



WORK PERMIT

Permit no.

1 of 4



The original of this permit must be available at the work site with all applicable certificates, risk assessments, drawings and any other associated documents cross referenced on this form.

This permit alone does not authorise hot work, confined space entry, ground disturbance or working at heights and must be accompanied by certificates for each of these high-risk activities included in the work scope.

PERMIT VALIDITY — MAXIMUM PERMIT VALIDITY IS 7 DAYS

Permit valid from

Permit valid to

Date

Time

Date

Time

WORK LOCATION

Oil Company

Site ID reference

Site address

Work area

Equipment to be worked on/equipment or vessel ID

EMERGENCY RESPONSE

In an emergency:

Emergency phone number/radio channel:

- 1 Stop all work
- 2 Make site safe if safe to do so
- 3 Raise the alarm if safe to do so
- 4 Notify site operations staff
- 5 Proceed to the assembly area and wait for instructions

Emergency stop buttons located at:

Emergency assembly area located at

PERMIT ACTIVITY

Description of work

Tools and equipment permitted

HAZARDS (identify those hazards associated with the work area and activity)

Thermal	Pressure	Electrical	Biological	Noise
Gravity	Mechanical	Chemical	Radiation	Asbestos
Human Factors	Body Mechanics	Environmental	Nearby Work	Confined Space

Specific / Other Hazards (please specify) ►

Previous contents of equipment/vessel

Area classification Non-hazardous area Hazardous area

SDS available for all hazardous substances? N/A Yes



WORK CONTROLS

Certificates/safety plans required?	Hot Work Certificate	Ground Disturbance Certificate	Atmospheric Testing & Monitoring Form
	Confined Space Entry Certificate	Working at Heights Certificate	Lifting Certificate

A task risk assessment (SWMS, JSA etc) is required for all permits.

JSA/SWMS ref no.

Isolation Plan ref no.

Asbestos Removal Control Plan ref no.

Other Safety Plan ref.

Radiation Safety Plan ref no.

Are work area controls needed?	No	Yes	▶	Barricading/demarcation	Warning signs	Lighting	Separation distances	Spill Kits
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Additional equipment/job site/PPE controls

AUTHORISATION—PERMIT OFFICER

This permit is authorised, that work may be undertaken within the date range stated, on the basis that the necessary controls as stated to safely undertake the activity within the nominated work area will be established and remain in place as defined within this work permit. Work may only proceed upon daily confirmation that the controls are established and remain in place which will be confirmed by the daily endorsement of this permit. A new permit will be issued if:

- new hazards arise or site or work conditions change, or
- the permitted work scope changes, or
- controls change or their effectiveness is not adequate.

Amendments to this permit may only be made by in writing on this permit initialised by the Permit Officer of this permit.

**Permits must be endorsed prior to work commencing, at least every shift.
If more frequent endorsement of permit is required the frequency will be:**

WPCG ID no.	Name	Signature	Date
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Company	Phone/Radio Channel	Time
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Details of Permit Preparer (if different to Permit Officer)	WPCG ID no.	Name
	Company	Phone

AUTHORISATION—SITE REPRESENTATIVE OR DELEGATE

I am aware that this work is planned and support its need and the permit requirements. I will ensure that any conditions or restrictions on normal site operations required to support the permitted works are understood and will be communicated to all relevant site workers while the permit is in force.

Name	Signature	Date	Time
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ACCEPTANCE—PERMIT RECEIVER

By signing this work permit:

- I confirm that I understand and accept conditions and controls stipulated in the work permit and all other documents referenced within this work permit, to ensure the activity can be executed safely.
- I will confirm that work will comply with local work health and safety regulations
- I will conduct and document a daily pre-start tool box talk with all workers and sub contractors to ensure that all personnel performing this activity understand the content of this permit including the hazards, associated controls, the limits of the work permitted and their responsibilities.
- I will ensure the works being undertaken are stopped if:
 - new hazards arise or site or work conditions change, or
 - the permitted work scope changes, or
 - controls change or their effectiveness is not adequate.
- I will ensure all plant & equipment is maintained, certified safe for use and used as per manufacturer's specifications and relevant Legislation, Regulations, Codes of Practice or Standards.
- I will ensure that the worksite is left in a safe and tidy condition on completion, suspension or abandonment of the work.
- I will ensure that skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the permit.

WPCG ID no.	Name	Signature	Date
Company	Phone/Radio Channel		Time

ALL PERSONNEL PERFORMING THE ACTIVITIES COVERED BY THIS PERMIT

The Permit Receiver or Permit Officer has instructed me on the safety requirements applying to the site, the work area and the activity.
 I have read and understood this permit and associated certificates and attachments.
 I agree to abide by the required conditions.
 I confirm that I am trained and competent to perform the tasks that I will be performing.

Print name	Signature	Date
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DAILY CLOSE OUT AND ENDORSEMENT OF PERMIT

The maximum period of validity for all permits is 7 days. Permit endorsement is permitted each shift following verification by the Permit Endorser that the permitted work scope, conditions, requirements and controls have not changed. The Permit Endorser confirms, by signing here that:

- 1 The precautions required to work safely have been complied with prior to starting work each day or work period
- 2 The scope of the permitted activity has not changed
- 3 No new hazards have been identified
- 4 All stated controls remain adequate
- 5 The requirements of the permit have been communicated to all workers

A Work Clearance is required prior to work starting each day. At the completion of work each day the Permit Receiver sign to confirm that the area has been left in a safe condition (although it may remain a non-operational area, i.e. it has not been handed back) and that all staff have left the site.

Contact Details of Endorser

WPCG ID no.	Name	Company	Phone
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Date	Time	WCF issued Yes/No	Name	Permit Endorser Signature	Daily close out (signature of Permit Receiver)	Time of close out
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WORK PERMIT COMPLETION AND CLOSE OUT

Permit Receiver: The activity is complete. This permit is no longer necessary.

Permit scope completed	No	Yes		Name
Work team lock-outs removed	No	Yes	N/A	Signature
Site cleaned up and made safe	No	Yes	N/A	
Work in confined space has been completed and all persons accounted for	No	Yes	N/A	Date
Remaining hazards communicated, where applicable	No	Yes	N/A	
Comments				

Site Representative: The activity is complete.

Name	Signature	Date	Time
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