

Authority to Work

Authority Requirements

Unplanned/Emergency works - The Site Owner may immediately request and approve work due to a breakdown or emergency.

- The Operational Site Owner (Coordinator/Project Manager/Principle Contractor) must be advised of the work and the Authority to Work must be completed
- The Service Provider (Contractor/employee) conducting the work must ensure suitable controls are implemented for all hazards identified
- All TasWater OHS requirements apply to all persons entering any site or facility
- All Contractor employees must hold current TasWater Inductions
- Site specific inductions must also be completed

This Authority must be carried by the contractor/employee at all times while engaged in work for TasWater.

1. Request for Clearance to Work

To be completed by the TasWater representative responsible for the issuance of work (Works Requester)

Service Provider (Name/Company)			
Service Provider email		Service Provider phone	
Location of Work			
Description of Work			
Works Order #		Purchase Order #	
Is IT Network access required	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes notify IT Service Centre for approvals	
Is SCADA approval required	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes obtain SCADA/Electrical Permit	
Hazard Control Measures	<input type="checkbox"/> Safety Management Plan <input type="checkbox"/> JSEA/SWMS <input type="checkbox"/> Permits Note: Project Safety Checklist to be attached for Project managed works		
Proposed start date		Proposed start time	
Expected duration of work			
Works Requester name		Works Requester role	
Works Requester email		Works Requester phone	
Signature		Date	

2. Authorisation to Work

To be completed by the responsible Operational Site Owner (Works Approver) on receipt of works request. In Authorising the work the Site Owner acknowledges that the works timing, conditions and risk controls are acceptable and permission is granted to commence work.

Confirmed Start Date		Confirmed Start Time	
Are permits required	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list permits and indicate if TasWater or Contractor	
<input type="checkbox"/> Contractor Permit <input type="checkbox"/> TasWater Permit	<input type="checkbox"/> Confined Space <input type="checkbox"/> Heights <input type="checkbox"/> Isolation <input type="checkbox"/> Hot Work <input type="checkbox"/> SCADA/Electrical <input type="checkbox"/> Excavation <input type="checkbox"/> Hazardous Zones <input type="checkbox"/> Asbestos <input type="checkbox"/> Other (List):		
Additional site or work hazards/conditions/controls	<input type="checkbox"/> Conflicting Work <input type="checkbox"/> Remote/Lone (Site Access) <input type="checkbox"/> White Card/High Risk Licence <input type="checkbox"/> Other (List):		
Application to commence work	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Further information required		
If Denied list reason			
Authority to Work Valid to:			
Works Approver Name		Works Approver Role	
Works Approver email		Works Approver phone	
Signature		Date	

Works Requester and Works Approver to confirm with Service Provider on agreed dates and time. Authority to Work to be issued to Service Provider.

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3. Acceptance to Work			
The service provider is to ensure all workers have a TasWater and Site Specific Induction prior to commencement of work. In accepting the Authority to work the person with Management control of the work accepts to manage the works in accordance with the agreed risk controls of this Authority to Work.			
Accepted Hazard Control Measures:	<input type="checkbox"/> Safety Management Plan: <input type="checkbox"/> JSEA/SWMS: <input type="checkbox"/> Permit: Reference documents listed and to be retained with Authority to Work at Work Site.		
Service Provider name		Service Provider role	
Service Provider email		Service Provider phone	
Signature		Acceptance Date	
4. Work Completion			
To be completed by the Service Provider responsible for the work and verified by the Works requester before provided to the Operational Site Owner			
Requested work has been completed	<input type="checkbox"/> Yes <input type="checkbox"/> No		If no, list further action required
Further Action required			
Work completed & Inspected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Project Works require the completion of an initial defects inspection
Changes to a process or setting	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, inform site operator
Changes to SCADA	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, SCADA team provided with documentation
Electrical or Asset change	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, required documentation issued to TasWater Asset Services
Service Provider name		Service Provider role	
Service Provider email		Service provider phone	
Signature		Date	
Works Requester verification of completion (This may be delegated to an appropriate TasWater Representative)			
Works Requester name		Works Requester role	
Works Requester email		Works Requester phone	
Signature		Date	
5. Authority Closure			
To be completed by responsible Operational Site Owner			
Works Completed and Site functional	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
If no, list issue and action required			
Issue/ Action required			
Additional Comments			
I confirm the work is complete and the asset/site is operational. The Authority to Work and all associated permits are now closed			
Site Owner name:		Site Owner role	
Site Owner email:		Site Owner phone:	
Signature		Date	
Forward completed Authority to Works Requester for inclusion in HPE			