

Apply for Road Closure Permit

Details of revisions

Level	Details	Date	Initial
1	Creation of initial document for use	22/02/2018	MW

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1 Introduction

1.1 Purpose

This guide is intended for Curtin University's Contractors, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for a Road Closure Permit. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Contractor as the representative of the University.

2 Definitions

Term	Definition
Road	Any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon;
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Contractor describing the tasks to be completed during works.
The Core	The Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am-3:30pm.

3 Road Closure Permit

3.1 Context

Prior to any road closure a road closure permit must be obtained with a minimum of two weeks' notice to ensure adequate review and approval time and will require certain documentation to be submitted, including:

- Location Plan
- Traffic Management Plan
- Work Methodology

3.2 Mobile Plant

All mobile plant brought on to the University by contractors shall meet the requirements of the Occupational Safety and Health Regulations 1996. Additionally, personnel operating mobile plant shall hold the appropriate Classification of High Risk Work (HRW) licences. This applies to the operation of certain forklifts, cranes, hoists, or the carrying out of any scaffolding work 4 metres or greater in height, dogging/ rigging work or any other class of high risk work. Reversing beepers and revolving lights must be in working condition and used where fitted.

3.3 Stakeholder Consultation

Prior to application for a road closure permit, the contractor is required to identify the relevant Curtin Stakeholders. This is an integral step to ensuring a permit can be approved. If the applicant is unsure of whom relevant Curtin Stakeholders may be it is important they liaise with their permit manager.

Stakeholder Group	Contact Details
Curtin Operations and Maintenance	9266 7100
Curtin Security	9266 4444
Service Co-ord Centre (SCC)	9266 2020
Health, Safety and Emergency Management	9266 4900
Student Guild/Café	9266 4272
Curtin Teaching and Learning	9266 1269
Corporate Services	9266 7152
Class Management Office, Student Central	9266 1301
Disability Services	disabilityservices@curtin.edu.au

3.4 Emergency Management

At all campuses in the event of a life threatening emergency dial 000, and give your exact location, if possible also call Curtin Security on 9266 4444.

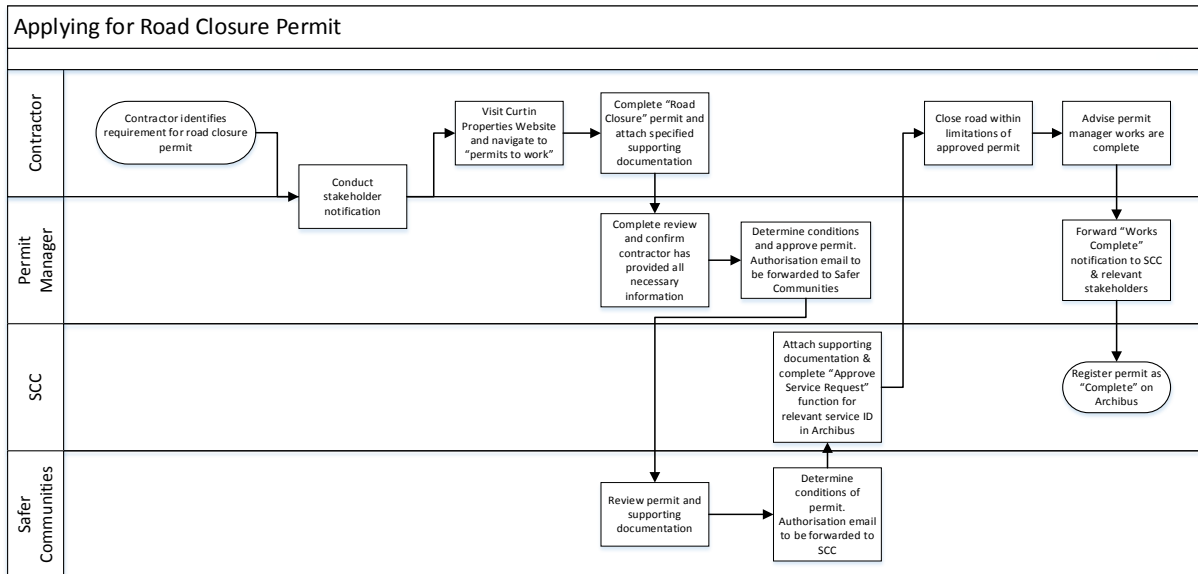
Prior to the commencement of work, Contractors are responsible for determining where emergency exits are, and determining the appropriate muster point location.

Contractors must familiarise themselves with position of nearest available fire extinguisher prior to commencing work; or if carrying out hot works, provide their own.

4 Process for Applying for Road Closure Permit

4.1 Workflow Diagram

The below flow chart demonstrates the process for applying for Road Closure Permit. This process is described in more detailed in [Section 4.2](#).



4.2 Procedure

Contractor Identifies Requirement for Road Closure Permit

Accountability: Contractor

During the course of the Contractors work under the Contract, contractors may encounter a situation where a road closure permit is required. When this occurs, the procedure within the above flow chart and within this process section is to be followed.

Investigate Potential Impact(s) of Road Closure

Accountability: Contractor

The Contractor is responsible for carrying out all necessary investigations, as outlined below. If required, the Permit Manger is to assist the Contractor with these investigations, including:

- Identification and consultation with relevant/affected stakeholders;
- Location Plan;
- Traffic Management Plan; and
- 'Methodology of Works', outlining step by step how the works will be performed including, access to site, works being performed and departure from site.

Review Content with Permit Manager & Affected Stakeholders

Accountability: Contractor

The Contractor is responsible for ensuring content of the Permit Application is reviewed with the Permit Manager, prior to the online application. Any necessary amendments are to be made prior to completion of the online application form.

Navigate to Web Form Application

Accountability: Applicant

Once all investigations are complete, the Applicant navigates to the Working at Heights Permit Online Web Form, which is found under ['Permits to Work'](#) on the Properties Website.

Web Form Application

Accountability: Applicant

The Applicant completes the Online Web Form, attaching required documentation, as specified in [Section 5](#).

Upon submitting the online web form, the Applicant will receive an automated notification confirming Curtin University's receipt of the Permit Application.

Review Permit Application

Accountability: Permit Manager

The Permit Manager receives an automated 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application. The Permit Manager reviews the form to determine applicant has a relevant requirement for works and has met all the requirements. When the Permit Manager is satisfied with the information provided the 'Authorisation Requisition' email is to be forwarded to the Safer Communities Team for final approval.

Review Permit Application

Accountability: Safer Communities Team

The Safer Communities Team receives the forwarded 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application. The Safer Communities Team reviews the form to determine applicant has a relevant requirement for works and has met all the requirements.

Determine Conditions & Approve Permit

Accountability: Safer Communities Team

Once satisfied, the Safer Communities team member forwards an authorisation email approving the Permit Application to the SCC, with a copy to the relevant stakeholders. The acceptable email is the 'Authorisation' text extract from the automated 'Authorisation Requisition' email notification. The Road Closure Permit Application should demonstrate the Contractor has planned for the works, identified risks and has adequate traffic management to safely execute the works. If the Safer Communities review of the Permit Application identifies deficiencies or areas requiring further clarification, the Contractor is advised of these deficiencies, to assist with the completion and approval of the Permit Application.

Attach Documentation & Approve Service Request

Accountability: SCC

On receipt of the authorisation email from the Safer Communities Team, the SCC calls up the relevant Service Request ID on Archibus. The SCC attaches the Supporting Documentation to the corresponding Service Request ID and clicks 'Approve'. This completes the 'Approve Service Request' function in Archibus.

Use of Road Closure Permit

Accountability: Contractor

Upon receipt of the email notification containing the approved Road Closure Permit, the Contractor must ensure that works are undertaken within the limitations of the authorised Permit.

Notify Permit Manager of Works Complete

Accountability: Contractor

The Contractor must quote the corresponding Service Request ID in the email, when notifying the Permit Manager that all works associated with the Permit have been completed.

Forward Works Complete Notification

Accountability: Permit Manager

Upon receipt of the 'Works Complete' notification email, the Permit Manager must forward the email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed

Register Permit Complete

Accountability: SCC

Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Road Closure Permit has been registered as 'Completed'.

5 Documentation Requirements

All Working at Road Closure requires the following attachments:

- Location Plan;
- Work Methodology;
- Traffic Management Plan;
- Risk Assessment

6 Reference Material

6.1 Related Tools

Archibus

6.2 Related Knowledge

Upon applying for Road Closure Permit, all applicants are required to understand and follow the below:

- [Curtin's Contractor Health and Safety Handbook](#)
- [Curtin's Risk Management Webpage](#)

6.3 Associated Processes

- [Application for Isolations – Electrical, Mechanical, Fire](#)

7 Roles & Responsibilities Matrix

7.1 Legend

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

7.2 Roles & Responsibilities Matrix

Responsibilities	Applicant	Permit Manager	SCC	Parking & Security
Ensuring that any contractor, sub-contractor, their employees and University staff are aware of the requirement for a Road Closure permit, prior to any works being undertaken.	R1		R2	
Information within relevant Guidelines and Procedures is understood and followed.	R1			R2
Undertaking all relevant preliminary investigations including Work Methodology, Risk Management Plan and Location Plan.	R1	R2		
Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management.	R1	R2		
Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.	R1	R2		
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	R1	R2		
Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.		R1		
Forwarding authorisation email and attachments approving the Permit application to the Safer Communities Team.		R1		
Forwarding authorisation email and attachments approving the Permit application to the SCC.				R1
Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the 'Approve Service Request' function in Archibus.			R1	
Ensuring the Contractor understands the Road Closure Permit prior to works commencing.	R2	R1		
Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.	R2	R1		
Facilitation of an OSH Works Planning Meeting on site, prior to works commencing to discuss OSH risks associated with the contracted works and to determine adequate control processes to deal with risk occurrence.	R1	R2		

Responsibilities	Applicant	Permit Manager	SCC	Parking & Security
Confirming with each trade involved in the work that they have checked that the actions they plan to undertake will not damage any Curtin asset on the site causing injury (or) death, rather than assuming the tradespeople fully understand.	R2	R1		
During the works, take all necessary precautions to ensure services or any other assets on the Curtin estate are not damaged.	R2	R1		
Ensuring that works are only undertaken within the limitations of the authorised Permit, by the specified method and persons	R1	R2		
Proactively monitoring works progress, key milestones, and identifying risks and managing specific risk issues	R1	R2		
Intervening if any activities are likely to cause damage to Curtin assets (or) Injury / Death.	R2	R1		
Forwarding of a 'Works Complete' email quoting the corresponding Service Request ID to the Permit Manager.	R1	R2		
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed.		R1	R2	
Completing the close out function in Archibus and registering the Permit as 'Completed'.			R1	

8 Document Types

Activity Register	A formal list of all Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.
Traffic Management Plan	The management plan which outlines the control measures for hazards associated with the traffic environment. The traffic management plan also documents strategies to manage impacts created by works activities on the broader road network.