

Health Safety and Environment Plan

Patea Freezing Works

Site Investigation

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5 March 2008

1. General project and site information

Taranaki Regional Council is committed to the promotion of the health and safety of its employees and contractors. It has developed this Health Safety and Environment Plan to cover all onsite activities related to the investigation of potential contamination at the Patea Freezing Works. Conducted by/on behalf of the Council in carrying out assessment as per the Preliminary Site Inspection Report - Scope of work.

This plan will be updated as required throughout the project.

Location: 43 Portland Quay, Patea

Exclusion: Does not apply to/Council not responsible for any other persons on the site at any other time.

Contacts:

Company/Organisation	Position	Name	Number
Taranaki Regional Council	<i>Site Supervisor</i>	<i>Shane Reynolds</i>	<i>027 211 2361</i>
	Project Manager	Gary Bedford	027 483 9257
South Taranaki District Council	Landowner/Community Liason	Claire Symes	027 246 5583
Landowners		Noel McColl	027 444 0043

Contractors:

Company	Contact	Number
Petroleum Services Ltd	Ross Singers	021 283 6836
McColl Construction Ltd	Noel McColl	027 444 0043
Pattle Delamore Partners Ltd	Duncan Ross	021 778 944
Interdrill Ltd	Dale Preston	027 447 0909

First Aiders: TBA

2. Council policies

The following relevant sections of the 'Workplace Health and Safety Guidelines' – Taranaki Regional Council, will apply for activities to be conducted on site:

- € Code of conduct
- € Induction and training
- € Housekeeping
- € Hazard identification
- € Accident reporting
- € Notification of particular hazardous work
- € Staff location

- € Manual handling
- € Field work
- € Confined spaces
- € Contaminated sites
- € Entry to private property
- € Sampling
- € Handling and transport of hazardous substances
- € Conflict situations
- € Contractors
- € Visitors on site
- € First aid and CPR
- € Noise
- € Temperature

3. Site entry/inductions

All personnel shall enter and exit the site through the main entrance on Portland Quay. A site register (Form 3), maintained by the site supervisor, will record each entry/exit, of personnel. Prior to initial entry onto the site, personnel will receive a brief induction from the site supervisor. This will consist of a site familiarisation (highlighting hazards) and discussion of this plan and will be recorded on the checklist (Form 1) . On subsequent entries they will be advised of any new hazards on site by the site supervisor.

4. Emergency response plan

The signal for evacuation of the site in the case of an emergency will be three consecutive blasts of a vehicle horn. As there will only be a limited number of people on site at any time, the site supervisor will also notify everyone in person, to shut down plant and equipment and proceed immediately by the safest identifiable route to the nearest safe assembly point [SAP]. The primary SAP is located in front of the main gates, the secondary SAP is located between the Fellmongery and Effluent Treatment Plant, as identified on the site plan. The SAP used will depend on the nature of the emergency and the location of work at the time. Once at the SAP the site supervisor will account for all personnel and give further instructions.

Emergency services based in Patea

Ambulance/fire/police	111
Patea Fire Brigade	06 273 8555
Patea Doctors Surgery	06 273 8456

First aid kits, radio telephones and fire extinguishers are available in all Council vehicles. As a minimum requirement contractors shall have at least one trained first aider on site at all times.

5. Accident/incident reporting

All incidents and accidents (including near misses) must be reported immediately to the site supervisor, who will notify the Council HASE Co-ordinator, so that the Accident Reporting procedures of the Workplace Health and Safety Guidelines - Taranaki Regional Council can be followed.

For all serious accidents the following immediate actions should be taken:

- € Secure the area
- € Call 111
- € Deliver appropriate first aid or life support
- € Do not disturb the area
- € Notify the HASE Co-ordinator Taranaki Regional Council on 0800 736 222.

6. Ammenities/smoking

There is a public toilet located in Patea but there are no toilets or washing facilities available on site, contractors are expected to provide adequate facilities for their own staff. No smoking is permitted on site.

7. Contractors

Taranaki Regional Council has a responsibility under the Health and Safety in Employment Act 1992 to ensure that its contractors are not harmed, cause harm to other contractors, Council employees or members of the public while carrying out their contracted duties. Consequently the Council requires that contractors complete a Health and Safety Checklist (Form 1) and an Acknowledgement of Health and Safety Obligations (Form 2).

A copy of this plan will be issued to and discussed with all contractors prior to commencing work on the site. All contractor activities are to be undertaken in accordance with both this plan and their own health and safety management system.

It is envisaged that there will be three core activities involving contractors:

- € removal of underground fuel tanks
- € installation of monitoring wells
- € excavation of fill areas

with each of these taking 2-3 days to complete.

8. Hazards

All hazards and relevant controls are recorded on the Hazard Register (8.5). In addition, prior to the commencement of each activity on site, a Job Safety Analysis Worksheet (Form 4) will be completed to ensure all hazards and controls are identified for the tasks involved. Any new hazards identified will be added to the Hazard Register.

8.1 Building related hazards

These include possible exposure to asbestos and buildings in a state of collapse. The majority of the activities outlined in the scope of work for the project, will be conducted in outdoor areas well away from any buildings, therefore isolating these hazards.

8.2 Heavy machinery

Stay well clear of drill rigs while they are operating.

The following rules shall be observed when working with excavators:

- € Always establish rules for communication with the operator prior to starting work.
- € Do not approach machine without first establishing eye contact with and receiving acknowledgement from the operator, preferably with the bucket grounded.
- € Stay outside of the boom radius while the machine is operating.
- € Do not stand in line with the direction of movement of the machine, particularly behind the machine in case of sudden unexpected movement.

8.3 Confined spaces, excavations and trenches

There should be no reason for any confined space entry (including excavations exceeding 1.5m depth) on this project. In the event that a contractor needs to enter a confined space, their safety management system must have provision for this, including an appropriate emergency response plan.

Excavations and trenches shall be clearly marked/taped off and backfilled ASAP. Sampling from unsupported trenches deeper than can be reached from the surface ie. arm length should be avoided due to the danger of collapse. A sample pole or using the excavator bucket to collect the sample is a safer alternative.

8.4 Environmental hazards

Any hazards to the environment posed by contaminants, or by disturbance of the contaminants, by the nature of the works, shall be assessed. Care must be taken to ensure that contamination is not spread to previously uncontaminated areas. During excavation works, contaminated spoil material should be returned to pits in the order in which it was excavated. Alternatively the decision may be taken to remove it off site for disposal.

Any waste material (including PPE) which may contain hazardous substances shall be securely stored and labeled. Results of sample analysis will help determine the waste classification and appropriate method of disposal.

Contractors shall make provision for the safe storage and handling of any hazardous substances they may require to bring on site.

8.5 Hazard Register

Hazard	Task or location	Control
Asbestos	Asbestos assessment	Contractors to operate under an approved H&S plan
Asbestos	Around buildings	Polymer binder in fire damaged area, avoid windy conditions, alternatively work upwind of buildings in a state of collapse
Asbestos	Sampling inside buildings	PPE – disposable overalls, dust mask, gloves
Asbestos	Trenching of fill areas	Keep upwind where possible, use sample pole, wear PPE when working in trench/collecting samples
Unsafe buildings	Asbestos assessment Sampling inside buildings	No entry into any buildings at any time except for specified tasks Visual assessment and JSA
Heavy machinery	UST removal Well installation Trenching of fill areas Soil/cuttings sampling	Contractors to operate under an approved H&S plan Refer to Section 5.1.2
Confined spaces	UST removal Inspecting/sampling tanks/vessels	Contractors to operate under an approved H&S plan Refer to Section 5.1.3
Open excavations	UST removal Trenching of fill areas	Contractors to operate under an approved H&S plan Take care when working around excavations Refer to Section 5.1.3
Debris on ground	Entire site	Take care when moving around the site, particularly inside buildings
Uneven ground	Bank along mudflats Trenching of fill areas Well installation	Take care to ensure good footing
Water	Reservoirs	Keep away, use sample pole
Dust	Outside areas Excavator work	Avoid windy conditions PPE – eye protection
Contamination of environment	Entire site	Refer to Section 5.2
Exposure to contaminants	Possible in most tasks/locations	PPE – refer to Section 6.0
Public access to work areas	Site not secure	Signage warning trespassers of prosecution. Boundary fence

9. Personal Protective Equipment [PPE]

Task	PPE
Minimum requirement for work on site	Overalls and sturdy footwear Gloves - where appropriate
Possible exposure to asbestos	Class I respirator * Disposable overalls with hood Disposable gloves
Working near heavy machinery	Safety boots Hi-vis vest Eye and ear protection - where appropriate
Overhead loads	Safety boots Hard hat

* As prescribed in Guidelines for the management and removal of asbestos (Appendix 1) - Department of Labour

In the unlikely event of direct contact with asbestos, any contaminated clothing/PPE shall be placed in a heavy duty plastic bag, securely sealed and clearly labeled CONTAINS ASBESTOS WASTE. Any such waste will be taken to an approved landfill.

Form 1

Site Induction/Health and Safety Checklist

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor:

Signed: Date:

Name (Taranaki Regional Council):

Signed: Date:

Form 2 Contractors acknowledgement of Health and Safety obligations

Name: (referred to as the “Contractor”)

Address:

Taranaki Regional Council requires that contractors acknowledge the following requirements:

1. They understand their obligations to themselves, their employees, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their employees and subcontractors comply at all times, when working for the Taranaki Regional Council.
2. They shall apply best industry practice to ensure safety at all times.
3. The contractors employees shall undergo a site induction prior to commencing any work on site.
4. Where Taranaki Regional Council advises the contractor of any safety rules, emergency procedures, the location and use of any emergency or safety equipment, hazards and hazard controls, go and no-go areas, access and authorisation requirements; the contractor shall ensure that all subcontractors and employees are informed of the same in a timely manner, and that they comply with such advice at all times.
5. The contractor has a health and safety policy, and a health and safety management system in place, which ensures their compliance with the Health and Safety in Employment Act 1992.
6. Taranaki Regional Council shall have the right to suspend any work at the contractors expense, when it is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others.
7. The contractor will advise Taranaki Regional Council immediately of any accidents, including those in which serious harm is caused or a significant hazard was involved; and will meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to the Department of Labour (OSH).
8. The contractor will advise Taranaki Regional Council immediately of any new hazard created during the term of any contract, and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
9. Before beginning any work for Taranaki Regional Council, the contractor will carry out a systematic identification of hazards likely to be encountered, and will develop controls for all those identified as being significant hazards.
10. The contractor will advise Taranaki Regional Council prior to any notifiable work being undertaken on site and ensure that Department of Labour are notified, as required under the Helth and Safety in Employment Regulations 1995.

11. The contractor, their employees and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Taranaki Regional Council.

Signed for and on behalf of the
Taranaki Regional Council by:

Name:

Signature:

Date:

Signed for and on behalf of the
Contractor by:

Name:

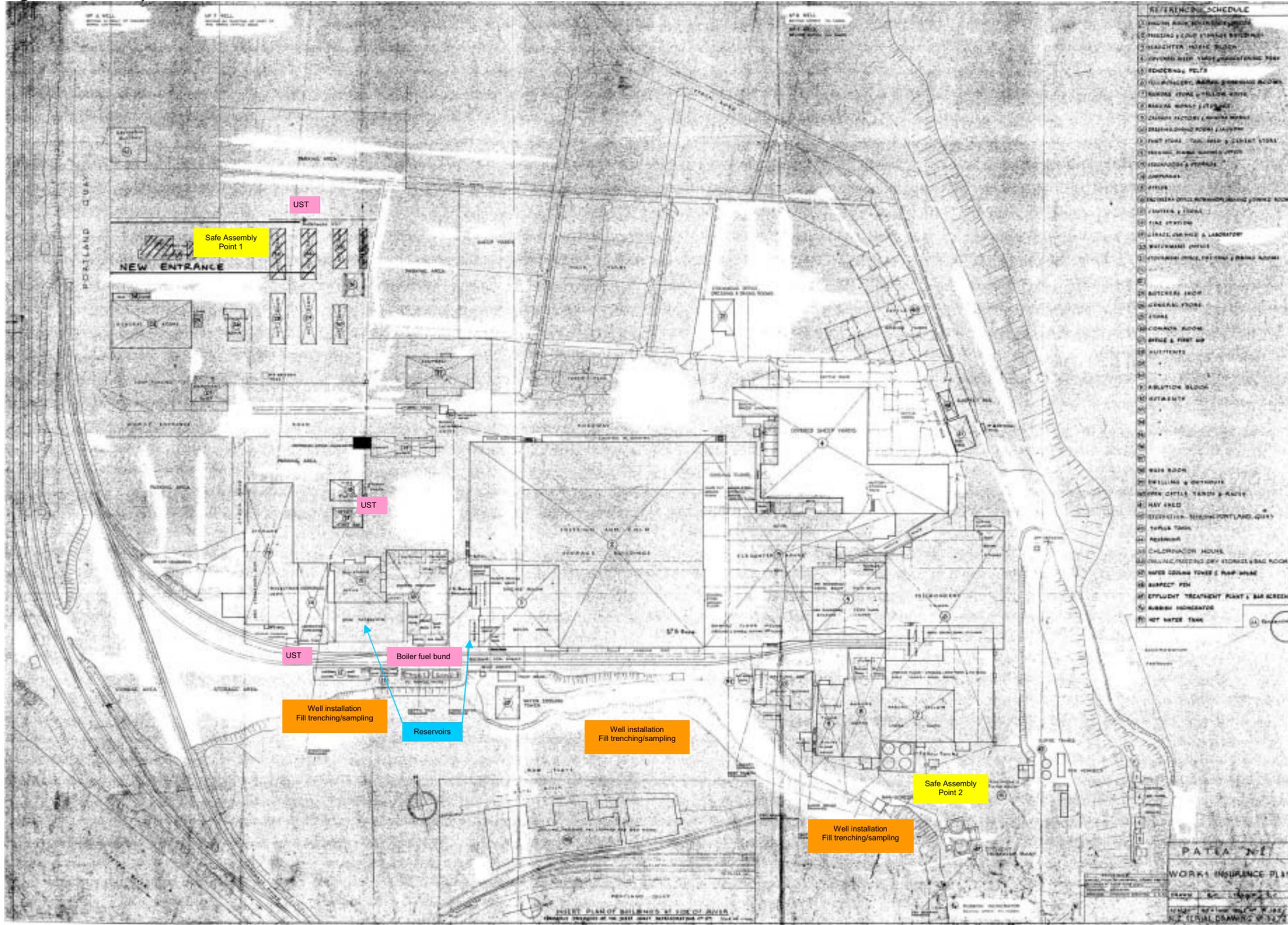
Signature:

Date:

Form 4 Job Safety Analysis Worksheet

Job description:		Location:	Date:
Sequence of basic steps	Potential hazards	Method of control	
PPE required:			JSA completed by:

Figure 1 Site plan



Form 3 Site register

Date	Company	Name	Time of entry	Time of exit	Sign
29/11/07	TRC	S. Reynolds	1030	1400	[Signature]
29/11/07	TRC	A. Jorawillo	1030	1400	[Signature]
25/2/08	TRC	S. Reynolds	1020	1540	[Signature]
26/2/08	TRC	S. Reynolds	0835	1050	[Signature]
26/2/08	TRC	S. Reynolds	1115	1330	[Signature]
11/3/08	TRC	S. Reynolds	0830	1545	[Signature]
12/3/08	TRC	S. Reynolds	0840	4:31pm	[Signature]
12/3/08	PSL	Royal Rapson	9:15	3:55	[Signature]
12/3/08	PSL	Conroy murcott	9:15	3:55	[Signature]
12/3/08	PDP	Duncan Ross	11:35	4:30	[Signature]
13/3/08	PDP	Duncan Ross	8:05	3:20	[Signature]
13/3/08	TRC	S. Reynolds	0850	4:00	[Signature]
20/3/08	TRC	S. Reynolds	1200	1500	[Signature]
20/3/08	TRC	A. Jorawillo	1200	1500	[Signature]
27/2/08	Interscience	D. Rossion	2:00	2:50	[Signature]
27/3/08	TRC	S. Reynolds	2:00	2:50	[Signature]
31/3/08	TRC	S. Reynolds	0800	1100	[Signature]
31/3/08	Interscience	C. Leatley	0800	6:15	[Signature]

Form 1

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- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: Boyd Peppas

Signed: [Signature] Date: 12-03-08

Name (Taranaki Regional Council): Shane Reynolds

Signed: [Signature] Date: 12/3/08

Form 1

Site Induction/Health and Safety Checklist

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: *cdy muncart*

Signed: *[Signature]* Date: *12/3/08*

Name (Taranaki Regional Council): *Shane Reynolds*

Signed: *[Signature]* Date: *12/3/08*

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: Pat He Delamore Partners

Signed: [Signature] Date: 12/3/08

Name (Taranaki Regional Council): Shane Reynolds

Signed: [Signature] Date: 12/3/08

Form 1

Site Induction/Health and Safety Checklist

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: Infodrill

Signed: [Signature] Date: 31-05-08

Name (Taranaki Regional Council): Shane Reynolds

Signed: [Signature] Date: 31/3/08

Form 1

Site Induction/Health and Safety Checklist

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- ~~Ammenities~~ and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: *Invermil*

Signed: *D. White* Date: *31-3-08*

Name (Taranaki Regional Council): *Shane Reynolds*

Signed: *[Signature]* Date: *31/3/08*

Form 1

Site Induction/Health and Safety Checklist

- General site layout
- Site entry and induction procedures
- Emergency response plan
- Accident/incident reporting
- First aid
- Ammenities and smoking
- Hazards
- PPE

I have received and understood the above information.

Name of Contractor and/or Subcontractor: Intermill

Signed: [Signature] Date: 31, 3, 08

Name (Taranaki Regional Council): Shane Reynolds

Signed: [Signature] Date: 31/3/08

Form 2 Contractors acknowledgement of Health and Safety obligations

Name: INTERDRILL LTD. (referred to as the "Contractor")

Address: P.O. Box 139, Stratford.

Taranaki Regional Council requires that contractors acknowledge the following requirements:

1. They understand their obligations to themselves, their employees, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their employees and subcontractors comply at all times, when working for the Taranaki Regional Council.
2. They shall apply best industry practice to ensure safety at all times.
3. The contractors employees shall undergo a site induction prior to commencing any work on site.
4. Where Taranaki Regional Council advises the contractor of any safety rules, emergency procedures, the location and use of any emergency or safety equipment, hazards and hazard controls, go and no-go areas, access and authorisation requirements; the contractor shall ensure that all subcontractors and employees are informed of the same in a timely manner, and that they comply with such advice at all times.
5. The contractor has a health and safety policy, and a health and safety management system in place, which ensures their compliance with the Health and Safety in Employment Act 1992.
6. Taranaki Regional Council shall have the right to suspend any work at the contractors expense, when it is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others.
7. The contractor will advise Taranaki Regional Council immediately of any accidents, including those in which serious harm is caused or a significant hazard was involved; and will meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to the Department of Labour (OSH).
8. The contractor will advise Taranaki Regional Council immediately of any new hazard created during the term of any contract, and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
9. Before beginning any work for Taranaki Regional Council, the contractor will carry out a systematic identification of hazards likely to be encountered, and will develop controls for all those identified as being significant hazards.
10. The contractor will advise Taranaki Regional Council prior to any notifiable work being undertaken on site and ensure that Department of Labour are notified, as required under the Helth and Safety in Employment Regulations 1995.

11. The contractor, their employees and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Taranaki Regional Council.

Signed for and on behalf of the
Taranaki Regional Council by:

Name: GARY BODFORD

Signature: *G Bodford*

Date: 31/03/08

Signed for and on behalf of the
Contractor by:

Name: DALE PRESTON

Signature: *Dale Preston*

Date: 31-3-08

Form 2 Contractors acknowledgement of Health and Safety obligations

Name: McCall CONSTRUCTION..... (referred to as the "Contractor")

Address: LIVINGSTONE LANE.....

Taranaki Regional Council requires that contractors acknowledge the following requirements:

1. They understand their obligations to themselves, their employees, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their employees and subcontractors comply at all times, when working for the Taranaki Regional Council.
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11. The contractor, their employees and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Taranaki Regional Council.

Signed for and on behalf of the
Taranaki Regional Council by:

Name: G. BODFORD

Signature: [Handwritten Signature]

Date: 14/03/08

Signed for and on behalf of the
Contractor by:

Name: Narel McCall

Signature: [Handwritten Signature]

Date: 11/3/08

Form 2 Contractors acknowledgement of Health and Safety obligations

Name: Pattle Delamore Partners (referred to as the "Contractor")

Address: P.O. Box 6136, Wellington

Taranaki Regional Council requires that contractors acknowledge the following requirements:

1. They understand their obligations to themselves, their employees, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their employees and subcontractors comply at all times, when working for the Taranaki Regional Council.
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11. The contractor, their employees and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Taranaki Regional Council.

Signed for and on behalf of the
Taranaki Regional Council by:

Name: G BORDON

Signature: *[Handwritten Signature]*

Date: 14/03/08

Signed for and on behalf of the
Contractor by:

Name: Graeme Proffitt

Signature: *[Handwritten Signature]*

Date: 05/03/08

Form 2 Contractors acknowledgement of Health and Safety obligationsName: Petroleum Services Ltd (referred to as the "Contractor")Address: P.O. Box 20185, Hamilton

Taranaki Regional Council requires that contractors acknowledge the following requirements:

1. They understand their obligations to themselves, their employees, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their employees and subcontractors comply at all times, when working for the Taranaki Regional Council. ✓
2. They shall apply best industry practice to ensure safety at all times. ✓
3. The contractors employees shall undergo a site induction prior to commencing any work on site. *is site induction required for this job*
4. Where Taranaki Regional Council advises the contractor of any safety rules, emergency procedures, the location and use of any emergency or safety equipment, hazards and hazard controls, go and no-go areas, access and authorisation requirements; the contractor shall ensure that all subcontractors and employees are informed of the same in a timely manner, and that they comply with such advice at all times. ✓
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11. The contractor, their employees and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Taranaki Regional Council.

Signed for and on behalf of the
Taranaki Regional Council by:

Name: G BODFORD

Signature: S. Bodford

Date: 14/03/08

Signed for and on behalf of the
Contractor by:

Name: STEVEN SHARPE

Signature: S. Sharpe

Date: 10-03-08