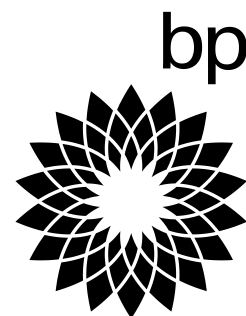




NZ Work Instruction



WI-A-4.5.1-04

## Entry of Mobile Plant into 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 entry of mobile plant into 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. Mobile Plant Work Instructions in Hazardous Area 2 Zone

Applies to:	<p>All personnel (bp or contractor) who use mobile plant such as Elevating Work Platforms (EWPs) or cranes in a hazardous area 2 on bp New Zealand retail sites.</p> <p>The mobile plant within the scope of this work instruction shall only be equipment that can be readily de-energised (e.g. by turning off the 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>
Objective:	<p>To safely use mobile plant (cranes, EWP's etc) within a hazardous area 2 at bp New Zealand retail sites</p> <p><b>NOTE:</b> This procedure covers the process and site hazards associated with the safe use of mobile plant within a hazardous area, i.e. the potential for flammable atmospheres. The task hazards associated with the 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:	Level 2 Task Risk Assessment-Entry of Mobile Plant within a Hazardous Area 2
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>The contractor shall comply with all relevant requirements of bp procedures and legislation such as licensing, risk assessment, inspection of equipment prior to use, as is applicable to the task. Persons are to complete the Work Clearance Checklist (WCC) associated with the task.</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>

1.	Complete Work Clearance Checklist (WCC) on arrival to site
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**BP OIL NEW ZEALAND WORK CLEARANCE CHECKLIST (v6)**

BEFORE ANY WORK COMMENCES - all contractors and the BP site representative must complete this form. Everyone has an obligation to stop unsafe work or work that may result in loss of containment causing damage to the environment.

Site name: \_\_\_\_\_ Date: \_\_\_\_\_ BP site reference # \_\_\_\_\_  
 Company (PCBU) name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 Job detail: \_\_\_\_\_ Job/Project ref: \_\_\_\_\_

**QUALIFICATIONS / CERTIFICATION / IDENTIFICATION**

Site safe passport details: \_\_\_\_\_ Certificate / Identification / Reference # \_\_\_\_\_  
 Electrical or plumbing certification: \_\_\_\_\_  
 Driver's License / Passport Number: \_\_\_\_\_

**WORK AREA** (Please refer to the plan to help identify the work area)

Shop/Store  Food handling Area (Kitchen, Pantry, Office)  External Grounds   
 Fuel hazardous Area(s)  Electrical Switchboards (includes work with OCM)  Driveway

**GOLDEN RULES ACTIVITIES**

Are you going to work on any live electrical, stored energy/pressure systems, or the electrical switchboard?  
 If yes, how will you isolate and lock out the system to make it safe, and an isolation procedure will you use? 100/100

Will your work involve any ground disturbances?  
 If yes, a BP Permit is required. This includes concrete cutting of the pavement or a depth of 150mm or greater. Check for services prior to start. 100/100

Is your work area within a confined space?  
 If yes, a BP Permit is required. This includes tanks, pits, open top tanks equal to or deeper than 2.2m, excavations equal to or deeper than 2.2m, vaults, and manholes. 100/100

Will your work involve you being at a height where you could fall 2m (6 feet) or more?  
 If yes, use fall protection. This can include suitable scaffold, elevated work platforms, ladders, safety harness, safety harness, etc. 100/100

Do you plan to use a crane or heavy lifting device?  
 If yes, a BP Permit is required. Do you have a lift plan or agreed lift procedure? 100/100

Will your work involve being within the site's Hazardous Area Zone (know the site plan to identify)?  
 If yes, a BP Permit is required. If you need to enter, you must have a permit to enter. 100/100

**ALL WORK ACTIVITIES**

Could your work at the site obstruct any access or egress in an emergency?  
 If yes, consider alternatives. This includes obstructions, excavation works, concrete work, etc. 100/100

Is your work going to impact the public, our staff, or other contractors' work sites?  
 If yes, what signs, barriers and signage do you need to warn everyone? Discuss your need and hazard with them, understand their use. 100/100

Does the contractor need access to the site's restricted areas, e.g. OCM, ITAS Systems?  
 If yes, where identified in the restricted area plan and a valid permit, communication has been established and signed. 100/100

**GOOD PRACTICE RECOMMENDATIONS (Completion of a good heading area may be subject to BP approval)**

Will you be carrying out work within any food handling areas (e.g. kitchen, pantry, and office)?  
 If yes, contractor must have been notified within the last 48 hours. Please additional controls to prevent food contamination are listed below. 100/100

Can your activities have the potential to affect food safety hazards?  
 If yes, remove or cover food and food contact surfaces. Food should be checked before use. Must happen to be followed at all times. 100/100

**PERSONAL CONTROLS**

TSB relevant form for PPE to be worn:

Hard hat	Yes/No
Eye Protection	Yes/No
Ear Protection	Yes/No
Hand Protection	Yes/No
Foot Protection	Yes/No
High Visibility Clothing	Yes/No
Respiratory Protection	Yes/No
Other PPE	Yes/No

**ALCOHOL/WORK AREA CONTROLS**

Have you informed the contractor of the emergency procedures for your site? 100

Have you informed the contractor of deliveries, other work, and site-specific hazards? 100

Have you viewed a JSA for this job?  
 No, our activities are the same as the activities, and a written method for how to do the job safely and PPE that will be used. 100

**DECLARATION**

Contractor: To the best of my knowledge, I have provided correct information. I understand the conditions of work will comply with the Health and Safety at Work Act 2015, Road Regulations 2011, and associated legislation, and the BP safety (including but not limited to) requirements listed on this form.

BP Site Representative: To the best of my knowledge, I have provided correct information to the contractor. I understand the work that is being undertaken, I understand the risks and I believe the controls in place are sufficient to manage those risks to an acceptable level.

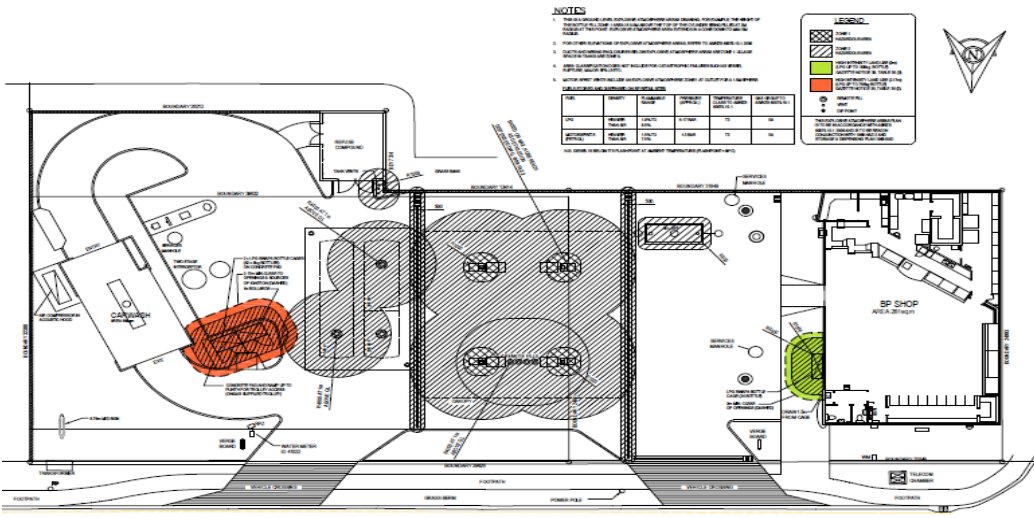
Site name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature (start of job): \_\_\_\_\_ Signature (start of job): \_\_\_\_\_  
 Signature (end of job): \_\_\_\_\_ Signature (end of job): \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Hours worked: \_\_\_\_\_ High risk hazardous work (JSA 2.1.1) client? YES / NO

Notes - Attach to Contractor Invoice Risk - High to Low Work - Progress Status - Progress BP Site

Report to site. WCC to be completed and signed by both contractor and site representative to authorise the work.

Insert correct details referencing to this work instruction **WI-A-4.5.1-04 for Entry of mobile plant into a hazardous area 2** and the risk assessment for your task (your contractor SWMS or JSA which includes all relevant hazards and controls for the work to be undertaken (i.e. public vehicles, 3rd parties, barricading, signage, SIMOPS, etc).

<p>2.</p>	<p><b>Confirm proposed location and any impacted hazardous areas</b></p>	 <p>Refer to bp site service station hazardous zones map. This map shows all generic hazardous 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.</p> <p>The task may be completed under a WCC and contractor risk assessment (SWMS/JSA) for the task.</p>
<p>3.</p>	<p><b>Isolation of fuel sources</b></p>	<p>All fuel dispensers and pumps within 4m (or 1m beyond the maximum hose length) of the location of the planned use of the mobile plant shall be locked out (LOTO) &amp; 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. bp site are to be 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, and to document this has been completed prior to use of the mobile plant.</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 entry or use of the mobile plant. As a minimum this area to be the hazardous areas impacted by the mobile plant. 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>
<p>4.</p>	<p><b>Prepare gas detector for use</b></p>	<p>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.</p>
<p>5.</p>	<p><b>Gas testing of work area</b></p>	<p>Complete the bp Gas Test Certificate to confirm appropriate areas have been covered, and to document completion prior to the entry of mobile plant into a</p>

		<p>hazardous area 2 zone, including prior to recommencing work after breaks and after tanker deliveries.</p> <p>Gas testing is to be completed by a person trained in <b>NZQA 25510-Operate an atmospheric testing device</b> to determine a suitable atmosphere exists to work.</p> <p>All readings shall be <b>0% LEL</b> 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.	<b>Cover drains, dip &amp; fill points,</b>	<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"> <li>☑ All dip and fill points (including both remote fill boxes and dip/fill points) within 4m.</li> <li>☑ Drains/pits within 0.5m.</li> <li>☑ Separator unit/pit within 0.5m.</li> </ul> <p>Complete on the bp Gas Test Certificate to confirm appropriate areas have been covered, and to document this has been completed prior to use of the mobile plant.</p>
7.	<b>Use of mobile plant</b>	<p>This bp work instruction is only for the safe entry of mobile plant into a hazardous area 2 on a bp retail site with respect to site and process hazards, e.g. the potential for flammable atmospheres.</p> <p>All bp and legislative requirements for the use of mobile plant shall be complied with for the task including licensing of users of equipment, lift plans, pre-start checks, etc. as applicable to the equipment and the task.</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>A bp task risk assessment is required for EWPs used at heights &gt;11m and critical lifts. Emergency plan to include a spotter for all mobile plant work and 2 x 9kg DCP fire extinguishers in the work area (additional to the site extinguishers).</p> <p><b>Authority from bp is required in the form of a Hot Work Permit if in a hazardous area 1 zone.</b></p>
6.	<b>End of work</b>	<p>Pack up all equipment. Remove debris and make area safe. Report to the site representative and sign off the work as 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-4.5.1-02 Use of battery-operated hand tools in a hazardous area 2
- 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.
- 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 Summary

**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	

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**End of Document**