



Safety Note58

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 (initially 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 risk. 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:
 - o For example the laboratory manager, Project Supervisor, technician, Area Health and Safety Coordinator or Building Support Officer
- x 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:
 - o Suspension of work involving hazardous material for the duration of works;
 - o Removal of hazardous materials from the immediate area of the works (e.g. clearing shelves of chemical bottles, moving liquid nitrogen dewars etc);
 - o 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);
 - o Relocation of sharps, sharps bins, waste bins etc from immediate vicinity;
 - o Switching off hazardous equipment
 - o Where necessary, use of personal protective equipment may be specified
 - o Any other precautions that the E&F staff/contractors must follow.
- x Once issued, the permit to work should then be accepted by the person conducting the work.
- x If the permit is issued to external contractors, additional local information or supervision may be required.
- x 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).

period of two years).

PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and ~~not~~ 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 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		
☐ Electrical	☐ Water	☐ Gas
		☐ Local Exhaust Ventilation
		☐ Other
Further details		

Declaration- Before work can begin			
I, the person responsible for the area/designated individual issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
I, the person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc) 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 person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc) confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	

Scope of the a Laboratory Permit

The laboratories and workshop permit network 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 h

x **EXAMPLE COMPLETED**

PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and 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 valid 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 CI2 laboratory		
Hazards present in the area		
	Details	Precautions
Biological	Hazardous bacteria	Work stopped for duration of permit. Area work decontaminated with 1% Virkon