

DAILY WORKS AUTHORISATION

188 Collins Street

To be completed by contractors on arrival and departure

ARRIVAL			
Date	Company name	Company phone	
Contractor name		Contractor mobile	
ID badge issued Yes <input type="checkbox"/> No <input type="checkbox"/>	ID badge number ()	Keys issued Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a repeat visit to the same job Yes <input type="checkbox"/> No <input type="checkbox"/>
Check in time		Estimate time on site	
Location		Description of work	

RISK LEVEL GUIDE	SAFETY INFORMATION	
Important Note: Contractor must answer all questions prior to starting work.		
Level 1 Routine - Low Risk (No attachment required)	(1) Have you been site inducted? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(2) Have you been shown the area that you will be working in to your satisfaction? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(3) Have potentially hazardous areas been identified to your satisfaction? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Level 2 Moderate - High Risk (Attach Safe Work Practice Form)	(4) Are you aware of the emergency evacuation procedure? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(5) Are you familiar with critical locations, including first aid facilities and fire exits? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(6) Are you using any hazardous substances or dangerous goods? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Level 3 Abnormal Work (Risk Assessment by Contractor & Bellala to be attached)	(7) Are you using mobile plant such as scissors lifts or elevated work platform? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes" please attach a copy of the inspection log book checks	
	(8) What risk level of work are you performing? Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>	

IN THE EVENT OF A BUILDING EVACUATION, THE CONTRACTOR IS TO RETURN TO THE SECURITY DESK AND AWAIT FURTHER INSTRUCTION

WORK DETAILS		
Will you be in a confined space or require high access? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require a service isolation or hot work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will there be a high noise level or penetration of a fire wall? Yes <input type="checkbox"/> No <input type="checkbox"/>
If any boxes above were answered 'Yes' then a permit must be issued before work is started. <small>Only Bellala staff can approve works when a work permit is required.</small>		
Have the appropriate Work Permits been issued? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contractor signature	Bellala approval	

DEPARTURE			
Are all services returned to normal? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job status:		
Check out time	ID badge returned Yes <input type="checkbox"/> No <input type="checkbox"/>	Keys returned Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contractor signature (sign out)		Bellala/Security signature	