FREE TEMPLATE

Permit to Work

A general permit to work for high-hazard, non-routine jobs: scope, isolations, precautions, authorisation, hand-over and close-out.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/permit-to-work if you share it.

Part 1 — Job details

Permit number	
Site / plant / area	
Exact location of the work	[Equipment tag, line number, building, level]
Description of the work	
Permit type(s) attached	[Hot work · Confined space entry · Excavation · Working at heights · Electrical isolation · Other]
Permit valid from (date / time)	
Permit valid to (date / time)	[Maximum one shift unless the site rules allow a longer period with re-validation]
Permit holder (person in charge of the work)	[Name, company, contact]
Workers under this permit	[Names]
SWMS / JHA / procedure reference	

Part 2 — Hazards and precautions

Item	Yes	N/A
Energy sources identified and isolated: electrical, mechanical, hydraulic, pneumatic, stored energy, gravity	☐	☐
Isolations locked and tagged by each person working; isolation certificate number recorded below	☐	☐
Process lines drained, depressurised, purged and blanked; residual contents identified	☐	☐
Gas test completed where required: oxygen, flammables, toxics (results recorded below)	☐	☐
Area barricaded and signed; other people in the area informed; adjoining work that could affect this job stopped or coordinated	☐	☐
Emergency and rescue arrangements for this job in place and rehearsed where needed; communications tested	☐	☐
Fire protection, ventilation and lighting adequate for the work	☐	☐
Tools, plant and PPE specified for the work are available and inspected	☐	☐

Item	Yes	N/A
Workers briefed on this permit, the hazards and the precautions; competencies and licences confirmed	☐	☐

Isolation certificate number(s)	
Gas test results (time, O_2 %, LEL %, toxics ppm, tester)	
Additional precautions specific to this job	

Part 3 — Authorisation

Issuing authority: I have confirmed that the precautions in Part 2 are in place and the work described may proceed within the period in Part 1. Permit holder: I have inspected the work location, I understand the hazards and the precautions, and I will stop work and inform the issuing authority if conditions change.

Role	Name	Signature	Date / time
Issuing authority (area owner)			
Permit holder			
Isolation officer (if separate)			

Part 4 — Re-validation and hand-over

Date / time	Conditions unchanged and precautions in place (issuer initials)	Permit holder initials	Gas re-test result

Part 5 — Close-out

Item	Yes	N/A
Work completed, or suspended with the plant left in a safe state (describe below)	☐	☐
All workers, tools and materials withdrawn from the work area	☐	☐
Isolations removed and locks and tags returned; plant returned to the area owner	☐	☐
Area inspected and barricades removed; fire watch completed where hot work was done	☐	☐
Issuing authority informed and permit closed	☐	☐

Status at close-out and any outstanding items	

Role	Name	Signature	Date / time
Permit holder (work complete / suspended)			
Issuing authority (permit closed)			

Need the document that goes with it?

Confined Space Entry Permit Template: swms.ohconsultant.com.au/swms/purchase/confined-space-entry-permit

Confined space entry needs its own permit with the atmospheric testing, stand-by and rescue requirements the Regulations set. This paid template is written to those requirements and prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.