



# WPCG Form Changes

## January 2024

The Work Place Clearance Group (WPCG) have completed a review of the WPCG Work Authorisation Process which has resulted in changes to the Work Clearance Form, the Minor Ground Disturbance Minimum Control Checklist and the Activity Matrix.

The main changes:

- Due to an incident where a petrol driven pressure cleaner was used in an enclosed space resulting in CO exposure, the use of combustion engines inside the shop/office now requires a WPCG Work Permit
- Due to an increase in the amount of ground disturbance activity with the installation of electronic car charging facilities and the risks associated with underground horizontal directional drilling and boring this task now requires a WPCG Work Permit
- Due to the number of assets located just under the concrete and contractors cutting all the way through the concrete and striking these assets the Ground Disturbance Minimum Control Checklist Concrete Cutting controls have been updated

Other small wording changes have also been made at the same time.

These changes are effective immediately. Your existing supply of Work Clearance forms (Version 5) may continue to be used. If you are concrete cutting using the Ground Disturbance Minimum Control Checklist you **MUST** have the updated version of the checklist; for all other minor ground disturbance activities the existing supply of forms may be used until they run out.

The updated Ground Disturbance Minimum Control Checklist is available on the WPCG Website to print, the WPCG Electronic Forms will be updated on the 1<sup>st</sup> February 2024.

Electronic WPCG Form Licence Holders will have until 28th of March 2024 to make the required changes. If you are concrete cutting using the Ground Disturbance Minimum Control Checklist you **MUST** have the updated version of the checklist.

### The Changes

#### Work Clearance Form



1 Tasks That Require A Work Permit & Tasks That Require A WPCG Minimum Control Checklist

- Added Use of combustion engines inside the shop/office
- Added Underground horizontal directional drilling and boring
- Added the word Vertical

TASKS THAT REQUIRE A WORK PERMIT <i>Will any of the following form part of the work? (write Yes or No)</i>		
	Hot work in hazardous areas that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks. This type of work includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source	Use of petrol or LPG powered/driven equipment or mobile plant in hazardous areas. Includes but not limited to generators, chainsaws, gardening equipment, forklifts, elevating work platforms (EWP)
	Inter-tank transfers of fuel (including product filtering) or bulk petroleum product, transfers to/from road vehicles not covered by procedures including transfer of contaminated or cross over (shandy) products	<b>1a</b> Use of combustion engines inside the shop/office
	High pressure water blasting on live equipment containing fuel or LPG, or on structural steel	Abrasive blasting
	Major Working at Height within 2m of an exposed edge	Use of Elevating Work Platform (EWP) 11m or more above the ground
	Erecting, modifying, or dismantling scaffolding greater than 4m above the ground	<b>1b</b> Working from a work box (man basket) attached to a crane
	Excavations 1.2m deep or more (other than drilling or coring)	<b>Underground horizontal directional drilling and boring</b>
	Confined space entry including any work within a confined space	Disturbance or removal of asbestos containing material
	Live electrical work (apart from fault finding)	Use of cranes or other lifting devices for critical lifts

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>1c</b>	<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 drilling or coring</li> <li>• <b>Vertical</b> soil boring, drilling or coring</li> <li>• Excavations to a depth less than 1.2m</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 the ground</li> <li>• Use of ladders</li> </ul>

# WPCG Form Changes

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## 2 Site Representatives Signature

a. Added the words "Full Name" to help get the full name of the Site Representative.

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 FULL Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards				
END OF DAY SIGN OFF 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 FULL Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
By signing this I agree the contractor and I have discussed the works completed and any potential impact to the site.				

## Ground Disturbance Minimum Control Checklist



### 3 General Requirements

a. Wording updated for the Visual inspection control requirements

GENERAL REQUIREMENTS FOR ALL GROUND DISTURBANCE	
<b>Typical services to consider in visual inspections include:</b> <ul style="list-style-type: none"> <li>Electrical power and mains gas to or through the site</li> <li>Liquid fuel (petrol, diesel) storage and lift (PVC, fibreglass or steel)</li> <li>Water pipework and sewer lines</li> <li>Air lines</li> <li>Third party telecommunications cables (e.g. Telstra) to, or through, the site; communication lines—between Automatic Tank Gauging (ATG) and the console; or between pumps and point of sale (POS) console</li> </ul>	<b>Tick EVERY control below to confirm it is in place or completed for all ground disturbance work</b>
	There will be no excavations 1.2m deep or greater (other than drilling, boring or coring) <input type="checkbox"/>
	Site specific drawing/s have been requested. If available, they have been reviewed for known underground services and lines <input type="checkbox"/>
	Visual inspection of the work area for any other signs or indications of unidentified services, any visible modification to the concrete or metal plaques bolted to the concrete indicating the location of ATG or other services in the area <input type="checkbox"/>



### 4 Service Identification

- a. Wording update, added the words Non Destructive Digging  
 b. Size of drill bit updated when relocating masonry anchors

SERVICE IDENTIFICATION	
<b>ONE of the following MUST be in place.</b>	<b>Tick ONE to confirm which control is in place or completed</b>
4a	The task involves removal of soil with hand tools or Non Destructive Digging (NDD) <input type="checkbox"/>
4b	The task is to relocate masonry anchors within 50mm of existing location to depth no greater than 130mm and diameter drill bit not greater than 22mm <input type="checkbox"/>



### 5 Concrete or Bitumen Cutting section

- a. Wording update  
 b. Concrete cutting controls updated

CONCRETE OR BITUMEN CUTTING	
<b>Will concrete or bitumen cutting be conducted?</b> Where access allows, concrete cutting equipment shall be 'walk behind' type	<b>Tick EVERY control below to confirm it will be in place</b>
5a	Depth of concrete has been proven, test hole/s with a diameter drill bit not greater than 12mm will be drilled into the concrete to confirm depth prior to cutting <input type="checkbox"/>
	Saw depth is set at least 10mm less than the expected concrete thickness (e.g. 90mm depth set for 100mm thickness) <input type="checkbox"/>
	Only wet cutting will be conducted, the runoff contained, and electrical hazards prevented from contacting the water <input type="checkbox"/>
	A fire/traffic watch must be on site while cutting is taking place <input type="checkbox"/>
	Mechanical lifting of concrete or bitumen will only occur once it is cut <input type="checkbox"/>



### 6 Boring, Drilling or Coring

a. Wording update (x2) to title of the section, added Vertical



VERTICAL BORING, DRILLING OR CORING	
<b>Will vertical boring, drilling or coring of soil or concrete be conducted?</b>	<b>Tick EVERY control below to confirm it will be in place</b>
6a	Concrete coring will only occur to the depth of the concrete <input type="checkbox"/>
	Only wet coring of concrete will be conducted, the runoff contained, and electrical <input type="checkbox"/>