

PTW Activity Table

High Risk Activity (where a work permit is always required in addition to documented risk assessment)

Activity	Description	Minimum Requirements (additional to Z Permit)
Asbestos work	Any works involving maintenance, modification, or removal of structures or assets containing asbestos must be completed by a licensed asbestos removal contractor. If asbestos presence is unknown, treat the material as asbestos-containing. All asbestos work must follow the Asbestos Management Plan (HS-IOA-PRO-010) and comply with the Health and Safety at Work (Asbestos) Regulations 2016. Permit Issuer must review applicable WorkSafe NZ guidance: https://worksafe.govt.nz/topic-and-industry/asbestos/working-with-asbestos/	<ul style="list-style-type: none"> • Asbestos survey or sampling completed • Licensed asbestos removal contractor engaged • Work compliant with HSWA Asbestos Regulations • Asbestos Management Plan (HS-IOA-PRO-010) followed • Air monitoring and clearance certificates as required • Risk assessed using Z HITRA form
Canopy or Shop Roof construction and/or installation	Includes lifting of canopy structures into final position and installation of roof cladding on canopies, shop buildings, or other structures. Must be managed per Site HSSE Guide for Construction and Maintenance.	<ul style="list-style-type: none"> • Lift plan approved • Spotters and exclusion zones in place • Risk assessed using Z HITRA form • Fall protection used where applicable • Weather and wind conditions assessed
Confined space entry (CSE)	Entry into a space that is not designed for human occupancy, may contain harmful substances, or has restricted access/egress. Requires Work Permit, confined space certificate, and compliance with Z's Safe Work Practice for Confined Space Entry (HS-IOA-PRO-012).	<ul style="list-style-type: none"> • Confined space certificate issued • Gas testing and continuous monitoring • Ventilation confirmed adequate • Rescue plan and trained standby person • Entry log maintained • Risk assessed using Z HITRA form • Entry into previously leaded tanks requires specific controls- See section 6 of Z CSE safe work practice



Crane work or load lifting or rigging operations	Use of cranes, Hiabs, or other mechanical load-shifting equipment to lift, place, or secure loads. Excludes standard deliveries. Includes rigging or work involving suspended loads. Refer to Z's Safe Work Practice for Lifting Operations (HS-IOA-PRO-014).	<ul style="list-style-type: none"> • Lift plan documented and reviewed • Rigging gear inspected and certified • Load path clear and exclusion zone enforced • Communication and signalling plan established • Weather conditions assessed for safe lift • Risk assessed using Z HITRA form
Critical Safety Device override (C1)	Overriding or disabling a C1-rated safety-critical device where no approved SOP exists. Includes return-to-service activities. Defined under Major Hazard Facility (MHF) regulations. Refer to HS-IOA-PRO-002 - Z's approach to managing asset integrity. Must be managed under a documented SOP or through Management of Change (MOC) process.	<ul style="list-style-type: none"> • C1 override approved via SOP or MOC • Device function and risk assessed • Site Manager and relevant parties notified • Restoration plan documented and verified • Risk assessed using Z HITRA form
Demolition	Demolition of load-bearing or structural components that affect building integrity. Excludes soft strip-out unless asbestos is involved. Refer to Z Site HSSE Guide for Construction and Maintenance and WorkSafe guidance on demolition work.	<ul style="list-style-type: none"> • Structural integrity assessment completed • Demolition plan in place • Exclusion zone established • Asbestos clearance where required • Dust and noise controls implemented • Risk assessed using Z HITRA form
Drilling of monitoring wells or soil borings – Mechanical drilling	Drilling and test boring using mechanical drilling equipment for site investigations including soil, groundwater, and bedrock. Work must be managed per the Site HSSE Guide for Construction and Maintenance.	<ul style="list-style-type: none"> • Utility/service locates completed • Mechanical equipment checked and compliant • Spill prevention controls in place • Emergency shut-off and supervisor present • Risk assessed using Z HITRA form



Excavation	Excavation activities that involve hazards such as: <ul style="list-style-type: none"> - Unknown or unconfirmed utility/service locations - Work near footings, retaining walls, or structural foundations - Soil contamination or proximity to water table - Excavations $\geq 1.5\text{m}$ depth or requiring shoring/battering - Culturally or historically sensitive sites - Any tank pit or separator excavation (may also be confined space) - Concrete cutting or concrete drilling 	<ul style="list-style-type: none"> • Risk assessed using Z HITRA form • Service locating/scanning and marking • Barricading and signage • Shoring or battering for deep trenches • Atmospheric monitoring if applicable • Confined space permit if entry criteria met • Written approval from Z Technical Authority required to excavate $\geq 1.5\text{m}$ without shoring /battering
Hot work in a hazardous zone	Any work within a hazardous zone that introduces an ignition source, including: <ul style="list-style-type: none"> - Welding, grinding, soldering - Use of open flames or heat-producing tools - Non-intrinsically safe electrical or combustion equipment - Sandblasting, use of portable heaters Defined by AS/NZS 60079.10.1:2009 and site-specific Hazardous Zone drawings. A Z PTW and hot work certificate are mandatory.	<ul style="list-style-type: none"> • Z HITRA risk assessment • Hot Work Certificate • Gas testing prior to and during work • Fire watch and extinguishing equipment • Area cleared of flammables
Live electrical work	Work on energised electrical systems. Should be avoided wherever possible. Prescribed high-risk electrical work as defined by the Electricity (Safety) Regulations 2010. Fault finding is the only allowed exception. Refer to Z's Safe Work Practice for Electrical Work (HS-IOA-GUI-015).	<ul style="list-style-type: none"> • Z HITRA risk assessment • Live work only if fault finding • Insulated tools and PPE • Competent, certified electrician • Isolation plan or tag-out controls where possible
Live energised product line work	Non-routine work on product lines where fuel or vapour is present, e.g. tie-ins or modifications. Excludes energising for testing or sample purposes. Requires strict control under LOTO procedure (HS-IOA-PRO-009).	<ul style="list-style-type: none"> • Z HITRA risk assessment • Isolation plan reviewed and implemented • Pressure relief and line purging if required • Fire and environmental controls • LOTO procedure followed (HS-IOA-PRO-009)



Non-routine work on fuel storage tank tops	Includes inspection, repair, or maintenance work on top of tanks that is not covered by standard procedures. May include opening fittings or manways, replacing gauges or valves.	<ul style="list-style-type: none"> • Z HITRA risk assessment • Z-issued PTW • Access controls and fall protection • Atmospheric testing (if opening fittings) • Spill containment and recovery kit available
Removal of substances containing lead	Activities involving exposure to lead, such as tank cleaning where leaded product was stored or lead lining is present. May pose significant health risk to workers. Requires controls under HSWA and WorkSafe guidance.	<ul style="list-style-type: none"> • Z HITRA risk assessment • Z-issued PTW • Exposure assessment completed • Respiratory protection and PPE • Hygiene controls and decontamination
Tank removal and/or installation	Removal or installation of fuel storage tanks, either underground or aboveground, at any Z site. Must follow the Site HSSE Guide for Construction and Maintenance.	<ul style="list-style-type: none"> • Z HITRA risk assessment • Lift plan and equipment certification • Spill and fire controls • Confirmed decommissioning and gas freeing (if removal)
Work at height exceeding 1.8 metres	<p>Work at any height where the lowest part of the worker's body is ≥ 1.8 m above ground level. Includes work on scaffolds, MEWPs, ladders, or elevated platforms.</p> <p>Refer to Z's Safe Work Practice for Working at Heights (HS-IOA-GUI-010).</p> <p>Note: For work < 5 m using scaffold or MEWP, a permit is not required if a documented risk assessment (e.g., JSA, SWMS, SOP) is in place.</p>	<ul style="list-style-type: none"> • Z HITRA risk assessment • Certified fall protection equipment where applicable • Scaffold/MEWP inspected and tagged • Exclusion zone established below • Weather conditions assessed
Working on a non-trafficable secondary surface	<p>Work on or within 2 m of brittle, fragile, or non-trafficable surfaces such as:</p> <ul style="list-style-type: none"> • Ceiling cavities • Single skin or underslung canopies • On or within 2m of skylights • On or within 2m of brittle roofs <p>Refer to the Site HSSE Guide for Construction and Maintenance.</p>	<ul style="list-style-type: none"> • Z HITRA risk assessment • Fall protection and rescue plan • Temporary walkways or supports installed



WorkSafe NZ Notifiable Work	Any work deemed 'notifiable' under HSWA regulations and not already captured in this high-risk table. Must follow WorkSafe NZ guidance for the relevant activity. Refer to: https://worksafe.govt.nz/notifications/hazardous-work/	<ul style="list-style-type: none"> • Z HITRA risk assessment • Notification to WorkSafe submitted prior to commencement • Confirmation of acknowledgment from WorkSafe • Full compliance with regulatory requirements
Working on or over water	Any work where there is a risk of falling into a body of water. Includes bridges, piers, tanks, interceptors, culverts, or open water. Risks include drowning, water ingress, hypothermia, and access/rescue limitations. Refer SWP Working on or near water (HS-IOA-	<ul style="list-style-type: none"> • Z HITRA risk assessment • Life jackets and rescue equipment available • Buddy system in place • Emergency response plan including retrieval

Medium Risk Activity (where a work permit is not required unless determined by the business unit)

Activity	Description	Minimum Controls
Critical Safety Device override (C2)	Disabling or overriding a C2-rated safety-critical device where no approved SOP exists. Applies when a site will operate with a C2 device out of service. Applies to both Network and Supply sites. Refer to HS-IOA-PRO-002 - Z's approach to managing asset integrity.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • Device function understood • SOP or MOC process followed • Site supervisor notified
Drilling of monitoring wells or soil borings - No mechanical drilling	Hand-augered or non-mechanical boring for soil, groundwater, or geotechnical investigation. Mechanical drilling not permitted under this activity.	<ul style="list-style-type: none"> • Utility/service locates completed • Contractor risk assessment JSEA/SWMS in place • Spill kit available • Site notified
Excavation by hand or at Greenfield sites	Hand excavation using shovels/spades or Excavation at sites confirmed to have no underground services. Must not include any work near known structures or utilities.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • For machine excavation at greenfield sites there must be records available confirming no services exist • Exclusion zones established
Energised pressure system work (Schedule 2)	Work on pressurised systems listed in Schedule 2 of the PECPR Regulations 1999 that do not meet the pressure vessel definition. Refer to HS-IOA-PRO-009 Lock Out, Tag Out Procedure.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • LOTO applied where applicable • PPE rated for pressure • Site representative notified
Hot work OUTSIDE hazardous zone	Any work involving potential ignition sources performed outside hazardous zones, such as grinding, welding, soldering, etc.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • Fire extinguisher present • Area cleared of combustibles • Fire watch if required



Non-powered hoist use involving a suspended load	Lifting or moving goods using non-powered lifting devices such as chain blocks or come-alongs.	<ul style="list-style-type: none"> • Load within rated capacity • Lifting gear inspected • Contractor risk assessment JSEA/SWMS in place • Exclusion zone maintained
Pump-out of product from tanks	Temporary transfer of product from tanks using non-fixed hoses or portable pumps (e.g., contaminated product removal).	<ul style="list-style-type: none"> • Earth bonding of equipment • Contractor risk assessment JSEA/SWMS in place • Spill kit onsite
Restricted space	Work in tight or partially enclosed spaces not classified as confined space (e.g., open tank sumps <1.5m, grease traps, ceiling spaces).	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • Access and ventilation assessed • Communication established • Emergency egress confirmed
Work at height <1.8 metres	Work where the worker's body is less than 1.8 m above ground level. Fall protection must still be considered.	<ul style="list-style-type: none"> • Stable access equipment • Contractor risk assessment JSEA/SWMS in place • No overreaching or unsafe climbing
Work at height <5 metres from Scaffold or MEWP	Work on scaffold (measured to handrail) or MEWP (measured at platform) below 5 m. No Z permit required if documented risk assessments are in place.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • Scaffold tagged or MEWP prechecked • Harness and fall protection as needed
Use of MEWP in hazardous area (network sites only)	Use of a MEWP within a hazardous zone at a retail site, where no other hot work is being performed in the hazardous area. MEWP must be diesel or electric-powered and task managed by JSEA.	<ul style="list-style-type: none"> • Contractor risk assessment JSEA/SWMS in place • Gas testing
Work offsite in roadways	Connection of utilities in public roads (e.g., sewer, electrical, water).	<ul style="list-style-type: none"> • Traffic management plan in place • Council permits obtained • Contractor JSEA/SWMS in place
Work on low-voltage equipment and circuits	Work on equipment between 50V AC / 120V DC and 1000V AC / 1500V DC. Includes diagnostics, fault-finding, and repairs. Refer to HS-IOA-PRO-009 Lock Out, Tag Out Procedure.	<ul style="list-style-type: none"> • LOTO of all energy sources • Contractor risk assessment JSEA/SWMS in place • Insulated tools and PPE • Certified electrician engaged
Any other activity	Any activity assessed using the HITRA process as medium risk or deemed by senior Z representatives to require medium-risk controls.	<ul style="list-style-type: none"> • Contractor JSEA/SWMS in place • Specific controls based on risk assessment



Low Risk Activity (where a work permit is not required)

Activity	Description	Minimum Controls
Critical Safety Device override (C3)	Override or disablement of a C3-rated safety-critical device where no approved SOP exists. Applies when site continues operating with a C3 device out of service. Refer to HS-IOA-PRO-002 - Z's approach to managing asset integrity.	<ul style="list-style-type: none"> • Contractor SOP or task-specific JSEA in place • Device function understood • Site contact notified
Internal office maintenance	General maintenance inside office buildings that does not elevate risk category. Examples include: <ul style="list-style-type: none"> - Painting and plastering - Repair of office fixtures or equipment 	<ul style="list-style-type: none"> • Task-specific JSEA/SWMS if required • Work limited to low-risk areas • Site induction completed
Utilities repairs	Repair work on utilities (e.g., water, power, telecoms) outside hazardous zones, where risk remains low.	<ul style="list-style-type: none"> • Visual inspection prior to work • Task-specific JSEA/SWMS in place • No work near hazardous zones or product systems
Window washing (ground level)	Window cleaning carried out from ground level without ladders or mechanical access equipment.	<ul style="list-style-type: none"> • Work conducted from ground or stable low platform • Awareness of slip/trip hazards • Site contact informed
Gardening / Lawn mowing	Ground-level gardening or mowing with manual or small powered equipment, provided no access to hazardous zones is required.	<ul style="list-style-type: none"> • Contractor JSEA/SWMS if using powered equipment • Equipment pre-checks • No access to hazardous zones

