

## WPCG Newsletter: Edition 1, September 2019

Welcome to the first edition of the Work Place Clearance Group (WPCG) Newsletter. This newsletter aims to regularly share information on:

- upcoming WPCG training courses;
- any updates and planned improvements to the WPCG Work Authorisation system;
- any changes to WPCG requirements;
- observations from field and desktop inspections and audits;
- frequently asked questions; and
- relevant lessons learnt that WPCG and its joint venture partners (BP, Caltex and Viva) have obtained either internally or from industry and regulatory bodies.

### Update

Since December 2017 there has been a large amount of change to the WPCG program with the introduction of the Minimum Controls Checklists and the WPCG Work Permit and High Risk Certificates, providing greater standardisation to support safety of maintenance and construction work on WPCG Member Facilities. To use the Minimum Controls Checklists, Work Clearance Issuers must have completed the training in the Minimum Controls Checklists. There are 3 ways the training can be completed:

1. Attending the Work Clearance Issuer face to face training after January 2019
2. Completing the Minimum Controls Online bridging course.
3. Completing the Work Clearance Issuer Online refresher training.

All existing WPCG Member Permit Officers/Issuers who wanted to transition to a WPCG Permit Officer have now moved across to the WPCG Work Permit Process. Currently there are 173 WPCG Permit Officers.

Work Clearance Issuers play a key part in the WPCG Work Permit Process. To act in the role of Permit Receiver and/or Permit Endorser, Work Clearance Issuers must have completed the Work Clearance Issuer Permit To Work training. There are 3 ways the training can be completed:

1. Attending the Work Clearance Issuer face to face training after January 2019
2. Completing the Permit To Work Online bridging course.
3. Completing the Work Clearance Issuer Online refresher training.

All online training is available in your WPCG profile under My Training.

To see if you or someone else has completed the required training, go to the Accredited Contractors page on the Website <https://wpcg.com.au/contractors/>

#### ACCREDITATION CHECK

Check status of all Clearance Issuers and Permit Officers here. Search is limited to WPCG ID only.

The Company Trainer program has also gone through significant change to uplift the quality of the training delivered. It's been renamed to Licensed Training Provider (LTP) and the agreement to deliver WPCG training in house is no longer between individuals and the WPCG, it is now between companies and the WPCG. Once a company becomes an LTP, they then nominate trainers who must meet set requirements and be assessed by the WPCG as being competent to deliver the WPCG training to their own employees. LTP's must also undergo annual audits.

#### Contact us:

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We welcome the input and feedback from contractors using the WPCG system as we want this newsletter to be of value to you and your workforce, with the primary objective that it helps support workplace health and safety.

## Upcoming Training

### WPCG courses

State	Suburb	Training Date	Training Type
ACT	Kingston (ACT)	Tuesday, 10 September 2019	Clearance Issuer
NSW	Wolli Creek (Sydney)	Wednesday, 11 September 2019	Clearance Issuer
QLD	Mackay	Tuesday, 17 October 2019	Clearance Issuer
QLD	Keperra (Brisbane)	Thursday, 19 October 2019	Clearance Issuer
SA	West Lakes (Adelaide)	Thursday, 19 October 2019	Clearance Issuer
VIC	Williamstown (Melbourne)	Monday, 23 September 2019	Clearance Issuer
VIC	Williamstown (Melbourne)	Tuesday, 24 September 2019	Clearance Issuer
NSW	Dundas Valley (Sydney)	Tuesday, 24 September 2019	Clearance Issuer
WA	Port Hedland	Tuesday, 1 October 2019	Clearance Issuer
QLD	Rockhampton	Tuesday, 1 October 2019	Clearance Issuer
QLD	Everton Park (Brisbane)	Wednesday, 2 October 2019	Clearance Issuer
WA	Newman	Wednesday, 2 October 2019	Clearance Issuer
WA	Perth	Thursday, 3 October 2019	Clearance Issuer
NSW	Tamworth	Tuesday, 8 October 2019	Clearance Issuer
NSW	Dundas Valley (Sydney)	Wednesday, 9 October 2019	Clearance Issuer
WA	Perth	Monday, 14 October 2019	Clearance Issuer
QLD	Townsville	Tuesday, 15 October 2019	Clearance Issuer
WA	Perth	Tuesday, 15 October 2019	Permit Officer
NSW	Nambucca Heads	Tuesday, 22 October 2019	Clearance Issuer
NSW	Merewether (Newcastle)	Tuesday, 22 October 2019	Clearance Issuer
VIC	Highett (Melbourne)	Thursday, 24 October 2019	Clearance Issuer
SA	West Lakes (Adelaide)	Tuesday, 29 October 2019	Clearance Issuer
TAS	Launceston	Thursday, 31 October 2019	Clearance Issuer

See [www.wpcg.com.au](http://www.wpcg.com.au) for the full calendar of training, instructions on how to book, and details of how to apply to be a Permit Officer.

If you would like to be kept informed of upcoming training each month register to have Company Admin profile. You don't need to be WPCG accredited to get a Company Admin profile. Go to the WPCG Website [www.wpcg.com.au](http://www.wpcg.com.au) and register yourself selecting the Company Admin profile.

As we commence planning for 2020 training if you have a location you would like us to consider training at send an e-mail to [enquiries@wpcg.com.au](mailto:enquiries@wpcg.com.au) with the location name, how many people and the preferred month and we will see what we can do.

### **BP Hazard Identification and Task Risk Assessment Training.**

Hazard Identification and Task Risk Assessment (HITRA) is a structured process to identify hazards and specify actions to mitigate these hazards for a work activity or task. It is a requirement for any work on BP sites that requires a WPCG Work Permit to be issued by a WPCG Senior Permit Officer to have a Task Risk Assessment (TRA) completed using this process. Consult the [WPCG Activity Matrix](#) for a list of such tasks requiring a Senior Permit Officer. This HITRA training is provided for personnel to be authorized to complete a TRA. The following are dates and location of the upcoming HITRA Training.

Date	Location
10/9/19	BP Melbourne Office, 717 Burke Street Melbourne
11/9/19	BP NSW Regional Office, 132 McCredie Rd, Smithfield 2161
19/9/19	BP QLD Regional Office, Bulwer Refinery, 398 Tingira Street, Pinkenba, 4008
24/9/19	BP Perth 8/250 St Georges Terrace, Perth WA 6000

Senior Permit Officers that have not completed this training previously under the BP Permit to Work system have been contacted to request expressions of interest. For any other parties interested, please email [Adrian.connolly@bp.com](mailto:Adrian.connolly@bp.com)

Note this TRA is a BP requirement ONLY. The training is not provided by WPCG.

## Observations

Recent inspections and audits of work and forms associated with maintenance and construction on WPCG JV Member company sites have observed the following:

### Work Being Performed

- Inconsistent use and availability of inspection records for safety harnesses to demonstrate they have been inspected in compliance with company and regulatory requirements. Safety harnesses are a life saving device in the event of a fall when worn. Inspection to confirm they are fully functional is important to ensure they activate as intended. AS1891.4 requires you to inspect before and after use by the user and every 6 months by a height safety equipment inspector.
- Inconsistent practices with the wearing of fitted seatbelts in mechanical plant. In August 2018 WorkCover Queensland issued a reminder of the importance of seat belts, amongst other controls, after an excavator operator was killed by a roll over. See details of WorkCover's advice to prevent a similar incident via the link below.  
<https://www.worksafe.qld.gov.au/injury-prevention-safety/alerts/incident-alerts/2018/operator-thrown-and-killed-in-bulldozer-rollover>
- Inconsistent completion of mechanical plant pre-start inspections and the use of log books. Confirmation that plant and equipment is fully functional and fit for purpose is again an important step prior to work commencing. Failure of equipment during use can have significant impacts on worker safety.

### Work Clearance & Minimum Controls

- Work Clearance Issuers are not always entering a JSA / SWMS number on Work Clearance Forms. This must always be completed. Risk assessments for tasks (i.e. JSAs, SWMS or equivalent) are often not updated at the work site to include site specific risks for the work being conducted on that day and how these risks will be controlled to protect workers, customers or site staff. Please ensure you review your JSA/SWMS to ensure it covers all hazards for the work on that site on that day.

<b>JSA / SWMS CHECK</b> (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:	YES	NO	Enter JSA / SWMS Number/s:
- Are there any site specific risks or conditions that could impact the proposed works?	<input type="checkbox"/>	<input type="checkbox"/>	
- If yes, have you amended your JSA / SWMS?	<input type="checkbox"/>	<input type="checkbox"/>	

- Work Clearance Issuers are not always ticking all boxes in the end of day sign off to confirm the work area has been left safe and tidy; site personnel are aware of the status of the work; changes to equipment have been documented and communicated; and all incidents and unsafe situations reported. It is important that these items have been completed. Many significant incidents in industry have end of shift / work hand over as part of the causation. The check boxes are a reminder of some of the key end of shift / work actions. Ticking them confirms these important actions have been taken.

<b>END OF DAY SIGN OFF</b> Prior to sign out, contractor to check the following (and tick the boxes):				
<input type="checkbox"/> Has the work area been left tidy and safe?	<input type="checkbox"/> Any changes to equipment documented and communicated			
<input type="checkbox"/> Are site personnel aware of status of work including remaining isolations?	<input type="checkbox"/> Any incidents, near incidents, unsafe situations reported			
Contractor Signature:	Site Operator/Manager Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
<i>By signing this I agree the contractor and I have discussed the works completed and any potential impact to the site.</i>				

### Permit To Work

- Permit Officers are not always providing full and complete permit sets for their desktop assessment as part of the Permit Officer refresher process. Permit Officers are reminded under the WPCG procedure you MUST retain copies of the COMPLETE Permit Set (Work Permit, Certificates, Risk Assessments, Isolation Records, Entry Logs and all other associated documents signed and closed out) 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. Note Viva Energy require these documents to be kept for 7 years.

## **Frequently Asked Questions**

We regularly receive emails and phone calls with questions about different aspects of the WPCG Work Authorisation system. Some of the questions include sites:

### **Who's authorising the work, the Work Clearance Issuer or the Site Operator?**

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 and the site operator must sign the form acknowledging the discussion.

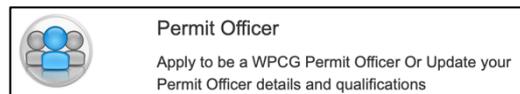
### **Does Work at Height within 2m of an exposed edge apply with regards to trenches and turrets?**

Yes, this would be "major" working at height requiring a work permit and working at heights certificate if the trench or turret is greater than or equal to 2m deep for BP and Caltex, greater than or equal to 1.8m deep for Viva Energy and there is no protection between the worker and the edge.

If the depth is less than 2m or 1.8m for Viva, or the work is more than 2m away from the edge, or there is a temporary barrier protecting the workers from exposure to the open edge then a work permit would not be required.

### **How do I become a WPCG Permit Officer?**

To become a WPCG Permit officer you need to meet the prerequisite training requirements and industry experience requirements. To find out what these requirements are and to apply to be a WPCG Permit Officer log into your WPCG Profile <https://wpcg.com.au/> and go to the Permit Officer icon.



### **What training is required to issue or work under a Work Permit and Confined space certificate?**

For Confined Space Entry, Viva Energy and BP require that all Confined Space Entry entrants, standby personnel, and Permit Officers are trained in Confined Space Entry to a National Unit of Competence by a Registered Training Organisation and current within the past 3 years. Caltex requires such personnel to be trained and competent in accordance with contractual arrangements and Contractor Safety Management processes.

### **I received an email saying My WPCG Permit Officer accreditation is due for renewal, what do I do?**

To renew your WPCG Permit Officer Accreditation you need to:

1. Pay for and complete your Online Refresher
2. Submit 6 Permits and 6 Certificates prepared for any of the WPCG member oil companies, with associated documentation for a desktop audit (for senior permit officers, 2 of these must be permits/certificates that can only be issued by a Senior Permit Officer as per the WPCG Activity Matrix)
3. Book and attend a Field Assessment on a WPCG member oil company site

For more frequently asked questions visit the WPCG website <https://wpcg.com.au/frequently-asked-questions/>

## Sharing of Lessons Learnt

### 1. **Underground utility strike**

Location of incident: New retail construction site, USA



#### What happened?

At a new-to-Industry Retail fuel site in the USA, a civil subcontractor struck one phase of a 7200-volt electric cable while using an auger to excavate a hole for a light post. The job was immediately stopped. No one was injured and the only reported damage was to the electric cable.

#### What went wrong?

Following investigation, it was found that the cause was the failure to investigate a discrepancy of the location of the electric cable prior to excavating. The utility company did not mark the location of the cable, but the site construction drawings did show the cable. The civil contractor moved his excavation to a location 2 feet (600mm) away from the location shown on the plan for clearance. It was later confirmed that the position of the cable on the plan was incorrect, and the cable was struck.

#### Key Findings

From a local viewpoint, this incident reinforces the importance of following established processes to ensure the risk of underground utility strikes are minimized. These include:

- Ensure that all information contained on Dial before you Dig services are verified by an independent services locator. Where discrepancy arises between plans and surveyed location, cease works and in conjunction with the sub-contractor/Principal Contractor establish a safe work procedure to investigate the actual position of services. This may include potholing or other non-destructive excavation methods. Do not commence excavation until services locations are verified.
- Ensure that accurate “As Built” drawings are produced on all projects. Where underground services are in scope, these must be measured and marked up during installation and prior to back filling (in particular those services that have the potential to store energy - Fuels Systems, Gas Lines, Electrical Cables and associated infrastructure).
- Ensure that you and any sub-contractors are aware of the WPCG requirements for Ground Disturbance such as tasks requiring a Minimum Controls Checklist for Minor Ground Disturbance, and those potentially higher risk tasks requiring Work Permits supported by a Ground Disturbance Certificate. WPCG Member oil companies may also have additional company requirements, such as PRO-4.5-0001-03 Ground Disturbance for BP.

## 2. Explosion at a retail service station

Location of incident: Spain

What happened?

Recently at a Retail Service Station in Spain an Operator has suffered major burns while emptying a customer's vehicle fuel tank. The Operator undertook this task after the customer has used the wrong hose when fuelling his car, consequently introducing the wrong product into the car. For this operation, the Operator attempted to extract the fuel from the car using a plastic container and a non-Ex proof pump. While transferring the fuel, a spark (generated either by static electricity built up in the container or by the non-Ex proof pump) ignited the fuel's vapours causing a big fire that impacted the Operator and reached the service station's ceiling.



### Key Findings

The investigation team identified the following key findings:

- The Operator was not aware of the risks of a fuel transferring activity.
- Non-certified equipment has been used for this operation (the pump).
- No earthing connection between the car, pump and container was used to ensure electrical continuity of the equipment used for transferring the fuel.

### 3. Serious Hand injury whilst using power drill.

Location: Indonesia

What happened?

In July 2019 a subcontractor was undertaking formwork activities in a construction area. An incident occurred which resulted in a hand injury to the employee.

The event happened as the worker was drilling a 12mm hole into the concrete plinth using a hand-held hammer drill. As the worker drilled downwards, the drill bit snagged (most likely on a length of buried reinforcement bar).

The worker then attempted to pull out the drill, while continuing to hold down the trigger button. Once free of the snag the body of the drill spun out of the worker's grip, causing an injury to their right hand.

The person was immediately taken to the clinic where an X-ray identified a hairline fracture of the fourth finger. A splint was applied.



What went wrong?

The immediate cause of the incident was the worker losing control of the equipment where he was unable to counter the sudden rotational movement of the drill, due to the poor hand position adopted compounded by the fact that the drill side handle was not installed.

Key Findings

The investigation team identified the following key findings:

- The worker was experienced in this type of work and equipment. He also acknowledged the need for the side handle and was aware of the risks of removing the safety critical component. However, he chose not to use the side handle as he believed his preference of holding the drill with both hands at the pistol grip was sufficient.
- The removal of a safety critical attachment, the side handle, was not challenged by the work team supervisor. It should be noted that the operating manual for the drill clearly mandated use of the side handle as an essential safety requirement. The unsafe practice of not using the side handle had become common place amongst the work team, as it was considered not required.
- The risks of drill snagging or kicking was not clearly identified in the risk assessment for the activity.