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Gallant Builders (Gallant) has implemented this program for the safety of the workers involved in high hazard construction activities and other activities that require a permit to be issued as part of the risk assessment, planning and monitoring of work operations.

## I. PURPOSE

The purpose of this program is to define the procedures and standards for obtaining the necessary work permits from Gallant for high hazard construction activities.

## II. SCOPE

These procedures apply to all Gallant projects unless a variance is granted by the Gallant Safety Director.

## III. POLICY

Subcontractors involved in high hazard construction activities program shall follow the procedures outlined in this program for the operation in those activities.

All subcontractors engaged to perform work on Gallant sites shall work in ways that maintain a safe working environment. This will be achieved by ensuring subcontractors and their workers:

- Have the necessary licensing, skills, knowledge and systems to carry out the work safely
- Are provided with the Gallant site specific safety orientation that includes site specific hazards and controls
- Are adequately supervised while onsite
- Health and safety performance is reviewed

## IV. PROGRAM OVERSIGHT

This program is intended to provide requirements for safe work practices in high hazard construction activities. Compliance with this program is required for all site workers involved in high hazard construction activities. The Gallant Superintendent and the subcontractor's supervisors will be responsible for ensuring all jobsite workers comply with the requirements of this program. A thorough review of this program is conducted on an annual basis and modifications are incorporated as necessary.

Safe Work Permits provide a formal safety control system aimed at prevention of accidents, damage to property and damage to products, when forseeably hazardous work is undertaken. There are duties on employers and the self-employed to provide and maintain safe systems of work that are, so far as reasonably practicable safe and without risks to health.

The permit to work consists of a document which:

- Details the work to be done
- Details the precautions to be taken
- States that all foreseeable hazards have been noted
- States the control measures to be implemented

Safe Work Permits, in themselves, make a job free from risk: they rely upon effective control and coordination in order that hazards are identified and risks are suitably and sufficiently assessed.

**REQUIREMENTS OF A SAFE WORK PERMIT**
The permit to work should clearly state:

**PERMIT;**

- Subcontractor company name
- Name of person(s) performing the work
- Job Location
- Start date and completion date
- The work to be carried out, and any limitations
- Hazard Identification / Risk Assessment
- Necessary Precautions
- Personal Protective Equipment
- Authorization
- Acceptance
- Extension / Shift Handover Procedures
- Handback
- Cancellation

**WHEN SHOULD A SAFE WORK PERMIT BE ISSUED?**
For Gallant's purposes, it is probable that it would be necessary to operate the following specific Safe Work Permits:

- Asbestos
- Confined Spaces
- Core Drilling
- Demolition
- Electrical Hot Work
- Electrical Shutdown / Electrical Start-up
- Electrical rooms and switch rooms
- Elevator control rooms
- Elevator Shaft Work
- Excavation and Trenching
- Hot Work – Welding, Cutting, Brazing and Grinding
- Impairment of Fire Protection Systems
- Pressure Systems
- Works on unprotected areas of roofs / elevations
- Working at Height including Suspended Access Equipment (Erection and Use)

**Who should Issue Safe Work Permits?**
Safe Work Permits relate to high-risk activities, and as such the permit issuer requires particular

knowledge and experience relevant to the task in order to be considered "competent".

For the purposes of the Gallant Builders permit-to-work system, competent persons should be required to have:

- Valid certificated training, including a satisfactory element of safety and health relevant to the works to be undertaken
- Experience of the work to be undertaken
- Knowledge of the relevant safety and health regulations, procedures and best management practices to be observed while working
- Sufficient knowledge / understanding of the Gallant permit-to-work system to enable them to conduct their duties safely

## V. PROCEDURE FOR THE ISSUE OF A SAFE WORK PERMIT

**STEP 1 - PRE-PERMIT ISSUE CONTRACTOR ASSESSMENT**

Prior to issuing a Safe Work Permit, the Gallant Superintendent (Competent Person) shall ensure that:

- The subcontractor's supervisor has provided a suitable and sufficient assessment of the risks inherent within the works
- The subcontractor's supervisor has provided a suitable and sufficient method statement for the works to be undertaken
- The subcontractor has provided evidence of competency for all engaged operations

Subcontractors should, as far a reasonably practicable, submit risk assessments / method statements at least 48 hours before the works to which these relate are undertaken in order to allow the Gallant Superintendent to fully assess this information. This also allows sufficient time for deficient risk assessments / method statements to be amended if required.

Risk assessments should be as site-specific as possible; the area where the work is scheduled to take place may have a significant bearing on the risks involved. Examples could be: Work at Heights, works in Confined Spaces (for which a separate permit -to-work would be required), works adjacent to occupied areas etc. When assessing the suitability of the risk assessment, the 'Competent' Person should use their knowledge of both the process and the works area. Generic assessments that do not address the local hazards should not be accepted.

If the above conditions are not met, then the Superintendent shall advise the subcontractor accordingly that the Permit cannot be issued. The subcontractor must fulfil these criteria before the Superintendent proceeds with the issue of the Safe Work Permit. The Superintendent must never compromise these requirements.

Where the permitted works are to be undertaken, the relevant supervisor will be responsible for carrying out the necessary risk assessments and writing an accompanying job hazard analysis and any necessary safe work method statement. The Superintendent responsible for issuing the Safe Work Permit should review these documents.

**STEP 2 - ISSUE OF THE SAFE WORK PERMIT**

When issuing the Safe Work Permit, the Superintendent shall ensure that each of the following is completed:

- No other Permits are issued which will impact upon the issue of this Permit. Where it is unsafe to issue a Permit due to other works being in progress, then the Permit shall not be issued
- The Permit is applicable to the work to be carried out
- The Permit records the exact location where the work is carried out
- The precise periods that the Permit is valid for are recorded
- The nature of the work to be carried out are clearly identified and defined
- The Company carrying out the work is identified
- The subcontractor's supervisor is identified

Once each of the above has been recorded, the Superintendent shall then:

- Explain the conditions of the Safe Work Permit, including suspension / cancellation procedures (given below) to the subcontractor's supervisor
- Carry out a routine inspection of the work area to ensure that the control measures detailed in the provided risk assessment / method statement are in place.

Where the Superintendent will not be able to complete the monitoring /completion process, e.g. due to leave, they should identify a suitably competent designated individual to carry out these functions and that individual shall be identified on the Permit.

Once the Superintendent is satisfied that all control measures are in place; they should sign the permit to authorize the works to commence.

**STEP 3 - ACCEPTANCE**

Once the sections relating to the above have been completed, the subcontractor's supervisor should then sign to acknowledge acceptance of the permit. The subcontractor shall keep the original permit on the job site along with the corresponding JHA. A copy of the permit shall be kept by the Gallant.

**STEP 4 - DISPLAY COPY**

The Subcontractor must display their copy of the permit in a prominent position, wherever possible, adjacent to the work area. Subcontractors should leave the permit in position for the duration of the work. Subcontractor workers must not take the permit home. If a display copy is lost then the subcontractor's supervisor should notify the Superintendent as soon as possible.

If the display permit is lost, removed etc. then a copy of the Superintendents permit should be made and provided to the subcontractor. This will act as the display copy and must be displayed as before. Closure and Cancellation of the permit, as documented below, should be recorded as below.

**STEP 5 - MONITORING THE SAFE WORK PERMIT**

The Gallant Superintendent shall be responsible, so far as is reasonably practicable, for monitoring that the workers are adhering to the provided Method Statements / Risk Assessments while the permit is in operation, and that the Permit is clearly displayed.

To achieve this, the Gallant Superintendent shall be required to visit the work as frequently as necessary, but at least once per day, to observe the work in progress.

**STEP 6 - CLEARANCE**

Permits shall only be valid for the periods stated by Gallant Builders. The Gallant Superintendent shall ensure that the subcontractor's supervisor is aware of the limitations of the permit, and the closure process.

Upon the expiration of the permit or the completion of the work (whichever is sooner), the subcontractor's supervisor shall be responsible for:

- instructing their workers to stop working and leave the work area
- returning the display permit to the Gallant Superintendent
- signing the relevant section of the display permit indicating whether the work is complete or not, and confirming that all work has ceased and all workers have left the work area

**STEP 7 - CANCELLATION**

COMPLETE WORKS

Where the supervisor indicates that the Permitted work is complete, the Gallant Superintendent shall accompany the subcontractor supervisor to the work area to ensure that:

- Work has ceased
- All tools and equipment have been removed
- The area has been left in a satisfactory and safe condition

When the Gallant Superintendent has confirmed that the above has been satisfied, they shall:

- Sign the Permit to cancel the permit
- Inform the subcontractor supervisor that the permit is closed
- Keep the completed permit (display copy) for filing. (a file of completed permits should be kept for at least six months)

Incomplete Works:

Where the subcontractor's supervisor indicates that the Permitted work is incomplete, the Gallant Superintendent shall accompany the supervisor to the works area to ensure that:

- Works have ceased
- The area has been left in a satisfactory and safe condition. This may or may not mean that all tools etc. have been removed from the works area

When the Gallant Superintendent has confirmed that the above has been satisfied, they shall:

- Sign the Permit to acknowledge cancellation
- Inform the subcontractor that the Permit has been withdrawn
- Keep the completed permit (display copy) for filing. (a file of completed permits should be kept for at least six months)
- File their copy of the work permit. This should be kept for at least six months

The Gallant Superintendent shall be required to issue another Permit for the work to be continued. Note: The original Risk assessments / Method Statements should still be applicable, but the Gallant Superintendent must still check to make sure that this is actually the case.

Particularly, when dealing with subcontractors, the identity of the workers who will be carrying out the work should be confirmed, so that Gallant can be certain that:

- Workers are competent
- Workers are fully conversant with the agreed risk assessments / method statements

- Workers have gone through safety orientation

Where the method statement is found to be no longer applicable, the subcontractor's supervisor must re-submit new risk assessments / method statements for approval before a new permit can be issued.

Where a delay is likely between the issue of expired and new permits, the 'Competent' Person should instruct the operatives to totally withdraw from the works area, remove all tools etc. and ensure that the area is made safe whilst awaiting the issue of a new permit.

If a contractor fails to return an expired permit-to-work, the 'Competent' Person shall ensure that all works have ceased and that the area has been left in a safe and satisfactory condition.

If the operatives are still working, the 'Competent' Person shall instruct the contractor's supervisor to cease works immediately (or as soon as it is safe to do so) and cancel the permit.
Where additional permits are required these should be issued in accordance with this section.