Permit to work (PTW) **system for laboratory areas.**



**Access for maintenance staff and other contractors.**

A Permit to Work must be completed and issued by the host school before maintenance staff or contractors are allowed access to any laboratory areas to undertake work. The information provided should be enough to enable such operatives to carry out their work safely in an environment where they cannot reasonably be expected to understand or perceive all of the potential hazards. The person issuing this permit must themselves have enough knowledge of the laboratory activities undertaken in the areas covered by the permit. For radiation-controlled areas the DRPS must also complete Form RP10 and link it to this permit.

**Part A - Before Commencing Works**

|  |  |  |
| --- | --- | --- |
| **Job Details** | | |
| Issued to: | Duration of permit:  From:       (time)       (date)  To:       (time)       (date) | |
| Other linked documents:   * Laboratory rules |
| Department: | Building: | |
| Room number: |
| Task description: | | |
| Laboratory areas to which access is required:  Sinks and /or drains  Benches  Walls and/or doors  Floors  High level  Fume hoods/safety cabinets  Mechanical ventilation systems | | Other; specify: |
| Do areas need to be cleared to allow access?  YES  NO  specify: | | |
| **Hazards, Precautions and Control Measures** | | |
| Hazards  Flammable liquids  Toxic and/or corrosive chemicals  Biological - select containment level:  1  2  3  Radiation - **Clearance Form RP10 completed and linked to this Permit?**  YES  N/A  Compressed or liquefied gases (cylinders or piped)  Other; specify: | | |
| Precautions   * Hazardous work has ceased:  YES  N/A * Hazardous material removed or safely stored:  YES  N/A * Hazardous gases shut-off or removed:  YES  N/A * Sinks & drains cleaned/disinfected:  YES  N/A * Benches cleaned/disinfected:  YES  N/A * Floors cleaned/disinfected:  YES  N/A * Equipment cleaned/disinfected:  YES  N/A   list relevant equipment here:   * other control measures, areas to be avoided or sealed off, other instructions:  YES  N/A   specify: | | |
| Personal Protective Equipment Required by maintenance staff/contractors  Normal overalls  Disposable coverall  Gloves (if yes specify type):  Eye or full face protection (if yes specify):  Other; specify: | | |
| Name of person(s) who will supervise work in a Containment Level 3 Laboratory (if applicable): | | |
| Details of person(s) to contact in case of queries, problems or emergencies: | | |
|  | | |
| **Laboratory representative completing permit:**  I confirm that the area has been made safe for maintenance staff/contractor access.  Signed: …………………………Print: ……………………Position: ………..……...Date: ………… | | |
| **Contract supervisor (*i.e.* UBS) or department representative issuing permit**  I have issued the above permit to work and ensured the necessary precautions have been taken to allow the work to be undertaken.  Signed: …………………………Print: …………………………. Date: …………….. Time: ……… | | |
| **Competent person carrying out or leading the works**  I hereby declare that I understand the contents of this permit and laboratory rules provided and will ensure that the work is limited to that described and undertaken in accordance with the conditions and requirements specified.  Signed: …………………………Print: …………………………. Date: …………….. Time: ……… | | |

IMPORTANT

As issuer of this permit you **must** ensure that Part B has been fully completed and signed by the competent person undertaking any work to confirm that an area and any equipment that has been worked on is safe for use and to confirm any new safe working parameters or any issues identified that may affect safe use now or in the future. Do not close this permit and allow access to the applicable area or any equipment until this has been done.

**Part B - On completion of requested works**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hand back (competent person carrying out or leading the works)**  The works specified in the above Permit-to-Work have been completed. All work-related materials and debris have been removed and all persons under my charge have been withdrawn.  **As the competent person I confirm:**   |  |  | | --- | --- | | It is now safe for the area to which this permit relates to be returned to normal department use and supervision | YES  NO |   **AND If safety critical infrastructure or equipment has been maintained / tested, I also confirm (strikethrough if not applicable to this permit):**   |  |  | | --- | --- | | The room and/or equipment meet all requirements for continued safe use | YES  NO | | I have identified the following new safe working parameters that must be applied immediately (use additional pages if required): | YES  NO | |  | | | I have identified issues that will affect the safe use of equipment before the next scheduled inspection by a competent person and advise of the action required. Please describe and use additional pages if required: | YES  NO | |  | |   Signed: …………………………Print: …………………………. Date: …………….. Time: ……… |
| **Cancellation (department representative)**  I hereby declare that the work stated above has been completed and that this Permit is now closed. I have ensured that Part B has been completed and will ensure that any information recorded by the competent person is communicated to relevant staff for action.  Signed: …………………………Print: …………………………. Date: …………….. Time: ……… |

**The Permit should be displayed at the entrance to the work area and kept for 5 years after cancellation.**

**RULES FOR MAINTENANCE STAFF AND CONTRACTORS WORKING IN**

**LABORATORIES TO BE ISSUED WITH A PERMIT-to-WORK**

**ALL maintenance staff and contractors MUST:**

* obtain a permit-to-work before entering and working in a laboratory;
* report all accidents (including when anything is knocked over) to a member of laboratory staff **immediately** and not attempt to clear up any spillages as the material may present a hazard to anyone touching it or breathing in any fumes from it;
* cover all cuts and grazes with a waterproof dressing;
* use the protective equipment specified in the permit-to-work and leave these behind for safe disposal or cleaning by laboratory staff;
* wash their hands on completion of work and before leaving the laboratory for any reason including breaks, even if gloves have been worn;

**All maintenance staff and contractors MUST NOT:**

* work unsupervised in a laboratory unless express permission for such working has been obtained. A competent member of the Department’s staff must always be present for entry into a Containment Level 3 laboratory;
* take food, drink or personal items into the laboratory.
* eat, drink, smoke or chew in the laboratory;
* touch anything whilst in the laboratory unless required to do so to carry out the work specified;
* put pens, pencils, tools, cables, fingers or anything else in their mouth whilst in the laboratory.