

- Define the process for controlling work identified as involving significant risk (Major Work) for example:
 - Hot work
 - Confined space entry
 - Significant work at height (e.g., canopy or roof repair or installation)
- Ensure proper consideration to the hazards associated to the task; and
- Provide a means of communication between Authorised Person and workers

When required to work with a valid permit YOU MUST:

- Confirm that a Work Control Permit (WCP) is required
- Ensure proper preparation and authorisation of the WCP
- Understand and implement the precautions detailed in the WCP
- Confirm:
 - Hazards have been effectively controlled; and
 - It is safe to start work; and
- Stop and reassess the task if conditions change

	WORK CONTROL PERMIT (WCP) Contractor - Extended Work	Form Reference: IMS-08.1.17.1 Date Issued: October 2025				
SECTION 1: INFORMATION						
FS No.	Location	Date	Name Of Contractor			
Scope of Work		Equipment To Be Used				
		Hand Tools	☐	Hot Work	☐	
		Electrical Equipment (e.g., Generator)	☐	Confined Space Entry	☐	
		Power Tools (e.g., Stihl Saw & Grinder)	☐	Breaking Ground	☐	
		Machines (e.g., Crane & Excavator)	☐	Working at Height	☐	
		Cleaning Equipment (e.g., HP Washer)	☐	Asbestos Remediation	☐	
		Access & Egress (e.g., Manlift & Scaffold)	☐	Major Shop Refit	☐	
MFG Representative (Raising WCP)		Other:	☐	Other:	☐	
		Documentation Checklist: MFG Representative To Identify Requirements & Confirm Provided				
Document & Responsible Person		Required?	Initialed	Document & Responsible Person	Required?	Initialed
Risk Assessment (Contractor)		Select Yes		Worker Training Records (Contractor)	Select Yes	
Method Statement (Contractor)		Select Yes		Daily Clearance Certificate (Contractor)	Select Yes	
Equipment Certification (Contractor)		Select Yes		Safety Rules & Regulation (MFG)	Select Yes	
SECTION 2: SIGNIFICANT HAZARDS & RISK REDUCTION MEASURES						
Significant Hazards	X	I-Risk	Potential Risk Reduction Measures			R-Risk
Access and Egress	☐	Medium	Barriers / Notices / Access Platform / Scaffold / Ladders / Fall Protection / Training / PPE			Medium
Activities of Others	☐	High	Barriers / Warning Notices / Safe Zones / Communications / PTW / Safety Brief / Training			Medium
Adverse Weather	☐	Medium	Work Suspension If significant (i.e., Electrical Storm / High Winds / Rainstorm / Snow / Ice)			Medium
Asbestos	☐	High	Barriers / Warning Notices / Controlled Access / Training / Waste Segregation / PPE / RPE			Low
Depleted Oxygen	☐	High	Isolation / Cleaning / Venting / Gas Testing / Training / Supervision / RAMS / RPE / IPPE			Low
Electricity / Static Electricity	☐	High	Isolation / Bonding / Grounding / Testing / Barriers / Training / Authorised Access / PPE			Medium
Exposure to Chemicals	☐	Medium	Removal / Isolation / Draining / Venting / Purging / Training / Barriers / Notices / PPE / RPE			Low
Fall From Height	☐	High	Fall Prevention / Scaffold / Scff-Tag / Manlift / Training / Rescue / Harness / Lanyard / RPE			Low
Flammable Liquids	☐	High	Removal / Isolation / Draining / Venting / Purging / Training / Barriers / Notices / PPE / RPE			Medium
Flammable / Toxic Vapours	☐	High	Removal / Isolation / Gas Testing / Purging / Training / Barriers / Notices / PPE / RPE			Medium
Ignition Source (Sparks/heat)	☐	High	Removal / Barriers / Notices / Gas Testing / Supervision / Training / Equipment Certs / PPE			Medium
Manual Handling	☐	Medium	Mechanical Lift Aid / Technique / Lift Plan / Training / Assistance / Housekeeping / PPE			Medium
Machinery / Rotating Parts	☐	High	Restricted Access / Barriers / Guarding / Spotter / Training / Operator Licence / PPE			Low
Mechanical Lifting	☐	High	Crane Certified / Lift Plan / Outriggers / Spotter / Barriers / Competent Person(s) / PPE			Medium
Sharp Edges & Pinch Points	☐	Medium	Housekeeping / Guarding / Proper Tools / Suitable Gloves / Training / Supervision / PPE			Medium
Slips, Trips and Falls	☐	Medium	Housekeeping / Warning Notices / Barriers / Spillages Cleaned / Cable Routes / PPE			Low
Vehicle Movements	☐	High	Restricted Access / Barriers / Reduced Speed / Parking Areas / Clear Access / PPE (Hi-Viz)			Low
Working at Height	☐	High	Fall Prevention / Fall Protection / Training / Supervision / RAMS / Harness / Lanyard / PPE			Medium
Other:	☐					
Hazardous Energy Isolations Required		Initial	PPE Required	X	PPE Required	X
1			Face Shield / Visor	☐	Fall Protection (Harness/Lanyard)	☐
2			Fire Resistant Clothing	☐	Hearing Protection	☐
3			Hi-Vis Jacket	☐	Respiratory Protection (i.e., BA)	☐
4			Safety Footwear	☐	Safety Helmet (i.e., Hard Hat)	☐
5			Safety Glasses / Goggles	☐	Other:	☐
6			Task Specific Gloves	☐	Other	☐
Additional Task Specific Risk Reduction Measures						
Additional Requirements: Hot Work		X	Initial	Additional Requirements: Confined Space Entry		X
Welding Plan, including grinder (Tools/Users Certified)		☐		Intrinsically Safe Equipment (Tools & Users Certified)		☐
Oxy-Acetylene Burning Equipment (Certified)		☐		Ventilation System (Extractor or Inductor)		☐
Firewatch (Designated to monitor hot work)		☐		Entry Attendant (Designated to monitor entry)		☐
Additional Requirements: Working at Height		X	Initial	Respiratory Protection (Equipment & User Certified)		☐
Personal Fall Protection Equipment (Certified)		☐		Safety Harness & Lifting Tripod (Certified)		☐
Use of Scaffold/Ladders/Manlift (Minimum 2 Man Crew)		☐		Rest Periods (Maximum Interval of 1 Hour)		☐