

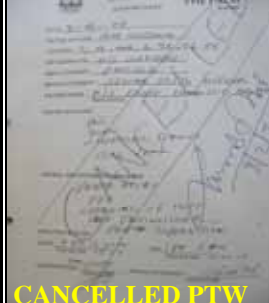
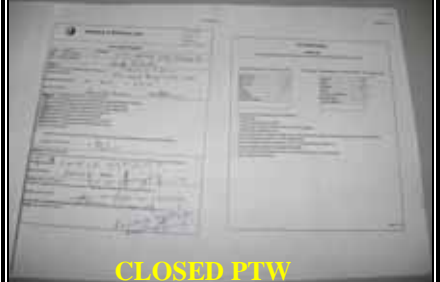




EHS Guidance Notes



GN # 08 – Permit To Work (PTW)

Environment, Health and Safety
Ports, Customs & Free Zone Corporation

		
<p style="text-align: center;">PTW REQUIREMENT & RESPONSIBILITY OF ISSUE</p> <ul style="list-style-type: none"> ▪ PTW is required for hazardous activities like, <ul style="list-style-type: none"> - Hot Works. - Confined space entry. - Cartridge operated tools - Excavation ▪ Responsibility for ensuring a PTW is issued lies with the Main Contractor. ▪ Comply with all the safety regulations as applicable for different type of works. ▪ Activity for which PTW is issued must have Risk Assessment done. 	<p style="text-align: center;">VALIDITY OF PERMIT TO WORK</p> <ul style="list-style-type: none"> ▪ PTW is valid only for the day on which it is issued. ▪ It can be renewed provided the work is continued by same group of workers & at the same location. ▪ PTW must be signed by the area supervisor. ▪ Explain hazards involved & precautions to be taken to the workers concerned. ▪ Display PTW & safety notices in the area where work is carried out. 	<p style="text-align: center;">CANCELLATION OF PTW</p> <ul style="list-style-type: none"> ▪ Work Permit can be cancelled if the work is being carried out in an unsafe manner. ▪ Cancelled work permit shall not be reopened. ▪ New PTW to be obtained to continue the stopped work.
		
<p style="text-align: center;">CLOSING OF PTW</p> <ul style="list-style-type: none"> ▪ PTW shall be closed only after work is completed in all respect. ▪ Proper housekeeping shall be maintained during and after completion of work. ▪ Keep the record of issued PTW for at least six months. ▪ Ensure fire watch for at least 1 hour after completion of hot work. 	<p style="text-align: center;">TRAINING</p> <ul style="list-style-type: none"> ▪ Workers associated with hazardous works shall be trained prior to starting the work. ▪ Records of toolbox talk given shall be maintained. ▪ Everyone involved must understand PTW requirements. 	<p style="text-align: center;">PPE</p> <ul style="list-style-type: none"> ▪ It is the responsibility of main contractor to ensure that appropriate PPE is issued before starting the work. ▪ Supervisor must ensure that PPE is worn by the workers at all times.