

10.2.WH.I.RC.Permit - Building Maintenance Unit (BMU) - Mar 2017

Contractor	Part 1 - Contractor's onsite responsible person for BMU work/ operations is to complete this part of the permit		
This Permit must be completed whenever the Building Maintenance Unit (BMU) or Gondola is intended to be used. The "use" of the BMU is hereafter referred to as BMU work, BMU related work, or BMU work/ operations, BMU operations. The BMU permit must remain in the possession of the person to whom the permit is issued and returned to the Brookfield Facilities Manager/ Supervisor, or authorised representative (e.g. an authorised onsite security team member), on completion of work for sign off and filing.			
Site/Property name & address:			
Name of "Contractor's onsite responsible person for BMU work/ operations" (first & last name) (Please Print):			Phone No:
Company/Business Name performing the BMU work / operations ("the Contractor"):			Phone No:
Work location:		Equipment to be used:	BMU No:
Brief description of the work:			
Names (both first and last) of all operators and crew leader and their signature:			
1. Name _____		Signature _____	
2. Name _____		Signature _____	
3. Name _____		Signature _____	
4. Name _____		Signature _____	
NOTE: This BMU Permit is valid for a MAXIMUM of 12 hours.			
Date permit is valid for:		Permit start time:	Permit stop time (i.e. expiry time):
Statement by the "Contractor's onsite responsible (e.g. crew leader) person for BMU operations"			
I will implement the applicable precautions contained in Section 3 of this permit, and any other necessary precautions. I will ensure that all relevant parts of this permit are completed. I will inspect the worksite, where reasonably practicable to do so, both before starting BMU related work and after work is completed to ensure that the work area is safe to resume normal operations. I have undertaken a site specific risk assessment and confirm that I will implement all control measures necessary to ensure that it is safe for BMU work to be carried out. I have consulted with the Brookfield Facilities Manager/Supervisor in this regard. I hereby confirm that all persons involved in the BMU related work that are managed or controlled by the Contractor will be properly supervised and are competent to perform the work. I will notify the Brookfield Facilities Manager/Supervisor or Brookfield's nominated representative when BMU related work is completed.			
1	Each BMU operator has been inducted via the Brookfield "BMU operator induction" form, which is completed and signed by the inductee, Brookfield Facilities Manager and the BMU Inductor. After being inducted, each BMU operator's particulars are entered into the "Register of inducted BMU operators" (which is signed-off by the Brookfield Facilities Manager)?		<input type="checkbox"/> Yes
2	Emergency and rescue plan is in place in the event of an emergency and a copy is provided to the Brookfield Facilities Manager/ Supervisor.		<input type="checkbox"/> Yes
3	Safe Work Method Statements (SWMS) suitable for the BMU work/operations has been uploaded to SASSI.		<input type="checkbox"/> Yes
Name of crew leader and "Contractor's onsite responsible person for BMU operations" (first & last name):		Signature (no digital signature):	Date:
			Mobile #:

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Brookfield	Part 2 – Permit Authorisation	Permit #:
<p>The relevant parties/persons have been consulted in relation to the BMU operations and associated work to be undertaken. BMU operators have been inducted to the BMU. This BMU work permit is reviewed, authorised and issued by the Brookfield Permit Issuer (<i>a Brookfield Commercial Operations authorised staff member</i>):</p>		
Name (first & last) (Please Print):		Signature: Date: Time:
Contractor	Part 3 – MUST be completed by the “Contractor’s responsible person for BMU work” prior to starting the work	
<p>BMU work is authorised to proceed subject to permit authorisation (sign off in Section 2) and subject to taking the precautions outlined below. Check boxes are to be marked accordingly by the Contractor’s responsible person for BMU work before undertaking the BMU work. For each precaution, one of the two check boxes (i.e. “Yes” or “N/A”) is to be marked. It is the responsibility of the <i>Contractor’s responsible person for BMU work</i> (e.g. BMU crew leader) to ensure that adequate control measures are implemented to minimise the risk to health and safety of workers and other persons, and also to minimise the risk of property damage. Work is not to commence unless each of the precautions below have been adequately addressed and marked with either a “Yes” or “N/A” (N/A means Not Applicable). If work is commenced and precautions have not been addressed and/or the check boxes have not been marked, the Contractor will be in breach of the conditions and other any other related matters regarding this BMU work permit.</p>		
The following precautions <u>must</u> each be met with a YES or N/A in order for work to proceed:		
Precautions to be taken are as follows:		Precautions in place
1	The Brookfield Commercial Operations “ BMU height Safety Manual ” is readily available for inspection by the BMU operators.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2	The BMU operators know where the BMU operating instructions are kept onsite, are familiar with the BMU operating instructions, and are competent in operating the BMU to which this permit relates.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
3	LOGS: Both the “ BMU user log ” and the “ BMU routine maintenance, repairs and safety check log ” have been checked by the BMU team crew leader and there is nothing recorded in these logs that would make the BMU unsafe to operate.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4	LOGS: The BMU crew leader has completed the “ BMU user log ” following the <i>BMU Pre-Operational Inspection and test</i> , which includes (a) a visual inspection of the BMU, (b) a functional test of the BMU, and (c) an inspection of the supporting BMU documentation in the site’s <i>BMU Height Safety Manual</i> ,	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5	LOGS: Each of the BMU operators of the BMU crew (including the BMU crew leader) have completed the “ BMU user log ” and any faults, deficiencies, defects, difficulties, hazards, incidents, and problems actually experienced in the checking, examination, maintenance and operational use of the BMU, are reported in the “BMU user Log”.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6	Appropriate safety equipment is available for the BMU work to be undertaken, and such equipment is maintained to the appropriate standard/s? (E.g. in relation to harnesses, lanyards, and securing points).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7	BMU operators have been trained and are competent in the use of safety harnesses.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8	The proximity (nearness) to live electrical conductors has been assessed. The BMU will operate a safe distance from any live electrical conductors.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
9	Control measures are in place for public protection (e.g. council permit, barriers or warning signs).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

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10	BMU operators have been instructed that materials, hand tools and other objects (i.e. mobile phones) are to be appropriately secured . Control measures are in place to ensure such objects to be secured so that they do not fall from the BMU cradle/ gondola.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
11	The load to be raised (e.g. people & equipment) is within the safe working load limits of the BMU.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
12	AS 2550.13—1997 Cranes—Safe use Part 13: Building maintenance units 4.1.2. All aspects of wind loading on the building maintenance unit have been taken into account, including the increased wind loads caused by funnelling effects between adjacent buildings or structures.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
13	Maximum allowable wind speed is 25km/h, or the maximum allowable wind speed permitted by the BMU's manufacturer, whichever of these two speeds is <u>the lower</u> . Wind speed can be obtained from the Bureau and/or from a hand held anemometer. The BMU will not be used if the wind speed is above the Maximum allowable wind speed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
14	Wind speed will be checked at least every 2 hours whilst the BMU is in operation. If the wind speed is above the maximum allowable wind speed BMU operators will cease work and secure the BMU on the roof.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
15	The BMU is plant item registered (registration is not required in the State of Victoria). A current plant item registration certificate is located near where the BMU is garaged or parked.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
16	Any problems , deficiencies or faults that could impact the safe operation of the BMU have been rectified prior to use of the BMU—if <u>not</u> , do not use BMU.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Contractor	Part 4 – After completing BMU work – Brookfield is to be notified of completion of the work and the permit is to be returned to Brookfield	
To be completed by the “Contractor’s onsite responsible person for BMU work”		
(1) I acknowledge that the BMU is appropriately secured and parked. (2) I will promptly return this permit to the Brookfield Facilities Manager/Supervisor or nominated representative. (3) The area where the work was undertaken has been checked and is now safe and able to resume normal operation. BMU work was completed: Date: <input type="text"/> Time: <input type="text"/>		
Name (first & last) (Please Print): <input type="text"/>		Signature: <input type="text"/>

Brookfield	Part 5 – Final check	
To be completed by the Brookfield Facilities Manager/Supervisor or nominated representative (e.g. site security). Also, check that previous sections have been adequately completed.		
I confirm that following completion of the BMU work the site is now safe and able to resume normal operation.		
Name (first & last) (Please Print): <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>