

### Permits to Work – An Introduction

A Permit-To-Work, (PTW) system is a formal written system used to control certain types of work that are potentially hazardous. A PTW is a document which specifies the work to be done and the precautions to be taken.

Permits-To-Work form an essential part of safe systems for many maintenance and installation activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

A permit is needed when work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Permits are required for work undertaken by both NLC teams and Contractors.

Examples of tasks for which a permit should be issued include:

- Work on machinery and plant
- Work within a confined space
- Work in a location where the accidental or unauthorised starting of plant or machinery could cause harm
- Work where the existence of a known hazard such as flammable or toxic fumes, lack of oxygen or the presence of corrosives might cause injury to that person
- Hot work (e.g. welding, cutting, braising etc)
- Electrical work
- Work on remotely controlled plant
- Emergency maintenance
- Work on roofs and at heights
- Use of suspension access./cradles
- Work on hot water systems
- Work with asbestos
- Excavation work
- Work on lifts

The Council's approach to the use of permits to work is outlined within a number of documents found on Connect, but the main documents are AS16 – Electricity in the Workplace, AS29 – Confined Spaces and AS40 Permits to Work.

If you are involved in work with items that generate heat (other than as part of day to day work), interferes with the fire alarm system of a building, requires access to a roof or involves the removal of plant or equipment from normal use, for maintenance or other work, then there is likely to be a need for a permit to be issued. You must speak to your line manager about this.

If you need any additional information on the relevance of, or the application of, permits to work within your own area of work then discuss the matter with your own line manager or your Service Health and Safety team.