

# Safe Work Permit

## I PURPOSE

To provide a process to be used for minimizing losses that may result from the execution of non-routine works.

## 2 SCOPE

This procedure applies to all functional areas, operations, offices, including employees, vendors, visitors and contractors within the scope of the Integrated Management System (IMS).

## 3 DEFINITIONS AND ACRONYMS

### Definitions

**Non-Routine Work** is specific work, jobs, or tasks that are carried out sporadically or not on a regular basis and due to their nature need to be controlled in order to be executed safely. These works shall include any carried out using another area's/department's resources (equipment, staff, contractors, etc.).

**Non-Routine Work Authorization Permit** is a form that shall be completed before the execution of non-routine work can start.

**Non Routine Work Requiring A Safe Work Permit** is any specific work, job, or task for non-routine work in which an SOP does not exist and which possess significant hazards and associated risks. Examples of significant hazards include, but are not limited to, non-routine work involving interactions between light and heavy vehicles, work involving pedestrians working around heavy equipment, work around bodies of water, work around unstable high walls, work in remote operations, and work in areas where crews/people do not normally work.

### Acronyms

**HMR** HSLP Management Representative

**HSLP** Health Safety and Loss Prevention

## 4 ROLES AND RESPONSIBILITIES

### Document Owner

HMR

### Responsible Roles and Position-Holders

**Contractors/Vendors** are businesses performing a service for the COMPANY. They are responsible for ensuring their employees working on COMPANY sites have the required locks

and tags as specified in this procedure and that their employees understand and comply with the requirements as outlined in this procedure.

**Employees and Contracted Employees** are all employees in any position whether COMPANY or contracted employees working on any COMPANY site. They are responsible for complying with the requirements as outlined in this procedure and be familiar with the hazards associated with compressed gases.

**General Foremen** can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are required to approve the Safe Work Permit and ensure it is correctly completed, inspect the work area prior to work commencing, and ensure the necessary resources exist and are in place before any of the work is performed.

**HSLP** is any COMPANY employee working under and including the Regional Director of HSLP. They are responsible for establishing the minimum requirements for compressed gases safety and periodically auditing for compliance to this procedure.

**Foreman / Supervisors or Designee** can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are responsible for ensuring employees have received the proper training, that this procedure is followed and complied with, and for the enforcement of this procedure with employees in his/her area of responsibility.

They shall ensure that an approved Safe Work Permit is completed prior to starting any non-routine work and shall keep a copy of the Permit in the work area then submit the original to HSLP.

They must ensure that a Task Analysis and associated SOP, establishing the controls to be implemented, are complete.

Ensure that all other necessary permits are in place before performing the non-routine work. These permits (excavations, hot work, confined spaces, etc.) must be attached to the Safe Work Permit.

Make sure that the personnel executing this work are trained and qualified in the activities included in the Non-Routine work. Inspect the work area, the equipment, the tools, verifying its optimum condition for the execution of the work.

## 5 DIRECTION

### **Authorization for the execution of Non-Routine Work**

Complete the corresponding Safe Work Permit when executing Non-Routine Work.

Safe Work Permits are to be issued for non-routine work in which an SOP does not exist and which possess significant hazards and associated risks. Examples of significant hazards include, but are not limited to, work involving interfaces between light and heavy vehicles, work involving pedestrians working around heavy equipment, work around bodies of water, work around unstable high walls, work in remote operations; and work in areas where crews do not normally work.

### **Task Analysis**

The petitioning supervisor must carry out a Task Analysis of the task to be executed. The

respective controls shall be established on the Analysis worksheet.

An SOP will be written using the information from the Task Analysis. The SOP will include steps and controls defined in the analysis.

Whenever any other type of permit is required for the execution of work, like Excavations and Trenches, Hot Work, Confined Space, Work Near Power Lines, etc., they shall be attached to the Safe Work Permit of this Procedure.

The General Foreman of the petitioning Area must review the Task Analysis and Procedure before signing the Permit to ensure that they were properly done.

The Safe Work Permit is fully completed only when both the foreman and general foreman have signed off on the permit.

### **Training**

All supervisors and persons responsible for Non-Routine Work must have received the Basic HSLP training required for supervisors.

All employees that must carry out tasks related to Non-Routine Work like Working at Heights, Hot Work, Energy Isolation, etc., must have been trained in the corresponding courses for each activity.

Before carrying out Non-Routine Work, the employees performing the work must attend a talk by the supervisor where the SOP and/or associated hazards and controls are discussed.