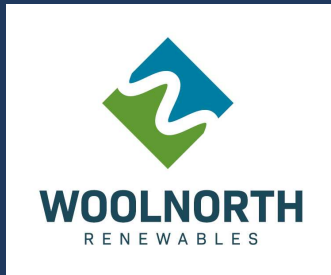


Woolnorth Renewables' Permit To Work Training



Please contact
your Woolnorth
representative or
inductions@
woolnorth.com.au
for help

Welcome to our **Permit To Work** training package focussing on,

- Risk management and the role of the Permit To Work system
 - Key personnel roles and their responsibilities
 - Types of work for which Permits are mandatory
 - Administrative management of the Permits

Woolnorth Wind Farm Holding Pty Ltd trading as Woolnorth Renewables

This Training

This training outlines the details of Woolnorth Renewables' Permit To Work (PTW) system. To complete this training you will need to use Woolnorth's HSE system at the same time you are completing this training (see access details on next slide). For this training to be valid you need to have completed a Site Induction, General Induction and HSE Induction at a minimum. Further training is required to access a Woolnorth Restricted Area or to conduct Personal, Group or Remote Isolations. All Woolnorth's HSE training requirements are outlined on the next slide.



HSE Training Requirements for Workers

When you first come to site you can enter as an **Escorted Visitor**



We'll then get you set up with a **Contract** and some other admin chores e.g. insurances, qualifications & work plans



All sites have a site induction to allow you to work as an **Accompanied Worker**



To be an **Unaccompanied Worker** you'll need to complete our...

General Induction



Health, Safety & Environmental Induction



You may also need our...

Isolation Training



Permit To Work Training



Restricted Area Training

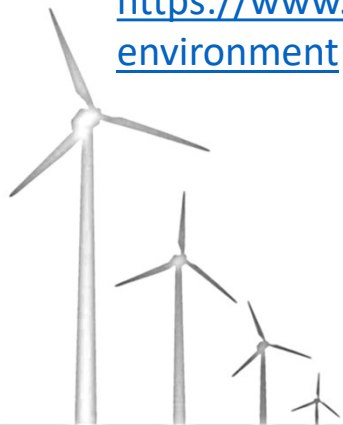


Woolnorth's Health, Safety & Environmental System

Woolnorth's HSE system consists of a Health and Safety Policy, an Environmental Policy, guidelines on risk management and a collection of specific procedures and documents for managing the HSE hazards associated with operating its wind farms, balance of plant, transmission lines and other assets.

As mentioned, to complete this Permit To Work training you will need to access Woolnorth's HSE system. This can be done at the following website -

<https://www.woolnorthrenewables.com.au/health-safety-environment>



Woolnorth_HSE

What is a Permit To Work?

A Permit To Work (PTW) is a risk control document that is mandatory in particular high risk situations, but can be used to assist in managing any operational activity. Before anyone can work under/sign onto a PTW they must have completed this training and have approval of the Site Supervisor for the particular wind farm.

The PTW Template is attached to the PTW procedure and is used to plan, document and authorise an activity. Both of these documents are available on the HSE System page of the Woolnorth Renewables website.

A PTW consists of

- a project description and summary of details including the Project/Job Manager,
- Key hazards and controls for the activity
- Other permits/plans/checklists/controls
- Remote Isolation details
- Authorisations by all parties involved for the work to take place (these roles are explained further in to the training)

Please
open
and
review
the
PTW
template

The Permit To Work Template

The image shows two versions of the 'Permit To Work' template from Woolnorth Renewables. The left version is the standard 'Permit to work (PTW)' form, and the right version is the 'Permit to work (PTW) - Remote Isolation' form. Both forms include sections for project details, hazards and controls, remote isolation details, and authorisations. The forms are designed to be filled out by the Project/Job Manager and approved by the Site Supervisor and other relevant parties.

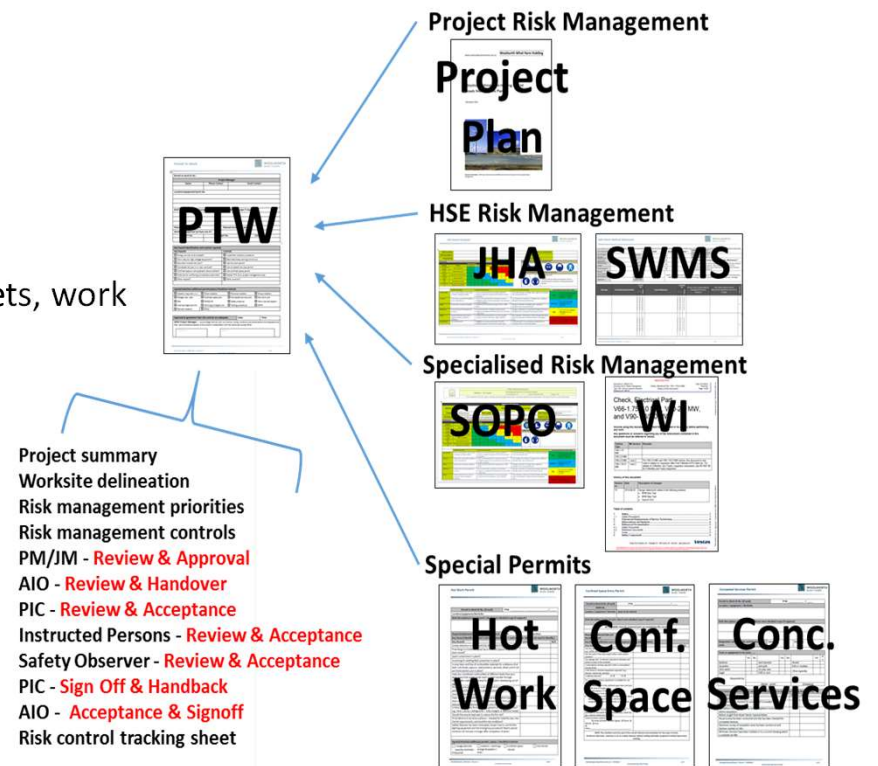
How do PTWs Work?

A Permit To Work operates by consolidating all risk management documents together and encourages a focus on planning and preparation for a job. Once issued, the PTW is stored at a central location on the work site by the Person In Charge for the job. The PTW ensures that authorisation for the work to take place are captured. These authorisation extends from the planning and site setup of the job through to the conducting of the work and the final handback of the site.

A PTW must be considered for work on any plant or equipment undergoing inspection, maintenance, cleaning, repair or construction. The documents that can be used to manage the risks associated with such work include,

- overarching project plans,
- HSE risk management documents i.e. Take 5s, Job Hazard Analyses (JHA) and Safe Work Method Statements (SWMS),
- Specialised risk management documents e.g. switching sheets, work instructions.
- Special permits such as for concealed services

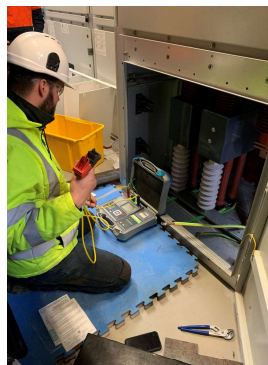
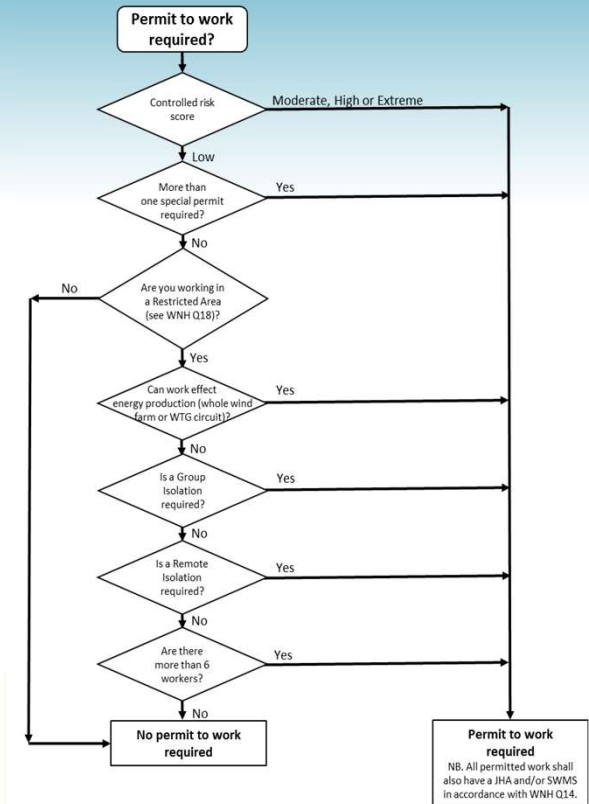
The authorisations mentioned above, also work as important hold points in the work flow, so that a review of the plans and work site can be conducted by authorised personnel that are experienced with the plant and the type of work.



Where is a Permit To Work Mandatory?

Please open
the PTW
Procedure

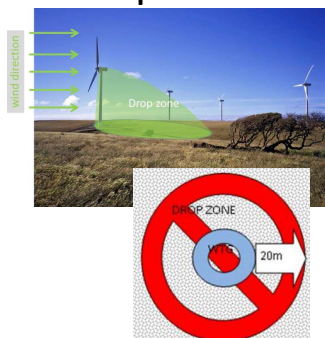
PTWs are a mandatory requirement for any high risk or complex work. Figure 2 of the Permit To Work Procedure outlines specific high risk activities that the permits are required for. Please review this flow chart within the Procedure.



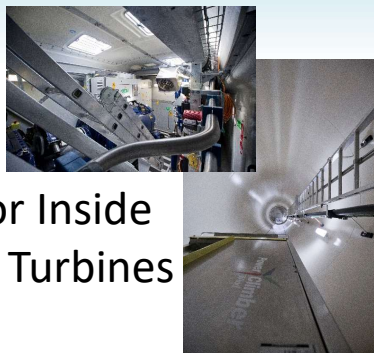
Restricted Areas on Wind Farms – a Review?

The following Woolnorth work sites are classified as Restricted Areas and are hazardous to work in. They require additional training and risk management to work within.

Wind Turbine Drop Zones



On or Inside Wind Turbines



Temporary Restricted Area



Close Proximity to Transmission Lines



High Voltage Switchyards & Swithrooms



Hold-Points for Review & Authorisation

The PTW system has key roles defined for the completion and authorisation of each section of the permit. These roles are as follows,

Project Manager/Job Manager (PM/JM)– Planning, document preparation

Authorised Issuing Officer (AIO) – Document review, work site preparation, installation of isolations, work site handback and permit suspension or closure

Person In Charge (PIC)– Review of documents, work site and isolations, management of work site and workers, work site handback

Workers – Review of documents, work site and isolations, conducting the work

These roles reflect a process-flow in which each person assigned to a role completes its requirements then hands over the permit to the next role. The hand-over point reflects not only a change in the person taking responsibility for the physical work, but equally importantly, a hold-point for both people to review each others planned or completed work.

In Summary, a PTW is a job approval and risk control system applicable to all work being carried out on Woolnorth owned and/or operated plant and assets. It follows fundamental hazard identification, communication and risk management processes with important check/hold points.



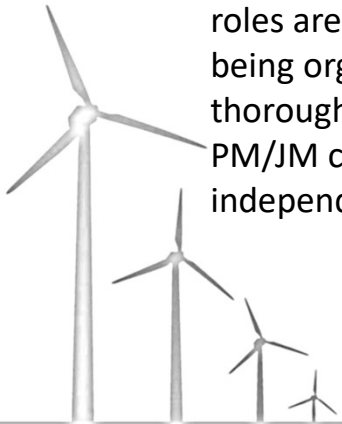
Roles and Responsibilities

The roles outlined above are vital for the flow of activities managed under a PTW, but more importantly, are vital for the safety of those involved in the work. Having these roles defined, ensures that all the steps required for a project to run safely are taken. A key part of this is to ensure the first commitment of the Woolnorth Safety Policy is up held, that is that we –

Promote a safety focussed culture that is collaborative, open and honest

To that end, a worker trained to sign onto a permit to work, should always feel comfortable to ask for clarification on the safety management of a work site, and, feel comfortable to **not** sign onto and work within that work site if they are not satisfied with the answer.

The following slides outline the responsibilities of each role in more detail. It is important that these roles are fulfilled by **different** people that are competent and experienced in the plant and work being organised. This ensures that the review of the documents, work site and risk controls is thorough and robust. To assist in this review, personnel located off site can be considered (e.g. the PM/JM could be based in another wind farm or Launceston). When this cannot be achieved, lack of independent or peer review shall be addressed in the risk assessment for the work (e.g. the JHA) .



Project Managers/Job Managers

A PM/JM authorised to organise and prepare work to be managed under a PTW is responsible for:

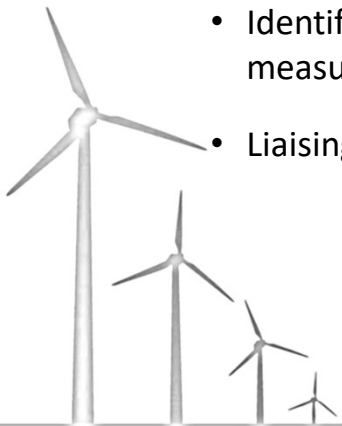
- Design and prepare a project plan in close consultation with the AIO.
- Ensure all aspects of the planning of the job or project are completed.
- Schedule the project with relevant business personnel.
- Ensure relevant approvals and compliance requirements are in place.
- Organise for all staff and contractors involved in the project to have completed all training and inductions relevant to the activity and ensure all administrative requirements for contractors are completed e.g. contracts, insurances, licenses.
- Prepare and coordinate the review of all relevant operational (work instructions, SOPOs etc) and risk management (e.g. JHA, SWMS, special permits, SOPOs) documents to be attached to the permit.
- Authorise and handover the PTW to the AIO.

Note - Project Managers and Job Managers are differentiated by the scale of the activity they are managing e.g. a PM would typically be responsible for all aspects of a wind farm outage where as a JM would be responsible for completing a smaller job such as a WTG transformer inspection.

Authorised Issuing Officer

An AIO authorised to prepare and peer review a PTW and worksite and is responsible for the following,

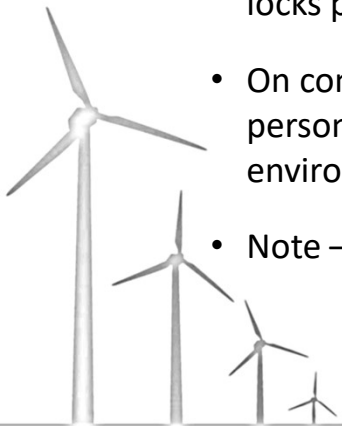
- Ensure equipment / work site safe prior to issue of PTW and describe hazards/danger points.
- Places all group isolation locks and assists in or coordinates any remote isolations (all described in Isolation training),
- Liaise with PIC to clarify scope of work and any special tooling, vehicles or plant to be used,
- Liaise with PIC to ensure additional control measures are identified,
- Liaise with PIC to appoint safety observer if required,
- Check currency of PIC authorisation,
- Give permission to commence work and receive hand back of the PTW,
- Identify and approve the conditions under which isolation, operational earths and additional safety measures can be varied for testing.
- Liaising with any coordinating AIOs if a Remote Isolation constitutes part of the work.



Person in Charge

A PIC authorised to manage and work under a PTW is responsible for the following,

- Ensure easy access for the Workers to the PTW & Isolation procedures at the work site,
- Determine if the AIO is authorised to issue the PTW,
- Ensuring that the equipment/work site covered by the PTW is safe for work,
- Ensure that IPs understand the work and the extent of the work site, hazards and danger points, agreed controls, signed onto PTW, placed personal locks (if needed), work safely and conduct regular Take 5 assessments,
- Control the work site by being present (to the extent necessary to exercise responsibility) and removing all persons from work site if unable to appoint another PIC,
- Ensuring, where testing is approved, all Workers, cease work, and remove their personal isolation locks prior to commencing testing,
- On completion of work, PIC shall ensure that all Workers have signed off the PTW, removed their personal isolation locks (if used), informed the PTW is to be handed back, are located in a safe environment and clear of the equipment/work site,
- Note – if a Safety Observer is required, the PIC can not be assigned this role.



PTW Worker

A Worker authorised to work under a PTW is responsible for,

- reviewing the Job Hazard Analysis and specific job procedures and the agreed control measures of the PTW,
- verifying green Issuing Officer lock is attached to group isolation board (covered in Isolation training),
- signing on to the work party sign on/off sheet and attaching red personal isolation lock to group isolation board (covered in isolation training),
- completing work in accordance with the JHA, specific job procedures and PIC instruction,
- communicating with the PIC and work party throughout the work activity,
- maintaining the specific work party tracking requirements during the work activity,
- working safely,
- signing off the work party status sign on/off sheet and removing red personal isolation lock from the group isolation board before leaving site or on completion of the work.



PTW & Worksite Management

A key role of the PTW system is the management of work site access. This is achieved through clear worksite delineation by the AIO. In addition, strict access management during work activities is maintained by the PIC as well as to the PTW, ensuring workers only sign on and off the permit in consultation with the PIC.

Delineation barriers may take the form of ropes, markers, signs and temporary fences, with only one entrance to the work site being preferable.



Bunting & bollard
delineation



Signage delineation

Final Notes

If in doubt about our expectations of you when working under a PTW, or any aspect of the PTW system, ask the PIC or review the PTW procedure. There are a number of topics covered in the procedure that you may still need to review, such as visitor access, PTW numbering formats, master and subsidiary PTWs.

The Woolnorth PTW process is a valuable risk management tool for high risk or complex work sites, however, it is just an administrative control. Please remember that it is people's behavior that ultimately ensures that work is done safely.

Well done, you are now officially trained to work under a Woolnorth Renewables Permit To Work.

Remember, Woolnorth Renewables are committed to having a safe and healthy workplace. If you are working for us, you have a duty or care to support us in achieving this.

We're looking forward to working with you.

