

SIMPEL Permit to Work

STEP 1: Go to [Safety](#) > [Permits](#) and click on "+ Add Permit"

SIMPEL

Dashboard
Profile
Mail / RFIs
Archives
LIVERPOOL HEALTH AND ACADEMIC PRECINCT
Project Dashboard
Site Access
Manage Project
Project Mail
Safety
HSE Observations
HSE Actions
Site Diary
SWMS/Safety Plan
Permits
eForms

Permits

Requires Action: 0
Open: 0
Pending Submission: 3
Pre-Approval: 0
Pending Approval: 4
Completed: 0
Closed / Cancelled: 402

+ Add Permit Action

Status	Id	Name	Location
Requires Further Information	112894	Hot Works	Ground floor Pour C
Requires Further Information	110484	Excavation	Ground floor Pour C
Requires Further Information	105796	Excavation	ground floor pour 3.
Permit Completion Step Required	112493	Hot Works	Platform 7
Permit Completion Step Required	113282	Hot Works	TC 1 hoarding
Permit Completion Step Required	113419	Hot Works	GF - Zone 6 - Pour C
Permit Completion Step Required	113439	Hot Works	TC1 Hoarding
Pending Submission	107062	Excavation	Stage 2 Bulk/Detail
Pending Submission	112733	Hot Works	Level 2 pour B, grou
Pending Submission	112949	Hot Works	L2 PB

STEP 2: Select the type of Permit.

Fill out the Permit details and click "[Request Permit](#)"

On the pop-up window, click "[Yes – Request Permit](#)"

Request Permit

Select Template *

- CEILING SPACE ACCESS
- CONFINED SPACE ENTRY
- DRILL CUT OR CORE
- ENERGISATION
- EXCAVATION
- HOT WORKS
- ISOLATION OF ENERGISED SYSTEMS

Selected Template: HOT WORKS

Location *

Tower Crane 2 - Ground Level

Permit Organisation Owner *

LENLEASE CONSTRUCTION (SA)

Permit Owner *

Alan Tran

The maximum duration allowed for this permit is 1 day.

Start Date *
21/04/2026

Start Time *
06:00

End Date *
21/04/2026

End Time *
17:00

Close **Request Permit**

Request Permit

Permit summary below:

- Permit: HOT WORKS
- Start Date/Time: 21/04/2026 00:00
- End Date/Time: 21/04/2026 23:59

Are you sure you want to request this permit?

Cancel **Yes - Request Permit**

SIMPEL Permit to Work

STEP 3: Complete the fields under [Permit Details](#)

Under [Part 1 – Plan](#), click on **" + Click Here to Expand Questions "**

Form



Permit to Work - Hot Works

The details of this Permit are to be completed by the Subcontractor Supervisor, checked for accuracy and authorised by the appointed Lendlease Permit to Work Issuer and implemented under the supervision of the Subcontractor Supervisor.

Sparks, molten slag, radiant heat and other embers are all fire hazards for other workers and work areas. The Subcontractor Supervisor must demonstrate via risk assessment that it is not reasonably practicable to use alternative cutting equipment, e.g. pneumatic nibbler, to eliminate the proposed hot works.

Permit Details

Subcontractor Supervisor *	Subcontractor's Phone Number *	After Hours Number *
Andrew Hereth	123456789	987654321

Description of Work *	Applicable SWMS *	Date SWMS Reviewed by LLC *
Cutting and welding steel	Tower Crane Erection	14/04/2026

Related Permits

☐ Ceiling Space Access	☐ Confined Space Entry	☐ Drill, Cut or Core	☐ Excavation	☐ Industrial Rope Access
☐ Isolation of Energised Systems	☐ Safety Harness	☐ Work Near Overhead Assets or Powerlines	☐ Workbox	

PART 1 - PLAN

+ CLICK HERE TO EXPAND QUESTIONS

These questions are to be answered in Simpel and submitted to Lendlease for review and approval.

This section details the precautions that need to be implemented prior to the works being undertaken.

STEP 4: Answer the questions and sign the Permit at the bottom of the section.

6. Have any nearby pressure relief valves been vented to safe areas? *

☐ Yes ☒ N/A

Comments

7. Is there a potential for flammable gases/atmosphere in the area? *

☐ Yes ☒ No

Comments

8. Is the weather, wind direction and wind strength satisfactory for hot works to be done? *

☒ Yes ☐ No

Comments

Low wind forecast from BOM

9. Are personnel supervising the Hot Works trained in the use of the fire-fighting equipment provided? *

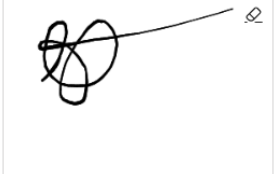
☒ Yes ☐ No

Comments

9kg ABE Fire Extinguisher and Fire Blanket available on site. Training records provided in training register

Permit Requestor Hold Point (Completed by Subcontractor Supervisor)

I acknowledge that the proposed works will be undertaken to the requirements outlined on the Permit and any Safe Work Method Statement(s) specific to the work.

Name *	Signature *	Date *
Alan Tran		21/04/2026 10:54 AM

STEP 5: **Do not** complete Part 2 – skip this section for now.

PART 2 - DO

INSTRUCTIONS

- Do not complete this section in Simpel.
- A copy of the approved permit is to be printed and this section is to be completed during a pre-start briefing before works under the permit commences.
- Attach a photo / copy of this completed section to the permit in Simpel before submitting it to Lendlease for closure.
- This section details the critical control measures that must be in place while the works are being undertaken. Workers are to be briefed about these critical control measures before commencing works under this permit.
- Any No responses in this section must be supported by comments.

STEP 6: **Attach** any supporting documents.

Supporting Documents

[Add Files](#) [Add Project Documents](#)

File Type	File Name	Last Updated	Last Updated By	Projec...
No records to display				

10 Items per page 0 of 0 pages (0 item)

NOTE: A permit can be **rejected** if there is not enough information or attachments are missing. The Permit will be sent back by the Lendlease Supervisor for update and resubmission.

STEP 7: Click **"Submit Permit for Approval"**

Permit Approvers

[+ Add Permit Approvers](#)

S...	Action	Title	Organisation	Full Name	Phone
No records to display					

10 Items per page 0 of 0 pages (0 item)

[Back](#) [Save](#) [Submit Permit for Approval](#)

STEP 8: On the pop-up, click **"Submit"**. An email will be sent to the Lendlease Supervisor for approval.

Submit Permit for Approval

Please review the permit details below:

- Start Date/Time: **Tuesday 21/04/2026 06:00**
- End Date/Time: **Tuesday 21/04/2026 17:00**
- Authorised Workers: **0**
- Supporting Document Count: **0**

Are you sure you want to submit this permit for approval?

[Cancel](#) [Submit](#)

STEP 9: You will receive an email after the Permit has been approved.
Click on the "[View Permit](#)" to open the Permit.



Hi Alan,

The permit **HOT WORKS** was approved by **Alan Tran (LENLEASE CONSTRUCTION (SA))**, please view permit details below:

Why am I receiving this email? You are the permit owner.

Permit Details	
Monitoring Required:	Permit monitoring must be done every 1 Day(s).
Project:	SANDBOX
Title:	HOT WORKS
Start Date:	Tuesday 21/Apr/2026 06:00
End Date:	Tuesday 21/Apr/2026 17:00
Permit Owner:	Alan Tran (LENLEASE CONSTRUCTION (SA))
Permit Owner Details:	+61475850807 / alan.tran@lendlease.com
Created By:	Alan Tran (LENLEASE CONSTRUCTION (SA))

Click the button below to view the permit.

[View Permit](#)

projectsimpel.com

STEP 10: The Permit will launch in SIMPEL. Click "[Export Report](#)"

Permit

SANDBOX ?

Current Status

Approvers Signed Off

Authorised Workers Signed Off

Open

0 (0)

0 (1)

Back

Actions

Export Report

Complete Permit

Permit - Open

This Permit is active until Tuesday 21/04/2026 17:00.

STEP 11: Select the following items to be exported:

- Form
- Authorised Worker
- Permit Monitoring
(Hot Works, Confined Space and Excavations)
- Approve Permit

Click "[Export Report](#)"

Export Report

You can customise what sections appear in the report using the options below.

Sections to Include in the Report:

Overview

Status

Details

Form

Supporting Documents

Authorised Workers

Permit Monitoring

Permit Approval

Permit Approvers

Approve Permit

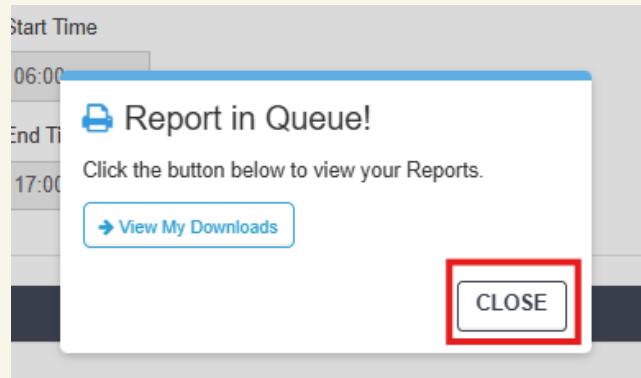
Permit Activities

Close

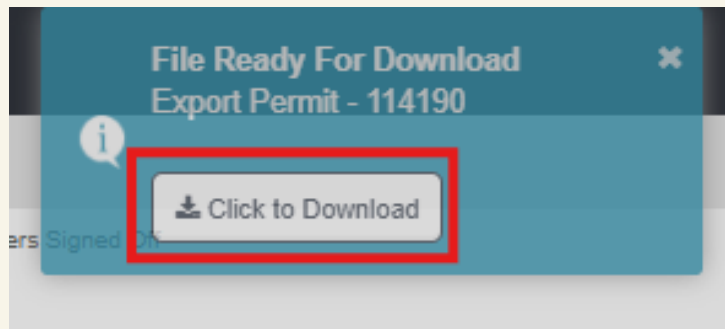
Export Report

SIMPEL Permit to Work

STEP 12: A pop-up will appear saying the report is in queue – click **"Close"**



STEP 13: A pop-up will appear when the Permit is ready for download. **"Click to Download"**.



STEP 14: Print the PDF file and:

- Host a pre-start with workers.
- Complete **"Part 2 – Do"**
- Have workers sign Permit after the pre-start.
- Complete and record any required monitoring activities

PART 2 - DO

INSTRUCTIONS

- Do not complete this section in Simpel.
- A copy of the approved permit is to be printed and this section is to be completed during a pre-start briefing before works under the permit commences.
- Attach a photo / copy of this completed section to the permit in Simpel before submitting it to Lendlease for closure.
- This section details the critical control measures that must be in place while the works are being undertaken. Workers are to be briefed about these critical control measures before commencing works under this permit.
- Any No responses in this section must be supported by comments.

Critical Controls

10. The hot works area is isolated and barricaded to stop personnel, materials and plant movement in the area.	Comments
✓ Yes	
11. Combustible and flammable materials within 15 metres (above, below, and around the works) are removed and made safe. e.g. timber, solvents, hazardous goods storage, shade cloth, plastic.	Comments
✓ Yes	
12. Spark arresters and flash screens are in place	Comments
✓ Yes	
13. Has the minimum fire-fighting equipment been confirmed as in-service and ready for use: - 9kg ABC Extinguisher - Water hose with adequate reach and water pressure - Fire blanket	Comments
✓ Yes	
14. Adequate ventilation is provided via mechanical extraction where materials give off toxic gases (e.g. cyanide gas) when heated or burned.	Comments
Yes ✓/N/A	No toxic gases being let off
15. A 30 Minute Fire watch is required to ensure against hot / glowing embers which may start a fire, e.g. any cutting steel.	Comments
✓ Yes	
15.1 Is an extended Fire watch required? This may be extended based on risk, if required (e.g. works in caving voids, wall cavities or other heightened risk areas.)	Comments
Yes ✓/No	Routine work only

Permit Requestor Pre-Start Briefing (Completed by Subcontractor Supervisor)

I have briefed all workers performing works under this permit about the work methodology and control measures to be implemented before commencing and for the duration of works.

Name	Signature
Alan Tran	A.T
Date	Time
21/04/2026	10:20 AM

Authorised Workers

Sign-off Date	Organisation	Name	Signature
21/04/2026	Lendlease	Holly Cassidy	H.C
21/04/2026	Lendlease	Chris Bliss	C.B
21/04/2026	Lendlease	Sally Watts	S.W.
21/04/2026	Lendlease	Gregg Spears	G.S.

SIMPEL Permit to Work

STEP 15: During works, you can upload the Permit Sign-Off sheets and other attachments.

Open the Permit in SIMPEL, click "+ Add Monitoring Note" and attach photos of:

- The completed Part 2
- Worker Sign-Off sheet
- Monitoring activities (if any)

Permit - Open
This Permit is active until **Thursday 18/06/2026 23:59**.

Permit Monitoring Active

Add Monitoring Note

+ Add New Monitoring Entry

Monitoring Instructions
Please upload the following:

- Photos / copies a completed Part 2 - Do of the permit
- Photos / copies of workers signing onto the permit

Entry By: Alan Tran (LENLEASE CONSTRUCTION (SA))

Entry Date: 18/06/2026 11:16:35

Entry *
Sign off sheets attached

Monitoring Documents

File Name	File Type	File Size
Permit to Work - Part 2 - Do.jpeg.jpeg	jpeg	578.9 KB
Permit to Work - Worker Sign Off.jpeg.jpeg	jpeg	520.5 KB
Permit to Work - Monitoring - Fire Watch.jpeg.jpeg	jpeg	509.4 KB

+ Add Files

Close **Add Entry**

SIMPEL Permit to Work

STEP 16: Once works are complete, in SIMPEL, go to the Permit and click on "**Complete Permit**"

Permit Completion

Requires Action from: LENDLEASE CONSTRUCTION (SA)

I confirm the works have been completed and the work area has been left clean, tidy, and free from hazards.

I confirm the following supporting documents have been attached to support the closure of this permit:

- Photos / copies a completed Part 2 - Do of the permit
- Photos / copies of workers signing onto the permit
- Photos / copies of a completed fire watch.

[Complete Permit](#)

[Details](#)

STEP 17: **Optional:** Click "+ **Add Files**" and attach any supporting documents before closing the Permit.

Click "**Add Entry**"

The Permit will be sent to the Lendlease Supervisor for closure.

+ Add Permit Completion Documents

Complete Permit

I confirm the works have been completed and the work area has been left clean, tidy, and free from hazards.

I confirm the following supporting documents have been attached to support the closure of this permit:

- Photos / copies a completed Part 2 - Do of the permit
- Photos / copies of workers signing onto the permit

Completion Documents

[+ Add Files](#)

File Name	File Type	File Size
No Attachments		

[Close](#) [Add Entry](#)

NOTE: If the Permit is missing information, the Lendlease Supervisor will **reject** the close-out request. If the Permit close-out has been **rejected**, the Subcontractor Supervisor will receive an email notification.

If the information Permit is successfully **closed**, the Subcontractor Supervisor will **not** receive an email.