

Permit to Work

1. General Details

Name of Permit Requestor		Business name:	
Location of work:		Contact number:	
Description of work:			
Permit type:	<input type="checkbox"/> Fire Alarm Isolation <input type="checkbox"/> Hot Work <input type="checkbox"/> Energy Isolation		
Permit validation period: (Fire isolation – 1 week maximum)	From Date: / / Time: _____ am/pm	To Date: / / Time _____ am/pm	

2. Fire Alarm Isolation (If isolation is required due to hot work, complete Section 3 as well).

Note the University building and rooms that will be affected by the isolation? _____

Note the maximum daily time for the fire alarm isolation: **Start Time:** _____ am /pm **End Time:** _____ am /pm

The Fire Alarm Isolation is required to be confirmed by UOW Security (4221 4555 or after hours 0407287750) and the Permit Approver prior to the commencement of work.

Permit Requestor to sign once the permit requirements have been understood: _____

Permit Approver to sign once satisfied Permit Requestor understands work: _____

3. Hot Work Requirements

A risk assessment is required to be completed before the commencement of hot work. The Permit Approver needs to verify that the following requirements can be met by the Permit Requestor as a minimum:

- All combustible materials located in the area will be stored in a manner that manages the risk of ignition.
- That a suitable process for managing emergencies has been established.
- Access to firefighting equipment is available and workers are trained to use fire fighting equipment.
- A mandatory fire watcher is to be appointed to oversee work at all times.

Permit Requestor to sign once the permit requirements have been understood: _____

Permit Approver to sign once satisfied that the minimum requirements outlined above can be met: _____

4. Energy Isolation

A risk assessment is required to be completed before the commencement of energy isolation work. The following requirements need to be catered for as a minimum:

- Work must be completed in accordance with UOW Electrical Safety Guidelines
- Ensure workgroup have the appropriate certification and training.
- Verify isolation is in place and ensure work group have locked or tagged the right equipment/board and that the workgroup are working on the correct equipment/part of the plant.
- The working area is to be barricaded and signed?
- Any persons affected by the isolation are to be notified.

Permit Requestor to sign once the permit requirements have been understood: _____

Permit Approver to sign once satisfied that the minimum requirements outlined above can be met: _____

5. Completion of Work

Outline the method that will be used by the Permit Approver to verify that the work site has been left in a safe condition after work has been completed – for example visual inspection.

By signing below the permit requestor and the permit approver are confirming that the work site has been verified as safe after the completion of the work. This includes the removal of danger locks or tags for energy isolation work.

Permit Requestor (i.e. contractor)		
Name:	Signed:	Date:
Permit Approver		
Name:	Signed:	Date: