

## **Approval to Operate**

## Approval to Operate Procedure & Process – LLE Employees

All Operators of high-risk plant and equipment, (e.g. excavator operator, loader operator, etc) – whether they are employed by Lendlease Engineering or a subcontracting company – must be initially assessed and authorised as suitable and competent before operating plant and equipment on any LLE project site.

This activity can be conducted by completing the first section of the Approval to Operate form, ahead of the worker's first day on the project. The name of the form is titled, 'Approval to Operate' and there are three [3] distinct sections that must be completed;

- Approval to Operate
  - Section A Operator Details
  - Section B Practical Observation
  - o Section C Sign Off

To assist the worker in these initial steps, below is a simplistic diagram which details the process flow.



- Project Pegasus Administrator completes Section A [Operator Details].
- Project Pegasus Administrator must upload the Approval to Operate form section A completed into the Pegasus System, against the 'Approval to Operate' competency for the relevant role. This acts as an interim completion of this activity, until the ATO observation takes place on the worksite (\*valid for twenty four [24] hours).

## Section B

• On the Worker's first day, he/she will be required to undertake an Approval to Operate assessment & observation, completing section B [Practical Observation]. This assessment is conducted by the Site Supervisor.

## Section C

- The third and final section [C] must also be signed off by the Site Supervisor.
- Following on from a successful assessment / observation, the completed form must be re-uploaded into the Pegasus System (\*valid for five [5] years).