

# TOOLBOX TOPIC – FEBRUARY 2010 (All Departments/Projects)



**CORKE INSTRUMENT ENGINEERING (AUSTRALIA) PTY. LTD.**

## **PERMITS**

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n This presentation is designed to give a general understanding of the requirements associated when working with “Permits”.

n This presentation is a company training awareness toolbox and is applicable to all employees, it is designed to give all employees an understanding of the need for and the process required to obtain and utilise permits.

n Please be advised that specific procedures surrounding permit use and obtainment may be applicable at client sites that you work on and these should be followed whilst working on those sites.

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## Why have permits to work?

- Permits to work are used to control single and simultaneous operations which are identified as being potentially hazardous so as to ensure the safety of not only those personnel doing the work, but also others who may be affected by the work.
- To clearly define the work that is to be completed including any associated procedures, Work Method Statements applicable to the works.
- They are used to eliminate or reduce all hazards identified to as low as reasonably practicable.

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## The Work Permit

- n Specifies the work to be done and the equipment to be used
- n Specifies the precautions to be taken when performing the task
- n Gives permission for work to start
- n Advises operators that work is being performed within their area of operation.
- n Provides a check to ensure that all safety considerations have been taken into account, including the validity of permits and certificates and compliance to policies and procedures
- n On completion of work it provides a checking mechanism that all work has been completed

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## Definitions & Responsibilities

### nPermit To Work System

- o A permit to work system is a formal written system used to control certain types of work which are identified as potentially hazardous.

### nPermit Coordinator

- o Person responsible for the issue and control of Work Permits

### nWorks Supervisor

- o Signing on the permit to work and monitoring.

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## Definitions & Responsibilities

### n **Permit Holder**

- o Person working under the conditions of the permit, including all members of the work crew. All members of this crew must fully understand the requirements detailed on the permit prior to work commencing.

### n **Safety Coordinator**

- o Auditing the permit to work system on a regular basis and ensuring those working under the permit are doing so safely.

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## Permits Types

Common types of permits include;

- nGeneral Work
- nHot Work
- nConfined Space Entry
- nElectrical Work

Addition types of permits that may be used include;

- nWorking at heights, e.g.. Scaffolding or roof access
- nAbrasive blasting or Spray Painting
- nExcavations and penetrations
- nManage operations i.e. forklift and crane operations

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## Validity Of Permits

nCheck with the issuer of the permit or the specific procedures surrounding permits as to the validity period, general rule is the length of a normal shift.

nNormally permits become suspended following an emergency situation or evacuation. These permit would need to be re-indorsed prior to work re-commencing after the all clear has been given.

nSome permits may be suspended due other influences in the work area i.e.

- Hot Work Permit - temperature in the work area, total fire ban day etc.
- Confined space entry – must enter the space in a set time frame

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## Summary

- n Make sure you understand the client requirements for working with Permits.
- n Make sure the Permit is filled out correctly, all isolations are in place and visit the workplace to ensure the correct equipment is being worked on prior to signing the Permit.
- n “Do not” commence work before the Permit has been signed by all parties concerned.
- n If conditions change that may affect the working conditions detailed on the Permit check with the Permit issuer to ensure the work can proceed
- n Ensure the Permit is signed off and handed back to the Permit issuer at the end of the shift. The work area must be left in a safe condition so work can continue the next shift if required or the equipment put back into service by operations personnel.