



# STOP if not clear how to do the work Job Clearance Form



**When to Use** **Important: Use with applicable JLAs, Higher Risk Checklists**

Complete this form for every job, every day for work at sites which are fully or partially open for business

- **Do not begin work unless you understand and can comply with the Life Saving Actions and Site Safety Rules**
- **Evaluate whether any Higher Risk work can be eliminated by using alternate methods**

PBL / Location #	Station Address:	Work Order Number:	Date:
Contractor Company Name:		Number of Workers:	Safety Passport number:
Arrival Time:	End time:	Time on job :	Travel Time:      Travel Distance:
Problem / Work Description:			JLA Name / Number:

**Done  BEFORE work begins** **Use back of form if more space is required**

- 1. Review JLA / Start the Loss Prevention Self Assessment (LPSA) Process
- 2. Any additional site/job hazards, not described in the JLA, have been assessed and documented below
- 3. PPE available to use as per JLA and LPSA requirements

Job Steps	Potential Hazards Not Covered By JLA	How To Eliminate or Reduce Risk

**Check below any applicable Life Saving Actions before starting work**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Prevent falls & dropped objects          | <input type="checkbox"/> Restrict access to suspended loads | <input type="checkbox"/> Isolate energized systems           | <input type="checkbox"/> Establish / maintain safe confined space |
| <input type="checkbox"/> Protect from moving equipment / vehicles | <input type="checkbox"/> Dig with caution                   | <input type="checkbox"/> Prevent hot work explosions / fires | <input type="checkbox"/> Respect critical safety devices          |

**Check below and complete any required Higher Risk Checklists before starting work**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Lock Out / Tag Out            | <input type="checkbox"/> Tankfield Sump Entry | <input type="checkbox"/> Shallow Excavation / Boring  | <input type="checkbox"/> Lifting          |
| <input type="checkbox"/> Working At Heights - MEWP     | <input type="checkbox"/> Confined Space Entry | <input type="checkbox"/> Deep Excavation              | <input type="checkbox"/> Critical Lifting |
| <input type="checkbox"/> Working At Heights – non MEWP | <input type="checkbox"/> Hot Work             | <input type="checkbox"/> LPG / CNG System Maintenance |   |

**Done  Sign In: Discuss with Site Operator / Representative**

- 4. Planned work activity and actions to address any potential safety concerns related to store operations
- 5. Any expected events that may impact work e.g. fuel deliveries / shift changes
- 6. Barricading / work area protection / Heavy Equipment exclusion zone
- 7. What to do in case of an emergency

Contractor Responsible Person Name:	Initials:	Site Representative Name:	Time:	Initials:
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**Done  Sign Out: Discuss with Site Operator / Representative**

- 8. Work activity status e.g. work is complete or requires follow-up, any equipment changes
- 9. Work area is restored to safe condition
- 10. Any Critical Safety Device (CSD) that remains out of service. If applicable, Contractor to explain temporary measures to Site Representative

Name of CSD: \_\_\_\_\_ Temporary measures: \_\_\_\_\_

Site Operator / Representative Feedback:

Contractor Responsible Person Name:	Signature:	Site Representative Name:	Time:	Signature:
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Equipment / Parts - Ordered, Replaced, and/or Disposed (include model / serial #):

