

Guidance Note

April 2017

Permit to Work Procedures

Occupational Health and Safety Service
HSD038M (rev 3)



UNIVERSITY OF
CAMBRIDGE

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Definition

“Permit to work procedures are a method of task risk reduction by specifying procedures to be followed in respect of one or more of the hazards associated with the task following risk assessment. Permit to work procedures do not give instructions on how to do the task but give a formal instruction (procedure) on the precautions that need to be taken”.

Introduction

This document brings together existing permit to work forms along with a brief guidance statement in an accessible format designed for departmental administrators, facilities managers or departmental safety officers to use, if they wish, with minimal amendment. This document can also be found on the Safety Office (SO) website under the 'Buildings and Construction' page from which specific forms can be downloaded.

Although not a legal requirement under normal conditions a permit to work system is considered a major component of 'best practice' by the Health and Safety Executive (HSE). However it is a legal requirement that written arrangements are set down for persons working in Ionising Radiation 'Controlled Areas'.

It is not expected that departments require or need all of these documents. It is hoped that a consistent and considered approach will be taken within individual departments on the basis of their own needs. A generic form may be all that is needed. What we show here is the range that could be used if required.

If an accident occurs in an organisation where a permit to work system would be appropriate, but is not in place, then the onus is on the management of that organisation to prove that they had something equal to, or better than, the HSE recommended permit to work system. It is also part of the risk assessment process required under the Management of Health and Safety at Work Regulations

It is the policy of the SO and EM to encourage departments and faculties to use a permit to work for any contractors, including service engineers, accessing their buildings. EM staff are familiar with this system and often carry these forms with them.

It is an essential component of good management to know who is in your building and what they are doing.

Acknowledgements

This guidance document has been compiled by the Safety Office utilising documents from EM, UBS and the HSE.

Permit to Work – Procedure

‘Permits to work are used whenever special activities demand that normal controls are disabled or the work is in a potentially hazardous area’.

1. Types of Permit

There can be any number of permit systems depending on the nature of your organisation and the hazards people may be exposed to in the course of their daily duties.

Permits are only issued for one day at a time and can never be post-dated.

The most common ones here at Cambridge include asbestos (there is a distinction between working near to asbestos or removing it, the latter may use a permit but the actual work of removal has to be done by competent licensed contractors under the auspices of EM in very controlled environments. The contractors may well have their own permit systems in place during the work for hot work, work at height, roof access, electrical, areas with contaminated with mercury, animal facilities and accommodation, working in enclosed or hazardous areas. In some departments permits are used for specific experimental apparatus, fume cupboards and containment laboratories, specialised rigs and some chemical work such as using hydrofluoric acid (HF) or cyanides (depending on departmental rules).

In construction you may find permits to dig (buried services) and to lift (cranes). The permit examples included in this guidance document are ones currently used by EM but departments are encouraged to develop their own using the samples enclosed as a template or as a generic document. Risk assessment will show the need for a permit system. The lists are not definitive.

Please note. It is not usual for trained departmental staff to use a permit system in their usual daily work. However certain work i.e. roof work, may always require a permit, depending on the work and the roof. Permits are mostly used for ‘unusual work’ as well as contractors and others who may not be familiar with the systems in place within that particular building or whose work may affect the building occupants.

2. Control

A Permit to Work procedure is a formal written system used to control and identifying certain types of work which are potentially hazardous. The term ‘Permit to Work’ refers to the pro-forma or certificate which forms part of an overall safe working system (SWS) or safe operating procedure (SOP).

Essential features of any Permit to Work system include:

- Clear definition of who may authorise particular work (responsible person/user representative) and for signing on and off.
- Clear identification of the task and methods used.
- Clear identification of who is responsible for specifying the necessary precautions to be taken.
- Effective instruction and training to all personnel in the process and in the issue and use of the permit system.
- Performance monitoring in order to ensure that the SWS/SOP is implemented as intended.

The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which set out the relevant safety requirements needed to complete the work safely and without any known risk to the health of **any** personnel.

The issue of a permit to work does NOT:

- a) Give permission to carry out dangerous work or**
- b) In itself make the job safe.**

The use of a permit system encourages contractors to follow a procedure so that departments are aware of who is in their buildings, what they are doing and to know when the work has been safely completed/the area made safe. This duty of care is inherent in the Health and Safety at Work Act and is reinforced by the duty to manage imposed by the Management of Health and Safety at Work Regulations.

3. Responsible person/user representative

In any Permit to Work system defining the responsible person or user representative is essential to ensure that the department or faculty is fully engaged with the work to be undertaken. This person is usually the departmental administrator, chief technician or facilities manager. It must always be a person with significant authority for planning and resources as there may be particular conditions and departmental structures involved.

In cases such as asbestos removal legal procedures are required (Control of Asbestos Regulations) and documentation is required. Early consultation with EM is essential if work is to be done in areas where asbestos is known, likely or suspected to be present. The law requires the University to have an asbestos register for each building showing where asbestos has been found in a professional asbestos survey. However, remember that this is a 'living document', being continuously revised when asbestos is removed or when additional survey data is available. EM manage the register and Departments **MUST** consult it **BEFORE** work commences. The register is extensive and to the best of our knowledge correct, however by its very nature it may not be perfect as asbestos can be 'hidden'. Be ever vigilant. The law requires 'Asbestos Awareness Training' for anyone that could foreseeably be accidentally exposed to asbestos as part of their work; this includes many departmental maintenance personnel. The training is available through the Safety Office website.

4. Assessment of risk

The purpose of a Permit to Work system is to ensure that proper consideration is given to the risks of a particular task and that these are assessed and controlled before work starts. The basic premise is that:

“Those who create risks, must manage them”.

In addition to the permit, risk assessments linked to method statements will still be required as part of the process. Proper risk assessment will have recognised the need for a more formal approach to a particular task therefore a permit system is required. For example, padlocking off an electrical supply so that it cannot be re-energised while someone may be working on it. The supply can only be returned following permit sign-off.

5. Understanding the risk

Those people in a management or supervisory position must ensure that persons involved in building and maintenance work fully understand the exact identity, nature and extent of the job including any hazards and the necessary precautions required. In addition any limitations as to the extent of the job and any time constraints must be observed.

The effects of departmental work interfering with the work of others (contractors) must be taken into consideration. The duty of care imposes responsibilities on everyone not to harm the health and safety of others.

6. Objectives

The primary objective is to ensure that the safe system of work is effective and to ensure that proper authorisation of designated work, which may be of any type within certain designated areas, is carried out.

7. Line management or departmental supervision

It is essential that any immediate manager or supervisor for a particular area or, in direct charge of any location, plant, installation or equipment is kept fully aware of the work being undertaken. A robust system must be established before work commences including a record showing that the particular task and the necessary precautions have been checked by the responsible person/user representative. A formal hand-back procedure is required, ensuring that the plant, installation or equipment affected by the work is in a safe condition by signing off the permit when access can be permitted and normal work resumed.

8. Individual responsibilities

Clear information, instruction, training and guidance should be given to all those who have responsibilities under permit to work procedures including;

- Management and/or occupiers and owners
- Contractors and sub-contractors
- Supervisors and foremen
- Other employees or non management and supervisory staff

9. Competent Persons

- Competency is determined by experience or training.
- Only competent persons/contractors should be used for the task
- Permits must be signed off by persons competent to assess that the work is complete and safe.

10. Circumstances in which permits should be used/considered

Any potentially hazardous work as part of the following;

- Maintenance and repair (especially hot work) in particular, construction or maintenance work involving naked flames
- Inspection and testing
- Alterations or construction
- Demolition, dismantling or refurbishment
- Adaptation or modification
- Cleaning (in particular window cleaning at height)
- Installation of gas, water or electrical supplies
- Entry into ionising radiation controlled areas following consultation with local radiation protection supervisor
- Pressure vessels or boiler work (usually done by Insurers agents)
- Entry into designated controlled areas containing magnetic resonance or similar equipment
- Entry into animal facilities or containment laboratories
- Entry into laser controlled areas following consultation with local laser safety officer
- Entry into areas defined as enclosed/confined spaces
- Roof work where fume cupboards etc are vented at or above roof height
- Working at height where the potential for a significant fall is present
- Certain lone working where if there were an incident it would be reasonably foreseeable that the incident would not be discovered.

Some of these tasks may well be low risk but in certain circumstances can become hazardous. Departments must risk assess the situation according to their own needs. Routine and daily work involving some of the above may not require a permit but can happily operate under a risk assessment.

Permit to Work - Guidance

CONTROL

A Permit to Work procedure is a formal written system used to control certain types of work which are potentially hazardous.

The term 'Permit to Work' refers to the pro-forma or certificate which forms a part of an overall safe working system.

The essential features of Permits to Work are:

1. Clear definition of who may authorise particular work.
2. Clear identification of who is responsible for specifying the necessary precautions to be taken.
3. Effective instruction and training to all personnel in the issue and use of permits.
4. Performance monitoring in order to ensure that the safe system is implemented as intended.

The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which sets out the main precautions needed to complete the work safely and without any risks to health to those people who are involved.

The mere issue of a Permit to Work does NOT

- (i) Simply give permission to carry out dangerous work or
- (ii) In itself make a job safe

RESPONSIBLE PERSON

For the purpose of this Permit to Work, the Responsible Person is deemed to be a member of the Faculty/Department/Building Occupier who is appropriately conversant with the current regulations. The Responsible Person should check the exact work areas affected.

ASSESSMENTS OF RISK

The purpose of a Permit to Work system is to ensure that proper consideration is given to the risks of particular work and that these are assessed and controlled before work starts.

OBJECTIVES

The primary objectives of the procedure are to:

Ensure proper authorisation of designated work which may be within certain designated areas.

UNDERSTANDING

Management and Supervision must ensure that persons involved in such work fully understand the exact:

Identity, nature and extent of the job

The hazards involved

The precautions to be taken

Limitations as to the extent of the work and of the time during which the work may be carried out

LINE MANAGEMENT

It is important to ensure that the line manager in direct charge of an area, location, unit, plant, installation or equipment is fully aware of all the work being done. A system of control must be provided. Provision must be made for a record showing that the nature of the work and the necessary precautions have been checked by the appropriate persons. Line management should also provide a formal hand-back procedure to ensure that the part of the plant, installation or equipment affected by the work is in a safe condition before production is resumed and normal work etc.

INDIVIDUAL RESPONSIBILITIES

Clear information, instruction, training and guidance should be given to all who have responsibilities under Permit to Work procedures including:

- i) Management and, where appropriate, occupiers and owners
- ii) Contractors and sub-contractors
- iii) Supervisors and Foremen
- iv) Other employees or non-management and supervisory staff

CIRCUMSTANCES IN WHICH PERMITS MUST BE USED

These include potentially hazardous work for which Permits to Work are normally required e.g.

- | | | |
|-----------------|----------------------|-----------------|
| i) Maintenance | v) Alteration | ix) Adaptation |
| ii) Repairs | vi) Construction | x) Modification |
| iii) Inspection | vii) Re-construction | xi) Cleaning |
| iv) Testing | viii) Dismantling | |

Permit to Work (Animal Accommodation)

APPLICATION DETAILS

This permit to work is designed to provide assurance to directly employed labour and contractors who are invited to enter and to carry out maintenance work in accommodation used for animals involved in scientific procedures, that adequate precautions are being taken to not only protect the health status of all animals, but the personal safety and welfare of EM representatives / contractors entering the facility.

PERMIT

1 DEPARTMENT

2 NATURE OF WORK

3 AREA OF WORK

4 EM REPRESENTATIVE */ CONTRACTOR IMPLEMENTING WORK.....

5 PREVIOUS WORK PATTERN OF PERSON NAMED IN 4 ABOVE

a) Visits to other facilities within past 48 hours:

b) Contact with other animals / domestic pets within past 48 hours:

6 GENERAL PRECAUTIONS (refer to 7 below)

- a) If the person(s) to which this permit applies has visited another animal facility within the previous 48 hours, take specific instruction before entering. Entry may be refused in certain circumstances.
- b) Enter the work area by the designated route. Shower in and out where required.
- c) Wear the protective clothing as stipulated by the Departmental Responsible Person.
- d) Ensure tools and materials are brought in and out of the facility correctly using the appropriate arrangements for decontamination etc.
- e) When removing dirty filters etc, ensure that they are handled, bagged and disposed of correctly and in accordance with the Department's standard procedures.

7 SPECIFIC PRECAUTIONS (to be completed by the Departmental Responsible Person)

a) Access Limitations (based on recent work in other facilities etc):

b) Access Precautions (route, shower, clothing, tools etc):

c) Material Disposal Precautions (filters, protective clothing, parts etc):

d) Other Specific Precautions (please identify):

8 AUTHORISING / ACCEPTANCE SIGNATURES RELEVANT TO THIS WORK PERMIT

A) SIGNATURE OF DEPARTMENTAL RESPONSIBLE PERSON.

No special precautions other than those listed in 6 and 7 above need be taken and I hereby authorise the above listed operative(s) to enter the facility for the purpose of carrying out the works indicated in 2 above.

Signed..... Date..... Time.....

Job Title..... Department

b) OPERATIVES ACCEPTANCE

I understand and will comply with all the requirements of this Permit.

Signed..... Date..... Time.....

Job Title..... EM* / Contractor.....

.....

c) OPERATIVES COMPLETION

I certify that I have completed the works indicated in 2 above.

Signed..... Date..... Time.....

Job Title..... EM* / Contractor.....

.....

d) ACCEPTANCE BY DEPARTMENT / FACILITY

I confirm acceptance of the work done and that the area is being returned to normal use. The permit to work is now no longer valid.

Signed..... Date..... Time.....

Job Title..... Department

* Make deletions as applicable and initial.

Permit to Work (Asbestos)

This permit to work is issued to the following person. No other work other than that detailed must be carried out.

(Complete in Block Capitals)

Project Title:	Contractor:
Designation:	Name of personnel:
Date/s of work:	Duration of Permit:
Location/s of work in the building	
Description of work (specific)	

The contractor must view the asbestos report prior to the commencement of work and satisfied themselves to the best of their knowledge that their work activities will not displace the known locations of the asbestos containing materials.

◆ Contractor

I acknowledge that I/we have examined the asbestos report **in relation to the proposed area of work as defined by the Responsible Person** and that the work activities will not displace the asbestos materials. I hereby declare that no other work than that stated above will be carried out, and all precautionary measures will be adhered to:

Name (person i/c work):	Signature:		
Designation:	Time:	Date:	

◆ Authorisation

Name of person issuing permit (Responsible Person):	Signature:		
Designation:	Time:	Date:	

◆ Clearance

I hereby declare that the work stated above has/has not* been completed
Details:

Name:	Signature:		
Designation:	Time:	Date:	

◆ Cancellation

All copies of this permit to work are hereby cancelled:

Name:	Signature:		
Designation:	Time:	Date:	

Actual Work involving asbestos containing materials will only be carried out by a licensed asbestos removal contractor and with the appropriate forms of asbestos controls in place. These works will only be carried out under the supervision of a competent person appointed by EM

* Delete as applicable

Top copy for Department

Duplicate copy to contractor

Permit to Work (Electrical (415/230V))

Serial No.		Duration	From:	Time		Date	
			To:	Time		Date	

Complete all details legibly in BLOCK CAPITALS

PART 1: SCOPE OF WORKS	
The following work is to be carried out. <i>*No other work shall be carried out</i>	
Location of circuit/equipment to be worked on	
Origin of supply and system characteristics	
All means of securing isolation including location	
Location of caution/warning notices	
PART 2: ISSUE	
Electrical Permit to Work Authorised for issue on behalf of University of Cambridge by:	Name: Position: Department: Date: Time: Signature:
Electrical Permit to Work issued to:	Name: Position: Company: Address: Phone: Date: Time: Signature:
All persons authorised to work on or near apparatus covered by this permit	1. 2. 3. 4. 5. 6.

PART 3: RECEIPT	
I hereby accept responsibility for carrying out the electrical works as detailed in Part 1 and for the safety of all persons in my charge as detailed in Part 2 of this Permit to Work	
Name:	Signature:
Date:	Time:
PART 4: DECLARATION OF ISOLATION OF SUPPLY	
I hereby declare that all means of securing isolation at the appropriate locations as detailed in Part 1 of the Permit to Work have been carried out and all live conductors have been proven dead.	
Name:	Signature:(University of Cambridge)
Name:	Signature:(Contractor)
Date:	Time:
Isolation locks/keys (where appropriate) held by/at:	
PART 5: CLEARANCE	
The work for which this Permit to Work has been issued is now suspended / completed (<i>delete as applicable</i>) and all persons in my charge, their tools and equipment have been withdrawn and all persons in my charge warned that it is no longer safe to work on the apparatus as detailed under Part 1 of this Permit to Work	
Name:	Signature:(University of Cambridge)
Name:	Signature:(Contractor)
Date:	Time:
I hereby authorise the re-energisation of supply under Part 4 of this Permit to Work	
Name:	Signature:(University of Cambridge)
Date:	Time:
I declare that all means of securing isolation at the appropriate locations and caution/warning notices as detailed in Part 1 of this Permit to Work have been removed and mains electrical supply has been re-instated	
Name:	Signature:(University of Cambridge)
Name:	Signature:(Contractor)
Date:	Time:
PART 6: CANCELLATION	
This Permit to Work is hereby cancelled	
Name:	Signature:(University of Cambridge)
Date:	Time:

Permit to Work (Generic)

The permit must be displayed close to where the work is being carried out.

1 Permit Title	2 Permit number
3 Job Location	
4 Plant identification	
5 Description of the work to be done and its limitations	
6 Hazard identification To include residual hazards and hazards introduced by the work.	
7 Precautions necessary The person who carried out the precautions, e.g. the isolations, should sign that the precautions have been taken.	
8 Protective equipment	
9 Authorisation Signature confirming that isolations have been made and precautions taken, except where these can only be taken during the work. Specify the date and time duration of permit.	
10 Acceptance Signature confirming understanding of the work to be done, hazards involved and the precautions required. Also confirming permit information has been explained to all workers involved.	
11 Extension/shift handover procedures Signatures confirming checks have been made that plant remains safe to be worked upon, and new acceptor/workers made fully aware of hazards/precautions. New time of expiry is given.	
12 Hand Back Signed by acceptor certifying work completed. Signed by issuer certifying work completed and plant ready for testing and re-commissioning.	
13 Cancellation Certifying work tested and plant satisfactorily re-commissioned.	

Permit to Work (Hazardous Area)

MAINTENANCE PERSONNEL & CONTRACTORS

1. This Permit to Work is designed to provide assurance to maintenance personnel & contractors who are invited to enter and to carry out maintenance work in potentially hazardous areas, e.g. fume cupboard exhaust areas, microbiological laboratories and any other areas about which the contractor may wish to be assured that it is safe to work on.		
2. Department		
3. Area of potential hazard		
4. Nature of work to be carried out		
5. Source of hazard in the area has been effectively isolated by: (general description of ways in which the danger has been isolated.		
6. Details of action taken/advised to render area safe	Initials of Designated person in the Department	
(a) The mechanical equipment has been shut down and isolated		
(b) All harmful materials have been removed		
(c) Warning notices have been placed - that the equipment is not to be used		
7. Neighbouring equipment, which might be harmful to working in the area, has been shut down. Harmful materials have been removed from the vicinity of the area in which work is to be carried out. Warning notices have been placed that the neighbouring equipment is not to be used.		
8. The area in the vicinity of the work to be carried out has been cleared of fumes, dust and other matter, which might be harmful to people working on it, and is safe to work upon provided the advice in 7 is followed.		
9. List of protective wear that should be used while working in the area.		
10. Other remarks (limitations on use of tools, flame and methods)		

AUTHORISING/ACCEPTANCE SIGNATURES RELEVANT TO THIS PERMIT TO WORK	
11. Signature of designated responsible person in the department. I declare that the apparatus/equipment at 3 above is safe to work on, all safety precautions have been implemented and safety notices displayed	
Signature:	Position:
Date:	Time:
12. Acceptance by EM Supervisor	
Signature:	Position:
Date:	Time:
Signature of person or contractor undertaking the work to confirm receipt of this Permit.	
Signature:	Position:
Date:	Time:
13. Signature of above person or contractor confirming job is complete	
Signature:	Position:
Date:	Time:
14. Signature of EM Supervisory to confirm that work has been completed satisfactorily by contractor and has been handed back to Department for normal use	
Signature:	Position:
Date:	Time:
15. Signature of Department personnel confirming acceptance of work done and that the area is being returned to normal use, i.e. that the permit to work is no longer valid	
Signature:	Position:
Date:	Time:

Permit to Work (Hot Work)

(Not necessarily applicable to a normal production process)

APPLIES TO AREA SPECIFIED BELOW

BUILDING..... Floor.....

NATURE OF THE JOB (INCLUDING EXACT LOCATION).....

.....

THE ABOVE LOCATION HAS BEEN EXAMINED AND THE PRECAUTIONS LISTED ON THE REVERSE SIDE HAVE BEEN TAKEN.

DATE.....TIME OF ISSUE OF PERMIT.....TIME OF EXPIRY OF PERMIT.....

SIGNATURE OF PERSON ISSUING PERMIT.....

SIGNATURE OF PERSON TO WHOM PERMIT IS ISSUED.....

* (It is not desirable to issue hot work permits for protracted periods; for example, fresh permits should be issued where work carries on from morning to afternoon)

FINAL CHECK-UP

Work area and all adjacent area to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls) were inspected continuously for at least one hour after the work was completed and were found fire safe.

SIGNATURE OF EMPLOYEE CARRYING OUT FIRE WATCH.....

AFTER SIGNING RETURN PERMIT TO PERSON WHO ISSUED IT

PRECAUTIONS

(The person carrying out this check should tick as appropriate)

- ☐ Where sprinklers are installed that these are operative.
- ☐ Cutting and welding equipment in good repair and adequately secured.

PRECAUTIONS WITHIN 15m OF WORK

- ☐ Floors swept clean of combustible materials.
- ☐ Combustible floors protected by wetting down and covering with damp sand or sheets of non-combustible material.
- ☐ Combustible materials and flammable liquids protected with non-combustible curtains or sheets.
- ☐ All wall and floor openings with sheets of non-combustible material. All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material.
- ☐ Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.

WORK ON WALLS OR CEILINGS

- ☐ Combustible constructions protected by non-combustible curtains or sheets.
- ☐ Combustibles moved away from opposite side and clear of any metal likely to conduct heat. (Where metal beams are being worked on, and extend through walls or partitions, precautions must be taken on the far side of such a wall).

WORK ON ENCLOSED EQUIPMENT (Tanks, containers, ducts, dust collectors etc.)

- ☐ Equipment cleaned of all combustibles.
- ☐ Containers free of flammable vapours.

FIRE WATCH

- ☐ Provision for the attendance of an employee during and for one hour after completion of work. Such employee being supplied with extinguishers or small bore hose and trained in the use of such equipment and in sounding an alarm.

SIGNATURE OF PERSON CARRYING OUT THE ABOVE CHECK

..... DATE.....

Permit to Work (Mercury)

APPLICATION DETAILS

This permit to work is designed to provide assurance to directly employed labour, contractors and building occupants, that adequate precautions are being taken in areas where the presence of *mercury* is suspected and the nature of the work is such that mercury may be disturbed.

e.g. 1. access to ceiling voids, floor voids, services ducts etc.

2. removal or fixing plant/fixtures/fittings to the building structure e.g. shelving/cupboards/pipes/frames etc.

3. use of machinery in, or in the work area, the vibration from which could be transmitted to the building structure and consequently dislodge *mercury* if present.

This work must be authorised by the Department Secretary and the University Occupational Health and Safety Service.

In addition, a copy of the permit must be faxed to the Occupational Health Nurse and Occupational Health Doctor at least 24 hours before commencing work.

PERMIT

1. DEPARTMENT.....

2. NATURE OF WORK.....

3. AREA OF WORK.....

4. PRECAUTIONS

(i) Completed by Department Secretary

.....

(ii) Completed by University Occupational Health and Safety Service

.....

SIGNATURE

Dept. Secretary

HSD

5. AUTHORISATION FOR PROCEEDING WITH WORK

(i) Signature and declaration of Department Secretary

I declare that when the precautions detailed in 4. above are taken that it will be safe to proceed with the work detailed in 2. above.

Signature:.....Position:.....Time:.....Date:.....

(ii) Signature and declaration of University Occupational Health and Safety Service

Signature:.....Position:.....Time:.....Date:.....

6. ACCEPTANCE OF WORK BY MU WORK SUPERVISOR

I declare that the precautions detailed in 4(i), 4(ii) and 4(iii) above will be taken before, during and on completion of the work detailed in 2 above.

Signature:.....Position:.....Time:.....Date:.....

7. COMPLETION SIGNATURE BY MU WORK SUPERVISOR

Signature:.....Position:.....Time:.....Date:.....

8. COMPLETION SIGNATURE BY DEPARTMENT SECRETARY

Signature of Department personnel confirming acceptance of work done and that the area is being returned to normal use. i.e. that the permit to work is no longer valid.

Signature:.....Position:.....Time:.....Date:.....

Permit to Work (Roof Access)

1. The work giving rise to this 'Permit to Work' has been requested by:
2. CONTRACTOR IMPLEMENTING WORK:
3. CONTRACTORS SUPERVISOR:
4. CONTRACTORS OPERATIVE(S):
5. VALIDITY PERIOD: From to

Subject to Parts 6 to 10 inclusive below, the above OPERATIVE is authorised to work on the undernoted roof area(s).

6. DESCRIPTION & LOCATION OF ROOF AREA
7. WORK TO BE CARRIED OUT (To be completed by the Contractor)

NOTES: 2 copies of this form to be completed, 1 retained by Operative, the other by Chief Technician or alternative nominated in writing by Head of Department.

8. SAFETY PRECAUTIONS TO BE TAKEN - Delete items not required and initial
 - a) The following fume cupboards to be isolated and prevented from operation by DEPARTMENTAL Chief Technician (Identify fume cupboard by number and location)
.....
.....
.....
 - b) Signs to be fitted to all cupboards by DEPARTMENTAL Chief Technician
 - c) Face mask to be worn by OPERATIVE
 - d) Breathing apparatus to be worn by OPERATIVE
 - e) Other precautions to be taken. This to include identification of roof hazards other than fume cupboards. (Please specify)
.....
.....
.....

9. STATEMENT OF CURRENT FUME OUTPUT

To my knowledge, the roof area being accessed will not be subjected to extract fumes containing Radioactive Material, Perchloric Acid, known Carcinogens or other contaminants for the period of works. Hazardous substances have been removed from the cupboard(s) or equipment from which the air is being extracted. The system/cupboard(s)/equipment has/has not* been purged.

No special precautions other than those listed in 8 above need be taken and I hereby authorise the above listed Operative to exit onto the roof for the purpose of carrying out the works indicated at 7 above.

Signed Chief Technician⁺ Dept of

10. OPERATIVE'S ACCEPTANCE

I understand, and will comply with, all the requirements of this Permit.

Signed Date

11. OPERATIVE'S COMPLETION

I certify that I have completed the works detailed in 7 above. I understand that no further work may be carried out until a new Permit is issued.

Signed Date

⁺For multi-user departmental buildings the Chief Technicians (or alternate nominated by Heads of Departments) of all departments must sign

*Make deletions as applicable and initial

Useful contacts and further information

Occupational Health and Safety Service
Safety Office
Greenwich House
Madingley Rise
Cambridge
Reception (3)33301
Buildings and Construction (7)66356
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Estate Management (EM)
Laundry Farm
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Enquiries (3)37770

Help desk (3)37784

Fire Safety EM
(3)37822

Health and Safety Executive (HSE)
www.hse.gov.uk
www.hsebooks.co.uk for free downloads and leaflets

Occupational Health and Safety Service
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University asbestos information e-mail – asbestos.management@admin.cam.ac.uk

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