



# Hazardous Work & Fire Services Impairment

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## 1. PURPOSE

The purpose of this procedure is to provide guidance to David Jones with on the management of contractor hazardous work activities or the impairment of fire services.

## 2. SCOPE

This procedure applies to workplaces and work activities under the control of David Jones where there is the potential for hazardous work or the impairment of fire services. The scope of this procedure is only applicable to contractor activities, as David Jones employees are not permitted to undertake hazardous work or impairment of fire services activities.

## 3. KEY TERMS

Term	Description
Competent Person	A competent person is one who has acquired through training, qualification or experience, the knowledge and skills to carry out the relevant task.
Contractor	An individual other than a worker or a corporation who performs work or provides services for David Jones at a David Jones site. They are bound to complete a service/project or specified activity under a contract arrangement.
Fire Services	Services, such as fire sprinklers, smoke detectors and alarm systems, that are in place for the protection of people and property in the event of a fire.
Fire Services Impairment Notice	An insurance requirement, and reference to the Notice within this procedure constitutes reference to the current insurance company's Fire Services Impairment Notice
Hazard	Anything in the workplace that has the potential to cause injury, illness or harm to people property or the environment.
Hazardous Work	Any work that involves: <ul style="list-style-type: none"><li>• Gas services work</li><li>• Trenching and excavations</li><li>• Asbestos Containing Materials (ACM) work</li><li>• Electrical isolation and live electrical work.</li></ul>
Hot Work	Hot work involves any work that has the potential to create a source of ignition. This may include, but is not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations.
Manager	For the purpose of this procedure reference to a manager means reference to the David Jones representative who has management and control over the location or scope of works referred to.
Permit Issuer	A nominated David Jones representative who has acquired through training, qualification or experience, the knowledge and skills to carry out the following tasks: <ul style="list-style-type: none"><li>• Review of contractor competencies</li><li>• Review of contractor SWMSs or other suitable risk assessment documentation</li><li>• Review, authorise and close out Hazardous Work Permits.</li></ul>
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Significant damage to	Significant damage to property and/or the environment means:



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property and/or the environment	<ul style="list-style-type: none"> <li>• Damage to supporting structures that may compromise the integrity of the building; or</li> <li>• Damage to property in excess of \$50,000; or</li> <li>• Release of a quantity and/or type of hazardous chemical that would require recovery, dispersal or substantial clean-up.</li> </ul>
Safe Work Method Statement (SWMS)	<p>A Safe Work Method Statement:</p> <ul style="list-style-type: none"> <li>• Describes how work is to be carried out;</li> <li>• Identifies the work activities assessed as having risk;</li> <li>• Identifies the risks; and</li> <li>• Describes the controls that will be applied to the work activities.</li> </ul>

## 4. RESPONSIBILITIES

Role	Responsibilities
Contractors	<ul style="list-style-type: none"> <li>• Undertaking activities in accordance with the requirements of this procedure.</li> <li>• Completing the required contractor pre-qualification activities, including induction, prior to undertaking work on behalf of David Jones.</li> <li>• Undertaking hazard identification and assessment activities prior to commencing work.</li> <li>• Completing the Hazardous Work Permit and seeking authorisation from the Permit Issuer prior to undertaking the work.</li> <li>• Assisting the Permit Issuer in completion of the Fire Services Impairment Notification.</li> <li>• Returning the Hazardous Work Permit to the Permit Issuer for close out of the permit and verification that works have been appropriately completed.</li> <li>• Informing the Permit Issuer where fire services have been reinstated.</li> <li>• Reporting any incidents or uncontrolled hazards to the Permit Issuer for resolution and/or escalation.</li> </ul>
Facilities Management or Real Estate Development	<ul style="list-style-type: none"> <li>• Provide feedback to Managers or Permit Issuers, as required, with regard to appropriate fire services impairment methods.</li> <li>• Ensuring that contractors undertaking activities on their behalf have completed the appropriate contractor pre-qualification activities, including induction, prior to work taking place.</li> <li>• Maintaining asbestos management plans and registers.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Overseeing implementation of this procedure relevant to their area of responsibility.</li> <li>• Ensuring that hazardous work activities and fire service isolation needs under their control are identified and controlled in accordance with this procedure.</li> <li>• Ensuring that contractors undertaking activities on their behalf have completed the appropriate contractor pre-qualification activities, including induction, prior to work taking place.</li> <li>• Informing the David Jones Work Health and Safety (WHS) Department of any incidents or uncontrolled hazards associated with hazardous work or fire services impairment.</li> <li>• Notifying the relevant David Jones insurer of planned fire services isolations that are expected to exceed eight (8) hours in duration or affect 10% or more of the fire services. Notification should be within 48 hours or as soon as practicable.</li> <li>• Provide to the relevant David Jones insurer the Fire Services Impairment Notification for impairments that exceed eight (8) hours duration or affect 10% or more of the fire services.</li> </ul>
Permit Issuers	<ul style="list-style-type: none"> <li>• Reviewing the currency and suitability of contractor documentation, including SWMS and competency requirements, prior to work taking place.</li> <li>• Reviewing Hazardous Work Permits to ensure that appropriate</li> </ul>



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Role	Responsibilities
	<p>measures have been taken to manage risk.</p> <ul style="list-style-type: none"><li>• Authorising hazardous work following review of the Hazardous Work Permit.</li><li>• Completing the Fire Services Isolation Notification in consultation with the Contractor and Facilities Management, wherever practical.</li><li>• Cancelling the Hazardous Work Permit and Fire Services Isolation Notification on satisfactory completion of the work or where Permit/Notification requirements may have been breached.</li><li>• Informing the relevant Manager of any procedural or permit breaches or incidents or uncontrolled hazards associated with the work.</li></ul>
Workplace Safety and Wellbeing	<ul style="list-style-type: none"><li>• Ensure appropriate procedures are in place</li><li>• Assist in the implementation of procedure.</li><li>• Ensuring that the nominated Permit Issuer has been provided with the appropriate information, instruction and/or training to enable them to competently complete their required tasks.</li></ul>

## 5. PROCEDURE

### 5.1. General

David Jones has a duty, so far as is reasonably practicable, to ensure that its employees, contractors and sub-contractors are not exposed to an unacceptable level of risk arising from hazardous work and the isolation of fire services. As a result, David Jones have established formal processes to control these risks, which include the Hazardous Work Permit (FORM-05-01-02) and the Fire Services Impairment Notice.

To facilitate adequate planning, David Jones Managers shall, as far as is reasonable practicable, identify and communicate Hazardous Work Permit and Fire Services Impairment Notice requirements, prior to contractors arriving on site.

Prior to undertaking work on behalf of David Jones, contractors are required to complete the relevant pre-qualification activities, including inductions, in accordance with the Contractor Management Procedure (PRO-05-01-03).

### 5.2 Hazardous Work Permit

A Hazardous Work Permit (FORM-05-01-02) must be completed by the contractor and checked and authorised by the Permit Issuer, prior to commencement of the following hazardous work activities:

- Gas Services Work;
- Trenching and excavations;
- Asbestos Containing Materials (ACM) work; and
- Electrical isolation and live electrical work.

Prior to authorisation of the Permit, the Permit Issuer must review the contractor's SWMS or equivalent risk assessment documentation, to confirm the following:

- The Safe Work Method Statement (SWMS) or equivalent risk assessment documentation is site/task specific;
- Contractors completing the task hold the appropriate competencies or trade licences; and
- The risk controls specified within the SWMS have been adequately implemented.

Permit may be valid for up to 24 hours. However, a new permit will require completion if the person with direct control of the work changes, changes are made to the work that introduces hazards not addressed by the current permit, or new risk controls are required. The permit allows one (1) or more persons listed on the permit, to complete the activities.



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The Hazardous Work Permit must be kept until the work is completed, or if a notifiable incident occurs, for at least two (2) years after the work to which the permit relates is completed.

The Hazardous Work Permit must not be signed off as complete, until the Permit Issuer has checked and verified that the site has been made safe.

### 5.2.1 Gas Services Work

When completing gas services work, the contractor must ensure, as a minimum, the following:

- A Hazardous Work Permit has been completed and authorised by the Permit Issuer prior to work commencing;
- A SWMS or equivalent risk assessment documentation, has been completed which specifies suitable risk controls for the work;
- Persons undertaking the work hold the appropriate competency/license;
- The gas services have been appropriately isolated;
- Ignition sources, such as open flames or hot work, in the hazardous area are identified and isolated/controlled;
- Consumer gas piping (piping after the meter) is purged prior to work commencing. Where purging of consumer piping is not practicable, the contractor must notify the relevant David Jones Manager, or nominated representative, who will notify the relevant Utility Authority, prior to commencing work;
- Open pipe ends are sealed whilst the work is in progress; and
- Gas services piping is tested by a competent person after works have been completed, to confirm correct operation.

Note that isolation of plant and services must be undertaken in accordance with the David Jones Plant and Equipment Procedure (PRO-04-10-01);

### 5.2.2 Trenching and Excavations

Prior to the commencement of trenching or excavation works, the contractor shall ensure, as a minimum, the following:

- A Hazardous Work Permit has been completed and authorised by the Permit Issuer;
- A SWMS or equivalent risk assessment documentation, has been completed which specifies suitable risk controls for the work;
- The proximity to underground services, such as electricity, water, gas, refrigeration, telephone/data cables, is determined. This may include the use of specialist equipment, third party service providers or services such as Dial Before You Dig, where applicable;
- The proximity to building structural supports and inspection holes is determined;
- The nature of the ground, potential for flooding and other areas of instability shall be confirmed;
- The method of preventing ground collapse, where appropriate, is determined, such as benching, battering or shoring;
- The appropriate location of the soil pile (not closer than 0.5 metres from the edge of the trench) is determined; and
- Access/egress and potential trip hazards are identified and the trench and/or work location are appropriately secured from unauthorised access.

Note that some States and Territories require notification of excavation work greater than 1.5 metres deep. Where excavations are expected to exceed 1.5 metres, it is the responsibility of the contractor



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to ensure that notification to the WorkSafe Regulator, in consultation with the relevant David Jones Manager, has occurred within the appropriate timeframes.

### 5.2.3 Asbestos Containing Materials Work

Prior to conducting work that has the potential to disturb Asbestos Containing Materials (ACM), the contractor must review the local Hazardous Materials Register. Where ACM may be disturbed during the course of work, the work must be undertaken in accordance with the Asbestos Materials Management Procedure (PRO-04-02-03).

### 5.2.4 Electrical Isolation

Prior to the commencement of work that involves the isolation of electrical services, the contractor shall ensure, as a minimum the following:

- A Hazardous Work Permit has been completed and authorised by the Permit Issuer;
- Contractors completing the work hold the appropriate trade qualifications/licenses; and
- A site/task specific SWMS or equivalent risk assessment documentation, has been completed which specifies the controls required.

Note that isolation of plant and services must be undertaken in accordance with the requirements of the David Jones Plant and Equipment Procedure.

### 5.2.5 Live Electrical Work

Work on energised electrical shall only occur:

- If it is necessary in the interests of safety that the electrical work is carried out on the equipment while the equipment is energised; or
- If it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly; or
- If it is necessary for the purposes of testing to check that equipment has been de-energised; or
- Work is carried out by or on behalf of an electricity supply authority; or
- There is no reasonable alternative means of carrying out the work.

Before electrical work on energised electrical equipment commences:

- A Hazardous Work Permit shall be completed and authorised by the Permit Issuer;
- The area where the electrical work is to be carried out is clear of obstructions so as to allow for easy access and exit; and
- The point at which the electrical equipment can be disconnected or isolated from its electricity supply shall be:
  - Clearly marked or labelled; and
  - Clear of obstructions so as to allow for easy access and exit by the worker who is to carry out the electrical work or any other competent person; and
  - Capable of being operated quickly.

Access to the immediate area in which electrical work on energised electrical equipment is being carried out shall be restricted. Control measures shall be put in place to ensure persons do not inadvertently make contact with an exposed energised component of the equipment.



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Refer to the David Jones Electrical Safety Procedure (PRO-15-05-01) for further information with regard to electrical safety requirements.

### 5.3 Fire Services Impairment

Fire services may require impairment for maintenance activities, planned repair activities or due to modifications or upgrades. In accordance with workplace health and safety and insurance requirements any work that requires impairment to fire services, such as sprinklers, smoke detectors or alarms, must be notified to the relevant David Jones Manager at least 48 hours prior to work commencing.

Fire services must not be intentionally taken out of service unless approval has been sought from the relevant David Jones Manager and a Fire Protection Impairment Notification is completed and approved by the Permit Issuer.

The Permit Issuer is responsible for completing the Fire Protection Impairment Notification in consultation with the contractor and Facilities Management.

Before a planned fire services impairment, the following must be considered:

- Plan for the work to be completed, when the facility is not operating at peak times;
- Where possible, shut down any hazardous processes;
- Where hot work is to be undertaken, ensure a Hot Work Permit (FORM-05-04-02) is completed;
- To limit the time of impairment, be prepared. For example, have tools, repair parts and personnel in place;
- Plan to have temporary fire protection at hand. For example, fire extinguishers and charged hose lines;
- Notify the local emergency response team;
- If the impairment is expected to be for longer than one (1) hour, an "Out of Service" tag, indicating the system is out of service shall be attached to the system control valve or isolation switch. Note that isolation of plant and services must be undertaken in accordance with the David Jones Plant and Equipment Procedure;
- A written procedure, including allocated responsibilities, shall be established for the rapid reinstatement of the fire system in the event of an emergency; and
- All fire service impairments shall be logged in the fire system log book.

Where the impairment is expected to exceed eight (8) hours or effect greater than 10% of the fire services, the following additional parties should be notified:

- Local fire emergency services;
- Site security;
- Property owner;
- David Jones insurance broker; and
- David Jones insurance company via submittal of the Fire Protection Impairment Notification.

During the impairment the relevant David Jones Manager, or nominated representative, shall insure that work is continuous until the fire services are restored and that the building or areas affected by the isolation are constantly monitored.

Following completion of the works the following must be undertaken:

- The system shall be tested by a competent person to ensure that it has been returned to full operation;
- The relevant David Jones Manager, or nominated representative, shall be notified to cancel monitoring of the impaired areas;



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- The fire system logbook shall be updated accordingly;
- Notification to all other appropriate parties, including those listed above, that the system has been returned to full service; and
- Cancellation of the Fire Protection Impairment Notification by the Permit Issuer.

Where a fire service is damaged the relevant David Jones Manager shall be notified immediately and a Fire Protection Impairment Notification is to be completed in consultation with Facilities Management and approved by the Permit Issuer as soon as practicable.

Note that the Fire Protection Impairment Notification is not required for the purpose of periodic testing/monitoring of system performance.

### 5.4 After Hours Work

David Jones understands that some work permit activities are required to be completed after hours. This however, does not negate David Jones' responsibility to implement appropriate risk control measures to ensure that contractor activities are completed in a safe manner and in accordance with legislative requirements. As a result, the relevant David Jones Manager shall ensure that appropriate resources, such as a Permit Issuer, are available for compliance with permit requirements.

### 5.5 Emergency Work

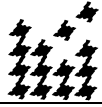
Where emergency works are required and there is a risk to the health and safety of persons or significant damage to property and/or the environment, the hazardous work permit process may be bypassed. However, the relevant David Jones Manager, or nominated representative, shall maintain direct supervision until the work is complete or until such a point where the hazardous work permit process can be implemented. In addition, every reasonable attempt shall be made to engage a contractor who has successfully completed the David Jones contractor pre-qualification process.

In the event of emergency work which involves fire services impairment, the Fire Services Impairment Notice shall be completed in accordance with Section 4.3 of this procedure, as soon as is reasonably practicable.

### 5.6 Additional Permits

Where the work requires the completion of any of the following activities, additional permits will require authorisation, prior to work taking place:

- Confined space work, refer to the Confined Space Procedure (PRO-05-13-01);
- Work at a height of two (2) meters or above, refer to the Work at Height Procedure (PRO-05-14-01); and
- Hot work, refer to the Hot Work Procedure (PRO-05-01-01).



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## 5.7 Training

### 5.7.1 Contractors

Contractors undertaking work on behalf of David Jones where a Hazardous Work Permit is required shall demonstrate appropriate competency. This may be in the form of applicable trade qualifications, such as a plumber's or electrician's license.

Training and competency requirements shall be documented within the contractor's SWMS or equivalent risk assessment documentation, and shall be verified by the Permit Issuer prior to authorisation of the Hazardous Work Permit.

### 5.7.2 Permit Issuers

Permit Issuers shall be trained and assessed as competent to complete the relevant tasks, such as:

- Review of contractor competencies;
- Assessment of contractor hazard identification and assessment documentation; and
- Review and authorisation of Hazardous Work Permits and Fire Protection Impairment Notifications.

Note that training may be provided internally by a competent person or by a specialist third party service provider.

## 5.8 Records and forms

Record	Person Responsible	Storage Location	Storage Period
Fire Protection Impairment Notification	The relevant Manager	Electronic WHS Database	For the duration of the work or two (2) years as a minimum in the event of an incident
Hazardous Work Permit (FORM-05-01-02)	The relevant Manager	Electronic Database WHS	For the duration of the work or two (2) years as a minimum in the event of an incident

## 6. REFERENCES

### 6.1. Related Policies and Procedures

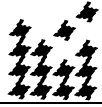
- Contractor Management Procedure (PRO-05-01-03)
- Confined Space Procedure (PRO-05-13-01)
- Work at Height Procedure (PRO-05-14-01)
- Hot Work Procedure (PRO-05-11-01)
- Electrical Safety Procedure (PRO-05-15-01)
- Asbestos Materials Management Procedure (PRO-04-02-xx)
- Plant and Equipment Procedure (PRO-04-02-02)

### 6.2. External References

- Australian State and Territory Work Health and Safety Acts & Regulations

## 7. VERSION CONTROL





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Version	Section Amended	Amendment	Date Created	Author
PRO -05-12-01	All	New procedure	08-2017	HR Manager WHS