

Work Permit Application



SydneyOlympicPark

Applicant : _____ **ABN:** _____ **Contact Name & Title:** _____
 (Must be a Company, individual, Government Dept. or Statutory Authority. Business / trading names alone are not acceptable)

Postal Address _____

Phone: _____ **Fax:** _____ **Mobile:** _____

Description of The Work to be performed: _____

Specific location of work (the worksite): _____

This is work for: Marketing & Corp Comms Urban Planning & Design Corporate & Commercial Parklands
 Venue Operations & Sustainability Other (.....)

Rectification of an existing contract Contract No.: _____ Work by a Utility (not being work for SOPA Division)

SOPA Manager:.....Contact No.....

The questions overleaf must be answered and together with material attached hereto, form part of this application

Proposed period of The Work: Fromam / pm on Date..... **To**.....am / pm on Date:.....

Internal / Interim applications
 (if The Work is to be carried out or controlled directly by SOPA)

Signed (SOPA Manager) **Position** **Date**.....

External Applications

- If a Work Permit is approved, the Applicant agrees to:
1. Comply with the SOPA Work Permit Procedures and Conditions,
 2. Accept that there are no pre-existing fault conditions at the Site or its surrounds unless noted in a Dilapidation Survey attached to this application.
 3. Indemnify and keep indemnified, SOPA its officers, agents and contractors against all liability for death of or injury to persons or loss of or damage to property (including property of the Authority) and all actions, claims, demands, losses, damages, costs and expenses whatsoever arising in respect of the occupation or use of the location by the applicant or the carrying out The Work under this Work Permit, except to the extent to which such liability is caused by the negligence of SOPA,
 4. Hold and maintain in force throughout Work, Public Liability Insurance for no less than twenty million dollars (\$20,000,000) or such other amount as may be specified by SOPA and extended to include the interests of SOPA. (satisfactory proof of this insurance is to be provided with this Application).
 5. Comply with the Work Health and Safety Act 2011, No 10 and the Work Health and Safety Regulation 2011, in particular with regard to the identification, assessment and management of safety hazards and the requirements of SOPA's WH&S Management Systems.
 6. Comply with the Protection of the Environment Operations Act 1977, and any other relevant environmental legislation.
 7. If intending to excavate, you must obtain service plans from SOPA's CADD Services on 9714 7875 or Dial Before You Dig on 1100.

Signed (for the Applicant) **Position** **Date**.....

ALLOW AT LEAST 7 CALENDAR DAYS TO OBTAIN ALL APPROVALS AND ENABLE THE ISSUE OF THE WORK PERMIT

SOPA USE ONLY

Functional Area	Approval / comments	Functional Area	Approval / comments	Functional Area	Approval / comments
Precinct Coordination		Environment & Ecology		Urban Planning & Design	
Asset Maintenance		CADD Services		Traffic & Transport	
Corporate & Commercial Services		Parking			

Recommendation by sponsoring SOPA Manager

Application Recommended **Not Recommended** **Comments:**.....

.....
Name..... **Position**..... **Signature**..... **Date**.....

Does The Work include any of the following activities?:

THE WORK AND ACTIVITIES IT COMPRISES	Tick for Yes	If Yes, are the following Essential Materials attached? (Further information may be required).	Tick for Yes	Sighted and accepted by Sponsoring SOPA Manager (Signature)
The Work or activities.	✓	<ul style="list-style-type: none"> Evidence of a risk assessment of the Work / worksite. 		
	✓	<ul style="list-style-type: none"> Satisfactory proof of current Public Liability insurance in the name of the applicant , extended to protect Sydney Olympic Park Authority (discuss with Risk Mgr. if less than \$20,000,000 cover is held) 		
	✓	<ul style="list-style-type: none"> Site-Specific Work Method Statements unless advised otherwise 		
	✓	<ul style="list-style-type: none"> Environmental risk management plan (maintenance and minor works) or a project specific environmental management plan (major works) 		
Work In the Parklands		<ul style="list-style-type: none"> Evidence of compliance with the Plan of Management, and with the restricted activity approval for Parklands Operations 		
Work in an environment conservation area (map 001-GG-0090)		<ul style="list-style-type: none"> Evidence of compliance with the SOPA Biodiversity Management Plan Environmental induction scheduled prior to commencement of work 		
Importation of Soil		<ul style="list-style-type: none"> Evidence of compliance with SOPA Soil importation policy 		
Working in a heritage conservation area		<ul style="list-style-type: none"> Evidence of compliance with the Heritage Conservation Masterplan for works to Newington Armory or to the Vernon Buildings and gardens 		
Use of Pesticides (includes herbicides and insecticides)		<ul style="list-style-type: none"> Evidence of compliance with SOPA Pesticides Use and Notification Plan 		
Excavating land or digging a hole		<ul style="list-style-type: none"> For works on remediated landfills (map 001-GG-0112) deeper than 0.5 metres: evidence of compliance with DECCW – approved standard work method in S8 Remediated Lands Management Plan Dial Before You Dig 1100, CADD Services 9714 7875 		
Working at a height above 3 metres or an excavation more than 1.5 metres deep		<ul style="list-style-type: none"> Evidence of compliance with WorkCover Codes of Practice 		
Restricting access by vehicles or pedestrians		<ul style="list-style-type: none"> Traffic Management Plan Evidence of compliance with Sydney Olympic Park Access Guidelines 		
Working within the parklands service roads		<ul style="list-style-type: none"> Vehicle Management Plan for work requiring contractor vehicle access to non-road areas 		
Working on a road or adjacent to a road		<ul style="list-style-type: none"> Traffic Management Plan 		
Working with power, water, gas or other services		<ul style="list-style-type: none"> Evidence of Utilities search Ensure Work Method Statement covers potable/recycled water issues incl. eliminating the possibility of cross-connection between potable and recycled water supplies 		
Oversize vehicles or vehicles exceeding 3 tonnes entering Sydney Olympic Park		<ul style="list-style-type: none"> Traffic Management Plan 		
The use of vehicles or mobile plant (including cranes, forklifts) at the worksite		<ul style="list-style-type: none"> Traffic Management Plan 		
Potential to change, alter or damage the site		<ul style="list-style-type: none"> Dilapidation Survey (if specified by the SOPA Manager) 		
Fireworks		<ul style="list-style-type: none"> Agreement to Comply with WorkCover Operational Conditions for Fireworks and Pyrotechnics 		
Hot Work in a building, Parklands or other area where there is a risk of igniting something		<ul style="list-style-type: none"> Hot Work Method Statement (see attached minimum requirements 		
The storage or use of hazardous materials		<ul style="list-style-type: none"> MSDS and details of storage/ handling procedures for any hazardous chemicals or materials with pollution potential 		
Working with or disturbing any material containing asbestos – including ‘fibro’		<ul style="list-style-type: none"> Compliance with WorkCover Asbestos Code of Practice 		
Working in a confined space (as defined in the WH&S Regulation 2001)		<ul style="list-style-type: none"> Compliance with SOPA’s Confined Space Access Procedures 		
Erection or installation of a stage, other structure or amusement rides		<ul style="list-style-type: none"> Engineering certification Evidence of compliance with Sydney Olympic Park Access Guidelines Evidence of compliance with Approval Regulations 		
Demolition work		<ul style="list-style-type: none"> Engineering Certificate Traffic Management Plan 		
The use of explosives		<ul style="list-style-type: none"> Evidence of compliance with Workcover Codes of Practice 		
The use of an aircraft of aerial device		<ul style="list-style-type: none"> Written approval from the General Manager for aircraft operations. Air Operator’s certificate (as required) 		

Pro-Forma Work Method Statement

The Work:

SOPA Manager:

Location:

Description of Process / Tasks

List Safety Hazards

Sequence of Work

List the essential safe working aids, equipment, qualifications &/or certificates required

List Instructions for safe working given to workforce, including steps taken to safeguard public and others

Will other nearby work or activity pose risk to contractor workforce? (if so, describe)

If The Work is identified to pose risk to contractor workforce, what steps will be taken to reduce risk?

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List names of recipients of safe work method statements

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Note: Please attach any other relevant documentation which may apply, eg sketches, location plan, or copies of relevant Material Safety Datasheets (MSDS)

Example Work Method Statement

The Work : Movies by the Boulevard	SOPA Manager : Bill Jones	
Location : Cathy Freeman Park		
Contract Title : Cable run installation	Contractor/Event Organiser Bill Jones, Bill Jones Electrical 0438 679 910	
Description of Process / Tasks 1. Gain access to gantry 2. Installation of data cabling across venue gantry 3. Removal of cable excess by lowering from gantry by rope to ground		
List Safety Hazards		
1 Fall from Gantry	2 Dropping tools from gantry and striking people on ground below	3 Manual Handling and back strain through carrying equipment
4 Manual handling and back strain through lowering heavy items and excess materials from gantry		
Sequence of The Work		
1. Arrange access through Events Support	2. Inspect work area with SOPA contract manager	3. Deliver materials
4. Lay cables	5. Cable tie cabling to existing handrails	6. Lower excess materials from gantry
List the essential safe working aids, equipment, qualifications &/or certificates required		
Safety harness	Trolleys for carrying equipment to gantry entry	Ropes for lowering excess materials
Gloves for hand protection	Karabinier – abseiling devices	
List Instructions for safe working given to workforce, including steps taken to safeguard public and others		
Delineate exclusion zone to reduce likelihood of people being struck by falling items - to be managed by SOPA Rangers	Restricted access to gantry	No loose tools or equipment to be left on gantry
Exclusion Zone signage to be placed around the work area	All larger cable runs to be carried in pairs to reduce manual handling exposure	Safety harnesses to be worn at all times whilst on the gantry
Will other nearby work or activity pose risk to contractor workforce? (if so, describe)		
Staging being erected by Staging Connections at the same time		
If The Work is identified to pose risk to contractor workforce, what steps will be taken to reduce risk?		
Advise Staging Connections of the work being undertaken	Apply same work method restrictions regarding harnesses and use of tools etc	
List names of recipients of safe work method statements		
Sue Muir, Commercial Branch, SOPA	Todd Kitson, Asset Management SOPA	John Ferguson, Events and Ops. Support, SOPA

Note: Please attach any other relevant documentation which may apply, eg sketches, location plan, or copies of relevant Material Safety Datasheets (MSDS)

Generic Work Method Statement – Hot Work



SydneyOlympicPark

Hot Work is any activity conducted indoors or outdoors, that could produce flames, sparks, slag, or other hot fragments that might act as an ignition source to flammable materials in the area.

Hot Work also includes any activity that could generate sufficient smoke or heat to activate a fire alarm / detection system.

It includes, but is not limited to welding, flame cutting, torch soldering or brazing, heat treating, grinding or the use of fuel powered tools.

Unless impossible due to an emergency situation, this form is to be filled out in its entirety by the responsible individual who has personally inspected the proposed worksite and attached to the Application for a Work Permit.

A copy of this form is to be retained at the worksite.

Notify Ranger Coordinator on 9714 7700 prior to starting any Hot Work.

In the event of a fire or other emergency call 000 and the SOPA emergency line 9714 7777.

Please tell us who will do the work

Name of responsible person

Email address

Telephone

Contractor

Tell us about the work itself

Date work to be performed :	
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Start time:	
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Date work will be finished:	
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Finish Time:	
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Building or Parklands Precinct	
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Room, area or equipment	
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Describe the work to be performed:

Verify all of the following:

(to agree, tick and initial each box and /or insert comments in the space provided at the foot of this form.)

- 3. An inspection of the worksite and a risk assessment has been or will be conducted prior to the commencement of any Hot Work and any additional requirements listed in the Additional Comments section below .
- 4. Hot work equipment will be inspected and determined to be in good repair prior to the start of work.
- 5. This work cannot reasonably be done in a workshop or other area designated for this purpose and equipped to minimise hazards.
- 6. No hot work will be carried out in The Parklands on days of extreme fire danger, whether a total fire ban has been declared or not.
- 7. No sprinklers will be taken out of service while this work is being done.
- 8. The potential for smoke, heat, airborne dust, etc. to trigger a fire alarm has been evaluated and appropriate measures will be taken to prevent false alarms (including both local horns and strobes and the automatic Fire Brigade notification). Advance arrangements may be necessary for Electricians to deactivate and restore systems or components. Ensure that systems are restored as soon as possible after the completion of work so that the need for a fire watch can be minimised.
- 9. There are no combustible fibres, dusts, vapours, gases or liquids in the area. There are no tanks or equipment that previously contained flammable liquids in this area or they will be purged and the absence of explosive gases or vapours verified with a combustible gas detection instrument prior to the work. If there is a possibility of a leak developing in nearby piping, equipment, or tanks containing flammable liquids or gases, the area will be continuously monitored for hazardous conditions with appropriate instruments. Call Ranger Coordinator 9714 7700 if assistance is needed to test area.
- 10. All combustibles will be relocated 10 metres from the operation and the remainder protected with metal guards or flame-proofed curtains or covers (not ordinary tarpaulins).
- 11. Fire alarms will not be taken out of service or a suitable fire watch will be arranged. The Ranger Coordinator and Fire Brigade will be advised if it is necessary to take fire detection / alarm systems off-line.
- 12. Surrounding floors will be swept clean and, if combustible, wet down or covered with flame-proofed covers.
- 13. Ample portable fire extinguishers and trained personnel to use them will be available at the Work Site. At a minimum, a 5 Kg Dry Chemical extinguisher marked as suitable for classes A, B and E fires must be present for indoor and outdoor work **in addition to the normal complement of fire extinguishers already within the building.**
- 14. All floor and wall openings, including cracks, within 10 metres of the operations will be tightly covered.
- 15. The need for a fire watch during work, work breaks, and for 30 minutes after completion has been evaluated and an appropriate number of responsible personnel will be assigned to this duty.
- 16. There will be no harmful radiation generated by this work, otherwise fire resistant screens will be positioned to protect bystanders.
- 17. Workers will not be exposed to toxic fumes and the work will not create an indoor air quality issue or else adequate ventilation will be provided to prevent these problems.
- 18. Prior to starting work, workers will determine the location of the nearest: manual fire alarm station, building fire extinguisher and telephone (accessible) and verify a clear escape route from the work area.
- 19. The person performing the Hot Work will verify the undertakings specified in this form prior to starting work each day. In addition they will document that verification or re-verification for each day after the start date by adding their initials, with the date, to the copy of this form kept at the work site.

Additional Comments

Person responsible for Hot Work I personally surveyed the work site and attest that the above precautions are sufficient to prevent fire and unintended fire alarms, as well as to assure the health and safety of workers, bystanders, and building occupants.

.....(Your Signature)

.....(Your Company)

.....(Your Name)

.....(date)

Environmental Risk Management Plan



List regulatory licences/permits required to undertake the works. Attach copies of relevant permits

List chemicals, solvents, fertilisers and other potentially hazardous substances that will be used. Attach Material Safety Data Sheets. Identify cleanup / disposal methods

Attach any other relevant documentation that may apply eg sketches, location plan