

Control of Work Principles on an Ineos Logistics Platform

Purpose of documents

This document describes the key principles associated with control of all work performed on a Logistic Platform.

Ineos expects all 3rd party contractors to apply these principle in all control of work activities.

Main Principles

In order to manage the risks of work, a Control of Work process must be in place. All operations must be Risk Assessed and adequate operating procedures must be developed for each activity. Thereafter, the required personnel must have received training in these procedures to be deemed competent to carry out the task. Refresher training programs will be required in order to ensure personnel retain the appropriate competency level.

The risk assessment will also detail as to whether additional controls need to be put in place, in order to adequately mitigate the risks identified. This will normally take the form of a Permit to Work (PTW). This is often the case for maintenance and repair activities, but can also apply to normal operations depending on the risk mitigation requirements identified in the risk assessment.

A Permit To Work is a signed contract between the party who is responsible for the safe control of work, (Issuing Authority) and the party who will carry out the work (Performing Authority). The issuing Authority gives permission while the Performing Authority confirms by signature that the restrictions and precautions to do the work safely are understood and will be followed.

The Issuing Authority ensures that the workplace is safe and that the appropriate isolation has been applied to the equipment .This may include electrical isolation and or isolation from other energy sources

Therefore, the Issuing Authority (supervisor or manager) must

- **Assess the risks at the location where the work has to be done**
- **define the control measures to eliminate or mitigate the risks**
- **Assess that the Performing Authority is fully aware of the requirements and hence adequately briefed to carry out the task**
- **Assess that the Performing Authority is competent in execution of the task**
- **ensure the appropriate electrical/ mechanical isolations (pins, locks, labels..) are in place**

These isolations can be done by a third party (e.g. site electrician), but the accountability to ensure they are in place remains with the Issuing Authority

The Performing Authority (technician) checks the isolation and, if applicable, in addition, also puts his isolations in place e.g. an additional lock onto the main electrical switch.

A fundamental principle is that the Issuing Authority and those performing the isolations are independent of the persons who will do the work.

At the end of the task the Performing Authority should sign the permit to indicate the work is complete, allowing the Issuing Authority to remove the isolations.

All completed PTW's must be kept for a period of one year.

Standard PTW's

It is understood that for certain operations a standard set of measures to mitigate the risks in the risk assessment can be identified.

For these operations it may be possible to produce a standard permit to work detailing these measures.

However on each occasion that these tasks are performed the Issuing Authority and Performing Authority need to sign and indicate that these controls are applied and understood.

Whenever the risk assessment has identified a physical locked isolation requirement (mechanical or electrical) the standard PTW cannot be used and the normal Permit to work should be used.

Typical activities that might fall under the scope of the standard PTW are routine technical interventions such as replacing welding bars.

Activities that **do not** fall under the scope of the standard PTW are typified by: replacing a motor, replacing a mechanical arm, repairs that require working at height, repairs of equipment that contains or may contain flammable liquids or gasses, repairs during which the machine must remain energized, hot work etc....

A standard PTW is only used when the Risks, control measures and isolation methods are predefined and documented upfront.

Note:

- An activity can initially fall under the scope of the standard PTW but this could change into a normal PTW in case of additional findings during the activity. In this case the work must be stopped and the Performing Authority needs to review the revised work scope with the Issuing Authority.

Important general remark:

All risk assessments and procedures must be updated whenever a change in the operations/tasks being performed.

All risk assessments and procedures need to be formally reviewed with a minimum frequency of every 3 years.

All reviews must be accompanied by re-training to ensure that the changes and measures to be taken are clearly understood.