



WPCG Work Clearance form and Minimum Control Checklist changes September 2018

Dear Contractors,

The Minimum Controls Checklists have been in operation for over six months during which time we have received feedback and suggestions on improvements that could be made including; the scope of work covered, controls to be implemented and also clarification of some sections.

Having taken this feedback on board we have made a number of changes to both the Minimum Controls Checklists and the Work Clearance Form.

The documents impacted are:

- Work Clearance Form
- Minor Ground Disturbance Checklist
- Minor Work at Heights Checklist

You may continue to use your existing supply of Work Clearance Forms; the new Minimum Controls Checklists are available on the WPCG Website and are now also available to be purchased in pads from the website.

The Changes

Work Clearance Form

- 1 General Conditions – the two bullet points outlining instructions in the event of a fuel tanker delivery or petroleum product spill have been merged into one

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"/>	Onsite work (outside of the sales building or office) will stop in the event of fuel tanker delivery (diesel, petrol or LPG) or petroleum product spill. Any hot work can only recommence thirty (30) minutes post last delivery
<input type="checkbox"/>	JSA(s)/SWMS(s) must be completed and reviewed for the works and must be made site and task specific

- 2 Tasks That Require a Permit
 – the Excavation task has been reworded for clarity.
 – the Work at Height task has been updated to Major Working at Height within 2m of an exposed edge. Some Minor Working at Height within 2m of an exposed edge may now be authorised without a Work Permit provided the new controls in the Minor Work at Heights Checklist are applied (see changes to Work at Heights Checklist).

TASKS THAT REQUIRE A WORK PERMIT <i>Will any of the following form part of the work? (write Yes or No)</i>			
<input type="checkbox"/>	Hot work that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks in hazardous areas. This includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source.	<input type="checkbox"/>	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).
<input type="checkbox"/>	Inter-tank transfers of fuel and bulk petroleum product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products.	<input type="checkbox"/>	High pressure water blasting on live equipment containing fuel or LPG, or on structural steel.
<input type="checkbox"/>	Erecting, modifying, or dismantling scaffolding greater than 4m above the ground	<input type="checkbox"/>	Use of Elevating Work Platform (EWP) 11m or more above the ground
<input type="checkbox"/>	Excavations 1.2m deep or more (other than drilling or coring)	<input type="checkbox"/>	Major Working at Height within 2m of an exposed edge
<input type="checkbox"/>	Abrasive blasting	<input type="checkbox"/>	Working from a work box (man basket) attached to a crane
<input type="checkbox"/>	Confined space entry including any work within a confined space	<input type="checkbox"/>	Disturbance or removal of asbestos containing material
<input type="checkbox"/>	Live electrical work (apart from fault finding)		

- 3 Controls Required
 – Utilities has been added to the isolation prompt of the Controls Required section for clarity
 – The Fire Extinguisher control has been amended from all forecourt works to all hot work outside of the shop/office

CONTROLS REQUIRED <i>(tick the box "Yes" or "n/a")</i>			
<input type="checkbox"/>	Electrical/mechanical/product/utilities isolated and tagged/locked out where required, and tested/verified before work commencing	<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"/>	Traffic management in place (for vehicles and pedestrians), Effective Barricades erected around work area	<input type="checkbox"/>	Other specify:

Minor Work At Heights Checklist

- 4 When this Minimum Controls Checklist cannot be used has been updated from Working at Height within 2m of an exposed edge to **Major** Working at Height within 2m of an exposed edge to allow Minor Work at Height to occur within 2m of an exposed edge with the controls in the checklist applied.

THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW

 This form CANNOT be used for all types of Work at Height. Work which requires a Work Permit includes:

- Use of an EWP 11m or more above the ground
- Erection, modification and dismantling of scaffolding >4m
- Working from a workbox (man basket) attached to a crane, or forklift.
- Major Working at Height within 2m of an exposed edge.

- 5 A new control section Work On Roof Within 2m Of Exposed Edge has been added to Page 2. This now allows Minor Work at Height to be authorised using the Work Clearance Form and the Minor Work at Height Checklist provided all controls can be implemented.

WORK ON ROOF WITHIN 2M OF EXPOSED EDGE

Will work be conducted on a roof within 2m of exposed edge excluding accessing and exiting?
 No Yes Tick EVERY control below to confirm it has been completed or will be in place

Examples include: preventative maintenance on HVACs, gutter cleans, roof leak detection, signage lighting and CCTV

- No work on the roof to be done during inclement weather.
- Work is on a single story roof that is flat or almost flat and structurally stable.
- Fall restraint system will be used in accordance with the SWA Code of Practice for Prevention of Falls.
- A minimum of two personnel are present on site to enable one to activate the response in the event of an incident on the roof.
- Only minor maintenance or repair work will be conducted.

- 6 The Working from an Elevating Work Platform question has been updated for clarity

WORK FROM AN ELEVATING PLATFORM (EWP) e.g. scissor lift, cherry picker, boom lift less than 11m

Does the task involve using an EWP less than 11m above the ground?
 No Yes Tick EVERY control below to confirm it has been completed or will be in place

Note this form cannot be used for work 11m or more above the ground.

- Maintenance logs available and pre-use inspection completed to confirm equipment is fit for service.
- Operators are competent, have any required licence, and will wear a harness if required either by local regulations or the manufacturer's instructions for the equipment/activity.
- A spotter is in a prominent position to view hazards from overhead structures, changes in conditions or any emerging hazards during operation of the EWP and can communicate with EWP operator.
- Workers will not exit the EWP when elevated.

- 7 The Safe Approach Distances question has been updated for clarity

SAFE APPROACH DISTANCES

Will work be conducted within the safe approach distances of overhead power lines, as defined by local regulators?
 No Yes Tick the following control to confirm it will be in place

- All regulatory requirements are in place and will be complied with which may include spotter, network operator approval, special provisions, as applicable

Minor Ground Disturbance Checklist

- 8 The Dial Before You Dig (DBYD) has been removed from the General Requirements For All Ground Disturbance to the Service Identification section. It has been added in to the third control of the Service Identification section. So now if you cannot apply one of the first two controls in this section you MUST have underground service location performed and DBYD obtained and conducted.

SERVICE IDENTIFICATION

ONE of the following MUST be in place. Tick ONE to confirm which control is in place or completed

- The task involves removal of soil with hand tools or NDD
- The task is to relocate masonry anchors within 50mm of existing location to depth no greater than 130mm and diameter drill bit not greater than 12mm
- Underground service detection scanning has been performed by a competent person and checked or added to the drawing. The underground service locator has marked out all known services in the work area on the ground surface, and No Ground Disturbance will occur external to the shop or office without Dial Before You Dig (DBYD) obtained and checked