



Hazardous Works Permit



Part A: Work details

Permit originator (contractor):	
Date: _____	Tel: () _____
Location of work: _____	
Description of work: _____	
Equipment: _____	

Part B: Examination

To be completed by an authorised person.

An authorised person can be a contractor, contractor's supervisor or principal contractor (for construction works).

When to complete

This form must be completed if the proposed work includes any of the following:

- Roof work or ceiling work
- Trenching or excavation work
- Crane operations
- Energy isolation (Gas, Water, Electricity).

Roof work or ceiling work? Yes Complete checklist below No Go to next checklist

Any work that requires access to the roof or ceiling and which may place people at risk through collapse, falling or contact with existing services.

Safety requirement	Yes	N/A
Adequate access and security for workers, equipment and materials.		
Safety harness or lifelines examined and secured to strong anchorage.		
Scaffolding or platforms above 4 metres have been erected and examined by a suitably qualified person.		
Area sufficient for personnel, equipment and materials load.		
Persons working or passing below are adequately protected.		
Warning signs and barriers erected at ground level.		



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Trenching and excavation work?

Yes Complete checklist below No Go to next checklist

Safety requirement	Yes	N/A
If underground services are affected have specific instructions been issued?		
Soil erosion and sediment control measures have been identified for use.		
Are banks over 1.5 metres sloped sufficiently and adequately provide a safe means of egress?		
Excavations are barricaded and signed.		
Relevant certificates of competency from equipment operators have been sighted.		

Crane operation?

Yes Complete checklist below No Go to next checklist

Safety requirement	Yes	N/A
Personal Protective Equipment is used.		
Ground under crane is sufficient to support crane.		
All hoisting equipment inspected prior to use.		
Overhead lines within 4 metres de-energised.		
Barricades placed around crane cab swing area.		
Crane operator's permit has been sighted and includes the name of the signal person (dogman).		
Personnel have received appropriate training.		
Clearance under crane operation area.		

Energy isolation? (Gas, Water, and Electricity)

Yes Complete checklist below No Go to part C

Safety requirement	Yes	N/A
Plug locks and tags installed to isolated valves or outlets.		
Fire protection equipment installed.		
Area barricaded and signed.		
Working on live electrical installations (must be in accordance with State legislative requirements).		
Ladders or scaffolds inspected and secure.		
Affected persons notified; that is, employees, customers or other contractors.		



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**Part C: Authorisation** (Authorised person to complete before work commences)

I certify that all necessary precautions as detailed in this permit have been taken to make the area safe for the permitted operation.

This permit is valid from this date / / to / / (maximum one day).	
Name:	
Signature (Authorised person):	
Date: / /	Time:

Part D: Acceptance

(To be completed by those performing the work)

I have read this permit and understand the nature of the work and safety precautions to be taken.		
Signature:	Date: / /	Time:
Signature:	Date: / /	Time:
Signature:	Date: / /	Time:

Part E: Completion

(To be completed by those performing the work)

I certify that the job has been completed and made safe.		
Signature:	Date: / /	Time:
Signature:	Date: / /	Time:
Signature:	Date: / /	Time:

Part F: Close out (Authorised contractor)

Name:	Signature:	Date:
		Time:

Site Manager

Permit returned, work completed.

Name:

Signature:

Date:
