PURPOSE

The purpose of the Permit to Work (PTW) system is to ensure that due consideration is given to the hazards associated with a particular job task, and that the risks are minimized prior to the start of the work by the implementation of appropriate control measures.

1. KEY PRACTICES

The “Permit to Work” form authorizes personnel to carry out specific work within certain time and operational constraints. Additionally, it determines which controls are required to complete the job/task safely.

1. VALIDATION

The Permit-to-Work is valid:

* For a specific site;
* Until the scope of work changes;
* Until an unforeseen hazard arises (i.e. weather, injury, etc.); and
* For a maximum of twelve (12) hours, after which time it must be revalidated.
1. PERMIT-TO-WORK CONTROLS

Typical tasks that should be controlled by the PTW system include:

* Hot Work: welding, burning, grinding and dealing with explosives etc. (i.e. all work that can lead to a spark).
* Lockout/Tagout: isolating electrical or mechanical machinery to permit maintenance or repair.
* Working at Heights: 6’ feet or greater without protected by guardrails.
* Confined Spaces Entries: Any atmosphere that is suspect to a hazardous condition.
1. PERMIT TYPES

The “Permit to Work System” is comprised of permits required by other Codes of Federal Regulations and industry best practices including but not limited to:

* Hot Work;
* Lockout & Tagout;
* Working At Heights;
* Confined Space Entry
1. PROCEDURES

The following steps should be followed and/or considered during the completion of a Permit-to-Work:

* The Onsite Supervisor and Person in Charge initiates the PTW,
* Attach a copy of the “Job Safety & Environmental Analysis”,
* Ensure that the site is safe and suitable for the work being proposed,
* Ensure no conflict with other work being done.
* Review any applicable “Lockout & Tagout” protocols and attach permit if required,
* Review any applicable “Hot Work” requirements and attach permit if required,
* Review any applicable “Working at Heights” protocols and attach permit if required,
* Review any applicable “Confined Space Entry” protocols and attach permit if required,
* Ensure all affected personnel are equipped with proper Personal Protective Equipment,
* Onsite Supervisor and Person in Charge must sign all the required forms and permits,
* Display all the permits with attachments in areas designated Onsite Supervisor and Person in Charge,
* The designated Person in Charge will communicate that work can commence, &
* Following the completion of the operation, the designated Person in Charge will gather all forms & permits for proper filing
1. EMPLOYEE TRAINING

Upon hire, and at least annually thereafter, the Company shall inform and train all employees on its Permit-to-Work system.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |