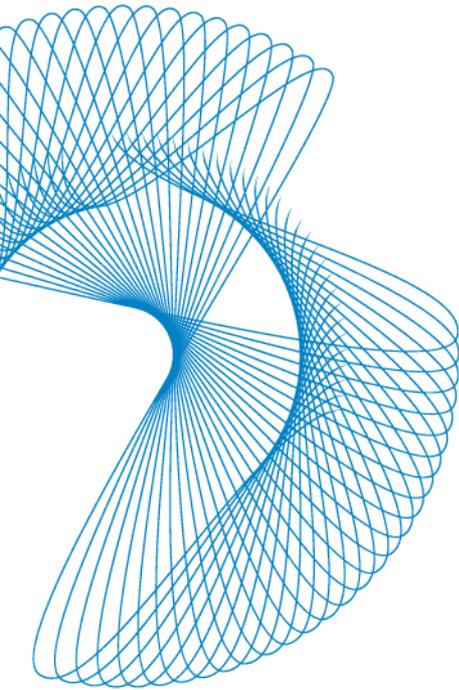


marinepollution**RESPONSE**service



# National Oil Spill Contingency Plan

Chapter 8 – Occupational Safety  
and Health



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## Introduction

Protection of human health and safety are fundamental objectives in any oil spill response operation. The safety of all responders should supersede all other considerations during an oil spill cleanup. The use of safe work procedures and practices help to reduce health and safety risks to the response workers, the surrounding community (onlookers), and the environment. Curtailing access to affected areas is an important means of protecting the public by avoiding exposure to the spilled oil. Basic health and safety procedures are outlined in this section to reinforce training and procedures common to most oil spill response operations.

Both the Health and Safety in Employment (HSE) Act 1992 and the Maritime Transport Act (MTA) 1994 have specific health and safety requirements. The former covers all work places within New Zealand but excludes ships crew, while the latter covers all New Zealand registered vessels. The MTA mirrors the requirements of the HSE Act for New Zealand ships. The requirements of these Acts must be complied with in all work environments.

In a Tier 2 or Tier 3 response, persons officially participating in response operations under the direction of the OSC are deemed to be employed as contractors by Maritime NZ or the Regional/District Council, and as such will be covered for health and safety by that organisation's HSE policy and protection.

The responsibility to comply with the requirements lies with the employer. A major requirement is to systematically identify and control hazards. **Significant hazards** must be controlled by **elimination**, **isolation** and **minimisation**. **All** hazards must be identified. The hazards must then be assessed to determine the risk involved and an appropriate control measure imposed.

## Maritime NZ

All personnel are urged to exercise their right to play an active role in day-to-day safety management of the Response.

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# Staff Representation and Reviews

## Responsibility and authority

The On-Scene Commander is responsible for workplace safety development, implementation, and review of company health and safety procedures.

## Procedure

1. The On-Scene Commander will commission a formal review of health and safety policy, objectives, procedures and their effectiveness after every response.
2. The annual review will specifically examine any newly identified hazards, present hazard control, compliance to OSH & Maritime NZ standards, training needs of employees and appropriateness of equipment.
3. The final decision regarding health and safety goals, objectives and procedures rests with the Maritime NZ On-Scene Commander.
4. Maritime NZ or Regional/District Council may employ the services of external health and safety professional, to audit compliance with relevant legislation, as required, and help ensure compliance with the Health and Safety in Employment Act (HSE Act) requirements.

## Safety Representatives

Given the nature of a Tier 2/3 response it is not practicable to have elected a safety representative, thus safety meetings involving all staff and contractors will be held at least daily as part of regular Tier 2/3 briefing meetings.

As there are no elected safety committee members, any staff member can act as a safety representative on their own behalf or for other staff between the all-up safety committee meetings.

Staff safety representative roles include: accident investigations, equipment purchasing and establishing of new safety standard, safety review and disputes.

## Document control responsibilities

The On-Scene Safety Coordinator will be responsible for the primary document control of health and safety information. A copy of the documentation added to the primary documentation will be submitted to the Response Documentation controller appointed by the On-Scene Commander.

The master copy of the manual and support information should be kept in a file clearly marked "Master Copy". This is to distinguish between original and photocopied material.

Each Daily Safety Plan will have the Date and Response Name clearly printed on each page and is to be uncontrolled. Only the master copy will be considered as the current Response Health and Safety document.

## Safety Responsibilities

### On-Scene Commander

- Appoint an On-Scene safety and health coordinator to establish and control the establishment and maintenance of the safety plan.
- Assess the risks of the oil and the oil response and liaise with appropriate governing authorities to ensure public and staff safety.
- Ensure adequate resources are made available to meet safety and health management needs throughout the oil response.
- During meetings with staff develop a culture within the oil response, which places safety and health as an utmost priority when planning and undertaking activities.
- Carry out daily assessment of the effectiveness of safety and health management by checking a current safety plan is in place, individual site safety plans are managing response activities in the field and staff have a good awareness of the safety controls.

## Operations Manager

- Establish safety and health as a priority for each response activity and monitor its effectiveness through management support staff in the field.
- Establish site safety plan which include the following information:
  - location and oil response activity;
  - establish equipment being used;
  - directive on the management of public safety;
  - establish site safety supervisor for each site/activity;
  - provide oil risk, MSD sheet and first aid information;
  - advice on expected environmental conditions;
  - provide safe work practices relating to the site oil response operations;
  - establish emergency readiness and on site hazard management process; and
  - list of staff involved and required safety training.
- Provide a copy of each site safety plans to the on-scene safety and health coordinator for review and adding to the overall safety plan.
- Provide required equipment to carry out work safety including PPE.
- Ensure adequate drinking, eating, toilet and clearing facilities have been planned to be available to each response activity.
- Have available contact information of staff family members in the event of an emergency.
- Immediately advise the on-scene safety and health coordinator safety of potential public safety and health issues, serious injury and identified significant hazards within the field with a potential to cause harm.

## All response staff

- Staff must near take action or in-action likely to cause injury to themselves or others.
- If you are unsure out the safety stop and ask. Only procedure when you are sure there isn't a likelihood of injury.
- It is important that all staff is involved in the establishment and promotion of a safe workplace culture. Staff is encouraged to immediately intervene in any unsafe activity and request it stop until it is safe to continue.
- Assist the response to protect the safety of the public.
- Follow safety and health related instructions and safe work practices at all time during the oil response.
- Do not operate equipment unless you have been trained in its safe use or are closely supervised by an appropriately trained person.
- Be aware of the site safety plans relating to:
  - the risk posed by the oil, required PPE to be used;
  - emergency readiness, first aid and accident recording procedures;
  - be involved in the identification and management of hazards;
  - follow Maritime NZ safe equipment operation procedures;
  - be aware of identified site and operational hazards and their controls; and
  - the overall management of safety and health issues confronting the response.

## OSH Advisor

- Keep the on-scene commander aware of safety and health issues relating to the oil response.
- Establish within the command centre an overall oil response safety plan and attach site safety plans, oil MSDS information, and relevant safety and health information.
- Provide the following safety and health information relating to the oil response to the on-scene commander and operations managers:
  - list of key personnel,
  - assess the oil risk to staff and public safety and appropriate first aid treatment,
  - determine person protective equipment (PPE) requirements,
  - report expected environmental information, and
  - information on safety regulations and Maritime NZ safe work practices.
- Provide operational managers with assistance in planning and developing site safety plans relating to required response activities to manage associated safety and health risks.
- Maintain copies of site safety plans for approved oil response activities and update the safety plan of changes to site safety plans.
- Provide a system to the operational managers that establishes accident recording, investigations and management of serious injury to oil response activities.
- Develop a site safety plan for the on-scene command centre.
- Liaise with external safety and health organizations and authorizes to assist with the establishment of appropriate controls and management of risk to public, contractor and staff relating to the response.
- Keep documented records relating to safety and health management.
- Activities controlled by Maritime NZ are to be stopped if it is likely any persons is to be harmed. At which time the on-scene and operations manager is to be notified. Only when appropriate controls are established preventing likely harm is the oil response activity to continue.
- Public safety and health reports and statements are to be made only through the appropriate media spokesperson appointed by the on-scene commander.

## Site Safety Supervisors

- Complete the site safety plan provided by operation manager/coordinator or team leader by:
  - carrying out a site hazard identification and evaluation prior to work starting;
  - determining safe work practices which ensure public and staff safety; and
  - if practicable, including staff in the initial hazard id /control process.
- Brief site staffs on information provided within the site safety plan. This should include:
  - public safety requirements,
  - site and operational hazards identified and specific safe work practices,
  - highlight operational procedures of Maritime NZ equipment on each packing box,
  - oil risk and PPE use,
  - first aid and accident recording/investigation,
  - expected environmental conditions,
  - operational hazards, and
  - emergency readiness.
- Assist the site leader to control potential risk associated with the operation relating to:
  - public access and control;
  - equipment unloading, loading and clean-up areas;
  - oil handling, storage and removal of oil waste on site;
  - plan the location of staff toilet, eating and clean-up areas; and
  - establish a safe emergency evacuation point.
- In the event of an injury immediate provide appropriate first aid, record the accident and investigate the hazards involved. The document is on in the Maritime NZ accident register with

the first aid equipment. If it is a serious injury, protect the scene to allow Maritime NZ and OSH to investigate fully once the injured is removed from site.

- In the event of a serious injury or emergency contact the on-scene safety and health co-ordinator listed on the site safety plan immediately.
- Establish and continuously monitor the compliance of staff to required safety and health practices and standards.
- In the event of a staff or contractor refusing to comply with safety standards or directives have them stop work and make a request to the site leader or operation manager to have the person removed from site.
- Return the site safety plan to the on-scene safety and health coordinator once it has been replaced by a more current issue or the site response activity is concluded.

## **Induction and Training Records**

### **Purpose**

This procedure is to outline the practical steps to be taken by the company to ensure employees possess appropriate skills to work safely.

### **Responsibility and authority**

Maritime NZ/Regional or District Council will provide a safety induction briefing to all response personnel on arrival to the Response.

### **Procedure**

1. Induction and assessment of all new employees will:
  - Highlight Maritime NZ's/Regional or District Council's determination to promote a culture of a "no injury" Response.
  - Advise them of Maritime NZ health and safety management policy and procedures, and if required establish training needs.
2. Field staff will be:
  - provided with a briefing on the overall operation and risk posed by the oil/vessel,
  - made clear of equipment they are not authorised to use until trained, and
  - provided with a copy of the copy Maritime NZ Response Significant Hazards and SOP procedures.
3. Only internal and external trainers with appropriate safety experience, qualifications and skill will be employed to train staff.
4. Responders will be required to provide Maritime NZ proof by way of a photocopy of certificates, licences and qualifications relating to stated qualification and completed training, which is to be held on file.
5. Loss of licence or qualification to operate equipment must be reported immediately to the Response Safety Coordinator for actioning.

## Training process

Training by approved educators should be provided as follows:

1. **Explain** the activity or process: Cover the hazards and how to avoid being hurt by them: Cover how and when to use safety equipment.
2. **Demonstrate** the task, including use of PPE.
3. Get the **employee to explain** all the points in step 1.
4. Get the employee to demonstrate as in step 2.
5. **Follow-up**, supervise, and monitor employee at intervals to ensure that the work is being carried out safely.
6. **Document** who, when, and what was trained and by whom the training was done. Record this training on a training record (Appendix 1).

Note: Trainers must have sufficient knowledge and experience of safe work practices.

## Hazard Identification and Management

### Procedure

Maritime NZ aims for:

1. systematic identification of hazards, and
2. assessment to determine the significance of each identified hazard, then determination of control – elimination, isolation, or minimisation.

### Hazard management

Systematic hazard identification and assessment will be carried out evaluating the workplace by establishing a daily Safety Plan for the overall Response and Site Safety Plans for each field activity of more than a minor nature.

### Overall response ‘Safety Plan’

1. It is responsibility of the On-Scene Safety and Health Coordinator to establish a Safety Plan to manage potential risks of all the operations that arise during the Response.
2. The Safety Plan provides a process to control the daily safety requirements of all overall response including multi-field activities while providing a documented summary of current safety issues facing the oil recovery process.
3. The Safety Plan is designed to be an active document and be up dated as changes are made to the Response plan that effect safety.
4. A copy of the current Safety Plan is to be maintained within the Incident Command Centre. The following information should be provided within the Safety Plan:
  - A site Safety Plan of the command centre.
  - Emergency Evacuation Plans.
  - Induction Training Records.
  - SOP standards.
  - Identified Significant Hazards (including MSDS's of Oil and Dispersants).
  - Site Safety Plans.
  - Public Safety Notices.
  - Relative Safety related information required by the response.
5. A standard Safety Plan (SP 01) has been developed to assist the On-Scene Safety Coordinator to developed appropriate aspects of the Plan.

## Field operations 'Site Safety Plans'

1. To help rapidly establish safety standards at each field operation Operations Managers are required to complete Site Safety Plan during the planning of each response location/activity they undertake.
2. Operations Managers are to have a nominated Site Safety Supervisors administer the implementation of each Site Safety Plan on arrive to site and before Response activities start.
3. If the Response changes and alternant activity/location is required by the Operations Managers a new Site Safety Plan must be developed, be approved and implemented.
4. A standard form (SSP 01) has been provided within these procedures to assist Operations Managers in develop Site Safety Plans.

## Hazards

For each identified hazard, risk and severity will be determined, with the company ensuring sufficient information is provided to make accurate and informed judgement. All identified hazards will be assessed to determine their potential to cause serious harm.

A 'significant hazard' means a hazard that is an actual or potential cause or source of:

- serious harm;
- harm, more than trivial, the severity of whose effects depend on the extent or frequency of exposure to the hazard; or
- harm that usually is not easily detectable, until a significant time after exposure to the hazard.

## Where hazards are determined as significant

1. Actions prior to the significant hazard joining the Significant Hazard Register (DOC 02):
  - Elimination must be considered as the first method for control.
  - Isolation from employees will be considered where elimination is not practicable.
  - Where both elimination and isolation are not practicable the company will minimise the hazard to employees and manage the on-going risk.
2. The On-Scene Safety Coordinator will establish monitoring of significant hazard controls and compliance to Maritime NZ SOPs.
3. Daily visual inspection of equipment and review of activities should be undertaken by Site Safety Supervisors.
4. Response Staff should visually check all equipment safety before use and use appropriate PPE made available.
5. Supervisors are to ensure staff undertaking the supervision and instruction of safety procedures controlling hazards have adequate skill and experience themselves.

## Hazard identification and assessment

1. The hazard identification and assessment process needs to systematically identify and assesses hazards associated with all Maritime NZ worksite/process activities. This should be documented on the Maritime NZ Hazard ID Form (Appendix 2) if identified as a significant hazard.
2. Enter identified hazards and the degree of likely risk associated with the activity, machine or process. Determine the severity and frequency.
3. Enter likely ways to reduce the likely risk of an accident occurring and degree of possible injury.
4. Determine if the hazard is a significant hazard (risk).
5. Actions relating to the hazard are determined based on the effects to people, environment and equipment. A matrix has been developed to help staff with this process to help determine hazard significance (Appendix 2).

## Hazard minimisation and review

- 1 The following steps should be taken to reduce the risk of harm when minimising a significant hazard:
  - All Response staff should have information about the significant hazard and the methods of control employed.
  - Staff are to be provided protective clothing and suitable safety equipment and trained in the fitting, correct use and maintenance and replacement of that equipment.
  - Where appropriate, health monitoring of exposed employees will be used to ensure effectiveness and compliance of controls.
  - Emergency procedures will deal with any likely situations arising from the significant hazard.
- 2 The OSH Advisor will undertake hazard management reviews to review all listed significant hazards SOP's during the response.
- 3 Maritime NZ will undertake monitoring of significant hazards to monitor the safety of response and the public if warranted.
- 4 In the event of a critical situation, an Maritime NZ Inspector not directly associated with the Oil Response will be assigned to review of hazard management controls and ensure all practicable steps are taken to prevent future harm.

## Health monitoring

1. Monitoring of the individual health of injured staff post critical event will be provided on medical practitioners advice. This may include Maritime NZ requesting a drug test for illegal drugs.
2. Exit health testing will be provided on full time staff at the Director's discretion, generally after employment over 12 months, unless a recent health medical is available.

## Stress

The scope of this section relates to serious stress management issues and is not intended to deal with the day-to-day stress of life, which are of a minor nature.

Types of stress could include:

- Non-work stress such as: Having serious court actions against you, illness (cancer), family injury (serious car accident to a relative), or marriage difficulties (spouse leaving the family home).
- Work-related stress: Prolonged work in adverse conditions (heat), long hours (more than 60-70 hours a week), shift changes, meeting production schedules, job security, and being disciplined by the company or supervisor.

The company recognises stress can effect safety within the workplace. It is part of the company hazard management responsibilities to monitor the level of stress within the workplace. Staff are encouraged to report issues relating to serious stress symptoms in the same manner as any other workplace hazard, injury or incident. The issue will be treated in confidence to protect your privacy.

## Accident Reporting, Investigation, and Rehabilitation

The terms incidents and accidents, in this context, include all "near miss" or "near hit" events, work-related illness and injury events, that harmed or might have harmed any employee, and others, during the course of their work onsite.

### Responsibility and authority

All employees are required to report accidents/incidents to their immediate supervisor immediately after they occur and have the event recorded:

- in the company Accident Register; or
- if "serious harm", in the OSH Serious Harm Accident Register.

## Procedure

### Non-serious harm

1. The On-Scene Safety Coordinator is responsible for investigating non-serious harm accidents with the assistance of specific employees, such as first aiders/investigators/safety committee members.
2. There must be a designated person responsible for corrective actions following an accident, within specific time frame, with a signed off date showing when the corrective action was completed. Signing off is to be by the On-Scene Commander.
3. Induction training must ensure employees are provided with specific instructions regarding accident-recording procedures. Unless it is impracticable to do otherwise, employees are not to record their own accidents within the accident register or solely carry out an investigation.

### Serious harm

1. First priority is to provide medical assistance. Control or move items at the scene only if necessary to:
  - save life, prevent harm, and relieve suffering;
  - maintain access for essential services; and
  - prevent serious damage or loss of equipment.
2. In the event of serious harm, the On-Scene Commander and Safety Coordinator are to be informed immediately. The Safety Coordinator will confirm that serious harm has occurred and arrange to notify the appropriate government agency (the closest office of OSH, CCA or Maritime NZ) by telephone or fax, as soon as practicable.
3. Do not interfere with the scene of a serious harm accident.
4. The Safety Coordinator will notify OSH (or appropriate authority) in writing on the prescribed Serious Harm Accident Register within seven (7) days of the serious harm event.
5. The Serious Incident Report should be completed in the event of a serious harm accident. This includes injury to any member of the public or contractor involving a company activity. All information associated with the investigation of an accident is for company use only.

## Emergency planning and readiness

An emergency event can strike at any time. It will be sudden and unexpected, it will disrupt the normal routine of the organization, and it will demand immediate actions by persons within the company.

### Responsibility and authority

The Safety Coordinator is responsible for ensuring emergency readiness procedures for the Incident Command Centre are adequate.

## Contractors and sub-contractors

### Purpose

These procedures are to ensure that Maritime NZ/Regional or District Council has a systematic approach to the safety of contractor operations, and that all contractors, sub-contractors and their employees are not harmed or cause harm.

### Responsibility and authority

The Safety Coordinator and Operations Managers will ensure that review of contractor performance will occur as part of normal company health and safety auditing processes of work activities.

## Procedure

1. Contractors, who undertake work of an infrequent and minor nature, may be exempt from some of these procedures at Maritime NZ's/Regional or Local Council's discretion (see note below).
2. The contractor may be required to provide a copy of their health and safety policy or statement and complete a Contractor Safety Performance Self-assessment.
3. The contractor should nominate a person who will be responsible and accountable for health and safety.
4. The contractor should be able to prove that all employees have adequate training or be supervised by a person adequately trained and experienced.
5. As the principal, the company should have the right to inspect the contractors work practices to assess safety and health standards and compliance.
6. The contractor should comply with all relevant legislation and follow all of the principal's safety directions and requirements.
7. The contractor will provide adequate first aid facilities for their employees.
8. All accidents causing serious harm, incidents involving a significant hazard, and incidents causing environmental damage should be reported immediately to the {Directors}.
9. All safety equipment should meet an approved New Zealand Standard, or its equivalent.
10. All general equipment should be kept in full working order and meet all relevant standards of maintenance.
11. The company will undertake and keep records of pre and post evaluations of the safety of contractors.

Note: It is recognised that contractors undertaking minor activities to sites (delivery of food) will not be required to meet the safety and health assessment standards listed above. While onsite they will be treated as if a visitor and have a staff representative monitor their safety.

# Maritime NZ Safety Induction Training Record

MARITIME NZ/REGIONAL OR DISTRICT COUNCIL EMPLOYEE   
 CONTRACTOR   
 OTHER

TRAINEES NAME: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach list of trainees if induction is carried out in a group)

**INDUCTION TRAINING:** By:..... Signed:.....

Emergency readiness       Accident Recording       Hazard identification  
 Role of Safety Coordinator       Public Safety       Issue of PPE  
 Role of Site Supervisor       Safety Meetings       Risk from Oil/Salvage  
 Highlight hazard controls and site safety management.

Notes on Training Provided	Completed

List Trainees

Name	Role	Sign	Home Contact

**MARITIME NZ SITE SAFETY PLAN**

**SITE:** .....

Signed by Safety Coordinator: ..... Date: ..... Time: .....

Type of Spill: MSD Sheet Available & Attached:  Yes /  No

On-Scene Commander: ..... Contact Number: .....  
Site Safety Coordinator Contact Number: .....

Location of Evacuation Point: Means of Raising Alarm:

First Aid/Accident Register Location: First Aid Person  
Local Regional Council ..... RCCNZ 04 – 914 8380  
Local Harbour Master ..... Emergency Services 111

Local OSH Service National Poison Center 03 474 0999

**List Environmental Hazards**

**Controls:**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

**List Operational Hazards**

**Control Procedures:**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

**Chemical/Oil Related Hazards:**

Name of Substance: .....

Fire Hazard: Flash Point ..... Control on Site .....

Toxic Levels: LD50 ..... TLV (Exposure for 8 hrs) ..... TWA(Exposure for 40 hrs) .....

First Aid: Swallowed .....

Eye .....

Skin .....

Inhaled .....

**List Site PPE Required:**

.....  
.....

**Safety Training**

Site Safety Induction completed  By: ..... Date: ..... Time: .....

**Personnel Attended:** (as per team list attached) **Team ID:**

Attach Additional Safety Information Relating to the Oil Clear-up Operations to this Safety Plan