

S21 – Toolbox Talk Permit to Work

A permit to work is a document that controls the undertaking of a task involving sufficient hazards to require a written record of hazard identification, control measure verification, authorisation to start, acceptance, return and cancellation.

A list of all tasks requiring a permit to work is displayed on the company health and safety notice board. These tasks must not be started until the permit has been written, and received by the persons undertaking the work.

The originator of a permit to work is generally the responsible manager, who must ensure all control measures detailed in it are in place before issuing it. The hazards identified and consequent control measures specific to the particular task will vary depending upon the task. All hazards must be identified, clearly detailed on the permit, and suitable and sufficient control measures must be put in place.

The following points are common to all permits to work:

- Details of the type of permit in use
- Details of the task, and the location in which the work is to be undertaken
- The time and date the permit is valid from
- The hazards identified
- The control measures in place to remove or minimise those hazards
- The method and location of isolation and lock off
- Emergency contact details
- Confirmation that a risk assessment and a safe system of work are available
- Authorised signature of the person issuing the permit
- Signed acknowledgement from the persons receiving the permit and supervising the work
- Time extension, if required, from the initial expiry time stated
- Completion of work and cancellation of the permit (acknowledgement by the person in charge of the work and the issuer of the permit respectively).

Training register

Date	
Name of attendee	Signature
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