



# MAHAGANPATI ASSOCIATE

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## 1.0 Purpose

Permit to Work (PTW) 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 PTW 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 JSEAs, Safe Work Plan [SWP], etc.).
- Coordination of all activities to provide a safe working environment for all personnel at the site (e.g., conducting Simultaneous Operations [SIMOPS] meetings).

## 2.0 Reference

- 2.1 BP Group CoW - GDP\_4\_5
- 2.2 HSSE 14.20.01 - BPWE JSEA Procedure
- 2.3 HSSE 13.40.01 - BPWE Confined Space Procedure
- 2.4 HSSE 13.50.01 - BPWE Hot Work Procedure
- 2.5 HSSE 13.30.01 - BPWE Lockout/Tagout Procedure
- 2.6 HSSE 13.60.01 - BPWE Ground Disturbance Procedure

## 3.0 Scope

- 3.1 This procedure is applicable to all BP Wind Energy employees and contractors that intend to perform work on BP Wind Energy premises.
- 3.2 Permanent on-site contractors may utilize their own PTW procedures as long as the procedures meet or exceed the requirements outlined in this procedure and have been approved by BP Wind Energy.
- 3.3 This procedure does not apply to "Non-Operational" Construction sites. These sites may utilize the PTW procedures of the General Contractor as long as those procedures meet or exceed the requirements outlined in this procedure and have been approved by BP Wind Energy.

## 4.0 Responsibilities

**4.1 Permit Authority** - This role is carried out by the Facility/Site/Project Manager and has the following responsibilities:

- Overall operation of the Permit to Work Procedure in their physical area of responsibility.
- Ensuring that the Permit to Work procedure is subject to regular monitoring and auditing, action upon the results of these audits to maintain the integrity of the system and proposing any recommendations for system improvement.
- Authorizing the Area Authority, Performing Authority, and Issuing Authority to carry out their duties, as described in this procedure.
- Ensuring that the training and competency standards, as defined in this procedure are followed and to satisfy himself/herself that the AA is competent.
- Authorization of all categories of Work Permits.
- Approval of Lessons Learned and audits.

**4.2 Area Authority (AA)** - are responsible for the day-to-day management of the Permit to Work process within their defined area. The Area Authority is normally the FM, DFM, Project Manager, site manager, or equivalent, although any individual can be assigned this role. There can be more than one Area Authority at the site or premises.

- Have overall responsibility for the safe control of non-routine work activities within their defined area in accordance with the Permit to Work system, including the issue of all Work Permits and associated Certificates.
- Ensure the appropriate level of risk assessment has been carried out for the task.
- Liaise closely with the Performing Authority when planning Permits, to ensure that appropriate controls are identified for each identified hazard.
- Ensure all the agreed control measures are in place, confirm that the Performing Authority fully understands the scope of the task and that other members of the work party have been fully briefed via a safety Toolbox Talk or equivalent means of communication.
- Provide the culture to "STOP the Job" if anyone feels unsafe or uncertain about any aspect of the task.
- Approve isolation design, control isolation implementation and ensure the agreed isolations are in place prior to allowing an associated permit to be issued.
- Ensure that the isolations are properly removed after completion of the work and cancellation of the permit.
- Ensure that worksite inspections are carried out before, during and after the performance of each task (some of this task may be delegated to a competent direct report).
- Ensure that adequate handovers take place at shift change, crew change or other change out/over of Area Authorities, Performing Authorities and Isolation Authorities.

**4.3 Issuing Authority (IA)** - The IA may be the Lead Technician or Supervisor responsible for normal operations within a particular discipline. The IA shall be an individual with additional training and understanding of safe practices.

- The IA may be the AA. If not the AA, the IA will support the AA in the safe control of work activities.
- This position is responsible to the AA for the management and safety of all activities within the designated area, including the issue of a PTW.
- Must be onsite for the duration of the Permitted task and confirm the job is performed per the requirements of the Permit, JSEA, Safe Work Plan and/or Level 2 risk assessment, whichever is applicable to the Permit.
- Issue Permits in accordance with the procedures within their area.
- Work closely with the PA when planning Permits to confirm that the appropriate hazards and controls have been identified for that task.
- **THE SAME PERSON CANNOT ACT AS IA AND PA FOR THE SAME TASK.**
- Confirm that all appropriate control measures are put in place prior to allowing a Permit to go live.
- Confirm that the PA fully understands the scope of the task and that other members of the work party are fully briefed.
- Authorize continuation of work where additional hazards are identified at the work site.
- Monitor work time limits specified on individual Permits.
- Restrict the number of Permits an individual PA manages at any one time.
- Confirm all personnel working within PTW are appropriately trained.

**4.4 Performing Authority (PA) - The PA's main duties are to:**

- Initiate the Permit and identify the hazards and control measures for the task being planned.
- Participate in any Risk Assessment where required.
- Hold tool box meetings as necessary to ensure that all other persons involved in the task fully understand the scope of the work, the identified hazards and associated controls (and ensure that all participating in the task sign off the worksite hard copy of the Permit).
- Provide the culture to "STOP the Job" if anyone feels unsafe or uncertain about any aspect of the task.
- Ensure that only personnel authorized by the Permit participate in the work and no unauthorized interference takes place.
- Ensure that if there are any changes to the initial Permit conditions the work is stopped and reassessed (Note: these include both changes in the work scope and conditions at the work site).
- Report and interact regularly with the AA and IA on any issues, to ensure risks

from all hazards continue to be mitigated by controls to as low as reasonably practicable (ALARP).

- Ensure that any agreed supplementary controls are recorded on the Permit and applied.
- Ensure that only work covered within the Permit scope takes place.
- Ensure that lessons learned from the job are captured.
- Ensure that the worksite is kept in a clean and safe condition both during and upon completion of the job.
- Ensure adequate handovers take place at shift and crew change periods with the oncoming Performing and Area Authorities.

#### **4.5 Authorized Gas Tester**

- Shall minimally test for the presence of flammable vapors, toxic gases, and oxygen prior to and during work covered by a Hot Work or Confined Space Entry Permit.
- When it is determined that Volatile Organic Compounds (VOCs) or other toxic agents may be present, the PA or AGT shall notify the IA and AA and consultation with the HSSE Advisor shall be initiated.
- AGTs shall be trained on the specific monitor in use and must understand the limitations of the devices that they are using.

#### **4.6 Fire Watch** - The Fire Watch is responsible for confirming that:

- Flammable materials have been cleared away from the work area.
- Sparks and welding spatter are contained by the use of fire blankets.
- Firefighting equipment is available and ready for immediate use.
- The alarm is sounded immediately and work suspended when a fire or gas release occurs in the area.
- The work site is monitored for 30 minutes after Hot Work stops.

## **5.0 General Requirements**

- 5.1** The PTW process is a key element of Control of Work (CoW) and shall be used to confirm that work is performed in a safe and environmentally sound manner.
- 5.2** The PTW system utilizes a form of Permit that requires review and approval prior to the commencement of work. The purpose of the system is to verify that work between different teams working in proximity to each other is identified and that work is reviewed for potential HSSE clashes.
- 5.3** The PTW process manages work activities and provides guidance for the development of a more detailed and written SWP for larger and more complex activities prior to initiating any work.
- 5.4** A PTW is normally required for non-routine and maintenance work involving facilities, equipment, or systems/processes. Non-routine activities that require a PTW include, but are not limited to:
- Hot work
  - Cold work - non routine hazardous activities
  - Ground disturbance
  - Electrical work
  - Confined space entry
  - Critical Lifts
- 5.5** PTW Usage – a permit is used to:
- Identify the scope of a specific task and where the work will be conducted.
  - Communicate activities throughout the facility/park through a PTW review meeting that is held daily.
  - Identify hazards and controls associated with the work task (JSEA process).
  - Identify the personnel who have oversight responsibility.
  - Identify the personnel performing the work.
  - Assign responsibility for various tasks.
  - Identify potential SIMPOPS issues with other work activities through the PTW review meeting.
  - Identify energy isolations/lockout/tagouts that will be in effect for the work that is being conducted.
  - Verify adequate control over the return to normal operations.

**5.6 Types of Permits** – Five types of 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)

5.6..1 Hot work activities requiring the issuance of a permit will utilize the BP Wind Energy Permit to Work form (HTX-050).

5.6..2 If the work activities will also require Lockout/Tagout the issuer will in addition utilize the BP Wind Energy LOTO Permit (40\_000011\_Att-A).

- *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 (e.g., 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.

5.6..1 Cold work activities requiring the issuance of a permit will utilize the BP Wind Energy Permit to Work form (HTX-050).

5.6..2 If the work activities will also require Lockout/Tagout the issuer will in addition utilize the BP Wind Energy LOTO Permit (40\_000011\_Att-A).

- *Electrical Permit* – An electrical permit is required for work on electrical systems where there is a possibility of contacting energized electrical conductors. Some examples includes:
  - 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.
  
- 5.6..1 Electrical activities requiring the issuance of a permit will utilize the BP Wind Energy Permit to Work form (HTX-050).
- 5.6..2 If the work activities will also require Lockout/Tagout the issuer will in addition utilize the BP Wind Energy LOTO Permit (40\_000011\_Att-A).
  
- *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, etc.
  - 5.6..1 A confined space entry permit allows access and inspection only.
  - 5.6..2 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.
  - 5.6..3 Confined space activities requiring the issuance of a permit will utilize the BP Wind Energy Confined Space Entry Permit (40\_000032\_Att-A).
  - 5.6..4 If the confined space entry will involve any work activities (except inspection) the issuer will in addition utilize the BP Wind Energy Permit to Work form (HTX-050).
  - 5.6..5 If the work activities will also require Lockout/Tagout the issuer will in addition utilize the BP Wind Energy LOTO Permit (40\_000011\_Att-A).
  
- *Ground Disturbance Permit* – A ground disturbance permit is required for any excavation or ground disturbance activity that involves digging, trenching, excavating or removing soil or ground.
  - 5.6..1 The permit requires that a “One Call” be made to the appropriate agency prior to commencement of any work activities and that an assessment is conducted by the “One Call” agency to identify underground utilities. A copy of the “One Call” report shall be presented with the Permit to document that this step has been completed.
  - 5.6..2 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.
  - 5.6..3 Excavation activities requiring the issuance of a permit will utilize the BP Wind Energy Excavation permit (#####).

## 6.0 Procedure

**6.1 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 progress.

- A. The PA initiates the Permit process by completing the first two sections of the work permit.
- B. If the work activities will include Energy Isolation (LOTO), Hot Work, Confined Space or Ground Disturbance, the PA will initiate these permits as well.
- C. The PA must complete a JSEA identifying the key steps of the task, the hazards involved with each step, and the methods for controlling each identified hazard.
- D. The PA will submit the completed Permit(s) and JSEA to the IA for approval. It is the Permit Requester's responsibility to ensure that the IA has all of the necessary information to determine the proper safety procedures to be followed.**
- E. Following the completion of the Permit, the PA shall give the Permit to the IA for review and approval. If the IA approves the Permit, he/she shall take the Permit to the AA for his/her review and approval.
- F. At a minimum, all Hot Work, Confined Space Entry, Ground Disturbance, "live" electrical work, and Critical Lifts require permit signature by the AA.

## 6.2 Approval

- A. The Permit(s) and JSEA application is submitted to the Area Authority (AA) for approval. The Permit application is reviewed for impact on all SIMOPS and/or proposed activities and to confirm that all potential hazards have been identified and precautions specified. Additional information shall be added when necessary.
- B. 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.
- C. The Permit is then approved, subject to specified detailed precautions being implemented under the responsibility of the IA.

## 6.3 Preparations

- A. The IA shall confirm that all necessary precautions are defined, implemented, and maintained in place during the Permit validity period.
- B. The IA shall confirm that all potential hazards from ongoing and potentially conflicting activities (SIMOPS) are identified. If necessary, additional precautions shall be put in place, including liaison with all Affected IAs.
- C. A Permit shall only be issued after all required safety equipment is in place and all defined isolations are fully implemented.



#### **6.4 Commencement**

- A. Utilizing the JSEA process, the PA must explain the Permit conditions to all persons involved with the job before they start work. All personnel working on the Permitted job must sign the JSEA that is maintained and posted at the work site.
- B. Should new personnel be assigned to an active Permit, the PA must review the JSEA and work scope with the new personnel. Only then can the new personnel commence work on the active Permit.
- C. Should any employee working on a permitted job consider that conditions are unsafe for work to continue, they should immediately inform all personnel working on the job, stop the work, make the work site is safe, and inform the PA and/or IA.
- D. If the work scope changes (e.g., Hot Work or Confined Space found to be necessary after starting work), an application must be made for a new Permit of the appropriate type for the additional work.
- E. The IA may withdraw a Permit at any time if the specified precautions and conditions are breached, become invalid, or if operational safety is compromised.

#### **6.5 Work Progress**

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

- A. If the work is completed by the end of the shift, the requirements of the Work Completed section apply.
- B. 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 must be issued.
  - The IA shall confirm that the Permit and specified precautions and conditions are still valid and that the work does not conflict with ongoing work activities. When appropriate, this involves a work site visit by the IA or a suitable delegate. Gas testing and the application of safety bypasses must be carried out where specified. Isolation security must be verified where practical.
  - The PA shall explain the Permit conditions (utilizing the JSEA) to all persons before they start work, and shall confirm that newly involved personnel's signatures are added (at the work site) to the JSEA.

#### **6.6 Work Completed or Work Delayed and Permit Invalid**

- A. Whether work is completed or work is delayed and a Permit becomes invalid, the PA must confirm that the site is left safe and tidy and that all personnel have been withdrawn.
- B. The PA shall communicate the work status to the IA.
- C. The PA shall confirm that the work for which the Permit was prepared has been completed or delayed, all personnel have been withdrawn, and all plant process and equipment affected by the work have been left in a safe condition.
- D. The IA shall have the site checked.
- E. Where work has been delayed and can now be completed, any new Permit must

identify the above Permit's isolation status, specified precautions and conditions, and all new requirements.

- F. The IA shall file each Permit and its associated documentation, which shall be maintained at the worksite for a minimum period of one year.
- G. Upon completion of work, and particularly for unique or complex work activities, the knowledge gained should be shared throughout the BP Wind Energy organization using the Lessons Learned process.

### **6.7 Emergency Suspensions or Cancellations**

- A. Any time an emergency situation or alarm occurs at the site, ALL PERMITS ARE SUSPENDED. This confirms that personnel are disengaged from the work and that all work activities cease during an emergency or perceived emergency. Before work activities may resume, the work areas, shall be assessed by the PA. If determined to be safe for work, the PA will notify the IA and the IA will authorize the resumption of the work activity.
- B. Similarly, if anyone calls for a work stoppage (Stop the Job) because of a perceived or real safety hazard, the Permit is immediately suspended and the 'Stop the Job' procedure shall be followed to resolve the situation or concerns. Once again, the PA will assess the work area, make changes to the JSEA, etc. before resuming the work.
- C. If the work stoppage occurs because the scope of work at the work site exceeds or is not accurately described on the Permit, the Permit is to be immediately cancelled by the PA and this cancellation communicated to the IA and AA. An investigation will be conducted into the reasons for this and corrective actions taken before a new Permit request is presented for review and approval.

### **6.8 Limitation of Active Permits**

To confirm that adequate management of all work activities is maintained, the AA, in conjunction with the IA, may place a limit on the number of active Permits the IA can control at any one time. All applications for Permits in excess of those allowed by the AA shall be held and issued only when active Permits are canceled or suspended.

### **6.9 Permit Duration**

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

- 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
- Whenever an emergency alarm is sounded

## **7.0 Training**

- 7.1** All personnel involved in the use of the Permit to Work system or Permit procedures shall be both trained and assessed as competent to the appropriate level.
- 7.2** The required competency of all relevant personnel should be confirmed during the planning process for a particular task. The Area Authority and/or O&M Supervisor should ensure that new personnel have the required competencies properly certified from acceptable source or third parties.

## **8.0 Auditing**

- 8.1** Site Management shall carry out quarterly audits of the PTW system.
- The audit should include both examination of the documentation and discussion with personnel involved in PTW issue and receipt.
  - The checklist attached to this procedure shall be used to document the quarterly audits.
  - The completed quarterly checklists shall be kept on file for a period of three years.
- 8.2** BU / site based audit schedules should ensure that a systematic PTW system audit is carried out at least once per year. Such audits should examine a representative sample of live and completed Permits and Isolation and other Certificates used, and also seek evidence from persons involved in the PTW system.
- 8.3** The audits should cover all aspects of the PTW system including required competence, handovers, toolbox talks, and continuous improvement.
- 8.4** This procedure shall be audited every three years.

## 9.0 Acronyms and Definitions

**Acronyms Table**

Acronym	Definition
AA	Area Authority
BU	Business Unit
CoW	Control of Work
IA	Issuing Authority
ICC	Isolation Control Certificate
ISO	Isolating Authority
JSEA	Job Safety Environmental Analysis
HSSE	Health, Safety, Security, and Environmental
MOC	Management of Change
MSDS	Material Safety Data Sheet
PA	Performing Authority
PTW	Permit To Work
QA	Qualified Authority
QEP	Qualified Electrical Person
SIMOPs	Simultaneous Operations
SPM	Safe Practices Manual
SQEP	Senior Qualified Electrical Person
SWP	Safe Work Plan

**Definitions Table**

Term	Definition
<b>Area Authority (AA)</b>	The custodian of the Permit To Work procedure. The AA is responsible for the review, maintenance of documents, assignment, and communication of work responsibilities. The AA will confirm all work activities conducted are consistent with the Control of Work Policy and associated practices/procedures and permit requirements. For PTW, the AA shall be the Person in Charge (PIC), Facility Manager (FM) or Site Manager.
<b>Assessment</b>	An appraisal.
<b>Authorized Gas Testers</b>	Personnel testing for the presence of flammable vapors, toxic gases, and oxygen as instructed by the Issuing Authority (IA) prior to and during work covered by a Permit. Authorized Gas Testers shall be trained on the specific monitor in use.

Term	Definition
<b>Confined Space</b>	<p>A space that has all three of the following criteria:            Large enough and so configured that an employee can physically enter            Limited or restricted means for entry or exit            Not designed for continuous employee occupancy            Examples of confined spaces are tanks, vessels, silos, storage bins, hoppers, vaults, and pits.            It can be any enclosed or partially enclosed space where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g., lack of oxygen, toxic or combustible gases) may be present.</p>
<b>Confined Space Entry Program</b>	<p>A detailed Permitting program designed to confirm safe confined space entry.</p>
<b>Control of Work (CoW)</b>	<p>A formal approach to manage work risk with a procedural form of control. Processes and systems used to regulate work activities (i.e., the power to direct).</p>
<b>Energy Systems</b>	<p>Systems that are or potentially could be energized or that contain stored energy.</p>
<b>Hot Work</b>	<p>Any work that involves burning, welding, using fire- or spark-producing tools, or that produces a source of ignition. Additionally, cutting, grinding, hot tapping, or work with open flame or non-intrinsically safe electric tool in electric work areas.</p>
<b>Isolation Control Certificate (ICC)</b>	<p>A single document recording all isolations required in order for a task to be carried out safely.</p>
<b>Issuing Authority (IA)</b>	<p>Person directly responsible for confirming that all necessary and required precautions and or procedures are followed prior to approving the permit. The (IA) is the central figure in the day-to-day management of the permit process within their area of responsibility, including issuing permits consistent with all associated practice and permit requirements. This person is responsible for insuring that he or she fully understands the work that will be done under his or her authority; he or she insures that there are not simultaneous operations (SIMOPS) clashes within the work groups where incongruent tasks would be performed in close proximity that could result in an unplanned event. The IA may be the Lead Technician.</p>
<b>Job Safety Environmental Analysis (JSEA)</b>	<p>A systematic look at a task to be performed; breaking it down to individual task steps, identifying potential hazards, and methods to control those hazards. A job related safety and environmental analysis is intended to identify hazards and provide actions to mitigate all known hazards with a particular task.            A JSEA can be used as a Level One risk assessment.</p>
<b>Level 1 Risk Assessment</b>	<p>A Level 1 Risk Assessment is a broad overview of the task by a competent person(s) – typically the Performing Authority or the</p>

Term	Definition
	Issuing Authority – to identify all significant hazards involved and appropriate controls, which are required, let the job to proceed. A Level 1 Risk Assessment can be a JSEA.
<b>Level 2 Risk Assessment</b>	A more structured semi-quantitative assessment which is required when a competent person judges that there are greater hazards or complexities associated with the task which requires a more rigorous assessment. A Level 2 RA is carried out by a team.
<b>Lockout/Tagout (LO/TO)</b>	The placement of a locking device on an energy isolating device confirming that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. Each lockout device must have a tag with its own individual number with a description of the lockout, the name of the person who applied it and the date the lockout was put into effect. The energy isolation device and the equipment being controlled may not be operated until the tagout device is removed.
<b>Management of Change (MOC)</b>	An established, documented means of managing and controlling physical, chemical, organizational, process, or administrative changes.
<b>Performing Authority (PA)</b>	The Performing Authority is the responsible person for the activity being carried out on the work site under the Control of Work Policy, practices, permits, and Work Control Certificate (WCC). The PA is accountable to the IA/AA for safe delivery of all work activities. The Performing Authority may be the person carrying out the task or may be supervising a group of people carrying the job. The Performing Authority can be responsible for more than one task at any one time, providing the tasks can be safely managed concurrently. The PA may serve as the IA if competent in the permit practice and requirements in question. However, the PA cannot serve as the AA. The PA and AA cannot be the same person. Each Permitted task must have a separate PA and AA. The Performing Authority may be the Foreman.
<b>Permit To Work (PTW) Process</b>	Management system used to understand, approve, and process work activities in a safe manner.
<b>Simultaneous Operations (SIMOPs)</b>	Simultaneous Operations (SIMOPs) are multiple independent operations that occur on a location at the same time. Events of any one operation may impact the safety of personnel or equipment of another operation (i.e. construction, welding, or working at heights).
<b>Tool Box Meeting, Pre-Job Meetings, and JSEA Meetings</b>	Meetings of all personnel involved in a particular task. The intent is to understand the task and any associated hazards and to identify hazard mitigations.

**Document Control Details**

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