



WPCG Newsletter: Edition 7, April 2022

Welcome to the seventh edition of the Work Place Clearance Group (WPCG) Newsletter.

With the turn of the year many states and territories are moving to a new phase of COVID and easing restrictions, only to now be facing significant flooding. Our thoughts are with those impacted and our thanks to service providers supporting our sites recover and re-open where possible to provide impacted communities with access to fuel and food.

Included in this edition is a Safety Alert provided by Gilbarco focused on the flooding. Thank you to Gilbarco for allowing us to share it.

2022 sees the introduction of several new initiatives from the WPCG to help improve the implementation of the WPCG processes.

The new initiatives include:

- Desktop audits of completed WPCG Work Clearance forms
- Field Audits with Work Clearance Issuers on site
- Mid Term Review coaching sessions with Permit Officers
- Field Audits with Permit Officers on site

Feedback from these initiatives is provided to the individuals involved, company representatives and to the wider WPCG community to help everyone improve.

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.

Flooding in NSW & QLD metro and regional areas.

There is major flooding from the Sunshine Coast, through to Brisbane, the Gold Coast, Lismore, Grafton and Coffs Harbour. Flood warnings are in place for Hawkesbury-Nepean, while an east coast low is moving towards the Hunter region, bringing damaging winds and high surf.

All effected fuel equipment is to remain isolated until the following steps can be completed by a qualified and competent person and the equipment deemed safe.

Key points: Please ensure all fuel equipment is assessed/inspected for water damage.

Electrical safety

- Ensure the main supply switch is in the off position and locked and tagged out
- Carry out isolation verification testing to all circuits required

Dispensers, pumps

- Ensure power supply is turned off
- Open pump/dispenser head where power supply is located
- Check all connections in pump power supply and junction boxes – data and power and inspect for copper corrosion



ATG console

- Ensure power supply is turned off
- Open ATG console and note whether ATG Console was submerged
- Ensure turbines are locked out to ensure leak detection tests cannot be completed if PLLD or DPLD are installed.

Blow down vent lines

- Enter turret under CSE permit requirements
- Remove vent float and install 2.5" brass test plug into vent cross to isolate water debris entering tank when blowdown procedure starts
- Using nitrogen, blow each vent line from vent stack back to tank, pump out water from inside vent cross and remove from site. Note if any fuel present in water removed from vent cross

UST fuel/Diesel sampling

- Once ullage space has been determined remove ATG Probe from ATG riser (if ATG riser is in turret chamber follow CSE permit requirements)
- Dip tank using dipstick and water finding paste and record if water present and height of water on dipstick
- Take 500ml to 1 Litre product sample from top, middle and bottom of tank and pour into jars, samples to be tested to ensure spec of product is met.

Turbines and turret chambers

- Pump water out of turrets, note height of water in turret. Inspect and ensure no large water ingress occurring before entering CS
- Remove electrical bridge on the top of turbine head, inspect wiring and note whether water or debris present where turbine power supply joins main power supply
- Even when deemed safe leave power off, ensure ball valve for pressure line is isolated in the off position

Actions taken to remain safe:

- Do Not drive through floodwaters, could put your life at risk and doing so will likely severely damage your vehicle
- Do Not travel in flood effected areas unless it has been deemed safe to do so by the relevant emergency services.
- Safety First always, if in doubt STOP and seek assistance

If you require further information, please contact:

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Role: Reginal Manager QLD/NSW/ACT

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Date of issue: 03/03/2022



**GILBARCO
VEEDER-ROOT**

**THIS IS A CONTROLLED
DOCUMENT. INTRANET
VERSION IS THE ONLY
CONTROLLED VERSION**

Effective date:
FEB 2022

Issue: B

Document number:
HSE-FOR-035

Page 1 of 1

Observations From The Field – Desktop & Field Audits

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.

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. Examples:

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: Tools for the job. What tools? This also impacts the controls and WPCG Checklists required. 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 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?

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 completed 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.



3. What have we seen?

The Site Operator name & signature on the Work Clearance Form being not completed correctly


What is required?

When there is a site operator on site their full name, first and last name, is required along with the operator's signature to acknowledge the Work Clearance issuer has discussed the works to be undertaken and the associated hazards. In the current COVID-19 climate the only exception to the signature is the word COVID-19, do not use an X.

Correct

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 Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
	Sam Sight		02/01/22	08:30
By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards				

Acceptable in current COVID-19 climate (remember you MUST still discuss the work with the operator)

AUTHORISATION TO START WORK				
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Contractor Signature:	Site Operator/Manager Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
	Sam Sight	COVID-19	02/01/22	08:30
By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards				

Minor Hot Work Minimum Controls Checklist

We are still seeing errors with 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.

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)
Bump test	08:00	20.9%	0.0%		
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					
You MUST include the Make, Model and Serial Number of the device eg. Industrial Scientific M40 1012436-569					
	Time	%O ₂	%LEL	Other (specify)	Other (specify)
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 manufacture'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 Electronic Forms

It is the user's responsibility to ensure they are always using the most current version of the WPCG Forms. One way to ensure this and to reduce costs is to utilise the WPCG Electronic forms.

The forms are available from inside a WPCG users' profile by selecting the relevant forms icon and are provided at no additional cost.

The forms are intended to be 100% electronic i.e., filled in online, signatures completed online, and the form closed out online. It is not designed to be half completed and then printed.

A thumbnail image of the 'WORK PERMIT' form, showing various fields for completion, including sections for 'WORKER INFORMATION', 'WORK AREA', and 'SAFETY PRECAUTIONS'.

Electronic Work Permit Form

Access and complete Electronic Work Permit Forms. Forms will be stored on your profile.

A thumbnail image of the 'WORK CLEARANCE' form, showing various fields for completion, including sections for 'WORKER INFORMATION', 'WORK AREA', and 'SAFETY PRECAUTIONS'.

Electronic Work Clearance Form

Access and complete Electronic Work Clearance Forms. Forms will be stored on your profile.

The advantages

- Users always have the most current version of the forms
- There are checks in the forms to help ensure the required fields are filled in
- The forms are available anywhere there is mobile connectivity, no more forgetting or running out of forms
- The history of all forms is kept
- The user can print or send a PDF copy of the completed form
- Warnings when a form is left open by mistake

Things to consider

- The forms are only available where there is mobile connectivity
- Users must have an electronic device with internet connection. Tablets are ideal, phones can be used. Note: these are considered Hot Work and if used inside hazardous areas will also require a Minor Hot Work Checklist (certificate) with gas testing.

Remember you may not copy or duplicate the WPCG Work Clearance form or build any of the forms into your own systems without permission from the WPCG. Users caught using copies or using them replicated with their own system run the risk of losing their accreditation.

If you are ever in any doubt about which forms to use, please contact the WPCG.

Contact us:

E-Mail: enquiries@wpcg.com.au

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Website: www.wpcg.com.au

Reminder Permit Officer Roles & Responsibilities

Permit Officers are reminded when issuing a WPCG Work Permit, your responsibilities go a lot further than just filling in the forms, issuing the Work Permit and then leaving site. If there is an incident while work is being conducted under your Work Permit questions will be asked of you.

All ongoing work requiring a Work Permit must be regularly monitored and managed by a responsible person. Permits should note the frequency of monitoring. The frequency of monitoring should consider:

- Complexity of the task
- Competency of the persons undertaking the task and
- The level of risk.

The Permit Officer may delegate the monitoring of the workplace to a competent person such as the Permit Receiver or a nominated Permit Endorser. The Permit Receiver must remain on site during all work under the Work Permit.

The Permit Officer for the Work Permit must (directly or by delegation to a nominated Permit Endorser):

- Maintain regular communication with the employees performing the work (as a minimum, daily prior to work through the daily endorsement of the Work Permit).
- Confirm that the work is monitored in accordance with the monitoring requirements documented on the Work Permit.

Other requirements to keep in mind when issuing a Work Permit

- Only issuing Work Permits for which you believe you have sufficient knowledge and experience to authorise
- Being physically present on the site to issue the Work Permit
- Conducting an inspection of the job site before the Work Permit is issued
- Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared and are adequate
- Accurately detailing the work to be undertaken and the tools and/or equipment to be used
- Ensuring that the contractor plant and equipment to be used on site has or will be checked by the contractor(s) prior to work to be in good working order and is appropriate for the task
- Identifying and documenting the specific hazards of the work
- Specifying control measures on the Work Permit
- Addressing any conflicts between the proposed work and other activities in the area and if necessary, cross referencing the relevant Work Permits at the site
- Specifying monitoring requirements including frequency of inspections
- Organising further inspections of the work site at a frequency commensurate with risk of works
- Ensuring the full Work Permit document set is complete including relevant supporting documents referenced on the Work Permit (e.g. lift plan, isolations record etc.)
- Ensuring all Work Permits, Certificates and associated WPCG documentation issued are prepared in full compliance with this Permit to Work procedure
- Ensuring that the Permit Receiver understands the conditions of the Work Permit and acknowledges by signing the Work Permit (must verbally go through permit with Permit Receiver)
- Making the site manager or delegate aware of work to be done so they have agreement and opportunity to contribute to Work Permit content/controls
- If the Permit Receiver is not a Work Clearance Issuer, the Permit Officer is to ensure all responsibilities of the Receiver are fulfilled and must remain on site for the duration of the work

Further information can be found in the WPCG Work Authorisation Procedure located [here](#)



Upcoming Training



Training Date	Venue	Training Type
27-04-2022	Virtual Classroom	Work Clearance Issuer
29-04-2022	Virtual Classroom	Work Clearance Issuer
04-05-2022	Virtual Classroom	Work Clearance Issuer
05-05-2022	Virtual Classroom	Work Clearance Issuer
10-05-2022	Virtual Classroom	Work Clearance Issuer
11-05-2022	Virtual Classroom	Work Clearance Issuer
17-05-2022	Virtual Classroom	Work Clearance Issuer
19-05-2022	Virtual Classroom	Work Clearance Issuer
23-05-2022	Virtual Classroom	Work Clearance Issuer
24-05-2022	Virtual Classroom	Work Clearance Issuer
31-05-2022	Virtual Classroom	Work Clearance Issuer
27-04-2022	Virtual Classroom	Work 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.

Permit Officer courses are scheduled on demand, please be sure to apply to be a Permit Officer so we can register your interest and keep you informed of upcoming courses

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 particular needs or concerns regarding WPCG training in the coming weeks and months by sending an e-mail to enquiries@wpcg.com.au.