

	<b>To be filled before starting the work and first copy to be available at work site with performer (internal / external), the second copy to be submitted to security post, &amp; third copy shall be retained in the book itself.</b>  <b>Note:</b> 1. Under no circumstances permitted work should be carried out after the close time of the work permit. 2. Permit should be returned to the initiator by performer & thereafter submitted to E-S Coordinator. 3. Safe work permit request should be raised daily before start of work & permit register shall be available with E-S Coordinator.	<b>Doc. No: ESHMS/P/04</b>
		<b>Rev No: 1</b>
		<b>Rev Date: 18-Nov-2025</b>

Height Work Permit

Permit No.	Date	Time (Max 8 hrs or end of the shift)	Work Performing Department	Location of Work
WP/TTK/COI/HWW/25/00012	18-Nov-2025 03:30:31 PM	From 18-Nov-2025 03:27:00 PM To 18-Nov-2025 06:00:00 PM	Maintenance	

Work Description:	
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1. Hazards Identified			
<input type="checkbox"/> Presence of Toxic Gas Fumes	<input type="checkbox"/> Sharp Edges	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Height Work (Above 2 Meter.)
<input type="checkbox"/> Work near Over Head Electrical Line	<input type="checkbox"/> Combustible Materials Nearby	<input type="checkbox"/> Trip Hazard	<input type="checkbox"/> Static Electricity
<input type="checkbox"/> Work on Fragile Roofs	<input type="checkbox"/> Improper Access to reach height	<input type="checkbox"/> Work near sharp edges in ground level	<input type="checkbox"/> Slip Hazard
<input type="checkbox"/> Steam	<input type="checkbox"/> Work on Standing Ladder	<input type="checkbox"/> Work on Moving Machinery	<input type="checkbox"/> Confined Space
<input type="checkbox"/> Excavation Collapse	<input type="checkbox"/> Oil Spillage Observed	<input type="checkbox"/> Work on Scaffolding	<input type="checkbox"/> Unguarded Opening
<input type="checkbox"/> Mechanical / Electrical Sparks	<input type="checkbox"/> Noise / Vibration	<input type="checkbox"/> Pressurized Line	<b>Other Hazards:</b>

2. Control Measures
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<b>File:</b> 0	<b>Attachment:</b> 0	<b>Name of the person</b> _____:	<b>If any of the above criteria required is not met, then do not issue the work permit.:</b>
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YES	NO	NA	Check Points for the Initiator
			Is all hand tools & equipment's inspected & tag provided?
			If Work is to be carried on fragile roof then life line provided to prevent a fall
			Use of full body harness with life line and provision available to anchor life line and lanyard of harness
			Proper access / Ladder is to be provided to reach at work place and use safety belt with life line
			Proper staging, platform and handrails provided (Top rail, Mid rail & Toe guard) provided
			Precaution should be taken to avoid falling of tools from height
			Caution board indicating "MEN AT WORK" displayed and barricading provided
			Disconnected any electrical equipment with in proximity of working at height before startup of work
			Persons / Certified rigger medically fit and sufficiently trained
			No overhead electrical cables above the working platform
			If scaffold used, Checked the condition of scaffolding & found satisfactory
			Any other source of potential hazard identified (Fire, Explosion, Fumes, Electrical leakages, Slippery surface); Whether source of hazard removed
			For electrical height work, is FRP ladder available
			Is stand by person available to hold the ladder Name: _____
			Is ladder placing in 75 deg angle?
			Is ladder inspected, physical condition is good & certified with green tag?
			Is nearby vehicle movement are eliminated & barricaded?
			For roof work, Is Job Safety Analysis was conducted & approved by Central HSE Head? – Mandatory for Roof Work
			Stop the work during rain, heavy wind & any other abnormal environment

Attachments	
	

3. Safety Equipment Requirement & PPE to be used			
<b>Safety Glasses:</b>	<b>Helmet:</b>	<b>Apron:</b>	<input type="checkbox"/> Checkbox 1
<b>Fretext 4:</b>	<input type="checkbox"/> Checkbox 2	Date section: NA	
YES	NO	NA	Check Points for the Initiator
			Radio button

4. Work Permit Authorization
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<b>Cross Referred Permits</b> – To be filled by Initiator (Other type of Work Permits for Same Work)		Permit Type: Height Work Permit No.: WP/TTK/COI/HWW/25/00012
NA	NA	EHS Head
<b>Name:</b> Shreya Ved <b>Approved On:</b> 18-Nov-2025 03:35:29 PM	<b>Name:</b> Mounika OSM <b>Approved On:</b> 18-Nov-2025 03:38:04 PM	<b>Name:</b> Lalit Aditya Kola <b>Approved On:</b> 18-Nov-2025 03:34:18 PM

<b>5. Permit Acceptance</b>	
I have been explained the contents of this permit. I shall be responsible to supervise the job as mention in permit. I will assure you to follow all the safety precautions including uses of required PPE's as per plant guideline.	
<b>Name &amp; Sign of the Job Performer / Contractor's Supervisor :</b>	<b>Name &amp; Sign of the Permit Initiator:</b>

<b>6. Work Crew Tool Box Talk (Attached Separate sheet if require)</b>						
S. No.	Name of Person Engaged in Activity	Job Profile	Signature	Name of Person Engaged in Activity	Job Profile	Signature
<b>Contractual employees covered by ESI or any other policy - Yes / NO (HR Head &amp; Plant Head approval is required if mentioned as NO) – Both Signatures: _____ / _____</b>						

<b>Work Permit Closure</b>
<b>Closure Remarks</b>
<input checked="" type="checkbox"/> Work completed & Housekeeping done <input type="checkbox"/> Work Cancelled due to Operational Reasons <input type="checkbox"/> Work Permit Rejected <input type="checkbox"/> Work Permit Not Approved
Permit handed over to the EHS Coordinator by initiator after completion of the job & below mentioned details to be filled by initiator.
Name: _____ Dept: _____ Time: _____ Sign: _____
<b>Note: This permit to be kept at job site. Work can not be done with rejected permit or without permit &amp; work shall be immediately stopped after permit rejection.</b>

<b>Work Permit History</b>			
Date	Modified By	Comments	Attachments
25-Nov-2025 09:12:10 PM	Lalit Aditya Kola	Status has been updated to Closed	NA
18-Nov-2025 03:38:29 PM	Mounika OSM	Status has been updated to Canceled	NA
18-Nov-2025 03:38:29 PM	Mounika OSM	canceling the work permit	NA
18-Nov-2025 03:38:04 PM	Mounika OSM	Status has been updated to Approved	NA
18-Nov-2025 03:38:04 PM	Mounika OSM	approving	NA
18-Nov-2025 03:35:29 PM	Shreya Ved	Approving	NA

18-Nov-2025 03:34:18 PM	Lalit Aditya Kola	Status has been updated to Partially Approved	NA
18-Nov-2025 03:34:18 PM	Lalit Aditya Kola	closing	NA
18-Nov-2025 03:30:32 PM	Lalit Aditya Kola	A new record was created: Uid set to 'WP/TTK/COI/HWW/25/00012' Category Name set to 'Height Work' Work Permit Status Name set to 'Submit'	NA