



Induction Pack

Third Party, Contractors & Suppliers

Third Party/Contractor/Supplier First Day Induction

Name	OML location
Company	OML contact person
Position	

Start Date	Start Time
Finish Date	Finish Time
OML Person responsible for completion of form	

	Completed Third Party/Contractor/Supplier Signature	Date
General H&S		
Emergency Procedures		
Hazard Identification & Management		
Accident Process		
Work Permits		
Area Orientation		
Return completed form to Shipyard Operations Manager	This section to be completed by PD Administrator Entered on database	Date Entered

Induction Pack – Third Party, Contractors & Suppliers

Who does this cover?

Examples would be: -

- *Visitors other than casual or short term who have independent access to the site*
- *Owners and Crew of new build or refit projects*
- *Project partners*
- *Tenants who do not have their own policies and procedures approved by OML*
- *Contractors who have independent access to the site*
- *Suppliers who have independent access to the site*
- *Any other Third Party other than casual or short term who have independent access to the site*

General Health & Safety

Health & Safety Policy

Oceania Marine is committed to excellence and continuous improvement in Health and Safety throughout our company to protect its employees, visitors and contractors from accidental injury or harm.

Our Directors and our Senior Management team will:

- Appoint a person to be responsible to oversee Safety and Health.
- Promote employee participation and regularly consult with the Safety Representatives.
- Have appropriate policies for safety planning and business objectives; staff selection and training; safety representative selection and training.
- Ensure provision of resources to make it possible for policies to be achieved effectively and efficiently.
- Comply with all legislative requirements, regulations, standards, and COP.
- Ensure that safety systems, procedures and documents are reviewed periodically and are monitored for effectiveness.
- Have a goal of continual quality improvement.
- Require accurate reporting and recording.

Managers will be Personally Accountable:

- For the health and safety Performance Criteria for work areas over which they have control, and to have goals or targets for each area.
- Managers will ensure their actions and behaviours demonstrate an excellence in Health and Safety. This will be a component of their annual performance review.

Managers and employees will have individual responsibility for Health and Safety and will:

- Promote Health and Safety, and maintain a safe workplace, safe equipment and proper materials.
- Insist upon safe methods and practices at all times, with employee participation at all levels.
- Ensure that safety representatives are selected and trained to help monitor compliance to safety standards.
- Ensure that all employees and contractors understand and accept their responsibility to promote a safe and healthy workplace.
- Promote the goal of ~~Zero~~ Lost Time Workplace Accidents and have a policy of continual quality improvement for performance.

Signature: _____

Name: Martin Gleeson

Managing Director
19 March 2010

Site Safety Rules

As guidelines to the adoption of safe working practices, the following are safety rules which must be followed by ALL staff, visitors, contractors and suppliers to our site.

- All persons must have the appropriate authorisation to enter any work area.
- All persons must observe and comply with all safety signs and rules.
- Where required or designated, approved safety equipment must be used.
- Safety devices and guards must be correctly used and not tampered with.
- Inspect equipment for damage and hazards before use.
- Plant and equipment which is damaged or being maintained must be locked out and danger tagged and must not be used.
- Keep aisles, exits, fire fighting equipment, accesses and driveways clear.
- Report all accidents and incidents, including near hits and immediately raise issues of imminent danger and/or hazards with the person in control.
- Before starting any new project or job, look for and discuss safety issues.
- Plant and equipment must only be operated by Company approved persons.
- Comply fully with evacuation and emergency procedures and directions.
- Adopt OML standards of housekeeping and general hygiene.
- Vehicles, including forklifts and other motorised plant may only be driven by OML qualified and authorised persons.
- If working on a customer's site, observe and apply OML rules and practices as the minimum standard.

Signature: _____

Name: *Martin Gleeson*

Managing Director
19 March 2010

Health & Safety Committee

The OML Health & Safety Committee is made up of:

- Shipyard Operations Manager
- Human Resources Co-ordinator
- A representative from each work area

Elections are held yearly within teams to elect new representatives. Past representatives may stand for election again. The committee meets at least twice per year. Their responsibilities are:

- To promote the effective implementation of our Health & Safety Policy, our Site Safety Rules, and all other aspects of our Health & Safety system.
- To help organise or conduct employee training in Health and Safety and to promote our goal of ~~%~~Zero Lost Time Injuries+
- To have a problem solving role regarding Health and Safety requirements and to seek improvements to our procedures.
- To have training in hazard or risk identification and to assist with periodic review of hazards or risks, and be proactive in hazard identification and management within the workplace.
- To see that all notifiable serious accidents or harms are immediately reported to management for investigation.
- To be responsible for supporting the investigation of recordable minor accidents. To see that near hits are reported, recorded and investigated.
- To attend a monthly health & safety meeting, for the purpose of reviewing relevant policy and procedure, reporting results of accident investigations and health & safety audits.
- To ensure accidents that occur within their team are reported as quickly as possible, and that follow-up investigations are also completed as quick as is practically possible.
- Facilitate health & safety communication within their team, summarise their comments and report back to the health & safety committee as appropriate.
- To review the working environment, including workplace design and procedures.
- To actively seek new and improved methods for workplace safety and employee health and to monitor the improvements.
- To recommend safety training programmes for employees and management.
- To liaise with employees on Health and Safety matters by:
 - Listening to their comments and bringing to committee attention if appropriate.
 - Implementing a formal system of feedback on all committee business and employee concerns relating to health and safety.

Personal Protective Clothing and Equipment (PPE)

Oceania Marine will issue personal protective clothing and equipment (PPE) - according to job requirements and related hazards in the work area. Employees must wear such clothing and use such equipment in the correct manner at all times. The Stores team administer the issue of PPE and replace according to the guidelines below.

Following a review by Shed A managers and team leaders on 2 May 2002, amendments to the current issue criteria for PPE are as follows:

PPE Requirements

- **Safety Footwear:** suitable protective footwear must be worn where employees could sustain injuries to their feet if the footwear were not worn.
 - Steel cap shoes/boots are to be issued to new employees in engineering, cabinetmaking and electrical areas unless specifically requested by a composite team leader for a team member in his team and this request must have signed approval by the Composite Manager.
 - No new issues or reissues of steelcaps are to be made to individuals from areas other than those identified above and the old pair must be returned.
 - Composite and Painting team members are to be issued with **one pair** of shoes at a time. Replacement of these "soft shoes" will be on an as required basis up to a **maximum of three pairs per year** but the issued pair **must be returned** to Stores before a replacement pair will be reissued. All issues are still to be recorded.
 - Administration employees and visitors will wear covered shoes when in any designated areas.
- **Safety glasses, goggles, and face shields/visors:** must be worn in designated eye hazard areas, and especially when working with laminates, operating saws or other machinery where debris could injure eyes.
- **Ear protection:** must be worn at all times in designated areas and in places where noise levels exceed accepted standards. Earplugs are suitable for general background noise, but earmuffs must be worn whenever there is a concentration of sound e.g. hammering, sawing, nibbling, sanding and grinding - particularly in enclosed spaces. Earmuffs are to be issued to all permanent employees working directly with the construction of a boat. Replacements will only be issued on the return of worn/damaged items
- **Hard Hats:** must be worn in designated hard hat areas, or where:
 - There is a possibility that a person may be struck on the head by a falling object
 - Where a person's head may strike against a fixed object
 - Where inadvertent head contact may be made with electrical hazards
- **Safety harnesses or safety belts:** will be worn in accordance with the requirements of working at height.
- **Respiratory Equipment:** such as respirators, dust masks, etc must be worn when using some substances (see Part 37.1). Respirators are to be issued to all permanent employees working directly with the construction of a boat. Replacement issues will only be on the return of worn/damaged items. Filters for respirators are replaced on an as-needs basis.
- **Overalls, Gloves or other approved protective clothing:** must be worn in designated working environments.
- **Loose fitting clothing or jewellery:** must not be worn near moving machinery. Long hair must be suitably tied or secured.
- **Safety equipment:** must not be abused, neglected, or carelessly discarded. This includes items such as:
 - ear muffs and plugs
 - protective gloves

- glasses and goggles or faceshields
- overalls and aprons
- respirators and dust masks
- safety hats and safety belts

Managers, Team Leaders and Safety Representatives will ensure employees in their areas are trained in the use of personal protective equipment, how to maintain PPE, and how to get replacements.

Temporary Employees

- Temporary employees are eligible for one pair of soft of steel cap shoes (dependent on area), respirator and earmuffs as required.
- The employeesqmanager/team leader is responsible for ensuring the return of respirator and earmuffs on conclusion of employment. Failure to return PPE will result in a deduction being made from the final pay.
- Stores are to clean returned respirators/earmuffs as per suppliers directions for reissue.

Emergency Procedures

On discovering emergency:

- ***Sound alarm!***
- Contact emergency services,
 - Telephone . 1 111Tell them Gate B (Inwards Goods) Entrance or Gate C (OML Reception Car Park) as appropriate.
- Advise receptionist that emergency services have been called.
- All staff, visitors and contractors will immediately vacate to the Assembly areas (as appropriate) located;
 - On the slipway side of Shed A next to slipway itself and follow wardens instructions.
 - In car park facing Fraser Street and follow wardens
 - Refer emergency assembly area *map* for location.
- Evacuation wardens will be in control.
Wardens are:

Head Warden Shipyard Operations Manager:
Clinton Hall

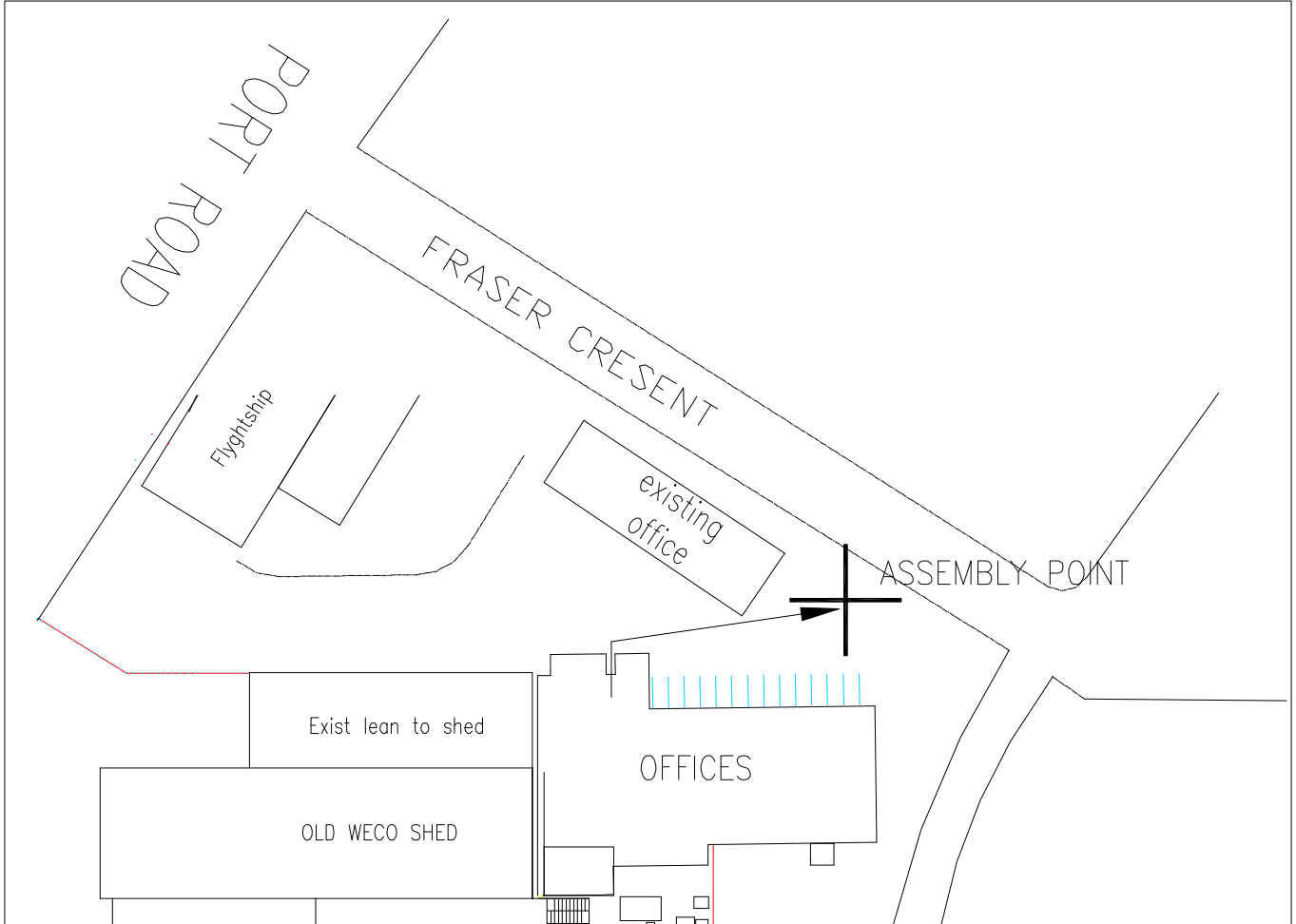
Wardens

- Electrical Manager: Andy Duncan
- Accountant: Donna Clark
- Design Manager: Brent Charlesworth

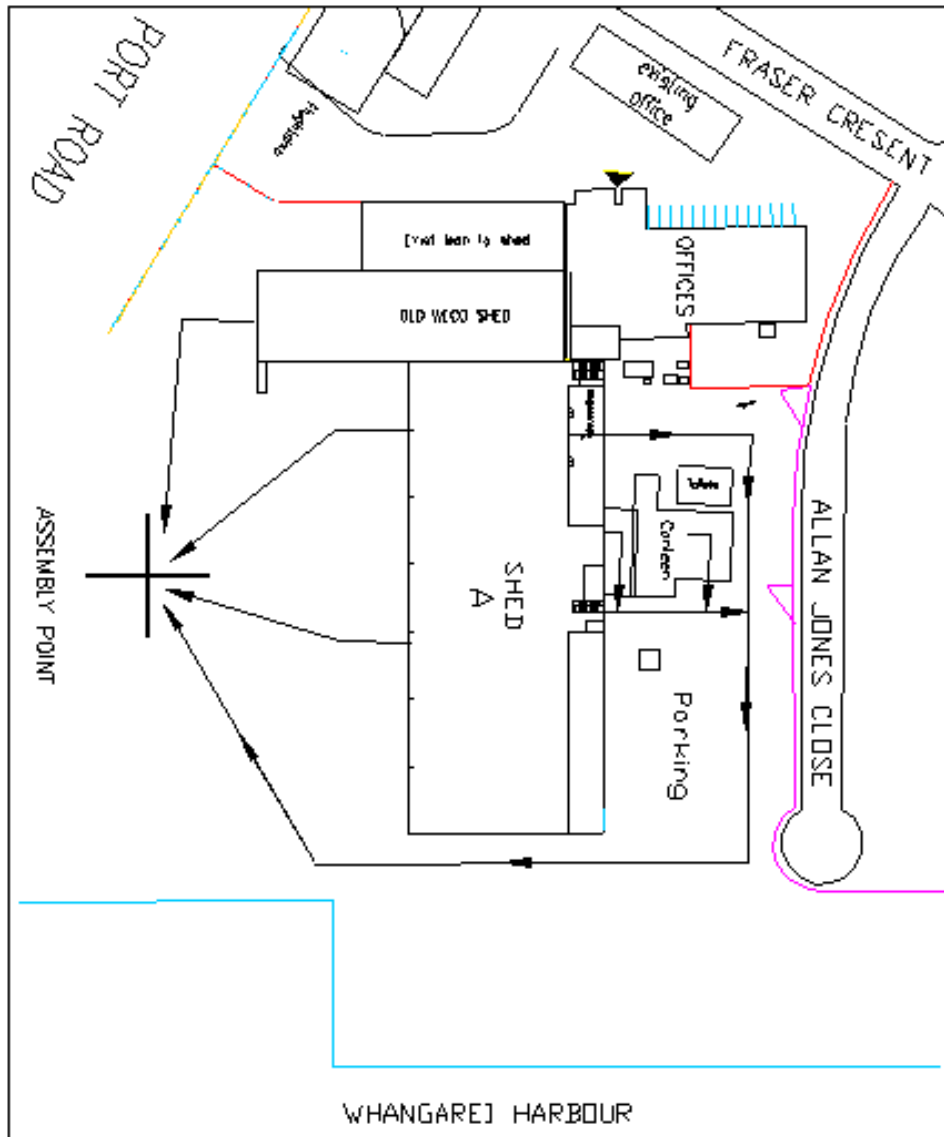
Do not leave the assembly area until all clear is given or instructed other wise.

Emergency Evacuation Maps

Evacuation routes and assembly point for buildings facing Fraser Street: -



Evacuation routes and assembly point for buildings facing Slipway: -



Emergency Procedures

General Procedure

- All employee and visitors will vacate the danger area immediately.
- Fire Wardens will be in control.
- Provide first aid to injured personnel. Call the nearest First Aider.
- For emergency services, telephone 1-111.
- Isolate, disconnect or contain danger. Extinguish fires if possible.
- An accident scene is not to be interfered with unless absolutely necessary to save life, property etc. Advise your Manager of all details as soon as possible.
- The assembly area in the event of an emergency is the Assembly Area designated in our Fire Safety Scheme.
- Emergency medical treatment is provided by White Cross Medical Centre 8am . 10pm (Outside these hours, the Whangarei Hospital A&E should be used).
- Our nearest Hospital is: Whangarei: Telephone 430 4100
- Our Company Doctor is: Company Health Service: Telephone 438 3636

Emergency Procedures

i. In the Case of Serious Injury:

- Keep calm - so that you can help.
- Stop any serious bleeding, by applying direct pressure.
- Call the First Aider if one is available or refer victim to Medical Practitioner.
- If appropriate, telephone for an ambulance on 111 (remember to dial prefix if necessary). Clearly describe the address of your site, and the type of injury.
- Monitor and maintain
 - Airways. Breathing. Circulation.
- DO NOT move the casualty unless the person is in danger of further injury as further movement may aggravate the injury.

ii. In the Case of Electric Shock:

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating dry gloves, or something made of rubber, dry cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Attach an "Equipment Unsafe" tag to the power source isolating switch.
- Notify your Supervisor immediately.

iii. In The Case Of Explosion:

- If small and damage is minimal, ensure no fire can start and report to the Manager.
- For a large explosion - phone emergency service, minimise risk of fire.
- Locate and attend to victims.
- Evacuate Employees to assembly area and take roll call.

iv. In The Case Of Chemical Exposure: (Refer To MSD)

- For splashes with acids or alkaline, wash off immediately with copious amount of cold water.
- For swallowed fluids - do not induce vomiting but seek medical attention immediately.
- National Poisons Information Centre:
 - Dunedin (03) 474 7000 **if urgent**;
 - Dunedin (03) 479 1200 during working hours.
- National Radiation Laboratory
 - Dunedin (03) 366 5059

v. In the Case of Gases and Fumes:

- Ventilate the area immediately and keep exposure to a minimum.
- Wear goggles and respirator.
- Extinguish cigarettes and open flames.

vi. In the Case of Burns:

- If still burning, roll the victim in a blanket or dampen with a fine low pressure water spray.
- Continue for about 10 minutes to relieve heat.

vii. In the Event of Structural Collapse or Crushing:

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

viii. In the Case of Severe Storm

- Beware of fallen electrical lines, flying glass or other hazardous objects.
- Follow the instructions of your Manager.

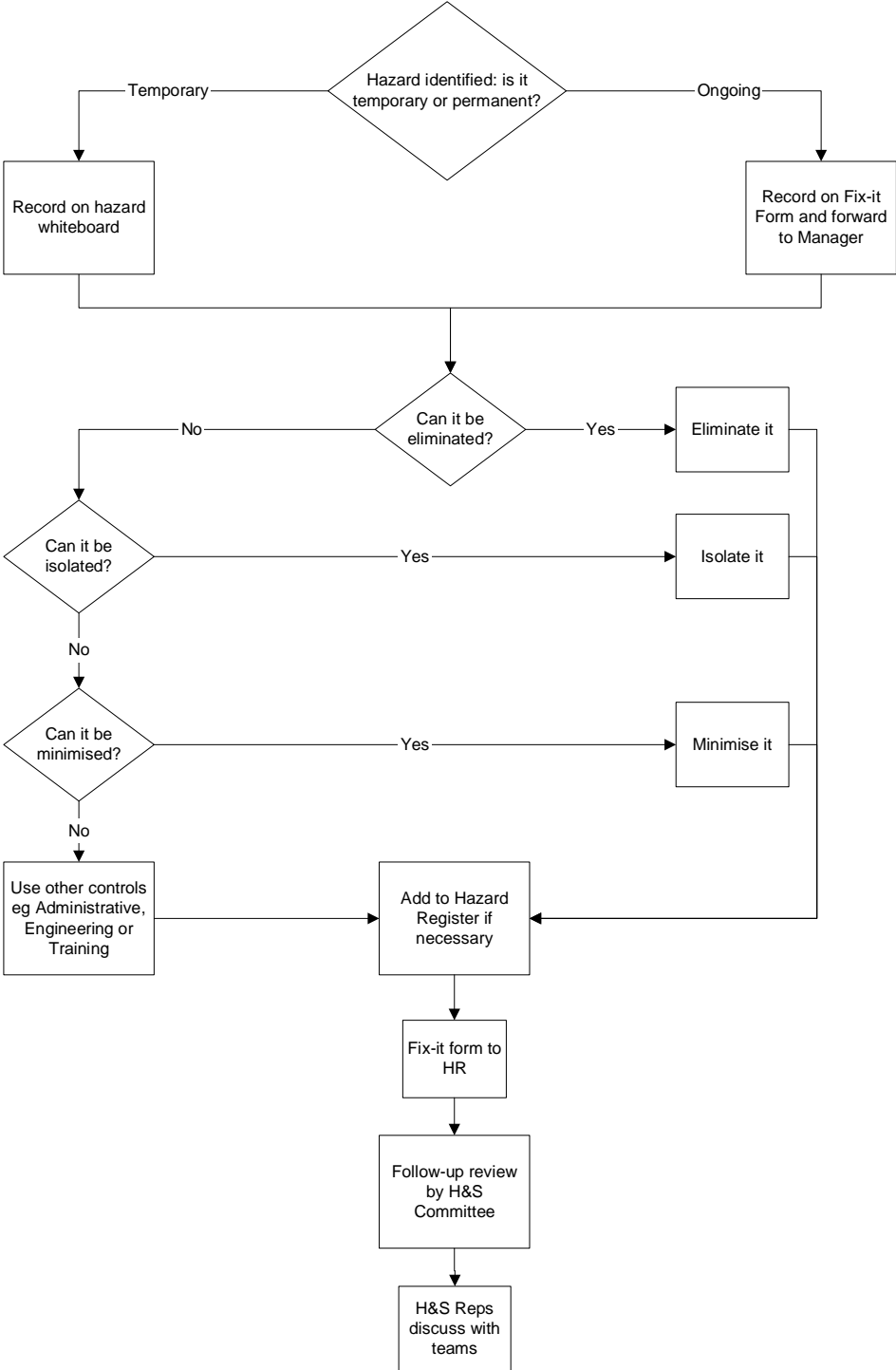
All injuries, property damage or near miss incidents must be reported immediately to your Team Leader, Safety Representative or Manager. Treatment must be sought for all injuries, no matter how minor. Where damage or serious harm has been caused, nothing relating to the accident scene is to be disturbed without the express approval of the Manager, except for the purpose of preserving life or relieving suffering.

Emergency procedures should be tested at appropriate intervals such as annually.

Fire evacuation procedures should be tested 6 monthly.

Hazard Identification & Management

Hazard Identification Flow Chart



Click here to access the [Hazard Identification Procedure](#)

Hazard Register – as at 12 March 2010

Hazard Identification			Hazard Management			
Hazard	Potential Harm	Site	How to Eliminate	How to Isolate	How to Minimise	Review Date
Noise	Hearing Loss	Entire Site			Ear protection	3 June 2009
Chemicals (particularly on/around laminating, grinding, filling & fairing, and painting)	Respiratory Skin allergies Burns	Entire Site		Use of containment and extraction equipment, laminating tents, spray booths etc	Extraction Ventilation Full PPE	3 June 2009
Dust (particularly from grinding & sanding)	Asthma Allergies Respiratory problems	Entire Site		Use of F&F tents	Ventilation Extraction PPE	3 June 2009
Electricity	Electrocution	Entire Site	RCD Sockets or Lifeguards	Earth protection devices Isolating switches	Lifeguards	3 June 2009
Machinery (e.g. Saws, wetout machine, power & hand tools)	Entanglement Laceration Fracture Amputation	Entire Site		Authorised users only	Guards Push Sticks	3 June 2009
Forkhoist	Crush injury Laceration	Entire Site (ground floor only)		Authorised users only	Speed limit Hazard signals	3 June 2009
Gantry Crane	Crush injury	Refit Sheds		Authorised users only	Hazard Signals Safety Officer	3 June 2009
Fall, Trip or Slip (e.g. on slippery surfaces or when working at height)	Bruising Sprain/Strain Laceration Fracture	Entire site (particularly on shop floor and on boat)	Housekeeping Scaffold reviews Harness (as appropriate)	Restricted access in hazardous areas	Guard/Hand rails Toeboards Fixed ladders Non-slip covers Warning signs	3 June 2009
Manual Handling	Back injury Sprain/Strain	Entire site	Forklift or Gantry as appropriate		Correct lifting technique	3 June 2009
Repetitive tasks (e.g. laminating, computer use)	RSI/OOS	Entire site	Check Workstation setup		Task Rotation Micropauses	3 June 2009

Hazard Identification and Control Form

A Hazard ID form must be completed before work commences.

Guidelines:
 Hazard identification is a legal requirement of the Health and Safety in Employment Act (1992). It requires you to identify any hazard(s) likely to result in injury or illness. The Resource Management Act (1991) also defines a duty for individuals to avoid, remedy or mitigate any adverse effects on the environment. This form is intended to help you identify health, safety and environmental hazards/issues that might arise from work that is to be undertaken. This form has been broken down into ten sections. Section 1, 6 and 7 require you to provide supporting information. Sections 2, 4 and 5 are checklists to assist in the completion of section 6, 8 and 9 which will ensure the work is performed safely with minimal environmental risk.

1: Basic Work Details

Employee / Contractors Name: _____ Date: _____

Job / Contract Description: _____

2: Specialist Activities

1. *Cranage*: All plans and procedures in place and approved by Cranage Co-ordinator Yes / NA
2. *Notifiable Construction Work*: Written notice has been given to OSH (Whangarei.)Yes / NA
3. *Licensing, Certifying and Tagging* of equipment, vehicles and personnel comply with requirements Yes / NA
4. *Hazardous Substances*: Necessary info (MSDS) provided and OML approvals have been granted. Yes / NA
5. *Electrical Work*: All plans and procedures in place and approvedYes / NA

3: Steps Break down the work into key tasks. This makes it easier to identify associated hazards.

Fault finding	Dismantling equipment	Test run of equipment	Transporting/Gantry/F-hoist	Insulator resistance test	Monitoring	Abrasive blasting
House Keeping	Surface Preparation	Supply of electricity to work site	Tool clean up	Access to work site/egress		
Isolating equipment (specify)	Calibration check	Assembling equipment	Erecting/Staying/Temp.support	Painting	Excavating	Others
Opening equipment	Welding	Function check	Removing	Cleaning	Draining	
Closing equipment	Lifting	Cutting/grinding/sanding	Installing equipment	Performance measurement	Treatment/disposal	

4: Types of Hazard

Identify what risks or potential hazards could result from the key tasks you have listed. Add others as required. Consider hazards to others not directly involved with the work, e.g. people working nearby or those that may pass through the work site.

Physical Hazards	Chemical Hazards	Biological Hazards	Environmental Hazards	Electrical Hazards	Ergonomic Hazards	Human Action/Error	Miscellaneous Hazards
Heat/Cold Pressure Ignition/Fire Vibration Poor lighting Pressure Steps Obstacles on and around work site Excavations Confined Space Object falling on Working at height Burns (hot/cold)	Chemical exposure Radiation Explosion Fumes	Insects Bacteria Plants Animals Viruses	Noise Odour Discharges to land Discharges to air Discharges to water Non-compliance with a resource consent Soil contamination (existing or new potential) Hazardous substances (use/storage/transport) Wastes generated	Electric Shock Static electricity eddy currents Faulty cables/leads Non-intrinsically safe equipment	Lifting OOS Crush Tripping	Tiredness (long hours) Fall from Sharp edges Fatigue	Equipment/vehicle damage Moving machinery Underground services Other (describe)

5: Hazard Control List all the controls that will be employed to eliminate, isolate or minimise the hazards identified.

Trained in the use of tools and equipment Guidelines/Codes of Practice/Standards and lungs Written work procedures Fire/Safety Watch personnel Shielding of hazardous activity Tools certified for hazardous area Other (describe)	Personal protective equipment (list type) Barrier tape to isolate area Assistant/Dogman to help direct Staff/contractors trained Staff/contractors adequately supervised Special approvals arranged with regulatory authority	Permits Isolating transformer(s)/RCDs Resource consents complied with Close liaison with other contractors/people Continuous atmospheric monitoring Cleaning	Purging Isolation Provision for alternative emergency access/egress Depressurisation Isolation of cleaning stations	Proper extraction Safety Equip.- eyes, ears, skin Other monitoring required (state type)
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6: Steps	7: Substance / Tools And Equipment	8: Hazards	9: Hazard Control
List each of the key tasks	List substance/equipment/tools used on job	Identify any hazards associated with the key tasks	Describe steps used to eliminate, isolate or, minimise.

Fix-It Form:

(Hazard/Safety Improvement and Corrective Action Request)

Type Of Safety Improvement:

Suggestion for change		Maintenance	
Investigate a hazard		Training required	
Safety equipment		Other	

What Is It?

Engineering		Machinery / Vehicle	
Manual/Mechanical handling		Access/egress	
Electrical / Air systems		Chemicals	
Dangerous goods		Environmental	
Property		Other- describe	

Where Is It? - Location

Describe the Hazard/Safety Improvement Required

When & How does it occur?

What damage could it do – People &/or plant or other?

What are your Suggested Solutions?

Hazard Control: Elimination / Isolation / Minimisation

Hazard Risk Score: _____ Priority: _____ high/medium/low		
Eliminate: Yes/No	Isolate: Yes/No	Minimise: Yes/No
How: 		
Who Is To Carry Out The Improvement		Date Required:
		Review Date:

Improvement Authorised by _____ Date Completed: _____

Copy To People Dynamics Manager

Date:

Assigned No:

HAZARD RISK SCORE

PROBABILITY X EXPOSURE X CONSEQUENCES

Probability Might well be expected (% happens often+) 10 Quite Possible 6 Unusual but possible 3 Only remotely possible (% has happened somewhere+) 1 Conceivable but very unlikely (% has not happened yet+) 0.5 Practicably impossible (% one in a million+) 0.2 Virtually impossible (% approaches the impossible+) 0.1	Value 10 6 3 1 0.5 0.2 0.1
Exposure Continuous 10 Frequent (daily) 6 Occasional (weekly) 3 Unusual (monthly) 2 Rare (a few per year) 1 Very Rare (yearly) 0.5 No exposure 0	Value 10 6 3 2 1 0.5 0
Consequences Disaster 40 Very Serious (one fatality) 15 Serious (serious harm) 7 Important (temporary disability) 3	Value 40 15 7 3

Risk Scoring

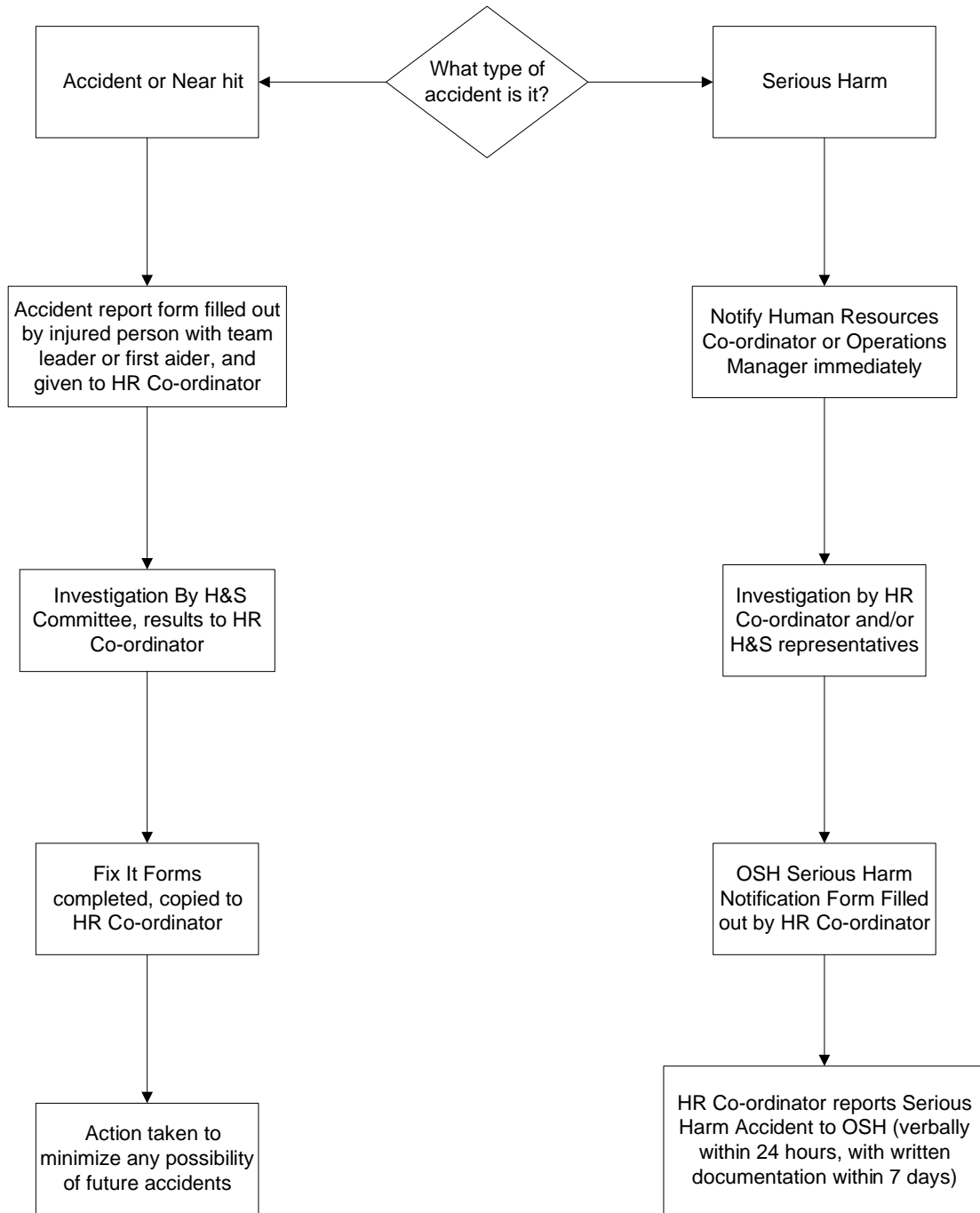
- If the risk score is 200 or more Priority A (high priority)
- If the risk score is 70 to 199 Priority B (medium priority)
- If the risk score is 0 to 69 Priority C (low priority)

Risk Analysis Examples

Probability	x	Exposure	x	Consequence	Risk Score	Priority
4		6		7	168	B
0.2		1		40	32	C
10		3		15	450	A

Accident Process

Accident or Near Hit Flow Chart



Health and Safety Forms – The Law Reproduced

The Law Reproduced	
<u>Definition of 'Serious Harm' from the First Schedule of the Health & Safety in Employment Act 1992</u>	
<p>1 Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:</p> <ul style="list-style-type: none"> • respiratory disease • noise-induced hearing loss • neurological disease • cancer • dermatological disease • communicable disease • musculoskeletal disease • illness caused by exposure to infected material • decompression sickness • poisoning • vision impairment • chemical or hot metal burn of eye • penetrating wound of eye • bone fracture 	<ul style="list-style-type: none"> • laceration • crushing <p>2 Amputation of body part.</p> <p>3 Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.</p> <p>4 Loss of consciousness from lack of oxygen.</p> <p>5 Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.</p> <p>6 Any harm that causes the person harmed to be hospitalised commencing within 7 days of the harm's occurrence.</p>

Serious Incident and Serious Harm Investigation – Checklist of Steps to Follow

Date Of Event:

Time Of Event:

Name Of Injured Person:

Item to complete	Date	Initials
Ensure that the injured person is given immediate first aid or medical treatment and support.		
Make the accident site safe . turn off machinery, prevent access Notify HR Co-ordinator who will contact OSH (if PD Mgr unavailable notify Operations Mgr)		
Scene of the accident must not be disturbed unless life or plant is at risk. Where appropriate rope off the scene of the accident. Take some photographs.		
Obtain statement from the injured person, if possible, and any witness to the accident. Walk through the incident with them or use floor plan		
Complete the OSH serious harm investigation form and remember to complete the analysis section.		
OSH must be notified within 24 hours verbally.		
Investigation of accident should be aimed at finding the root cause and preventing it happening again		
In any very serious injury case contact company health for advice to complete formal accident investigation and reporting procedures.		
Review rules and procedures related to the accident, and provide actions to ensure compliance		
Make sure that all appropriate sections are signed off with accountabilities and actions.		
Complete professional report in correct format ensuring that all documents are completed		
Lodge completed documentation with OSH as soon as possible but not later than seven days.		
If there is an environmental risk, local authority may need to be notified		

Work Permits

HOT WORK PERMIT

Serial Number

ISSUED TO:
 (Person responsible while working on OML site)

 (Company Name)

LOCATION OF WORK SITE:

DESCRIPTION OF WORK:

GAS FREE CERTIFICATE No: **REPEAT TESTS**

PERIOD:

**SAFETY CHECK LIST (All lines in column YES/NA must be filled in).
 It is the contractors responsibility to immediately notify any changes to working conditions not referred to in this permit, and instigate the issue of a new permit.**

CHECK	YES/NA	COMMENTS	MANAGER RESPONSIBLE
1. Safety Induction completed			
2. Plant and equipment thoroughly:			
a) Depressurised			
b) Drained			
c) Isolated - By blanking			
- By Disconnection			
d) Steamed			
e) Water Flushed			
f) Ventilated - Natural			
- Mechanical			
g) Inspected			
3. Sewers, pits and drains, and contaminated ground within 15m of worksite sealed			
4. Combustible material removed and leaks controlled			
5. Equipment (e.g. welder, compressor) correctly sited			
6. Earthing and Bonding correctly applied			
7. Work to be kept wet with water			
8. Spark/flash screens/barriers in place			
9. Hot work site isolated/roped off			
10. Produce movement in the vicinity halted			
11. PRV ϕ vented to safe areas			
12. Access and exit provided			
13. Lead precautions taken			
14. Electrical equipment tagged and electrically isolated			
15. Wind direction considered			

OML CONFINED SPACE ENTRY PERMIT

DATE OF ENTRY		LOCATION		DESCRIPTION OF CONFINED SPACE			
PURPOSE OF ENTRY			DEPT. OR COMPANY ENGAGING			TIME OF ENTRY	
PERMIT VALID FOR		DAY/S		TRAINED IN CONFINED SPACE PROCEDURES		FIRST AID/CPR	
Permit Number. ALL SECTIONS MUST BE FILLED IN							
PERSONNEL	PRINT NAME	SIGNATURE		YES	NO	YES	NO
Team Leader							
Entrant(s) 1							
2							
3							
Attendant							
Standby							

VENTILATE AT ALL TIMES

SAFETY EQUIPMENT REQUIREMENTS		YES	NO	ATMOSPHERIC TESTING						
Gas Test				Model No:						
Correct PPE - Safety Glasses				Calibre Date:						
- Hearing Protection				Bump Test:		YES / NO (please circle)				
- Hard Hat										
- Protective Clothing				Time	%Oxy	%LEL	CO	NH3		
Means of Retrieval										
Communication										
Emergency Rescue Plan Established										
Lifeline/Lanyard										
Harness										
Appropriate Anchor Point Identified										
Fire Extinguisher										
Ventilation in Place and Operating				Atmospheric Testing Completed By:						
Lighting				Name		Signed		Date/Time		
Entry Point Control								D:		
Electrical Equipment Tagged with Current Test Label								T:		
Oxygen/Acetylene Hoses Checked for Leaks				Special Hazards						
Welding Equipment in Safe Working Condition				Falling		Tripping				
Lockout/Tagout Procedures in Place				Lifting		Entrapment				
Fire Watch				Drowning						
HOT PERMIT (Type of Work Performed)		YES		NO		Disease Exposure				
						Limited Access/Egress				
						Adjoining Tanks				
Open Flame				I certify the following: That an on site Safety Meeting has been held and that all safety aspects related to this operation have been discussed; that all personnel are fully aware of the hazards involved and were informed that all safety procedures are to be followed at all times. Signed _____ Date ____/____/____ Print Name _____						
Welding										
Power Tools										
Electrical Work										
OML Manager or Team Leader Issue only.										