

Learner Guide

Select and use tools and equipment for hot work in the Demolition Industry

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Hot Work

'Hot work' can include tasks such as:

- Oxy cutting and welding.
- Brazing and soldering.
- Arc welding.
- Repairs and alterations done using heat producing equipment such as blow lamps.
- Grinding and high speed friction cutting.

If a worker has to undertake welding or any other allied process, they must abide by the requirements outlined in Australian Standard AS1674.1 Safety in welding and allied processes this standard covers

Hot Work Hazards Include:

- Fire
- Explosion
- Burns
- Eye Injury
- Toxic Fumes

For your safety, know the:

- work area
- material
- equipment

Hot Work Permits

Used for all Hot Work outside of Authorized Hot Work Areas:

- Provides permission
- Defines job
- Remove fire hazards
- Fire watches
- Area inspection
- Defined time
- Specific precautions
- Post at job site

Hot Work Restrictions

No Hot Work in areas:

- Unless authorized by management.
- where sprinkler system does not work
- with explosive atmospheres
- near storage of large quantities flammable or combustible material

Other Restrictions

- Drums, barrels, tanks or other containers must be thoroughly cleaned of flammable material
- Pipelines or connections to drum or vessel must be disconnected or blanked.
- Hollow spaces, cavities or containers must be vented to permit the escape of air or gases

Personal Protective Equipment

- Respirator
- Welders Glasses
- Welders Helmet
- Hot work gloves
- Leather cape, sleeves, apron, and leggings

Respiratory protection and mechanical ventilation may be required for cutting or welding of certain specific metals & compounds

Plan and Prepare

Work Instructions

Obtaining Work Instructions

The supervisor shall consult with Site Owner and Principal Contractor and other stakeholders to determine the scope of works, hazards on-site and how our works will affect other workers and members of the public who may be exposed to hazard and risk by our activities. The consultation outcomes shall provide a basis to write SWMS, WH&S Management Plans

Site WH&S Requirements

Roles and Responsibilities of Site Supervisor

The Site Supervisor/Foreman is responsible for safety on the project and duties include:

- Implementing the company Health Safety & Rehabilitation procedures
- Observing all safety requirements and Statutory rules and regulations
- Ensuring all works are conducted in a manner safe and without risk to Worker health and safety
- Planning to do all work safely
- Providing advice and assistance on safety to all Workers
- Participating in the planning and design stages of trade activities
- Ensuring current safety training programs in advance and allow for Workers identified as requiring training to attend the training
- Actioning safety reports and carrying out workplace inspections
- Preparing and participating in safety meetings and safety programs

- Facilitating the preparation of Safe Work Method Statements for the trade
- Insisting and ensuring on safe work practices at all times
- Investigating hazard reports and ensuring corrective actions are undertaken
- Conducting toolbox talks and daily team briefings
- Participating in accident/incident investigations
- Leading by example and promoting safety at every opportunity
- Supervising and ensuring compliance with safe work procedures
- Providing suitable employment to assist rehabilitation initiatives
- Stimulating a high level of safety awareness at all times

SWMS, WH&S Management Plans

Safety plans shall be prepared by the supervisor in consultation with workers, Principal Contractor and other stakeholders to ensure all activities are managed safely. The processes identified in these documents shall be communicated to all workers and the workers indicate their understanding of these requirements by counter-signing the documents.

Work site inspections

For your inspections and monitoring activities to be effective you will need a thorough knowledge of worksite procedures. These will include all relevant workplace operating procedures, work instructions and temporary instructions.

All of these requirements are in place to ensure your worksite complies with the designated regulations and legislation.

It is important to make sure that the codes and standards you refer to are the most current versions as approved by state and federal government.

Purpose of Inspection

A work site inspection is required to identify the hazards associated with individual demolition hot work tasks and to identify how those tasks can be managed.

A Sample form is in the appendix

Environmental Requirements

Environmental Management

Burning is not permitted under any circumstances

The incineration of waste materials is strictly forbidden. Any and all waste identified for recycling, reprocessing, treatment, storage or incineration must be conducted at a registered waste facility.

Recycling

Where possible, recycling of bottles, cans and trade waste should be encouraged. Provision of appropriate collection containers shall be provided where it is considered the quantity of such recyclable wastes is viable.

Dust Containment

All PCBU are to instruct their workers in dust management and detail the management of such in their Safe Work Method Statement.

All precautions shall be taken, as far as practicable, to prevent dust problems affecting other persons at the workplace and surrounding public.

When working with tools, or in an area where the dust is excessive, then breathing protection shall be worn and signs posted.

Subcontractors shall ensure their workers are aware of this requirement and are provided with the appropriate PPE and systems to carry out such duties. The subcontractor shall also ensure signs are posted and that any other persons working in these areas are notified of the hazard and are wearing the appropriate protection or they leave the area. This can be formulated through talks with the "PC".

Dust problems caused from earth works shall be prevented as much as possible by wetting down. Where dust is being caused by other means from work being performed, the subcontractor shall ensure containment screens or other systems are put in place to prevent such dust to other workers or public.

Permits to Work

The work permit system covers the issue of any and all work permits, and is used by organisations to control worksite situations and tasks involving identified hazards.

Permit Control Systems

Each site will have a permit control system that is based on the tasks and activities being carried out. You need to understand all aspects of the system that applies to your site. This could include:

- Types of permits.
- Frameworks relating to legislation, regulations and/or standards.
- Roles and responsibilities of concerned parties under the permit system.
- Equipment which can and cannot be used for different types of permit.
- Alternative ways of conducting a job.

To effectively work under your site permit system you must have a solid understanding of the relevant legislative and regulatory requirements under which permit systems operate.

This will help you to identify when permits are required.

As someone who issues permits, you also need to understand your organisation's standard procedures and work instructions, and be able to implement them correctly, safely and within appropriate timeframes.

A working knowledge of the procedures used during all hazardous tasks and activities will ensure that you place the correct conditions and requirements on the permit.

Permit Requirements

Requirements identified on the permit may include:

- Testing of atmospheric conditions.
- Ventilation.
- Control measures such as isolation, barriers, tag out/lockout signs.
- Communications.
- Incident response.

In issuing permits it is important to make sure that the work will be carried out by a competent person. A 'competent person' is someone who has, through a combination of training, education or experience, acquired knowledge and skills so they can correctly perform a specified task.

Monitor Variables

During the permit issuing process you will also need to monitor key variables such as:

- Types of permit issued.
- Permit issuing procedures to be used if there are different procedures for different permit types.
- Protocols for extending the work activities beyond the end of shift.
- Permit handover procedures.

Other appropriate protocols and processes as deemed correct by site conditions.

The first step in issuing work permits is to identify and confirm with appropriate workers the need for a permit

Confirm the Need for a Work Permit

Before you can issue a permit, you must identify the type of work being done and confirm with the appropriate workers that a permit is in fact needed.

Types of Work Permit

The types of permits and the work they cover include:

- General permit to work.
- Electrical – for activities involving work with electricity or electrical appliances.
- Services isolation
- Working alone
- Hot work
- Working at heights.

Identify the Correct Permit

When deciding on the type of permit/s required you will need to take into account the materials, equipment, processes and organisational procedures involved in the activity or situation.

You can then be sure that the correct permit is issued with the most appropriate conditions and requirements for the work being completed.

You will also be able to monitor the work to check it is being completed in accordance with the permit.

Always refer to your site procedures and safety officers if you need assistance in identifying the correct permit for each situation.

Hot work is work that WILL generate any source of ignition, such as flame, spark or temperature sufficient to ignite flammable material.

A Sample form is in the appendix

Check Permit Documentation

As the permit issuer, you need to make sure that all conditions are documented on Operational Procedures, Processes and Production Sequences.

Operational procedures and processes, and production sequences you need to check may include:

- Sites under which permit activities must be applied.
- Type of permit to be executed.
- The focus of the operations of work systems and equipment, i.e. objectives, procedures and equipment to complete the whole job effectively and safely.
- Production workflow sequences, including processes and timelines to ensure all work meets safety and quality standards.
- Types of tools and equipment to be used (e.g. atmospheric testing and monitoring devices) –includes links or lists of the procedures and processes for selecting and operating each tool or piece of equipment.
- Start time and duration of work to be done. The permit in accordance with regulatory and organisational requirements.

Risk Management Requirements

Requirements relating to risk management could include:

- Hazards that may be encountered.
- Atmospheric test and monitoring requirements and results.
- Isolation, lock out, tag out processes.
- Hazard control measures (e.g. signs and barriers).
- The involvement of hot work.
- PPE and clothing to be used.

Issue, Monitor and Close Work Permits

Permit Details

Communication requirements and personnel/worker details to be checked may include:

- Size of work team.
- Persons in the work area/rotation of people in the location.
- Standby workers and emergency/incident response procedures.
- Communication procedures, protocols and equipment.
- Authorisation from a competent person.

All of this information needs to be adequately gathered and documented to ensure that all work is conducted in a safe and efficient manner.

It also helps to identify situations of non-compliance and provides guidance on how to act in changing situations.

Validity Period

When issuing a work permit, you need to determine an appropriate validity period. This is the length of time for which the permit will be current.

When determining the validity period you need to consider the tasks and activities to be undertaken.

This includes looking at:

- The complexity of the work – more difficult or involved tasks might need a longer validity period.
- Normal or standard times taken to complete the tasks – check the permit register or other permits for timeframes for similar work.
- Any component tasks involved in the job that may lead to more time being needed.

The validation period should also give you enough time to check that all permit conditions have been met.

Validate the Permit

Before the permit can be authorised it must be validated.

Validating the permit means checking that all conditions have been met. These conditions will vary depending upon the nature and scope of the permit but could include:

- Hazard controls.
- Atmospheric testing requirements.
- Environmental requirements.
- Any other listed requirement or condition.

You should also resolve any problems with the validation of a permit such as:

- Provision of the wrong permit.
- Need for additional permits.
- Incorrect information being supplied with the permit.
- Errors being made in the understanding of permit data.

Once you are satisfied all conditions and requirements have been met, the permit can be signed off as valid.

Authorising the Permit

With the work permit now completed you can authorise and issue it.

Follow your site procedures for permit authorisation. This could include listing the permit in the issue register.

In completing and issuing work permits it is important that you have adequate writing skills to complete workplace forms and produce reports. This means being able to write neatly and legibly. You also need to make sure that what you are writing down is clear and easy to follow.

If you have any difficulties filling out forms or completing reports, speak to your supervisor or manager who may be able to arrange some assistance or training for you.

Consultation with Permit Workers

While the permit is now authorised, you still need to discuss all conditions and requirements with the permit recipient and make sure they understand and agree to abide by them.

Be prepared to explain any details if necessary so that you are satisfied the recipient is well aware of what needs to be done to meet the terms of the permit. The recipient should also understand the consequences of non-compliance.

After you are satisfied that the recipient is fully aware of and in agreement with the permit requirements, you will need to get them to sign for the permit.

The permit must be signed in accordance with site procedures.

Signing for the permit means the recipient is now responsible for ensuring that conditions and requirements are initiated.

Be aware however that you, as the permit issuer, will still need to keep monitoring the situation and conditions.

Carry Out Regular Inspections

Part of your role as a permit issuer is to carry out inspections of the work area, or to ensure that they are carried out by another designated person.

It is important that regular inspections of the progress of work are undertaken to make sure that it complies with the permit conditions and that any changes in work conditions do not affect the validity of the permit.

Display Permit

Work permits must be available at all times and displayed in a prominent position. Depending on the needs of the task, the permit conditions and the organisational requirements this may be at or near the worksite.

Requirements for displaying permits will generally be clearly outlined on the work permit itself. This could mean:

- Displaying the permit in a mounting on a gate, fence, sign-in point or other designated locations.
- Having the permit stored on site in a readily accessible folder. The permit is carried in a worker's pocket or toolbox and is available for viewing immediately on request.
- If the work is being carried out in multiple locations, the permit documentation should be kept by an authorised person.
- All workers should be aware of the permit's location so that they can refer to it when necessary. The permit should be kept in a clean condition so that the information can be clearly read without causing confusion.

Always check before, during and at the completion of the tasks and activities to ensure the permit is being displayed in accordance with the requirements.

Review the Permit

The work permit will need to be reviewed if circumstances have changed.

As the permit issuer you will be required to ensure that the permit is reviewed. You could do this yourself or you may have to arrange for it to be done by another designated staff member, depending on site procedures.

To reviewed and revalidate the permit, you will normally need to ensure the current conditions are reflected in any conditions and requirements on the new permit. If necessary you may need to undertake a new hazard analysis.

Check Job Status and Closing the Permit

Once all tasks have been completed, the work permit can be closed. Before this is done, however, you need to check the status of the job and that all work activities have been carried out in accordance to the permit conditions.

It is therefore necessary to conduct a close out inspection.

It is crucial to make sure that all conditions on the permit have been met.

Always double-check that the work undertaken satisfies all permit conditions. When you are satisfied that all permit requirements are met and the worksite has been left in a safe condition, you can sign off the required documentation and close the work permit.

Make sure you follow standard operating procedures for signing off and closing out permits.

You may need to get the permit holder to sign and date the permit, confirming that all conditions have been met.

Alternatively a supervisor may be required to sign the permit after inspecting the area and agreeing the tasks are complete.

It is then up to the manager to sign off and enter the details in a register of permits that have been closed out.

Select tools and equipment and prepare for use

Tools and Equipment are selected

Appropriate tools shall be selected according to the task at hand:

Tool	Typical use	Hazards
arc gouging equipment	Electric arc equipment for cutting steel	Causes intense sparks Potential Electrical event Causes extreme heat
thermal lancing equipment	Electric equipment for cutting steel	Causes intense sparks Potential Electrical event Causes extreme heat
gas cutting equipment	Oxy-acetylene torch for cutting steel	Causes intense sparks Causes extreme heat
oxy-fuel gas cutting equipment	oxy-fuel torch for cutting steel where economy is required	Causes intense sparks Causes extreme heat
plasma cutting equipment	Requires compressor to	Causes intense sparks

	operate,	Potential Electrical event Causes extreme heat
quick cut saws	Cutting of larger members where materials are easily accessible but the accuracy of cutting is not critical	Potential for kick-back Petrol fumes
angle grinders	Cutting of small items and the cutting of fixings where materials are easily accessible but the accuracy of cutting is not critical. Also used to remove sharp edges prior to manual handling	Causes intense sparks Potential for kick-back Potential for blade shattering Potential Electrical event
chain saws, including diamond chainsaws	Cutting of Timber and tree branches where materials are easily accessible but the accuracy of cutting is not critical	Potential for kick-back Petrol fumes

Pre-operational Checks

Daily Safety Check

Prior to use of any plant a daily safety check including guarding, wiring, switches, smooth movement of moving parts, jamming of equipment or materials, waste chutes and supplied PPE.

A Sample form is in the appendix

Safe Methods of Operation

Plant and Equipment

All plant that enters the site shall be logged on form - Schedule of Plant. All High Risk plant shall be regularly maintained in accordance with the Act and manufacturer's recommendations and shall be recorded in a logbook. That logbook should be sighted to verify compliance. All High Risk Plant details shall be recorded on form Schedule of Plant.

The schedule on High Risk Work should be perused to ensure which occupations require certificates of competency. If a certificate is required details should be recorded on the Work Health and Safety Management Plan. Satisfy yourself an operator is competent regardless of certificates held.

Hired Plant

- ensure machine has been maintained by viewing the maintenance log
- complete pre start checks as usual
- submit Schedule of Plant as per owned plant

A Sample SOP is in the appendix

Plant – Code of Practice

Competent Operators

All workers shall receive adequate training to ensure sufficient competency prior to unsupervised use of plant. No worker shall work with plant if he/she is alone in the factory.

Registrable Plant

Shall be registered with the Regulator as required by Legislation.

High Risk Work

Operators of certain plant require certificates of competency e.g. forklift, elevated work platforms. No person shall work in a prescribed occupation unless they are accredited to do so or are being trained to do the work and are under supervision of a competent person who ensures all training is recorded.

Maintenance

All plant shall be regularly serviced and maintained in accordance with manufacturers' recommendations. Maintenance schedules should be established (to manufacturers specifications) that determine frequency of servicing and provide a checklist of items requiring inspection, testing or repair, lubrication or adjustment.

Exclusion Zones

All fixed plant shall have a designated exclusion zone or safe work area that is allocated for the unobstructed use of the plant operator. This area will include a minimum distance of 1.000 metre from any moving part of the machine in all directions to ensure no other worker is within the distance that could allow injury by drawing in of clothes, limbs or hair. The exclusion zone should be denoted by highly visible lines on the floor. The exclusion zone must include sufficient space for the worker to rotate, flip or otherwise move materials being used.

A Risk Assessment should be undertaken to determine distances and to decide whether in some instances a rigid barrier (handrail) maybe required.

Guarding/Failsafe Devices

Machine guards must be installed at all times and must not be removed, modified or made inoperable unless the machine is taken out of service or rendered inoperable by tag out. The machine must not be returned to service until guards are reinstalled and their correct operation is verified.

All machines must be of "Fail Safe Design" to ensure that in case of failure, power failure, and emergency stop or misuse that they become safe.

Design Standards

Ensure all plant has been designed and constructed to an acceptable standard (AS/NZ Standards or similar).

Control Devices

If any moving part may endanger any person when plant starts up it must be fitted with an audible and or visible alarm e.g. forklift or elevating work platform.

Noise Levels

Ensure noise levels from the machines do not subject workers to higher than a daily noise dose of 1 (refer AS 1269 Acoustics Hearing Conservation). If necessary provide sound dampening devices or enclosures.

Registrable Plant

All High Risk Plant must have a Schedule of Registrable Plant completed and lodged on site for Commercial Sites and at the Builders Office for Residential Sites.

WH&S Requirements for tools

All tools, plant and equipment shall be inspected to ensure they are fit for purpose, that manufacturer's operator's manuals are available and operators have been trained and assessed as competent to operate the equipment.

An SOP and Risk assessment shall be available for their use.

An inspection of equipment shall be carried out on high risk plane

A Sample form is in the appendix

Complete cutting, grinding and hot work

Disconnection of services

For your inspections and monitoring activities to be effective you will need a thorough knowledge of worksite procedures. These will include knowledge of services. It is wise to conduct an inspection with a person who has knowledge of the work-site and is aware of the location of services or has access to Building and service plans

All of these requirements are in place to ensure your worksite complies with the designated regulations and legislation.

Once identified all services shall be disconnected by an appropriately qualified person using Lock-out and tag-out procedures. Where a service must remain live all workers shall be advised and evidenced in the SWMS

A Sample form is in the appendix

Demolition SWMS is reviewed

All subcontractors in consultation with principal contractor are to prepare Safe Work Method Statements in compliance with WH&S Legislation & principal contractor's Safety Management Plan prior to starting work at the workplace. If at any time a change in workplace conditions arise a review of that SWMS shall be considered by the supervisor

This Safe Work Method Statement shall contain how you intend to carry out the work and what safety systems you are going to adopt to achieve the required level of safety. Any changes shall be recorded on the SWMS. Any changes shall be communicated to all workers

A copy of the subcontractor's and principal contractor safety plans are to be kept on site and made available for perusal by all workers at any reasonable time.

All subcontractors shall submit their Safe Work Method Statements to principal contractor prior to commencing work on site. They shall be attached to the Safety Management Plan and kept at the workplace at all times

A Sample form is in the appendix

Work Area is Prepared

The work area shall be prepared in accordance with the SWMS and SOP that have been previously prepared according to site safety and workplace requirements.

An inspection shall be carried out prior to works to ensure that the area has been adequately prepared and all hazards are identified

A Sample form is in the appendix

Tools and Equipment used for Intended Purpose

Site inspections will ensure that all activities are being completed to the required standards and in line with the specified procedures for the performance of tasks and the use of tools and equipment. It is essential that all tools and equipment are used in accordance with Manufacturer's recommendations including those recommendations for service and maintenance.

Any variation in conditions, situations, workers, processes, tools or equipment could impact on the validity of the work permit.

Communication with Work Team

Tool Box Talks

A tool box talk must be held regularly.

Tool box talks are gaining recognition as a means of securing worker participation in health and safety management and as a forum for consultation. The purpose of having a tool box talk is not a group of "fix it people" but rather as a group of people, who can review, discuss and advice on safety matters.

The advantage of group discussion is in the range of ideas and viewpoints that will be offered collectively. It should become a forum for discussion by management and workers.

This is not to suggest that the group become partners in business, because management have the legal responsibility for health and safety at work. It should be remembered that management are the decision makers at the meetings, even though discussion involved everyone.

Functions

The tool box talks should carry out the following functions:

- Discuss and review the Company's Safety Procedures
- Carry out safety audits with a view to remedy hazardous conditions and practices
- Recommend remedial action to management
- Ensuring safety becomes an integral part of operating procedures
- Ensure management approved recommendations are put into practice
- Provide an opportunity for consultation, discussion, regarding hazardous work methods and working conditions
- Review the circumstances surrounding recent work injuries, work related illnesses and dangerous occurrences
- Initiate programme aimed at arousing and maintaining the interest of the PCBU, management and workers concerned in work health and safety

Minutes

A brief record of discussions made at meetings is essential and may in certain cases be of value where disputes relating to safety activities are concerned.

The outcomes should be recorded on Tool Box Meeting Record.

Monitor Conditions of Work

As the supervisor, it is your responsibility to conduct regular monitoring of tasks and activities to ensure that any changes in conditions are identified and responded to quickly.

For your inspections and monitoring activities to be effective you will need a thorough knowledge of worksite procedures. These will include all relevant workplace operating procedures, work instructions and temporary instructions.

All of these requirements are in place to ensure your worksite complies with the designated regulations and legislation.

It is important to make sure that the codes and standards you refer to are the most current versions as approved by state and federal government.

All changes must be responded to in accordance with the procedures for your site and the permit conditions.

You must ensure the work permit remains current and valid. Changes to work conditions (such as the identification of new hazards) or a failure to follow permit conditions may mean that the permit becomes invalid and will have to be revoked before the work has been completed.

You should check that:

- Problems are being anticipated and efficiently resolved.
- Changing conditions and circumstances are being responded to appropriately and effectively.
- The performance of monitoring and testing equipment is checked against a standard sample. If work stops for a certain period of time (e.g. over an hour) the workspace will need to be tested again.

In inspecting the work area you may also be supervising workers and monitoring their activities for compliance with site procedures.

Changes in Work Environment

During the day there are many events that may alter the safe outcomes of the day including:

- Weather conditions change.
- Timeframes have expired.
- Permit conditions change.
- There is a change of workers.
- Non-compliance has occurred.
- Equipment is recalibrated.
- Adverse test results are recorded.

The outcomes of any inspections shall be conveyed to workers by discussion or tool box talks as appropriate according to the requirements of this workplace and or your WH&S Management Plan.

Hand Over Ongoing Permits

At the end of shift, you will need to hand over work permits, both current and suspended, to staff on the incoming shift.

It is important to make sure that incoming workers are aware of all conditions on the permit and the status of all tasks and activities covered by the permit.

You could hold a handover meeting to discuss all issues and conditions.

A permit log, permit file or display boards can also be used to communicate information from one shift to another.

Most sites will have a specific procedure for signing over permits. This may involve the signing of a permit register to acknowledge the turnover of the permit to another person.

By signing this register the incoming permit holder will be acknowledging that they know and understand all conditions of the permit.

It also means they are qualified and licenced to undertake any tasks or activities required.

Tools stored safely When Not in Use

To ensure the safety of all workers on site it is critical to be aware that during demolition work a clear and safe path to an exit is provided, to this end it is vital that any tools or equipment not immediately in use shall be moved out of the way of works to ensure that a clear path is available

Clean up

Everyone is responsible for his or her own personal rubbish, food scraps, drink containers, newspapers and the like, which also must be placed in the bins provided.

- Lunchrooms shall be cleaned on a regular basis, but workers/users are required to clean up their own mess and dispose in the waste receptacles provided
- At commencement of project a **waste skip** shall be provided for all material waste and this shall be located as appropriate to task
- Other skips shall be provided to site during construction phase and placed at appropriate positions as determined by the site manager - All skips shall be replaced by contractor when each skip is full
- Other rubbish shall be cleaned up to site by bobcat and trucked out at that time

These practices shall be visually monitored by the Site Supervisor on a daily basis to ensure that systems put in place are effective and that subcontractors are following directions given for disposing of rubbish, no written evidence is required.

Access to site and other access ways shall be kept free of materials and rubbish at all times to prevent the risk of injury from tripping or other hazards. Access ways also refer to scaffold decks, which shall be kept free from rubbish and materials at all times. Subcontractors are advised that they have obligations imposed on them under the WH&S regulation and that each PCBU must ensure their workers are instructed to follow the practices outlined.

Close Out Inspection

A close out inspection will ensure that:

- All tasks and activities have been completed in line with site procedures and standards.
- All safety precautions have been put in place.
- All barricades or signage have been dismantled and returned to the correct storage locations.
- All documentation has been completed.
- Other aspects as required by your site procedures.

This is the final inspection of the site before you sign off the job as being completed.

Housekeeping and waste Disposal

At the end of shift or daily activities you will need to make sure that the site is cleared, cleaned up, and left in a safe condition.

All site safety procedures must be followed during this process, including the wearing of the required PPE.

Any waste materials should be disposed of (or recycled if possible) in line with the project environmental management plans.

Depending upon your site requirements, the permit holder or permit issuer will need to inspect the site and sign off to confirm that the area has been left in an appropriately safe and secure manner.

Tools Cleaned, Checked and Stored

Ensure that all tools and equipment are maintained, cleaned and stored according to the manufacturer's guidelines and site requirements.

Also check that procedures are followed to isolate and tag out any damaged or defective items.