



TOOLBOX TALK



PERMIT-TO-WORK SYSTEMS ON SITE

Many site incidents occur because people enter restricted areas or begin tasks without proper authorisation. Access control isn't just a gate or a turnstile; it's a system of checks that ensures the right people perform the right work safely.



1. What key details must always appear on a Permit-to-Work before it can be approved?
2. Why is it important for both the issuer and the contractor supervisor to sign the permit?
3. What types of work on this site would require a Permit-to-Work?

WHAT IS A PERMIT-TO-WORK?

A Permit-to-Work is a formal written authorisation used to control high-risk activities. It specifies:



Examples include hot work, electrical isolation (LOTO), confined space entry, excavations, and any work within occupied or operational buildings.



WHO MAY
PERFORM THE
WORK



WHERE AND WHEN
IT WILL TAKE PLACE



THE HAZARDS
INVOLVED



THE SAFETY
MEASURES REQUIRED

WHY IT MATTERS



A PTW system prevents unauthorised, unsafe, or unplanned work from taking place. Without it, anyone could enter hazardous zones, leading to serious injuries, property damage, or regulatory action.

ACCESS CONTROL IS ABOUT
**RESPONSIBILITY
AND ACCOUNTABILITY,**
NOT JUST RESTRICTION.

KEY ELEMENTS OF A PTW

CONTRACTOR AND
SUPERVISOR DETAILS

WORK DESCRIPTION
AND ASSOCIATED RISKS

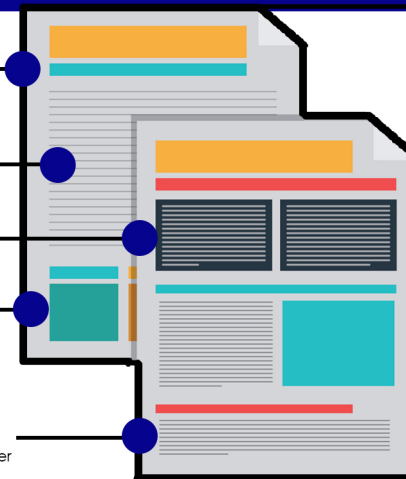
REQUIRED CONTROL
MEASURES

(barriers, fall protection, LOTO, etc.)

START AND FINISH
VALIDITY PERIOD

SIGNATURES OF
BOTH THE ISSUER

(management) and receiver
(contractor supervisor)



BEFORE WORK STARTS



Confirm all workers
are inducted and
medically fit



Verify PPE
compliance
and availability



Ensure isolations,
barriers, and
signage are
in place



Review emergency
and rescue
procedures



Brief the team on
permit conditions
before signing off



All attendees should sign the register to confirm their attendance.



CAIRNMEAD

REGISTER

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