

7. Job Safety Analysis / Permit to Work

A Job Safety Analysis is a formalized procedure whereby persons involved in a task get together before work starts to assess the work, identify associated hazards and recommend safe job practices and precautionary measures.

A Permit to Work system is a formal written system used to control certain types of work which are identified as potentially hazardous. It is also a means of communication between site/installation management, supervisors and those who carry out the work.

- 1) All site work activities are risk assessed. All non-routine or hazardous activities require some type of Job Safety Analysis: a generic Job Safety Analysis for lower risk activities, a unique Job Safety Analysis and a Permit to Work are required for higher risk activities as defined by the Site. Sites agree with the project team those routine activities they feel will not require Job Safety Analysis.
- 2) Prior to performing a task, field personnel have a pre-job meeting and review the Job Safety Analysis and the work permit. All members of the work team are required to review and sign the Job Safety Analysis and/or permit.
- 3) Workers will stop work if the work scope or work conditions change, if an incident or near miss happens or if there is a site emergency alarm or evacuation. The Job Safety Analysis and permit are reviewed and revised as needed, and the permit re-authorized or re-issued before work resumes.
- 4) Work planned for one area or system is reviewed to identify hazards (such as energy sources, hazardous atmospheres, working at heights, and confined spaces) and controls associated with conflicting work scopes in the same or adjacent areas.
- 5) Site Management has a verification system in place to ensure personnel at site follow the requirements of the Permit to Work and Job Safety Analysis.

Job Safety Analysis

- 6) The Job Safety Analysis process:
 - identifies the basic steps included in a task
 - identifies the hazards associated with each step, including potential hazards from other activities in the same area
 - identifies controls to eliminate/minimize each identified hazard.
- 7) A Job Safety Analysis is written in the working language of the work group when the literacy level of the work group allows, or as a minimum there are arrangements to verbally review the Job Safety Analysis with the work group in the language they use.

This is an extract from IOGP Report 577 - Fabrication site construction safety recommended practice - Hazardous activities, version 1.2 published November 2018. IOGP Reports are subject to regular review and update. In all cases only the current version of Report 577 is authentic.

- 8) A Job Safety Analysis is written by the work team or by individuals as close to the work as possible, with active participation by First Line supervisors and members of the work team.
- 9) First Line supervisors are responsible for monitoring the work to verify implementation of the controls identified in the Job Safety Analysis.
- 10) Focus areas on line-of-fire hazards are included in the Job Safety Analysis, such as:
 - dropped objects
 - swinging loads
 - pressure releases
 - tool or equipment movement
 - hoisted loads that might swing or fall
 - sources of energy: electrical, hydraulic, heat or pressure.

Permit to Work

- 11) Site Management specifies when a Permit to Work is required. Supervisors risk assess all work and determine if a work permit is required for specific work or if a Job Safety Analysis alone is sufficient to control hazards.
- 12) If multiple Permit to Work systems are in place on a construction site then a mechanism is required to ensure there are no conflicts (e.g. SIMOPS, incompatible work processes, commissioning clashes etc.) between these systems or work carried out. For each work activity, there must be one permit to work utilized by workers so that the permit requirements are clearly documented and understood.
- 13) Roles and responsibilities are defined for personnel who take part in Permit to Work implementation, including Person In Charge, permit requestors, permit issuers/coordinators, permit receivers, and permit holders. Training is provided for those positions and the people holding these positions have been trained.
- 14) Permits cannot be changed in the field without re-submittal and full approval.
- 15) Work plans are developed for the coming activities, identifying areas and systems affected. Plans are formally communicated to the Permit issuer/coordinator, as a minimum, before the activity starts.
- 16) The permit holder confirms that the workplace has been inspected before work starts, that it conforms to permit listed requirements, that it is safe to start work, and that the work permit has been signed.

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- 17) All permits have a specified duration. There is a process in place to identify permits which have not been closed within the specified duration.
- 18) There is a process for handover of permits between shifts.
- 19) Permit closeout checks confirm that:
 - work was completed or suspended satisfactorily
 - Isolations and Temporary Defeats were returned to service and assessed
 - equipment was returned to a safe condition
 - housekeeping is satisfactory
 - completion of the work is communicated to the affected personnel.

Relevant IOGP Life-Saving Rules, Report 459



Work with a valid permit when required
