is being performed. Indicate what attachments have been included.</p>  <p>(ii) Type Of Work</p> <p><b>Section 1. Check the type(s) of work being performed have been correctly identified?</b></p>  <p>(iii) Hazards Identified</p> <p><b>Section 2. Check all likely hazards have been identified</b></p>  <p>(v) Safety Controls</p> <p><b>Section 3. Check what additional plans (for example, traffic management or Emergency Response Plans) have been supplied.</b></p>

		<div style="border: 2px solid red; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> <b>Permit certificate</b>            - A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.         </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> <b>WorkSafe notification</b>            - Is this work notifiable to WorkSafe?            - If so, when were they notified?            Date:         </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> <b>Amended Emergency Response Plan</b>            - If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included         </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> <b>Emergency Rescue Plan</b>            - Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Job Safety Analysis</b>            - Include a completed and signed JSA to indicate risk assessment and mitigation processes         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Traffic Management Plan</b>            - Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Asbestos Removal Control Plan</b>            - An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Asbestos pre-work checklist</b>            - An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Sitemap</b>            - Maps/drawings/GPR results.         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b>            - Is a site alert required to inform the Camp/Base and other sites of the Permitted work?         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Training/Certification Confirmation</b>            - Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer         </td> <td style="vertical-align: top;"> <input type="checkbox"/> <b>Other</b> </td> </tr> </table> </div>	<input type="checkbox"/> <b>Permit certificate</b> - A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.	<input type="checkbox"/> <b>WorkSafe notification</b> - Is this work notifiable to WorkSafe? - If so, when were they notified? Date:	<input type="checkbox"/> <b>Amended Emergency Response Plan</b> - If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included	<input type="checkbox"/> <b>Emergency Rescue Plan</b> - Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment	<input type="checkbox"/> <b>Job Safety Analysis</b> - Include a completed and signed JSA to indicate risk assessment and mitigation processes	<input type="checkbox"/> <b>Traffic Management Plan</b> - Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base	<input type="checkbox"/> <b>Asbestos Removal Control Plan</b> - An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.	<input type="checkbox"/> <b>Asbestos pre-work checklist</b> - An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos	<input type="checkbox"/> <b>Sitemap</b> - Maps/drawings/GPR results.	<input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b> - Is a site alert required to inform the Camp/Base and other sites of the Permitted work?	<input type="checkbox"/> <b>Training/Certification Confirmation</b> - Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer	<input type="checkbox"/> <b>Other</b>												
<input type="checkbox"/> <b>Permit certificate</b> - A Permit Certificate must be used in conjunction with the Permit form to provide assurance that all reasonable and practicable steps have been taken to mitigate risks.	<input type="checkbox"/> <b>WorkSafe notification</b> - Is this work notifiable to WorkSafe? - If so, when were they notified? Date:	<input type="checkbox"/> <b>Amended Emergency Response Plan</b> - If the Work interferes with existing Emergency Response Plans, amendments to the plan must be included	<input type="checkbox"/> <b>Emergency Rescue Plan</b> - Emergency Rescue Plans MUST be included when working at height or in confined spaces, and must list rescue equipment																							
<input type="checkbox"/> <b>Job Safety Analysis</b> - Include a completed and signed JSA to indicate risk assessment and mitigation processes	<input type="checkbox"/> <b>Traffic Management Plan</b> - Provide a TMP if the work may disrupt or noticeably increase traffic on the Camp/Base	<input type="checkbox"/> <b>Asbestos Removal Control Plan</b> - An Asbestos Removal Control Plan is required whenever work involves the removal of asbestos.	<input type="checkbox"/> <b>Asbestos pre-work checklist</b> - An asbestos pre-work checklist is required whenever work may involve handling or disturbing Asbestos																							
<input type="checkbox"/> <b>Sitemap</b> - Maps/drawings/GPR results.	<input type="checkbox"/> <b>Site Alert (24 hrs Notice)</b> - Is a site alert required to inform the Camp/Base and other sites of the Permitted work?	<input type="checkbox"/> <b>Training/Certification Confirmation</b> - Where Hazard specific or operational training is required by workers, submit confirmation of training to the permit issuer	<input type="checkbox"/> <b>Other</b>																							
	<b>(v) Worker Signoff</b>	<b>Section 4. Check all workers have signed the PTW.</b>  <div style="border: 2px solid red; padding: 5px;"> <p><b>Section 4. Worker Sign Off</b></p> <p>Worker: - By signing this document, I confirm I have read and understood the Permit requirements and shall adhere to any relevant supplementary documentation submitted. By signing this document on site and on the day, it confirms that I have been given the opportunity to ask the Permit Receiver questions about the risks, hazards, and controls of this work.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 30%;">Signature</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> </div>	Name	Signature	Date																					
Name	Signature	Date																								
	<b>(vi) Receiver Signoff</b>	<b>Section 5. Check the applicant has signed off the receiver component of section 5 on page 2 of the PTW.</b>  <div style="border: 2px solid red; padding: 5px;"> <p>By signing below, the Permit receiver confirms:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand the precautions and agree to abide by the conditions specified in this Permit and related documentation.</li> <li><input type="checkbox"/> All hazard/risk controls outlined in this Permit are in place and will remain so for the duration of the work.</li> <li><input type="checkbox"/> I have personally explained to each of the Workers what the risks and controls are for work under this Permit, including emergency rescue plans.</li> <li><input type="checkbox"/> All personnel undertaking work under this permit are trained and competent to do so.</li> <li><input type="checkbox"/> Enquiries have been made of those completing the work whether they have any pre-existing medical conditions which may affect them during the work e.g. epilepsy, and if affected, what appropriate steps will be taken to manage the situation.</li> </ul> <p>Permit Receiver (Name): <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Signature: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Date: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> </div>																								
<b>PTWB.3 – Page 1 complete?</b>	Has page 1 of the PTW been completed correctly? - <b>Yes:</b> Go to step <b>PTWB.4 – Check Job Safety Analysis (JSA).</b> - <b>No:</b> Go to step <b>PTWB.16 – New PTW?</b>																									
	Complete this section to ensure all appropriate safety checks and controls are in place.																									

<b>PTWB.4 – Check Job Safety Analysis (JSA).</b>	(i) Site Hazard Details	Check all available sources (site/building plans and records) for hazards such as pipes, electrical and data cables, etc. and indicate additional hazards (if any) that have not already been identified in the JSA or the PTW.																																							
	(ii) WorkSafe	<p>Check if tasks are notifiable to WorkSafe For a list of notifiable and restricted items, refer to:</p> <p><i>Health and Safety in Employment Regulations 1995</i>  <i>Health and Safety in Employment (Asbestos) Regulations 1998</i></p> <p>Check if the task is notifiable to WorkSafe and that the applicant has attached evidence to the PTW that WorkSafe has been notified.</p> <p>If so, check PTW has indicated WorkSafe has been notified.</p> 																																							
	(iii) Safety Controls	<p>Check if proposed safety controls are adequate for the hazards present in the task. If additional plans (for example, traffic management or Emergency Response Plans) have been supplied check they are appropriate for the task.</p> <table border="1"> <thead> <tr> <th>b) Sequence of Steps</th> <th>Potential Hazard</th> <th>Top Event (Loss of Control)</th> <th>Threats and Consequences (Describe the threats to and consequences of the top event.)</th> <th>Risk of Loss of Control</th> <th>Controls (Describe the control methods to be used to mitigate the risk and identify the level of the control)</th> <th>Residual Risk (with controls in place)</th> </tr> </thead> <tbody> <tr> <td>Step 1.</td> <td></td> <td></td> <td></td> <td>Risk Level</td> <td>Control description</td> <td>#</td> </tr> <tr> <td rowspan="4">Description:</td> <td></td> <td></td> <td></td> <td>Risk Level</td> <td></td> <td>#</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Risk Level</td> <td></td> <td>#</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Risk Level</td> <td></td> <td>#</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Risk Level</td> <td></td> <td>#</td> </tr> </tbody> </table>	b) Sequence of Steps	Potential Hazard	Top Event (Loss of Control)	Threats and Consequences (Describe the threats to and consequences of the top event.)	Risk of Loss of Control	Controls (Describe the control methods to be used to mitigate the risk and identify the level of the control)	Residual Risk (with controls in place)	Step 1.				Risk Level	Control description	#	Description:				Risk Level		#				Risk Level		#				Risk Level		#				Risk Level		#
	b) Sequence of Steps	Potential Hazard	Top Event (Loss of Control)	Threats and Consequences (Describe the threats to and consequences of the top event.)	Risk of Loss of Control	Controls (Describe the control methods to be used to mitigate the risk and identify the level of the control)	Residual Risk (with controls in place)																																		
	Step 1.				Risk Level	Control description	#																																		
Description:				Risk Level		#																																			
				Risk Level		#																																			
				Risk Level		#																																			
				Risk Level		#																																			
(iv) Qualifications and Certifications	<p>Check for confirmation on the PTW of any qualifications or certifications workers are required to hold in order to perform the task. This may include approved handler and filler certificates for hazardous chemicals/cryogenic/compressed gases, or specific licences for heavy machinery.</p> 																																								
(v) Environmental Impacts	If this task involves environmental impacts or considerations, ensure Environmental Services have been consulted, and all appropriate actions have been included.																																								
<b>PTWB.5 – Are Remote Permit Conditions met?</b>	<p>Remote Permitting is required from time to time on the Estate were works take place on satellite sites across the estate, and where, due to travel limitations, an onsite permit issue cannot occur (see <b>Remote Site Permits to Work</b> for a list of conditions required for Remote Permitting). The option to issue a remote permit sits with the DOC or, their absence, the RHSS.</p> <p>Are remote Permit conditions met?</p> <ul style="list-style-type: none"> <li>- <b>Yes:</b> Continue to <b>PTWB.6 Discuss Hazards, Risks and Remote Permitting Requirements</b></li> <li>- <b>No:</b> Go to step <b>PTWB.7 – Inspect site</b></li> </ul>																																								

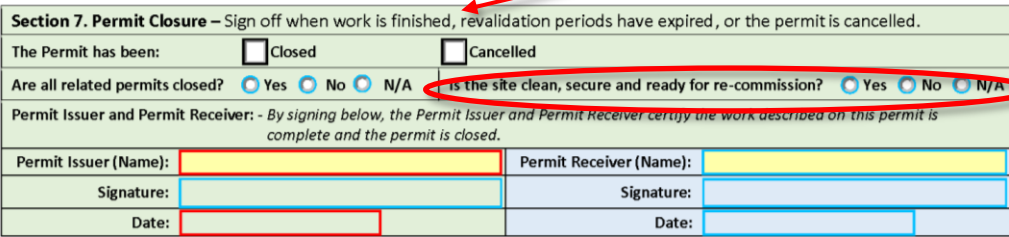

<b>PTWB.6</b> <b>Discuss</b> <b>Hazards,</b> <b>Risks and</b> <b>Remote</b> <b>Permitting</b> <b>Requirements</b>	Contact contractor via phone (or preferably, video conference) to discuss remote permitting requirements and to discuss/view site controls, ensuring they are appropriate to keep the site safe for the public and workers (e.g. barricades or fences). Go to step <b>PTWB.8 - Complete Permit Certificate</b>	
<b>PTWB.7 –</b> <b>Inspect site</b>	Check details of the permit request are accurate and that the appropriate controls are in place to keep the site safe for the public and workers (e.g. barricades or fences).	
<b>PTWB.8 -</b> <b>Complete</b> <b>Permit</b> <b>Certificate</b>	<b>(i) Complete</b> <b>Permit</b> <b>Certificate(s)</b>	Complete the appropriate Permit Certificate for the task being performed. Permit Certificates can be found on the <a href="#">Permit Certificates</a> page of the <a href="#">DEI Knowledge Portal</a> .
	<b>(ii) Site</b> <b>Details</b>	<b>Section 5.</b> After inspecting the task site, Complete section 5 on page 2 of the PTW. 
<b>PTWB.9 – Are</b> <b>amendments</b> <b>required?</b>	Check if the applicant needs to amend the PTW application.  Are amendments required? - <b>Yes:</b> Go to step <b>PTWB.16 – New PTW?</b> - <b>No:</b> Go to step <b>PTWB.10 – Check site Impacts</b>	
<b>PTWB.10 –</b> <b>Check site</b> <b>Impacts</b>	Check the PTW tasks do not adversely affect other work being performed on the site, the Base/Camp, or other BAU activities.	
	<b>(i) PTW</b> <b>Review</b>	<b>Section 5.</b> Check with Base/Building command and other work sites if there are likely to be impacts on other activities, to ensure the impacts are acceptable. Check the PTW register in ArcGIS to ensure there are no conflicts with existing PTWs. Indicate any conflicts and the associated PTW number. Indicate the checks have been made. 

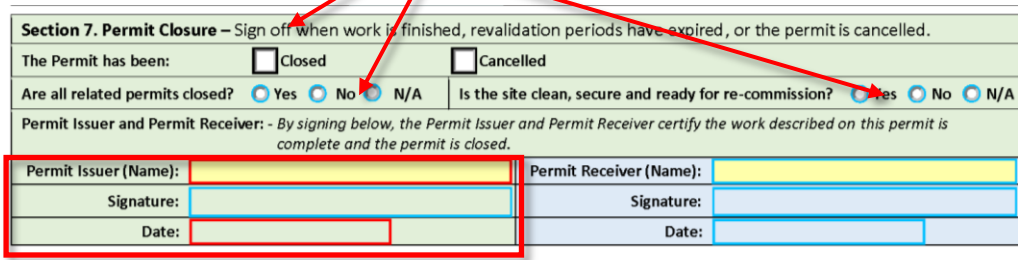
<b>PTWB.11 – Schedule Conflicts?</b>	<p>Are there any scheduling conflicts with other PTWs of activities?</p> <p>- <b>Yes:</b> Go to step <b>PTWB.12 – Revise Schedule?</b></p> <p>- <b>No:</b> Go to step <b>PTWB.15 – Issue PTW</b></p>																																	
<b>PTWB.12 – Revise Schedule?</b>	<p>If conflicts exist, negotiate with all affected parties to reschedule/revise the Permit's date and times.</p> <p>Check with the receiver to determine if the new permit period is acceptable.</p>																																	
<b>PTWB.13 – Is Revised Schedule OK?</b>	<p>Is the new permit period acceptable to the applicant?</p> <p>- <b>Yes:</b> Go to step <b>PTWB.15 – Issue PTW</b></p> <p>- <b>No:</b> Go to step <b>PTWB.16 – New PTW?</b></p>																																	
<b>PTWB.14 – Update PTW Valid date/time details</b>	<p>If there is approval to extend the period of the PTW:</p> <p>(i) Update the header of the PTW to indicate the new start and end date/times for the PTW (if necessary).</p>																																	
<b>PTWB.15 – Issue PTW</b>	<p>(i) Issuer Signoff</p>	<p><b>Section 5.</b> After inspecting the task site, Complete section 5 on page 2 of the PTW.</p> <div data-bbox="746 992 1316 1525"> <p>By signing below, the Permit Issuer confirms:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have personally inspected the worksite (remote Permits excepted).</li> <li><input type="checkbox"/> All NZDF DEI requirements for undertaking this work, as outlined in CHSS, have been appropriately addressed.</li> <li><input type="checkbox"/> The Permit Receiver has shared all information in relation to the hazards, risks, and controls relevant to the site as known to NZDF DEI currently.</li> <li><input type="checkbox"/> Isolation of Plant is completed (as required – task specific).</li> <li><input type="checkbox"/> Emergency Plan is appropriate for the risks.</li> <li><input type="checkbox"/> Adequate controls are included in the JSA.</li> <li><input type="checkbox"/> All workers under the Permit have signed onto the Permit.</li> <li><input type="checkbox"/> Work can commence (following the implementation of any outstanding hazard controls).</li> <li><input type="checkbox"/> Base Command and all affected site projects have been notified and consulted for possible conflicts.</li> </ul> <p>Permit Issuer (Name): <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span></p> <p>Signature: <span style="border: 1px solid black; display: inline-block; width: 250px; height: 1.2em; vertical-align: middle;"></span></p> <p>Date: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> Permit # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 1.2em; vertical-align: middle;"></span></p> </div> <p>(ii) Section 6. - Extending PTWs.</p> <p>If this is an extension to an existing Permit, complete Section 6 of the PTW form, indicating the date/time for the extension.</p> <div data-bbox="603 1615 1458 1995"> <p><b>Section 6 - Permit Suspension and Revalidation</b> – Only the Permit Issuer can suspend and revalidate the Permit. Work can be revalidated for up to a maximum of five consecutive days.</p> <table border="1"> <tr> <td>The Permit Issuer Certifies:</td> <td colspan="3">Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)</td> </tr> <tr> <td>The Permit Receiver Certifies:</td> <td colspan="3">Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged. All personnel undertaking work under this permit are trained and competent.</td> </tr> </table> <table border="1"> <thead> <tr> <th>Suspended by:</th> <th>Date/Time:</th> <th>Revalidated by:</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <p><b>Note: Permits can only be revalidated 5 times before a new permit must be issued.</b></p>	The Permit Issuer Certifies:	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)			The Permit Receiver Certifies:	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged. All personnel undertaking work under this permit are trained and competent.			Suspended by:	Date/Time:	Revalidated by:	Date/Time																				
The Permit Issuer Certifies:	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)																																	
The Permit Receiver Certifies:	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged. All personnel undertaking work under this permit are trained and competent.																																	
Suspended by:	Date/Time:	Revalidated by:	Date/Time																															




PTWB.16 – New PTW?	<p>Is this a new PTW or a request for an extension to an existing PTW)?</p> <ul style="list-style-type: none"><li>- <b>Yes</b> (New PTW): Go to step <b>PTWB.17 – Reject application</b></li><li>- <b>No</b> (Extension): Go to step <b>PTWB.18 – Suspend PTW</b></li></ul>																												
PTWB.17 – Reject application	<p>Return the Permit to the Receiver, unsigned, with an explanation as to why the Permit has not been issued and request the Receiver amend it.</p> <p>Go to step <b>PTWB.20 – Return Application</b></p>																												
PTWB.18 – Suspend PTW	<p><b>(i) Section 8.</b> Mark the PTW as suspended, and return it to the Receiver with an explanation as to why the Permit has been suspended .</p> <div><p><b>Section 6 - Permit Suspension and Revalidation</b> – Only the Permit Issuer can suspend and revalidate the Permit. Work can be revalidated for up to a maximum of five consecutive days.</p><table><tr><td>The Permit Issuer Certifies:</td><td colspan="3">Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)</td></tr><tr><td>The Permit Receiver Certifies:</td><td colspan="3">Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.</td></tr></table><table><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr></table></div>	The Permit Issuer Certifies:	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)			The Permit Receiver Certifies:	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.			Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time
The Permit Issuer Certifies:	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)																												
The Permit Receiver Certifies:	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.																												
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
PTWB.19 – Update PTW register	<p>Update PTW register in ArcGIS with PTW status details.</p>																												
PTWB.20 – Return Application	<p>For an <i>Issued</i> PTW, return the Issued, rejected or Suspended Permit for to the receiver for their records. For details on Receiver actions, branch to Receiver step <b>PTWA.10 – Receive PTW</b>.</p> <p><b>(End of Issuing process)</b></p>																												
PTWB.21 – Receive Extension Request	<p><b>(From Receiving Step PTWA – Step 29)</b></p> <p>When a PTW is expected to run past the approved period, the Task Supervisor must request an extension to the PTW. This can be via an updated form received by email, and should include the revised expected completion time.</p> <p><b>Note:</b> Extensions will also be requested for a PTW that has been suspended. It is at the discretion of the DEI official to determine if a new PTW needs to be raised.</p>																												

<b>PTWB.22 – Inspect Site</b>	<p>If the extension period is to include a period of time where the site will be unattended, check that the appropriate safety controls are in place to keep the site safe for the public and workers. (e.g. barricades or fences).</p> <p>Where the permit has been issued remotely, a phone/video call may be required)</p>																												
<b>PTWB.23 – Check PTW extension details</b>	<p>Check with the permit Receiver regarding details and reasons for the extension.</p> <p>If acceptable, suspend the Permit by completing the appropriate details in section 6 of the permit, and return the permit to the receiver.</p> <div><p><b>Section 6 - Permit Suspension and Revalidation</b> – Only the Permit Issuer can suspend and revalidate the Permit. Work can be revalidated for up to a maximum of five consecutive days.</p><table><tr><td><b>The Permit Issuer Certifies:</b></td><td colspan="3">Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)</td></tr><tr><td><b>The Permit Receiver Certifies:</b></td><td colspan="3">Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr><tr><td>Suspended by:</td><td>Date/Time:</td><td>Revalidated by:</td><td>Date/Time</td></tr></table></div> <p>When required, go to step <b>PTWB.10 – Check site Impacts</b> to revalidate the permit.</p>	<b>The Permit Issuer Certifies:</b>	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)			<b>The Permit Receiver Certifies:</b>	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.			Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time	Suspended by:	Date/Time:	Revalidated by:	Date/Time
<b>The Permit Issuer Certifies:</b>	Circumstances on site including the Permit Receiver remain unchanged. Work can re-commence (following the implementation of any outstanding hazard controls)																												
<b>The Permit Receiver Certifies:</b>	Following ceasing of work under this permit, a site inspection has been undertaken and circumstances on site remain unchanged . All personnel undertaking work under this permit are trained and competent.																												
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
Suspended by:	Date/Time:	Revalidated by:	Date/Time																										
<b>PTWB.24 – Receive Stop Work Notification</b>	<p><b>(From Receiving Step PTWA.20 – Notify Authorised DEI Official of Stop Work)</b></p> <p>A cancellation or suspension of work can be called in the event of an injury or notifiable event occurring, or can be called by anyone who feels the <i>permitted</i> task or surrounding work area is unsafe, or could become unsafe. For example, during inclement weather conditions.</p> <p>The Task Supervisor must notify the DEI Officer immediately of the cease work or pause.</p> <p>Suspended tasks can be restarted through the Extension Request (<b>PTWA.12</b>) process.</p> <p>If additional hazardous activities or safety controls are required, the Task Supervisor or the DEI official may <u>cancel</u> the PTW and require a new one to be raised before the task can continue.</p>																												
<b>PTWB.25 – Inspect Site</b>	<p>In the event of a cancellation or suspension, the site inspect the site to check that the appropriate safety controls are in place to keep the site safe for the public and workers.For example, barricades or fences must be in place.</p> <p>Where the permit has been issued remotely, a phone/video call may be required)</p>																												
<b>PTWB.26 – Follow Incident Management System Reporting (If Required)</b>	<p>If required, follow the incident management System reporting process as described on the <a href="#">DEI Incident Response</a> page of the <a href="#">DEI Knowledge Portal</a>.</p>																												

<b>PTWB.27 – Cancel PTW</b>	<p>After confirming the site is safe and secure, indicate the PTW is <b>Cancelled</b> in section 7, sign and date the form and return it to the receiver.</p>  <p>- Go to step <b>PTWB.30 – Update PTW register</b></p>
<b>PTWB.28 – Inspect site and consult receiver</b>	<p align="center"><b>(From PTWA – Step 22)</b></p> <p>Inspect site and discuss Permit the possibility of a restart or Permit Extension. If Permit is to be restarted, no action required. (Where the permit has been issued remotely, a phone/video call may be required)</p>
<b>PTWB.29 – Suspend PTW</b>	<p>Confirm that the site is safe and secure, then suspend the Permit by completing the appropriate details in section 6 of the permit, and update the PTW register.</p>  <p>- Continue to step <b>PTWB.23 – Check PTW extension details</b></p>
<b>PTWB.30 – Update PTW register</b>	<p>Update PTW register in ArcGIS with new PTW details.</p>
<b>PTWB.31 – EOP</b>	<p align="center"><b>End of Cancellation Process</b></p>
<b>PTWB.32 – Receive Closure Request</b>	<p align="center"><b>(From Receiving Step PTWA.22 – Notify Authorised DEI official of Stop work)</b></p> <p>At the end of a work period or when a permitted task is completed, the Task Supervisor must notify the DEI official by email, and must ensure that any necessary safety controls are in place (or have been removed if no longer required).</p>

<b>PTWB.33 – Inspect Site</b>	Inspect the site for appropriate safety controls, and to ensure it is suitably clean with no hazards present. (Where the permit has been issued remotely, a phone/video call may be required)						
<b>PTWB.34 – Permit Closed Without Issue?</b>	Has the permit been closed without any outstanding issues?  - <b>Yes</b> (no Issues): Go to step <b>PTWB.35 – Close PTW</b> - <b>No</b> (outstanding issues remain): return the permit to the receiver explaining the outstanding issues and discuss remediation actions. (Branch to Receiving Step <b>PTWA.33 – Rectify Closure issue</b> )						
<b>PTWB.35 – Close PTW</b>	<p><b>Section 7.</b> Update Section 7 or the PTW to indicate it is closed, if all related permits are closed, and the site has been inspected and is clean and safe. Sign the permit</p>  <p><b>Section 7. Permit Closure</b> – Sign off when work is finished, revalidation periods have expired, or the permit is cancelled.</p> <p>The Permit has been: <input type="checkbox"/> Closed <input type="checkbox"/> Cancelled</p> <p>Are all related permits closed? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Is the site clean, secure and ready for re-commission? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Permit Issuer and Permit Receiver: - By signing below, the Permit Issuer and Permit Receiver certify the work described on this permit is complete and the permit is closed.</p> <table border="1"> <tr> <td>Permit Issuer (Name):</td> <td>Permit Receiver (Name):</td> </tr> <tr> <td>Signature:</td> <td>Signature:</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> </table>	Permit Issuer (Name):	Permit Receiver (Name):	Signature:	Signature:	Date:	Date:
Permit Issuer (Name):	Permit Receiver (Name):						
Signature:	Signature:						
Date:	Date:						
<b>PTWB.36 – Update PTW register</b>	Update PTW register in ArcGIS with PTW details.  Update site records with any changed or additional hazards.						
<b>PTWB.37 – Return application</b>	Return PTW to the applicant via hardcopy or email.						
<b>PTWB.38 – EOP</b>	<b>End of Procedure</b>						

## Appendix A: Permit to Work form - Page 1 (Example Only)

Valid from: Date _____ Time _____ Valid to: Date _____ Time _____ Permit Status: <b>Permit request</b>	<h3>Permit To Work - Receiver</h3> Permit ID: _____	
--	---	---

Permit to Work application: Inform WorkSafe of any notifiable work then complete the application form below and email the completed form to the NZDF EDM or Project Office.

[Email to Issuer](#)
[Reset form](#)

(a) Applicant:	Name: _____	Phone/Mob: _____	Email: _____	
Task Supervisor:	Name: _____	Phone/Mob: _____	Email: _____	
(b) Location	Camp/Base/Building: _____ Site: _____ Location: _____ Site map available? <input type="radio"/> Yes <input type="radio"/> No			
(c) Task Summary				
(d) Site/Base Impacts	Are amendments required to the ERP? <input type="radio"/> Yes <input type="radio"/> No      Is a TMP required? <input type="radio"/> Yes <input type="radio"/> No _____			
(e) Notifiable tasks	Is the task notifiable to WorkSafe? <input type="radio"/> Yes <input type="radio"/> No      Date Notified: _____			
(f) Type of Work	<input type="checkbox"/> Confined Space <input type="checkbox"/> Hot Work <input type="checkbox"/> Work at Height <input type="checkbox"/> Electrical <input type="checkbox"/> Ground disturbance <input type="checkbox"/> Penetrating Structure <input type="checkbox"/> Gas <input type="checkbox"/> Pipe works <input type="checkbox"/> Scaffolding <input type="checkbox"/> Control Bypass <input type="checkbox"/> Overhead Crane <input type="checkbox"/> Diving <input type="checkbox"/> Asbestos <input type="checkbox"/> Explosives <input type="checkbox"/> Hazardous Substances <input type="checkbox"/> Overhead Cables <input type="checkbox"/> Lifting <input type="checkbox"/> Compressed gas <input type="checkbox"/> Tree Felling <input type="checkbox"/> Other: _____			
(g) Hazards	<input type="checkbox"/> Oxygen deficiency <input type="checkbox"/> Sources of ignition <input type="checkbox"/> Falling <input type="checkbox"/> Power tools <input type="checkbox"/> High pressure <input type="checkbox"/> Contamination <input type="checkbox"/> Hot environment <input type="checkbox"/> Falling objects <input type="checkbox"/> Electrical <input type="checkbox"/> Eye hazards <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Cold environment <input type="checkbox"/> Uneven surface <input type="checkbox"/> Limited access <input type="checkbox"/> Loud noise <input type="checkbox"/> Acids/caustics <input type="checkbox"/> Hot/cold surfaces <input type="checkbox"/> Mechanical lifting <input type="checkbox"/> Heavy lifting <input type="checkbox"/> Repetitive motion <input type="checkbox"/> Asbestos <input type="checkbox"/> Severe weather <input type="checkbox"/> Excavation <input type="checkbox"/> Pinch points <input type="checkbox"/> Sharp objects/edges <input type="checkbox"/> Stored energy <input type="checkbox"/> Other: _____ <input type="checkbox"/> SDS reference: _____			
(h) Controls	<input type="checkbox"/> Barricades/Fences <input type="checkbox"/> Additional access/egress <input type="checkbox"/> Flagman/Spotter <input type="checkbox"/> Standby fire extinguishers <input type="checkbox"/> GFCI <input type="checkbox"/> Additional Lighting <input type="checkbox"/> Fire blanket <input type="checkbox"/> Continuous monitor required <input type="checkbox"/> Air mover <input type="checkbox"/> LOTO <input type="checkbox"/> Fire watch <input type="checkbox"/> Welding Screens <input type="checkbox"/> Additional controls: _____			
(i) PPE	<input type="checkbox"/> Protective suit – type: _____ <input type="checkbox"/> Rubber boots <input type="checkbox"/> Hearing protection <input type="checkbox"/> Lifeline <input type="checkbox"/> Respirator – type: _____ <input type="checkbox"/> Reflective vest <input type="checkbox"/> Cooling vest <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves – type: _____ <input type="checkbox"/> Standard PPE: (safety boots, hard hat, safety glasses) <input type="checkbox"/> Supplied air <input type="checkbox"/> Electrical hot suit – type: _____ <input type="checkbox"/> Safety harness <input type="checkbox"/> Other: _____			
(j) Qualifications and certifications				
(k) Task Start/End Date/Time	Start Date: _____ End Date: _____		Start Time: _____ End Time: _____	
(l) Attachments	<input type="checkbox"/> Sitemap <input type="checkbox"/> WorkSafe notification <input type="checkbox"/> Amended ERP <input type="checkbox"/> TMP <input type="checkbox"/> Site Alert (24 hrs Notice) <input type="checkbox"/> JSA <input type="checkbox"/> Other: _____			

(m) Declarations

I, the undersigned, confirm that:

☐ All the details set out in and/or attached to this application are complete and accurate in all respects.

☐ All staff undertaking the specified task(s) in this application are suitably trained, qualified, and experienced to perform the task.


☐ I Understand the terms and conditions, and the precautions to be taken under this permit.

Applicant	Name: _____	Signature: _____	Date: _____
-----------	-------------	------------------	-------------

Figure 2. Permit To Work Form - Page 1



## Appendix B: Permit to Work form - Page 2 (Example Only)

Valid from: Date _____ Time _____ Valid to: Date _____ Time _____ Permit Status: <b>Permit request</b>	<h3>Permit To Work - Issuer</h3> Permit ID: _____	 <b>New Zealand DEFENCE FORCE</b> <small>Te Ope Kaitiaki O Aotearoa</small>
--	---	---

<b>Permit Amendment</b> <span style="float: right; background-color: #ffeb3b; padding: 2px 5px;">Email to Issuer</span>	
(n) Cease Work/ Suspension / Extension  (o) Additional Attachments	Is the site secure? <input type="radio"/> Yes <input type="radio"/> No      Amendment Type: <input type="checkbox"/> Extension <input type="checkbox"/> Suspension <input type="checkbox"/> Cancellation Reason for Amendment: _____ Expected End Date: _____ Time _____ (for extensions only) <input type="checkbox"/> Sitemap <input type="checkbox"/> WorkSafe notification <input type="checkbox"/> Amended ERP <input type="checkbox"/> Amended TMP <input type="checkbox"/> Other: _____ Task Supervisor: _____ Signature _____ Date: _____

<b>Permit Closure</b> <span style="float: right; background-color: #ffeb3b; padding: 2px 5px;">Email to Issuer</span>	
(p) Task Complete	<input checked="" type="checkbox"/> Closed <input type="checkbox"/> Site inspected?    Is the site clean and secure? <input type="radio"/> Yes <input type="radio"/> No Task Supervisor: _____ Signature: _____ <small>Print, sign and return to issuer when closed.</small> Date: _____

Office Use Only: To be completed by the EDM / Project Officer:  
Complete checklists as described, update the PTW register, update the permit number and valid period, then issue the permit to the applicant.

<b>Application Check</b>	
(1) Check Attachments	Page 1 complete? <input type="radio"/> Yes <input type="radio"/> No    FLOC #: _____ Attachments: <input type="checkbox"/> Sitemap <input type="checkbox"/> WorkSafe notification <input type="checkbox"/> Amended ERP <input type="checkbox"/> TMP <input type="checkbox"/> JSA <input type="checkbox"/> Site Alert (24 hrs Notice) <input type="checkbox"/> Other: _____

<b>Job Safety Analysis (JSA)</b>	
(2) Site Details	<input checked="" type="checkbox"/> Site inspected? Data sources, plans and records inspected for potential hazards or Cultural / Heritage significance? <input type="radio"/> Yes <input type="radio"/> No Additional hazards/conditions identified? <input type="radio"/> Yes <input type="radio"/> No    Applicant notified? <input type="radio"/> Yes <input type="radio"/> No Additional Requirements: _____
(3) WorkSafe	Is the task notifiable to WorkSafe? <input type="radio"/> Yes <input type="radio"/> No    WorkSafe Notified? <input type="radio"/> Yes <input type="radio"/> No
(4) Safety controls	Are controls adequate? <input type="radio"/> Yes <input type="radio"/> No    (if No, reject application and return to applicant)
(5) Qualifications and Certifications	Additional certifications and qualifications required? <input type="radio"/> Yes <input type="radio"/> No Additional Certifications: _____

<b>Site Impacts</b>	
(6) Communications	Have the following areas been notified/consulted for conflicts? Base command? <input type="radio"/> Yes <input type="radio"/> No    Affected site projects? <input type="radio"/> Yes <input type="radio"/> No
(7) PTW Review	Are there conflicts with other PTWs? <input type="radio"/> Yes <input type="radio"/> No    Conflicting PTW #: _____ Conflict Resolution: Suggested Start Date: _____ Start Time: _____ End Date: _____ End Time: _____ Special Conditions: _____

<b>Permit Status</b>	
(8) Permit Authority	Status: <input checked="" type="checkbox"/> Issued <input type="checkbox"/> Rejected <input type="checkbox"/> Suspended <input type="checkbox"/> Cancelled Reason: _____ Start Date: _____ Start Time: _____ End Date: _____ End Time: _____ Planview ID: _____ Contractor ID: _____ Permit #: _____ Version: 0 <span style="float: right; background-color: #ffeb3b; padding: 2px 5px;">Email to Receiver</span>
(9) Closure Approval	Status: <input type="checkbox"/> Closed <input type="checkbox"/> Site inspected?    Is the site clean and secure? <input type="radio"/> Yes <input type="radio"/> No
(10) Signature	Permit Controller: _____ Signature: _____ <small>Print, sign and deliver to receiver when issuing.</small> Date: _____

Figure 3. Permit To Work Form - Page 2



## Appendix C: Notifiable, Restricted and Permittable Work

1. Notifiable Work – Health and Safety in Employment Regulations 1995 – consisting of:
  - a. Commercial logging or tree felling operations;
  - b. Construction work involving one or more of the following:
    - (1) Work in which a person may fall five metres or more, other than (the following exclusions):
      1. Work in connection with a residential building up to and including two full storeys;
      2. Work on overhead telecommunication lines and overhead electric power lines;
      3. Work carried out from a ladder only;
      4. Maintenance and repair work of a minor or routine nature.
    - (2) The **erection or dismantling or scaffolding** from which any person may fall five metres or more;
    - (3) Work **using a lifting appliance** where the appliance has to lift a mass of 500 kilograms of more a vertical distance of five metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane;
    - (4) Work in any **pit, shaft, trench, or other excavation** in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top;
    - (5) Work in any **drive, excavation, or heading** in which any person is required to work with a ground cover overhead;
    - (6) Work in **any excavation** in which any face has a vertical height of more than five metres and an average slope steeper than a ratio of one horizontal to two vertical;
    - (7) Work in which **any explosive** is used or in which any explosive is kept on site for the purpose of being used;
    - (8) Work in which **any person breathes air that is compressed** or a respiratory medium other than air.
2. Restricted Work – Health and Safety in Employment (Asbestos) Regulations 1998 consisting of:
  - a. Work involving asbestos, if the asbestos is friable, and is or has been used in connection with thermal or acoustic insulation, or fire protection, in buildings, ships, structures, or vehicles;
  - b. Work involving asbestos, if the asbestos concerned is friable and is or has been used in connection with lagging around boilers, ducts, furnaces, or pipes;
  - c. The demolition or maintenance of anything, including a building or a part of a building, containing friable asbestos;
  - d. The encapsulation of materials containing friable asbestos;
  - e. The use, on asbestos cement or other bonded product containing asbestos, of:
    - (1) A power tool with any kind of cutting blade or abrasive device, except when it is used with dust control equipment; or
    - (2) Any other equipment whose use may result in the release of asbestos dust, except when it is used with dust control equipment.
  - f. Dry sanding of floor coverings containing asbestos.
3. **NZDF Permitted Work** – Defined as work considered potentially hazardous by NZDF and not listed in the regulations:

- a. **Phone and data cables** – while the work itself is not intrinsically hazardous, although other factors such as working in excavations or at height may come into play, the potential for loss of service to vital defence activities makes this a permitted activity;
- b. **Hot work** – defined as any work where the temperatures generated are likely to ignite surrounding materials, e.g. cutting and welding, metal grinding, blow lamps and other equipment producing sparks, heat or a naked flame;
- c. **High voltage electrical work** – defined as any activity involving electricity lines or electrical equipment rated at 1000v or higher.
- d. **Gas works** – defined as any activity connected to the installation, maintenance or repair of pipes, fittings, plant or equipment related to reticulated or bottled natural gas, CNG or LPG.
- e. **Pipe works** – defined as any activity connected to the installation, maintenance, or repair of pipes and pipelines, fittings, plant or equipment relating to reticulated water, petroleum products, or other liquids or gases (not natural gas, CNG or LPG).
- f. **Deactivation of warning or protective alarm** – defined as any activity causing a partial or complete de-activation of a warning or protective system e.g. security, fire, or emergency, for any time period.
- g. **Confined Space** – defined as any activity occurring wholly or partly in a confined workspace as defined in AS 2865:1995 Safe Working in a Confined Space.
- h. **Working at Height** – defined in Work Safe NZ 'Working at Height Toolkit' Factsheets 1-6.
- i. **Penetrating ground or structural works** requiring ground or structural penetration of any depth, with any device, for the purpose of:
  - a. altering a structure;
  - b. fixing a structure or object in place;
  - c. testing ground stability for foundations;
  - d. stabilise slopes;
  - e. recovering a resource e.g. water; or
  - f. disposing of any substance.
- j. **Any other activity** that may impact on surface and subsurface installations, structures, and plant that involves:
  - a. Blasting;
  - b. Excavation or other land disturbance;
  - c. Placing of trees or plants;
  - d. Placing of any matter or thing on or in the land;
  - e. Loading of the soil; and
  - f. Movement by heavy vehicles or heavy machinery weighing over 4.5 tonnes.

## Document Control

### Associated Documents

This document should be read in conjunction with the following files.

Files	Location
Health and Safety in Employment Regulations 1995	<a href="http://www.legislation.govt.nz/regulation/public/1995/0167/latest/DLM202257.html">www.legislation.govt.nz/regulation/public/1995/0167/latest/DLM202257.html</a>
Health and Safety in Employment (Asbestos) Regulations 1998	<a href="http://www.legislation.govt.nz/regulation/public/1998/0443/latest/DLM269298.html">www.legislation.govt.nz/regulation/public/1998/0443/latest/DLM269298.html</a>
Permit to Work Process	DDMS R0000650606
Permit to Work Form	DDMS R0000754029
DEI PTW Process Map	DDMS R0000704473
DEI PTW Process Map (A3 version)	DDMS R0000
JSA1: Job Safety Analysis	DDMS R0000674763
PTW1: Permit to Work – Application Procedure	DDMS R0000672411

### Version / Revision History

Version	Description	Author	Date
0.1	Draft	Brian Matthews	25/07/2019

This electronic media based document is *UNCONTROLLED* when printed!

If any of the content of this document is no longer current, contact DEI Health & Safety Coordinator via email at [DEIH&S@nzdf.mil.nz](mailto:DEIH&S@nzdf.mil.nz) to make updates.