



UNDERSTANDING AND IMPLEMENTATION OF PERMIT TO WORK AT WORKPLACE TRAINING



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Course Title: Understanding and Implementation of Permit to Work at Workplace Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION:

This training provides participants with the essential knowledge and practical skills required to implement an effective Permit to Work (PTW) system at the workplace. The programme covers PTW principles, legal requirements, roles and responsibilities, high-risk work categories, documentation procedures, and integration with safe systems of work. Participants will learn how to evaluate work activities, issue and close permits, verify controls, and coordinate between departments to ensure safe execution of non-routine and high-risk tasks, in alignment with OSHA 1994 (Amendment 2022), DOSH guidelines and ISO 45001 requirements.

OBJECTIVE(S):

- Understand the purpose and importance of Permit to Work systems.
- Identify legal obligations and regulatory requirements for PTW.
- Recognise high-risk work categories requiring a permit.
- Apply the correct process for issuing, authorising and closing permits.
- Ensure verification of hazard controls before work begins.
- Coordinate effectively between permit issuer, receiver and stakeholders.
- Integrate PTW with risk assessment, LOTO and safe systems of work.
- Improve workplace compliance and prevent PTW-related incidents.

TARGET GROUP(S):

- OSH Practitioners (SHO/SSS)
- Supervisors & Line Leaders
- Engineers, Technicians & Maintenance Teams
- Safety and Health Committee Members
- Contractors & Third-Party Service Providers
- Anyone involved in high-risk or non-routine work activities

ENTRY REQUIREMENT(S):

- Able to read and communicate in Malay/English
- Basic OSH understanding recommended

TOPIC(S):

1. Introduction to Permit to Work (PTW) Systems
2. Legal Requirements: OSHA 1994 (Amendment 2022) & DOSH Guidelines
3. PTW Roles and Responsibilities (Issuer, Receiver, Authoriser)
4. High-Risk Work Requiring a Permit (Confined Space, Hot Work, Height, Electrical, Lifting, Excavation)
5. PTW Documentation, Forms & Approval Processes
6. Integration with HIRARC, LOTO & Safe Systems of Work
7. Verification, Monitoring & Control of Work Activities
8. PTW Closure, Suspension & Recordkeeping Requirements
9. Common PTW Failures & How to Prevent Them
10. Case Studies, Practical Evaluation & PTW Simulations

LIST OF REFERENCE BOOK(S):

- OSHA 1994 & OSHA (Amendment) Act 2022
- DOSH Guidelines on Permit to Work Systems
- Industry Code of Practice (ICOP) for various high-risk activities
- ISO 45001:2018 (Operational Control & Work Authorisation Requirements)

LIST OF TEACHING AID(S):

- LCD projector
- PTW templates & sample forms
- Case study sheets
- LOTO and PPE samples
- Flip chart / whiteboard

METHODOLOGY(S):

- Interactive lecture
- Group discussion
- Case studies
- Practical simulation
- Scenario-based activities

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 10:15 am	Topic 1: Introduction to Permit to Work Systems
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Legal Requirements & PTW Roles & Responsibilities
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: High-Risk Work & PTW Documentation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Integration with HIRARC, LOTO & Safe Systems of Work

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Verification, Monitoring & Control of Work
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6–7: PTW Closure, Suspension & Compliance Requirements
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 8: PTW Failures – Common Issues & Prevention Strategies
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 9–10: Case Studies, PTW Simulation & Final Review