



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>
<b>Permit To Work System Management</b>
<b>DOCUMENT NO. : CTSSB-OSHMP/SWP-07</b>

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<b>DATE:</b>	<b>1<sup>st</sup> JANUARY 2013</b>	<b>1<sup>st</sup> JANUARY 2013</b>	<b>1<sup>st</sup> JANUARY 2013</b>

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## TABLE OF CONTENT

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PAGES</b>
1.0	Governing Policy	3
2.0	Purpose	3
3.0	Scope	3
4.0	Reference	3
5.0	Responsibility, Authority And Accountability	4
6.0	Terms And Definitions	5
7.0	Details Procedure	7
8.0	Record Management	9
9.0	Appendices	9

SAFE WORK PROCEDURE	 <b>CELKOM TIMUR (SABAH) SDN. BHD.</b>	Issued No. 1
Permit to Work System Management		Revision No. 0
Document No. <b>CTSSB-OSHMP/SWP – 07</b>		Effective Date 1 Jan. 2013

## 1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

## 2.0 PURPOSE

The purpose of this Work Permits as a control system to provide a level of control to ensure risks associated with certain work types and areas are eliminated or minimised to prevent incidents occurring in the workplace.

## 3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

## 4.0 REFERENCES

- i. OSH Act 1994
- ii. FMA 1967
- iii. OHSAS 18001:2007
- iv. DOSH Guidelines – " Hazard Identification, Risk Assessment and Risk Control'
- v. CTSSB's OSH Plan : Part Four : Responsibility, Authority & Accountability
- vi. CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control: **CTSSB-OSHMP/SWP -01**
- vii. CTSSB's Safe Work Procedure : Workplace Inspection for OSH Compliance: **CTSSB-OSHMP/SWP -02**
- viii. CTSSB's Safe Work Procedure : Accident Reporting and Investigation: **CTSSB-OSHMP/SWP -04**

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Document No. <b>CTSSB-OSHMP/SWP – 07</b>		Effective Date 1 Jan. 2013

## 5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

### i. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.

### ii. Head of Department (HOD) / Officer in-charge (OIC)

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.
- Conduct workplace inspections to ensure all the CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas that identified have potential high risk shall implement this Permit to Work System.
- To ensure the records of Permit to Work record are properly kept and easy to retrieve.

### iii. All Employees (Including Contractor)

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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## 6.0 TERMS AND DEFINITIONS

### i. SWP

- Safe Work Procedure

### ii. PTW

- Permit TO Work

### iii. TBT

- Toolbox Talk

### iv. LOTO

- Lock Out and Tag Out

### v. Hazardous Energy:

- Electrical, pneumatic, hydraulic, radiation, stored (springs and batteries), potential (by virtue of position), heat (hot water, steam, surfaces).

### vi. Hazardous Substance:

- Solids, gases, vapors, liquids, dust with the potential to cause injury or illness such as toxic, corrosive or flammable.

### vii. Hot work:

- All work with the potential to create a source of ignition. This includes grinding, welding, thermal or oxygen cutting or heating, and other related heat producing or spark producing operations. The hot work permit shall be applicable where flammable material is present at vicinity of the task to be performed.

### viii. Electrical Work:

- Working on electrical power supply / distribution equipment like Power Distribution Boards, Transformers, Motor Control Panels, electrical supply cables, circuit breakers, etc comes under this category.

### ix. Servicing and/or Maintenance:

- Workplace tasks or activities such as constructing, installing, setting up, adjusting, inspecting, modifying, repairing, trouble shooting, and maintaining and/or servicing machines or equipment. These activities include any related work where the employee may be exposed to the unexpected energisation or start-up of the equipment, machine, or process line or release of hazardous energy.

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Permit to Work System Management		Revision No. 0
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**x. Work at Height:**

- This involves all height operations where there is a possibility of fall from height. Such personnel working at height may require use of ladders, scaffold, man-lifts, height aiding equipment and full body safety harness.

**xi. Permit Applicant/Holder:**

- A competent employee of the section/ Department who has been trained and authorized and has satisfactory knowledge of the hazards at a work and can apply for Permit To Work. He/she should be able to supervise and ensure that all control measures were put in place for the particular job to reduce risk to acceptable level before start of work.

**xii. Confirming HSE representative:**

- Ensures all details and precautionary measures for the work to be undertaken are properly highlighted and followed.

**xiii. Permit Authorization:**

- A authorized project in-charge who has satisfactory knowledge of the hazards where the work is being carried out shall authorize the permit up-on verified by department head.

SAFE WORK PROCEDURE	 <b>CELCOM TIMUR (SABAH) SDN. BHD.</b>	Issued No. 1
Permit to Work System Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 07		Effective Date 1 Jan. 2013

## 7.0 DETAILS PROCEDURE

### i. The permit to work system:

- Specifies the work to be done and the equipment to be used.
- The Permit states the exact location where the works are to be carried out
- The precise periods that the Permit is valid for are recorded
- Specifies those carrying out the work including the supervisor
- Specifies the precautions to be taken when performing the task
- Gives permission for work to start
- Provides a check to ensure that all safety considerations have been taken into account, including the validity of permits and certificates and compliance to the Company's policies and procedures

### ii. Issuance

- Only the authorised personnel as per listed in the **PTW Authorisation Personnel Register : CTSSB-OSHMP(F)- 12** is authorise to submit the PTW application.
- The Permit Applicant will fill **PART A** of the **General Permit to Work (PTW) form : CTSSB-OSHMP(F)- 13**, specifying the type of work task to be done and this would be accompanied by a complimentary checklist/form specific to the job.

### iii. Confirmation

- The Permit applicant and officer in-charge will go through the Safety check list (**PART B** of PTW form) and re-check the task to be performed whether its required PTW or not by referring the work task list stated on the approved **Tasks Requiring PTW Register form : CTSSB-OSHMP(F)- 14**.
- The Officer in-charge (OIC) will undertake the responsibility to ensure that all relevant check list items complied with and relevant documents are attached to PTW form
- At this point, the Permit applicant and Confirming Officer in-charge (OIC) would both sign on the appropriate space of **PART C** of the PTW form before due authorization.

SAFE WORK PROCEDURE	 <b>CELKOM TIMUR (SABAH) SDN. BHD.</b>	Issued No. 1
Permit to Work System Management		Revision No. 0
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#### iv. Authorization

- Only CTSSB's approved officer as per listed in the **PTW Authorisation Personnel Register : CTSSB-OSHMP(F)- 12** can be the authorised personnel of the PTW application.
- Prior to authorization of the Permit to Work, the applicable Authorizing Person shall ensure that:
  - a. The form is appropriately filled and conforms to the activity
  - b. Appropriate signatures are in place
  - c. Ensure that the task requested for will not have effect on other functionaries/ tasks
- The complementary check lists and applicable SWP to the work have been duly observed and attached.
- The authorizing person shall sign on the appropriate space of **PART-C** of the PTW form when the application have been considered satisfactory, then the work can commence.
- Where the safety requirements are being altered after original approval or there is a change in the original work, the process would start over again.

#### v. PTW Copies

- The authorized PTW form shall be made in triplicate-
  - a. Original is kept with the officer in-charge (OIC);
  - b. One copy is kept with the Permit applicant;
  - c. One copy is posted on the specific site of the work

#### vi. Work start-up

- The contractor's supervisor shall re-check the area to ensure that all safety requirements are still in place and newly introduced or existing hazards are well controlled before start-up.
- Otherwise, any alterations in the safety controls would require re-starting the process for fresh PTW application.
- The contractor's supervisor will ensure that precautionary measures remain in place throughout the duration of task.
- The contractor's supervisor /Permit Applicant will hold a toolbox meeting with the personnel assigned to carry out the work on applicable Safe Work procedure (SWP) ensuring that they understand their responsibilities and document them.
- After completion of toolbox talk, the supervisor who is also the permit holder will engage his team to carry out the task.



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#### vii. Work Close-out/Progress

- The PTW form is valid only for one specific work task and/or project. At the end of each job, the work may be identified as
  - a. '**Job Completed**', if work is concluded;
  - b. '**Job Suspended**', if work will continue later; or
  - c. '**Job Cancelled**', where work is stopped.
- It is also required to check appropriate box to indicate whether the safety conditions are met to start the equipment. This would be indicated in **PART D** of PTW form by the Permit Applicant after confirming the status of the job.
- Permit applicant shall hand over two copies of duly closed permit copies to Officer in-charge (OIC) shall verify the two copies for proper close out and the safety conditions to start the equipment.
- Upon satisfactory verified safe conditions head of Department (HOD) shall sign in **Part-D** and hand over all 3 copies of permits to PTW Coordinator who shall verify all entries of each of the triplicate copies of the Permit would then be signed off, indicating time and date.

#### viii. PTW Administration

- The CTSSB's Officer In-charge will be responsible as Permit Coordinator that administrates the PTW forms as described below;
  - a. Up on receipt of closed out PTW by Permit Applicant,
  - b. PTW coordinator to ensure that all PTW activities are properly logged in and followed up in accordance with their work status (Suspended, Completed, or cancelled).

#### ix. Record

- At the end of work shift/day, all three copies of the PTW form would be received by the Permit coordinator, signed off and filed appropriately.

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Permit to Work System Management		Revision No. 0
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## 8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

## 9.0 APPENDICES

### i. Standard Form

- PTW Authorization Personnel Register : **CTSSB-OSHMP(F)- 12**
- Permit To Work (PTW) Form : **CTSSB-OSHMP(F)- 13**
- List of Task Requiring PTW Register : **CTSSB-OSHMP(F)- 14**