

HEALTH AND SAFETY WORK PERMIT

PURPOSE: To increase safety and security, all work activities managed by BGIS, PSPC, or Tenants that require contractor access to any part of BGIS managed facilities must have a Work Permit.

- INSTRUCTION:**
1. Fill in all relevant fields completely. Permits with blank fields may be rejected.
 2. E-mail the completed Permit to the email address listed for your region on the final page of this document.
 3. Await authorization from BGIS prior to commencing work.
 4. Retain a hard or soft copy of the authorized Work Permit. An authorized Work Permit must be available on site every day for the duration of this job or project.

NOTE: To ensure timely authorization, please submit the Work Permit **at least 2 Full Working Days** prior to the anticipated start time of work activities.
Permits are only issued for 1 week time blocks. Longer work requires multiple permits. **ANY change to work requires a new permit**
All Workers need to complete BGIS online orientation. (Available via Comply Works or through HSE Coordinator).

LOCATION OF THE WORK

Province / Territory: City:

Floor/ Room Number:

Building (Name or Address):

WORK INITIATOR (BUYER OF SERVICE)

Work Requested By (Name of Person):

Work Order # or Project # (If Applicable):

DATES OF WORK		WORK HOURS						
<input type="checkbox"/> Day Time	<input type="checkbox"/> After Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Date								
End Date								

WORK DESCRIPTION - (Provide a detailed description of the work to be conducted. Attach a job safety plan as appropriate)

RISK ASSESSMENT

Please note, this Risk Assessment is not intended to replace a Job Safety Assessment (JSA). "Controls" as identified are intended as prompts for the permit authorizer. The permit holder is responsible for conducting a proper JSA and safety briefing to the workers prior to the commencement of the work and implementing any additional controls that may be required specific to the work task.

Work Consideration	Yes/No	If Yes, See Associated Control	Controls
1. Have Building Specific OHS Documents & Hazards (including asbestos surveys/hazardous substances surveys) been reviewed by those conducting work?	<input type="checkbox"/>	A	A. Review of Asbestos Survey / BGIS Document Library required.
2. Will asbestos / other hazardous materials be disrupted during work activities?	<input type="checkbox"/>	A, B,K	B. Specialized Personal Protective Equipment and Work Procedures required.
3. Will the work create dust, smoke, heat, vibration or otherwise impact the Fire Life Safety System?	<input type="checkbox"/>	C, G, H, I, J	C. System Bypass Permit.
4. Will building systems be impacted or impaired (Fire Life Safety, HVAC, lighting, elevator, etc.)?	<input type="checkbox"/>	E	D. Security Coverage required.
5. Involves electrical or mechanical disruption?	<input type="checkbox"/>	B, E, H	E. Shutdown Notice required.
6. Requires energy isolation?	<input type="checkbox"/>	B, H, I	F. Additional Clearance or Authorized Escort required.
7. Requires work from heights (excluding ladders)?	<input type="checkbox"/>	B, G, H, I	G. Safety Barriers required.
8. Will the work involve ladders or work platforms?	<input type="checkbox"/>	L	H. Additional High Hazard Permit required (Confined Space, LOTO, etc.).
9. Requires access to a secure area where escort may be needed?	<input type="checkbox"/>	F	I. Additional License or Certifications required (Confined Space, Fall Arrest, etc.).
10. Requires access to a "Confined" or "Restricted" Space?	<input type="checkbox"/>	B, G, H, I	J. Notify Fire Department / Fire Alarm Monitoring Company.
11. Workers have all licenses, training, and tools needed to perform task?	<input type="checkbox"/>	I	K. Tenant Notification or Escort required.
12. Could generate noise?	<input type="checkbox"/>	K	L. Ensure the Ladder/Work Platform is on a stable surface and is set up and used according to manufacture specifications.
13. Could generate odours?	<input type="checkbox"/>	C, K, M	
14. Requires obstruction of building access or egress?	<input type="checkbox"/>	K, D, G	M. Ensure SDS are available.
15. Involves working around or with hazardous chemicals?	<input type="checkbox"/>	B, M	N. Conservation Plan required.
16. Work taking place at heritage site?	<input type="checkbox"/>	N	

Permit Holder/ Contractor Details

Company Name:

Permit Holder (Site Supervisor):

Permit Holder Contact Number:

Permit Holder Email:

Names of All Workers to be on site (attach separate list if required):

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BGIS HS REVIEW

Name of Reviewer:

Date of Review: Authorized:

Comments:

BGIS BUYER OF SERVICE REVIEW

Name of Reviewer:

Date of Review: Authorized:

Comments:

EMAIL COMPLETED WORK PERMIT TO THE ADDRESS LISTED FOR YOUR REGION

Region	Region Description	Email Address
Atlantic	Newfoundland, PEI, NB, NS	ATL-RP1workpermit@BGIS.com
Quebec	Quebec (Other Than Gatineau)	QC-RP1workpermit@BGIS.com
National Capital Area	Ottawa, Gatineau	NCA-RP1workpermit@BGIS.com
Ontario	Ontario (Other Than Ottawa)	ON-RP1workpermit@BGIS.com
Western	Manitoba, Saskatchewan, Alberta, NWT, Nunavut	WEST-RP1workpermit@BGIS.com
Pacific	British Columbia, Yukon	PAC-RP1workpermit@BGIS.com

Questions regarding the Work Permit process can be sent to the region-specific email address

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