



Issuing Permits & Hazard Analysis

MSMPER300 Issue work permits
MSMWHS201 Conduct hazard analysis

COURSE OVERVIEW

These units cover the skills and knowledge required to conduct a hazard analysis and issue work permits. A hazard analysis is typically called a job safety analysis (JSA), job hazard analysis (JHA), job safety & environmental analysis (JSEA) and safe work method statement (SWMS). This might be done as an independent activity in order to identify hazards and the appropriate hazard controls, or it might be done as part of a broader process, such as identifying and applying for the permits required for a job. The conducting of a hazard analysis may be required under a safety case, by organisation procedures or simply as being good practice.



Learners will also develop an understanding of the permit system and the limitations of each permit and making decisions regarding the need for and correct use of each permit. The knowledge and skills acquired through this training are essential for personnel who are required to issue appropriate permits to work to persons conducting a variety of activities in workplace environments in which hazards exist or specific procedures need to be followed and monitored to protect the safety of personnel and the integrity of plant or process. These units apply to individuals working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

COURSE CONTENT

Define the context for the hazard analysis

- Identify the scope and purpose of the hazard analysis
- Access the relevant forms or procedures for conducting a hazard analysis
- Identify specialised knowledge which may be required to conduct the hazard analysis

Identify hazards

- Find out job steps to be undertaken
- Identify hazards of job site
- Obtain specialised knowledge required
- Identify hazards for each job step
- Enter information into appropriate forms in accordance with procedures

Assess risks

- Estimate the potential severity/consequence of each identified hazard
- Consider how hazards may cause harm
- Estimate the likelihood/possible frequency of harm
- Use the organisation's risk matrix to prioritise each risk
- Enter information into appropriate forms in accordance with procedures

Control risks

- Apply organisation's risk control procedures
- Use the hierarchy of control so that risks are as low as reasonably practicable (ALARP)
- Specify risk controls
- Check the effectiveness of controls
- Identify residual risk and implement any additional controls required
- Enter information into appropriate forms in accordance with procedures.

Monitor and review risk controls

- Monitor risk controls and review their effectiveness
- Keep records in accordance with procedures

Identify need for work permit

- Identify work permit needed from job scope
- Confirm with appropriate personnel the need for work permit

Ensure job site is prepared for authorised work

- Inspect the job site
- Identify work health and safety (WHS) and environmental requirements
- Conduct hazard identification and risk assessment
- Ensure job site is prepared in accordance with specified work permit conditions

- Check permit conditions and report to appropriate personnel
- Conduct job site testing in accordance with procedures

Raise and issue work permits

- Ensure conditions are documented on permit
- Ensure appropriate testing is carried out and results documented in accordance with procedures
- Determine an appropriate validity period
- Check that permit conditions are met (i.e. validate permit)
- Complete and authorise permit
- Ensure recipient is advised of and agrees to abide by the requirements of the permit
- Ensure recipient signs permit

Monitor work for compliance

- Ensure regular job site inspections are done
- Monitor conditions and work progress and respond appropriately to changing conditions and circumstances
- Ensure permit currency and revalidate as required
- Ensure permit is displayed in accordance with procedures
- Identify and act on incidences of non-compliance and report promptly to relevant personnel
- Withdraw/cancel permit if conditions warrant it
- Report any issues which arise with regard to work under the permit in accordance with procedures

Receive end of day report

- Receive end of day report from permit recipients
- Confirm job progress and status.
- Revalidate/arrange for revalidation of permit as required
- Confirm work area has been left safe
- Handover ongoing permits and status of suspended permits to oncoming shift

Close work permit

- Inspect job status
- Check that work undertaken satisfies permit conditions
- Ensure that work site is ready for a safe return to working conditions
- Check required returns to work status have been completed
- Sign off documentation and close permit in accordance with procedures
- Communicate worksite and process status to relevant personnel

ENTRY REQUIREMENTS

- Be at least 18 years of age. If under 18, parental consent is required prior to course commencement.
- USI Number
- Arrive in suitable clothing (long pants, closed-in shoes, long sleeve shirt) Be fit and able to squat and bend over
- Language, literacy and numeracy skills required to interpret legislative requirements and to undertake written and practical assessment activities
- MSMWHS201 Conduct hazard analysis is a pre-requisite for MSMPER300 Issue work permits

COURSE DURATION

½ Day (approximately 4 hours)

COURSE DATE & DELIVERY LOCATION

Please inquire **1 300 001 201**
Or view list of upcoming public courses [online](#)

CLASS SIZE

Up to 12 participants per class

FEES AND CHARGES

Please contact us for a group / corporate quote.

NATIONAL RECOGNITION

Students who are deemed competent upon successfully completing the training and assessment will receive a Statement of Attainment nationally recognised under the Australian Qualifications Framework.

OBTAINED UNITS OF COMPETENCY

Upon successful completion, ISH24 Pty Ltd RTO 41559 will issue the Statement of Attainment for the following units:

- MSMPER300 Issue work permits
- MSMWHS201 Conduct hazard analysis

MODE OF DELIVERY

Delivery of this course will be face to face; classroom-based blended with some practical activities. There are no pre-reading requirements. All content is covered in class as part of the training.

ASSESSMENT SUMMARY

THEORY

Mixture of multiple choice and short answer questions. Student will be required to write down their own answers.

Each student will be required to participate in at least one practical scenarios which will assess their ability to:

PRACTICAL

- recognise types of work permits required for different situations
- undertake and interpret hazard analysis
- conduct and interpret tests/inspections for gas or other hazards
- ensure correct preparation of worksite is undertaken,
- ensure supervision/monitoring of people working under the permit
- speak clearly and unambiguously in the language of the worksite

This assessment will be conducted by an RTO assessor and must be completed in the workplace or in another environment that accurately simulates the workplace. The assessor will observe the learner while these tasks are being performed.

DUTY OF CARE

ISH24 Pty Ltd adopts high standards in duty of care of its learners and assessors. ISH24 Pty Ltd reserves the right to turn anyone away that seems to be under the influence of drugs or alcohol. This action is to ensure that the learners' and assessors' safety is assured and that ISH24 Pty Ltd maintains an accident free learning environment and complies with our duty of care responsibilities. At ISH24 Pty Ltd we provide a friendly and supported environment to learn and achieve.

This document must be read in conjunction with the Learner Handbook and USI Fact Sheet.

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