

Attachment 4 – Work Clearance Form

THIS IS NOT A PERMIT ALL SECTIONS MUST BE COMPLETED. THIS FORM MUST BE REVIEWED AND ACKNOWLEDGED BY THE SITE REPRESENTATIVE. THIS FORM IS VALID FOR A MAXIMUM OF 1 DAY.	Date: _____	Job/Work Order No. _____
	Person Undertaking Work: _____	
	Company: _____	
	Permit No: _____	Permit Expiration Date: _____
1. WORK DESCRIPTION (Please use BLOCK CAPITALS except for signatures)		
Site Address: _____		
Detail of Proposed Work for the Day: _____		
ARE YOU GOING TO PERFORM ONE OR MORE OF THE FOLLOWING ACTIVITIES?		
Any "Yes" answer requires a Permit and a SWMS. Consult your Permit Issuer before starting any work.		Any "Yes" answer requires a SWMS or JSA or SOP. This activity is required to be undertaken under the supervision of a Z prequalified contractor or Mini Tankers operators or Retail Site Retailer, and in accordance with their HSE Management Plan. Consult your supervisor if you are unaware of whether or not your company is prequalified.
	Yes	No
Hot work in hazardous area	<input type="radio"/>	<input type="radio"/>
Confined Space Entry	<input type="radio"/>	<input type="radio"/>
Excavations >/= 1.5 metres	<input type="radio"/>	<input type="radio"/>
Live Electrical Work	<input type="radio"/>	<input type="radio"/>
Abnormal work or maintenance	<input type="radio"/>	<input type="radio"/>
Hazardous substance exposure -asbestos, lead	<input type="radio"/>	<input type="radio"/>
Energized high pressure work - hydrant lines	<input type="radio"/>	<input type="radio"/>
Live energized product line work	<input type="radio"/>	<input type="radio"/>
Work at height greater than 1.8 metres	<input type="radio"/>	<input type="radio"/>
Shop roof construction and/or installation	<input type="radio"/>	<input type="radio"/>
Canopy construction and/or installation	<input type="radio"/>	<input type="radio"/>
Working on single skin canopies	<input type="radio"/>	<input type="radio"/>
Working on non-trafficable secondary surface	<input type="radio"/>	<input type="radio"/>
Tank removal and/or install	<input type="radio"/>	<input type="radio"/>
Demolition – excluding soft strip out	<input type="radio"/>	<input type="radio"/>
Crane work (excluding deliveries)	<input type="radio"/>	<input type="radio"/>
		Yes
		No
		Restricted Space <input type="radio"/>
		Excavations between 0.5 or greater (not permissible) <input type="radio"/>
		High pressure system work – compressed air <input type="radio"/>
		Work at Heights between 0.5 metres and 1.8 metres <input type="radio"/>
		Non-powered hoist use involving a suspended load <input type="radio"/>
		Work off site in roadways <input type="radio"/>
		Work on low voltage equipment and circuits <input type="radio"/>
		Erection of structures <input type="radio"/>
		Pump out of product tanks <input type="radio"/>
		Drilling of monitoring wells or soil borings <input type="radio"/>
		Hazardous substance exposure of medium residual risk <input type="radio"/>
		Hot work outside of the hazardous zone <input type="radio"/>
2. CONTROL MEASURES TO BE TAKEN - ALL WORK (Contractor must ensure the work area is safe)		
No work is to start until the controls have been identified		
	Yes	No
	N/A	
Any "No" answer requires details in the space below.		
Can safe access be maintained to and from and around the work area?	<input type="radio"/>	<input type="radio"/>
Have you checked whether there are other activities being carried out that may affect your work / safety?	<input type="radio"/>	<input type="radio"/>
Have you informed others that may be affected by your work?	<input type="radio"/>	<input type="radio"/>
Are suitable fire extinguishers available within work area?	<input type="radio"/>	<input type="radio"/>
Will barriers be erected around work area?	<input type="radio"/>	<input type="radio"/>
Have you planned the job to avoid extension cables crossing the hazardous area?	<input type="radio"/>	<input type="radio"/>
Have you identified how you will remove rubbish created by your work so the site remains tidy?	<input type="radio"/>	<input type="radio"/>
Are energy sources isolated and locks and tags applied?	<input type="radio"/>	<input type="radio"/>
Are transfer and / or dispensing pumps shut down with the valves closed?	<input type="radio"/>	<input type="radio"/>
Does the work team have the correct PPE for the task?	<input type="radio"/>	<input type="radio"/>
Does the work team understand the hazards, risks and controls?	<input type="radio"/>	<input type="radio"/>
Have you communicated what work is going to be carried out, including risk, precaution and any out of bounds area to the Site Representative?	<input type="radio"/>	<input type="radio"/>
Confirm you are familiar with Z Life Saving Rules and have advised your workers including subcontractors	<input type="radio"/>	<input type="radio"/>
List any additional site specific hazards (e.g. Tanker delivery, delivery of food goods, etc.): _____		
List any additional controls to be taken (e.g. PPE, barricading, etc.): _____		
3. CONTRACTOR CARRYING OUT THE WORK – CONTRACTOR		
The person undertaking the work acknowledges that the job will be undertaken in accordance with the controls listed above and the Z Life Saving Rules, all work will be completed in a safe manner, and that the Site Representative will be informed of any changes in risk, any suspension of work and any accidents.		
NAME:	SIGNATURE:	TIME:
DATE:		
Worker(s) Names: Add on the back of form if more room is required		
4. ACKNOWLEDGEMENT OF WORK – SITE REPRESENTATIVE (operating locations only)		
The Site Representative witnesses the contractor's signature, and agrees to inform the contractor of any change in site conditions such as tanker delivery.		
NAME:	SIGNATURE:	TIME:
DATE:		
5. WORK CLEARANCE CLOSE OUT – CONTRACTOR		
The Contractor acknowledges that the job has been completed/suspended and the site has been left in a safe and satisfactory condition.		
NAME:	SIGNATURE:	TIME:
DATE:		
6. WORK CLEARANCE CLOSE OUT – SITE REPRESENTATIVE (operating locations only)		
The Site Representative acknowledges that the Contractor has departed and closed out WCF (5. Above).		
NAME:	SIGNATURE:	TIME:
DATE:		