

Permits to Work

WEB VERSION

What are they?

They comprise a formal written system of control used in work where a potential safety hazard is likely.

It is a document specifying precisely the work to be done, by whom and the precautions to be taken.

They are an essential control mechanism used when employing contractors or University staff from another division, department or faculty.

They also communicate how your work may affect a contractor or his work will affect you.

Permits are needed where work can only be done if existing safeguards are suspended or new hazards are introduced by the work to be completed.

Why do I need to implement a permit system?

Accidents often occur in building maintenance related incidents due to lack of controls.

Safety systems are not checked and/or do not work in practice.

Potential hazards are not identified adequately.

Control measures are not correctly specified, for example, isolation of plant and equipment or the use of PPE.

Permits must be signed for as well as signed off so that you know the job is complete with any residual risks identified.

Essentials of a Permit to Work.

- Permit title and unique number
- Job location and plant or equipment identifier
- Description of the work to be done
- Hazards identified and precautions necessary to control those hazards
- Protective equipment (if any) necessary
- Authorisation signature and date
- Signature of acceptance or understanding and date
- Emergency procedures or extension procedures
- Cancellation and date
- Communication – (who to tell)

Examples of situations where a Permit to Work might be required.

Hot work, eg welding, soldering or disc cutting inside the building.

Work in enclosed/confined spaces using tools or chemicals.

Work at height

Work near to fume stacks

Work near to roof edges where there is a danger of falls.

Excavations that may strike buried services.

Contractors work affecting your daily work eg power shutoffs.

Your work affecting contractors eg fume stack emissions when contractors are on the roof.

Demolition or refurbishment work in a building possibly contaminated by chemicals, radioisotopes, asbestos etc.

Useful contacts and further information

Generic forms and further guidance can be obtained from:

Occupational Health and Safety Service (OHSS)
Reception (3)33301
Buildings and Construction Officer (7)66356

Estate Management (EM)
Help Desk (3)37784
Maintenance, Energy and Minor Works Division

Safety Office website

Health and Safety Executive (HSE)
www.hse.gov.uk

**Occupational Health & Safety Service
Safety Office
Greenwich House
Maddingley Road
Cambridge
CB3 0TX**

Phone: 01223 333301

Fax: 01223 330256

**Email: safety@admin.cam.ac.uk
www.safety.admin.cam.ac.uk/**