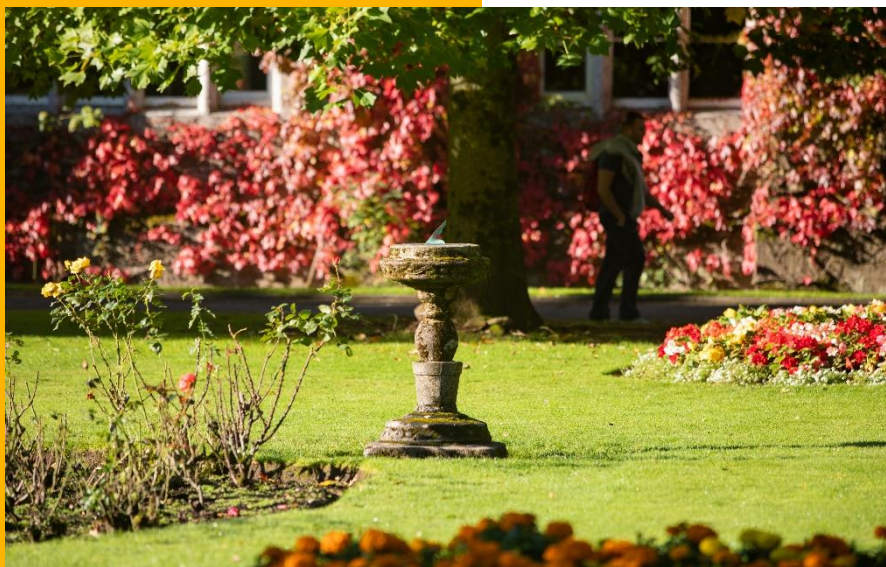


BUILDINGS & ESTATES CAPITAL PROJECTS OFFICE

GUIDANCE ON PERMIT TO WORK FOR CONTRACTORS AND CONSULTANTS



Notice

This document has been produced by University College Cork. It may not be used for any purpose other than that specified by any other person without the written permission of the authors.

Document Revisions

[illegible]

Table of Contents

1.0	PURPOSE OF PERMIT TO WORK	1
2.0	WHEN IS A UCC PERMIT TO WORK REQUIRED	1
2.1	Site Operations	2
2.2	Traversing of UCC Lands	2
2.3	Executing Work Outside the Agreed "Site"	2
2.4	Tying into UCC Utilities / Services	2
3.0	CONTRACTOR ROLE / RESPONSIBILITY	3
4.0	REVOKING OF PERMIT	3

APPENDIX A – UCC PERMIT TO WORK TEMPLATE

1.0 PURPOSE OF PERMIT TO WORK

The Capital Projects Office (CPO) is responsible for the management of all capital building projects undertaken in UCC.

UCC CPO recognises its obligation to discharge the duties of Client, on behalf of UCC, under the Safety, Health & Welfare at Work (Construction) Regulations 2013 and accepts that works under the CPO constitutes construction work.

The UCC permit to work system {PTW} is a formal written procedure required for all work undertaken by building contractors. Where the detailed procurement process manages the selection of contractors, the permit to work system has been designed to manage the day to day activities of contractors.

UCC Campus accommodates over 25,000 staff, students and visitors on a daily/weekly basis. The execution of construction work in this environment has a significant impact on the day to day workings of the University. The primary objective of the permit to work system is to protect the staff, students and visitors of UCC and where applicable to inform the contractor of hazards associated with UCC activities. Where the permit issuer will review the works to be undertaken by the contractor and the chosen methodology, the focus will be on assessing the impact on the university.

This document has been prepared to give contractors tendering for work in UCC, under the Capital Projects procurement process, an understanding of the permit to work system and what will be expected from the Contractor. Furthermore, this document allows the contractor to ensure their tender recognises the conditions and prohibitions imposed under the permit to work system.

2.0 WHEN IS A UCC PERMIT TO WORK REQUIRED

A PTW is required for all work executed by Contractors on UCC lands / UCC managed lands.

There are four main triggers for a permit:

- 1) Site Operations
- 2) Traversing of UCC lands (Accessing / Driving across UCC lands Eg across campus)
- 3) Executing work outside the agreed "Site"
- 4) Tying into UCC Utilities / Services

2.1 SITE OPERATIONS

For all capital projects a 'site' will be established (normally via a site possession drawing prepared by the design team). For work inside the 'site' the CPO Project Manager will issue one permit for the project duration. The permit in this instance is an acknowledgement by UCC to allow the works to progress. The contractor would be required to submit their Construction Stage Safety & Health Plan and their Site Operational Plan (traffic/pedestrian management) to UCC for review before the permit will be issued – Contractor to allow UCC one week to review documents.

2.2 TRAVERSING OF UCC LANDS

(Accessing / Driving Across UCC Lands Eg across campus)

Where the contractor is required to traverse UCC lands to get to a site then a separate permit will be required for this activity. The frequency of the permit will depend on the location, type of vehicles being used, no. of vehicles etc. the permit may be issued for each movement / once a week / once a month. **NOTE:** certain activities e.g. movement of MEWP, Trucks, High Sided Trailers must be moved out of hours (after 10pm and before 7am). Where a site boundary meets the boundary of UCC boundary and the contractor can access the site off the public road a permit is not required in this instance.

2.3 EXECUTING WORK OUTSIDE THE AGREED "SITE"

Where additional construction works are required outside the agreed 'site' a separate permit will be required for this activity. A new site (satellite site) will be created. The site must be fully protected with Heras fencing (or hoarding – depending on duration/location) and will become the full responsibility of the Contractor / PSCS. The contractor will be required to update their Construction Stage Plan and site Operational Plan (Traffic Mgmt., Pedestrian, Logistics) and present to UCC for review. As above one week will be required to review the documentation. The Contractor will be required to prepare a method statement and risk assessment for the works, the movement of materials, plant etc. will all have to be detailed on the method statement. UCC will issue a permit for the works on a daily/weekly/project basis. Frequency will depend on the location, duration or complexity of the works. Contractors should allow for the possibility that the permit may be up to daily in some instances and that this will have an impact on the delivery of the works.

2.4 TYING INTO UCC UTILITIES / SERVICES

Any works where the project requires an isolation, a tie into or a diversion of any UCC utilities/services (water, gas, air, IT, foul, steam, power etc.) a permit to work will be required. The contractor will be required to prepare a detailed method statement and risk assessment and present to UCC. UCC Engineering will have to review the documents and revert to the contractor with comments / suggested time for the works etc. The contractor should note that tying in UCC utilities/services may take a long time

and as a result should be planned well in advance. For example, the University will not be able to take the power down or turn off the heating during the college term.

3.0 CONTRACTOR ROLE / RESPONSIBILITY

The permit to work will be issued to the Project Supervisor for the Construction Stage (PSCS). On occasion UCC act as PSCS e.g. enabling works, site investigation etc., in these instances the Contractor will be appointed as 'Contractor Responsible for the Site' and will be issued with the Permit.

The Contractor receiving the permit is responsible for preparing the required safety documentation and presenting to UCC in sufficient time to allow UCC review and prepare the permit. Contractors are to note that the document must be sufficiently detailed to allow UCC get an appreciation of the works and to enable an assessment of the impact on UCC. Contractors are to note that UCC will not accept method statements / risk assessments from sub-contractors. The PSCS/Contractor Responsible for the Site must prepare an overall document which includes the methodology of the sub-contractors, UCC will not accept documents from contractors who themselves will not be receiving the permit. The PSCS/Contractor Responsible for the site must review Sub-Contractor documentation before sending onto UCC.

The contractor must name a person who is responsible for compliance with the permit. This person must be suitably competent e.g. Project Manager and must be in full time supervisor of the works. PSCS/Contractor Responsible for the Site who receive a permit from UCC must remain in full time supervisor of the works to be undertaken e.g. if a specialist contractor is executing works on site the PSCS/Contractor Responsible for the Site will receive the permit, the PSCS/Contractor Responsible for the Site must be on site full time.

Where requested the PSCS/Contractor Responsible for the Site must sign the permit back to the appointed UCC project Manager.

4.0 REVOKING OF PERMIT

Where a contractor, in receipt of a permit, fails to adhere to the conditions of a permit or the conditions of this document they risk having the permit revoked by UCC. The permit to work will not be reissued until such time that UCC are satisfied that a similar failing will not occur. Contractors to note that this may take some time and effort on behalf of the of contractor and that any costs associated with such delay will rest 100% with the contractor.

APPENDIX A

UCC PERMIT TO WORK TEMPLATE