**ANNEXE 3**

**Belfius Work Permit** 

**Before the works begin:**

Work permits are required for works where there is a heightened risk factor and are issued before the works begin.

The client handles work permits, in conjunction with the contractors and works manager. The client keeps a copy of the work permits issued in the health & safety file.

Notification in the event of EMERGENCY, FIRE or SERIOUS ACCIDENT: Tel ……………………………………….

If in doubt, for works where a risk is involved, contact the site supervisor: Tel …………………………………

You can also ask the health and safety department for advice: Tel …………………………………………………………

Client (Belfius): ………………………………….. Tel: ……………………….. Signature: ……………………

Works manager: …………………………………… Tel: ……………………….. Signature: ……………………

Contractor 1: ………………………………………. Tel: ……………………….. Signature: ……………………

Contractor 2: ………………………………………… Tel: ……………………….. Signature: ……………………

Contractor 3: ………………………………………… Tel: ……………………….. Signature: ……………………

Location of the works: …………………………………………………………………………………………………………………….

Description of the works: …………………………………………………………………………………………………………….

0 Fire hazard (see fire permit below) 0 Electrocution hazard

0 Working at heights 0 Excavation and groundworks

0 Interruption to safety systems/devices 0 Enclosed space

0 Opening of pipes 0 Contact with chemical and/or biological agents

Star of works: Date: ……………….. Time: ……………………

**Possible risks and irritations:**

0 Falling objects 0 Heat / Cold

0 Fall from raised surfaces 0 Humidity

0 Electrical risks 0 Noise

0 Burns 0 Vibrations

0 Insulate work 0 Splashes

0 Gas, vapours 0 Flying shards

0 Chemical irritation 0 Bruises

0 Asbestos 0 Cuts

0 Dust 0 Other: …………………………………………

**To be provided Emergency arrangements: Workplace measures:**

0 PPE 0 Emergency shower 0 Remove installations

0 trousers 0 First Aid 0 Provide evacuation routes

0 jacket 0 Emergency phone 0 Remove fuses

0 safety boots 0 Emergency masks 0 Activate emergency stop

0 gloves 0 Fire extinguishing equipment 0 Clear surroundings

0 helmet 0 Protection against falls 0 Seal opening in floor

0 safety goggles 0 Lifeline 0 Warning signs

0 breathing protection 0 Absorbent material 0 Remove waste

0 ……………………. 0 …………………….. 0 …………………………..

0 Ladder

0 Scaffolding

0 Elevated work platform (cherrypicker)

0 Earthing wire

0 Radio contact (walky-talky / mobile)

0 Emergency lighting

0 ……………………………………………………………………..

**Fire permit**:

The FIRE PERMIT is used to PREVENT FIRE or EXPLOSION HAZARDS that occur when working with open fires, naked flames or heat points (welding, cutting torches, soldering, paint stripping, burning off paint or varnish, thawing/defrosting, etc.)

This permit is issued by the WORKS MANAGER or by his/her authorised representative for all such work carried out in the company, either by company staff or external workers.

THE MAXIMUM VALIDITY OF A FIRE PERMIT IS 1 DAY.

A fire permit is not intended for all fixed workstations where all of the required precautions have already been taken.

**SPECIAL PREVENTATIVE MEASURES SPECIFIC TO THE WORK TO BE CARRIED OUT OR TO THE CONSTRUCTION:**

0 Switch off fire, gas and smoke detection 0 Check air and ventilation supply

0 Demarcate workspace 0 Remove flammable materials

0 Earthing and locking procedure 0 ‘Powder’ type fire extinguisher

0 PPE: Earbuds Gloves Welding blanket Welding mask Welding goggles

**After completion of the works:**

The works manager confirms that the works have been completed and have been left in a safe condition; the works manager needs to sign the permit again for this.

The client will check this and also sign the work permit for acceptance at the end of the works.

Date and time of the end of the works: …………………………………………..

Client (Belfius): ………………………………………………………………………..

Works manager: …………………………………………………………………………