

LPC

# Authority & Permit to Work System Manual

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## 1 OVERVIEW

### 1.1 PURPOSE

Lyttelton Port Company (LPC) is a unique and complex working environment. Each day, many high-risk activities are carried out by LPC Staff, Contractors, Site and Port Users. To provide an additional overview of activities on LPC Sites, LPC has established the LPC Authority and Permit to Work System.

The LPC Authority and Permit to Work system:

- Provides an effective means of identifying hazards and managing Health, Safety, and Environmental (H&S) risk by providing an additional layer of review before work commences.
- Allows LPC to review controls that have been identified and established to manage the associated H&S risk.
- Provides a formal means of communication for all parties involved in the activity and those that may also be affected by the carrying out of work.
- Clearly defines what work requires an Authority to Work and what work requires a Permit to Work.
- Sets the minimum expectations of PCBU's to carry out work at Lyttelton Port Company sites.
- Ensures that authorised and competent people have considered all potential risks and eliminated or minimised risk by using suitable control measures.
- The LPC Authority and Permit to Work System is designed to provide a framework for all non-routine and critical risk work to be completed in a safe manner.

### 1.2 SCOPE

This document is intended for all PCBU's conducting work on LPC sites such as LPC Employees, Contractors, Sub-Contractors, Site and Port users.

Controlled copies of this document are accessible in electronic form via the LPC Website. All paper versions are uncontrolled documents.

The LPC Authority and Permit to Work System is **mandatory** and applies to work that may expose people to critical risk and/or non-routine work at workplaces under LPC control including LPC vessels.

The LPC Authority and Permit to Work System requirements shall apply in addition to any applicable New Zealand Laws and Regulatory requirements, including the latest codes of practice as issued by the regulator. This document takes precedence only when its requirements exceed those of applicable Law and Regulatory requirements.

## 2 APPLICATION – AUTHORITY TO WORK

An Authority to Work (AtW) is a documented approval for work to commence with a defined methodology, date and location.

An AtW is required for the following:

- LPC Contractors and Subcontractors carrying out work which may expose people to an LPC Critical Risk on all LPC sites, LPC vessels, or on behalf of LPC.
- LPC Staff, Contractors, Site and Port users carrying out work which may expose people to an LPC Critical Risk in Common Areas.
- LPC Staff, Contractors, Port Users and Asset Owners carrying out physical work at the Oil Berth.
- Non-routine work in controlled operational areas including Lyttelton Container Terminals (LCT, Midland Port, City Depot), Oil Berth, Dry Dock, Reefer Towers, Coal export system, Log yards.
- Mobile, Crawler and Truck Mounted Crane Operations.
- Watercraft operations within 200m of LPC operational areas, e.g., Survey vessels, Punt operations.
- Diving within 200m of LPC wharves and infrastructure.
- Operation of overweight machinery on LPC wharf structures including breastworks.

### 2.1 EXCEPTIONS

- LPC Contractors and Subcontractors carrying out low risk work on LPC sites excluding controlled operational areas.
- LPC, Port Users and Port User Contractors completing routine work in a designated work area e.g., Lyttelton Container Terminal, Midland Port and City Depot operational areas and Port User Log yards.
- Delivery and receipt of cargo at the Lyttelton Container Terminal, City Depot, Midland Port, Car Storage areas and Log yards.
- Courier and Stores deliveries.
- Delivery and receipt of cargo at ship to shore cranes.
- Operation of ships, ship to shore and straddle cranes.
- Routine ship side activity within an area designated to a Port User/Vessel including the Dry Dock.
- Vessels transiting within 200m of LPC operational areas.
- LPC Marine and LPC Punt Operations.
- Work onboard a vessel berthed at Lyttelton Port.

### 2.2 LPC CRITICAL RISKS

Cranes and Lifting	People vs Plant (Heavy, Light Vehicle, Pedestrian)
People vs Plant (Working on or around Rail)	People vs Plant (Loading and Unloading Vessels)
Fall from Height	Pilotage and Supporting Infrastructure
Pressurised, Hydraulic & Pneumatic Systems	Working on, in or Near Water
Conveyor Entanglement	Confined Space Entry
Container Stacking	Stockpiling and Engulfment
Electrical Services	Excavation and Surface Penetration
Equipment Fire and Explosion	Persons Working in Ships Hold
Extreme Weather	Loss of Licence to Operate

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### 3 APPLICATION - PERMIT TO WORK

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A Permit to Work (PtW) is a formal written document which authorises trained and competent people to carry out High Risk work, with a defined methodology, date and location. PtW requirements eliminate, isolate, or minimise the hazards or risks associated with the task or activity.

A PtW must be issued for the following work at all LPC sites and/or LPC vessels.

#### 3.1 CONFINED SPACE ENTRY

A confined space:

- Is an enclosed or partially enclosed space; and
- Is not intended or primarily designed for human occupancy; and may present a risk from one or more of the following at any time:
  - Unsafe concentration of harmful airborne contaminants
  - Unsafe concentration of flammable substances
  - Unsafe levels of oxygen
  - Substances that can cause engulfment; and may have restricted means for entry and exit.

A Confined Space Permit must be issued prior to any personnel entering the confined space.

#### 3.2 EXCAVATIONS

LPC Considers any disturbance of the ground or surface to be an excavation.

A LPC Permit to Excavate must be issued prior to carrying out any excavation activities.

#### 3.3 WORKING AT HEIGHT

Work at Height is working when there is a risk of a fall from one level to another, and/or working within 2 metres of an unprotected edge.

A Working at Height Permit is required where fall protection systems are used as the primary control.

Fall Protection:

- Fall Restraint: where a person is prevented from reaching a fall position by fixed length or adjustable length lanyard.
- Fall Arrest: where a person may potentially fall but is prevented from striking the ground or other object and held in a suspended position until rescue is carried out.

**Note:** Work from a mobile work platform does not require a permit.

#### 3.4 HOT WORK

Hot Work is any work that may involve or result in, an open flame, sparks, or heat hot enough to ignite nearby materials e.g., Welding, Brazing, Grinding.

A Hot Work Permit is required for hot work unless the work is completed within a designated hot work area. e.g., Workshop.

#### 3.5 OPERATION OF OVERWEIGHT MACHINERY ON LPC WHARF STRUCTURES

A Permit to Operate is required for use of any machine which exceeds a wharf structure or breastworks level of service.

E.g., Mobile Cranes, Crawler Cranes, Truck Mounted Cranes, Excavators, Material Handlers, Swing Lifts, and Forklift. For additional information refer to Operation of Overweight Machinery on LPC Wharf Structures page 17.

## 4 ROLES AND RESPONSIBILITIES

### 4.1 LPC PERMIT OFFICE

The Permit Office's role is to:

- Administer the LPC Authority and Permit to Work system and maintain an accurate record of work in progress across all LPC Sites.
- Communicate to those who need to be aware of work activities in their area of operations.
- Undertake initial review of Authority to Work applications and H&S documents against LPC Standards.
- Ensure the correct people review the work methodology and associated H&S documentation submitted by Contractors, Subcontractors and Port Users.
- Ensure onsite compliance with Authority and Permit to Work conditions.
- Activate an Authority to Work once approved.
- Review and issue Authorities and Permits to Work as required.
- Cross reference activities which may interact to ensure work can be completed safely.

### 4.2 AUTHORITY TO WORK ISSUER

An Authority to Work (AtW) Owner is usually the LPC person who has engaged the Contractor or the Operational Leader responsible for the LPC site.

The AtW owner's responsibilities include but are not limited to:

- Critical review of the H&S documentation prepared by the applicant.
- Ensuring the applicant has identified and controlled hazards and risks sufficiently for the work to be completed safely.
- Ensure the applicant is suitably qualified and competent to perform the work.
- Ensure the application accurately details the scope of the work to be completed.
- Specify any additional controls that need to be taken during the work.
- Approaches relevant LPC Risk Owner for permissions or additional controls for the Contractor.
- Notifies the Permit Office of any delays, AtW time extension, suspensions due to incident, reinstatement post incident, changes to scope of AtW during works.

### 4.3 PERMIT TO WORK ISSUER

The Permit to Work (PtW) issuer is usually an LPC person who holds the relevant unit standards.

The PtW issuer must have the following competencies:

- Hold US17590 (Issue Worksite Specific Permits) and be approved by the Head of Department.
- Hold the relevant competency for the type of Permit being issued, e.g. A Working at Height PTW must be issued by a person who holds the relevant unit standards.

### 4.4 AUTHORITY AND PERMIT TO WORK RECEIVER

The Authority to Work receiver is usually the persons carrying out the physical work or a representative of the PCBU completing the work.

The Permit to Work receiver is the persons carrying out the physical work.

The Authority and Permit to Work receiver's responsibilities include but are not limited to:

- Preparation of an Authority to Work application.
- Preparation of a Safe Work Method Statement/Job Safety Analysis (SWMS/JSA) or other relevant H&S document.

- Ensuring that the Mandatory Authority or Permit to Work conditions and control measures are read and complied with while carrying out works at LPC.
- Stops the work and seeks advice from the issuer should conditions change or if in doubt.
- Receivers must not start any work requiring an Authority or Permit to Work until it has been properly authorised and issued.
- Ensure a copy of the Authority or Permit to Work and relevant H&S documentation is always available for review onsite.
- Ensure those completing the work understand and work to the conditions of the Authority or Permit to Work.
- On completion or suspension of the work the site is left in a safe condition and the LPC Permit Office is to be advised once work is complete
- On completion of work, completed work packs including JSA/SWMS and Permits to Work must be closed and copies forwarded to the LPC Permit Office via email or in hard copy. Email: [permits@lpc.co.nz](mailto:permits@lpc.co.nz)

## 5 PROCESS

### 5.1 SYSTEM RULES

- No one is allowed to issue an Authority or Permit to Work to themselves.
- An Authority or Permit to Work is valid for a specific task or activity, on a specific site within a specific time.
- An Authority to Work does not supersede the requirement for obtaining a Permit to Work, for example, work involving confined space entry requires a Permit to Work in addition to an Authority to Work.

### 5.2 INCIDENT REPORTING AND INVESTIGATION

LPC requires all incidents (including near miss events) to be reported to LPC verbally as soon as it is safe to do so. Reporting should occur within 12 hours of the incident occurring at the latest.

Incident Definition – An incident is any unplanned injury or illness to a worker, unplanned damage to equipment or facilities, unplanned negative impact to the environment, unplanned security related event, near miss events.

- Ensure all notifiable incidents are reported as required to the regulator.
- Ensure all incidents are reported verbally, this may be face to face, via phone call, or via acknowledged e-message (such as text). Note that a voicemail or text with no response does not constitute reporting.

### 5.3 STOP WORK AUTHORITY

All workers on LPC sites are expected to stop work if it poses an unacceptable level of risk to workers, Port Users or members of the public. If work is stopped, this is to be reported in the same manner as an incident.

### 5.4 VALIDITY PERIOD

Authority to Work (ATW):

- An ATW can be issued for the full duration of the work.
- All extension requests must be in writing to the issuer and the LPC Permit Office outlining the reason for the extension request before the original ATW expires. Work may only recommence once confirmation is received in writing from the LPC Permit Office.

Permit to Work (PTW):

- A PTW may only be issued for a maximum of 5 consecutive calendar days.

- A PTW that extends beyond one day or one shift must be revalidated by the Permit Issuer at the start of each day or shift.
- If the permit conditions change, the permit is invalid and work must stop, the receiver must notify the issuer, and a new permit must be issued before work commences.

## 5.5 NOTIFIABLE WORKS

### At LPC Lyttelton Sites.

Notifiable work is Particular Hazardous work that must be notified to Maritime New Zealand before it can begin. Before beginning Particular Hazardous work, the Authority or Permit to Work receiver must ensure a 'Particular Hazardous Work Notification' is submitted to Maritime NZ and provide a copy to the LPC Permit Office. You must provide Maritime New Zealand with 24 hours' notice of work that is particularly hazardous. For further information visit the Maritime NZ website.

<https://www.maritimenz.govt.nz/commercial/safety/notifications/incident-notification/>

Follow the link and select other notifications. It will then prompt you to email [notifications@maritimenz.govt.nz](mailto:notifications@maritimenz.govt.nz) and detail what Particular hazardous work you are carrying out.

### At City Depot and Midland Ports

Notifiable work is Particular Hazardous work that must be notified to WorkSafe New Zealand before it can begin. Before beginning Particular Hazardous work, the Authority or Permit to Work receiver must ensure a 'Particular Hazardous Work Notification' is submitted to WorkSafe and provide a copy to the LPC Permit Office. You must provide WorkSafe New Zealand with 24 hours' notice of work that is particularly hazardous. For further information visit the WorkSafe website. WorkSafe hazardous work notification form

### Notification - Online services (worksafe.govt.nz)

Particular hazardous work includes:

- Construction work with a risk of falling 5 metres or more (see exclusions below)
  - Exclusions:
    - work in connection with a residential building up to and including 2 full storeys
    - work on overhead telecommunications lines and overhead electric power lines
    - work carried out from ladder only
    - maintenance and repair work of a minor or routine nature.
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more (see exclusions below)
  - Exclusions:
    - work using an excavator
    - work using a forklift, or
    - work using a self-propelled mobile crane
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical.
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
- Work involving the use of explosives, or storage of explosives for use at the worksite
- Construction Diving Work in which a person breathes compressed air, or a respiratory medium other than air (diving)
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving).

## 5.6 CLOSING AN AUTHORITY OR PERMIT TO WORK

On completion of work, the receiver must ensure all signage and barriers are removed and that the work site is left in a clean and safe condition.

The receiver must ensure that all isolations pertaining to the plant or equipment have been removed and the status of any remaining isolations or overrides are known and accepted by the Authority or Permit to Work issuer.

The receiver must advise the LPC Work Owner, Permit Issuer and the LPC Permit Office of the completion of work.

On completion of work, issued copies of all permits must be returned to the point of issue.

The Permit Issuer must provide a copy of the closed permit to the LPC Permit Office.

## 5.7 CHANGES IN CONDITIONS

The receiver must suspend the work and discuss the appropriate course of action with the issuer if any of the following circumstances occur during works.

- The type of work or methodology changes.
- An additional LPC Critical Risk is introduced.
- The receiver is unable to meet the conditions of the Authority or Permit to Work.

## 5.8 CONTRACTOR AND PORT USER PERMITTING

Contractors and Port users may use their own internal Permit System providing the Permit System meets or exceeds LPC expectations and has been reviewed and accepted by the LPC Permit Office.

## 5.9 TRAINING AND COMPETENCY

Receivers need to ensure that their personnel and contractors are trained and competent (unit standard where applicable) to perform their duties and have received adequate information about risks associated with their activities and the environment they work in.

Contractors must have a current LPC induction prior to carrying out any work on LPC sites.

Contractors completing work in operational areas must complete the site-specific inductions, e.g. LCT, Dry Dock when applicable.

PCBU's must have systems and processes in place to manage learning practices, training material, competency pathways and relevant records.

Training and competency records must be maintained and accessible for auditing purposes.

The issuer is responsible to verify current training, licenses, certifications, and competency of personnel prior to commencing work.

LPC refers to the training and competency requirements defined or endorsed by WorkSafe through Approved Codes of Practices and Regulations.

## 5.10 SUBCONTRACTOR MANAGEMENT

All contractors and PCBU's are responsible for ensuring compliance with the LPC Authority and Permit to Work systems.

LPC requires contractors and PCBU's to manage the safety and compliance of their sub-contractors, with all regulatory and LPC requirements. This includes the LPC Authority and Permit to Work Systems.

While a sub-contractor can apply directly to the LPC Permit Office for an Authority or Permit to Work the main contractor or PCBU, is ultimately responsible for ensuring this step takes place.

The main contractor or PCBU may apply for an Authority or Permit to Work on behalf of the sub-contractor.

LPC will require all applicable documentation for sub-contractors, such as crane certifications, proof of worker competency, training records, a site and task specific JSA for review.

LPC will review documents to ensure LPC expected standards are met, however the main contractor or PCBU must review this documentation first, as the company ultimately responsible for their safety.

## 5.11 CONDITIONAL EXTENDED AUTHORITIES

A Conditional Extended Authority (CEA) is a standard authority to work issued to LPC Contractors and Port Users for an extended period, usually 1-3 months. CEAs may be issued to long term project sites, LPC contractors or Port Users who visit the port to carry out work of a controlled and repeated nature in a defined and controlled location.

## 5.12 CONDITIONAL EXTENDED AUTHORITY ELIGIBILITY AND APPROVAL

- CEAs may be issued to Port Users and/or contractors who carry out routine activity under consistent conditions and in a known and controlled location.
- A CEA application can be initiated when the issue is practical and where risk control will not be compromised.
- CEA applications and relevant H&S documentation must be reviewed and accepted by the LPC Permit Office, H&S Business Partner, LPC Work Owner, relevant operational Stakeholders, and Subject Matter Experts as needed.
- LPC will take into consideration and review performance history and relevant health, safety, and environmental procedures.

## 5.13 CONDITIONAL EXTENDED AUTHORITY CONDITIONS

- Key operational Stakeholders, LPC Permit Office and the Health and Safety Business Partner must collaborate and confirm relevant CEA conditions.
- Conditions may be added to the CEA and communicated to the holder at any time.
- The Holder of a CEA must advise the LPC Permit Office immediately of any changes to the activity that may impact the conditions of authority.
- The Holder must notify LPC of changes to the activity location, methodology, plant or personnel certification or competency.
- Material changes in the Port environment, activity or risk exposure may trigger additional or changed conditions to be applied to the CEA.
- Should the CEA receiver not comply with the conditions specified by LPC the CEA may be suspended or revoked immediately.






## 5.14 CONDITIONAL EXTENDED AUTHORITY COMPLIANCE, REVIEW, AND REISSUE

- Before the end of the validity period of the CEA the Permit Office will contact the Holder with a request to verify the status of activity, personnel, and equipment certification.
- LPC will monitor compliance with the CEA conditions by way of Critical Control Checks and Health & Safety (Kōrerorero) Interactions. Any interventions will be recorded and communicated to the relevant LPC parties for review
- Before reissue of a CEA the LPC Permit Office will consult with key operational Stakeholders and the H&S team.

## 6 APPLICATION PROCESS

- Applicants are required to complete an online application form, provide names, contact details, location, and purpose of the proposed activity.
- The LPC Permit Office will review requests and if required, request additional information or documentation.
- Once received the Permit Office will forward the application and relevant documentation to the work owner for review and approval.
- Once approved the LPC Permit Office will issue the Authority and/or Permit to Work, and confirmation will be sent to the applicant and any other impacted parties.

### 6.1 HOW TO APPLY

-  [LPC Authority to Work Application](#)
-  [LPC Authority Application - Crane Lifts - Land](#)
-  [LPC Permit Application - Excavations](#)
-  [LPC Permit Application – Water Authority \(Watercraft in Operational Areas\)](#)
-  [LPC Authority to Dive](#)

To request a **Crane Authority - Wharf**, complete the below form and email to the LPC Permit Office at [permits@lpc.co.nz](mailto:permits@lpc.co.nz)

-  [Application to Operate permitted Crane / Machine](#)

When you use the online form, you must enter the authentication code **LPC100** to submit the request.

If carrying out work which requires a LPC Permit to Work Email [permits@lpc.co.nz](mailto:permits@lpc.co.nz) or Ph 03 741 5164

## 7 EMERGENCY WORK

### 7.1 EMERGENCY PROCEDURE

LPC is a 24-hour, seven day a week operation and emergency work may need to be completed, either within or outside normal LPC Permit Office hours,

### 7.2 WHAT IS EMERGENCY WORK

- Work required to respond to an actual or imminent threat to life or to critical LPC infrastructure or assets.
- Work required for urgent plant and equipment repair, or recovery determined as commercially imperative by a LPC Senior Manager.

### 7.3 EMERGENCY WORK PROCEDURE

Work undertaken in an emergency without an Authority or Permit to Work must be limited to that required to make the problem or issue safe and secure.

Non urgent work to subsequently fully resolve the issue must have the relevant Authority or Permit to Work.

Work undertaken in an urgent or emergency situation without an Authority or Permit to Work must still be undertaken safely with all appropriate controls in place.

#### LPC Staff and Contractors undertaking emergency work without an Authority to Work must:

- Be suitably qualified and competent to perform the work
- Understand and comply with all requirements to complete the work safely.
- Complete a JSA or other suitable pre-task risk assessment to identify any potential hazards and controls.
- Determine whether any additional resource or equipment is required to complete the task safely.
- Advise by phone one or more of the Senior People listed below the nature of the work to be undertaken, a summary of the JSA that has been completed, and obtain approval from the Senior Person.
- The JSA must be signed by those completing the task and in the case of a contractor to LPC must be signed by an LPC representative.
- A copy of the JSA and other relevant H&S documentation must be lodged with the LPC Permit Office as soon as possible via email; [permits@lpc.co.nz](mailto:permits@lpc.co.nz)

#### Senior People who may approve urgent emergency work are:

- LPC Chief of Department
- Head of Department
- H&S Lead
- Department Manager

## 8 AUTHORITY & PERMIT TO WORK REQUIREMENTS

The following is a quick reference guide to give Authority and Permit Issuers and Receivers guidance on LPC expectations.

The below guide does not replace applicable New Zealand Laws and Regulatory requirements, including the latest Codes of Practice as issued by the regulator.

For more detailed information refer to the relevant LPC Standard.

Work Description	ATW required	PTW required
<b>Confined Space Entry</b>	<b>YES</b>	<b>YES</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>For all identified confined spaces and all work to be carried out within a confined space a Risk Assessment must be completed, in accordance with the Australian Standard 2865-2009 Confined Spaces.</li> <li>A Confined Space Permit to Work must be issued prior to any personnel entering the confined space.</li> <li>There must be a documented recovery rescue plan in place prior to any entry or work commencing.</li> <li>All persons entering a confined space must be able to maintain continuous communication with the standby person to ensure emergency procedures can be initiated.</li> <li>Atmospheric monitoring must be conducted before entry by completing three test levels and checking for the peak recording. Continuous monitoring must be completed during work carried out within a confined space to detect any change in atmosphere that may render the confined space unsafe.</li> <li>All personnel performing testing and monitoring for confined space entry must be properly trained in the use and limitations of testing and monitoring equipment.</li> <li>At no stage may a source of ignition (equipment or other) be introduced into a confined space when there is an atmosphere that may result in a risk of fire or explosion.</li> <li>A standby person must be present before anyone enters a confined space and must remain present until everyone is out of the confined space. A standby person must have the communication means to raise an alarm and to effect rescue.</li> <li>All work in confined spaces must only be undertaken by personnel who have completed Confined Space and Gas Detection Training which covers NZQA Unit Standards 17599, 18426 and 25510 or equivalent course and received site specific information, instruction and/or training.</li> </ul>		

Work Description	ATW required	PTW required
<b>Container Stacking and Cargo Storage in Common Areas</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>A risk assessment must be completed for all work where there is a risk of people being adversely impacted by Container Stacking.</li> <li>There must be controlled access to container stacking areas.</li> <li>The site must have a secure perimeter preventing un-authorized access.</li> <li>Containers must be stacked to a maximum of 2 high and a minimum of 3m from any LPC boundary.</li> <li>Personnel operating Container Handling Equipment - <ul style="list-style-type: none"> <li>Must be trained and competent.</li> <li>Must hold relevant licensing endorsements.</li> </ul> </li> <li>Storage in common areas must be approved by the LPC Bulk Cargo team.</li> </ul>		

Work Description	ATW required	PTW required
<b>Cranes and Lifting</b>	<b>YES*</b>	<b>**</b>
<p>*ATW – Must be issued by a LPC Subject Matter Expert</p> <p>**PTW - Refer to Operation of Overweight machinery for more information</p> <p><a href="#">LPC Authority Application - Crane Lifts - Land</a></p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>• Specific plant, location and load information may be required to calculate point loading to ensure the level of service is not exceeded.</li> <li>• Before starting lift activity, the lift set up may require an on-site sign-off by an authorised LPC person.</li> <li>• Lifting gear must be certified, inspected, tagged, maintained, and visually inspected prior to each use.</li> <li>• Ground conditions must be verified safe for lifting operations.</li> <li>• Overhead services must be identified, and controls in place.</li> <li>• Procedural documents to be in place e.g., JSA, SWMS or other relevant document, reviewed, and signed by those undertaking the activity.</li> <li>• Exclusion zones must be in place and appropriate for the size of lift.</li> <li>• A lift plan must be completed for complex/critical lifts.</li> <li>• All personal are to be briefed of the lift.</li> <li>• Effective means of communication established.</li> <li>• No person or body part to be under the suspended load.</li> <li>• Crane Operators and Dogman must be trained and competent.</li> <li>• Tag lines are to be used when required to safely control the lift.</li> </ul>		

Work Description	ATW required	PTW required
<b>Operation of Overweight Machinery on LPC Wharf Structures</b>	<b>YES*</b>	<b>YES**</b>
<p>*ATW – Must be issued by a LPC Subject Matter Expert</p> <p>**PTW – A Permit to Operate is required for use of any machine which exceeds a wharf structures or breastworks level of service.</p> <p><a href="#">Application to Operate Overweight Crane / Machine on LPC Wharf Structures</a></p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>• Activity using cranes and overweight vehicles (truck-mounted, mobile, crawler cranes, swing lifts, for lifts) on LPC wharf structures require a Crane Lift - Wharf Authority.</li> <li>• Specific plant, location and load information is required to calculate point loading on wharf structures and to ensure the level of service is not exceeded.</li> <li>• In some cases, LPC may need to engage a third-party engineer for further assessment, if this is the case fees will apply.</li> <li>• Before starting lift activity, the lift set up may also require an on-site sign-off by an authorised LPC person.</li> <li>• Swing lifts are not permitted on LPC HPMV structures #1 Breastworks, Jetty 2, Jetty 3, Jetty 2-3 Breastwork or Jetty 7 HPMV section (0-116m mark).</li> <li>• Unless approved by an LPC subject matter expert or third party engineer the maximum unrestricted point loading on all HPMV structures is 5.5t.</li> <li>• Equipment which exceeds pedestrian loadings is not permitted to be operated on the LPC Oil Berth structure unless approved in writing by LPC.</li> <li>• Jetty 7 Inner (&gt;116m) 6-7 Breastworks, Cashin Quay and the Cruise Berth can accommodate a greater level of service, but the operator must consult with LPC before proceeding.</li> <li>• Lifting gear must be certified, inspected, tagged, maintained, and visually inspected prior to each use.</li> <li>• Ground conditions must be verified safe for lifting operations.</li> <li>• Overhead services must be identified, and controls in place.</li> <li>• Procedural documents to be in place e.g., JSA or SOP, reviewed, and signed by those undertaking the activity.</li> <li>• Exclusion zones must be in place and appropriate for size of lift.</li> <li>• A lift plan must be completed for complex/critical lifts.</li> <li>• All personal are to be briefed of the lift.</li> <li>• Effective means of communication must be established.</li> <li>• No person or body part to be under the suspended load.</li> <li>• Crane Operators and Dogman must be trained and competent.</li> <li>• Tag lines are to be used when required to safely control the lift.</li> </ul>		

Work Description	ATW required	PTW required
<b>Dangerous Substance Transfer</b>	<b>YES</b>	<b>NO</b>
<p>E.g., Ship to shore transfer of Ammonia.</p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>• JSA / SWMS procedures are in place as required and in accordance with Operator instructions and NZ Standards.</li> <li>• Equipment must be certified for intended use and is fit for purpose.</li> <li>• All personnel must be trained, licensed and competent for the task they perform.</li> <li>• An exclusion zone must be maintained from all other activities.</li> <li>• SDS must be reviewed and available onsite.</li> <li>• There must be a documented emergency plan in place prior to Dangerous Substance Transfer.</li> </ul>		

Work Description	ATW required	PTW required
<b>Delivery of Class 1 Dangerous Goods</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>• JSA / SWMS procedures are in place as required and in accordance with Operator instructions and NZ Standards.</li> <li>• Equipment must be certified for intended use and is fit for purpose.</li> <li>• All personnel must be trained, licensed and competent for the transport of dangerous goods.</li> <li>• SDS must be reviewed and available onsite.</li> </ul>		

Work Description	ATW required	PTW required
<b>Electrical Services</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>For all electrical work, a risk assessment must be completed prior to the work being undertaken, with consideration to induction, arc flash and the requirements to isolate.</li> <li>Test for dead (test before touch) procedures must be applied at all times.</li> <li>An exclusion zone must be applied when working in the vicinity of: <ul style="list-style-type: none"> <li>A bare overhead power line.</li> <li>An insulated overhead power line connected to a building.</li> <li>An open switchboard with exposed components (e.g., connections or bare busbars).</li> <li>An exposed overhead conductor (e.g., substation busbar, travelling or gantry crane busbars).</li> <li>Any exposed electrical part which may present risk to personnel.</li> </ul> </li> </ul> <p>Electrical Isolation</p> <ul style="list-style-type: none"> <li>Lock Out / Tag Out (LOTO) including de-energisation in place. Use of personal locks in place.</li> <li>Access to electrical panels, substations and high voltage areas must be secured to prevent unauthorised access.</li> <li>All relevant personnel must be notified of isolation.</li> <li>All electrical work is to be undertaken by suitably competent and (where applicable) licensed personnel.</li> <li>The person must: <ul style="list-style-type: none"> <li>Be registered by the Electrical Workers Registration Board (EWRB).</li> <li>Hold an Annual Practising License.</li> </ul> </li> </ul>		

Work Description	ATW required	PTW required
<b>Excavation and Surface Penetration</b>	<b>YES*</b>	<b>YES</b>
<p>*ATW – Must be issued by a LPC Subject Matter Expert  <a href="#">LPC Permit Application - Excavations</a></p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>LPC considers any disturbance of the ground or surface to be an excavation.</li> <li>A LPC Permit to Excavate must be completed and approved prior to carrying out any excavation activities, with sufficient time allowed to obtain the Permit.</li> <li>The Excavation work shall have detailed current service plans attached to the permit which identify the relative positions of the services and provide details of any warning systems.</li> <li>The Permit Receiver shall confirm they have adequate information on the relative positions and the presence and nature of warning systems with the LPC representative before commencing potholing or hydro-excavation.</li> <li>For all excavation activities, a work plan and a risk assessment in the form of a Job Safety Analysis (JSA) or Safe Working Method Statement (SWMS) must be completed.</li> <li>The risk assessment must include, but not be limited to, the following items: <ul style="list-style-type: none"> <li>A detailed emergency response plan which identifies procedures and contacts.</li> <li>Adequate monitoring and planning for adverse weather conditions.</li> <li>Considerations of working environment and constructability of temporary works.</li> </ul> </li> </ul>		

Work Description	ATW required	PTW required
<b>Hot Work</b>	<b>YES</b>	<b>YES</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Hot Work is any work that may involve or result in, an open flame, sparks, or heat hot enough to ignite nearby materials e.g., Welding, Brazing, Grinding.</li> <li>A Hot Work Permit is required for hot work on LPC sites and LPC vessels unless the work is completed within a designated hot work area. e.g., Workshop.</li> <li>A risk assessment must be completed prior to the work being undertaken.</li> <li>Combustible materials must be removed or protected.</li> <li>Emergency Procedure must be reviewed and in place.</li> <li>Transmission of sparks, weld slag etc must be eliminated.</li> <li>Exclusion zone in place.</li> <li>Fire watch in place for a minimum period of 30mins.</li> <li>Contractors and PCBU's requiring a Hot Work Permit contact the LPC Permit Office.</li> <li>Email: <a href="mailto:permits@lpc.co.nz">permits@lpc.co.nz</a> or Ph (03)741 5164</li> <li>Hot Work on an LPC vessel requires a notification to be sent to the Harbourmaster via the ECan website. <a href="#">ECan Hot Work Notification</a></li> </ul>		

Work Description	ATW required	PTW required
<b>Hot Work on a Vessel</b>	<b>NO</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Hot work onboard a vessel must be notified to the Harbourmaster via the ECan website.</li> <li>All hot work must be conducted as per the Harbourmasters direction 16-1</li> </ul> <p><a href="#">ECan Hot Work Notification</a></p>		

Work Description	ATW required	PTW required
<b>Oil Berth Lock Outs</b>	<b>YES</b>	<b>NO</b>
<p>Oil Berth Lock Outs are coordinated by the LPC Permit Office and the LPC Marine Planning team. To submit an Oil Berth lock out request contact the LPC Permit Office.</p> <ul style="list-style-type: none"> <li>Email: <a href="mailto:permits@lpc.co.nz">permits@lpc.co.nz</a> or Ph (03) 741 5164</li> </ul>		

Work Description	ATW required	PTW required
<b>Oil Transfer - Bunkering</b>	<b>YES</b>	<b>NO</b>
Additional Information: <ul style="list-style-type: none"> <li>• An Oil Transfer Notification form must be completed via the Environment Canterbury Website not less than 3 hours (but not more than 96 hours) prior to the transfer taking place.</li> <li>• There must be always a documented emergency plan in place and onsite.</li> <li>• A SWMS/JSA or other form of documented process must be always in place and available for review.</li> <li>• An exclusion zone sufficient for the task should be in place at all times.</li> <li>• Bunkering in Progress signage must be displayed.</li> <li>• An approved lifejacket must be worn by the tanker driver during the bunkering process.</li> <li>• All bunkering vehicles must be fitted with fire extinguishers and spill kits.</li> <li>• All personnel must be trained, licensed and competent for the task they perform.</li> </ul>		

Work Description	ATW required	PTW required
<b>Pressurised and Hydraulic Systems</b>	<b>YES</b>	<b>NO</b>
Additional Information: <ul style="list-style-type: none"> <li>• JSA / SWMS procedures are in place as required and in accordance with operator instructions and NZ Standards.</li> <li>• Equipment must be certified for intended use and is fit for purpose.</li> <li>• All personnel must be trained, licensed and competent for the task they perform.</li> </ul>		

Work Description	ATW required	PTW required
<b>Ships Lines</b>	<b>YES</b>	<b>NO</b>
Additional Information: <ul style="list-style-type: none"> <li>• Do not work within the snap back zone of a ship's lines under tension.</li> </ul>		

Work Description	ATW required	PTW required
<b>Stockpiling and Engulfment</b>	<b>YES</b>	<b>NO</b>
Additional Information: <ul style="list-style-type: none"> <li>• A risk assessment must be completed for all work there is a risk of people being adversely impacted by Stockpiles and Engulfment.</li> <li>• The assessment must include working in the vicinity of a coal stockpile.</li> <li>• Where coal stockpiling is considered routine work, this may include S.T.E.P.S. / JSA / SWMS / Procedures / Work Insrtuctions.</li> </ul>		

Work Description	ATW required	PTW required
<b>Scaffolding</b>	<b>YES</b>	<b>YES*</b>
<p>*PTW – Must be issued if fall protection is used as a primary control during the assembly and disassembly.</p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>Scaffolding must be assembled, modified or dismantled by a competent, trained person as required by legislation.</li> <li>The scaffold must display a current scaffold tag.</li> <li>Scaffolding of a height greater than 5 metres must be notified to WorkSafe New Zealand (for City Depot and Midland Port Sites) or Maritime New Zealand (for Lyttelton Site) through the notification of particular hazardous work forms.</li> <li>Fall protection is required during construction and dismantling scaffolding structures.</li> </ul>		

Work Description	ATW required	PTW required
<b>Working in Fall Restraint or Fall Arrest</b>	<b>YES</b>	<b>YES</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Where fall protection systems are used as the primary control, written approval, in the form of SWMS or risk assessment and a Working at Height Permit, must be issued by a person who is trained in Working at Heights who is nominated by the Department/Area Manager.</li> <li>The work is to be performed by trained and competent personnel only.</li> <li>There must be a rescue plan in place where fall protection systems are used.</li> <li>The work area must be assessed and safe from other activities, barricades and signs installed if required.</li> <li>Anchor points must be identified, and permanent anchor points certified.</li> <li>Work at Height equipment including harness and fall arrest is to be inspected before use and have current inspection tags.</li> <li>All personnel undertaking harness work must be trained and competent or directly supervised by a trained and competent person.</li> <li>Relevant NZQA unit standards as follows: <ul style="list-style-type: none"> <li>US17600: Explain safe work practices for working at height</li> <li>US23229: Use a safety harness for personal fall prevention when working at height. plus, one of either: <ul style="list-style-type: none"> <li>US15757: Use, install and disestablish proprietary fall arrest systems when working at height.</li> <li>Or US25045: Employ height safety equipment in the workplace.</li> </ul> </li> </ul> </li> </ul>		

Work Description	ATW required	PTW required
<b>Work from a Fixed Work Platform</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Fixed Work Platforms are solid construction which have been designed to AS/NZ Standard 1657:1992 and built to provide a work environment where likelihood of a fall is minimised.</li> <li>Fixed work platforms are: <ul style="list-style-type: none"> <li>Permanent structures that have safe access and egress.</li> <li>Structurally capable of supporting workers, material and any other loads it has been designed for.</li> </ul> </li> <li>Provided with barriers around the perimeter and around any openings from or through which a person could fall.</li> <li>Temporary openings (e.g. removed grating plate) in fixed platforms must be made safe immediately after being created. Adequate signage should be used. If a cover is used as a control measure, it must be made of material that is strong enough to prevent a person falling through and must be securely fixed. Fall protection PPE is not required when working from fixed work platforms, examples of fixed work platforms are ship to shore crane walkways or landing platforms on straddles.</li> </ul>		

Work Description	ATW required	PTW required
<b>Mobile Elevated Work Platforms</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Mobile Elevated Work Platforms (MEWPs) include scissor lifts, boom lifts and other types of self-powered platforms.</li> <li>Every person inside the Mobile Work Platform must be trained and competent, secured at all times with the correct fall protection equipment for the type of work platform being used. When using a Scissor Lift, a risk assessment and manufacturer's recommendations will determine the need for fall protection equipment.</li> <li>There shall be a system for ensuring the certification, maintenance and inspection of all Mobile Elevated Work Platforms (MEWP) as per the appropriate and current approved code of practice and/or best practice guidelines.</li> <li>All mobile elevated work platforms used for work at height require a risk assessment. The assessment must include: <ul style="list-style-type: none"> <li>The selection of the correct work platform for the task.</li> <li>The working at height training required by the workers using the work platform.</li> <li>The training required by the operator of the MEWP.</li> <li>A pre-start safety check is required to be undertaken before the task is started</li> <li>A documented rescue or emergency response plan must be in place.</li> </ul> </li> </ul>		

Work Description	ATW required	PTW required
<b>Working from a Personnel Cage</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>• Condition of the ground and proximity to power lines, other infrastructure, roadways and other people must be considered.</li> <li>• Pre-start equipment safety checks. The operators shall carry out appropriate inspections of all Working at Heights equipment before use.</li> <li>• Persons working in the personnel cage must wear the appropriate safety harness at all times and be suitably attached via an approved lanyard.</li> <li>• Appropriate personal protective equipment must be worn at all times.</li> <li>• When working over or near water, assess the hazards and risks to decide what personal protective equipment should be worn. e.g., replace a safety harness with a personal flotation device when working over water.</li> <li>• Persons working from the personnel cage must be able to communicate clearly with the crane operator at all times.</li> <li>• Proof of competency that the person undertaking harness work is trained and competent or directly supervised by someone at all times.</li> <li>• A documented rescue or emergency response plan must be in place.</li> </ul>		

Work Description	ATW required	PTW required
<b>Work from Ladders</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>• Ladders must only be used for access and low risk, short duration tasks.</li> <li>• Ladders must be of trade or industrial standard and be rated at no less than 120kgs and comply with the AS/NZS 1892 standard.</li> <li>• Ladders must be checked before use to ensure they are in good working order.</li> <li>• Workers on ladders must always maintain 3 points of contact.</li> <li>• Straight ladders must be secured at the top and be footed by another worker for the duration of the work and set at a 1:4 ratio.</li> </ul>		

Work Description	ATW required	PTW required
<b>Work on LPC Roads</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>• Traffic Management Plans (TMP's) are documented arrangements to enable safe operation of mobile equipment including light vehicles and movement of pedestrians.</li> <li>• TMPs are required where there is a temporary change to the normal operation of the site.</li> <li>• TMP's are also required for areas where there is a high risk of vehicle/pedestrian interaction, designated areas for high risk mobile equipment, e.g., log yard, coal operation, container terminal, rail sidings and wharves.</li> <li>• TMP's will alert Port Users to temporary traffic hazards and controls. Current examples include: <ul style="list-style-type: none"> <li>○ Movement of an over dimension vehicle through the port.</li> <li>○ Any situation where a risk assessment has identified a need for extra traffic controls.</li> <li>○ When there is a change to an operation.</li> </ul> </li> </ul> <p>A Traffic Management Plan must include sufficient information for subjects below:</p> <ul style="list-style-type: none"> <li>○ Signage.</li> <li>○ Unanticipated vehicles.</li> <li>○ Risks / hazards.</li> <li>○ Traffic flow.</li> <li>○ Responsibilities</li> <li>○ Controls.</li> </ul>		

Work Description	ATW required	PTW required
Diving	YES*	YES**
<p>*ATW – Must be issued by a LPC Subject Matter Expert            *PTW – Must be issued by Lyttelton Harbour Radio before Divers enter the water  <a href="#">LPC Application - Authority to Dive</a></p> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>• A dive plan and risk assessment must be developed before any diving activities and all involved members should participate in preparing the plan.</li> <li>• There must be clear roles and responsibilities amongst diving crew and roles below identified and assigned: Diving Supervisor, Standby Diver: Dive attendant.</li> <li>• WorkSafe must be notified of diving activities at least 24 hours prior to the task, or as soon as reasonably possible for urgent tasks.</li> <li>• Dive Flag Alpha must be visible while Divers are in the water.</li> <li>• Lyttelton Harbour Radio to be notified of any dive activity, and a Dive Permit issued prior to the operation and closed on completion of the task.</li> <li>• Diving equipment must be certified, inspected and fit for purpose.</li> <li>• Documented emergency response plan must be in place and available at the dive location.</li> <li>• Stand by diver must be present whenever a diver is underwater and shall be equipped and ready to enable immediate entry into the water for the purpose of providing aid or assistance to a diver.</li> <li>• All divers must hold a current Certificate of Competency (CoC) and hold a current Occupational Diving Medical Certificate.</li> <li>• No diving or work in water activities shall be permitted in the Inner Harbour or at the Inner Harbour Moles during active Vessel under Pilotage or PEC Vessel movements.</li> </ul>		

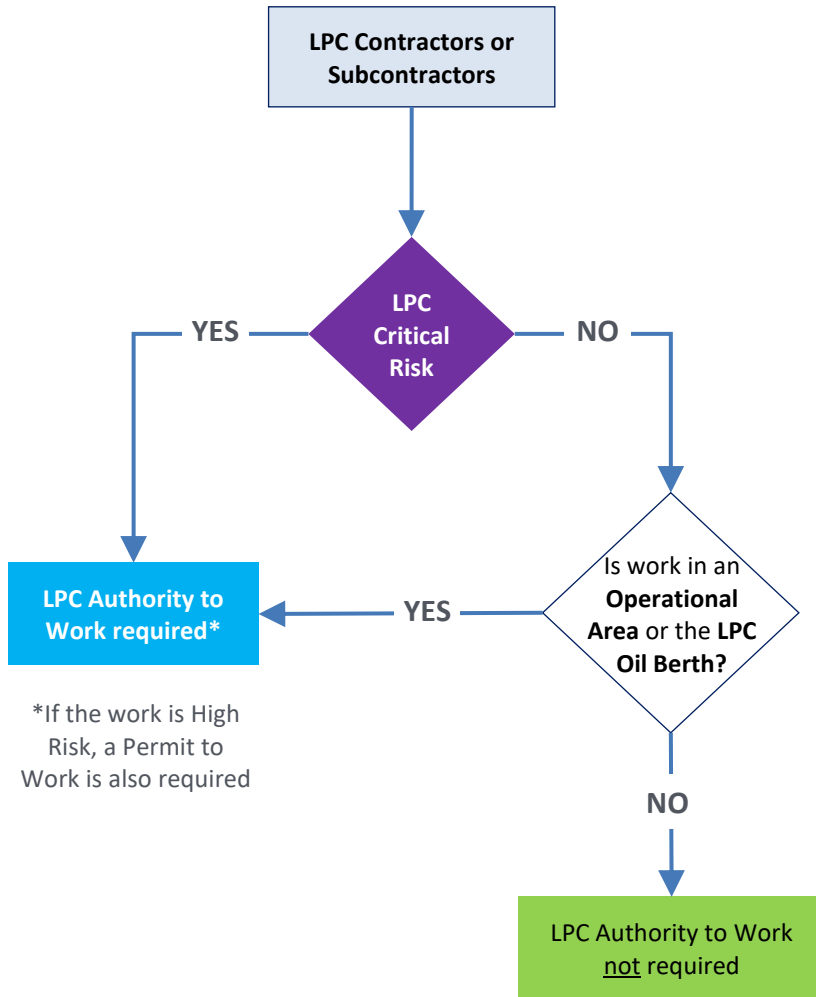
Work Description	ATW required	PTW required
Working Near Water	YES	NO
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>• For all activities with the risk of the people, plant or equipment unintentionally entering the water, preventative controls are to be described in the Safe Work Method Statement (SWMS)/JSA or an equivalent document.</li> <li>• LPC considers Working near Water as operational and maintenance tasks carried out within 2 meters of a wharf edge or body of water and activities of plant and equipment within 5 metres of a body of water to have suitable controls in place. e.g., When working near the water's edge a personal flotation device can be worn.</li> </ul>		

Work Description	ATW required	PTW required
<b>Working On Water</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>For all work on water with the risk to the people, plant or equipment entering the water preventative controls are to be described in the Safe Work Method Statement (SWMS)/JSA or an equivalent document.</li> <li>Personnel using a watercraft must be equipped with VHF radio and must hold a VHF Radio Operators Certificate (US19491) and must comply with the NZ Maritime Code regarding call signs.</li> <li>Operators are to seek permission from Lyttelton Harbour Radio before launching watercraft with inclusion of information such as number of people and location.</li> <li>Lyttelton Harbour Radio will provide permission for the launch of watercraft and must be notified by the permit holder of any change.</li> <li>Lyttelton Harbour Radio will inform watercraft permit holders of any vessel movement within the harbour.</li> <li>Where location of watercraft may be impacted by an incoming or outgoing vessel, there must be adequate time given to the permit holder to remove their personnel and equipment to safety.</li> <li>There must be an exclusion zone identified and implemented based on level of risk.</li> <li>Exclusion zone around STS cranes or Coal Ship Loader with boom down must be a minimum of 50 meters.</li> </ul>		

Work Description	ATW required	PTW required
<b>UAV/Drone Operations</b>	<b>YES</b>	<b>NO</b>
<p>Additional Information:</p> <ul style="list-style-type: none"> <li>Operator must comply with the Civil Aviation Act 1996 and Civil Aviation Regulations (part 101)</li> <li>Provide a flight plan as part of the Authority to Work process.</li> <li>The LPC Permit Office will review the flight plan and inform the Harbourmaster and NZ Customs.</li> <li>Any flights over waters controlled by the Regional Authority must be advised to the relevant authority (ECan)</li> <li>Customs must be advised of any drone flights over a Customs Controlled Area (CCA).</li> <li>All Flights must be lodged with AirShare and approved by Permit Office prior to Flight.</li> </ul>		

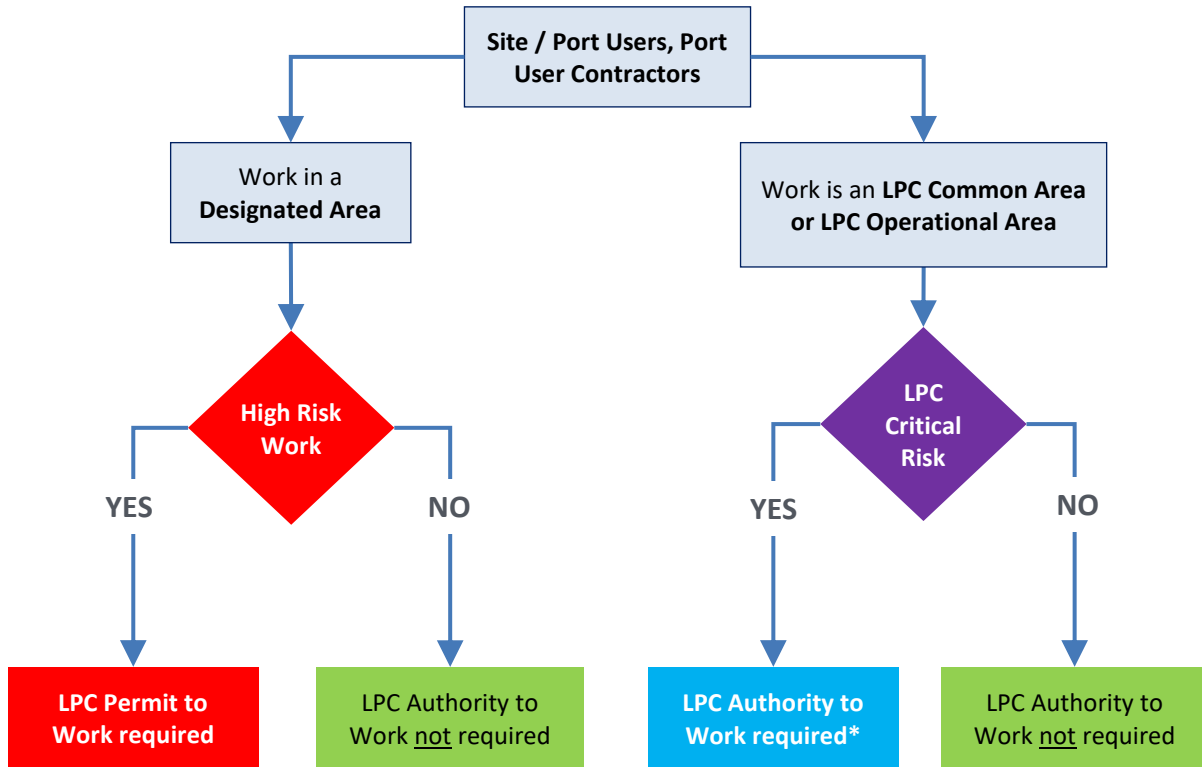
## 9 AUTHORITY & PERMIT TO WORK REQUIREMENTS FLOW CHARTS

### 9.1 LPC CONTRACTORS AND SUBCONTRACTORS



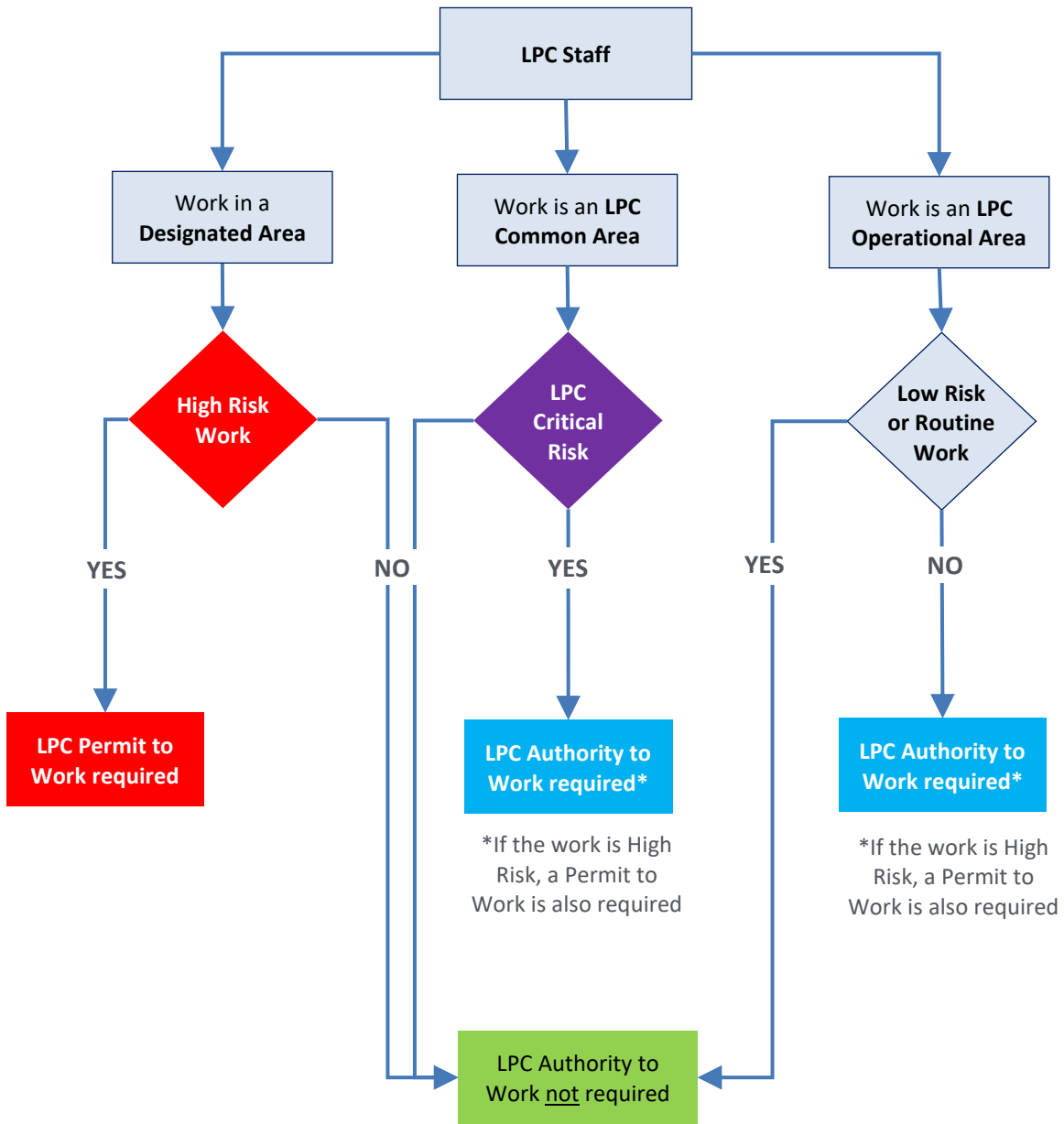


## 9.2 SITE/PORT USERS AND PORT USER CONTRACTORS



\*If the work is High Risk, a Permit to Work is also required

## 9.3 LPC STAFF



## 10 DEFINITIONS

<b>Authority to Work</b>	Documented LPC authority to carry out a defined scope of work after review of proposed work scope and planned risk controls. May have a Permit to Work or specific conditions of authority attached. Issued by an LPC authorised person and activated through the LPC Permit Office.
<b>Common Areas</b>	Areas of Lyttelton Port not assigned to a specific operation or Port User. Areas that may be used concurrently by multiple entities for operations access, parking, or storage. Common areas include the road network, Inner Harbour Breastworks, wharf structures (except sections assigned to berthed vessels) Te Ana Marina Pontoon and parking areas.
<b>Conditional Extended Authority (CEA)</b>	An Authority to Work issued, with specified conditions, for an extended period from 1 week to 3 months after detailed assessment of risks and controls.
<b>Confined Space Entry</b>	A confined space is an enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, and – (a) is liable at any time to – (i) have an atmosphere which contains potentially harmful levels of contaminant; (ii) have an oxygen deficiency or excess; or (iii) cause engulfment; and (b) could have restricted means for entry and exit.
<b>Crane</b>	(1) means a powered device- (a) that is equipped with mechanical means for raising or lowering loads suspended by means of a hook or other load-handling device; and (b) that can, by the movement of the whole device or of its boom, jib, trolley or other such part, re-position or move suspended loads both vertically and horizontally; and (2) includes all parts of the crane down to and including the hook or load handling device, and all chains, rails, ropes, wires, or other devices used to move the hook or load-handling device. (3) includes the attachments, fittings, foundations, mountings and supports; but (4) does not include lifting gear that is not an integral part of the crane.
<b>Critical/Complex Lifts</b>	A complex lift is a non-routine crane lift requiring detailed planning and unusual or additional safety precautions. These may include: - Irregular loads or loads with unusual weight distribution (centre of gravity) - using one or more cranes(winches) - a lift with less than the recommended multi crane safety factors - a lift out of view of the crane operator - technically difficult rigging - lifting personnel - lifting hazardous materials - lifting submerged loads - lifting with no or partial outriggers - lifting on rubber - or any lift the crane operator feels should be classed as such.
<b>Diving</b>	All diving within 200m of LPC Wharves and Infrastructure
<b>Designated Area</b>	Area assigned to a berthed vessel, port user, contractor or LPC Project
<b>Designated Hot Work</b>	Designated Hot Work Area – An area that is designed either permanently or

<b>Area</b>	temporarily for the performance of hot work, such an area must be free from flammable materials, have all combustible materials removed or covered as is feasible.
<b>Emergency Works</b>	Work required to respond to an actual or imminent threat to life or to critical LPC infrastructure or assets. Work required for urgent plant and equipment repair, or recovery determined as commercially imperative by a LPC Senior Manager.
<b>Excavations and penetrations</b>	Any disturbance of the ground or surface on LPC sites.
<b>High Risk Work</b>	Confined Space Entry, Hot Work, Working at Height (fall protection system as primary control), Excavations, operation of a overweight machine on an LPC wharf structure.
<b>HPMV Structures</b>	LPC HPMV structures #1 Breastworks, Jetty 2, Jetty 3, Jetty 2-3 Breastwork or Jetty 7 HPMV section (0-116m mark).
<b>LPC Critical Risks</b>	<ul style="list-style-type: none"> <li>• Confined Space Entry</li> <li>• Container Stacking</li> <li>• Conveyor Entanglement</li> <li>• Cranes and Lifting</li> <li>• Electrical Services</li> <li>• Equipment Fire and Explosion</li> <li>• Excavation and Surface Penetration</li> <li>• Pressurised, Hydraulic &amp; Pneumatic Systems</li> <li>• People vs Plant</li> <li>• Persons Working in Ships Hold</li> <li>• Ships Lines</li> <li>• Stockpiling and Engulfment</li> <li>• Fall from Height</li> <li>• Working on, in or Near Water</li> </ul>
<b>Level of Service (LOS)</b>	Load capacity of wharf structures monitored, and limits adopted by LPC Infrastructure after reviewing SME recommendations. LOS limits traffic weight classes and lifting activity.
<b>Low Risk Work</b>	Work which does not expose people to LPC Critical risk.
<b>LPC Authority / Permit Issuers</b>	LPC Persons qualified, experienced, and authorised to issue Authorities to Work and Permits to Work.
<b>LPC Permit Office</b>	The entity tasked with coordinating the LPC Authority and Permit to Work Programme <i>A physical office located at 58 Norwich Quay, 03 741 5164</i>
<b>Mobile Crane</b>	Mobile crane: means mobile mechanical plant which is able to be configured to lift or carry a suspended load. This definition includes “Fully”, “Semi”, “Portable” and “Truck” mobile cranes. For the purposes of this Manual, this definition also includes: (1) construction equipment, such as excavators configured with hooks or other lifting devices and used for purposes other than duties associated with the primary function of the machine (e.g. other than placing of pipes in a trench).
<b>Non-routine Work</b>	Work done occasionally or in response to unexpected events in Lyttelton Port

<b>Operational Areas</b>	An LPC site allocated to dedicated cargo or work operations. e.g., Coal, Lyttelton Container Terminal, Log Yards, City Depot and Midland Port, Workshops.
<b>Overweight Machine</b>	Any machine which exceeds the Wharf Structure level of service
<b>Routine Work</b>	Work that can be anticipated on any given day. e.g., Container Operations, Coal Operations, Daily Maintenance.
<b>Working At Heights</b>	Where there is a risk of a fall from one level to another, and / or working within 2 metres of an unprotected edge. Work at height does not include slipping, tripping or falling at the same level.
<b>Work Owner</b>	Person who has engaged a contractor to work on an LPC site.