

THE WPCG WORK CLEARANCE FOR CONTRACTORS SYSTEM

INSTRUCTIONS FOR FILLING IN THE WORK CLEARANCE FORM



- 1. Work Detail:** When given the job details by the Client, record the **Location** name and address, the **Clients Job/Order Number**, your **WPCG ID number**, **Expiry Date**, **Number of Workers** on site, **Description of the work** to be done and **Tools/Equipment** to be used.
- 2. Arrival At Site:** On arrival at the location, report to the **Site Operator** to let them know that you are on site and what you have come to work on. The **Site Operator** may direct the contractor to cease work at any time.
- 3. Works Area:** Find out exactly where on site the job is. Check the sketch showing the Typical Layout of Hazardous Areas on the relevant **Hazards Map** to see whether the job is **inside the hazardous area**; or **inside the site shop, site office, or outside a hazardous area**. Put a "tick" in the relevant box.
- 4. General Conditions:** Tick each box as acknowledgement you will comply with them. If you cannot tick all conditions, do not start work. **Contact the Company Representative.**
- 5. Tasks That Require a Work Permit:** Identify if any of the tasks will form part of the work. If you answer "Yes" to any, do not start work. You require a Work Permit. **Contact the Company Representative.** Enter the permit number in the space provided
- 6. Tasks That Require a WPCG Minimum Control Checklist:** Identify if any of the tasks will form part of the work. If you answer "Yes" to any, you need to complete the relevant Minimum Control Checklist(s). If you cannot complete the relevant Minimum Control checklist you may not proceed with the work without a work permit.
- 7. Controls Required:** Each control must be answered "Yes" or "N/A", (which means 'Not Applicable'). If you cannot answer "Yes" or "N/A" do not start work. **Contact the Company Representative.**

Tick the **additional PPE** required for the task over and above the **minimum PPE** requirements (Safety Boots, hi-vis clothing or vest and full neck to toe to wrist clothing, cotton or flame retardant/anti-static).

Select "Yes or No" for the **JSA / SWMS Check** questions and record the **JSA / SWMS Number/s**
- 8. Sign In:** Report to the **Site Operator**, show them the completed **Work Clearance Form** and relevant **Minimum Control Checklist(s)** if applicable. **Discuss** the scope of task, where you will be working, the associated impact on the site and the precautions you are going to take. Make a note of any additional precautions the **Site Operator** may require in the comments section.

Sign as agreement that you will observe the conditions and precautions as shown on the form. Fill in the **Start Time** for the job. Ask the **Site Operator** to print their name and sign to show they have witnessed your signature and acknowledged you have discussed the works and associated hazards.
- 9. Commence Work:** If, during the course of the work, something happens on site that changes the **scope of the work or the conditions**, use the **Work Clearance Form** to check the new scope or conditions, or contact the **Company Representative.**
- 10. Sign Out:** At the end of the day, when the job is finished or if you leave site, make sure work has stopped and you have left your work area safe, fill in the **Finish Time**, tick the sign out conditions, sign the form and report to the **Site Operator**. Ask them to print their name and sign to show they agree and have discussed the works completed.
- 11.** If the job takes longer than one day to complete, or you need to leave site, fill in a new **Work Clearance Form** on your return. It is very important to check each point again carefully and to discuss the work with the **Site Operator**, to ensure your own safety and that of everyone else who comes on site. The person who issued the **Work Clearance Form** must remain on site for the duration of the job, otherwise a new form will need to be re-issued.

Note: White copy to be sent to client, blue copy to be retained by contractor.