

## SAFETY &amp; HEALTH

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## GENERAL WORK PERMIT

REVISION DATE: 4/13/2021

**1. PURPOSE**

- 1.1. Establish a process for operational personnel to authorize and control work, enhance communication, reduce errors and enhance safe work practices for non-operational maintenance and construction activities within a designated work area.

**2. SCOPE**

- 2.1. This procedure/permit shall be utilized by all personnel conducting non-operational maintenance and construction activities within a designated work area. All employees shall comply with this procedure. This permit does not replace other required permits or procedural requirements.

NOTE: See [General Work Permit](#). Actual permits will be in duplicate form and available from stores (SAP # 205101823) and operational units.

NOTE: See EDMS Document [4301-06-571](#) for a list of frequently asked questions.

**3. DEFINITIONS**

- 3.1. **General Work Permit** – A permit used by operational personnel to authorize and control work, enhance communication, reduce errors and enhance safe work practices for non-operational maintenance and construction activities within a designated work area.
- 3.2. **Non-operational work** - Any work which is not involved in the operation of the process unit or laboratory as performed by qualified operators.
- 3.3. **Job Safety Analysis (JSA)** – A procedure which helps integrate accepted safety and health principles and practices into a particular task or job operations.
- 3.4. **Vehicle entry only** – requirements for vehicles entering process units with the potential to become an ignition source.
- 3.5. **Power tools only** – Ignition Source requirements for the use of electrical or pneumatic tools not approved for Class I Division II areas.
- 3.6. **Combustible engines** – Ignition Source requirements for staged combustion engine equipment in process units permitted to operate in one area and having the potential to become an ignition source.
- 3.7. **PED (portable electronic device)** – Any battery operated device with a battery larger than a button that has the potential to create a spark when the battery is removed or is in use.
- 3.8. **Potential risk**- Any risk associated with an action that is possible, in certain circumstances. A risk refers to a threat or damage that could occur (probability or severity).
- 3.9. **Preventive measures** – Determinations on how the risk / hazard can be illuminated or managed.

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3.10. **Routine Jobs** – Are considered jobs that have low risk of injury or incident and tend to be performed once per week.

3.11. **Non-routine** – Are considered jobs that have a high risk of injury or incident and/or conducted on a non-routine basis.

#### 4. **TRAINING REQUIREMENTS**

4.1. All affected employees shall complete initial training on the permit and procedure.

#### 5. **PROCEDURE INSTRUCTIONS**

5.2 General Work Permit shall sufficiently communicate the job scope, all necessary precautions, expectations and authority to perform the work. At a minimum, the written permit must include the following:

- 5.2.1 Initial section shall provide basic information about the job to be performed, contact information, lines and equipment, cleaned / inerting, equipment lockout for, PPE requirements, and what type of pre-job briefing was conducted. The maintenance/contractor representative shall initiate the permit and complete this section.
- 5.2.2 Electrical qualified section shall identify the circuit location, what type of electrical hazard, and names of qualified personnel.
- 5.2.3 Ignition source section shall identify if sources such as vehicles, combustible engines, power tools, or portable electronic devices are being used. The gas monitor information will be recorded as well as initial readings.
- 5.2.4 Line break or vessel opening section shall identify the last contained material, gas meter information, and the PPE that will be used during the task. The PPE matrix will be used unless a PPE Hazard Analysis has been written.
- 5.2.5 Authorization and Acceptance shall ensure the job site is visited unless exempted by an operations and maintenance/contractor representative to verify the job is ready to be performed, hazards have been mitigated and that expectations have been clearly communicated. This section shall establish authority from the operational representative that work is authorized to begin and that the maintenance/contractor representative clearly understands expectations and accepts responsibly to perform the job to standard. This section of the permit shall be signed by both the operational and maintenance/construction representatives.
  - 5.2.5.1 Each job shall be walked down by both the operations and maintenance/construction representative at the beginning of each shift, unless exempted. Additional walk-downs shall be required if the conditions or scope

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of work changes and/or if there are personnel changes from what was listed on the permit.

NOTE: The job visit may be performed by any qualified operational worker designee assigned to the unit where the permit is being written.

5.2.5.2 "Job Site Visit Exceptions" The job visit shall be left to the discretion of the operational designee for reoccurring/routine work which is scheduled, reoccurring, and routine and performed by an employee familiar with the area and work being performed.

NOTE: See Attachment 1 for a list of job visit exemptions.

5.2.6 Job Safety Analysis (JSA) section shall ensure all personnel working on the job sign the JSA indicating they are aware of the hazards, hazard mitigation strategies, and expectations in the area they are working. Refer to 4301-06-575 Job Safety Analysis procedure if General Work Permit is not needed but JSA on back of permit will be used.

5.2.6.1 Determine the job task.

5.2.6.2 Meet with all participating personnel that will be conducting the job to discuss the proposed hazards.

5.2.6.3 Develop safe job procedures to eliminate the hazards and prevent potential accidents.

5.2.6.4 Break the job down into successive steps or activities and discuss how these actions will be performed.

5.2.6.5 Identify any hazards and potential accidents.

5.2.7 Closeout section shall verify that the job is either complete, to include closure of all open-ended-lines, housekeeping is to expected standard and the work site has been returned to a satisfactory condition (or) the job is not complete and a new permit must be completed at a later time to complete the job. This section of the permit shall be agreed upon and signed by both the operational and maintenance/construction representatives.

NOTE: Closing out the General Work Permit does not close other permits associated with the job.

NOTE: If the maintenance/contractor indicates that housekeeping has not been completed and/or the work site has not been returned to satisfactory condition the operational designee shall inform his/her management for follow up.

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NOTE: Employees obtaining a GWP shall ensure that all affected unit operations are aware of work being performed in areas under unit control but outside the unit boundaries.

NOTE: For areas that require a GWP but not directly under the control of a unit control room the on-duty shift supervisor shall be the permit authorizer.

**5.3 Permit Posting and Completion**

- 5.3.1 Authorized work permit copies must be: (Hard/field copy) conspicuously retained at the job site and made available. Each employee shall confirm, and sign, that they have visited the job site with their supervisor or authorized representative and been made aware of the known hazards and mitigation strategies, conditions of the job and expectations.
- 5.3.2 Authorized work permit copies must be: (Duplicate copy) maintained by the Operations Representative in a location (such as in the control room) until the work is completed.
- 5.3.3 If the hard copy is not returned to operations at the end of the shift the duplicate copy shall be given to the unit supervision for follow up.
- 5.3.4 The completed permit is valid until the end of the operational shift for which it was written or as otherwise noted for a maximum of 2 hours beyond the operational shift.
- 5.3.5 Expired permits shall be collected at the end of each shift and retained at the unit for 7 days.
- 5.3.6 For emergency work deemed critical to operations a permit is not required if the work crew is accompanied by an operational designee.

**5.4 The Safety will perform periodic compliance audits.**

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## Attachment 1

## Job Visit Exemptions

- Lab
  - Routine lab sampling
  - Wells/environmental group sampling
  - Industrial hygiene sampling
  - Sample pickup
- Refrigeration routine checks
- Oilers
- Electrician routine tasks
- Instrument techs performing proof tests
- Analyzer group performing calibration
- Fire water pump proof tests
- Engineering walkthroughs
- LDAR monitoring
- Ladder Inspections
- Fire extinguisher inspections
- Filling batteries
- Changing light bulbs
- SCBA Inspections
- Smoke Alarm Inspections
- Fuel Truck Services
- Janitor Routine Inspections
- Chemical Hose Inspections
- Blockflow Preventer inspections
- Ladder Inspections
- Piping Vessel Inspections
- Crane Inspections
- Steam Trap Inspections
- Safety Shower and Eye Wash Inspections
- Satellite Accumulation Inspections
- Routine Oil Sample Collection
- Routine Cooler Boil outs
- Pump Repacking
- Caustic Filter repacking
- Routine Cooling Tower treatment chemical checks
- Routine external inspections
- Daily/Weekly Monitoring of the brine pipeline ROW