

# Permit to Work

## Scope of this Work Instruction

The purpose of this procedure is to define the process for controlling access to hazardous sites using a Permit to Work system.

This work instruction applies to work by XXX Contracting Ltd staff and its sub-contract staff that are required to work in offices, workplaces and sites where a significant hazard exists. Access to confined spaces, plant rooms, laboratories, excavations etc without adequate controls can lead to accidents or incidents. Consequently, certain high-risk activities will be controlled by a permit-to-work system.

### THESE OBJECTIVES WILL BE MET BY

- The Health and Safety and/or Contracts Manager shall review the potential for hazard in work sites to be visited or accessed by our employees and define the need for issue of a Permit to Work or further investigation, site inspection and risk assessment prior to issue of the Permit to Work.
- XXX Contracting Ltd employees shall not enter identified restricted areas or sites without a Permit to Work.

A permit-to-work is a document that sets out the work to be carried out; the hazards involved the precautions to be taken and provides a clear record of the event. As the permit itself does not guarantee safety, its use and application must be carried out conscientiously by those employees and/or contract staff involved.

The permit passes on to the permit holder information that will enable a job to be conducted in a safe manner and establish healthy work conditions. It shows that a responsible and accountable person (the Health and Safety Manager) has examined the task and evaluated the work site for potential hazards.

Subsequently, the receiving person obtains:

- permission to work in the area or site;
- details of hazards in the area; and
- precautions and emergency procedures.

## Definitions

Permit-to-work – a formal (written) agreement between the person authorising the work (normally a Manager) and the person undertaking the work (usually an employee or subcontractors staff member). This agreement imparts responsibility and accountability on those involved.

A permits-to-work form is include at the rear of this Work Instruction to cover most potentially hazardous situations likely to be encountered by employees or subcontractors

## Responsibilities and Actions

It is the responsibility of the Health and Safety Manager who issues the permit to ensure that the receiving person understands the conditions stated on the permit. It is the responsibility of the receiving person to carry out the designated work in accordance with the permit. Both parties must be explicitly aware of and understand the following:

- the nature and scope of the work;
- the place and conditions of work;
- time limits and other restraints;
- emergency plans and procedures;
- personal protective equipment; and
- personnel working in or near the area

## Issue of Permit to Work

“Permit to Work” form follows and has the following sections:

### Part 1 - Job Description

This section is to be completed by the Health and Safety Manager and requires brief but accurate details of what the job entails and where it will take place.

This section also asks is the job is new or is it a renewal of a permit for a site to complete an outstanding job. For example, access to an operational area requiring close down of plant items for a defined period would be treated as a new job, whereas access to a geotechnical test pit over a number of days would be treated as a renewal.

### Part 2 - Special Precautions

This section is to be completed by the H&S Manager and requires brief but accurate details of what precautions are required to protect the person doing the job, as well as bystanders, plant and/or property. It may include such things as:

- PPE requirements;
- isolation requirements;
- companion worker requirement;
- testing requirements (e.g. gas testing);
- emergency needs (e.g. additional fire extinguishers).

### Part 3 - Approval for Hot Work

This section is to be completed and signed by the H&S Manager and every permit issued must state whether hot work is approved or not approved. It cannot be left open. Clearly, consideration (i.e. precautions and pre-job preparations) must be given not only to the material being worked on but also to materials in adjacent areas.

### Part 4 - Job Approval

This section is to be completed and signed by the H&S Manager and every permit issued must be signed - it cannot be left open. The H&S Manager (preferably together with the person who will undertake the job) may need to inspect the work area, building and/or plant and assess it for hazards, risk and isolation requirements. Any hazards that cannot be eliminated or isolated must be subject to special precautions that the H&S Manager must determine.

The permit to work approval process shall be repeated if site conditions change, or for operational reasons specific plant needs shut down for specified periods etc.

**Part 5 - Acceptance by Person Undertaking the Job**

The H&S Manager must ensure that the person undertaking the job thoroughly understands and acknowledges the permit and its requirements - particularly the special precautions section. When the H&S Manager is satisfied that this is the case the person undertaking the job must sign the permit.

**Part 6 - Job Completion Status**

The person undertaking the job will complete and sign this section under one of two conditions:

- the job is complete and no further visits of the site are required; or
- the job is incomplete.

If the job is incomplete for whatever reason (e.g. permit time limit has expired, unforeseen circumstances, changed site conditions etc) the H&S Manager shall decide if a new Permit to Work is required.

**Part 7 - Acceptance Back into Service**

Work on a site by XXX Contracting Ltd employees will normally be non-intrusive, for inspection, measurement, sampling, etc, and not involve repair or remedial work on equipment. In such circumstances "Acceptance Back into Service" is not required.

In cases where equipment has been taken out of service and amended, repaired or modified the Accept Back into Service inspection shall be carried out.

**Documentation**

Documentation generated by this procedure includes:

A record copy of Permits to work is to be retained on the job file where practicable.

Where the work is routine, i.e. testing on live roads a Permit to work for a type of work is to be retained in the employees personnel / training record.



# PERMIT TO WORK

HAZ ID 7

Permit ..... of .....

Permit No: .....

<b>1</b>	<b>Job Description</b> Work Areas: ..... Building or Plant Item: ..... Job Details: ..... .....	New Job: [ <input type="checkbox"/> ]	Permit Renewal: [ <input type="checkbox"/> ]	
<b>2</b>	<b>Special Precautions</b> <span style="float: right;">(As determined by the Manager)</span> ..... ..... .....			
<b>3</b>	<b>Approval for Hot Work</b> <span style="float: right;">(Hot work is forbidden unless authorised)</span> I certify that Hot Work      Is [ <input type="checkbox"/> ]      Is not [ <input type="checkbox"/> ] approved. Approved heat producing equipment is: ..... Fire fighting precautions are: ..... Signed: .....(Authority)      Date: .....      Time: .....			
<b>4</b>	<b>Job Approval</b> <span style="float: right;">(Approval is normally valid for 8 hrs - if job takes longer a renewal may be required)</span> I certify that the stated work may be undertaken and the area, building and/or plant described in Section 1: (a) has been evaluated by me for hazards and risk status; (b) is isolated from all dangerous materials, gas, liquid, energy and motive power; (c) is free from explosive, flammable or toxic materials; (d) in my opinion is in a safe condition for the job to be carried out provided details in Section 2 are observed; and (e) any exceptions to (b) and (c) are detailed in Section 2; (f) between the hours of ----- and ----- on the day of -----. Signed: .....(Authority)      Date: .....      Time: .....			
<b>5</b>	<b>Acceptance by Person who will do the Job</b> I have read this permit and understand that I must conduct my work safely and comply with the stated precautions. Signed: .....      Title: .....      Date: .....      Time: .....			
<b>6</b>	<b>Job Completion Status</b> I certify that the job undertaken is      Complete [ <input type="checkbox"/> ]      Incomplete [ <input type="checkbox"/> ] Signed: .....(Person Undertaking Job)      Date: .....      Time: .....			
<b>7</b>	<b>Acceptance Back into Service</b> The area, building and/or plant item has been examined by me and in my opinion is in a safe condition for returning to work. Signed: .....(Authority)      Date: .....      Time: .....			