Health, Safety & Environment Management System

HSE Management Manual

Work Permit

SMC-HSE-ML-02

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1. PURPOSE

A work permit is a document that includes a description of the work to be performed, the hazards involved, the precautions to be taken, the required authorization and other elements. It is a written record authorizing a specific work at a specific location, and for a specific time.

It's important to note that a work permit does not reduce risks of incidents by itself. Rather, it specifies the hazard and the risk control measures that workers must be aware of, before they start work. A work permit is an effective tool for communicating critical safety information.

If the work will cause an effect on SMC operations, safety risk assessment (SRA) is mandatory.

1.1 Hot Work Permit

Hot work permits are used when heat or sparks are generated by work such as welding, burning, cutting, drilling, … etc., and where work involves the use of pneumatic hammers and chippers, non-explosion proof electrical equipment (lights, tools, heaters), and internal combustion engines. Three types of hazardous situations need to be considered when performing hot work:

- The presence of flammable materials in the equipment.
- The presence of combustible materials that burn or give off flammable vapors when heated.
- The presence of flammable gas in the atmosphere, or gas entering from an adjacent area, such as sewers that have not been properly protected.

All hot works must have a hot work permit completed and approved by all concerned departments before work starts. The need for a fire-watch will be determined by the hot work permit and SMC's Project Superintendent (work permit receiver). At minimum, a fire-watch shall include:

- Adequate type and number of portable fire extinguishers.
- Extend at least 30 minutes past the end of the hot work.
- Provide tours below the level of hot work.

1.1.1 Hot Work Plan

A hot work plan shall include at least the following:

- The person in charge of hot work safety, who maintains the hot work plan and sees to it that the orders of these safety guidelines can be implemented in practice.
- Persons with the permission to grant hot work permits.
- Persons with the permission to perform hot work.
- The availability of shielding materials and initial extinguishing equipment necessary in hot work.
- The organization of the hot work fire watch.
- Premises, environment and other similar factors that need to be considered besides the issues presented in these safety guidelines.

1.2 Cold Work Permit

Cold work permits are used in hazardous work that does not involve “hot work”. Cold work permits are issued when there is no reasonable source of ignition, and when all contact with harmful substances has been eliminated or appropriate precautions taken.

1.3 Electrical Work Permit

An Electrical Work Permit is an official authorization document used to control and manage electrical work involving potential hazards. It ensures that all electrical activities are carried out safely, following established procedures and standards to protect personnel, equipment, and infrastructure from electrical risks.

1.3.1 Electrical Work Permit Requirements:

- Electrical work permits are mandatory for all activities involving electrical hazards.
- The applicant or responsible department must request and obtain the permit before starting any electrical connection or modification.
- A thorough assessment of new electrical loads must be conducted to ensure power sources remain within safe operational limits.
- The Lockout-Tagout (LOTO) procedure must be strictly implemented to ensure worker safety during electrical work.
- Verification of correct labeling for circuit breakers, panels, and cables is required.
- As-built drawings must be updated to accurately reflect any changes.

1.4 Working at Height Permit

Working at Height Permits are used for any task where a person could fall from a height of **2 meters (6.5 feet) or more**, or where there is a risk of serious injury from a fall at a lower height due to nearby hazards (e.g., dangerous equipment, fragile surfaces, or open edges). This includes activities such as working on scaffolds, ladders, elevated platforms, rooftops, or within areas where fall protection is required by regulations.

All working at height activities must have a Working at Height Permit completed and approved by all concerned departments before work starts. The permit will ensure that a Safety Risk Assessment (SRA) and a rescue plan are in place.

At minimum, the permit process must be verified:

- Competency and training of all workers involved.
- Inspection and certification of all fall protection equipment.
- Proper supervision during all stages of work.

2.5.1 Hazards Associated with Working at Height

Common hazards include, but are not limited to:

- Falls from unprotected edges or openings.
- Collapse of scaffolding or work platforms.
- Failure or incorrect use of fall arrest systems.
- Falling objects striking people below.
- Adverse weather conditions affecting stability or safety.
- Slippery or unstable surfaces.
- Lack of a proper rescue plan in case of an incident.

2.5.2 Safety Precautions for Working at Height

The safety precautions implemented at the working at height site shall be based on a hazard assessment, but must include at least the following:

- A competent person must inspect all access equipment (ladders, scaffolds, platforms) before use.
- All workers must use full body harnesses connected to approved anchor points or lifelines.
- Tools and materials must be secured to prevent falling objects.
- Work areas below must be cordoned off to protect people from falling objects.
- No work at height is allowed during strong winds, rain, lightning, or other unsafe weather conditions.
- Fragile surfaces must be clearly marked and avoided unless special measures are in place.
- Only trained and authorized personnel may work at heights.
- A rescue plan, including trained rescuers and appropriate equipment, must be in place and ready before starting the work.
- Scaffolds and temporary platforms must comply with engineering design standards and be erected/dismantled under supervision of a competent person.
- Adequate lighting must be provided for night or low-light operations.

2.5.3 Working at Height Plan

A working at height plan shall include at least the following:

- The person in charge of working at height safety, who maintains the plan and ensures these safety guidelines are implemented.
- Persons with the authority to grant working at height permits.
- Persons with authority and competence to perform working at height activities.
- Details of the rescue plan and equipment available for emergency situations.
- Identification of all fall hazards and the control measures to be applied.
- Inspection schedule for all fall protection equipment.
- Site-specific considerations such as weather monitoring and restricted areas.

2. ROLES AND RESPONSIBILITIES

2.1 Permit Writer

A SMC employee, service provider, or contractor whom the asset deemed competent to write a work permit in their area of responsibility. This person must also be competent in the understanding of the scope of work and related impacts it has on SMC processes. In some operating areas, the permit writer may also be the permit issuer.

Responsibilities:

- Initiating and completing all applicable sections of the permit to work.
- Determine the type of work permit and specific required for the scope of work defined within the permit, ensure it contains a clear description of the work to be done, its location, start time and duration, and all site hazards along with its controls; it also must indicate any additional documentation requirements.
- Discuss the scope of work to be performed with the permit receiver and concerned directorates/departments, including, but not limited to the following:
    - Identify any conflicting work and the hazards created by the conflicting work scopes.
    - Inform of any other hazards associated with working in the area where the work is being conducted.
- Inform the permit receiver of applicable site practices, procedures and other supporting documentation, and provide if requested.
- Ensure the permit receiver clearly printed his/her full name and signed the permit acknowledging acceptance of the conditions outlined within the work permit.
- Notify the applicable permit issuer(s), prior to starting work, of permitted activities.
- Inform the permit issuer of any changing process, site conditions or emergency conditions that will affect the work scope.
- Retain (Keep) an approved copy of the work permit during the work implementation.
- Ensure all original copies of work permits are closed out and filed when the work is complete. Confirm that all supporting documentation has been completed and attached to the work permit.
- Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the work permit.

2.2 Permit Receiver

A SMC employee whom the asset has deemed competent to receive work permits in their area of responsibility. This person must also be competent in the understanding of their scope of work.

Responsibilities:

- No more than one work permit from a permit authority shall be issued to a single permit receiver at one time to ensure the supervision or approval can be obtained if the supervision will be delegated to another competent employee.
- Review the requirements of the work permit and evaluate all documented work scope instructions prior to accepting the permit.
- Discuss the scope of work to be performed with the permit writer and permit issuer.
- Review and accept the work permit by signing the work permit.
- Communicate the requirements of the work permit to all workers involved, ensure a safety meeting or toolbox talk is completed before the job, and ensure the job is executed as per the approved work permit.
- Ensure all workers engaged in the execution of the permitted work understand and comply with the requirements outlined in the work permit and all supporting documentation.
- Ensure a copy of the work permit and all associated documentation (i.e., checklists, practices, procedures) is posted and available for review by all workers who are engaged in the work scope.
- If the work scope requires it, designate a safety inspector or other necessary support.
- Follow the instructions of the permit issuer and the safety inspector.
- Stop work and notifying the permit issuer if any of the following occurs:
  - The conditions of the job site/area have changed to the extent that is has impacted the scope of work.
  - There is any form of deviation from the initial work scope documented within the original work permit.
  - Any sever weather that will affect the safety of the employees or the completion of the work.
  - There are any spills, incidents, unsafe acts or unusual conditions that have occurred.
  - An emergency alarm has been activated.
  - An adjacent work activity is having a direct impact on the permit receiver's scope of a work (e.g. a Concurrent Work Agreement may be required).

Note: Prior to the commencement of any work after a stoppage, all workers engaged in the work scope are required to re-evaluate the Record of Safety Meeting, Hazard Assessment (if available) and address any new hazards that may have been introduced into the work site.

- Ensure the work area has been cleaned up and left in a safe condition at the conclusion of the work and ensure any other permit closure items are complete.
- Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the work permit.
- Ensure coordination and alignment with all concerned directorates/departments.
- Supervising the work prescribed in the work permit to ensure it is conducted in the most efficient manner.
- Notifying the issuer of work progress and completion.
- Taking adequate care to preserve the permit in good condition.
- Revalidation of work permit is required.

2.3 Permit Issuer

A SMC employee whom the asset has deemed competent to issue work permits in their area of responsibility. This person must also be competent in understanding the scope of work and related impacts it has on SMC operations. In some operating areas, the permit issuer may also be the permit writer. In these instances, there is no requirement for a separate permit writer and all responsibilities outlined below and within permit writer responsibilities apply to the permit issuer. If performing the role of writer and issuer, signatures for both roles are required.

Responsibilities:

- Verify the scope of work to be performed with the permit writer (if other than himself/herself) and the permit receiver, including the following:
    - Any interactions between process systems.
    - Conflicting work and the hazards created by the conflicting work scopes.
    - Hazards associated with working in the area where the work is being conducted.
    - Notify the responsible of any other activity performed in the same area or location that may affect the permitted work.
- Ensure the work permit contains a clear description of the work to be done, its location, start time and duration, and all site hazards and site hazard controls; it must also indicate any additional documentation requirements.
- Ensure work area and/or equipment has been appropriately isolated to a zero-energy state.
- Ensure the permit receiver is familiar with the area, equipment, work scope, requirements, hazards and other work activities, and limitations.
- Verify the work permit is complete, all required signatures have been obtained and all required documentation is attached.
- Sign the work permit when satisfied the work can proceed safely and ensure the permit receiver clearly prints his/her full name and signs the permit, acknowledging acceptance of the conditions outlined within the work permit.

- Notify the applicable permit receiver(s), prior to the start of the new work, of new permitted activities.
- Evaluate the need for a concurrent work agreement if there is other work being conducted within the intended work area that could have an impact on the permit receiver.
- Review and initial any accepted changes to the work permit as work progresses.
- Inform permit receiver and permit writer of any changing process, site/area conditions or emergency conditions that will affect their scope of work.
- If a permit issuer must leave during a shift, inform the relieving permit issuer of all active work permits in the area. The relieving permit issuer must sign the work permits and assume all existing permit issuer accountabilities.
- Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the work permit.
- Reviewing, endorsing and issuing the permit to work. For all work permit application, site visit is mandatory to enable hazard evaluation and specification of safeguards to avoid accidents.
- Completing the relevant sections of the permit to work.
- Ensuring the participation in the permit to work carefully plan and conduct work in accordance with the permit's requirements.
- Signing off permit that required work has been completed.
- Ensure the housekeeping is performed.
- Ensure that the workers use the right PPE.

3. TOOLBOX TALK

A Toolbox Talk is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices. Meetings are normally short in duration and are generally conducted at the job site prior to the commencement of a job or work shift. It is one of the very effective methods to refresh workers' knowledge, cover last minute safety checks, and exchange information with the experienced workers. Toolbox Talks are also intended to facilitate health and safety discussions on the job site and promote your organization's safety culture. Toolbox talks/meetings are sometimes referred to as tailgate meetings or safety briefings.

4. WORK PERMIT REQUIREMENTS

- The permit issuer and permit receiver must discuss the work scope to clarify work description, requirements, limitations, worksite conditions, hazards, associated documents and other work permit contents.
- All authorizations and required documentation must be in place and attached prior to a work permit being issued to the permit receiver.
- An expiry date must be clearly identified on the work permit.
- Multiple companies may execute work under a single work permit as long as they are engaged in the same SOW under SMC representative supervision.
- The permit issuer, receiver and concerned department's written signatures/approvals are required to validate the authorization of the work permit prior to commencing work.
- The permit receiver must always be provided with a copy of the work permit and any additional documentation that was identified through the issuance of the work permit.
- Any change to the work scope must be conducted as per clause 7 (Work Scope Changes).
- The permit receiver is responsible for the safe execution of the work documented on the Work permit.
- The permit receiver shall ensure that hard copy of the approved work permit is available on site/area.

5. HAZARD COMMUNICATION

The work permit is not intended to be used as a hazard assessment for the work scope outlined within the work permit. The work permit only communicates the worksite hazards and the hazard controls that have been implemented to protect the workers' health and safety and SMC services/operation from the identified worksite hazards.

The permit issuer is required to communicate any additional known work activities, as well as any other reasonably foreseeable impacts that may affect the execution of the outlined work scope, to the permit receiver and all workers or services who may be affected.

The permit issuer shall ensure that any concerned department is included in the work permit (even if it's for their information) due to the work activity that will be conducted in their areas and may affect the department's daily activities in order to obtain their approval.

5.1 Risk Assessment

- If risk assessment was required, it must be reviewed regularly during work execution, and it must be updated if new hazards arise, especially in the case of concurrent work activities. All changes must be reviewed by all workers.
- In situations where there is other work being performed in the area of the permitted work scope, the intended work scope must be communicated to the other work's team and the potential hazards and hazard controls discussed. Those workers must review and sign each other's risk assessments once this review is completed.

6. WORK SCOPE CHANGES

- Any and all changes to the initial signed work permit must be reviewed and approved by the permit issuer and same concerned directorates/departments before the change can take place. The work permit must be closed out (if it was signed) and replaced with a new work permit with providing the old work permit attached.
- For any work permit change(s), the associated risk assessment (If available) must be updated to reflect any new work site hazards associated with the change(s). Any updates must be communicated to and acknowledged by all workers executing work under the work permit.

6.1 Permit Issuer and Receiver Transfers

- **If a Permit Issuer** must leave unexpectedly during the work shift, he/she may transfer the responsibilities to another permit issuer. In this situation, work is not required to stop. The outgoing permit issuer must provide a detailed handover communication to the replacement for all active work permits he/she is responsible for. The incoming permit issuer is responsible for reviewing all active work permit(s) in the area of accountability as soon as possible after area handover. The incoming permit issuer assumes all responsibilities of the outgoing permit issuer.

- **If a Permit Receiver** must leave unexpectedly during the work shift, he/she may transfer their responsibilities to another permit receiver. In this situation work is not required to stop. The outgoing permit receiver must provide a detailed handover communication to the replacement prior to leaving the work location.

***Note:** Instead of a work permit transfer, the work permit may be closed out and a new work permit issued. However, if this occurs, the work associated to the work permit must stop until a new work permit is issued.

7. MULTI-DAY WORK PERMIT

A Multi-Day/Night Work permit authorizes low-hazard repetitive work to occur for more than one 8-hour shift and up to a maximum of 30 days and is authorized at the discretion of the Permit Authority. In order to issue a Multi-Day Work permit, an assessment of the hazards must be conducted.

7.1 Multi-Day Work Permit Conditions

- The Multi-Day Work permit is issued to a Permit Receiver to identify the
  - terms and conditions of low-hazard repetitive work where the hazards are the
  - same day-to-day and the hazards to worker safety is considered low.
- There is a defined time period that does not exceed 30 days and the activity for which the Multi-Day Work permit was issued is revalidated or assessed at regular intervals as specified by the Permit Authority.
- The Multi-Day Work permit clearly outlines the scope of work that is required.
- Daily hazard assessments must be completed by the worker for the duration of the Multi-Day Work permit, for the work scope outlined in the Multi-Day Work permit with all workers involved in the work. It shall be reviewed throughout the duration of the permitted work and updated as required. All changes must be reviewed by all workers.
- All required documentation must be attached to the Work permit and submitted to SMC Permit Authority.
- All impacted Permit Issuers must authorize the Multi-Day Work permit prior to work starting for each shift.
- The Work permit will remain active pending Issuer Acknowledgement (closeout) has been completed, to a maximum of 30 days.

7.2 Work permit Extension

With the exceptions of Multi-Day Work permits, a standard Work permit is required to be limited to an 8-hour shift. However, in the event that a time extension is required, the following conditions apply:

- The Work permit must be extended by the outgoing Permit Issuer.
- Job and worksite conditions have not changed, and they continue to meet the requirements of the Work permit and complying with the approvals of concerned department's requirements.

7.3 Work permit Suspension

A Work permit is automatically suspended, and all work must be stopped if any of the following occurs:

- An emergency alarm is activated at the worksite (except when testing alarm systems).
- A hazardous change in atmospheric conditions is identified.
- The conditions of the Work permit are not being followed.
- The work scope changes.
- Weather conditions fall outside the low temperature limits of respiratory protection equipment (if applicable to work scope).
- Adequate rescue resources are no longer available for any other work scopes requiring a fall protection or other rescue plans.
- If severe weather conditions occur, all outside work permits are suspended and revalidation may be required.
- In the event an incident occurs, the incident report process shall be followed. (SMC-HSE-FO-01)

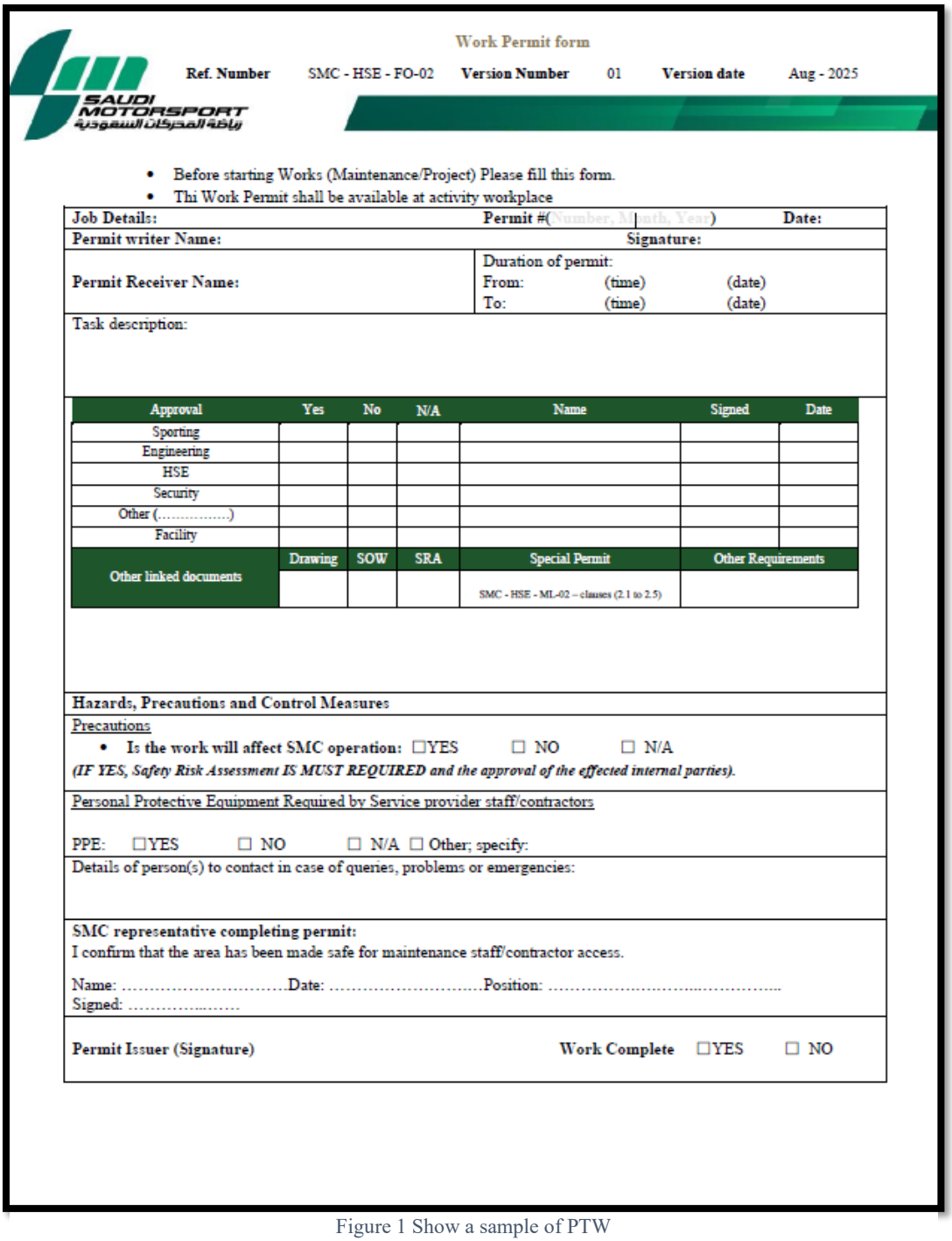
Prior to any work activity resuming, the Permit Receiver is required to review and update the hazard assessment (if available) to verify that no new hazards were introduced into the worksite as a result of the work stoppage.

8. WORK PERMIT CLOSEOUT REQUIREMENTS

All work permits are required to have a formal close-out prior to the expiration indicated on the work permit. The following minimum requirements must be met when work permits are closed out:

1. Housekeeping – The permit receiver has left the work area in a clean state free of any debris or hazards that could affect other workers who may be in or enter the area.
2. Work scope – The work scope is completed, or an update has been provided to the permit issuer & concerned directorates/departments, and equipment is left in a safe state.
3. Safety Devices – All safety devices have been returned to service (e.g., fire system, Electrical switches).
4. Lockout – When work scope is complete, all personal locks shall be removed from the worksite and the crew have signed off the LOTO (where applicable).
5. Critical records - All documentation required is attached and returned with the safe work permit (the field copy), including a copy of the risk assessment (If available) and all other identified attachments of the work permit. Critical records shall be returned to the permit issuer.
6. The designated area will be audited/inspected by HSE representative to ensure compliance with the work permit process and guidelines.
7. Both the permit receiver and permit issuer (or delegate) are required to review the worksite and acknowledge that it has been returned to a satisfactory condition. The permit issuer (or delegate) is required to review the worksite once the work scope is completed to ensure that the area / equipment is safe to be put back into service prior to the work permit closeout.
8. Sign-off - The permit issuer must sign off the work permit to indicate the above items are complete.

9. APPENDIX



Work Permit form

Ref. Number	SMC - HSE - FO-02	Version Number	01	Version date	Aug - 2025

- Before starting Works (Maintenance/Project) Please fill this form.
- Thi Work Permit shall be available at activity workplace

Job Details:	Permit #(Number, Month, Year)	Date:
Permit writer Name:	Signature:	
Permit Receiver Name:	Duration of permit: From: (time) (date) To: (time) (date)	

Task description:

Approval	Yes	No	N/A	Name	Signed	Date
Sporting						
Engineering						
HSE						
Security						
Other (……)						
Facility						

Other linked documents	Drawing	SOW	SRA	Special Permit	Other Requirements
				SMC - HSE - ML-02 – clauses (2.1 to 2.5)	

Hazards, Precautions and Control Measures

Precautions

- **Is the work will affect SMC operation:** ☐YES ☐ NO ☐ N/A

(IF YES, Safety Risk Assessment IS MUST REQUIRED and the approval of the effected internal parties).

Personal Protective Equipment Required by Service provider staff/contractors

PPE: ☐YES ☐ NO ☐ N/A ☐ Other; specify:

Details of person(s) to contact in case of queries, problems or emergencies:

SMC representative completing permit:
I confirm that the area has been made safe for maintenance staff/contractor access.

Name: ……Date: ……Position: ……
Signed: ……

Permit Issuer (Signature) **Work Complete** ☐YES ☐ NO

Figure 1 Show a sample of PTW

***Note**: Click Here to download the Work permit template