



SAFETY



HSEQ library

TOOLBOX INFORMATION

WORK PERMITS

June 2021

HSEQ Direct is a digital communication, registration and training platform with a focus on Health, Safety, the Environment and Quality.

Designed specifically for the workplace!

Associated IOGP Life-Saving Rules



HSEQ DIRECT  safer healthier workplace



WHAT IS IT? (1/2)

A Permit to Work is used:

- **to record agreed arrangements**
- **to recognize hazards and risks**
- **to specify mandatory precautionary measures**
- **to promote good communication between all parties**
- **to ensure the work is undertaken safely**
- **to prevent incidents**



WHAT IS IT? (2/2)

Work permits are applicable to all activities carried out on land and at sea. For (high) risk work, a supplementary work permit may be required and appended to the work permit. Ask your company for further information including how to complete a Permit to Work.



HAZARDS

Major hazards could arise from the following:

- incorrect type of Permit to Work used
- incorrect information on the Permit to Work relating to the required work
- failure to recognise the hazards where work is carried out
- failure to adhere to the terms of the work permit
- failure to hand-over the workplace in safe condition upon completion of work
- cancellation of the Permit to Working
- unauthorised personnel performing functions requiring a Permit to Work



PREVENTION

If an activity and the associated risks cannot be clearly surveyed and properly managed, a Task Risk Analysis must be undertaken in addition with the work permit. Ask your company about the validity of a work permit.

To ensure a safe work environment, ask your HSE Manager to explain the safety precautions in place.



PROTECTION (1/3)

Ask your company about the tasks and responsibilities of those involved in a work permit.

Person In Control

Any individual issued with a Permit to Work must be competent and fully conversant with the requirements of the work and the safety procedures to be followed. They should also have knowledge of the appropriate emergency procedures, including rescue procedures. Ask your company for further information in relation to this.



PROTECTION (2/3)

The Permit to Work must contain details of:

- the permit number
- the date and time of issue
- the estimated duration of the work
- the exact work location
- a description of the work
- the anticipated hazards, risks and probable result should the risk be realised
- the precautions to be observed
- any appropriate test procedures



PROTECTION (3/3)

- the emergency procedures
- an acknowledgment, in the form of a signature, that the person in control of the work understands the work, the hazards and the precautions to be taken
- a signature of the person in charge of the work when it is completed or partially completed due to an unforeseen delay
- a signature cancelling on the Permit to Work by the person who issued it

Ask your company for more detailed information.



IN CASE OF...

Any incident that occurs during work can have a severe impact on people, installations and the environment. Ensure that you are familiar with the right procedure in case incidents occur. If not, ask your company for details.

IMPORTANT INFORMATION

- 1** Undertake **the correct safety precautions** and check them regularly.
- 2** **Discuss the risks of the job** and its safety precautions beforehand, with all involved (toolbox meeting).
- 3** **Conduct a Last Minute Risk Analysis (LMRA)** of the workplace immediately before starting the job and upon any changes to the situation.
- 4** **Stop work immediately** if anything unexpected happens (such as an incident or an alarm sounding) or if you are in any doubt, and contact your HSE Manager.
- 5** **Tidy up the workplace regularly** and sign off the job at the end of the day.

QUESTIONS? MORE INFORMATION? UNSAFE WORKING CONDITIONS?

Your HSE Manager is there to help answer any questions and ensure a safe working environment for all.

QUESTION 1

Why are Permits to Work used?

- A. To record the agreed working arrangements and to recognize hazards and risks. In addition they are used to record precautionary measures. Finally, they also promote good communication between all parties.
- B. To record the agreed working arrangements and to recognize hazards and risks. In addition they are used to gain insight into the quality of the workforce and to optimize work processes. Finally they also promote good communication between all parties.
- C. To record the agreed working arrangements and to recognize hazards and risks. In addition a Permit to Work allows you to perform hazardous work. Finally they also promote good communication between all parties.

ANSWER 1

Why are Permits to Work used?

- A. To record the agreed working arrangements and to recognize hazards and risks. In addition they are used to record precautionary measures. Finally, they also promote good communication between all parties.**
- B. To record the agreed working arrangements and to recognize hazards and risks. In addition they are used to gain insight into the quality of the workforce and to optimize work processes. Finally they also promote good communication between all parties.
- C. To record the agreed working arrangements and to recognize hazards and risks. In addition a Permit to Work allows you to perform hazardous work. Finally they also promote good communication between all parties.

QUESTION 2

One of the details contained in a work permit is:

.....

A. The names of all personnel in the workforce.

.....

B. The anticipated hazards, risks and probable result should a risk be realised.

.....

C. The name of the HSE Manager.

.....



ANSWER 2

One of the details contained in a work permit is:

.....

A. The names of all personnel in the workforce.

.....

B. The anticipated hazards, risks and probable result should a risk be realised.

.....

C. The name of the HSE Manager.

.....



QUESTION 3

For which activities do you require a supplementary Permit to Work?

.....

A. You always require a supplementary Permit to Work, no matter what activities you carry out.

.....

B. For non-operational work.

.....

C. For (high) risk work.

.....



ANSWER 3

For which activities do you require a supplementary Permit to Work?

.....

A. You always require a supplementary Permit to Work, no matter what activities you carry out.

.....

B. For non-operational work.

.....

C. For (high) risk work.

.....



QUESTION 4

When are you required to undertake a Task Risk Analysis?

- A. You are required to undertake a Task Risk Analysis if an activity and the associated risks cannot be clearly surveyed and properly managed. This analysis is in addition to holding a Permit to Work.
- B. You are required to undertake a Task Risk Analysis for non-operational work, for example maintenance and repairs, or activities for which extra Personal Protection Equipment is required. The Task Risk Analysis complements the work permit.
- C. You are required to undertake a Task Risk Analysis in order to determine the risk category of activities. The Task Risk Analysis complements the work permit.

ANSWER 4

When are you required to undertake a Task Risk Analysis?

- A. You are required to undertake a Task Risk Analysis if an activity and the associated risks cannot be clearly surveyed and properly managed. This analysis is in addition to holding a Permit to Work.**
-
- B. You are required to undertake a Task Risk Analysis for non-operational work, for example maintenance and repairs, or activities for which extra Personal Protection Equipment is required. The Task Risk Analysis complements the work permit.
-
- C. You are required to undertake a Task Risk Analysis in order to determine the risk category of activities. The Task Risk Analysis complements the work permit.
-

QUESTION 5

What is the purpose of handover procedures?

.....

A. To explain whether the work has been completed or cancelled.

.....

B. To clarify what steps are required for the workforce to hand over work at the end of a shift to colleagues.

.....

C. To clarify who is responsible for issuing the Permit to Work once it is prepared.

.....



ANSWER 5

What is the purpose of handover procedures?

A. To explain whether the work has been completed or cancelled.

B. To clarify what steps are required for the workforce to hand over work at the end of a shift to colleagues.

C. To clarify who is responsible for issuing the Permit to Work once it is prepared.

