



QAC Authority to Work Process

January 2021

Confidential – For planning purposes only

Introduction

- QAC relies on contractors for undertaking most repairs & maintenance or project work
- Contractor competency, safety and critical risk management are key focus areas
- QAC undertook a review of the Authority to Work process in Jan/Feb 2020
- The result of this review is a re-defined set of work activities that require an Authority to Work Permit at QAC
- These activities also tie into the QAC critical risk framework to ensure critical risks are well managed through the permit process and auditable

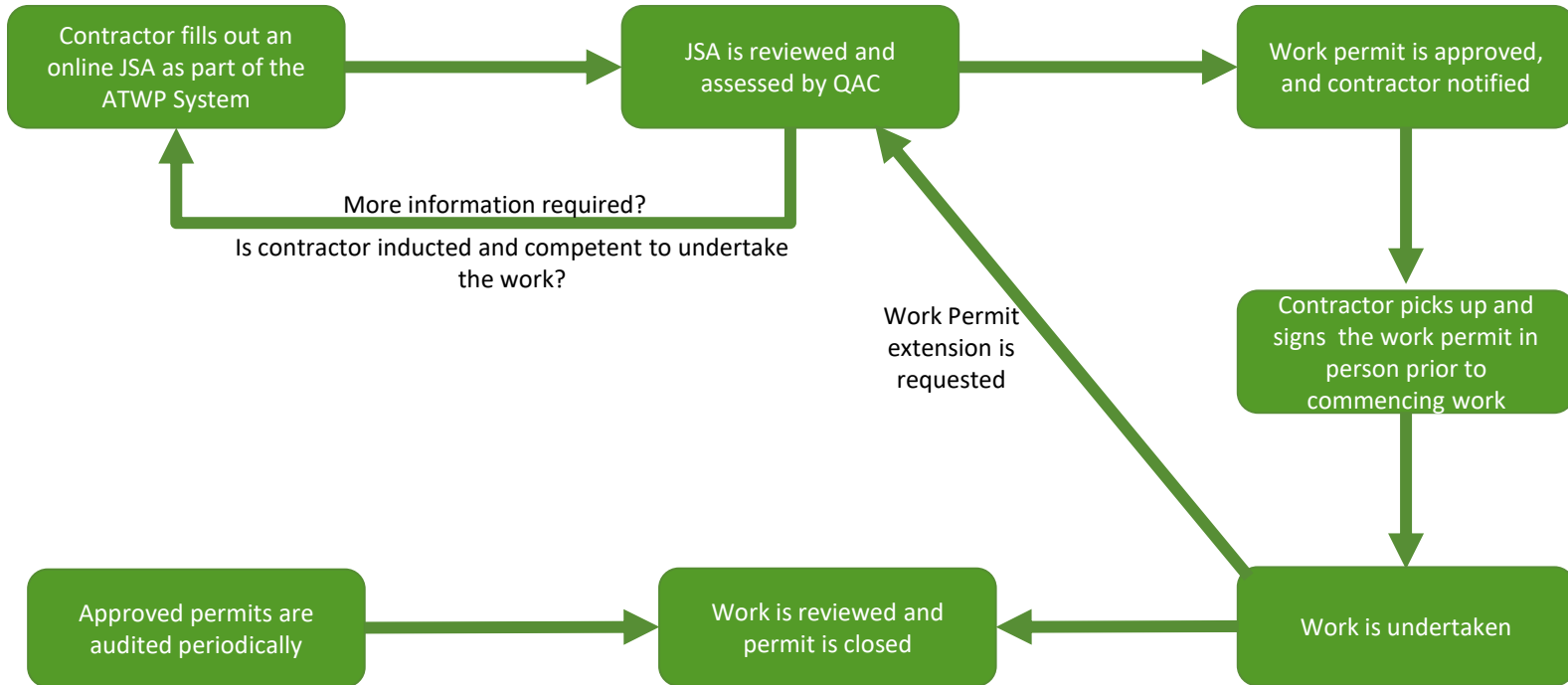
Link to the online Authority To Work Permit Process

<https://form.jotform.com/201739025799869>

Activities Requiring an Authority to Work Permit

Permit activity	Description	Exclusions
Authority to Work Permit	This is required for any of the following work that requires a permit (certificate/checklist relating to them will be attached to this permit. In addition to the below any (WorkSafe) Notifiable Work.	This permit is not to be used for managing access requirements or work outside of QAC's control (e.g. work tenants are doing that does not interface with QAC infrastructure or effect airport operations)
Hot work (Certificate)	Any work that could cause a spark, e.g. welding, blow torching, flame cutting, grinding, sparks from jackhammers or concrete cutting, drilling, use of engines.	Hot work done in a designated Hot Work area within a workshop.
Work at height (Certificate)	Work at height exceeding 2m (measured from workers' feet). Work within 2 metres of an exposed edge with a risk of fall >2m. Work carried out from a "man cage". Erection of scaffold over 2m.	Work carried out from a certified scaffold.
Confined space entry (Certificate)	Examples include: Tanks; Silos; Bins; Pits and open tanks where heavier-than-air gases can accumulate	
Craneage (Certificate)	Lifting anything by mobile or tower crane. It also includes a Hiab where it is being used to complete work activity.	Simple unloading of materials from a vehicle using a Hiab or similar.
Excavation (Certificate)	Excavation includes any work which breaks the ground surface and protrudes below it, outside within plant/site boundaries. It also includes penetrations through floors, walls, and ceilings.	Gardening activities, where digging is done with hand tools and any digging is less than 0.5m. General digging in farm pasture areas including turning soil. Masonry fixings into concrete walls/slabs; picture hooks etc.
Isolations (Certificate)	Where multiple isolation points are required.	Standard single point isolations.
Emergency Systems (Certificate)	Work on any emergency monitoring and protection systems eg: fire systems	

Authority to Work Process



Induction Requirements and Sub Contractors

- The primary contractor can add subcontractors to the JSA portion of the authority to work application
- All sub contractors must have a current QAC induction and be competent to undertake the work
- Any work being undertaken in a BCA (biosecurity-controlled area) will required a current biosecurity induction
- Any work being undertaken in a sterile area (departure gates post Avsec screening) must have a current Airport security induction

QAC Contractor Induction

<https://qac.litmos.com.au/self-signup/>

Password is “minorworks”

Permit extensions

- The maximum time a permit can be issued for is 7 days
- A permit extension can be requested from the Assets and Facilities Coordinator or the Manager Technology and Assets
- The permit extension will need to be revalidated and re-signed

Emergency Work

- Emergency work can be completed without an Authority to Work Permit
- The work must be requested by a QAC Duty Manager, Asset & Facilities Coordinator or the Manager Technology and Assets and must be undertaken by a competent and inducted contractor

Permit pick up process

- When a permit has been approved the requesting contractor is notified that it has been approved and they will need to pick up and sign the permit prior to work commencing
- The permit can be picked up from the hub Mon-Fri business hours from the Assets and Facilities Coordinator, the Manager Technology and Assets or;
- The permit can be picked up at the info desk outside business hours from the duty manager
- The permit must be picked up in person and signed by the permit receiver along with a quick conversation about the work being undertaken
- The permit must be available for inspection on request by QAC while work is being undertaken

Critical risks

- QAC has identified 6 key critical risk areas, for the 4 areas highlighted the Authority to Work process is a key critical control, therefore a higher level of scrutiny will be applied to any permits involving these critical risks

Hazardous Substances

Machine Safety (fixed plant)

Driving & Journey Management

Work at Heights

Confined Space Entry

Mobile Plant

Authority to Work Process & Critical risks

