



SAFETY TRAINING LEAFLET 23 WORK PERMIT

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Table of Contents

1	Introduction	1
1.1	Safety leaflets	1
1.2	Comprehension tests.....	1
2	Work Permit	1
2.1	Potentially hazardous work.....	1
2.2	Work Permit roles	2
2.3	Work Permit rules	2
	Appendix 1 – Work Permit – Test Questions	4
	Appendix 2 – Work Permit – Test Answers	5

Note: this Safety Training Leaflet is taken from Leaflet 22: WORK PERMIT in Doc 23/08 Safety Training of Employees. The leaflet has been put into a new format and revised.

1 Introduction

1.1 Safety leaflets

Safety training leaflets summarise the basic operational safety knowledge which needs to be known by employees working in the gas industry.

Refer to EIGA Doc 23 *Safety Training of Employees* for the various combinations of leaflets which define the scope of safety training for a variety of specific jobs.

Each leaflet addresses a specific topic as identified in the title.

1.2 Comprehension tests

There is a comprehension test for each leaflet, included in **Appendix 1**.

Each test comprises several questions. To pass the test it is suggested that the employee should score 75% at the first attempt. Incorrect answers should be discussed to confirm understanding.

Appendix 2 includes the list of correct answers.

2 Work Permit

The use of a work permit system to manage potentially hazardous work tasks should ensure that risk is reduced to an acceptable level.

2.1 Potentially hazardous work

Potentially hazardous work is used as an umbrella term for work where there is a (company) mandated requirement or benefit to control the safety of the task under a permit to work, whether or not a written procedure exists. This does not include normal work, tasks which are repeated without change in procedure. Normal work presumes that the task is performed in a controlled or unchanging low risk environment by competent workers.

Potentially hazardous work could typically include:

- hot work such as welding,
- working at height e.g. erecting/dismantling scaffolding,
- working on live (energised) systems; including breaking into process equipment, line opening, or high voltage electrical switchgear inspections,
- confined space entries such as; internal inspection or repair of a pressure vessel,
- excavation (digging work) and work inside excavated spaces such as trenches,
- override (inhibit) of protective systems; such as fire detection or protection systems,
- hot work in ATEX zoned areas,
- work near or over water where there is a potential for drowning,
- work involving mobile cranes/lifting,
- maintenance involving hazardous materials (e.g. corrosive or toxic substances).

If in doubt whether a Work Permit is required, check with your supervisor.

2.2 Work Permit roles

A Work Permit documents the output of the dialogue between the permit issuer and permit receiver and informs the receiver and task performers of the specific measures taken (prescribed) to reduce the probability of any hazardous event occurring and/or to minimise any consequent harm.

It is important to understand that the completed work permit form does not in itself make a task safe; for a work permit system to deliver a safe work environment, everyone involved needs to understand how to complete their roles, execute their responsibilities properly, and be trained accordingly.

- The Site Manager or his nominated delegate has the overall duty and authority to ensure that the company work permit system is implemented and effective at the site; is managed by trained and competent issuers and receivers; and that there are checks of documentation, observation of the work permit process and/or observation of the work locations.
- A Work Permit Issuer is the person who is authorised to act as the responsible “owner...in control of” the plant area where work is to take place. They are the person who will give permission for work to proceed once appropriate risk prevention measures (safeguards) are agreed and implemented, by “issuing” the work permit.
- A Work Permit Receiver is the person who accepts the work permit and its conditions in order to perform the work safely himself, or with a team for which they are responsible.
- The Task Performers are the group of workers under the control of the permit receiver who work with them to complete the work authorised under this work permit.

If the work continues over more than one day (or shift) and if allowed by company procedure, then the same work permit may be suspended (for example, overnight) and revalidated at the start of the next work day/shift (work period). In this case the permit is not closed at the end of the first work period.

2.3 Work Permit rules

Make sure that the rules given below are followed during the whole period covered by the Work Permit.

- a) Before allowing work to proceed it is important that both the permit issuer and permit receiver visit the job site together on the day the work is to be carried out. The purpose of this mandatory visit is to allow both to have a clear understanding of the conditions at the job site to identify any hazards that were not identified in the initial risk assessment, and to identify any additional risk arising from any interfaces or interference between the job site and the surroundings on that day. The visit should be carried out as close as possible to the start time of the work, or it shall be confirmed that conditions have not changed.

At the job site:

- The permit receiver should outline to the permit issuer his understanding of what work is to be carried out and describe the processes and steps that will be followed.
 - The permit issuer and the permit receiver should identify the sources of the hazards listed in the risk assessment.
 - The permit issuer and permit receiver should discuss all the risks identified; agree on precautions to be taken to mitigate these risks; discuss what else could go wrong and define actions to be taken in the event of an emergency.
- b) Whilst the task is in progress, the permit issuer should (and other employees can) check that those performing the task are meeting the documented work permit conditions, verify

that safeguards are maintained in place, the surrounding work conditions have not changed, and work is proceeding as planned.

- c) When work is being carried out in a confined space, the issuer shall ensure that all necessary back-up and support (equipment and personnel) as well as safety and emergency equipment are available, instructed and in working order. You must know your company confined space entry procedure and always comply with it.
- d) Nobody is allowed to remove or interfere with any equipment or signs associated with a Work Permit situation, except when instructed to by the Work Permit issuer.
- e) When equipment Lock Out Tag Out is necessary, the Work Permit Issuer needs to make sure that the Lock Out Tag Out plan is properly implemented and documented.

Appendix 1 – Work Permit – Test Questions

Tick the correct answer (s) or write in the blank spaces as requested.

1. State three potentially hazardous work tasks that should be covered by the Work Permit:

2. Which of these statements is correct?
 - A. Any employee could sign and open a Work Permit
 - B. Any experienced employee could sign and open a Work Permit
 - C. Issuers are trained and authorised to sign the Work Permit
3. When must the Work Permit be issued?
 - A. Before starting work
 - B. As you go along
 - C. When a serious risk emerges
4. Who should identify and agree on precautions to be taken to mitigate risks?
 - A. The workers performing the task
 - B. The permit issuer
 - C. The permit issuer and the permit receiver
5. All employees who are going to take part in hazardous work must be informed of the special measures to be taken during work
 - A. True
 - B. False
6. Does potentially hazardous work carried out by contractors have to be covered by the Work Permit?
 - A. Yes
 - B. No
 - C. Only if the work lasts for a long time
7. When should the Work Permit be closed?
 - A. One hour after the work has ended
 - B. When the work ends
 - C. Once the work has ended, and the issuer has checked that the work area is in a safe condition
8. When work is to be carried over into a second day or working period, can the same Work Permit form be used?
 - A. If the company procedure allows
 - B. Always

Appendix 2 – Work Permit – Test Answers

1. Any of:

- hot work such as welding,
- working at height e.g. erecting/dismantling scaffolding,
- working on live (energised) systems; including breaking into process equipment, line opening, or high voltage electrical switchgear inspections,
- confined space entries such as; internal inspection or repair of a pressure vessel,
- excavation (digging work) and work inside excavated spaces such as trenches,
- override (inhibit) of protective systems; such as fire detection or protection systems,
- hot work in ATEX zoned areas,
- work near or over water where there is a potential for drowning,
- work involving mobile cranes/lifting,
- maintenance involving hazardous materials (e.g. corrosive or toxic substances).

2. C
3. A
4. C
5. A
6. A
7. C
8. A