

## Apply for, accept, and carry out work according to a work permit in the workplace

**Level** 3

**Credits** 4

**Purpose** People credited with this unit standard are able to: explain the types of work permits, the roles of those involved in the work permit system, and the requirements for receiving a work permit; explain the preparatory requirements when applying for a work permit; accept a work permit and undertake work under the permit; and describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work.

**Subfield** Occupational Health and Safety

**Domain** Occupational Health and Safety Practice

**Status** Registered

**Status date** 25 May 2007

**Date version published** 25 May 2007

**Planned review date** 31 December 2012

**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA and industry.

**Standard setting body (SSB)** New Zealand Industry Training Organisation – Industrial Health and Safety Advisory Group

**Accreditation and Moderation Action Plan (AMAP) reference** 0171

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

---

### Special notes

#### Definitions

*Organisational requirements* refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

*Legislative requirements* include but are not limited to compliance with – Health and Safety in Employment Act (HSE)1992, Health and Safety in Employment (HSE) Regulations 1995, their subsequent amendments and any applicable Approved Codes of Practice created under the primary Act or related guidelines, Resource Management Act 1991, local body regulations.

*Permit Issuer (PI)* refers to the person responsible for issuing the permit.

*Permit applicant (PA)* refers to the person responsible for securing the permit, and who may or may not be undertaking or overseeing the permitted work.

The *Person in Charge of the Worksite (PICWS)* is responsible for execution of the work.

The *Safety Observer (SO)* is responsible for monitoring hazardous work, stopping work and initiating emergency actions.

*Work permit* in this unit refers to the documented procedures associated with controlling potentially hazardous work activities.

---

## Elements and performance criteria

### Element 1

Explain the types of work permits, the roles of those involved in the work permit system, and the requirements for receiving a work permit.

### Performance criteria

- 1.1 Different types of work permit, attachments, certificates and associated procedures are identified in relation to the work to be carried out.
- Range includes but is not limited to – cold, hot, confined space entry, excavation, isolation, working at height, lifting/cranage.
- 1.2 The roles and responsibilities of personnel other than the applicant are identified according to organisational requirements.
- Range PI, PICWS, SO.
- 1.3 Responsibilities of the applicant under the permit to work system are described.
- Range includes but is not limited to – permit application, cold, hot, confined space entry, excavation, isolation, working at height, lifting/cranage, endorsement, reissue, cancellation.
- 1.4 Supporting documents are located and interpreted in accordance with organisational requirements.
- Range includes but is not limited to – hazard registers, material/product safety data sheets, underground drawings, operational or maintenance procedures, general safety procedures.

1.5 The application of legislation, in relation to the work being carried out within the permit system, is identified.

Range includes but is not limited to – HSE Act, regulations and their associated amendments, Resource Management Act, codes of practice, guidelines, standards, notifiable work.

## Element 2

Explain the preparatory requirements when applying for a work permit.

### Performance criteria

2.1 The tasks necessary when applying for a work permit are described according to organisational requirements.

Range includes but is not limited to – work description, location, duration, equipment identification, permit user, job safety analysis associated with the task, authorisation requirements, risk assessment.

2.2 Job safety analysis or hazard identification and control is carried out in relation to organisational requirements.

Range includes but is not limited to – task steps, hazards identification, controls specification, checklists.

2.3 Attendance requirements at the worksite and limits of supervision are determined according to organisational requirements.

Range continuous, periodic, proximity to work, number of permits held.

## Element 3

Accept a work permit and undertake work under the permit.

### Performance criteria

3.1 The scope of the permit is reviewed with the permit issuer.

Range scope of work, work location, equipment details, hazards associated with the job, hazards associated with the environment, agreed hazard controls, site inspection as required, validity period.

3.2 The scope of work, the hazards, and the specified controls are communicated to those undertaking the work.

Range toolbox meeting, discussion.

- 3.3 The worksite is inspected prior to the start of work in accordance with organisational requirements to confirm effective controls are in place.
- Range includes but is not limited to – isolations, atmospheric tests, safety and emergency equipment, barriers, warning signage.
- 3.4 The work is endorsed by the PI, the PICWS, and if applicable the field operator and other personnel involved, indicating their acceptance of the conditions and controls.
- Range includes but is not limited to – safety equipment, personal protective equipment, respiratory protection, communication equipment, access control, atmospheric monitoring, safety observer.
- 3.5 The work is undertaken, and worksite and practices monitored to ensure compliance with the conditions of the permit.
- 3.6 Deviations from the permit requirements are handled in accordance with organisational requirements.
- Range authorisation, communication.

#### **Element 4**

Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work.

#### **Performance criteria**

- 4.1 The status of work that is incomplete at the end of the work period is communicated to those in control of the place of work, according to organisational requirements.
- Range verbal communication, status report.
- 4.2 The process and conditions for reissuing permits for incomplete work are described according to organisational requirements.
- Range period between reissues, changed conditions.
- 4.3 The reasons for permit cancellation are described according to organisational requirements.
- Range site emergency, completion of work, non-compliance, scope change, incomplete documentation.
- 4.4 The worksite is restored according to organisational requirements.
- Range housekeeping, tools stored/removed.

- 4.5 Permits for completed work are returned to the issuer for cancellation according to organisational requirements.

---

**Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

---

**Comments on this unit standard**

Please contact the New Zealand Industry Training Organisation [office@nzito.co.nz](mailto:office@nzito.co.nz) if you wish to suggest changes to the content of this unit standard.