COS Quick Reference Guide

CSMS – Create Child Permit, Permit to Dig

Introduction

The purpose of this quick reference guide (QRG) is to provide instructions on how to create a Permit to Dig in the Contractor Safety Management System (CSMS).

Permit to Work module in the CSMS works in a two-level hierarchy i.e. parent-child relationship. Parent Permit may include the scope/project of work. You can add multiple child permits (Access Request Form, Asbestos Removal, Document Review, Dust Work, Electrical Power Shutdown, Fire System Interruption, Hot Work, Lead Paint, Lifting Permit, Natural Gas Shutdown, Permit to Dig, Roof Access, Traffic and Pedestrian Management and Working at Height) and link to a Parent Permit.

Each separate child permit will be reviewed by your Responsible University Supervisor (RUS) and a panel of Subject Matter Experts (SMEs) within a defined approval and authorisation workflow. You must not commence works until the Child Permit has been Approved and Authorised.

A Permit to Dig is required for **all** excavation and ground penetration work.

Prior Activities

Before this Work permit (or any other child permit categories) can be created you must create a Parent Permit. Once a Parent Permit has been created, you can submit individual Child Permits for each of the high-risk work activities that needs to be undertaken.

CSMS Link

Direct link to the CSMS System: https://contractor-safety.sydney.edu.au

System Roles and Responsibilities

The below list details on the system roles and their responsibilities involved in the PTW module.

1. **Contractor Company/Contractor Manager**

   - Because the instruction to undertake works occurs outside of the CSMS, it's the Contractor Company/Contractor Employee with Admin User role who is responsible for logging into CSMS to initiate the Permit to Work Process.
   - The first Permit to Work created for an assigned scope of work, is referred to as a "Parent Permit to Work". This would span the entire scope of work.
   - Subsequent "Child Permits to Work" would be created for specific work activities which sit within that scope of work.
   - It's the Contractor Company/Contractor Employee with Admin User role's responsibility to create all required Permits to Work (Parent and Child).
   - It is also the responsibility of the Contractor Company/Contractor Employee with Admin User role to assign any Contractor Employees to the Child Permits.
   - At the completion of work, then the Contractor Company/Contractor Employee with Admin User role would commence Permit Close-Out activities within the CSMS.

2. **Contractor Employee**

   - When assigned to a Permit to Work by the Contractor Company/Contractor Employee with Admin User role, the Contractor Employee will also be assigned skills and documentation which may need to be completed. These will be visible from their dashboard in the My Learning and My Documents section.

3. **Responsible University Supervisor**

   - Once a Child Permit has been created by the Contractor Company/Contractor Employee with Admin User role, then the Responsible University Supervisor will be prompted to review and Approve (or Reject) that permit request.
   - Post work completion, if Close Out activities are required, then the Responsible University Supervisor would be required to review and Approve (or reject) those close-out activities also.
   - Whenever an Approval activity is required by a Responsible University Supervisor, they will receive a system notification (email) prompting their action.

4. **Subject Matter Expert**

   - Once a Child Permit has been created by the Contractor Company/Contractor Employee with Admin User role, and Approved by the RUS, then the Subject Matter Expert will be prompted to review and Authorise (or Reject) that permit request.
   - Post work completion, if Close Out activities are required, then the Subject Matter Expert would be required to review and Authorise (or reject) those close-out activities also.
   - Whenever an Authorisation activity is required by a Subject Matter Expert, they will receive a system notification (email) prompting their action.

Process

Step 1 – Edit a Permit to Dig Child Permit

To make changes to your permit, click on the Action button and select Edit option.

Navigate to the *Permit to Dig Child Permit* linked to the Parent Permit. Select Create to create an actual Child Permit with specific task related information. In this section you will see that some fields are prepopulated based on information inherited from the Parent Permit. Further to the pre-populated data, you will need to enter or confirm:

- Permit start date & time (Mandatory)
- Permit end date & time (Mandatory)
- The Task Supervisor (Mandatory)
- Specific description of works to be undertaken (Mandatory)
- List the workers that need to be attached to this permit (all must have relevant skills for the tasks at hand) (Mandatory)
- Attach a marked-up plan highlighting work area(s)
- Confirm specifics of location - Floor and Room may be modified here, but Campus and Building are inherited from the Parent permit and cannot be modified (Mandatory)

Step 2 – Permit Specific Section – Hazard and Risk Details - Asset Identification & Verification

Some questions prompt for either a Yes, No, or N/A response. Other questions prompt for a selection from a predefined list of options.

There is a free text Details field provided to add any specific comments relating to each question.

1. **Receipt of Information (Engineering)**

(Mandatory) Use the Yes/No options to indicate whether you have received the currently available information from the UI Engineering Team for the work area. Contact RUS, obtain and attach the plans the attached plan in the consolidated plans and methodology section. Use the adjacent Details field to provide additional information.

2. Receipt of Information (Heritage)

(Mandatory) Use the Yes/No options to indicate whether you have received the relevant town planning and heritage approval documents that lawfully authorise the works? Contact RUS, obtain and attach the plans the attached plan in the consolidated plans and methodology section. Use the adjacent Details field to provide additional information.

3. Receipt of Information (ICT)

(Mandatory) Use the Yes/No options to indicate whether you have received the currently available information from the ICT representative for the work area. Contact RUS, obtain and attach the plans the attached plan in the consolidated plans and methodology section. Use the adjacent Details field to provide additional information.

4. Receipt of Information (Before You Dig)

(Mandatory) Use the Yes/No options to indicate whether you have received the currently available information from Before You Dig Australia for the work area. Use the adjacent Details field to provide additional information.

5. Identify Utilities

(Mandatory) Use the drop-down list to select all utilities in the vicinity as identified in the Before You Dip Australia plans. Use the adjacent Details field to provide additional information.

6. Asset Owners

(Mandatory) Use the Yes/No options to indicate whether any asset owners are required to be onsite during excavation works. Use the adjacent Details field to provide additional information.

7. Other Assets

(Mandatory) Use the drop-down list to select all other assets in the vicinity that should be considered. Use the adjacent Details field to provide additional information.

8. Asset Locator Service

(Mandatory) Use the Yes/No options to indicate whether all University and Before You Dig plans have been provided to an asset location service for the purpose of scanning, locating and visibly marking on the ground. Use the adjacent Details field to provide additional information.

9. Unknown Services Identified?

(Mandatory) Use the Yes/No options to indicate whether the Asset Locator Service identified any unknown services not included on University or Before You Dig plans. Use the adjacent Details field to provide additional information.

Step 3 – Permit Specific Section – Consolidated Plans and Methodology

These questions prompt either a Yes or No response.

Where required, supporting documentation is to be uploaded and attached.

There is a free text description field provided adjacent to each question where additional information may be entered.

1. Asset Plans and Asset Verification Reports

Consolidated plans and asset verification reports to be uploaded and attached as per the list provided here. Add details in the adjacent free text Comments field.

2. Attach Supporting Documentation

Use this field to add copies of the plans and asset reports which were identified in field 1.

3. SWMS / Risk Assessment

(Mandatory) Use the Yes/No options to indicate whether there are any SWMS / Risk Assessments with step-by-step methodologies. Additional information can be entered into the adjacent Details field. Attach Supporting Documentation in the available upload field.

4. Attach Supporting Documentation

Use this field to upload and attach the barricading and signage plan which was identified in field 3.

5. Workers

Use the drop-down list to select all of the Workers who will be working on the activities identified in Field 6. Note: Workers need to be added to the Parent Permit, and then again in the Permit Details section before they become available on this list.

6. Barricading and Signage Plan

(Mandatory) Use the Yes/No options to indicate whether there is a barricading and signage plan. Additional information can be entered into the adjacent Details field.

7. Attach Supporting Documentation

Use this field to upload and attach the barricading and signage plan which was identified in field 6.

8. Surface Backfilling and Reinstating Plan (Requirements)

Information only, review.

9. Surface Backfilling and Reinstating Plan (Response)

(Mandatory) Use the Yes/No options to indicate agreement to the Surface Backfilling and Reinstating Plan identified in field 8. Additional information can be entered into the adjacent Details field.

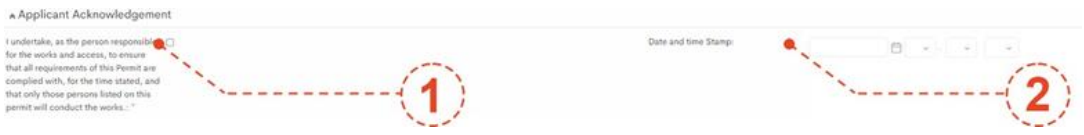
10. Attach Supporting Documentation

Use this field to upload and attach documentation relating to the surface backfilling and reinstatement plan which was identified in fields 8 and 9.

11. Additional Permits

(Mandatory) Does this permit requires any additional permits? If so, select Yes and provide details in the adjacent Details Field.

Step 4 – Permit Specific Section – Applicant Acknowledgement



1. **Applicant Acknowledgement**

(Mandatory) Check this box to confirm that you agree with the provided statement.

2. **Date & Time Stamp**

These fields will populate with the date and time that you completed the Applicant Acknowledgment (Field 1).

Step 5 – Save and Submit

The default status of the permit is Draft. Selecting Save whilst in Draft status will ensure that changes made to the form are retained.

When ready to submit for Approval and Authorisation, change the status from Draft to Submitted, and then select the Save option. This will initiate the approval and authorisation steps.

Approvers

The permit Approver will be a **Responsible University Supervisor** from either COS, UI, ICT, or any other area of the University utilising the CSMS to manage permit approvals.

COS:
- COS Technical Facility Managers
- COS Facility Managers
- COS Deferred Maintenance Project Managers

UI:
- UI Contract Managers
- UI Project Managers

ICT:
- ICT Project Managers

Authorisers

Each permit category may have one or more **Subject Matter Experts (SME)** which is required to Authorise the permit.

The Authorisation step occurs after the initial Approval step.

Authorisers are consolidated into Permission Groups based on their areas of expertise.

Permission Groups required for Initial Authorisation:

- WHS SMEs
- UI Underground, Hydraulic & Fire Services
- UI Electrical Services
- UI Heritage
- UI Client Advisory Managers
- ICT Services
- COS Protective & Risk Services
- COS Open Spaces

Permission Groups required for Final Authorisation:

- Chief University Infrastructure Officer (CUIO), or Delegate

Close Out

Close out is **not** required for this work activity.

Permission Group required for Close Out:

- Not Applicable

Key Documents Required

1. **University-Owned Asset Info** (via RUS from UI Engineering/Planning&Heritage/ICT) – It's the contractor's responsibility to locate and access this information. This will need to be provided to the asset locator.

2. **Before You Dig Australia (BYDA) Report -** It's the contractor's responsibility to locate and access this information. This will need to be provided to the asset locator.
3. **Asset Locator Survey Report -** The Asset Locator must reference the above two *(University-Owned Asset Info and Before You Dig Australia (BYDA) Report)* documents to support the creation of asset survey reports. This report must be attached to the permit request.
4. **Excavation Methodology and Controls**

Two Critical Workstreams:

- **University Asset Information** & **Planning Pathway/Heritage Approval**→ obtained by contractor *via* RUS.
- **Authority Asset Info** (BYDA) → obtained by contractor directly.

Then provide the consolidated information to the Utility Locator Contractor.

Common Issues which cause delays in permit approvals:

- Permit submitted without University asset data.
- Planning pathway including Heritage assessment – the RUS has not contacted the UI Town Planner and not received an approved assessment (where applicable).
- Asset locator engaged before gathering required info (*University-Owned Asset Info and Before You Dig Australia (BYDA) Report).*

Tips

- Treat the permit form as a **step-by-step checklist**.
- Historical surveys and asset discovery support continuous improvement in asset registers.