

# WORK PERMIT APPLICATION

(as at January 2017)



**Applicant:**

**Contact Name & Title:**

**ABN:**

(Must be a Company, individual, Gov't 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:**

<input type="checkbox"/> Operations	<input type="checkbox"/> Environment	<input type="checkbox"/> Commercial
<input type="checkbox"/> Venue (.....)	<input type="checkbox"/> Marketing & Communications	<input type="checkbox"/> Parklands
<input type="checkbox"/> Rectification of an existing contract	<input type="checkbox"/> Work by a Utility	<input type="checkbox"/> Other (.....)

Contract No.: ..... (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:** From Date ..... Time ..... am/pm To Date ..... Time .....am/pm

### 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 No. 10, 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:** .....

**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).	Yes or No	Sighted and accepted by Sponsoring SOPA Manager (Signature)
The Work or activities.	✓	<ul style="list-style-type: none"> <li>Evidence of a risk assessment of the Work / worksite.</li> </ul>		
	✓	<ul style="list-style-type: none"> <li>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)</li> </ul>		
	✓	<ul style="list-style-type: none"> <li>Site-Specific Work Method Statements unless advised otherwise</li> </ul>		
	✓	<ul style="list-style-type: none"> <li>Environmental risk management plan (maintenance and minor works) or a project specific environmental management plan (major works)</li> </ul>		
Work In the Parklands		<ul style="list-style-type: none"> <li>Evidence of compliance with the Plan of Management, and with the restricted activity approval for Parklands Operations</li> </ul>		
Work in an environment conservation area (map 001-GG-0090)		<ul style="list-style-type: none"> <li>Evidence of compliance with the SOPA Biodiversity Management Plan</li> <li>Environmental induction scheduled prior to commencement of work</li> </ul>		
Importation of Soil		<ul style="list-style-type: none"> <li>Evidence of compliance with SOPA Soil importation policy</li> </ul>		
Working in a heritage conservation area		<ul style="list-style-type: none"> <li>Evidence of compliance with the Heritage Conservation Masterplan for works to Newington Armory or to the Vernon Buildings and gardens</li> </ul>		
Use of Pesticides (includes herbicides and insecticides)		<ul style="list-style-type: none"> <li>Evidence of compliance with SOPA Pesticides Use and Notification Plan</li> </ul>		
Excavating land or digging a hole		<ul style="list-style-type: none"> <li>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</li> <li>Dial Before You Dig 1100, CADD Services 9714 7875</li> </ul>		
Working at a height above 3 metres or an excavation more than 1.5 metres deep		<ul style="list-style-type: none"> <li>Evidence of compliance with WorkCover Codes of Practice</li> </ul>		
Restricting access by vehicles or pedestrians		<ul style="list-style-type: none"> <li>Traffic Management Plan</li> <li>Evidence of compliance with Sydney Olympic Park Access Guidelines</li> </ul>		
Working within the parklands service roads		<ul style="list-style-type: none"> <li>Vehicle Management Plan for work requiring contractor vehicle access to non-road areas</li> </ul>		
Working on a road or adjacent to a road		<ul style="list-style-type: none"> <li>Traffic Management Plan</li> </ul>		
Working with power, water, gas or other services		<ul style="list-style-type: none"> <li>Evidence of Utilities search</li> <li>Ensure Work Method Statement covers potable/recycled water issues incl. eliminating the possibility of cross-connection between potable and recycled water supplies</li> </ul>		
Oversize vehicles or vehicles exceeding 3 tonnes entering Sydney Olympic Park		<ul style="list-style-type: none"> <li>Traffic Management Plan</li> </ul>		
The use of vehicles or mobile plant (including cranes, forklifts) at the worksite		<ul style="list-style-type: none"> <li>Traffic Management Plan</li> </ul>		
Potential to change, alter or damage the site		<ul style="list-style-type: none"> <li>Dilapidation Survey (if specified by the SOPA Manager)</li> </ul>		
Fireworks		<ul style="list-style-type: none"> <li>Agreement to Comply with WorkCover Operational Conditions for Fireworks and Pyrotechnics</li> </ul>		
Hot Work in a building, Parklands or other area where there is a risk of igniting something		<ul style="list-style-type: none"> <li>Hot Work Method Statement ( see attached minimum requirements</li> </ul>		
The storage or use of hazardous materials		<ul style="list-style-type: none"> <li>MSDS and details of storage/ handling procedures for any hazardous chemicals or materials with pollution potential</li> </ul>		
Working with or disturbing any material containing asbestos – including ‘fibro’		<ul style="list-style-type: none"> <li>Compliance with WorkCover Asbestos Code of Practice</li> </ul>		
Working in a confined space (as defined in the OH&S Regulation 2001)		<ul style="list-style-type: none"> <li>Compliance with SOPA's Confined Space Access Procedures</li> </ul>		
Erection or installation of a stage, other structure or amusement rides		<ul style="list-style-type: none"> <li>Engineering certification</li> <li>Evidence of compliance with Sydney Olympic Park Access Guidelines</li> <li>Evidence of compliance with Approval Regulations</li> </ul>		
Demolition work		<ul style="list-style-type: none"> <li>Engineering Certificate</li> <li>Traffic Management Plan</li> </ul>		
The use of explosives		<ul style="list-style-type: none"> <li>Evidence of compliance with Workcover Codes of Practice</li> </ul>		
The use of an aircraft or aerial device		<ul style="list-style-type: none"> <li>Written approval from the General Manager for aircraft operations.</li> <li>Air Operator's certificate (as required)</li> </ul>		

## ENVIRONMENTAL RISK MANAGEMENT PLAN

<b>Project Name:</b>	<b>Work activity/main task:</b>	<b>Location:</b>
<b>Company Name:</b>	<b>Prepared by:</b> <small>(Name and signature)</small>	<b>Date Prepared:</b>

Item	Job Step <i>Break the job down into steps</i>	Potential Environmental Risk <i>What can harm the environment?</i>	Preventative Controls <i>What are you going to do to protect the environment?</i>	Person responsible for managing risk <i>Who will ensure this happens?</i>
1	<b>EXAMPLE</b> <i>Cutting concrete</i>	<i>Concrete residue in waterways</i>	<i>Cover all stormwater pits with mesh and gravel inlet filter.</i>	<i>John Smith Site Supervisor</i>
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3				
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8				

- 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 clean up / disposal methods.
- Attach any other relevant documentation that may apply e.g. sketches, location plan.

## GENERIC WORK METHOD STATEMENT - HOT WORK

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

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.)*

- 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.
- Hot work equipment will be inspected and determined to be in good repair prior to the start of work.
- This work cannot reasonably be done in a workshop or other area designated for this purpose and equipped to minimise hazards.
- 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.
- No sprinklers will be taken out of service while this work is being done.
- 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.
- 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.
- 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).
- 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.
- Surrounding floors will be swept clean and, if combustible, wet down or covered with flame-proofed covers.
- Ample portable fire extinguishers and trained personnel to use them will be available at the Work Site. At a minimum, a 5kg 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.
- All floor and wall openings, including cracks, within 10 metres of the operations will be tightly covered.
- 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.
- There will be no harmful radiation generated by this work, otherwise fire resistant screens will be positioned to protect bystanders.
- 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.
- 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.
- 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:**

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**PERSON RESPONSIBLE FOR HOT WORKS**

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.

Signature:

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Printed Name:

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Date:

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