



Safety, Wellbeing and Risk Induction for Working at Z Network Sites

This pack outlines general safety & wellbeing requirements for doing work at Z retail sites. Additional requirements may apply depending on the nature of work

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Z's Safety & Wellbeing Stand

We Stand for

Enhancing the lives of our people and communities , through Industry leading safety and wellbeing performance.

We do this by developing the

Capability of our people, systems and leaders and focusing on Physical and process safety, mental and physical wellbeing.

When you come to work at a Z site

Your safety and wellbeing are of utmost importance to us

You need to:

- Complete a site safety induction with the Z-Site Lead or Site Foreman
- Know the risks of your work and safety controls
- Have the right tools, equipment and procedures
- Feel safe in the work that you are doing
- Be fit and ready to work
- Be appropriately qualified to do the work safely



To be part of Z is to be part of a community that brings this stand to life. Ko te piri ki a Z he piri ki tētahi hapori whakatinana i tēnei whāinga.

Our purpose – solving what matters for a moving world – compels us to act on safety and wellbeing.

We stand for
Enhancing the lives of our people and communities.
He whakapakari i te oranga o ō tātou tāngata me ō tātou hapori.



Engaged and visible leaders
We are all safety leaders at Z, our commitment drives us to stand side by side with the teams that rely on us and work together to manage our risks.

Enabled safety systems
Our safety system drives us to proactively focus on the risks that matter most, ensures the continual improvement of our operations, and it's part of everything we do. It drives us to meet our responsibilities as a New Zealand company and our internal standards too.

Capable and courageous people
We know that our people are key to our success and we work together to grow capability and empower them to speak up and actively participate. We back our people 100% to make the calls required for safe and reliable operations.

We all need to stand up and take personal accountability for this.

We enable our stand by having engaged and visible leaders, capable and courageous people and enabled safety systems.


Mike Bennetta
Chief Executive
May 2020

Mā te mārama o te whakaaro me te piritahi ka taea ngā mea katoa. Through clear thought and collaboration all things are possible.





Stop Work Authority

Every worker is authorised to stop their own work, and the work of others if they have an immediate concern about safety

Provided it is safe to do so:

STOP the activity.

THINK about the risks, and

ACT to make the activity safe.

Communicate the details to your supervisor and the Z Site Leader as soon as possible

Our Life Savers

These are 'must dos' and apply at all times while working for Z or at a Z location

Driving. Minimise the risks when you are behind the wheel



Plan your journey

Follow a prescribed Journey Management Plan if required



Buckle up

Wear a seat belt when in a moving vehicle



Drive within speed limit

Always keep to the speed limit and drive to the conditions



Don't let your device distract

Never operate a mobile device when in control of a vehicle

Personal Safety. Minimise the risks to yourself



Be clear headed and alert

Never let alcohol, drugs or other factors impact your ability to work safely and effectively



Prevent all falls

Use barriers or fall restraints when working at heights greater than 1.8 metres



Stay clear of elevated loads

Never walk or work under an elevated load



Work in clear air

Check for gas when working in hazardous zones and keep all ignition sources out

Control of Work. Minimise the dangers during high risk activities



Comply with safety document requirements

Always get an approved permit before work starts



Leave critical safety devices on

Get authorisation before overriding or disabling safety critical devices



Restrict confined space entry

Only enter a confined space with authorisation



Avoid a shock

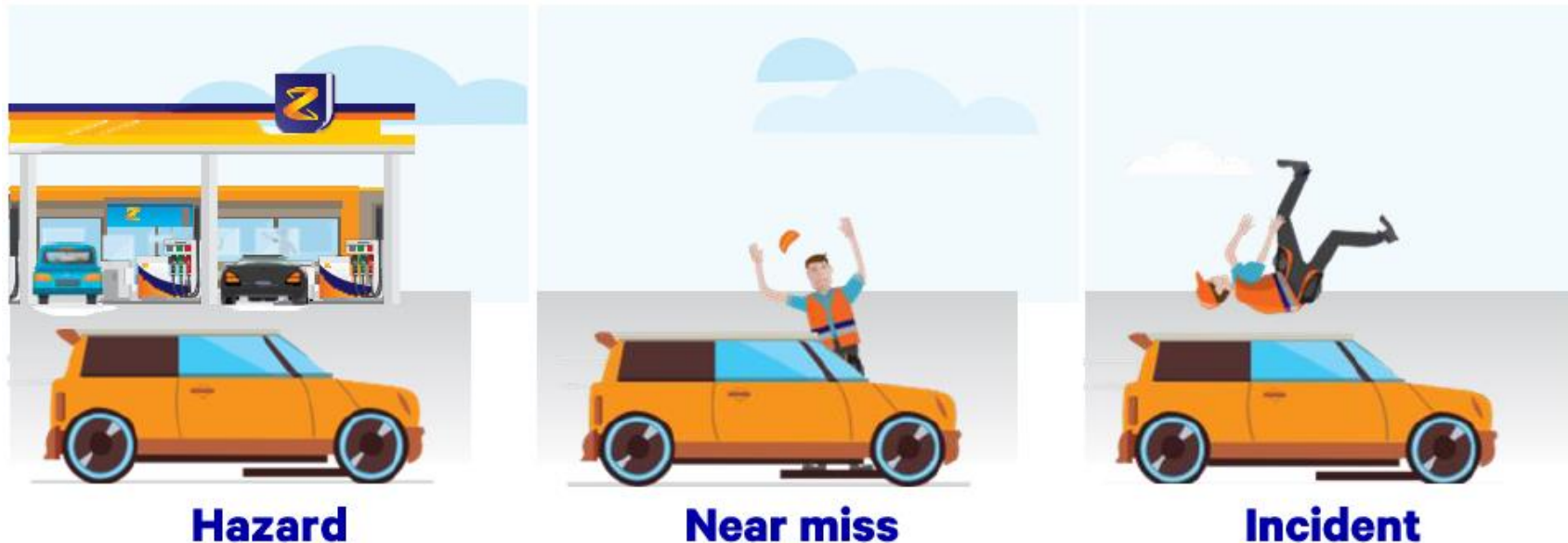
Verify all isolations before work begins

Z Life Savers

- The Z Life Savers were developed because too many people are killed at New Zealand workplaces just like ours and we don't want this to happen on our watch.
- Every person working for Z, or at a Z location deserves to go home safely at the end of their shift. If we behave in line with our Life Savers we can do just that – save lives
- The 12 Life Savers are “must dos” when working for Z or at a Z location and are grouped into three categories:
 - Driving Life Savers - minimise the risk when you are behind the wheel
 - Personal Safety Life Savers – minimise the risk to yourself
 - Control of Work Life Savers – minimise the dangers during high risk activities

Hazard identification and risk assessment

- Risk refers to any activity, event, situation or context that creates uncertainty about Z's ability to meet our purpose or objectives
- Health and safety risk is the chance that somebody could be harmed by hazards
- A hazard is anything that may cause harm to people, the environment or assets if there are no controls in place. For example, chemicals, electricity, vehicle movement, use of power tools, working at height, or an open drawer
- The Health and Safety at Work Act (2015) places a duty on Z as a PCBU to ensure, so far as is reasonably practicable, that work is completed without risks to the health and safety of any person





Hazard identification and risk assessment

Before starting any work at a Z Site, assess the risk of the activity as per the Z Energy PTW Activity Table: If your planned work is not listed in slides nos. 14-16, contact a Z Safety, Wellbeing and Risk Business Partner for advice

For High Risk Activities

- Follow Z’s Permit to Work Requirements

For Medium Risk work activities

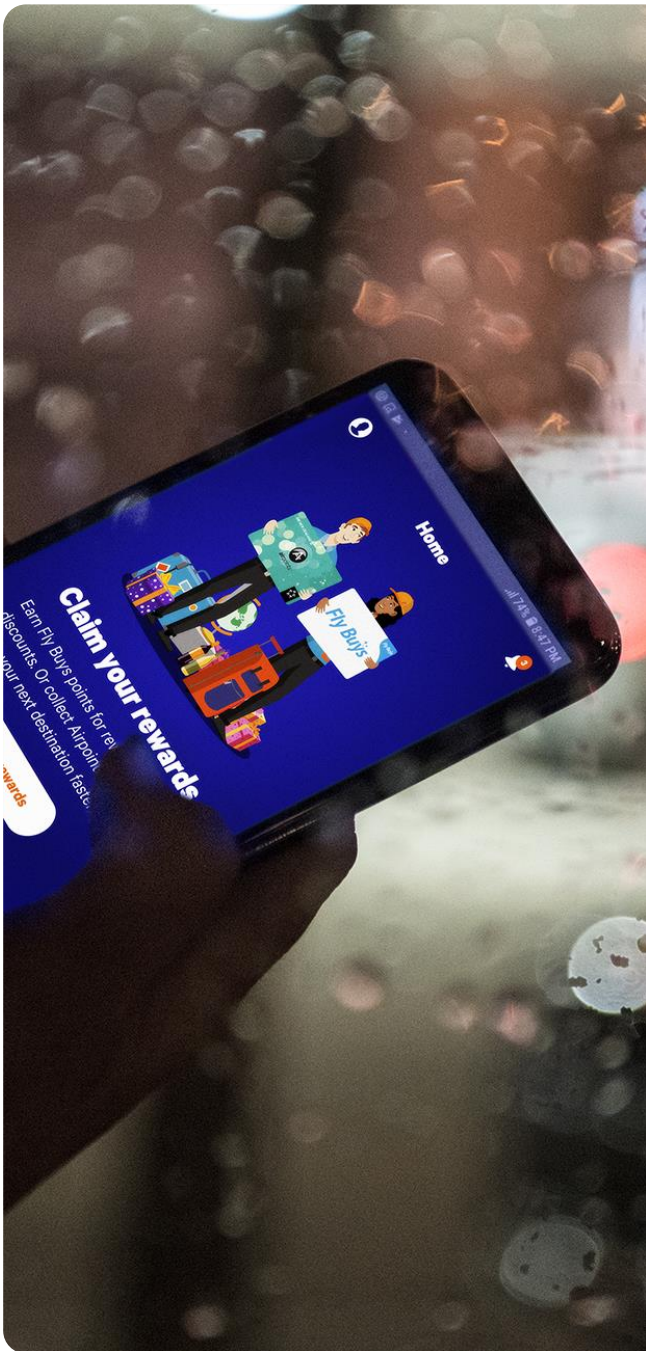
- Prepare a **Job Safety Analysis (or Task Assessment)**. You may use an industry standard industry template to list the hazards involved in the task and how they will be controlled

For High Risk work activities

- A **Safe Work Method Statement** must be completed in advance. For example Work at Height, Confined Space Entry, Excavations, Crane operations, Electrical work
- **Work permits and associated certificates** – must also be completed to “authorise” your work to proceed

Where construction work is in progress in the area you need to work, you must provide in advance, a Site Specific Safety Plan

- **Site Specific Safety Plan (SSSP)**. This document describes the checks you conduct (e.g. worker’s competency, equipment certifications), and the controls that you will put in place for site specific hazards (e.g. traffic, retail site hazardous zones), and other works that may be in progress at the site. The SSSP should describe how you will communicate with the Site Leader (and Principal Contractor if other works are in progress), before, during and after your work is completed



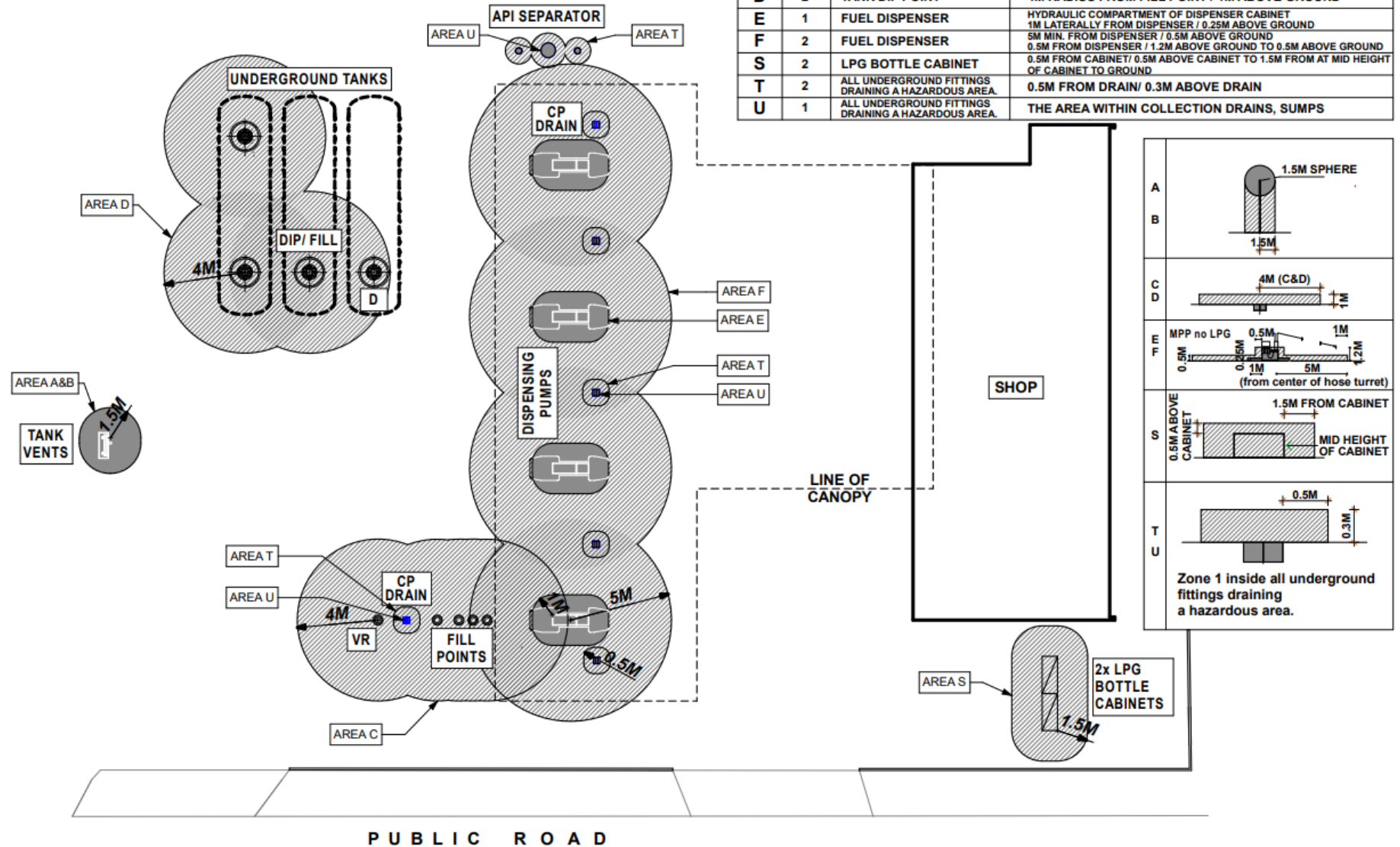
Retail Site Hazardous Areas

- Due to the nature of the products that we sell, all retail sites have hazardous zones as per the Classification of Hazardous areas AS/NZS 60079.10.1 2009
- Each site has a Hazardous Zone Plan (HSNO drawing), and this should be referred to prior to work commencing on site. You can request these from the Retail Site Leader
- Note that ongoing product transfers, pipeline modifications or repairs, or excavations could extend hazardous areas
- Any Hot Work, which includes electrical work, or the use of cutting tools or power tools in a designated hazardous area, requires a **Work Permit** to be in place, which can only be issued by an approved Z Permit Issuer





No work is to take place outside while fuel deliveries from a bulk tanker are taking place, including 30 minutes after a delivery

Retail site typical hazardous areas

Note: each site has its own specific HSNO drawing



Ladder Use on Z Sites

<p>Contractors are not permitted to use A frame and step ladders on Z Energy sites.</p>	
<p>Contractors are permitted to use single, straight and extension ladders for access only up to 5.0m on Z Energy sites. Ladder must be secured at both ends during use regardless of length.</p> <p>Contractors are not permitted to work on single, straight and extension ladders.</p>	
<p>Contractors are permitted to use platform ladders with a platform height of up to 1.8m on Z Energy sites.</p>	
<p>All ladders shall comply with AS/NZS 1892 and be of Industrial Duty rating. Ladders shall have a load rating sufficient to handle the combined weight of workers and tools (minimum 120kg). Ladders shall be in good condition and not modified. Ladders shall be of appropriate height for the work being completed.</p>	
<p>For works above 1.8m contractors should use alternative access equipment such as scaffolding or an elevating work platform (EWP).</p> <p>For works above 5.0m a Z Permit to Work is required.</p>	

Working at Height

- Z's Safe Work Practice : [Working at height](#)
- Fall protection is required for a potential fall distance of 1.8 metres or more, inclusive of whether it is at or below ground level or within 2.0 metres or less from an unguarded edge.
- Scaffolds 4m and over must be erected by a competent person.
- Fall restraint is to be worn at all times in a boom lift/cherry picker. If a permanent anchor point is installed in a scissor lift, fall restraint is also to be worn
- When working within 2 metres of an unguarded edge, fall protection must be established and maintained 2 metres either side of the workers work area at all times
- If wearing fall restraint/arrest means, an emergency recovery plan must be established and equipment for it available on site prior to the work starting

- Access to the retail shop canopy should be via an elevating work platform or scaffold. If circumstances prevent this, a request may be made to the Z SWR Business Partner to approve the use of a ladder for access.
- Weather conditions need to be taken into account when working at height
- Ensure WorkSafe is advised if working 5m or more





Z's Permit to Work Procedures and Other Safety Information available here: [Working safely at Z stations](#)

[Permit to Work Activity Table](#)

Read this to assess if your job is High, Medium or Low risk

[Permit to Work System Manual](#)

If your work is rated High Risk you must read this

[Permit to Work Workflow](#)

Process to follow if you need a Work Permit

[Hazard identification and task risk assessment / HITRA](#)

Example of a risk assessment procedure required for a Work Permit

[Safe Work Method Statement](#)

Example of how to document risk controls

[Working at Height Certificate](#)

Example of a Permit to Work System certificate required for high risk work

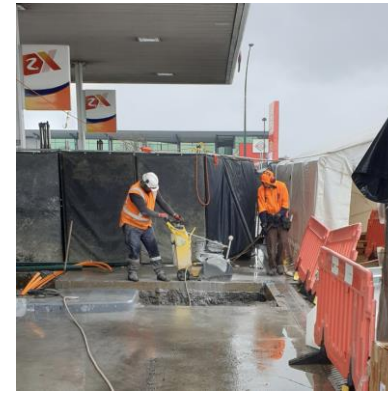
Z Permit to Work System (PTWS) requirements

Some examples of High-risk activities

- In high-risks activities, a **work permit is always required** in addition to documented risk assessments



Asbestos



Hot work in a hazardous zone



Demolition work



Excavations



High-risk activities

These activities are subject to Z's Permit to Work System requirements

- Asbestos Work
- Canopy or shop roof construction and / or installation
- Confined Space Entry
- Crane work or load lifting or rigging operations
- Critical safety device override
- Demolition
- Drilling of monitoring wells or soil borings – Mechanical Drilling
- Dusty construction works from dry concrete, stone or brick
- Energised high-pressure system work
- Excavations
- Hot work in hazardous zone
- Live electrical work
- Live energised product line work
- Non-routine work on fuel storage tank
- Removal of substances containing lead
- Tank removal or installations
- Work at height exceeding 1.8m
- Working on a non-trafficable secondary surface
- Worksafe NZ notifiable works

Medium Risk Activities

Activity	Description
Critical Safety Device override (C2)	<p>This activity requires a permit where a standard operating procedure has not already been approved and the activity involves overriding or disabling a C2 safety-critical device. This applies when leaving a site operating with a disabled C2 safety-critical device. Returning a C2 Critical Safety Device in to service requires a work permit.</p> <p>C2 CSDs are present on both Network and Supply sites. For a more detailed definition of C2 safety critical device refer to HS-IOA-PRO-002 - Z's approach to managing asset integrity. Any situations involving a CSD override must be managed by a SOP or Management of Change (MOC)</p>
Drilling of monitoring wells or soil borings - No mechanical drilling	Drilling and test borings for soil, groundwater, and bedrock investigations where mechanical drills are NOT used.
Excavation	Excavations not assessed as high risk Refer to Z's Safe Work Practice for Excavations (HS-IOA-GU-011)
Energised pressure system work (Schedule 2)	<p>Work on a pressurised system that does not meet the definition of a pressure vessel (as defined in the Health and Safety in Employment (Pressure Equipment, Cranes, Passenger Ropeways) Regulations 1999, Schedule 1), e.g. included in Schedule 2 of the PECPR regulations:</p> <p>Refer to Lock Out, Tag Out Procedure (HS-IOA-PRO009)</p>
Hot work OUTSIDE hazardous zone	Hot work outside of the hazardous zones, including, but not limited to welding, grinding, portable heat sources.
Non-powered hoist use involving a suspended load	Where goods or equipment are lifted and moved using non-powered mechanical means
Pump-out of product from tanks	Pump out of product from storage tanks using non-fixed piping and transfer pumps, e.g. pumpout of contaminated product, or at a facility where flexible hoses or temporary piping is required.
Restricted space	<p>Work on restricted spaces not considered as confined space (when using the Confined Space Decision Tree). Examples of restricted spaces not considered confined space may include:</p> <ul style="list-style-type: none"> manhole risers or tank sumps <1.5m interceptors or grease traps ceiling spaces that do not meet the definition of a confined space
Work at height <1.8 metres	Height is measured from the lowest point of the worker's body.
Work offsite in roadways	Work in roadways, e.g. connection of services including sewer, electrical power, or water utilities or drainage.

Activity	Description
Work on low-voltage equipment and circuits	<p>Any voltage exceeding 50 volts AC or 120 volts ripple-free DC but not exceeding 1,000 volts AC or 1,500 volts ripple-free DC. For example: 50 V alternating current and 120 V direct current up to 1,000 V AC and 1500 V DC</p> <p>Includes fault finding, trouble shooting, and/or diagnostics on electrical equipment where the equipment will be energised to allow this. All other de-energised prescribed electrical work, including additions and alterations to final circuits, or the installation of new and replacement equipment.</p> <p>'Lock Out, Tag Out' is to be applied for all repairs and replacement of parts. Refer to Lock Out, Tag Out Procedure (HS-IOA-PRO-009)</p>
Any other activity	Any other activity that has a medium residual risk when assessed using the HITRA process, or any other activity as determined by Z Energy's senior management and/or senior permit issuer to be assessed as a medium risk activity when using the HITRA process and Z's Risk Assessment Matrix, or any other activity that would benefit from being managed using the same PTWS approach as a medium risk activity.

- Activities where a work permit is not required unless determined by a Business Unit
- Medium risk tasks can be self managed by Z accredited contractors
- Documented risk assessments (HITRA / JSA etc.) should be in place and control measures applied

Low Risk Activities

- Activities where a **work permit is not required.**
- Such work are generally considered low risk, are frequently carried out, and by competent persons.
- Where a ladder is required for maintenance work, then ensure Z's mandatory requirements for use of ladders are followed

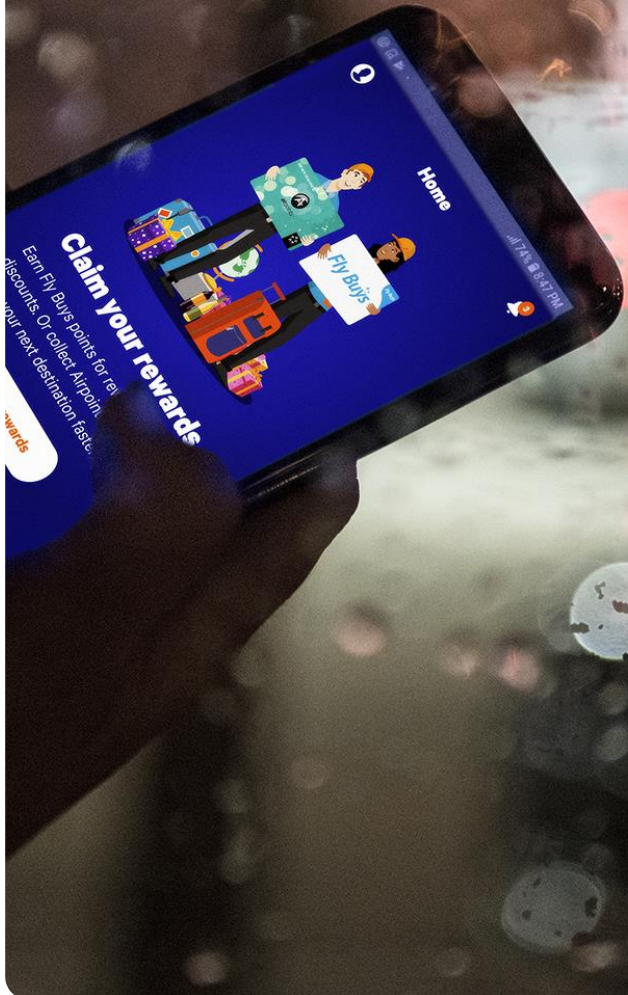
Activity	Description
Critical Safety Device override (C3)	<p>This activity is considered low risk where a standard operating procedure has not already been approved and the activity involves overriding or disabling a C3 safety-critical device. This applies when leaving a site operating with a disabled C3 safety-critical device.</p> <p>C3 CSDs are present on both Network and Supply sites.</p> <p>For a more detailed definition of C3 safety critical device refer to HS-IOA-PRO-002 - Z's approach to managing asset integrity.</p> <p>Any situations involving a CSD override must be managed by a SOP or Management of Change (MOC)</p>
Internal office maintenance	<p>General maintenance within an office building where no part of the activity is considered as Medium or High risk</p> <ul style="list-style-type: none"> • plastering and painting • repairs to office equipment i.e. photocopiers, desks
Utilities repairs	Repairs to utilities, outside hazardous zones, where no part of the activity is considered as Medium or High risk
Window washing (ground level)	Window washing that is undertaken from ground level
Gardening / Lawn mowing	Any work on gardens, lawns or trees that is undertaken without power tools and from ground level

Onsite Safety Management and Supervision

The Contractor company has effective control of the work area within a Z site until handed back to the Z representative/Retailer

All contractors must:

- Agree with Z representative the time and date of work
 - Ensure correct PPE is worn for the job; high vis jacket and steel cap boots are a minimum for the forecourt
 - Park in a suitable location (confirm this is acceptable with the site)
 - Sign in at the Construction Site office and sign out on departure (Bring photo identification if required)
 - Complete a site induction with the Site Foreman on hazards, concurrent work and incident reporting
 - Ensure equipment and machinery you use on site is fit for purpose (e.g. valid WOF, power cables tested and tagged, work at height and lifting equipment certified)
 - Ensure you, your crew and subcontractors working on site have the required training and it is valid
 - Ensure works areas are suitably demarcated and signed to prevent or control access
 - Have adequate cones /barriers
 - Check 1st Aid kit reflects the hazards of the work. Know who are onsite qualified 1st Aiders
 - Identify fire extinguishers and muster points
 - Have MSDS physically available for all chemicals brought onto site in course of work
-
- **In the event of an emergency, all workers must participate in the site evacuation requirements**
 - **When other contractors are on site, both parties to agree work boundaries (when work areas or responsibilities for workers and others on site overlap)**



COVID-19 Management

- Z will provide guidelines that reflect the Covid Protection Framework traffic light level. Any changes in guidelines will be advised by Colliers or through your Z contact
- Scanning on arrival at a Z-Retail site is not required under the Orange traffic light setting, but Z recommends keeping the Scanning App with Bluetooth enabled
- Good personal hygiene remains essential
- Principal Contractors running projects will prepare site specific COVID plans. These will describe what will be done in the event of a worker testing positive
- Construction site Covid protocols may differ from the Z guidelines, and visitors and subcontractors will be advised prior to site visits





Incident Reporting

Z strives for a workplace where there is no harm to people or the environment. However, sometimes things happen that do cause harm.

We know how important it is to respond to these situations as soon as they occur and to minimise the damage, look at what happened, implement corrective actions, and learn from the experience.

The last thing we want is for the same thing to happen again.

Our five-step approach to managing incidents:

1. **Respond** - Make things as safe as possible. Move people away from the affected area, attend to injured people, and secure the site as best you can.
2. **Report** - It is important to report an incident as soon as possible to the Z Site Representative (and Site Foreman where relevant). This lets the right people know what's happened and they can start to manage the situation.
3. **Investigate** - Incidents don't fix themselves and without taking action to resolve an issue and looking into why it happened, there is a real risk the same thing could happen again. Providing the right information is key.
4. **Review** - When an investigation is being conducted it is essential that it is completed in a timely manner. It is important to identify root causes and actions to prevent reoccurrence. Delays in incident investigation lead to a perception that incidents are not being taken seriously.
5. **Communicate learnings** - A critical part of the process is to take the time to identify key learnings for the business and then communicate these learnings so they can be applied to other areas which may have similar risks.

Work Clearance Form

For Landlords and others whose work was not initiated via the Z Maintenance Portal or is not integral to a site construction project

Before starting work onsite, you must complete the Z Work Clearance Form

In this Form you

- Specify the work you are doing, and what measures you will take to minimise the risks
- Confirm that you are aware of the safety hazards on the site, and Z's safety requirements



You can obtain a Work Clearance Form from the Z Retail Site Leader

Work Clearance Form

Section 1 – Work detail and the type of work activity

- Location? Date/Time? What is the work? Who is doing it?
- What is the level of risk – Low/Medium/High? This will determine what other procedures must be followed, for example Work Permit, Safe Work Method Statements, Job Safety Analysis

1. WORK DESCRIPTION (Please use BLOCK CAPITALS except for signatures)

Site Address:
Detail of Proposed Work for the Day:

ARE YOU GOING TO PERFORM ONE OR MORE OF THE FOLLOWING ACTIVITIES?

<p>HIGH RISK TASKS: Any “YES” answer requires a Permit and a SWMS to be in place BEFORE starting ANY work. Consult your Permit Issuer before starting any work..</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr><td>Asbestos Work</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Canopy or shop construction and/or installation</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Confined Space Entry</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Crane work or load lifting or rigging operations</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Demolition – excluding soft strip out</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Drilling of monitoring wells or soil borings (mechanical)</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Dusty construction works from dry concrete, stone, brick</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Energized high pressure work (Schedule 1)</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Excavations >/= 1.5 metres</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Hot work in hazardous area Or hot work directly on a diesel tank or its fittings</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Live Electrical Work</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Live energized product line work</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Non-routine work on fuel storage tank tops</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Removal of substances containing lead</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Tank removal and/or install</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Work at height greater than 1.8 metres</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>Working on non-trafficable secondary surface</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> <tr><td>WorkSafe NZ Notifiable Work: _____</td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr> </tbody> </table>		Yes	No	Asbestos Work			Canopy or shop construction and/or installation			Confined Space Entry			Crane work or load lifting or rigging operations			Demolition – excluding soft strip out			Drilling of monitoring wells or soil borings (mechanical)			Dusty construction works from dry concrete, stone, brick			Energized high pressure work (Schedule 1)			Excavations >/= 1.5 metres			Hot work in hazardous area Or hot work directly on a diesel tank or its fittings			Live Electrical Work			Live energized product line work			Non-routine work on fuel storage tank tops			Removal of substances containing lead			Tank removal and/or install			Work at height greater than 1.8 metres			Working on non-trafficable secondary surface			WorkSafe NZ Notifiable Work: _____			<p>MEDIUM RISK TASKS: Any “Yes” answer requires a SWMS or JSA or SOP. 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Hot work in hazardous area Or hot work directly on a diesel tank or its fittings																																																																																																	
Live Electrical Work																																																																																																	
Live energized product line work																																																																																																	
Non-routine work on fuel storage tank tops																																																																																																	
Removal of substances containing lead																																																																																																	
Tank removal and/or install																																																																																																	
Work at height greater than 1.8 metres																																																																																																	
Working on non-trafficable secondary surface																																																																																																	
WorkSafe NZ Notifiable Work: _____																																																																																																	
	Yes	No																																																																																															
Critical Safety Device Override (C2)																																																																																																	
Drilling of monitoring wells or soil borings (non-mechanical)																																																																																																	
Excavations between 0.5 and <1.5 metres																																																																																																	
Energised pressure system work (Schedule 2)																																																																																																	
Hot work OUTSIDE of the hazardous zone																																																																																																	
Non-powered hoist use involving a suspended load																																																																																																	
Pump out of product from tanks																																																																																																	
Restricted Space																																																																																																	
Work at Heights <18 metres																																																																																																	
Work off site in roadways																																																																																																	
Work on low voltage equipment and circuits																																																																																																	
Any other medium risk activity																																																																																																	

Work Clearance Form

Section 2 – What controls measures must be in place?

- No work is to start until all controls have been identified and the Work Clearance Form is signed-off.
- What controls will be required prior for the work to commence?

2. CONTROL MEASURES TO BE TAKEN - ALL WORK (Contractor must ensure the work area is safe)

No work is to start until the controls have been identified	Yes	No	N/A	Any “No” answer requires details in the space below
Can safe access be maintained to and from and around the work area?				
Have you checked whether there are other activities being carried out that may affect your work / safety?				
Have you informed others that may be affected by your work?				
Are suitable fire extinguishers available within work area?				
Will barriers be erected around work area?				
Have you planned the job to avoid extension cables crossing the hazardous area?				
Have you identified how you will remove rubbish created by your work so the site remains tidy?				
Are energy sources isolated and locks and tags applied?				
Are transfer and / or dispensing pumps shut down with the valves closed?				
Does the work team have the correct PPE for the task?				
Does the work team understand the hazards, risks and controls?				
Have you communicated what work is going to be carried out, including risk, precaution and any out of bounds area to the Site Representative?				
Confirm you are familiar with Z Life Saving Rules and have advised your workers including subcontractors				
List any additional site specific hazards (e.g. Tanker delivery, delivery of food goods, etc.):				
List any additional controls to be taken (e.g. PPE, barricading, etc.):				

Work Clearance Form

Sections 3 & 4 – Declaration and Acknowledgement

- Communicate the work, risks, and controls between Z and Contractors (i.e. arrangements among PCBUs for the common purpose of protecting safety and wellbeing for all involved)

When the overall site or designated work area is under the control of a main contractor:

- Discuss additional safety procedures and documentation that may be required with the Z Project Representative.

3. CONTRACTOR CARRYING OUT THE WORK – CONTRACTOR

The person undertaking the work acknowledges that the job will be undertaken in accordance with the controls listed above and the Z Life Saving Rules, all work will be completed in a safe manner, and that the Site Representative will be informed of any changes in risk, any suspension of work and any accidents.

NAME:	SIGNATURE:	TIME:	DATE:
Worker(s) Names: Add on the back of form if more room is required			

4. ACKNOWLEDGEMENT OF WORK – SITE REPRESENTATIVE (where a site representative is present)

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:

Work Clearance Form

Sections 5 & 6 – Close Out

- When work has been done or paused, both the Contractor and Site Representative confirm the site is finished or left in a safe and satisfactory condition.

5. 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:

6. WORK CLEARANCE CLOSE OUT – SITE REPRESENTATIVE (where a site representative is present)

The Site Representative acknowledges that the Contractor has departed and closed out WCF (5. Above).

NAME:

SIGNATURE:

TIME:

DATE: