**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 (SP) company name: | | | | |  | | | | | | | | |
| Name of (SP) Supervisor/ Manager: | | | | |  | | Mobile phone: | | | | | | |
| Permit valid from: | | |  | | | Permit expires: | | |  | | | | |
| SWMS / JSEA ref: | | |  | | | | | | | | | | |
| Commencement time: | | |  | | | Completion time: | | |  | | | | |
| Location of works:  (Detail façade area) | | |  | | | Emergency contact  (name & No.) | | |  | | | | |
| Description of work: | | | | | | | | | | | | | |
| ROPE ACCESS OPERATORS – PRE-START OPERATIONAL CHECK  (Completed prior to any works being undertaken) | | | | | | | | | | | | | |
| Item | Yes - Safe to Start | No - Unsafe - Stop Work & Report | | | | | | | | | | Yes | No | N/A |
| 1. | A task specific risk assessment been undertaken which includes consideration of:   * The site being classified as either Basic or Advanced * Fall protection equipment, safety observer, rescue / retrieval; * Weather observations and forecasts * Communications | | | | | | | | | |  |  |  |
| 2. | All team members assigned to work within their SPRAT/IRATA core competency level:   * All workers must be trained and competent for the tasks they have been assigned. * Under International Rope Access Trade Association (IRATA) guidelines all works are to be supervised by a Level 3 technician as a minimum * Under The Society of Professional Rope Access (SPRAT) guidelines all works to be supervised by a Level 3 technician as a minimum * Technicians details are recorded onto SWMS (Safe Work Method Statement) | | | | | | | | | |  |  |  |
| 3. | All team members have a copy of their SPRAT/IRATA (or other appropriate) certificate of competency for the building owner and technician’s details recorded in acceptance below. | | | | | | | | | |  |  |  |
| 4. | All areas of public or trades access to the base and anchorage locations of the work site are suitably signed and barricaded (including balconies)? Note: council permits or regulatory authority approval required in some cases.   * The public must be protected from anything that may occur during the work activity by either barricade catch platforms or an observer situated at street level. | | | | | | | | | |  |  |  |
| 5. | An emergency rescue plan has been prepared and agreed with the team (this should include emergency contacts)   * Site Supervisor is responsible to ensure a prompt method of rescue is available. In some cases, this may include the use of a pre-rigged rescue system. * The rescue plan is recorded into SWMS (Safe Work Method Statement) and or attached as a separate document. | | | | | | | | | |  |  |  |
| 6. | There is an appropriate first aid kit on site. | | | | | | | | | |  |  |  |
| 7. | The site supervisor conducted a Pre-Start meeting which reviews the JSEA/SWMS, permits, rescue plan and equipment inspection checks. | | | | | | | | | |  |  |  |
| WORK METHOD PRE-START OPERATIONAL CHECK | | | | | | | | | | | | | |
| 8. | Two independently anchored ropes are used for each person   * Each worker must attach a safety line as well as a working line before they suspend themselves. | | | | | | | | | |  |  |  |
| 9. | The primary anchors are rated to min 12Kn (recommended to 15Kn)   * Confirm if engineer or a suitably qualified Height Access advisors to undertake review. * Visually inspect current certification records and confirm if within date. | | | | | | | | | |  |  |  |
| 10. | Do the ropes reach the ground or a suitable landing site and are stopper knots tied? | | | | | | | | | |  |  |  |
| 11. | There is sufficient padding of edges used to eliminate the chance of rope damage   * Such devices may include padding, protective sleeves or a roller system. | | | | | | | | | |  |  |  |
| 12. | Deviation/diversion anchors are of adequate strength   * These must be noted within site anchor layout plans and tagged at min 6Kn (ensure anchors are inspected and recorded including min rating of anchor) | | | | | | | | | |  |  |  |
| 13. | Instructions are available for any proprietary anchor & access systems being used. | | | | | | | | | |  |  |  |
| PERSONAL SPECIFIC PRE-START OPERATIONAL CHECK | | | | | | | | | | | | | |
| 14. | All technicians carry their ID & personal logbook | | | | | | | | | |  |  |  |
| 15. | The Service Provider has provided evidence of Rope Access equipment checks and presented logged records of inspection within the past 6 months as evidence. | | | | | | | | | |  |  |  |
| 16. | All access workers wear a full body harness. | | | | | | | | | |  |  |  |
| 17. | Suspended workers can communicate with another personnel always. | | | | | | | | | |  |  |  |
| 18. | Operators have checked equipment condition before use. | | | | | | | | | |  |  |  |
| 19. | Are all tools secured to prevent dropping?   * All tools shall be secured by means of a rated line or rated lanyard and of sufficient strength to permit their satisfactory use. (Note rated lanyards are preferred) | | | | | | | | | |  |  |  |
| 19. | Tools over 8kg in weight are independently suspended using a separate line?   * Under no circumstances are tools to be attached to the worker’s secondary safety system | | | | | | | | | |  |  |  |
| 20. | Is there any rope protection in the case of cutting or grinding works?   * Such devices may include steel lanyards, plastic rope sleeves and hot-work blankets. | | | | | | | | | |  |  |  |
| 21. | All personnel have sufficient safety and protective equipment for their tasks   * A suitable helmet with chin-strap shall be used in all situations. Gloves, protective and wet weather clothing, footwear, hearing and eye protection, respiratory equipment, UV protection is to be considered. | | | | | | | | | |  |  |  |
| SAFE TO START - SERVICE PROVIDER ACKNOWLEDGMENT  (Safe to Start all procedures and requirements have been completed) | | | | | | | | | | | | | |
| Name:  (Site Supervisor) | | | | Signature: | | | | Time: | | | | | |
| EVIDENCE OF TECHNICIANS COMPETENCY | | | | | | | | | | | | | |
| Operators details | | Licence number | | | | Level | | | | Expiry date | | | |
| Name: | |  | | | |  | | | |  | | | |
| Name: | |  | | | |  | | | |  | | | |
| Name: | |  | | | |  | | | |  | | | |
| Name: | |  | | | |  | | | |  | | | |
| Note: Site Supervisor to hold Level 3 competency (SPRAT/IRATA) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| OTHER CONTROL MEASURES REQUIRED | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| BUILDING MANAGEMENT TO COMPLETE ONLY  Approval to Proceed | | | | | | | | | | | | | |
| Name:  (Building Management Only) | | | | Signature: | | | | Time: | | | | | |