

August 5, 2021

## Port User Update

### Access Control – New Authority to Work Requirement

To allow for the safe coordination of Port activities, LPC now requires 2 working days advance notice of planned non-routine access to and **non-routine** work on LPC sites and has clarified the minimum safety expectations.

LPC has a duty to provide a reasonable level of oversight of activities carried out on LPC controlled sites. The newly established LPC Permit Office is therefore coordinating the **non-routine** activities of LPC operational teams and the diverse Port User group to identify activity interfaces so they can be safely controlled.

*To enable this to occur, LPC now requires anyone proposing to carry out **non-routine** work on LPC sites to notify in advance and obtain either a documented Authority to Work or a Permit to Work.*

LPC defines **routine work** as work carried out by LPC personnel and Lyttelton Port Users that can be anticipated on any given day. Routine work is expected to be carried out under a Safe Work Method Statement (SWMS). **Non-routine** work is anything else.

### How this will impact you

Effective immediately, anyone wanting to access LPC sites or carry out **non-routine** activity on LPC sites must request an Authority to Work from the LPC Permit Office two working days in advance of the planned activity or access.

Given the nature of Port activity it is inevitable that short-notice authorities will be needed. The LPC Permit Office will endeavour to turnaround short-notice requests in time to avoid undue delays.

### Permitted non-routine work

Some **non-routine** work carries inherently high risk and must be carried out under an LPC Permit to Work or an activity-specific Authority to Work. Activity requiring a Permit or specific Authority to Work includes:

- Crane Lifts – Wharf (On wharf structures)
- Crane Lifts - Land (Common Port areas)
- Excavations
- Watercraft and Diving in Port Operational areas
- Hot Work in common areas

### What is the process for applying for an Authority to Work or a Permit to Work?

Applicants are asked to provide names and contact details, the location and purpose of the proposed activity. The Permit Office will review requests for potential issues and impacts on nearby Port activity, applicants may be contacted to clarify details or for additional information.

If a Permit to Work is required for specified non-routine work the LPC Permit Office will advise you of additional information and supporting documentation required.

An Authority to Work or a Permit to Work will be issued and confirmation sent to the applicant when potentially impacted parties have been notified and the risk controls are accepted by all involved.

## How to apply

- To request an *Authority or Permit to Work* complete the relevant online form accessible through the LPC website or use one of these links:
- [LPC Authority to Work Application](#)
- [LPC Authority Application - Crane Lifts - Land](#)
- [LPC Permit Application - Excavations](#)
- [LPC Permit Application - Watercraft & Divers in Operational Areas](#)
- To request a *Crane Permit - Wharf* download the editable pdf application form on the LPC website [www.lpc.co.nz](http://www.lpc.co.nz) or complete the form accompanying this update and send it to the LPC Permit Office at: [permits@lpc.co.nz](mailto:permits@lpc.co.nz).
- To request an LPC Permit for Hot Work in Common Port areas please contact the LPC Permit office. Email [permits@lpc.co.nz](mailto:permits@lpc.co.nz) or 03 741 5164
- When you use the [online form](#) you must enter the **access code LPC100** to submit the request.
- If the location, timing or method of the planned activity changes please notify the LPC Permit Office at:

## Safety expectations

All persons entering LPC sites must be LPC-inducted, and appropriately trained and competent for the work they propose to carry out. Activity in LPC common areas must be carried out within appropriate exclusion zones, and workers are expected to wear high-visibility clothing and work to appropriate relevant safe work procedures.

Anyone issued an LPC Authority to Work should be prepared to produce evidence of the Authority (paper or digital form) on request by LPC.

Any activity may be observed by LPC staff and unsafe activity will be halted until minimum acceptable safety controls are in place.

## The process

1. Complete online form at [www.lpc.co.nz](http://www.lpc.co.nz) or use links provided
2. Contact LPC Permit Office - ([permits @lpc.co.nz](mailto:permits@lpc.co.nz)) 03 741 5164 for help
3. Request reviewed & Authority / Permit Issued
4. Clarify details of work on LPC request
5. Notify LPC Permit Office of changes to date, time or method of work
6. After changes LPC Permit Office will issue a revised Authority or Permit
7. Notify LPC Permit Office ([permits @lpc.co.nz](mailto:permits@lpc.co.nz)) 03 741 5164 of safe completion of work