



WORK PERMIT

Permit no.

1 of 4



The original of this permit must be available at the work site with all applicable certificates, risk assessments, drawings and any other associated documents cross referenced on this form.

This permit alone does not authorise hot work, confined space entry, ground disturbance or working at heights and must be accompanied by certificates for each of these high-risk activities included in the work scope.

PERMIT VALIDITY — MAXIMUM PERMIT VALIDITY IS 7 DAYS

Permit valid from **Should be appropriate to the task** Permit valid to

Date Time Date Time

WORK LOCATION

Oil Company Site ID reference

Site address

Work area

Equipment to be worked on/equipment or vessel ID

EMERGENCY RESPONSE

In an emergency:

- 1 Stop all work
- 2 Make site safe if safe to do so
- 3 Raise the alarm if safe to do so
- 4 Notify site operations staff
- 5 Proceed to the assembly area and wait for instructions

Emergency phone number/radio channel:

Emergency stop buttons located at:

Emergency assembly area located at

PERMIT ACTIVITY

Description of work

Tools and equipment permitted

HAZARDS (identify those hazards associated with the work area and activity)

Thermal <input checked="" type="checkbox"/>	Pressure <input checked="" type="checkbox"/>	Electrical <input checked="" type="checkbox"/>	Biological <input checked="" type="checkbox"/>	Noise <input type="checkbox"/>
Gravity <input checked="" type="checkbox"/>	Mechanical <input checked="" type="checkbox"/>	Chemical <input checked="" type="checkbox"/>	Radiation <input type="checkbox"/>	Asbestos <input type="checkbox"/>
Human Factors <input checked="" type="checkbox"/>	Body Mechanics <input checked="" type="checkbox"/>	Environmental <input checked="" type="checkbox"/>	Nearby Work <input checked="" type="checkbox"/>	Confined Space <input checked="" type="checkbox"/>

Other (please specify)

Previous contents of equipment/vessel

Area classification Non-hazardous area Hazardous area

SDS available for all hazardous substances? N/A Yes



HAZARDS

Other (please specify)

HUMAN FACTORS: Training & competency - CSE / Fatigue / Fit for work / Complacency

PRESSURE: Air hoses

MECHANICAL: Seized fittings

BODY MECHANICS: Awkward body position / Hard surfaces / Repetitive movements

ELECTRICAL: Live electrical to LPG system

CHEMICAL: Flammable vapour - Hazardous areas - Tank Farm (Fill / Dip / Turret) Site Operations Customer refuelling;
Customer spill; Tanker delivery

ENVIRONMENT: Traffic / Pedestrians / Rain & Wind / Untidy work area

BIOLOGICAL: Insects / Spiders / Sharps / COVID 19

NEARBY WORK: Other contractors / Tanker delivery



WORK CONTROLS

Certificates/safety plans required?

- | | | |
|--|---|---|
| Hot Work Certificate <input checked="" type="checkbox"/> | Ground Disturbance Certificate <input type="checkbox"/> | Atmospheric Testing & Monitoring Form <input checked="" type="checkbox"/> |
| Confined Space Entry Certificate <input checked="" type="checkbox"/> | Working at Heights Certificate <input type="checkbox"/> | Lifting Certificate <input checked="" type="checkbox"/> |

A task risk assessment (SWMS, JSA etc) is required for all permits.

JSA/SWMS ref no. Isolation Plan ref no. Asbestos Removal Control Plan ref no. Other Safety Plan ref no. Radiation Safety Plan ref no.
Are work area controls needed? No Yes
 Barricading/demarcation Warning signs Lighting Separation distances Spill Kits
Additional equipment/job site/PPE controls

Specific site and other controls for the permit including site set up, environment controls, general PPE requirements. Not for the controls required in the certificates

- Work area to be barricaded with to prevent entry by vehicles and unauthorised personnel
- Warning signage "Danger - Keep out. Authorised personnel only" on approach sides of work area.
- Locate all equipment within barricades and stored to ensure work area clear of obstructions
- Work to stop during heavy rain
- Consult and coordinate with any contractor if they arrive in site to ensure work processes will not impinge on each other
- Cut resistant gloves to be worn to protect against any sharp edge and pinch points
- Safety glasses to be worn when removing air hoses
- Remove isolations at completion of work, confirm equipment is working correctly and update Isolation Plan

AUTHORISATION—PERMIT OFFICER

This permit is authorised, that work may be undertaken within the date range stated, on the basis that the necessary controls as stated to safely undertake the activity within the nominated work area will be established and remain in place as defined within this work permit. Work may only proceed upon daily confirmation that the controls are established and remain in place which will be confirmed by the daily endorsement of this permit. A new permit will be issued if:

- new hazards arise or site or work conditions change, or
- the permitted work scope changes, or
- controls change or their effectiveness is not adequate.

Amendments to this permit may only be made by in writing on this permit initialised by the Permit Officer of this permit.

Permits must be endorsed prior to work commencing, at least every shift.
If more frequent endorsement of permit is required the frequency will be:

WPCG ID no.	Name	Signature	Date
<input type="text" value="SC0136"/>	<input type="text" value="Sean Crundall"/>	<input type="text"/>	<input type="text"/>
Company	Phone/Radio Channel		Time
<input type="text" value="JulSen Consulting"/>	<input type="text" value="0412915564"/>		<input type="text"/>

Details of Permit Preparer (if different to Permit Officer)

WPCG ID no.	Name
<input type="text"/>	<input type="text"/>
Company	Phone
<input type="text"/>	<input type="text"/>

AUTHORISATION—SITE REPRESENTATIVE OR DELEGATE

I am aware that this work is planned and support its need and the permit requirements. I will ensure that any conditions or restrictions on normal site operations required to support the permitted works are understood and will be communicated to all relevant site workers while the permit is in force.

Name	Signature	Date	Time
<input type="text" value="Full name of site rep"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCEPTANCE—PERMIT RECEIVER

By signing this work permit:

- I confirm that I understand and accept conditions and controls stipulated in the work permit and all other documents referenced within this work permit, to ensure the activity can be executed safely.
- I will confirm that work will comply with local work health and safety regulations
- I will conduct and document a daily pre-start tool box talk with all workers and sub contractors to ensure that all personnel performing this activity understand the content of this permit including the hazards, associated controls, the limits of the work permitted and their responsibilities.
- I will ensure the works being undertaken are stopped if:
 - new hazards arise or site or work conditions change, or
 - the permitted work scope changes, or
 - controls change or their effectiveness is not adequate.
- I will ensure all plant & equipment is maintained, certified safe for use and used as per manufacturer's specifications and relevant Legislation, Regulations, Codes of Practice or Standards.
- I will ensure that the worksite is left in a safe and tidy condition on completion, suspension or abandonment of the work.
- I will ensure that skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the permit.

WPCG ID no.	Name	Signature	Date
<input style="width: 80%;" type="text"/>	Name of receiver	<input style="width: 95%; height: 60px;" type="text"/>	<input style="width: 90%;" type="text"/>
Company	Phone/Radio Channel		Time
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 90%;" type="text"/>

ALL PERSONNEL PERFORMING THE ACTIVITIES COVERED BY THIS PERMIT

The Permit Receiver or Permit Officer has instructed me on the safety requirements applying to the site, the work area and the activity.
 I have read and understood this permit and associated certificates and attachments.
 I agree to abide by the required conditions.
 I confirm that I am trained and competent to perform the tasks that I will be performing.

Print name	Signature	Date
Name of each worker	<input style="width: 95%;" type="text"/>	<input style="width: 90%;" type="text"/>
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WORK PERMIT

Permit no.

DAILY CLOSE OUT AND ENDORSEMENT OF PERMIT

The maximum period of validity for all permits is 7 days. Permit endorsement is permitted each shift following verification by the Permit Endorser that the permitted work scope, conditions, requirements and controls have not changed. The Permit Endorser confirms, by signing here that:

- 1 The precautions required to work safely have been complied with prior to starting work each day or work period
- 2 The scope of the permitted activity has not changed
- 3 No new hazards have been identified
- 4 All stated controls remain adequate
- 5 The requirements of the permit have been communicated to all workers

A Work Clearance is required prior to work starting each day. At the completion of work each day the Permit Receiver sign to confirm that the area has been left in a safe condition (although it may remain a non-operational area, i.e. it has not been handed back) and that all staff have left the site.

Contact Details of Endorser

WPCG ID no.	Name	Company	Phone
Should be an endorser if you are leaving site or the job longer than 1 day			

Date	Time	WCF issued Yes/No	Permit Endorser Name	Permit Endorser Signature	Daily close out (signature of Permit Receiver)	Time of close out
Required each day			Not Required on issue		Required each day when work will continue	

WORK PERMIT COMPLETION AND CLOSE OUT

Permit Receiver: The activity is complete. This permit is no longer necessary.

Permit scope completed	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Work team lock-outs removed	No <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Site cleaned up and made safe	No <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Work in confined space has been completed and all persons accounted for	No <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Remaining hazards communicated, where applicable	No <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Comments

Name

Closes the permit, no more work can be performed under this permit

Signature

Date

Time

Site Representative: The activity is complete.

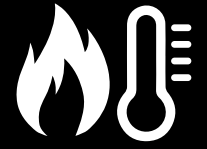
Name	Signature	Date	Time
Full name of site rep			



HOT WORK CERTIFICATE

Corresponding permit no.

1 of 1



This certificate must be prepared by the same person who has prepared the WPCG Work Permit.
 This certificate does not authorise any confined space entry, ground disturbance or heights work.
 This certificate must be issued in conjunction with a WPCG Work Permit.
 The validity period and authorisation of this certificate is aligned with the WPCG Work Permit.

Hot Work location: Where on the site Forecourt - Tank Farm LPG UGST turret area

HOT WORK DETAILS

Specific hot work activities What will create the ignition source

Use of camera, use of rattle gun

Tools and equipment permitted What tools and equipment that may create an ignition source are permitted specific to the certificate
Battery rattle gun and camera

JOB SITE CONDITION

Describe the conditions which may generate hazardous or explosive vapours. Where/How are the vapours likely to come from/what areas do you need to gas test
Hazardous areas: LPG turret, fill point, pumps 1 & 2
Site operations: customer refuelling, customer spill, tanker delivery
Task activities: eg breaking containment, transferring of fuel, venting/purging

HOT WORK CONTROLS

All hazardous areas potentially impacted by the work have been gas tested and will have the following controls in place:

Product movement stopped within distance 4 m of work area Remove or make safe combustibles within the work area

Atmospheric testing and monitoring form completed <input checked="" type="checkbox"/>	Continuous gas monitoring during work <input checked="" type="checkbox"/>	Spark containment <input type="checkbox"/>
Cease work during fuel delivery. <input checked="" type="checkbox"/>	Continuous monitoring during fuel delivery. Cease work if LEL ≥ 5% <input type="checkbox"/>	Leaks controlled <input type="checkbox"/>
Ventilate work area naturally <input checked="" type="checkbox"/>	Ventilate work area mechanically <input type="checkbox"/>	Wind direction considered <input checked="" type="checkbox"/>
Keep work wet <input type="checkbox"/>	Screening required <input type="checkbox"/>	Earthing/Bonding for Static <input type="checkbox"/>
Area around hot work barricaded <input checked="" type="checkbox"/>	Dispensers/pumps de-energised at switchboard <input checked="" type="checkbox"/>	Dispensers/pumps marked "Out of Service" <input checked="" type="checkbox"/>
Venting/bleeding/sampling restricted <input type="checkbox"/>	Heat sensitive items protected <input type="checkbox"/>	RCD used for all portable 240V equipment <input type="checkbox"/>
Fill and dip point seals inspected, points capped and locked <input checked="" type="checkbox"/>	Separator, sewers, drains checked for leaks and covered <input checked="" type="checkbox"/>	Check pump sumps/ Spill box/ tank turrets for free product <input checked="" type="checkbox"/>

Equipment being worked on is to be: Drained Cleaned Flushed Vented Purged (with)

Firewatch (name) Name if you are nominating one

Fire Protection (state what/where) 2 x 9KG Dry Chemical extinguishers to be in safe reach of work area

Describe any additional precautions, PPE and controls to be implemented:

Use this section for additional controls specific to the certificate and to expand on the controls you have selected above.

Use of camera to be upwind of turret and fill point (wind direction)
 Pumps 1 & 2 to be de-energised (Dispensers/pumps de-energised at switchboard)
 Turret to be allowed to air for 5mins once open before any hot work
 Cease work during fuel delivery work can recommence after delivery has finished and all gas test areas have 0% LEL
 Cease work in the event of product spill



ATMOSPHERIC TESTING & MONITORING

Corresponding permit no.

1 of 2



LOCATION

Describe, draw or list atmospheric testing locations associated with activity

LOCATIONS / FREQUENCY:

- LPG turret, fill point, pumps 1 & 2 - Test prior to work commencing, after breaks in work, after tanker delivery or after customer spill
- Inside turret - Test after opening turret and prior to each entry
- Breathing zone of entrant - Continuously monitor during entry

ACCEPTABLE LEVELS:

- Oxygen 20.8 - 20.9 % / LEL 0 %
- Oxygen 20.8 - 20.9 % / LEL 0 % / H₂S 0 ppm / CO 0 ppm
- Oxygen 20.8 - 20.9 % / LEL 0 % / H₂S 0 ppm / CO 0 ppm

CEASE WORK IMMEDIATELY IF GAS DETECTOR ALARMS. Recommence when atmospheric conditions return to acceptable levels

TESTING/MONITORING REQUIREMENTS

The equipment to be used must be calibrated as per the manufacturers requirements, and bump tested at least daily before work commences. The worksite and surrounding areas noted above are to be tested at the following frequency.

Frequency (tick as applicable) Once before the start of work Continuous monitoring during work After Fuel Delivery At a specified frequency See above

Acceptable levels of Gas/Vapour/Asphyxiant:

Oxygen % Vol	Flammables % of the LEL	H₂S ppm	CO ppm	Other (Specify)
Max <input type="text" value="20.9"/> Min <input type="text" value="20.8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

What do you expect the readings to be. If you say 19.5 & 21.5 for O₂ you are allowing someone in that space at that range

Name/s of Authorised Gas Tester (AGT)

EQUIPMENT VALIDATION

Date	Make/Model	Gas Test Unit No.	Calibration Date	Bump Test Time	AGT signature
09-07-2021	Honeywell / Impact pro	1467890	02 May 2021	12:30	
Must be completed each day and for each gas tester					



ATMOSPHERIC TESTING & MONITORING RECORD

Corresponding permit no.

ATMOSPHERIC TESTING RECORD

Date	Time	Gas Test Area	Oxygen	LEL	H2S	CO	Other	AGT signature
		Add bump test results						
		Should match up with your frequencies	es and	controls				