

What?

- A permit to work is a formal document used when carrying out hazardous work to check and verify that the precautions used to eliminate or control the risk are adequate
- The permit is normally issued on the job site by an authorised person and accepted by the person in charge of or carrying out the work

Permit to Work

THIS PERMIT NEEDS TO BE DISPLAYED AT ALL TIMES

Location: _____ Date Issued: _____ Permit Number: _____

Plant Identification: _____ Start Time: _____ Finish Time: _____

Type of Permit: General, Electrical, Roof Work & Heights, Hot Work, Confined Space, Other

Name of Contractor/Company: _____

Risk Assessment Method Statement & Liability Insurance provided by contractors

Safety Precautions

- Have you been given a copy of the Site Safety Rules?
- Has a risk assessment been carried out?
- Are the workmen qualified to carry out the task?
- Is appropriate PPE available? (Risk box for Protective Equipment)
- Isolated electrical supply? Work in accordance with current Electricity at Work regs.
- Isolator locked off / tagged? Work in accordance with I.E.E. Wiring regs. (BS7671)
- Is work being carried out at height?
- Are ladders or scaffolding required. Maintained in safe cond. - ready to use?
- Is a tower required and in place for scaffolding?
- Any personal aware of means of escape and method of raising alarm?
- Risk of falling objects?
- Details of hoist/lift required?
- Are at least two fire extinguishers available?
- Are personnel trained in use of the extinguishers?
- Have flammable liquids / materials been removed from area?
- Have Gas cylinders been properly secured?
- Is safe access and egress controlled?
- Are personnel trained and supplied with Breathing Apparatus?
- Unsettled and ropes held on outside of confined space?

Precautions: Scaffolding checked and signed off, Ladders checked (to be checked), Floor area cleared, Hazards to be aware, Area safe (cordoned off), Connect the protection within 3m, Fire guard required, Area clear of combustible materials, Sewers, drains, silted, sealed off etc.

Protective Equipment: Goggles, Gloves, Safety Footwear, Hearing Protection, Hand Hat, Dust Mask, Safety Harness, High Vis, Jacket/Vest

Services to be Isolated: Eng. Name & Sign

File Alarm / Zone, Electricity, Water, Gas, Hazardous Chemicals, Adhesive released departments of any intended isolation & signage posted.

COSHH and Lone Working

Has COSHH data been supplied with substances? Has COSHH precautions been identified & implemented? Is work being carried out by a Lone Worker? If yes is monitoring required?

Daily Inspections: Initials, Date, Time Checked

Fire Watch: Recommended Duration

CONTRACTOR TO ENSURE THE SECURITY OF THE WORK AREA AND TO BE RESPONSIBLE FOR THE SECURITY OF THE WORK AREA

Hand back: _____ Date: _____

Performing Authority: _____ Date: _____

Why?

People are seriously injured when carrying out high risk work because of bad planning or failing to implement all of the required precautions

High risk work includes:

- Hot Work
- Confined Space Entry
- Excavation
- Work on High Voltage or high energy electrical systems
- Working at Height
- Working on Pressure Systems

Permits should cover all the risks and identify appropriate control measures including the correct sequence where appropriate



Permit to work must be obtained

Do



- ✓ Check there is a suitable risk assessment for the work
- ✓ Read through the safe system of work in order to understand all of the precautions
- ✓ Check that all of the precautions have been properly implemented
- ✓ Make sure you understand the time constraints stipulated in the permit
- ✓ Ask questions if there is anything you don't understand

Don't



- ✗ Undertake high risk work without a permit and corresponding safe system of work
- ✗ Operate outside the permit conditions
- ✗ Ignore any failure to follow the correct procedures