SHE ALERT

Ref: 300519
Issued by: Eamonn Burns – Head of SHEQW
Date: 30/05/19

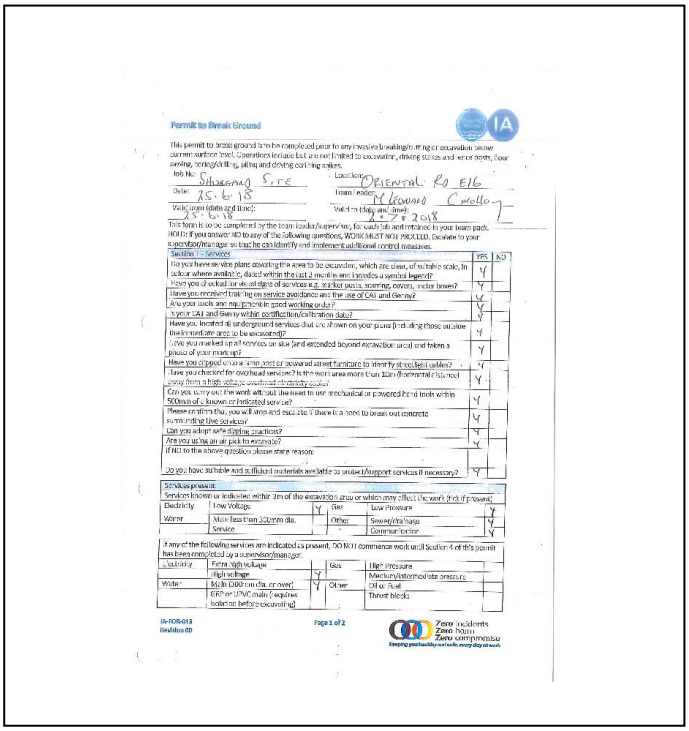
Subject: Permits

What is the danger/risk

A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered. Understanding and following controls within permits is critical to your health and safety.

Incident Information

Following two recent electric strikes it was established that both Permits to Break Ground were not completed correctly. Both had stated that the ground had been surveyed using a CAT and Genny when in fact they hadn't. Had the questions been answered truthfully then both strikes would have been avoided. One of the strikes was on an EHV cable which by luck was 'on standby'. Had it been live there could have been potential fatalities.


Permit to Break Ground

This permit to break ground is to be completed prior to any invasive breaking/cutting or excavation below current surface level. Operations include but are not limited to excavation, drilling studies and sewer posts, floor sawing, cartographic filling, piling and driving cart like probes.

Job No: Shearing Site — Location: Oriental Rd E16

Date: 25.6.18 — Team Leader: M Leonard Capello

Valid from (date and time): 25.6.18 — Valid to (date and time): 2.7.2018

This form is to be completed by the team leader/supervisor, for each job and retained in your team pack. NOTE: If you answer NO to any of the following questions, WORK MUST NOT PROCEED. Escalate to your supervisor/manager so that he can identify and implement additional control measures.

Section 1 – Services	YES	NO
Do you have service plans covering the area to be excavated, which are clear, of suitable scale, in colour where available, dated within the last 3 months and provides a symbol legend?	Y	
Have you checked for visual signs of services e.g. marker posts, warning covers, valve boxes?	Y	
Have you received training on service avoidance and the use of CAT and Genny?	Y	
Are your tools and equipment in good working order?	Y	
Is your CAT and Genny within certification/calibration date?	Y	
Have you located all underground services that are shown on your plans (including those outside the immediate area to be excavated)?	Y	
Have you marked up all services on site (and extended beyond excavation area) and taken a photo of your markings?	Y	
Have you checked for visual signs of services e.g. marker posts, warning covers, valve boxes?	Y	
Have you checked for overhead services? Is the work area more than 30m (horizontal distance) away from a high voltage overhead electricity cable?	Y	
Can you carry out the work without the need to use mechanical or powered hand tools within 500mm of a known or indicated service?	Y	
Please confirm that you will stop and escalate if there is a need to break out concrete surrounding live services?	Y	
Can you adopt safe digging practices?	Y	
Are you using an air pick to excavate?	Y	
If NO to the above question please state reason:		
Do you have suitable and sufficient materials available to protect/support services if necessary?	Y	

Services present

Services known or indicated within 2m of the excavation area or which may affect the work (tick if present)

Electricity	Low Voltage	Y	Gas	Low Pressure	Y
Water	Main less than 300mm dia.		Other	Sewer/drainage	Y
	Service			Communication	Y

If any of the following services are indicated as present, DO NOT commence work until Section 4 of this permit has been completed by a supervisor/manager.

Electricity	Extra high voltage	Gas	High Pressure	
	High voltage		Medium/intermediate pressure	
Water	Main (300 mm dia. or over)	Other	Oil or fuel	
	GRP or UPVC main (requires isolation before excavating)		Thrust blocks	

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Action Required

1. Permits must be filled out truthfully and correctly before work begins – A permit is a legal document!
2. All teams members involved in the activity covered in the permit must be involved in filling out the permit and once completed sign up to the permit
3. If a high risk service is present or an escalation point is triggered (answer no to a question that should be answered yes) then it is your legal responsibility to inform your supervisor
4. If an escalation point is triggered on a permit then the supervisor must follow correct procedure and sign off the permit once they are happy it is safe to continue the activity
5. No work should be undertaken without a permit in place if one is required
6. If you are not sure how to fill out a permit or if an escalation point has been triggered then stop work and contact your supervisor

Contacts for further advice

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Subject: Permits

We the undersigned have been made aware of the contents of this briefing. If we are unable to carry out the work safely or if the environment is at risk, we agree that we must immediately stop work and inform our manager/supervisor.

Date	Name	Signature

Manager/supervisor's signature: Date:

Please continue on another copy for additional employees