

**Estates Office.**

**Dublin City University**

Control of General Work Orders and Permit to Work.

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1. **PURPOSE.** The purpose of this procedure is to define the sequence of events, interfaces and responsibilities when working at DCU with general work orders (GWO) and permit to work (PTW).
2. **SCOPE**. From: The request for the permit.

To: The issuing,monitoring, updating and closure of GWO and PTW.

1. **REFERENCES.** The following are some but not all of the hazards to be taken into

account when signing the Permit to work.

a) Control of Hazardous Energy.

b) Confined Spaces.

c) Hot Work, (Cutting, Burning, Welding, etc.).

d) Pipeline Breaking.

1. Safety in Excavations.
2. Spaces Entry.
3. Working at heights (Hoists, Ladders, and Scaffolding etc.)



**4.** **DEFINITIONS.**

a) **Authorised Person (AP).** A DCU member of staff authorised to issue GWO and PTW.

b) **Confined Space:** Work that is carried out in an enclosed / restricted working area. This includes but is not limited to water tanks, sewers, drains, and fuel tanks.

c) **Excavation:** Work that requires digging; this includes but is not limited to roads, pavements and grass verges.

d) **Hot Work:** Work that requires the application of open flames this includes but is not limited to Brazing, Cutting, Grinding, Soldering, Thawing Pipe, and Torch Applied Roofing and Welding.

e) **Pipeline Breaking:** Work that requires a pipeline to be broken for extension or maintenance purposes this includes but is not limited to water pipes, gas pipes, and compressed air pipes.

f) **Lock out Tag out (LOTO):** A series of safety measures adopted to ensure that access to hazards that have the potential to cause harm to personnel / damage to equipment is isolated and access to the switch(s) are locked and tagged out.

1. **RESPONSIBILITIES.** The Estates Office Staff are the only people authorised to make

amendments to this document.

**6. PROCEDURE.** The GWO and PTW will cover all contractors engaged by D.C.U. in tasks, such as,

a) Confined Spaces, Excavations, Pipeline Breaking.

b) Emergency Call- Outs.

c) Hot Work & Control of Hazardous Energy.

d) Routine Maintenance.

e) Scheduled and Unscheduled Preventive Maintenance.

f) Other works as defined by the Estates Office.



**6.1 POINTS OF CONTACT.**

**Facilities Co-ordinator………………………………………………….….**

**M. & E. Facilities Manager…..………..Michael Woods…...#017005039.**

**Maintenance Supervisors……………...Contact HELPDESK on #01-7005142**

**Estates Office Staff. …………………….,#01-7005142.**

**Security Office Staff …………………,#01-7005999. (24 hours and all EMERGENCIES)**

**6.2 ISSUING GWO AND PTW.**

Before a contractor engaged by D.C.U. is permitted to commence work the following documentation should be filed at the Buildings Office.

1. Copies of the contractors Health and Safety Statements.
2. Contractors Liability Insurance Certificates.
3. Chemical Authorisation Sheets. (If applicable).
4. Hazardous Material Safety Data Sheets. ((If applicable).
5. Lifting Equipment Certificates. (If applicable).
6. Waste Disposal procedures. (If applicable).
7. Other: Identified by Risk Assessment.

***NOTE:***

* On completion of the DCU Contractor Induction and a Contractor ID application form, access to the Estates Office “HELPDESK” and TRAKA key dispensing system for contractors may be considered?
* The HELPDESK generates a work order number for appointed contractors and all associated documents must reference this number.
* The PTW is available from the Estates Office. All relevant information to be forwards to [estatespermits@dcu.ie](mailto:estatespermits@dcu.ie) at least two working days prior to the intended start date.
* A PTW must cover new works and all other tasks not on a GWO. The permit will be issued when the contractor and the AP finalise details of the work to be carried out.
* A *signature* from the person (Competent Person) undertaking the work is mandatory when collecting the permit at the Estates Office.
* On arrival at DCU the contractor must sign-in the Contractors Logbook at Security before work is started.



* The PTW must be returned at the end of the visit / day to the DCU Security Office and the contractor must sign-out. The completed contractor advice note (docket) to be returned to the Estates Office and the job updated on the HELPDESK when all work is completed. The DCU Area Maintenance Supervisor will close the permit and authorise further processing to the finance department.
* For work that is scheduled for weekends or public holidays the permit to work request and Traka access **s**hall be submitted at least two workings prior to the weekend, “public holiday” commencing and Security to be notified by the AP.
* All keys required by the contractor must be accessed by swiping his / her validated contractor ID card at the TRAKA key dispensing system located in the multi-story car par. All keys must be returned at the end of each day and no later than 18:00h without prior arrangement through the Estates Office. Under no circumstances are keys to leave the DCU campus.
* Requests for key access out of hours must be arranged in advance.
* Key access for call-outs, please contact DCU Security Office on arrival.
* Following emergencies and call-outs the HELPDESK must be notified by the contractor to ensure the items are recorded. to the Estates Office.

1. **MEASUREMENT.**

* Periodic monitoring of *open* permits with emphasis on tasks that present *highest risks.*
* Periodic audits on completed documentation and certificates submitted by the contractor.

**8.0 RECORDS.**

* All works / jobs must be entered on the estates HELPDESK system and referenced by the job number generated until completed and signed off.
* The contractor must update the HELPDESK regularly and no later than the DUE DATE.
* The GWO to prioritise the schedule by due date unless otherwise stated.