



# CHILDREN'S & WOMEN'S HEALTH CENTRE OF BRITISH COLUMBIA

AN AGENCY OF THE PROVINCIAL HEALTH SERVICES AUTHORITY

## Work Permit Request Form

Rev. 4 – August 19, 2005

Prior to any work proceeding C&W Plant Services Department must approve the following request

Complete one Request Form for each permit required. This permit is valid for one day only, but may be extended for a period not to exceed one week.

**11.0 PERMIT DESCRIPTION**

Hot Work (see over for Safety Precautions)       Cutting/Coring (see over for Safety Precautions)  
 Steam System Shutdown       Compressed Air System Shutdown  
 Fire Alarm By Pass       H.V.A.C.       Electrical  
 Medical Gas Shutdown - Clarify:  Air       Nitrous       Vacuum       CO2       O2  
 Sprinkler System Shutdown/Drain       Asbestos Abatement  
 Domestic Hot / Cold Water       Domestic Water Recirculation       Heating/Cooling Water  
 Confined or Restricted Space Entry – Circle appropriate entry type  
 Building Automation System – Note \* Log sheet must be filled out at task completion  
 Other (provide details)

**\*\*NOTE\*\*** Call (604)875-2167 for disruption to telephone, data, television systems

**11.1 COMPLETE THIS SECTION FOR FIRE ALARM BY PASS ONLY**

Confirm by-pass initiated with Security @ (604)875-2999 prior to work start

Zones to be shut off: \_\_\_\_\_

Alarm deactivated by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Alarm activated by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

*Print Clearly & Complete all Sections*

Project Title:	
Project Coordinator & Phone/Pager number:	
Contractor applying & Contact name & Phone Number:	
Building, Floor, Wing, Department	
Nature of Work:	
Permit is valid only for the following days & times:	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**PERMIT IS APPROVED FOR THE WORK**

Authorized by: _____	Date: _____
Title: _____	Contact #: _____

**11.1.1 HOT WORK PRECAUTIONS**

<ul style="list-style-type: none"> <li>➤ Combustible material moved 35 feet away or Fire Blanket coverage</li> <li>➤ Inspection of Area for floor holes, etc</li> <li>➤ Fire Blankets set-up properly</li> <li>➤ Aware of location of additional Fire Fighting equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pressurized Water Extinguishers</li> <li>➤ Dry chemical extinguisher</li> <li>➤ CO2 Extinguisher</li> <li>➤ Knowledge of location of nearest pull station</li> </ul>
<ul style="list-style-type: none"> <li>➤ Notify Plant Services office of work and completion. (604)875-6744</li> </ul>	<ul style="list-style-type: none"> <li>➤ Isolation of detectors that could be affected (by Plant Services Dept.)</li> </ul>
<ul style="list-style-type: none"> <li>➤ Provide fire watch 30 minutes after completion of welding/cutting</li> <li>➤ For hot roofing work:               <ul style="list-style-type: none"> <li>○ Provide fire watch for 4 hours after completion of work;</li> <li>○ Perform infrared thermo scan (of all work performed that day) to identify areas of concern (hot spots);</li> <li>○ Notify owner's Security Department, in writing, of all hot work completed daily;</li> <li>○ Do not accumulate combustible materials on roof. Deliver such materials to roof daily and remove excess or unused materials before leaving site each day.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Special Precautions:</b></li> <li>➤ Sweep Floor Clean</li> <li>➤ Shutdown &amp; Lockout machinery</li> <li>➤ If welding near floor opening, two watchers required.</li> <li>➤ Welding in or around duct shafts, dumb waiters or elevators require maximum precautions. Authorized person to inspect area and establish additional watchers.</li> </ul>

**11.1.2 CUTTING/CORING PRECAUTIONS**

<ul style="list-style-type: none"> <li>➤ The manager/designate must inspect the proposed work area to determine if permission to cut or core concrete floor or deck should be granted. The permit applicant will be advised regarding risk</li> </ul>	<ul style="list-style-type: none"> <li>➤ General avoidance of Smoke and Heat Detectors</li> </ul>
<ul style="list-style-type: none"> <li>➤ Thorough visual review of the area to determine proximity of electrical and plumbing/mechanical fixtures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Area supervisors notified</li> <li>➤ Notify Infection Control Department</li> </ul>
<ul style="list-style-type: none"> <li>➤ Review of building blueprints &amp; documents</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consultation with Plant Services Department staff and Housekeeping staff</li> </ul>
<ul style="list-style-type: none"> <li>➤ Clearly identify noise and vibration expected from the work</li> </ul>	<ul style="list-style-type: none"> <li>➤ Containment of water, prevent water from entering space below.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Provide a watchperson below the work area, if possible</li> </ul>	<ul style="list-style-type: none"> <li>➤ Relocation or protection of all equipment near or below the work area</li> </ul>
<ul style="list-style-type: none"> <li>➤ Immediate clean up of occupied areas near or below the work</li> </ul>	<ul style="list-style-type: none"> <li>➤ Make safe all wall and floor openings</li> </ul>
<ul style="list-style-type: none"> <li>➤ Area near and below the work have been personally reviewed by the undersigned and found to be safe and free from any debris and damage caused by the work.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Areas near the Operating Rooms are extremely sensitive to these procedures. Consider location when scheduling time.</li> </ul>