

**PERMIT-TO-WORK FOR UNIVERSITY MAINTENANCE STAFF OR  
CONTRACTORS REQUIRING ENTRY INTO LABORATORIES AND/OR  
ASSOCIATED AREAS**



**SECTION 1 – LOCATION AND JOB DETAILS**

*Must be completed by laboratory staff or technical staff who have adequate knowledge of work in the area in conjunction with the person who will be undertaking the work, or in the case of teamwork, the team supervisor*

Job Number			
Room No. & Building			
Describe the work to be undertaken			
Areas to which access is required:			
Sinks and /or drains	YES / NO	Other (if yes specify)	YES / NO
Benches	YES / NO		
Floors	YES / NO		
Ceiling/high level	YES / NO		
Fumehoods/Safety Cabinets	YES / NO		
Does anything need to be moved or areas cleared to allow access? (If yes specify)			YES / NO

**SECTION 2 - CONTROLS**

*Must be completed by laboratory staff or technical staff who have adequate knowledge of work in the area and authority to confirm appropriate measures have been taken to allow access*

<b>Type of hazards in laboratory or area:</b> If biological state containment level If radioactive state designation If other, specify nature of hazards	Chemicals/Biological/Radioactive/Other 1 / 2 / 3 Non-designated/Supervised/Controlled
<b>Preparation in affected area:</b> Work with hazardous material has ceased All hazardous material has been removed Flammable/toxic/other gases shut off	YES/NA YES/NA YES/NA
<b>Decontamination requirements:</b> Clean/disinfect/monitor sink and drains Clear benches and clean/disinfect/monitor Clear floor and clean/disinfect/monitor Clear/clean/disinfect/monitor equipment (if yes specify what equipment) Other (if yes specify)	YES / NO YES / NO YES / NO YES / NO YES / NO
Specific areas to be avoided or any additional special instructions (e.g. decontamination of work tools)	

<b>Protective clothing required by tradesperson:</b> Normal overalls Disposable coverall Gloves (if yes specify type) Eye/face protection (if yes specify) Other (if yes specify)	YES / NO YES / NO YES / NO YES / NO YES / NO
Name of person who will supervise work in a radiation Controlled Area / Containment Level 3 Laboratory:	
Name, position and telephone no. of person to be contacted in event of any queries or problems	
I confirm the area has been made safe prior to allowing workman/contractor access.	
Signature: ..... Print: ..... Date: ..... Time: .....	
<b>DURATION OF PERMIT TO WORK</b>	From:..... h on ..... (date) To: ..... h on ..... (date)

<b>SECTION 3 - DECLARATIONS BEFORE WORK STARTS</b>
<i>By the person who will be undertaking the work, or in the case of teamwork, the team supervisor</i>
I have read and understood this form and the additional information and rules provided and will work in / ensure that the work is in accordance with the conditions and requirements specified.
Signed: ..... Print: ..... Date: ..... Time: .....
<i>By School Representative</i>
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: .....

<b>SECTION 4 - DECLARATIONS ON COMPLETION OF WORKS</b>
<i>By maintenance staff who have carried out the work (Works Division or Contractor).</i>
The works specified in the above Permit-to-Work have been completed and the area cleared/cleaned of all debris. The area where work was being undertaken, and to which this Permit relates, is now safe for return to normal School use and supervision.
Signed: ..... Print: ..... Date: ..... Time: .....
<i>By School Representative</i>
I have been informed by means of the above declaration that the works to which this Permit-to-Work relate have been completed, and by signing, dating and time notification, I hereby cancel this Permit-to-Work.
Signed: ..... Print: ..... Date: ..... Time: .....

<b>THIS PERMIT TO WORK MUST BE DISPLAYED AT THE ENTRANCE TO THE WORK AREA TO WHICH IT RELATES</b>
On completion of works this permit must be kept as a record for a period of 12 months

## RULES FOR MAINTENANCE STAFF AND CONTRACTORS WORKING IN LABORATORIES

### Maintenance and repair staff and contractors MUST

- obtain a permit-to-work prior to entering the laboratory and before starting any work;
- 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 de-contaminated and monitored;
- work in accordance with the conditions of that permit-to-work;
- cover cuts and grazes with a waterproof dressing;
- **immediately** 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 you breathe in any fumes;
- wear any protective clothing deemed necessary by the permit-to-work or laboratory safety supervisor. Where the use of disposable coveralls has been specified these must be left in the laboratory when the work is finished, this 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 their hands on completion of work and before leaving the laboratory for any reason including breaks, even if gloves have been worn;
- before leaving Controlled or Supervised Radiation Areas, see the Laboratory Supervisor for skin contamination monitoring.

### Maintenance and repair staff and contractors MUST NOT

- take food, drink, cigarettes, overcoats etc into the laboratory. These must be left outside the laboratory;
- work unsupervised in a laboratory unless express permission for such working has been obtained. A member of the School's staff should normally be present in the laboratory and must always be present for entry into a radiation Controlled Area / Containment Level 3 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 their mouth whilst in the laboratory. This includes pens, pencils, tools, cables, fingers etc.