

**PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS**

This permit is required for all intrusive works, maintenance, servicing and non-routine cleaning work in the University laboratories and workshops unless supervised by a designated individual. 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.

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| Permit issued to:  |
|    |
| Date issued:  |   | Unique Permit 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 might be affected by the works | k |  |  |
|  |  | Electrical  |  |  | Water  |  |  | Gas  |  |  | Local Exhaust Ventilation  |  |  | Other  |
|  |  |  |  |  |
| Further details  |  |  |  |
|  |   |  |  |

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| 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  | Time  |
|    |   |   |   |
| The ***person responsible for the area/designated individual*** herby cancel this permit as all necessary procedures have been completed  |
| Signed  | Print name  | Date  | Time  |
|    |   |   |   |

# **Safety Code for maintenance staff, equipment engineers and contractors working in laboratories.**

**MAINTENANCE, REPAIR STAFF AND CONTRACTORS MUST:**

* Obtain a **PERMIT-TO WORK** prior to entering the laboratories to carry out intrusive works.
* Ensure that it is safe to start work by checking that the permit-to-work identifies ALL areas and ALL relevant equipment you will be working on and where necessary states these have been decontaminated and monitored.
* Cover cuts and grazes with a waterproof dressing.
* **IMMEDIATELEY** report any accidents (including when anything is knocked over) to a member of laboratory staff. No attempt should be made to clear up any spillages as the material may present a hazard if you come into contact with it or if you breathe in any fumes.
* Wear any protective clothing deemed necessary by the permit-to-work issuer. Where the use of disposable coveralls has been specified these must be left in the laboratory when the work is finished, this is to allow for suitable and safe disposal. The latter should be by way of physical handover to laboratory staff, disposable protective equipment must never be left lying about.
* **ALWAYS** wash your hands on completion of work and before leaving the laboratory for any reason, including breaks, even if gloves have been worn.

**MAINTENANCE, REPAIR STAFF AND CONTRACTORS MUST NOT**

* Take food, drink, cigarettes, overcoats etc., into the laboratory. These must be left outside the laboratory.
* Touch anything whilst in the laboratory unless required to do so to carry out the work specified.
* Eat, drink, smoke or chew in the laboratory as these are all strictly banned.
* Put anything in your mouth whilst in the laboratory. This includes pens, pencils, tools, cables, fingers etc.
* Work in a laboratory unless express permission for such working has been obtained. A HSC or designated individual must always be present for entry into a red or amber are e.g. Radiation Controlled Area.