

PERMIT TO WORK

Objective: A Permit to Work is a formal procedure to ensure that the system of work is properly planned and implemented for jobs that are potentially highly dangerous.

Completing a Permit to Work

- The aim of a Permit to Work is to ensure that the task is carried out in accordance with carefully considered conditions specified in the Permit and verified by competent individuals.
- It should set out the steps to be taken before and during the job, and the conditions to be met after the work is done - procedure for handing back for normal use.



When to use a Permit to Work

- Permits are most often required for maintenance work where normal safeguards cannot be used, or where new hazards are introduced by the work.
- A Permit to Work should not be confused with giving someone permission to work on a site.
- A Permit to Work is not an excuse to carry out a dangerous job without eliminating hazards or minimising risks.

When is a Permit to Work required?

- Electrical work on apparatus supplied above 650 volts.
- Entry into confined spaces.
- Any work where a fall of more than 2 metres could occur.
- Any excavation outside.
- Hot work by contractors on site.
- Hot work by Tarmac employees outside designated areas.
- Work near or under any overhead power lines.
- Any other activity that local rules may require.

When would you not use a Permit to Work?

- A Permit to Work should not generally be used for low risk operations, as doing so tends to devalue the system.
- In some straightforward high hazard situations, simple systems of work such as isolation or locking off procedures are sufficient by themselves to ensure safety.

Common problems with the completion of the Permit to Work

- Inadequate description of work to be done and its location.
- No cross referencing of risk assessments.
- No reference to a method statement.
- Hazard identification inadequate.
- No control measures considered, or inadequate.
- Clearance certificate not signed off.

QUESTIONS – (there may be more than one correct answer)

		A	B	C
1	What is the aim of the Permit to Work?	To set out steps to be taken before and during the task	Avoids the need for a risk assessment	To control contractor work
2	What tasks require a Permit to Work?	All work carried out by contractors	A task without a method statement	Any excavation outside
3	Do tasks involving Hot Work require a Permit to Work?	No – not if you have a fire extinguisher present	Yes	Not if you're using an angle grinder
4	Should the Permit to Work system be used for all high hazard situations?	Yes - always	No - a Safe System of Work can be sufficient	Sometimes

