



SAFE WORK PERMIT

NPC TRAINING PROGRAM

STUDENT HANDOUT

Confined Space Entry Permit

Location and description of confined space:

Reason for entry:

Permit issued to:

Supervisor's Name:

Attendant's name:

Permit issuer's name:

% oxygen: % lower explosive limit: ppm CO: H₂S:

Requirements

Emergency Rescuer	yes	no
Continuous Gas Monitor	yes	no
Barrier for ground openings	yes	no
Warning Signs	yes	no

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INTRODUCTION

Course Objective

The objectives for this course are:

- Be familiar with jobs requiring safe work permits.
- Be familiar with the Safe Work Permit system.

SAFE WORK PERMIT

Definition of Safe Work Permit

- A Safe Work Permit is a written record that authorizes specific work, at a specific location, for a specific period of time.

A Safe Work Permit is an agreement between the issuer and the receiver, which documents the conditions, preparations, precautions and limitations before work commences.

A Safe Work Permit must identify:

- The work to be done - a brief description of it.
- The location where the work will be done - as specific as possible.
- The hazards involved in the work - any toxic, corrosive, flammable materials in the work area.
- The length of the work - date and time the work will commence and finish.
- The precautions to be taken to do the work - equipment and/or procedures that must be worn/followed; isolation, ventilation and testing requirements.
- All hazards and precautions related to the work have to be determined before the work starts.

Safe Work Permit		Permit #
Type: (hot work, confined space, line break, etc....)	location:	
Valid From: <u> </u> / <u> </u> / <u> </u> <u> </u> time to <u> </u> / <u> </u> / <u> </u> <u> </u> time		Issued to:
Work Description: _____ _____ _____	Supervisor's Signature	Print name
	Work Order No.	

Safe Work Permit

Special Precautions Required:

Buddy System _____ Sprinklers in Service _____
Cleaning of _____ Purging of _____
Remove materials from _____
Piping: Drain _____ Disconnect _____ Clean _____
Blank off/Capped _____ Ventilate _____
Remove combustibles from other side of wall.
Floor Swept Clean of Combustibles
Clean area within 35 feet. Wet down floor.
Adjacent areas: _____
Cover floor with: _____
Non-combustible Tarpaulins or Metal Shields Over:
Electrical Switches or Valves off, locked-out, and Tagged:
Electrical Grounding of: _____
Atmosphere monitored during work for: _____
periodically: _____ continuously: _____
Safety Monitor(s) present from _____ to _____
Fire Watch Present during work and for 30 minutes after...
Respirator to be worn _____ or be readily available _____

Safe Work Permit

Safety Equipment Required

- safety glasses
 - hard hat
 - face shield
 - safety shoes
 - fire extinguishers - type ____ number ____ size ____
 - fire hose
 - supplementary illumination
 - warning signs
 - barricades
 - non-sparking tools
 - explosion proof equipment
 - safety harness life line
 - tripod emergency escape unit
 - 2-way radio or phone
 - respirators
 - impervious gloves
 - protective clothing
-
- mechanical ventilation
 - shower & eyewash
 - self contained breathing apparatus
 - ground fault circuit interrupter
 - ladder / lift / scaffold
 - other
-

A Safe Work Permit must also outline:

- The date the permit was issued and the name of the issuer.
- The date the permit was received and the name of the receiver.
- All the steps to prepare the equipment, building or area to be worked on.
- The emergency and rescue plan, if it is necessary.
- The date and time when the permit was returned and name of the person who signed it off.

Use of Safe Work Permits

Safe work permits should be used by:

- Any industry that has a significant risk because of a particular hazard.
- Any organization that has its own maintenance program and personnel.
- Any contractor who allows sub-contractors work to do maintenance or other hazardous work.
- Organizations that have individual employees working in isolated areas.

Safe Work Permits should be used in activities such as:

- Maintenance
- Work in confined spaces
- Work in flammable or explosive atmospheres
- Exposure to harmful substances
- Work with high voltage
- Excavations
- Blasting
- Use internal combustion engines in enclosed areas

Types of Safe Work Permits:

The range of work activities and locations makes impossible for a single type of permit to suit all situations. For this reason, there are several different types of Safe Work Permits. The most appropriate type is determined according to the nature of the work to be performed and the hazards to be eliminated or controlled.

- **Work Clearance** – used when the work to be done requires no preparation by the operations personnel. For example: oiling, greasing, garbage pickup/removal, meter reading, etc.
- **Hot Work Permit** – used when heat or sparks are present due to the work activities. For example: welding, cutting, grinding, etc. The heat or sparks can ignite flammable or explosive materials/vapours that may be present close to the work place.
- **Cold Work Permit** – used in maintenance work that does not involve hot work. Cold work permits are issued when there is no reasonable source of ignition and all contact with harmful substances have been eliminated or appropriate precautions been taken.
- **Confined Space Entry Permit** – used when entering confined spaces.
- **Special Permits** – used to cover special hazards, such as radioactive materials, PCBs, etc.

Each one of the five types of permits described above provides a checklist for the person preparing the equipment, a list of the hazards involved in the activity and the precautions to be taken.

Safe Work Permits are usually made out in three copies: one retained by the issuer, the second for the workers directly involved in the task and the third for the safety department. The workers' copy is returned to the issuer when the work is completed. A Safe Work Permit should be issued only by a competent person, who is completely familiar with the work and the work area. The issuer should review the place where the work will be performed prior to issuing the permit.

Safe Work Permit

Precautions Always required:

- o Emergency procedures review by:
- o Emergency equipment & location review by:
- o Area inherent hazards review by:
- o Material Safety Data Sheet(s) review by:

Written instructions alone are often insufficient in the effective use of a permit. Practical training exercises for the people who issue and receive permits should be considered.