**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**

|  |  |
| --- | --- |
| 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 ONLYApproval to Proceed |
| Name:      (Building Management Only) | Signature:       | Time:       |