WPCG-PRO-01

Work Authorisation

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Authorised by:	WPCG Governance Committee
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1. Purpose

Whenever WPCG Member companies conduct construction, maintenance, demolition, remediation and other similar work that are typical of our industry, there is the potential for harm to people and the environment and for damage to equipment. Therefore, an effective Permit to Work process provides a system of work that allows tasks to be completed safely and without unplanned loss of containment with the potential to cause environmental damage or to damage a plant or equipment.

A Permit to Work system is a formal documented system used to control certain types of non-routine work which may be hazardous or have specific regulatory requirements. This procedure sets out a required approach to safely control this work if engaged by WPCG Member companies or on WPCG member company operated sites within scope.

2. Scope

The requirements specified in this procedure apply equally to WPCG member company employees and contractors.

This procedure applies to:

- All WPCG Member company operated retail facilities and depot sites within Australia. For other WPCG Member company sites, contact the relevant member company to check if it is in scope
- All WPCG Member company works on 3rd party operated Retail, Commercial, or Depot sites
- Principal Contractor sites when there is fuel within bulk site fuel assets. A WPCG member company may consider equivalent Principal Contractor Permit to Work systems as alternative. A WPCG member company will approve use of such systems under the contract.

The requirements apply to construction, maintenance, demolition, remediation and other similar works that are typical of our industry, including but not limited to:

- Works on transport and mobile assets when within applicable sites
- All activities where legislatively required
- Non-routine activities, including maintenance
- Project work that is not controlled by a third-party Principal Contractor under local safety regulations
- Routine work conducted by non-site-based personnel in changed circumstances which results in changes to the task, hazards or controls. Such a change is considered to make the task non-routine.
- Any other work as defined in the activity matrix (appendix 1)

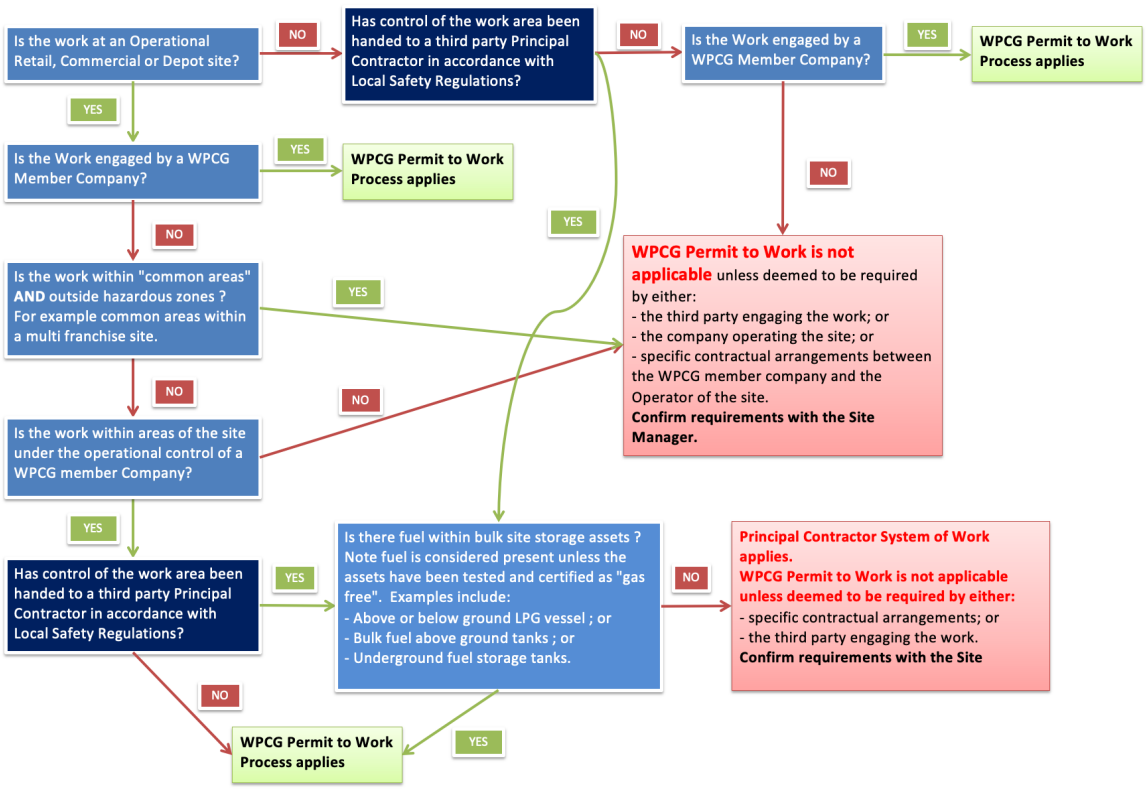

Figure 1: WPCG Work Authorisation Scope

3. Definitions

Certificates	Certificates are documents that define the core preparations required for work to proceed and do not, by themselves, authorise work to proceed. Certificates can be used to manage certain high-risk tasks which are not sufficiently managed by a typical Work Permit or Work Clearance (e.g. precautions for ground disturbance, hot work, confined space entry, work at height, and lifting operations).
Cold work	Work that does not introduce a source of ignition.
Competent Person	An individual in a Work Authorisation role who can demonstrate that they have professional or technical training, knowledge, actual experience, qualifications and ability to enable them to: a. Perform duties at the level of responsibility allocated to them. b. Understand any potential hazards related to work (or equipment) under consideration. c. Recognise any technical defects or omissions in a task (or equipment) and the adverse implications for health and safety caused by the hazard(s) and / or omission(s) and d. Be able to specify corrective action(s) to mitigate the hazards.
Commercial Facility	A facility that is not a retail site or depot that is owned by a third party where the WPCG member company owns the assets, for example a mine site, quarry or bus depot.
Confined Space	As defined in local regulations.
CSE	Confined Space Entry.
Energy systems	Systems which, by their nature, contain energy (e.g. hydraulic, mechanical, electrical, potential, pneumatic).
EWP	Elevating Work Platform, also known as MEWP, Mobile Elevating Work Platform.
Excluded Areas	Areas where WPCG Work Authorisation is not required. Examples include areas under the control of a Principal Contractor (in accordance with Section 5.1) or other areas of the site authorised by the WPCG Member Company as exempt from WPCG Work Authorisation.
Ground disturbance	Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal. This includes, but is not limited to, cutting into hard surfaces such as concrete, driving piles into the ground, trenching and excavation.
Hazard	Anything that has the potential to result in undesired events such as injury, illness or damage.
Hazardous Area	Area in which an explosive atmosphere is present or may be expected to be present in quantities such as to require special precautions for construction, installation and use of equipment. Hazardous Areas are classified in accordance with AS/NZS 60079.10.1.
Hot Work	Work that involves either the use or the creation of a flame, spark or energy discharge that could act as the ignition source for a fire or explosion.
Isolation	The process of isolating any energy system.
JSA	Job Safety Analysis. A risk assessment of the works to be undertaken. It documents the activity to be carried out, the hazards, control measures, and who is responsible for implementing the control measures.
MOC	Management of Change.
Monitoring	The routine function of regular inspection that is performed by a responsible and competent person.

PCBU	Person Conducting a Business or Undertaking, as per the Safe Work Australia Model Work Health and Safety law enacted in most jurisdictions in Australia.
Permit Officer	The person authorising the Work Permit
Permit Receiver	The person who receives the Work Permit from the Permit Officer. Sometimes referred to as the Work Permit recipient
Permit Endorser	The person nominated by the Permit Officer to endorse the Work Permit at the commencement of each work shift, as a minimum
Principal Contractor	Principal Contractors and their obligations are defined in Work Health and Safety Regulations in most jurisdictions including those who have enacted the Model WHS Regulations. Where defined, refer to those regulations.
Risk	A measure of loss / harm to people, the environment, compliance status, group reputation, assets or business performance in terms of the product of the probability of an event occurring and the magnitude of its impact.
Risk Assessment	The process of hazard identification and the evaluation of the potential for identified hazards to be realised in any given endeavour.
Routine Work	Is work which: • does not vary in its execution and reoccurs within a prescribed and repeated cycle; **and** • conducted in areas in which the work is normally conducted; **and** • there is an operating procedure; **and** • conducted by personnel trained to perform the work in accordance with the procedure; **and** • conducted by personnel resident at the site.
Senior Permit Officer	A Permit Officer with the authority to issue Work Permits for potentially higher risk work as defined in the Activity Matrix.
Simultaneous Operations (SIMOPS)	Separate tasks or works that take place at the same time with the potential to impact each other.
Site Representative	The Site Manager or delegate for staffed facilities. For unstaffed facilities it may be a Work Clearance Issuer or Permit Officer, as applicable to the type of work, who has been authorised by the facility operator for the work.
SWMS	Safe Work Method Statement as defined in local regulations. A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. Check the local safety regulator for further information on SWMS.
Task	An action or series of actions in support of a piece of work.
WHS	Work Health and Safety.
Work	An endeavour made up of a number of different tasks.
Work Permit	A formal and detailed document that contains location, time, equipment to be worked on, hazard identification, mitigation/precaution measure(s) used and the names of those authorising the work and performing the work.
Workplace Clearance Group (WPCG)	The Workplace Clearance Group (WPCG) is an unincorporated joint venture of bp Australia, Viva Energy and Ampol.
WPCG Accredited Contractors	An individual who has been trained in the WPCG Work Clearance Process and been assessed as competent in the material presented.

4. Roles & Responsibilities

4.1. WPCG Governance Committee

a. Authorising changes to this procedure

b. Maintaining strategic management and governance of the WPCG Work Authorisation system

c. Acting as the point of contact for escalation and resolution of issues which can't be resolved by the WPCG Technical Committee

d. Managing by exception and allow the Technical Committee to manage technical issues

e. Financial oversight of costs and expenditure

f. Management of contractual, legal and commercial conditions, and breaches

g. Liaising with senior management within WPCG JV companies, where required

h. Conducting annual reviews of the performance of the system against strategic objectives

i. Developing and implementing disciplinary conditions and systems for enforcement

j. Managing ACCC sensitivities

k. Setting clear expectations to WPCG Technical Committee and the WPCG System Administrator

l. Holding management accountability of the design and integrity of the WPCG Work Authorisation system.

4.2. WPCG Technical Committee

a. Conducting regular technical reviews of this procedure

b. Proposing changes for authorization by the WPCG Governance Committee

c. Implementation of the WPCG Authorisation system in their respective member companies

d. Intervening and escalating as appropriate when standards and / or procedural breaches are discovered

e. Conducting reviews and routine analysis of their respective individual member company Work Authorisation verification/audit program results to achieve compliance and drive continuous improvement

f. Maintaining operational oversight of the WPCG Work Authorisation system

g. Ensuring the technical integrity of the WPCG Work Authorisation system

h. Acting as the point of contact for the WPCG System Administrator

i. Provide technical advice to solve technical issues

j. Maintaining technical articles

k. Conducting regular meetings with the WPCG System Administrator

l. Conducting technical and operating system reviews

m. Conducting field auditing

n. Holding technical and operational accountability for the day-to-day implementation of the WPCG Work Authorisation system.

4.3. WPCG System Administrator

a. Supporting the WPCG Technical Committee members

b. Co-ordinating Work Clearance and Permit Officer training programs

c. Supporting nominated Probationary Permit Officer in the training process;

d. Responding in a timely manner to clarifications from WPCG Work Clearance Issuers, Permit Receivers, Permit Officers, Probationary Permit Officers, trainees and contractor organisations on requirements specified in this procedure

e. Accrediting WPCG Work Clearance Issuers and Permit Officers for work on WPCG member company facilities in accordance with this procedure.

4.4. Permit Officer

a. Only issuing Work Permits for which they believe they have sufficient knowledge and experience to authorise

b. Being physically present on the site to issue the Work Permit (i.e. remote issuing of Work Permits is not allowed)

c. Conducting an inspection of the job site before the Work Permit is issued

d. Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared and are adequate and referenced on the Work Permit

e. Accurately detailing the work to be undertaken and the tools and/or equipment to be used

f. Ensuring that the contractor plant and equipment to be used on site has or will be checked by the contractor(s) prior to work to be in good working order and is appropriate for the task

g. Identifying and documenting the specific hazards of the work on the Work Permit and detail actions to be taken to make safe

h. Specifying control measures on the Work Permit

i. Addressing any conflicts between the proposed work and other activities in the area and if necessary, cross referencing the relevant Work Permits at the site;

j. Specifying monitoring requirements including frequency of inspections

k. Organising further inspections of the work site at a frequency commensurate with risk of works

l. Ensuring the full Work Permit document set is complete including the Work Permit, relevant high-risk work Certificates, relevant supporting documents referenced on the Work Permit (e.g. lift plan, isolations record etc.), risk assessment/s for the task/s and a WPCG Work Clearance

m. Ensuring all Work Permits, Certificates and associated WPCG documentation issued are prepared in full compliance with this Permit to Work procedure

n. Ensuring that the Permit Receiver understands the conditions of the Work Permit and acknowledges by signing the Work Permit (must verbally go through permit with Permit Receiver)

o. Making the site manager or delegate aware of work to be done so they have agreement and opportunity to contribute to Work Permit content/controls

p. Signing the Work Permit to authorise work to occur under the conditions of the Work Permit before work commences

q. If the Permit Receiver is not a Work Clearance Issuer, the Permit Officer is to ensure all responsibilities of the Receiver are fulfilled and must remain on site for the duration of the work

r. Mentoring Probationary Permit Officers and sign to authorise associated Work Permits and Certificates when buddying Probationary Permit Officer

s. To perform the endorsing function, where nominated, or on their own Work Permits.

4.5. Senior Permit Officer

As per Permit Officer responsibilities plus:

a. Issuing Work Permits for higher-risk activities as per defined in activities matrix as requiring a Senior Permit Officer.

4.6. Probationary Permit Officer

a. Ensuring all Work Permits, Certificates and associated WPCG documentation are prepared in compliance with this Permit to Work procedure. All permits to be authorised by the signature of a qualified Permit Officer

b. Accurately detailing the work to be undertaken and the tools and/or equipment to be used

c. Indicating hazards of the work and detail actions to be taken to make safe

d. Specifying control measures on the Work Permit

e. Specifying monitoring requirements including frequency of inspections

f. Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared and are adequate

g. Making the site manager or delegate aware of work to be done so they have agreement and opportunity to contribute to Work Permit content/controls

h. Conducting an inspection of the job site before the Work Permit is issued

i. Ensuring that the contractor plant and equipment to be used on site has or will be checked by the contractor(s) prior to work to be in good working order and is appropriate for the task

j. Ensuring that the Permit Receiver understands the conditions of the Work Permit and acknowledges by signing the Work Permit (must verbally go through Work Permit with Permit Receiver)

k. Being physically present on the site to issue the Work Permit (i.e. remote issuing of is not allowed)

l. Organising further inspections of the work site at a frequency commensurate with risk of works

m. Addressing any conflicts between the proposed work and other activities in the area and if necessary, cross referencing the relevant Work Permits at the site

n. Ensuring that the full Work Permit document set is complete including the Work Permit, relevant high-risk work Certificates, relevant supporting documents referenced on the Work Permit (e.g. lift plan, isolations record etc.), risk assessment/s for the task/s and a WPCG Work Clearance

o. To perform the endorsing function, where nominated.

4.7. Authorised Gas Tester

a. Undertaking the required gas testing activities in the locations, at the frequencies and within the acceptable levels specified on the Work Permit and supporting Certificate/s, and recording results in the permit set.

b. Stopping the work and instructing personnel to withdraw from the area whenever a gas test indicates that it is unsafe to remain in the confined space or unsafe for work to continue; and subsequently reporting this back to the Permit Officer (if the Permit Officer is not the Authorised Gas Tester on that day).

c. Using a gas detector suitable for the atmosphere to be tested and fitted with sensors required of the Work Permit. Ensuring that the detector has been maintained, calibrated and bump tested in accordance with manufacturer's recommendations, WPCG requirements and any additional regulatory requirements that may be applicable to the work or location. Note: catalytic bead gas detectors may not be suitable for reading LEL in low oxygen environments.

4.8. Work Clearance Issuer

a. Accurately detailing the work to be undertaken and the tools and/or equipment to be used

b. Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared, are adequate and cross-referenced on the Work Clearance

c. Determining if the location of the work is within or may impact on the hazardous areas of the site

d. Utilising the WPCG Work Clearance to determine if additional controls are required, such as WPCG Minimum Controls Checklists, or a WPCG Work Permit and Certificate and are cross-referenced on the WPCG Work Clearance (as applicable)

e. Consulting with site manager or delegate on the work to be done, the location, and duration

f. Ensuring all workers under the WPCG Work Clearance have trade licences or certifications relevant to the task(s)

g. Ensuring that the contractor plant and equipment to be used on site has or will be checked prior to use by the contractor(s) to be in good working order and is appropriate for the task

h. Conduct an inspection of the job site before the WPCG Work Clearance is issued

i. Obtaining authorisation to commence work from the Site Manager or delegate, documented by that person signing the WPCG Work Clearance

j. Signing the Work Clearance before work commences thereby accepting sole responsibility for all the obligations and workers applicable to the work.

k. Be physically present on the site during the work

l. Ensuring that worksite is left in a safe and tidy condition on completion, suspension or abandonment of the work, including interruptions for work breaks

m. Perform hand back to the site manager or delegate on completion of work, or if work is to stop that day but is not complete then to communicate the status to the site manager or delegate prior to leaving site. For both cases, the WPCG Work Clearance must be signed off to confirm work has ceased for that date and obtain signature of the same from the site manager or delegate

n. Ensuring that all workforce members understand the safety requirements of the site and the work to be carried out.

4.9. Permit Receiver

a. Be a trained Work Clearance Issuer and issue a Work Clearance Form for the work permitted; or if they are not a trained Work Clearance Issuer, then the Permit Receiver must ensure that no work is completed unless the WPCG Permit Officer is on site during the work.

b. Defining the task and assisting the Permit Officer to identify the hazards and Work Permit controls

c. Being aware of hazards that could exist and have the necessary precautions put in place

d. Ensuring that the only tools and equipment to be used are those covered by the Work Permit

e. Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared, are adequate and provided to the Permit Officer

f. Receiving the Work Permit document from the Permit Officer and agree to the conditions

g. Conducting a daily prestart toolbox talk with all workers and sub-contractors where there is more than one person involved in completion of the job

h. Signing the Work Permit before work commences thereby accepting any conditions or controls stipulated in the Work Permit and documents referenced on the Work Permit

i. Ensuring that all workforce members understand the risk assessment and Work Permit and acknowledge this by signing onto the Work Permit the first day they are onsite

j. Ensuring that skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the Work Permit, including safety standby and fire watch roles if applicable

k. Ensuring that the contractor plant and equipment to be used on site has been or will be checked prior to use to be in good working order and is appropriate for the task

l. Ensuring that the job is performed in a safe manner within the conditions prescribed for the work on the Work Permit and be responsible for the work and for the people who work on the job

m. Stopping work in the event of a scope change in conflict with the Work Permit, or an incident, emergency or other interruption

n. Be physically present on the site during the work.

o. Ensuring that worksite is left in a safe and tidy condition before the permit is handed back to the Site Manager or delegate on completion, suspension or abandonment of the work including signing the handback section on the permit.

4.10. Permit Endorser

a. Confirming that the work to be undertaken that day/shift has been accurately detailed on the Work Permit including the tools and/or equipment to be used, and the work area.

b. Confirming that hazards of the work are documented on the Work Permit and remain reflective of the work to be undertaken that day/shift.

c. Confirming that control measures on the Work Permit remain appropriate for the hazards of the work to be undertaken that day/shift.

d. Confirming a Work Clearance Form has been issued for that day/shift.

e. Conducting an inspection of the job site before the Work Permit is endorsed.

f. Confirming that the contractor plant and equipment to be used on site has or will be checked by the contractor(s) prior to work to be in good working order and is appropriate for the tasks to be undertaken that day/shift.

g. Confirming that the Permit Receiver understands the conditions of the Work Permit, if that person is different to the Permit Endorser.

h. Being physically present on the site to endorse the Work Permit (i.e. remote endorsing of Work Permits is not allowed).

i. Only endorsing Work Permits for which they believe they have sufficient knowledge and experience to endorse.

j. Signing to endorse the Work Permit before work commences.

k. Confirming monitoring requirements of the Work Permit are, or will be, performed by the appropriate persons as required of the Work Permit. This may include atmospheric monitoring requirements prior to or during work.

4.11. Site Representative

a. Has overall safety of the site and can stop or defer work at any time

b. Being aware of all other work or planned site operations that may interact with the work.

c. Signing the Work Clearance and/or the Work Permit before work commences to confirm consultation has occurred

4.12. Safety standby/fire watch

a. The responsibilities of the roles of all safety standby or fire watch personnel, such as those that may be required for hot work, work at height, confined space entry, and other potentially higher-risk tasks are defined within respective WPCG Member Company procedures.

5. Methodology

5.1. Principal Contractors

If the Principal Contractor for construction work is not a WPCG Member Company, then construction work may be completed by the Principal Contractor without being subject to the WPCG Permit to Work Processes if the site meets the following criteria:

a. There is no fuel within bulk fuel assets within the work site; and
b. Any remaining bulk fuel assets that were previously in service have been tested by an Authorised Gas Tester and deemed free of flammable vapour i.e. 0%LEL; ("gas free") and
c. There are no hazardous areas from operational assets outside the Principal Contractors site that impact into the Principal Contractor's site.

Consideration should be given to Work Permit requirements for remedial works where tanks have been cleared of flammable materials and vapour ("gas freed") /removed but backfill is impacted and vapour generating. This may require escalation to WPCG Permit to Work requirements, as determined by the WPCG Member Company representative for the Project.

These construction projects follow WPCG member company project management processes to provide assurance to the WPCG Member Company engaging the Principal Contractor that the work will be safely executed. Construction Projects controlled by a Principal Contractor may be subject to specific regulatory requirements for the project and management of work health and safety risks.

Note:

i. It is important to note that if the Principal Contractor is a WPCG Member Company, the WPCG Permit to Work Process still applies unless the area is authorised by the WPCG Member Company as an excluded area (see definitions) for some or all of the project.
ii. WPCG Member Companies may assess Principal Contractor Permit to Work systems for equivalency to WPCG Permit to Work and authorise their use.

5.2. Training

Training is to be provided to ensure that the roles and responsibilities within the Permit to Work process are fully understood and a standard of competency is maintained.

5.2.1. WPCG Permit Officer Training

The WPCG Work Permit Officer training programme has been designed to ensure potential high risk works in scope of this procedure are carried out in a safe and controlled manner.

Existing Permit Officers migrating to the WPCG program from WPCG Member company programs may be granted recognised prior learning by the relevant WPCG Member company and agreed by WPCG.

For new Permit Officers the accreditation process involves:

a. Applicants have minimum two years oil industry experience or another industry with equivalent Work Permit requirements
b. Applicants having completed pre-requisite national units of competency, conducted by a registered training organization, for Confined Space Entry (MSMPER205 or RIIWHS202D), and Work safely at heights (RIIWHS204E) within the last 2 years
c. Applicants having completed pre-requisite national units of competency for gas testing (MSMWHS217), conducted by a registered training organization, or demonstrated equivalent gas

tester competency via completion of alternative training delivered by another organization which has been authorised in writing and accepted by WPCG within the last 2 years

d. Applicants are a current WPCG Work Clearance Issuer
e. WPCG Permit Officer training and assessment conducted by the WPCG
f. Buddy Work Permit writing in the field as a Probationary Permit Officer which must be 6 Work Permits and 6 Certificates of any type, as a minimum submitted for assessment by WPCG
g. Final practical assessment conducted by WPCG

Once deemed competent, the person will be authorised by WPCG to issue WPCG Work Permits.

Competence of Permit Officers will be assessed three-yearly with a mid-term coaching review, as a minimum, and may be subject to audits or verification of their level of competence within this period.

The three-yearly reaccreditation process involves:

h. Being a current WPCG Work Clearance Issuer
i. Completing the online assessment
j. Submitting 6 complete Work Permit Sets issued in the previous 3 years for assessment by WPCG.
k. Practical assessment conducted by WPCG

The mid-term coaching review process involves:

l. Being a current WPCG Work Clearance Issuer
m. Submitting 1 complete Work Permit Set issued in the previous 18 months for assessment by WPCG.
n. Practical coaching session conducted by WPCG

To progress to Senior Permit Officer, the following additional requirements are required:

o. Applicants having completed MSMPER205 - Enter confined space or RIIWHS202D - Enter and work in confined spaces, within last 3 years
p. Applicants having completed MSMWHS216 - Operate breathing apparatus
q. Applicants having completed MSMWHS217 - Gas test atmospheres or equivalent accepted by WPCG
r. Minimum 2 buddy Work Permits that meet the requirements for a Senior Permit Officer as per the WPCG activity matrix
s. Practical assessment conducted by WPCG as per Permit Officer refresher at a Senior Permit Officer level

Note: This may be completed as part of a Permit Officers 3 yearly reaccreditation

5.2.2. Authorised Gas Tester Training

To perform gas testing associated with a Work Permit, the gas tester must be nominated by the Permit Officer and be either:

a. Competent in a national unit of competence in gas test atmospheres, conducted by a registered training organization; or
b. Demonstrated equivalent competency authorised in writing and accepted by WPCG.

To perform gas testing associated with a Minimum Controls Checklist the gas tester must be either:

c. Competent in a national unit of competence in gas testing, conducted by a registered training organization; or
d. Demonstrated equivalent competency.

5.2.3. Work Clearance Issuer Training

The WPCG Work Clearance Training programme has been designed to ensure maintenance and minor works at WPCG member facilities in scope of this procedure are carried out in a safe and controlled manner. The accreditation process involves training and assessment by a WPCG approved training provider, and a two-yearly renewal in accordance with WPCG requirements.

To issue a WPCG Work Clearance the person must have successfully completed the training and subsequent assessment; and have maintained current accreditation with WPCG (i.e. accreditation from training has not expired nor been suspended).

5.2.4. Expiry or Suspension of Authority or Accreditation

If a serious breach or series of minor breaches are found to have occurred, WPCG or WPCG Member companies reserve the right to suspend WPCG accreditations. The party must be informed in writing if they have their authority or accreditation suspended.

If a Permit Officer does not issue a Work Permit set for an extended period or the currency of their competence to do so is of concern to WPCG, then their authority may be suspended.

If a Permit Officer does not satisfactorily complete mid-term coaching review or their three-yearly assessment within the expiry date of their accreditation, then their authority may be suspended.

Expired or suspended Permit Officers may be returned to Probationary Permit Officer status or required to attend a Permit Officer training session.

5.3. Risk Assessment

All tasks must be risk assessed. As per local regulations requirement this must be a SWMS for high risk construction work. For other work this may be in the form of a JSA or other equivalent document.

For work being conducted under a WPCG Work Permit, the Permit Receiver must provide a risk assessment to the Permit Officer for review before the Work Permit is issued. The risk assessment/s must be cross referenced on the Work Permit.

For work being conducted under a WPCG Work Clearance that does not require a Work Permit, the person issuing the Work Clearance must ensure a risk assessment is provided for all work covered by the Work Clearance and this is referenced on the Work Clearance.

5.4. Authority to Work

All WPCG documents (Work Permit, Certificate, Minimum Controls Checklist, or Work Clearance must be clear and legible and all sections must be completed. The documents only authorise work that is defined on the document, for the specified site and location.

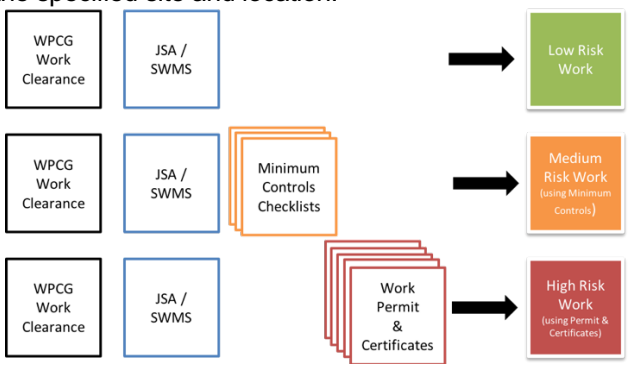

Figure 2: Summary of WPCG Control of Work

5.5. WPCG Work Clearance

The WPCG Work Clearance must be issued by a WPCG Accredited contractor who is trained and competent in the process. As a minimum, all work in scope of this procedure requires a WPCG Work Clearance.

5.6. WPCG Minimum Controls

The WPCG Minimum Controls Checklists outline the minimum controls that must be applied by contractors conducting specified activities at in scope facilities. WPCG Minimum Controls Checklists, when utilised, must still be used in conjunction with a Work Clearance Form. The WPCG Minimum Controls Checklists must be completed by a WPCG Accredited contractor who is trained and competent in that process.

Where the controls on the relevant WPCG Minimum Controls Checklists cannot or are not to be applied, or the work is outside the scope allowed; the work must be conducted under a WPCG Work Permit.

The following activities will require a WPCG Minimum Controls Checklist:

a. Minor hot work
b. Minor ground disturbance
c. Minor work at height

If the work scope includes more than one of the above, all applicable checklists must be used.

5.7. WPCG Work Permits

A WPCG Work Permit is required for all work that:

a. Requires a WPCG Certificate for Hot Work, Ground Disturbance, Work at Height, Lifting or Confined Space Entry; or
b. Hot Work, Ground Disturbance or Work at Height which cannot comply with the requirements of the WPCG Minimum Controls Checklists; or
c. Requires a WPCG Work Permit as specified in the WPCG Activity Matrix (Appendix 1); or
d. Any other work deemed required by the WPCG Member Company or site operator due to the potential risk or to confirm the task will be adequately controlled.

Prior to issue of the Work Permit or Work Clearance the person authorising the work must perform a worksite inspection which:

e. Confirms the work site, work scope, and work method
f. Confirms hazards have been adequately identified
g. Confirms that the control(s) and mitigation(s) measures recorded in the documentation are in place for the work to be performed safely.

Self-issuing of Work Permits is not allowed. The Permit Officer must not work under a Work Permit they have issued. The only exception to this is if the Permit Officer is acting in a role dedicated to safety such as a standby / observer for a confined space, a fire watch, or spotter. They cannot enter a confined space other than to conduct the gas testing performed as part of the Work Permit issuance or endorsement process.

A WPCG Work Permit must be valid for no more than 7 days from the date & time of issue.

Upon signing the Work Permit, the Permit Officer authorises the Permit Receiver to perform the work specified. The Permit Receiver must sign the Work Permit to indicate that the contents are understood. The Permit Receiver must ensure that only the tasks documented will be carried out, and that these will be conducted in accordance with the conditions of the Work Permit.

Where the Permit Officer is not satisfied that conditions of the Work Permit can be met, they must not issue the Work Permit.

The Permit Receiver must ensure that the original copy of all Permits and associated documents (e.g. risk assessments and Certificates as applicable) are readily available on site during the course of the work.

The Permit Receiver must conduct a pre-start / toolbox meeting with all those involved in the work who were not present during the issuance of the Work Permit and outline the tasks covered by the Work Permit, the hazards involved, the control measures and mitigations including emergency procedures.

For work extending over more than one work shift of the Permit Receiver, the Work Permit must be endorsed prior to commencement of the following work shift or a new Work Permit written by a Permit Officer.

If conditions, scope, hazards, or control measures are observed to have changed, work must stop and not restart until the situation has been assessed; and conditions and control measures have returned to those required by the Work Permit. If the conditions and control measures of the initial Work Permit cannot be met work must not recommence until the original risk assessment has been revisited and either a new Work Permit is issued or the Work Permit is updated by the Permit Officer and endorsed by the Permit Endorser with the revised conditions if it is safe to do so.

5.8. WPCG Certificates

The WPCG Certificates define the core preparations required for work to proceed and do not, by themselves, authorise work to proceed. When utilised, they must be used in conjunction with a WPCG Work Permit. Certificates must be for used for higher risk work as defined by the WPCG Activity Matrix. They may also be used to manage other tasks to support control of the work under a Work Permit.

There are five WPCG Certificates:

i. Ground disturbance
ii. Hot work
iii. Confined space entry
iv. Work at height
v. Lifting operations.

If the work scope requires more than one of the above, all applicable certificates must be used. Minimum Controls checklists cannot be used with a Work Permit.

The WPCG Certificates must be completed by a WPCG Permit Officer who is trained and competent in that process.

To issue CSE Certificates, Confined Space Entry training conducted by a registered training organization to the national units of competency, for Confined Space Entry (MSMPER205 or RIIWHS202D), must be current within the past 3 years

The validity period of WPCG Certificates is aligned to that of the associated WPCG Work Permit.

An Atmospheric Testing / Monitoring form is a requirement for both the Confined Space Entry certificate and Hot Work certificate. The paramters must be in accordance with Table 1, and limits as per Table 2.

5.9. Atmospheric Testing

Table 1 documents the minimum parameters that must be tested when issuing a WPCG Work Clearance that requires a Minor Hot Work Checklist, a WPCG Work Permit for work that requires a Hot Work Certificate or Confined Space Entry Certificate. Table 2 specifies the limits for each parameter. Other monitoring for airborne contaminants may also be required for other works if deemed to be required by the associated risk assessment for the task.

Certificate Type	Minimum Parameters Tested
Hot Work Certificate / Minor Hot Work Checklist	LEL and O2
Confined Space Entry Certificate	LEL, CO, H2S and O2

Table 1 - Atmospheric Testing Requirements

Atmosphere Gas Limits				Conditions of Entry or Work	
Oxygen %	Flammable Gas % LEL	Toxic Contaminants (ppm)			
		H_2S	CO	HOT WORK	CONFINED SPACE
Above 23.5				Prohibited	Entry Prohibited **Immediate evacuation is required**.
23.5 ↓ 19.5	0	Below 10	Below 30	Allowed under Work Permit, Work Clearance, or Minimum Controls checklist, as applicable.	Entry may occur to carry out hot or cold work without respiratory protection (unless specified as a risk control measure for other identified hazards introduced by the work). **Continuous monitoring of the atmosphere is required.**
23.5 ↓ 19.5	0 ↓ Below 5	10 ↓ 100	30 ↓ 300	Allowed under Work Permit.	Entry only with Respiratory Protective Equipment which provides adequate protection for the level of contamination. **Continuous monitoring of the atmosphere is required.**
23.5 ↓ 19.5	5 ↓ 10	10 ↓ 100	30 ↓ 300	Prohibited	**No initial entry** Existing entry only maintained with Respiratory Protective Equipment which provides adequate protection for the level of contamination **Continuous monitoring of the atmosphere is required.**
Below 19.5	Above 10	Above 100	Above 300	Prohibited	Entry is prohibited Immediate evacuation is required if condition occurs after initial entry.

Table 2: Confined Space and Hot Work Atmospheric Limits

Note that if the confined space entry is to be conducted for work undertaken over longer than 8 hours shifts, all limits for toxic contaminants must be halved in Table 2.

5.10. Energy Isolation

To safely perform work, any energy systems identified as requiring isolation prior to work commencing may also require a separate isolation plan, depending on the complexity of isolations required, in accordance with the WPCG Activity Matrix and WPCG Member company requirements.

When required an Isolation Plan must include the equipment to be isolated, all isolation points, the sequencing of the isolation, the status of the isolation, who performed the isolation, the Lock Out Tag Out (LOTO) applied, the removal of the isolation and an isolation drawing where required.

Isolation of all energy systems required to conduct the task safely must be conducted in accordance with the relevant WPCG Member company procedures for energy isolation.

Confined space entry into a bulk tank or vessel must have an isolation drawing prepared showing all connections and isolation techniques applied. Isolations of confined spaces must be conducted in accordance with WPCG Member company procedures for isolation of confined spaces prior to entry.

5.11. Monitoring

All ongoing work requiring a Work Permit must be regularly monitored and managed by a responsible person. Permits should note the frequency of monitoring. The frequency of monitoring should consider:

a. Complexity of the task

b. Competency of the persons undertaking the task and

c. The level of risk.

The Permit Officer may delegate the monitoring of the work place to a competent person such as the Permit Receiver or a nominated Permit Endorser. The Permit Receiver must remain on site during all work under the Work Permit.

In the case of work authorised under a Work Clearance, monitoring is the responsibility of the Work Clearance Issuer, who must remain on site during work performed under the Work Clearance.

The Permit Officer for the Work Permit must (directly or by delegation to a nominated Permit Endorser):

d. Maintain regular communication with the employees performing the work (as a minimum, daily prior to work through the daily endorsement of the Work Permit).

e. Confirm that the work is monitored in accordance with the monitoring requirements documented on the Work Permit.

The person assigned to monitor the work place must have the competency to recognise when site conditions no longer comply with the Work Permit. They must stop the work and contact the Permit Officer if any of the following occur:

f. New hazards arise; or

g. Site conditions change; or

h. Work conditions change; or

i. The scope of work changes beyond that authorised by the Work Permit; or

j. Controls change; or

k. Controls are not effective.

5.12. Endorsement

At the commencement of each work shift, as a minimum, Work Permits must be endorsed. To endorse a Work Permit you must be nominated by the Permit Officer to perform this function on the Work Permit. If the work requires a Senior Permit Officer (as per Appendix 1 Activity Matrix) then the nominated endorser must be either a Senior Permit Officer or a Permit Officer. For all other work, to be nominated to perform this function on the Work Permit the person must be:

a. A WPCG Permit Officer or Senior Permit Officer; **or**

b. A WPCG Work Clearance Issuer with the training required for Atmospheric Gas Testing (as applicable for the Work Permit).

If conditions are not met or conditions found to have changed the Work Permit must not be endorsed. The Permit Officer must be notified by the Permit Endorser if this occurs.

5.13. Work Interruptions

The worksite should be inspected by the Permit Receiver and workers and confirmed as being in a safe condition after work is interrupted. Interruptions may include breaks (e.g. work, drink, meal, or smoke breaks). If it is determined from the risk assessment that specific interruptions are to be subject to Work Permit endorsement, then this must be specified on the Work Permit.

5.14. Amendment of Permits

Only the Permit Officer who issued the Work Permit may amend the Work Permit. This must be done in writing on the Work Permit, with initialisation of all changes by the Permit Officer.

The Permit Officer may amend the Work Permit remotely as this is NOT issuance of the Work Permit. Note: the Work Permit must still be issued and endorsed at the work site.

Prior to re-commencement of work, the Work Permit must be endorsed after any amendment to the Permit.

5.15. Work Permit Completion and Close Out

Each day the Permit Receiver must sign the daily completion section of the Work Permit to confirm the site has been left in a safe and tidy condition and all workers have left the site.

When the Work Permitted work is completed, the Permit Receiver must sign the work completion and Work Permit close out section with the Site Representative.

If the work described on the Work Permit is not completed at the expiry time listed, the Permit Receiver is responsible for indicating the status of the work to the Permit Officer and Site Representative, leaving the site in a safe condition, and applying for a new Work Permit to complete the work, if applicable.

5.16. Returning to Service

Equipment that has been removed from service for maintenance should on completion of work be tested in service to confirm the integrity of the system. If this is not possible at the time the maintenance is completed, then maintenance should be deemed incomplete, and the equipment should remain locked out / tagged out until testing in service can be undertaken. Any applicable WPCG Member Company procedures must be followed for returning equipment to service.

6. Retention of Permits

The Permit Officer must retain copies of Work Permit and all other associated documents within the Work Permit set (e.g. risk assessment/s for the task) for at least 2 years and make these available for audit by WPCG or WPCG Member Companies as required, including when being re-assessed as part of refresher training for renewal of the Permit Officer's WPCG Work Permit authority.

A copy of the Work Permit associated risk assessments and any associated WPCG Certificates must be retained on site during the work period.

Note Viva Energy require these documents to be kept for 7 years.

7. Verification / Audit

Work conducted under a WPCG Work Permit or WPCG Work Clearance may be subject to verification or audit activities conducted by WPCG or WPCG Member companies.

8. External References

This Document was drafted with reference to relevant legislation at the date of drafting, including but not limited to, relevant Acts, Regulations, Australian Standards and industry codes and practices. Contact your local regulator or WPCG Member Company for the latest versions of regulatory requirements, company requirements, or industry standards.

9. Revision Summary

Version	Prepared by	Description of Change	Date
1	Adrian Connolly, Park Yuen, Tony Hall	Initial document	02/08/2018
1.1	Adrian Connolly, Park Yuen, Tony Hall	Changes to the Activity Matrix Other Work section to clarify the requirements for Pressure / leak / hydro testing.	19/11/2018
1.2	Adrian Connolly, Park Yuen, Tony Hall	Changes to: Activity Matrix – Confined Space Aviation chambers & Hot Work high pressure water and abrasive blasting Section 5.2.1 – Existing Permit Officer requirements and requirements to move from Permit Officer to Senior Permit Officer	20/11/2018
2.0	Adrian Connolly, Park Yuen, Jason Wong	Addition of the lifting certificate Changes to: Activity Matrix – Lifting operations page 21 Addition of Section 5.8.5 – Lifting Certificate	1/12/2020
3.0	Adrian Connolly, Park Yuen, Jason Wong Bill Castro	Document Review See All Changes document for changes made click here	01/10/2021
3.1	Adrian Connolly, Park Yuen, Bill Castro	Updated Fig 1 from specific oil company names to WPCG member Company	01/11/2022
3.2	Adrian Connolly, Park Yuen, Dina Carranza	Updated Activity Matrix to include Underground horizontal directional drilling and boring and Use of combustible engines indoors	01/10/2023
3.3	Adrian Connolly, Tau Matiza Dina Carranza	Updated Activity Matrix to clarify requirements for asbestos sampling and high-pressure water blasting on live equipment. Align Lifting and Work At Heights requirements when Working from a workbox.	01/2/2025

10. Appendix 1 WPCG Activity Matrix

This activity matrix should be used as guidance to support interpretation of the requirements of this procedure for specific tasks. It is not exhaustive of all possible tasks. If the requirements are not clear, WPCG should be consulted.

	ENERGY ISOLATION **(refer to WPCG Member Company and local regulations for additional requirements relating to isolation of services)**													
TASK	**Contractor JSA / SWMS**	**Work Clearance**	**Minor Hot Work Minimum Controls Checklist**	**Minor Work @ Height Minimum Controls Checklist**	**Minor Ground Disturbance Minimum Controls Checklist**	**Work Permit**	**Senior Work Permit Officer**	**Hot Work Certificate**	**Work @ Height Certificate**	**Ground Disturbance Certificate**	**CSE Certificate**	**Lifting Certificate**	**Isolation Plan**	**OTHER**
Isolation of energy (e.g. mechanical, process, and electrical) carried out by an approved contractor. This includes blinding and de-blinding, electrical isolation, removal of rotating equipment.	✓	✓											✓	
Any cold work involving breaking containment of a flammable or combustible liquid storage system in situ where it has been confirmed the system is no longer under pressure. This includes breaking flanges on tanks and piping.	✓	✓											✓	
Breaking Containment where it cannot be confirmed that the equipment has been depressurised	✓	✓				✓							✓	
Opening storage or process plant/equipment where there is a risk of uncontrolled discharge of hazardous product or the work is not covered by a normal operating procedure	✓	✓				✓							✓	
Work on LPG storage tanks (above or below ground) which involves venting, flaring or purging of gas	✓	✓				✓	✓						✓	
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.	✓	✓											✓	
Work on diesel or petrol storage tanks (above or below ground) which involves purging	✓	✓				✓								
Isolation and removal of safety critical equipment if associated with equipment that will remain in service. Includes any work that requires the by-passing or over-riding of critical protective devices. Examples may include breaching the integrity of a tank bund wall, isolating a section of a fire water piping, removal of pressure/thermal relief valves, overriding alarms, isolating emergency shutdown components that render it inoperable, removing or covering tank vents, etc.	✓	✓				✓	✓						✓	Follow member company procedures for MOC & overriding safety critical controls, as applicable.
Work on high voltage (>1000V) electrical system covered by a High Voltage Electrical Permit under the supervision of a Specialist Contractor.	✓	✓				✓							✓	HV Forms (from specialist contractor)
Live Electrical Work, other than fault finding	✓	✓				✓								Work to be conducted in accordance with specific WPCG member requirements for live electrical work
Other electrical work that is not hot work in a hazardous area, for example: - Work on or near energised electrical conductors less than 50 V AC or 120 V DC (Extra low voltage electrical system) - Work on isolated electrical equipment within safe approach distance of other energised components less than (<1000 V AC or <1500 V DC i.e. low voltage electrical system) - Fault finding	✓	✓												Work to be conducted in accordance with specific WPCG member requirements for fault finding

GROUND DISTURBANCE

(refer to WPCG Member Company and local regulations for additional requirements relating to Ground Disturbance)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Work Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Excavations/Trenching to a depth <1.2m (other than drilling, boring or coring)	✓	✓			✓								*	
Excavations/Trenching ≥1.2m deep (other than drilling, boring or coring)	✓	✓				✓				✓			*	
Underground horizontal directional drilling and boring	✓	✓				✓				✓			*	
All other ground disturbance conducted in **full compliance** with the requirements of the WPCG Minor Ground Disturbance Minimum Control Checklist. Examples include NDD, hand digging, drilling, boring, coring, concrete cutting	✓	✓			✓								*	Refer also to additional requirements for hot work.
All other ground disturbance that **cannot or will not** be conducted in compliance with the requirements of the WPCG Minor Ground Disturbance Minimum Control Checklist.	✓	✓				✓				✓			*	

***Note:** In order to safely perform the work and confirm isolations are completed, any services identified on the Ground Disturbance Certificate as requiring isolation prior to work commencing **may also require a separate isolation plan**, depending on the complexity of isolations required, in accordance with WPCG Member company requirements.

Refer also to additional requirements for hot work, where applicable, as some forms of ground disturbance inside hazardous areas will require the WPCG Minimum Control Checklist for Minor Hot Work or a WPCG Work Permit and Hot Work Certificate depending on the work, equipment and controls in place.

CONFINED SPACE ENTRY

(refer to WPCG Member Company and local regulations for additional requirements relating to Confined Space Entry)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Entry into a confined space (as defined by State regulations) except for storage tanks, LPG vessels or process vessels (above or below ground). Examples include storm water management systems, oil-water separators with open tops or lids/covers, tank or vessel turrets/chambers, or grease traps. Also includes entry with associated cold work.	✓	✓				✓					✓		*	
Entry into storage tanks, LPG vessels or process vessels including enclosed oil-water separators eg SPEL units (above or below ground). Also includes entry with associated cold work.	✓	✓				✓	✓				✓		*	
Entry into a confined space with associated hot work (as defined by State regulations).	✓	✓				✓		✓			✓		*	A Senior Permit Officer is required if the confined space is a storage tank, LPG vessel or process vessel (above or below ground).
Entry into a confined space with work at height	✓	✓				✓			✓		✓		*	A Senior Permit Officer is required if the confined space is a storage tank, LPG vessel or process vessel (above or below ground).
Entry into an excavation which is deemed a confined space	✓	✓				✓					✓		*	A Ground Disturbance Certificate may be required for the excavation.
Entry into underground aviation valve chambers	✓	✓				✓	✓				✓		*	A Work At Heights Certificate may be required.
Inert Entry	Not allowed without specific WPCG Member Company Authorisation													

***Note:** In order to safely perform the work and confirm isolations are completed, any services identified on the Confined Space Certificate as requiring isolation prior to work commencing **may also require a separate isolation plan**, depending on the complexity of isolations required, in accordance with WPCG Member company requirements.

LIFTING OPERATIONS

(refer to WPCG Member Company and local regulations for additional requirements relating to Lifting Operations)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Higher Risk Critical Lifts, including: • The approach/removal slew path for the lift is obstructed. • The lift involves a mobile crane with a crane utilisation ≥80%. • The lift involves lifting personnel (i.e. in a "man cage" / workbox). • The load has a centre of gravity above the lifting point, or a high centre of gravity with the potential to become unstable. • The lift has a restricted boom clearance (<1m) • The load is to be lifted directly over an occupied building or above ground equipment/plant containing flammable or combustible fuels, with a crane utilisation ≥70% • The lift may be affected by proximity hazards (i.e. public road, within powerline • exclusion zones as defined by local regulators, etc.). Refer local regulations and Safe Work Australia guides for working in the vicinity of overhead electric lines. • Tandem/multiple crane lifts in which at least one crane cannot take the full load. • The load is extremely valuable or irreplaceable. • The load contains bulk quantities of hazardous material. • The lift involves jacking above ground tank walls/roofs or any load that is not self-supporting. • The load is a non-rigid object (e.g. underground tank that has lost structural integrity, or above ground Depot tank shell). • The lift involves Concrete Tilt Panel erection.	✓	✓				✓	✓					✓		Lift plan. Some more complex lifts may require an Engineering Lift Study to determine how to lift the load. Refer also to additional requirements for hot work, work at heights and/or confined space entry, where applicable
Critical Lifts, including: • The lift is blind. • The lift is conducted into/out of a confined space or excavation. • The load is an awkward shape or has a large sail area. • The load is unevenly distributed, whereby the suspension point is not directly above the load centre of gravity. • The load is fragile, its integrity uncertain, or is it difficult to sling. • The lift requires slings to be used at an angle of below 60° from horizontal. • The lift involves jacking tank walls/roofs or any load that is self-supporting. • The lifting points to be used are NOT certified. • It is a multi-crane lift where both cranes can individually take the full load. • The load is to be lifted directly over an occupied building or above ground equipment/plant containing flammable or combustible fuels, with a crane utilisation of <70% • An excavator, forklift or telehandler will be used with temporary installed attachments to lift the slung load.	✓	✓				✓						✓		Lift plan Refer also to additional requirements for hot work, work at heights and/or confined space entry, where applicable.
Simple lifting operations, to which none of the above apply. For example: • The load is pre slung or very easily slung, with no external factors that complicate the operation with the use of forklift, non-slewing crane (e.g. Franna), vehicle loading crane (e.g. HIAB) • Personnel involved are competent and well-practiced in the lifting operation • The load has certified anchor points • Lifting package goods including drums and IBC's Includes lifting of monolith signs and small/simple lifts for general maintenance works, unless aspects of the lift meet the classification criteria above as a critical or higher risk critical lift.	✓	✓												Refer also to additional requirements for hot work, work at heights where applicable.

WORKING AT HEIGHT

(refer to WPCG Member Company and local regulations for additional requirements relating to Working at Height)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Work in an EWP 11m or more above ground level.	✓	✓				✓			✓					Refer also to additional requirements for hot work, where applicable
Erection, modification and dismantling of scaffolding >4m or any suspended scaffold.	✓	✓				✓			✓					
Major work at height (≥ 2m in bp and Ampol, or ≥ 1.8m in Viva Energy) within 2m of an exposed edge, including the use of Industrial Rope Access systems	✓	✓				✓			✓					
Use of Industrial Rope Access systems	✓	✓				✓			✓					
Working from a workbox (man basket) attached to a lifting device such as a crane or forklift.	✓	✓				✓	✓		✓					Refer also to additional requirements for hot work and lifting operations, where applicable
All other work at height conducted in **full compliance** with the requirements of the WPCG Minor Work at Height Minimum Control Checklist. Examples include: • Use of EWPs (cherry pickers, boom lifts, scissor lifts) <11m above the ground, • Basic scaffolding from ground level: erecting, dismantling or modifying up to 4m in height • Erecting, dismantling or modifying of portable staging (mobile scaffolding) up to 4m in height • Working from within a scaffold or portable staging (mobile scaffold) • Roof access for minor maintenance within 2m of an unprotected edge • Use of portable ladders	✓	✓		✓										Refer also to additional requirements for hot work, where applicable
All other work at height that **cannot or will not** be conducted in compliance with the requirements of the WPCG Minor Working at Height Minimum Control Checklist.	✓	✓				✓			✓					Refer also to additional requirements for hot work, where applicable

HOT WORK

(refer to WPCG Member Company and local regulations for additional requirements relating to Hot Work)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Use of equipment certified for use in the hazardous area that the work is to be undertaken	✓	✓												
Hot work outside hazardous areas and without the potential to impact on hazardous areas.	✓	✓												
Use of air driven tools or equipment, with air compressor located outside the hazardous area.	✓	✓												
Hot work in a hazardous area **conducted in full compliance** with the WPCG Minor Hot Work Minimum Controls Checklist. Examples include: • Use of diesel powered equipment or tools • Use of mains or battery powered equipment or tools that are not certified for hazardous areas • Use of diesel powered or electrically driven mobile plant	✓	✓	✓											Refer also to additional requirements for ground disturbance or work at height, where applicable
Opening certified enclosures of hazardous area rated equipment inside a hazardous area if the equipment will not be electrically isolated.	✓	✓				✓		✓						
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.	✓	✓				✓		✓						
Petrol or LPG driven/powered equipment including mobile plant, generators, chainsaws, etc. in hazardous areas. Use of combustible engines indoors	✓	✓				✓		✓						
Use of combustible engines indoors	✓	✓				✓		✓						Refer also WPCG Member requirements
High pressure water blasting on live equipment containing fuel (including LPG).	✓	✓				✓		✓						
All other water blasting (e.g. pressure cleaning concrete forecourt with water, or hydro-blasting of isolated and drained equipment)	✓	✓												Refer also to additional requirements for hot work e.g for the use and location of equipment
Abrasive blasting (e.g. garnet or grit blasting) on structural steel, outside hazardous area.	✓	✓				✓								
Abrasive blasting (e.g. garnet or grit blasting) on live or non-isolated equipment in fuel service	✓	✓				✓	✓	✓						
All other abrasive blasting in hazardous areas	✓	✓				✓		✓						
Inter-tank transfers of fuel (including product filtering) or bulk petroleum product transfers to/from road vehicles not covered by oil company procedures including transfer of contaminated or cross over (shandy) products.	✓	✓				✓		✓						
Removing water from diesel or petrol tanks using an air diaphragm pump	✓	✓												Refer also to additional requirements for hot work e.g for the use and location of equipment
Environmental Remediation Systems - Restarts after non-routine shut downs & commissioning of new systems. Note: Each project's safety plan will indicate what constitutes a routine shut down cause. All other shut down causes are deemed non-routine and will require a Work Permit prior to restarting.	✓	✓				✓		✓						
Environmental Remediation Systems - Restarts, operation and shut downs under routine operating conditions and in accordance with WPCG Minimum Controls Checklist. Note: Each project's safety plan will indicate what constitutes a routine shut down cause. All other shut down causes are deemed non-routine and will require a Work Permit prior to restarting.	✓	✓	✓											
Use of vacuum trucks to remove materials containing combustible or flammable materials irrespective of hazardous area rating (including fuel spills, shandy contamination and fuel/water mixes)	✓	✓				✓		✓						Refer also WPCG Member requirements
Hot tapping – includes hydrocarbon/chemical or toxic service and non-hazardous service	✓	✓				✓	✓	✓						Refer also WPCG Member requirements
Any other hot work inside a hazardous area that **cannot or will not be** undertaken in compliance with WPCG Minor Hot Work Minimum Controls Checklist.	✓	✓				✓		✓						

OTHER WORK

(refer to WPCG Member Company and local regulations for additional requirements)

TASK	Contractor JSA / SWMS	Work Clearance	Minor Hot Work Minimum Controls Checklist	Minor Work @ Height Minimum Controls Checklist	Minor Ground Disturbance Work Minimum Controls Checklist	Work Permit	Senior Permit Officer	Hot Work Certificate	Work @ Height Certificate	Ground Disturbance Certificate	CSE Certificate	Lifting Certificate	Isolation Plan	OTHER
Meter proving and calibration in retail sites	✓	✓												
Meter proving and calibration at fuel Depot gantries using volumetric method	✓	✓				✓								
Meter proving and calibration at fuel Depot gantries using in-line master meter	✓	✓												
Removal of gaskets manufactured from asbestos containing material, performed in accordance with WPCG member company procedures	✓	✓												
The physical disturbance, removal or demolition, by certified Asbestos Contractors, of structures or materials that may contain Asbestos, excluding sampling. This includes: • Any work involving bonded asbestos (e.g. asbestos cement sheeting), removal and disposal in compliance with approved contractor procedures, or by a certified asbestos contractor. • Any work involving friable Asbestos removal and disposal by an approved and certified asbestos contractor.	✓	✓				✓								
General maintenance and construction cold work or hot work outside hazardous areas and not listed in another category that is not conducted in accordance with a WPCG member company procedure for the site. Examples include: • Asbestos sampling in accordance with the relevant code of practice • Regular servicing of fire extinguishers, testing of emergency shutdown switches and fire pumps conducted • Minor plumbing repairs without interruption of water supply to fire systems • Installing/replacing signage at ground level with hand tools only. • Visual inspections performed • Gardening using hand tools • Painting by hand brush • Asbestos sampling • Simple demolition of small/simple structures such as sheds with hand tools	✓	✓												
Complex demolition such as: • Demolition of large/complex structures such as canopies, houses, workshops and buildings. • The use of controlled collapse techniques, shearing and breaking. • Removal of load bearing walls or structures.	✓	✓				✓								
Use of ionizing radiation (e.g. radio graphing welds)	✓	✓				✓								
Work on structures containing leaded paint where the work does disturb the paint	✓	✓				✓								
Work on structures containing leaded paint where the work does NOT disturb the paint	✓	✓												
Pressure / leak / hydro testing of hydrocarbon service equipment (EIT) in line with manufacturer requirements and applicable company standards/procedures	✓	✓												Refer also to additional requirements for hot work or work at height, where applicable.
Pressure / leak / hydro testing of pipelines and pressure vessels above the Maximum Allowable Operating Pressure (MAOP)	✓	✓				✓								Refer also to additional requirements for hot work or work at height, where applicable.
Work in the Excluded areas as defined in the WPCG Permit to Work Procedure. This includes work under the management and control of a Principal Contractor if the requirements of Section 5.1 are met.	✓													

End of Document