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Fitness for Work x Permit-to-Work

21 Feb 2022 JIVZ Forum: Maintaining confined spaces and mental wellness



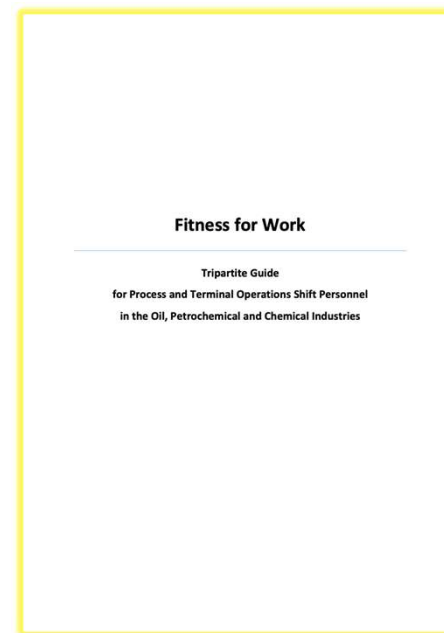
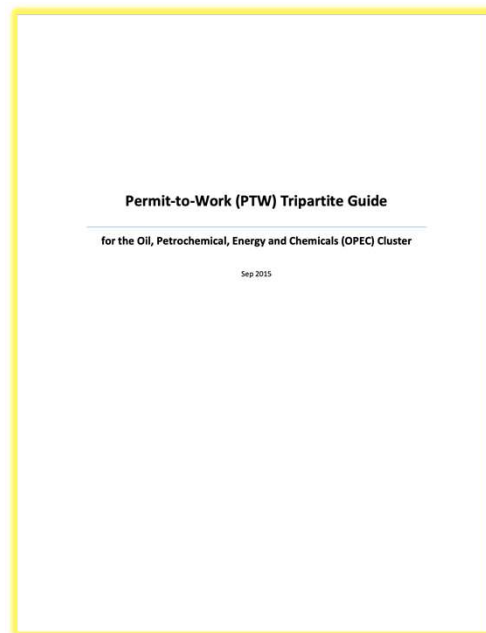
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Overview

- Fitness for Work (FFW) Tripartite Guide for process and terminal operations shift personnel in the oil, petrochemical and chemical industries
- Permit-to-Work (PTW) Tripartite Guide for the Oil, Petrochemical, Energy and Chemicals (OPEC) Cluster



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For vs To

- Fitness-for-work: before starting work or during work
- Permit-to-work: before work commences



Confined Space? Wellness?

Have you set up the confined space work for
success?

Or for failure?

What about the people planning and
executing the work?



Fitness-for-Work

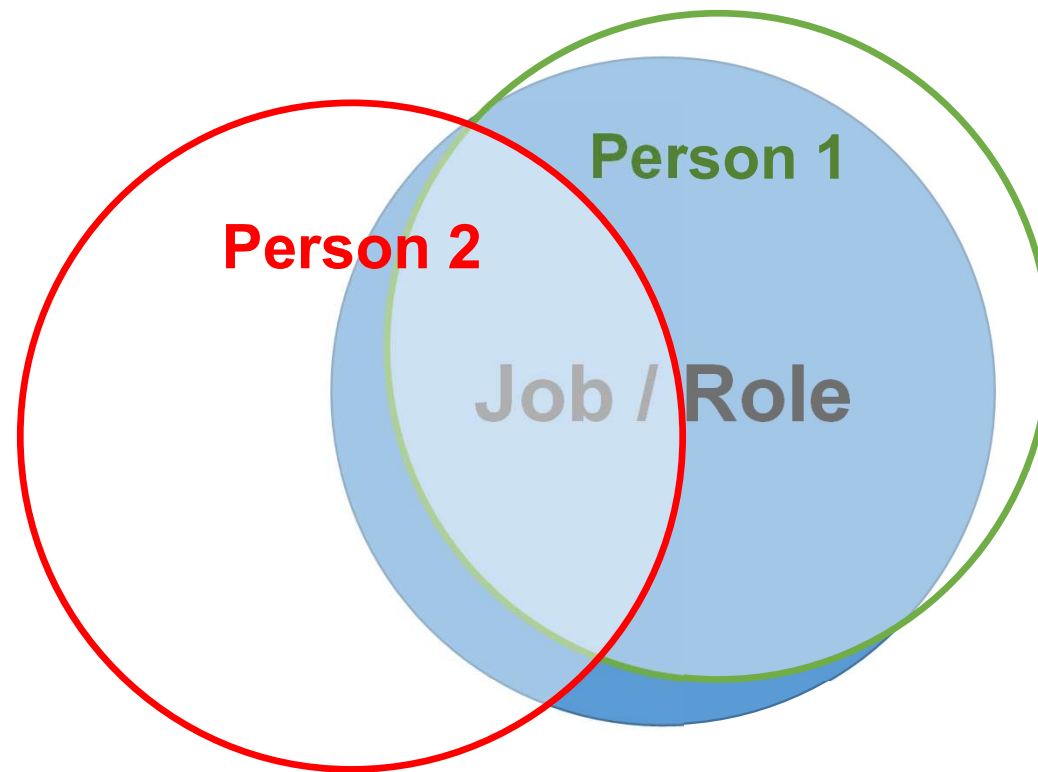


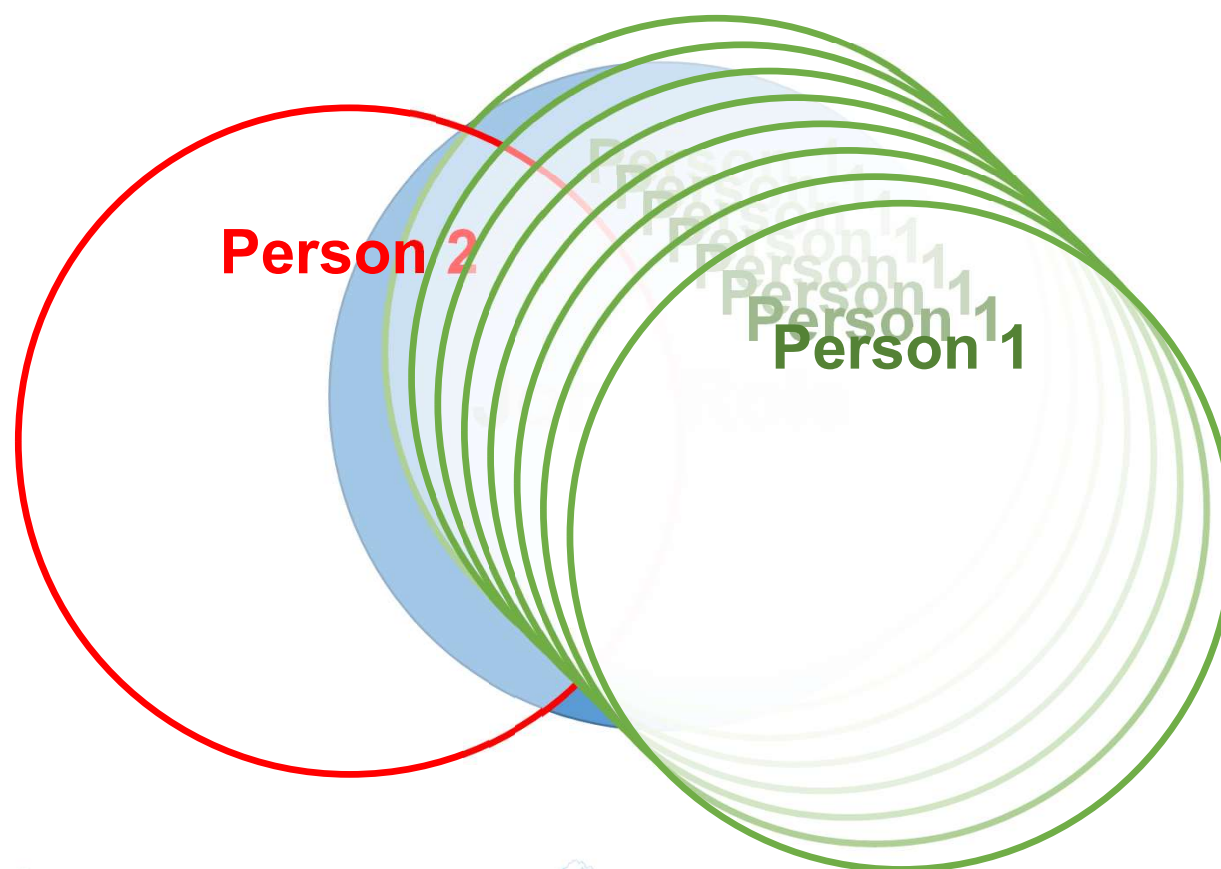
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What is FFW?

- FFW is a process ensuring that one can perform and complete a task safely without unacceptable risk to themselves or others
- FFW matches position requirements with reasonable health capacity requirements
- Guiding principles for the implementation of an FFW programme can be found in the Tripartite Guide







- Break down tasks
- Mental and physical factors?
- What are the risks if person is incapacitated?

Fitness for Work Risk Assessment

Identify Fitness Assessments

Functional capacity evaluation

- e.g. on-the-job observations, aerobic fitness, strength tests, lifting tests

Trade testing

- e.g. fire drill simulation tests, operator simulation training
- conducted after medical screenings, to reduce potential risk of harm from trade test

Medical examinations

- e.g. medical questionnaires, audiometric examinations, clinical assessments

Consultation & Legal Review

Implementation

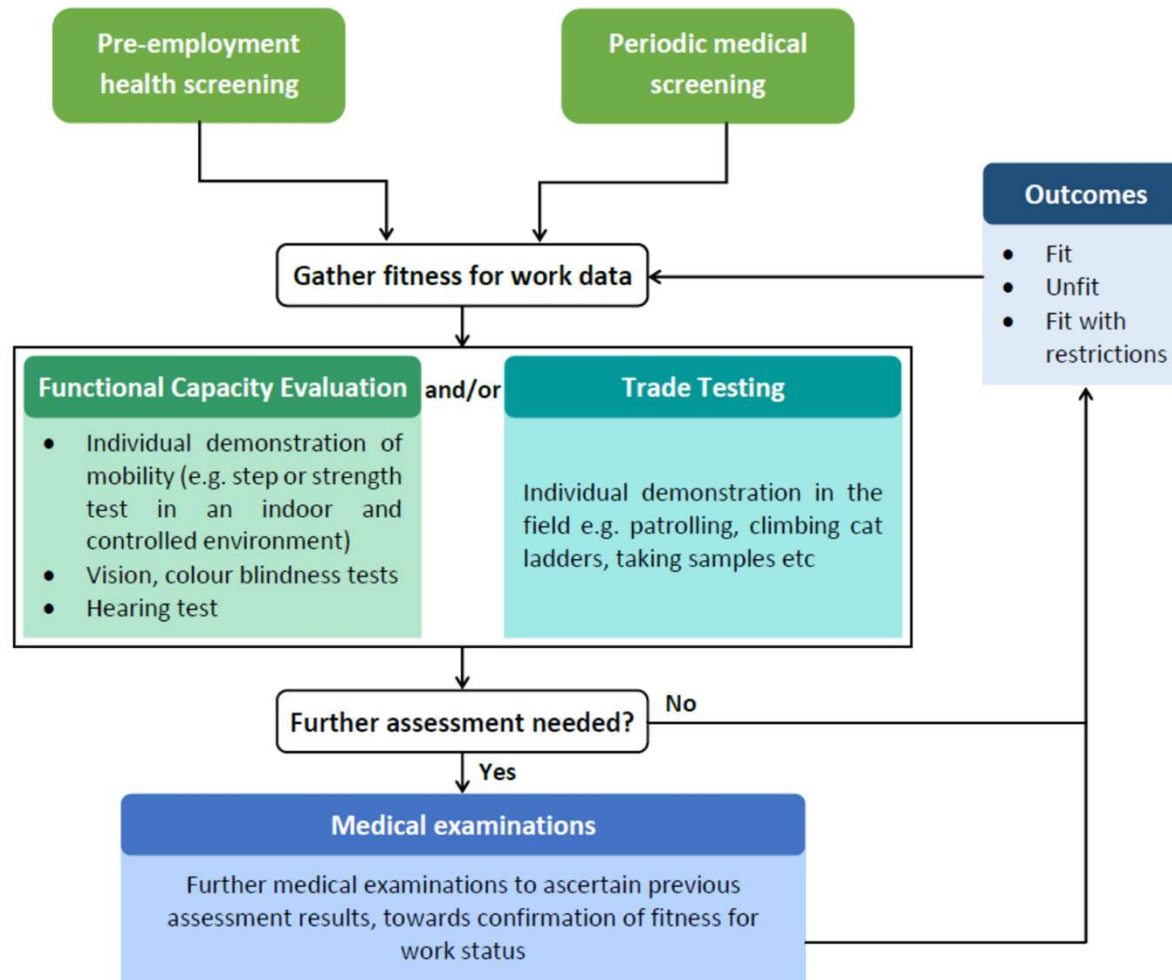
Review

- Open communications
- Active listening

- Fair
- Transparent
- Neutral



An Example



PTW Authority/Applicant

- Mental focus for decision-making, info-gathering
- Ability to check controls/work area prior to commencement

PTW User

- Mental focus to understand controls provided
- Respirator fitness
- Ability to access and continue working in confined space

Emergency Response Personnel

- Mental focus to assess emergency situation
- Ability to access confined space reasonably well



Measures to Help Shift Personnel Stay Fit for Work

Implement a Fatigue Risk Management System (FRMS)

- Staff workload balance, including determining baseline manpower requirements, facilitating escalation to supervisors, and empowering personnel to adjust workload under critical circumstances
- Appropriate shift scheduling
- Training and education
- Appropriate work environment
- Individual risk assessment and mitigation
- Provision of medical support
- Incident and near-miss investigation
- Periodic review and update of FRMS

References:

- *API 755 Fatigue Risk Management Systems for Personnel in the Refining and Petrochemical Industries*
- *WSH Council's Fatigue Management Guidelines*



Measures to Help Shift Personnel Stay Fit for Work

Health Promotion Programmes

- When properly executed, these programmes can enhance health and well-being of employees, enabling them to stay fit for work
- Cover a range of areas including physical activity, healthy nutrition, sleep management and stress management.

Job Redesign

- Intent: a work environment that helps shift personnel perform their tasks safely
- Examples:
 - Systems design and process-related controls reduce the risks of a task and reduce the reliance on human intervention and manual operations
 - Work practices re/designed to minimise routine administrative tasks
 - Ergonomic design of equipment and control rooms to make it easy for employees to execute their tasks correctly


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Keep the aim of FFW in mind

- For safe and sustainable operations, for a safe and healthy workplace and workforce

Holistic implementation

- 
- FFW
 - FRMS
 - Health promotion programmes
 - Job re/design

FFW is a shared responsibility

- Collaboration between employer, employees and unions is crucial
- Employers have a duty to provide a safe work environment
- Employees have a responsibility to practice self-care to maintain their fitness for work
- Mutual trust and open communications are a must.



Successful FFW

Permit-to-Work



Highlights of PTW Guide

General roles and responsibilities of the Occupier/Site management, PTW Authority and PTW user

Importance of training and competency

Effective documentation and communication

Resolution of differences at the company's WSH committee; if unresolved at the company-union level, assistance from a neutral party (e.g. MOM) may be sought



Occupiers / Site Management

- Establish PTW system
- Ensure sufficient resources are provided to enable PTW to be properly implemented
- Monitor PTW to ensure that it is effective and correctly applied
- Audit and review PTW periodically
- Provide training and ensure competencies of all relevant employees and contractors involved in PTW

PTW Authority

- Ensure PTW User understands PTW and is competent to carry out the duties
- Review potential incompatibilities of multiple jobs
- Issue PTW to PTW User
- Conduct site inspections, where necessary, to check and monitor site conditions and ensure PTW requirements are met

PTW User

- Apply PTW before starting work
- Execute work activity in accordance with PTW, work procedures and site requirements
- Follow precautions and safety measures as stated in PTW, work procedures and site instructions and requirement
- Close off PTW and communicate with PTW Authority upon completion of work



Permit-to-Work Authority

- **Be competent** and understand the hazards associated with the work which the permit is applied for; and
 - **Have the power** to approve or reject the PTW application **without being pressurised** to do so.
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- With powers vested in any appointed role in respect to the authorisation of the commencement of work, there must be the corresponding powers to reject the permit should conditions warrant it. In order to do so, the appointed roles must have the necessary training, experiences and skills.
 - The power of "NO", because we have the corresponding power to say "YES"
 - PTW User as well



FFW and PTW

- Hardware-human-software
- We are key to certain aspects of the job
 - Identify those work aspects where human intervention, decision-making is crucial
- FFW – right person for the right job, with some tolerable deviation
- PTW – last mile check on controls before actual execution, through various invested parties



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Thank You!



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