

COVID-19 Permit to Work Instruction

During this time of uncertainty, we would like to advise that Darwin Port is monitoring and actively instigating measures to mitigate the risk of COVID-19.

To do our part in the community, protect our contractors and our employees' health, Permit to Work (PTW) and Non-Permit to Work (NPTW) documentation will now only be received via the online platform with all face to face interaction between personnel eliminated. These measures will reduce the likelihood of the virus spreading within the wider community.

PERMIT TO WORK

The new procedure for the issue of work permits is as follows:

- The Permit Holder must initiate Section 1 of the PTW no less than 48 business hours respectively prior to the works being undertaken.
 - PTW initiation must be undertaken online at <https://www.darwinport.com.au/node/365>
 - The PTW submission is to be accompanied by a JSEA and any other relevant documentation
- On acceptance of the PTW documentation, contact will be made at least 24 business hours prior to the planned commencement notifying the Permit Holder that the work may proceed and advising that a completed PTW form has been placed in the "Open" PTW tray located in the PTW office (situated opposite Maintenance Managers office, EAW) ready for collection.
- **Upon arrival on site:** the Permit Holder is to attend the PTW Office and collect the hard-copy PTW form. At this time, the following must occur:
 - The Duty Cargo Officer is to be informed that the Permit Holder is on site utilising the phone located in the PTW office
 - The Permit Holder must sign-on to the Attendance Register also located in the PTW office
- The PTW must be reviewed by the Permit Holder and all team members, with sign-on to be completed in line with normal protocols.
- **Upon completion of the task:** The Permit Holder is to attend the PTW Office and return the hard-copy PTW form into the "Return" tray. At this time, the following must occur:
 - The Duty Cargo Officer is to be informed that the task has been completed and personnel are departing site, utilising the phone located in the PTW office
 - The Permit Holder must sign-off from the Attendance Register

For works extending over multiple days, the same protocols apply however the Permit Holder must contact the Duty Cargo Officer upon arrival and departure from site each day.

NON PERMIT TO WORK ACTIVITIES (EXTERNAL PARTIES)

- Where planned work activities do not require a PTW, the task JSEA should be submitted by the Contractor to the Darwin Port Representative a minimum of 24 business hours prior to the works being undertaken.
- On acceptance of the submitted documentation, contact will be made by the Darwin Port Representative notifying the Contractor that the work is approved to proceed. At this stage internal notification will also be forwarded by the Darwin Port Representative to internal stakeholders advising of the planned activities.
- **Upon arrival on site:** the Contractor undertaking the task is to attend the PTW Office. At this time, the following must occur:
 - The Duty Cargo Officer is to be informed that the work group is on site utilising the phone located in the PTW office
 - The Contractor must sign-on to the Attendance Register also located in the PTW office
- **Upon completion of the task:** the Contractor is to attend the PTW Office. At this time, the following must occur:
 - The Duty Cargo Officer is to be informed that the task has been completed and personnel are departing site, utilising the phone located in the PTW office
 - The Contractor must sign-off from the Attendance Register

For the efficient implementation of these requirements, it is ESSENTIAL that the required submission timeframes are adhered to. Permit to Work requests that are not initiated at least 48 business hours prior to the planned commencement will not be approved and will require rescheduling.

Darwin Port appreciates the support of our stakeholders in implementing these measures and requests that all parties show patience and pragmatism in working through these steps.