

Work Permit Checklist

(different types of permits) in example – lock out tag out, confined space, scaffolding and excavations: etc.

Project Name:

Originated by:

Date and Time permit issued:

Scope of work:

Names of Employees involved: (sign and print full name)

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Work area/specific location: _____

Work order/purchase order: # _____

Work description:

Supervisor: _____

Signature/print full name

Background			
<p>Detailed Background of the project:</p> <p>What safety precautions and measures for RF exposure are required to complete project safely</p> <p>Have workers been informed, are fully aware and trained for the site specific hazards at cell sites.</p> <p>Is the site a controlled or uncontrolled environment</p>	<p>Who, what, where, when and specifically how the task is to be completed and the goal.</p> <p>Surveys ___ PPE ___ PPM ___ JSA ___ Training ____, etc.</p> <p>“Right to Know”, Right to a safe work environment, Responsibility to keep work environment safe.</p> <p>Controlled – secured site, RF and other hazard signs in place, safety health and environment action program, training and enforcement in place.</p>		
Objectives			
	Yes	No	Comments
<p>Have project objectives been defined and are they clear?</p> <p>Scope of work at site: work order with site hazards and proper PPE, JSA. Etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Organization			
	Yes	No	Comments
<p>Has the work permit been reviewed every shift and reissued if a change in conditions or the scope has occurred?</p>	<input type="checkbox"/>	<input type="checkbox"/>	By Competent, Qualified, Authorized and/or Designated Person. ie. supervisor, safety person, etc.
<p>Has a project qualified person been identified who will sign-off on the requirements for the task to be completed safely, and in compliance?</p>	<input type="checkbox"/>	<input type="checkbox"/>	Trained to recognize and correct and/or control any and all hazards at sites, facilities, rooftops. etc.
<p>Has Job Safety Analysis and Required compliance been done? Has verification of site specific training been provided and completed</p>	<input type="checkbox"/>	<input type="checkbox"/>	A summary of each phase of the project or area of work identifying all potential hazards, including safety, health and environmental.
<p>Should a safety, health, and/or environmental representative be involved prior to and during the scope this task?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Emergency numbers (all its business reported through the plan emergency</p>	<input type="checkbox"/>	<input type="checkbox"/>	

notification system)			
# contact:	<input type="checkbox"/>	<input type="checkbox"/>	
# contact:	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment and area status required for specific scope of work			
	Yes	No	Comments
In-service equipment and vehicles inspected daily before use	<input type="checkbox"/>	<input type="checkbox"/>	
Out of service equipment tagged and removed	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection of all equipment, materials, PPE and PPM involved in task	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation required to insure a safe atmospheric work environment?	<input type="checkbox"/>	<input type="checkbox"/>	
Isolation of power permit signed by authorized person, locks/tags & other necessary equipment needed to be safe and in compliance	<input type="checkbox"/>	<input type="checkbox"/>	
RF assessment and or survey completed and employees trained to work in and around hazardous environments. TWA to ascertain how long workers can be exposed to RFR.	<input type="checkbox"/>	<input type="checkbox"/>	
Risk, possible hazards and precautions			
Hot surfaces/ RF burns, weather hazards. etc.	Yes	No	
Toxic gases, caustics, acids,	<input type="checkbox"/>	<input type="checkbox"/>	
Trips/falls/slippy surfaces, fall protection and other PPE, PPM. Etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Carbon dioxide/carbon monoxide/biological, vapors, mists,	<input type="checkbox"/>	<input type="checkbox"/>	
Required Permits			

Contractors and/or subcontractors, permits to work at sites and facilities	Yes	No	
Documentation of tasks, training, pre-planning of scope of work and required training to work in a hazardous environment			
Confined space, working at heights and/or use of scaffolding.	<input type="checkbox"/>	<input type="checkbox"/>	
Excavation, close proximity, critical lifts	<input type="checkbox"/>	<input type="checkbox"/>	
Hot work and other compliant required work permits.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Project Deadline (Completion Date) been established?	<input type="checkbox"/>	<input type="checkbox"/>	
Have interdependencies between other projects been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Project Estimates			
	Yes	No	
Start Date	<input type="checkbox"/>	<input type="checkbox"/>	
End Date	<input type="checkbox"/>	<input type="checkbox"/>	
Efforts in hours	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Back of Permit

The purpose of the permit to work system is to:

- provide the proper authorization to work and in the identification of responsible personnel
- set up a dialogue between the qualified person the worker to make clear to the person(s) carrying out the job the hazards and risks involved and precautions to be taken to control the hazards and minimize risks.
- Ensure that the person responsible for an area of the facility is aware of all work being undertaken in their workplace.
- Assure the equipment or system has been properly prepared for the corresponding task.
- Assure the operating personnel understand when the work is complete, the extent and effect of repairs, and that the repair is acceptable and safe for operation.

The Qualified Person who issues the permit will:

- Understand the scope of work and facilitate a dialogue to make clear to the person(s) carrying out the job, the hazards and the risk involved in precautions to be taken to control the hazards and minimize risks.
- Conduct a visual inspection of the worksite with the personnel and/or contractors, unless there is a formal risk assessment in place, which shows that a visual inspection is not necessary.
- Stress requirements of the necessary precautions need to be implemented, including isolations, before work begins.
- Be trained and properly listed as Qualified person.
- Ensure all people who may be affected by the work are informed before the work begins, when the work is suspended and when the work is complete.
- Ensure effective rates are made for the worksite to be examined on completion of work and is appropriate when work suspended.
- Ensure the communications are made to discuss all ongoing or suspended permits with the oncoming permit issuer.

Supervisors will ensure that:

- They received training on the Permit to Work System and the people working for them have received adequate instruction on the system.
- Permit precautions are maintained throughout the work activity so the worker understands that if circumstances change work must be stopped and advice sought.
- The workgroup stays within limitations set on the permit (physical boundaries, type of work and duration of permit).

Individuals working with, in the permit to work system will ensure that:

- **They do not start work requiring a permit, unless it is properly authorized and issued**
- **They have received instruction and have a good understanding of the Permit to Work system at the workplace where work is occurring.**
- **They do not start any work they suspect requires a permit, until it is been properly authorized and issued or confirmation gained that a permit is not required for the planned scope of work. They receive a briefing by a qualified person on the particular task in the understand hazards and the precautions to be undertaken.**
- **On completion or suspension of work the site is left in a safe condition and the qualified person is informed.**