



# WORK CLEARANCE FOR CONTRACTORS

## BULLETIN

This information Bulletin is issued to all currently listed contractors trained in the use of the AIP Work Clearance System.

The Australian Institute of Petroleum (AIP) advises all AIP Work Clearance trained contractors that the Work Clearance system has been amended. The amended system shall be in effect from the 1st July, 2005.

The principal amendments are:

1. The Work Clearance system will apply to all maintenance and minor works to be performed by trained contractors at AIP member companies' marketing facilities including service stations, depots, commercial facilities (i.e. facilities owned and/or operated by member companies' customers such as truck re-fuelling in a transport company's yard), marinas, airfields and other sites as may be nominated by a member company.
2. Changes to the Work Clearance Form (a copy of the new form is attached for your reference) include but are not limited to:
  - a. The previous Section C "Outside Hazardous Areas" has been deleted and Section B has become "Inside and Outside Hazardous Areas". Hence Section B applies to the whole of the area within the site boundary other than inside the sales building or office.
  - b. The previous Section D "Precautions to be taken" is now Section C with additional precautions to be checked.
  - c. A brief description of the tools/equipment to be used is to be completed beneath the Work Description in the top information portion of the form.
  - d. The contractor is to include in the box provided a reference to any Job Safety Analysis that the client company may require the contractor to be complete.
3. The Hazard Map (copy attached) for a service station has been amended to be in accordance with the requirements of Australian Standard AS2430.\*.\*:2004 (applicable Parts). Contractors are to note that the operation or use of a potential source of ignition above a hazardous area as defined by AS2430 **will** require the contractor to contact the company representative for additional permit(s).
4. Hazard Maps (copies attached) are now included for Depots and for Commercial Facilities.

The following Frequently Asked Questions will explain the steps and procedures to be taken by the contractor to implement the amended Work Clearance system.

1. Does my company have to be re-trained before we can use the amended system?

*No. You will be advised when your company is due for its two yearly scheduled re-training. However, it is a requirement that recorded information/instruction session(s) covering these amendments to the system are conducted for all personnel within your company who are trained to use the system and complete the Work Clearance Form.*

*Additional information regarding the changes to the system, including the Hazard Maps can be accessed and downloaded from the AIP website.*

2. Does my company have to dispose of all our existing Work Clearance Forms and order new forms?

*No. You may continue to use the existing forms until 31<sup>st</sup> December, 2005. When using the existing form, you must strike out Section C and the "outside hazardous areas" tick box. Your client company may require you to include additional information on the form.*

*You are required to strike out the Instructions for filling in the AIP Work Clearance Form and the Hazard Map on the backing sheet of each pad of existing work clearance forms. All personnel are to be issued with a copy (electronic version can be downloaded from the AIP website) of the amended Instructions for filling in the AIP Work Clearance Form and of each relevant Hazard Map.*

*Note that you are now required to forward the original 'white' copy with your invoice if requested by your client company (the blue copy is to be left on site).*

3. So does this now mean that I can't use my battery drill when I'm more than 8 metres from the pumps on a service station?

*Yes. If you want to use your battery drill anywhere within the site boundary, except for inside the sales building or the office, you would now write "yes" against electrical equipment in Section B of the form. You would then be required to refer to your company representative for permit or authorization.*

4. I am now going to require a Hot Work Permit to do my job where I didn't need one under the existing system. Does the AIP supply and issue Hot Work Permits?

**No.** *For any required additional advice and/or permits you must contact your company representative.*