**Purpose**

This procedure describes the use of the Permit To Work system and the Last Minute Risk Assessment (LMRA).

**Scope**

The Permit To Work system is applicable when carrying out high-risk work.

A Last Minute Risk Assessment is applicable:

1. when two or more contractors or subcontractors carrying out non-high-risk work are to work together with clear interaction due to the time and/or nature of the work.
2. When an LMRA is not integrated in the Permit To Work system and the Permit To Work is not filled in by the party carrying out the work.

Safety instructions can replace the Permit To Work system but not the Last Minute Risk Assessment.

**Responsibilities**

* **Permit To Work system**

Three different parties can complete the Permit To Work system.



* **Last Minute Risk Assessment**

Only the party carrying out the work may and can carry out an LMRA.

**Work method**



**Miscellaneous**

* **The party carrying out the work must be in possession of the Permit To Work, the Last Minute Risk Assessment and the safety instructions at all times.**
* **Documentary evidence must be kept (electronically or otherwise). These documents will form part of the audit and final assessment.**

**Annex 1: Use of Permit To Work**

**What is a Permit To Work?**

A Permit To Work is a document establishing a set of arrangements to be complied with when carrying out high-risk work.

Examples of high-risk work:

* Working in confined spaces
* Working with hazardous substances
* Hot work (grinding, burning, welding in an environment constituting a fire hazard)
* Excavation work
* Working at height
* Working with electricity
* Working on piping that contains or has contained hazardous substances

**Why use a Permit To Work system?**

If various parties are involved (client, contractor and any other contractors) thorough consultation must take place between the parties. Binding arrangements must be made to prevent any misunderstandings concerning the responsibilities and conditions under which work must take place.

These arrangements are described in the Permit To Work. The permit also allows the start of the work.

**Contents of a Permit To Work?**

A Permit To Work describes:

1. who is to do what work
2. who is responsible for filling in the Permit To Work and taking the measures
3. the preventive measures required during the work and how they will be taken.

**Points of particular importance when filling in a Permit To Work:**

1. **Description of the work to be carried out**

Try to give a description of the work in such a way that a layman can understand it.

1. **Indication of the preventive measures to be taken**

Remember the hierarchy: (elimination at source, collective measures, personal protection and signs)

1. **Coordination of the work**

If multiple contractors are to work on the site, who will ensure the coordination of the work?

1. **Date + time of start and end of the work**

*Note. A permit is valid for a maximum of five consecutive days.*

1. **The Permit To Work must always be signed and must be available at the site during the work.**
2. **The Permit To Work must be kept after the completion of the work.**

**Annex 2: Use of the Last Minute Risk Assessment**

***What is a Last Minute Risk Assessment?***

*A Last Minute Risk Assessment (LMRA) is an evaluation of the risks just* before *the start of work. It has the purpose of establishing whether the potential risks observed at the workplace correspond to the actual situation.*

***When is a Last Minute Risk Assessment applicable?***

It is applicable to all work for which multiple contractors are to work at the same time at the same location.

Note. An LRMA must also be conducted for the safe closing off of the site or workplace.

***Method?***

An LMRA is conducted just before the start of the work and is filled in by the party or parties carrying out the work.

*The relative LMRA is filled in, signed by the parties involved and kept.*

*(this also applies for routine activities)*

*Work may not take place if it appears from the LMRA that:*

* *the expected situation or work does not correspond to the actual situation*
* *the resources to manage the risks are not present.*

*A new LMRA must be drawn up when:*

* *one has interrupted the work and left the workplace*
  + *Meals, breaks, alarms, etc.*
* *the working conditions or working environment have changed*
* *the work has been transferred to another colleague*
  + *He or she must at least read the LMRA and sign it*

***Requirements?***

Each contractor who is to carry out an LMRA must have at least undergone basic training on risk identification and management.

It is recommended that employees of the contractor are provided with a card with a checklist for the identification of a number of risks.

An LMRA supplements the PTW (Permit To Work). An LMRA does not replace the PTW but can be integrated in it.

Both the PTW and the LMRA are present at the workplace with the person carrying out the work. The PTW and LMRA are kept after the completion of the work.

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| Prepared by: | HSSE Coordinator | Jan Berghmans |
| Reviewed by: | HSSE Coordinator | Jan Berghmans |
| Approved by: | HSSE Coordinator | Jan Berghmans |

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