## **Permit to Work**

1. **Purpose**

The purpose of this policy is to ensure all necessary precautions have been taken before performing work that has the potential for personal injury or property damage.

1. **Key Responsibilities**

Permit Requestor

* Individual requesting Safe Work Permit, identifies hazards and proposed controls. The Permit Requestor shall not issue Safe Work Permits to themselves.

Permit Issuer

* Individual approving use of Safe Work Permit, ensures site preparations are complete and informs individuals affected by the work.

Permit Holder

* Individual responsible for obtaining the Safe Work Permit and ensuring work is carried out in accordance with conditions of the Work Permit.

1. **General Requirements**

* A Safe Work Permit must be issued for all high-risk and non-routine tasks. A safe work permit must be issued and executed prior to the initiation of the following types of work:
  + Confined Space Entry
  + Hot Work
  + Abrasive Blasting
  + Excavation
  + Safe Clearance for potentially hazardous conditions
  + Vehicle/Motorized Equipment Access to Classified Areas
  + Work requiring scaffolding
* In certain situations, it may not be reasonably practical to issue the permit prior to work beginning. Any such exceptions should be authorized by site supervisor.
* When performing low-risk/routine tasks, the authorized permit issuer must be consulted to determine if a safe work permit is needed.
* Deviations from a work permit may apply in the event of an emergency.

1. **Permit Procedures**

* A risk assessment shall be conducted to identify and assess hazards. Proper controls must be implemented to mitigate identified hazards.
* All necessary safety equipment and other applicable pre-planning shall be identified on the permit prior to starting work.
* Safe Work Permits will not be approved until appropriate atmospheric testing of the work area has been completed by a trained and competent person using calibrated instrumentation.
* When all preparation and testing is complete, the permit issuer will sign and date the permit as approved. The permit holder and the personnel working under the permit will sign the permit.
* Safe Work Permits expire at the end of a routine work shift. If the work must continue beyond the work shift, a new permit must be issued.
* Before the beginning of each shift, a thorough review of any active Safe Work Permits shall be completed.
* If the work scope changes, then the current safe work permit must be closed and a new permit must be issued.
* In situations where new, previously unidentified hazards arise, the safe work permit will be suspended and reviewed.