

Permit Holder Role & Responsibilities Guide - Z Energy

Our Z Energy Permit to Work System (PTWS) is an important tool which helps us to identify and manage high-risk and non-routine activities that could result in serious or fatal injuries.

As a **Permit Holder** you play a critical role in helping us to ensure that the Permit to Work system is always effectively used and adhered to.

Below are some key points to help provide clarity what is expected of you, in performing your duties as a Permit Holder when you are working under our Z Energy PTWS.

Permit Holders MUST:

Prior to intended works:

- Engage with the Z Permit Issuer (PI) with sufficient notice of the intended site works:
 - a. Low Risk Works – Request may be made on the day of the activity.
 - b. Medium Risk Works – At least 48hours notice prior to work commencing .
 - c. High Risk Works - At least 5days notice prior to work commencing.
- Properly prepare and plan the requirements for carrying out any potentially hazardous work.
- Prepare and provide all required documentation to the PI for review, allowing sufficient time for the PI to be able to review the documents thoroughly before the time the permit is required.
- Advise the PI and site representatives if the intended work activities will introduce any new risks to the site and where there is the potential for the works to affect their usual site operations.
- Liaise with the PI to identify what permits and certificates will be required as per the works programme and contact the local PI to arrange for these.

While on site/doing the job:

- Provide input into the controls necessary to safely manage risks as their area of expertise relates to the scope of work.
- Take all necessary steps to perform the work in a safe and environmentally-sound manner in accordance with the permit.
- Conduct daily Toolbox Talks and any other engagement necessary to ensure the work details are explained to the work parties, including any potential hazards and risks and their associated control measures.
- Review the risks and controls daily through a prestart or toolbox meeting and ensure all their workers are actively involved in the toolbox meeting.
- Discuss the job fully with the PI before signing to accept the permit.
- Provide continuous on-site supervision of the work to ensure the Z PTWS requirements are being met.
- Ensure all their workers always adhere to Z's Permit to Work system.
- Ensure all their workers are properly trained and have signed onto the required safety documentation for the works.
- Not make any changes to the approved Work Permit or associated PTWS documents without first discussing and obtaining the permission of the Z Permit Issuer (PI).
- STOP the work if there are any HSSE concerns for the work being conducted.

Permit Holder Acknowledgement:

I acknowledge that I have read and understood the Permit Holder Role & Responsibilities Guide

Name:

Date

Signature

Electronically Controlled Document. Refer to online document for current version.

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