

5.35 Core, Cut, Excavate Works Permit

Description of Works proposed to be carried out:

Assess and Record hazards in permit work space	Check or list the measures used to isolate the permit space and to eliminate or control the hazards prior to works			
Hazard	Yes	No	N/A	
1. <i>Combustible gases/vapours</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. <i>Electrical / Mechanical hazards</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <i>Engulfment or Entrapment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 1- Scope of Permit

Location of work: _____

Contractor(s) carrying out works: _____

Contractor's supervisor responsible for work: _____

Duration of work: _____ Time of Work: _____

Area to be cut/excavated (m² : _____) # of holes to be cored (_____)

Part 2 -Engineer's Authority

Engineers Conditions:

Print Name: _____ Company: _____

Signature (Engineer): _____ Date: _____

Special Conditions (describe):

Personal protective equipment required by all persons:	Y/N/Type
Internal to external communication methods:	Y/N/Type
Ventilation equipment to be used:	Y/N/Type
Lighting inside confined space:	Y/N/Type
Barriers/shields and signage requirements:	Y/N/Type
Rescue equipment to be maintained onsite:	Y/N/Type

Bayleys Property Services Authority

Authorised by:(print name) _____

Special Conditions: _____

Signature of person issuing permit: _____

Date: _____

Contractor's Acceptance

I agree to comply with any engineer's condition/s noted above, safeguards noted on the reverse of this permit, and take all precautions as may be necessary to ensure the works are carried out, and completed in a manner that is safe and without risks. I understand that the issuing of this permit, and any conditions attached to it, does not negate the responsibilities under the relevant H&S legislation, of the contractor named in Part 1, above.

Name: _____ Position: _____

Signature (Contractor's Representative: _____

Verification of Work Completion

The work area has been inspected 30 minutes after completion of work. No hazards remain -Works are complete.

Signature: _____

Date: _____

Time: _____

Safeguards:

1. Fire Protection/Prevention

Any works affecting the fire system requires 48 hours' notice in writing to facilitate isolation and building insurance notification.

The prevention and control of fire is of paramount importance at all times. The Contractor shall become acquainted with the fire protection provisions and evacuation procedures in each building, and with the fire precaution requirements of the Principal, and ensure full compliance with those requirements by its personnel for the duration of this Contract, particularly where the work involves the use of a naked flame, hazardous materials or volatile solvents. These requirements include, but are not limited to, the following special requirements:

Check fire protection system is in service

Cutting and welding equipment is in good repair

If location of works identifies smoke detectors, heat detectors are within the area, ensure that they are isolated

Any combustible material has either been removed or suitably protected against heat and sparks

All wall and floor coverings are covered

Extinguisher/ hose reel to be provided

Equipment cleaned of all combustibles

Containers purged of flammable vapours

2. Hours of work

Wherever, possible maintenance work shall occur outside of Centre Trading hours. Where work has to be done at other times prior arrangements must be made with the Centre Management.

3. Disposal of Contaminants

The Contractor shall properly dispose of any liquid, gaseous or solid contaminants produced by, or accumulated during the specified works in full compliance with all statutory requirements. Take particular care to ensure that no person is harmed by contaminants

4. Welding and Cutting

The following precautions shall be observed whenever electric or oxy acetylene welding or cutting is being undertaken and whenever any naked flame is being used:

- a) A Hot-work permit in the prescribed format must be issued by the building's facilities manager who must be notified prior to and on each occasion that the above type of work is to be carried out.
- b) Portable extinguishers must be available for immediate use. Should there be no suitable existing fire extinguishers in the immediate vicinity Contractors must provide their own whenever cutting or welding is required.
- c) Before any work is commenced, the surrounding area is to be cleared of combustible debris, rubbish etc. Combustible material, equipment and stock etc. that cannot be moved must be adequately shielded with suitable fire-proof material.
- d) At the completion of each day's work, inspections are to be carried out to ensure that no latent fire hazard exists.
- e) Any combustible debris resulting from the work being carried out must not be allowed to accumulate and must be regularly cleared from the immediate area.
- f) Emergency exits, fire extinguishers, fire hoses etc. must be accessible at all times.
- g) Particular care must be taken not to cause any sprinkler head, thermal detector or smoke detector to operate as a result of the work. If such an event is possible, the work must be done outside opening hours, and arrangements made for the building's manager to have the fire protection system isolated during the work, and re-instated on completion of the work. All costs incurred due to an accident or negligent activities will be the Contractor's liability.

5. Noise Control

- a) No impact drilling between 7.30am – 6.00pm, Monday to Friday inclusive. Notify Principals representative where this is impractical to agree alternative timing and access.
- b) Take all practicable precautions to minimise noise resulting from work required by the Contract, and to minimise disturbance of staff and customers. Comply with the requirements of the Local Authority relating to outdoor noise levels during the day and after hours.