

Definitions

Site	LPC Dry Dock, Slipway, Jetty, amenities, buildings, installations, and ground area within the boundary of the facility, but excluding the Vessel.
Vessel	The ship / Marine craft that is utilising the Dry Dock / Slipway space in accordance with the booking made with LPC to utilise that space for a defined period.
Vessel Activities	Activities undertaken onboard the Vessel that relate directly to the business of the Vessel.

Background and Context

The LPC Dry Dock and Slipway is a complex operational area where a broad range of 'Critical Risk' related activities are routinely undertaken within the normal 'ship repair' business scope of the Site.

WorkSafe define a PCBU as a 'person conducting a business or undertaking'. It is acknowledged that most 'ship repair' projects undertaken at the Site involve multiple PCBU's with potentially overlapping duties. LPC has specifically addressed the topic of PCBU's in the Common User Safety Protocol (CUSP) for the Site.

Scope

The minimum Site safety expectations outlined in this document apply to all activities undertaken at the Site but exclude Vessel Activities.

It is expected that Vessel Activities at the Site will be undertaken in accordance with the vessel's Safety Management System/Plan (or equivalent) that is developed independently by the Vessels Owner/ Manager as a PCBU for the project they are undertaking while the Vessel is at site.

Code of Conduct

All Dock Users, including LPC staff and contractors, are to maintain highest levels of professionalism and always demonstrate appropriate behaviour. Key principles of expected behaviour are:

- Obeying the law
- Being honest
- Being fair
- Being responsible
- Being concerned and caring about others
- Being proactive about all matters which can impact Dry Dock users
- Using good judgment to serve collective interests of Dry Dock users

Any physical or verbal aggressive or harassing behaviour is unacceptable at LPC. Any breach of the above will be reported to the relevant lead PCBU and could result in the offenders' Dry Dock access being revoked.

Specific Minimum Site Safety Expectations

Personal Protective Equipment

Compliance with minimum PPE (Personal Protective Equipment) requirements on Site (off Vessel):

- Hi-Vis Vest/shirt/Jacket/Overalls - in clean serviceable condition so that garment is highly visible
- Steel Capped Footwear
- Hard Hats, climbing style with chin straps is preferred.
 - Hard hats are not required for ship crew between 1900hrs to 0700hrs provided there is no active operational work happening between these hours.
- PFD (Personal Flotation Device) if working within 2.0m of water – this must have a crotch strap fitted and worn as intended.
- PPE is to be worn as intended i.e., helmet with straps to be clipped snugly, vests to be zipped up and boots to be laced/ zipped up.
- PPE used at the dock must meet relevant Aus/NZ standards. If guidance is required ask the Dry Dock Master.

Working at height

- Any work with potential for fall from one level to another must be managed as per WorkSafe Best Practice. Where this risk has been identified, LPC have an expectation that controls to mitigate the risk will be implemented, such as:
 - Fall protection PPE
 - WAH training
 - Rescue plan

Cranes and lifting

- Prior to any Cranes & Lifting tasks being undertaken an Authority/ Permit to Work must be applied for through the LPC Permit Office - <https://www.lpc.co.nz/authority-to-work/>
- All equipment is required to be fit for the purpose of it's intended use and up to date with it's certification and maintenance.
- All lifting gear must be inspected and certified in date at the time of usage and suitable for the task at hand.
- Only trained and competent persons are permitted to operate mechanical lifting equipment – verification may be required.
- All lifting activities are to be undertaken in a physically demarcated exclusion zone – eg; flags, tiger tails, barriers, danger tape.
- No person unless authorised by the "Operator or Dogman" can enter the exclusion zone of a crane.
- Slings dogmen (also known as riggers or signalpersons) are responsible for the safe movement and positioning of loads lifted by cranes and must be trained to the minimum unit standards 30072 and 3789.

MARINE: Dry Dock, Slipway

Minimum Health & Safety Expectations

Mobile Plant

- All persons operating machinery and mobile plant must hold an applicable and current licence and should be trained for the equipment being used.
- Daily pre-start inspections to be carried out and documented.
- Pedestrians must always give way to moving plant unless determined by a Site traffic management plan.

Working on or near water

- A PFD must be worn when working within 2 meters of a body of water including the dock jetty where there is potential to fall into the water.
- When working in machinery within 2 meters of the exposed edge when the Dry Dock is full of water a PFD must be worn.
- When completing any Work on or near water a risk assessment should determine if safety harness should be replaced by a PFD – i.e., when transferring a Pilot from the vessel after docking has been completed.

Confined Spaces

An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of loss of consciousness, impairment, injury, or death due to the immediate effects of airborne contaminants, fire or explosion from the ignition of flammable contaminants, asphyxiation resulting from oxygen deficiency or immersion in a free-flowing material, such as grain, sand, fertilizer, water, or other liquids.

Examples of a confined space at LPC may include:

- Storage and cargo tanks
- Hoppers
- Process vessels
- Tanks (liquids)
- Manholes
- Drains

A valid Confined Space Permit to Work is to be in place prior to entering a confined space.

The confined space entrant must be a trained and competent person as per NZQA Unit Standards 17599, 18426 and 25510.

- Requirements to complete Confined Space tasks will include having:
 - Standby Person
 - Gas Detection equipment and readings, prior, during and post task
 - A rescue plan – completed and submitted when applying for the Permit to Work
- Confined spaces should be securely isolated from the ingress of substances that could pose a risk to those working within the space. The isolation process must as a minimum include physical lock out, tag out and verification of isolation.

LPC have a Confined Space Register online. Should any PCBU require a copy or details of the register for the Dry Dock please contact the Dry Dock Master who can arrange this.

Fatigue and Fitness for Work

- All PCBUS must have processes to manage fatigue of personnel working at the Site, they must be physically and mentally fit for their duties.
- No person can work on the Site if under influence of alcohol or any illicit drugs.

Pressurised Systems

- Pressurised hoses can pose a safety risk if they detach or separate unexpectedly. Ensure pressurised hoses and connections have a whip check in place or a fitting that is locked to prevent parting.

MARINE: Dry Dock, Slipway

Minimum Health & Safety Expectations

Contractor Management

- All PCBUs have responsibilities for the health, safety, and overall practices of their contractors.
- PCBUs are responsible to ensure that their contractors and subcontractors are trained, competent, fit for work and operate fit for purpose equipment.
- PCBU's are responsible for 'Sub-contractors' completing the required online LPC site specific 'Dry Dock' induction prior to entering the site.

Incident Reporting

- All PCBUs must have a system to report, record and action hazards and incidents. Any damage to the infrastructure, injuries to personnel in common areas and high potential incidents must be reported to the Dry Dock Master. LPC encourage reporting of high potential near misses to the Dry Dock Master.

Emergency Management

- PCBUS must identify relevant emergency scenarios potentially impacting Site personnel and have plans and preparedness to act effectively in case of an emergency. Emergency plans and procedures should align with LPCs emergency management processes.

Isolation

- Where there is a risk of sudden or unintentional release of energy there must be an adequate isolation process in place to manage all sources of energy.
- The isolation process must as minimum include physical lock out, tag out and test and clear steps.
- Where the personal lock owner can't remove their lock, there must be a clearly documented process involving the Dry Dock Master or Head of Marine Operations and gaining approval before the lock can be removed.

Electricity

- Only a licenced electrician can access and work with live electrical circuits.
- Opening of and work on distribution boards must be undertaken by a licenced electrician.
- All electrical appliances are to be tagged as inspected and within test date.

Waste Management:

- All PCBUs are responsible to minimise the waste generated by their activities.
- All PCBUs are responsible to manage their waste from the point of generation to final disposal or recycling. Dock user will be held accountable for any damage to the environment as result of their activities or waste generated by them.

Dangerous Goods

- Regulations regarding DG use and storage at the Dry Dock must be adhered to. This includes compliance with maximum storage quantities in any designated DG storage facility at the Site, and overall quantities around the Site.