**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 CHECKLISTFaults 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  |
|       |