

Health and Safety Unit

Permit to Work

This is a sub-policy of UEL's main Health and Safety Policy Statement.

Definition

A permit to work is a formal document used when working in potentially high risk areas at UEL. The permit to work will identify the hazards, specify control measures and describe work procedures. It is a permit to carry out a specific work activity on a specific occasion and should not be used as a general access permit.

General

A permit to work must have the following information:

1. Duty Holders - persons authorised to work (operatives).
2. Location and description of plant or equipment to be worked on.
3. Description and extent of work to be done - including safety requirements.
4. Identity of Supervisor(s) (authorising officer) and contact details.
5. Emergency Contact details - For Contractor.

It must be completed properly before the work can commence and is usually limited to a specified period or up to the completion of the work and/or the cancellation of the permit.

The period of time for which the permit is made valid should be risk based, and determined as a result of the risk assessment that has been carried out for the activity in question.

Click here to download the [Permit to Work Form](#)

Reviewed December 2019; Review date December 2021.