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| **Fire Indicator Panel (FIP) Isolation and De-isolation PERMIT** |

* To be completed by the person / company who is requesting / requiring the isolation
* A risk assessment must be undertaken and attached to this permit (or use template over-page)
* The permit and risk assessment will be reviewed by an authorised officer of Property
* The authorised officer of Property is responsible for completing the impairment form and sending this to the insurer
* *Responsibility for the safety controls listed in the risk assessment remain with the person requesting the isolation*

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| **1. Person requesting the isolation** | **Permit Number*****(Building-FIPP-date)*** |  |
| Name of person requesting the isolation |  | 🞎 Faculty / Department🞎 Entity🞎 Contractor | *(name)* |
| Signature |  | Date of submission |  |
| Phone number |  |

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| **2. Isolation request details: *complete and forward to Property*** |
| Building |  | Level/s |  | Room/s |  |
| Reason for isolation | 🞎 Maintenance🞎 Construction |   |
| Requirements | Isolate at the building*(for areas/levels only)* | 🞎 Yes. 🞎 No | Isolate for less than 8 hours*(ie: daily)* | 🞎 Yes. 🞎 No |
| Isolate from security office *(for the entire building)* | 🞎 Yes. 🞎 No | Isolate for more than 8 hours *(ie: continuous)* | 🞎 Yes. 🞎 No |
| Isolation date |  | De-isolation date |  |
| Isolation time |  | De-isolation time |  |
| Indicate days | 🞎 Mon. 🞎 Tues. 🞎 Wed. 🞎 Thurs. 🞎 Fri. 🞎 Sat. 🞎 Sun. |

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| **3. Authorisation (Property Use): *review and forward to Security*** | **\* For isolation > 8 hours: insurance company must be notified** |
| Name of person authorising the isolation |  | Use link to the notification form | [*Impairment Notification form*](../../../../../../Common/SERVICES/FIRE%20ISOLATION/Unimutual%20Fire%20Impairment%20Notification%20Form.pdf) |
| Certificate number & expiry | *ULMAC13 exp 31/10/2014* |
| Signature |  | Date of authorisation |  |
| Phone number |  |
| MQ security | campussecurity@mq.edu.au | Building warden | <http://www.hr.mq.edu.au/HealthAnd>Safety/GeneralInfo/Documents/FireWardenlist.pdf |

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| **4. Implementation (Security Use) p*lease forward returned permits to Property H&S Consultant (matthew.stafford@mq.edu.au)*** |
| Name of person isolating the FIP |  | Phone Number |  |
| Date of isolation |  |
| Signature |  | *Time isolated* |  |
| Name of person de-isolating the FIP |  | Phone Number |  |
| Date of de-isolation |  |
| Signature |  | *Time de-isolated* |  |

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| **Risk Assessment** |
| Fire alarm systems in buildings are a warning device and act as a safety control to alert occupants and authorities of a potential danger. By isolating this system a level of risk control has been removed.  |
| Hazard | Risks | Consider these controls | **Yes** | **No** | **N/A** | Who |
| Isolating an engineering control designed to warn occupants of a fire or smoke hazard | Occupants not automatically warned of a hazardous situation:* Overcome by smoke
* Fire risk
* Property damage
* Reduced time to evacuate
 | * Notify other occupants
* Notify building manager
* Hoses / extinguishers available
* Person to monitor fire indicator panel
* Additional person/s for surveillance
* Avoid hazardous activities\*
* Avoid hot work (eg. welding)
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| ***If you ticked “no” to any one of the above then a further assessment of the risk needs to be undertaken and controls listed.*** |
| Hazard | Risks | Controls | Who |
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\* A hazardous activity could be electrical work, use of heat generating tools or equipment, construction / demolition work.