

SHIFT CHANGES AND PERMIT HANDOVER

PERMIT WORK | THINK AHEAD. CONTROL THE HAZARD. PROTECT THE CREW.

Today we are discussing shift changes and permit handover. Review the job, identify the specific exposure, and agree on the controls before work begins.

COMMON HAZARDS AND SAFEGUARDS

- Review job status and remaining scope face to face
- Verify current isolations and atmospheric readings
- Discuss alarms, process changes, and nearby activities
- Transfer keys, locks, permits, and documentation correctly
- Confirm the incoming crew understands every control
- Suspend work if a complete handover cannot be made

THE COMMON-SENSE CHECK

- 1 What can go wrong during shift changes and permit handover?
- 2 Which of today's conditions increases the risk?
- 3 Are isolation, permits, and equipment verified?
- 4 Does everyone understand the controls and limits?
- 5 What will make us stop, withdraw, or raise the alarm?

CONTROL THE EXPOSURE

PLAN

Review job status and remaining scope face to face

VERIFY

Verify current isolations and atmospheric readings

CONTROL

Discuss alarms, process changes, and nearby activities

RESPOND

Suspend work if a complete handover cannot be made

ASK THE CREW

1. Where could this hazard affect us during today's work?

2. Which control must be verified before we begin?

3. What condition requires us to stop work or evacuate?

DATE: _____ SUPERVISOR: _____ CREW / LOCATION: _____