

POL EWP + Vessels Permit To Work (Elevated Work Platform)



Information for Shipping Agents

Version 2.3

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1. Background

The use of Elevated Work Platforms by Cruise Ships at Port Otago Limited is controlled under Port Otago Limited Permit to Work system and industry standards.

In August 2014 the Ministry of Business Innovation and Employment in conjunction with the regulator Work Safe New Zealand released a Best Practice Guidelines covering the Operation and Equipment, "Elevated Work Platforms".

A review of this Best Practice Guideline by Port Otago Limited identified two key requirements:

1. Qualified Elevated Work Platform Operators - Certification, Training and Competency.
2. Certification to NZ Standards of the Elevated Work Platform Equipment.

Work Safe New Zealand Best Practice Guidelines



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

2. Application for EWP Permit to Work from Ship's Agent

A request from the Ship's Agent for a Port Otago Limited Permit to Work to operate an "Elevated Work Platform," is to be made to Port Otago Limited **Marine – Duty Pilot** at least 24 hours prior to the commencement of work.

The request can be made by utilising the **Marine - Duty Pilots** email distribution list and must include a completed Request for a Permit to Work on Port Otago Ltd Wharfs Checklist.

The request will be on behalf of the Shipping Operator and will need to clearly identify the person(s) who will be operating and in charge of the use of the, "Elevated Work Platform," work.

Email: pilots@portotago.co.nz

Telephone: +64 3 472 9883

Port Otago Ltd

PO Box 8,
Port Chalmers 9023,
New Zealand

3. The Operator of the Elevated Work Platform

CRUISE SHIP OPERATOR'S of Elevated Work Platforms will need to complete and return to Port Otago Limited Duty Pilot the following;

1. A Port Otago Limited Working at Heights Permit incorporating an Emergency Plan:
2. Evidence of a NZ certified Elevated Work Platform Qualification

or

A recognised International Equivalent Qualification.

3. Evidence of the NZ Certified Elevated Work Platform Equipment (available from the equipment hirer)

ALL OTHER PERSONS conducting work on Port Otago Limited property must comply with the standard Health & Safety, Security and Operational requirements:

1. Satisfactorily complete the Port Otago Limited online contractor's induction which can be located on the Port Otago Limited Website:

www.portotago.co.nz located under Health & Safety Induction

2. Obtain a Port Otago Terminal Pass for work taking place on the Port Otago Terminal Area.

4. Hire of Equipment Elevated Work Platform

Elevated Work Platform equipment hire can be arranged with a number of local Dunedin companies. The Equipment hired will need to comply with the current New Zealand Standards and be certified fit for use.

The hire company will provide documented evidence of Certification of the Elevated Work Platform.

A copy of this documentation will need to be attached to the request for a Port Otago Limited Permit to Work for the use of Elevated Work Platforms.

Smart Lift Ltd, Dunedin

Bus: 0508 762 785

Mobile: 021 947 192

Email: gavin@smartlift.co.nz

Physical Location

65 Ward Street,
Dunedin 9016

www.smartlift.co.nz

Hire Pool, Dunedin

Bus: 03 471 9747

Mobile: 027 587 8066

Email: shane.seward@hirepool.co.nz

Physical Location

66 Cumberland Street
Dunedin, Otago, 9047

www.hirepool.co.nz

5. Application for Permit to Work on Port Otago Limited Wharfs - Checklist

TO BE COMPLETED BY THE SHIP'S AGENT AND SENT TO THE PORT OTAGO LTD MARINE DUTY PILOT (24 hours prior to Work Start)

Email: pilots@portotago.co.nz

Telephone: +64 3 472 7883

Vessel Name: _____ Date Permit Required: __/__/__

Berth: _____

Brief Description of work: _____

This Checklist is designed to assist the Ship's Agent to ensure all the required information is supplied at the time of Request for a Permit to Work to Port Otago **Marine – Duty Pilot**

- Completed Working at Heights Permit Attached
(Nominated Person from the Cruise Ship to Complete and Supply)

- Copy of Evidence of NZ certified EWP Platform Qualification
Or Recognised International Equivalent (Nominated Person from Cruise Ship to Supply)

- Copy of Evidence of NZ Certified EWP Platform Equipment
(Obtained and supplied by equipment hire company)

- Obtain a Port Otago Terminal Pass for work taking place on the Port Otago Terminal Area

Checklist Completed by Ship's Agent _____ Dated __/__/__

6. Approval of Permit to Work

On receipt of the completed request for Permit to Work information from the Ship's Agent a Port Otago Limited Permit to Work can be approved by the **Marine – Duty Pilot** as the authorised competent person at Port Otago Limited.

The Port Otago Limited Permit to Work will be issued to the person nominated by the Cruise Ship.

This person will assume the responsibility for the safe operation of the Elevated Work Platform as the person in charge of the work activity being performed.