Project Works

Construction Works

Maintenance Works

**P**erson **I**n **C**harge of Work

Request contractors

**S**afe **M**ethod of **W**orking

SMW Review Accepted?

Return to Contractor for revision and reissue

PTW required?

PROCEED WITH WORKS

Person In Charge of Work

Raise appropriate PTW

Submit to Safety Office

Safety Office PTW Approved?

Return to PIC for revision and reissue

YES

YES

YES

NO

NO

NO

Issue PTW to

Person In charge of Work

Responsibility:

Person In Charge of Work

Safety Representative

Responsibility:

Safety Officer

Assistant Safety Officer

Property Services H&S Officer

Type of Permit To Work:

Hot Works

Confined Spaces

Work at Height

Excavations (breaking ground)

Miscellaneous –

 Roof Access

 Other high risk works

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**P**erson **I**n **C**harge of Work

Issue PTW to Contractor

Sign before starting works

Issue copy to

Safety Office

PIC Advise others nearby of works to be done, possible noise disruption?

Contractor carry-out works to Safe Method of Working

Are works under PTW complete?

PIC request

Extension to Permit

Safety Office PTW Approved?

Contractor sign off PTW Return to PIC

Issue copy to

Safety Office

PIC & Safety Officer monitor works

Works under PTW complete

**STOP WORKS**

NO

NO

YES

YES

Responsibility:

Person In Charge of Work

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