MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

WHS PERMIT ISSUE

"Master the process of authorizing and managing high-risk work activities under WHS legislation."

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► **Available delivery methods:** In-House Training

Introduction

The Permit-to-Work (PTW) system is a crucial safety mechanism used to manage hazardous tasks such as confined space entry, hot work, working at heights, and electrical isolation. This course equips participants with the knowledge and skills required to **assess, issue, and monitor work permits** in line with workplace health and safety (WHS) laws and organizational procedures.

Objectives

By the end of this course, participants will be able to:

- Understand the purpose and types of WHS permits
- Identify high-risk activities requiring a permit
- Complete and issue permits accurately
- Monitor compliance during permitted work
- Ensure effective communication and hazard control
- Close out and audit permits responsibly

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Why Attend

Issuing permits without proper understanding can expose organizations to significant risk. This training ensures that those responsible for high-risk work know how to control it—minimizing incidents, complying with WHS legislation, and protecting workers\' lives.

Target Audience

- Supervisors and managers
- HSE officers and permit issuers
- Maintenance personnel
- Safety observers and contractors
- Anyone involved in the planning and approval of high-risk work

Individual Benefits

- Gain confidence in authorizing safe work
- Learn to assess risks and implement controls
- Strengthen communication and recordkeeping skills
- Enhance employability in high-risk industries

Organizational Benefits

- Improve control over hazardous work activities
- Reduce incident rates and WHS violations
- Demonstrate due diligence and compliance
- Improve workforce safety culture

Instructional Methodology

- Trainer-led workshops
- Real-world case studies
- Practical permit exercises and form completion
- Group hazard identification tasks
- Interactive discussions and quizzes

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM

Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Understanding Permit Systems & High-Risk Work

Module 1: Introduction to WHS Permit Systems (07:30 – 09:30)

Module 2: Legislative Requirements and Duties of a Permit Issuer (09:45 – 11:15)

Module 3: Types of Work Permits (Confined Space, Hot Work, Work at Height, Electrical, Excavation, etc.) (11:30 – 01:00)

Module 4: Case Studies of Permit Failures and Incidents (02:00 – 03:30)

Day 2: Hazard Identification and Risk Assessment

Module 1: Job Safety Analysis (JSA) and Risk Matrix Use (07:30 – 09:30)

Module 2: Identifying Hazards in High-Risk Work (09:45 – 11:15)

Module 3: Implementing Controls – Hierarchy of Control (11:30 – 01:00)

Module 4: Scenario-Based Risk Control Planning (02:00 – 03:30)

Day 3: Permit Completion and Issuance Process

Module 1: Step-by-Step Permit Form Completion (07:30 – 09:30)

Module 2: Coordination Between Permit Issuer, Holder, and Work Party (09:45 – 11:15)

Module 3: Pre-Start Checks and Toolbox Meetings (11:30 – 01:00)

Module 4: Practical Role-Play: Issuing and Signing Off Permits (02:00 – 03:30)

Day 4: Monitoring, Communication & Emergency Preparedness

Module 1: Monitoring Work in Progress and Spot Inspections (07:30 – 09:30)

Module 2: Communication with Teams and Emergency Services (09:45 – 11:15)

Module 3: Incident Response Procedures and Permit Suspension (11:30 – 01:00)

Module 4: Emergency Drill – Permit-Based Work Failure Simulation (02:00 – 03:30)

Day 5: Review, Audit, and Final Assessment

Module 1: Reviewing Completed Permits – Compliance and Gaps (07:30 – 09:30)

Module 2: Internal Auditing of PTW Systems (09:45 – 11:15)

Module 3: Final Knowledge Assessment & Permit Writing Test (11:30 – 01:00)

Module 4: Feedback, Certification, and Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Competency in WHS Permit Issuance**, verifying their ability to issue, monitor, and control permits for high-risk work in compliance with WHS regulations.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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