

MARINE: Dry Dock and Slipway

Health & Safety Expectations

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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 by LPC and third parties within the normal ship repair business scope of the Site.

The Health and Safety at Work Act 2015 (HSWA) in New Zealand requires businesses to manage risks associated with work activities to ensure the health and safety of workers and others.

HSWA also provides a definition of a 'person conducting a business or undertaking' (PCBU), the scope of which captures a number of those parties operating in and around the dry dock.

Each of these PCBU's must ensure, so far as reasonably practicable, that they consult, coordinate and cooperate on their overlapping duties for health and safety. As the owner of the dry dock, LPC has outlined health and safety principles as well as expectations of PCBU's as Port Users that apply when using port facilities. These principles can be found within the document 'Common User Safety Protocol'.

It is intended that this document be read alongside the 'Common User Safety Protocol' (CUSP), which is available on the LPC website.

Application and Communication

The 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.

The PCBU introducing risk has primary responsibility for managing it. Parties must consult, cooperate, and co-ordinate to manage risks in shared work areas.

To ensure effective communication, consultation, cooperation and co-ordination on safety matters between PCBUs involved in Vessel Activities at the Site, LPC facilitates a program of meetings with and between each vessel in the Dry Dock.

- Daily meetings with each Vessel, the Dry Dock Master and PCBUs working on that vessel are typically held between 0730 and 0900 on weekdays and are often held during weekends.
- When more than one vessel is in the Dry Dock a joint meeting is held between the Dry Dock Master and the principal PCBU representative from each vessel.
- For any activity impacting another PCBUs operation, it is expected that clear pre-notification and agreement are reached.

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Specific Site Safety Expectations

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 near misses to the Dry Dock Master.
- Significant incidents and the emergence of significant hazards at the Site and on a Vessel must be notified to LPC.

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.
- The Site Emergency Management Plan is located at the main gate on Godley Quay and upstairs in the Dry Dock Pump House office.

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 as per AS/NZS 1801. Chin straps are 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.
- 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.

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. This includes completion of the online LPC Site induction prior to entering the Site.
- PCBUs are responsible for ensuring their contractors are aware of and comply at all times with the requirements of the CUSP.

Fall from Height

- Fall prevention barriers must be installed, maintained, and remain effective around the perimeter of the Dry Dock apron.
- Any gap or interface between gangways and fall prevention barriers must be secured with suitable barrier systems to maintain continuous edge protection.
- Personnel undertaking work on Dry Dock altars are subject to ATW requirements, and must remain

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connected to the installed fall arrest system at all times using an adjustable twin-tail lanyard.

- Work activities that expose a person to a fall from one level to another must be eliminated wherever reasonably practicable through task design, work planning, or engineering controls such as fall prevention barriers and edge protection systems.
- A task-specific risk assessment must be completed before undertaking any work from a Mobile Elevating Work Platform (MEWP), Mobile Work Platform (MWP), or where fall arrest, restraint, or work positioning systems are required.

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 its intended use and up to date with 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 – e.g., flags, tiger tails, barriers, danger tape.
- No person unless authorised by the Operator or Dogman can enter the exclusion zone of a crane.
- Slingsling 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.

People vs. Plant, including Mobile Plant

- Pedestrian and vehicle movement to be undertaken in accordance with the site traffic management plan.
- Pedestrians must use marked designated walkways whenever possible. When the walkway is impeded by machinery, it is the responsibility of the lead PCBU to provide a safe alternative pedestrian route, this could include temporary closure of the walkway.
- Pedestrians must always give way to moving plant unless determined by a Site traffic management plan.
- All persons operating machinery and mobile plant must hold an applicable and current licence and should be trained for the equipment being used.

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

A confined space is 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

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other liquids. LPC have a Confined Space Register online. Examples of a confined space at LPC may include: Storage and cargo tanks, tanks, Hoppers, manholes, vessels, drains.

Should any PCBU require a copy or details of the confined space register for the Dry Dock please contact the Dry Dock Master.

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 when undertaking work in a Confined Space tasks include:
 - 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
 - Consideration of the need for ventilation, including forced ventilation
 - 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.

Hazardous Energy

- Hazardous energy includes any source of energy or stored condition that may cause harm through release, activation, movement, exposure or loss of containment.
- The LPC Hazardous Energy and Isolation Management Standard is applicable to all LPC sites LPC Contractors and Port users are required to meet or exceed this standard.
- Only persons who are trained and competent to carry out repairs on the relevant plant or equipment are authorised to isolate that plant or equipment.
- If someone is working in a position where they could be exposed to an uncontrolled energy release that they are not qualified to work on, a qualified person must carry out the initial isolation. Others can apply their lock to the isolation point.

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.

Dangerous Goods

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

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.
- In accordance with the LPC Drug and Alcohol Policy, no person can work on the Site if under influence of alcohol or illicit drugs.