



## Permits to Work

Permits to work are usually used within high-risk restricted work, to ensure that strict control measures and precautions are in place, before, during and after the completion of the task or activity.

## Importance

A permit to work system is a way of ensuring strictly controlled precautions to provide a safe place of work and a safe system of work in difficult circumstances.

The need for a Permit to Work system is identified and determined through a Job Hazard Analysis or Risk Assessment.

## Regulations

Under the Health and Safety Act, employers must ensure their employees and anyone else who could be affected by their work are kept safe from harm and that their health is not affected. Additional precautions such as work permits are therefore used to control high-risk work.

## Activities

Activities requiring a Permit to Work shall include the following as a minimum prior to the commencement of work; clear identification of activity, relevant JHA/RIA to ensure that control measures are applied or are considered, clear identification of the responsibilities of personnel authorising the issue and closure of PTW, clear responsibilities of those conducting the activity including

the qualification. Contractors that are engaged are required to complete a PTW program prior commencement of work.

## Guidance

- The permit should detail the task to be completed.
- Make sure all potential hazards have been considered and the risk assessed.
- Ensure the measures appropriate to control the risks are in place.
- The person(s) to do the work are clear about the safety precautions to be observed.
- The person authorising them to do the work is satisfied with the safety of the task and method of working.
- The date and time when the work is to be done, when will it stop as agreed.
- The person authorising the work is told when the work stops.
- The person acknowledges that they have been told what state of the equipment is in e.g., ready to run, isolated, etc.
- Ensure the use of barriers and notices.
- During the work ensure everybody ensure everybody observes all the permit conditions.
- If the situation changes, notify the authorised person at once.



## SUMMARY

In summary, the issue of permits is strictly controlled, they must be authorised, to allow better monitoring and control of high-risk work. All instructions on the permit must be complied with before, during and after the work.