



## Safety Note58

# Permit to Work for Laboratories and Workshops

#### Introduction

The 'Laboratories and Workshops Perritit-Work' system is intended fourse by those in charge of laboratories tocontrol routine access to their areas by maintenance and cleanir(printaling) that the staff and contractors). It identifies hazards and risks inhall the ratory/workshop and confirmulse precautions to be taken to deal with residuals risk separate peritinto work system is in place for "Hot Works".

Procedure for issuing a permit to workfor laboratory or workshops

- A Permitto-Work must be issued by the person responsible for the laboratory or other authorised person who has the necessary knowledge and experience to recognise to the risks an the required control measures:
  - o For example the lateratory manager, Projectu Servisor, technician, Area Health and Safety Coordinator or Building Support Offics
- 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);
  - 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 protect quipment may be specified
  - Any other precautions that the E&Faff/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).

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## PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit isrequired for all maintenance, servicing and **nou**tine 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 wherework is to be performed and will be retained on file for a minimum of two years.

| Permit issued to:  |         |   |                       |          |              |                      |                         |
|--|---------|---|-----------------------|----------|--------------|----------------------|-------------------------|
|  |         |   |                       |          |              |                      |                         |
| Date issued:   |         |   | Unique                | e Permi  | t Number:    |                      |                         |
| WREN Number:   |         |   |                       |          |              |                      |                         |
| Building Number:   |         | Room number:                            |                       |          |              |                      |                         |
| Period of validity   |         |   |                       |          |              |                      |                         |
| From Time & Date To Time & Date  |         |   |                       |          |              |                      |                         |
| A further permit will be required if the work is not completed within this time  |         |   |                       |          |              |                      |                         |
|  |         |   |                       |          |              |                      |                         |
| 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 migl  | ht be   | affected by the we                      | orks                  |          |              |                      |                         |
| □ Electrical   |         | ☐Water                                  | ∏Ga                   | as       | Loc          | cal Exhaust          | Other                   |
|  |         |   |                       |          | Ventilation  |                      |                         |
| Further details  |         |   |                       |          |              |                      |                         |
|  |         |   |                       |          |              |                      |                         |
|  |         |   |                       |          |              |                      |                         |
|  |         |   |                       |          | can begin    |                      |                         |
| I, the <i>person</i> responsible   | for the | area/designated individ                 | <i>lual</i> issue thi | s permit | and have ens | ured that the nece   | essary precautions have |
| implemented<br>Signed  |         | Print name                              | e                     |          | Date         |                      | Time                    |
|  |         | 1 1111111111111111111111111111111111111 |                       |          | 24.0         |                      |                         |
|  |         |   |                       |          |              |                      |                         |
|  |         | onsible for the works (co               |                       |          |              |                      |                         |
| Signed   |         | onal information (where necessar        |                       | Date     |              | illions and requiren | Time                    |
| - 3  |         |   |                       |          |              |                      | -                       |
|  |         |   |                       |          | 1            |                      |                         |
| On completion of work  |         |   |                       |          |              |                      |                         |
| The person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc) confirm the work specified has/has not beer completed; I understand a further permit will be required for subsequent access. |         |   |                       |          |              |                      |                         |
| Signed   | 001     | Print name                              |                       | 50       | Date         |                      |                         |

Scope of the a Laboratory Permit

The laboratories and workshop per**rtoi**twork 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

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| 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        | 2pm9/02/11 |  |  |
| A further permit will be required if the work is not completed within this time |              |                       |            |  |  |

| Permit issued for (purpose/nature of work) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Fix leaking tap in Cl2 laboratory          |  |  |  |  |  |  |
| Hazards present in the area                |  |  |  |  |  |  |
| Details                                    | Precautions  |  |  |  |  |  |
| Hazardous bacteria                         | Work stopped for duration of permit. Area work decontaminated with 1% Virkon |  |  |  |  |  |
|  | laboratory he area Details   |  |  |  |  |  |