

Responsible Officer (RO) Checklist

Work Request/Job Docket number or Project number or PO number

1 To Be Completed by RO

1a	Date valid from		Time valid from	
1b	Date valid to		Time valid to	
1c	Company name			
1d	Number of workers		Workers induced	Y <input type="checkbox"/> N/A <input type="checkbox"/>
1e	Building - Level - Room			
1f	Description of works			
1g				
1h				
1i				
1j				
1k				

Checklist cannot be valid beyond Friday of any given week

2 To Be Completed by RO

2a	Contractor signed in, obtained ID badge, and completed induction	Y	N/A	Comments
2b	JSA reviewed and confirmed to cover all the hazards	Y	N/A	
2c	Contractor authorised to access the work site	Y	N/A	
2d	RO discussed and explained to the contractor "hold the job"	Y	N/A	
2e	Confirmed no high risk activities requiring high risk permit to work	Y		

3 Validity and Approvals

3a	Details	Name	Contact number	Signature	Date	Time
3b	RO Sign					
3c	WTL Sign					

4 Daily Permit Sign-on and off by Responsible Officer and WTL

4a	Field sign-on by RO			Field sign-on by WTL			End of day sign-off by WTL and RO			
4b	Date	Time	RO Sign	Date	Time	WTL Sign	Date	Time	WTL Sign	RO Sign
4c										
4d										
4e										
4f										
4g										
4h										
4i										
4j										
4k										
4l										

Additional log sheets available at Helpdesk.

5 RO Checklist Closure

5a	Details	Name	Signature	Date	Time
5b	WTL: Work complete				
5c	RO: Work complete				

Emergency Phone Number on Campus

South Street 9360 7333

Rockingham 9553 7333

Mandurah 9582 5555