

TOOLBOX TALK — PERMITS TO WORK — WHAT THE PIECE OF PAPER IS FOR

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-PW-030 Rev A0

WHY THIS TALK: A permit is not the site manager covering their back; it is the moment when the person who knows the hazard and the person doing the job agree, in writing, what has been made safe and what has not. The permit fails when people treat it as a signature to collect.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

- ☐ A permit is for the jobs where a mistake is fatal and the controls are not obvious: hot works, confined spaces, isolations, roofs, excavations, live services
- ☐ It covers THIS task, THIS location, THIS window and named people — not the day, and not the next similar job
- ☐ Read what it says has been done: isolated, proved dead, gas-tested, cleared — if you cannot see the evidence, do not sign
- ☐ The conditions are yours to keep: fire watch, gas monitor, banksman, exclusion zone — dropping one voids the permit and the safety
- ☐ If the job changes — different room, extra task, later finish — the permit stops and a new one is raised
- ☐ Hand it back properly: the area left as the permit says, and the issuer signs it off before the isolation comes off
- ☐ A permit you cannot read, that does not match the job or has run out is stopped work, not a formality to tidy later

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Which tasks on this site need a permit, and who issues them?
- On the last permit you signed, what had been done to make the job safe, and did you see it?
- What would make you refuse to sign a permit tomorrow?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY	SIGNATURE	DATE	FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.