
AUTHORISATION: Signature**Date**

Purpose and Scope

The Company Health and Safety Policy Statement makes a commitment to the identification, management and control of risks and to achieve continual improvement in H&S performance.

To do this the Company must ensure that any activities that may present a significant level of hazard and/or risk are appropriately controlled (please see **HSP 4** for more details on risk assessment) so as to minimise the risks and control any losses by means of permit-to-work systems.

Procedure Responsibility

Responsibility for ensuring the use of Permits to Work rests with the person in overall control of the Company's operations at the location or site in question.

Introduction

Permits to Work are required whenever work has to be undertaken that involves special or particular levels of hazard and risk and additional levels of management control are required. Examples of the types of work that shall be covered by a Permit to Work are as follows:

- Excavating in toxic ground or near underground or in ground services
- Work on plant when guards have been removed
- Work on electrical installations
- Entry into confined spaces
- Entry into rooms that have been fumigated
- Breaking flanges, opening valves or cutting pipework etc
- Work near overhead cranes
- Welding, grinding, hot work or use of any tools in areas where flammable liquids are present
- Gases or dusts are present in the workplace

**Client Permit
to Work
Procedures**

The Company may be required to work under the control of a Permit to Work Procedure imposed and controlled by the Client. In this case the Client has overall responsibility for the application of the procedure and Company employees and subcontractors have a responsibility to follow the procedure and to ensure the health and safety of themselves and others. Prior to use of a Permit to Work of this nature it should be established by the Site Manager that the Client's Permit to Work procedures fully cover the needs of the Company. Where the Client's procedures do not meet these needs, discussions between the Site Manager and the Client will be needed to resolve any such lack of cover.

**Limitations of
Permits to
Work**

The issue of a Permit to Work does not in itself guarantee safety; it merely documents and communicates the hazards and risks identified and the precautionary measures that have been taken in order to minimise risk. Thus Permit to Work procedures are only as good as the people operating them and the people supervising them. It is crucial therefore that Supervisors:

- Ensure that every person on the site understands where and when permits are required
- Carry out regular checks to verify that the conditions specified by Permits are being maintained
- Rigorously enforce Permits and discipline anyone not meeting the requirements of a Permit

Permit to Work Usage Permit to Work forms are supplied to the Appointed Responsible Person and it is important that the following conditions are met:

- Only Appointed Responsible Persons shall issue Permits to Work
- Each Permit shall have a unique and sequential number
- Copies of the Permit shall be routed as follows:

White Copy	-	Posted at the workplace
Blue Copy	-	Retained by the Overseeing Supervisor
Yellow Copy	-	Retained in the Permit Site Book or File

Permit to Work Form Completion **Type**

- The type(s) of permit to work should be indicated by deleting where not applicable

Date & Time

- The Date that the Permit is valid for (post-dating permits is not permissible) must be entered along with the time that work may commence and the time that the Permit will expire (this must not be beyond the end of the work shift or the work day in question)

Location of Works/Contract No.

- These sections should, as accurately as possible, using address and location details, plant numbers etc define exactly where the work is and what facilities are to be worked upon or within.

Limits of the Permit

- This section should define the operations to be undertaken, the areas or rooms within which they need to be carried out and any other limits or limitations that need to be applied ie where operatives may not go and what they may not undertake.

Restrictions/Exclusions

- This section should identify what work areas, activities, plant and equipment have not been included and for which the Permit is thus not valid. Should work be required for areas, activities or using tools or equipment that are not defined on the current Permit, then another Permit should be sought. **Under no circumstances should any such work be commenced without a valid Permit to Work first being obtained.**

Hazards

- This section is written in the form of a checklist. To use it delete any hazards that do not apply to the scope of the works defined above. Where additional hazards or risks exist, eg "Risk of Weil's Disease", "Danger from buried steam pipes" etc then these hazards should be detailed in this section. Space is available for further details of the hazards and risks that may be encountered. It is recommended that this be used to add further definition or clarity to any hazards or risks that could potentially be encountered.

Permit to Work Precautions**Form
Completion
(continued)**

- Wherever a hazard or risk has been identified in the above sections, then an appropriate control measure shall be defined in this section.
- For Confined Space entry all persons involved or associated with the entry shall be detailed on the form or on a supplementary sheet.
- A number of common precautionary measures are detailed on the form. If further precautionary measures are needed to control the hazards identified in the "Hazards" section above, then these should be detailed on the form or on a supplementary sheet.
- Any personal protective equipment that may be required must be defined and steps taken to ensure that it is worn during the task

Conditions

- This section should define any specific conditions, procedures, air monitoring, gas test equipment, emergency alarms, or emergency procedures that must be adopted

Issue of Permit

- Prior to issue, the Appointed Responsible Person shall ensure that the precautions and the conditions, defined above, have been complied with and that the limits, restrictions, precautions and conditions have been discussed with the person(s) to whom the permit is to be issued.
- This section should then be signed by the person who is in overall control of the work.

Confirmation of Precautionary Measures

- Prior to work commencing, the Supervisor Overseeing The Work should inspect the area(s) concerned, the hazards and risks that are likely to be encountered and review the precautionary and protective measures that have been implemented and confirm whether in their opinion the precautionary and protective measures as implemented are suitable and sufficient to protect individuals against the risks being faced.

Receipt of Permit

- Prior to work commencing, the On-site Supervisor should inspect and review the area(s) concerned, the hazards, risks that are likely to be encountered and review the precautionary and protective measures that have been implemented and confirm responsibility for ensuring that everyone under their control is aware of the permit and its limits and that the permit is not transferable and the workplace must be cleared before the site is vacated.

**Permit to Work Clearance
Form
Completion**

- The On-site Supervisor shall confirm whether the work has or has not been completed, whether all personnel and equipment has been withdrawn from site or whether another permit is required in order for the work to be completed.

Cancellation

- The permit must be cancelled by the person who originally raised the permit. This would normally be the person in overall control of the work.
- Permits cannot be cancelled until all copies have been returned and the supervisor overseeing the work and the permit holder have cleared the Permit. This must be strictly adhered to even if it means holding up the job until the person concerned is recalled to site.
- When a permit has been cancelled it must be marked on both sides with a clear diagonal line, corner to corner, and all copies returned to the Person in Overall Control of the Work for filing in the cancelled permit file.

General Notes

Permits are only valid whilst the permit holders remain on site. If any permit holder leaves the site then their permit must be cleared, cancelled and another permit raised in the name of someone who will be remaining on site for the duration of the job.

Where conditions or circumstances change, or the permit holder becomes concerned that the precautions or conditions defined by the permit are not sufficient, then all personnel should be withdrawn from the job and the permit referred back to the Appointed Responsible Person. The Appointed Responsible Person should consider the difficulties encountered, the change in conditions or work methods and decide upon suitable controls. The new controls should be added to the permit and countersigned by both the Appointed Responsible Person and the permit holder.

**Sample Permit
To Work
Certificates**

Overleaf is an example of the Permit to Work Certificate used within the Company. This form is reproduced in "A3" sized, three-part, Self-carbon type pads and are available from the Site Manager or the HS&E Coordinator.

PERMIT TO WORK CERTIFICATE

PERMIT NO

TYPE CONFINED SPACE* PERMISSION TO DIG* HOT WORK*

*Delete where not applicable

Date permit valid: / /	Work may begin at: : hrs	Permit expires at: : hrs
LOCATION OF WORKS:		CONTRACT No:
Facility name:		
Address:		
LIMITS OF THIS PERMIT: This permit is issued for the following:		
Operations to be carried out:		
Area/room to be entered:		
Other:		
RESTRICTIONS: This permit does not include the following work/areas/equipment:		
HAZARDS: The hazards associated with the work/area covered by this permit are:		
DETAILS		
<ul style="list-style-type: none"> • Electrical • Mechanical • Explosion/fire • Flammable gas • Asphyxiation • Oxygen deficiency • Toxic/dust/fume • Biological • Confined space • Extreme temperature • Corrosive • Poison • Noise • Ionising radiation • Flooding • Contaminated ground • Collapse of excavation • Inability of ground to support plant or equipment • Buried services • Other 		

PRECAUTIONS:		Precautionary measures to be accomplished prior to authorisation:			
Confined spaces:		Identify those persons involved or associated with the confined spaces entry:			
Name	Role	Confined spaces trained	Sign		
The measures taken to control the hazards identified above before work begins/entry is made are:					
	Yes	N/A		Yes	N/A
Proposed work checked with person in charge			Proper means of access and egress available		
Standby fire equipment/watcher required			Entrants, standby and entrant supervisor identified		
Precautions taken against toxic materials			MSDS's reviewed and workers briefed on hazards		
Lockout/tagout of valves, electric, hydraulic, mechanical, steam or activated equipment			Emergency rescue arrangements and equipment in place		
Lines, valves, vessels, etc., depressurised, drained, purged, vapour free, valves closed & lines isolated			Welding or cutting equipment safety grounded and sparks flash protected		
Ventilation equipment installed			Warnings/barriers and signs posted		
Vapour/gas tests required			Other precautions needed to be in place prior to issue		
Personal protective equipment required is as follows:					
CONDITIONS		The following conditions and emergency procedures must be complied with while work is being carried out or persons are in the area			
ISSUE OF PERMIT:		Permission is granted to: _____			
To undertake the work specified above					
Signature of person in overall control of the work: _____					
CONFIRMATION OF PRECAUTIONARY MEASURES:		I confirm that the precautions listed above have been carried out and that it is safe to carry out the work/enter the area defined until the time and date specified or until this permit is cancelled.			
Signature of supervisor overseeing the work: _____					
RECEIPT OF PERMIT:		I acknowledge receipt of this permit and understand the limits, restrictions and conditions of the permit which are detailed overleaf and have been explained to me I accept responsibility for ensuring that each person under my control is aware of the permit and its limits. I understand that this permit is not transferable and that I must clear this permit for cancellation if I have to leave the site.			
Signature of on-site supervisor: _____					
CLEARANCE:		I confirm that: 1) The work is no longer being carried out and that no person is in the area covered by this permit and that all persons under my control have been informed that this permit is to be cancelled. 2) Our work has NOT been completed and tools, materials, equipment are still in the area (delete whichever is not applicable)			
Signature of on-site supervisor: _____					
CANCELLATION:		This permit has been cleared by the permit holder to whom it was first issued and is now cancelled.			
Signature of supervisor overseeing the work: _____					

THIS PERMIT MUST BE MARKED WITH A CLEAR, BOLD LINE FROM CORNER TO CORNER WHEN IT IS CANCELLED