

## **Permit to Work System - Supporting Note**

**December 2011**

### ***Clarification of expectations of Permit Issuers***

Permit Issuers are requested to issue permits to contractors who are completing activities requiring a permit.

Under the Permit to Work (PTW) System; Permit Issuers are required to:

- Critically review the Job Hazard Analysis (JHA)/Method Statement (MS) that was prepared by the Permit Holder as part of the preparation of the PTW
- Discuss the JHA/MS with the Permit Holder on site
- Confirm the PH is aware of requirements of the Z PTW System,

as part of issuing the permit.

At times the Contractor completing the works may be new to working on Z sites and not be experienced with the requirements of the PTW System. Should the Contractor not be able to demonstrate behaviours which are required to issue the permit the Permit Issuer can either:

- a) Assist the Contractor with preparation of the JHA and their understanding. Once an appropriate level is reached, issue the permit. This may involve additional supervision of the Contractor, which is to be agreed with Z (or whoever is paying for the permit) in advance. The Z PTW Administrator is to be notified.
- b) Not issue the permit until the Contractor can provide appropriate documentation and understanding and refer the Contractor back to the party that have engaged them, Z or other. Notify the Z PTW Administrator immediately.

Z expects the Permit Issuer to assess each situation separately and choose the most appropriate option.

Should option (a) be appropriate, Permit Issuers time to complete this will be reimbursed, through the permit invoice.

Permit Issuers are entitled to not issue a permit if they have concerns about Contractor documentation, understanding or confidence in compliance, following the discussion.

Z is committed to providing a safe working environment. If you [/a Permit Issuer] have[/has] questions, suggestions or concerns about the PTW process or any other matter regarding the work you [/they] do for Z Energy, please raise it with The Z PTW Administrator.