**This document is not required on a Mirvac controlled construction site. A Service Provider shall not commence any works until they have undertaken the site-specific induction and been authorised by a Mirvac representative to commence.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workplace: | | |  | | | | | Location: |  | | | | |
| Service Provider company: | | | | | |  | | | | | | | |
| Service Provider Supervisor/ Manager: | | | |  | | | Mobile phone: | |  | | | | |
| Permit valid from: | | | |  | | | Permit expires: | |  | | | | |
| Commencement time: | | | |  | | | Completion time: | |  | | | | |
| Location of works: | | | |  | | | Emergency contact | |  | | | | |
| SWMS / JSEA ref: | | | |  | | | Description of work: | |  | | | | |
| Item: | Yes – Safe to Start | No - Unsafe - Stop Work & Report | | | | | | | | | | Yes | No | N/A |
| 1. | EWP service records are available and current. | | | | | | | | | |  |  |  |
| 2. | A task specific risk assessment been undertaken which includes consideration of:   * Potential falls from heights and falling objects * Fall protection equipment, safety observer, rescue / retrieval; * The ground working area/s for holes, pits, soft spots, uneven or sloping ground areas of work near or adjacent to excavations, covered pits, and manholes. * Overhead obstacles (i.e. power lines, awnings etc.) * Weather observations and forecasts * Communications * Not operating the EWP on a slope that exceeds manufacturer’s specifications   **Safe workloads (SWL) EWP, weight, ground capacity to withstand point loads are required.** | | | | | | | | | |  |  |  |
| 3. | All operators trained and competent   * RIIHAN301E EWP AA Yellow Ticket (SL) for the category of equipment (e.g. SL – Scissor lift), except for boom or knuckle type EWPs over 11m which require a High-Risk license (WP). * Rescue from heights / operator escape * Safety harnesses and lanyards use.   **All EWP operator’s details been recorded onto a JSEA/SWMS** | | | | | | | | | |  |  |  |
| 4. | In a trafficable area, appropriate barricades and signage are erected to prevent pedestrian and / or vehicular traffic from interacting with the EWP.  Note: the distance will vary due to the type of work, specific nature of the EWP, location of the work etc. Ccouncil permits or regulatory authority approval may be required. | | | | | | | | | |  |  |  |
| 5. | If there is a crush risk above the work zone (roof, ceiling, etc), a support person must be engaged. This support person must be competent with the emergency controls. | | | | | | | | | |  |  |  |
| 6. | Prior to using EWP operators shall conduct a pre-operational inspection. | | | | | | | | | |  |  |  |
| 7. | Fall protection equipment has been inspected and tagged. | | | | | | | | | |  |  |  |
| 8. | Has a Buddy Check been completed – ensure helmets and chinstraps worn, fixing points in good condition and harnesses worn correctly. (if applicable to the task) | | | | | | | | | |  |  |  |
| 9. | Ensure all loose items within the EWP have been secured via a **rated lanyard** to a fixed point.  (If other tools or equipment is required ensure these are stated within pre-start meeting - tools and equipment attachments are mandatory) | | | | | | | | | |  |  |  |
| 10. | Has an emergency rescue plan been prepared and agreed with the team (includes emergency contacts)?  (The rescue plan is documented into a JSEA/SWMS and or attached as a separate document) | | | | | | | | | |  |  |  |
| 11. | The site supervisor conducted a Pre-Start meeting which reviews the JSEA/SWMS, permits, rescue plan and first aid equipment and communications strategy.  (The use mobile phones or 2 way radios is permitted - these are recorded and advised to site management) | | | | | | | | | |  |  |  |
| SAFE TO START - CONTRACTOR ACKNOWLEDGMENT (All procedures and requirements have been completed) | | | | | | | | | | | | | |
| Name:  (Site Supervisor) | | | | | Signature: | | | Time: | | | | | |
| SAFE TO START - MIRVAC ACKNOWLEDGMENT (All procedures and requirements have been verified) | | | | | | | | | | | | | |
| Name:  (Mirvac Representative) | | | | | Signature: | | | Time: | | | | | |
| EVIDENCE OF ELEVATED WORK PLATFORMS (EWP) COMPETENCY | | | | | | | | | | | | | |
| Operators name | | | | Licence number | | | Category | | Expiry date | | | | |
|  | | | |  | | |  | |  | | | | |
|  | | | |  | | |  | |  | | | | |
| EWP above 11m High Risk licence to be presented, EWP below 11m RIIHAN301E EWP AA Yellow Ticket (SL) , and category of equipment (i.e. SL –Scissor lift) | | | | | | | | | | | | | |
| INTERNAL USE ONLY  COMMENTS & SITE WORKING & BEHAVIOURAL OBSERVATIONS | | | | | | | | | | | | | |
| *Comment if works suspended (i.e. winds speeds greater than or conditions such as lightning and rain create safety hazard)* | | | | | | | | | | | | | |
| Item | | EWP OPERATORS – END OF DAY CHECKLIST  Faults must be recorded and reported to building management | | | | | | Date Completed | | Comments | | | |
| 1. | | The EWP is stored and housed correctly | | | | | |  | |  | | | |
| 2. | | All EWP and access permits/ keys have been returned to security | | | | | |  | |  | | | |
| 3. | | All loose items are secured via tie down or in a secure area, not impeding any thoroughfare. | | | | | |  | |  | | | |
| 4. | | Any debris, rubbish or remaining materials is/will be removed from site | | | | | |  | |  | | | |
| 5. | | All daily requirements for site procedures completed | | | | | |  | |  | | | |
| CONTRACTOR ACKNOWLEDGMENT - End of day requirements have been met and the work site is Safe and all faults or safety hazard observations have been reported to Building/Centre Management | | | | | | | | | | | | | |
| Name:  (Site Supervisor) | | | | | Signature: | | | Time: | | | | | |
| CONTRACTOR COMMENTS ONLY (e.g. Faults, hazards, safety observations) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| MIRVAC RESPRESENTATIVE TO COMPLETE | | | | | | | | | | | | | |
| Name:  (Site Supervisor) | | | | | Signature: | | | Time: | | | | | |
| MIRVAC REPRESENTATIVE COMMENTS | | | | | | | | | | | | | |
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