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Permit to Work Procedure

SA/19

PN: 027

Purpose

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, a 'permit-to-work' system.

Scope

This procedure applies to all locations and activities where Permits to Work are used by or on behalf of the ateb group. Principal contractors working on behalf of ateb on development sites or maintenance programs are responsible for their own permit to work system. It will outline the key responsibilities of Managers and those who use Permits to Work.

Definitions

The HSE defines a permit-to-work system as “a formal recorded process used to control work which is identified as potentially hazardous”.

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a 'method statement'.

Responsibilities

Board

The group Board have approved our Health & Safety Policy for use across the group that sets out our general approach and who is responsible for what in terms of Health & Safety matters. It applies to all service areas identified across the group.

Chief Executive

The Chief Executive shall be responsible for the overall implementation of this procedure by ensuring adequate resources are made available to both develop and implement this Procedure.

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Executive Directors

Executive Directors have delegated responsibility for the successful implementation, management, and monitoring of this procedure.

Health and Safety Advisor

Ensure that risk assessments and method statements are reviewed for work activities and provide advice on the requirements for a permit.

Ensure that any required risk reducing measures are implemented to reduce the risk so far as reasonably practicable, including the use of the permit to work process.

Ensure that members of staff are suitably trained and experienced before undertaking any task or activity involved with the application of a permit to work.

Report incidents and near misses using the SHE incident reporting system

Managers

Staff who are responsible for managing the activities carried out by staff are considered Line Managers.

As such they have a duty to ensure the health and safety of the employees they manage.

Line Managers will ensure:

- Personnel they manage are competent to complete the task and have been provided with suitable information and training, to manage the risks posed by the activity.
- People working with them understand the operation of (and the consequences of non-compliance with) the permit-to-work systems applicable to the areas in which they are responsible for work.

Employees & Contractors

- They comply with this policy.
- They do not start work on any job requiring a permit until one has been authorised and issued.
- They should be able to demonstrate compliance with the requirements of any permit they are working under.
- If in any doubt, or if any circumstances or conditions change, they stop work, make the work area safe and get advice immediately.

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Procedure

Templates

ateb will have permit to work templates for all high-risk infrequent works completed.. Training will be provided to all employees to ensure that they are fully aware of what these are and fully understand how these documents are completed.

The template will clearly state what it should be used for i.e., hot work, electrical isolation, work at height, confined space, excavations, high pressure systems etc. and should be clearly identifiable.

All permits to work shall incorporate a permit to work unique reference number/ID to which all associated correspondence, tags/signs etc. shall be annotated with, to make clear the documents association with the work being carried out.

Permits required by contractors are the responsibility of the Principal Contractor to use their own template and approval process.

Permit process

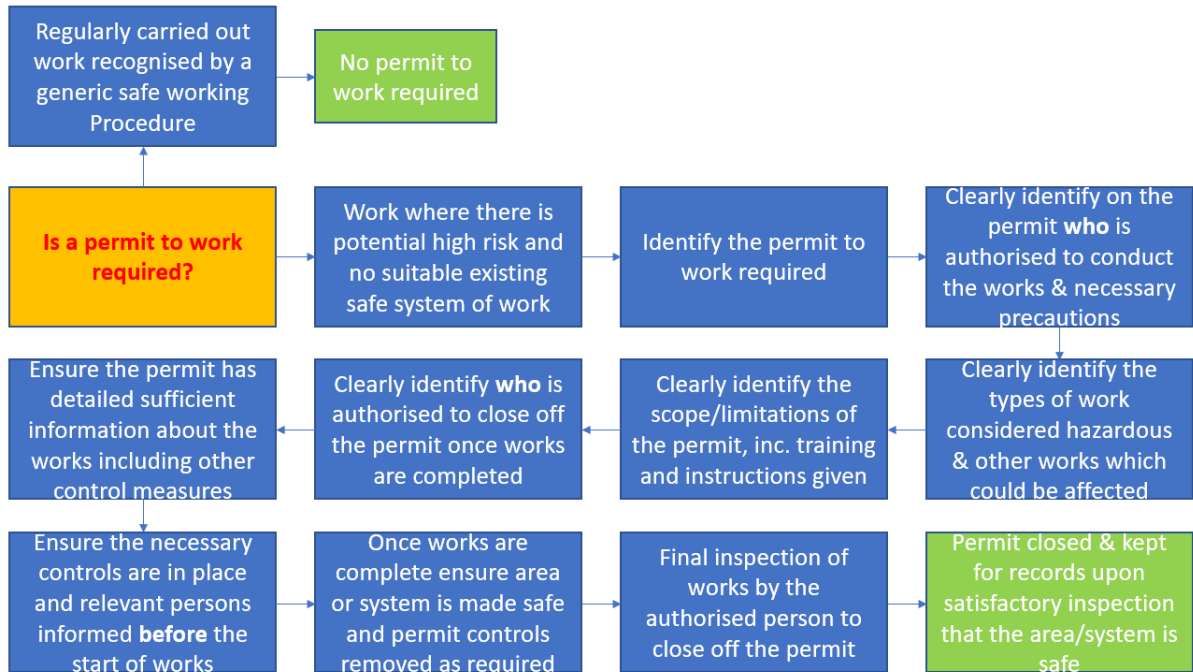
The hazards of the task will be identified through ateb's risk assessment process to identify what type of risk is involved. In the event of high risk being identified that cannot be reduced by a standard assessment process, then a permit to work will be raised for that task.

It is essential when permit to works are in place that all parties involved including the Line Managers have a copy of the permit to work readily available.

The permit to work must be displayed in a prominent area at the works location and within the Line Managers place of work with the aim of ensuring full awareness of a permit currently in place and in progress.

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The below flow chart will be followed to ensure that all the necessary steps are taken.



Authorised Persons & Personnel Changes

Only those persons who are named on the actual permit to work will be permitted to work on that task. The Line Manager overseeing the works is the overall person in charge of the permit to work operation.

Contractors permits can be approved via the Principal Contractor and does not require ateb employees to approve but ateb are required to ensure the process is in place and used where necessary.

In the event that persons conducting the task itself require a change of personnel, then the name of every personnel change must be updated on the permit to work form. The relevant competencies of all persons must be checked by the Line Manager in charge of the works being carried out, and any changes of personnel made must be annotated on all copies of the permit to work in place.

In the event that a person conducting permit to work tasks requires to leave the works prior to the task being completed for whatever reason, must inform and seek permission of the Line Manager to do so.

In the event that there is a requirement to change the Line Manager in charge during a permit to work that is open, then this must be recorded/updated on all copies of the permit to work form. Both the outgoing and the replacement Line Manager must ensure that all persons detailed on the permit are fully informed of the handover and clearly identify who oversees the permit to work operation.

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In any circumstance where any personnel changes must be made (such as a shift for example), a full comprehensive handover must be made. The handover shall include but not limited to the current state of the area and equipment/systems and other works ongoing which could affect a particular permit.

Granting Permits

It is the responsibility of the Line Manager in charge of the permit to work operation to be fully aware of other tasks that a particular permit could affect and ensure that the works required to be carried out will not endanger other workers or relevant persons.

It is the responsibility of the Line Manager to inform or make aware to other Line Managers of a proposed permit to work to ensure any conflict of works can be addressed before the works start.

All permits will operate a 2-signature approach requiring 2 separate persons (supervisor of the works and the Line Manager of the permit process) to raise and authorise the permit itself. The authorising permit signature **cannot** be the same person carrying out the works themselves.

Requirement to make safe works

No works that take place under permit to work conditions are to be left in an unsafe state when work stops at any time.

Permit to works can be “suspended” where works must stop such as, for example, tasks that may exceed more than 1 working day and would not be practicable to close the permit. However, unfinished tasks must be made safe prior to persons leaving the location. Any integrity of systems must also be made safe when the permit is being placed in a suspended state. The Line Manager shall ensure that the necessary safety checks have been made of the area or system prior to permitting that the permit to work is suspended.

It is important to understand that suspended permits are **not** closed permits. Therefore, all preventing control measures such as tags, lock offs etc. **shall remain in place** even during the suspension phase of the works.

Control measures

The control measures highlighted within the permit to work will vary depending on the task being carried out, however, will be in place with the aim of keeping the works being carried out in a safe condition. Such measures could include but not necessarily limited to:

- The prevention of activation/operation of machinery

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- Restriction of unauthorised persons/control of access
- Prevention/restriction/controlled use of substances/equipment
- Monitoring checks of conditions during/after a task is complete

To aid in the enforcement of the control measures, tags and signage will be made available which can be placed in key areas to highlight any danger, increase required communication, and prevent access/operation of systems.

The use of tag outs/signage

All tag out/signage systems shall clearly identify the permit to work reference. They shall clearly identify the name of the line manager who oversees the permit to work operations.

The tag shall state the date that it was created and the name & signature of the person who has placed the tag/sign in its location. The tag must also include a contact number of the Line Manager in case any enquiries must be made and shall include the state in which said particular system or area has been left in (on/off, in/out, closed/open etc.)

When tag out systems are used, the person who has placed **that specific** tag/signage in its location, or the Line Manager whom that tag is authorised by, are the **only persons** permitted to physically remove said tag/signage. Removing other tags which may be on the same system but under a different permit to work is not permitted unless the person removing them is as stated above.

Monitoring

Throughout any permit to works taking place, the Health & Safety Advisor and CDM advisors shall conduct monitoring of the system with the aim of ensuring that the permit to work system is being utilised correctly and is effective.

Random visits to sites to check on the implementation of a permit to work should be carried out to assist in the monitoring process and a report of the findings produced, with the aim of continual improvement of the entire permit to work system.

Any works detected that are considered dangerous must be halted straight away and the relevant Line Manager informed of the situation. Works must then be made safe immediately and the permit to work placed into a suspended state. In such events occurring, the permit to work must not be reopened and a new permit to work must be produced to supersede the suspended permit to allow for full safety checks to be recarried out.

Closing a permit to work

No permit to work shall be closed off until the works are complete, the working area has been made

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safe with any systems/equipment removed under the working requirements of that permit reinstated back to its original safe working manner.

All tag outs/signage associated with that permit to work must be removed under the parameters of this procedure previously stated.

Before the permit can be signed off, the Line Manager in charge of the permit to work operation must ensure a visual check of the area/process has been carried out and must deem it satisfactory the site is safe prior to closing the permit to work.

Review

In line with changes in guidance or accident/incident findings

References

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Documents

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