

Guidelines – Permit to Work



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<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.