



# Safe Works Permit Procedure

**Safety**

**APAL-SWP-001**

**Version 1**

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## Change Summary

Version number	Date	Change Description
V1	Date	New Template, addition of working at heights Permit, Changes to Authorised Issuing Officer, New Permit to Work process, Image 1, Appendix A, Contractor Categories and APAC contractor Type and activity risk level calculator

## 1. Introduction

The objectives of the safe work permit procedure are to:

- Ensure the safety of people.
- Prevent harm to the environment, equipment or other property;
- Preserve our capability to deliver to our customers; and
- Ensure that APAL are aware of and approve of all intended works on airport.

## 2. Scope

The **Safe Works Permit Procedure APAL-SWP-001** applies to all work being carried out on Launceston Airport owned and/or operated plant, asset, structure or facility. It follows fundamental hazard identification, communication and risk management processes with some check/hold points:

- At the end of work scope approval.
- After identifying hazards and determining and agreeing controls.
- Before the actual start of work.

A permit may not be required for routine operational and maintenance activities where:

(Determination of this must be made in consultation with an APAL authorised person)

- A Standard Operating Procedure (SOP) exists which covers the full scope of works – minor works.

Minor works definition – Determined to be any works which do not require a special authority and rated as low risk (i.e., routine maintenance works involving inspections and testing)

- Following a risk assessment, the controlled risks are assessed as low; or
- The intent of safe work permit procedure has been achieved under category B contractor works management systems. (Service provider contractors such as Wormald Fire – provision of systems checks and providing all the above; or
- A contractor Induction checklist is only required for Project Work and for Category A contractors involving high risk activities.

***See Appendix A for category definitions of contractor and risk categories.***

## 3. Types of Permits/Authorities

There are two types of permits used by Launceston Airport:

- A Permit to Work (PTW) –this permit is the overarching risk management process. Depending upon the scope of work an additional Works Authority (Section 1.1) may also be required.
- Works Authorities – these authorities are applicable to specific risks. Such as working at heights or confined space entry. Works Authorities may not be issued without a PTW.

Please refer to the flowchart on page 11 of this document to determine the need for a PTW.

All workers engaged in active work under the scope of the permit shall be signed on to the permit unless alternative control measures have been put in place to ensure all workers understand the conditions of the permit, risks present and mitigating actions to be implemented.

If the work that is about to be performed is subject to a PTW, only proceed if:

- All hazards have been identified, risks assessed and controlled effectively.
- The scope of work and proposed timing for the permit is clearly defined and understood.
- The permit (and any required Works Authorities (Section 4.0 ) has been issued by an authorised issuing officer for the site, facility or work. (Refer to Section 7.0 of this document for the listing of Authorised Issuing Officers)
- All required and approved supporting documents have been identified and obtained for work. These may include:
  - An isolation procedure to control risk of potentially harmful energy sources.
  - Any Work Authorities.
  - Any other related documents required such as the working at heights checklist, asbestos checklist, etc.
- The conditions of the permit and attached authorities have been communicated with everyone involved in or affected by the work.
- When circumstances on the job change, work **shall** be stopped, and the area made safe. Risks **shall** be re-assessed and approved for that area/location by an appropriate signatory to the Permit to Work or Work Authority before recommencing work.

## 4. Work Authorities

Special authorities shall be used for specific hazardous activities and include the following:

- Concealed Services Authority – This authority shall be used for any work that requires excavation or penetration through any material surface.
- Confined Space Authority – This authority shall be used for all work involving a confined space.

- Crane/Boom Authority – This authority shall be used for all work involving a crane or boom type equipment (concrete pump, elevated work platform, etc) this includes for all outside work.
- Hot Work Authority – This authority shall be used for any work that is likely to produce flame, heat or sparks from welding cutting. Inside and outside the Terminal.
- Electrical Works Authority – This authority shall be used for all electrical work as an attachment to the Permit to Work.
- Plumbing Works Authority – This authority shall be used for all plumbing works as an attachment to the Permit to Work.
- Fire Detector/Zone Isolation Authority (fire isolation Works Permit) – Such requests must be made to Engineering Services with a minimum of 48 hours' notice given in advance of the required isolation dates and extent of isolations.
- Working at Heights Permit – This authority shall be used for all works when assessed for the use of a Safety harness, fall arrest device, and/or working from a boom type elevated working platform. (in development)

#### 4.1. Permit and Authority Numbering

All permits and authorities shall be uniquely numbered based on the date and time of issue. It has been considered unlikely that two permits/authorities of the same type could be issued at the same time at Launceston Airport.

For example:

A Permit to Work issued 30<sup>th</sup> May 2023 at 1015 would be numbered: **PTW/300523/1015**

A Confined Space Authority issued 5<sup>th</sup> June 2023 at 1430 would be numbered: **CSA/050623/ 1430**

### 5. Role Definitions

The safe work permits used by Launceston Airport refer to specific roles which have certain responsibilities under the permit.

#### **Person Engaging Works (PEW) (i.e. APAL employee, Manager or Project Manager) –**

Is any person that is engaging a service provider of any description to conduct works anywhere within the Launceston Airport precinct. The Person Engaging Works may not necessarily be an APAL employee, but they shall undertake the permitting process as described within this document.

It is the Person Engaging Works responsibility to ensure that all relevant APAL Managers are consulted with regards to the works and the permits and/or special authorities for the works to be undertaken are issued prior to any commencement of works and that all safety measures relevant to the works are considered and in place.

The Person Engaging Works shall also ensure that all issued permits and authorities are returned at the completion of the works. These forms must be signed off as works having been completed by the relevant parties and be accompanied by all applicable documentation with regard to certification or confirmation of compliance.

Where the Person Engaging Works is NOT an APAL employee, it is a requirement that APAL Administration be notified of all proposed works prior to commencement. All such works must be reviewed by the appropriate APAL Authorised Issuing Officer/s (as defined in Section 7.0 of this document).

This requirement shall ensure that the methodology supporting the works will in so far as is reasonably practicable, mitigate any unintended impacts upon APAL assets or infra-structure, safety to others as a consequence of the works or unscheduled disruptions to the daily operations of the Airport, its tenants or the airlines.

**Authorised Issuing Officer (AIO)** – (i.e., Manager of section or Project Manager) Is a person employed by Launceston Airport who is competent in the safe work permit process and understands the control measures that are required for a permit to be issued. The Authorised Issuing Officer is responsible to ensure that the Person in Charge understands the conditions imposed by the permit.

Where APAL isolation is identified as risk mitigation, the Authorised Issuing Officer shall perform the isolations as per the requirements under Section 3 of this procedure.

**Head of Airport Operations and Assets** – Is the person ultimately responsible for the safety of the Launceston Airport from an operational compliance perspective.

**Person in Charge (PIC) of Works** – Is any person to whom a permit is issued who is deemed competent and capable to perform the work and ensure that the work complies with any conditions imposed under the permit.

**Safety Observer (SO)** – Is a person appointed who is competent and capable of performing the role of Safety Observer for the works where the requirement has been identified during the risk assessment. The Safety Observers prime role is to ensure that all risk control measures identified are implemented. Where a Safety Observer is appointed, their role is exclusive, and they must not engage in any other task.

**Works Safety Officer (WSO)** – For certain Airside works or works within security restricted areas, a Work Safety Officer as defined under section 10 of the Manual of Standards Part 139 – Aerodromes (MOS 139) may be required. The need for a Works Safety Officer shall be determined through consultation with Launceston Airport prior to commencement of any works.

## 6. Work Site Delineation

It will be the responsibility of the Authorised Issuing Officer to ensure that the work site covered by any permit is clearly identified with the PIC and where required documented to remove any doubt as to the extent of works covered by the permit.

### 6.1. Permit/Work Authority to be available upon request.

The original of all issued permits/authorities and supporting documentation must be retained at the work site by the PIC for the duration of the work and be readily available to all persons who sign on to it and made available at the entrance to the worksite.

### 6.2. Retaining a copy of the Permit/Work Authority

The Authorised Issuing Officer shall retain a copy of all issued permits/authorities and supporting documentation for the duration of the works.

Upon completion of the works, hard copies of completed permits/authorities shall be returned to and retained by the Authorised Issuing Officer for future reference in the nominated storage facility.

Tenant initiated permitting once completed, is to be forwarded to Launceston Airport Administration for archiving and auditing.

### 6.3. Minimum required notice for Permit/Work Authority

A minimum of 24 hours' notice is required for any permit/authority to be issued.

However, for any major isolations of the Fire Indicator Panel (FIP) the details are as follows:

Isolation in excess of 8 hours the isolations Insurers form is required for completion emailed to the insurer and CC APAC Claims Specialist. This shall be completed by APAL Project Manager - delegates.

A 48-hour notice to include actual communication and consultation with relevant external agencies and/or insurance companies or their representatives.

For any crane boom authority where there is a potential infringement on the protected air space 60 days' notice to APAL is recommended.

For any other crane boom authority to be issued 48 hours' notice to APAL at a minimum.

## 7. Authorised Issuing Officers (AIO)

The following people have been approved by Launceston Airport to carry out the role of **AIO** for the issue of permits and authorities in their respective areas of expertise. It is important to ensure that the AIO who issues the permit or authority fully understands the scope of work, the risks involved and the type of services that may be impacted upon it. All capital works projects must liaise and consult with the relevant APAL managers prior to issuing PTW and Special Authorities.

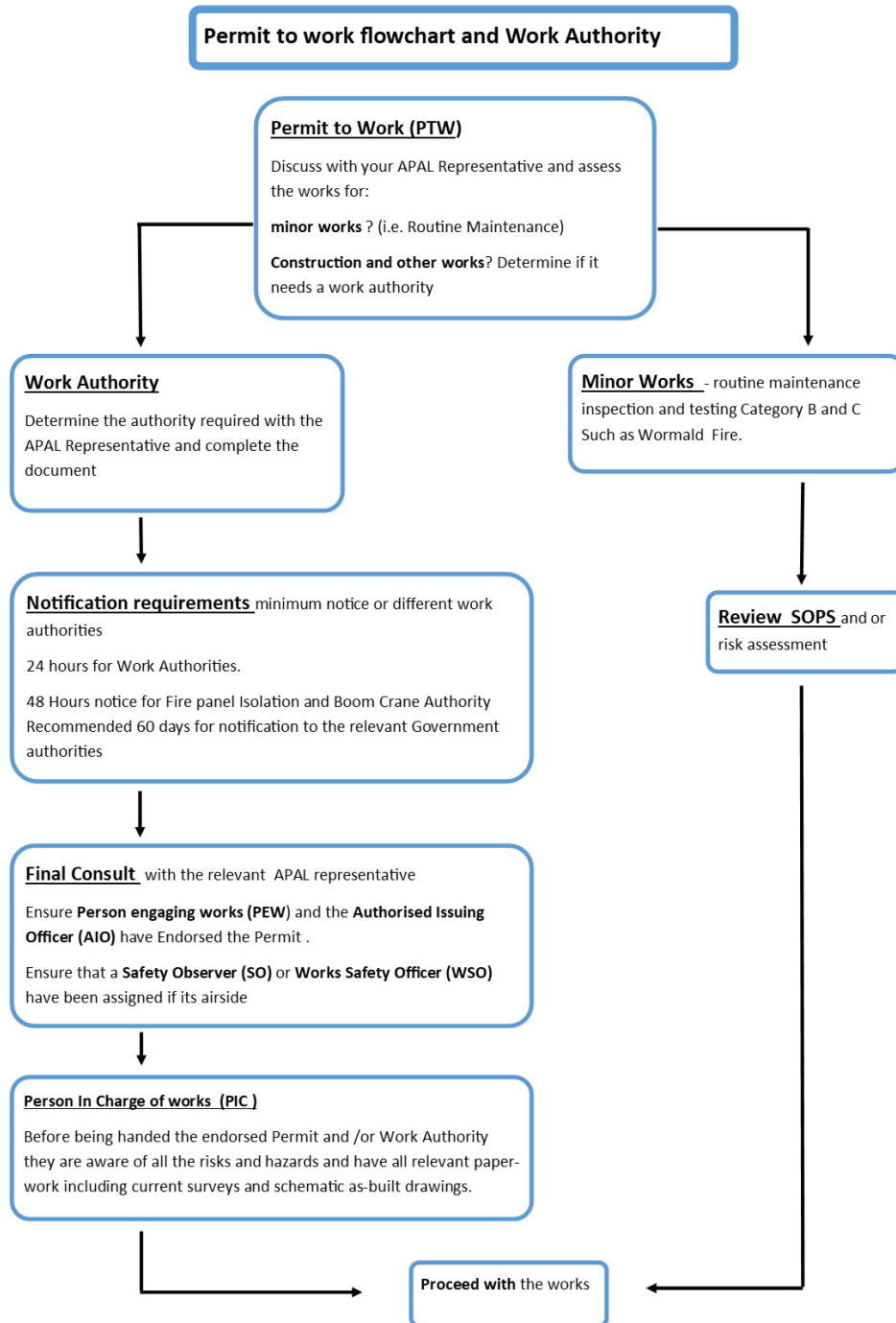


Permit/Authority Type	Authorised Issuing Officer
Permit to Work	Capital Works Delivery Manager, Engineering Manager or Buildings & Grounds Manager Operations team lead <b>or</b> their delegate
Concealed Services Authority	Buildings & Grounds Manager <b>or</b> their delegate, Engineering Manager <b>or</b> their delegate, Capital works Delivery Manager or their delegate
Confined Space Authority	Buildings & Grounds Manager <b>or</b> their delegate, Engineering Manager <b>or</b> their delegate, Capital works Delivery Manager or their delegate
Crane/Boom Authority	Manager Operations and Compliance or their delegate, Capital Works Delivery Manager or their delegate
Hot Works Authority	Buildings & Grounds Manager <b>or</b> their delegate, Engineering Manager <b>or</b> their delegate, Capital works Delivery Manager or their delegate
Electrical Work Authority	Engineering Manager <b>or</b> qualified and competent delegate Capital Works Delivery Manager or their delegate
Plumbing Work Authority	Buildings & Grounds Manager <b>or</b> delegate Capital works Delivery Manager or their delegate
Fire Detection Isolation Request	Engineering Manager <b>or</b> delegate Capital works Delivery Manager or their delegate
Daily Authority to Work	Airport Operations Officer or Work Safety Officer
Working at Height Authority (being drafted July 2023)	Buildings & Grounds Manager <b>or</b> their delegate, Engineering Manager <b>or</b> their delegate, Capital Works Delivery Manager or their delegate

### 7.1. Additional PTW Sign on Sheet

Where there are more members of the work party to sign on to the permit to work than spaces available, '**APAL-SWP-008 Additional PTW Sign on Sheet**' shall be used and attached to the permit to work.

### 7.1.1. Permit to work process/Flowchart.



## 8. Drug and Alcohol Management Plan

Launceston Airport is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASR's) to develop and implement a DAMP, covering all persons who perform, or who are available to perform a Safety Sensitive Aviation Activity (SSAA).

Many works undertaken at Launceston Airport may be considered SSAA and will require contractors and service providers to be made aware of this policy.

Where persons working within a designated aerodrome testing area are reasonably likely to be performing work 2 or more times within a 90-day period, DAMP will apply.

Such parties will be required to undertake and pass a standard drug and alcohol test if they are to be onsite within a designated aerodrome testing area.

Contact your Launceston Airport contact for further clarification of this policy, whether it will apply to the works that are being undertaken and for details of a certified testing facility.

## 9. Isolation Procedures for APAL assets

Subject to the impact of any proposed isolations to the operation of Launceston Airport, its assets or upon its tenants', advanced notice is required (48 hours notice) and significant planning may need to be undertaken with the appropriate Launceston Airport Authorised Issuing Officer as defined in section 7.0 of this document.

It is the role of the Person Engaging Works to identify such requirements and to contact the appropriate APAL Authorised Issuing Officer.

APAL must be advised of any and all requirements for isolation of:

- Power Reticulation Systems
- Disruption to Telecommunication, Data or IT Systems
- Water Supply
- Sewerage Systems
- Gas Supply or Gas Monitoring Systems
- Pressurised Systems
- Fire Indicator panel, Detection or Suppression Systems
- Baggage Conveyance Systems
- Road Closures
- Isolations to any other form of stored energy source, device or system (other than above) that may impact upon areas within the Launceston Airport precinct.

Tenant specific systems such as dedicated power services to an individual tenancy may be exempt from this requirement and this must be determined through consultation with the relevant APAL Manager or their delegate prior to isolation.

Where such isolations are required, the Authorised Issuing Officer (AIO) shall identify all required isolation points to the person conducting the works.

In consultation with the Person Engaging Works, the Authorised Issuing Officer initiate any planning that may be required to facilitate such isolations.

It is a requirement of Launceston Airport that any such isolations follow a controlled isolation methodology, utilising fit for purpose locking mechanisms and Danger Tagging to prevent unauthorised or inadvertent reinstatement of any isolated services.

Additional methods of ensuring isolation may also be required and these shall be clearly identified within the risk assessment/safe system of work process prior to commencement of any works.

*See appendix A for details for Contractors and Project managers notification and consultation requirements.*

## 10. Work Authorities

### 10.1. Concealed Services Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

As far as is reasonably practicable, before starting any excavation or penetration (whether non-destructive or otherwise), the precise location of all concealed services, buried pipe work, structures, foundations, electrical equipment, cabling, or hazardous materials, shall be identified and clearly marked to prevent damage during the work. 48 Hours notice as a minimum required.

Before beginning work the following shall be completed:

- the site will be inspected by a competent person checking for locations of possible concealed services. The person should utilise drawings where available and update the drawings where any differences are found.
- Conduct a survey of the proposed excavation/penetration area using electronic locating devices except in situations where this will not improve the safety of the work.
- 

Where possible all underground assets shall be isolated during ground-breaking works.

### 10.2. Confined Space Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

All areas within the Launceston Airport precinct that are registered or that may be defined as a confined space under Part 1.1 of the WHS Regulations 2012 will require a Confined Space Authority to be issued prior to commencement of any works within that area.

Launceston Airport maintains a confined space register listing all known confined spaces located onsite. The Person Engaging Works should be notified immediately if areas that may be deemed as a confined space under the Regulations and that are not recorded as such within the confined space register are located.

In circumstances where an Act or Regulation permits works within such areas in an alternative manner to those referenced by the WHS Regulations 2012, documentation must be provided supporting this before an APAL Confined Space Authority can be issued. Under such circumstances any alternative methodology must be clearly identified and referenced within the Safe Systems of Work documentation commensurate with the works.

### 10.3. Crane/Boom Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

A Crane/Boom authority is required to operate cranes or other boom type equipment used anywhere on the airport. Exceptions may be made to this requirement for APAL staff only, using specified APAL equipment and only within pre-defined areas. 48 hours' notice as a minimum required.

An Authority ensures infringement of the prescribed airspace above the airport will be identified prior to any work commencing and where necessary risk managed.

Crane/Boom Authorities must be reviewed by the Head of Airport Operations and Assets or delegate. Where there is no risk of the Airports Object Limitation Surface (OLS) being breached, the MOC may authorise the issue of the permit immediately.

Crane/Boom Authorities shall be issued for a particular task or group of tasks to be performed and will specify the maximum boom height allowed. Where work scope or conditions change, the Head of Airport Operations and Assets shall be made aware of such changes and review the issued permits suitability to ensure that the integrity of the prescribed airspace above the airport is maintained.

### 10.4. Hot Work Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

Any work involving flames or producing heat and/or sparks is classified as hot work.

If possible, move the work to a designated hot work area such as a welding bay. When this cannot be done, a hot work authority shall be issued.

The hot work authority, including the control measures, should be completed by the Person in Charge of Works and issued by an Authorised Issuing Officer.

Hot work examples include but are not limited to the following:

Oxy acetylene cutting

- Brazing or any form of welding
- Grinding
- Grit blasting.

At times of high fire danger, consideration shall be given to the operation of chainsaws, brush cutters and steel track machines.

### 10.5. Electrical Works Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

In addition to a Permit to Work, an Electrical Works Authority must be issued for all electrical or cabling work carried out at Launceston Airport. The authority is required for:

- Any new electrical installation
- Any modification or extension of an existing installation
- Removal of equipment

An authority is not required for plug-in type electrical equipment or replacement of like for like assets such as light globes, GPOs, switches etc. however APAL should be notified.

Alterations to position, supply or operation of the above will require an authority.

All electrical work must be performed by a licenced Electrical Contractor and conform to relevant regulations, standards and legislation.

For the authority to be issued, the Electrical Contractor and their Technician must provide the following:

- Tasmanian Electrical Contractor's Licence number
- Tasmanian Electrician's Licence number
- Insurance details
- A Risk Assessment/Safe System of Work

Additional requirements for issue of permit:

- All final sub-circuits must be fitted with RCD protection unless otherwise authorised by the Manager Engineering Services. Outlets and protection devices are to be clearly labelled.
- All redundant cabling must be removed back to its source. In situations where removal is not possible consultation with APAL Engineering Services will be required to investigate alternative actions.
- A minimum of 24 hours' notice must be provided if APAL are required to conduct any disconnection of supply.
- Final connections made to APAL switchboards or circuits may require connection to be made in the presence of an APAL technician. In such circumstances, this will be made as a condition of the authority.
- Any fixing to the floor of the terminal will require a cable location process to be conducted by APAL at the Contractors expense to protect in service hearing loops or other services.
- Any work involving the Fire or EWIS systems will require a separate authority.

Variations from the conditions of the authority or approved design are prohibited unless prior written approval is obtained from APAL.

It is a requirement that a copy of all relevant electrical schematics, plans, documentation updates commensurate with the works, Electrical Work Requests (EWR's) or Certificates of Electrical Compliance (CEC's) are provided to APAL prior to final sign off and acceptance by the Authorised Issuing Officer or their delegate.

## 10.6. Plumbing Works Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

In addition to a Permit to Work, Plumbing Works Authority must be issued for all plumbing works carried out at Launceston Airport. The authority is required for:

- Any new plumbing installation
- Any modification or extension of an existing installation
- Removal of equipment

All plumbing work must be performed by a licenced Plumber and conform to relevant regulations, standards and legislation. For the authority to be issued, the Plumbing Contractor must provide the following:

- Licence number
- Insurance details
- A risk assessment/Safe System of Work

## 10.7. Working at Heights Authority

*May only be issued by the appropriate Authorised Issuing Officer as defined in Section 7.0*

Definition: ensure, so far as is reasonably practicable, that any work involving the risk of a fall by a person from one level to another is carried out on the ground or on a solid construction.

- provide safe means of access to and exit from the workplace and an area from which a person could fall, such as a platform or scaffolding, and;
- if it is not reasonably practicable to eliminate the risk of a fall, minimise the risk of falls so far as is reasonably practicable by providing adequate protection against the risk, including by providing a fall prevention device if it is reasonably practicable to do so, or if not;
- a work positioning system if it is reasonably practicable to do so, or if not
- a fall arrest system.

In addition to a Permit to Work, a Work at heights Authority must be issued for all works carried out at Launceston Airport where a risk consequence of falling is assessed as a greater than Minor.

Examples of when the authority shall be required:

Working from a *step ladder* more than 2 metres high. Platform ladder preferred alternative.

Working in a boom type Elevated Work Platform (EWP).

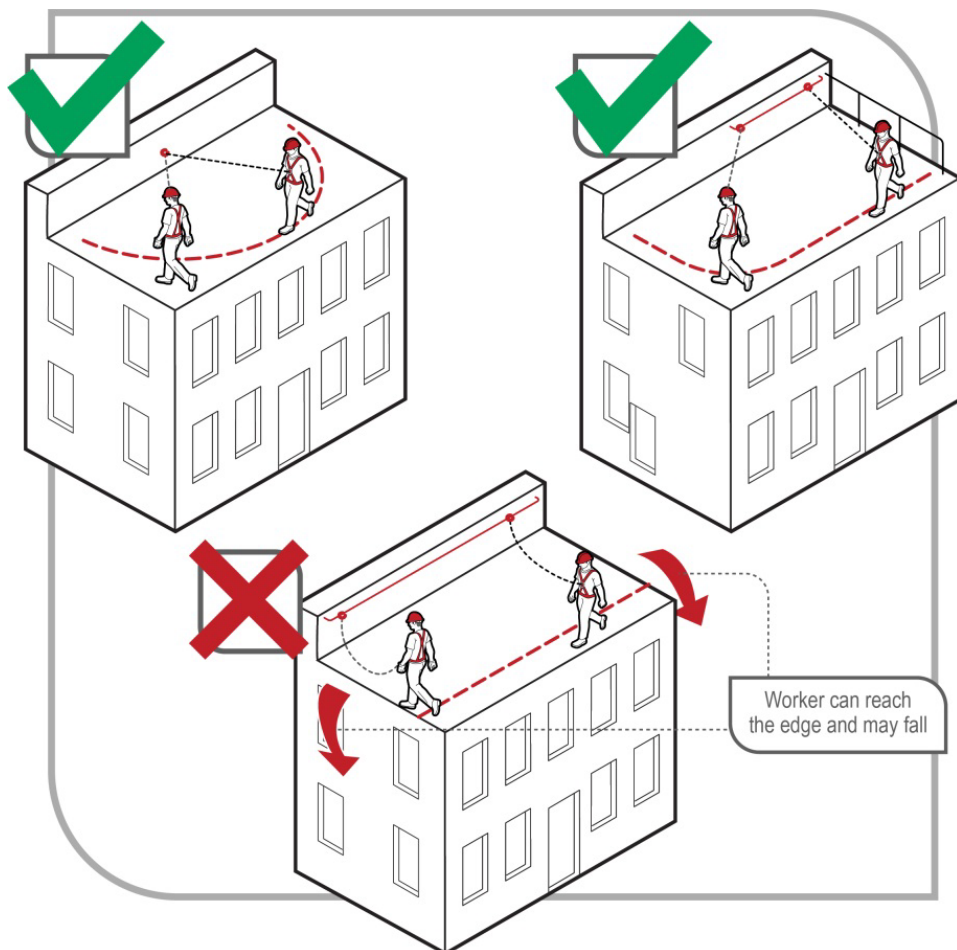
When a fall arrest system is required (i.e., Harness)

**Fall Prevention Devices** are secure fencing, edge protection (handrails), work platforms and covers.

**Temporary work platforms** are scaffolds, EWP's, work boxes etc.

**Work Positioning system** – restraint techniques – any plant or structure other than a temporary work platform that enables a person to be positioned and safely supported at a location in such a way that a fall is prevented.

See image 1 – example of work positioning system.



All Permits to work approvals for project capital works must be obtained from APAL Management, and/or APAL Project Team and/or their delegates.

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## **APPENDIX A Fire isolation panel agreement and contractor Categories**

**The following APAL procedure shall be completed Prior to Works commencing:**

For all Fire panel isolations 48 hours' business notice to APAL is required.

For all Fire panel isolations, the contractor shall engage a Competent Trade Person to complete.

Degree C Fire or Wormald fire are the recommended APAL Competent trade persons/contractors.

A fire isolation Works Permit currently located on top of the fire panel is required to be completed.

At the time of physical isolation, the following organisations must be notified:

1. APAL Operations Team; and
2. ARFFS must be notified – contact numbers associated with ARFFS fire watch room.  
6 3916810

**The current MOA for ARFFS states:**

**In summary, ARFFS monitor all alarms 24hrs. Outside of local ARFFS Launceston operating hours, I will be advised via ARFFS Adelaide who monitor the alarms outside of our hours, that an alarm has been activated. I advise the ARFF Duty Safety Officer and 000. Generally, the Duty Safety Officer rings 000 and goes to the respective building.**

Isolation in excess of 8 hours the isolations Insurers form is required for completion emailed to the insurer and CC APAC Claims Specialist. This shall be completed by APAL Project Manager - delegates.

Isolations for large zones must have a Specific risk assessment available for review by APAL (not generic) prior permit approval from APAL.


Addendum – WAH Permit and rescue plan emergency response narrative to the permit.

Suggestion for Permit to work Board associated for training LMS systems.

Note: APAC Category Type A, B and C Contractor Types are defined as:

- **Category Type A Contractors:** Construction Contractor
- **Category Type B Contractors:** Service Provider Contractor
- **Category Type C Contractors:** Technical service or Trade Specialist Service Provider Contractors
- **Category Type D Contractors:** Consultant only.
- **Category Type E Contractors:** Retail Concessionaires, Tenants and Property Occupiers (and their workers)
- **Category Type F Contractors:** Temporary Staff (Deemed workers)
- **Category Type G Contractors:** Goods Only
- **Category Type H Contractors:** Services Provided Off Airport

## APPENDIX B Calculating risk level for works

DOCUMENT TYPE: Form PREPARED FOR: WHS-E7-F10	<b>APAC CONTRACTOR TYPE AND ACTIVITY RISK LEVEL CALCULATOR</b>	 <b>Safety</b>
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### PART B: CONTRACTOR ACTIVITY RISK LEVEL CALCULATOR

If a Contractor has been categorised as a Type A, B or C Contractor APAC Sponsors are subsequently required to calculate the WHS risk level associated with the activity to be undertaken by the contractor. APAC guidelines to determining the level of WHS risk associated with the types of activities undertaken by contractors for, or on behalf of APAC are outlined below.

**Note:** If ticks in different risk levels, proceed with highest risk level identified

<b>HIGHEST RISK LEVEL</b> (generally specialist worker/contractor has primary control) <input type="checkbox"/>	Yes✓	No✗
Does the work involve high energy sources and require isolations? (e.g. High voltage electricity, high temperature hot water, heat >80 degrees Celsius)		
Does the service involve work at height or entering building structurally unsound or potential for struck from falling objects, major structural works?		
Does the service involve work in a confined space or require regulated safety controls in place? (e.g. vessel entry, asbestos removal, trenches).		
Does the service involve hazardous or dangerous chemicals? (e.g. asbestos, acids, corrosives).		
Significant mechanical hazards - (moving parts that could cause entrapment, shearing, puncturing injuries, unguarded moving parts)?		
Does the work interact with the building structure and does it risk impacting the integrity or interrupt essential services supply (e.g. fire water supply)?		
Does the work meet the definition for high risk construction works?		
Other: (specify)		
<b>MEDIUM RISK</b> (generally shared control with contractors) <input type="checkbox"/>	Yes✓	No✗
Does the work meet the definition for high risk work and require a specific high risk work licence? e.g. forklift or boom elevator licence.		
Does the work involve domestic voltage electricity, temperatures below 80 degrees Celsius?		
Does the service involve ongoing servicing/maintenance of equipment or minor building works?		
Does the service involve works in restricted areas of the Airport? (e.g. ceiling space entry, terminal services buildings, tunnel access)		
Does the work require mobile equipment to entry the terminal areas? (Note: g. floor weight restrictions or licensing requirements may elevate risk to HIGH)		
Moderate mechanical hazard (e.g. fan coil assemblies, air conditioning plant, tools of trade with moving parts that could cause shearing, puncturing injuries).		
Does the service provider not have on site management or supervision?		
Does the service provider need to be registered, licensed, or specially authorised to undertake the works.		
Are the works subject to regulatory controls or in-house safety procedures?		
Does the person need to obtain permits other than to commence work?		
Could the services injure the safety of other people, particularly the public?		
Does the work require high public interaction? Or require traffic controls?		
Other: (specify)		
<b>LOW RISK</b> (generally APAC direct control of work) <input type="checkbox"/>	Yes✓	No✗
Works with general hand tools (screwdrivers, hammers chisels etc).		
Contract for service in place.		
Is the service provider subject to: supervision of work (e.g. escort), consultancy services, and visitors to the site?		
Services or works are conducted off-site e.g. not at airport controlled facility.		
Service provider is engaged to fulfil duties that could be done by APAC worker (e.g. temporary staff, replacements staff, market researchers, administration duties) unless they are working under a Permit to Work.		