| Permission to Proceed (PtoP) Task Identified | • During the planning phase for the issued work task  
  o Identify the elements of the work task that require a PtoP.  
  o Flinders University webpage provides definitions.  
  • Where PtoP applies  
  o 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 *or worker directly involved with the task | • Supervisor or worker directly involved with the task completes the PtoP.  
  • PtoP documentation requires the following actions to be completed  
    o Acceptance of the prerequisite agreement criteria  
    o Provision of a risk control document (JSA, SWMS, JHA etc)  
    o Completion of each section of the document  
    o Attach documents as required and/or identified by the specific task |
| Task Assessment - Where a ‘Change in work process’ occurs | 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.  
  **Please Note:** Some criteria listed in the prerequisite agreement may not apply to this task due to the change in work practice. |
| Flinders University Approver checks PtoP | Email confirmation sent to applicant and Flinders University contact that the application was received.  
  Flinders University Approver reviews application documents to verify:  
  • Information is complete and meets the requirements.  
  • Confirm the timing against activities on campus |
| Request for more information | When this occurs the Flinders University Approver will reply via email to the applicant and some or all of the following  
  • the nominated supervisor  
  • Flinders University nominated contact  
  • Person completing the form (where different from supervisor)  
  Flinders University Approver will forward the original PtoP document with the information required in the email. |
| Supervisor* updates PtoP *or worker directly involved with the task | Updated document submitted via the submit button on the form and/or provide attachments or additional detail.  
  Process continues until approved. |
| Not Approved | Email sent to all parties identified on the application form outlining the reason(s) for not approving the application. |
| Flinders University Approver issues Approved PtoP (may include conditional actions) | Office only section of the form is completed. Where conditional actions apply – this information will be listed in the comments section. |
| Extensions (where an extension is required to an issued PtoP) | Review the issued document to ensure the detail is applicable to the extension request.  
  Where the task has changed – make the appropriate amendments to the PtoP documentation.  
  In the Administration section – Change the start AND the end dates and submit via the submit button. |
| Flinders University Approver contacts nominated Flinders University contact | Approval sought from Flinders University contact for the extension.  
  If approved, Flinders University Approver updates application timeframes and reissues PtoP |
| PtoP Approval end date lapses | PtoP period of issue lapses at the end date identified on the issued PtoP document. |