

NOTE A MINIMUM OF FIVE (5) WORKING DAYS NOTICE IS REQUIRED PRIOR TO THE PLANNED COMMENCEMENT OF WORKS.
 THE CONTRACT MANAGER IS RESPONSIBLE FOR OBTAINING A COPY OF THE OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT PLAN (OSHMP), JOB SAFETY ENVIRONMENT ANALYSIS (JSEA) OR EQUIVALENT PRIOR TO THE COMMENCEMENT OF WORKS TO BE SATISFIED THAT THE WORKS WILL BE UNDERTAKEN SAFELY.

Contractor to Complete

1. REQUEST FOR CLEARANCE TO WORK *(To be completed by Contractor Supervisor)*

Name of Contractor Completing Work: _____ Date Submitted: _____

Physical Location of Works: _____ WC Functional Location No: _____

Title of Works: _____ Scope of works for this Permit: _____

Duration of work: Start date: _____ Finish date: _____ Days of work: _____
 Start time: _____ Finish time: _____ Hours of work: _____

Revised dates: Revised finish date: _____ Authorised Person: _____
 (If required) Revised finish time: _____ Signature _____ Date _____

*Description of Works means a document (for example: Scope of Works or Work Method Statement) which provides sufficient detail to allow the Authorised Person to determine the type of tasks to be undertaken and the potential impact of any work to the WC asset. Upon submission additional information may be requested by the Authorised Person.

THE FOLLOWING DOCUMENT(S) HAVE BEEN ATTACHED *(Refer Procedure)*

Description of Works* Other _____

CONTRACTOR SUPERVISOR PERSON RESPONSIBLE FOR SUPERVISING WORKS FOR THE DURATION OF THIS PERMIT

Name: _____ Contact Number: _____ Fax: _____

E-mail: _____ I have completed Water Corporation OSH Permit training? Yes No

WATER CORPORATION CONTRACT MANAGER FOR THE ABOVE WORKS

Name: _____ Contact Number: _____

FORWARD THIS PERMIT TO THE AUTHORISED PERSON (AND COPY TO CONTRACT MANAGER)

AUTHORISED
PERSON TO
COMPLETE

Authorised Person to Complete

2. AUTHORISATION *(To be completed by Authorised Person)*

Applicable Permits, Forms & Additional Requirements (please tick)

Isolation Handover / Request Form Confined Space Entry Permit Hot Work Permit

Catchment Checklist for CTW Reinstatement of Grid Mesh Panels Permit Asset Protection Risk Assessment

THE CONTRACTOR IS HEREBY ADVISED OF THE FOLLOWING ADDITIONAL SITE SPECIFIC HAZARDS / CONDITIONS

ATTACH ADDITIONAL INFORMATION AS REQUIRED

BY UNDERTAKING WORKS WITH THIS PERMIT, BOTH THE CONTRACTOR AND CONTRACT MANAGER AGREE TO ENSURE SUITABLE CONTROLS ARE IMPLEMENTED FOR HAZARDS IDENTIFIED AS PART OF BOTH SECTION 1 AND 2 OF THIS PERMIT.

Normal Water Corporation Contractor OSH Requirements also apply.

Application for Clearance to Work has been: Approved Denied Further Information Requested

Signature: _____ Date: _____

AUTHORISED PERSON OPERATIONS PERSON RESPONSIBLE FOR THE OPERATION OF THE ABOVE ASSET

Name: _____ Contact Number: _____

Fax: _____ E-mail: _____

RETURN PERMIT TO CONTRACTOR SUPERVISOR (AND COPY TO CONTRACT MANAGER)

Contractor

3. WORK COMPLETION *(To be completed by Contractor Supervisor)*

I confirm the items listed in Section 1 & 2 have been implemented and the above works are completed.

Name _____ Signature: _____ Date: _____ Contact Number: _____

RETURN PERMIT TO AUTHORISED PERSON (AND COPY TO CONTRACT MANAGER)

Authorised Person

4. FINAL SIGN OFF & CLOSE OUT *(To be completed by Authorised Person or Nominee)*

I confirm completion of the above work and all associated permits have been closed. This permit is now closed out.

Inspection of this asset has been completed prior to bringing the asset back into service YES

Name _____ Signature: _____ Date: _____

RETURN PERMIT TO CONTRACTOR SUPERVISOR. RETAIN AND FILE COPY AS A RECORD.

RETAIN A COPY
OF THIS PERMIT
FOR 2 YEARS,
THEN ARCHIVE
FURTHER 5
YEARS

Prompts for Authorised Persons

This list is intended as an aid to the Authorised Person (or others) to identify potential impacts of the works in assessing an application for a CTW Permit.

<p>Hazards (to the Contractor, through interaction with the Water Corporation asset/site)</p>	<p>Confined Space Entry Striking our underground service Asbestos Unsafe atmosphere (H2S, LEL, CO, oxygen too low or high, other) Exposure to, or spills of chemicals, fuels, chlorine or other Dangerous Goods Work at heights or openings Electric fences Pressurised equipment Equipment needing isolation (fluid, gas, power, stored energy) Contact with wastewater pathogens Noise/vibration Ultraviolet lamps RF energy (e.g. transmission towers) Conditions on site temporarily in an unsafe condition (tagged, barricaded) Drowning/engulfment/flooding Metallic service with potentially induced voltage from adjacent power lines Site Induction requirements not met</p>
<p>Drinking Water Quality</p>	<p>Catchment management and source protection Water Treatment plant operation Chlorinator operation Service tank contamination Backflow into the reticulation</p>
<p>Other Permits/checklists required</p>	<p>Confined Space Entry Permit Hot Work Permit Isolation forms (for 'complex' isolation) Reinstatement of Grid Mesh Panels Permit Flammable Gas Area Permit Catchment Checklist for Clearance to Work Permits</p>
<p>Potential operational impacts or asset damage</p>	<p>Disruption of supply to customers Damage caused by mobile plant Chemical or biological contamination Access to equipment blocked during the work Fire/explosion Delays to work require asset to be isolated longer than planned Bypasses needing to be arranged Contingency plans needed (by Contractor, or Water Corporation) Notification or approval by others required (e.g. access to the IWSS) Downstream/upstream impacts Site security compromised Local constraints to water discharge/dewatering Contractor's provision for clean-up or site restoration <i>Causing direct damage to a pipe or coating *</i> <i>Causing excessive impact, shock or vibration*</i> <i>Causing excessive loading*</i> <i>Limiting future access*</i> <i>Disturbing foundations or bedding*</i> <i>Causing subsidence*</i> <i>Altering the depth of cover*</i> <i>Interference with cathodic protection*</i></p>

Note: Items marked with an asterisk (*) are also referred to in the [Asset Damage Risk Assessment](#) procedure, which outlines the process for initiating a damage risk assessment for works near an asset. Related guidance material be viewed via the [Working Near Pipelines](#) page at www.watercorporation.com.au.