

Hawke's Bay Marine Oil Spill Contingency Plan

Annex 8 Health and Safety Procedures and Protocols



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Annex 8 – Health and Safety Procedures and Protocols

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Annex 8 – Health and Safety Procedures and Protocols

The health and safety of responders and the public is paramount in all activities conducted as part of this regional plan. It is important that consideration of all risks and their mitigation is undertaken prior to spill response activities being undertaken.

8.1 Health and Safety Legislation

All activities undertaken as part of a spill response must be done in accordance with the requirements of the Health and Safety at Work Act 2015 (the Act) regardless of who is leading the response.

For the purpose of the Act, the person conducting a business or undertaking (PCBU) during any tier 2 response is the Hawke's Bay Regional Council, who have the primary responsibility for all those in the workplace. The workplace relates to anywhere that activities are being undertaken e.g. on-site, EOC, aircrafts, vessels or shoreline surveys.

The Regional On-Scene Commander is responsible for ensuring the health and safety of anyone working on behalf of the council in relation to the spill response. The ROSC will be supported by the Safety Coordinator to ensure all activities are conducted in accordance with the Act.

8.2 Hawke's Bay Regional Council Health and Safety Policies

Hawke's Bay Regional Council has a range of health and safety policies to cover the activities undertaken by staff during a spill response. These are available on Herbi, or can be requested from the HR Manager.

The policies that relate to oil spill are:

- Use of motor vehicles
- Use of plant and machinery
- Lone worker policy
- Use of quads and motorcycles
- Drugs and alcohol policy
- Working on / around water

8.3 Maritime New Zealand Equipment procedures

The health and safety requirements for the operation of all MNZ spill response equipment are contained in the standard operating procedures found with the equipment and on WebEOC. The requirements outlined within these procedures must be followed at all times.

8.4 Napier Port Health and Safety requirements

The Napier Port has outlined all health and safety requirements of working within the port on the Napier Port website <https://www.napierport.co.nz/customer-portal/health-and-safety/>

All responders must complete the online health and safety induction and carry a Port Pass. Responders will not be allowed onto the port without the completion of the online induction.

8.5 Site specific safety plans

Site specific safety plans have been developed for the most common types of spill within Napier Port and the Ahuriri Inner Harbour. These are the most common locations for spills within the region and have a variety of associated risks. These plans are shown in Appendix A.

8.5.1 Napier Port

Site Safety Plan	
Site Name:	Napier Port
Type of spill:	Hydraulic oil / Diesel / HFO
MSDS Attached:	Yes No
ROSC Name:	
ROSC Contact number:	
Site Safety Coordinator:	
Site Safety Coordinator Contact number:	
First Aid equipment / Accident location:	
First Aid trained personnel:	
Site H&S contact name:	Simon Osborne - Napier Port Safety Team
Site H&S contact number:	
Location of Evacuation Points:	See attached map
Evacuation signal:	3 blasts of vehicle horn / Port Emergency Warning System
Key safety contacts:	Police / Fire and Emergency NZ / St. John – 111 RCC NZ - 04 914 8380 HBRC Reception – 06 835 9200 Worksafe NZ – 0800 030 040 National Poison Centre – 03 474 0999
On-site hazards	
Type of Hazard	Mitigation / control measures
Heavy vehicle / machinery movements	<ul style="list-style-type: none"> Work sites to be cordoned off Cones to be placed when working near port roads No work to be undertaken in areas of high traffic movement before Port Operations are notified and traffic movements suspended Ensure walkways are used and vehicles with lights are utilised to move around the port Hi-vis to be worn at all times
Working at height above water	<ul style="list-style-type: none"> Life jackets to be worn by all responders within 1 meter of the wharf edge
Crushing incidents	<ul style="list-style-type: none"> Personnel to stay clear of port operations, logging areas and container movements Hi-Vis to be worn at all times
Working around mooring lines	<ul style="list-style-type: none"> Avoid working under or in close proximity to mooring lines Ensure that personnel do not enter the area marked around bollards that indicates the safe distance.
Trip hazards	<ul style="list-style-type: none"> Ensure ropes, pipes or other trip hazards are clearly marked and covered where possible

Lifting heavy equipment	<ul style="list-style-type: none"> Ensure heavy equipment is moved with the appropriate number of personnel or specific heavy lifting equipment 		
Flammable liquids	<ul style="list-style-type: none"> Ensure use of intrinsically safe equipment within close proximity of flammables including spill Ensure no fire risks, such as sparking from metal etc are within the work site 		
Fumes	<ul style="list-style-type: none"> Ensure breathing apparatus is utilised in confined spaces or where high level of fumes are likely to be experienced 		
Environmental Hazards			
Type of Hazard	Mitigation / control measures		
Dust	<ul style="list-style-type: none"> If necessary, personnel to wear face coverings / goggles to prevent dust impact 		
Exposure	<ul style="list-style-type: none"> Shaded areas for rest to be established in hot conditions Sunscreen to be provided and water Appropriate wet weather PPE and shelter to be established in wet weather 		
Natural Hazards – Earthquake or tsunami	<ul style="list-style-type: none"> Personnel to move away from any objects that could fall e.g. containers, logs and drop, cover, hold. Personnel to follow evacuation procedures as instructed by Napier Port Safety Team. If the earthquake is long or strong, get gone. Evacuation route for tsunami is via the western entrance to Napier Hill. 		
Chemicals risks			
Type of chemical			
First aid requirements			
PPE Requirements			
<ul style="list-style-type: none"> Lifejackets Overalls Hard hats Safety footwear 	<ul style="list-style-type: none"> Hi-vis vests Gloves Dust masks 		
Site safety induction Completed	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
Additional Site Safety Information			
<p>Assembly points are located around the port. All safety requirements are outlined in the Port health and safety protocols found on the Napier Port website. All responders must have completed the online training and hold a current port pass.</p> <p>The Napier Port Safety Team have a rapid response vehicle with defibrillator and other first aid equipment that can be deployed to anywhere on the Port. All council vehicles have a basic first aid kit.</p>			

Site Plan



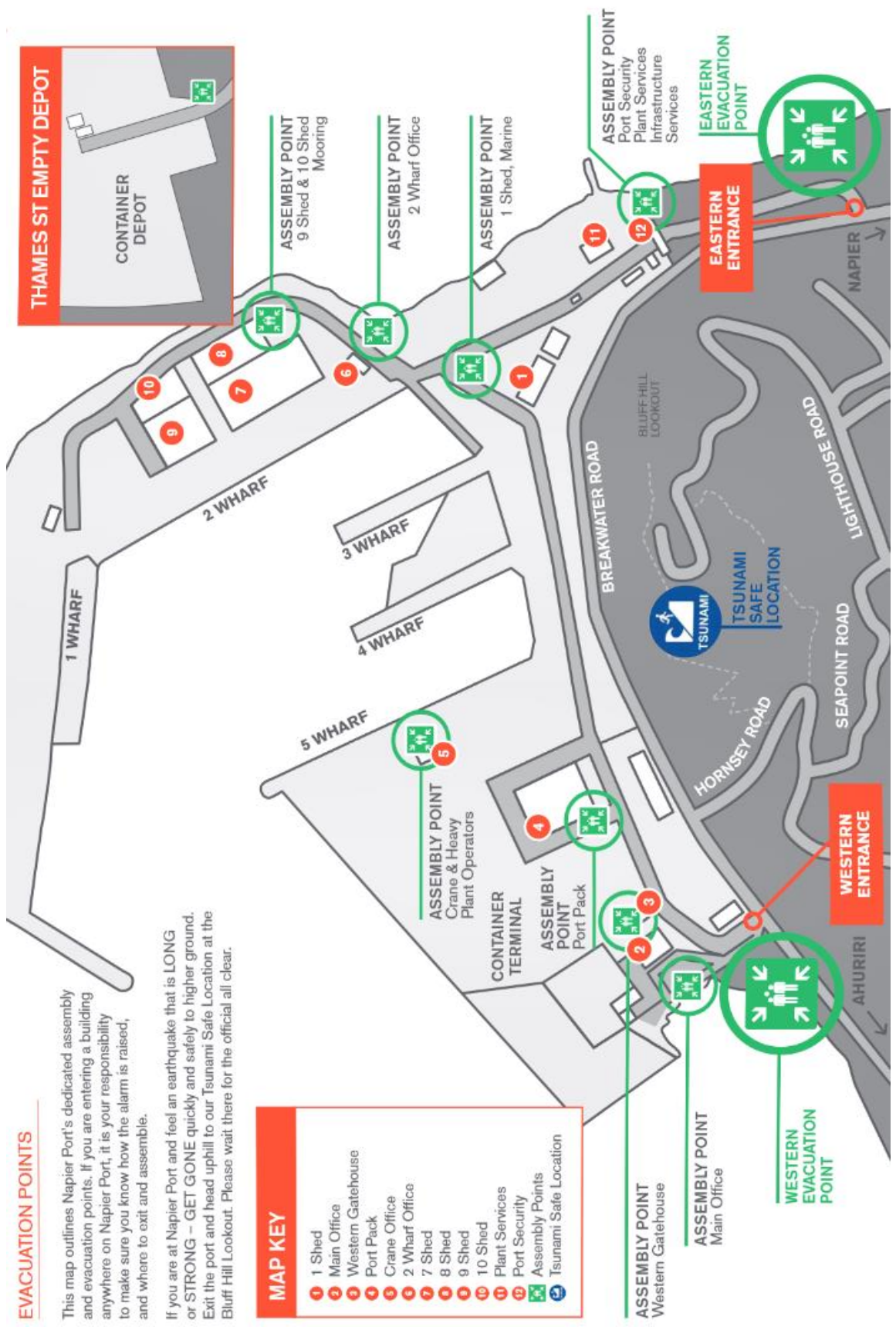
EVACUATION POINTS

This map outlines Napier Port's dedicated assembly and evacuation points. If you are entering a building anywhere on Napier Port, it is your responsibility to make sure you know how the alarm is raised, and where to exit and assemble.

If you are at Napier Port and feel an earthquake that is **LONG** or **STRONG** – **GET GONE** quickly and safely to higher ground. Exit the port and head uphill to our Tsunami Safe Location at the Bluff Hill Lookout. Please wait there for the official all clear.

MAP KEY

1	Shed
2	Main Office
3	Western Gatehouse
4	Port Pack
5	Crane Office
6	2 Wharf Office
7	7 Shed
8	8 Shed
9	9 Shed
10	10 Shed
11	Plant Services
12	Port Security
AS	Assembly Points
TS	Tsunami Safe Location



8.5.2 Ahuriri Inner Harbour

Site Safety Plan	
Site Name:	Inner Harbour
Type of spill:	Diesel / Petrol / Hydraulic oil / engine oils
MSDS Attached:	Yes No
ROSC Name:	
ROSC Contact number:	
Site Safety Coordinator:	
Site Safety Coordinator Contact number:	
First Aid equipment / Accident location:	
First Aid trained personnel:	
Site H&S contact name:	N/A
Site H&S contact number:	N/A
Location of Evacuation Points:	See attached map
Evacuation signal:	3 blasts of vehicle horn
Key safety contacts:	Police / Fire and Emergency NZ / St. John – 111 RCC NZ - 04 914 8380 HBRC Reception – 06 835 9200 Worksafe NZ – 0800 030 040 National Poison Centre – 03 474 0999
On-site hazards	
Type of Hazard	Mitigation / control measures
Heavy vehicle / machinery movements	<ul style="list-style-type: none"> Work sites to be cordoned off Cones to be placed when working near roads Hi-vis to be worn at all times
Working at height above water	<ul style="list-style-type: none"> Life jackets to be worn by all responders within 1 meter of the wharf edge
Trip hazards	<ul style="list-style-type: none"> Ensure ropes, pipes or other trip hazards are clearly marked and covered where possible
Lifting heavy equipment	<ul style="list-style-type: none"> Ensure heavy equipment is moved with the appropriate number of personnel or specific heavy lifting equipment
Environmental Hazards	
Type of Hazard	Mitigation / control measures
Exposure	<ul style="list-style-type: none"> Shaded areas for rest to be established in hot conditions Sunscreen to be provided and water Appropriate wet weather PPE and shelter to be established in wet weather

Natural Hazards – Earthquake or tsunami	<ul style="list-style-type: none"> • Personnel to move away from any objects that could fall and drop, cover, hold. • Personnel to follow evacuation procedures as instructed by Site Safety Coordinator. • If the earthquake is long or strong, get gone. Evacuation routes for tsunami are via Ossian or Lever Street to the Napier Hill from the western end of the inner harbour or Battery Rd / Hospital Lane from the eastern end / estuary area. See attached map.
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Chemicals risks

Type of chemical	
First aid requirements	
PPE Requirements	
<ul style="list-style-type: none"> • Lifejackets • Overalls • Hard hats 	<ul style="list-style-type: none"> • Hi-vis vests • Gloves • Safety footwear

Site safety induction Completed	Yes	No
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Additional Site Safety Information

Assembly points will be determined by the Site Safety Coordinator according to the location of the work site.

First aid kits are located within all council vehicles.

Work sites in this area are accessible to the public and needs to be controlled with cordons to prevent any risk to passers by.

Site Map

