

SUBJECT: WORK PERMITS**1. Purpose**

For the monitoring and management of work activities on UNBC campuses and property by internal and external trades persons where there lies a potential for injury or damage to the physical plant.

1.1 Definitions

- 1.1.1 Hot work - Any welding, cutting, grinding or any other activity involving sparks, open flames, or other ignition sources which may cause smoke or fire or which may trigger smoke detectors.
- 1.1.2 Excavation – The removal of materials to access underground utility services (i.e. high voltage cables, telephones, water, sewer, and gas lines), or minor construction (e.g. installation of lamp posts signage).
- 1.1.3 Other – Refers to any work “other” than Hot work or Excavation work that may be deemed by the Project Manager, the Facilities Director or his /her appointee as having high risk potential. Risk potential will be assessed prior to the commencement of work.

2. Scope

University physical plant properties come under the jurisdiction of this policy. This policy outlines the requirement for the issuance of Work Permits prior to the undertaking of any excavation or cutting, welding or soldering operations or other work that may cause any unwarranted risk conditions with the exception of work being conducted in workshops equipped with appropriate life safety and suppression facilities.

3. Authority

The Risk & Safety Manager is responsible to the Director of Purchasing, Contract & Risk Management for the administration of this policy and the development of procedures.

4. Responsibility

The Director of Facilities or designate is responsible to ensure that Permits are issued by the Facilities Department prior to work commencing.

5. Departmental Procedures**5.1 Exemptions**

- 5.1.1 Facilities personnel working in workshops equipped with appropriate fire prevention and suppression facilities are exempt from the requirement for Work Permits. This exemption does not apply to external contractors.
- 5.1.2 "Low risk" hot work performed by Facilities Department personnel does not require the use of a Work Permit, provided that the person conducting the work is carrying the wallet-sized certificate issued to those who have undergone Hot Work training. "Low risk" hot work includes soldering, brazing, and general-purpose use of hand-held propane

and butane torches. This exemption does not apply to oxyacetylene or electric welding outside of the workshop - for these operations a Work Permit is required.

5.1.3 No exemptions for Excavations

5.1.4 Emergency work will be exempt for duration of emergency. Permits will be filed the next business day for record purposes.

5.2 Obtaining a Hot Work Permit, Excavation Permit, or Other Work Permit

Work may only begin upon the issuance of a Work Permit from the Facilities Department, which is approved by either a supervisor or a project manager in the Facilities Department.

Applicants must file for Work Permits 48 hours prior to commencing work (with the exception of emergency repair work).

Work Permits can be obtained from the Facilities Department.

The person requesting the permit is responsible to insure that all required safety precautions are complied with.

No work will be permitted on campus unless ALL necessary insurance certificates required to perform the task have been filed.

Alarm system bypass will be arranged at time of permit application.

All external contractors must be in possession of an authorized contract or purchase order issued by UNBC Purchasing Department.

5.3 Permit Durations

Standard Work Permits will be issued for periods not to exceed the dates or times as stated on the permit form.

5.4 Displaying the Work Permit

The Work Permit must be displayed in a visible location if possible, otherwise available upon request, any time work is in progress. Failure to display this permit will result in immediate stoppage of work.

5.5 Fire Watch

If any infractions of the permit policy are discovered on the inspection of the work site by UNBC personnel, the job will be terminated until such time as said infraction(s) have been corrected.

Life Safety bypass will only be performed by a technician authorized by the Facilities Department.

The person(s) performing Hot Work will maintain a Fire Watch for a period not less than 30 minutes or as specified by the supervisors and project managers in the Facilities Department.

5.6 Completion of Work

Upon completion of Hot Work and final fire check when applicable, the Work Permit shall be returned to the Facilities Department for furtherance to the Risk & Safety Office.

5.7 Record Keeping

Hot Work Permits will be retained in an electronic format in the Facilities Department for a period of (1) one year and in paper form in the Risk & Safety Office.

5.8 On Site & Immediate Work Area Responsibilities

5.8.1 Facilities Department

The Facilities Department is responsible for the implementation and management of the Work Permit process for all work on physical plant and equipment on the UNBC campus through the use of the Facilities Department maintenance software.

The Project Manager or his/her appointee will inspect the work site, and coordinate with the Building Controls Technician the termination/restoration of fire alarm equipment in all areas affected by the work being performed. Additionally, the Project Manager will issue the work permit when the permit requirements have been achieved and leave the permit application on file in the Facilities Department.

5.8.2 Purchasing, Contract & Risk Management

The Purchasing, Contract & Risk Management Department will ensure that Facilities, Risk & Safety, are notified when a Purchase Order or Contract has been issued to a vendor who will require a work permit.

5.8.3 Risk & Safety

The Risk & Safety Office in conjunction with the Facilities Department will review and update the Work Permit process as required not exceeding 1 year terms.

The Risk & Safety Office will monitor all Work Permit Applications and work sites to ensure all health and safety regulations are being complied with.

Risk & Safety will spot check work locations to insure all safety precautions are in place and Work permit cards are posted and/or available.

All deviations from this policy will be forwarded to the Vice-President (Administration & Finance).