



MAGNUM CONSTRUCTION SERVICES INC.

PERMIT-TO-WORK SYSTEM (PTW)

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1. PURPOSE

To establish a formal, documented system for controlling hazardous work activities through the issuance of specific **Permits-to-Work (PTWs)**.

This ensures that such work is carried out safely, under defined conditions, and with appropriate supervision and control measures in place.

2. SCOPE

Applies to all Magnum Construction Services Inc. projects and facilities where **Hot Work, Confined Space Entry, Lockout/Tagout (LOTO), or Excavation & Trenching** activities are performed by employees, subcontractors, or visitors.

3. REFERENCES

- **OSHA 29 CFR 1926** (Subparts P, Q, K, M)
 - **OSHA 29 CFR 1910.147** (Control of Hazardous Energy)
 - **NFPA 51B** (Hot Work Operations)
 - **ANSI Z117.1** (Confined Space Entry)
 - **ISO 45001 & ISO 14001** Management System Standards
 - **Corporate HSE Manual (MCS-QHSE-01)**
 - **Field Safety Program (MCS-QHSE-02)**
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4. DEFINITIONS

- **Permit-to-Work (PTW):** A formal written authorization allowing specific hazardous work to proceed under controlled conditions.
- **Permit Issuer:** A competent person authorized to approve and issue permits.
- **Permit Receiver:** Supervisor or foreman responsible for executing the work safely.
- **Valid Period:** The time frame during which the permit remains active (maximum 24 hours unless extended).
- **Competent Person:** Individual with appropriate training, experience, and authority to identify and mitigate hazards.

5. RESPONSIBILITIES

Role	Key Responsibilities
Executive Director / CEO	Endorses corporate PTW policy and ensures adequate resourcing.
Corporate EHS Director	Maintains PTW system documentation; conducts audits and training.
Project Manager	Ensures PTW process is implemented and enforced at project level.
Permit Issuer (Site Safety Officer or Engineer)	Reviews hazards, verifies controls, authorizes permits, and monitors validity.
Permit Receiver (Supervisor / Foreman)	Conducts toolbox talk, enforces controls, and ensures permit is displayed on site.
Crew Members / Workers	Follow permit conditions; stop work if unsafe conditions develop.



6. GENERAL REQUIREMENTS

1. No hazardous work may begin without a valid, signed Permit-to-Work.
 2. All permits must be displayed at the job site during the operation.
 3. A pre-job hazard assessment (JHA) must be completed before any permit is issued.
 4. Permits expire at shift end or after 24 hours unless formally revalidated.
 5. Only trained and competent persons may issue or receive permits.
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7. TYPES OF PERMITS

7.1 Hot Work Permit (MCS-PTW-01)

Activities Covered: Welding, cutting, grinding, torching, or any spark-producing operation.

Key Requirements:

- Complete Hot Work Checklist (NFPA 51B reference).
- Remove or shield combustibles within 35 ft.
- Assign fire watch with extinguisher and radio.
- Test atmosphere for flammable vapors (< 10 % LEL).
- Maintain fire watch for 30 min post-work.

Controls Verification:

- Fire watch present.
 - Hot work permit signed by EHS Director or designee.
 - Fire extinguishers $\leq$ 50 ft away.
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7.2 Confined Space Entry Permit (MCS-PTW-02)

Activities Covered: Any entry into tanks, vaults, pits, manholes, or excavations > 4 ft deep with limited entry/exit.

Key Requirements:

- Identify permit-required spaces (> 19.5 % O₂, < 10 % LEL, no toxic gases).
- Atmospheric testing (pre-entry + continuous monitoring).
- Attendant posted at entry point.
- Ventilation and retrieval equipment in place.



- Rescue plan and team available on site.
 - **Controls Verification:**
 - Test results recorded on permit.
 - Attendant trained and present.
 - Rescue equipment checked and ready.
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7.3 Lockout/Tagout (LOTO) Permit (MCS-PTW-03)

Activities Covered: Maintenance, service, or repair involving energized equipment.

Key Requirements:

- Identify all energy sources (electrical, mechanical, hydraulic, pneumatic, chemical).
 - De-energize and lockout each source with unique tag & padlock.
 - Verify zero energy state using test equipment.
 - Control key accountability (issuer keeps master key).
 - **Controls Verification:**
 - Authorized employees listed on permit.
 - Test of de-energization performed and recorded.
 - Tags and locks removed only by installer.
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7.4 Excavation & Trenching Permit (MCS-PTW-04)

Activities Covered: Excavations > 4 ft deep or within 10 ft of utilities.

Key Requirements:

- Pre-excavation utility locate (811 or GIS map verification).
 - Competent Person inspection prior to and during work.
 - Sloping, shoring, or shielding as per OSHA Subpart P.
 - Safe access and egress (e.g., ladder every 25 ft).
 - Barricades and spoils ≥ 2 ft from edge.
 - **Controls Verification:**
 - Daily inspection recorded on permit.
 - Excavation classification documented.
 - Permit renewed after rain or ground movement.
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8. PERMIT CONTROL AND AUTHORIZATION

Permit Type	Issued By	Reviewed By	Authorized By	Valid Duration
Hot Work	Site Safety Officer	Superintendent	Project Manager / EHS Director	24 hours
Confined Space	Competent Person / EHS	Project Manager	Corporate EHS Director	Until task complete (max 12 hrs)
LOTO	Supervisor	Project Manager	EHS Director / Authorized Lockout Coordinator	Task-specific
Excavation	Competent Person	Superintendent	Project Manager / EHS	7 days or until conditions change

9. PERMIT RETENTION AND RECORD KEEPING

- Completed permits must be retained in the **Project Safety File** for at least **five (5) years**.
- Digital copies uploaded monthly to the Corporate EHS database.
- Permit audits conducted quarterly to verify accuracy and compliance.

10. TRAINING REQUIREMENTS

- Permit Issuers and Receivers must complete formal PTW training every 12 months.
 - Fire Watch, Entrants, and Attendants receive specific task training.
 - Refresher training conducted after any permit-related incident or procedure revision.
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11. AUDIT AND REVIEW

- **Monthly:** Internal project permit reviews by Superintendents.
- **Quarterly:** Corporate EHS Director audit of permits and control effectiveness.
- **Annually:** Executive Review for continuous improvement and compliance with ISO standards.

12. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____