

# NTPC Health & Safety Alert

## Work Protection



### Background

The intent of this safety alert is to clarify any misunderstandings or misinterpretations of the Work Protection Code.

If the Work Protection Code pertains to you, please carefully read the practical guidance section below and forward any questions or comments to the HSE department.

### Practical Guidance

Permits shall be surrendered (other sections in Work Protection Code 7.8 notwithstanding) in accordance with Work Protection Code Section 7.8.2 as follows.

Before surrendering the permit the Permit Holder shall:

- Inspect the apparatus covered by the permit;
- Ensure the apparatus is in a safe condition for surrender; inform all workers under the permit that the permit is going to be surrendered; and
- Ensure that all workers are clear of the apparatus.

\*\* The permit shall be surrendered only after all work/test; hold/operate; testing at speed no load; or on the bus under load (where applicable) has been completed.

### Permit Holder vs. Issuing Authority:

- The Permit Holder must be onsite at all times while the work is continuing.
- The Permit Holder cannot change unless the Permit Holder transfers the permit to another Worker.
- The Issuing Authority can change while the permit is in-effect for Surrender, Transfer, Expand and collapse, etc.
- Under no circumstances shall a permit be issued, surrendered, or switching conducted without the full concurrence of the current Issuing Authority.

### Changes to Switching Plans during the course of a permit shall:

- Be explicitly identified (in accordance with Section 7.7 Expanding/Collapsing a Permit) on the approved switching plan and initialed by the Issuing Authority at the time of the change.

### Verbal permit transfers:

- Are to be used only when absolutely necessary and shall be appropriately justified on the Work Permit or Permit Transfer Form. Poor planning is not an adequate justification for verbal permit transfers. Ideally permits should be transferred when the current and receiving Permit Holder(s) are onsite and available to fully discuss the status of the work, the Work Permit, and any changes to the switching authorization (i.e., Expanding/Collapsing the Permit) during the work.

In cases where there is disagreement on any aspect of the work protection code and associated permits:

- A Work Protection Code Manager shall be consulted to resolve the issue prior to issuance, switching, surrender, etc. If the issue cannot be resolved by the Work Protection Code Manager an HSE Coordinator should be consulted on the issue.