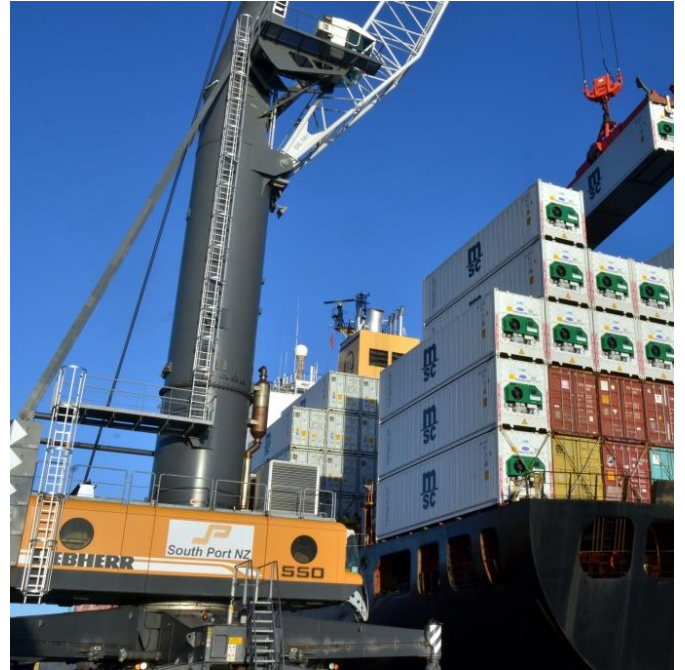




Permit to Work Framework





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Permits are to be returned to the Permit Issuer on completion of job.

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1.0 Purpose

The Permit To Work (PTW) system is a well-proven method that determines the work to be done, exposes the hazards and risks of the operation and states the control methods in the form of a written permit.

The PTW system is a formal means of communication for all parties involved in the management, supervision, and actual carrying out of the activities. In other words, it ensures that those doing the work and those authorising it communicate and discuss the work intentions, hazards, potential risks, safety measures and accountability.

PWT does not replace the use of Standard Operating Procedures (SOPs) 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.

It is designed to provide a framework for all non-routine potentially hazardous work to be completed in a safe manner. Furthermore, PTW ensures that only competent persons undertake the work and that robust risk management systems are adhere to during the work activities. This is achieved though planned and coordinated work activities.

The work permit is the overriding document in the PTW system, and it must be completed and authorised with signatures by both the permit issuer and permit receiver prior to any work can commence. It will detail the work scope, location, any hazards, and risk associated with the work, and the control measures. It authorises only the work specified on the work permit.

Breaches of PTW system will be viewed seriously and may involve a disciplinary process, removal from site and even dismissal.

2.0 Context and Scope

2.1 Permit to Work Process at South Port

The PTW process ensures that hazards or 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 several 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. **A Permit issue does not, by itself, make a job safe** – that can only be achieved by those preparing for the work, those supervising the work, and those carrying out the work activity.

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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2.2 Scope

This document applies to all employees, contractors, and subcontractors performing work for South Port. It is also expected that:

- 3rd party operators based on site either operate their own PTW system or utilise South Ports system for activities within their own areas of operation (e.g. drone flight of stockpile etc.)
- 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 party 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 permissible 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.

3.0 Responsibilities

Key Responsibilities	
Chief Executive Officer	To allocate resources to ensure effective site-specific implementation of this procedure.
People and Safety Manager	To allocate specific responsibilities and ensure sufficient resources are allocated to ensure effective site-specific implementation of this procedure.
Health and Safety Advisor(s)	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	Be aware of PTW system and to always comply with the requirements specified within this procedure.
Permit Issuer	<ul style="list-style-type: none"> • Attend permit issuer training NZQA 17590. • Take all necessary steps to authorise and issue the Permit to Work after reviewing and discussing with the Permit Receiver the scope of work, work site/area hazards and potential risks and the required controls. • Ensure that all involved understand the scope of work, the controls for managing the associated risks and the emergency/rescue plans.
Permit Receiver & Permit User	<ul style="list-style-type: none"> • Comply to the conditions under which the Work Permit has been issued. Furthermore, ensure that all permit users comply to these conditions for the duration of the work permit. • Take all necessary steps to perform the work in a safe and environmentally sound manner in accordance with the PTW system.

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3.1 Permit Issuer

Who are the South Port's Permit Issuers?

South Port Permit Issuers include Project, Site, and Environmental Engineers, Health and Safety Advisors, Supervisors, Managers, and Team Leaders. To find out who you should contact for the permit, refer to the South Port representative who is engaging you.

Do the Permit Issuer have to remain on site for the duration of the project/work/task?

It is not necessary for the Permit Issuer to remain on site for the duration of the work as the Permit Receiver (e.g., contractors) is responsible for ensuring that the control measures are maintained throughout the duration of the permit and that the work party (e.g., permit users) comply to the conditions of the work permit and the work stays within conditions specified on the permit (area, scope of work, time etc.). However, in some situations presence of the Permit Issuer may be required on a worksite. This decision will be based on the outcome of the risk assessment.

What is the Permit Issuer's overall responsibility?

The Permit Issuer is responsible for taking all necessary steps to prepare, authorise, and issue the PTW after identifying the scope for work, work site/area hazards and risk and the necessary controls to mitigate them.

Permit Issuers responsibilities include but are not limited to:

- Ensuring that all workers involved in the work activities are fully site-inducted and signed on prior to undertaking the work.
- Workers involved are qualified or competent to complete the nature and type of work being undertaken.
- 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 agreed with the hazards and controls identified in the permit before it is issued.
- Keeping a copy of all permits issued on file.
- Communicating and co-operating with all persons under the Work Permit, to ensure the task remains safe for the duration.
- Ensuring that any task/jobs where contractors, employees, site operators are performing works where PTW is required that the process is followed accordingly.
- Reviewing the work with the Permit Receiver on completion of work daily and signing off the permit once complete.
- Ensure that Maritime NZ was notified of any hazardous work where required prior to authorising the permit.
- Informing stakeholders including staff and contractors on site of work being carried out next to them that can affect them directly or indirectly.
- Identifying and arranging for immediate corrective actions for noncompliance if required.
- Ensure that all hazards and risks were identified and controlled prior to authorising, closing, revalidating, or suspending any permits where necessary. Though, the port's worksites/areas are familiar to Permit Issuers an inspection maybe required.

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What training is required for Permit Issuers?

All Permit Issuers should be appropriately trained and competent to unit standard 17590.

How long can the same permit be re-issued for?

The permit is re-issued for a period of no longer than five days. Thereafter, the Work Permit must be closed, and a new work permit created again.

For repetitive work lasting more than 5 days, the Permit Issuer may decide to re-issue the permit for extended period. However, in that case they must obtain signed approval from the Infrastructure and Health and Safety departments.

Each day the work permit is revalidated prior to work. To revalidate the permit, it is the Permit Issuer responsibility to:

- ensure that the worksite was re-inspected, and work permit was updated where required to reflect any changes e.g., new hazards, risk assessment etc.
- all involved re-sign to the permit, ensuring a full understanding of its conditions and changes.
- notify stakeholders affected by work permit's conditions e.g., anyone working nearby etc.

3.2 Permit Receiver

Who are the Permit Receivers?

Typically, they are South Port's Contractors and their employees or third-party Operators.

Do the Permit Receiver have to remain on site for the duration of the project/work/task?

Permit Receiver is expected to be personally present at the work site for the duration of the permit-controlled work or conduct a handover to the second in charge in certain situations to ensure that permit users follow the conditions of the permit.

What is the Permit Receiver's overall responsibility?

By signing the work permit, the Permit Receiver agrees to comply with its conditions. Furthermore, they agree to ensure these conditions are always complied with by any permit user for the duration of the permit. And the conditions outline all necessary steps to perform the work in a safe and environmentally sound manner.

Permit Receivers responsibilities include but are not limited to:

- Planning their permissible work activity requirements and including them in their works programme, carrying out a task analysis of hazards and risks and the Job Safety Analysis (JSA) is completed fully.
- Providing the Permit Issuer with the required 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.**
- Consulting with contractors in developing the works programme and ensuring that all permit users fully understand the scope of the work and associated hazards & risks and controls.
- Reviewing the risks and controls daily through a prestart/toolbox meeting, ensuring all workers are site-inducted, qualified/competent to complete the job and signed to the permit.
- Prominently displaying the permit and attachments at the worksite where all contractors can see them (front window of a vehicle recommended).
- Ensuring that all equipment used is 'fit for purpose', i.e., certified/ tagged/ meets relevant AS/NZS standards.

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- Stopping work and seeking advice (if alterations to permit are required) from the Permit Issuer if conditions on the site change through introduction of new hazards or risks as soon as possible.
- Taking necessary steps to ensure work area is left clean and tidy.
- Communicating and co-operating with the Permit issuer on all aspects of the task/job before signing the permit, during and after completion.
- Returning signed and completed permit to the permit issuer.
- Identifying conflicts of work between operations on site and the work scope.

3.3 Permit User

Who are the Permit Users?

Any person working under a Work Permit who is neither the Permit Issuer nor Permit Receiver is deemed to be a Permit User.

What is the Permit User's overall responsibility?

By signing on to the Work Permit, the Permit User agrees to comply with its conditions for the duration of the permit.

Permit Users responsibilities include but are not limited to:

- Ensuring they are trained and competent to undertake the work.
- Have the right to refuse the work if they feel that the risk of harm increased to an unacceptable level.
- Ensuring they abide by all work permit conditions and understand the scope of work.
- Identifying and reporting changes like new hazards and risks to the permit receiver.
- Raising any health and safety, environmental or equipment safety concerns immediately when they occur with the permit receiver.
- Raising alarm and initiating any attached emergency plans should the need arise.

3.4 After Hours Permits

Where planned works are to occur after hours, permits are to be completed and authorised by Permit Issuers **one working day prior to the works commencing**. On completion, Permit Receivers are required to phone Permit Issuers to confirm they have finished the task.

In exceptional situations for approved and long serving contractors with a good health and safety record, permits could be authorised by taking a photo of the complete permit and texting it to the Permit Issuers. If any changes to the permit are required these will be requested by the issuer and changed on the permit, until full satisfactory. On completion of task, Permit Receivers are required to txt Permit Issuers and confirm they have finished the task. Exchange is to be saved and the permit to be emailed by the Permit Issuer to ptw@southport.co.nz for future evidence.

Where emergency after hours works are needed Permit 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 Permit 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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3.5 Centralised Permits Access System

- Purpose:** The purpose of centralised system for storing permits is to provide a unified, port-wide supervision of all issued permits, whether they are active or closed, across all departments. This ensures comprehensive monitoring of high-risk work conducted on Port.
- Scope:** This is applicable to all departments issuing permits and Permit Issuers trained according to the unit standard 17590.
- Procedure:** On the day of issue, each permit must be scanned and emailed to the ptw@southport.co.nz by the Permit Receiver or Permit Issuer. South Port photocopiers/ scanners are equipped with a scan-to-email function, facilitating the scanning, and emailing of permits. All scanned permits are consolidated into a single folder.
- Benefits:** The centralised delivery of all permits provides the following benefits:
 - Every issued permit is accounted for i.e., all high-risk tasks are monitored.
 - Review of the completed Permits.
 - Electronic storage of evidence.
 - Quantifiable data.

4.0 Key PTW System Requirements

- ➔ No one is allowed to issue a Permit to themselves, as this would defeat one of the prime objectives of a PTW system of discussing the safety of a project.
- ➔ The PTW does not supersede the requirement for obtaining additional task-specific permits that may be required for high-risk activities, it serves as the controlling document. **Both the PTW and the task-specific permit are required and can be signed off simultaneously.** Note: exception to this rule may apply for *Hot Work Permit* that can be issued by a supervisor when work is carried out in a designated and approved hot work area, such as engineering or maintenance workshop.
- ! If a PTW has already been completed for a job previously, locate and review in full before commencing work, make changes as required. For example, if you work on a job more than one day ensure to review hazards and risks on site daily and reflect these changes in your permit, notify your Permit Issuer. You may need additional a task-specific permit e.g., Hot Work permit etc.
- ➔ 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. Breaches of the PTW system will be viewed seriously and may involve a disciplinary process, refer to the South Port’s Non-Conformance Policy.
- ➔ This PTW system integrates the use of (SOPs) and Job Safety Analysis (JSA) systems. SOPs typically offer detailed, step-by-step instructions for low-risk, routine operational tasks. On the other hand, JSAs are designed for medium to high-risk work activities and are a prerequisite for all Work Permits. A JSA can be completed directly on the work permit form, as it includes a dedicated space for job steps, risk assessment, controls, and emergency procedures. Alternatively, if a contractor uses a different format or form for the JSA, it can be attached to the permit. Please note, if the task or work activity changes and the risk increases, it may be necessary to convert an SOP into a JSA.
- ➔ Circumstance may at any time make it necessary to suspend or close a permit.

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5.0 When a Permit to Work is 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 i.e., not on an Approved Contractors List (Vault).

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.

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. Refer to Confined Space Identification Chart.

Crane Lifts Unconventional crane lifts.

Diving All commercial diving carried out for South Port or all diving within 200m of South Port wharves.

Electrical & Isolation Work 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
2. Live electrical networks
3. Mechanical energy
4. Temperature
5. Chemical substances

Excavations Excavations over 200mm in depth and all excavations within 3m of any area thought to be close of high voltage cabling.

Demolition All significant demolition work carried out for South Port.

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, refer to [7.6](#).

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Hazardous Work on Port	Any work specified as Hazardous Work under the legislation when carried out at South Port, must be reported to Maritime NZ prior to commencement. Refer to section 8 Notification of Particularly Hazardous Work .
Security	Work on restricted area perimeter fencing or gateways where security may be breached even temporarily.
Wharves and Structures	<ol style="list-style-type: none"> 1. Repairs or replacements of fenders and bollards 2. 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. 3. Repairs to the Town wharf, fisherman’s wharf, and Island Access Bridge. 4. 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. 5. Work under wharves
Working at Heights	<p>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 slipping, tripping, or falling at the same level. Work at height also includes.</p> <ol style="list-style-type: none"> 1. Work on/in an elevated work platform. 2. Working on roofs 3. Work in a man cage (safety cage) or crane lift platform. 4. Erecting and dismantling of all scaffolds. 5. All ladders including straight extension and a-frame stepladders.
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.
Work on emergency / monitoring systems	Any work that may disable/render ineffective any of South Ports emergency monitoring systems.
Liebherr Cranes	<p>Outside contractors carrying out any work on Liebherr cranes without direct and continuous supervision by a South Port crane maintainer.</p> <p>Any work which may affect the cranes structural integrity or impact on the annual survey.</p>
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.	

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7.0 Task-Specific Permits

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

Work-specific permits are another form of control (administrative) detailing any additional controls applied to specific hazards and risks for the high-risk work activity.

All contractors who require work-specific permits should provide the Permit Issuer with sufficient JSAs, rescue plans, and other relevant documentations for approval of the permit.

The sub sections below describing work-specific permits/certificates and procedures.

7.1. Isolations Certificate and LOTO Procedure

An isolation certificate is required for all work activities needing potential sources of energy to be isolated or removed from use. Sources of harm may include:

- Electrical energy, incl. mains electricity, static, batteries, capacitors.
- Mechanical energy, incl. kinetic, potential, gravity, transitional, rotational, pressure, vacuum.
- Thermal energy, incl. hot or cold surfaces, chemicals, reactive substances.
- Inadvertent operation of equipment
- Sudden release of pressure.
- Engulfment/drowning.

Information required for the Isolation Certificate

- Type of equipment being isolated.
- Source of energy.
- Isolation equipment being used.
- Steps involved in applying the isolations.
- Recording of lock out, tag out (LOTO) equipment.
- Verification of isolation integrity.



For the Permit's form refer to the [Appendices section](#).

1 Lock out / Tag out (LOTO) Procedure

Hold Cards alone are not considered to be best practice for isolation. Lock out, Tag out (LOTO) is now requirement.

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1.1 Lockout-tagout

LOTO is used to 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.



1.2 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.

1.3 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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1.4 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/ ATTEMPT TO OPERATE CONTROLS/ 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: [Keeping workers safe with machine lockouts | WorkSafe.](#)

7.2 Working at Heights Permit



All work at height will require a task specific Heights Permit to be completed.



If there is any doubt whether the planned work is in fact “work at height”, then the Permit Receiver shall contact the Permit Issuer for clarification.

General Safety Rules

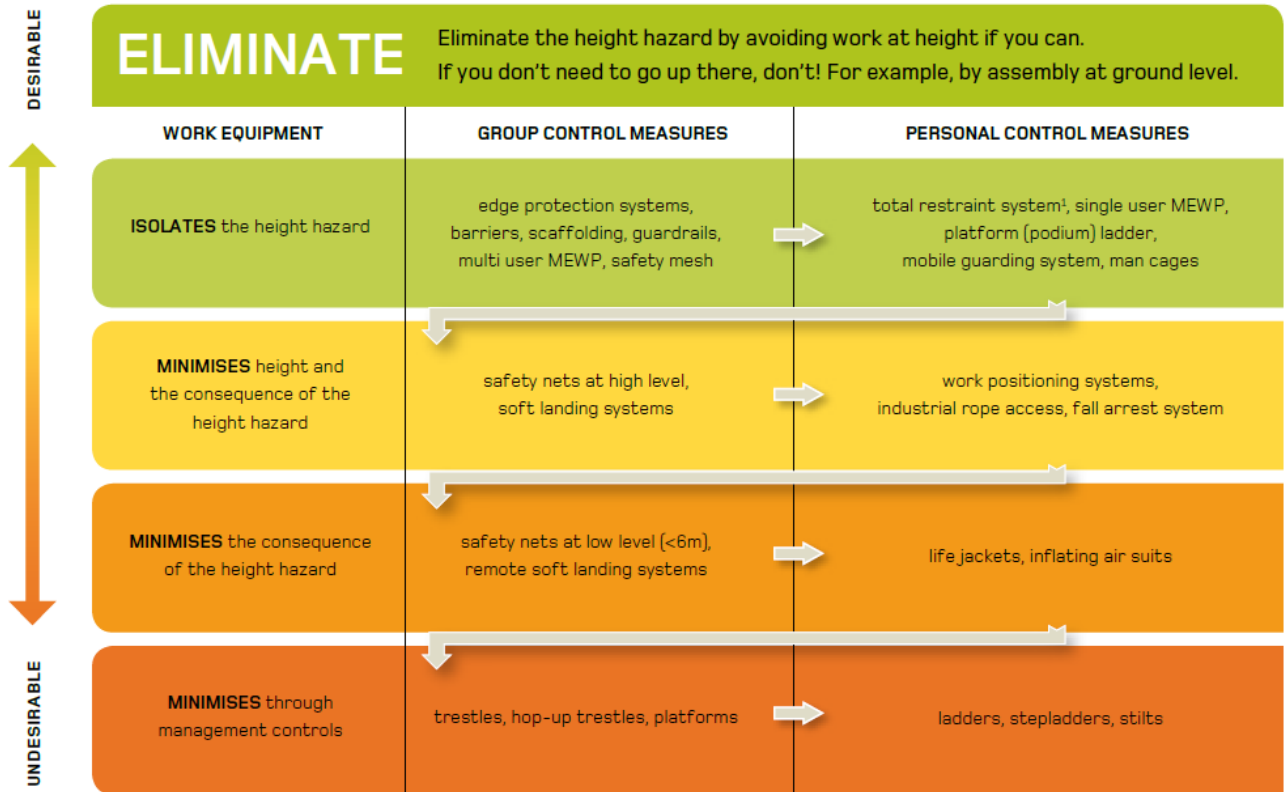
- A JSA, Work Permit, task specific Heights Permit and an emergency rescue plan must be established and equipment for it available on site prior to starting work.
- Workers should have relevant Heights Training and wear a suitable means of fall protection for its intended purpose.
- Fall protection equipment shall be fit for purpose, i.e. meets the relevant AS/NZ standards, and when it is being used, the potential free-fall distance should be less than 2 meters. There should be sufficient distance between the work surface and any surface below to enable the system, including the action of any shock absorber, to deploy fully.
- Short duration work at height shall be treated in the same way as any other work at height activity.
- A Safety Observer shall be appointed when workers are working at height and the risk of fall exists.

Some key information on working at heights is outlined below.

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1. Hierarchy of fall protection

The hierarchy of fall protection is to be always used to determine the reasonable and practicable control measure for the work i.e. in order of application, see diagram below:



2. Fixed/ Mobile scaffolding

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. All scaffolds from which a person or object could fall more than five metres, should be erected, altered, and dismantled by a certified scaffolder. When performed on port, this work must be notified to **Maritime NZ** as particularly hazardous work.

Scaffolds must have: » the height to the top-most platform not greater than 3 times the minimum base dimension; » safe access; » stable foundations; » stable & safe work platforms and enough room to work.

3. Man cage, Mobile Elevating Work Platforms (MEWP) incl., cherry pickers, scissor lifts, and boom lift

Fall restraint is to be always worn in a man cage, boom lift, cherry picker, scissor lift. Exception applies to cases when working over water, then life jacket is 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 always maintained.

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 relevant and current training qualification to operate equipment.

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Tools and objects must be secured and drop zones barricaded.

4. Working on Roofs



Working on sloped surfaces are to comply with the [Best Practice Guidelines for working at heights](#) and [Best Practice Guidelines for Working on Roofs](#).

The total restraint system is the preferred harness system for working at height. This system, also known as a travel restraint system, protects users from approaching an unprotected edge, thereby preventing a free fall from occurring.

At South Port, a similar system is installed on Shed 7. A roof ladder with guards/cage provides access to an anchorage point where a harness can be connected to a horizontal lifeline. Some of other buildings have safety mesh installed under roofs that provides fall prevention for maintenance and repair workers. However, it should be used in conjunction with appropriate edge protection such as guardrails. If isolation is not practicable then a safety harness system should be used.

However, not all South Port buildings have such safety systems installed. Furthermore, some buildings have skylights which should be considered as brittle surfaces and must be isolated from the work area.

Weather conditions should be considered prior to and during work for safe operation.

5. Ladders

Ladders and a-frame **stepladders*** do not offer fall protection and therefore should be the last form of work access equipment to be considered. They should be used for low-risk and short-duration tasks. The user should maintain three points of contact with a ladder or stepladder to reduce the likelihood of slipping and falling.

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 access a working platform to a maximum of 6 meters.



Note*: A stepladder is a portable, self-supporting, A-frame ladder. It has two front side rails and two rear side rails. Generally, there are steps mounted between the front side rails and bracing between the rear side rails.

7. Working alone at heights

At South Port, we do not permit work at height in isolation.



Further information available at: [Working at height | WorkSafe](#).



For the Permit's form refer to the [Appendices section](#).

7.3 Excavation, Penetration and Demolition Permit



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

1. Definitions

An **excavation** is any work that breaks the ground and protrudes to a depth of 200 mm or more and includes any excavation whether by hand or mechanical means. Depending on circumstances, an excavation may also be determined to be a confined space, refer to section [7.5](#).

A **penetration** is a work that penetrates through any ceiling, floor, or wall into a cavity above, behind or below the surface area.

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Demolition includes any work that involves structural alterations on load-bearing structures that may include knocking down, pulling down, tearing down. Flattening, razing, levelling, bulldozing, clearance or wrecking of any building or structure or part thereof. And does not include minor alterations considered part of routine maintenance or construction.

2. Locate Services

- ! Please contact South Port’s Infrastructure and Environmental Department to determine services location. The department owns a cable locator to assist with cable locating. **Located services should be marked on a map (see the [Appendix 10.9](#)) and attached to the permit.**

3. General Excavations

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.

When digging close to a cable use shovel. Do not solely rely on the location of buried marker tape, as it may have shifted over time. Changes to the ground cover could potentially alter the depths at which cables are found. Any exposed cables should be evaluated to determine if additional support is necessary.

No blasting or use of explosives is allowed.

4. Excavation near 11kv

- ! South Port has a significant portion of 11kv and numerous substations. 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. **See an indicative map of the 11kv cable location in the [Appendix 10.9](#).**

- ! Excavation near 11kv is highly dangerous. Therefore, **South Port’s approved Safety Observer must be present during excavations within 2m of known 11kv cables.** Any exposed 11kV cables must be mechanically protected and supported. Additionally, they should be cordoned off with barriers and clear signage should be displayed to indicate the presence of live exposed cables. Contact South Port infrastructure team for an approved Safety Observer and the current map of the 11kv cable locations.

5. Notifiable Excavations

Maritime 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; 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. Please refer to section [8 Notification of Particularly Hazardous Work](#).

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

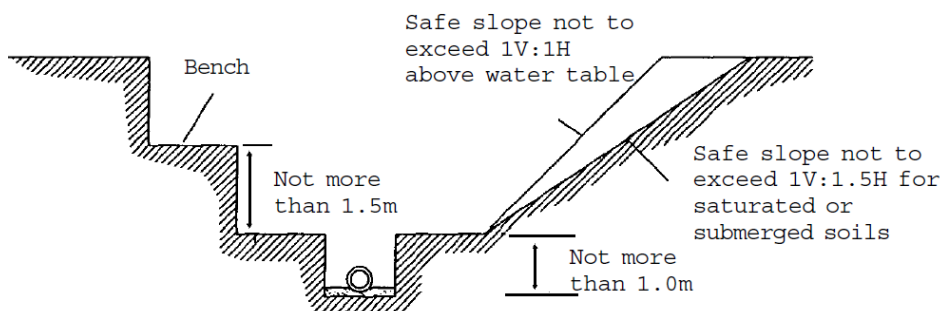


Figure 1. Excavation faces benched and battered to a safe slope.

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6. Inspections

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

If during work the excavation becomes a confined space, then the procedures detailed in section [7.5](#) must be adhered to in addition to these procedures. Should the work include the risk of falling, then the procedures detailed in [7.2](#) must be adhered to and all involved must be provided with a suitable means of fall protection.

Should any doubt exist as to whether the planned work includes work at height or a confined space, the Permit Receiver shall contact the Permit Issuer for clarification.



For further information refer to the [Excavation safety | WorkSafe](#).



For the Permit's form refer to the [Appendices section](#).

7.4 Diving Procedure



With significant numbers of vessel movements at South Port all diving must be covered by a diving permit i.e., all commercial diving carried out for South Port or all diving within 200m of South Port wharves.



Detailed requirements are outlined on the Permit form in [Appendix 10.3](#).

General Safety Rules

- Divers must provide evidence that they hold the correct and current accreditation for the diving task to be undertaken; without this a Diving Permit shall not be granted.
- Before diving, the Dive Supervisor must coordinate with the Marine Supervisor to avoid diving during planned vessel movements. Extra caution is needed due to the water disturbances from tugs and large ships.
- 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.
- Any changes in planned vessel movement schedules must be communicated to the Dive Supervisor post-permit issue by South Port.
- Divers performing notifiable work, in and around South Port (for example on a ship berthed at the port or on the wharf infrastructure) must notify Maritime, please refer to section [8 Notification of Particularly Hazardous Work](#).



For further information refer to the: [Occupational diving | WorkSafe](#).



For the Permit's form refer to the [Appendices section](#).

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7.5 Confined Space Procedure

1. Definition

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. To identify a confined space, refer to the Confined Space Identification flowchart below. Always, as a first step, check to see if the work can be done with equipment from outside the confined space. Don't go in if you don't have to.

2. General Safety Rules

- A JSA, Work Permit, task specific Confined Space Permit and an emergency rescue plan.
- Emergency rescue equipment e.g., tripod, winch, and gas detector must be in current test cycle.
- Unit standard training (minimal US: 17599, 18426, 25510) to perform the work.
- Required Safety Observer remains in place, takes readings, and communicates with the entrant.
- Confined space pre-entry test and ongoing atmosphere monitoring is to be recorded on permit.

Warning:

- Never use oxygen to purge a confined space: this can create a fire and explosion hazard.
- Evacuate the confined space immediately if the below readings are not realised or exceeded at any time.

Oxygen	LEL	Toxics	
between	Maximum	Maximum	
19.5-23.5%	5%	H ₂ S: 10ppm	CO: 25ppm



For further information refer to the: [AS/NZS 2865:2001 :: Standards New Zealand](#) and [Planning entry and working safely in a confined space | WorkSafe](#).



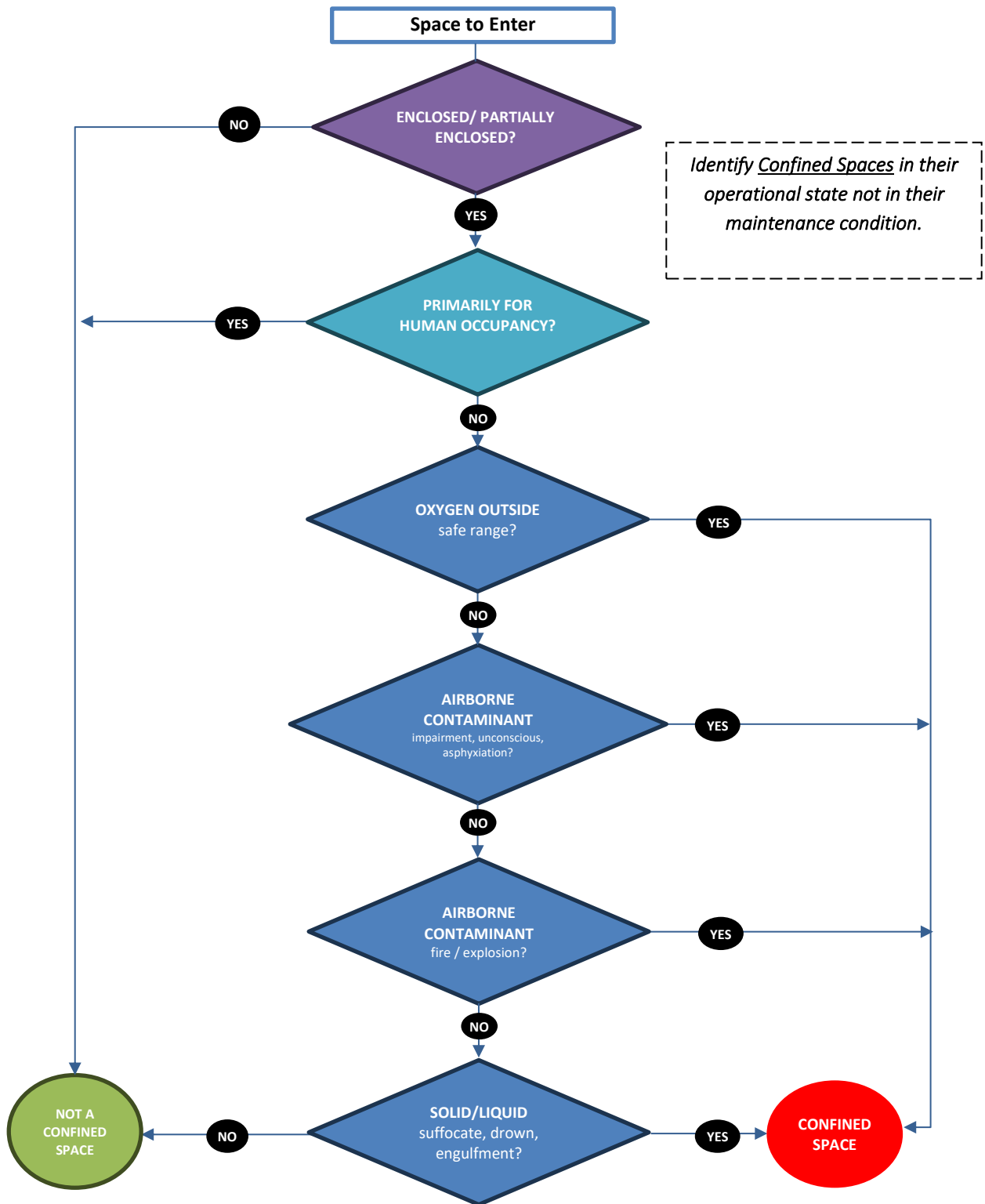
Note: a rescue tripod is available for use from the Infrastructure Department, please contact them or if after hours liaise with the SP security for access.



For the Permit's form refer to the [Appendices section](#)

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Confined Space Identification Chart



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7.6 Hot Work Procedure

Hot work is defined as any work involving processes that have the potential to cause a fire or explosion regardless of the presence of flammable material in the workplace. 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.

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.

1. General Safety Rules

- A JSA, Work Permit, task specific Hot Work Permit and an emergency plan.
- Workers should have relevant training and competency requirements for hot work.
- A Safety Observer who monitors work area continuously and following completion for 120mins.
- Fire extinguishers of the right capacity and type. Fire blanket to contain sparks where required.
- Consider combustible, flammable materials, building construction that may increase the risk of ignition, fire, or explosion. Remove if possible or cover – before work.
- Isolate work area from other workers by barriers.
- Where required, ventilate area to remove any potentially toxic fumes or smoke.
- **No** hot work where the atmosphere contains a lower exposure limit LEL greater than 1% of the LEL.

2. Specific Requirements

Additional requirements for hot work within 10m of insulated sandwich panel buildings at South Port such as Coldstores and Portacoms outlined as follows:

- Rated fire blankets used if hot work is near panels.
- Where panels need to be cut only cold cutting methods such as shearing (hand operated tools), low speed drills or hand tools are used.
- Dispose of any panel off-cuts immediately. Waste panel material must be disposed of outside of building in a suitable waste bin located at least 10m from the building.
- Secure fixings using adhesives (water based where possible) or mechanical fasteners.
- Smoking and other ignition sources are not permitted during work on panels.
- Pipe penetrations or exposed core should be sealed with a metal facing clamped or riveted onto the metal face of the panel.



Note: No Hot Work is permitted on the foam insulated panels.

3. Notification of a Hot Work on a vessel



Hot work on any berthed vessel can only be authorised by the Harbour Master. This work must be notified to Environment Southland through an online application: [Hot work notification to Environment Southland \(es.govt.nz\)](https://es.govt.nz)

4. Disabling of a heat or smoke detectors require a new Permit

In some situations, heat/smoke detectors may need to be disabled. In these cases, a Critical System Impairment Permit must be completed, refer to [7.7](#) below. The SP's Permit Issuer will then get approval from management in advance as this affect SP insurance. If the approval is granted, all extra precautions agreed in the permit are to be implemented and the re-activation of the detectors needs to be double checked.

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Note: Construction of SP's Cold Store buildings from Rudnev panelling (polystyrene panels) requires extra diligence as should a fire occur within these panels it is very difficult to extinguish.



For further information refer to: [Health and safety in welding | WorkSafe](#) and [Hot Work on Drums and Tanks](#).



For the Permit's form refer to the [Appendices section](#).

7.7 Critical System Impairment

Critical Systems are designed to protect sites, buildings or premises from harm or other damage because of an emergency event such as a fire or chemical leak. Critical Systems may include, fire or chemical alarm, fire sprinkler system, fire suppression system, fire or smoke detection equipment or system etc.

Critical systems are often automated and linked to an alarm monitoring or emergency services. Their impairment may affect a company's insurance cover. Thus, a Permit Issuer will need to get approval from management and notify Insurance every time this permit is issued. Notify Stakeholders where appropriate.

All work on critical system will require a task specific Critical Systems Impairment permit to be completed. All work requiring isolations will also require an Isolations Certificate to be completed, refer to [7.1](#).



Should any doubt exist as to whether the planned work constitutes "critical systems impairment", the permit receiver shall contact the permit issuers for clarification.

General Safety Rules

- A JSA, Work Permit, task specific Critical Systems Impairment Permit and an emergency plan.
- All persons involved must have relevant training and competency requirements for this work.
- Where practical, only one fire operation system shall be disabled in a site, plant, or area at any one time.
- Where an audible alarm is to be disabled, a suitable alternative alarm device must be provided until the original alarm has been reinstated.



For the Permit's form refer to the [Appendices section](#).

8.0 Notification of Particular Hazardous Work

Any Particular Hazardous Work performed on South Port must be notified to **Maritime** by the Contractor or Supervisor with a minimum of 24hrs advance notice. Examples of hazardous work notifiable to **Maritime** are listed below.

What work needs to be notified?


A licensed asbestos removal work must be notified to **Maritime** at least **5 days** prior to the removal, as defined in regulation 34 (1) of the Health and Safety at Work (Asbestos) Regulations 2016.

Any construction works where:

- workers could fall 5m or more (excluding work on a house up to two-storeys high, a power or telephone line, or carried out from a ladder only, or minor or routine maintenance or repair work).
- scaffolding from which someone could fall 5m or more while being put up or dismantled.
- an appliance (other than a self-propelled mobile crane, excavator, or forklift) must lift weights of half a tonne (500 kg) or more a height of 5m or more.

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- people have to work in an excavation that is more than 1.5m deep and which is deeper than it is wide at the top.
- workers need to work in any kind of heading, excavation, or drive where there is ground cover overhead.
- work in any excavation in which any face has a vertical height of more than 5m and an average slope steeper than a ratio of 1 horizontal to 2 vertical.
- work where explosives are used or stored for this purpose.
- workers need to breathe air that is or has been compressed or breathe a respiratory medium other than air.

 Please refer to the online form here: [Notify Maritime NZ](#).

9.0 Audit and Review

Purpose

An audit provides opportunities for review and can be used to identify areas for improvement or further training. It ensures that the requirements of the system are established, documented, effective, relevant, and clearly understood by everyone operating under the PTW system.

Daily Checks

A daily review of the PTW area should be performed to ensure:

- All Permit forms are printed, and in sufficient supply.
- A Lift Plan pad is available as required.
- Closed Permits are kept for records.
- The lockout station board has enough lockout devices and danger lock out tags.
- Other documentation displayed in the area is up to date.

Monthly Review

Reviewer: A monthly review is to be completed by a Permit Issuer. Whenever feasible, the Permit Issuer should conduct a review of an active permit, issued by a different Permit Issuer.

Purpose: This review is to ensure that the permit was authorised at the appropriate levels, the task specific permits were correctly identified, and the conditions stipulated in the permits are being adhered to.

Procedure

1. The Reviewer selects an open Permit for review from the Centralised Permits Access System ([3.5](#)).
2. Prints out the Permit and familiarises with its conditions including JSA controls etc.
3. Proceeds to the location of the work activity or task.
4. With the help of the Damstra Check app the reviewer assesses how the Permit's conditions are being applied on site i.e., in app -> Open "Contractor's Health and Safety Site Check" -> answer questions, taking photos and comment where appropriate*.

Note*: When conducting a site visit to determine whether the worksite has been established in a safe manner, there are a few items that should be considered. These include but not limited to access, safety equipment, others working in the area and housekeeping etc.

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Annual Audit

The annual audit should review the PTW framework and associated documents and establish if it is still up to date and fit for purpose, the system is effective, relevant, and clearly understood by all involved. Training needs should be considered.

Auditors: The audit should be conducted in consultation by a team of at least three Permit Issuers trained in unit standard 17590.

Process

- Review current and associated documents, to ensure these are still relevant and correct.
- Select completed Monthly Permit Audit Reports for review or identify the permits to be audited based on organisational requirements.
- Establish specific audit requirements for each permit type.
- Evaluate compliance with PTW procedures, risk assessments, isolations, safety provisions, and PPE.
- Assess the effectiveness of the PTW system in authorising non-routine and high-risk work activities.

Management of non-compliances

- Address any non-compliance issues promptly in accordance with the SP's Non-Conformance Policy.
- Implement corrective actions to improve the PTW system. These shall be assigned through the Vault system and resolved as soon as it is reasonably practicable.

10.0 Appendixes

10.1 South Port Permit to Work

10.2 Isolations certificate

10.3 Working at Heights Permit

10.4 Excavation/Penetration Permit

10.5 Diving Permit

10.6 Confined Space Permit

10.7 Hot Work Permit

10.8 Critical System Impairment

10.9 11 KV Reticulation Map

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PERMIT TO WORK (PTW)

Date:		Job Location:	
Work/Task/Project Description:			
PTW Receiver (Name)		Company	
		Mobile No	
PTW Issuer (South Port Supervisor)		Mobile No	
		Signed	
Area/Department Supervisor sign on (must be reviewed by Area Supervisor prior to work starting)			Mobile No

CONTROLS/PERMITS REQUIRED (circle appropriate)			
1	Isolations Certificate	Y / N	6 Hot Work Permit Y / N
2	Working at Heights	Y / N	7 Diving Permit Y / N
3	Excavation/Penetration	Y / N	8 Notifiable Work (Maritime) Y / N
4	Critical System Impairment	Y / N	9 Lift Plan Y / N
5	Confined Space Permit	Y / N	Toolbox meeting Y / N
↑ Use permit/requirement number (No) above for Permits Over 1 Day. →			

PERMITS OVER 1 DAY (MAX 5 DAYS) review with Permit Issuer at Start & End of each day				
DATE:	/ /	/ /	/ /	/ /
Receiver:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Issuer:		<i>Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Daily close out				
Add a task-specific permit/ requirement No if applicable on the day	No:	No:	No:	No:

HAZARD CHECKLIST

Ensure all newly identified hazards are communicated to the **Permit Issuer** and the **entire team** and are **added to this Permit** with the risk assessment and necessary minimising controls on page 2 and 3. Ensure **to add the date when edited**.

HEALTH		SAFETY		ENVIRONMENT	
Are cold or hot materials present?	Y / N	Are you going to use a ladder?	Y / N	Is it a potentially hazardous space?	Y / N
Are there overhead and lifting hazards?	Y / N	Are there any unskilled or non-inducted personnel?	Y / N	Are there any atmosphere hazards (fumes etc.)?	Y / N
Are you working alone?	Y / N	Are evacuation routes understood?	Y / N	Does the worksite need to be separated from people?	Y / N
Will lighting be a hazard (too little, glare)?	Y / N	Are there machinery or equipment hazards?	Y / N	Is there potential for visibility hazards?	Y / N
Are you using any chemicals (solvents, cleaners)?	Y / N	Is electrical isolation required?	Y / N	Are there any stability and access hazards?	Y / N
Will dust, fumes, or gases be present? (e.g. asbestos?)	Y / N	Are there any high-pressure hazards (air, oil, steam)?	Y / N	Is additional oil spill equipment required?	Y / N
Is noise a hazard?	Y / N	Are there any mechanical pinch points?	Y / N	Are hazardous substances used requiring control?	Y / N
Is task being performed in extreme temperatures?	Y / N	Any sharp / cutting edges?	Y / N	Is other work in vicinity creating a hazard to this job?	Y / N
Is stress and fatigue a potential hazard?	Y / N	Could you encounter unstable conditions?	Y / N	Do restricted areas need to be identified?	Y / N
Are all personnel fit for work?	Y / N	Are you using any flammable products?	Y / N	Will weather conditions create a hazard?	Y / N
Is additional Personal Protective Equipment req.?	Y / N	Are pedestrians, vehicles, or vessels a hazard?	Y / N	Will there be any by-product or waste?	Y / N



PTW – Job Safety Analysis (JSA)

No	JOB STEPS <i>What Are We About to Do?</i>	HAZARDS IDENTIFIED <i>What Can Go Wrong?</i>	Initial Risk	Risk before controls	HAZARD CONTROL <i>What Can We Do to Stop It?</i>	Risk after controls in place	Residual Risk
1.							
2.							
3.							
4.							
5.							
6.							



PTW – Job Safety Analysis (JSA)

No	JOB STEPS <i>What Are We About to Do?</i>	HAZARDS IDENTIFIED <i>What Can Go Wrong?</i>	Initial Risk	HAZARD CONTROL <i>What Can We Do to Stop It?</i>	Residual Risk
7.					
8.					
9.					
10.					
11.					
12.					

Risk Analysis Matrix		CONSEQUENCES				
		Minor	Important	Serious	Major	Catastrophic
		No injuries	First Aid Treatment	Medical Treatment Injury	Permanent Disability	Fatality
LIKELIHOOD	Almost Certain <i>Expected to occur in most circumstances</i>	5-H	10-H	15-VH	20-E	25-E
	Likely <i>Will probably occur in most circumstances</i>	4-M	8-H	12-H	16-VH	20-E
	Possible <i>Might occur at some time</i>	3-L	6-M	9-H	12-VH	15-E
	Unlikely <i>Could occur at some time</i>	2-L	4-L	6-M	8-H	10-VH
	Rare <i>May occur only in exceptional circumstances</i>	1-L	2-L	3-M	4-H	5-VH

Score	Outcome	Actions
VH – Very High and or E – Extreme Risk	Immediate action required. Notify management.	DO NOT PROCEED. Consider alternative options for completing the work activity. Work may only proceed following management “sign-off”, in accordance with SPNZ PTW system. Monitor controls for effectiveness.
H – High Risk	Require attention of Senior management	The work activity may proceed under a Work Permit in accordance with SPNZ PTW system. Ensure controls in place are effective and understood by all team members, need for SOP is considered and PPE is appropriate.
M – Moderate Risk	Management responsibility must be specified	Ensure controls in place are effective and understood by all team members, PPE is appropriate, and all necessary steps have been taken. Monitor controls for effectiveness.
L – Low Risk	Manage by routine procedures	Ensure controls are in place, PPE is appropriate, and risks to others have been considered. Monitor controls for effectiveness.

EMERGENCY PLAN (Complete only if you do not have a task specific permit issued).

--	--

TALE-GATE MEETING (Daily Issues, Concerns and Preventions)

--	--

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

NAME (Please Print)	SIGNED	NAME (Please Print)	SIGNED



ISOLATIONS CERTIFICATE

The Permit Issuer is responsible for ensuring that all relevant sections of the Isolation Certificate are completed before authorising the Permit.

Equipment to be isolated:				
Reason for Isolation:				
Certificate Receiver (Name):			Signed:	
Receiver Phone No. (Mobile):			Signed	Final Close Out Date:
Certificate Issuer (SP Supervisor Name):				

Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team.
 Add these to the main Permit with the date, risk assessment and minimising controls.

ISOLATIONS REQUIRED (drawing may be required, establish all isolation points, methods of draining, de-pressuring, &venting)

TYPE:						DATE:	DATE:	
STEP/ACTION	Select Isolation equipment*					Isolated By	Verified By	Removed By
	1	2	3	4	5			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Isolation Equipment used*: 1 - Padlock; 2 - multi-hasps; 3 - tag; 4 - wedge/ chock; 5 - other: (specify)

Sketch Isolations where required

EMERGENCY PLAN



WORKING AT HEIGHTS PERMIT

Permit Receiver (Name):		Signed:	
Permit Receiver Phone No. (Mobile):			
Heights Training Sighted:	<input type="checkbox"/> Yes <input type="checkbox"/> No (all performing the task e.g., using ladder etc.)		
Permit Issuer (SP 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:				
Issuer:				
Daily close out				

Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team.
 Add these to the **main Permit with the date, risk assessment and minimising controls.**

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 / N
Has area been signed and barricaded off from passing vehicles and or people entering area	Y / N	Are walkways, platforms, or boards in place for work on fragile roofs (including within ceilings)	Y / N
Do operators hold correct unit standard training	Y / N	Are voids or skylights on the roof	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 other stakeholders in neighbouring areas (workers or contractors etc.)	Y / N	Are work positioning or fall arrest systems in place where work will be within 2m of the edge	Y / N
Are lanyards or other measures in place to prevent tools and equipment falling from heights	Y / N	ELEVATED WORK PLATFORMS (incl., scissor lifts, man cages, cheery pickers etc)	
Is area free from other hazards such as power lines (e.g., 4m away power lines)	Y / N	Does the EWP hold current certification and the rated lifting capacity is clearly marked	Y / N
Harness/lanyard required or life vest if over water	Y / N	Harness and lanyard are worn and attached to a certified anchor point	Y / N
A rescue plan is required (print below)	Y / N	Has gradient, height, access, load, and ground surface been assessed when considering EWP type	Y / N
LADDERS		Does person hold qualification to operate EWP	Y / N
Is ladder rated for industrial use, labelled as complying with AS/NZ 1892 and in good working condition i.e., structurally sound, free of defects, not covered in chemical/other materials.	Y / N	SCAFFOLD	
		If fixed scaffolding it must be erected by a certified scaffolder / company	Y / N
Is ladder secured against sliding top and bottom and surface supporting ladder is secure	Y / N	If mobile scaffolding it must be erected by a competent person but cannot exceed 5 meters	Y / N
Is ladder set to 4:1 ratio and extends 1m beyond step off point	Y / N	Is re-checked by certified scaffolder following severe weather, earthquake, or impact from mobile plant	Y / N
Is side loading work (e.g., drilling through solid materials) expected from a stepladder (a-frame)	Y / N	Has gradient, height, access, load, and ground surface been assessed when considering scaffold type	Y / N
Is ladder long enough for the job, allowing to work from the third step without overreaching and maintaining three points of contact.	Y / N	Can a person fall more than 5m from scaffolds or it is a suspended scaffold, then it should be notified to Maritime as particularly hazardous work.	Y / N

Rescue Plan:	
Rescue Diagram:	

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

ROOF PITCHES, SKYLIGHTS, AND INSTALLED SAFETY SYSTEMS (FOR YOUR INFORMATION):						
SP's Buildings	Pitch	Clear lite	SP's Buildings	Pitch	Clear lite	
Shed 1&2	11	NO	Container terminal building (R&D)	6	YES	
Shed 3	11	YES	Forklift repair shed	20	YES	
Shed 3A + 3B	7.5	YES	Cold store 1	4.5	NO	
Shed 3C Canopy	5	YES	Cold store 2	6.5	NO	
Shed 4	7.5	YES	Cold store 3	5	NO	
Shed 5	7	NO	Cold store engine room	5	NO	
Shed 7 (Installed: roof ladder with guards/cage to access an anchorage point with horizontal lifeline)	19.6	YES	Pneumatics Syncrolift shed	45	NO	
			South Syncrolift shed	30	YES	
			Admin building	12		
<input type="checkbox"/> Higher pitched roofs requiring work positioning or fall arrest systems						
<input type="checkbox"/> If voids or skylights are on the roof, they should be barricaded, and work should be positioned away from them.						



EXCAVATION / PENETRATION PERMIT

PTW Receiver (Name):		Signed:	
Receiver Phone No. (Mobile):			
PTW Issuer (Infrastructure Dept Only)		Signed	Close out

Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team.
 Add these to the main Permit with the date, risk assessment and minimising controls.

General Requirements:

Sides are battered to minimum 1H by 1V gradient	Y / N	No excavations below the foundations of any adjacent structure without specialist engineer approval	Y / N
Sides are bench cut (maximum bench 1.5m)	Y / N	Services location map is attached or sketched on reverse of page	Y / N
Sides are protected with trench shields or shoring	Y / N	Potential for harmful gases to accumulate in trench, gas testing required, no smoking	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 potholes 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 event such as rain / earthquake	Y / N		Y / N

Emergency Rescue plan:	

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

Name	Signature	Name	Signature



CRITICAL SYSTEM IMPAIRMENT PERMIT

Do you require any isolations?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, please also complete an Isolations Certificate .		
Has insurance been notified?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Permit Issuer should notify Infrastructure Team every time this permit is issued.		
Have affected parties been notified?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Certificate Receiver (Name):			Signed:	
Receiver Phone No. (Mobile):			Final Close Out Date:	
Certificate Issuer (SP Supervisor Name)		Signed		

Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team.
Add these to the **main Permit with the date, risk assessment and minimising controls.**

Identify below what Critical Systems you will be disabling

Systems Affected:	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> Other ...
	<input type="checkbox"/> Water Main	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Chemical Alarm	<input type="checkbox"/> ...
	<input type="checkbox"/> Cameras	<input type="checkbox"/> Navigation lights	<input type="checkbox"/> Backup generator	<input type="checkbox"/> ...
	<input type="checkbox"/> Security system	<input type="checkbox"/> Radios	<input type="checkbox"/> Evacuation alarms	<input type="checkbox"/> ...
Type of Work:	<input type="checkbox"/> Installation	<input type="checkbox"/> Replacement	<input type="checkbox"/> Upgrade	<input type="checkbox"/> ...
	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Service	<input type="checkbox"/> Other	<input type="checkbox"/> ...

	DATE:	DATE:
Describe Step/Action	System Reinstated By	Checked By

Note: only one fire operation system shall be disabled in a site, plant, or area at any one time. Where an audible alarm is to be disabled as suitable alternative alarm device must be provided until the original alarm has been reinstated.

EMERGENCY PLAN



CONFINED SPACE ENTRY PERMIT

Job Location:		Date:	
Work/Task/Project Description:			
Company:			
Permit Receiver (Name):		Signed:	
Confined Space Training ID #			
Receiver Phone No. (Mobile):			
Permit Issuer (SP Supervisor Name)		Signed	Close out

EMERGENCY RESCUE PLANS

Rescue Situation

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 sludges?	Y / N	Has "hazardous work" form been completed?	Y / N

ISOLATIONS REQUIRED (drawing may be required, establish all isolation points, methods of draining, de-pressuring, & 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)	OXYGEN 19.5 - 23.5%	LEL <5% refer SDS	CO <25 ppm	H2S <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	Signature	Name	Signature



HOT WORK PERMIT

Permit Receiver (Name):		Signed:	
Receiver Phone No. (Mobile):			
Permit Issuer (South Port Supervisor 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:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Issuer:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team. Add these to the main Permit with the date, risk assessment and minimising controls.				

Within 10 meters of work area		Work on walls, floors, ceilings, equipment & enclosed plant (e.g. tanks, containers, ducts, dust collectors)	
Ensure there are no combustible liquids, gases, dusts	Y / N	Concealed or enclosed spaces are inspected for combustible materials or linings and material is removed or protected accordingly	Y / N
Combustibles that cannot be moved are covered with flame proof covers or guards	Y / N	Combustibles materials are moved at least 10m away from walls where heat could be conducted	Y / N
Floors are swept clean to remove combustibles	Y / N	Construction materials are non-combustible	Y / N
Combustible floors are wet down or covered with damp sand	Y / N	Machinery & equipment is cleaned of combustible residue	Y / N
All floor, wall & ceiling openings are covered	Y / N	Enclosed plant/tanks are purged of flammable vapours	Y / N
Covers are suspended beneath elevated work to catch sparks if there are combustible materials below	Y / N	Work area is adequately ventilated	Y / N
Fire watch person required to monitor adjacent area during work	Y / N	Confined space permit is required	Y / N
GENERAL PRECAUTIONS			
Smoke detectors or thermal detectors have been isolated. Insurance company has been notified	Y / N	Barricading and/or signage is required	Y / N
Fire extinguishers and/or hose reels are immediately available	Y / N	Other personnel in vicinity have been notified of hot work	Y / N
Location of fire alarm call point and fire exits is known	Y / N	Correct PPE, welding jacket, full length gloves, safety goggles etc.	Y / N
Other requirements:			
The work area has been monitored by contractor for 60 mins following completion of work and inspected at completion by Permit Issuer – smoke/thermal detectors re-activated			
Date:	/ /	/ /	/ /
Time:			
Receiver close out:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Issuer close out:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>

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

Name	Signature	Name	Signature

EMERGENCY PLAN

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 used if hot work near panels.	Y / N	Secure fixings using adhesives (water based where possible) or mechanical fasteners.	Y / N
Where panels need to be cut only cold cutting methods such as shearing (hand operated tools), low speed drills or hand tools are used.	Y / N	Smoking and other ignition sources are not permitted during work on panels.	Y / N
Dispose of any panel off-cuts immediately. Waste panel material must be disposed of outside of building in a suitable waste bin located at least 10m from the building.	Y / N	Pipe penetrations or exposed core should be sealed with a metal facing clamped or riveted onto the metal face of the panel	Y / N
Other requirements:			

The work area has been continuously monitored by contractor for 120 mins following completion of work and inspected at completion by permit issuer – <i>smoke/thermal detectors re-activated</i>					
Date:	/ /	/ /	/ /	/ /	/ /
Time:					
Receiver close out:	<i>Sign Here</i>		<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Issuer close out:	<i>Sign Here</i>		<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>



DIVING PERMIT

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

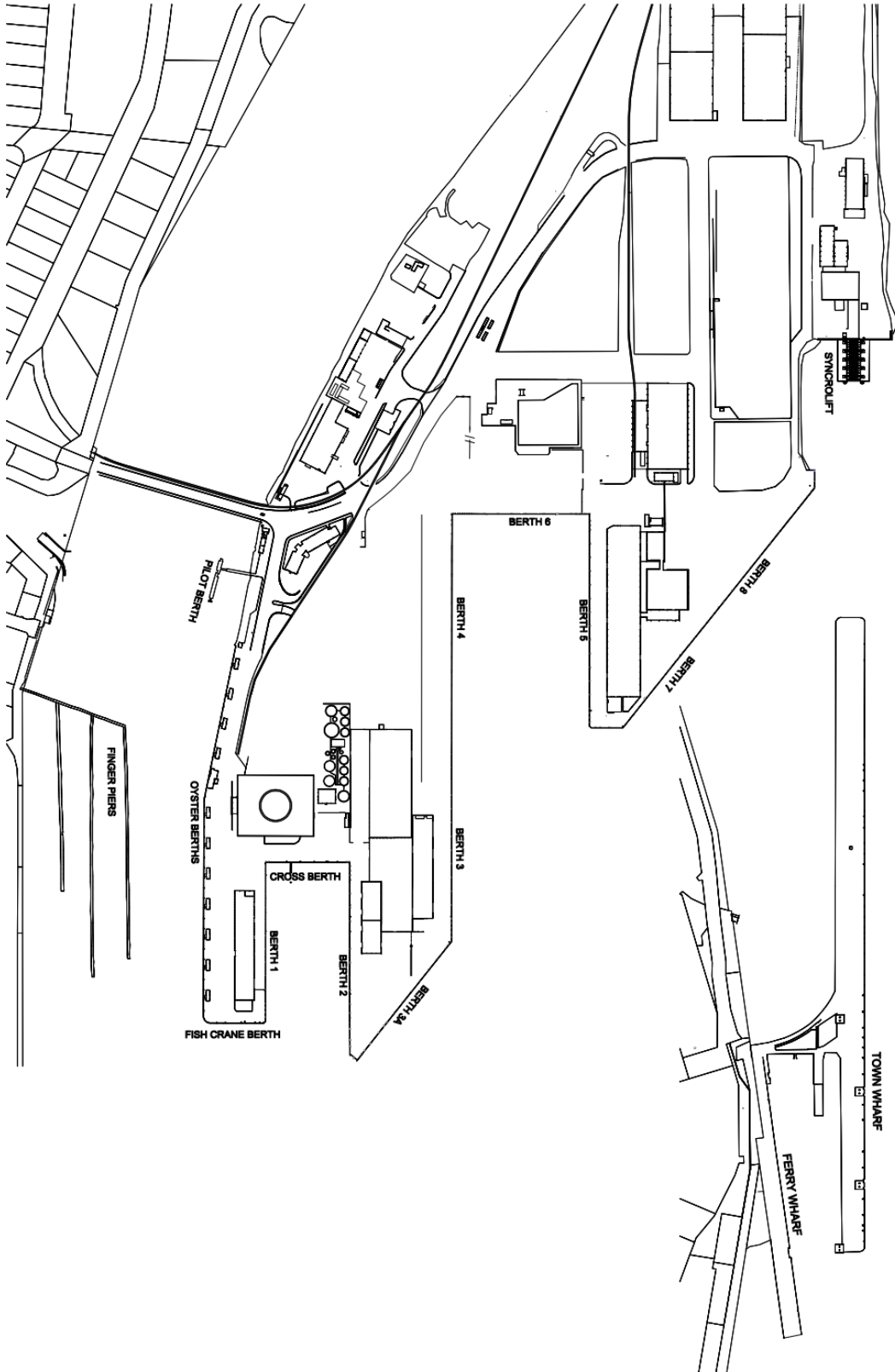
Job Location: (map on page 2)		Date & Time:	
Detailed Project Description:			
Company:			
Permit Receiver (Name):		Signed:	
Receiver Phone No. (Mobile):			
Permit Issuer (South Port Supervisor Name):		Signed:	Close out:

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start & end of each day)				
	Day 2	Day 3	Day 4	Day 5
Date:	/ /	/ /	/ /	/ /
Receiver:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Issuer:	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>	<i>Sign Here</i>
Daily close out				
Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team. Add these to the main Permit with the date, risk assessment and minimising controls.				

General Requirements:
Dive Supervisor to submit Diving Permit to marine@southport.co.nz 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: <ul style="list-style-type: none"> • Checking the shipping schedule https://southport.co.nz/marine-services#shipping_movements • 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

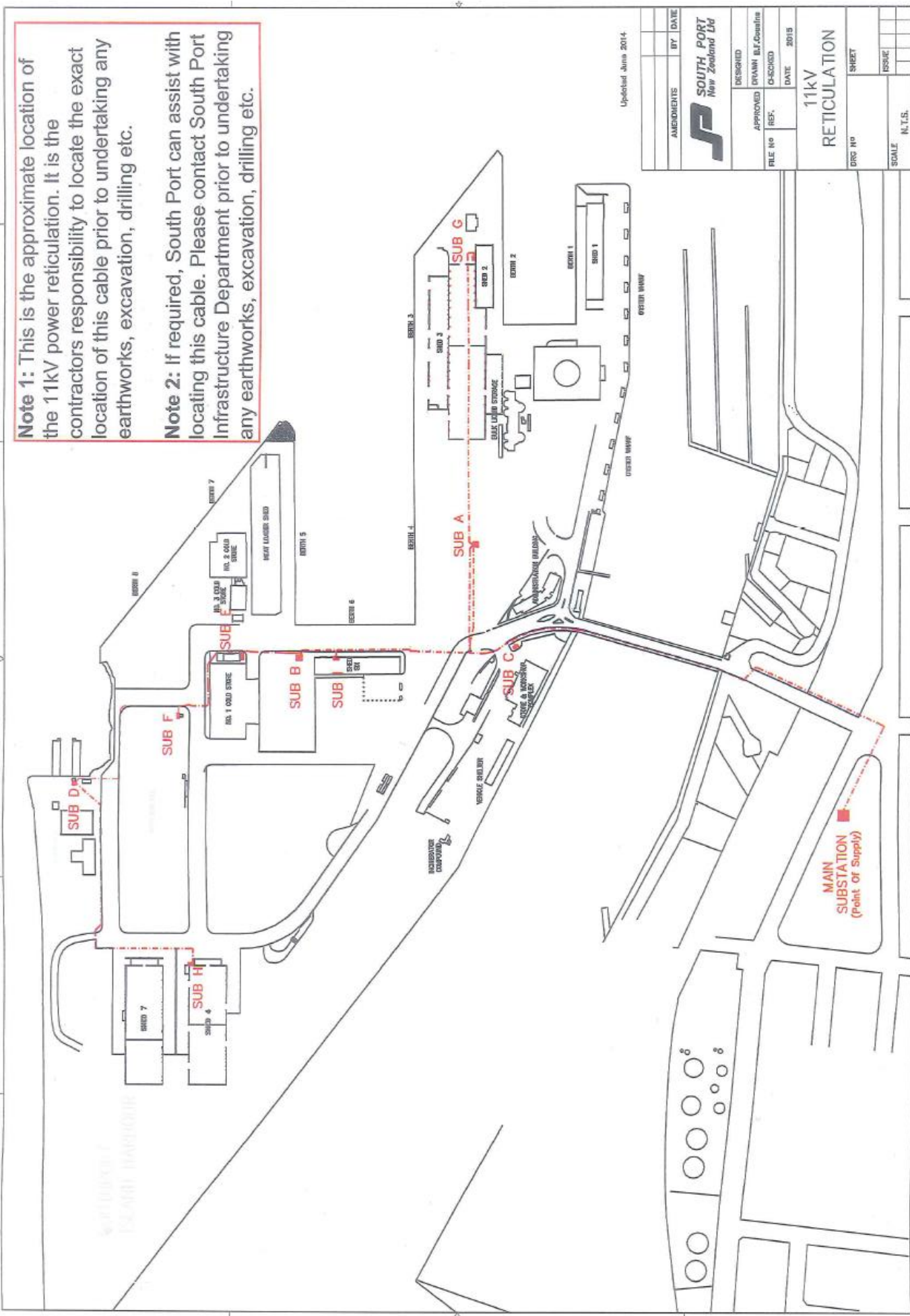
PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT

Name	Signature	Name	Signature



Note 1: This is the approximate location of the 11kV power reticulation. It is the contractors responsibility to locate the exact location of this cable prior to undertaking any earthworks, excavation, drilling etc.

Note 2: If required, South Port can assist with locating this cable. Please contact South Port Infrastructure Department prior to undertaking any earthworks, excavation, drilling etc.



Updated June 2014.

AMENDMENTS	BY	DATE

	DESIGNED	
	APPROVED	
FILE NO	REF.	C-SKETCH
DATE	2015	

11kV	
RETICULATION	
DWG NO	SHEET
SCALE	M.T.S.