

University of North Dakota

Safety and Environmental Health Office

Standard Practice 220	SAFE WORK PERMIT Effective January 21, 2004
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I. PURPOSE

To establish the requirement for and use of Safe Work Permits which specify safety requirements for hazardous and potentially hazardous work that is not controlled by a Standard Practice, Standard Operating Procedure, Task Procedure, or other documented detailed instruction.

II. POLICY

The University of North Dakota strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. Administrative and engineering controls, standard practices, and the use of personal protective equipment remain the primary means of controlling work related injuries. Safe Work Permits must be used in the absence of a written procedure, Standard Practice, or other documented detailed instruction, for non-routine tasks that are hazardous or potentially hazardous. Failure to follow the policies and procedures outlined in this document could lead to disciplinary action, up to and including termination.

III. SCOPE

This Standard Practice applies to all University employees, students, contractors, and visitors. This Standard Practice does not apply to work being conducted in accordance with existing written procedures, Standard Practices, or other documented detailed instruction. (i.e. Chemical Hygiene Plan, Safety Manual, Hazard Communication Program, etc.)

IV. REFERENCES

ANSI 2535.4-1991, "Product Safety Signs and Labels"
OSHA Standard, 29 CFR 1910.146, 1910.147

V. DEFINITIONS

Administrative controls are procedures that are adopted to limit employee exposure to hazardous conditions.

Alternative power sources are non-traditional power sources capable of energizing a piece of equipment, including but not limited to generators.

Automatic starts are equipment that has the capability of starting automatically without the assistance of a person.

Engineering controls eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment.

Fire watch is the process by which a qualified person patrols an area with the sole duty of watching for the occurrence of fire.

Hazardous condition exists when there is the involvement or exposure to one or more risks. This can include, but is not limited to: heat, sparks, slag, corrosives, toxins, bio-hazards, and flammable/combustible materials. Degrees of hazards can be divided into three levels: caution, warning, and danger. *Caution* indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices. For property-damage-only accidents, it is the only sign permitted. *Warning* indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury. *Danger* indicates an immediately hazardous situation which, if not avoided, will result in death or serious injury. It is to be limited to the most serious situations.

Hot work means riveting, welding, flame cutting, or other fire or spark-producing operation.

Lockout/tagout is a procedure to prevent the accidental starting or application of energy to a piece of equipment.

Personal protective equipment is any type of clothing or device that puts a barrier between the worker and the hazard.

Personnel includes individuals involved in the completion of a task. This includes, but is not limited to: employees, students, visitors, and contractors.

Potentially hazardous conditions exist when a situation has the possibility of involving or exposing personnel to a hazardous condition.

Remote controlled equipment is equipment or an operation controlled by radio signal from a point at some distance removed.

Standard Practices are established and approved procedures for performing a task or duty.

VI. PROCEDURE

A. General

1. Routine hazardous and potentially hazardous tasks must be guided by a written procedure, Standard Practice, or other documented detailed instruction .
2. A Safe Work Permit must be used in the absence of a written procedure, Standard Practice, or other documented detailed instruction for non-routine tasks that are hazardous or potentially hazardous.

B. Initiation of the Safe Work Permit, University Safe Work Permit Form (See Attached Form 220a)

1. When it is determined that work will involve hazardous or potentially hazardous activities and the work is not guided by a written procedure, Standard Practice, or other documented detailed instruction, a Safe Work Permit must be initiated.
2. All sections of the form that pertains to that specific work must be completed in detail.
3. The Safe Work Permit must be initialed by the job supervisor before the associated work may be performed.

C. Safe Work Permit Expiration

1. Safe Work Permits expire at the end of each shift. However, when the work is being completed by consecutive shifts, the relieving job supervisor may extend the permit by completing the following steps:
 - a. Reviewing the Safe Work Permit and confirming that the area and work conditions have not changed from what is reflected on the Safe Work Permit.
 - b. Reviewing the Safe Work Permit with the relieving work crew.
 - c. Initialing next to the original job supervisor's signature and annotating a new expiration time.
2. Safe Work Permits may be extended for a maximum of 24 hours if the work is continuous. If the work is not continuous or is not completed within 24 hours, a new Safe Work Permit must be initiated and issued.
3. Supervisors must maintain expired Safe Work Permits for a minimum of one year from the expiration date.

D. Responsibilities

1. Safety and Environmental Health:
 - a. Conduct periodic inspections to assure compliance with this Standard Practice.
 - b. Provide technical support and assist in training.
 - c. Coordinate and/or consult with departments on non-routine safe work issues.
 - d. Audit and review this Standard Practice as necessary.
2. Management:
 - a. Ensure that the requirements of this Standard Practice remain current.
 - b. Monitor activities through inspection, review, spot-checks, or other means and inform supervisors when the requirements of this Standard Practice are not being followed.
 - c. Advise and provide assistance to supervisors or personnel as requested.

3. Supervisors:
 - a. Ensure that personnel are following the requirements of this Standard Practice.
 - b. Ensure work/operating procedures for routine hazardous or potentially hazardous jobs are developed.
 - c. Advise and provide assistance to job supervisors or personnel as requested.
4. Job/Crew Supervisors:
 - a. Inspect the work area and review the work to be completed (including tools, equipment, materials to be used, and safe practices to be followed) with the crew before starting the task.
 - b. Isolate the area as necessary to ensure that the job is completed safely.
 - c. Assure that all related equipment is properly arranged to permit the job to progress safely. Special attention must be given to remote controlled equipment, automatic starts, alternate power sources, actions from other operations, use of properly applied lockout/tagout, danger tags, and so forth.
 - d. Provide special instructions appropriate for the job and the hazard or a potential hazard when necessary.
 - e. Enforce the proper application and use of the Safe Work Permit.
5. Personnel:
 - a. Follow all precautions and instructions detailed on the Safe Work Permit.
 - b. Immediately inform the supervisor of any deficiencies.

This Standard Practice is approved.

Chair, University Loss Control Committee

Vice President, Finance and Operations

Hot Work

Precautions

- G Sprinklers are in service
- G Cutting, welding, and grinding equipment are in good repair

Area within 35 Feet of the Work

- G Floors have been swept clean of combustibles
- G Combustible floors have been wet down, covered with damp sand, metal, or other shields
- G Combustible material, flammable liquids, vapors, or gases removed or protected
- G Wall and floor openings are protected
- G Equipment, wiring, piping, and personnel have been protected

Work on Walls or Ceilings

- G Construction and coverings are noncombustible
- G All combustibles have been moved away from the opposite side of the wall

Work on Enclosed Equipment
(Tanks, Containers, Ducts, Dust collectors, etc.)

- G Equipment cleaned of all combustibles and flammables
- G Containers purged of flammable vapors/gases and tested

Fire Watch

- G To be provided during work
- G To be provided for 30 minutes after the work has been completed
- G Trained in the use of emergency equipment and the alarm systems

Fire Protection

Check all that apply:

- G Fire Extinguisher G Fire Blankets G Welding Blankets G Water Hose G Other (state): _____

Special Instructions (If extra space is needed, attach an additional sheet):

The work site has been inspected, lockout/tagouts verified, and the necessary precautions taken. To the best of my knowledge it is safe to proceed with the work described above.

Work Supervisor's Signature: _____

Date Signed: _____

This Permit Expires: _____

FINAL CHECK-UP (Hot Work Only)

Work and surrounding areas (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed. All areas were found to be fire-safe.

Signed (Shop Supervisor, Work Supervisor, or Fire Watch): _____

Date Signed: _____