

024



## M&C-M Work Instruction



### WI-NZ-4.5.1-04

## Entry of Mobile Plant into a Hazardous Area 2 Zone

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#### 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-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 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)*

# Contents

Purpose..... 1

    Relevant OMS element(s) ..... 1

1. Task/Activity Instruction(s) ..... 3

    1.1. Step 1 to 8..... 4

2. Version Summary ..... 7

3. Disclaimer..... 7

# List of Tables, Diagrams and Figures

Table 1: Instruction for entry of mobile plant into a Hazardous Area 2 zone ..... 3

Table 2: Step by step guide to completing work. .... 4

Table 3: Document Version Summary ..... 7

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 entry of mobile plant into a 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 contractors 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>

## 1.1. Step 1 to 8

**Table 2: Step by step guide to completing work.**

## Complete Work Clearance Checklist (WCC) on arrival to site

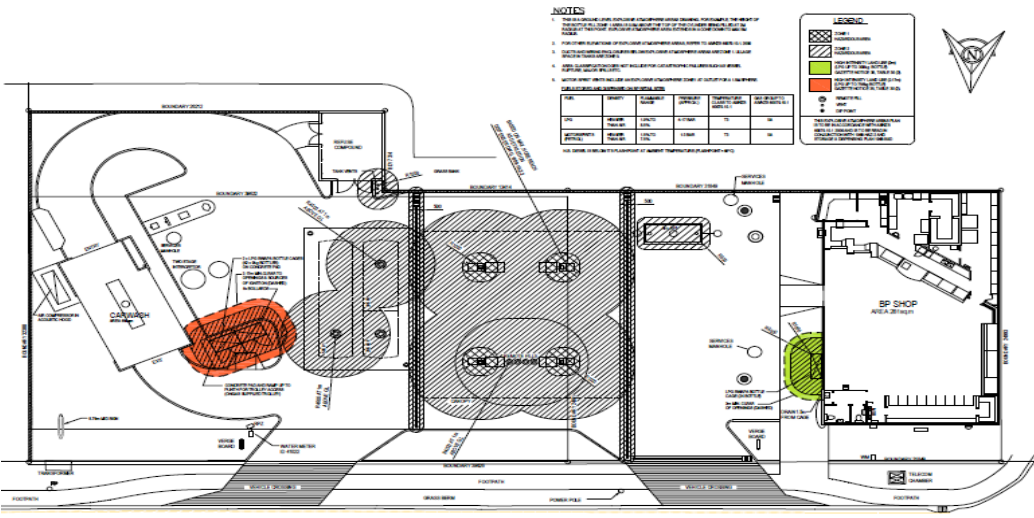
BP OIL NEW ZEALAND WORK CLEARANCE CHECKLIST (v6)				Reference	
BEFORE ANY WORK COMMENCES - all contractors and the BP site representative must complete this form. Everyone has an obligation to stop unsafe work or work that may result in loss of containment causing damage to the environment.					
Site name:		Date:		BP site representative:	
Company (PCBU) name:		Permit:			
Job detail:		JSA/JWS ref:			
QUALIFICATIONS / CERTIFICATION / IDENTIFICATION					
Name:		Certificate / Identification / Reference #:			
Site safe passport details:					
Electrical or plumbing certification:					
Driver's license / Passport number:					
WORK AREA (Please refer to site plan to help identify the work area)					
Shop/Store <input type="checkbox"/>		Food Handling Area (Kitchen, Breaker, Office) <input type="checkbox"/>		External Grounds <input type="checkbox"/>	
Fuel Hazardous Area(s) <input type="checkbox"/>		Electrical Switchboards (includes work within 0.5m) <input type="checkbox"/>		Canvass <input type="checkbox"/>	
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 lock-out the system to make it safe to work on. What extra procedures will you take?					
Will your work involve any ground disturbances?				YES / NO	
If yes, a BP Permit is required. This includes excavating of the forecast at a depth of 1.8m or greater. Check for services prior to start.					
Is your work area within 1m of a confined space?				YES / NO	
If yes, a BP Permit is required. This includes marking pits, open top tanks equal to or deeper than 1.2m, excavations equal to or deeper than 1.2m, manholes, and existing drains.					
Can your work involve you being at a height where you could fall 2m (6 feet) or more?				YES / NO	
If yes, use fall restraint. This can include a mobile scaffold (electrical work platform only), harness, safety edge protection, etc.					
Do you plan to use a crane or heavy lifting device?				YES / NO	
If yes, a BP Permit is required. Do you have a lift plan or agreed lift procedure?					
Will your work involve being within the site Hazardous Area Zone (view the site plan to identify)?				YES / NO	
If yes, a BP Permit is required. If your work involves grinding and cutting, hot work, hot tools, potential ignition source.					
ALL WORK ACTIVITIES					
Could your work at site obstruct any access or egress in an emergency?				YES / NO	
If yes, consider alternatives. This includes extinguishers, evacuation routes, emergency exits, spill kit.					
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 barriers with them, understand their role.					
Does the contractor need access to the sites restricted areas, e.g. Office, IT&S Systems?				YES / NO	
If yes, where identification is to be recorded in the identification section and a work order, email, communication has been received regarding access.					
FOOD SAFETY REQUIREMENTS (Contamination of a food handling area must be subject to BP staff immediately)					
Will you be carrying out work within any food handling area (e.g. kitchen, freezer, and chiller)?				YES / NO	
If yes, contractor must not have been sick within the last 48 hours. Please additional controls to prevent food contamination are listed below?					
Do your activities have the potential to affect food safety/suitability?				YES / NO	
If yes, remove or cover food and food contact surfaces. Food should be checked before use. Hand hygiene to be followed at all times.					
PERSONAL CONTROLS					
Tick relevant box for PPE to be worn:					
Hard hat		Safety boots			
Eye Protection		Gloves			
Ear Protection		Head Safety Clothing			
Work-to-wear clothing		Head Protection (Hard hat)			
Other PPE		Other PPE (to be worn)			
INFORM CONTRACTOR(S)					
Have you informed the contractors of the emergency procedures for your site?				YES	
Have you informed the contractor of deliveries, other work, and site-specific hazards?				YES	
Have you viewed a JSA for this job?				YES	
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			BP 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, Road Regulations 2015 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 the work that is being undertaken, I understand the hazards of my site and believe the controls to manage these hazards are effective.		
Print name:			Print name:		
Signature (start of job):			Signature (start of job):		
Signature (end of job):			Signature (end of job):		
Start time:		End time:		Hours worked:	
				Work area handed back safe & clean?	
				YES / NO	
White - Attach to Contractor Invoice		Pink - Back to Contractor		Green - Forward to BP site	

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

Insert correct details referencing to this work instruction **WI-NZ-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, barricades, signage, SIMOPS, etc).

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

Insert correct details referencing to this work instruction **WI-NZ-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).

2.	<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 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.</p> <p>The task may be completed under a WCC and contractor risk assessment (SWMS/JSA) for the task.</p>
3.	<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 either be locked out (LOTO) &amp; de-energised at the switchboard, or at the dispenser nozzle to the pump 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. 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>
4.	<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>
5.	<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 hazardous area 2, 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 wet.</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 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.</p> <p>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>
8.	<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>

## 2. Version Summary

**Table 3: 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	
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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