

1. Policy & Purpose

The purpose of this policy describes the procedures to be employed to ensure that all tasks that are required to be controlled by the use of a Permit to Work are managed appropriately and that the issue, operation and closure of a permit to work are carried out in a formal standardised and effective manner, and ensure that Permit to Work documents are used correctly and in line with Company policy. This document addresses the duties and responsibilities placed upon the Company and its employees, contractors, agency staff and all others by the Permit to Work policy. This document applies to all managers, employees and contractors who have interest in any works or activities undertaken under the control of a Permit to Work.

2. Definitions

Permit to Work: A formal document which gives written permission for a person or persons to carry out work of a particularly hazardous nature or to work in a potentially hazardous environment. The Permit to Work document will contain information on work to be done and precautions to be taken. It is a clear record that all foreseeable hazards and risks have been considered and all appropriate precautions have been defined and implemented.

3. Requirements

KGJ Price (Railway Contractors) requires that all Permits to Work are effectively and appropriately used for the right reasons and are NOT to be used for other reasons such as an authority for contractors to carry out routine tasks, etc. They will only be prepared, authorised and issued by a person who has been appointed to issue them in writing and has received formal training in the importance, management and use of Permits to Work.

Permits will only be prepared, issued and utilised in strict compliance with the requirements of this policy and supporting procedures.

4. Statement

The use of a Permit to Work system is an extremely important function of KGJ Price (Railway Contractors) management system and as well as helping control hazardous activities it demonstrates a heightened level of awareness and commitment to minimise risk.

A Permit to Work will only be issued by a manager, supervisor or other competent person, all of whom will have received formal Permit to Work training and will have been authorised and appointed in writing by a senior or General Manager and/or a Director using the KGJ-RMS-F112 "Appointment to Authorise Permits to Work". They are designated as "Appointed Persons". Letters appointing them will be held by the respective Appointed Person at their place of work, and will be readily available for examination at all times. It is the responsibility of managers to be fully aware of the requirements of this policy and its supporting procedures and to adopt and implement their requirements fully and effectively within the workplaces under their control.

Managers are to communicate the requirements of the policy and procedure and supporting documents to all employees and contractors who may be affected by them.

Mervyn Harris



Director
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