

Briefing/Toolbox Talk Record			
Topic / Subject:	Permits to Work		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors canteen.	Company:	RCL
Presenter:	A. Kulsinkas	Date:	06.06.25
Position:	Site Manager	Time:	08:00 am.
B. Details of Briefing			
Purpose of Briefing			
<p>When a type of work activity has the potential to cause death or catastrophic loss its common practice for employers to use permits to work. If you are told by a manager or client that certain jobs need a permit to work, you must ensure that you have one and that it's valid before starting work.</p>			
Hazards			
The hazards which are often controlled via permits to work include:			
<ul style="list-style-type: none"> Working at height from scaffolds, mobile work platforms, cradles etc. Work on roofs. Working on live electrical circuits. Work on electrical circuits where the isolation point is remote from the work area. Use of ionizing radiation and lasers. Work in the vicinity of radio transmitters. Work with or close to asbestos. Work in an area where process discharges could put you at risk Work in confined spaces. Excavating. Drilling boreholes. Work in a lift pit or on a lift car. Work on pressure systems. High pressure jetting. Use of cranes. Hot work. Work which has the potential to disrupt life critical services, e.g. in a hospital. 			
Reasons for Concern			
<p>Permits to work are put in place when there is a very high risk of injury; therefore, it's critical that workers know the implications if they have been issued with one and understand how they work. Not following the process may put themselves and others at risk of serious injury or death.</p>			

C. Employee Actions – Briefing / TBT must be given before work starts


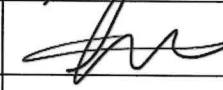
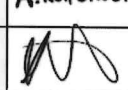
Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Control Measures

- If a permit to work is required you should be informed of this by your manager, the site manager, a safety manager or a client representative.
- Make sure that site personnel have the opportunity to tell you if a permit is needed by signing in or out or checking in as required and by informing site staff of the work you plan to do and what's involved.
- Help the individual issuing the permit to work by answering questions truthfully.
- The permit is a formal authorisation to carry out specific work in a particular way. If you need to change from the planned method of work or work in a new area, check that it's acceptable to the permit issuer before proceeding. **Note.** It has been known for workers to accidentally disturb asbestos, receive an electric shock or suffer other serious accidents because they worked in an area without authorisation.
- The permit to work will set a start and finish time, i.e. period of time in which you are authorised to do the work. Never operate outside of the timeframe. If you need longer, ask the permit issuer for an extension.
- The permit to work must be signed off by all parties on completion. When you have finished leave the area in a tidy and safe condition (returning it to operational condition if that is what has been requested). Then sign off your part and return it to the permit issuer. They will usually check the work area and the quality of the work before signing off their part.
- Sometimes you will finish the job when the permit issuer has left for the day. If you know this is going to happen, request information about whom to hand the paperwork back to. If it happens unexpectedly make sensible efforts to contact the permit issuer or one of their colleagues to pass on the message that you have finished and leave your signed paperwork in a sensible location so that they are likely to find it.

Key Points

- If a client or manager tells you that you need a permit to work for particular types of work, then you must make sure you have one before you start.
- There are many types of work for which a permit could be required. Common activities are hot work, work at height, and work with or near asbestos and live electrical work.
- You must also make sure that it's valid throughout the job, i.e. the work takes place in the specified area, and within the timeframe stipulated and that you only work in the manner agreed.
- If you need to vary what has been agreed, you must obtain permission from the permit issuer.
- You must make sure that the form is signed off and handed back on completion, with the work area left safe and tidy.

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<p>We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor</p>				
Date	Name	Position/Role	Signature	Briefing given by
06-06-25	K.O'Malley	Carpenter		A.K
06-06-25	K.Kulsinskas	Carpenter		A.K
<p align="center">I confirm that the above delegates attended the above stated briefing/toolbox/training</p>				
Given by:	A.Kulsinskas	Position:	Site Manager	
Signature:				
<p align="center">Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – jrl.training@jrlgroup.co.uk</p>				