

Permit to Work – Electrical Works

Centre			
Contractor Company			
Contact Name		Contact Number	
Location of Work			
Isolation Point			
Affected Equipment or Circuits:			
Permit Valid from		Permit Valid to (maximum 7 day period)	
Date & Time		Date & Time	
Description of Works			
Do you need to access a High Voltage area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will electrical Work be carried out on live plant or equipment?		<input type="checkbox"/> Yes (approval must be obtained from WHS Manager prior). <input type="checkbox"/> No	

Step 1 - Contractor to complete	Yes	N/A	Comments
Has a SWMS been completed, signed by workers, and accepted by Centre Management?	<input type="checkbox"/>		
Are all workers qualified and trained to undertake the planned work?	<input type="checkbox"/>		
Can the energy source be effectively and safely isolated?	<input type="checkbox"/>		
Have all potential additional sources of power been identified and isolated?	<input type="checkbox"/>		
Isolation lock and tags will be placed on electrical switches, circuit breakers and outlets?	<input type="checkbox"/>		
Isolated circuits will be tested, and work area deemed safe prior to carrying out permitted Work (s)?	<input type="checkbox"/>		
Safety and Testing equipment has been maintained, calibrated and checked prior to use?	<input type="checkbox"/>		
Have emergency generator(s) been tested and back-up power is available with sufficient fuel to carry out the works?	<input type="checkbox"/>	<input type="checkbox"/>	
If the generator is not required to operate during the works, will it be isolated to prevent operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is fire protection equipment available and operational?	<input type="checkbox"/>		
Will barricades and signs be posted around the work area?	<input type="checkbox"/>		
Ladders, platforms or scaffolds are appropriate for the work, i.e. all ladders shall be non-conductive fibreglass type?	<input type="checkbox"/>		
Will High Voltage work comply with all national and state codes, and be completed by staff who are suitably qualified?	<input type="checkbox"/>	<input type="checkbox"/>	
Those affected by the loss of power have been identified (e.g. tenants or contractors) and communicated to Centre Management?	<input type="checkbox"/>	<input type="checkbox"/>	
Will you require access or be working in a Ceiling /Concealed Space? If "Yes", complete WHS016B – Electrical Hazard Identification (EHI) Form	<input type="checkbox"/>	<input type="checkbox"/>	

Workers and Training	
Step 2 - Contractor to Complete	
Workers Name	Licence Number

Permit Review Check	
Step 3 - AMPC Representative to Complete	Yes
Has the contractor satisfied the conditions of the permit?	<input type="checkbox"/>
Has the contractor been inducted into AMPC health and safety requirements?	<input type="checkbox"/>
Have all workers reviewed and signed onto the SWMS?	<input type="checkbox"/>

Agreement			
Step 4 - Compliance Agreement by Contractor undertaking the Work:			
Name of Contractor representative			
Signed		Date	
Step 5 – Permission to Commence Work - Sign off by AMPC Representative			
<p><i>*Note this sign off confirms that Centre Management has received and sighted the completed Electrical Works permit. It does not imply that the AMPC representative who has signed below is a “competent person” regarding Electrical Works, nor have they reviewed this permit from a technical perspective.</i></p>			
AMPC Representative			
Signed		Date	