

# **Quarry Health & Safety Management**

## **A model Permit to Work procedure for Quarries**

**IMPORTANT:** The content of this model procedure must be fully assessed against local requirements and adapted if necessary before use.

(1) The operator shall ensure that a system is in place so as to ensure that any work involving -

- (a) the carrying out of hazardous operations; or
- (b) usually straightforward operations which may interact with other activities to cause serious hazards,

is not carried out unless a permit to carry out that work has been issued.

(2) Such permits to work shall specify -

- (a) the conditions to be fulfilled; and
- (b) the precautions to be taken before, during and after the operation concerned,

in order to ensure, so far as is reasonably practicable, the health and safety of any person affected by that operation.

(3) Such permits to work shall be -

- (a) issued, signed and dated by a suitable person in the management structure; and then
- (b) accepted, signed and dated by a further suitable person.

The Quarries Regulations 1999

# Permit to Work

**IMPORTANT: Prior to a Permit to Work being issued, a full written risk assessment must have been completed, that has identified all hazards associated with the task and place and appropriate risk control measures.**

## Guidance for persons issuing a Permit to Work

- ◆ Only issue or sign off a Permit to Work if you are trained and authorised to do so.
- ◆ Ensure that you are familiar with the details of the task to be undertaken.
- ◆ Ensure that the risk assessment and any written system of work have been produced by appropriate and competent people and are fully relevant to the task to be undertaken.
- ◆ Follow the enclosed guidance notes to confirm whether a Permit to Work is required for the work to be undertaken.

## **ONLY THE FOLLOWING PERSONS ARE AUTHORISED TO ISSUE A PERMIT TO WORK AT THIS SITE:**

NAME	JOB TITLE	SCOPE E.g. 'All types', 'Electrical & machinery'
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

The company will require various copies of each permit to be retained. Photocopying is an option. The production of modified versions in duplicate book form is another, but will require more than one book or an innovative layout (e.g. on A3) to include all components.

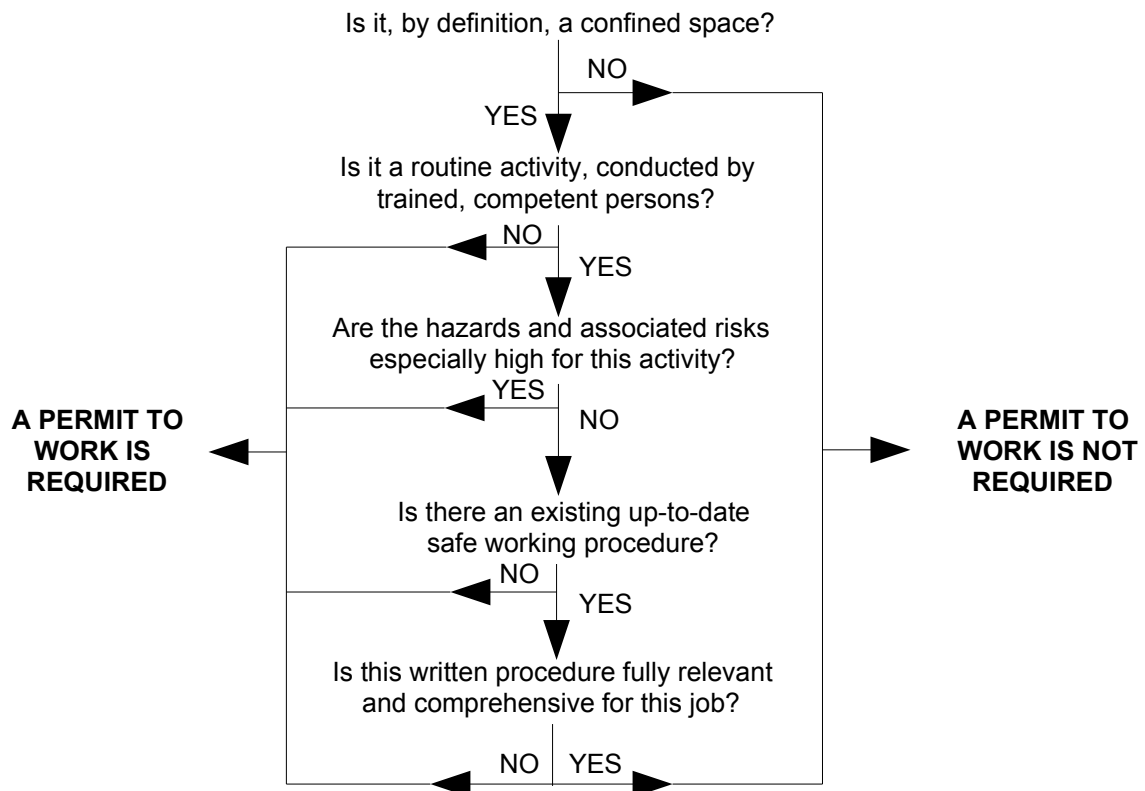
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\*N.B. A particular quarrying operation may include other situations with similar requirements or have variations in requirements, depending upon activities undertaken, and may require other such control procedures or adaptation of these procedures according to need.

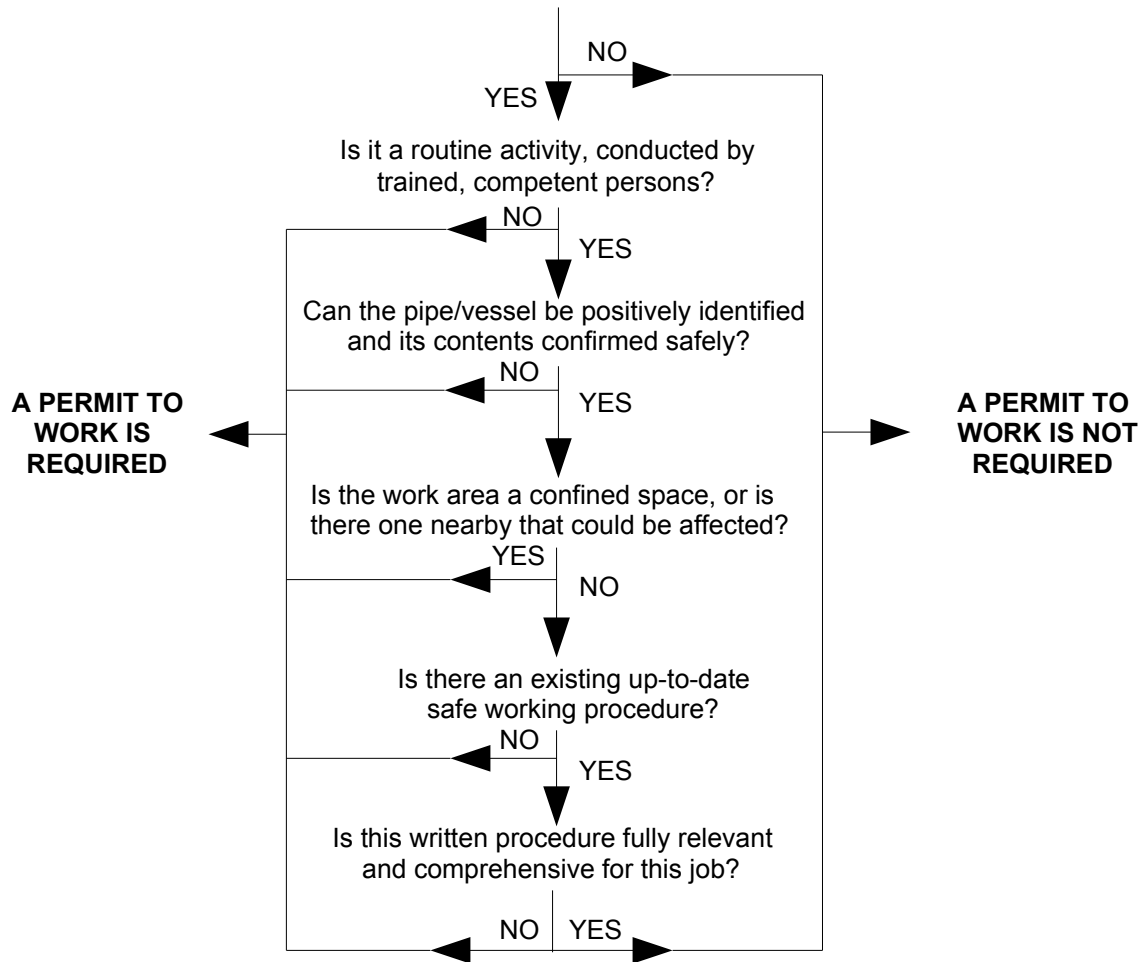
### 1) CONFINED SPACE

'A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).'  
'Those killed include not only people working in the confined spaces but those who try to rescue them without proper training or equipment.'  
From hse.gov.uk at 08.06.06

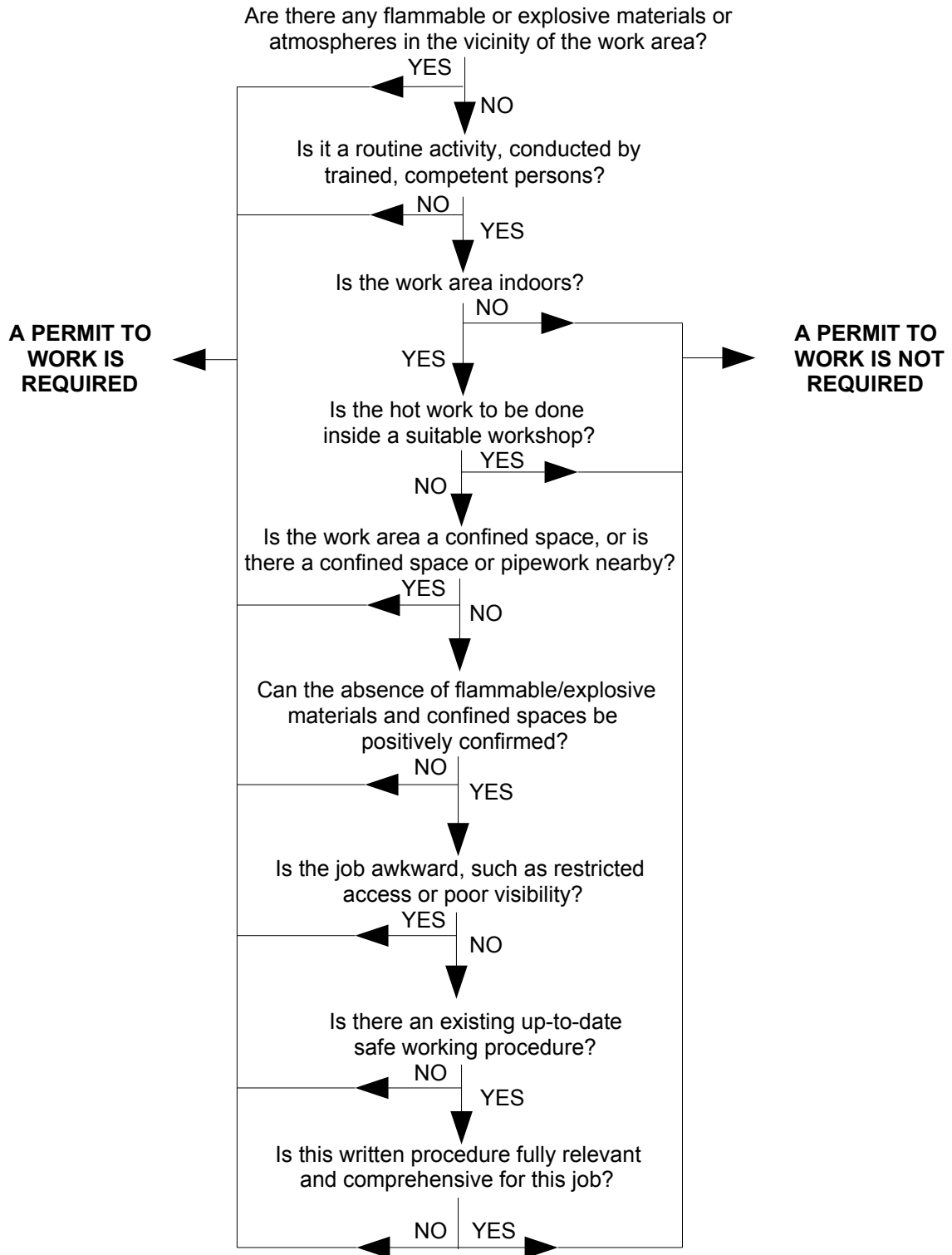


## 2) PIPEWORK AND VESSELS

Are the contents of the pipework/vessel hazardous, under pressure (+ve or -ve), at extremes of temperature, or could they be if the system were under fault conditions?

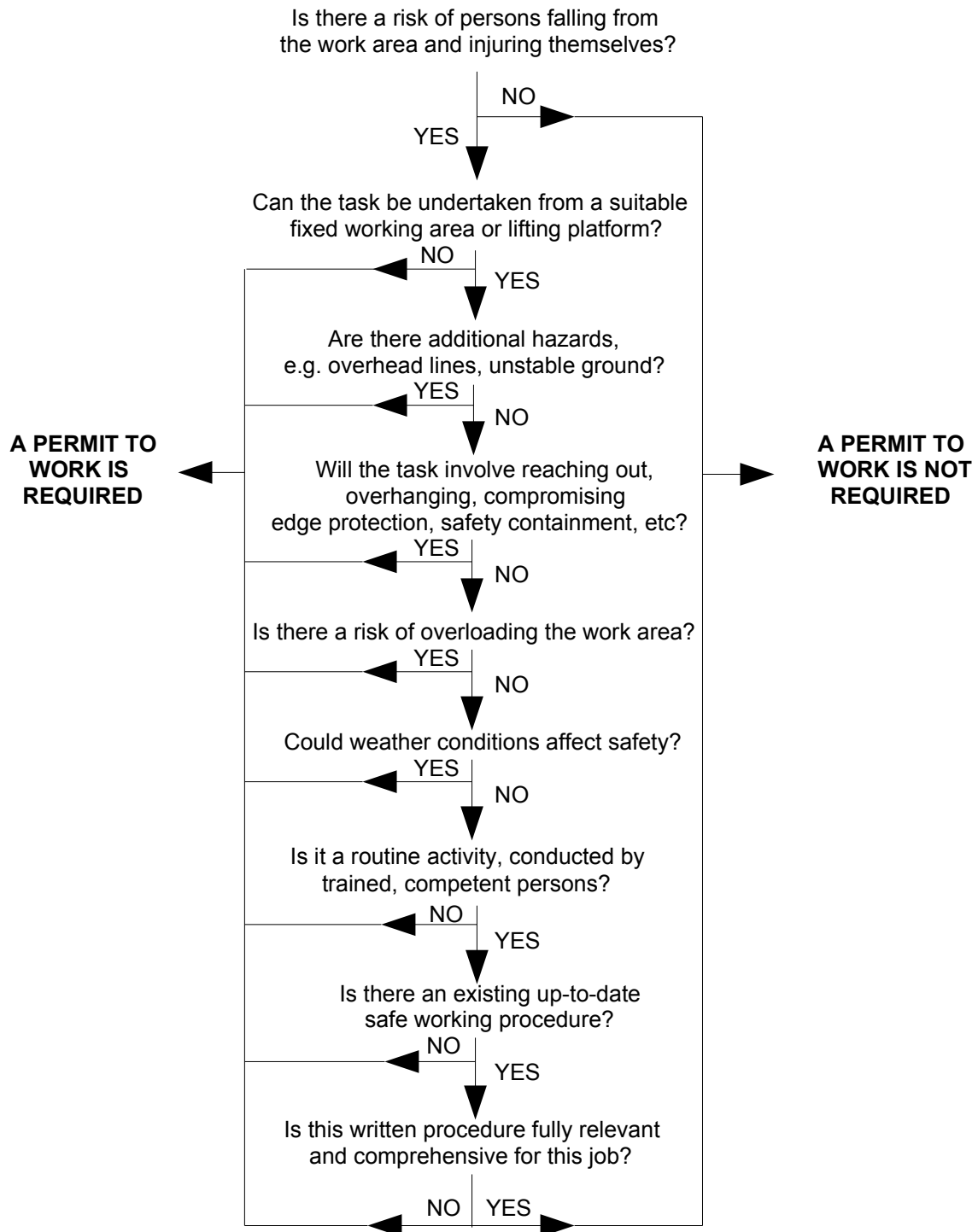


### 3) HOT WORK



### 4) WORK AT HEIGHT

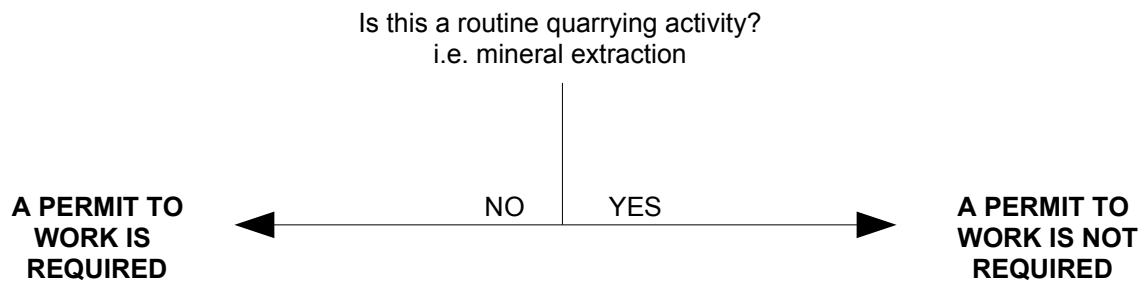
A place is 'at height' if (unless the Working at Height Regulations are followed) a person could be injured falling from it.  
From hse.gov.uk at 21.06.06



NOTE: The HSE provides useful guidance about the 'Working at Height' regulations at <http://www.hse.gov.uk/pubns/indg401.pdf>



## 6) DIGGING AND EXCAVATION



## 7) SPECIAL

This category exists for any activity other than those in (1) to (6) above that, in the professional judgement of the persons involved, requires management consideration and permission before proceeding. This may, for example, be due to the possible existence of exceptional hazards such as asbestos that require the enactment of special procedures, or disruptive and potentially dangerous activities such as demolition work that justify detailed planning alongside existing activities.

Sheet 1 of 3		PERMIT TO WORK				Number:	
SITE:							
1. Location of activities, plant, equipment							
1a. Description of the work to be done							
1b. Persons who will carry out the work	CONTRACT LABOUR				COMPANY PERSONNEL		
	Enter details:						
2. Hazards identified from risk assessment	1.			6.			
	2.			7.			
	3.			8.			
	4.			9.			
	5.			10.			
3. Type of Permit(s) required	Confined Space		Hot Work		Electrical Isolation		Digging and Excavation
	Pipework and Vessels		Work at Height		Machinery		Special (See 3a)
3a. Reason for Special Permit						Identification (e.g. numbers) of related risk assessments, systems of work, COSHH, etc.:	
4. Conditions & Precautions e.g. Competence Procedure Risk controls Site factors							
4a. Equipment to be used							

Continued.....



<b>Sheet 3 of 3</b>		<b>PERMIT TO WORK</b>			<b>Number:</b>
<b>7. Confirmation of Isolation</b>	<b>Details of Isolation</b>	<b>Date &amp; Time</b>	<b>Name</b>	<b>Signature</b>	
	1.				
	2.				
	3.				
	4.				
<b>8. Company Compliance Check</b>	<b>Comments</b>	<b>Date &amp; Time</b>	<b>Name</b>	<b>Signature</b>	
	1.				
	2.				
	3.				
	4.				
<b>9. Key Contacts</b>	<b>Name</b>	<b>Job Title or Role</b>		<b>Contact Number</b>	

Section Number referred to:	<b>PERMIT TO WORK</b> <i>Supplementary Information</i>		<b>Number:</b>
<b>PERMIT ISSUED BY (Authorised Person)</b>		<b>PERMIT ACCEPTED BY (Permit Holder)</b>	
Signature:		Signature:	
Date:		Date:	

## INSTRUCTIONS FOR PERMIT TO WORK

N.B. If more space is needed, notes may be made using the *Supplementary Information* form. This shall be clearly referred to in the appropriate section of the permit form as 'See Supplementary Information' and copies kept with all copies of the Permit.

Enter the site name and address.

**Section 1** Enter as shown the full details of location(s) that will be affected within the site, work to be undertaken and the persons to carry out the work.

**Section 2** Consider whether current risk assessments are comprehensive and up-to-date for the work and carry out a new one if this is not the case.

List the hazards identified from all related risk assessments.

**Section 3** Tick the type of Permit to Work required. If no defined type exists, tick 'Special' and describe the reason for invoking a Permit to Work in 3a (i.e. the conditions fulfilled in justifying it, such as the possible presence of a health risk from a chemical present).

It is the responsibility of all persons on the site to consider if Permit to Work may be required for work they are to do and to discuss this with an authorised person if they think it may be. If it becomes clear over time that a particular category is emerging as fairly frequent amongst 'Special' permits, consideration should be given to defining the conditions in the 'Types of Permit to Work' conditions flowcharts above.

**Section 4** Enter the precautions to be taken, including consideration of all the hazards identified in Section 2, and any specific conditions to be fulfilled.

All related information relevant to safe and healthy work, such as systems of work, COSHH, mandatory qualifications or experience shall be considered to ensure that they are up-to-date and comprehensive for the work. Risk assessments and other identifiable information shall be referred to, e.g. by their numbers.

Also enter details of equipment to be used, confirmed as suitable by the authorised person (taking appropriate technical advice from elsewhere if required).

**Section 5** Ensure that the Permit to Work is checked through to ensure understanding and signed by both a person authorised to issue it and the person seeking the permit before work is started.

**IMPORTANT:** A Permit to Work should only be made valid for a maximum of one working shift at a time. However, the procedure allows handover from one shift to the next where a suitable person is present to accept it. The person re-issuing the permit and the person accepting the permit must check through it fully to ensure complete understanding. If any circumstances have changed, work must be stopped, the permit formally cancelled and signed off (section 6) and a new Permit to Work must be requested.

**Section 6** The Permit to Work must be signed off by the permit holder and an authorised person as soon as possible after completion of the work or cancellation of the permit. No further work is permitted without the issue of a new Permit to Work.

**Section 7** Enter details of isolation.

**Section 8** Checks on compliance with the Permit to Work may be considered appropriate, especially when contract personnel are involved. Enter observations here.

**Section 9** Enter details of important contacts for the permit holder during the work, such as supervisor, first aider, electrician.

## USEFUL GUIDANCE FOR ISSUE OF PERMIT TO WORK

SECTION 1a Work to be done	SECTION 2 Possible Hazards* - there may be more	SECTION 3 Type of Permit	SECTION 4 Some precautions to consider*	SECTION 4a Some equipment to consider*
Entry into a vessel, sump, pit or other confined space	Oxygen deficiency Oxygen enrichment Toxic or corrosive gases Flammable gases or liquids High temperature Low / cryogenic temperature Toxic or flammable residues	CONFINED SPACE	Atmosphere analysis Material removal / steaming out Forced ventilation Fresh air supply Physical isolation Temperature normalisation Rescue equipment Standby people	Toxic or flammable gas / oxygen monitor Safety harness / hoist Breathing apparatus Resuscitator Respiratory protective equipment (RPE)
Working on or breaking into pipelines / pressure vessels	Toxic or corrosive gases / liquids Flammable gases / liquids Cryogenic liquids High pressure Vacuum	PIPEWORK & VESSELS	Physical isolation Material removal / steaming out Inert gas plugging De-pressurising Atmosphere analysis Spill containment	Helmet Visor / safety glasses Ear defenders Gloves Respiratory protection Toxic or flammable gas monitor Spill clean up kit Fire extinguisher(s)
Welding Brazeing Soldering Grinding Flame cutting	Flammable gases or liquids Combustible liquids or solids Explosive dusts Flammable residues Rubberlined vessels	HOT WORK	Remove materials or cover with fire blanket Atmosphere analysis Material removal / steaming out Inert gas purging Post work checks	Fire extinguisher Hose reel Fire blanket Toxic or flammable gas / oxygen monitor Sand Sand bucket
Work at height (injury from falling possible)	Fragile roof Overhead lines Electricity Chimney / exhaust stack emissions Soft ground Vehicle movement Weather conditions	WORK AT HEIGHTS	Isolate and lock off power to overhead electrics Provide safe access and place of work Atmosphere analysis Stop emissions Clear and cordon off ground beneath work area	Scaffold tower Crawling boards Edge protection Safety harness and fixing Toxic or flammable gas / oxygen monitor Respiratory protection Crane Cherry picker
Repair or maintenance of electrical plant / equipment Powered machinery	Electricity Gas Moving parts Stored energy, e.g. eccentric shafts	ELECTRICAL ISOLATION & MACHINERY	Electrical isolation Switches locked off Warning notices Stored energy dissipated	Circuit tester Personal padlocks Isolock calipers (craftsman's padlock) Key exchange Warning notices
Digging Excavating	Underground services Electric cables Gas pipes Water mains Solvent / corrosive pipes Compressed air Drains / sewers Overhead cables	DIGGING & EXCAVATION	Locate and identify underground services Provide shoring in trenches Atmosphere analysis	Underground cable detector
Examples: Asbestos removal One-off work with dangerous substances Demolition Installation projects Construction work	To be identified	SPECIAL	To be identified  Specialist advice may be needed	To be identified

\*Try to identify other possibilities – these are only suggestions.

N.B. Competence, systems of work, local conditions and legal requirements must always be considered