Australian Contaminated Land Consultants Association (Victoria) Inc.

AIP Work Clearance for Contractor Training

The Australian Institute of Petroleum (AIP) 'Work Clearance for Contractors' training program was developed on behalf of the oil industry to educate contractor representatives in the use of the 'AIP Work Clearance System' designed to ensure non-routine work (maintenance and minor works) of AIP members marketing facilities and other locations as nominated by the members is carried out in a safe manner including, but not limited to:

- Depots
- Service stations
- Marinas
- Airfields
- Mine sites
- Commercial facilities

AIP Work Clearance Accreditation

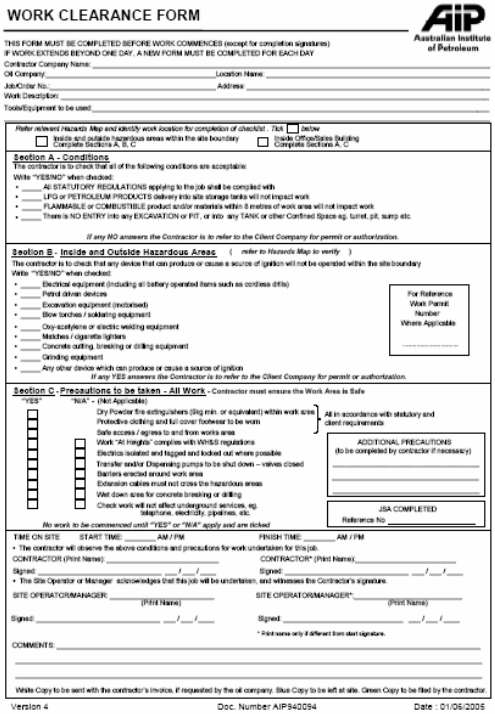
Contractors previously accredited in the AIP Work Clearance System who have implemented the System for a period of 2 years since their training are required to be re-trained within three months of the completion of that two year period. Successful completion of this re-training program by the originally trained representative of the contractor, or the completion of the full training program by a new representative of the contractor, will ensure continued listing of the contractor on the AIP Register of Trained Contractors.

Work Clearance Forms

Work Clearance Forms should be completed prior to work on service stations and other fuel storage depots and facilities.

Training dates

Optimum Compliance delivers the Work Clearance Training courses on behalf of AIP. Contractors are able to enrol on a Work Clearance Training course by applying direct to Optimum Compliance. Details can be found at the following website:
http://www.aip.com.au/accred/work_clearance.htm



WORK CLEARANCE FORM

Australian Institute of Petroleum

THIS FORM MUST BE COMPLETED BEFORE WORK COMMENCES (except for completion signatures)
IF WORK EXTENDS BEYOND ONE DAY, A NEW FORM MUST BE COMPLETED FOR EACH DAY

Contractor Company Name:
Oil Company: Location Name:
Job/Order No.: Address:
Work Description:
Tools/Equipment to be used:

Refer relevant Hazards Map and identify work location for completion of checklist. Tick ☐ below
☐ Inside and outside hazardous areas within the site boundary — Complete Sections A, B, C
☐ Inside Office/Sales Building — Complete Sections A, C

Section A - Conditions
The contractor is to check that all of the following conditions are acceptable:
Write "YES/NO" when checked:
- ____ All STATUTORY REGULATIONS applying to the job shall be complied with
- ____ LPG or PETROLEUM PRODUCTS delivery into site storage tanks will not impact work
- ____ FLAMMABLE or COMBUSTIBLE product and/or materials within 8 metres of work area will not impact work
- ____ There is NO ENTRY into any EXCAVATION or PIT, or into any TANK or other Confined Space eg. tunnel, pit, sump etc.

If any NO answers the Contractor is to refer to the Client Company for permit or authorization.

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 (inclduing)
- ____ 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.

Section C - Precautions to be taken - All Work - Contractor must ensure the Work Area is Safe
"YES" "N/A" - (Not Applicable)
- Dry Powder fire extinguishers (5kg min. or equivalent) within work area
- Protective clothing and full cover footwear to be worn
- Safe access / egress to and from work's area
- Work "At Heights" complies with WHSS regulations
- Electrics isolated and tagged and locked out where possible
- Transfer and/or Dispensing pumps to be shut down – valves closed
- Barriers erected around work area
- Extension cables must not cross the hazardous areas
- Wet down area for concrete breaking or drilling
- Check work will not affect underground services, eg. telephone, electricity, pipelines, etc.

All in accordance with statutory and client requirements

ADDITIONAL PRECAUTIONS (to be completed by contractor if necessary)

JSA COMPLETED Reference No.

No work to be commenced until "YES" or "N/A" apply and are ticked

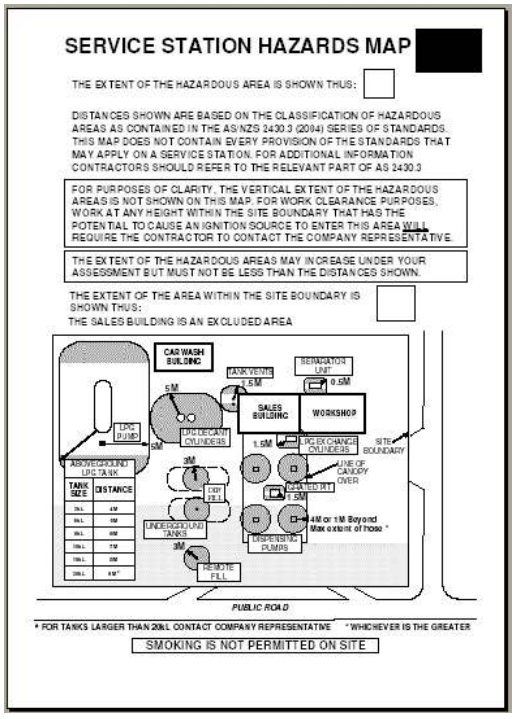
TIME ON SITE START TIME: _____AM / PM FINISH TIME: _____AM / PM
• The contractor will observe the above conditions and precautions for work undertaken for this job.
CONTRACTOR (Print Name): Signed: __/__/__
CONTRACTOR* (Print Name): Signed: __/__/__
• The Site Operator or Manager acknowledges that this job will be undertaken, and witnesses the Contractor's signature.
SITE OPERATOR/MANAGER: (Print Name) Signed: __/__/__
SITE OPERATOR/MANAGER*: (Print Name) Signed: __/__/__
* Print name only if different from start signature.
COMMENTS:

White Copy to be sent with the contractor's invoice, if requested by the oil company. Blue Copy to be left at site. Green Copy to be filed by the contractor.

Version 4 Doc. Number AIP940094 Date : 01/06/2005

List of Trained Contractors

Successful completion of the program enables contractors to be added to the AIP list of contractors trained in the use of the AIP Work Clearance System.



SERVICE STATION HAZARDS MAP

THE EXTENT OF THE HAZARDOUS AREA IS SHOWN THUS: ☐

DISTANCES SHOWN ARE BASED ON THE CLASSIFICATION OF HAZARDOUS AREAS AS CONTAINED IN THE AS/NZS 2430.3 (2004) SERIES OF STANDARDS. THIS MAP DOES NOT CONTAIN EVERY PROVISION OF THE STANDARDS THAT MAY APPLY ON A SERVICE STATION. FOR ADDITIONAL INFORMATION CONTRACTORS SHOULD REFER TO THE RELEVANT PART OF AS 2430.3

FOR PURPOSES OF CLARITY, THE VERTICAL EXTENT OF THE HAZARDOUS AREAS IS NOT SHOWN ON THIS MAP. FOR WORK CLEARANCE PURPOSES, WORK AT ANY HEIGHT WITHIN THE SITE BOUNDARY THAT HAS THE POTENTIAL TO CAUSE AN IGNITION SOURCE TO ENTER THIS AREA WILL REQUIRE THE CONTRACTOR TO CONTACT THE COMPANY REPRESENTATIVE.

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

THE EXTENT OF THE AREA WITHIN THE SITE BOUNDARY IS SHOWN THUS: ☐
THE SALES BUILDING IS AN EXCLUDED AREA

CAR WASH BUILDING
TANK VENTS 1.5M
REMEDIATION UNIT 0.5M
5M
SALES BUILDING
WORKSHOP
LPG PUMP
LPG DECANT CYLINDERS
1.5M
LPG EXCHANGE CYLINDERS
SITE BOUNDARY
3M
LINE OF CANOPY OVER
ABOVEGROUND LPG TANK
TANK SIZE | DISTANCE
DATA FILL
1.5M
UNDERGROUND TANKS
4M or 1M Beyond Max extent of hose *
DISPENSING PUMPS
3M
REMOTE FILL
PUBLIC ROAD

* FOR TANKS LARGER THAN 20kL CONTACT COMPANY REPRESENTATIVE * WHICHEVER IS THE GREATER

SMOKING IS NOT PERMITTED ON SITE

Disclaimer - *This alert is provided to raise awareness of an important safety issue. It does not replace the need for member companies to review and manage their specific risks.*

November 2007