



WPCG Newsletter: Edition 6, October 2021

Welcome to the sixth edition of the Work Place Clearance Group (WPCG) Newsletter. What a last 6 months it has been as we continue along the COVID-19 journey, there looks to be light at the end of the tunnel. We hope that you and your families are safe and in good health.

Since the last newsletter the WPCG have been reviewing the Work Authorisation Procedure. Each WPCG member company have sought feedback from their internal stakeholders, a number of contractors and the WPCG also conducted an audit of Completed Work Clearance Forms, a survey and on online forum with Permit Officers. **A big thank you** to everyone that provided feedback.

The WPCG have now finalised the review which has seen a number of changes, these are now in the process of being rolled out. The key changes include updates to:

1. The WPCG Work Authorisation Procedure, including the Activity Matrix. [Click here to view](#)
2. The Work Clearance Form and ALL the Minimum Controls Checklists
3. The Lifting Certificate and Atmospheric Monitoring

These changes will impact all users, some more than others. This newsletter is the start of the communication for the changes. Other communications will include.

1. Updating the relevant training programs
2. Emails to specifically impacted users
3. A Toolbox Talk for the changes to the Work Clearance Form and ALL the Minimum Controls Checklists. [Click here to view](#)
4. An "ALL CHANGES MADE" document mapping the procedure changes to the form's changes. [Click here to view](#)

The changes to the procedure & forms are **effective immediately**:

The updated procedure has been published to the website

The WPCG electronic forms have been updated

Will we continue to use up existing paper forms until they run out

You may continue to use your existing paper forms until they run out

Electronic WPCG Form Licence Holders will have until **30th of November 2021** to make the required changes

It is important where companies have decided to control an individual's WPCG accreditation that you inform every one of the changes.

Contact us:

E-Mail: enquiries@wpcg.com.au

Phone: (03) 9399 8002

Website: 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.

Procedure and Form Changes

Below is a summary of the key changes to the procedure, the activity matrix and the changes to the forms.

The changes to the procedure are **effective immediately**, the WPCG electronic forms have also been updated. You may continue to use your existing paper forms until they run out. Electronic WPCG Form Licence Holders will have until 30th of November 2021 to make the required changes.

Procedure Section	Procedure Change	Form Change
5.2.1 WPCG Permit Officer Training	Permit Officer refresher extended from 2 yearly to 3 yearly and will now include a Mid-Term Review which will be mandatory.	
5.8 WPCG Certificates	All Permit Officers including Ampol “To issue CSE Certificates, Confined Space Entry training must be current within the past 3 years.” Note: no change to requirements for workers at this stage	
Activity Matrix – Energy Isolation	Row 5 inclusion of purging	
	Addition of row 7 for work on diesel or petrol storage tanks	
Activity Matrix – Lifting Operations, Higher Risk Critical Lifts	Update to bullet point 11 and 13	Lifting Certificate Hazards Lifting “of” personnel Added “Verbal” as a method of communication
Activity Matrix – Lifting Operations, Simple lifting operations	Addition of bullet point 4	Work Clearance Added “Use of cranes or other lifting devices for critical lifts” into tasks that require a Work Permit
Activity Matrix – Working At Height	Row 4, added to include the use of Industrial Rope Access systems	WAH Checklist Change to when this form cannot be used. Added 5th point, use of Industrial Rope Access systems or similar specialist height equipment
		WAH Checklist Updated extension/single ladder section for clarity
Activity Matrix – Hot Work	Update to row 13 to include product filtering Addition of row 14 for removing water from diesel or petrol tanks	HW Checklist Change when this form cannot be used. 2nd bullet point updated to include product filtering.
		Work Clearance Tasks that require a Work Permit Added product filtering into row 13
		HW Checklist Mains or generator supplied power tools – reword row 3 to Generators located outside Hazardous Areas.
Activity Matrix – Other work	Addition of rows 2 & 3 for meter proving and calibration at fuel depots	

You can access the procedure and activity matrix from [Here](#) or on the WPCG website under the [Resources tab](#).

To see all changes, [click here](#)

Observations From The Work Clearance Form & Minimum Controls Checklist Audit

Work Clearance Form

1. What have we seen?

The Work Description & Tools/Equipment Fields often do not have sufficient or correct information to be able to determine what work is being performed. For example: Ladder's, EWP's and battery operated tool's were not identified that were later revealed to have been used on the minimum controls checklist.

Work Description: Fix water leak. Is the leak from the roof, a tap or a pipe underground? This impacts the controls and WPCG Checklists required.

Tools/Equipment: Concrete saw. What type of saw petrol, diesel or electric? Note there are additional requirements for petrol driven equipment in hazardous areas.

What is required?

These fields need to be specific to the work being performed and the tools/equipment being used. Ask yourself, could someone else read this and understand what I'm doing?

Why are we concerned?

Both of these fields help to identify the additional authorisations that may be required for the type of work being conducted and the equipment being used. Do you need one or more of the Minimum Controls Checklists or a Work Permit for this work?

In the event of an incident, these forms will be used as part of any investigation conducted. Correct completion will support you by demonstrating that you followed the WPCG process which is designed to help you identify and control hazards to prevent harm.

2. What have we seen?

The JSA/SWMS check section is not being completed or not completed correctly. For example, no JSA/SWMS reference number provided, or the JSA was not site or task specific.

What is required?

You are required to have a site specific JSA/SWMS for every task. In most cases your company's JSA/SWMS are generic in nature which require you to mark them up with any site-specific risks or conditions that could impact the proposed work. Typically, no 2 jobs or sites are the same.

Why are we concerned?

A site specific JSA/SWMS is your risk assessment for the task, helping you to identify hazards and implement the controls so that the job can be competed without incident.

If you don't complete a site-specific risk assessment and an incident occurs, not only could someone get hurt but the JSA/SWMS will be used as part of any investigation conducted. The JSA/SWMS will support you if the hazards you were able to identify, and the controls you determined were needed for the work reflect what was occurring during the actual work.

Minimum Controls Checklists

3. What have we seen?

Not all sections of the checklists are being completed correctly

What is required?

Each section has instructions on how to complete them. For example, sections may indicate the need to *Tick EVERY control below*, to confirm *all* will be in place and not just some of them.

Why are we concerned?

Each task has been assessed by the WPCG, and minimum controls identified that **MUST** be in place to enable the work to be authorised by a Work Clearance Issuer. If you don't apply all the controls, there may be higher risk of an incident occurring. If you can't apply all the controls, you either need to find another way to perform the task so you can comply or you are required to engage a Permit Officer to consider the risks and issue a Work Permit for the task if it is safe to proceed.

Minor Hot Work Minimum Controls Checklist

What have we seen?

During the recent audit of 51 Minor Hot Work Minimum Controls Checklists, less than half were completed correctly. The main error was the Gas Testing Requirements section and in particular the Bump Test of the gas tester being used.

What is required?

Gas testing is a key control when performing minor hot work inside a hazardous area. You are performing **HOT WORK** inside an area where **FUEL VAPOUR** may be present, so you need to confirm there is no fuel vapour present. This is where gas testing comes in.

In order to confirm the gas detector is working prior to each day of use the Authorised Gas Tester **MUST** perform a Bump Test, sometimes also referred to as a Validation, Functional or Challenge Test. This is more than turning the device on. It compares the instrument response to a known concentration of test gas. Testing your gas detection instrument with test gas is the only way to ensure the gas detection device is working correctly and that you can be confident it will accurately measure the atmosphere you are working in.

Why are we concerned?

If a faulty gas detector is used and there are fuel vapours while hot work is being performed this could result in fire or explosion.

What we are seeing:

Gas detector make, model and serial number	Time	%O ₂	%LEL	Other (specify)	Other (specify)
	08:00	20.9%	0.0%		
Bump test	08:00				
Gas testing:					
Initial test prior to work	08:00				
30 mins post tanker delivery					

- 1. No information about the device
- 2. This indicates the device has been turned on and not bump tested
- 3. No results of the gas testing being performed

Gas detector make, model and serial number	Time	%O ₂	%LEL	Other (specify)	Other (specify)
You MUST include the Make, Model and Serial Number of the device eg. Industrial Scientific M40 1012436-569	08:00	19.0%	25.0%		
Bump test	08:00	19.0%	25.0%		
Gas testing:					
Initial test prior to work	08:00	20.9%	0.0%		
30 mins post tanker delivery					

- ✓ Information about the device
- ✓ Indicates a bump test has been done. Compare these results to the incorrect example above.
- ✓ Results of the gas testing being performed

Please refer to the manufacturer's specifications for the bump test requirements and the correct testing gas. If you are unsure, ask your supplier.

The person performing the gas testing must be trained and competent in gas testing and the device being used. If you have been trained in-house for gas testing under the Minor Hot Work Checklist your company MUST be able to demonstrate the training meets the requirements of national unit of competence in gas testing MSMWHS217. If gas testing is not a core function of your business, you should consider utilising the services of a Registered Training Organisation.

Example of a Gas tester and a Bottle of Test Gas



Reminder **WPCG Retail Site Contractor Induction**

As previously communicated, the WPCG Retail Site Contractor Induction has rolled out during 2021. We are pleased to report that over 1500 workers from over 500 companies across Australia have successfully completed this induction. It is now a requirement for all contractors on a WPCG member company facility* to have completed WPCG training – either the Retail Site Induction or the Work Clearance Issuer training.

*Those working on Viva Energy sites can continue to maintain their Viva Energy Site Induction. On expiry of that induction, the WPCG induction replaces the Viva Energy Part B Retail Induction module. However, you will still need to complete the Viva Energy Part A Induction, when it becomes due.

Work Clearance Issuers do not need to complete the WPCG Retail Site Contractor Induction if they maintain their Work Clearance Issuer status.

The contractor induction covers the common expectations, rules and procedures when on WPCG member company facilities. There may be other company or site-specific requirements you need to meet. The program takes approx. 35mins to complete.

To access the **FREE WPCG** Retail Site Induction users need to [Create an Account](#).

Unsure if or when you need to complete this program? Check with the oil company on their requirements. Note that Clearance Issuers do not need to do the Retail Site Induction program

WHICH ACCOUNT DO I NEED?

Retail Site Induction



This is for individuals who need to complete the WPCG Online Induction program.

The WPCG member companies are committed to providing a safe environment for everyone that comes on to our sites including, staff, contractors, visitors and our customers.

This induction will cover the common expectations, rules and procedures when on WPCG member company facilities. There may be other company or site specific requirements you need to met.

The program takes approx. 35mins to complete.

THIS WILL NOT ALLOW YOU TO AUTHORISE WORK ON THE WPCG MEMBER FACILITIES OR ISSUE THE WPCG WORK CLEARANCE FORM.

[CREATE ACCOUNT](#)

WPCG Work Clearance Issuer



This is for individuals who need to become a:

- WPCG Work Clearance Issuer/WPCG Accreditation,
- WPCG Permit Officer
- Company Administrator

The WPCG Work Clearance Issuer training consists of a:

- 1 hour online pre learning module,
- 5 hour face to face training and,
- Final online assessment.

Upon completion of the WPCG Work Clearance Issuer training you will be able to authorise maintenance work on WPCG Member facilities using the Work Clearance form and Minimum Controls Checklists.

[CREATE ACCOUNT](#)

COVID 19

With NSW and Victoria commencing re-opening after lengthy lockdowns, Australia is entering the next phase of managing the pandemic. Some restrictions are starting to be dependent on vaccination status. Please ensure you and your organisation maintain a current understanding of the requirements applicable to you, your work, and your location as they continue to evolve in the coming weeks and months. In addition to ongoing changes to density quotas and work authorised to occur, in some locations, isolation requirements for fully vaccinated non-household close contacts of positive cases and quarantine requirements when crossing borders are also starting to change, amongst others. Always go direct to the source to confirm the current information on the minimum requirements imposed by your local regulators:

ACT: www.covid19.act.gov.au
NSW: www.nsw.gov.au/covid-19
NT: coronavirus.nt.gov.au
QLD: www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19
SA: www.covid-19.sa.gov.au
TAS: www.coronavirus.tas.gov.au
VIC: www.coronavirus.vic.gov.au
WA: www.wa.gov.au/government/covid-19-coronavirus

Many of you or your friends and family may also be struggling with mental health impacts of COVID-19. There are a number of publicly available sources of help, and many organisations also have internal resources of support. The government website below provides a large list of the details for organisations established to support mental health: <https://www.healthdirect.gov.au/mental-health-helplines>



Upcoming Training



State	Venue	Training Date	Training Type
On-line	Virtual Classroom	25-10-2021	Clearance Issuer
On-line	Virtual Classroom	28-10-2021	Clearance Issuer
On-line	Virtual Classroom	29-10-2021	Clearance Issuer
On-line	Virtual Classroom	01-11-2021	Clearance Issuer
On-line	Virtual Classroom	03-11-2021	Clearance Issuer
On-line	Virtual Classroom	04-11-2021	Clearance Issuer
On-line	Virtual Classroom	09/10/11-11-2021	Permit Officer Training
On-line	Virtual Classroom	09-11-2021	Clearance Issuer
On-line	Virtual Classroom	10-11-2021	Clearance Issuer
On-line	Virtual Classroom	16-11-2021	Clearance Issuer
On-line	Virtual Classroom	19-11-2021	Clearance Issuer
On-line	Virtual Classroom	25-11-2021	Clearance Issuer
On-line	Virtual Classroom	26-11-2021	Clearance Issuer
On-line	Virtual Classroom	30-11-2021	Clearance Issuer
On-line	Virtual Classroom	1-12-2021	Clearance Issuer
On-line	Virtual Classroom	7-12-2021	Clearance Issuer

See 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. Additional courses may be added if demand requires it, add yourself to the waitlist for earlier courses in case some withdraws and to help us understand the demand.

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 and register yourself selecting the Company Admin profile.

Please reach out to us if you have other needs or concerns regarding WPCG training in the coming weeks and months by sending an e-mail to enquiries@wpcg.com.au.