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Document Author	John F Macleod
Document Approval	Douglas Leask
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Pages	5

1.0 Purpose

A Permit to Work (PTW) is an effective means of controlling hazardous work activities. It is required when, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists. This procedure details how Leask Marine Limited will control specific health and safety risks and includes contractors, diving, excavations, confined spaces, hot & cold, at height, and electrical works.

A PERMIT TO WORK IS ISSUED TO THE INDIVIDUAL PERSON IN CHARE AND NOT TO THE TASK

2.0 Scope

This procedure applies to all Leask Marine Ltd onshore and offshore operations. The Safety and wellbeing of all employees, customers, vendors, sub-contractors and visitors is paramount to our success, and our commitment to continual leadership is borne from an ethos of accident prevention, and a proven track record of safety being our core objective. The Company's policy and commitments therefore are to ensure that no job is so important that we cannot take the time to perform it safely and to this end our philosophy is to ensure all Permit to Works are adhered to at all times. A PTW should be used when it is intended to carry out any work that may adversely affect the safety of:

- Personnel
- The Environment
- Plant and Equipment

2.1 References

- HSE Diving at Work Regulations 1997
- Management of Health and Safety at Work Regulations 1999
- Confined Spaces Regulations 1997
- The Work at Height Regulations 2005
- Electricity at Work Regulations 1989

3.0 Responsibilities and Requirements

Issuing Authority

The issuing authority shall have suitable knowledge, experience and the authority to take action (e.g. refuse to issue, withdraw or close a PTW) as necessary.

The Issuing Authority must be satisfied that:

- All suitable risk assessments have been considered
- Safe systems of work have been developed
- All necessary precautions have been taken
- Any work activities that may interact are identified and de-conflicted
- The supporting checklist is completed prior to task commencing

Only the Issuing Authority has the authority to give permission for the task or activity to proceed.

Person in Charge (Supervisor)

The person in charge must ensure that each permit will highlight other paperwork that requires to be completed or any third parties that need to be informed. The person in charge must be competent, understand the conditions of the permit and hold responsibility of issuing and completing the Permit To Work that will be specified in the defined work scope, and will be signed by the Leask Marine responsibly appointed Supervisor or Manager.

The Person in Charge has the following responsibility:

- Supervising the task
- Ensuring compliance with the PTW
- Be present at the location where the task or activity is being carried out
- Brief staff engaged in the task or activity as to the necessary hazards and control measures
- Ensure all staff are competent and adequately trained to carry out the task/activity
- Ensure the PTW is available at the point of work
- Ensure all necessary safety and emergency equipment is available at the point of work
- Stop the task or activity when the conditions on the PTW cannot be met.

If the Person in Charge leaves the point of work then the task must be stopped and the area made safe until they return.

A works procedure may require the issue of one or more than of the following permits at any one time dependent on the activities and personnel involved. A works procedure may require a:

- General Permit to Work Form (4.08.2)
- Contractors Permit to Work Form (4.08.3)
- Diving Operations Permit to Work Form (4.08.4)
- Excavations Permit to Work Form (4.08.5)
- Confined Spaces Permit to Work Form (4.08.6)
- Hot Works Permit to Work Form (4.08.7)
- Cold Works Permit to Work Form (4.08.8)
- Working at Height Permit to Work Form (4.08.9)
- Electrical Works Permit to Work Form (4.08.10)

3.1 GENERAL PERMIT TO WORK

A General Permit to Work (4.08.2) may be required when new or hazardous work activities require controlling. It is required when, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists.

3.2 CONTRACTORS PERMIT TO WORK

All contractors must report to their Leask Marine Ltd host prior to commencing any works on any Leask Marine sites or vessels. In certain circumstances Leask Marine Limited will require that contractor to be

issued with a Permit To Work (4.08.3). Any permit issued must always remain with the contractor's operatives while on the specified working site.

3.3 DIVING OPERATIONS PERMIT TO WORK

Leask Marine Ltd will request to dive through the issue of a Diving Operations Permit To Work Procedure (4.08.4) to the Harbour Master of the appropriate Harbour Authority explaining the Scope of Works, the personnel involved, the Health & Safety procedures sign off, Diving Supervisory authorisation, and validity of the permit date & time. Operations will not start until the authorisation is granted in writing by the harbour authority. Some Harbour authorities will require their Diving Operations Permit to Work to be completed in which case the Leask Marine PTW can be usurped.

3.4 EXCAVATIONS PERMIT TO WORK

Where ground is to be broken then a permit to excavate (4.08.5) must be issued to protect against strikes to underground services, undermining adjacent structures and collapse of excavation. Subject to site assessment a permit may be issued at the start of a week and be valid for the duration of that week. This should be issued by site management.

3.5 CONFINED SPACES PERMIT TO WORK

Where works have to take place in a confined space then a permit to enter (4.08.6) must be utilised, normally this will be issued by site management.

3.6 HOT WORKS PERMIT TO WORK

Hot work permits (4.08.7) must be utilised where any hot works take place out with hot works areas irrespective of duration and size.

In particular it should be noted that they must provide firefighting equipment and for it be to hand.

Following completion of hot works operatives / contractors must recheck area every 15 minutes for sources of ignition until 180 minutes (3 hours) have expired following the completion of works.

3.7 COLD WORKS PERMIT TO WORK

Cold work permits (4.08.8) must be utilised where any high risk cold works are scheduled. Cold works include but are not restricted to:

- Working on equipment or plant components that are under pressure or are energised in some form by mechanical energy
- Work on equipment or plant components that are at extreme cold temperatures
- Work on equipment or plant components that contain hazardous materials
- Work on pressure tanks or vessels
- Isolation of pipe work, valves or associated vessels
- General labour in construction in wet & windy conditions

The threshold limit values based on 4-hour shift schedules should be observed, and a place or opportunity to warm up should be provided on site for all operatives.

3.8 WORKING AT HEIGHT PERMIT TO WORK

Working at height permits (4.08.9) must be utilised where any works are intended above the height of 2 metres from ground level.

To ensure you comply with the law you should:

- Do as much work as possible from the ground
- Ensure workers can get safely to and from where they intend to work at height
- Ensure the equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Ensure workers are not expected to overload or overreach when working at height
- Take additional precautions when working on fragile surfaces at height
- Provide protection from falling objects to workforce
- Consider all emergency evacuation and rescue procedures

3.9 ELECTRICAL WORKS PERMIT TO WORK

Live working will normally not be permitted under any circumstances. Electrical systems must normally be dead when being worked upon. It is not expected that site Supervisory management will have the expertise to issue electrical permits but if required (4.08.10) it is incumbent upon electrical works operatives / contractors to carry out works to the latest edition of the IEE Regulations and manage their own electrical permit system. This should be reflected in their permit for electrical working within their method statement.

Operatives / contractors must physically lock off the area during works and make the area safe at completion of works. Where any residual hazards exist, it is incumbent on the operative / contractor to exclude others and advise management accordingly.

3.10 EMERGENCY

Unplanned or unforeseen situations encountered during the works on site where a permit is in force must be advised to relevant site supervisor immediately. Works should normally be stopped pending authority to proceed except where others may be exposed to unsafe condition. Remove all parties from the work area except those making it safe and wait until authorised to do so to return to site.

3.11 NON-COMPLIANCE

Anyone who refuses to adhere to this Policy will be subject to action under the Company's disciplinary procedure as it will be considered an act of gross misconduct and may lead to summary dismissal as a result of investigation. This is without exception and includes all levels of management. Contractors who fail to comply with this policy will be asked to leave, and this may affect.

4.0 Review and Monitoring

If the task/activity is not completed within the specified working time, the task/activity must be stopped, the area made safe and the permit closed. A new PTW shall be raised in order to resume the work. This policy will be reviewed / monitored as part of Leask Marine's internal audit programme and in light of any legislative changes.

5.0 Records

All PTW issued should be entered into the Register of Permits to Work.
Upon completion of the task/activity the PTW should be returned to the Issuing Authority.

6.0 References

Permit to Work checklists:

- General Permit to Work Form (4.08.2)
- Contractors Permit to Work Form (4.08.3)
- Diving Operations Permit to Work Form (4.08.4)
- Excavations Permit to Work Form (4.08.5)
- Confined Spaces Permit to Work Form (4.08.6)
- Vessel Confined Spaces Checklist 4.08.6.1
- Fixed 24hr Confined Spaces Permit To Work Form 4.08.6.2
- Hot Works Permit to Work Form (4.08.7)
- Vessel Hot Works Checklist 4.08.7.1
- Fixed 24hr Hot Works Permit To Work Form 4.08.7.2
- Cold Works Permit to Work Form (4.08.8)
- Fixed 24hr Cold Works Permit To Work Form 4.08.8.1
- Working at Height Permit to Work Form (4.08.9)
- Vessel Working at Height, aloft, or overboard Checklist 4.08.9.1
- Fixed 24hr Working at Height Permit To Work Form 4.08.9.2
- Electrical Works Permit to Work Form (4.08.10)
- Fixed 24hr Electrical Works Permit To Work Form 4.08.10.1

Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2022