



RETAIL PERMIT TO WORK SYSTEM

Appendix 4 Work Clearance Form

Date: _____
Person undertaking work: _____
Company: _____
Job / Work Order No. _____
Permit No. _____



Please note: Any medium risk activity requires a JHA and any high risk activity requires a JHA and a Permit before commencing. Consult Appendix 2 of the Retail PTW system or your supervisor for more information.

1. Station address

2. Proposed work for the day (e.g. paint canopy, repair holes in the forecourt, etc)

3. Hazards associated with the work (e.g. fall from height, moving vehicles, electrocution, etc)

4. Controls / precautions that will be used to manage hazards (e.g. guardrails, barricading, PPE, lockout/tagout, etc)

5. ACKNOWLEDGEMENT OF WORK - CONTRACTOR

The contractor acknowledges that the job will be performed in line with the precautions listed above, that all proposed work has been discussed with the Site Representative, and that the Site Representative will be informed of any incidents.

NAME:	SIGNATURE:	TIME:	DATE:

6. ACKNOWLEDGEMENT OF WORK - SITE REPRESENTATIVE

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:

7. 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:

8. WORK CLEARANCE CLOSE OUT - SITE REPRESENTATIVE

The Site Representative acknowledges that the job has been completed / suspended.

NAME:	SIGNATURE:	TIME:	DATE: