

1. PURPOSE

To prevent injury by identifying and mitigating hazards in the work environment

2. SCOPE

This procedure applies to all employees, permanent, temporary and contractors, in our facilities. A safe work permit is to be completed for:

- a. Confined space entry
- b. Hot work
- c. Contractor work
- d. Non-Routine Tasks for which there is no Standard Operating Procedure and Job Safety Analysis
- e. Any task deemed by the Terminal Manager

Exceptions for low-risk tasks are provided in Appendix C. Attachments must accompany the safe work permit for energy isolation, hot work, and confined space entry. For details regarding energy isolation, hot work, and confined space entry, refer to the policies referenced in **Section 10**.

3. RESPONSIBILITY

The EHS Director is responsible for maintaining this procedure. Terminal Managers, or their designees, are responsible for implementation and training employees in order to comply with this general procedure.

4. DEFINITIONS

- 4.1 **“Affected Person” or “Affected Group”** – Any person or group that may be affected by the work defined on the safe work permit.
- 4.2 **“Contractor”** - Any person working at the Associated Asphalt who is not an Associated Asphalt Employee.
- 4.3 **“Issuer”** – A facility representative who is knowledgeable of the hazards of the work being performed and trained in this policy.
- 4.4 **“Non-Routine Task”** – Any task that is not a routine task as defined in **Section 4.7**.
- 4.5 **“Operator” or “Operating Group”** – The person or group responsible for operating the equipment on which the task is being performed. An operator or a representative of the operating group is responsible for issuing the work permit. This cannot be the same individual as the work group representative.
- 4.6 **“Receiver”** – The individual receiving the safe work permit. This is a representative of the work group as defined below.
- 4.7 **“Routine Task”** – An unvarying or consistent task that is performed on average once per month over the course of a year or season. This does not apply to employees who, due to inexperience, are not proficient with the task.
- 4.8 **“Work Group”** – The individual or individuals performing the work, including electricians, plumbers, welders, tank builders, HVAC techs, IT techs, scale mechanics and general maintenance.

5. SAFE WORK PERMITTING PROCEDURE

5.1 Prior to Beginning Work – Complete the safe work permit form in Appendix A as follows:

- a. Identify** – The location, equipment, and specific job scope for task to be performed.
- b. Also Identify** – Specific policies and documentation required to supplement the safe work permit process including permit attachments required for hot work, confined space, and energy control procedures necessary for lockout tagout.
- c. Walk Down** - The work area to identify safe access to the equipment, work space required for mobile equipment such as cranes, lifts, etc., and any staging space required for parts and waste generated by the job.
- c. Review** – The safety concerns on page 1 of safe work permit (SWP).
- d. Complete** – The JSA section of the SWP, for any non-routine job. Identify each task associated with the job, the hazards associated with those tasks and measures taken to control those hazards. Examples of such hazards and mitigating measures are provided in Appendix B.
- e. Also Complete** – Additional permits as required for hot work, confined space and control of hazardous energy (LOTO). Attach these documents to the safe work permit.
- f. Assemble** – All safety equipment and PPE necessary to perform the job.
- g. Perform** – Tasks identified on page 1 of the SWP and on permit attachments required for hot work, confined space and energy control procedures (LOTO). This includes identifying risks associated with scaffolding, installing warning signs or barricades, notifying other affected work groups, and monitoring.
- h. Record** – Monitor readings, if required, on the permit and ensure that requirements for a safe working atmosphere are met.
- i. Conduct** – A field verification with the operator to ensure that the work environment is safe. This may coincide with the try step required for energy isolation. *A field verification is necessary prior to performing every job.*
- j. Obtain** – Signatures and contact information from the operating group representative, the work group representative, and the affected group representative, if applicable.
- k. Review** – The safe work permit and all attachments with the work group and obtain their sign-off on Page 2 of the SWP.

5.2 Upon Completion, Postponement, or Cancellation of the Work – The work group representative shall:

- a. Clean Up** – The job site. Leave no tools, equipment, or materials that are not essential for safe operation.
- b. Notify** – All operating and affected employees that equipment will be placed back in service. Ensure that they are positioned for safe operation.
- c. Remove** – All energy isolation devices (if applicable), barricades, and temporary safety devices that were installed for the purposes of performing the task.

- d. **Restore** – All equipment to operating condition. Close electrical disconnects/switches and restore valves to proper position.
- e. **Walk Down** – the area with the operating group representative to ensure that nonessential items have been removed and that equipment has been returned to safe operating conditions.
- f. **Start** – Equipment and check for normal operation.
- g. **Close Out the Work Permit** –Complete the “Permit Close-Out” section of the work permit and obtain signatures from the operating group representative and the work group representative.

6.0 PERMIT LOCATION, TRANSFER, EXPIRATION, AND RETENTION

6.1 Location – A copy of the SWP and all necessary attachments will be kept at the job site at all times while the job is being executed.

6.2 Transfer – The permit may be transferred to additional work groups or individuals joining the work, or on an oncoming group at shift provided that:

- a. A new work permit is issued for each work day,
- b. The permit and its attachments are reviewed with all oncoming individuals,
- c. The oncoming individual(s) initial the safe work permit, AND
- d. The oncoming shift walks down the site to identify any additional hazards or changes to the work permit.

CAUTION: Complacency causes accidents. To avoid complacency, a walk-down or field verification is recommended during transfer of the permit to oncoming work group members .

6.3 Expiration – The permit is valid for up to 24 hours after it is issued. A new permit must be issued at the beginning of each work day.

6.4 Retention – Retain all safe work permits on site in an accessible location for 1 year.

7.0 TRAINING AND AUTHORIZATION

Only trained individuals may issue safe work permits. Training will be conducted by the EHS department or other competent person.

8.0 CONTRACTORS

All contractors working at Associated Asphalt shall conform to this procedure.

9.0 PERIODIC REVIEW – One safe work permit at each site shall be reviewed each calendar quarter by a qualified Associated Asphalt employee. Audit findings shall be shared with the EHS Director.

Title: Safe Work Permit Policy

Document No.: 1808-2



10.0 REFERENCE

LOTO Policy
Confined Space Policy
Fall Protection Policy
Hot Work Policy

APPENDICES

Appendix A – Combined Safe Work Permit



Combined Safe
Work Permit 04-24-2

Appendix B – Example of Work Hazards and Control Measures



Appendix B -
Examples.docx

Appendix C – Work Permit Exceptions



Appendix C-
Exceptions.docx