

|                 |                                         |                     |                   |
|-----------------|-----------------------------------------|---------------------|-------------------|
| Version number  | 9                                       | Implementation date | June 2024         |
| HSEQ author     | Ian Rossow                              | HSEQ approver       | Martin O'Neill    |
| Functional area | Health, Safety, Environment and Quality | Element             | Authority to Work |

## Purpose

To provide a process to coordinate activities requiring an Authority to Work (ATW).

## 1 Authorisation of high risk permits

The authorisation should be recorded on the relevant high risk permit, including sign off at completion of the task. Only authorised personnel - 'Plant Controllers' - are able to issue an ATW.

### 1.1 Selection and authorisation of plant controllers

All personnel either issuing or receiving an ATW should be authorised by the Operations and/or Site Manager.

### 1.2 Duties of plant controllers

Work under an ATW must not commence, or be accepted as complete, until authorised by the Authorised Plant Controller. There can only be one service provider, one Authorised Work Controller and one Authorised Plant Controller per ATW issued. Where approved by the Operations and/or Site Manager, one person may assume both roles of Authorised Plant Controller and Authorised Work Controller. With this in mind, there should always be at least two different accredited people in the process, as one person cannot authorise themselves to complete work.

### 1.3 Training of plant controllers

To comply with the training requirements of this Protocol, the Operations and/or Site Manager must ensure that all personnel who act as Authorised Plant Controllers, Authorised Work Controllers, and service providers are to be trained and competent in the requirements of this Protocol. Where a competent person specifies that an ATW is to be used, workers doing that work should receive training in the ATW process. All other workers will be made aware of the requirements of the ATW process and training records will be retained on site. During contractor inductions, the ATW system should be explained to ensure that contractors comply with its requirements. The Operations and/or Site Manager (or nominee) is required to maintain a list of authorised ATW permit issuers within the site Skills Matrix.

## 2 The authority to work (ATW) process

The ATW process is managed using a defined internal authorisation process, including a process to manage any risks arising from interactions between tasks. All work is approved by a person with the appropriate knowledge for plant, equipment and other works being completed. This is to ensure work is carried out in a safe and well-planned manner. An ATW is a written authorisation issued by an Authorised Work Controller that approves work to occur over a predetermined period.

For each ATW issued, there can only be:

- one service provider
- one Authorised Work Controller (AWC)
- one Authorised Plant Controller (APC).

However, one person may assume both roles of Authorised Plant Controller and Authorised Work Controller.

# Authority to Work Model Protocol

*Note: At any time, there must be at least two different accredited people in the process i.e. the Authorised Plant Controller cannot be the same person as the service provider. A person cannot hand over an ATW to themselves.*

## 2.1 Planning for ATW activities

An ATW is required when there is the potential for the work to interact or conflict with other works, resulting in increased risk.

The **Authority to Work Permit** and any attachments should be prepared in advance by the Authorised Work Controller (or nominee) after identifying and assessing the risk. This process includes:

- identifying the ATW-related job (e.g. high-risk work)
- determining the work scope and job details and considering safer alternatives, either in terms of timing or the intended method of carrying out the work
- selecting a service provider based on their skills, experience and qualifications and being an approved supplier
- with the service provider review and inspect the work area to identify hazards associated with the task, process and the equipment in consultation with the Authorised Plant Controller
- assess the possible impact of the work on the surrounding area and other departments with the service provider and the Authorised Plant Controller
- identify the necessary controls with the service provider to protect those undertaking the task or situated within the area
- determining the number, nature and duration of ATWs required to carry out the work safely with the service provider
- the service provider developing a SWMS for each task that should be completed, including identified hazards and their controls
- approval of the Safe Work Method Statement (SWMS) process and prepare the ATW and associated documents.

## 2.2 Authorisation of ATW

The Authorised Work Controller must submit the completed ATW and attachments (including SWMS) to the Authorised Plant Controller. Once the Authorised Plant Controller is satisfied that all of the necessary documentation has been developed and the work can be conducted safely, they will sign and authorise the ATW, thereby permitting work to commence. All ATWs are to be approved by the Authorised Plant Controller on the day of the work and immediately before work commences.

## 2.3 Issuing an ATW

The Authorised Work Controller will issue the approved ATW to the service provider.

Once an ATW has been issued, the original copy is to be retained by the Authorised Plant Controller and copies are to be issued to the service provider and the Authorised Work Controller. A copy of the ATW and its attachments are to be kept at or near the job site while work is being carried out to ensure the Work Crew can easily refer to it. It is up to the individual workplace to determine the most effective storage and filing system, which will enable the Authorised Plant Controller to readily identify the work being performed on site.

*Note: An ATW is only valid for a single work shift; a shift handover will include the re-issue of the ATW using the **Authority to Work Permit Handover Sheet** template.*

## 2.4 Communication

The service provider is responsible for communicating the requirements of the ATW, SWMS and associated documents to the Work Crew before work is carried out. The communication is to ensure

# Authority to Work Model Protocol

that all people working under the ATW understand its contents, the SWMS and other safety documentation related to the task. Before starting work, every worker is to review the SWMS and sign it. The Work Crew should update the SWMS with any hazards that are identified during work and ensure that appropriate controls are put in place. When the SWMS and ATW are changed, the changes should be formally communicated to all members of the Work Crew before further work can be conducted. While work is underway, the SWMS and ATW should be displayed in a prominent location to facilitate reference, monitoring and clearance.

*Note: The **ATW Plant Controller Notice Board** template and the **Task Authorisation Register** template are useful means of ATW activity communication to workers at the site.*

## 2.5 Changes in workplace conditions

In conjunction with the Authorised Work Controller, the service provider should revise, amend and re-authorise the SWMS if there are hazards associated with the work due to a change in any of the following:

- scope of work
- method of work
- interaction with other work groups in the area
- work environment (e.g. light, air quality, weather, heat).

The authorised Plant and/or Work Controller is responsible for determining if the changes are sufficient to warrant a new ATW. Any changes to the ATW, SWMS and associated documentation should immediately be communicated to the Work Crew. The Work Crew should initial the changes made to the SWMS. If a new ATW or SWMS is required, the Work Crew should cease work until the new documentation is prepared and approved. The Work Crew should be briefed via a toolbox talk and sign the new SWMS.

## 2.6 Initiating Emergency Response / Rescue Plan

All work being performed under an Authority to Work (ATW) and/or Permit/s must be immediately stopped if there is an emergency event or if the rescue plan needs to be initiated. All non-essential workers in the immediate area must move away to a safe location to enable the rescue team and/or emergency services to perform their duties.

The Authorised Works Controller must immediately notify the Authorised Plant Controller if there is an emergency and/or a rescue is required. The Authorised Plant Controller will immediately suspend the ATW and/or Permit/s to allow the rescue team and/or emergency services to perform their duties without the need to attach a Personal Red Lock.

After the emergency event has been managed, the Authorised Works Controller and the Authorised Plant Controller must:

- account for all persons that had been working under the ATW and/or Permit/s
- inspect the work area to determine if safe to proceed with the work
- identify any additional hazards, and review and update control measures so that the emergency event does not occur again
- communicate updated requirements to the work crew using the **On-the-Job Assessment & Discussion** form
- Re-issue ATW and/or Permit/s

If the event requires notification to the relevant regulator, work cannot re-commence until the regulator has released the scene (refer to the **Incident Reporting, Investigation and Action Management Protocol** for further guidance).

## 2.7 People changes (handover sheet)

If at any time during the progress of work (including shift changes) the Authorised Plant Controller, Authorised Work Controller or service provider need to be relieved from their duty, a formal handover of responsibilities is required using the **Authority to Work Permit Handover Sheet** template.

## 2.7.1 Authorised plant controller and authorised work controller handover process

The handover process for Authorised Plant Controllers and Work Controllers should be as follows:

- The ATW, its associated documentation, plant, process conditions and work status will be reviewed by outgoing and relief personnel at the time of the handover.
- An outgoing Authorised Work Controller should review the scope of work and work-related hazards with their relief personnel to ensure there is a full understanding of the scope of work and all hazards associated with it.
- An outgoing Authorised Work Controller should advise the Authorised Plant Controller and service provider of the change before leaving the site, and after recording their 'sign out' time on the ATW Permit Handover Sheet; they should have this initialled by the Authorised Plant Controller.

## 2.7.2 Service provider handover process

The handover process for service providers should be as follows:

- The outgoing service provider should advise their relief personnel of the work status and should review the ATW to ensure there is a full understanding of the work and its associated hazards.
- The relief service provider should inform the Authorised Work Controller of the handover.
- The Authorised Plant Controller should initial the ATW Permit Handover Sheet, acknowledging the handover has been made.

If the ATW requires work to stop for a period of time, the Authorised Work Controller and the service provider must sign off on the ATW Permit Handover Sheet and have this initialled by the Authorised Plant Controller. The Authorised Plant Controller should retain all original documents and provide a copy to the service provider and Authorised Work Controller.

## 3 Completion of work

The service provider, Authorised Work Controller and Authorised Plant Controller should sign the closure section on the **Authority to Work Permit** when work has been completed, has been inspected, verified and accepted as safe, and the workplace has been returned to a safe condition.

After sign off, the original ATW, its attachments and all ATW Permit Handover Sheets (where applicable) should be returned to the Authorised Plant Controller and filed.

# Authority to Work Model Protocol

## Roles and responsibilities

| Role                              | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work Crew                         | <p>Participate in developing Safe Work Method Statements (SWMS).</p> <p>Only commence work after receiving permission to do so from the service provider and after signing the SWMS.</p> <p>Follow ATW procedures, SWMS, precautions and associated instructions given by the service provider.</p> <p>Cease work and inform the service provider of any changes that may affect the conditions under which the ATW was issued.</p> <p>Follow all directions given by the service provider, Authorised Work Controller or Authorised Plant Controller regarding the cancellation of the ATW and evacuating the site.</p> <p>Notify the service provider when work is complete.</p> <p>Only carry out the work they are competent to perform.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Service Provider                  | <p>Assist in completing and signing the ATW (using the <b>Authority to Work Permit</b>).</p> <p>Ensure that adequate supervision is provided at all times throughout the duration of the specified task.</p> <p>Comply with applicable SOPs, SWMS, Work Instructions and associated permits.</p> <p>Ensure that work commences only after the ATW has been authorised.</p> <p>Immediately inform the Authorised Work Controller of any changes to the work that may affect the conditions of the ATW.</p> <p>Develop SWMS and present these to the Authorised Work Controller for authorisation.</p> <p>Ensure compliance with all necessary safety requirements relevant to the work.</p> <p>Lead a toolbox meeting with the Work Crew at (or near) the job site.</p> <p>Sign the ATW closure, notify the Authorised Work Controller of the completion of work and ensure that plant and equipment is put back in safe condition, ready for re-use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Authorised Plant Controller (APC) | <p>The Authorised Plant Controller is the person responsible for the day-to-day operation of an area and is authorised by the Operations and/or Site Manager to issue ATWs. This role is usually filled by a Supervisor. There should only be one Authorised Plant Controller per area of plant on the site at any one time. If required, the Authorised Plant Controller can delegate their responsibility to other Authorised Plant Controllers.</p> <p>In consultation with the Authorised Work Controller (AWC), ensure plant is in a suitable condition for the relevant work to be carried out.</p> <p>Review the work scope and SWMS in detail to identify plant and work hazards, and ensure controls are listed and appropriate.</p> <p>Ensure the work can be done safely in conjunction with other work, which is planned or in progress.</p> <p>Agree on the scope of the work.</p> <p>Sign and authorise the ATW.</p> <p>Communicate any changes to plant or processes or additional interactions that may affect the work to the Authorised Work Controller and service provider.</p> <p>If circumstances have changed, instruct the Authorised Work Controller to stop work and prepare a new ATW.</p> <p>On completion of the work, authorise ATW closure and accept the condition of plant.</p> <p>Retain the completed ATW on site for a minimum of one year.</p> |

# Authority to Work Model Protocol

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorised Work Controller (AWC) | <p>The Authorised Work Controller coordinates the preparation of the ATW and supervises the work.</p> <p>In consultation with the service provider, identify hazards associated with the work, assess the associated risks and define appropriate control measures.</p> <p>Plan and supervise the work.</p> <p>Approve the SWMS as a condition for approving the ATW.</p> <p>Prepare and sign the ATW (using the <b>Authority to Work Permit</b>). Obtain and review associated documentation and permits before the ATW is approved.</p> <p>Communicate the plant- and process-related hazards to the service provider and ensure that the service provider complies with the defined control measures before work commences.</p> <p>Ensure various types of hazards do not interact to create unsafe conditions by liaising with the Authorised Plant Controller and service provider.</p> <p>Ensure the service provider and Work Crew both understand the hazards and controls associated with the work and have the required competencies to carry out the work.</p> <p>Inform the Authorised Plant Controller of any changes to the work that may affect the conditions of the ATW.</p> <p>Initiate and sign the ATW closure.</p> <p>Ensure the ATW closure conditions are as stated.</p> |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## HSEQ Document Definitions

Refer to HSEQ terms and definitions library on the HSE intranet site.

## HSEQ Document Version History

This table documents recent key HSEQ Document updates.

| No. | Date of issue | Comments / Key changes                                                                               | Next review   |
|-----|---------------|------------------------------------------------------------------------------------------------------|---------------|
| 3.0 | July 2015     | Replaces GRP-OHS-014 Authority to Work                                                               |               |
| 4.0 | May 2017      | Material change to the minimum standard 6.1 requirements.                                            |               |
| 5.0 | July 2019     | Significant realignment of protocol sections to align with Global harmonisation of minimum standards |               |
| 6.0 | Oct 2020      | Planning for ATW Activities - redefined the requirements for when an ATW is required,                |               |
| 7.0 | April 2022    | Re-brand and update document numbers to align with new HSEQ MS                                       |               |
| 8.0 | June 2024     | Re-brand to align with Policy and Procedure Hub                                                      | June 2026     |
| 9.0 | December 2024 | Added Section 2.6 – Initiating Emergency Response / Rescue Plan                                      | December 2026 |