

Lendlease services business
PNLK-SF-120A – Permit to Work



PenLink Traffic Control Room: 5978 4012		Permit Number:	
PART 1 - WORK PERMIT DETAILS (All Questions To Be Completed By Permit Applicant)			
Permit Start	Date:	Time:	Permit Finish Date: Time:
Company:		Phone:	Email:
On Site Supervisor:		On Site Mobile:	Number of staff on site:
Are works within Lend Lease Permitted Hours? Weekdays 10AM-1430 & 2000-0500 hours			Yes <input type="checkbox"/> No <input type="checkbox"/>
Location of work:			
Select All Applicable: Northbound Southbound Exit Ramp Entry Ramp Shared User Path Shoulder Left Lane Centre Lane Right Lane Emergency Lane Median Ramp Closure Static Site Mobile Site Centenary Park Other			
Circle applicable Traffic Management:		Type:	Speed:
		Standard Merge Lateral Shift Contra Flow Chicane Stop/Go Bat	40 60 80 KM Speed Reduction.
Inductions. Have all personnel under this Permit received a Site Induction within the last 2 years? Yes <input type="checkbox"/> No <input type="checkbox"/> (Inductions held every Tuesday at 7AM @ the site office). Email: peninsulalinkpermits@lendlease.com for bookings and PTW submission.			
Description & Scope of Work:			
<input type="checkbox"/> Type 1 (Freeway Access/No Traffic Management) <input type="checkbox"/> Type 2 (Freeway Access with Traffic Management) <input type="checkbox"/> Type 3 (Planned Damage/Disturbance of Assets) <input type="checkbox"/> Type 4 (TM Required during Peak Period)			
Materials to be brought to Site:			
1. Does work require traffic management plans? (Provide plans with this application).			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Do works involve electrical systems? LV/HV Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate of Electrical Safety being provided with the works?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Hot Works including grinding, welding, oxy-welding etc. involved? (If yes, provide details)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Are any keys required for access to gates and locks? If so, specify:			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Will all plant equipments, tools, materials be stored on site outside working hours? (If YES, please specify)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Is the use of Hazardous Substances i.e. chemicals, involved in these works? (If YES, Material Safety Data Sheet to be supplied)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7. Will containers of petrol / diesel be brought on worksite? (If yes, Specify Quantity and MSDS to be carried)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8. Are you drilling / cutting / digging? (If yes, location of services eg HV, electrical, Optic Fibre and other needs to be identified)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
9. Confined Space entry required?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10. Dial Before You Dig or Asset locator required?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
I confirm the information in this form and supporting documents is a true and accurate reflection of the proposed works. I confirm the appropriate authorisations, permits and approvals have been obtained from Lend Lease Services and confirm all staff have been inducted in to Peninsula Link.			
Permit Applicant: Print Name		Signature:	Date:
PART 2 – Document Checklist/Supporting Evidence			
SWMS Review Checklist	Yes <input type="checkbox"/> No <input type="checkbox"/>	Certificate of Currency attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
SWMS attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Tickets associated to the works attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
MSDS attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Memorandum of Authority required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approvals – Office Use Only			
Andrew Mason	Operations Manager	Date	Signature
Ken Pond	HSEQ Officer	Date	Signature
Elena Macaulay	Contracts Manager	Date	Signature



1 GENERAL CONDITIONS

- 1.1 All work permit applications must be submitted a minimum of 3 working days prior to the commencement of any works with all relevant supporting documentation. The permit applicant is required to have clear understanding of overall works being performed and responsible for the planning & maintaining the worksite. If hazardous substances are used on site, these must be noted on the work permit and a MSDS provided.
- 1.2 All works on carriageways will require an approved traffic management plan created by an accredited plan writer in accordance with VicRoads Code of Practice- Road Management Act 2004- Worksite Safety Traffic Management.
- 1.3 All information and details shown on the work permit must be complete, accurate and signed.
- 1.4 The work permit is only valid for the period specified and deemed void at end of permit finish time. A copy of work permit must be retained at the worksite while performing the works.
- 1.5 The company must perform only those works, which are specified on the Work Permit. If conditions related to the work permit change, then all works are to cease, until new conditions are considered and approval given by Lend Lease.
- 1.6 All tolls associated with the provision of services as defined by the work permit are the responsibility of the permit applicant.
- 1.7 Only Peninsula Link site inducted personnel will be given access to freeway assets. In special circumstances, non- inducted persons may be permitted to work on Peninsula Link with the condition that they will be under the direct supervision of an inducted person at all times and they are nominated on the work permit.
- 1.8 Lend Lease reserves the right to reject any Work permit application or revoke, at anytime, an in-progress work permit.
- 1.9 Lend Lease may evict any persons from the lease boundary for poor environmental or OH&S conduct and practices etc.
- 1.10 Only approved HSE Contractors will be issued permits and who have completed site inductions.

2 SAFETY AND ENVIRONMENT

- 2.1 All persons working on Peninsula Link are required to wear appropriate Personal Protective Equipment (PPE) , safety footwear and safety vests as a minimum (Note: Safety vest must conform to the current standards AS/NZS 4602 requirements) and ensure that it is maintained in a good condition.



- 2.2 Work permit applicant is responsible for identifying any job specific safety clothing/equipment required by the relevant OH&S legislation.
- 2.3 All onsite personnel must have a full understanding of the scope and safety requirements of the works.
- 2.4 All vehicles and mobile plant are to be fitted with an orange flashing light. All mobile plant is required to be fitted with reversing beeper.
- 2.5 All activities conducted under the permit shall comply with all applicable WHS legislation, regulations, Codes of Practice and relevant Australian Standards including any regulations governing the operation and maintenance of Plant, working in Confined spaces and working at Heights. This includes Lend Lease Global Minimum Requirements.
- 2.6 All plant and equipment used for the works are required to be tested, tagged and operated in accordance with the current OH&S and Environmental regulations and any other industry requirements. All plant and equipment used on site for works is to be operated by appropriately trained certified operator, competent to carry out the activities.
- 2.7 Worksite is to be maintained in as neat a condition as practical during works and returned to its original state once works are complete. For ongoing works ensure the work site is left in a clean and safe condition at the end of each workday. For works on road surfaces, kerbs and channels, ensure that areas are kept clean and free from debris. Avoid construction material from entering drainage system via open pits.
- 2.8 **All emergencies, hazards, unsafe work practices, incidents and injuries must be reported immediately to the Traffic Control Room on 5978 4012**
- 2.9 In the event that an emergency occurs, all personnel must follow the direction given by the Traffic Control Room Operator, all Lend Lease Staff and Emergency Services.
- 2.10 Do not park TMAs in running lanes where an Emergency Lane exists (Off set TMAs to protect workers alighting traffic side).

3 SITE ACCESS

- 3.1 Notification to the Control Room:
Without Traffic Management: Contact the Traffic Control Room prior to commencement and on completion of works.
With Traffic Management: Contact the Traffic Control Room: a. Prior to commencement; b. first bollard down on set up; c. last bollard up on pack-up and d. completion of works.
- 3.2 Only persons working under an approved work permit are permitted access to Peninsula Link assets.
- 3.3 No persons are permitted to cross a "live" traffic carriageway to gain access to or egress from the work site.
- 3.4 The applicant is responsible for return of Access Keys and shall be liable for replacement costs if lost or damaged.
- 3.5 Do not park TMAs in running lanes where this can be avoided.