



SBG O & M

PERMIT TO WORK PROCEDURE



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LEGISLATION

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- CIVIL DEFENSE REGULATIONS

AIM OF PTW IMPLEMENTATION

- Appoint a person to be responsible for managing the Permit-to-Work system
- Ensure that all staff members involved with contract management are aware of the Permit-to-Work system
- Identify the work to be undertaken and determine if a Permit-to-Work is necessary
- Inform contractors of the use of the Permit-to-Work system
- Liaise with contractors when completing the Permit-to-Work
- Ensure that the Permit-to-Work procedures are followed by staff and contractors
- Keep records of Permits issued



INTRODUCTION

The scope of the implementation of safe system of work on the all projects in SBG O&M is to ensure the effectiveness of health and safety policy and the standard operating procedures. All the detailed description is being mentioned and as a sample from the issuance to cancellation of the permit as it is being issued by the client company in the premises of the current project. The role and responsibility of the safety petitioners under this part of the safe system of work is being mentioned and elaborated properly.

WHAT IS A PERMIT-TO-WORK

A Permit-to-Work system is an effective way of reinforcing control over contractors' and all the project related activities. It is a formal control system against harm to people as well as damage to property and assets.

The Permit-to-Work consists of a document detailing:

- The work to be undertaken by the contractor
- The hazard involved with the work activity
- The precautions to be taken to eliminate or reduce the risks
- The equipment that may have to be used or be required to control the risks
- The operational procedures involved with carrying out the work
- The authorisation and cessation procedures involved with the work activity

MANAGEMENT

SBG O&M should nominate an individual to be responsible for the management of the Permit-to-Work system. This person must have the necessary authority and competency to manage the system. This will normally be the person who manages and monitors contractors working in the premises of projects.

All staff members involved with the management of contractors must also be made familiar with the Permit-to-Work system.



WHEN TO USE A PERMIT-TO-WORK

A Permit-to-Work can be used for many different contractor related activities. It is the hazards and associated risks that the activities may present that should be given consideration. All contractors work activities should be subject to:

- A risk assessment that will identify the hazards, associated risks and necessary control measures
- The production of a Method Statement that will detail how the work will be undertaken including the necessary control measures required

A Permit-to-Work may be used to ensure that the requirements of the Method Statement are being adhered to. Typical uses of a Permit-to-Work are:

- A 'general work permit' used for the control over access to the premises, or the works area such as for maintenance work
- A 'electrical work permit' used to control any work on electrical systems (either live or dead)
- A 'hot work permit' used to control any work that has the potential to create a fire risk (for example, cutting, grinding or welding activities)
- A 'work at height permit' for controlling work involving access to all types of roofs
- A 'hazardous substance permit' used for the control of work activities using or liable to expose people to hazardous substances such as asbestos
- A 'lone worker permit' used to ensure the safety of any contractor who may be working alone in the school

PROCEDURES

- Obtain and read the contractor's method statement and risk assessment for the work to be undertaken and where necessary challenge the contractor if these are considered to be insufficient.
- Determine if the work to be carried out requires a Permit-to-Work and determine the type of permit(s) that is/are required
- Gather the relevant information in relation to the work, including the intended starting time and date, the anticipated duration, a description of the task duration, and the names of those carrying out the work
- Considering the method statement, determine any additional measures or actions that are required in order to minimize risks associated with carrying out the intended task(s)



- Determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory fashion
- Complete the Permit-to-Work as detailed below, following the procedures for authorisation, supervision and cancellation

REQUIREMENTS OF THE PERMIT-TO-WORK SYSTEM

The following are the basic rules for the Permit-to-Work system:

- The permit must specify clearly who is to do the work, the time for which it is valid, the work to be done and the necessary precautions
- Until the permit is cancelled, it supersedes all other instructions
- During the period covered, no unauthorised persons must work at any place or on any plant within the work area controlled by the permit
- No person must carry out any work not provided for in the permit
- If there is to be a change in work activities, the permit must be amended or cancelled by the originator of the permit

**ELABORATION FOR PERMIT-TO-WORK COMPLETION**

The following notes will assist in completing the Permit-to-Work

1	Job Location	Enter location address, floor level, area/department, etc. and if internal or external work
2	Work Description	Enter details of work to be done, e.g. window cleaning, refurbishment, alterations, extensions, etc.
3	Contractor Name and In-House Representative	If more than one contractor is involved in the project, a principal contractor must be appointed and their name entered here Enter the name of the person who has been nominated to manage the PTW system
4	Duration of Permit	Enter here details of the duration of the work permit
5	Hazard Identification	List here hazards already in the workplace. Also list any hazards which may be introduced by the contractor's work activities and would need to be provided for by the contractor and, if relevant, In-House Representative, e.g. excessive noise, hazardous dust/vapours, highly flammable materials, etc.
6	Precautions	List here safe working practices and precautions to be taken e.g. segregation of work area from the remainder of the building, provision of warning notices, etc. Also included here should be reference to the handing over to the contractor of fire, health and safety, and emergency evacuation procedures.
7	Safety Equipment	List here details of the safety equipment that will be provided by the contractor, or In-House Representative, e.g. access platforms, scaffolding, cherry picker, flammable substances storage cabinet, fire-fighting equipment, etc.



8	Personal Protective Equipment	List here the personal protective equipment that will be provided by the contractor, e.g. face visors, goggles, gloves, helmets, etc.
9	Operational Procedures	(i) Enter here details of any changes in the workplace procedures e.g. changes in the evacuation procedure (ii) Enter here the procedures to be followed if work is suspended, e.g. sealing the work (iii) Enter here the procedure for monitoring the permit to work system in order to ensure that it is still relevant and working properly, e.g. periodic inspection of work area
10	Declaration	This section should be signed by the contractor or a person authorized on behalf of the contractor with the appropriate status required to execute the procedures set out in this work permit. This section should also be signed by the In-house Representative
11	In-house Representative-Permission	This section should only be signed immediately prior to the work commencing following an inspection of the work area by the person responsible for health and safety
12	Contractor and In-house Representative-Suspension/Completion	This section should only be signed when work is stopped and the work area is vacated, e.g. when work is completed and ready for commissioning, or during a break in work activities.
13	In-house Representative-Recommendation	This section should be completed prior to work recommencing following suspension. This enables the existing work permit to be continued, rather than having to complete another.
14	In-house Representative-Cancellation	This section should be completed following the satisfactory inspection of area involved along with any plant and equipment.



PERMIT-TO-WORK DETAILED SAMPLE

A copy of this Permit-to-Work must be placed with the works contracts, on the location health and safety file and, where appropriate, displayed in a conspicuous position in the work area.

1. Job Location

2. Work Description

3. Name of Contractor

Name of In-House Representative

4. Duration of Permit

Commencement Date:

Expiry Date:

Time:

Time:

5. Hazard Identification

In-House Hazards

Contractor Hazards



6. Precautions

7. Safety Equipment

8. Personal Protective Equipment

9. Operational Procedures

10. Declaration

I confirm that I am fully aware of my responsibilities towards the Health and Safety at Work, etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, and undertake to comply with the safety procedures as detailed therein.

The information contained in this Permit-to-Work will be conveyed to all workers involved in the contract by the principal contractor*/general manager*/chief engineer*/maintenance manager*/project manager*.

To the best of my knowledge and ability all foreseeable precautions have been taken.

Contractor:

Signature:

Name:

Status:

Date:



In-House Representative:

Signature:

Name:

Status:

Date:

11. Permission

I have examined the work area and to the best of my knowledge all necessary precautions have been taken and I give permission for the work to start.

In-House Representative:

Signature:

Name:

Status:

Date/Time:

12. Suspension/Completion of Work

The work for which this work permit was issued is now suspended*/completed* and all contractors have been withdrawn.

The work is complete*/incomplete*/ready to recommission*

Contractor:

Signature:

Name:

Status:

Date/Time:

In-House Representative:

Signature:

Name:

Status:

Date/Time:



13. Recommencement of Work

I confirm that the procedures as set out in this work permit have been re-instituted, following suspension of the work as detailed above.

In-House Representative:

Signature:

Name:

Status:

Date/Time:

14. Cancellation of Permit-to-Work

I confirm that the plant*/equipment*/area* has been tested*/inspected* and satisfactorily recommissioned*, and is safe for normal work activities.

In-House Representative:

Signature:

Name:

Status:

Date/Time:



SBG O&M PTW ASSESSMENT INTERNAL PROCEDURE SAMPLES

Prestart Work Notification Form:

SSCL SAFETY DEPARTMENT					
Date:		التاريخ		LOCATION #	
Company:		الشركة - المقاول		On behalf of (Shop Name):	
Number of Workers:		عدد العمال		ID's Cards attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hours – See note (only if hours requested are outside Permitted hours)				Contractor:	
From Date:		من تاريخ		To Date: الى تاريخ	
Description of Work				وصف العمل	
Carpentry		Electrical		Painting	
Fit out		Snagging		Hot Work (note 3)	
Layout Change		Flooring		Other	
Structural		Decorating			
General Description of Works				وصف العمل العام	
Worker's Particulars				بيانات العمال	
No	الرقم	Name	الاسم	Iqama No	رقم الإقامة
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Checked by		OP.SUP			
Management - Approval					
Department	Name	Position	Signature	Date	
SSCL					
Management					
Engineering					
Fire & Safety					
Security					