



WPCG WORK CLEARANCE FORM

This form must be completed before work commences. It is valid only for work described below, for a specific site and a maximum of one day or shift (whichever is lesser).

ALL SECTIONS MUST BE COMPLETED

WORK DETAIL <i>Must be completed for all work</i>				
Contractor Company Name:		Full Name of WPCG Accredited Contractor:		Contractor WPCG ID No:
Oil Company:		Client Order/Job No:		WPCG Expiry Date:
Location Name:		Location Address:		
Work Description:				
Tools/Equipment to be used:				
Where are the works going to be conducted? <i>(tick the correct box, and refer to either site hazardous zone drawings or the standard WPCG hazardous maps)</i>				
<input type="checkbox"/> Inside a Hazardous Area. <input type="checkbox"/> Inside site shop, site office, or outside a Hazardous Area				
GENERAL CONDITIONS <i>The following general conditions are mandatory (tick the box as acknowledgement). Works cannot start if the general conditions cannot be met.</i>				
<input type="checkbox"/> All statutory regulations applying to the job are to be complied with <input type="checkbox"/> All onsite work (outside of the sales building or office) will stop in the event of fuel tanker delivery (eg. diesel, petrol or LPG) or petroleum product spill. Any hot work can only recommence thirty (30) minutes post last delivery <input type="checkbox"/> A JSA(s)/SWMS(s) must be completed and reviewed for the works and must be made site and task specific				
TASKS THAT REQUIRE A WORK PERMIT <i>Will any of the following form part of the work? (write Yes or No)</i>				
Hot work in hazardous areas that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks. This type of work includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source		Use of petrol or LPG powered/driven equipment or mobile plant in hazardous areas. Includes but not limited to generators, chainsaws, gardening equipment, forklifts, elevating work platforms (EWP)		
Inter-tank transfers of fuel (including product filtering) or bulk petroleum product, transfers to/from road vehicles not covered by procedures including transfer of contaminated or cross over (shandy) products		Use of combustion engines inside the shop/office		
High pressure water blasting on live equipment containing fuel or LPG, or on structural steel		Abrasive blasting		
Major Working at Height within 2m of an exposed edge		Use of Elevating Work Platform (EWP) 11m or more above the ground		
Erecting, modifying, or dismantling scaffolding greater than 4m above the ground		Working from a work box (man basket) attached to a crane		
Excavations 1.2m deep or more (other than drilling or coring)		Underground horizontal directional drilling and boring		
Confined space entry including any work within a confined space		Disturbance or removal of asbestos containing material		
Live electrical work (apart from fault finding)		Use of cranes or other lifting devices for critical lifts		
If YES to any of the above, a Work Permit is required. Enter Permit number:				
TASKS THAT REQUIRE A WPCG MINIMUM CONTROL CHECKLIST <i>Will any of the following form part of the work? (write Yes or No)</i>				
Minor Hot Work in a Hazardous Area. This includes any of the following with the controls in place specified in the Minor Hot Work Checklist: <ul style="list-style-type: none"> Any electrical equipment to be used in a hazardous area that is not rated for use in a hazardous area (certified to IEC 60079-11); e.g. mains, generator, or battery powered items such as cordless drills, power tools, service locators, electric gardening equipment Diesel or electrically driven portable equipment or mobile plant in hazardous areas, e.g excavators, elevating work platforms (EWP), generators, etc 				
Minor Ground Disturbance. This includes any of the following with the controls in place specified in the Minor Ground Disturbance Checklist: <ul style="list-style-type: none"> Concrete drilling or coring Vertical Soil boring, drilling or coring Excavations to a depth less than 1.2m 		Minor Work at Height. This includes any of the following with the controls in place specified in the Minor Work at Height Checklist: <ul style="list-style-type: none"> Use of an Elevating Work Platform (EWP) less than 11m above the ground Any work from within a scaffold of any height Erecting, modifying, or dismantling scaffolding 4m or less above the ground Use of ladders 		
If No to All of the above proceed to next section.				
If Yes to any of the above, a WPCG Minimum Control Checklist is required. Minimum Control Checklist Completed Yes <input type="checkbox"/> No <input type="checkbox"/> If No , a Work Permit is required. Permit number#:				
CONTROLS REQUIRED <i>(tick the box "Yes" or "n/a")</i>				
YES	N/A	YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical/mechanical/product/utilities isolated and tagged/locked out where required, and tested/verified before work commencing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic management in place (for vehicles and pedestrians), effective barricades erected around work area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers in work area for all hot work outside of the shop/office (min 2x 9kg dry chemical)
		<input type="checkbox"/>	<input type="checkbox"/>	Other specify:
PPE REQUIREMENTS The minimum PPE requirements are: 1) Safety Boots, 2) Hi-vis clothing or vest, 3) Full neck to toe to wrist clothing (cotton or flame retardant/anti-static) Tick the additional PPE required for the task (over and above the minimum PPE requirements):				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety helmet (hard hat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust mask
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall arrest harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety glasses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breathing apparatus
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other specify:.....
JSA / SWMS CHECK <i>(to be used as a final check for site based JSA/SWMS requirements)</i>				
Make the following checks on your JSA / SWMS prior to commencing the works:				YES
- Are there any site specific risks or conditions that could impact the proposed works?				NO
- If yes, have you amended your JSA / SWMS?				<input type="checkbox"/>
				<input type="checkbox"/>
				Enter JSA / SWMS Number/s:
AUTHORISATION TO START WORK				
The contractor shall sign, issue and be solely responsible for all the obligations and workers applicable to the work (including discussing the content of this form to the work crew). The site operator may require work to stop if it appears that the contractor or any of its workers are failing to comply with the requirements in the applicable items of this form or other applicable safety requirements. The contractor must discuss the scope of the task and associated impact to site with the site operator				
Contractor Signature:	Site Operator/Manager FULL Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
<i>By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards</i>				
END OF DAY SIGN OFF <i>Prior to sign out, contractor to check the following (and tick the boxes):</i>				
<input type="checkbox"/> Has the work area been left tidy and safe?		<input type="checkbox"/> Any changes to equipment documented and communicated		
<input type="checkbox"/> Are site personnel aware of status of work including remaining isolations?		<input type="checkbox"/> Any incidents, near incidents, unsafe situations reported		
Contractor Signature:	Site Operator/Manager FULL Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
<i>By signing this I agree the contractor and I have discussed the works completed and any potential impact to the site.</i>				
Comments				

A copy of this form does not have to be left on site.