

WORK CLEARANCE FORM

WCF No. **087501**

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?

	Yes	No
HIGH RISK TASKS: Any "YES" answer requires a Permit and a SWMS to be in place BEFORE starting ANY work. Consult your Permit Issuer before starting any work.		
Asbestos Work		
Canopy or shop construction and/or installation		
Confined Space Entry		
Crane work or load lifting or rigging operations		
Demolition – excluding soft strip out		
Drilling of monitoring wells or soil borings (mechanical)		
Dusty construction works from dry concrete, stone, brick		
Energized high pressure work (Schedule 1)		
Excavations >/= 1.5 metres		
Hot work in hazardous area Or hot work directly on a diesel tank or its fittings		
Live Electrical Work		
Live energized product line work		
Non-routine work on fuel storage tank tops		
Removal of substances containing lead		
Tank removal and/or install		
Work at height greater than 1.8 metres		
Working on non-trafficable secondary surface		
WorkSafe NZ Notifiable Work: _____		
MEDIUM RISK TASKS: 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 HSSE Management Plan. Consult your supervisor if you are unaware of whether or not your company is prequalified.		
Critical Safety Device Override (C2)		
Drilling of monitoring wells or soil borings (non-mechanical)		
Excavations between 0.5 and <1.5 metres		
Energised pressure system work (Schedule 2)		
Hot work OUTSIDE of the hazardous zone		
Non-powered hoist use involving a suspended load		
Pump out of product from tanks		
Restricted Space		
Work at Heights <1.8 metres		
Work off site in roadways		
Work on low voltage equipment and circuits		
Any other medium risk activity		

2. CONTROL MEASURES TO BE TAKEN - ALL WORK (Contractor must ensure the work area is safe)

	Yes	No	N/A	Any "No" answer requires details in the space below
No work is to start until the controls have been identified				
Can safe access be maintained to and from and around the work area?				
Have you checked whether there are other activities being carried out that may affect your work / safety?				
Have you informed others that may be affected by your work?				
Are suitable fire extinguishers available within work area?				
Will barriers be erected around work area?				
Have you planned the job to avoid extension cables crossing the hazardous area?				
Have you identified how you will remove rubbish created by your work so the site remains tidy?				
Are energy sources isolated and locks and tags applied?				
Are transfer and / or dispensing pumps shut down with the valves closed?				
Does the work team have the correct PPE for the task?				
Does the work team understand the hazards, risks and controls?				
Have you communicated what work is going to be carried out, including risk, precaution and any out of bounds area to the Site Representative?				
Confirm you are familiar with Z Life Savers and have advised your workers including subcontractors				
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 Savers, 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 (where a site representative is present)

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:
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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:
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6. WORK CLEARANCE CLOSE OUT - SITE REPRESENTATIVE (where a site representative is present)

The Site Representative acknowledges that the Contractor has departed and closed out WCF (5. Above).

NAME:	SIGNATURE:	TIME:	DATE:
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