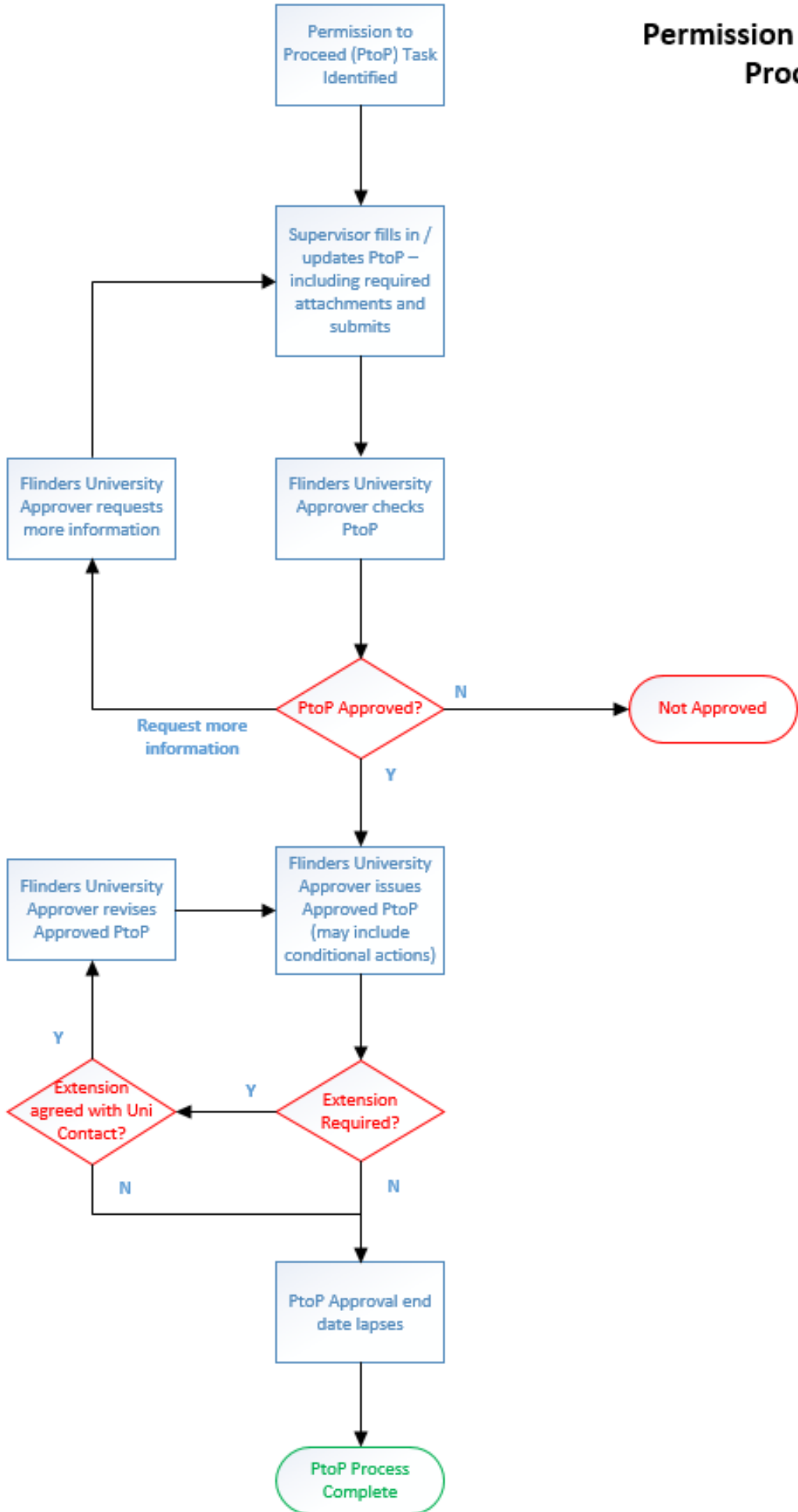


Permission to Proceed Process



Flowchart guidance notes on reverse side

Permission to Proceed (PtoP) Task Identified	<ul style="list-style-type: none"> • During the planning phase for the issued work task <ul style="list-style-type: none"> ○ Identify the elements of the work task that require a PtoP. ○ Flinders University webpage provides definitions. • Where PtoP applies <ul style="list-style-type: none"> ○ Access the relevant documents via the Flinders University webpage https://staff.flinders.edu.au/workplace-support/contractor-safety/permission-to-proceed
Supervisor* fills in PtoP – including required attachments and submits <i>*or worker directly involved with the task</i>	<ul style="list-style-type: none"> • Supervisor or worker directly involved with the task completes the PtoP. • PtoP documentation requires the following actions to be completed <ul style="list-style-type: none"> ○ Acceptance of the prerequisite agreement criteria ○ Provision of a risk control document (JSA, SWMS, JHA etc) ○ Completion of each section of the document ○ Attach documents as required and/or identified by the specific task
Task Assessment - Where a <u>'Change in work process'</u> occurs	<p>Where a change in process is undertaken that eliminates the requirement to undertake the PtoP task – select 'Yes' to question 1 in Section C and submit your document via the submit button.</p> <p><u>Please Note:</u> Some criteria listed in the prerequisite agreement may not apply to this task due to the change in work practice.</p>
Flinders University Approver checks PtoP	<p>Email confirmation sent to applicant and Flinders University contact that the application was received.</p> <p>Flinders University Approver reviews application documents to verify:</p> <ul style="list-style-type: none"> • Information is complete and meets the requirements. • Confirm the timing against activities on campus
Request for more information	<p>When this occurs the Flinders University Approver will reply via email to the applicant and some or all of the following</p> <ul style="list-style-type: none"> • the nominated supervisor • Flinders University nominated contact • Person completing the form (where different from supervisor) <p>Flinders University Approver will forward the original PtoP document with the information required in the email.</p>
Supervisor* updates PtoP <i>*or worker directly involved with the task</i>	<p>Updated document submitted via the submit button on the form and/or provide attachments or additional detail.</p> <p>Process continues until approved.</p>
Not Approved	<p>Email sent to all parties identified on the application form outlining the reason(s) for not approving the application.</p>
Flinders University Approver issues Approved PtoP (<i>may include conditional actions</i>)	<p>Office only section of the form is completed. Where conditional actions apply – this information will be listed in the comments section.</p>
Extensions (<i>where an extension is required to an issued PtoP</i>)	<p>Review the issued document to ensure the detail is applicable to the extension request.</p> <p>Where the task has changed – make the appropriate amendments to the PtoP documentation.</p> <p>In the Administration section – Change the start AND the end dates and submit via the submit button.</p>
Flinders University Approver contacts nominated Flinders University contact	<p>Approval sought from Flinders University contact for the extension.</p> <p>If approved, Flinders University Approver updates application timeframes and reissues PtoP</p>
PtoP Approval end date lapses	<p>PtoP period of issue lapses at the end date identified on the issued PtoP document.</p>