

GENERAL WORK PERMIT

This permit is required for any work to be performed that is identified as non-routine maintenance work with safety and environmental hazard potential, for example, high pressure water jetting, removal of handrails/gratings/fixed ladders, pressure testing (all situations), any work involving spraying of pesticides or insecticides, any work being conducted at the slipway and launch and retrieval of vessels from the slipway.

SECTION 1: Area Authority

Landside & slipway <input type="checkbox"/> (Authorised by Maintenance Department)	Jetty, Wharf and Marine <input type="checkbox"/> (Authorised by Operations Department)
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SECTION 1: Applicant Detail's

Name of Permit Applicant/s (Person/s undertaking work onsite) .	Name: Contact No:
Company	
Company representative/contact filling out permit (if different to permit applicant)	Name: Contact No: Email:

SECTION 2: Description of Location and Activity

Location (including vessel name if applicable)	
Description of Works	
Description of equipment being used	

SECTION 3: Permit Dates

Permit Requested From: _____ (Date) _____ (Time) To _____ (Date) _____ (Time)

Permit Approved: _____ (Date) _____ (Time) To _____ (Date) _____ (Time)

SECTION 4: Permit Conditions

Permit Applicant to tick yes, no or NA to the following:	YES	NO	N/A
1. Will a pre-start discussion take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. JHA/Procedure has been prepared and is available for the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will work be occurring in areas where there are asbestos containing materials (ACM)? If yes, this to be included in the JHA and the KPA asbestos register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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must be signed.			
4. MSDS has been referred to in the JHA and is available for the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will a spotter/sentry be nominated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the area be barricaded/cordoned off and warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the person/s conducting the work suitably trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The required PPE has been identified and will be worn by all persons involved in the activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the equipment you are using fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5: Permit Applicant Statement of Acknowledgement

I acknowledge the requirements of the Kimberley Ports Authority to identify and control risks and work in a safe manner at all times. I confirm the company I represent/undertaking the work has satisfactory documented safe systems of work in place and that all permits and licences required are current.

Signature:	Position:	
Name:	Date:	/ /

SECTION 6: KPA Permit Authoriser Review

- Check permit is filled out correctly
- Clarify details with applicant where required.
- Check scheduling for other permits and activities
- For KPA contractors, ensure the relevant KPA contact has been advised of the work (i.e. maintenance department)

SECTION 7: KPA Permit Authoriser Statement of Acknowledgement (KPA Use Only)

I am satisfied that the applicant/contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed below.

Signature:	Position:	
Name:	Date:	/ /

Special Conditions for approval – if any: _____

SECTION 8: Completion Sign Off. **Please present this form to gatehouse on departure**

Permit Applicant: _____ Date: _____ Time: _____ Signature: _____

KPA Authorised Person: _____ Date: _____ Time: _____ Signature: _____

KPA may withdraw this permit at any time if unsafe work practices are seen.