

## Questions from the Permit Officer Forum July 2021

Q. Can we align the WPCG Clearance Issuer & Permit Officer refresher?

A. Not at this stage, it may be reviewed in the future. 3 years is too long between refreshers for WPCG Clearance Issuers, particularly with the feedback from the field that not all contractors are following the process currently.

Q. Will the Permit Officer mid-term review be for everyone or only those that do less than x number of permits per year?

A. This will be for everyone. With the Permit Officer refresher moving to 3 yearly its important there is a review along the way to ensure the process is being correctly applied.

Q. Will the WPCG be introducing a WPCG Isolation certificate to drive consistency and help workers?

A. This is under review. The WPCG are considering providing an isolation record (not certificate) for contractors. It will not be mandatory; contractors may choose to use their own isolation record if they prefer.

Q. When will these changes for Hot Work come into play?

A. Most likely at the start of 4<sup>th</sup> quarter, with the procedure reviewed, we now need to review and update the forms & training to reflect these changes.

Q. With hot works (welding, grinding etc.) in a non hazardous area, do we not class this still as a high risk task on a petroleum site?

A. Hot work such as welding and grinding within a hazardous area requires a Work Permit. Hot work outside the hazardous area and NOT impacting the hazardous area can be conducted under the Work Clearance Form. All work has risks associated with it that must be assessed by the person performing the work and appropriate controls established to manage the risks.

Q. Can you include a prompt in the permit for fire risk rating? State fire restriction during fire risk areas.

A. This won't be included as a specific item at this time, it should be part of the Permit Officers environmental considerations.

Q. What about truck meter calibrations, what authorisations are required?

A. This is currently being reviewed in line with the review of the meter calibrations at depots.

Q. What about the purging of LPG pipework to disconnect LPG bowsers onsite?

A. Lower risk work on LPG systems, such as maintenance, removal or replacement of LPG system parts which have isolation valves that eliminate the need for breaking containment, depressurising or venting of gas. Refer to the activity matrix.

Removal of LPG bowsers and purging of pipework is typically conducted as part of the decommissioning of the LPG tank. This work should be included in the scope of the Work Permit for the LPG tank decommissioning.

Q. What was the reasoning to include concrete cutting to require a permit.

A. After a review of the activity it was determined the risks involved were not acceptable to be conducted under the Minimum Controls Checklist for Minor Hot Work due to the risk of uncontrolled sparks being generated even when wet cutting i.e. hitting reo bar.

Q. I struggle with drawing the map on the electronic version, any tips?

A. We understand the electronic system is not a good drawing tool. It is suggested you create your drawing (even by hand) and then take a photo and upload that into the gas testing section.

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Q. The use of phones for taking photos at sites under Work Clearance forms is extremely common. Could this be added to WCF?

A. This is covered under the requirements of battery-operated equipment. Use of battery-operated equipment, including phones and cameras, requires a Work Clearance Form, as a minimum. If used inside hazardous areas this use also requires a Minor Hot Work Checklist and compliance to the controls required on the checklist. Ensure that you have a conversation about this particular activity when consulting site staff as part of obtaining their signature on the Work Clearance Form prior to work. It is strongly recommended that the phone be used in flight mode on the forecourt to avoid distractions that may increase the risk of interaction with customer vehicles. Phone calls cannot occur on site unless in the shop or in a work vehicle (compliant to oil company driving safety requirements and local regulations).

Q. Could we get a clarification of the term entry for confined space?

A. The WPCG member companies use each states regulators requirements, if unsure refer also to the WPCG member company for any clarification of their requirements.