Permit to Work

This Permit-to-Work course teaches learners about the type of work activities that may require a permit-to-work, and what the permit should include if so. It explains the duties of those involved in its creation and those who supervise and carry out the work it covers.

It also explains the control measures needed for permit-to-work systems, including provisions for hot works, the importance of isolating plant and machinery, and how permits should be displayed and cancelled. By completing this course, you'll understand how to prepare permits if your role requires it and how to properly follow them if your workplace is issued one.

Module 1: Introduction to Permit-to-Work Systems

This module outlines what permit-to-work systems are, the key principles involved and the types of work that may require them, as well as why they are important. It also explains the position of a permit-to-work in the hierarchy of controls and the relevant health and safety laws.

• The hierarchy of controls
• The position of permit-to-work systems in the hierarchy of controls
• What is a permit-to-work?
• What are the key principles in a permit-to-work?
• What types of work may require a permit-to-work?
• When should permit-to-work systems be used?
• Who should take responsibility for the preparation and issuing of permit-to-work systems?
• Why are permit-to-work systems important?
• Health and safety law
• The Health and Safety Executive

Module 2: Creating a Permit-to-Work

This module explains the role of permit-to-work systems within the risk assessment process. It also examines step by step what should be included in a permit-to-work.

• What is a risk assessment?
• Who should carry out a risk assessment?
• The role of safe systems of work and permit-to-work systems in risk assessments
• Principles of a model permit-to-work
• Permit title and reference number
• Job location
• Duration of permit, including date and time and extension or shift handover
• Plant or equipment to be worked on and description of work to be done
• Hazard identification and precautions required
• Emergency arrangements and monitoring equipment
• Personal protective equipment
• Issue and acceptance of permit-to-work systems
• Extension of permit-to-work systems
• Hand back and cancellation of permit-to-work

Module 3: Control Measures for Permit-to-Work Systems

This module examines in more detail the key elements of safe systems of work and how permit-to-work systems should be used within them. It looks at the control measures within a safe system of work, following the hierarchy of control, including avoiding the risk where reasonably practicable.

• Common work activities covered by permit-to-work systems
• Examples of work occupations involved
• Safe place of work
• Safe work equipment and safe plant
• Hot works on tanks and drums
• Isolation of plant and machinery
• Isolation of plant and area of work
• Training and competence
• Supervising and carrying out work under a permit-to-work
• Monitoring permit-to-work systems
• Display and cancellation of permit-to-work systems
• Emergency arrangements

Aims of the training

Upon completion of this training, you will:

- Understand what types of work may require a permit-to-work and why.
- Know who is responsible for preparing and issuing permits.
- Understand the duties that managers, supervisors and workers have under permit-to-work systems.
- Know what information a permit-to-work should contain.
- Be aware of what personnel must do before permits are issued, when they are in place, and when the work is completed.
- Understand the importance of ensuring that all those affected by the work activities covered in the permit-to-work understand the controls and procedures, and are trained and instructed correctly.
- Understand the importance of emergency procedures and how they relate to the permit-to-work.