

# Navigator Safety Essentials

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**Navigator**



## Introduction

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Every person working at a Navigator terminal should be able to go home at the end of their working day without having suffered or caused harm in any way.

We acknowledge the risks that may be caused by our operations and safety is a key element underpinning all activities undertaken by Navigator Terminals. We also acknowledge that in today's complex world that this requires continuous effort from all of us. We can only achieve success if each Navigator employee understands the risks involved, knows what to do, how to do it and recognises the critical importance of safety to us all. This list of Navigator Safety Essentials provides basic guidance and compliance requirements to help us all.

It is expected that every individual working or visiting a Navigator Terminal is familiar with and complies with these Safety Essentials. The safety of us all, our future and that of the environment depends on us all committing to these Essentials, at all times, and in all circumstances.

Any person who feels they are witnessing unsafe work, damage being caused to the environment or persons at risk of harm has the necessary consent to challenge the individual and ensure that work only proceeds when it is safe to do so.

We must all care for our colleagues, our terminals and the environment, it's our future and our responsibility.

**On behalf of the Navigator Board.**



## Lock Out Tag Out

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The Navigator Safety Essentials on **Lock Out, Tag Out** state:

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- ▶ The method of cut-off and discharge of stored energy is agreed and executed by competent person(s)
- ▶ The scope of work has been determined and the appropriate isolation identified
- ▶ Any stored energy has been discharged
- ▶ A suitable system of locks and tags is used at isolation points
- ▶ A test is conducted to ensure the isolation is proven and effective
- ▶ Isolation effectiveness is periodically monitored



## Confined Space Entry

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The Navigator Safety Essentials on **Confined Space Entry** state:

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Entry into a confined space cannot proceed unless:

- ▶ All other methods of conducting work have been reviewed and ruled out
- ▶ A risk assessment, permit to work and a confined entry permit must be in place prior to work commencing
- ▶ The appropriate personal protective equipment (PPE) is used
- ▶ The confined space has been isolated and the isolation “proven”
- ▶ The atmosphere has been tested for oxygen content and where required for explosivity and toxicity prior to entry
- ▶ The atmosphere inside the confined space is continually monitored during the work
- ▶ The tests are verified and repeated as often as defined by the risk assessment
- ▶ Stand-by personnel are stationed nearby with the proper means of communication
- ▶ Unauthorised entry is prevented
- ▶ Rescue plan and equipment are prepared and in place



## Working at Height

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The Navigator Safety Essentials on **Working at Height** state:

Working at height cannot proceed unless all other methods of carrying out the work from ground level have been considered and ruled out.

If working at height cannot be avoided then:

A fixed platform should be used with guard or hand rails, verified and approved by a competent person. **If this is not achievable, fall prevention or a fall arrest system must be used:**

- ▶ That is appropriate for the specific situation and approved by a competent person
- ▶ That is visually inspected and if damaged or activated is removed from service
- ▶ All who use a fall arrest system must be instructed and trained in its use
- ▶ The person working with a fall arrest system must be able to contact a rescue team who are able to hoist them to a safe area within 5 minutes

Ladders must only be used when a person is able to maintain three points of contact, the ladder is appropriate for the task and it is adequately secured and stabilised.



## Excavations

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The Navigator Safety Essentials on **Excavations** state:

Work that involves a man-made cut, cavity, trench or depression in the soil cannot proceed unless:

- ▶ A hazard assessment of the work location is completed by the competent person(s)
- ▶ All underground hazards, i.e. pipelines, electrical cables, etc. have been identified, located and if necessary, isolated
- ▶ A valid permit to work is obtained

Where persons are to enter an excavation:

- ▶ A confined space entry permit must be considered.
- ▶ Ground movement must be controlled and collapse prevented by systematically shoring, sloping, benching etc., as appropriate
- ▶ Ground and environmental conditions must be continuously monitored for change



## Motorised Vehicles

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The Navigator Safety Essentials on **Motorised Vehicles** state:

All categories of on site motorised vehicles, including forklifts, must not be operated unless:

- ▶ The vehicle is suitable for the purpose, inspected and confirmed to be in safe working order
- ▶ Seat belts are installed and worn by all occupants and other relevant safety devices are in working order and used as intended
- ▶ Loads are secured and do not exceed design specifications
- ▶ The rules of the Highway Code must be fully complied with
- ▶ Drivers must not operate the vehicle unless they are fully trained, qualified and medically fit to drive and operate the vehicle



## Lifting Operations

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The Navigator Safety Essentials on **Lifting Operations** state:

All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

Cranes and lifting accessories such as slings must be of adequate strength, tested and subject to the required examinations and inspections.

All crane operators and people involved in slinging loads and directing lifting operations must be trained and competent.

All loads which are to be lifted are to be assessed by a competent person to ensure the weight and lifting points of the load are correctly identified.

The load is also to be assessed to ensure that any attachments, supports or detachable components that are not fixed are removed prior to lifting.

Lifting operations must consider:

- ▶ Planning of lifting operations is mandatory
- ▶ A safe system of work must be in place, for example permit to work with a lift plan included
- ▶ The lifting operation must be supervised by a competent person
- ▶ Thorough examination of the load is required prior to lifting operations





## Purpose

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The Navigator Safety Essentials form an integral part of the Navigator SHE management system and should be considered as minimum operating requirements for all the Navigator Terminals.

These Safety Essentials cover the following operational activities:

- ▶ **Product Movement**
- ▶ **Change Management**
- ▶ **Permit to work**
- ▶ **Lock out and tag out**
- ▶ **Confined space entry**
- ▶ **Working at heights**
- ▶ **Excavations**
- ▶ **Motorised vehicles**
- ▶ **Lifting Operations**

Navigator's SHE policy states that we continually work towards our goals of zero incidents and no damage to the environment.



Safety is everyone's responsibility and we expect every employee to contribute to their own safety and that of others. Although embedded in the Navigator Safety Essentials, it is important to emphasise that:

- ▶ All persons working at a Navigator Terminal will be trained and competent to carry out the task that has been assigned to them
- ▶ Everyone must fully comply with the applicable procedures and rules at that site
- ▶ Tasks not covered by a procedure will not be conducted without a suitable and sufficient risk assessment being completed
- ▶ A permit to work is needed for work without an approved procedure
- ▶ Emergency response plans will be in place before work starts
- ▶ Appropriate and prescribed Personal Protective Equipment (PPE) is worn
- ▶ It is everyone's responsibility to stop work that is unsafe



## Product Movement

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The Navigator Safety Essentials on **Product Movement** state:

Before and during the transfer of product the following Safety Essentials are followed:

- ▶ You must be trained and competent to carry out the task
- ▶ All instructions to transfer the product have been issued in writing or electronic format prior to the start of the product movement
- ▶ The safety information relating to the product is available, known and understood
- ▶ The pipeline configuration and line-up are checked and confirmed as liquid/gas tight
- ▶ Appropriate grounding of the transport medium (vessels / vehicles / pipeline / container etc.) has been carried out in order to prevent electrostatic discharge
- ▶ Good communication between all parties involved in the product movement must be established prior to the movement commencing
- ▶ The appropriate PPE has been assessed, provided and is worn



## Change Management

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The Navigator Safety Essentials on **Change Management** state:

Temporary and permanent changes to systems, processes, procedures, equipment, organisation, personnel, products, materials and work arising from changes in laws and regulations cannot proceed unless the Navigator Management of Change process has been completed.

As a minimum this must include:

- ▶ A risk assessment that covers anyone / anything impacted by the change
- ▶ A work plan that clearly specifies the time scale for the change and any control measures to be implemented
- ▶ Departments and individuals impacted by the proposed change should be notified prior to the change implementation

Authorisation of the complete work plan by the responsible person(s).

Areas which may be subjected to MOC include:

- ▶ Equipment, facilities and processes
- ▶ Operations, maintenance, inspection procedures
- ▶ Training, personnel and communication
- ▶ Documentation including Procedures, Records and drawings



## Permit to work

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The Navigator Safety Essentials on **Permit to Work** state:

Work that involves confined space entry, any hot work, maintenance, engineering work or operations activities that have no written procedure must be carried out under a Permit to Work to ensure that the work area is controlled to ensure a safe working environment.

Prior to a permit being issued the hierarchy of controls must be considered (physically remove the hazard, replace the hazard, isolate people from the hazard, change the method of working, use PPE for protection from the hazard).

The permit and associated procedures must:

- ▶ Describe the (scope of) work
- ▶ Include documents which identify hazards and assess risks
- ▶ Include documents which describe control measures to eliminate or mitigate hazards
- ▶ Link the work to other related work permits and/or operations
- ▶ Be authorised by the responsible person(s)
- ▶ Be known and understood by all involved in the work
- ▶ Ensure a safe return to normal operation

Operating safely,  
or not at all



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