



Yard Safe

The purpose of the **ORAMS YARD SAFE** booklet is to detail the Health and Safety standards and responsibilities for all Staff and Contractors working in the Orams Marine Services Ltd yard, 152 Beaumont Street, Westhaven, Auckland.

Revision 5

Date of Issue: 4 April 2016

Date of review: No later than 1 year from Issue

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Orams Marine Services Safety Policy

This Health and Safety Policy (Orams Yard Safe) has been written to show that the management of **Orams Marine Services Ltd (OMS)** is committed to providing and maintaining a Safe and Healthy working environment for all Employees, Visitors and Contractors/subcontractors using this premises as a place of work or visiting on business.

The management of **OMS** is committed to meeting all obligations and requirements under the Health and Safety at Work Act 2015, including all relevant Codes of Practice, Standards or Guidelines.

The management of **OMS** is committed to operating and maintaining a compliant, up to date, Occupational Health and Safety Management System.

In fulfilling the above aims, the management of **OMS** is committed to regular consultation on Health and Safety matters with Employees and their representatives, supervisors, H&S Officers, H&S committees, Contractors, subcontractors, Suppliers, Clients, and Independent experts.

All Employees, Visitors and Contractors/subcontractors using these premises as a place of work or visiting on business is expected to share in the commitment to Workplace Health and Safety.

All Employees, Visitors and Contractors/subcontractors will:

1. Following all safe work procedures, rules and instructions.
2. Properly provide as appropriate and use all safety equipment and clothing provided.
3. Reporting all Incidents, injuries and Hazards to the appropriate OMS contact.

This Health and Safety Policy will be reviewed on an annual basis, or sooner if required, to take in to account any changes to legislation and/or changes to **OMS** policy.

Signed: _____

(Managing Director)

Date: _____

4 APRIL 2016

1. General

- 1.1. All Contractors working either within Orams Marine Services Ltd (OMS) yard, 152 Beaumont street, Westhaven, Auckland or working on behalf of OMS onboard any other vessel in any other location in New Zealand, are to comply with Health and Safety at Work Act 2015 and all subsequent amendments at all times.
- 1.2. The Contractor agrees that by completing the requirements of the OMS YARD SAFE program that the Contractor, and all employees, agents and invitees of the Contractor conduct themselves in accordance with the conditions of this Yard Safe document.
- 1.3. Non-compliance with this document may result in access to the OMS Yard being denied or restricted.

2. Important phone numbers

- | | |
|-----------------------------------|-------------------------------|
| 2.1. Fire, Ambulance or Police | 111 |
| 2.2. Orams Marine services office | (09) 303 9999 |
| 2.3. Orams Marina & Boat Park | (09) 308 7806 |
| 2.4. Auckland Harbour Master | (09) 362 0397, ext. 0 (24hrs) |
| 2.5. National Poisons Centre | (03) 474 7000 |

3. Fire

- 3.1. If you discover a fire:
 - 3.1.1. Attempt to extinguish the fire if it is safe to do so. Ensure you use correct extinguisher for nature of the fire
 - 3.1.2. Activate the alarm
 - 3.1.3. Call the Fire service (dial 111 from your cell phone, or 1-111 from a yard land line)
 - 3.1.4. Once an alarm has sounded all staff are to evacuate the area, building or vessel immediately and assemble at the muster point.
- 3.2. All persons must take all necessary precautions against the outbreak of fire and make themselves familiar with the location of firefighting equipment and fire evacuation plans.
- 3.3. All subcontractors are to carry in their vehicles a fire extinguisher.
- 3.4. All Contractors are to use a fire permit approved by OMS when carrying out hot works (see section 19)
- 3.5. As part of the hot work permit system, Contractors are to ensure the correct type of fire extinguisher is provided for the safety person to use.
- 3.6. Fire hoses are not to be used for any purposes other than firefighting.

4. Muster points

- 4.1. In the event of a fire alarm sounding, the yard muster point is Beaumont Street opposite AES.
- 4.2. The fire wardens are to ensure all personnel are accounted for and advise the fire service of any missing persons.
- 4.3. Remain at the muster point until the all clear is given by the Fire Warden.

5. First aid

- 5.1. First aid kits are located in the store, the main office and travel hoist operations shed. However all Contractors are to carry a first aid kit in their vehicles.
- 5.2. Approved onsite first aider is Jenny Mercer in the reception.

6. Personal Protective Equipment & Footwear

- 6.1. All persons must wear the appropriate clothing and personal protection equipment (PPE) for the work they are carrying out at all times.
- 6.2. Enclosed foot wear is to be worn at all times with in the yard.
- 6.3. NO JANDELS are to be worn in the yard.
- 6.4. OMS accepts that shoes are not normally worn onboard yachts. Contractors have the option of wearing booties over their footwear while onboard, or if safe to do so the wearing of bare feet is acceptable while onboard.

7. Hard hats

- 7.1. Hard hats are to be worn at all times when:
 - 7.1.1. Scaffold is being erected, altered or dismantled.
 - 7.1.2. When working with, or in the swing arc of any crane operation.
 - 7.1.3. On the slipway when using the forklift to set up bilge blocks
- 7.2. At all other times the wearing of hard hats is the individuals' responsibility.

8. Reporting of Accidents

- 8.1. All accidents requiring any form of medical treatment (including use of any items from the first aid boxes) are to be reported to OMS reception to be logged in the accident register.
- 8.2. It is a legal requirement not to disturb a serious harm accident scene until clearance is authorised by OMS, except in certain situations, including when persons or property are at risk
- 8.3. A serious harm accident is defined as:
 - 8.3.1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to

infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.

- 8.3.2. Amputation of body part.
- 8.3.3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- 8.3.4. Loss of consciousness from lack of oxygen.
- 8.3.5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
- 8.3.6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

9. Insurance

- 9.1. The Contractor must at all times maintain no less than
 - 9.1.1. Public liability insurance of NZD \$2,000,000.00 **AND**
 - 9.1.2. Ship repairers liability insurance of NZD \$2,000,000
- 9.2. A copy of the valid certificate of insurance must be provided to OMS.

10. Use of forklift & man cage

- 10.1. The OMS fork lift is only to be operated by certified and authorised persons.
- 10.2. The man cage is to be used in accordance with the instruction plate on the Man cage.
- 10.3. A is to be worn when working from the man cage

11. Scissor lifts, cherry pickers & lifting appliances

- 11.1. Any scissor lift, cherry picker or lifting appliance hired by the Contractor, or bought on to the OMS site for working at height is to be suitable for the job it is intended for.
- 11.2. The lifting appliance is only to be operated by certified and authorised personnel.
- 11.3. A harness is to be worn when working at height in any lifting appliance.

12. Ladders & trestles (temporary work platforms)

- 12.1. Temporary work platforms are to be used in accordance with Work Safe New Zealand Fact sheet 5: Temporary work platforms.
- 12.2. It is the responsibility of the user to ensure all ladders, stands and working /walking platforms are in safe working condition, properly seated and stabilized and used only for the purposes it is designed for.
- 12.3. In every case trestles erected in the OMS yard are to be two planks wide. If the planks are more than 1m off the ground, then a guard rail must be fitted 900mm above the plank.

13. Scaffold

- 13.1. All scaffolding is to be erected in accordance with the "Best practice guideline for scaffolding in New Zealand".
- 13.2. Hard hats are to be worn when scaffold is being erected, altered or dismantled. At all other times the wearing of hard hats on or under the scaffold is the individuals' responsibility.
- 13.3. Scaffold is only to be altered by Certificated Scaffolders.
- 13.4. Scaffold is to be used only if the scaffold safety tag is displayed and current.
- 13.5. If any noticeable fault with the scaffold is to be reported to OMS staff immediately.
- 13.6. Note; the term "scaffold" refers to fixed tube & clip scaffold or Aluminium tower type scaffold over 5m high.
- 13.7. Aluminium tower type scaffold under 5m high can only be erected by a competent person.

14. Lifelines, handrails and/or stanchions

- 14.1. It is the responsibility of the Vessel Owner (or their Representative) to ensure that lifelines, handrails and/or stanchions as fitted to the vessel are a safe height for the tasks that are to be carried out while in the yard.
- 14.2. If a Vessel Owner, their Representative, a crew member, Yard staff or a contractor carrying out a task where lifelines, stanchions and/or handrails are to provide protection determines the rails will not provide suitable protection they are to:
 - 14.2.1. Alter or add to the existing lifelines, stanchions and/or handrails to ensure safety, or
 - 14.2.2. Wear an approved harness attached to a suitable hard point on the vessel

15. Oil disposal & spills

- 15.1. Spill kits are located in the main slip shed, on the pier by the sand trap & in the Travel hoist Operations centre.
- 15.2. No contaminants are to be allowed to get into the storm water or the sea. This includes (but is not limited to) dirty bilge water, used oils, fuels, paint or thinners.
- 15.3. All spills are to be reported to an OMS employee.
- 15.4. Any spills into water ways are to be dealt with in accordance with the Resource Management (Marine Pollution) Regulations 1998 and any subsequent amendments.
- 15.5. Waste oil is to be disposed of in the waste oil bin behind the travel hoist operations shed.

16. Disposal of oil filters

- 16.1. All oil filters are to be placed upside down on the rack above the waste oil bin behind the travel hoist operations shed.

17. Wet sanding, sand blasting & antifouling onsite

- 17.1. Sanding of any antifoul must be by Wet Sanding. No dry sanding allowed
- 17.2. Antifoul may only be rolled in the yard, unless applied by OMS approved applicator.

17.3. Written approval from a Project Manager or the Yard Manager must be received before any sand blasting or steel grinding is carried out in the yard.

18. Acroprops & blocks

18.1. Acroprops, supporting blocks or cores are not to be moved under a vessel unless approval is given by the Slipmaster.

19. Hot work permits

- 19.1. Hot work permits (HWP) are to be used for all open flame work including but not limited to:
 - 1.1.1. Welding
 - 1.1.2. Gas cutting
 - 1.1.3. Using naked flames i.e. sweating components off (propeller hubs) or Shrinkwrap guns.
 - 1.1.4. Brazing refrigeration pipes
 - 1.1.5. Open flame heaters
- 19.2. Contractors are to provide HWP which is to be approved by OMS before initial use. As a minimum standard, a hot work permit must contain the details as called for in the OMS Hot work Permit attached at the end of this document
- 19.3. A copy of the OMS HWP can be obtained from the OMS office if required.
- 19.4. Hazard boards to be updated when HWP opened and closed
- 19.5. On opening or closing of HWP OMS staff are to be advised

20. Confined space permits

- 20.1. A confined space is defined as:

“An enclosed or partially enclosed space that is not intended as a place of work. 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.”

- 20.2. Contractors to provide a Confined Space Permit (CSP), which is to be approved by OMS before initial use. As a minimum standard, a CSP permit must contain the details as called for in the OMS CSP attached at the end of this document.
- 20.3. A copy of the OMS CSP can be obtained from the OMS office if required.
- 20.4. Air quality is to be tested at least daily and recorded on the sign in / out sheet.
- 20.5. Sign in & out boards of the confined space are to be used
- 20.6. The Contractor is to update hazard board at the beginning and end of the job.
- 20.7. On opening or closing of CSP, OMS staff are to be advised

21. Crane operations

- 21.1. Crane operations are to be carried out in accordance with the Approved Code of Practice for Cranes, Third Edition.
- 21.2. Prior to the job starting
 - 21.2.1. The crane operator's job docket and JSA is to be completed.
 - 21.2.2. If the complexity of the lift requires, a lift plan is to be completed.

- 21.3. Hard hats are to be worn by all persons involved in the craning activity.
- 21.4. A clear lifting & slewing zone is to be determined, and personnel in the zones are to be kept to a minimum.
- 21.5. If need be, cones, barriers and a safety person are to be placed to prevent other people walking under the lifting and crane slewing zone.

22. Delivery Vehicles onsite

- 22.1. All delivery vehicles onsite are considered as visitors
- 22.2. Vehicles are to be swiped into the yard and escorted to the location they are to be unloaded.
- 22.3. If unloading is via forklift, the forklift operator is to be certified and authorised to operate that machine.
- 22.4. The delivery vehicle is then to be escorted off site.

23. Electrical Safety

- 23.1. The Contractor understands their Obligations under
 - 23.1.1. The electrical Act 1992 and requirements in the safe connection to shore power, and
 - 23.1.2. AS-NZ 3102 with regard to the safe use of power leads, RCD and power distribution.

24. Bunkering operations

- 24.1. The Contractor is to ensure Harbour Masters office is advised of the operation prior to commencing (ref Clause 52 of the Auckland Council Navigation safety Bylaw 2014 and Controls).
- 24.2. Oil transfer spill prevention check list to be complete and copied to the Auckland Harbour Master, the Vessels Captain, and OMS.

25. Smoking

- 25.1. Smoking is not permitted:
 - 25.1.1. In any building
 - 25.1.2. Under any vessel
 - 25.1.3. On scaffold (including during erecting or dismantling)
 - 25.1.4. At any time in the area covered by a Hot work Permit.

26. Drugs and Alcohol

- 26.1. Drugs (excluding over the counter and prescription medicines) are forbidden on company premises at all times.
- 26.2. Alcohol is not to be consumed onsite without the written authorisation of the Managing Director of OMS.

27. Parking

- 27.1. to allow for the day to day operation of the yard all vehicles parked in the yard are to
 - 27.1.1. Leave their keys in the car, **AND**
 - 27.1.2. Display a contact phone number.
- 27.2. Unless approved by Orams Marine Services, vehicle access and parking on the Hardstand area shall only be for the purposes of:
 - 27.2.1. Delivery or pickup of materials or equipment. Please note the vehicle must not be left unattended for more than 5 minutes
 - 27.2.2. Cranes or vehicles with hoists – whilst being utilized to hoist.
 - 27.2.3. Carrying out the service of a vessel within the yard.
 - 27.2.4. Except in Emergencies, or as authorised by the Orams Marine Services, vehicle access gates to the Hardstand area are to be locked outside advertised trading hours.
- 27.3. OMS reserve the right to remove any vehicle from the yard at any time at the Owners expense.
- 27.4. Holding a tenancy agreement with Orams village does not give parking rights to the OMS yard space. Vehicles parked in the yard for reasons other than those listed in 27.2 shall be liable to be removed from the yard at the Owners expense.

28. Rubbish & general cleanliness

- 28.1. All common areas are to be kept clear of equipment and debris and all rubbish generated to be removed and placed in a rubbish bin at the end of each day.
- 28.2. Should the rubbish generated not fit a standard bin, the rubbish is to be placed into the Skip behind the Travel Hoist Operations shed.

29. Paints & solvent disposal

- 29.1. OMS has no paint or solvent disposal on site.
- 29.2. Contractors are to remove all paints and solvents on completion of their work

30. Security

- 30.1. Security of personal property is the responsibility of the individual

31. Gate swipe cards

- 31.1. Gate swipe cards are to be used for access to the yard only when a vessel is in the yard that the Contractor has permission to work on.
- 31.2. Access to the yard at any other time is not permitted.

32. Working hours

- 32.1. No work is to be undertaken outside of the posted trading hours without the pre-approval of OMS.
- 32.2. Winter hours 6am to 8pm
- 32.3. Summer hours 6am to 9pm

33. Animals

- 33.1. Animals are not permitted in the hardstand or on the slipway.

34. Personal Conduct

- 34.1. Threatening / abusive or disorderly conduct by any person shall not be permitted at any time, and such behaviour will constitute grounds for denying access to the OMS yard.
- 34.2. Contractors' onsite must not be under the influence of drugs or alcohol.
- 34.3. Consumption of alcohol within the Hardstand & Slipway area is strictly prohibited at all times unless specific permission is granted by the Managing Director of OMS.

35. Stop work & Damage to other vessels

- 35.1. OMS has the discretion to require the Contractor to cease work at any time

36. Legal responsibility

- 36.1. The primary pieces of legislation that cover all workplaces in New Zealand is the Health and Safety at Work Act 2015
- 36.2. Under the Act, OMS, its employees, contractors, subcontractors, yacht crews or other parties working in a place of work controlled by OMS are legally required to take all practical steps to carry out their work so that harm does not occur to themselves or others in or near their work place.
- 36.3. It is the responsibility of contractors, subcontractors, yacht crews or other parties working onsite to be familiar with and understand The Act, and the ORAMS YARD SAFE book to ensure the safety of themselves and others at all times.
- 36.4. Employees, contractors, subcontractors, yacht crews or other parties working onsite who do something which results in a breach of The Act, can be charged personally with that breach. The Act describes;
 - 36.4.1. The range of enforcement methods, including various notices and prosecution, so as to enable an appropriate response to a failure to comply with the Act, and
 - 36.4.2. Depending on its nature and gravity the range of penalties.

36.5. The Act also prohibits persons from being indemnified or from indemnifying others against the cost of fines and infringement fees for failing to comply with The Act.

37. Access to yard tenants

37.1. By accessing any of the yard tenant's facilities, offices or workshops the Contractor agrees to abide by the tenants Health and Safety policies in addition to those of OMS.

38. Confidentiality

38.1. The information supplied by the Contractor for the purpose of safety management and administration in accordance with the Yard Safe program is collected, stored, accessed altered, and disclosed in accordance with the Privacy act 1993.

38.2. The Contractor can access their own information at any time by contacting OMS.

39. Alterations to OMS Yard safe booklet

39.1. OMS reserve the right to amend and update the Yard Safe booklet at any time.

39.2. Any suggestions to alter the Yard Safe booklet can be forwarded to the OMS contact listed in section 40 below.

39.3. This booklet remains valid for two years from date of issue as listed on the front cover if no updates are made.

39.4. Updated will be circulated by email

40. OMS contact

40.1. Should you have any questions or Health and Safety concerns while working in the OMS yard, or for OMS on any Vessel while in New Zealand, please contact:

Lee Sigley
Health & Safety
Orams Marine Services
e. lees@oramsmarine.co.nz
p. 09 309 3333
c. 027 231 2484

41. Contractor Details

Contractor Company Name: _____
Contact name: _____
Office number: _____
Cell phone number: _____
Email: _____
Gate Card number: _____

Your signature confirms you have read and understood the contents of the Orams Marine Service Yard Safe booklet for Contractors and that you will comply with the terms and conditions of the booklet.

Principles signing on behalf of their company also confirm they have disseminated the information to all their staff working at OMS.

Signature: _____
Date: _____

End of document

OMS Office

- Job Safety Analysis received
- Gate card number logged
- Public liability Insurance filed
- Ship repairers Insurance filed
- Contractor register updated

Date _____
Initial _____



HOT WORK PERMIT FORM

Section 1: (to be filled out by the person doing the work)

NAME.....

BOAT..... LOCATION.....

TYPE OF WORK		FLAMMABLES IN VICINITY	
<input type="checkbox"/> Welding	<input type="checkbox"/> Wood	<input type="checkbox"/> Rubbish Bins	
<input type="checkbox"/> Gas Cutting	<input type="checkbox"/> Dust	<input type="checkbox"/> Extraction Systems	
<input type="checkbox"/> Naked Flame	<input type="checkbox"/> Painting	<input type="checkbox"/> Planned Activities (see Danger Board)	
<input type="checkbox"/> Heaters	<input type="checkbox"/> Solvents	<input type="checkbox"/> Other:	
<input type="checkbox"/> Other	<input type="checkbox"/> Rags		

WELDING

Notify the crew to Isolate the Boat's Electricals

FIRE PREVENTION

Hot Work Location marked on Danger Board

Captain of Boat Advised

Hot Work Signs Displayed

Flammables Protected from accidental ignition

Fire Watchers (name/s).....

Each Fire Watch has Fire Extinguishers and Fire Blankets

Exit routes from adjacent areas are clear

Section 2: (supervisor to complete)

I have inspected the work area, the fire hazards and the fire prevention measures and authorise the work to proceed.

Name..... Signature.....

Date..... Time.....

Section 3: (person doing the work to complete)

I have inspected the work and adjacent areas immediately following completion of the work and again 30 minutes later and confirm there were no signs of fire or smoking.

The Danger Board is cleared

Captain and/or crew member in charge advised

Name..... Signature.....

Date..... Time.....

Permit to be returned to Supervisor who is to retain it for one month, after which it can be destroyed.

144 BEAUMONT ST, WILSONS BAY, AUCKLAND 1010. PO BOX 299, AUCKLAND 1140
 PH 09 303 9999 FAX 09 303 9998 Email: office@oramsmarine.co.nz

HOT WORK PROCEDURE

Purpose:

A fire upon a boat under re-fit has the potential to destroy the boat and take lives. Also the financial viability of the yard and the security of employment for many staff could be affected. This procedure is to ensure that all practicable steps are taken to prevent such an event. Failure to follow this procedure may lead to instant dismissal.

Responsibilities:

Person Doing the Hot Work:

1. Check the boat's electricity has been isolated
2. Check the boat's Danger Board for flammables on board, mark welding and area on the Danger Board.
3. Inspect the work area and ensure that all flammables are protected from accidental ignition. Ensure you check what is on the other side of bulkheads etc
4. Organise a trained fire watch person, or persons. Equip each with a fire extinguisher and fire blanket and ensure they know what to do.
5. Check that exit routes from all adjacent areas are clear.
6. Complete the 1st section of the Hot Work Permit and take it to your supervisor, who will inspect the area and sign off your permit.
7. When authorised to proceed, do the work.
8. Immediately after completion of the work inspect all adjacent areas for signs of fire or smouldering. Repeat the inspection after 30 minutes. Do not leave the boat during this time.
9. If no problems remove items from the Danger Board, return the fire fighting equipment and complete the 3rd section of the permit
10. Display permit in work area while Hot Work is in progress.

Fire Watch:

1. Inspect the Hot Work area and confirm the safety arrangements.
2. Position yourself at the most likely place of accidental ignition.
3. Keep your fire extinguisher and fire blanket with you at all times.
4. Do not leave the job without permission from the person doing the Hot Work.
5. Stay on location until the immediate after work inspection has been completed. Leave your fire extinguisher and fire blanket behind when you leave.

Supervisor:

1. Ensure that the person doing the Hot Work has a permit
2. On receipt of a Hot Work permit inspect all the safety arrangements in place. When satisfied they are appropriate for the job complete the 2nd section of the permit.
3. Ensure the 3rd section of the permit is signed off and the Danger Board cleared by the end of each day.
4. Retain permit for one month after work is finished. It can then be destroyed.

Safety Officer:

1. When on rounds check that all Hot Work is notified on the Danger Board.
2. Ensure any areas not cleared on Danger Board at the end of shift are inspected and cleared prior to lock up.
3. Train appropriate staff in fire extinguisher use and fire watch duties.



Confined space entry permit

GENERAL

Location of Task:

Description of Task:

.....

.....

RISK CONTROL MEASURES

<p>Isolations</p> <p>Source(s) to be isolated from:</p> <p style="text-align: center;">Location/Method/Type</p> <p>Water/Electrical/Chemicals</p> <p>Mechanical/Electrical/Electronics</p> <p>Auto fire extinguishing systems</p> <p>Hydraulic/oil/gas/power</p> <p>Storage/pressure vessels</p> <p>Is Job and/or Task Isolated by Isolating Permit? Yes/No</p> <p>Atmosphere</p> <p>The atmosphere in the confined space has been tested:</p> <p>Results of tests:</p> <p>Oxygen</p> <p>Flammable or toxic gas/vapours</p> <p>Other gases</p> <p>Other atmospheric contaminants</p> <p>Conditions for entry are as marked below:</p> <p>1. Will supplied-air respirator? Yes/No</p> <p>2. Will use respiratory protection device? Yes/No</p> <p>3. Will escape route? Yes/No</p> <p>Hot Work</p> <p>Area clear of all combustibles (including flammable aerosols) contaminants? Yes/No</p> <p>Type of fire prevention equipment required</p> <p>Hot work is permitted? Yes/No</p>	<p>Personal Protective Equipment</p> <p>The following safety equipment, as required, is required: Type</p> <p>Respiratory protective device</p> <p>Goggles/face shield</p> <p>Eye protection</p> <p>Hand protection</p> <p>Footwear</p> <p>Protective clothing</p> <p>Head protection</p> <p>Safety helmet</p> <p>Personal atmospheric monitoring equipment</p> <p>Other</p> <p>Other Precautions</p> <p>Warning notices/signs posted? Yes/No</p> <p>Barriers/lockouts? Yes/No</p> <p>All persons have been trained? Yes/No</p> <p>Interlocks/safe equipment? Yes/No</p> <p>Isolated appropriate communication equipment? Yes/No</p> <p>Other requirements:</p> <p>Emergency Response</p> <p>Emergency response procedures in place? Yes/No</p> <p>Emergency Equipment available? Yes/No</p> <p>Stand-by Persons</p> <p>Number of stand-by persons required</p> <p>Names:</p>
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AUTHORITY TO ENTER

The risk control measures and precautions appropriate for the safe entry and execution of the tasks in the confined space have been implemented and the persons required to enter the confined space have been advised of and understand the requirements of this written authority.

Signed: Date: / / Time:

This written authority is valid until: Date: / / Time:

PERSONS REQUIRED TO ENTER CONFINED SPACE

I have been advised of and understand the risk control measures and procedures to be followed with the entry and stays in the confined space.

ENTRY			EXIT		
Name	Date	Time	Name	Date	Time

CANCELLATION OF WRITTEN AUTHORITY

All persons and equipment accounted for: Yes/No
 Equipment checked and correct: Yes/No

Signal _____ Date: ___/___/___ Time: _____

Remarks or comments

.....

.....

.....