



Coles Express Work Clearance: Induction for Contractors

Part of the Coles Online Contractor Induction system, for completion by contractors who will conduct works on Coles Express sites.

Prerequisites for this Coles Express Specific Induction

This Coles Express specific section of the induction only needs to be completed by those who will perform work on Coles Express Service Stations. Before continuing with this induction section, you must ensure you have first completed training in AIP Work Clearance.

During your standard contractor induction

The Coles Group Induction already covered a range of topics that are relevant to Work Clearance and Permitting, including:

- Your duty of care
- How to manage hazards
- How to use a Work Method Statement (WMS)
- The Coles Site Orientation Process

During this induction, we will recap on some of these points, with special focus on preparing yourself to work on Coles Express sites.

During this Coles Express Induction:

The purpose of this separate Work Clearance induction is to help you understand the *Coles Express* Work Clearance process:

- why work clearance is necessary on Coles Express sites
- how to use the AIP Work Clearance and Hazard Map in a way that complies with ***Coles Express Policy***

As soon as you arrive on site:

Identify yourself, your company and the work you will perform to the site manager (or their delegate); then go through the Site Induction and Orientation steps (which were outlined during the Coles Group Online Contractor Induction).

Completing the AIP Work Clearance at Coles Express

Please note that the AIP Work Clearance form applies to all physical tasks conducted by construction, maintenance and repair contractors. This includes work inside and outside of the sales building.

It is the contractor's responsibility to ensure the AIP Work Clearance process is properly followed. This includes

- conducting a risk assessment of the work before *every* job.
- communicate the findings of your risk assessment with your team and site management.
- properly reading your Job Safety Analysis / Work Method Statement, so you understand the risks and the controls you will put in place.
- completing the Work Clearance form neatly and diligently.

Work Clearance form: Step By Step

Once you have completed the site orientation, it is time to use the

- AIP Work Clearance Form, and your
- Work Method Statements

to identify the hazards you may encounter while performing this work and determine how you will control them to ensure a safe work environment.

Who can perform an AIP Work Clearance on Coles Express sites?

The AIP Work Clearance form can only be used on Coles Express sites by those who have satisfactorily completed

- AIP Work Clearance training, &
- this induction.

Identifying Hot Works in Hazardous Zones

If you answer 'Yes' to any Hot Works listed in Section B, the Work Clearance prompts you to “refer to the Client Company for permit or Authorisation”.

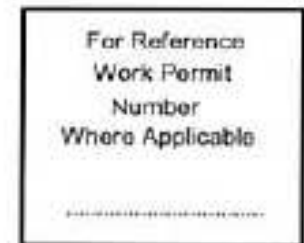
Section B - Inside and Outside Hazardous Areas (refer to Hazards Map to verify)

The contractor is to check that any device that can produce or cause a source of ignition will not be operated within the site boundary

Write **“YES/NO”** when checked:

- Electrical equipment (including all battery operated items such as cordless drills)
- Petrol driven devices
- Excavation equipment (motorised)
- Blow torches / soldering equipment
- Oxy-acetylene or electric welding equipment
- Matches / cigarette lighters
- Concrete cutting, breaking or drilling equipment
- Grinding equipment
- Any other device which can produce or cause a source of ignition

If any YES answers the Contractor is to refer to the Client Company for permit or authorization.



The Coles Express Contractor Work Permitting Requirements include an outline of what 'Hot Works' are.

Coles Express Contractor Work Permitting Requirements



Activities	Work Method Statement or JHA (Completed and supplied by Contractor)	Coles Express Work Clearance Form (Completed by Contractor available at sites)	Hot Work in Hazardous Zone Permit (Issued by Support Centre)	Confined Space Entry Permit (Completed and supplied by Contractor)	Equipment Isolation Permit (Available at sites)	Shell Retail Work Permit (Shell engaged contractors only).
Hot Work in a Hazardous Zone <i>Please Note: Shell engage contractors should obtain a Shell Retail Work Permit.</i>	✓	✓	✓			✓
Hot Work in Building or Auto Bays (Non-Routine)	✓	✓				
Confined Space Entry <i>Please Note: Shell engage contractors should obtain a Shell Retail Work Permit.</i>	✓	✓		✓		✓
Excavations that are 1.5 meters in depth or deeper	✓	✓				
Working at heights greater than 2000mm <i>Please Note: Shell engaged contractors should obtain a Shell Retail Work Permit.</i>	✓	✓				
Work requiring the electrical or mechanical isolation of equipment	✓	✓			✓	
Any other activity that requires a Permit as determined necessary by Coles Express Representative	✓	✓				
Any other activities where work is required on the forecourts.	✓	✓				
Any physical activities in a store or an auto bay <i>E.g. drilling/cutting into walls, structural fit outs etc</i>	✓	✓				
Any other activities in a store or an auto bay	✓					

A list of hot works is featured on the back of that document. This document is available at all sites.

Description / Examples
<p>Any works where:</p> <ol style="list-style-type: none">1) an open flame is created (eg, torches, flame cutting, oxy welding)2) a spark is created (eg, welding, cutting concrete or steel)3) impact and abrasion tools are used (eg, jack hammers, sandblasting)4) cutting and grinding tools are used (eg, concrete and powered saws, grinders)5) drilling tools are used6) a source of heat and electrical current is present (portable electric heaters, electrical tools / equipment that are not explosion proof or intrinsically safe, internal combustion engines)7) any other ignition source may be created (<i>NB: excludes normal customer vehicles</i>)

Identifying Hot Works in Hazardous Zones

At Coles Express, if any works listed in Section B apply, you must first determine if those hot works are conducted in a hazardous zone.

This will determine whether a permit is required, or only site-level authorisation.

Section B - Inside and Outside Hazardous Areas (refer to Hazards Map to verify)

The contractor is to check that any device that can produce or cause a source of ignition will not be operated within the site boundary

Write "YES/NO" when checked:

- Electrical equipment (including all battery operated items such as cordless drills)
- Petrol driven devices
- Excavation equipment (motorised)
- Blow torches / soldering equipment
- Oxy-acetylene or electric welding equipment
- Matches / cigarette lighters
- Concrete cutting, breaking or drilling equipment
- Grinding equipment
- Any other device which can produce or cause a source of ignition

For Reference Work Permit Number Where Applicable

If any YES answers the Contractor is to refer to the Client Company for permit or authorization.

A Hazardous Zone is

“an area where the likelihood of a flammable atmosphere is enough to justify further controls for any hot works that will occur within that zone.”

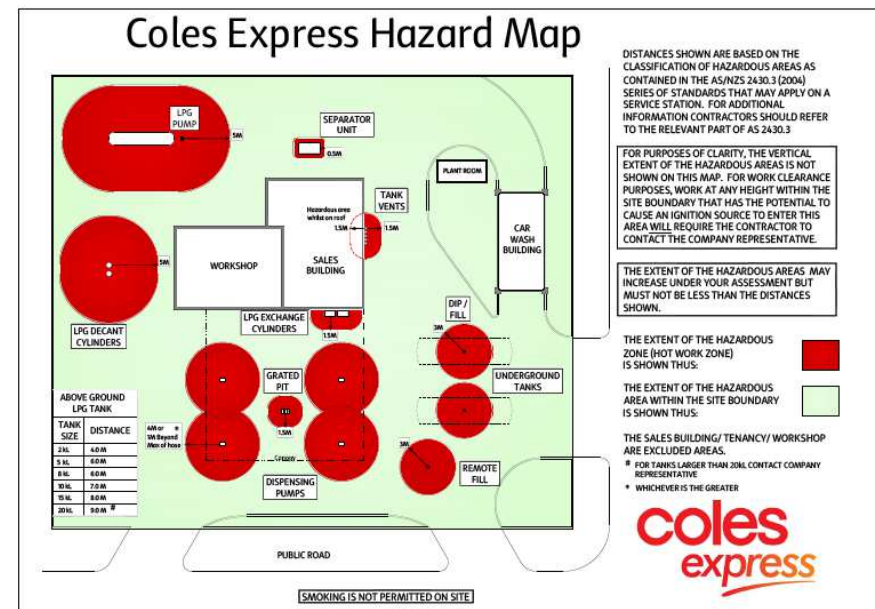
If you find that you are performing hot works on a Coles Express site, the next step is to determine if that work will be occurring within a Hazardous Zones on site. To do this, you consult the the Hazards Map.

Sources of Hazardous Atmospheres

On a Coles Express Service Station, hazardous atmospheres may surround areas where we do one of the following with flammable (eg. Petrol, LPG, Kerosene) or combustible (eg, Diesel, most lubricants) products:

- dip, fill or vent
- store in cylinders (that may leak)
- dispense from hoses and/or nozzles
- channel, separate or drain possible spills

PLEASE NOTE: ON COLES EXPRESS SITES, HAZARDOUS ZONES ARE AROUND SOURCES OF HAZARDOUS ATMOSPHERES, NOT THE ENTIRE FORECOURT. These are identified using a Hazard Map. The AIP share a hazards map on their website. Coles Express also have a hazards map, with the same information in a different format.



Where are the Hazardous Zones?

There are two areas that are shaded within this map:

- 1) 'Hazardous Areas', which requires a Work Clearance at all times
- 2) 'Hazardous Zones', where a further Hot Work permit may be required

THE EXTENT OF THE HAZARDOUS AREAS MAY INCREASE UNDER YOUR ASSESSMENT BUT MUST NOT BE LESS THAN THE DISTANCES SHOWN.

THE EXTENT OF THE HAZARDOUS ZONE (HOT WORK ZONE) IS SHOWN THUS:



THE EXTENT OF THE HAZARDOUS AREA WITHIN THE SITE BOUNDARY IS SHOWN THUS:



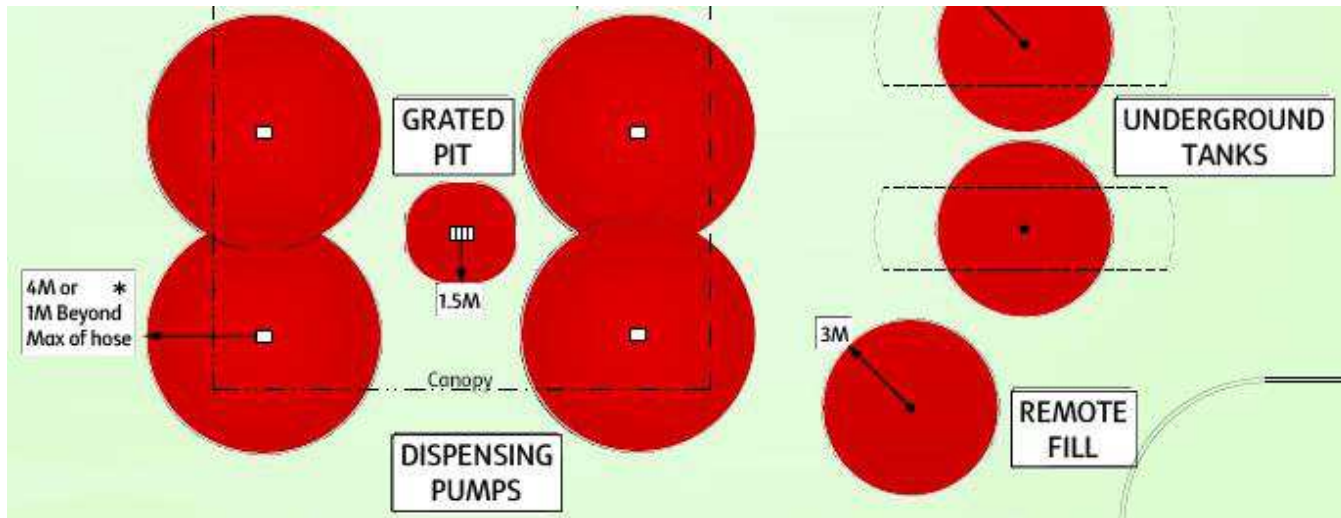
THE SALES BUILDING/ TENANCY/ WORKSHOP ARE EXCLUDED AREAS.

FOR TANKS LARGER THAN 20KL CONTACT COMPANY REPRESENTATIVE

* WHICHEVER IS THE GREATER

Hazardous Zones on the Map

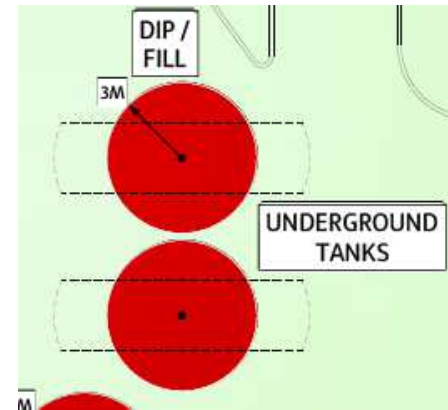
The map highlights the 'Hazardous Zones' in a darker shade.



Distance of Hazardous Zones

The map indicates the radius of the Hazardous Zone for each asset type.

Here, it indicates that the Dip/Fill point has a Hazardous Zone of three metres radius.



If none of the hot work will occur within a Hazardous Zone, then the AIP Work Clearance form asks you to refer to the Client Company.

On Coles Express sites:

- *the client company is Coles Express.*
- *A HOT WORK PERMIT WILL NOT BE REQUIRED FOR HOT WORK THAT IS OUTSIDE (AND WILL NOT CAUSE AN IGNITION SOURCE WITHIN) A HAZARDOUS ZONE.*

Identifying Hot Works in Hazardous Zones

If you are conducting hot works within a Hazardous Zone at a Coles Express site, you must:

- first, determine if you can perform that work safely without resorting to controls like gas testing and hot work permits, by creating a ***Temporary Safe Work Area***.
- then, if a *Temporary Safe Work Area* cannot be established, comply with the Coles Express Hot Work in Hazardous Zones permit.

Why try to create a ‘Temporary Safe Work Area’?

The law requires us to do much more than simply rely on permitting to control a hazard.

The law requires us to make every possible effort to either:

- remove the hazard from the work, or
- significantly reduce the risk of that hazard.

To work safely in hazardous zones, we must attempt to do this as much as possible before we start relying on permitting.

Creating a Temporary Safe Work Area:

Can We Remove the Ignition Source from the Hazardous Zone?

For example:

- can a non-electric hand-tool be used instead of an electric hand-tool?
- can the work requiring an electric hand-tool be performed outside the hazardous zone?

If not, then the next step is to consider how we may *remove the likelihood of a hazardous atmosphere*.

Removing Likely Hazardous Atmospheres from Dispensers

If work is in the Hazardous Zone of a fuel dispenser, determine if you can:

- electrically isolate that dispenser, by locking / hasping and tagging at the switchboard, then
- wait for 10 minutes before commencing works

PLEASE NOTE: Electrical Isolation of a dispenser requires a *Coles Express Equipment Isolation Permit*.

Suppressing Hazardous Fumes from pits, drains and vents

If the work is within the hazardous zone of a pit, drain or vent, first try to create a barrier that fully encloses it, to suppress any vapour that may exit it.

This can be done by:

- using a plastic cover to form a tight seal around it
- completely covering it with a wet cover to suppress fumes (eg, a wet hessian sack or canvas sheeting).

Traffic Management:

Making your Temporary Safe Work Area a no-go zone

A traffic management system makes clear to both drivers and pedestrians that your work area is a no-go zone.

On Coles Express sites, a traffic management system must include the use of either barricades, bollards or cones that are at least 700mm in height, and they must be linked using barrier tape, telescopic poles or a similar device.

A sign must warn motorists and pedestrians that this area is a no-go zone.


If you cannot create a Temporary Safe Work Area

Sometimes, you cannot create a fully compliant Temporary Safe Work Area. For hot works on Coles Express sites, wherever this is the case, you must arrange for and comply with the Coles Express Hot Work in Hazardous Zones Permit.

Who can write a Hot Work Permit on Coles Express sites?

Hot Work in Hazardous Zones where a temporary safe work area was not possible must be subject to the Coles Express *Hot Works In Hazardous Zones Permit*.

This permit must be written by someone who has completed this online induction.

Hot Work in Hazardous Zones Permit 

On Site Supervisor: Second in Charge Contractor Company: Phone: Permit Authoriser: Hazard Area Tester:	Coles Express Site: Site Name: Address: Telephone: Site Operator:				
Work Permit Number:	Work Order Number:				
Description of works: <small>Only the basic work to be done and the tools / plant / materials used. The significant hazards are listed below the work, tools and materials.</small>					
Description of risk to be undertaken:					
Equipment location, availability: <small>(Coles Express Equipmentation Certificate to be completed for each item of equipment to be used) Permit to Use</small>					
Item and location of Equipment:	Yes No Equipment to be used:				
The below requirements must be in place before work starts and remain in place during the work. PPC A applies to the tasks in Hand & Pass Standing Instructions for the Work Area that is applicable at all times. PPC B highlighted in mandatory for the job. (Check out if not relevant)					
Task number:	Preparation:	Hand position:	State:	Task no:	Priority:
Issued By: Operator name: (PPC signature) issue at:					
Additional requirements:					
Emergency Response: List internal and external emergency phone numbers, nearest fire alarm, what to do, where to go. Phone Emergency Services on 000 and Coles Express 1800 022111					
Other permits to be taken in relation to this Permit: Other permits and attachments applicable to this permit are:			Other permits and attachments applicable to this permit are:		
What is the estimated impact on the site forecast of these works? <input type="checkbox"/> 0% - 10% <input type="checkbox"/> 10% - 20% <input type="checkbox"/> 20% - 30% <input type="checkbox"/> 30% - 40% <input type="checkbox"/> 40% - 50% <input type="checkbox"/> 50% - 60% <input type="checkbox"/> 60% - 70% <input type="checkbox"/> 70% - 80% <input type="checkbox"/> 80% - 90% <input type="checkbox"/> 90% - 100%					
Is a Fire Watcher required to monitor this work? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required Name of Watcher: _____)					
The following additional precautions must be performed before this Permit To Work is valid:					
Business closing signs & operations signs have been posted:	<input type="checkbox"/>	Permit not valid has been issued in an unapproved area:	<input type="checkbox"/>		
The area is free of electrical cables in the ground has been tested:	<input type="checkbox"/>	CO2 gas levels have been tested and are within the acceptable limits:	<input type="checkbox"/>		
Contaminated / CO2 levels have been tested and are within the acceptable limits:	<input type="checkbox"/>	Any open flames in the area are extinguished and the area is clear of any flammable materials:	<input type="checkbox"/>		
CO2, H2S and oxygen levels have been checked with site manager or supplier:	<input type="checkbox"/>	Other 30 metre permit has been issued in an unapproved area:	<input type="checkbox"/>		

Make sure you have identified all permits that may be required for your work on that day

Each Coles Express store will have a Work Permitting Requirements table, outlining those needs in detail. If the site manager is in doubt, you can discuss these requirements by referring them to that table.

Coles Express Contractor Work Permitting Requirements



Activities	Work Method Statement or TBA (Completed and supplied by Contractor)	Coles Express Work Clearance Form (Completed by Contractor available at site)	Hot Work in Hazardous Zone Permit (Issued by Support Centre)	Confined Space Entry Permit (Completed and supplied by Contractor)	Equipment Isolation Permit (Available at site)	Shell Retail Work Permit (Shell engaged contractors only)
Hot Work in a Hazardous Zone <i>Please Note: Shell engage contractors should obtain a Shell Retail Work Permit.</i>	✓	✓	✓			✓
Hot Work in Building or Auto Bays (Non-Routine)	✓	✓				
Confined Space Entry <i>Please Note: Shell engage contractors should obtain a Shell Retail Work Permit.</i>	✓	✓		✓		✓
Excavations that are 1.5 meters in depth or deeper	✓	✓				
Working at heights greater than 2000mm <i>Please Note: Shell engaged contractors should obtain a Shell Retail Work Permit.</i>	✓	✓				
Work requiring the electrical or mechanical isolation of equipment	✓	✓			✓	
Any other activity that requires a Permit as determined necessary by Coles Express Representative	✓	✓				
Any other activities where work is required on the forecourts.	✓	✓				
Any physical activities in a store or an auto bay <i>E.g. drilling/cutting into walls, structural fix outs etc</i>	✓	✓				
Any other activities in a store or an auto bay	✓					

Permit Requirements: Next Steps

To recap what we have covered so far:

- the AIP Work Clearance will have helped you establish if you are conducting hot works in hazardous zones; which, as mentioned earlier, would require you to acquire and comply with a Hot Work in Hazardous Zones Permit
- also, the Contractor Requirements Matrix will have helped you determine any other permitting that is required.

Permit Requirements: Next Steps

When a permit is required for works at a Coles Express site, there are **two key types of people involved** in preparing a permit-to-work:

- **a Permit Writer;** who has completed a basic induction in how to prepare a permit so that it has all the necessary information before applying for authorisation to start
- **a Permit Authoriser;** who has completed a full-day Permit-To-Work training session, and reviews the written permit with the Permit Writer before giving their authorisation to start work

Writing the Hot Works in Hazardous Zones Permit

As well as requiring a Permit Writer and a Permit Authoriser when performing Hot Works in Hazardous Zones:

- the Permit Writer must also be competent and trained in the use of a gas tester or write the permit alongside someone who is so trained
- a Fire Watcher is also required for certain types of hot works (we will go into further detail on this point later).

Writing the Hot Works in Hazardous Zones Permit (Cont)

As previously discussed, a Coles Express site has many hazardous zones (areas around certain assets that may create a flammable atmosphere). Hot works within those zones must be performed either:

- following the creation of a temporary safe work area (as described earlier), or
- following the completion of a Hot Work in Hazardous Zones Permit

A permit must exactly describe the work this permit will cover. For Hot Work in Hazardous Zones, these details are documented in the *Description of Works* section. This description must include the tools that you will be using during the work.

Only the below work is to be done and the tools / plant listed used.
The significant hazards are listed (describe works, tools and hazards)

Description of works:

Description of tools to be used on site:

Writing the Hot Works in Hazardous Zones Permit (Cont)

Although this permit may be required because one or more sources of hazardous atmosphere could not be isolated and sealed, we must still isolate and seal every other nearby asset that we can. We document these isolations using the *Equipment Isolation Responsibility* section.

Equipment Isolation Responsibility			
<i>(Coles Express Equipment Isolation Certificate to be completed for each item of equipment to be isolated)</i>			
Equipment to be Isolated	Isolation Certificate Written:		
Name and Location of Equipment	Date	Time	Signature & Ind. or Coy

HSE requirements for Hot Works in Hazardous Zones include stricter rules regarding Personal Protective Equipment. The permit form highlights these. Detail any additional PPE requirements for this work at the bottom of the PPE section.

The below requirements must be in place before work starts and remain in place during the work					
PPE Appropriate to the task at hand & Plant Standing Instructions for the Work Area shall be <u>worn/used</u> at all times.					
PPE Highlighted is mandatory for the job. (cross out if not relevant)					
Safety footwear	Eye protection	Hearing protection	Gloves	Hard hat	Safety vest
2 x9 kg Dry Chemical powder (DCP) extinguishers located at:					
Additional Requirements:					

Writing the Hot Works in Hazardous Zones Permit (Cont)

This permit must also focus on how to respond to an emergency situation, including:

- best Evacuation Route
- location of the site fire hose
- best location of your fire extinguishers
- how the site raises an emergency alarm

These details are documented in the *Emergency Response* section.

Emergency Response: List internal and external emergency phone numbers, nearest fire alarm, what to do, where to go.
Phone Emergency Services on 000 and Coles Express on 1300 033 111

Writing the Hot Works in Hazardous Zones Permit (Cont)

A Hot Work in Hazardous Zones permit should also include a range of standard attachments, which are detailed on the permit form. If the work requires other permits also (eg, when isolating equipment), describe these in the 'Other permits and attachments' section

<p>Standard Attachments to Hot Work in Hazardous Zone Permit (Delete Not Applicable)</p>	<p>Other permits and attachments applicable to this permit are:</p>
<ul style="list-style-type: none"> • Notifiable Works • Hot Work Method documents • Work Method Statements • Site Plan, indicating location of works • JHA's • Other (see list at right) 	<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>

The traffic management of hot works on or next to a customer filling point may require an entire service lane to be blocked. Other works may be between the service lanes and the site entry, disturbing natural traffic flow.

Our Hot Work in Hazardous Zones permit requires you to document the estimated impact to the site forecourt. *It is possible that the site will ask you to ask you to come back to site after the required notice.*

What is the estimated impact on the site forecourt of these works?

<input type="checkbox"/>	0%-14%	<input type="checkbox"/>	15%-49%	<input type="checkbox"/>	50%-74%	<input type="checkbox"/>	75%-Full Site Closure%
No prior notice required		1 weeks notice required		2 weeks notice required		1 months notice required	

Writing the Hot Works in Hazardous Zones Permit (Cont)

Just as with AIP Work Clearance, a range of additional precautions for *the specific hot works involved* are also to be checked and documented.

Is a Fire Watcher required to monitor this work?

Yes No

(If required) Name of Watcher: _____

The following additional precautions must be performed before this Permit To Work is valid.

Barricades, warning signs & spark/flash screens have been provided.

Pressure relief valves have been vented (or are not applicable).

The area is free of contaminated ground, or that ground is covered.

All fill / dip / vapour recovery covers <1500mm from work are adequately sealed.

Combustibles <10,000mm away removed, curtained or wet-canvassed.

Any open cracks in forecourt are filled and covered with wet sand.

Key controls have been discussed with site manager (or delegate)

Where Site mains power has been used, an earth leakage device is installed.

Fire Watcher Requirements

A Fire Watcher is required for Hot Works in a Hazardous Zone involving:

- an open flame (eg, flame cutting, oxy welding)
- sparks (eg, mig welding)
- cutting and grinding (eg, concrete / steel cutting)

Fire Watcher Requirements (Cont)

This Fire Watcher must be

- competent in the use of fire fighting equipment
- aware of all fire fighting equipment on site
- aware of how the site will raise an emergency alarm

Under some circumstances, a Coles Express Permit Authoriser may agree that a Fire Watcher is not necessary. Please note that this decision can only be made by that Permit Authoriser.

The Role of a Fire Watcher

The full role of a Fire Watcher is explained in the Permit-To-Work Guide. Key points include:

- ensuring permit conditions are complied with
- alerting the team of an important change in working conditions
- extinguish a fire wherever required
- guiding the team to follow any evacuation instructions, if required
- ensuring the work area is completely safe from ignition once the work is completed

Authorising your Hot Works in Hazardous Zones Permit

When the first page is complete, the Permit Writer contacts a Permit Authoriser. Ask the HSE manager of your company who their preferred Permit Authoriser is.

The Permit Authoriser will check with the Permit Writer that a number of checks and controls are in place; and also advise how often this permit will need to be validated.

Communicating the Permit

The Permit Writer communicates the permitted controls to all members of the work team. Each member then signs that section of the permit.

I have been instructed by the Contractors Works Manager on the safety requirements applying to this site and I have read and agree to abide by these safe work permit conditions

Print Name	Signature	Print Name	Signature

Validating the Permit

The Permit Authoriser's advice as to how often the hot work will be checked (ie, 'validated') for compliance with the permit is documented on the permit form.

The Works Manager must validate this permit: <input type="checkbox"/> before daily work starts <input type="checkbox"/> hourly <input type="checkbox"/> after breaks <input type="checkbox"/> other specify: _____ Subject to validation, this permit's authorisation period is from _____ am/pm on ____ / ____ / ____ to _____ am/pm on ____ / ____ / ____	
Re-commissioning Responsibility / Instruction _____ _____	
Acknowledgement I and all I supervise, understand and agree to abide by the conditions within this Permit On Site Supervisor: _____	Permit Authorised by _____ (Permit Authoriser to Sign) Ind. or Coy: _____ Permit Issuer contact detail: _____ Date: _____

Validating the Permit

The works manager then signs the Acknowledgement section, to show they understand the permit and their responsibility to ensure it is complied with.

The Works Manager must validate this permit: <input type="checkbox"/> before daily work starts <input type="checkbox"/> hourly <input type="checkbox"/> after breaks <input type="checkbox"/> other specify: _____ Subject to validation, this permit's authorisation period is from _____ am/pm on ____ / ____ / ____ to _____ am/pm on ____ / ____ / ____	
Re-commissioning Responsibility / Instruction ----- -----	
Acknowledgement I and all I supervise, understand and agree to abide by the conditions within this Permit On Site Supervisor: _____	Permit Authorised by ----- Ind. or Coy: _____ (Permit Authoriser to Sign) Permit Issuer contact detail: _____ Date: _____

Validating the Permit

If the Permit Authoriser is on site, they sign the Permit Authorised section.

If the Permit Authoriser is not on site, the Permit Writer notes the Authoriser's contact details within the same section

The Works Manager must validate this permit: <input type="checkbox"/> before daily work starts <input type="checkbox"/> hourly <input type="checkbox"/> after breaks <input type="checkbox"/> other specify:	
Subject to validation, this permit's authorisation period is from am/pm on .. / .. / .. to am/pm on .. / .. / ..	
Re-commissioning Responsibility / Instruction	
Acknowledgement I and all I supervise, understand and agree to abide by the conditions within this Permit On Site Supervisor:	Permit Authorised by Ind. or Coy: (Permit Authoriser to Sign) Permit Issuer contact detail: Date:

Closing the Permit

The permit is not complete until the work is safely completed and a formal permit closure process is followed.

Discuss the completion of work with the Permit Authoriser, who will perform a range of checks to assist in ensuring the area is left safe.

If the Permit Authoriser is on-site, they document the closure of this permit by completing the *Safe Work Permit Close Out* section.

If the Permit Authoriser is not on site, the signature section is instead filled out with their name, and with the time section used to document when the discussion took place.

Safe Work Permit Close Out By:				
----- Permit Authoriser Signature	----- Indicator or Company	----- Time	----- Date	----- Returned to P.W.
Submit this permit with signed validations to the Site Operator				

If You Have to Temporarily Suspend Works

If works need to be suspended, it is important to gain Site manager (or delegate) approval for the manner in which the site will be left. When works recommence, a new Work Clearance will need to be completed on that day.

Equipment Isolation Permit

If works require equipment to be isolated, this is to be documented using our Equipment Isolation Permit.

Many of the sections of that permit are very similar to what we have already described for the Hot Work in Hazardous Zones permit. This section will focus on the differences, so that you can confidently complete these permits also.

As well as describing the works, this permit also asks you to describe in detail the specific reason as to why you must isolate this equipment. Please complete this section carefully.

Description of isolation works:

Reason for Isolation:

Estimated Duration of Isolation:			
Estimated Time of Isolation:		Isolation Withdrawn by:	
Time	Date	Time	Date
am / pm	on / /20	am / pm	on / /20

Equipment Isolation Permit

You are also required to estimate how long this equipment will be isolated. This is important, for it will help others (including site operators) determine what they may need to do to minimise the impact.

Description of isolation works:

Reason for Isolation:

Estimated Duration of Isolation:			
Estimated Time of Isolation:		Isolation Withdrawn by:	
Time	Date	Time	Date
am / pm	on / /20	am / pm	on / /20

Equipment Isolation Permit

Equipment must only be isolated for as long as is required for works to be performed safely (or for as long as is required to make safe faulty equipment). The time the isolation is withdrawn is also documented on the permit form.

Description of isolation works:			

Reason for Isolation:			

Estimated Duration of Isolation:		Isolation Withdrawn by:	
Estimated Time of Isolation:		Isolation Withdrawn by:	
Time	Date	Time	Date
am / pm	on / /20	am / pm	on / /20

Controls When Isolating Equipment

If isolating Fire Protection Equipment, a copy of this form will need to be faxed or emailed to Wesfarmers Group Risk Management. Contact details are on the form.

As well as some standard controls for isolating equipment, there are also additional controls to follow if your work will involve temporary isolation of Fire Protection Equipment.

Required Isolation Controls					
Control	Yes	N/a	Control	Yes	N/a
Isolation works will be conducted according to a Work Method Statement specific to the isolation task			Area surrounding isolation works is barricaded and signed		
Locks and tags installed to secure and explain the isolation			Persons who may be affected by the energy isolation have been notified (eg employees, customers or other contractors)		
Tag identifies the person who applied the lock			Residual energy has been bled or blocked to avoid release		

Part 2 Specific Details of Fire Protection Equipment Isolation (as applicable), To Be Completed Before Isolation

Additional Controls for Fire Equipment Isolation					
Control	Yes	N/a	Control	Yes	N/a
Local Fire Brigade notified of isolation			Hydrant / Hose Reel system checked and operational		
Site Manager (or Delegate) informed			All hot works unrelated to repair of fire equipment ceased for the duration of this Fire Protection Equipment isolation		
Extinguishers available and regular staff checks of area			If isolation > 1 Day: The isolated equipment will be reinstated at the end of each day during the isolation period.		

NEXT ACTION Fax or email this Isolation Certificate, with Parts 1 and 2 complete, and any related work clearance forms or work permits to:
Wesfarmers Group Risk Management on Fax: 1800 614 114 or
Email: riskmanagementservices@wesfarmers.com.au and copy to Site / Building Management.

Sourcing Electrical Power from the Site

If you are going to use the mains power that exists on site to perform your works, you must comply with the following restrictions:

- use a earth leakage device
- use a single, unbroken lead, do not link several leads together
- consist of a single, unbroken lead

Minimise the risk of lead damage and trip hazards by

- elevating the lead from the ground, or
- covering the lead with a device that
 - highlights the trip hazard, and
 - protects the lead from vehicle damage

Secure the plug of your equipment to the socket to avoid unintentional disconnection.

Other Electrical Safety

When excavating, it is critical you ensure first that there are no underground service pipes or lines. Otherwise you risk damaging these services or putting lives in danger.

Remember to Dial Before You Dig.

When using a crane or lift, always make sure your work plan includes identifying and avoiding any overhead power lines.

Personal Protective Equipment on Coles Express Sites

There are some PPE requirements that apply to Coles Express that may be different to when you work for other parts of the Coles Group. Whenever performing works at a Coles Express site, you must wear *at all times*:

- shirts with long sleeves
- long-legged trousers
- low-static high-visibility vest (or shirt/jacket) with Class 1 or 2 reflective strips
- fully enclosed footwear with steel/composite toe caps and slip-resistant grip
- U-V protective headwear

Triggers for Ceasing Works and Actions To Take

There are some situations that might happen on site that would require you to stop work completely. You will then need to do certain things before you can then start works again. The following tables outline those situations and the actions that you must take.

Change	Actions To Take
Fuel or Chemical Spill	<ol style="list-style-type: none">1) Stop work completely.2) Help the site staff prevent that spill from entering drains; then (if requested) help to absorb the spill.3) Continue work only when the spill is recovered and site staff indicates they can complete the response on their own.
Safety Intervention	<ol style="list-style-type: none">1) Stop work completely.2) Cooperate fully with the Coles Express representative3) Continue work only once the Coles Express representative is comfortable for your work team to do so.

Triggers for Ceasing Works and Actions To Take

Change	Actions To Take
Tanker Delivery to Site	<ol style="list-style-type: none">1) Stop work completely.2) Notify the delivery person that you are on site.3) Gain their approval to continue with any cold work you may be performing while they conduct their delivery.4) Wait until 15 minutes after the delivery is complete before starting or continuing with any hot works.
Injury	<ol style="list-style-type: none">1) Stop Work2) Notify the Site Manager (or delegate) of the incident, as soon as the situation surrounding the incident is now safe3) Cooperate fully with any request given by a Coles Express Representative to assist an investigation into the incident, the cause and the best response.4) Continue work only once the Site Manager (or delegate) is comfortable for your work team to do so.

Thankyou

Thankyou for taking the time to complete the Coles Express Work Clearance and Work Permitting induction. As a result of this induction, you may now write the Coles Express permits for

- *Hot Work in Hazardous Zones* and
- *Equipment Isolation*

provided that you always then seek the help of a Permit Authoriser before commencing work.

You will need to prove to staff at Coles Express sites that you completed this specific Work Clearance and Permit-To-Work induction. You would have already received an Coles Induction Card, when you completed the Coles-wide module.

Now go back to the Coles Contractor Online Induction webpage, and select the link to the “CEXP Online Contractor Induction Quiz”. When you successfully complete this quiz, you will be provided with an induction card which confirms that you have completed this additional training.