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# Permits are to be returned to issuer on completion of job.

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#### Title: s

### 1.0 Purpose

The Permit To Work (PTW) system ensures that the hazards involved in each step of a job are properly considered and documented. In other words, a set of eyes on significant risk activities; consulting with contractors and workers to verify the controls required have been identified and established appropriate to the level of risk.

The PTW system is also a formal means of communication for all parties involved in the management, supervision, and actual carrying out of the activities. It does not replace the use of standard operating procedures or maintenance procedures and instructions, or the need for training. However, it does provide a structured method for evaluating a task and determining the effective management of any health and safety hazards or environmental impacts that may result from doing the task.

The PTW system is intended to ensure that authorised and competent people have thought about foreseeable risks and that such risks are eliminated or otherwise minimised by using suitable control measures. It is designed to provide a framework for all non-routine work to be completed in a safe manner.

### 2.0 Context and Scope

The audience of this document is all employees, contractors, and subcontractors performing work for South Port. It is also expected that 3<sup>rd</sup> party operators based on site either operate their own PTW system or utilise South Ports system for activities within their own areas of operation. Third party operators are required to complete an excavation/penetration permit for any ground penetration deeper than 200mm and must have this pre-approved by South Port. Third parties operators must ensure a diving permit is completed and approved by South Port prior to any diving operations being performed. Where third party operators perform permitable activities in common user areas (i.e. areas outside standard lease area) a copy of the initial permit is to be submitted to South Port & approved prior to work starting.

The PTW process ensures that hazards/impacts are identified and controlled on a day-to-day basis during operational work activities. The PTW process is an integral part of South Port's risk management process; still there are a number of other tools and processes used to document how hazards and risks to the company are managed.

A Permit is an essential part of a system which through consultation with affected parties, determines how that job can be carried out safely, and helps communicate this to those doing the job.

The requirements of this document shall apply in addition to any applicable NZ laws and regulatory requirements, including the latest codes of practice as issued by the regulator. This document takes precedence only where its requirements exceed those of applicable laws and regulatory requirements.

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### 3.0 Responsibilities

Port Operations Manager	To allocate responsibilities and resources to ensure effective site-specific implementation of this procedure.
Health & Safety Co-ordinator	To maintain the currency and accuracy of this procedure reflective of legislative and corporate change.
Management, Supervisors, & Contractors, Third Party Operators	To ensure workers under their supervision are aware of their responsibilities under this procedure and comply with relevant requirements.
Employees, Contractors	Awareness of the system and to comply at all times with the requirements specified within this procedure.
Permit Issuer	The Permit Issuer is responsible for taking all necessary steps to authorise and issue the Permit to Work after reviewing and discussing the work and work site/area hazards and the

	controls to address such hazards. Permit issuers need to		
	complete permit issuing training.		
Permit Receiver	The Permit Receiver is responsible for taking all necessary		
	steps to perform the work in a safe and environmentally		
	sound manner in accordance with the PTW.		

#### 3.1 Permit Issuer (typically South Port Supervisor/Manager/Team leader):

The permit Issuer is responsible for taking all necessary steps to prepare, authorise, and issue the PTW after identifying the work and work site/area hazards and the controls to address such hazards. It is not necessary for the permit issuer to remain on site for the duration of the work as the permit receiver is responsible for verifying that the control measures are maintained throughout the work and that the work party and the work stays within the limits and conditions specified on the permit (area, scope, time).

Permit issuers responsibilities include but are not limited to:

Ensuring that any task/jobs where contractors, employees, site operators are performing works where PTW is required that the process is followed accordingly

Critically review the PTW and associated documents and determine if further sub permits or additional hazards that could affect the safety of the job are identified. Specify any additional hazards and controls on the PTW and ensure any further information required is attached accordingly:

- Confirm all relevant parties have provided input into the permit and agree with the hazards and controls identified in the permit before it is issued
- Keeping a copy of all permits issued on file
- Cancelling or suspending any permits if necessary
- Reviewing the work with the permit receiver when the permit receiver returns the permit if required and signing off the permit once complete

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### 3.2 Permit Receiver (typically Contractor / Operator):

The permit receiver is responsible for taking all necessary steps to perform the work in a safe and environmentally sound manner in accordance with the permit. Permit receivers responsibilities include but are not limited to:

- Planning their permitable activity requirements and including them in their works programme
- Consulting with other contractors/sub contractors in developing the works programme and associated hazards & controls
- Providing the permit issuer with the required PTW information in advance of the date the permit is required. For significant planned works this means a minimum of 5 days notice. Completing a permit in advance will lessen the chance of delays to the works.
- Discussing the job fully with the permit issuer before signing the permit
- Reviewing the risks and controls daily through a prestart / toolbox meeting and ensuring all workers are trained and signed into the permit.
- Being present personally at the work site at all times during the permit controlled work or conducting a handover to the second in charge
- Prominently displaying the permit and attachments at the worksite where all contractors can see them (front window of vehicle recommended)
- Stopping work and seeking advice from the permit issuer if conditions at the site change
- Taking necessary steps to ensure work area is left clean and tidy
- Submitting signed and completed permit back to the permit issuer on completion where necessary
- Identifying conflicts of work between operations and work scope
- Assessing works location on arrival and if hazards differ from authorised PTW then recontacting the permit issuer to discuss in alterations required to permit

#### 3.3 After hours permits

Where planned works are to occur after hours permits are to be completed and authorised 1 working day prior to the works commencing. On completion permit receivers are required to phone permit issuers to confirm they have finished the task.

Where emergency after hours works are needed receivers are required to phone the relevant permit issuer to discuss job and permit application. Permits could be transferred by taking a photo of the permit and texting it to the receiver. On completion permit receivers are required to phone permit issuers to confirm they have finished the task. Phone numbers for permit issuers can be gained by asking security.

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# 4.0 When is a Permit to Work (PTW) Required

Any non-routine task where a standard operating procedure does not exist, and there is an element of safety and/or environmental risk.

All tasks performed by a Contractor who has not been approved in the HSE Passport System (refer to 'Approved Contractors List').

Any work in South Port NZ controlled areas (excludes South Port NZ owned property leased to other parties who control, and are responsible for, operations on these sites – check with third party operators for their PTW processes) involving:

Buildings	Maintenance on any South Port owned building which impacts on structural components or which may affect the buildings WOF, or operations occurring inside or around the building.	
Chemicals	Work involving the use of hazardous/dangerous substances, including radioactive materials, asbestos, explosives, fumigants or with quantities triggering thresholds as specified by the HSNO or Land Transport Act <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/hsno/hsno-guidance-pages/what-is-a-hazardous-substance">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/hsno/hsno-guidance-pages/what-is-a-hazardous-substance</a>	
Confined Space	A confined space is defined as an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy. It is liable to have an atmosphere that contains harmful contaminants or not contain a safe oxygen level. It may have contents that could cause engulfment. It may have restricted means for entry and exit.	
Crane Lifts	Unconventional crane lifts.	
Demolition	All significant demolition work carried out for South Port.	
Diving	All commercial diving carried out for South Port or all diving within 200 m of South Port wharves	
Electrical &	Working on or near potential sources of stored energy where isolations are placed to provide a safe means of isolating sources of harm prior to carrying out work. Sources of harm may include; 1. Where there is potential for sudden releases of pressure	

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Excavations	Excavations over 200mm in depth and all excavations within 3m of any area thought to be close of high voltage cabling.
High Pressure System Work	All high pressure system work carried out for South Port.
Hot Work	Welding, cutting, grinding or other hot work within buildings/plant other than a specified workshop, within 10 metres of a fuel pipeline or tank, or in all other cases within 10 metres of combustible materials or where special precautions may be needed. On any berthed vessel hot work permit can only be issued by the Harbour Master
Hazardous Work	Any work specified as Hazardous Work within WorkSafe legislation (see notification of hazardous work form in appendix).
Security	Work on restricted area perimeter fencing or gateways where security may be breached even temporarily.
Wharves and Structures	<ol> <li>Repairs or replacements of fenders and bollards</li> <li>Repair or replacement of wharves where the worksite could be hazardous or unsupervised for any period or where the work will continue for more than one working day.</li> <li>Repairs to the Town wharf, fisherman's wharf and Island Access Bridge.</li> <li>Repair or replacement or replacement of navigation aids where the work will involve climbing a structure or preventing the aid from functioning during its normal functioning period.</li> <li>Work under wharves</li> </ol>
Working at Heights	<ul> <li>Work at height means work, not already covered by a South Port approved procedure, in a place where a person could reasonably be expected to be injured if they fall from one level to another. This can be above ground or below ground level. Excludes the use of temporary work platforms such as ladders and scaffolding under 5 meters.</li> <li>Work at height includes; <ol> <li>Work on/in an elevated work platform</li> <li>Working on roofs</li> <li>Work in a mancage or crane lift platform</li> </ol> </li> </ul>
All South Port owned Vessels	Work on tugs, pilot launch, or barge where the vessel becomes immobilised for the work or any critical function is affected.
Asbestos Work	Any work where asbestos could potentially be present.

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Work on emergency / monitoring systems	Any work that may disable/render ineffective any of South Ports emergency monitoring systems.
Liebherr Cranes	Outside contractors carrying out any work on Liebherr cranes without direct and continuous supervision by a South Port crane maintainer. Any work which may affect the cranes structural integrity or impact on the annual survey
Hiab Cranes	All lifts require a lift plan of some description, the detail of which will depend on whether the lift is a Simple Lift or Critical Lift. This information should be sourced from the Crane operator, with recommendation to use the Lift Plan proforma available from Crane Association of New Zealand.
Any other activity as	deemed necessary by South Port

## 5.0 System Rules

No one is allowed to issue a Permit to themselves, as this would defeat one of the prime objectives of a PTW system of having a discussion about the safety of a project.

If a permit has already been completed for a job previously, locate and review in full before commencing work, make changes as required.

A Permit To Work does not supersede the requirement for obtaining for example a 'Confined Space Permit', 'Hot Work Permit' etc. Both are required and can be signed off simultaneously. Note for basic/simple tasks supervisors may give authorisation for individual permits such as a Hot Work permit to be approved without the need to also complete the initial PTW form.

Any Hazardous Work must be notified to the Department of Labour by the Contractor or Supervisor with a minimum of 24hrs advance notice.

Note that the issue of a Permit does not, by itself, make a job safe. It requires compliance with precautions and other conditions by all personnel involved in the job. It shall not be used to compensate for staff who are not trained or competent in the work that they are carrying out.

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# 6.0 Areas of Responsibility for issuing/authorising permits

Area	Primary	Secondary
Wharfs, Roads, Bridge, Walkways, Security, Log Hoist, Fish crane	Infrastructure team	H&S team
Significant construction	Infrastructure team	H&S team
Third party operations (excavation)	Infrastructure team	H&S team
Syncrolift, Quarantine, Seafarers, Beacons, Diving	Marine Supervisor	H&S team
Tugs	Marine Supervisor	Tug Engineer
Pilot boat, Dredge, Oreti	Marine Supervisor	H&S team
Crane jobs/maintenance, Forklifts, Fuel bowser, Forklift Park	Operations Maintenance Supervisor	Container Manager
Terminal, R&D building (incl car park)	Terminal Supervisor	Any R&D supervisor
MPI Wash, Container repair, upgrade area	Depot Supervisor	Any R&D supervisor
Shed 3, Shed 2, Hoppers, Hopper Wash, Weighbridge	General Cargo Supervisor	Any R&D supervisor
Shed 3A/B (incl car park)	Open Country Dairy Supervisor	Warehousing Manager
Shed 5 (incl car park)	Open Country Dairy Supervisor	Warehousing Manager
South Port Coldstore (incl car park)	Coldstore Supervisor	Coldstore Foreman
Foreshore Rd Coldstore (incl car park)	Coldstore Supervisor	Coldstore Foreman
Admin office (incl car park)	Infrastructure team	H&S team
Intermodal Freight Centre	IFC Supervisor	IFC Team Leader / Infrastructure team

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SPNZ Permit To Work Procedure

# 7.0 Lock out / Tag out (LOTO) Procedure

**Note:** Hold Cards alone are not considered to be best practice for isolation. Lock out & Tag out is now requirement.

#### 7.1 Lockout-tagout

Lockout-tagout (LOTO) is used ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work. It requires that hazardous energy sources be "isolated and rendered inoperative" before work is started on the equipment in question. The isolated power sources are then locked and a tag is placed on the lock identifying the worker who has placed it. The worker then holds the key for the lock ensuring that only he or she can start the machine. This prevents accidental startup of a machine while it is in a hazardous state or while a worker is in direct contact with it.

#### 7.2 Group lockout

Group lockout is used when two or more workers are working on different parts of a larger overall system, the locked-out device is first secured with a folding scissors clamp that has many padlock holes capable of keeping it closed. Each worker applies their own padlock to the clamp. The locked-out device cannot be activated until all workers have signed off on their portion of the project and removed their padlock from the clamp. Only the person who locked/tagged the device can unlock/untag it. This means that if a worker goes home after their shift without removing the lock/tag from a device which is ready to use, then they will have to travel back to the site to unlock/untag it. Giving approval for the removal of a tag over the phone is prohibited. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock/tag.





#### 7.3 Sequence of Lockout Procedure

- 1. Notify all affected employees that a lockout is required and the reason therefor.
- 2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- 3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
- 4. Lockout energy isolating devices with an assigned individual lock.
- 5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
- 6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- 7. CAUTION: Return operating controls to neutral position after the test.
- 8. The equipment is now locked out.

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#### 7.4 Restoring Equipment to Service

When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.

When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

The Lock out / Tag out procedure aims to ensure the safety of persons working on or with equipment and to prevent the uncontrolled operation of equipment undergoing test or repair. They are to be used by all persons performing work for South Port, including contractors.

#### Issue of Locks/Tags: Available from department Supervisor

Attachment of Locks/Tags: Every person requiring protection while working on or with equipment shall attach his or her own locks(s). Tags shall be attached to the lock-out mechanisms of isolating switches or valves. Locks/Tags must contain individual owner's names & contact details.

# NO PERSON SHALL OPERATE OR ATTEMPT TO OPERATE CONTROLS OR EQUIPMENT PROTECTED BY LOCKS/TAGS.

#### NO PERSON SHALL REMOVE ANOTHER PERSONS LOCKS/TAGS.

# EMERGENCY STOPS/ELECTRICAL INTERLOCKS – MUST NOT BE USED TO ROUTINELY STOP MACHINERY OR AS A SOLE METHOD OF LOCKOUT.

Protection by locks/tags is based on the users trust that all other persons know and follow lock/tag procedures. Every person must do his or her utmost to preserve that trust. Non-compliance with these procedures is a violation of that trust, and will lead to disciplinary action. It is the responsibility of all South Port employees who use or engage contractors to ensure that contractors understand and undertake to abide by the Lock out / tag out procedure. Further information available at:

http://www.eat.business.govt.nz/worksafe/information-guidance/all-guidance-items/lockout-safe-practices-for-isolation-of-all-sources-of-energy-in-sawmills?force\_web

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### 8.0 Permit to work procedures

Our priority is to eliminate hazards/risks in the planning phase of the work. Hazards / risks can be eliminated through adopting techniques such as job analysis systems or alternative work methodologies that include eliminating, substituting, isolating, engineering, administration and PPE controls while utilising best practice to mitigate risks.

#### 8.1 Working at Heights Procedure

Working at heights permit is required for any work that exceeds 2.0 meters, is not protected by permanent guard rail, and is not covered by suitable working at heights stipulations within a relevant standard operating procedure. Use of ladders for access only does not require a permit (up to 6 meters).

Fall protection is required for potential fall distance of 2.0 meters or more (measured from the lowest point of the workers body), inclusive of whether it is at or below ground level or within 2 meters or less from an unguarded edge.

The hierarchy of fall protection is to be used at all times to determine the reasonable and practicable control measure for the work i.e. in order of application: 1. Eliminate work at height, 2. Work from permanent guard rail, 3. Work from temporary guard rail or elevating work platform (scissor lift/mancage) 4. Work with fall restraint means, 5. Work with fall arrest means.

Fixed scaffolding must only be erected by a certified scaffolder. If mobile scaffolding used it must be erected by a competent person but cannot exceed 5 meters.

Any time a worker is wearing fall arrest/fall restraint means an emergency plan must be established and equipment for it available on site prior to starting work.

Fall restraint is to be worn at all times in a mancage, boom lift, chery picker. If a permanent anchor point is installed in a scissor lift fall restraint is also to be worn.

If work method requires detach and reattach at height, a dual lanyard system shall be used to ensure one connection point is maintained at all times. Persons are not permitted to work at height in isolation

Working from a ladder is only permitted if:

- The lowest part of the persons body is less than 1.8 meters
- The work does not require two hands
- Is of very short duration (usually less than 30 minutes)
- Does not include welding or grinding (unless the ladder includes a work platform)
- Worker is not higher than two steps from top of ladder

Ladders are designed for access to height or inspection at height and preferred method for working from is a working platform unless an area has restricted access

A suitable ladder can be used to <u>access</u> a working platform to a maximum of 6 meters

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All elevated work platforms must hold current certification/inspection requirements and be checked prior to use. All fall protection equipment shall comply with relevant standard and be tagged with current inspection dates (within 6 months)

Persons working at height must be trained and competent and hold current unit standard training certificate. Persons must also be trained, competent and hold and relevant current training qualification to operate equipment.

Tools and objects must be secured and drop zones barricaded

Working on sloped surfaces are to comply with the Best Practice Guidelines for working at heights and Best Practice Guidelines for Working on Roofs. Brittle surfaces such as skylights must be isolated from the workers work area

Further info available at:

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-on-roofs

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-poweroperated-elevating-work-platforms

Weather conditions need to be assessed prior to and during work for safe operation

#### 8.2 Excavation / Penetration Procedure

Excavation Permits are required where the ground level will be penetrated to a depth greater than 200mm.

Contact needs to be made with South Port's Engineering department to determine services locations and a map to be attached to the permit or drawn on reverse of the permit.

South Port engineering department has a cable locator to assist with locating underground cables

Do not rely on finding buried marker tape above a cable when digging as these may have shifted over time. Alterations to ground cover may reduce or increase the depths of cables. Exposed cabling should be assessed for support requirements

South Port has a significant portion of 11kv and numerous substations. An indicative map of the 11kv cable location is included in the appendix. It should be noted that the 11KV cable entering the Island harbour is located on top of the bridge adjacent to the rail tracks and is held within a concrete covered channel.

Excavations such as pits and trenches must be protected by way of barriers to prevent persons or equipment from falling into the trench. Consult with third parties where the excavations may impact on their operations.

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No blasting or use or explosives is allowed

WorkSafe must be notified of every excavation more than 1.5m deep in which people are required to work and which is deeper than it is wide at the top. Notification is also required on excavations where the excavated face is more than 5m deep and the batter of the face is steeper than 1 horizontal to 2 vertical. A Hazardous Work form follows in this document.

Excavations deeper than 1.5m require slopes as shown below or side supporting structures to prevent collapse



## Fig.2 Excavation faces benched and battered to a safe slope.

Excavations should be inspected daily prior to work and also following rain or other event that could affect stability.

For further information refer to the "Approved code of practice for safety in Excavations and Shafts for Foundations"

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-excavationand-shafts-for-foundations/excavation-acop.pdf

#### 8.3 Diving Procedure

With significant numbers of vessel movements at South Port all diving must be covered by a diving permit.

Divers must provide evidence that they hold the correct & current accreditation for the diving task to be undertaken; with out this a dive permit shall not be granted. It is crucial that the dive supervisor checks through the planned vessel movements with the Marine

Supervisor as part of the Permit process prior to diving to ensure there will be no diving occurring when vessel movements are taking place. With tugs and large ships providing a significant water disturbance for a large distance extra care must be taken with such movements.

When diving on any mechanical equipment divers must ensure that the plant is locked out to prevent accidental start up during diving or movement of items such as rudders that could pose a risk.

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Southport needs to advise the dive supervisor if there are any changes to the planned vessel movement schedule following a permit being issued.

For further information refer to the "Guidelines for Occupational Diving"

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-foroccupational-diving

#### 8.4 Confined Space Procedure

A confined space is defined as an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy. It is liable to have an atmosphere that contains harmful contaminants or not contain a safe oxygen level. It may have contents that could cause engulfment. It may have restricted means for entry and exit.

Examples include: storage tanks, tank cars, process vessels, boilers, silos, pits, pipes, sewers, shafts, ducts and shipboard spaces.

Always, as a first step, check to see if the work can be done with equipment from outside the confined space. The golden rule is: Don't go in if you don't have to. Persons entering confined spaces must hold the relevant unit standard training to perform the work.

**Warning**: Never use oxygen to purge a confined space: this can create a fire and explosion hazard. For further information refer to AS 2865 *Confined spaces* 

**Note**, a rescue tripod is available for use from the Marine office, please contact Marine department or if after hours liaise with security for access.

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/confined-space-safe-working-in-a/confined%20space.pdf

#### 8.5 Hot Work Procedure

Hot work is defined as any work involving processes that have the potential to cause a fire or explosion. Examples of Hot Work include activities where an open flame or any other type of heat source is used. For example welding, gas cutting, soldering, brazing, grinding, pipe thawing and electrical heat gun are all types of heat or flame producing apparatus. Activities such as these are collectively known as hot work.

Ignition can result from sparks, slag, falling hot debris and by conduction of heat along metal. These fire hazards can be minimised by ensuring a robust plan for the work is created and implemented. The WorkSafe Health and Safety in Welding, and Hot Work on Drums and Tanks guides contain industry standard safety procedures for hot work.

Find these documents here:

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/welding-health-and-safety-in/welding-dol10157.pdf

http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/hot-work-on-tanksand-drums

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Construction of coldstore buildings from Rudnev panelling (polystyrene panels) requires extra diligence as should a fire occur within these panels it is very difficult to extinguish. Hot work on any berthed vessel can only be authorised by the Harbour master. This permit can be found at:

http://www.es.govt.nz/Document%20Library/Forms-ES/Other%20forms/es\_hot\_work\_permit\_-\_2015.pdf

#### 8.6 Hazardous Work

Certain high risk tasks require notification to WorkSafe and a "hazardous work form" must be completed by the employer as well as the person who controls the place of work and submitted to WorkSafe, a copy of the completed form is to be attached to the respective PTW form. The completed hazardous work form needs to be submitted to WorkSafe at least 24 hours in advance of the task beginning. Refer to form in appendix for tasks that require notification.

For further information:

http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work

Online notification form available at:

http://forms.worksafe.govt.nz/hazardous-work-notification

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# **PERMIT TO WORK (PTW)**



Date:							Job Locatio	on:								
Work/Task/Project Descr	ription:															
PTW Receiver (Name)			Cor	npan	у				Mobi	le No			Signed			
PTW Issuer (South Port S	upervisor)					Mo	bile No				Signed			Close out		
Area/Department Superv	<b>isor sign on</b> (must be	reviewed by A	rea Sup	erviso	or pri	ior to	work starting	)				Ν	Mobile No			
CONTROLS/PERMITS REQUIRED (circle and or add/action) PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port PTW Issuer at start & end of							& end of	each day)								
Confined Space Permit	Y / N Excavatio	n/Penetrati	ion	Υ/	Ν		DATE:		/ /		/	/	/	/	1	' /
Danger tag/Lockout	Y / N Hot Work	Permit		Y /	Ν		Receiver:		Sign Hei	re	Sign F	lere	Sign	Here	Sig	n Here
Notifiable Work (WorkSafe)	Y / N Working	at Heights		Υ/	Ν		lssuer:		Sign Hei	е	Sign F	lere	Sign	Here	Sig	n Here
Diving Permit	Y / N Toolbox r	neeting		Y /	Ν		Daily close o	out								
Lift Plan	Y / N						Ensure	all ne	wly identifie	ed hazaro	ds and/or	changes a	are commu	inicated to	the enti	re team
HAZARD CHECKLIST (if Haz	zard identified ensure	controls/cor	rective	actio	ons a	are pu	ut in place or	n page	2)							
Н	EALTH						SAFETY ENVIRONMENT									
Are cold or hot materials preser	nt?	Y / N	Does	the w	orksit	te need to be isolated from people? Y / N			l Is it a p	otentially da	angerous spa	ce?		Y / N		
Are there overhead and lifting h	nazards?	Y / N	Are th	ere a	ny un	nskille	ed or non-indu	non-inducted personnel? Y / N			Are the	Are there any atmosphere hazards (fumes etc.)?			tc.)?	Y / N
Are you working alone?		Y / N	Are ev	vacuat	ion r	routes	s understood?	)	Y / N Is dust a hazar		dust a hazard?				Y / N	
Will lighting be a hazard (too lit	tle, glare)?	Y / N	Are th	ere m	nachii	hinery or equipment hazards? Y / N			Is there	Is there potential for visibility hazards? Y / N			Y / N			
Are you using any chemicals (so	olvents, cleaners)?	Y / N	Is elec	trical	isola	ation r	required?			Y / N	Are the	Are there any stability and access hazards?		Y / N		
Will dust, fumes, or gases be pr	esent? (asbestos?)	Y / N	Are th	ere a	ny hig	gh pre	essure hazard	s (air, c	il, steam)?	Y / N	Is addit	Is additional oil spill equipment required? Y / N			Y / N	
Is noise a hazard?		Y / N	Are th	ere a	ny me	echar	nical pinch poi	ints?		Y / N	Are haz	Are hazardous substances used requiring control? Y / N				
Is task being performed in extre	eme temperatures?	Y / N	Any sl	narp /	cutti	ing ed	dges?			Y / N	Is othe	r work in vici	inity creating	g a hazard to	this job?	Y / N
Is stress and fatigue a potential	hazard?	Y / N	Could	you e	encou	unter	unstable cond	litions?		Y / N	Do rest	Do restricted areas need to be identified?				Y / N
Are all personnel fit for work?		Y / N	Are yo	ou usii	ng an	ny flan	mmable produ	ucts?		Y / N	Will we	eather condit	tions create a	a hazard?		Y / N
Is additional Personal Protective	e Equipment required?	Y / N	Are p	edestr	ians,	, vehic	cles or vessels	a haza	rd?	Y / N	Will the	ere be any by	y-product or	waste?		Y / N



# **PERMIT TO WORK (PTW)**



No.	JOB STEPS What Are We About To Do?	,	HAZARDS IDENTIE What Can Go Wron	FIED g?	HA What	ZARD CONTROL Can We Do To Stop It?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
PRINT A	PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PTW CONTENT					
	NAME (Please Print)		SIGNED	NAM	IE (Please Print)	SIGNED

# **HOT WORK PERMIT**

Date:

South Port NZ

Job Location:

Work/Task/Project Description:

Company:			
Permit Receiver (Name):		Signed:	
Receiver Phone No. (Mobile):			
Permit Issuer (South Port Supervis	or Name):	Signed:	

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start of each day)							
	Day 2	Day 3	Day 4	Day 5			
Date:	/ /	/ /	/ /	/ /			
Receiver:	Sign Here	Sign Here	Sign Here	Sign Here			
Issuer: Sign Here Sign Here Sign Here Sign Here							
Ensure all newly identified hazards and/or changes are communicated to the entire team							

Work on walls, floors, ceilings, equipment & enclosed Within 10 meters of work area plant (e.g. tanks, containers, ducts, dust collectors) Concealed or enclosed spaces are inspected for Ensure there are no combustible liquids, gases, Y / N combustible materials or linings and material is Y / N dusts removed or protected accordingly Combustibles that cannot be moved are covered Combustibles materials are moved at least 10m Y / N Y / N with flame proof covers or guards away from walls where heat could be conducted Floors are swept clean to remove combustibles Y / N Construction materials are non-combustible Y / N Combustible floors are wet down or covered Machinery & equipment is cleaned of Y / N Y / N combustible residue with damp sand Enclosed plant/tanks is purged of flammable Y / N Y / N All floor, wall & ceiling openings are covered vapours Covers are suspended beneath elevated work to catch sparks if there are combustible materials Y / N Work area is adequately ventilated Y / N below Fire watch person required to monitor adjacent Y / N Y / N Confined space permit is required area during work **General Precautions** Smoke detectors or thermal detectors have been Y / N Barricading and/or signage is required Y / N isolated. Insurance company has been notified Fire extinguishes and/or hose reels are Other personnel in vicinity have been notified of Y / N Y / N immediately available hot work Location of fire alarm call point and fire exits is Correct PPE, welding jacket, full length gloves, Y / N Y / N safety goggles etc. known Other requirements:

The work area has been monitored by contractor for 30mins following completion of work and inspected at							
completion by permit is	ssuer – smoke/then		vuleu	r			
Date:	/ /	/ /	/ /	/ /	/ /		
Time:							
Receiver close out:	Sign Here		Sign Here	Sign Here	Sign Here		
Issuer close out:	Sign Here		Sign Here	Sign Here	Sign Here		

PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT						
Name	Signature	Name	Signature			

Hot work within 10m of insulated sandwich panel buildings i.e. Coldstores & Portacoms (additional requirements)							
Note: no hot work is permitted on the foam insulated panels							
Rated fire blankets us	sed if hot work in close	Y / N	Secure fixings usin	g adhesives (water bas	sed	Y /	'N
proximity to panels.		1 / 1	where possible) or	mechanical fasteners.		· /	
Where panels need t	b be cut only cold cutting		Smoking and othe	r ignition sources are n	ot		
methods such as she	aring (hand operated tools),	Y / N	permitted during v	vork on panels.		Υ/	N
low speed drills or ha	nd tools are used.		p =				
Dispose of any panel	off-cuts immediately.		Pipe penetrations	or exposed core shoul	d be		
Waste panel materia	must be disposed of	Y / N	sealed with a meta	al facing clamped or riv	veted	Y/	N
outside of building in	a suitable waste bin		onto the metal face of the panel			-	
located at least 10m	from the building.						
Other requirements:							
	·						
The work area has	been continuously monito	red by contrac	tor for <mark>120 mins</mark> f	ollowing completion	n of work ar	nd	
inspected at compl	<mark>etion by permit issuer</mark> – sr	noke/thermal a	detectors re-activa	ted			
Date:	/ /	/ /	/ /	/ /	/	/	
Time:							
Receiver close out:	Sign Here		Sign Here	Sign Here	Sign I	lere	
Issuer close out:	Sign Here		Sign Here	Sign Here	Sign I	lere	



# **DIVING PERMIT**



Required for all commercial diving carried out for South Port or all diving within 200 m of South Port wharves

Date & Time:	Job Lo (map o	n page 2)			
Detailed Project Description:					
Company:					
Permit Receiver (Name):		9	Signed:		
Receiver Phone No. (Mobile):					
Permit Issuer (South Port Supervisor Name)	Signed			Close out	

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start & end of each day)							
	Day 2	Day 3	Day 4	Day 5			
Date:	/ /	/ /	/ /	/ /			
Receiver:	Sign Here	Sign Here	Sign Here	Sign Here			
Issuer:	Sign Here	Sign Here	Sign Here	Sign Here			
Daily close out							
Ensure all newly identified hazards and/or changes are communicated to the entire team							

#### **General Requirements:**

Dive Supervisor to submit Diving Permit to <u>marine@southport.co.nz</u> a minimum of two hours in advance of proposed dive.

For work directly engaged by South Port include Permit to Work and risk assessment, report directly to Supervisor in charge of job.

Contact must be made with Watch house to arrange broadcast of dive location and times on channel 14 prior to commencement, & on completion of diving operations.

Diving Supervisor must be aware of all shipping movements that may affect the proposed diving operation. This can be achieved by:

- Checking the shipping schedule <u>https://southport.co.nz/marine-services#shipping\_movements</u>
- Continuously monitoring channel 14

• Maintaining a constant visual lookout for all vessel operations in the vicinity

Minimum separation of 150 meters must be maintained with large vessel/tug movements (No dive authority if not achievable)

Divers must hold valid & correct Certificate of Competence and current medical certificate

Weather forecasts must be checked and monitored

Dive flags/signs must be in place where other vessels/operators can clearly see

Any diving on floating plant requires plant to be locked out to prevent operation (can only be removed by diver and plant operator together)

Attach completed "notifiable work" form if construction diving

Dive job added onto vessel movements board

Dive team has established suitable emergency procedures are in place

Divers to avoid pinch points between vessels and wharfs



South Port NZ	CONF	NED SPACE ENTRY PERMIT					South Port NZ
Date:				Job Location:			
Work/Task/Proje	ct Description:						
Company:							
Permit Receiver (	Name):	Signed:					
Receiver Phone No. (Mobile):							
Permit Issuer (South Port Supervis		sor Name)		Signed		Close out	

Rescue Plans
Rescue Situation
Sign Here
Methods of Rescue
Rescue Equipment and Rescue Team

(Note, a rescue tripod is available for use from the Marine office, please contact Marine department or if after hours liaise with security for access.)

SAFETY CHECKLIST						
Rescue Plan prepared and understood by all personnel?	Y / N	Stand-By person appointed and duties understood?	Y / N			
First Aid resources available and on standby?	Y / N	Has the mode of communication been established?	Y / N			
Personnel trained in Confined Space Entry?	Y / N	Stand-By person equipped with a working cell phone?	Y / N			
Warning notices/barricades in position?	Y / N	Are all tools and equipment fit for purpose?	Y / N			
All PPE required available for job? e.g. harness etc.	Y / N	Is lighting adequate within Confined Space?	Y / N			
Any conflicts of work? e.g. fumes from other job etc.	Y / N	Is there any risk from falling objects?	Y / N			
Has the atmosphere been tested for toxic & combustible contaminants?	Y / N	Is self contained breathing apparatus or supplied air respirator required?	Y / N			
Has the area been ventilated and cleaned to remove harmful solids and sludge's?	Y / N	Has "hazardous work" form been completed?	Y / N			

<b>ISOLATIONS REQUIRED</b> (drawing may be required, establish all isolation points, methods of draining, depressuring and venting)						
TYPE:		DATE:	DATE:			
STEP/ACTION	Installed By	Checked By	Removed By			

ATMOSPHERE TEST READINGS (use separate page if necessary)							
TIME	DATE	LOCATION OF PROBE/MONITOR (Within Confined Space)	<b>OXYGEN</b> 19.5 - 23.5%	LEL <5% refer msds	<b>CO</b> <25 ppm	<b>H2S</b> <10 ppm	TESTERS NAME

ENTRY / EXIT LOG (use separate page if necessary)						
NAME	TIME IN	TIME OUT	NAME	TIME IN	TIME OUT	

PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT							
Name	ame Signature Name Signature						

# **EXCAVATION/PENETRATION PERMIT**

Job Location:



Work/Task/Project Description:

South Port NZ

Date:

Company:					
PTW Receiver (Name):			Signed:		
Receiver Phone No. (Mobile):					
PTW Issuer (South Port Supervisor Name)		Signed		Close out	

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start & end of each day)						
DATE:	/ /	/ /	/ /	/ /		
Receiver:	Sign Here	Sign Here	Sign Here	Sign Here		
lssuer:	Sign Here	Sign Here	Sign Here	Sign Here		
Daily close out						
Ensure all newly identified hazards and/or changes are communicated to the entire team						

General Requirements:		No excavations below the foundations of any adjacent structure without specialist engineer approval	Y / N
Sides are battered to minimum 1H by 1V gradient	Y / N	Services location map is attached or sketched on reverse of page	Y / N
Sides are bench cut (maximum bench 1.5m)	Y / N	Potential for harmful gases to accumulate in trench, gas testing required, no smoking	Y / N
Sides are protected with trench shields or shoring	Y / N		
Safe access is provided (ladder required if more than 1.5m deep)	Y / N	Underground services:	
Spoil is kept a minimum of 600mm from edge	Y / N	Power shut down is required	Y / N
Mobile plant is kept back from edge (general rule as far back as trench is deep i.e. 2m deep then 2m from edge)	Y / N	Cable locations are marked out prior to work	Y / N
Excavation is barricaded from pedestrians & traffic (lit if at night in traffic area)	Y / N	Prior to using machinery pot holes dug to confirm cable location and depth	Y / N
Attach "hazardous work" form if excavation meets requirements	Y / N	No machinery to be used within 500mm of cable (hand dig to expose cables)	Y / N
Hard hats must be worn	Y / N	Safety observer required for high voltage cables	Y / N
Daily inspection of structural integrity completed prior to work and after an events such as rain / earthquake	Y / N		Y / N

### Other controls / Emergency Rescue plan:

PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT

Name	Signature	Name	Signature

# **WORKING AT HEIGHTS PERMIT**

Job Location:



Work/Task/Project Description:

South Port NZ

Date:

Company:					
Permit Receiver (Name):			Signed:		
Receiver Phone No. (Mobile):					
Permit Issuer (South Port Supervisor Name)		Signed		Close out	

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start & end of each day)							
DATE:	/ /	/ /	/ /	/ /			
Receiver:	Sign Here	Sign Here	Sign Here	Sign Here			
lssuer:	Sign Here	Sign Here	Sign Here	Sign Here			
Daily close out							
Ensure all newly identified hazards and/or changes are communicated to the entire team							

General		Working on the roof		
Are weather conditions suitable (wind, rain etc)	Y / N	Are work positioning or fall arrest systems in place where roof pitch exceeds 15 degrees Y		
Has area been signed & barricaded off from passing vehicles and to protect persons from entering area	Y / N	Are walkways, platforms or boards in place for work on fragile roofs (including within ceilings)		
Do operators hold correct unit standard training	Y / N	Are work positioning or fall arrest systems in place where work will be within 2m of the edge	Y / N	
Does equipment hold current inspection tag and has been inspected in good condition	Y / N	Are barriers or guard rails in place where work will be within 2 meters of edge	Y / N	
Will the work impact on neighbouring areas	Y / N	Are voids or skylights near work area barricaded	Y / N	
Are lanyards or other measures in place to prevent tools and equipment falling from heights	Y / N	Elevated Work Platforms (scissor lifts, man cages, cheery pickers etc		
Is area free from other hazards such as power lines	Y / N	Does the EWP hold current certification Y /		
Harness/lanyard required or life vest if over water	Y / N	Does person hold qualification to operate EWP Y /		
Is a rescue plan required (print below)	Y / N	Harness & lanyard are worn Y /		
Ladders		Has gradient, height, access, load and ground surface been assessed when considering EWP type	Y / N	
Is the ladder AS/NZ standard, rated for industrial use, and in good working condition	Y / N	Scaffold		
Is ladder barricaded/signed from vehicles or persons in close proximity	Y / N	If fixed scaffolding it must be erected by a certified scaffolder / company	Y / N	
Is ladder secured during use and surface supporting ladder is secure	Y / N	If mobile scaffolding it must be erected by a competent person but cannot exceed 5 meters		
Is ladder set to 4:1 ratio and extends 1m beyond step off point	Y / N	Is rechecked by certified scaffolder following severe weather, earthquake or impact from mobile plant	Y / N	
		Has gradient, height, access, load and ground surface been assessed when considering scaffold type	Y / N	

**Other controls:** 

Rescue Plan:		

PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT							
Name	Signature	Name	Signature				

Roof Pitches for information purposes:									
Shed 1&2	11	R&D	6						
Shed 3	11	Forklift repair shed	20						
Shed 3A + 3B	7.5	Cold store 1	4.5						
Shed 3C Canopy	5	Cold store 2	6.5						
Shed 4	7.5	Cold store 3	5						
Shed 5	7	Cold store engine room	5						
Shed 6	12	Pneumatics Syncro shed	45						
Shed 7	19.6	South Syncro shed	30						
Admin building	12								
Higher pitched roofs requiring work positioning or fall arrest systems									



# NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Use this form to notify WorkSafe New Zealand of particular hazardous work, under reg 26 of the Health and Safety Regulations 1995.

Did you know you can save time by completing this form online, click here

#### Work start and completion dates



Intended start date:	Estimated duration:
Location of work:	
Physical address:	
Town/city:	Postcode:
Main access road:	
Location (provide directions on access as needed):	

#### Particular hazardous work details

Particular nazaruous work detans
Nature of particular hazardous work (tick all that apply):
Logging or tree felling undertaken for commercial purposes.
Construction work with a risk of falling 5 Metres or more. (See the last page of this form for exclusions)
Erecting or dismantling scaffolding with a risk falling 5 metres or more.
Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. (See the last page of this form for exclusions)
Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.
Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
Work involving the use of explosives, or storage of explosives for use.
Work that in which a person breathes compressed air, or respiratory medium other than air (not diving)
Work that in which a person breathes compressed air, or respiratory medium other than air (diving)

#### Description of work:

Provide a description of the particular hazardous work being carried out:

#### Control of work:

What is the status of your business in relation to this w	ork?
O Principal (engaging a contractor or sub-contractor to do the work)	O PCBU (using own employees to do the work)
If an employer, are you a contractor engaged by a prine	cipal to do the work?
O Yes	O No
Contact details:	
Legal entity name: (the name that is used on legal documents)	
Trading name: (If different to legal name)	
Industry: (See the last page of this form for a list of industry options)	
New Zealand Business Number (NZBN): (If applicable)	
Business address:	
Town/city:	Postcode:
Name of contact: (first name, last name)	
Phone number:	Mobile number:
Email:	

#### Certificate of competence:

This section only applies for work involving one of the following:

- a. Scaffolding (all kinds)
- b. Use of explosives
- c. Work in, or breathing, compressed air or air substitute (diving)
- d. Restricted work involving asbestos

Certificate holder:	Certificate number:	
Certificate expiry date:	Mobile number:	

#### Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name: (first name, last name)	Date:							
Phone number:	Mobile number:							
Email:								
Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification								

#### Where to send your completed form

Please complete this form online if possible. The online version of the form can be found here.

If completing this form online is not practical you may print it and post it to:

The Registrar WorkSafe New Zealand PO Box 105-146 Auckland 1143

#### Exclusions

Construction work with a risk of falling 5 Metres or more. Excludes:

- · work in connection with a residential building up to and including 2 full storeys,
- work on overhead telecommunications lines and overhead electric power lines,
- work carried out from a ladder only, or
- maintenance and repair work of a minor or routine nature.

Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. Excludes:

- work using an excavator,
- work a fork-lift, or
- work using a self-propelled mobile crane.

#### Industry options

Use these options to complete the industry question, under contact details on page 2 (select one)

- Accommodation and food services
- Administration and support services
- Agriculture
- Arts and recreation services
- Construction
- Education and training
- Electricity, gas, water and waste services
- Financial and insurance services
- Fishing
- Forestry
- Health care and social assistance
- Information media and telecommunications

- Manufacturing
- Mining Minerals
- Mining Other services
- Mining Petroleum
- Not elsewhere included
- Other services
- · Professional, scientific and technical services
- · Public administration and safety
- Rental, hiring and real estate services
- Retail trade
- Transport, postal and warehousing
- Wholesale trade



Te Taino Tonga

Environment Southland Cnr North Road & Price Street Private Bag 90116 DX YX20175 Invercargill

> Telephone (03) 211 5115 Fax (03) 211 5252

# Hot Work Permit

Not for use on Tankers/Pipeline

Permit No												
	 _					_					_	

Under the provisions of Section 65 of the General Harbour (Ship, Cargo and Dock Safety) Regulations 1968, or any subsequent legislation, permission is hereby given for gas cutting/ burning/welding (electric/gas) to be carried out in the said locations:

On-b	ooard vessel at Berth
subj	ect to the following conditions:
1.	all combustible materials within surrounding areas removed or made safe;
2.	no flammable liquids, vapours, gases or dusts present;
3.	no hot work while any bunkering operations are in progress;
-	

- 4. suitable fire extinguishers/hoses provided on-site and fully operational;
- operator knows how to use fire equipment; 5
- operator knows how and where to raise fire alarm; 6
- 7. an inspection of the surroundings of the work area/s is carried out at least one hour after hot work is completed;
- other specified conditions: 8.

Gas Free Certificate

Yes/No Issued by \_\_\_\_\_

I/We agree with the above conditions and will ensure that they are complied with for the duration of this permit.

Signed						
For the Vessel		Position			Date	
For the Contractor		Position			Date	
Permit issued by		Position			Date	
This permit is valid from	Hrs	Date	until	Hrs	Date	

This permit must be displayed at work area. If more than one work area, original to be kept in ships office/wheel house and a duplicate copy to be displayed at each work area.