Permit to Work System
Orientation
At Z, we reckon everybody should do work in a safe manner on our sites so all can go home safely. The Permit to Work System provides a practical framework to our staff and contractors to assist in reaching a Zero Harm Workplace.

- Requirement for a PTW system set out in Z Energy HSSE-MS
- System to be used for all works to manage safety at our sites and on our assets
- All sites and contractors are required to work within the system
- All Z employees are required to have an awareness of the system
Z has various policies/systems/rules that are designed to manage safety

These include:

- Life Saving Rules
- Working at height policy
- Contractor Management Accreditation System
- Site specific rules (e.g. ChCh airport depot)

- **Permit to work system**

As such the PTW System is one part of managing safety at our sites.

The items are complimentary to each other.

Contractors are required to comply with all.
PTW System – Life Saving Rules

1. Work with a valid Work Permit when required
2. Conduct gas test when required
3. Verify isolation before work begins & use specified life protection equipment
4. Obtain authorisation before entering a confined space
5. Protect yourself against a fall when working at height
6. Obtain authorisation before overriding or disabling safety critical equipment
7. Don't walk under a suspended load
8. Don't smoke outside designated smoking areas
9. No alcohol or drugs while working or driving
10. While driving don't use your phone or exceed speed limits
11. Wear your seat belt
12. Follow prescribed Journey Management Plan
The PTW system applies to all persons working for and on behalf of Z or its subsidiaries, i.e. employees, contractors, sub-contractors, franchisees, and retail site staff, as well as visitors on premises operated by Z or its subsidiaries.

The PTW System applies to all work being completed at sites under Z operational control, or when working on Z owned equipment at independent/commercial sites.

The PTW System does not apply to contactors working on Z owned equipment in the contractors own premises for storage or maintenance.

Z owned bulk fuel storage terminals, operated by third parties, are specifically excluded from this PTW System.
Roles

- Asset Manager – The Asset Manager is the Z Energy senior manager with overall ownership and responsibility for Z’s assets. They are responsible for confirming the implementation of this PTW System.

- Administrator - The Administrator is a Z employee who is responsible for monitoring the performance of the PTW System, conducting periodic reviews of the implementation of the PTW System and providing assurance to the Asset Manager that the PTW System is current and being implemented correctly.

- Permit Issuer - The Permit Issuer (PI) is responsible for taking all necessary steps to prepare, authorise and issue the Permit to Work after identifying the work and work site/area hazards and the controls to address such hazards. The PI may be a Z employee or a contractor.
Roles

- Permit Holder - The Permit Holder (PH) is responsible for taking all necessary steps to perform the work in a safe and environmentally sound manner in accordance with the PTW.

- Authorised Gas Tester - The Authorised Gas Tester is responsible for taking the necessary steps to confirm that the conditions in, on and about the work area are such that the work can be performed in a safe manner.

- Site Representative - The Site Representative is the member of the site staff who confirms that the contractor is on site and when the contractor has left the site by signing the Work Clearance Form (WCF).
Responsibilities

- By signing the work permit the Permit Holder agrees to comply with all the requirements as set out in the permit and supporting documents, that is the work clearance form and the Job Hazard Analysis.
<table>
<thead>
<tr>
<th>Role</th>
<th>Issue permits</th>
<th>Self Permits</th>
<th>Appoints PI</th>
<th>Audit system</th>
<th>Stop work if necessary</th>
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<tbody>
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<td>Authorised Gas</td>
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<td>Tester</td>
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Activity Levels

- Activities are categorised based on the level of risk they pose into Level 1, 2 & 3 activities
- Level 1 activities are considered high risk
- Level 2 activities are considered medium risk
- Level 3 activities are considered low risk
- The PTW System manages each of the Levels with different controls
Levels 1 Activities

- Hot work in a hazardous zone
- Confined space entry
- Excavations $\geq 1.5$ m
- Live Electrical Work
- Asbestos work
- Any other activity as determined necessary by Z Energy
Level 2 Activities

- Confined Space Entry
  - Manhole risers or tank sumps less than 1.25 meters deep, interceptors less than 1.25 meters deep, grease traps less than 1.25 meters deep, ceiling space

- Activity Involving Overhead Cranes

- Demolition

- Excavation between 0.5 metres and 1.5 metres

- High Pressure System Work

- Work at Height above 1.8 metres

- Work Offsite in Roadways

- Live Product Line Work

- Live Electrical Work

- Erection of Structures
Level 2 Activities

- Pump out of Product From Tanks
- Drilling of monitoring wells or soil borings
- Lead Paint Sanding
- Any other activity as determined necessary by Z Energy
• Three levels of documentation required

1. **Permit** for Level 1 (& Level 2 activities if non accredited contractor) – Permit is prepared by PI who may be Z employee or contractor. There are attachments to the permit for some specific tasks.

2. **Job Hazard Analysis (JHA)** required for Level 1 & Level 2 activities – JHA is prepared by contractor completing works

3. **Work Clearance Form (WCF)** required for Level 1, Level 2 & Level 3 activities – WCF is completed by contractor completing works daily and signed off by Site Representative
Permit

- Issued by a Permit Issuer
- Permit Form and appropriate attachment
- Attachments for:
  - Hot Work Certificate
  - Confined Space Certificate
  - Ionizing Radiation Certificate
  - Excavation Certificate
  - Isolation Certificate
Job Hazard Analysis

• Written by the contractor/Permit Holder
• Must be sighted by the Permit Issuer when issuing the permit
• JHA must include:
  • Task description
  • Hazard analysis
  • Mitigation measures
• Can incorporate Work Method Statement
Job Hazard Analysis

• Hierarchy of controls for managing hazards
• Use this order:

1. **Eliminate** the hazard e.g. by changing the work
2. **Isolate** the hazard e.g. by providing a form of barrier
3. **Minimise** the hazard e.g. by providing protective equipment
### Job Hazard Analysis

**PTW System – For Orientation**

#### PTW System

<table>
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<tr>
<th>Job No.:</th>
<th>Date:</th>
<th>Rev No.:</th>
<th>Prepared By:</th>
<th>Approved By:</th>
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**Job Description:**

- [ ]
- [ ]
- [ ]

**Hazard Analysis:**

| JHA Team to print name and sign to signify that you have read, understood and accept the control measures defined in this JHA:
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<td>Name:</td>
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**Type of Work Permit Required:**

- [ ] Hot Work in hazardous area
- [ ] Asbestos Work
- [ ] Confined Space Entry
- [ ] Live electrical line work
- [ ] Excavation > 1.5 m
- [ ] Lead Paint Sanding

**PPE Requirements:**

<table>
<thead>
<tr>
<th>Safety Glasses</th>
<th>Dust Masks</th>
<th>Barring/Safety Signs</th>
<th>Safety Boots</th>
<th>High visibility vest</th>
<th>Other (list below)</th>
<th>Fire Extinguisher</th>
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**Minimum requirements for all personnel shall be:**

- High visibility vest and safety boots.

**Job Specific Equipment:**

- [ ]
- [ ]
- [ ]

**For further information on Work Procedures or PPE refer to:**

1. Relevant Material Safety Data Sheets
2. Statutory requirements
3. Relevant Codes of Practice
4. Relevant Attachments to Permit
• A suggested format is:

<table>
<thead>
<tr>
<th>Step No</th>
<th>Job Step</th>
<th>Job Step Hazard</th>
<th>Job Step Control</th>
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Work Clearance Form

- WCF kept at operational sites – use this one
- Also need to sign onto site
- At unmanned sites fill out your own WCF
- WCF to be filled out daily
System Rules

• A Permit is valid for a specific task or activity, on a specific site, within a specific period of time.

• Permits may only be issued for a maximum of five (5) calendar days, as the benefits of a discussion with a PI.

• Permits may be applied for in advance of the work, but the Permit shall be issued immediately prior to the performance of the permitted work.

• The Permit Holder must renew the Permit via the Work Clearance Form each day.

• The Permit Holder must remain on site while the permittable work is being done.

• The Permit Issuer is not required to supervise the works.
System Rules

- A remote Permit can ONLY be issued if ALL of the following criteria are satisfied:
  - The PI has knowledge of the site or has reliable drawings and site data
  - The PI has a detailed knowledge of the task and activities to be permitted
  - The PI has experience working with the Contractor and individual PH.
• If completing a remote permit the following process is required:

  - The PI and the PH complete the Permit over the phone

  - The completed Permit is sent to the PH on site who reviews the specified conditions and confirms their understanding of the conditions and their ability to comply with these conditions by signing the Permit

  - The completed, signed Permit is then faxed or scanned and emailed back to the Permit Issuer

  - The Permit Issuer must verify that they have a copy of the JHA that has been completed by the Contractor for the activity in question.

  - A second PI must also approve the remote permit and at least one of the PI’s must be a Z Energy employee.
System Rules

- No one is allowed to issue a Permit to themselves, as this would defeat one of the prime objectives of a PTW system of having a discussion about the safety of a project.

- An individual may issue a Permit to another person in the same Contractor organization. In this case the permit must be copied to the Administrator.
Further Information

- [www.z.co.nz/ptwinfo](http://www.z.co.nz/ptwinfo)
- Contact Anna Lukey: System Administrator
- [Anna.lukey@z.co.nz](mailto:Anna.lukey@z.co.nz)