

## Permit to Work – Application Form

(This Permit to Work form must be available on-site for inspection at all times)

**Permit to Work No:**

This Permit is valid <u>from</u> :	Time			Start Date	
This Permit is valid <u>until</u> :	Time			Expiry Date	
Company Name:					
Supervisors Name:					
Contact Number:					
Email:					
<b>Work Description &amp; Location:</b>					
<b>Type of Equipment to be used e.g. excavator, forklift, truck mounted crane etc:</b>					
<b>List Job Requirements:</b>				<b>Yes</b>	<b>No</b>
1. Will a Hot Work Permit be required (If Yes, go to Page 2)					
2. Will under, or over water work be required?					
3. Will structural penetration be required?					
4. Will electrical isolation be required?					
5. Will water shutdown be required?					
6. Will ground penetration/excavation be required? (e.g. direct drilling, piling, trenching etc)					
7. Will mobile crane/truck mounted crane work be required?					
8. Will an overweight/over dimension road permit be required for the vehicle?					
9. Will traffic management be required?					
10. Will there be any risk of a fall from height?					
11. Will work in a ceiling, wall, floor spaces or other confined spaces be required?					
12. Will a Council or statutory authority permit or approval be required?					
13. Will any construction, repair, demolition and/or any earthworks be required?					
14. Will your worker be working alone? <i>(If "Yes" a copy of your company's working alone procedure to be supplied)</i>					
15. <b>Any "Yes" questions 1-14 above, requires a Job Safety Analysis – is it attached?</b>					
16. Have your worker(s) completed a PrimePort Health & Safety Induction? – <a href="#">click here</a>					
17. If working within the Container Terminal, has an induction been completed for Timaru Container Terminal Limited? – <a href="#">click here</a>					
18. Have you submitted a Site Safety Management Plan to the Permit Issuer? <i>(Must be specific to the worksite)</i>					
19. Have you read the PrimePort Common User Safety Rules?					
20. Will any of the work require a notification of particular hazardous work lodged with WorkSafe NZ?					
<b>Name of Permit to Work Applicant:</b>					

## Hot Work Permit – Application Form

(This Hot Work Permit (HWP) form must be available on-site for inspection at all times)

Applicable to all operations involving welding and cutting equipment, and other hot work performed on site. This permit must be displayed at the work site and returned upon completion of work.			
Date:			
Permission is given to (name):			
Of (company):			
To use (type of equipment):			
At (description of site):			
Between the hours of:			and
Details of works to be performed:			
Description of work:			

### FIRE PREVENTION EQUIPMENT

Fire equipment to be provided as follows:

• Fire Hose	• Fire Extinguisher(s)	• Mandatory Fire Watcher
<ul style="list-style-type: none"> <li>• Combustible material located within 10 metres of the work must be removed or protected with non-combustible curtains, metal guards or flameproof covers.</li> <li>• Barricades, warning signs and spark/flash screens must be provided to protect other personnel in the area.</li> <li>• The work area, trenches, pits, etc must be clear of flammable liquids, gases or vapours.</li> <li>• All floor and wall openings within 10 metres of the work being conducted must be covered to prevent transmission of sparks.</li> <li>• The hot work area and any adjoining areas must be patrolled from the start of work until 30 minutes after the work is completed (including rest periods).</li> </ul>		

Special conditions *(describe)*:

--

### WORK ON ENCLOSED EQUIPMENT

*(tanks, containers, ducts etc)*

1. The equipment must be cleaned of all combustibles.
2. Containers must be purged of all flammable vapours.

### HOT WORK COMPLETED & AREA SAFE

The work area has been expected by the Contactor 30 minutes after completion of work, no smouldering fires were discovered.

Name:

Date:	Time Inspected:
-------	-----------------

## Permit to Work – Application Form

(This Permit to Work form must be available on-site for inspection at all times)

### THIS SECTION TO BE COMPLETED BY PrimePort PERMIT ISSUER ONLY

	Yes	No
Will other Port Users be affected by the work? <i>(If "Y" – describe what notifications/communications have been issued)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All affected parties have been contacted and a Safety Alert has been issued advising of operation location and date.</li> </ul>		
<b>Yes</b> <b>No</b>		
Any special conditions to apply prior to the work commencing?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Notification of Works to WorkSafe must be provided with this permit (Working at Heights, Confined Space, Over Depth Excavation)</li> <li>Contractors may need to provide one or more of the following:               <ul style="list-style-type: none"> <li>Task Analysis and Method Statement for works</li> <li>Safety Plan if required (JSA)</li> <li>Tool Box Risk Assessment</li> </ul> </li> </ul>		
<b>Yes</b> <b>No</b>		
Has the Site Safety Management Plan been sighted by the Permit Issuer?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Permit Issuer willing to authorise this work to commence?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Authorised By:</b>		<b>Issue Date:</b>