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1. Purpose

The purpose of this document is to define a minimum safe system for work being performed at ElectroMech Material Handling Systems (India) Pvt. Ltd to ensure a high standard of protection for people, environment and property.

The main objectives of the permit to work system are to:

- Ensure that all non-routine or hazardous work conducted in EMHS controlled sites is conducted in a manner which is safe;
- Ensure all works are coordinated to avoid conflicting activities to maintain a safe working environment;
- Ensure that the applicant accepts all responsibilities associated with the safe execution of works for which the permit is issued, ensures that the work area has been inspected, identifies existing and potential hazards, ensures that any equipment used is fit for purpose and ensures all necessary precautions have been considered before the work is authorized;
- Ensure that persons undertaking work have appropriate competencies; and
- Ensure that after work has been completed that the work site has been left in a safe condition.

2. Scope

Permit to Work system is a key part of managing work activities that have inherently higher risks or unique aspects that could lead to a higher level of risk than routine or daily work activities. It is supported by other management policies, procedures, and processes to regulate all work activities and manage risk.


The purpose of this permit to work system document is to provide guidance in confirming:

- Completion of all defined work activities, notation of the hazards involved, and precautions to be taken prior to the execution of the work (e.g. use of Safe work plan , job safety analysis , etc.).
- Coordination of all activities to provide a safe working environment for all personnel at the site.

3. Definitions

- **Non-routine activity or hazardous task:** A task undertaken for the first time, a task infrequently undertaken or a task with inherent hazards or risks that has the potential for a safety or environmental impact or incident.

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- **Permit to Work:** A formal document which gives written permission for a person or persons to carry out work of a particularly hazardous nature of work in a potentially hazardous environment.
- **Permit Authoriser:** A Safety officer EMHS employee who is authorised to issue a permit.
- **Permit applicant:** A person/company who is undertaking work, who requires authorisation. The applicant completes the permit form and is required to comply with the EMHS permit to work permit to work system.

4. Responsibility

The Head of Directors are responsible for:

- Ensuring the effective implementation of the Permit to Work policy and procedures.
- Allocating sufficient resources to enable the policy/procedures to be delivered.
- Monitoring the overall effectiveness of the policy and procedures.


Permit Authoriser

- Authorises the permit.
- Ensures there are no conflicting activities.
- Ensures that all permits are issued in accordance with the procedure.

Permit Applicant

- Ensures that all requirements specified in this procedure are met.
- Fills out the permit in detail and with accurate information to ensure the authoriser has a sufficient understanding of the activity being undertaken.
- Ensures work is conducted in a safe manner and in accordance with relevant legislation, standards, codes of practice and industry best practice as a minimum.

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5. Types of Permits

Permits are used within the PTW procedure, each controlling a specific type of job and activity.

- **Hot Work Permit** – A hot work permit is required for work involving the use of a flame or other sources of ignition.

Some examples include:

- Electrical welding and use of welding machine
- Flame cutting
- Grinding (producing sparks)
- Drilling work

- **Cold Work Permit** – A cold work permit is required for potentially hazardous work not covered by other types of work permits.

Some examples include:

- Chemical cleaning or use of solvents
- Handling of hazardous substances (eg. toxic/corrosive chemicals, asbestos, etc.)
- Use of resins, typically used during blade repairs
- Any painting activity
- Heavy lifts (refer to Crane/Lifting procedure for definition)
- Erecting or dismantling scaffolds
- Any non-routine and potentially hazardous activity,
- Any activity requiring specific control measures to confirm safety.


- **Electrical Work Permit** – An electrical work permit is required for work on electrical systems where there is a possibility of contacting energized electrical conductors.

Some examples include:

- Work involving the installation or repair of electrical conductors,
- Connection or disconnection of electric motors,
- Reaching into any panel, transformer or other electrical enclosure which
- May have energized circuits, capacitors, wiring, etc.
- Work on instrumentation, instrument panels, or telecom equipment,
- Where removal of a part of the circuit takes place outside normal operating conditions

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- **Confined Space Entry Permit** – A confined space entry permit is required to allow personnel to enter a confined space such as a blade, trench, tank, vessel, Pits, sewers, chamber, ducts etc.
 - A confined space entry permit allows access and inspection only.
 - When hot work, cold work, electrical work, and/or energy isolation work is carried out in a confined space, an additional permit(s) (as required by the type of work) must be applied for and cross referenced to the confined space entry permit

- **Excavation Work Permit** – A exaction work permit is required for any excavation or ground disturbance activity that involves digging, trenching, excavating or removing soil or ground.
 - If ground disturbance will be conducted utilizing mechanical equipment such as trenchers, backhoes, bulldozers, etc. a designated spotter will be added to the permit to confirm that adequate observation is being conducted to prevent contact with overhead power lines and to observe for any unusual objects or sounds from the excavation. This person will be dedicated to this purpose and listed by name of the permit.
 - Excavation activities requiring the issuance of a permit will utilize the EMHS Excavation permit.
 - **Working At Height permit :-**
Working at Heights - Any work at height of 1.8 meter or more from the ground level or floor. Elevated working positions where the hazard of a fall exists and where there is no physical protection such as handrails. Types of work covered include working from all types of ladders, scaffolds, mechanical lifts, working on transmission towers and conductors, inside confined spaces, sloped roofs, areas where there are no overhead tie-off points, when working within 6 feet (1.8mt) of the edge of a flat roof, erecting steel or installing/replacing roofing and in pipe racks. This does not include normal work on low stepladders, loading platforms, or similar locations.

6. Procedures

- **Initiation of Permit to Work** - A Work Permit (PTW form) must be filled out and approved at the beginning of each workday before work commences. The work permit is a daily permit and will need to be signed off at the end of each workday with comments related to the day's

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progress.

All Hot Work, Confined Space Entry, Ground Disturbance, “live” electrical work, and Critical Lifts require permit signature by the Area Authority.

➤ **Approval**

- The Permit(s) application is submitted to the Area Authority (AA) for approval. The Permit application is reviewed for proposed activities and to confirm that all potential hazards have been identified and precautions specified. Additional information shall be added when necessary.
- When initial information is insufficient; the application shall be rejected. The application can be resubmitted when the necessary information is filled in on the Permit.
- The Permit is then approved, subject to specified detailed precautions being implemented under the responsibility of the Area Authority.

➤ **Preparations**

- The Area Authority confirms that all necessary precautions are defined, implemented, and maintained in place during the Permit validity period.
- The Area Authority confirms that all potential hazards from ongoing and potentially conflicting activities are identified.
- A Permit is only be issued after all required safety equipment is in place and all defined isolations are fully implemented.

➤ **Work Progress**

Depending on work progress, the following instructions shall be followed as applicable

- If the work is completed by the end of the shift, the requirements of the Work Completed section apply.
- If the work is incomplete at the end of the shift, or is suspended during the shift, and the work is intended to continue on the following or subsequent shifts, a new permit is issued.

➤ **Permit Duration**

Permits are approved for the work scope and time period specified on the Permit. A Permit is suspended and re-issued after one of the following scenarios has occurred.

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- One work shift, with a maximum time of 12 hours, has ended
- When the work plan deviates from the original plan
- After work scope changes
- When there is a change in the personnel involved

➤ **Auditing**

Site Management carries out quarterly audits of the Permit Work System.

- The audit includes both examination of the documentation and discussion with personnel involved in Permit Work System issue and receipt.
- The checklist attached to this procedure is used to document the quarterly audits.
- The completed quarterly checklists is kept on file for a period of three years.

Document / Records

Work Permit - Regular EMOS/EMH/HSE/F02A

Confined space work permit EMOS/EMH/HSE/F02B

Roof Access permit EMOS/EMH/HSE/F02C

Record of Change:

Change No.	Description	Change Date	Approved By

Prepared By (Name):	Sanjay Warudkar	Approved By (Name):	Ajit Bhosale
Designation	Safety Officer	Designation	Head QA & Systems

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