

PRO56 - Restricted Items Use Permit Procedure (ADG Internal)

This document is used by Airport Development Group (ADG) Contractors when requesting to use restricted items within ADG Property Boundaries.

Purpose

To limit the use of high-risk tooling and to ensure high-risk tooling is only used when all other tooling options have been explored and no other options are available.

Scope

To ensure all ADG contractors understand the requirements for, and processing of Restricted Items Use Permit Applications.

ADG encourages workers and contractors to use alternative tools where possible. If not possible to use an alternative tool, a task specific risk assessment must be provided and the *Approved Restricted Items Use Permit* must be submitted and approved prior to commence any work.

Restricted tools must be used by an experienced and competent person only.

ADG Restricted Items include:

- A-Frame Ladder
- Extension Ladder
- Cut Off/Concrete/Demo Saw (including when used in trolley)
- Nine Inch Grinder
- Explosive Power Tools

Process

STEP 1-

Parts 1-4: Applicant

A contractor wishing to use a restricted item as part of work on the ADG precincts must apply for a Restricted Items Permit via Snapforms.

Application Link → [Restricted Items Permit](#)

The applicant must select which restricted items they request to use and fill in the related checklist, in addition they must explain why the restricted item needs to be used rather than any possible tooling options and list the PPE to be used.

In addition to general information, the applicant must upload supply a SWMS/JSEA for the use of the restricted item identifying both the risks associated with its use and how these risks are going to be controlled.

STEP 2-

Parts 5-6: ADG Safety Assessment

The ADG Project HSE Manager will review and assess the application and list any special requirements required.

Approved – no further tasks. An email notification will be sent to the applicant and Project Manager.

Not Approved – detail requirements in the comment field. Upon submission, the applicant and PM will be notified via email.

Pending – More Information Required – detail requirements in the comment field. Upon submission, the applicant will be notified via email and given an opportunity to review and resubmit the application.

This workflow step finalises the application process (save for pending, which will circle back around).

PROCESS FLOW CHART

