



Safety Note 58

Permit to Work for Laboratories and Workshops

Introduction

The 'Laboratories and Workshops Permit-To-Work' system is intended for use by those in charge of laboratories to control routine access to their areas by maintenance and cleaning staff (primarily E&F staff and contractors). It identifies hazards and risks in the laboratory/workshop and confirms the precautions to be taken to deal with residual risks. A separate permit to work system is in place for "Hot-Works".

Procedure for issuing a permit to work for laboratory or workshops

- A Permit-to-Work must be issued by the person responsible for the laboratory or other authorised person who has the necessary knowledge and experience to recognise the risks and the required control measures:
 - For example the laboratory manager, Project Supervisor, technician, Area Health and Safety Coordinator or Building Support Officers;
- The form must specify the hazards present in the area of the works and what has been done to make this safe for work to be carried out. Typically this may include:
 - Suspension of work involving hazardous material for the duration of works;
 - Removal of hazardous materials from the immediate area of the works (e.g. clearing shelves of chemical bottles, moving liquid nitrogen dewars etc);
 - Decontaminating areas and equipment. For biological material this would involve use of an appropriate disinfection. For areas used for handling chemicals wiping down surfaces with a damp cloth may be sufficient (dependent on chemicals used in that area, see Area Risk Assessments);
 - Relocation of sharps, sharps bins, waste bins etc from immediate vicinity;
 - Switching off hazardous equipment;
 - Where necessary, use of personal protective equipment may be specified;
 - Any other precautions that the E&F staff/contractors must follow.
- Once issued, the permit to work should then be accepted by the person conducting the work.
- If the permit is issued to external contractors, additional local information or supervision may be required.
- The permit should be displayed in the area where the works are being carried out to notify users that the permit is in place and the conditions of the permit (e.g. no work with hazardous material in room during works).
- Once work is completed the person doing the work should again sign the permit to work to confirm completion;
- The person in charge of the laboratory must sign the form to cancel the permit once confident that the works have been completed satisfactorily and that the laboratory areas affected can now be made operational;
- Copies of permit to work forms should be kept by the relevant building support officer (for a period of two years).

PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and non-routine cleaning work in the University laboratories and workshops. The permit must be issued by the person responsible for the area or a designated individual who has adequate knowledge of the area where the work is to be performed and will be retained on file for a minimum of two years.

Permit issued to:			
Date issued:		Unique Permit Number:	
WREN Number:			
Building Number:		Room number:	
Period of validity			
From Time & Date		To Time & Date	
<i>A further permit will be required if the work is not completed within this time</i>			

Permit issued for (purpose/nature of work)				
Hazards present in the area				
	Details		Precautions	
Biological				
Chemical				
Radiation				
Compressed gases or cryogenics				
Workshop equipment				
Other				
Services which might be affected by the works				
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Local Exhaust Ventilation	<input type="checkbox"/> Other
Further details				

Declaration – Before work can begin			
I, the <i>person</i> responsible <i>for the area/designated individual</i> issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
I, the <i>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</i> have read and understood this form and received additional information (where necessary) and agree to the conditions and requirements specified			
Signed	Print name	Date	Time
On completion of work			
The <i>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</i> confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	Time
The <i>person responsible for the area/designated individual</i> hereby cancel this permit as all necessary procedures have been completed			
Signed	Print name	Date	Time

Scope of the a Laboratory Permit

The laboratories and workshop permit-to-work is intended for use by those in charge of laboratories/workshops. It is designed to enable them to control routine access to their areas and to identify hazards and risks within the area that could place maintenance or cleaning staff and other contractors who may need to enter, at risk.

It is not intended that other risks associated with the work, such as electrical, water or gas isolations, are identified within this permit. These are dealt with by E&F and will be controlled using separate E&F Permits. It is essential however, that E&F are made aware of the effect that any of their works might have on laboratory or workshop operations, before work starts.

Health and Safety Services
May 2017

- EXAMPLE COMPLETED**

PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and non-routine cleaning work in the University laboratories and workshops. The permit must be issued by the person responsible for the area or a designated individual who has adequate knowledge of the area where the work is to be performed and will be retained on file for a minimum of two years.

Permit issued to:			
FMD maintenance			
Date issued:	9/02/2011	Unique Permit Number:	Phys11/01
WREN Number:	E&F 275693		
Building Number:	003	Room number:	113
Period of validity			
From Time & Date	11am 9/02/11	To Time & Date	2pm 9/02/11
<i>A further permit will be required if the work is not completed within this time</i>			

Permit issued for (purpose/nature of work)				
Fix leaking tap in C12 laboratory				
Hazards present in the area				
	Details	Precautions		
Biological	Hazardous bacteria	Work stopped for duration of permit. Area of work decontaminated with 1% Virkon		
Chemical	Hazardous chemical used in lab	Chemicals removed from site of work. Sink rinsed with copious amounts of water. Area of work wiped down with water.		
Radiation	N/A			
Compressed gases or cryogenics	CO2 cylinders	Secured – not in immediate vicinity of works		
Workshop equipment	N/A			
Other				
Services which might be affected by the works				
<input type="checkbox"/> Electrical	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Local Exhaust Ventilation	<input type="checkbox"/> Other
Further details				

Declaration – Before work can begin			
I, the <i>person responsible for the area/designated individual</i> issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
J.Bloggs	JBLOGGS	09/02/2011	11 am
I, the <i>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</i> have read and understood this form and received additional information (where necessary) and agree to the conditions and requirements specified			
Signed	Print name	Date	Time
J.Doe	JDOE	09/02/2011	11 am
On completion of work			
The <i>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</i> confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	Time
J Doe	JDOE	09/02/2011	12.30 pm
The <i>person responsible for the area/designated individual</i> hereby cancel this permit as all necessary procedures have been completed			
Signed	Print name	Date	Time
JBloggs	JBLOGGS	09/02/2011	12.45 pm