

A number of high risk tasks may require to be carried out within East Dunbartonshire Council (EDC) from time to time. Such tasks must be strictly supervised and various safety precautions (e.g. protective clothing, supervision, use of equipment, training, emergency procedures, first aid, etc.) must be in place prior to the commencement of work.

As a general guide a “Permit to Work” system may be required for work activities involving:

- Confined space working;
- Hot works such as welding, flame cutting and grinding;
- Working at height;
- Certain excavation works;
- Working on fragile roofs;
- Maintenance work on lifts, conveyors, hoists etc;
- Work on high voltage electrical equipment or other work on electrical equipment which may give rise to potential dangers;
- Work involving the use of hazardous/dangerous substances.

Consequently the “Permit to Work” system is a formal safety control document designed to prevent injury to employees, contractors and third parties, as well as damage to property/ plant/equipment, particularly when work activities with foreseeable high risks are carried out. The “Permit to Work” sets out the work to be done, precautions to be taken and the responsibilities of those individuals carrying out the work.

The maximum period for which a Permit to Work may be issued is one shift or working day (whichever is sooner). Where work extends beyond this, the Permit to Work will be closed off, the site/equipment will be made safe and a new Permit to Work will be re-issued on the following shift/day.

The attached “Permit to Work” form has been designed to assist EDC staff ensure/assess that contractors have in place suitable and adequate control measures for all high risk work they will be carrying out within EDC premises and ensure compliance with the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations, 1999 and more specific health and safety legislation, such as Electricity at Work Regulations 1989; Working at Height Regulations 2005, etc.

CONTRACTOR PERMIT TO WORK SYSTEM

Permit to Work Form			
Contractor Name/ Address:			
Contact Number:			
Name of Contractor Representative:			
Permit Reference No:			
Location of Work:			
Work Start Date:		Start Time:	
Work Completion Date:		Finish Time:	
Scope of Work to be performed:			
Name of FM representative:			
Tasks to be carried out include (select all that apply)			
☐ Hot Work (Any works that include welding, abrasive wheels cutting and grinding, etc.)	☐ Pressure Testing	☐ Electrical Work	
☐ Confined Space Entry	☐ Work at Height (WAH) (Any WAH that involves working from a ladder, stepladder, podium step etc. WAH includes areas above and below ground level.)	☐ Use of Scaffolding (Operatives MUST have scaffold/mobile scaffold specific training certification. CISRS/PASMA etc.)	
☐ MEWP (All work completed from a mobile elevated working platform.) (Operatives MUST have IPAF training certification).	☐ Other (Detail specific safe system of work controls being applied)		
Risk Assessment/Method Statement			
☐ The hazards and risks from undertaking this task have been identified within the Contractor's Risk Assessment/Method Statement(s) and adequate control measures have been agreed and are in place to reduce the risk so far as is reasonably practicable			
How likely is it that an incident would result from the task being carried out?			
☐ Unlikely ☐ Possible ☐ Likely			
If an incident did occur, what is the likely severity?			
☐ Minor injury/damage ☐ Serious injury/moderate damage ☐ Death/major damage			
Any issues of concern with regard to the task/works being carried out must be immediately notified to the Health & Safety Department.			
The completed Permit to Work form must be filed within the Property 6- Pack			

CONTRACTOR PERMIT TO WORK SYSTEM

Contractor's Declaration (to be completed by Contractor)		Yes	No
Have you carried out and provided a Risk Assessment and Method Statement(s) for the work to be carried out, which details the control measures in place to minimise/reduce any risk(s) to an acceptable level?		☐	☐
Have you been provided with any required information to implement your control measures effectively?		☐	☐
Are you competent to safely complete these works in an occupied area?		☐	☐
Have you ensured adequate segregation of works from EDC employees/pupils/service users/members of the public?		☐	☐
I _____ of _____ (Print full name) (Print Company name) Job Title _____ (print in full) a) Understand my/our duties to comply with all relevant Health and Safety legislation which apply to this task b) I/We hold current certification, qualifications and licenses that are required by legislation to undertake this task c) I/We have been provided with all required information and instruction from East Dunbartonshire Council d) I/We will cease working, make safe the workplace and contact the FM representative if I/We become aware of any danger to myself/ourselves or others during the period of the task e) I/We have a copy of the Risk Assessment and Method statement for the task and will review both documents if there is any change in circumstances before continuing with the task. f) I/We agree to comply with all the site safety requirements and reasonable directions given by the FM or other representative(s) of East Dunbartonshire Council.			
Signature:			Date:
Permit to Work Authorisation (to be completed by EDC Representative)			
I (on behalf of East Dunbartonshire Council) approve these works to take place under the agreed control measures and conditions identified in the Contractor's documentation (Risk Assessment and Method Statement(s))			
Signature:			
Name: (block capitals)		Date:	
Completion of Task/Works (to be signed off by EDC representative upon satisfactory completion of task/works)			
To the best of my knowledge, the task/work has been completed safely and the work area left in a safe condition.			
Name (block capitals)		Date:	
Signature:		Time:	

CONTRACTOR PERMIT TO WORK SYSTEM

Name	Contractor	Signature
Comments:		