



M&C-M Work Instruction



WI-NZ-4.5.1-02

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

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| Approved By: | Scott Purdue | New Zealand Construction Lead |
| Prepared By: | Ian Heath | CoW Specialist-Contractor Management |
| Document Status: | Active | Version 4 |
| Approved Date: | 1-July-2024 | Review By: 1-July-2029 |

Purpose

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-NZ-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 retail sites.

Relevant OMS element(s)

OMS 4.5 – Control of Works

Control of work procedures (bp New Zealand Control of Works page)

bp NZ local procedures (bp New Zealand Control of Works page)

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To review changes, refer to the '[Error! Reference source not found.](#)' at the end of this document.

1. Task/Activity Instruction(s)

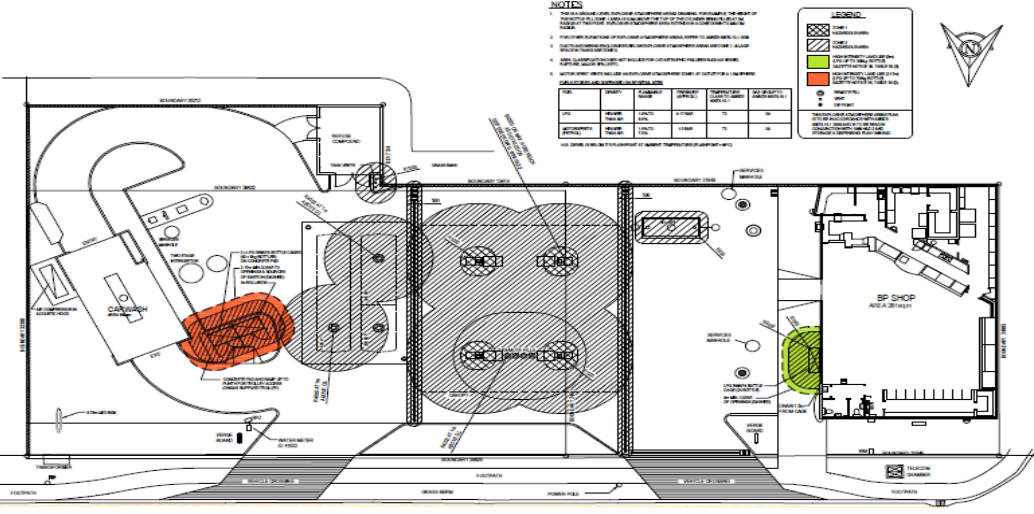
Table 1: Instruction for use of battery tools in Hazardous Area 2

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|-------------------------|--|
| 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 hazardous area 1 and 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 contractors 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> |

1.1. Step 1 to 8

Table 2: Step by step guide to completing work.

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|--|--|---|------------|-------------------------|-------------------------|----------------------|---------|--|-------------|--------------|--|----------------------------|-------|---|---------------------------------------|--|--|-------------------------------------|--|--|-------------------------------------|--|---|---|---|----------------------------------|---|-------------------------------|----------|--------------|----------------|--------|----------------|----------------------|------------------------|------------------------------------|--------------|---------------------------------|--|--|--|
| 1. Checklist (WCC) on arrival to site | Complete Work Clearance | <p align="center">BP OIL NEW ZEALAND WORK CLEARANCE CHECKLIST (v6)</p> <p><small>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.</small></p> <p><small>Reference</small></p> <table border="1"> <tr> <td>Site name:</td> <td>Date:</td> <td>BP site representative:</td> </tr> <tr> <td>Company (PCSU) name:</td> <td>Permit:</td> <td></td> </tr> <tr> <td>Job detail:</td> <td>JSA/JWS ref:</td> <td></td> </tr> </table> <p align="center">QUALIFICATIONS / CERTIFICATION / IDENTIFICATION</p> <table border="1"> <tr> <td>Site safe passport detail:</td> <td>Name:</td> <td>Certification / Identification / Reference #:</td> </tr> <tr> <td>Electrical or plumbing certification:</td> <td></td> <td></td> </tr> <tr> <td>Driver's License / Passport Number:</td> <td></td> <td></td> </tr> </table> <p align="center">WORK AREA (Please refer to site plan to help identify the work area)</p> <table border="1"> <tr> <td>Shop/Store <input type="checkbox"/></td> <td>Food Handling Area (Kitchen, Pre-heat, Chiller) <input type="checkbox"/></td> <td>Schema Grounds <input type="checkbox"/></td> </tr> <tr> <td>Fuel Hazardous Area(s) <input type="checkbox"/></td> <td>Electrical Switchboard (includes work within 0.2m) <input type="checkbox"/></td> <td>Canvass <input type="checkbox"/></td> </tr> </table> <p align="center">GOLDEN RULES ACTIVITIES</p> <p>Are you going to work on any live electrical, stored energy/pressure systems, or the electrical switchboard? <small>If yes, have you isolated and locked out the system to make it safe to work on. What safety precautions will you take?</small> YES / NO</p> <p>Will your work involve any ground disturbances? <small>If yes, a BP Permit is required. This includes concrete cutting of the pavement at a depth of 100mm or greater. Check for services prior to start.</small> YES / NO</p> <p>Is your work area within a confined space? <small>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, enclosures, and enclosed cabins.</small> YES / NO</p> <p>Can your work involve you being at a height where you could fall 2m (6 feet) or more? <small>If yes, use fall restraint. This can include a mobile scaffold, elevated work platform (scissor lift), harness, safety, edge protection, etc.</small> YES / NO</p> <p>Do you plan to use a crane or heavy lifting device? <small>If yes, a BP Permit is required. Do you have a lift plan or spread lift procedure?</small> YES / NO</p> <p>Will your work involve being within the site's Hazardous Area Zone (view the site plan to identify)? <small>If yes, a BP Permit is required. If your work involves grinding and cutting, battery tools, potential ignition sources.</small> YES / NO</p> <p align="center">ALL WORK ACTIVITIES</p> <p>Could your work at site obstruct any access or egress in an emergency? <small>If yes, consider alternatives. This includes extinguishers, evacuation routes, assembly areas, spill kit.</small> YES / NO</p> <p>Is your work going to impact the public, our staff, or other contractors around site? <small>If yes, what signs, barriers and signs do you need to warn everyone? Discuss your work and hazards with them, understand their role.</small> YES / NO</p> <p>Does the contractor need access to the sites restricted areas, e.g. Office, IT&S Systems? <small>If yes, please identification to be recorded in the Identification section and a work order, email, communication has been received regarding access.</small> YES / NO</p> <p align="center">FOOD SAFETY (If you are working in a commercial kitchen or food handling area, you must complete this BP safe working)</p> <p>Will you be carrying out work within any food handling areas (e.g. kitchens, rooms, and chiller)? <small>If yes, contractor must not have been sick within the last 48 hours. Please additional controls to prevent food contamination are listed below?</small> YES / NO</p> <p>Do your activities have the potential to affect food safety/suitability? <small>If yes, remove or cover food and food contact surfaces. Food should be checked before use. Hand hygiene to be followed at all times.</small> YES / NO</p> <p align="center">PERSONAL CONTROLS</p> <table border="1"> <tr> <td>Wear safety glasses for PPE to be worn.</td> <td>Additional Work Area Controls</td> </tr> <tr> <td>Hard hat</td> <td>Safety Boots</td> </tr> <tr> <td>Eye Protection</td> <td>Gloves</td> </tr> <tr> <td>Ear Protection</td> <td>Food Safety Clothing</td> </tr> <tr> <td>Lock-to-leave clothing</td> <td>Food Safety Hygiene gear / haircut</td> </tr> <tr> <td>Hand hygiene</td> <td>Other (list below for the site)</td> </tr> </table> <p align="center">INFORM CONTRACTOR(S)</p> <p>Have you informed the contractors of the emergency procedures for your site? YES</p> <p>Have you informed the contractor of deliveries, other work, and site-specific hazards? YES</p> <p>Have you viewed a JSA for this job? YES <small>This must include site, site rules, job description, and a written method for how to do the job safely and PPE that will be used.</small></p> <p align="center">DECLARATION</p> <table border="1"> <tr> <td> <p>Contractor</p> <p>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 2015 and associated legislation, and the BP safety (including food safety) requirements whilst on-site.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Start time: _____ End time: _____ Hours worked: _____</p> <p>While - Attach to Contractor Invoice</p> </td> <td> <p>BP Site Representative</p> <p>To the best of my knowledge I have provided correct information to the contractor. I understand the work that is being undertaken, hazards/risks to my site and believe the controls to manage these hazards are effective.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Work area handed back safe & clean? YES / NO</p> <p>While - Attach to Contractor Invoice</p> </td> </tr> </table> <p align="center">While - Attach to Contractor Invoice Pink - Give to Contractor Green - Retained on BP site</p> | Site name: | Date: | BP site representative: | Company (PCSU) name: | Permit: | | Job detail: | JSA/JWS ref: | | Site safe passport detail: | Name: | Certification / Identification / Reference #: | Electrical or plumbing certification: | | | Driver's License / Passport Number: | | | Shop/Store <input type="checkbox"/> | Food Handling Area (Kitchen, Pre-heat, Chiller) <input type="checkbox"/> | Schema Grounds <input type="checkbox"/> | Fuel Hazardous Area(s) <input type="checkbox"/> | Electrical Switchboard (includes work within 0.2m) <input type="checkbox"/> | Canvass <input type="checkbox"/> | Wear safety glasses for PPE to be worn. | Additional Work Area Controls | Hard hat | Safety Boots | Eye Protection | Gloves | Ear Protection | Food Safety Clothing | Lock-to-leave clothing | Food Safety Hygiene gear / haircut | Hand hygiene | Other (list below for the site) | <p>Contractor</p> <p>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 2015 and associated legislation, and the BP safety (including food safety) requirements whilst on-site.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Start time: _____ End time: _____ Hours worked: _____</p> <p>While - Attach to Contractor Invoice</p> | <p>BP Site Representative</p> <p>To the best of my knowledge I have provided correct information to the contractor. I understand the work that is being undertaken, hazards/risks to my site and believe the controls to manage these hazards are effective.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Work area handed back safe & clean? YES / NO</p> <p>While - Attach to Contractor Invoice</p> | <p>Report to site. WCC to be completed and signed by both contractor and site representative to authorise the work before work commences.</p> <p>Insert correct details referencing to this work instruction WI-NZ-A-4.5.1-02 for the use of battery operated hand tools in 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> |
| | | Site name: | Date: | BP site representative: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company (PCSU) name: | Permit: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job detail: | JSA/JWS ref: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site safe passport detail: | Name: | Certification / Identification / Reference #: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical or plumbing certification: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver's License / Passport Number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shop/Store <input type="checkbox"/> | Food Handling Area (Kitchen, Pre-heat, Chiller) <input type="checkbox"/> | Schema Grounds <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fuel Hazardous Area(s) <input type="checkbox"/> | Electrical Switchboard (includes work within 0.2m) <input type="checkbox"/> | Canvass <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wear safety glasses for PPE to be worn. | Additional Work Area Controls | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hard hat | Safety Boots | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eye Protection | Gloves | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ear Protection | Food Safety Clothing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lock-to-leave clothing | Food Safety Hygiene gear / haircut | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hand hygiene | Other (list below for the site) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Contractor</p> <p>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 2015 and associated legislation, and the BP safety (including food safety) requirements whilst on-site.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Start time: _____ End time: _____ Hours worked: _____</p> <p>While - Attach to Contractor Invoice</p> | <p>BP Site Representative</p> <p>To the best of my knowledge I have provided correct information to the contractor. I understand the work that is being undertaken, hazards/risks to my site and believe the controls to manage these hazards are effective.</p> <p>Print name: _____</p> <p>Signature (short of job): _____</p> <p>Signature (end of job): _____</p> <p>Work area handed back safe & clean? YES / NO</p> <p>While - Attach to Contractor Invoice</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 2. | Confirm proposed location and any impacted hazardous areas |  <p>Refer to bp site service station hazards map. This map shows all specific 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. The task may be completed under a WCC and contractor risk assessment (SWMS/JSA) for the task.</p> |
| 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 potential 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 | <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> |
| 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> |

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| | | <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 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 / safe 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-NZ-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> |

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| | | If the following day the work is to continue, the complete work instruction shall again be followed commencing at step 1. |
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2. Version Summary

The table below provides a summary of revision history of this procedure.

Table 3: Document Version Summary

| Version | Prepared by | Description of Change | Date | MoC |
|---------|--------------|---|------------|-----|
| 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 | |
| 4 | Ian Heath | Implementation of new M&C-M work instruction template. No changes made to existing work instruction | 01/07/2024 | 22 |

3. Disclaimer

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End of Document