How to access, create and complete WPCG Electronic Clearance Form

1. Log into your WPCG profile and click on **Work Clearance Form**

My Issuer Profile
View your details and change your contact information and privacy settings

Permit Officer
Apply to be a WPCG Permit Officer Or Update your Permit Officer details and qualifications

My Training
Book classroom training, access online assessment, online refresher and free courses

Work Clearance Form
Access for Current Issuers and Permit officers to fill and generate PDF for Work Clearance Form

Work Permit Form
Access for Current Permit officers to fill and generate PDF for Work Permit Form

Minimum Controls Checklists
Access and print out the Minimum Controls Checklists. These checklists may only be used if you have been trained in the use of them.

Permit Officer Forms
Access and print out the Permit to Work forms. These checklists may only be used if you have been trained in the use of them.

Order Books
Purchase WPCG provided books for Clearance Issuers, Permit Officers and Licenced Training Providers

2. Click on [Create New Work Clearance Form] to generate a **NEW Form**

   The Form number, your WPCG ID and Expiry Date are automatically generated

   Status of the Clearance Form starts in [**Draft**]

3. Start by completing the **Work Details Section** including identifying if the work will be conducted inside the hazardous area or inside site shop, office or outside a hazardous area

Work Clearance Form

Work Details ⓘ | Collapse All | Close | Save Draft | Validate Form

Status:	**Draft**
Contractor ID:	TP0050
Form #	WCF-TPEN-BCP24R
WPCG Expiry Date:	21 Dec 2020

*Arrival At Site: On arrival at the location, report to the **Site Operator** to let them know that you are on site and what you have come to work on. The **Site Operator** may direct the contractor to cease work at any time.*

Client Company:	Max characters : 35
Client Order/Job #	
Number of Workers:	
Location Name:	
Location Address:	
Work Description:	Max characters 325, limited to 3 Rows
Tools/Equipment to be used:	Max characters 200, limited to 2 Rows

Where are the works going to be conducted ? ⓘ
(select YES or NO, and refer to either site hazardous zone drawings or the standard WPCG hazardous maps) ⓘ

Inside a hazardous area	Yes No
Inside site shop, site office, or outside a hazardous area	Yes No

4. Acknowledge the three **General Conditions** which are mandatory requirements you must comply with:

General Conditions ⓘ ⌄

The following general conditions are mandatory (select YES as acknowledgement). Works cannot start if the general conditions cannot be met.

All statutory regulations applying to the job are to be complied with	Yes
All onsite work (outside of the sales building or office) will stop in the event of fuel tanker delivery (eg. diesel, petrol or LPG) or petroleum product spill. Any hot work can only recommence thirty (30) minutes post last delivery	Yes
A JSA(s)/SWMS(s) must be completed and reviewed for the works and must be made site and task specific	Yes

5. Identify **Tasks That Require a Work Permit**:

You <u>must</u> click on either **Yes** [Yes] [No] or No. All 13 tasks must be No to continue without a Permit Officer

Tasks That Require a Work Permit ⓘ				⌄
Will any of the following form part of the work ? Select **Yes** *or* **No**				
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.	Yes No	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).	Yes No	
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.	Yes No	High pressure water blasting on live equipment containing fuel or LPG, or on structural steel.	Yes No	
Erecting, modifying, or dismantling scaffolding greater than 4m above the ground	Yes No	Use of Elevating Work Platform (EWP) 11m or more above the ground	Yes No	
Excavations 1.2m deep or more (other than drilling or coring)	Yes No	Major Working at Height within 2m of an exposed edge	Yes No	
Abrasive blasting	Yes No	Working from a work box (man basket) attached to a crane	Yes No	
Confined space entry including any work within a confined space	Yes No	Disturbance or removal of asbestos containing material	Yes No	
Live electrical work	Yes No			

6. Identify **Tasks That Require a WPCG Minimum Control Checklist.** You <u>must</u> click on either **Yes or No**

Tasks That Require a WPCG Minimum Control Checklist ⓘ		⌄
Will any of the following form part of the work ? Select **Yes** *or* **No**		

✔ Minor Hot Work in a Hazardous Area. This includes any of the following with the controls in place specified in the Minor Hot Work Checklist:
  • Any electrical equipment to be used in a hazardous area that is not rated for use in a hazardous area (certified to IEC 60079-11); e.g. mains, generator, or battery powered items such as cordless drills, power tools, service locators, electric gardening equipment
  • Diesel or electrically driven portable equipment or mobile plant in hazardous areas, e.g excavators, elevating work platforms (EWP), generators, etc
		Yes No

Minor Ground Disturbance. This includes any of the following with the controls in place specified in the Minor Ground Disturbance Checklist:
  • Concrete cutting drilling or coring
  • Soil boring, drilling or coring
  • Excavations to a depth less than 1.2m
	Yes No	Minor Work at Height. This includes any of the following with the controls in place specified in the Minor Work at Height Checklist:
		  • Use of an Elevating Work Platform (EWP) less than 11m above the ground
		  • Any work from within a scaffold of any height
		  • Erecting, modifying, or dismantling scaffolding 4m or less above ground
		  • Use of ladders →Yes No

7. If you click Yes for any of these you will then be asked if you will complete a Minimum Control Checklist or if the work will be completed under Work Permit and then [Save this form]

If YES to any of the above, a WPCG Min. Control Checklist or Work Permit is required.		
Select option: ⦿ Min. Control Checklist ◯ Work Permit	ⓘ *You need to save Work Clearance Form before adding any Min. Controls Checklist.*	[Save this form]

8. Once the Clearance Form is saved click ✚ Add to open a blank Minimum Control Checklist, (if applicable)

> **Minor Hot Work Checklist** ✚ Add
> **Minor Ground Disturbance Checklist** ✚ Add
> **Minor Work at Height Checklist** ✚ Add

9. **Complete the Minimum Control Checklist** (See separate guides for Minimum Control Checklists)

10. Having completed the relevant Minimum Control Checklist/s (if applicable), you return to the WPCG form and complete the Controls Required Section where you identify some of the specific controls to be taken. Click Yes or N/A for each. **NOTE: This section will be site and task specific**

Controls Required ⓘ				⌄
Electrical/mechanical/product/utilities isolated and tagged/locked out where required, and tested/verified before work commencing	Yes N/A	Fire extinguishers in work area for all hot work outside of the shop/office. *(min 2 x 9kg dry chemical)*	Yes N/A	
Traffic management in place (for vehicles and pedestrians), Effective Barricades erected around work area	Yes N/A	Other specify:	Yes N/A	

11. Complete the ***PPE Required*** Section. The default is no, select Yes if the PPE is required. ***NOTE: minimum requirements are Safety Boots, Hi-vis clothing or vest and full neck to toe to wrist clothing (cotton or flame retardant/anti-static)***

PPE Requirements								⌄
Tick the **additional PPE** required for the task over and above the **minimum PPE** requirements (1. Safety Boots 2. Hi-vis clothing or vest 3. Full neck to toe to wrist clothing cotton or flame retardant/anti-static).								
✖ Safety helmet (hard hat)	Yes No	✖ Hearing protection	Yes No	✖ Dust mask	Yes No	✖ Fall arrest harness	Yes No	
✖ Safety glasses	Yes No	✖ Gloves	Yes No	✖ Breathing apparatus	Yes No	✖ Other specify:	Yes No	

12. The final control section is the JSA/SWMS check to ensure that you have amended your JSA to include any site-specific risks or conditions and record of the JSA/SWMS number or numbers
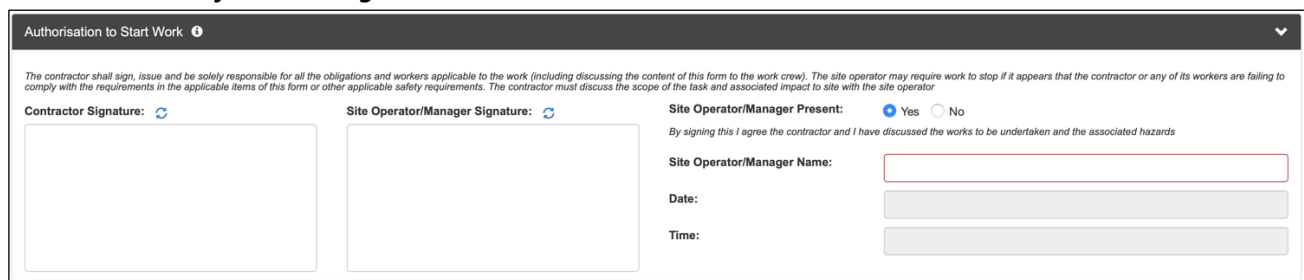
> **JSA / SWMS Check** ⓘ
>
> *to be used as a final check for site based JSA / SWMS requirements. Make the following checks on your JSA / SWMS prior to commencing the works:*
>
> Are there any site specific risks or conditions that could impact the proposed works?   Yes   No
>
> Enter JSA / SWMS Number/s:

13. Click on **Validate Form** and **Proceed**

This changes the status of the Clearance Form to **Awaiting Site Signature** and opens the signature fields located at the bottom of the form.

14. Both you and the site operator **Sign The Form**. This can be done using the mouse or a fingernail if using a touchscreen.
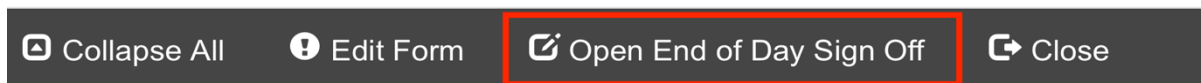
NOTE: The Site Operator is not authorising the work, they are confirming you have discussed the work with them. You are self-authorising the work.
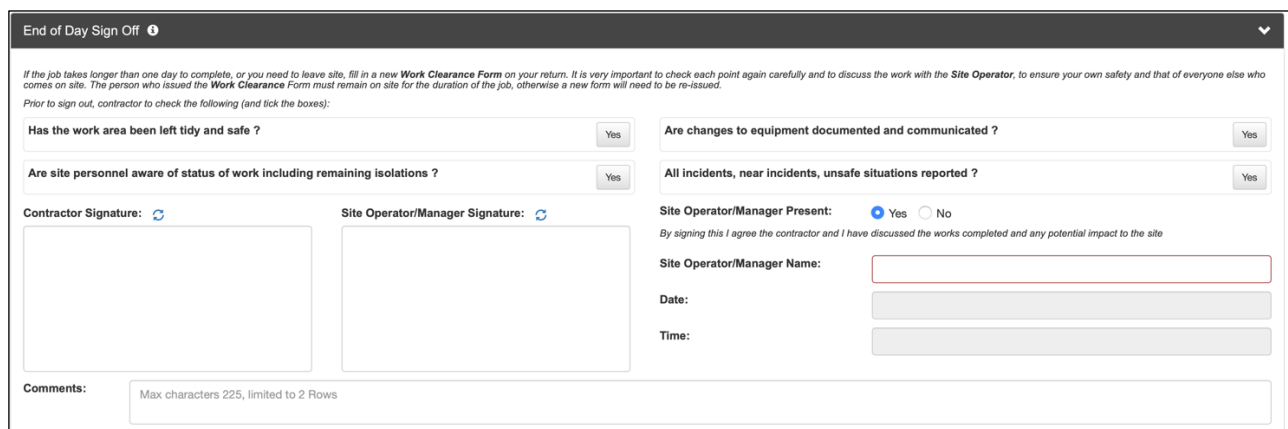
> **Authorisation to Start Work** ⓘ
>
> *The contractor shall sign, issue and be solely responsible for all the obligations and workers applicable to the work (including discussing the content of this form to the work crew). The site operator may require work to stop if it appears that the contractor or any of its workers are failing to comply with the requirements in the applicable items of this form or other applicable safety requirements. The contractor must discuss the scope of the task and associated impact to site with the site operator*
>
> Contractor Signature: ↻   Site Operator/Manager Signature: ↻   Site Operator/Manager Present: ● Yes ○ No
>
> *By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards*
>
> Site Operator/Manager Name:
>
> Date:
>
> Time:

15. Next you click on **Save & Proceed** and **Proceed** then to self-authorise the work and issue the Clearance Form.

This changes the status of the Clearance Form to **Work Commenced**

16. When the job finishes, or it's the end of the day, ensure you have left the area clean and safe. Return to the form and click **Open End of Day Sign Off**

> ◉ Collapse All   ❗ Edit Form   ☑ **Open End of Day Sign Off**   ➔ Close

17. Complete the **End of Day Sign Off located at the bottom of the form**. Invite the site operator to inspect work and sign the form agreeing you have discussed the works completed and any potential impact to the site. There is also room for comments.

> **End of Day Sign Off** ⓘ
>
> *If the job takes longer than one day to complete, or you need to leave site, fill in a new **Work Clearance Form** on your return. It is very important to check each point again carefully and to discuss the work with the **Site Operator**, to ensure your own safety and that of everyone else who comes on site. The person who issued the **Work Clearance** Form must remain on site for the duration of the job, otherwise a new form will need to be re-issued.*
>
> *Prior to sign out, contractor to check the following (and tick the boxes):*
>
> Has the work area been left tidy and safe ?   Yes   Are changes to equipment documented and communicated ?   Yes
>
> Are site personnel aware of status of work including remaining isolations ?   Yes   All incidents, near incidents, unsafe situations reported ?   Yes
>
> Contractor Signature: ↻   Site Operator/Manager Signature: ↻   Site Operator/Manager Present: ● Yes ○ No
>
> *By signing this I agree the contractor and I have discussed the works completed and any potential impact to the site*
>
> Site Operator/Manager Name:
>
> Date:
>
> Time:
>
> Comments: Max characters 225, limited to 2 Rows

18. Click on **Save & Proceed** and then **Proceed**

The Form is now **Closed** all work under this Clearance Form must now have stopped; any additional work will require a new Clearance Form to be issued.