

## MSAPMPER200B Work in accordance with an issued permit

### Unit Descriptor

This unit aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called permit recipients' or permit holders' by some organisations. Some organisations call permits' clearances'

This unit covers the basic competency of working under a permit. Where entry to a confined space is required, then MSAPMPER205B Enter confined space is also required. The safety observer (standby person) competencies are covered by MSAPMPER202A Observe permit work. The issuing of permits is covered by MSAPMPER300B Issue work permits.

### Employability Skills

This unit contains employability skills.

### Application of the Unit

This competency applies to persons who are required to conduct work activities under the authority of an issued permit to work and within the context and requirements of that permit. This typically applies to all work done by maintenance staff and contractors, and also to any other non-process work performed on the plant. It includes:

- identifying the range and scope of work covered by the permit
- checking that the right type of permit has been issued for the type of work
- adequately preparing to undertake the work, including obtaining all necessary safety equipment and PPE
- undertaking the work strictly in accordance with the provisions of the permit
- maintaining correct housekeeping with permit activities
- completing work in accordance with the permit requirements
- querying or raising matters about the permit if the scope of work/nature of the tools to be used varies from that covered by the permit
- handing back the permit in accordance with procedures and obtaining appropriate sign off as required.

### Unit Sector

No sector assigned

### ELEMENT

### PERFORMANCE CRITERIA

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| 1. Apply for permit(s) | 1.1 Confirm the scope and location of the work to be done<br>1.2 Identify the need for a work permit(s) for the work to be carried out.<br>1.3 Identify the type of work permit required.<br>1.4 Collate information required for the issue of the permit<br>1.5 Apply for the permit following the organisations requirements |
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| 2. Identify the scope of the permit.         | 2.1 Check that work to be done complies with the permit type.<br>2.2 Check that the scope and location of work comply with the permit issued<br>2.3 Check that the hazard controls specified on the permit are consistent with the hazard analysis<br>2.4 Check that preparations specified on the permit have been completed<br>2.5 Sign onto/receive the permit.   |
| 3. Prepare for permitted work.               | 3.1 Maintain safe working conditions and environment by using available isolation procedures, safety equipment and emergency procedures.<br>3.2 Monitor plant conditions and hazards to ensure work under the permit remains safe.<br>3.3 Ensure that appropriate safety equipment and clothing are selected and worn as required by the permit and relevant procedures.<br>3.4 Inspect work area to ensure safety and compliance with permit requirements and procedures.   |
| 4. Work in accordance with an issued permit. | 4.1 Use required hazard reduction/control measures.<br>4.2 Comply with requirements of the permit including safety observer if required.<br>4.3 Ensure compliance with scope, location and timeframe specified in the permit or seek re-authorisation as required<br>4.4 Suspend job and make work site safe before leaving job.<br>4.5 Formally seek and receive authorised extensions to the permit when required.<br>4.6 Give end of day status report to permit issuer.  |
| 5. Complete permit(s) to work.               | 5.1 Obtain new permit(s) or have existing permit(s) revalidated before work is recommenced.<br>5.2 Check the work conducted against the issued permit(s) to ensure that all the nominated work requirements have been satisfied.<br>5.3 Monitor general housekeeping to ensure that the site has been left in a clean and safe condition.<br>5.4 Ensure personal lockouts/tag outs/isolations are removed in accordance with procedures<br>5.5 Communicate status of the work conducted and the results of the permit to relevant personnel.<br>5.6 Complete documentation as required and have permit signed off when job is completed. |

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

### Required skills

Competence includes the ability to:

- access and interpret information relevant to specific tasks (eg labels, MSDSs hazchem signs)
- identify changes to conditions which may lead to the permit being revoked before the job is completed
- describe and/or explain hazards associated with tasks covered by the permit, types of tests required for the issue of work permits - the types of tests to include, atmospheric/oxygen/breathability, flammability/explosivity, toxicity/TWA, temperature, humidity
- the impact of the regulatory framework and organisation procedures under which the permit operates upon the particular job(s) requiring the permit.

Language, literacy and numeracy requirements

- This unit may require the ability to read and correctly interpret complex P&ID's; speak clearly and unambiguously in English; and to explain, describe and verify sometimes complex needs and issues.
- Writing is required to the level of completing workplace forms.

Numeracy is required to the level of being able to correctly differentiate between high and low pressures and temperatures, voltages or masses.

### Required knowledge

Knowledge and understanding of the relevant OHS and environmental requirements, in particular those relating to various situations requiring work permits, with an ability to implement the requirements in a manner that is relevant to the job. Knowledge of the organisation's standard procedures and work instructions and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and in a manner relevant to the job.

Sufficient knowledge of all types of permits is required to ensure work is not carried out without the correct permit. This includes recognizing hot work and confined spaces.

Knowledge of regulatory frameworks should include:

- licence requirements for the job,
- company policy and procedures

permit control systems

## RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

### **Codes of practice/ standards**

Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

### **Context**

This unit typically applies to all work done by maintenance staff and contractors, and also to any other non-process work performed on the plant. All work is to be conducted using the appropriate personal protective equipment.

The types of work permits may include:

- cold work/general permit to work
- excavation
- hot work
- vehicle entry
- minor repairs
- working at heights
- other special permits.

Note that entry to a confined space is covered by *PMPPER205B Enter confined space*. The Australian Standard (AS2865) definition given for confined space entry is used in this Training Package.

All operations are performed in accordance with standard operating procedures (SOPs).

Checks to ensure a workplace is safe may include:

- process isolations complete
- mechanical and electrical isolations in place
- atmospheric testing complete and atmosphere safe. If it is not safe and cannot be made safe, then appropriate measures are implemented as per SOPs.
- relevant personnel informed of work and agree that it is safe and appropriate to proceed.

**Procedures**

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards. These may include:

- legislation/codes
- OHS legislation, codes of practice and guidance material
- EPA
- National and Australian standards
- licence and certification requirements
- internal permit control system.
- process isolations complete
- mechanical and electrical isolations in place
- atmospheric testing complete and atmosphere safe. If it is not safe and cannot be made safe, then appropriate measures are implemented as per SOPs.
- relevant personnel informed of work and agree that it is safe and appropriate to proceed.

**Information required for permit**

Information required for a permit includes:

- work description
- tools to be used
- process/methods of work/SOPs
- MSDSs
- JHA/JSA/SWMSs

**Tools and equipment**

This competency includes use of safety equipment and tools such as:

- eye protection (eg goggles)
- ear protection
- gloves
- clothing
- respirators and masks
- helmets
- safety footwear.

**Hazards**

Typical hazards include:

- heat, smoke, dust or other atmospheric hazards
- sharp edges, protrusions or obstructions
- limited head spaces or overhangs
- equipment or product mass
- slippery surfaces, spills or leaks
- noise, rotational equipment or vibration.

**Problems**

'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'. Typical problems may include:

- provision of the wrong permit
- incorrect information being supplied with the permit
- errors being made in the understanding of permit data
- failure to correctly correspond to the requirements of the permit
- failure to seek clarification when anomalies occur.

**Variables**

Key variables to be monitored include:

- sites under which permit activities must be applied
- type of permit to be executed
- types of tools and equipment to be employed
- size of work team
- scope and urgency of work.

**Health, safety and environment (HSE)**

All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State or Federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

**Overview of assessment**

Assessment of this unit should demonstrate competence on actual plant and equipment in a work environment. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.

Simulation may be required to allow for assessment of parts of this unit. Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Competence must be demonstrated in the ability to distinguish between situations requiring the major types of permit and to list the major requirements of each type of permit. The emphasis should be on the ability to stay out of trouble rather than on recovery from a disaster.

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- provide reasons for a permit system
- recognise the importance of different work permits
- comply with permit conditions including the wearing of appropriate personal protective equipment (PPE)
- take appropriate action to resolve faults or report faults to appropriate personnel
- explain and implement incident response procedures.

Consistent performance should be demonstrated, e.g. look to see that:

- communications are timely and effective
- deviations from permit conditions are recognised, reported, corrected and re-authorization arranged
- actions specified in the permit/standard procedures are carried out
- all safety procedures are followed.

**Context of and specific resources for assessment**

A holistic approach should be taken to the assessment.

Assessment will occur over a range of situations which may include disruptions to normal, smooth operation.

Competence in this unit may be assessed:

- on a plant/in the work place/a work situation
- by using a suitable simulation based on the actual plant and including walk throughs of the relevant competency components and/or a range of case studies/scenarios and role plays
- by questioning and using 'what if' scenarios both on the plant (during demonstration of normal operations and walk throughs of abnormal operations) and off the plant
- through a combination of these techniques.

These aspects may be best assessed using a range of simulations/scenarios/case studies and 'what ifs' as the stimulus with a walk through forming part of the response. These assessment activities should cover a range of problems, including new or unusual situations which may have been generated from the past incident history of the plant, incidents on similar plants around the world, hazard analysis activities and similar sources.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed. In all plants it may be appropriate to assess this unit concurrently with relevant teamwork and communication units.

While oral assessments may be appropriate there needs to be a written record for audit purposes.

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions which will be used to probe the reasoning behind the observable actions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

<b>Method of assessment</b>	Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.
<b>Guidance information for assessment</b>	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.