



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Facility Management and Safety		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	Safety Work Permit Authorization		
<b>Applies To:</b>	Safety Department		
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## 1. PURPOSE:

- 1.1 The purpose of this policy is to ensure that facility is safe for patients, visitors, employees and outside contractors during construction and renovation activities.

## 2. DEFINITION:

- 2.1 **Safety Work Permit Authorization System** shall mean the approval, inspection and controlling of all work permits issued in accordance with the hospital's policy and procedure on Safety Work Permit Authorization System.

## 3. POLICIES:

- 3.1 The Safety Officer (SO) on duty shall ensure that all the areas covered by the requested work permit are inspected properly ensuring that all appropriate fire safety measures such as availability and readiness of fire equipment, personal protective equipment, securing the area, etc. are in place prior to approval of work permit and the commencement of job. The SO on duty shall utilize the Assistant Safety Officer (ASO) or Safety Officer Coordinator (SOC) in this activity, providing assistance and supervision as required.
- 3.2 During the absence or unavailability of the SO, the ASO/SOC shall carry out the routine required work permits. However, for uncommon works such as working in elevation, working in areas where flammable gases or materials are present, and in confined spaces, etc., the SO shall be contacted, and if not available, the Chief of Safety shall be informed.
- 3.3 SO shall ensure that all work permits granted be monitored by the duty officers. Safety violation noted after the issuance of the permit shall immediately be reported.
- 3.4 Work permit shall not be granted by the SO, the ASO/SOC unless all fire safety conditions, requirements and precautionary measures are completely met in accordance with the Safety Work Permit Authorization System.
- 3.5 Any critical work activity that cannot be completed within a shift shall be passed-on to the incoming duty SO/ASO/SOC both in the Daily Log's pass-on column and on the accomplished Work Permit Form by having the incoming SO/ASO/SOC affix his signature in the form for monitoring until such time that said activity shall then be cleared of said pass-on.
- 3.6 Safeguarding of Hospital Property requests shall be covered by this policy and shall follow the same procedure as contained in this IPP.

## 4. PROCEDURES:

- 4.1 Upon receipt of requested Work Permit Form, respond to work location and conduct fire safety check.
- 4.2 Fill-up all the applicable boxes in the form.
- 4.3 Use the checklist on the reverse side of the form for the safety requirements to be complied.
- 4.4 After all the requirements are met, have the work supervisor sign the Work Permit and sign also the permit in the appropriate space.

- 4.5 Enter the activity in the Daily Log and attached the completed Work Permit Form in the Daily Log.
- 4.6 Emergency Work Requests shall be attached to on a priority basis, all other work requests should be attended to within 30 minutes.

**5. MATERIALS AND EQUIPMENT:**

- 5.1 Environmental Monitoring Devices (such as explosive meter, gas tester, etc.)
- 5.2 Work Permit Form
- 5.3 Type writer/Computer
- 5.4 Safety precaution materials (such as barricades, warning tapes, traffic cones, etc.)

**6. RESPONSIBILITIES:**

- 6.1 Safety Officer





**7. APPENDICES:**

- 7.1 N/A

**8. REFERENCE:**

- 8.1 Prince Fahd Bin Sultan Hospital Policy and Procedure

**9. APPROVAL:**

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