

# POL Permit to Work



## Information for Shipping Agents

**Version 1.0**

March 2016

## Introduction

The objective of the Permit to Work process is to ensure Port Otago Limited and its operational Staff, Contractors and their Sub Contractors maintain and utilize a rigorous process for identifying and mitigating workplace hazards when work is performed.

Permit to Work forms can be used for any task, large or small, where hazard identification and additional control are desired.

POL Permit to Work permitting procedures will provide a framework for issuing work-authorization permits for the installation, servicing and maintenance of equipment or other non-routine or specialised work.

The permit process can be used to carry safe work practices at any place of employment beyond minimum compliance requirements and will assist Port Otago Limited to satisfy compliance requirements.

### Permit to Work

Used any time there is an identified need to minimize risk to employees and equipment through hazard identification and control.

## Task Specific Permit Types

<b>Dive Permit</b>	Authorization of all dives performed within 200m of any Port Otago Limited facility including Wharfs, Navigation Aids, and the like.
<b>Immobilisation Permit</b>	Authorization to perform Vessel Immobilisation
<b>Hull Painting Permit</b>	Authorization to conduct hull painting activities whilst alongside a Port Otago Limited Wharf
<b>Life Boat Recovery Permit</b>	Authorization to conduct Life Boat Recovery Exercises activities whilst alongside a Port Otago Limited Wharf

## Job Safety Analysis

<b>Job Safety Analysis</b>	Document risks & controls associated with any work performed. The JSA is normally used with all work-authorization permits and can be used to supplement operating procedures.
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## **Roles & Responsibilities**

### **Permit Applicants**

1. Have knowledge of the type and scope of work being requested to be performed
2. Generate a Permit to Work or other work-authorization permits utilizing information on a job safety analysis (JSA) if applicable
3. Ensure appropriate permits are utilized based on the scope of work
4. Ensure knowledgeable personnel are involved in assessing hazards and identifying controls to mitigate risk to the work crew
5. Ensure proper close-out of the permit with the Permit Approver

### **Permit Approver**

1. Have knowledge of the type and scope of work to be performed
2. Review JSA and work-authorization permits with Permit Applicant and any other staff involved to ensure all hazards and controls have been identified
3. Ensure appropriate permits are utilized base on the scope of work
4. Review the key aspects of the job with the Permit Applicant and any other staff involved to validate permit conditions as close to the work start time as practical (within one hour is recommended to minimize risk of unknown changes to job site)

### **Job Safety Analysis (JSA)**

The job safety analysis (JSA) is the foundation document for assessing risk associated with any type of work performed. The JSA is intended to drive the safe work permitting process.


The simple, yet highly-effective, form should be used to identify the risk associated with the specific job and controls to be used to mitigate the hazards. The JSA can be used for standard operating procedures and maintenance procedures as well as safe work permits.

**Basic How to Guide:**

**Step 1:**

Identify the type of Permit required:

I.e.; Dive, Immobilisation,  
Hull Panting....



**POL Dive Permit** v.2.0  
On Board – On Shore – On Line

Permit Code  
**5000**

**THE APPLICANT SHALL COMPLETE ALL SECTIONS, SIGN AND SUBMIT TO PORT OTAGO MARINE DUTY PILOT FOR APPROVAL AT LEAST 24 HOURS PRIOR TO WORK.**

Applicant Checklist has been reviewed with the applicant prior to the commencement of work

**NOTE: ALL DIVES WITHIN 200M OF A PORT OTAGO LIMITED FACILITY INCLUDING NAVIGATION AIDS, WHARF FACILITIES AND THE LIKE REQUIRE A DIVE PERMIT**

**SECTION 1: GENERAL**


Applicant Company / Agent : \_\_\_\_\_ Location / Berth / Vessel \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email / Fax: \_\_\_\_\_  
 Diving Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Diver / Supervisor in Charge of Dive: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email / Fax: \_\_\_\_\_  
 Approval Valid From: \_\_\_\_\_ (Hrs) Date: \_\_\_\_\_ To: \_\_\_\_\_ (Hrs) Date: \_\_\_\_\_

**Description Of Work**

Type of Dive:     Commercial     Scientific     Other

Equipment/ Personnel: \_\_\_\_\_

NOTE: For Nav Aid location attach a marked up extract of the relevant marine chart to this Approval.  
For other facilities indicate location on diagram D1 or D2 below:



**Step 2:**

**Complete the general information:** - including who is applying for a Permit Approval and the details of Location / Vessel / Contact Details

**SECTION 1: GENERAL**

Applicant Company / Agent : \_\_\_\_\_ Location / Berth / Vessel \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email / Fax: \_\_\_\_\_  
 Diving Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Diver / Supervisor in Charge of Dive: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email / Fax: \_\_\_\_\_  
 Approval Valid From: \_\_\_\_\_ (Hrs) Date: \_\_\_\_\_ To: \_\_\_\_\_ (Hrs) Date: \_\_\_\_\_

### Step 3:

Identify if the Dive work: - will include any of the follow from the checklist

SECTION 2: PERMIT PRECAUTIONS CHECKLIST			
Does the work involve:	Y	N	N/A
Excavation, cutting, drilling, penetrating ground by more than 100mm, or drilling into walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with potential to generate heat or spark, (e.g. welding, cutting, grinding, abrasive blasting etc.) result in fire associated with equipment, vessels, or structures in vicinity incl fire associated with other operations e.g. bunkering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abrasive blasting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any space not designed for normal work, where rescue may be difficult e.g. VOID SPACES, Internal Vessel Structures, within tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Voltage (HV) incl entry to any signed HV space or cabinet. 240V electricity which cannot be isolated. Sewer or sewage systems, gas or high pressure water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on Port Otago Limited operational areas requiring decreased speed limits or use of safety barriers or has the potential to impact traffic flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling dangerous goods (DG) incl DG transported onto or off Port Otago Limited land transported onto or loaded onto or off vessels, or in transit on vessels in Port?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of native vegetation, work in or near a previously undisturbed area or within a Protected Marine Environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Step 4:

Review and identify: - any Permit Conditions that need to be met

SECTION 3: PERMIT CONDITIONS			
	Y	N	N/A
Completed Port Otago Limited Contractor Induction for all Divers and Supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barricades and warning signage are to be in place at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoses, electrical leads and equipment have been tested / tagged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Diving operations will be carried out in accordance AS/NZS 2299.1:2007 and any other relevant Government Laws, Regulations or Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All dive equipment is serviceable and in current survey / certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dive Supervisor will monitor VHF CH14 & 16 for vessel traffic around dive site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dive Supervisor will notify Port Otago Limited Harbour Control (VHF CH 14) on 03 472 9882 of Commencement and Completion of each dive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All divers, standby divers and supervisors will have current medicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of divers licenses to be available on inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 5:**

**Confirm:** - that any or all of the following have been completed.

SECTION 4: REQUIRED PERMIT DOCUMENTATION			
	Y	N	N/A
JHA / JSA has been prepared for the works, if not, provide explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dive plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Evacuation Procedure / Safety Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 6:**

**Complete the information:** - regarding diver's names, Qualifications held.

SECTION 5: DIVER'S NAMES & LEVEL OF QUALIFICATION HELD	



## Step 10:

**On receipt of Email:** - the Port Otago Limited Duty Pilot will reply with an email either confirming Approval or requesting additional information / special conditions.

## Step 11:

**On completion of the work:** - the Applicant or Authorised Representative to sign as per Section 7: and provide evidence of same to Duty Pilot Port Otago limited

### SECTION 7: PERMIT CLOSE OFF

The work has been completed and all persons who had a role in carrying out the work, materials and equipment have been withdrawn. The work area has been made safe and all operational activities can resume

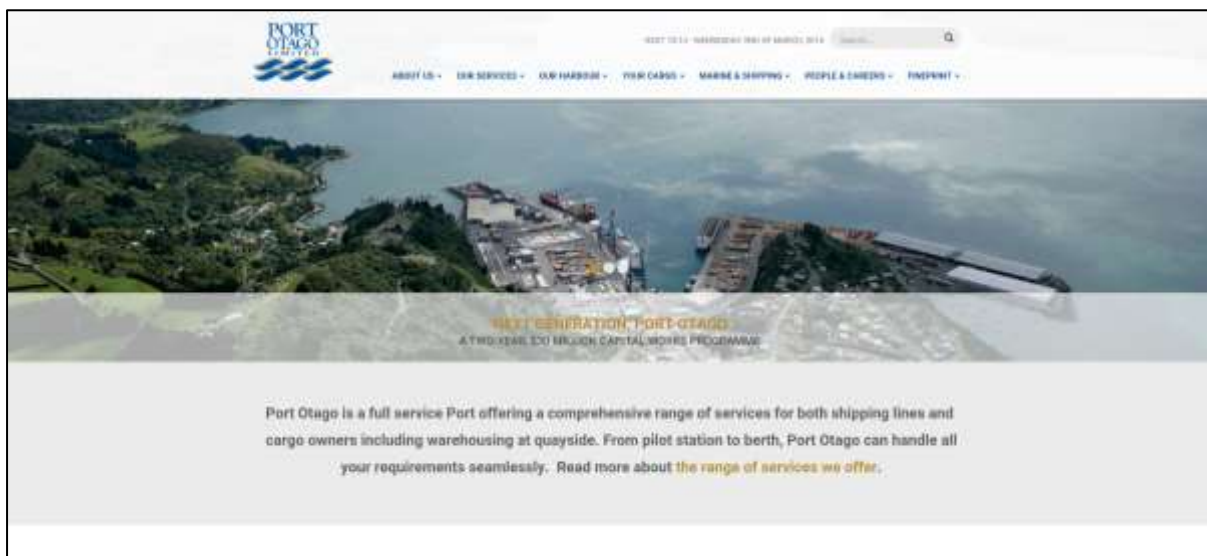
Authorised Representative of Applicant Signed OR  Company in Charge of Works Signed

_____	_____	_____
(Name)	(Signature + Title)	(Date)
<b>Permit Authoriser:</b>		
_____	_____	_____
(Name)	(Signature + Title)	(Date)

## Additional Support:

Permit Forms and Documents including this guide are located on the Port Otago Limited Website and can be accessed via the internet or by following this link

<https://www.portotago.co.nz/>



If additional support is required contact Port Otago Limited on **03 472 9882** ask to speak to the **Duty Pilot**.



## Definitions

**Competent Person** - one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Confined Space** – Refers to a space that:

- Has limited or restricted means of entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that can have limited means of entry).
- Is not designed for continuous employee occupancy.
- Is large enough and configured so that a person can bodily enter and perform assigned work.

**Working at Heights / Critical Lift** – For the purpose of this procedure, a critical lift refers to a lift of material or personnel where potential hazards related to the work or surrounding areas are significant. Examples include lifts over or near electric lines, process chemical pipes, steam pipes, compressed air lines, pressure vessels, chemical storage, occupied areas etc.

**Entry** – The action by which a person passes through an opening into a Confined Space. Entry includes ensuing work activities in the space, and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

**Entry Permit** – The written Permit to Work with a separate Confined Space Permit completed.

**Entry Supervisor / Standby** – The person, such as the employer, foreman, or crew chief, responsible for determining if acceptable Entry conditions are present at a Permit-Required Confined Space where Entry is planned, for authorizing entry and overseeing entry operations, and for terminating Entry as required.

**Dive Supervisor** – A suitably qualified and competent person as part of the Dive Team who will be responsible for determining if acceptable safe Dive conditions are present overseeing Dive operations, and for terminating the Dive as required.

**Hot Work** – Any work that contributes a direct source of ignition within an area that contains flammable and/or combustible materials, which are available to ignite. Cutting, welding, grinding, heat-treating, jack-hammer operations, power tools, abrasive blasting and other similar activities that can result in a flame or spark being generated, as well as non-rated vehicle entry into electrically-classified process areas.

**Isolation** – The process by which hazardous energy sources are removed or controlled or the identified hazards of a work area are controlled or mitigated.