**Facilities Management**

Hazardous Energy Location Work Permit

Central Heating and Cooling Plant & Electrical Utilities & Distribution

The following form must be filled out before access is granted to perform work or observation tasks in the University of Calgary’s hazardous locations around campus. This form allows access to the Utility Tunnels and various High Voltage Electrical Rooms on campus. The permit applies to all workers except U of C Electricians. A permit must be filled out for the task only, each person performing the task does not require a permit. The completed and signed off permit must be displayed in the work area.

**The Following Information Must be Entered:**

Observation: Observation is reserved for workers entering hazardous spaces to take measurements, photos or other tasks that do not require the use of tools. Observation permits are limited to maximum 4 months duration for non UofC employees and 1 Year for UofC employees.

Work Tasks: Any task where tools are required to perform the job.

Date and Time: This reflects the start and end dates of the tasks. An estimate of the project length is acceptable. If your task takes longer then expected and passes the end date, please revalidate the permit by contacting the shift operators at 403-220-5339 for Tunnel and Mechanical space, or 403-220-5248 for High Voltage Electrical Rooms and request an extension. Shift operators and EUD Staff are permitted to provide an extension to a valid permit. New permits must be signed off by the Chief Engineer of the Power Plant for Tunnel and Mechanical spaces, or by the Operator in Charge or the Supervisor of the EUD.

Check box for Task Type: Check what system in the Tunnel or which HV Electrical system you will be working on.

Location: Short description of the location where the task will be completed. Include a building and room number if one is available.

Task to be carried out: General description of the tasks that will be performed.

Equipment required to be isolated: What system will you need isolated to perform this task? When Isolation of a system is required, the complete document will **not** be signed off and delivered to you until the system has been isolated, locked and tagged out and is otherwise safe to work on.

Contact Information: Please provide all the contact information.

Check all that have been completed: These boxes should be checked when you have completed the requirements. The Tunnel orientation can be provided by CHCP staff, call 403-220-5339 to arrange a time. All persons entering the tunnel require this orientation as well as a hazard assessment. HV Room access requires a Main Electrical Room Hazards Assessment, and a safety walkthrough of the space with a member of the EUD, which will be arranged by the Operator in Charge of the Supervisor.

Departmental Signatures: For Tunnel or Mechanical Spaces, this section can be signed off by the Shift Engineer on duty for Observation or Work Tasks that do not require the isolation of any system that CHCP maintains. Permits that require isolation of hazardous energy controlled by CHCP must be signed by the Chief only. For HV Electrical Spaces, this section must be signed by the Operator in Charge or the Supervisor once requirements for entry are met.

Optional Key request: Workers can be provided a key for Tunnel or a High Voltage Electrical Rooms. Signature for Keys for the Tunnel must be signed by the Chief only. Signature for keys for High Voltage Electrical Rooms must be signed by the Operator in Charge or the Supervisor only. The completed permit must be taken to the lock shop where a key will be issued for the duration.

Once the document has been completed a copy must reside with worker or group in the space, a copy will also be stored at the Heating plant and accessible by either the shift operators or EUD Staff.

For tunnel and mechanical space, you must call the CHCP control room at 403-220-5339 and inform them of the # of people entering, and the task you are carrying out when entering the space. You must also call at the end of the workday to inform the operator that all workers are out of the space. If you have signed out a key, you must still inform the operator. For HV Electrical rooms, once the forms are completed and the safety orientation of the space has been completed, daily reporting isn’t required, but reporting the completion of the work and any incidents that take place must be reported to the Operator in Charge at 403-220-5248.

Assistant shift operators travel in the tunnels on bicycles during the day and night. You may be asked to provide your permit for the task you are carrying out. The assistant shift operators will ask you to leave the tunnels if you do not have the proper documentation. Failing to call in and out during your workday may also lead to your key privileges being revoked and/or a call made to EH&S.