

A **dust work permit** is required for any work that produces significant quantities of dust, airborne particles or steam, which could affect a building or its fire systems, or have the potential to become a nuisance or hazard to the building occupants, visitors, contractors or general public.

Permit form is on the second page of this document. It can be filled and signed digitally.

The process for this permit is:

Before the dust work, Contractor to:

1. Inspect work area and decide on precautions to take.
2. Determine whether a fire system interruption is required and if so, request authorisation to perform the interruption, and obtain evidence of such authorisation (typically a fire system interruption authorisation email from Central Operations Services - Facilities Services).
3. Fill this permit form to document the above and sign it to assure that these precautions will be implemented for the dust work.
4. Provide a copy of the signed permit to the relevant University Contract / Project Manager responsible for the work, prior to starting the dust work.

N.b formal permit authorisation from University Contract / Project Manager is generally not required however the manager may request a signed copy of the permit some time in advance in order to review proposed precautions.

When starting the dust work, Contractor to:

1. Implement precautions as described in the permit.
2. Undertake the dust work within permit timeframe. A signed copy of permit must also be available on site.

When the dust work is over, Contractor to:

1. Complete permit closure actions that are applicable.
2. Undertake final inspection and sign permit closure.
3. Send copy of the closed permit to the relevant University Contract /Project Manager.

N.B a dust work permit can only be for one shift or day. A new permit needs to be filled as per above for every shift or day.

Please contact the relevant University Contract / Project Manager responsible for the work if you have questions about this process.

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Work Description					
Date of Works		Start		Finish	
					This permit is valid for one shift only.
Building / Location				Room / Area	
Works to be performed					Work Order #

Contact Details					
University of Sydney		Contractor Managing Works / Principal Contractor (if applicable)		Contractor performing works	
University Project / Contract Manager		Company		Company	
		Site Supervisor		Site Supervisor	
Contact		Contact		Contact	

Precautions to Take	(tick relevant boxes)	To Do / To Ensure	Not Required
Work area/space is cordoned off and made dust proof to prevent adjacent areas/spaces becoming contaminated with dust.			
Dust sensitive equipment and materials in the work area/space are removed or if not possible, covered/protected against dust.			
Vents and air intakes are covered/protected against dust.			
Ventilation and conveying systems are shut down.			
Signage is installed on the perimeter of the work area/space to warn other people of the dust work.			
Dust producing tools are fitted with dust collecting apparatus or dust prevention measures e.g. vacuum cleaners, or water for dust suppression.			
Measures are in place to prevent workers spreading dust in adjacent areas e.g. use of sticky mats.			
Additional required precautions:			

Fire System Interruption (Fire Isolation)	Yes	Not required
Is it necessary to isolate fire detection equipment to avoid a false alarm? Equipment to be isolated:		
Have fire detection equipment been suitably covered/protected to prevent the entry of dust or other contaminants?		
If fire system interruption is required, dust work cannot start before an Application for Fire System Interruption has been formally authorised by Central Operations Services. Fire system must be restored at the end of each work shift unless authorised otherwise.		
Authorisation for Fire System Interruption obtained by		Date obtained

Authorisation to Commence
Signed permit must be provided to the University Project / Contract Manager (relevant Supervisor for the works) before start of the dust work.
I have inspected the worksite and the precautions noted in this permit will be in place for the duration of the dust work.
Contractor site supervisor for dust the work (name and signature):
Date and time:

Permit Closure	Yes	Not Applicable
Permit with signed closure must be provided to the University Project / Contract Manager (relevant Supervisor for the works) after final check.		
All protective covers have been removed, including on fire detection equipment.		
Fire system and ventilation have been restored.		
Dust is cleaned from the work area and other parts of the building where dust may have accumulated.		

I have inspected the worksite at the end of the dust work, and permit closure
Contractor site supervisor for the dust work (name and signature):
Date and time: