

WI-A-4.5.1-02

Use of Battery-Operated Hand Tools in a Hazardous Area 2

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To review changes, refer to the ['Version summary'](#) at the end of this document.

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1. Purpose

Whenever bp conducts construction, maintenance, demolition, remediation and other similar work that are typical of our industry, there is the potential for harm to people and the environment and for damage to equipment. This document provides a system of work that allows tasks to be completed safely and without unplanned loss of containment with the potential to cause environmental damage or to damage a plant or equipment.

This document supports Control of Works WI-A-4.5.1-01 for the Task Risk Assessment Table (TRAT) and provides instructions for the use of Battery-Operated Hand Tools in a hazardous area 2, occurring on bp New Zealand sites.

2. Scope

This work instruction has been created specifically for New Zealand retail construction and maintenance tasks and is not authorized to be used by other areas within bp.

The requirement specified in this procedure applies equally to bp employees, contractors and visitors engaged in New Zealand retail construction and maintenance tasks.

3. Work Instructions for use of battery powered hand tools in a hazardous area 2

Applies to:	<p>All personnel (bp or contractor) who use battery operated hand tools in a hazardous area 2 on bp New Zealand retail sites.</p> <p>The battery operated hand tools within the scope of this work instruction shall only be equipment that can be readily de-energised (e.g. by turning off the battery operated equipment) in the event a flammable atmosphere is detected or an incident occurs on site that releases product (e.g. a customer or contractor spills fuel).</p> <p>Do not use this work instruction for work within Confined Spaces.</p>
Objective:	<p>To safely use battery operated hand tools within a hazardous area 2 at bp New Zealand retail sites.</p> <p>NOTE: This procedure covers the safe use of battery powered hand tools within a hazardous area 2 with respect to site and process hazards, i.e. the potential for flammable atmospheres. The task hazards associated with their use is not within the scope of this work instruction. These shall be covered by the contractor JSA or SWMS associated with the task.</p>
Risk assessment:	<p>Level 2 Task Risk Assessment-Use of Battery-Operated Hand Tools in a Hazardous Area 2.</p>
Pre-requisites:	<p>To be used only by bp accredited contractors or sub-contractors engaged through a contractor who is bp accredited to manage sub-contractors.</p> <p>Persons performing the task shall be trained and competent in this procedure with training records kept by their employer and available for audit on request.</p> <p>Any person conducting gas testing in accordance with this work instruction shall have successfully completed NZQA 25510-Operate an atmospheric testing device to determine a suitable atmosphere exists to work.</p> <p>The contractor using the hand tool shall comply with all relevant requirements of bp procedures and legislation as applicable to the equipment and the task, e.g. inspection of equipment prior to use, risk assessment, etc.</p>

1. Complete Work Clearance Checklist (WCC) on arrival to site

BP OIL NEW ZEALAND WORK CLEARANCE CHECKLIST (v16)

BEFORE ANY WORK COMMENCES - all contractors and the Site Representative must complete this form. Everyone has an obligation to stay safe work in work that may result in loss of containment causing damage to the environment.

Site name: _____ Date: _____ Site Reference #: _____
 Company (PCBU) name: _____ Permit: _____
 Job owner: _____ JSA/JHA Ref: _____

QUALIFICATIONS / CERTIFICATION / IDENTIFICATION

Site safe passport details:
 Electrical or plumbing certification: _____
 Drivers license / Possession Number: _____

WORK AREA (Where refer to site plan/dep. Identify the work area)

Shop/Store Food Handling Area (Kitchen, Packer, Chiller) Storage Grounds
 Fuel Hazardous Area(s) Electrical Switchboard (Include work within 0.2m) Conveyors

GOLDEN RULES ACTIVITIES

Are you going to work on any live electrical, stored energy/pressure systems, or the electrical switchboard? YES / NO
 If YES, how will you isolate and lockout the system to make it safe to work on. What extra precautions will you take? _____
 Will your work involve any ground disturbance? YES / NO
 If YES, a JSA/JHA is required. This includes concrete cutting of the floor/curb at a depth of 150mm or greater. Check for services prior to start.
 Is your work area within a confined space? YES / NO
 If YES, a JSA/JHA is required. This includes tanks, pits, open top tanks equal to or deeper than 2.2m, excavations equal to or deeper than 2.2m, manholes, and manholes etc.
 Can your work involve you being at a height where you could fall 2m (6 feet) or more? YES / NO
 If YES, what measures will you include to reduce or eliminate elevated work platform/fall only, harness system, edge protection, etc.
 Do you plan to use a crane or heavy lifting device? YES / NO
 If YES, a JSA/JHA is required. Do you have a lift plan or signal (if you are)? _____
 Will your work involve being within the sites Hazardous Area Zone (refer the site plan to identify)? YES / NO
 If YES, a JSA/JHA is required, if your work involves grinding and cutting, battery tools, potential gas release areas.

ALL OTHER ACTIVITIES

Could your work at site obstruct any access or egress in an emergency? YES / NO
 If YES, consider alternatives. This includes re-traffic, excavation signs, cone/s, signage, silt trap.
 Is your work going to impact the public, our staff, or other contractors around site? YES / NO
 If YES, what cones, barriers and signs do you need to warn everyone? Discuss your work and hazards with them, understand their role.
 Does the contractor need access to the sites restricted areas, e.g. DTTs, IT&S Systems? YES / NO
 If YES, what identification do you need to be issued in the identification section and a work order email, communication has been received regarding work.

FOOD SAFETY REQUIREMENTS (Communication of a food handling area must be advised to BP staff immediately)

Will you be carrying out work within any food handling areas (e.g. kitchens, packers, and chiller)? YES / NO
 If YES, what measures have been taken within the last 24 hours. Please additional controls to prevent food contamination are listed below?
 Do your activities have the potential to affect food safety/hygiene? YES / NO
 If YES, remove or cover food and food contact surfaces. Food should be cleared before use. Hand hygiene to be followed at all times.

PERSONAL CONTROLS **ADDITIONAL WORK AREA CONTROLS**

Task relevant only for PPE for all work		Additional Work Area Controls	
Identified	Control	Identified	Control
Eye Protection	Safety glasses	Public Protection	Public safety signage
Ear Protection	Earplugs	Handwritten Signage	Handwritten/variable signs (coloured)
Head/earmuff	Headphones	Handwritten Signage	Handwritten/variable signs (coloured)
Handwritten Signage	Handwritten/variable signs (coloured)	Handwritten Signage	Handwritten/variable signs (coloured)

EMERGENCY CONTROLS

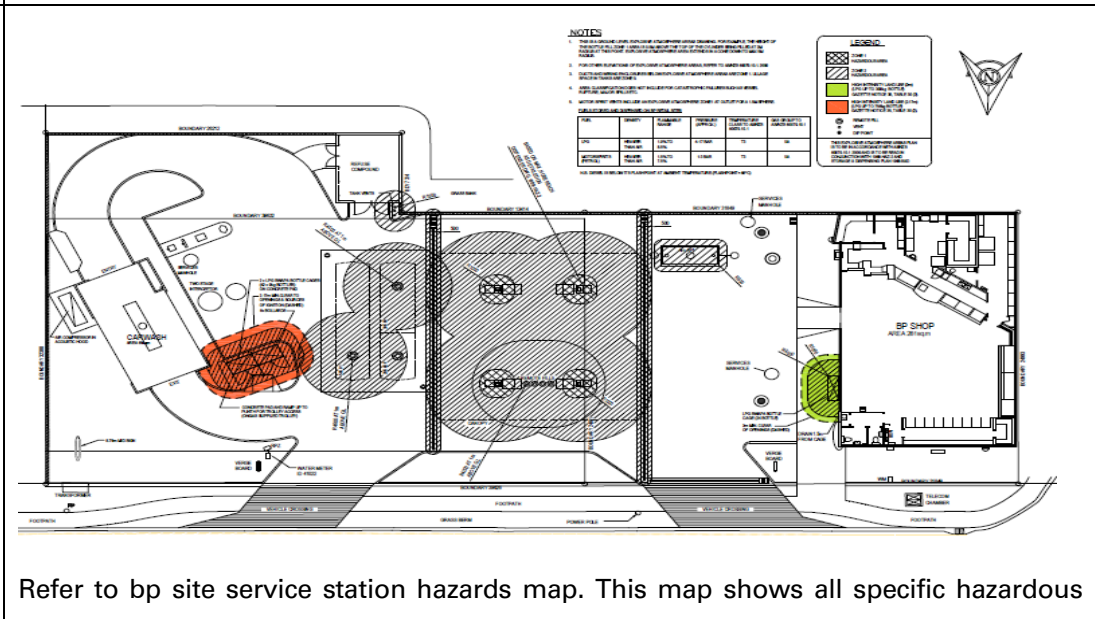
Have you informed the contractors of the emergency procedures for your site? YES / NO
 Have you informed the contractor of deliveries, other work, and site-specific hazards? YES / NO
 Have you viewed a JSA for this job? YES / NO
 (This must include date, site name, job description and a written method for how to do the job safely and PPE that will be used)

DECLARATION

Contractor: _____ Site Representative: _____
 To the best of my knowledge I have provided correct information. I understand the conditions of work and will comply with the Health and Safety at Work Act 2015, Food Regulations 2018 and associated legislation, and the BP safety, including food safety requirements whilst on-site.
 To the best of my knowledge I have provided correct information to the contractor. I understand all the work that is being undertaken, I have access to my site and believe the controls to manage these hazards are effective.

Print name: _____ Signature (start of job): _____
 Print name: _____ Signature (start of job): _____
 Start time: _____ End time: _____ Hours worked: _____ Work done Hazardous back safe & clean? YES / NO
 Status - Attach to Contractor Invoice: YES - Attach to Contractor NO - Finish as BP site

2. Confirm proposed location and any impacted hazardous areas



		area locations. Note those areas that are impacted by the work or are immediately adjacent. If no hazardous areas are impacted, this work instruction is not required. The task may be completed under a WCC and contractor risk assessment (SWMS/JSA) for the task.
3.	Isolation of fuel sources and gas testing of area	<p>All fuel dispensers and pumps within 4m (or 1m beyond the maximum hose length) of the location of the planned use of the battery operated hand tool shall be locked out (LOTO) & de-energised at the switchboard, an out of order sign placed on the dispensers, and physically barricaded to prevent customer use and access during the work.</p> <p>LPG exchange cylinder cabinets within 1.5m to be locked shut and bp site informed that they cannot be accessed during the work.</p> <p>Complete the bp Gas Test Certificate to confirm appropriate areas have been de-energised prior to use of the battery-operated hand tool.</p> <p>Physically test each bowser to confirm the de-energisation is effective.</p> <p>No breaking containment to occur within the work area during use of the battery-operated hand tool. As a minimum, this area to be the hazardous areas impacted by the use of the battery-operated hand tool. Breaking containment is the opening of fuel lines by removal of fittings, draining fuel lines, or other fuel system work that has the potentially to release fuel or vapour to the atmosphere rather than the normal operation of "keeping it in the pipe".</p>
4.	Prepare gas detector for use	Confirm that the gas detector has a current calibration. Conduct bump testing of the gas detector (also known as challenging) to confirm accuracy prior to use.
5.	Gas testing of work area	<p>Complete the bp Gas Test Certificate to confirm appropriate areas have been identified and to document this has been completed prior to use of the battery-operated hand tools, including prior to recommencing work after breaks and after tanker deliveries.</p> <p>Gas testing is to be completed by a person trained in NZQA 25510-Operate an atmospheric testing device to determine a suitable atmosphere exists to work.</p> <p>All readings shall be 0% LEL and stable prior to commencement of work. Your bp representative shall be contacted if this is not achieved as further investigation may be required prior to confirming the site is safe for work.</p>
6.	Cover drains, dip & fill points	<p>Use a fire blanket or wet hessian to cover any of the following that affect the work area and keep moist.</p> <ul style="list-style-type: none"> ☑ All dip and fill points (including both remote fill boxes and dip/fill points) within 4m ☑ Drains/pits within 0.5m ☑ Separator unit/pit within 0.5m <p>Complete the bp gas test to confirm appropriate areas have been covered, and to document this has been completed prior to use of the battery-operated hand tool.</p>

7.	Use of battery operated hand tools	<p>This bp work instruction is only for the safe use of battery-operated hand tools in a hazardous area 2 on a bp retail site with respect to site and process hazards, i.e. the potential for flammable atmospheres. All bp and legislative requirements for the use of the battery-operated hand tool shall be complied with for the task including pre-start checks, and competency in the use of the equipment.</p> <p>A contractor risk assessment (SWMS or JSA), as a minimum, is required for the task hazards and shall be referenced on the WCC.</p> <p>No batteries are to be changed out within the hazardous area.</p> <p>When not in use, battery operated equipment shall be protected from falling, using kickboards provided on the scaffold / EWP or stored with a secure toolbox. Exclusion / drops zones are also to be in place.</p> <p>This work instruction does <u>NOT</u> authorise the following:</p> <ul style="list-style-type: none"> ⊗ The use of mobile plant. See WI-A-4.5.1-04 for the requirements of entry of mobile plant into a hazardous area 2. ⊗ Ground disturbance. ⊗ Hot Work that includes burning, welding, grinding, air arcing, soldering, open flame, stress relieving, preheating or any similar activity that creates an uncontrolled ignition source. This type of work requires a Hot Work Permit. ⊗ Use of battery-operated equipment in a confined space. ⊗ Authority from bp is required in the form of a Hot Work Permit if in a hazardous area 1.
8.	End of work	<p>Pack up all equipment. Remove debris and make area safe. Report to the site representative and sign out the work is complete on the WCC</p> <p>If the following day the work is to continue, the complete work instruction shall again be followed commencing at step 1.</p>

4. Associated Documents

WI-A-4.5.1-01 bp Task Risk Assessment Table (TRAT)

WI-A-4.5.1-03 Drilling into or breaking concrete with hand held tools to a depth of 100mm not in a hazardous area

WI-A-4.5-01-04 Entry of mobile plant into a hazardous area 2

PRO-4.5-0001-1-03 Ground Disturbance

PRO-4.5-0001-1-07 Hot Work

PRO-4.5-0001-1-01 Permit to Work

PRO-4.5-0001-1-02 Energy Isolation

PRO-4.5-0001-1-04 Confined Space Entry

PRO-4.5-0001-1-05 Working at Height

5. Version summery

Table 1: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	Glenn Dopson	Initial Document	30/08/2016	
2	Ian Heath	Revision - no changes made	07/01/2020	
3	Ian Heath	Training and Competency requirement and minor reference changes.	31/01/2021	

End of Document