

AIMS COLLEGE OF BUSINESS AND IT  
(PVT) LTD

# **PERMISSION TO WORK POLICY**



## **Unit for Health and Safety**

### **Permission to Work**

This is a sub-policy of the AIMS main Health and Safety Policy Statement.

#### **Definition**

A work permit is a formal document required while working in potentially hazardous locations at AIMS. The work permit will define the dangers, establish control methods, and outline the work processes. It is a permit to do a specified work activity on a specific day, not a generic access permit.

#### **General**

A work permit must include the following information:

1. Duty Bearers - authorized workers (operatives).
2. The location and description of the plant or equipment to be repaired.
3. Work description and scope (including safety criteria).
4. Identity and contact information of the Supervisor(s) (authorizing official).
5. Contractor's Emergency Contact Information

It must be completed properly before work can begin and is typically limited to a specific time period or until the work is completed and/or the permit is cancelled.

The duration of time for which the permit is valid should be risk-based and established based on the risk assessment performed for the activity in issue.