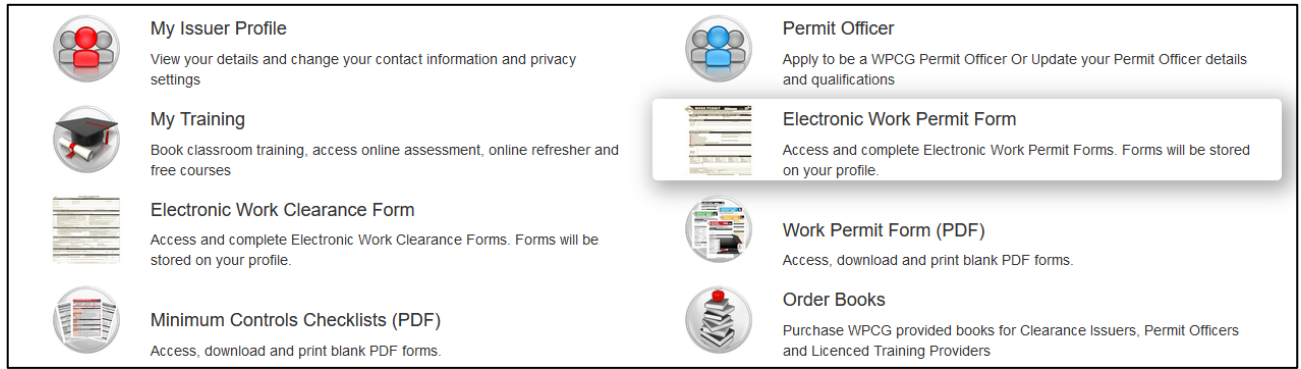


1. Log into your WPCG profile and click on **Electronic Work Permit Form**



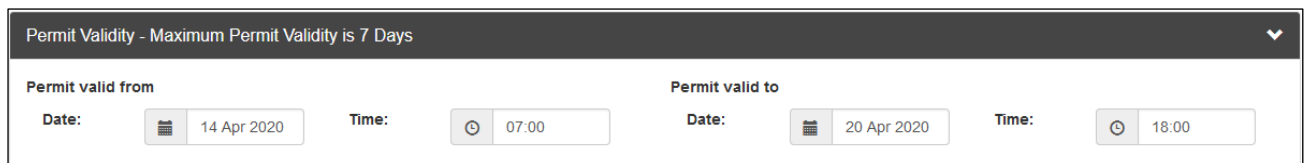
The dashboard shows various options for the Permit Officer:

- My Issuer Profile:** View your details and change your contact information and privacy settings.
- My Training:** Book classroom training, access online assessment, online refresher and free courses.
- Electronic Work Clearance Form:** Access and complete Electronic Work Clearance Forms. Forms will be stored on your profile.
- Minimum Controls Checklists (PDF):** Access, download and print blank PDF forms.
- Permit Officer:** Apply to be a WPCG Permit Officer Or Update your Permit Officer details and qualifications.
- Electronic Work Permit Form:** Access and complete Electronic Work Permit Forms. Forms will be stored on your profile.
- Work Permit Form (PDF):** Access, download and print blank PDF forms.
- Order Books:** Purchase WPCG provided books for Clearance Issuers, Permit Officers and Licenced Training Providers.

2. Click on **Create New Work Permit Form** to generate a **NEW Form**

The **Permit #** will be automatically generated on permit issue, initially the Permit status will be **Draft**

3. Start by completing the **Permit Validity** section



Permit Validity - Maximum Permit Validity is 7 Days

Permit valid from:

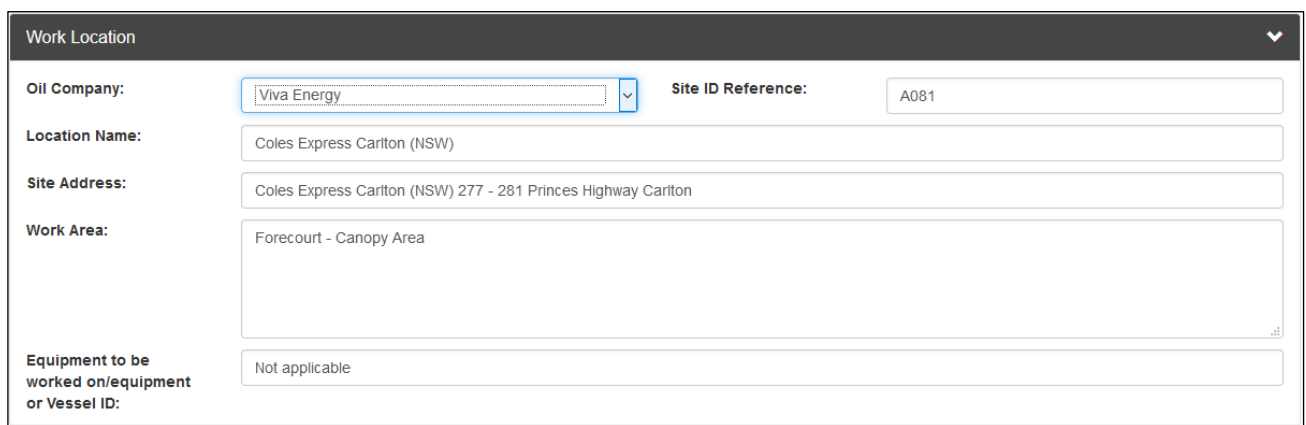
Date: 14 Apr 2020 Time: 07:00

Permit valid to:

Date: 20 Apr 2020 Time: 18:00

**TIP** - Permits should be valid for as long as reasonable for the duration of the works. The maximum validity is 7 consecutive calendar days i.e. a permit commencing on 14 April at 0700 may be valid until 0700 on 21 April. While the permit is open you must be contactable, therefore don't leave a permit open when work will not be undertaken.

4. Complete the **Work Location** details



Work Location

Oil Company: Viva Energy Site ID Reference: A081

Location Name: Coles Express Carlton (NSW)

Site Address: Coles Express Carlton (NSW) 277 - 281 Princes Highway Carlton

Work Area: Forecourt - Canopy Area

Equipment to be worked on/equipment or Vessel ID: Not applicable

**Oil Company** field will drop down to reveal BP, Caltex, Viva Energy and Other. Select one. If "Other" is selected, another box will appear to type in the Oil Company and an acknowledgement statement. Select the checkbox confirming your acknowledgement.

**Site ID Reference** and **Site Address** must be completed

**Location Name** can be included. Note: This will not appear on the PDF, but will appear in your table of permits

Clearly identify the **Work Area** and where appropriate **Equipment to be worked on/equipment or vessel ID** mark field as Not Applicable when not required

## WPCG Electronic Work Permit - Permit Officer

5. Document the **Emergency Response** identifying the telephone or radio channel, where the Emergency Stops and Emergency Assembly areas are located

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:**

000 (112 from mobile)

**Emergency stop buttons located at:**

Fuel System: Console / Shopfront wall  
Equipment: Pressure Cleaner Unit

**Emergency assembly area located at:**

Initial Assembly Area: Work Vehicle  
Site Assembly Area: Main ID Sign

6. Complete the **Permit Activity** section by describing the work and Tools and equipment permitted under the permit

Permit Activity

**Description of work:**

Use petrol powered pressure cleaner to pressure clean canopy forecourt

**Tools and equipment permitted:**

Petrol Powered Pressure Cleaner

**TIP** - Be specific in both fields so it is clear.

7. Work through the **Hazards** section identifying the hazard groups and specific hazards that apply to the work area or activity. You must click on either Yes or No and then identify the specific hazards associated with each hazard group

Hazards (identify those hazards associated with the work area and activity) [Links to Hazards Groups Poster](#)

<input checked="" type="checkbox"/> Thermal           Yes No	<input checked="" type="checkbox"/> Pressure           Yes No	<input checked="" type="checkbox"/> Electrical           Yes No	<input checked="" type="checkbox"/> Biological           Yes No	<input checked="" type="checkbox"/> Noise           Yes No
<input checked="" type="checkbox"/> Gravity           Yes No	<input checked="" type="checkbox"/> Mechanical           Yes No	<input checked="" type="checkbox"/> Chemical           Yes No	<input checked="" type="checkbox"/> Radiation           Yes No	<input checked="" type="checkbox"/> Asbestos           Yes No
<input checked="" type="checkbox"/> Human Factors           Yes No	<input checked="" type="checkbox"/> Body Mechanics           Yes No	<input checked="" type="checkbox"/> Environment           Yes No	<input checked="" type="checkbox"/> Nearby Work           Yes No	<input checked="" type="checkbox"/> Confined Space           Yes No

**Specific / Other Hazards:**

Thermal: Petrol powered equipment  
Gravity: Wet, slippery surface  
Pressure: High pressure water  
Mechanical: Pressure cleaner, customer vehicles  
Chemical: Petrol vapours  
Environmental: Public entering the work area  
Noise: Pressure cleaner, high pressure water

**Previous contents of equipment/vessel:**

Not applicable

**Area Classification:**

☐ Non-hazardous area ☒ Hazardous area

☒ SDS available for all hazardous substances ?

Yes N/A

**TIP** - Use the **WPCG Hazard Wheel** to identify the Hazard group and their specific hazards. No requirement to duplicate specific hazards if covered in the relevant certificates.

8. Complete the remainder **Hazards** section
- Document the **Previous contents of equipment/vessel** or mark as “Not Applicable”
- Identify if the work will be undertaken in **Hazardous** or **Non-hazardous** area
- Are **SDS** available for any hazardous substances brought onto site for the work activity.

9. At this point, **Save** the form. This will reveal the Certificates and Atmospheric Testing & Monitoring form

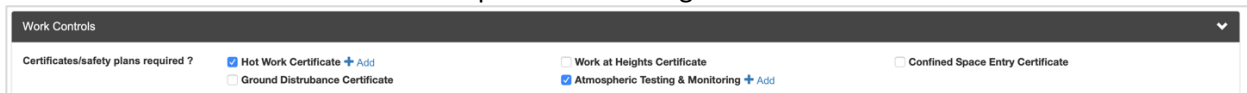
Work Controls

Certificates/safety plans required ?

**You need to save Work Permit Form before adding any Certificate/Plans** [Save this form](#)

## WPCG Electronic Work Permit - Permit Officer

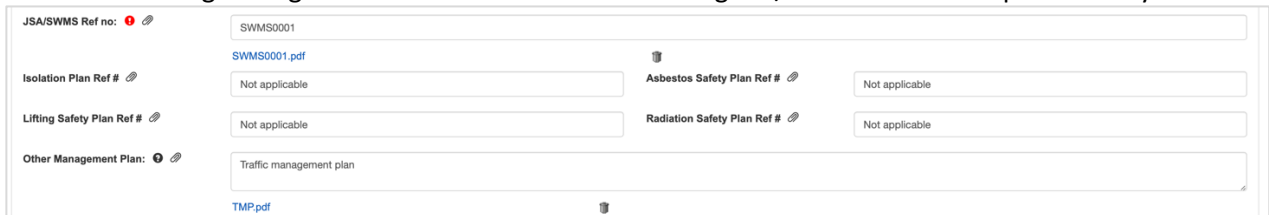
10. Start the **Work Controls** section by selecting the relevant Certificate(s) required for the activity. You can then select **+ Add** to create the certificate(s) or come back to them later. Note: See separate help documents for the Certificates & Atmospheric Monitoring Form




**TIP** - Refer to the **Activity Matrix** for the required documentary controls for the task.

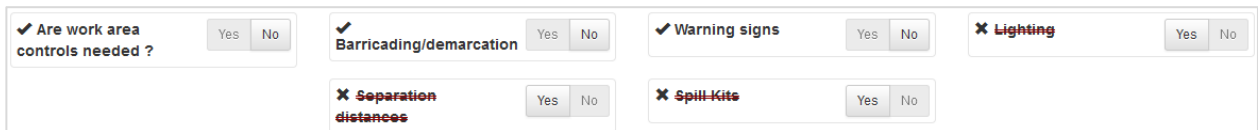
**TIP** - For work under a Work Permit only certificates can be used, WPCG Minimum Controls Checklists cannot be used. You may use the Minimum Controls Checklists as a guide for WPCG control expectations, they must not be used when authorising work under a Work Permit.

11. Continue working through the **Work Controls** section adding JSA/SWMS and the required Safety Plans

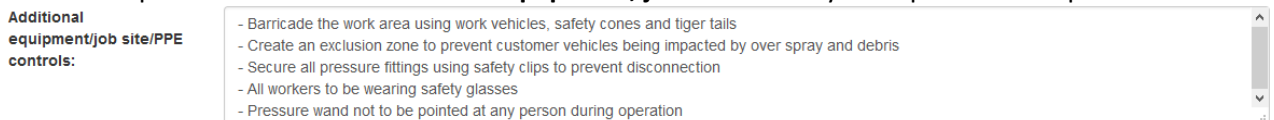


The documents can be uploaded using the paperclip  icon. Use the Other Management Plan to reference and upload any other documentation e.g. Traffic Management plan that is applicable to the activity. Note: The information contained in the Other Management Plan box is only available in the Electronic Form and will not print on the PDF.

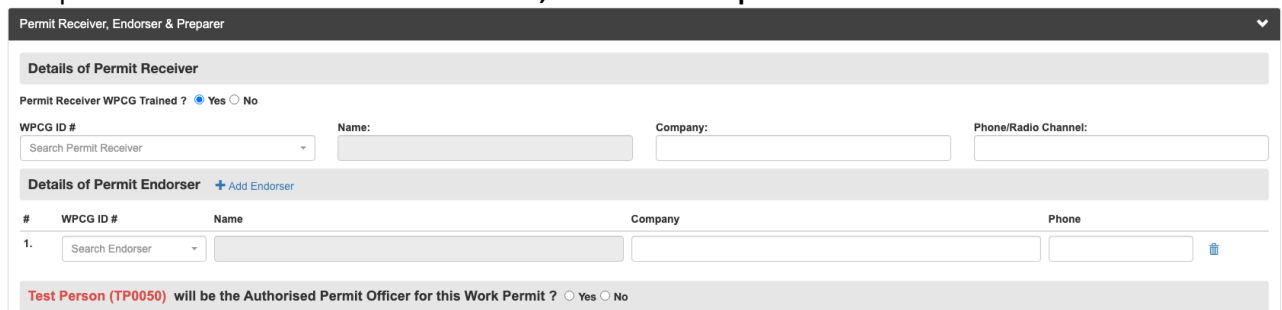
12. Continue working through the **Work Controls** section by selecting Yes to the **Work Area Controls**, this will expand this section. Mark Yes or No for the required controls.



13. Add the required **Additional controls for equipment, job site or PPE** you require to be in place.



14. Complete the details for the **Permit Receiver, Endorser & Preparer**



**Details of Permit Receiver** - Input the Permit Receiver's WPCG ID.

**Details of the Permit Endorser** - Input the Permit Receiver's WPCG ID

Confirm if you will be the Authorised Permit Officer for this Work Permit if not you will need to nominate the Permit Officer who will issue the permit. Note: This is used when someone who will not issue the permit is completing i.e. a Probationary Permit Officer is completing a buddy permit

**TIP** - If someone does not have the correct WPCG training the WPCG ID search will not return any results. if the permit receiver is untrained, the Permit Officer must remain on site for the duration of the works.

## WPCG Electronic Work Permit - Permit Officer

15. If you have not completed the Certificates, click on **Save Draft** and go back to the Work Controls section to create and complete the Certificates required.

✕ Delete
🔍 Collapse All
🔒 Close
📄 Generate PDF
💾 Save Draft
🔄 Validate Form

16. If the permit is complete, click on **Validate Form**.

✕ Delete
🔍 Collapse All
🔒 Close
📄 Generate PDF
💾 Save Draft
🔄 Validate Form

If there are errors, it will show a dialogue box with the items that need to be updated

**Incomplete Form, Please complete the following:**

- Section: Hazards (Identify those hazards associated with the work area and activity)
- Section: Work Controls - JSA/SWMS Ref no

Close

If there are no errors the following dialogue box will appear. Click **Proceed** to continue and change the Permit to Status **Awaiting PO Authorisation**

**Confirm Action**

This action will Validate Work Permit and status will be changed to SIGNATURES REQUIRED.

Do you want to proceed?

Cancel
Proceed

17. Select **Save**. This is as far as you can go before you discuss the permit requirements with the Permit Receiver.
18. When you have discussed the permit requirements with the Permit Receiver and are ready to issue the Work Permit return to the **Authorisation - Permit Officer** section.
- Confirm the Permit Receiver has issued a **Work Clearance Form**. A WCF must be issued to issue a Work Permit. Check the **Yes** button to confirm.
  - Sign in the **Signature** box to issue the Permit. The permit valid from date and time will automatically update.

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:

Max characters : 32

**Work Clearance Form**

Has a Work Clearance Form been issued? ☒ Yes ☐ No

WPCG ID #  
TP0050

Name:  
Test Person

Company:  
JulSen Consulting

Phone/Radio Channel:  
0393998002

**Signature:**

Signed Date-Time:

**Permit Validity** (Maximum Permit Validity is 7 Days)

Permit valid from:  
Auto generated on Permit Issue

Permit valid to:

Date: 14 May 2020 Time: 18:00

19. Click **Save & Proceed**

✕ Delete
🔍 Collapse All
🔒 Edit Work Permit
🔒 Close
💾 Save
💾 Save & Proceed
📄 Certificates

20. Click **Proceed** to continue and change the Permit to Status **Awaiting Site Authorisation**

**Confirm Action**

This action will mark Status as **AWAITING SITE AUTHORISATION**

Do you want to proceed?

Cancel
Proceed

21. The **Authorisation - Site Representative Or Delegate** section will appear.

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:**

Discuss the permit with the Site Representative and confirm they are aware that that work is planned and support its need and the permit requirements.

**TIP** If it is an unmanned site the person responsible for the site at that time signs here. This may be the Permit Receiver or Contractor.

22. Click **Save & Proceed** to continue and change the Permit to Status **Awaiting Receiver Acceptance**

✕ Delete 🔍 Collapse All 📄 Edit Work Permit 🔒 Close 💾 Save 💾 Save & Proceed 📄 Certificates ▼

23. The Permit is now waiting for the Permit Receiver to accept the conditions of the permit and that they will comply with the listed requirements for their role as permit receiver.
- If the Permit Receiver is WPCG trained they need to login in to their own WPCG profile to receive the Work Permit. Note: See separate help document for the Permit Receiver.
  - If the Permit Receiver is not WPCG trained, the Acceptance - Permit Receiver section will appear on the Permit Officers screen for the Permit Receiver to sign.

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.

**Name:**  
Simon Said

**Company:**

**Phone/Radio Channel:**

**Signature:**

**Date:**

**Time:**

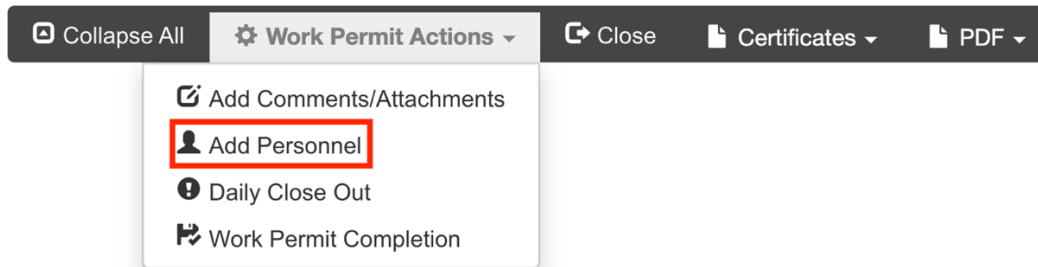
24. Once signed the Permit status will change to **Issued** and a Permit Number will be assigned


## WORK PERMIT

Permit # KG0003\_200416\_1    Status: Issued

## WPCG Electronic Work Permit - Permit Officer

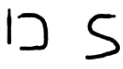
25. After Permit Receiver has discussed the permit conditions with other worker(s) and confirming they are trained and competent to undertake the task the Permit Receiver or Permit Officer **can add the workers names to the permit** by clicking **Work Permit Actions** then **Add Personnel**. Each worker **MUST** sign onto the permit once.



Input the workers name in the **Print Name** field and have them sign on to the permit. Further workers can be added + using the button. Use the button  to save the information.

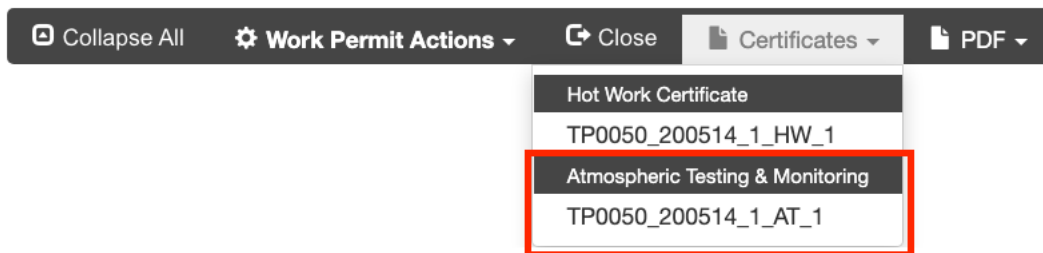
All Personnel Performing The Activities Covered By This Permit

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
1.	Dave Smith		17-04-2020 08:59

**TIP** - The Permit Officer and Permit Receiver do not sign this section. The Permit Officer may not work under the permit and the Permit Receiver has signed the acceptance permit receiver section.

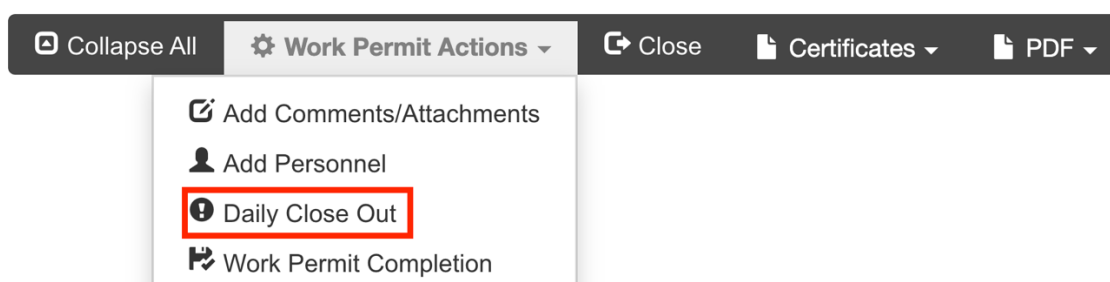
26. If Gas Testing is required under the Work Permit, the Authorised Gas Tester will access the Atmospheric Testing & Monitoring form from the list of certificates. Note: See separate help document.



27. Click **Close** on the permit which will take you back to list of permits.



28. **Daily Close Out** - Where the permit is valid, and work will continue the next day. The Permit Receiver or Permit Officer open the permit and click on **Work Permit Actions / Daily Close Out**. Note: If the permit is no longer valid or the scope of work has been completed go to step 35





## WPCG Electronic Work Permit - Permit Officer

29. The Permit Receiver ensures the work area has been left safe and tidy then signs the **Daily Close Out** box

**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.

**Details of Permit Endorser**

#	WPCG ID #	Name	Company	Phone
1.	JE0068	John English	JuSen Consulting	1234

#	Date	Time	WCF Issued	Permit Endorser Name	Signature	Daily close out (signature of Permit Receiver)	Time of close out
1.	16 Apr 2020	16:58	<input checked="" type="radio"/> Yes <input type="radio"/> No				09:49

30. Click **Save** and the permit will change status to **Endorsement Required**

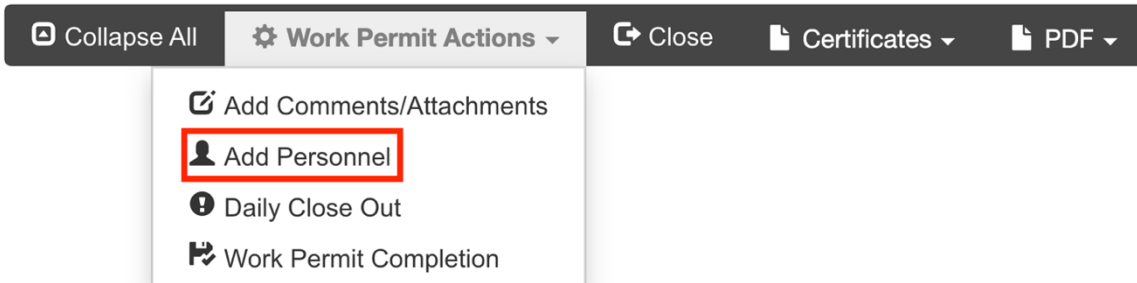


31. At the start of the next shift, the Permit Endorser (who was nominated by the Permit Officer) selects the Work Permit from their list of permits to open the Permit.

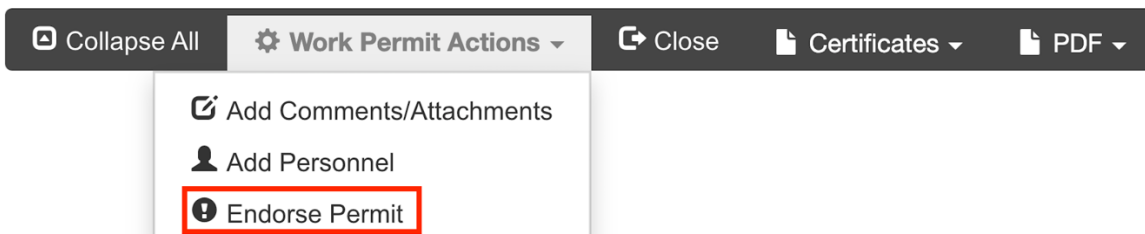
**Electronic Work Permits** BACK

	Location Name	Site ID	Oil Company	WP #	Status	Valid From	Valid To	PDF	Last Modified
1	Coles Express Carlton (...)	A081	Viva Energy	KG0003_200416_1	Endorsement Required	14-04-2020	20-04-2020		17-04-2020

32. If there are new personnel that haven't been inducted into the Work Permit, click **Add Personnel**



33. The Permit Endorser endorses the permit by clicking **Work Permit Actions / Endorse Permit**





The Permit Endorser confirms a WCF has been issued for the work and signs in the Signature box

Daily Close Out And Endorsement of Permit

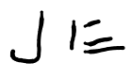
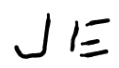
The maximum period of validity for all permits is 7 days. Permit endorsement is permitted each shift following verification by the Permit Endorser that the permitted work scope, conditions, requirements and controls have not changed. The Permit Endorser confirms, by signing here that:

- The precautions required to work safely have been complied with prior to starting work each day or work period
- The scope of the permitted activity has not changed
- No new hazards have been identified
- All stated controls remain adequate
- 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.

Details of Permit Endorser

#	WPCG ID #	Name	Company	Phone
1.	JE0068	John English	JuiSen Consulting	1234

#	Date	Time	WCF Issued	Permit Endorser Name	Signature	Daily close out (signature of Permit Receiver)	Time of close out
1.	16 Apr 2020	16:58	Yes				09:49
2.	17 Apr 2020	10:18	<input checked="" type="radio"/> Yes <input type="radio"/> No	John English			






**TIP** - The Permit Endorser is confirming the Work Permit is still valid, the scope of work and the tools and equipment are unchanged and the controls are still applicable and work is safe to commence.





34. Click **Save** and the Work Permit status will change to **Issued**

 Collapse All
 Close
 **Save**
 Certificates
 PDF

If Gas Testing is required under the Work Permit, the Authorised Gas Tester will need to access the Atmospheric Testing & Monitoring form and record the gas test results. Note: See separate help document.

35. **Work Permit Completion** - Where the permit is no longer valid or work the scope of work has been completed the Permit Receiver or Permit Officer open the permit and click on **Work Permit Actions** / **Work Permit Completion**

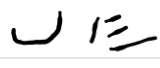
 Collapse All
 **Work Permit Actions**
 Close
 Certificates
 PDF

 Add Comments/Attachments
 Add Personnel
 Daily Close Out
 **Work Permit Completion**

36. The Permit Receiver completes the 5 statements confirming the status of the work and site and signs the **Signature** box

Work Permit Completion And Close Out

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

Permit scope completed	<input type="radio"/> No <input checked="" type="radio"/> Yes	Name:	John English (JE0068)
Work team lock-outs removed	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> N/A	Signature:	
Site cleaned up and made safe	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A	Date:	17 Apr 2020
Work in confined space has been completed and all persons accounted for	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> N/A	Time:	10:49
Remaining hazards communicated, where applicable	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A		

Comments:

Forecourt may be slippery whilst damp





## WPCG Electronic Work Permit - Permit Officer

37. The Permit Receiver advises the site of the status of the work and any residual hazards and has the Site Operator add their **Name** and sign in the **Signature** box

Site Representative: The activity is complete.

Name:	<input type="text" value="Site Operator"/>	Signature:	
Date:	<input type="text" value="17 Apr 2020"/>	Time:	<input type="text" value="10:49"/>

38. Click **Save**

 Collapse All  Close  **Save**  Certificates  PDF

39. Click **Save** and a dialogue box appears confirming the Work Permit will be closed

**Confirm Action**

This action will **CLOSE** the Work Permit, no more work may be performed under this Work Permit.  
If further work is required a **NEW** Work Permit will need to issued.

Do you want to proceed?

40. Click **Proceed** and the Work Permit status will change to **Closed**

**WORK PERMIT**  
Permit # KG0003\_200416\_1 **Status:** Closed 

## Additional Functions

**Save Draft** - It is recommended that you click on **Save Draft** at regular intervals during the permit preparation to prevent losing information you have already input



**Delete** - If you no longer required the permit you can **Delete** up until the permit is issued



**Generate PDF** - Clicking on **Generate PDF** will create a PDF of the permit in its current status which can be printed.



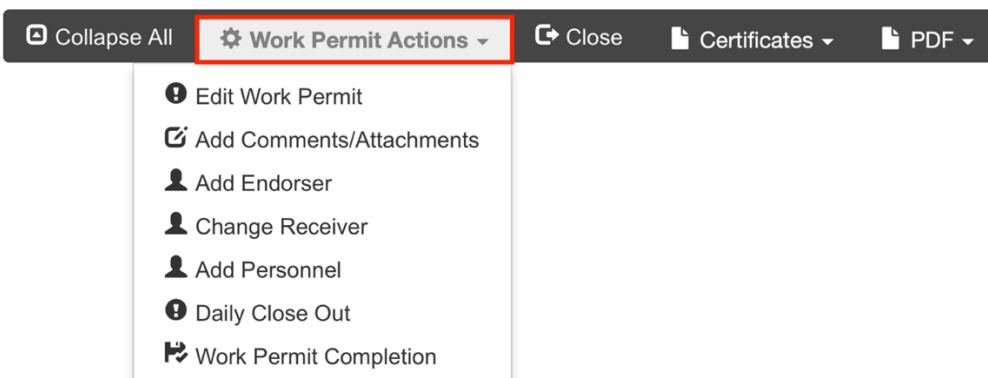
**Validate Form** - Clicking on **Validate Form** at any time will perform a system check on the permit.



**Certificates** - If you need to access the Certificates, click on **Certificates** which will create a dropdown of the associated certificates.



**Work Permit Actions** - Once the permit is issued the **Work Permit Actions** button will appear. Selecting the drop down will open the window with a list of the actions that can be taken.



**Edit Work Permit** - If during work there is a change in conditions, additional hazards identified etc you can make a change by clicking **Edit Work Permit**. This will turn the status of the permit to **Under Amendment**. When ready validated the permit and it will change status to **Endorsement Required**.

**Add Comments/attachments** - allows you or the receiver to add additional comments or attachments. You can upload photos, attach additional documents like toolbox talks, pre-start checks or test reports. This does not change the status of the permit and will not require endorsement. **Do Not** use this for changes to permit conditions. Note this is only available electronically and will not appear on the PDF

**Add Endorser** - allows you to add endorsers. You **MUST** perform a verbal briefing to a new endorser. This will change the status of the permit to **Endorsement Required**.

**Change Receiver** - allows you to change the Permit Receiver during the permit. This person must be onsite while work is being performed under the permit and you **MUST** perform a verbal briefing with them. This will change the status of the permit to **Endorsement Required**.

**Add Personnel** - allows you or the receiver to add workers on to the permit. This does not change the status of the permit and will not require endorsement.

**Daily Close Out** - allows you or the receiver to perform the **Daily Close Out** when work is completed for the day/shift. This will change the status of the permit to **Endorsement Required**.

**Work Permit Completion** - allows you or the receiver to perform the **Work Permit Completion** when work will no longer be performed under the permit or at the end of its validity permit. This will change the status of the permit to **Closed**.