



## **WPCG Newsletter: Edition 2, December 2019**

Welcome to the second 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**

**Permit Officers** - The WPCG Work Permit System has been operating for over 12 months now. The first round of Permit Officer refreshers was conducted extending the accreditation of those that successfully passed for a further 24 months. The refresher process consists of three parts. 1. The online refresher 2. The field assessment, a practical demonstration of your permitting 3. A desk top assessment, this requires you to submit 6 complete permit sets. A Permit Set comprises the Work Permit & Certificates (signed and closed out), plus Risk Assessments, Isolation Records, Entry Logs, Service Location reports and all other associated documents. As you are issuing and closing out your permits make sure you have all the associated documents as it can be difficult and time consuming to try and get all the documents months later.

**Licensed Training Provider (LTP)** - The LTP program, formerly the Company Trainer program is up and running with LTP trainers delivering the training to their organisation's employees and the WPCG commencing the annual audits. LTP's are reminded that as part of their agreement with the WPCG the Training Administrator will conduct an annual audit to ensure the integrity of the WPCG program. The audit will involve a practical observation of the LTP training and trainers. They will be conducted early in the new year. In the meantime, if you are planning to conduct sessions you can let us know in advance as its your responsibility to ensure access to your trainers for the observation.

**Resources** – The resource page of the WPCG website is being continually added to and updated. This page provides valuable information for Work Clearance Issuers, Permit Officers and Company Administrators. The most recent additions are the Help Videos for Company Administrators and the Work Clearance Help Videos which provide information on completing the WPCG electronic Work Clearance form and the three Minimum Control Checklists. Go to the WPCG website and check out the resource tab <https://wpcg.com.au>

#### **Contact us:**

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Phone: (03) 9399 8002

Website: [www.wpcg.com.au](http://www.wpcg.com.au)

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



State	Suburb	Training Date	Training Type
QLD	Keperra (Brisbane)	16-12-2019	Clearance Issuer
VIC	Williamstown (Melbourne)	19-12-2019	Clearance Issuer
NSW	Dundas Valley (Sydney)	08-01-2020	Clearance Issuer
QLD	Keperra (Brisbane)	09-01-2020	Clearance Issuer
WA	Perth	28-01-2020	Clearance Issuer
SA	West Lakes (Adelaide)	29-01-2020	Clearance Issuer
VIC	Williamstown (Melbourne)	31-01-2020	Clearance Issuer
NSW	Wolli Creek (Sydney)	04-02-2020	Clearance Issuer
TAS	Hobart	06-02-2020	Clearance Issuer
QLD	Keperra (Brisbane)	06-02-2020	Clearance Issuer
ACT	Kingston (Canberra)	12-02-2020	Clearance Issuer
QLD	Mount Isa	18-02-2020	Clearance Issuer
WA	Perth	18-02-2020	Clearance Issuer
WA	Albany	19-02-2020	Clearance Issuer
QLD	Cairns	25-02-2020	Clearance Issuer
SA	West Lakes (Adelaide)	26-02-2020	Clearance Issuer
VIC	Highbury (Melbourne)	28-02-2020	Clearance Issuer
QLD	Keperra (Brisbane)	05-03-2020	Clearance Issuer
QLD	Townsville	06-03-2019	Clearance Issuer
NSW	Dundas Valley (Sydney)	11-03-2020	Clearance Issuer
NSW	Wagga	12-03-2020	Clearance Issuer
VIC	Williamstown (Melbourne)	16-03-2020	Clearance Issuer
WA	Perth	25-03-2020	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 a Company Admin profile. You don't need to be WPCG accredited to get this 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 continue 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.

## 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

- Missing WPCG Minor Work at Height Checklist.
  - Workers have been found using a portable ladder without completing the WPCG Minor Work at Height Checklist. The most serious incidence of this occurred when a technician failed to complete the WPCG Minor Work at Height Checklist when using an extension ladder to access a roof.
  - The completion of this checklist is a vital step in ensuring that you are working from height safely. When using a portable ladder, the absence of a Minor Working at Height checklist or not being able to fulfil all appropriate controls on the checklist, will require a WPCG Work Permit.
  - Contractors are reminded the WPCG Minor Work at Height Checklist is required when using any type of portable ladder, both inside and outside of the shop. This is clearly stated in the Minimum controls section of the WPCG Work Clearance Form outlined below.

TASKS THAT REQUIRE A WPCG MINIMUM CONTROL CHECKLIST <i>Will any of the following form part of the work? (write Yes or No)</i>	
<b>Minor Hot Work in a Hazardous Area.</b> This includes any of the following with the controls in place specified in the Minor Hot Work Checklist: <ul style="list-style-type: none"> <li>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</li> <li>Diesel or electrically driven portable equipment or mobile plant in hazardous areas, e.g excavators, elevating work platforms (EWP), generators, etc</li> </ul>	<b>Minor Work at Height.</b> This includes any of the following with the controls in place specified in the Minor Work at Height Checklist: <ul style="list-style-type: none"> <li>Use of an Elevating Work Platform (EWP) less than 11m above the ground</li> <li>Any work from within a scaffold of any height</li> <li>Erecting, modifying, or dismantling scaffolding 4m or less above ground</li> <li>Use of ladders</li> </ul>
<b>Minor Ground Disturbance.</b> This includes any of the following with the controls in place specified in the Minor Ground Disturbance Checklist: <ul style="list-style-type: none"> <li>Concrete cutting drilling or coring</li> <li>Soil boring, drilling or coring</li> <li>Excavations to a depth less than 1.2m</li> </ul>	

If YES to any of the above, a WPCG Minimum Control Checklist is required. Minimum Control Checklist Completed Yes  No  If No, a Work Permit is required. Permit number:

- Failure to follow the WPCG requirements may not only result in an incident but could see the work clearance issuer losing their accreditation.

### Work Clearance & Minimum Controls

- Incorrect Work Clearance forms being used. This could see the users accreditation being removed.
  - Paper Version- The only acceptable paper version of the Work Clearance is the WPCG Work Clearance Pad purchased from the WPCG website. Photocopied Work Clearance Forms may NOT be used, this is a breach of copy right. Version 3 (27/9/2017) onwards are the only forms that should be being used, all other version have been withdrawn.
  - Electronic Version – You cannot copy or create your own version of the Work Clearance Forms (including using PDF's in e-forms) without a licence from the WPCG. If you do have a licence, note that it is not transferrable to other companies. Not sure if your company has a licence or if its current, refer to the WPCG website <https://wpcg.com.au/electronic-wpcg-form/>.

Remember the WPCG have released the approved WPCG Electronic Version of the form which is available free of charge from within each users WPCG profile accessed via the website. When the form is closed onsite a PDF of the completed form is created which can then be sent to your accounts etc.

### Permit To Work

- Permit Officers are not always completing or ensuring the Work Permit documentation is being completed correctly. Including:
  - Documenting all the hazards and associated controls
  - Not completing the relevant supporting documentation including relevant Certificates, Atmospheric Monitoring Form, Isolation Records, Entry Logs etc
  - Relying on generic risk assessments including JSA/SWMS without providing evidence of these being made site/task specific. This may result in specific hazards not being identified, inconsistency between the Work Permit and the Risk Assessment and confusion as to what requirements are to be in place. Permit Officers are required to ensure the contractors Risk Assessments being used are adequate for the task.
  - Permit Receivers and Endorsers are not correctly endorsing and closing out the Work Permit. If the Permit Officer is going to leave site they must ensure the Permit Receiver and Endorsers are trained and understand what they are required to do on the forms.

## Frequently Asked Questions

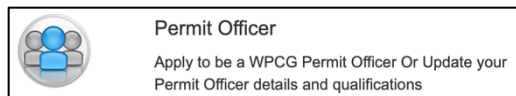
We regularly receive emails and phone calls with questions about different aspects of the WPCG Work Authorisation system. Some of the questions include:

### **How do I know what authorisation is required for a specific activity?**

Refer to the [Activity Matrix](#) which outlines the minimum level of work authorisation is required for some general activities.

### **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 Complete Permit Sets prepared for any of the WPCG member oil companies 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. Don't leave this to the last minute.

### **What is a complete Permit Set?**

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3. Book and attend a Field Assessment on a WPCG member oil company site. Don't leave this to the last minute.

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.

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

## In the News: Some media releases from Regulators

### **Worksafe SA: Elevating Work Platforms 2019 Audit Report Released**

Elevating work platforms (EWPs) can be used to control the risks to workers posed by working at heights. However, while the introduction of mobile plant can reduce risk factors, it can also present new ones. Specifically, there is an increased risk of crush injury to workers operating from within an EWP work basket.



#### Executive Summary:

From 1 January 2019 to 30 June 2019, SafeWork SA undertook a compliance program focused on Elevating Work Platforms (EWP) following a series of fatal and serious incidents involving EWPs between 2014 and 2018. SafeWork SA conducted 336 site visits and 261 compliance audits. These audits comprised of 234 EWP audits and 27 systems-only audits (for plant hirers). A total of 87 statutory notices were issued in response to non-compliance, including 66 Improvement Notices and 21 Prohibition Notices. The largest areas of non-compliance related to missing or inadequate Safe Work Method Statements (SWMS), EWP maintenance, inspections and log book use, and the provision of information, instruction and training relating to the use of EWPs. The industries that received the highest number of Statutory Notices for non-compliance was Building & Construction (23) and Manufacturing (17).

The full report is available online:

<https://www.safework.sa.gov.au/health-safety/hazards-risks/plant-equipment/elevating-work-platforms/elevating-work-platforms-audit>

EWPs are commonly used during regular maintenance activities on Retail fuel sites. During audits of work sites by some WPCG JV partners there have been findings for improvement of contractor SWMS, and harness inspections as per AS/NZS 1891 or manufacturer's instructions, and pre-operation checklists had not been completed.

### **Worksafe Queensland: First prosecution under Queensland's industrial manslaughter laws**

In a first for Queensland, the Work Health and Safety Prosecutor has commenced a prosecution against Brisbane Auto Recycling Pty Ltd for industrial manslaughter under the Work Health and Safety Act 2011.



"I have been advised by the independent Work Health and Safety Prosecutor that he has initiated the industrial manslaughter and reckless conduct proceedings in relation to a workplace fatality which occurred earlier this year", Minister for Industrial Relations, Grace Grace said.

"Just over two years ago, the Palaszczuk Government introduced tough new laws aimed at protecting Queensland workers."

"They are the first of their kind to be introduced by a state jurisdiction and leave negligent employers culpable in workplace deaths with nowhere to hide."

"Individuals guilty of industrial manslaughter will face up to 20 years imprisonment, with corporate offenders liable for fines of up to \$10 million."

The workplace fatality occurred on Friday 17 May 2019, when a worker was tragically killed after being struck by a reversing forklift at a wrecking yard in Rocklea.

"After careful consideration, I decided to take action against the company and its directors", Work Health and Safety Prosecutor Aaron Guilfoyle said. "This the first prosecution for industrial manslaughter in Queensland and is the result of a comprehensive investigation into the fatality."

More information on industrial prosecutions is at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

## **Worksafe Victoria: Three workplace deaths in a horror week**

Worksafe Victoria reported on Monday 2<sup>nd</sup> December that three people have been killed in separate workplace incidents in Victoria in a horror six day stretch.

A 69-year-old man has died while working as a bulldozer spotter cutting fire breaks for the Department of Environment, Land, Water and Planning at Gelantipy in Gippsland on Saturday.

It's believed the man lost control of his four-wheel-drive utility while driving down a steep embankment and was thrown from his vehicle when it rolled, suffering fatal injuries.

WorkSafe is also investigating the death of a 37-year-old man who suffered an electric shock and fell at a St Leonards property last Monday.

It's believed the man was standing on the top deck of scaffolding at a home being renovated when he came into contact with overhead power lines.

He suffered serious injuries and died in hospital on Saturday.

A 73-year-old Mulgrave man has also died in hospital, after he was crushed between a car door and an automatic car wash machine in Melbourne's east last Monday.

It's believed the man was attempting to get back into his vehicle after re-entering the car wash access code, when the wash cycle started and he was pinned by the car door.

Worksafe is investigating all three incidents.

The fatalities bring the number of workplace deaths in Victoria this year to 23, the same number as this time last year.

<https://www.worksafe.vic.gov.au/news/2019-12/three-workplace-deaths-horror-week>

## **Worksafe Victoria: Use of portable ladders in Construction**

Worksafe Victoria reports that three workers have been fatally injured in past twelve months in Victoria, and many other workers have been seriously injured due to falls from portable ladders. WorkSafe Victoria has been conducting a targeted blitz at domestic and commercial building sites on the use of portable ladders.



Worksafe Victoria has guidance on the selection and safe use of ladders and how employers can use the "control of risk" hierarchy to reduce the risk of a fall from portable ladders.

<https://www.worksafe.vic.gov.au/resources/guidance-note-prevention-falls-construction>

The use of portable ladders on WPCG JV member company sites requires the use of the Minimum Controls Checklist for Minor Work at Height, or a Work Permit, as applicable. The Minimum Controls Checklist has a specific section on ladder use. Some WPCG JV member companies also have additional requirement for Work at Heights. Make sure you are familiar with the WPCG JV member requirements, regulatory requirements, as well as your own company procedures for working safely at height including the use of ladders.

## Working in Heat

Worksafe ACT has issued a reminder that with the temperatures set to rise it is important that everyone remains vigilant about identifying and reducing the risks associated with working in the sun.



Workers can be protected from the risks associated with working in the sun by implementing the following:

- Reorganise work for cooler times of the day (before 10 am and after 4 pm)
- Avoid working near reflective surfaces such as water, cement, shiny metal or white painted sheds;
- Rotate work so each worker spends less time on heavier tasks;
- Work in a shaded area whenever possible and especially around lunchtime when strongest ultra violet radiation is strongest;
- Wear sun protective clothing including long-sleeved, closely-woven shirts, long trousers and a hat that protects the head, ears, nose and neck;
- Wear eye protection sunglasses or safety glasses that filter out ultra violet rays;
- Use a SPF 15 or higher water-resistant sunscreen before exposure to sunlight and reapply at least every two hours;
- Drink plenty of water;
- Take regular breaks in a cool shaded area;
- Educate workers about the dangers of working in the sun, safe work procedures, recognising heat stress and steps to take if a worker is suffering from heat stress.

For a full list of strategies to remain safe whilst working in the sun visit the Worksafe ACT [website](#).

SafeWork NSW has also issued “Tips for staying safe during hot, smoky conditions”. As temperatures soar and bushfires grip most parts of NSW, they’re reminding people to keep themselves healthy and safe. For more information, read their recent newsletter that is free to subscribe to: <https:safework>

## Christmas preparations

Several regulators have issued reminders of the risks leading into Christmas.

Worksafe ACT has issued a reminder that leading up to Christmas workers can feel actual or perceived pressured to get jobs done before shutdown commences. It is always important to take your time, follow all work and safety rules, and get the job done correctly and safely.



Remember to look after yourself and your colleagues by taking regular breaks at work and remember to ask for help if you need it.

With the Christmas party season approaching make sure you consider all aspects of employee safety. It is ok to enjoy yourself and have fun during the festive season, but it is important that your safety is a high priority. If you plan to have an alcoholic beverage, drink in moderation, plan ahead and organise to:

- leave your car at home;
- have a designated driver; and
- catch a cab, Tram, Uber or night bus instead.

We all know that building sites make attractive locations for unwanted intruders whilst the sites are shut down. There are important steps you and your crew need to take before heading off for a well-earned break. If you need any advice on making your site safe over the holidays, watch Worksafe ACT's [Christmas Shutdown video](#) , or contact your organisation or your client.

Worksafe Victoria has issued a reminder to slow down and take care during this dangerous time of year. Employers and workers are being urged to slow down and put safety first as Victoria enters a traditionally dangerous time of year for workplaces. Between 2008 and 2017 in Victoria, 53 people died in the months of November and December as a result of workplace incidents. This two month period accounts for 22.3 per cent of all workplace deaths. Busy workloads and tight deadlines that often occurred at this time of year were no excuse for workplaces to cut corners on safety. More information and resources to help you to take extra care over the festive period are available on the [Worksafe Victoria website](#).