



CentrePort
Common User Safety Protocols
2021 Edition

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1 INTRODUCTION

1.1 Approach

CentrePort is committed to achieving a Zero Harm goal for all people entering or working on our site.

The responsibility for achieving our Zero Harm goal is shared with each port user company. All port user companies are required to maintain their own health, safety and environmental management systems that apply to their work and the areas under their control. Noting there are many areas on the Port where we share our work areas and have overlapping duties and responsibilities (common areas) in helping to maintain the Zero Harm goal.

In general, the port user company that has the greatest ability to influence and control any applicable health, safety or environmental risks is responsible for leading the work required to manage that risk. All port user companies must ensure that they comply with their individual duties set out in the Health and Safety at Work Act 2015 i.e., to **Consult**, **Cooperate** and **Coordinate** (Also known as the 3C's) on potential activities and their associated risks and work together to manage these.

CentrePort as a primary PCBU in charge of the Port will usually take the lead in relation to work involving contractors it has engaged. Noting other port users are responsible for ensuring their own contractors conduct themselves in a manner that supports the requirements of this document, and the Health and Safety at Work Act 2015 in providing a safe place of work.

This document, known as the **Common User Safety Protocol** or CUSP, is a tool intended to assist in the management of risks within the common areas and other areas or activities under CentrePort's control or directed by CentrePort.

1.2 Purpose

The CUSP is designed to:

- provide port user companies and their workers with clarity about the health, safety and environmental rules and requirements that apply when working on CentrePort controlled areas, and other port areas such as wharves and in the port secure area.
- set out the minimum health, safety, and environment expectations and requirements set by CentrePort that relate to all PCBUs undertaking work on CentrePort owned or controlled property.

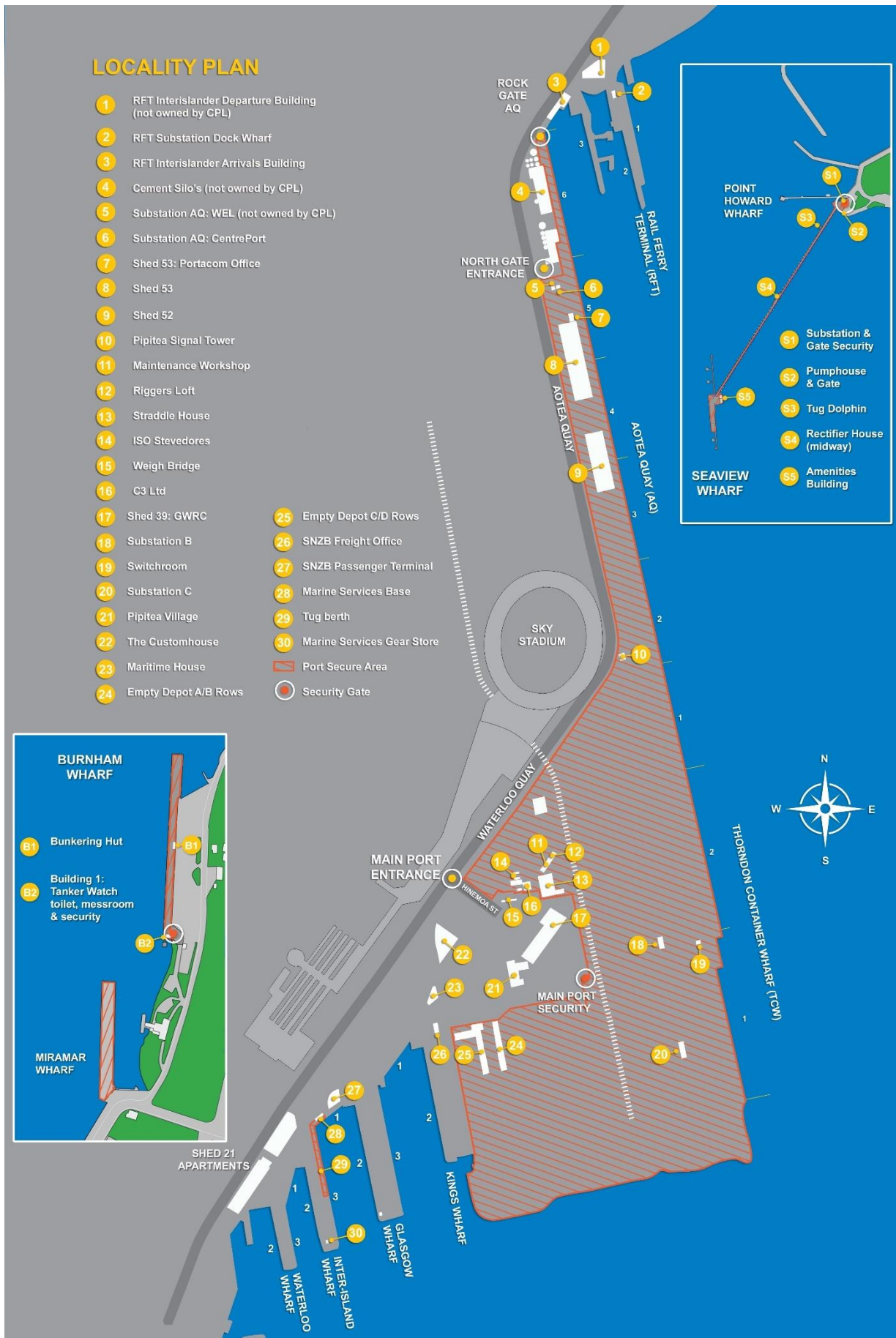
- Outline the minimum rules and requirements that apply to all port users and individual workers.

In addition to the requirements set out in this document each Port user is expected to maintain and operate their own health and safety systems, procedures, supporting a mature health and safety culture and expectations in managing workplace health and safety.

1.3 Scope of application

The common areas covered by this CUSP are described but limited to those below. The main Wellington Port areas shown on the plan on page 6 of this document. They include:

- all areas from the port secure area entrance
- Burnham, Miramar, and Seaview wharves
- all CentrePort wharves outside the port secure area
- Inland hubs, Waingawa, Palmerston North, New Plymouth (Smart Road), Whanganui
- Kaiwharawhara Point.



1.4 Relationship to other agreements

The rules and requirements in the CUSP complement and are in addition to the requirements of other agreements between port user companies and CentrePort e.g., leases, licence to operate, service level agreement, interaction agreements, facilities, or other agreements. The CUSP is the foundation to all these documents and even where not explicitly stated, all port users are expected to ensure they follow the requirements of this document in addition to these agreements.

Port user companies cannot contract out of the rules and requirements as set out in the CUSP, doing so is considered a breach of section 28 of the Health and Safety at Work Act 2015.

Where a situation requires a port user to take a different approach to what is set out in the CUSP, that port user **must** discuss the issue with CentrePort prior to taking such action and seek CentrePort agreement and permission to the proposed changes.

All port user companies are responsible for communicating and monitoring the rules and requirements in the CUSP for all people they engage or employ as part of their work at CentrePort.

Compliance with the rules and requirements in the CUSP is a strict condition of entry and continued operation at CentrePort. *The decision not to adhere to the requirements set out within the CUSP is a decision not to enter CentrePort controlled areas.*

1.5 Leadership of health, safety, and environmental performance

Leadership that is supportive of workplace health and safety is always essential, with the best protection for people, assets, and the environment being the individual and corporate attitudes of all port users and their willingness to help achieve the Port's Zero Harm goal. The attitude required needs to be modelled and developed, and opportunities provided for parties to learn and work together.

No work that happens at CentrePort is so urgent or important that time cannot be taken to do it in a healthy, safe, and environmentally friendly way.

Together, we can achieve Zero Harm for all people at CentrePort.

2 RESPONSIBILITIES FOR MANAGING RISKS AND HAZARDS

2.1 Working together to manage common risks and hazards

. The 3C's, as outlined earlier in the CUSP are designed to facilitate collaborative management of hazards and risks on the port. Where appropriate, CentrePort will facilitate this process, but all port user companies are expected to work together in managing common hazards and risks where their activity is contributing to or creating the shared risk or hazard.

For this CUSP to be effective, CentrePort requires port user companies to keep CentrePort informed of their operations, any planned or unplanned changes, any new common risks or hazards identified, and any issues caused by any other port users that affect them or are causing them concern.

2.2 Planning work

All work must be planned in a way that is appropriate to the complexity of the work. All risks and hazards are to be identified at the earliest stage in planning as possible and communicated where these affect or have the potential to affect other port users.

In some situations, it may also be necessary to engage with other port users in identifying hazards and risks and suitable controls. All port users must be expected to work in collaboration with CentrePort to identify all risks to other port users and implement the necessary controls to manage these.

Work must not commence in common areas, or in other areas of CentrePort land in absence of shared risk assessment and agreement being reached on how the identified risk will be managed. Where common areas and other port users are affected only an authorised CentrePort representative has authority to permit the works to proceed. To assist in ensuring this is achieved with relative ease, the CUSP outlines the processes that are expected of each port user including CentrePort. To assist in managing this an Authority to Access (ATA) must be obtained prior to any planned works by third parties, this allows clear communication to CentrePort of any works being undertaken on the port in areas controlled by CentrePort.

2.3 Pre-start hazard and risk identification

Identification of hazards and risks associated with work on the port is required to be completed prior to the start of each operation by the parties directly responsible for the operation. The hazards and risks, along with the necessary stated controls designed to eliminate any potential harm, or where not able to eliminate the potential - clearly outlines what minimisation controls will be applied in preventing harm from occurring. As a minimum this must be outlined using a documented SWMS (Safe Work Method Statement) or similar process such as a Standard Operating Procedure, task analysis, or Job Safety Analysis (JSA/JSEA) etc. These must be reviewed by a member of the CentrePort H&S team and the relevant CentrePort contact prior to any works being undertaken and must be submitted a minimum of 96-72 hours prior to commencement of the planned works. The purpose of this process is to ensure all relevant hazards and risks have been properly identified and assessed including those to other port user companies operating in the area.

The review process is also used

Before starting work, a pre-start meeting (i.e., tool-box meeting) is to be conducted and must be attended by a relevant representative(s) of port user companies who are operating in the same common areas. The purpose of these toolbox meetings is to:

- Review the approved SWMS to ensure that everyone is aware of all the common risks and hazards, and
- Ensure all parties involved are clear about their role and the work plan.

It is expected this documentation (SWMS etc.) is readily available to all parties involved or potentially affected by the work, and that it is kept up to date, and is maintained onsite for the life of the approved works

Where CentrePort itself has engaged a contractor to provide services, the SWMS must be reviewed by the member of CentrePort staff who engaged the contractor, prior to being reviewed by the CentrePort health and safety team. The review and processing timeframes for applications are:

- 96 hours (4 full working days) for a crane permit, and
- 3 full working days for the SWMS,
- 3 full working days for the Permit to work.

For urgent works (i.e., works requiring immediate remediation due to a significant health and safety or environmental risk, or business disruption such as a major utilities failure etc.), the necessary SWMS and supporting documentation must still be provided and reviewed. Noting each situation will be assessed on a case-by-case basis.

2.4 Work monitoring

The port user in charge of the work is responsible for monitoring the work and regularly reviewing the hazards and risks in the workplace. The purpose of the review is to ensure that the common hazards and risks are controlled as far as is reasonably practicable in line with the requirements of the Health and Safety at Work Act or other legislative requirements.

In addition to this, CentrePort staff may approach any activity on port to perform a safety interaction and/or a site inspection to ensure that common hazards and risk are being identified and addressed. These inspections can be carried out at CentrePort's discretion but with the authority of the project leader responsible.

2.5 Responding to change

Any new common hazards or risks identified during the operation will result in an operational review and including the stopping of the operation where required. The purpose of this review is to ensure new hazards are understood and appropriate control measures are in place. Where any changes made/planned significantly alter the scope of works or increase risk to other port user companies, the adapted SWMS must again be reviewed by the relevant CentrePort representative. The port user will be expected to take the lead in working with other port users who are or may be affected by the change.

2.6 Reporting Safety and Environmental Hazards and Risks

Any uncontrolled hazards or risks you observe or become aware of on the Port must be notified either by:

- Phoning 0800 STOP 88 (0800 7867 88).
- Notifying the Health & Safety Team: healthandsafety@centreport.co.nz
- Immediately notifying your CentrePort contact or sponsor of any potentially serious hazards.

3 GOLDEN RULES AND LIFESAVERS

3.1 Golden Rules

The Golden Rules set the boundaries and give us guidance to ensure that we all go home safely, every day. The Golden Rules apply to all people, all the time. The Golden Rules are set out below, it is important all Port Users take time to make themselves and their workers familiar with these:



GOLDEN RULES

- Comply** with procedures and law.
- Act** safely always, safety is everyone’s job.
- Intervene** when you see something unsafe.

3.2 Lifesavers

The CentrePort Lifesavers are just that, the actions required of all people to keep our lives safe. The Lifesavers apply to all people, all the time. The Lifesavers are set out below:



3.3 Communication

Good communication systems are required for all operations to ensure that all stakeholders are aware of works that may affect them.

Where the operation involves machinery and ground staff working in close proximity, the system must provide for clear, two-way communications to ensure machinery and people are aware of each other's movements. *This may include but is not limited to*

- two-way radio traffic communication for example between the stevedoring foreman and all mobile plant operators involved in movement of cargo is recommended
- clear and precise signals and commands, and or
- the standard CentrePort stevedoring terminology – see Appendix 5

Personal headphones (including in earphones, buds, or other devices) must not be used at any time while in the port secure area as they reduce an individual's awareness of their surroundings and workplace activities.

4 SECURITY, IDENTIFICATION AND ACCESS REQUIREMENTS

4.1 Security

Wellington Port (CentrePort) is International Ship and Port Security Code (ISPS) compliant. The port is covered by a security plan approved by Maritime NZ.

The instructions and directions from the Port Security Officer (PSO) must always be obeyed.

Entering any of the port facilities is contingent on identification checks and searching. Any searches will be conducted in accordance with the Maritime Security Act 2004.

4.2 People identification

CentrePort Identification Cards must always be carried when in the port secure area and on CentrePort owned property. The CentrePort identification card, where issued, is valid for one year. The appropriate induction must be completed before the identification card can be re-issued – *refer to 5.1 CentrePort health and safety inductions for further guidance.*

- *Your ID card must be presented upon request by CentrePort staff, failure to carry your port approved ID may result in removal from the port.*

4.3 Vehicle identification

Parking of Private vehicles is not permitted within Custom Controlled Areas (i.e., Port Security Area), only approved business use vehicles are permitted entry to the Port Security Area.

Every vehicle entering the port secure area must have either permanent signwriting or a magnetic sign of at least A4 size on the driver's door identifying the company the vehicle represents. Signage must be visible from a reasonable distance and must be always displayed while inside the Port Security Area.

4.4 Access restrictions

All people in the port secure area must have a work or business purpose for being on the port.

The following access restrictions always apply:

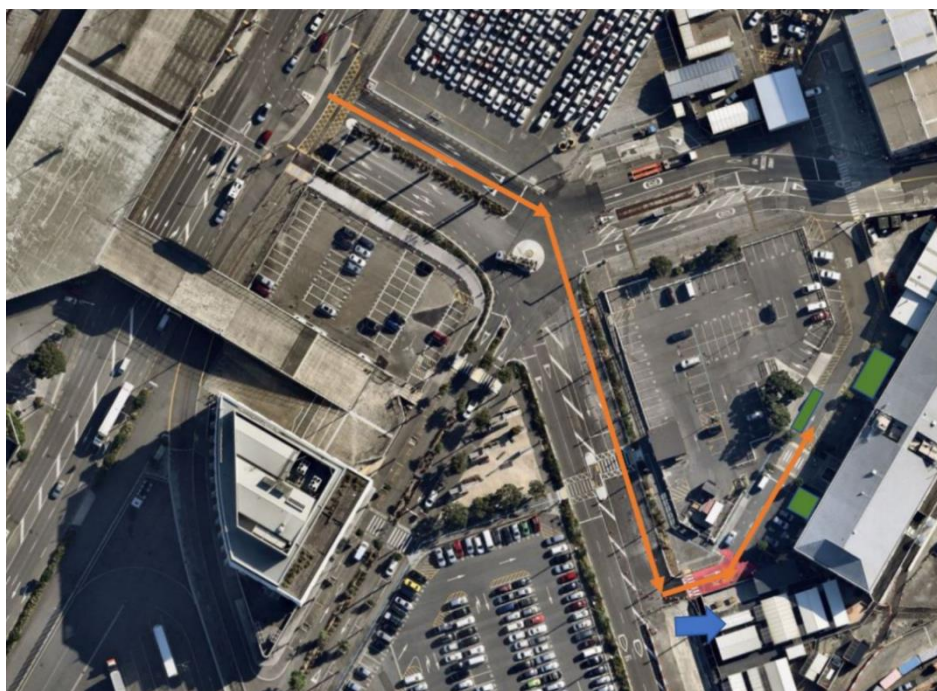
- Visitors or passengers are not permitted entry to the port restricted area unless they have prior CentrePort approval or have completed the appropriate induction requirements.
- Children and persons under the age of 16 are not permitted in the port secure area unless they arrive as a passenger on a ship.
- Animals, weapons, or explosives are not permitted to be brought onto the port.
- Fishing from or alongside any wharf or structure is not permitted.
- A ship's crew must remain on the ship/gangway until they are picked up by the Port Security shuttle – 04 495 3829

Anybody visiting a ship's crew must have prior approval from the ship and must always follow CentrePort rules and security requirements. To control access to ships, port facilities, and port security areas a valid ID will be required to be sighted prior to entry by a Port Security Officer. Noting any additional restrictions under the current CoVid-19 pandemic rules.

4.5 Visitors to CentrePort

All visitors e.g., company guests or port/ship interest groups to CentrePort Wellington (e.g., that are not physically working) must sign in at the kiosk in Shed 39 main entrance (ground floor Foyer), and.

- Wear the CentrePort always issued Visitor Identification tag.
- Be collected from reception on arrival, escorted by their CentrePort contact/sponsor for the duration of their visit and are returned to reception at the conclusion of the visit.
- Sign out when leaving the premises.
- Be advised of CentrePort's general safety rules and comply with the relevant Personal Protective Equipment (PPE) requirements for the duration of their visit.
- The Host will check that all visitors being hosted have signed in prior to allowing the visitor(s) entry to the port.
- Visitors and guests should be requested to sanitise their hands when entering port buildings and facilities where appropriate.
- Visitor access to a port operations area, requires checking of every visitor's photo ID by Security Staff. This is a requirement under the maritime Security Act.



4.6 Unauthorised personnel

All port users are required to report any unauthorised person, or any person who appears unfamiliar with the port area, to the **Port Security Centre on 04 495 3829, VHF Channel 10, or Port Security emergencies on 0800 786 788 (0800 STOP 88)**.

5 INDUCTION AND TRAINING REQUIREMENTS

5.1 CentrePort health and safety inductions

The induction process is undergoing frequent amendments – for the most up to date information please access <http://www.centreport.co.nz/index.php/health-safety-and-security>. It is the responsibility of the individual port users and their workers to regularly check the online induction and ensure they remain familiar with any updates or changes made. CentrePort will also advise other port users of updates to the induction process via Multiple party PCBU forms hosted by CentrePort.

All people who work on a CentrePort wharf or enter the port secure area must first have met the CentrePort health and safety induction requirements as follows:

- Drivers or other contractors not undertaking physical works must complete the online induction
- All contractors and port users undertaking physical works must complete an online induction

CentrePort online inductions can be completed at <https://www.centreport.co.nz/health-safety-and-security/induction-process>. On successful completion of an induction, you will be required and prompted by the system to supply a photo for use with the CentrePort identification card.

The induction is made up of two parts:

1. Application Form, and
2. the Online Induction Quiz

Both parts listed above must be completed for the induction to be processed.

On successful completion of an induction, you will be issued with a CentrePort identification card. You should allow a minimum of 5 working days for your card to be ready for collection, you will receive an email advising you when your ID card is ready for collection. Please note that this process may vary in the current pandemic where NZ shifts to different Alert levels.

The applicant must wait until a system generated email confirms that they can pick up their Port ID card this process may take up to four working days as the information must be validated.

CentrePort identification card must always be carried with you when on CentrePort owned property. Your identification card must present when requested by an authorised representative of CentrePort.

Project-specific inductions will be arranged as part of the work planning. All people associated with the work will be required to complete the inductions prior to commencing the work associated with the project.

In all cases original valid ID will be required to be sighted prior to a CentrePort ID card being issued.

Accepted ID includes the following.

- an identification card issued by a New Zealand government department, government agency, or the New Zealand Defence Force: +18 Card, Firearms licence, Driver licence:
- a military identification card:
- a driver's licence or passport issued by the Foreign national government:
- a seafarer's identity document issued by a contracting government or flag state administration:

Identification must be protected against being tampered with (for example, be laminated). Photocopied ID will not be accepted.

5.2 Task-specific training

Port user companies are responsible for ensuring that everyone they bring onto the port is competent for the task they are doing and that they are appropriately supervised.

Port user companies are responsible for ensuring all persons have and maintain the required training and certification (or be under supervision for the purposes of training) for the specific requirements of their job, in accordance with the individual port user and legislative requisites.

All port users are responsible for ensuring that, where qualifications or licence requirements are required for any work they undertake, the people they direct to do this work hold the necessary qualifications or licence. Please be aware that in relation to work carried out in common areas, or presenting common hazards and risks, CentrePort can request copies of your training records and licence's when required.

6 RESTRICTED AREAS

Restricted areas within the port secure area are shown on the map below. Every time access to a restricted area is required, permission to access that area must be granted by the person in charge of that area. The person in charge will ensure that site-specific induction requirements have been met and must provide escorting arrangements when they grant access. There is to be no unauthorised access to any restricted area at any time. Refer to the map on the following page for Port Precincts and secure areas.



6.1 Container terminal

Permission to access the container terminal and the berth face adjacent to the container terminal must be granted by Container Services Duty Supervisor on 021 459 306, or through Port Security 04 495 3829.

Access through the container terminal when it is operating requires a Port Security escort.

All port users working within the container terminal must:

- have authorisation from Control
- adhere to a valid Traffic Management Plan
- always follow the instructions of Control.

Pedestrian foot traffic and access to the container terminal is ***NOT permitted*** under any circumstances.

6.2 Empty container depot (ECD)

Permission must be granted by Depot staff before entering the empty container depot. To get permission please contact:

- Matt Birch – 021-589-885
- Henry Vivian – 021-246-1798
- Euan Slight – 021-526-836

6.3 Log storage area

The log storage area includes the berth face, the adjacent log yard.

Permission to access the log storage area must be granted by the relevant log marshalling company. To arrange access, please contact the relevant log marshalling company:

- C3 Operations Duty Manager – 021 276 7922.
- ISO Operations Day shift – Braeden Thomas 0275 383 592.
- ISO In the event of an emergency – Gene Kingi 0274 925 017
- CentrePort Security – 04 495 3829

There is no unauthorised access to the log storage area at any time.

6.4 Log scaling facility

Permission to access the log scaling facility must be granted by C3 and ISO.

- C3 Operations on 021 861 450 or 021 276 7922 to arrange access
- ISO Operations on Braeden Thomas 0275 383 592 to arrange access.

6.5 All other operational sheds, businesses, and project sites

Permission must be granted by the relevant person in charge before entering any shed, business, and project site on port land. If you are unable to reach the relevant person in charge, call Port Security on 04 495 3829. All port users must follow the access directions provided by the business contact.

6.6 CentrePort Marine Base

The tugs and the launch are located at the CentrePort Marine Base, located in a port secure area on Interisland Wharf. Marine plant and operations present a number of unique hazards, and special precautions need to be taken.

Access to the Marine Base is restricted to authorised people. A member of the marine staff must escort anyone, other than authorised persons, entering and/or working in this area.

Before travelling on any CentrePort marine plant, anyone who is not a CentrePort staff member must complete a site-specific induction.

6.7 Cruise operations

The designated cruise area is a restricted area any time a cruise ship is alongside. Only people and vehicles on business with the cruise ship operation, who meet pre-authorisation requirements, and who satisfy security checks are permitted entry.

Taxis are not permitted entry to the port secure area except in specific approved circumstances (e.g., transporting a passenger with a disability). On occasions that entry is permitted, the taxi driver must show their official taxi photo ID and all taxi passengers must show their cruise ship boarding passes and photo ID before the taxi will be granted entry. The taxi will be escorted into and out of the port secure area by Port Security.

When in the cruise area, expect to be stopped and questioned at any time. A Cruise specific induction is required whereby a cruise ID card will be issued and must always be carried.

All people in the cruise area must remain highly vigilant and always comply with traffic management arrangements. The area around a cruise ship is subject to considerable traffic movement (buses, tour vehicles), particularly at the beginning and the end of the day and around mealtimes.

If the cruise ship has engaged stevedoring staff to assist with loading stores, increased monitoring and access plans will apply that must be followed.

6.8 Tanker terminals

The tanker terminals are always a restricted area. Only people and vehicles on business with the tanker operation, who satisfy pre-authorisation requirements, and who satisfy security checks are permitted entry.

All people who access any CentrePort tanker terminal facilities (Seaview, Burnham, or Aotea Quay) at any time must have completed the CentrePort:

- health and safety online induction and,
- complete the NZOSL Safety Permit requirements.

Access to the tanker berth while fuel transfer operations are taking place is strictly controlled. Permission must be granted by the Security Watchman to proceed onto the tanker berth or vessel. An original and current CentrePort identification card must be shown before entry is permitted.

For general day to day enquiries about tanker terminal access or information about the NZOSL Safety Permit, please contact NZOSL on gantry.huttcity@nzosl.co.nz or 04 589 1609. Please allow four working days for the NZOSL Safety Permit to be processed.

Access specific protocols for Seaview Wharf and Burnham Wharf exist. Information sheets are available at tanker watch security hut and security at CentrePort

While on the tanker terminal facility:

- no matches, lighters or any sources of ignition are allowed

- devices must be intrinsically safe
- no smart watches or wireless headphones
- smoking is always prohibited
- all electronic equipment, including cell phones, must be switched off.

7 PERSONAL PROTECTIVE EQUIPMENT

7.1 Minimum requirements

The standard personal protective equipment for working in areas controlled by CentrePort is as follows:

- High-visibility clothing, including reflective strips, always. Clothing must be in good clean condition and zipped/buttoned up. Examples of appropriate high-visibility clothing are attached in Appendix 2.
- Safety shoes – steel/composite toe caps.

7.2 Supply arrangements

The company engaging any worker is required to supply the personal protective equipment (PPE) required for the work that is to be undertaken. Port users must ensure that:

- PPE supplied meets the required standard and is appropriate for the work
- PPE is used in accordance with the requirements
- PPE is maintained in good condition and appropriate for the operating environment i.e., high visibility clothing is clean enough to perform its function.

7.3 Task- or area-specific requirements

Task- or area-specific personal protective equipment must be used as follows:

- Personal floatation devices – working within one metre of wharf edge and on/over water.
- Eye protection – projectiles, powered tools used for cutting, grinding, or drilling and wind-blown dust and debris.
- Dust masks, respirators – cutting, grinding, or drilling silica-based products (e.g., concrete) or wood products where dust is not extracted, nuisance dust and other air contaminants.
- Hearing protection – noise.
- Gloves – sharp/rough edges and vibration.
- Fall arrest equipment and systems – working at height (people must be trained in height safety).
- Other equipment – as required by the task or environment.
- Hard hats – in designated hard hat areas or where there is a risk of falling objects e.g., working near people working at heights, near cranes, in log yards, or stevedoring operations or on working vessels.
- Where a risk assessment (e.g., SWMS) specifies use of specific PPE
- Additional PPE may be required on CentrePort property and within sites that are not controlled by CentrePort. These requirements will be set by the port user concerned.

8 EMERGENCY PROCEDURES

8.1 Requirement to have emergency response procedures in place

All port user companies are required to have emergency procedures in place that cover the range of emergencies for their situation and the nature of the work being carried out. The procedures will include provision for visitors and others in their work area and must include provision for communication between other port users likely to be affected by or required to respond in an emergency. This emergency planning should form part of the work methodology and must be signed off by a CentrePort representative before contracted works commence.

8.2 Notifying an emergency

In any emergency, Port Security must be notified by phone on:

- 0800 STOP 88 (0800 786 788).

Port Security will:

- ask where you are and what help you need
- call emergency services (ambulance, fire, police) and escort them to your location
- where necessary, clear roadways, stop port operations and provide additional assistance, including assistance in evacuating the area if required.

8.3 Responding to emergency situations

When an emergency arises at the port, the following responses from port users are expected:

1. Take steps to ensure the area is safe so that no further harm is caused.
2. Apply first aid – if required.
3. Get help – contact Port Security, and if necessary, emergency services.
4. Isolate the scene of the incident – preserve the scene and avoid unnecessary access.

8.4 First aid arrangements

All port users are required to have their own arrangements for first aid equipment and trained first aiders. In addition, the following arrangements are also available:

- First aid kits are located throughout CentrePort.
- A defibrillator is located at the Port Security Centre the Straddle Workshop L2 and Portacom Reception.
- There are several people trained in first aid available to assist – call Port Security on 04 495 3829.

8.5 Work stoppage requirements

In the event of an emergency or other high-risk situation, work within the affected or potentially affected areas of the port must be stopped until cleared and authorised to resume by CentrePort. Examples of these situations include:

- earthquakes
- tsunami warnings
- fires
- gas leaks
- security threats
- hazardous substances incidents
- accidents
- extreme weather events, or
- Where instructed by CentrePort staff.

8.6 Evacuation procedures

All port users are responsible for maintaining evacuation procedures for any buildings and operational areas under their control. Where a port user is working in an area outside their control, they must follow the instructions of the person in charge of the area, Port Security, or other authorised person.

In general, the evacuation procedure will provide for the following:

- In operational areas, the person in control of the area, Port Security or other authorised person will advise of the need to evacuate using the most appropriate method.
- People will be directed to the evacuation assembly points.
- People must wait for clearance before returning to their work areas.

Within CentrePort-owned buildings, CentrePort is responsible for providing and maintaining fire evacuation schemes and procedures. Building occupants need to:

- familiarise themselves with the emergency procedures of any building they are entering and in the event of a fire or emergency
- advise any visitors to the building of the building's emergency procedures
- evacuate the building as per the procedure notices.

9 INCIDENT MANAGEMENT

9.1 Reporting requirements

Incident reporting requirements for incidents that occur on CentrePort owned properties are as follows:

Report all incidents that cause harm or potential to cause harm to people, property or the environment reported immediately to healthandsafety@centreport.co.nz

Notify your CentrePort contact/sponsor of any potentially serious near-miss incidents occurring in common user areas or hazards that pose a risk to other port user companies within 24hrs. Investigations are to be completed within 48hrs and completed documentation within two weeks.

9.2 External notifications

WorkSafe New Zealand defines what constitutes a notifiable event. For more information see www.business.govt.nz/worksafe/notifications-forms/notifiable-events.

In the event of a notifiable event, the port user company involved must notify:

- the regulator as required:
 - WorkSafe – 0800 030 040 or <https://www.worksafe.govt.nz/notifications/notifiable-event/>
 - Maritime New Zealand – 0508 225 522 or www.maritimenz.govt.nz/report-online
 - Greater Wellington Regional Council – 0800 496 734
- Port Security on 04 495 3829 as soon as possible after any external notification
- their CentrePort contact and the health and safety team at healthandsafety@centreport.co.nz as soon as possible.

The regulator may request that the incident scene be held. In this situation other port users must respect this requirement.

9.3 Incident follow-up and investigation

- All port users are required to undertake appropriate investigation of incidents and events which occur in their place of work and maintain systems and procedures which support this
- CentrePort may request a copy of a completed investigation where one of the parties involved is a contractor to CentrePort, or where the incident did, or could have placed the workers of other port user companies at risk.
- CentrePort may require the port user/s involved in an incident to participate in an investigation undertaken by CentrePort.

9.4 Sharing investigation outcomes

Port users are encouraged to share learnings from incidents with other port users, both within CentrePort and nationally.

An example Port Advisory Notice template as shown in Appendix 3 may be used to communicate this information.

10 DRIVING AND TRAFFIC MANAGEMENT ON PORT

10.1 Driving requirements

While driving on the port, you must:

- abide by NZTA road rules and,
- hold a valid licence & class for the machinery and plant being operated
- wear seat belts where fitted – *'this applies to the driver and all passengers'*
- use either a roof flashing light or hazards lights
- drive safely and within the **speed limit of 20km/hr (10km/hr for Seaview)**
- follow port traffic rules, signage, and road markings
- be aware of people and other vehicles, machinery, and rail always
- always proceed with caution
- follow the Traffic Management Plan (refer to 10.4) relevant to your requirements. Drive directly to the allocated work area using the designated Traffic Management Plan– short cuts or alternative routes are not permitted at any time
- not enter any restricted area without escort or approval
- not use a cell phone, unless a hands-free kit is fitted

If you are unsure of how to reach your destination inside the Port security Area you may request a security shuttle escort. Turnaround times for vehicle escorts are subject to operational availability of the shuttle. Note:

- o Security escorts are required when transiting through the terminal and Depot.
- o Traffic is not authorised to enter log yards or operational berths without permission (and meeting the requirements) of the PCBU who is in operational control of the area.

It is recommended that person not familiar with port roads and traffic flow consider requesting a security van escort, noting the availability of this is subject to demand.

10.2 Parking – mobile plant and operational vehicles

Park in a position that will not obstruct operations or be a hindrance to other port users, as follows:

- Clear of pedestrian crossings, walkways, truck lay-bys or emergency assembly areas.
- In a place that is easily accessible to the allocated drivers.
- Within the designated parking areas that are allocated for your mobile plant or vehicle.
- Clear of sheds (except roadside parks), wharves and operational areas.

If the route or traffic requirements are in doubt, the driver is to park the vehicle in a designated or other safe parking area and seek assistance from Port Security.

10.3 Rail and access restriction lights (Rail on Port)

RED alternating or **flashing RED** strobe lights operate across the port. When on, these lights indicate that rail is operating in the area. All port users must always:

- be aware of rail activity on the port
- stop for lights, barriers, alarms and take instruction by the designated traffic controllers
- when rail isolation bells and lights have been activated you must remain at least 3m from the rail centreline

- only proceed once all warning lights have been switched off and with caution.

On Aotea Quay **RED** and **BLUE** access restriction lights operate in multiple locations. These lights are a critical safety feature to keep machinery and pedestrian workers separate and to avoid operational traffic conflicts. All port users passing through or working on Aotea Quay must always:

- be aware of rail, machinery, cruise operations and people operating in the area
- proceed with caution.
- The rail on port entry point from Waterloo Quay is speed restricted to 10kph.

10.4 Traffic management plans

The port environment is a changing environment. Therefore, the route you took prior may not be the route you take today. Traffic Management Plans (TMP's) are developed and published for access to activities and for any emergency or maintenance works that are required.

It is important you familiarise yourself with access arrangements and TMP's, on arrival at port inform security of your intentions.

A temporary traffic management plan must be completed for any activity that obstructs or closes a port road or results in traffic flows that are different to the standard plans.

If you require any traffic management plans, please inform your CentrePort contact, who will get a traffic specialist to draw it up for you.

In some circumstances this may include appointment of a Points man or Traffic Controller to direct traffic. Port users must always follow the instructions of a Traffic Points Controller or Traffic Controller.

10.5 Breakdown arrangements

Operational plant must be serviced in the designated maintenance areas. If the plant cannot be moved notify the person in charge of the area.

When work must be undertaken in an operational area, the work must be planned and agreed in advance. The following requirements apply to work undertaken in the operational area:

- Complete a temporary traffic management plan if required.
- Park service vehicle close to the work area, with all hazard and warning lights on.
- Isolate the work area from traffic and other work with cones, barriers, fences, or other appropriate means.
- When work is complete, remove all barriers and contact the person in charge to confirm that the work is complete.
- Ensure all spills to ground are controlled and cleaned to an appropriate standard. Spill kits must be immediately available in case of an unforeseen event.

11 PLANT AND EQUIPMENT REQUIREMENTS

11.1 Certification and Isolation

All plant and equipment must have current certifications where required.

A system to effectively isolate plant and equipment (appropriate to the equipment type and the risk) must be in place to prevent unauthorised use of the plant or equipment when not in use.

11.2 Pre-operational checks

Plant operators must carry out a pre-operational check in line with their workplace requirements and the requirements relevant to the specific plant or equipment.

In addition, mobile plant and equipment pre-checks must include:

- a plan of the route to the designated operational areas: approval must be gained if going through restricted or other controlled areas
- identifying and notifying other port users along the route or in/around the operational area
- checking amber flashing beacon and reversing alarm is operating
- checking you have clear visibility in the direction of travel (i.e., your load should not obstruct your view)
- ensuring others in the area are aware of your intentions to move your machinery.

11.3 Operational requirements – mobile plant and equipment

When entering areas where other operators are working:

- Follow all other instructions in this document.
- Advise other operators of your intentions by contacting the person in charge.
- Operate machinery in a safe and proper manner.
- Only use it for its designed purpose.
- Ensure the machinery is operated within the permitted safe working load.
- Operators must hold the correct licences / endorsements for the relative machinery.
- Always be on the lookout for pedestrians. Stop if any unplanned pedestrian movements are identified.
- Cell phones must not be used while operating mobile plant or equipment.

11.4 Ladder use on Port

Due to the increased risk of falling and sustaining serious injury CentrePort has taken the approach to exclude all portable ladders from CentrePort owned properties and the Port secure area. Refer to *APPENDIX 3: PORTABLE ACCESS REQUIREMENTS*

12 WALKING ON PORT

CentrePort has taken an approach to eliminate the potential for interfaces between people on the ground and mobile plant and equipment. If this interface cannot be eliminated, strict controls must be put in place to ensure people on the ground are not at risk from mobile plant and equipment.

12.1 General

- Never walk through the container terminal or another port user's-controlled area. Vehicle transport is to be used unless walking is approved by the person in charge.
- All ships' crews and visitors must use the Port Security shuttle.
- Always proceed with caution and maintain a high level of awareness.
- Always assume that you have not been seen by machinery operators – ensure eye contact and acknowledgment with the driver have been made before walking past mobile equipment.
- Report any near-miss incidents involving the interface between people on the ground and mobile plant and equipment. These have been identified as a significant risk by CentrePort and must be followed up with urgency.

12.2 Personal protective equipment (PPE) requirements

- Personal protective equipment must be worn as set out in section 7.

12.3 Designated walkways and crossings

- Pedestrian crossings must be used whenever practicable.
- Pedestrian walkways within the port secure area are clearly marked on the ground with yellow lines. Only these marked walkways can be used for transitioning through the port secure area on foot. These walkways are for pedestrian transit only and must be kept clear.

12.4 Port Security shuttle – call points

Crew and vessel visitors may make use of the Security Shuttle Service for transfers in and out of the Port Security Area and to vessel gangways. This should be arranged ahead of time to allow planning of resource commitments for the vehicle.

PCBU's are expected to provide transport for their workers to and from their place of work within the Port Security Area. Square Yellow containers are located at designated areas for waiting areas and are fitted with call points or a Port security phone number

- Mobile security shuttle call points are placed at the top of the gangway of ships. Ships' crew and visitors can call the Port Security shuttle for pick up. Ships' crews and visitors must wait on the ship prior to the Port Security shuttle arrival.

13 WORK CONTROL – ON LAND

13.1 Permits to Work

Work permits are required before any of the following tasks can be undertaken:

Confined Space Entry	As per AS 2865 Confined Spaces definition – this includes any space that is enclosed, partially enclosed, is not intended or designed primarily as a place of work or occupancy or presents a risk of engulfment, unsafe oxygen levels, a flammable or hazardous atmosphere, e.g., tanks, containers, storage vessels, pipes, utility access holes and sumpits, sewage networks, ducts, and shipboard spaces etc.
Hot Works	Any grinding, cutting, welding, naked flame in any location and the use of any electrical or battery-powered device, such as a battery powered grinder. <ul style="list-style-type: none"> Important Note: Permits for hot work on vessels are required from the GWRC Harbour Master's office by contacting 04 388 5470 or VHF channel 14.
Working at heights	Any working at height where there is a risk of falling. A rescue plan is required as part of this permit. - for the purpose of clarity any person working over 900 mm height or more above the ground may require a permit. A rescue plan is required as part of all permits issued for working at heights.
Crane/Overhead -Work	A Crane Operating or Overweight Load application is to be submitted to CranePermits@CentrePort.co.nz. Please allow at least 96 hours for applications to be processed.
Drone (RPAS)	A permit must be issued from the Security team prior to flight over Port land.
Diving	Any person diving within 50 metres of the wharf, or a docked vessel is required to obtain consent from CentrePort as part of their SWMS submission and conditions of section 14.2 of this CUSP. – CURRENTLY IN DEVELOPMENT
Workboat/punt	A Workboat permit is required for working within 25m of a vessel. – CURRENTLY IN DEVELOPMENT
Excavations	these are to be discussed with CentrePort infrastructure during pre-planning. The purpose of this is to identify any precautions that may need to be taken e.g., location of services, contaminated soil management, etc.

Work permits are to be requested through your CentrePort contact/sponsor and are authorised by approved CentrePort permit issuers. The review and processing timeframes for applications are:

- 96 hours (4 full working days) for a crane permit, and
- 3 full working days (72 hours) for the SWMS,
- 3 full working days (72 hours) for the Permit to work.

13.2 Hazardous work notification

CentrePort must be advised if work notifiable to WorkSafe New Zealand is to be carried out by a port user company, at least 24 hours before the work commences. Information about work notifiable to WorkSafe New Zealand is available at:

<https://www.worksafe.govt.nz/notifications/hazardous-work/>

When work notifiable to WorkSafe New Zealand is being done by a contractor directed by CentrePort, the notification will come from CentrePort, or the contractor as agreed in work pre-planning. CentrePort is also to be advised of any other work that may introduce a risk or have an effect outside of the work area under your control. Evidence of notification is required when submitting a SWMS and receipt of permit.

13.3 Hazardous Substances & Dangerous Goods

All hazardous or dangerous goods must be handled in accordance with CentrePort's hazardous goods terms and conditions. **Note:** Hazardous good for shipment (transshipment DG's) are not permitted to be accepted onto port more than 72 hours prior to shipment and must not be stored on port longer than 72 hours post shipment receipt. Where such is unavoidable the relevant Port User must advise CentrePort of the issue and is responsible for ensuring the necessary documentation has been obtained for the relevant authority and suitable controls are in place to eliminate and minimise any potential risk.

If you require further information, please contact your CentrePort contact.

13.4 Hazardous Substances & Dangerous Goods on Port

A current Safety Data Sheet - SDS (i.e., reviewed and updated within the last 5 years) must be held for all hazardous substances brought onto the port. All port user companies must have a register of hazardous substances stored on site, including maximum quantities, location, and persons responsible for their safe handling, storage, and management. Port user companies are responsible for meeting regulatory requirements in relation to the handling and storage of hazardous substances, this includes ensuring appropriate emergency management procedures and resources are available such as spill kits and trained staff.

13.5 Energy sources – lock-out tag-out procedures

Lock-out tag-out procedures for all potential energy sources are to be established as part of pre-planning and strictly enforced. All port users are expected to maintain procedures and systems for managing lock out and tag out of equipment as part of routine servicing maintenance and repairs. As with other procedures and requirements set out in this CUSP document CentrePort may from time to time audit these processes to ensure they are being implemented as required.

13.6 Cargo handling – Suspended loads

Standard operating procedures must be followed during cargo handling operations.

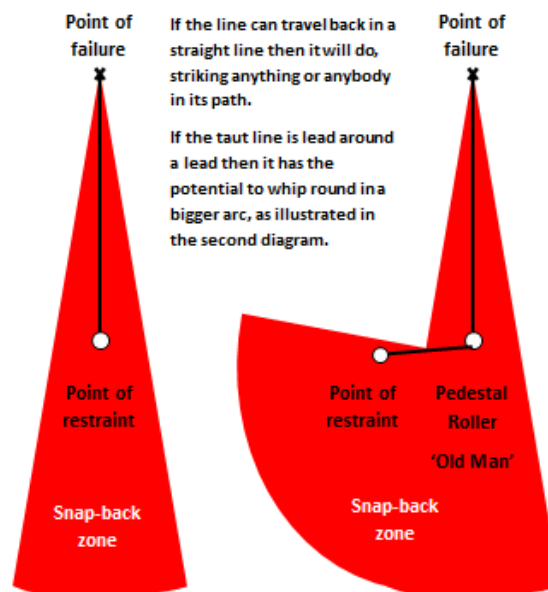
- Never carry a load over vehicles or buildings, including tally huts, portacoms, etc.
- Never carry cargo over pedestrians or other workers.

Do not place cargo or equipment on truck lay-bys, rail lines, crane rails, designated roadways, pedestrian walkways, across shed doorways, or in emergency assembly areas.

Cargo must be stacked in such a way that it is safe and not a danger to other port users; not impacting on other port user operations; not acting as an obstruction to other port users; not liable to cause facility damage.

13.7 Ships' lines

People not involved in lines tasks must keep clear of the linesmen's working areas on the berth until the vessel is safely moored. This is to ensure that people are clear of lines thrown from the ship to shore, and that people are out of the snap-back zone, should a line break.



13.8 Mobile phones and music devices.

CentrePort has identified the use of mobile phones and music devices such as MP3 players and iPods as a hazard in the operational areas of the business.

Port users may not use personal mobile phones or music devices in any operational area within the port, which includes onshore and offshore activities.

Port users issued with a tool of trade company supplied mobile phone may use these within the operational areas of the port for work related and emergency communication only, but only while they are in:

- an office area
- a smoko/break room
- a stationary vehicle parked as per section 11.2 requirements
- a marine vessel
- a mobile vehicle fitted with a hands-free car kit (keep calls to minimum length).
- mobile phone must not be used while walking in the port secure area as they are a distraction

Other mobile phone functions may be used in the event of an emergency for example taking a photo following an incident.

13.9 Minimising congestion on berths

Congestion at the berth caused by plant and machinery must be minimised. A lane suitable for emergency vehicles to access ships along the wharf edge must always be available. Machinery and vehicles must be parked in a way that always enables clear visibility and flow for traffic.

A temporary traffic management plan must be developed where the standard traffic management requirements need to be adjusted due to operational or logistic requirements. See section 11.5.

13.10 Bunkering (fuel exchange)

The bunkering contractor must:

- take steps to eliminate trip hazards
- warn personnel around the activity by placing highly visible signage and creating a clear isolation zone
- maintain clear access to the gangway
- ensure that hoses/pipes do not prevent egress on and off the vessel in case of emergencies.

Where the vessel's bunker point is near the ship's gangway, CentrePort will endeavour to position the vessel on the wharf so that the bunkering operation is kept away from the gangway area.

13.11 Trains (Rail on Port)

Vehicle and pedestrian traffic must not go around or through barrier arms or cross the rail lines when the alarms are operating. Traffic controllers are positioned at specific areas to support this rule.

When shunting is in progress, any activities within 3m of the centre of the track must cease and any obstructions must be removed. this is defined as the 'rail corridor' and is under KiwiRail and the National Rail Safety Rules when there is rail movement on port. When the rail lights are flashing, and warning bells are sounding you are expected to obey nationally recognised Rail Crossing Rules – DO NOT attempt to cross the rail during this time or by-pass the barriers – any person caught doing so may be removed from port by CentrePort.

13.12 Wi-Fi and radio frequencies

CentrePort has comprehensive Wi-Fi and radio networks in place. To ensure continued uninterrupted use of these safety critical systems, no port user may install or use any radio or Wi-Fi equipment within the port without the prior approval of CentrePort's ICT Manager on 04 495 3806.

14 WORK CONTROL – ON WATER

14.1 Workboat/punt operations

All workboat or punt operations must operate under a Maritime Transport Operator Certificate (MTOC) or Specified Limits Permit (SLP).

- The following should occur as part of the Maritime Operator Safety System (MOSS) and may be observed or checked by CPL where the Operator is engaged as a Contactor: There must be a designated and qualified skipper.
- The voyage must be planned and briefed before launch of the workboat or punt
- Personal flotation devices are to be always worn.
- A minimum of two persons in the boat always when in operation.
- Vessel personnel are to be familiar with the operation.
- Adequate communications with Port Security and Beacon Hill are to be in place.

There is to be no fishing from workboat or punt operations.

For further information about meeting Maritime New Zealand requirements, see www.maritimenz.govt.nz/commercial/safety/safety-management-systems.

14.2 Diving

Diving around the wharves and ships is a very high-risk operation. Rigid controls are to be in place as required by the diving supervisor and the diving company's procedures. These controls must include the following requirements:

- Any dive within 50 metres of a structure in the commercial port must have the prior consent of the Harbour Master in the form of a permit to work. Beacon Hill facilitate this consent with 24 hours' notice.
- Where a ladder is to be installed for divers to access the water or as an alternate means of escape, a ladder permit must be issued prior to use. A reminder that all permits must be requested a minimum of 72 hours (3 working days) prior to the scheduled work commencing.
- Vessels with divers working and other vessels moored in the immediate vicinity of a diving operation must be included on any diving Permit to Work. All diving permits and consents are issued by CentrePort.
- A rigid 'A' flag must be used and visible to other vessels at a distance more than 200 metres.
- When diving to a vessel, the vessel must exhibit a similar flag before diving begins and while diving is in progress, and ensure appropriate controls are in place to always maintain the safety of the diver
- There must be effective communications between the ship being worked on and the divers.
- The diver's supervisor must effectively monitor VHF Channel 14 for shipping movements that could affect them. Divers are free to use VHF Channel 14 (Wellington Harbour's working frequency) to contact the relevant vessels.
- Beacon Hill and Port Security must be informed advised at least 30 minutes prior to any diving work being undertaken, advising location, brief details, and duration of dive activity. They must then be informed on the completion of operations.
 - Beacon Hill – 04 388 5470 or 04 388 7795 or VHF Channel 14.
 - Port Security – 04 495 3829 or VHF Channel 10.

- Beacon Hill will advise of any known vessel movements within that period.
- Divers must be aware of any scheduled vessel movements in the work area by way of consultation with the relevant vessel operators.
- Commencing 30 minutes prior to the scheduled departure time of any adjacent vessels, divers are to be removed from the water. Beacon Hill is to be advised once all the divers are clear of the water.
- Vessels in the immediate vicinity of a diving operation must also have machinery isolations/lockouts in place to ensure that engines cannot be started inadvertently or without the express authority of the diving supervisor.

15 ENVIRONMENTAL MANAGEMENT

15.1 Environmental Management

Activities on the port must comply with a wide range of environmental requirements. These are set down in local authority plans i.e., Greater Wellington Regional Council and City Council, resource consents, site/activity specific management plans and other documents.

All port users are required to:

- ensure they are aware of the environmental requirements relating to their site or activity
- comply with the relevant requirements relating to their site or activity
- consider environmental risks as part of their planning and operations
- be familiar with the CentrePort Environmental and Sustainability Policy
- be aware that most of the reclaimed land the port is built on is contaminated fill and relevant mitigations should be in place
- be aware that asbestos may be present and relevant mitigations should be in place
- Each port user is responsible for maintaining awareness of local authority requirements for environmental management e.g., noise, duct, and run-off mitigations etc.

Information on environmental requirements is available from the:

- CentrePort Planning and Environmental team on 021 859 518
- CentrePort website – <http://www.centreport.co.nz/about-us/environment>

15.2 Key environmental mitigations

All port users are required to manage the following environmental risks to avoid environmental incidents:

- Potential contaminants (e.g., oils, fuels, product, debris, dust, excessive exhaust, or hazardous substances) must not to be discharged onto the ground, into the air, into storm water drains or directly into water.
- Erosion or soil and sedimentation from earthworks, stockpiling and construction activities.
- Discharges (e.g., blasting, slurry, concrete debris) from construction, maintenance, and repair work.
- Unreasonable noise (airborne, land-based, and marine) is to be avoided, in compliance with the CentrePort Port Noise Management Plan.
- Effects of activities on Wildlife (e.g., penguins, seabirds, and marine mammals).
- Waste is to be contained and promptly removed; care is to be taken to minimise solid waste quantities sent to landfill.
- Hazardous substances are to be stored and waste is disposed of, according to regulatory requirements.
- Potentially contaminated and unclean soils within reclaimed land are to be managed as per the Contaminated Earthworks Management Plan (CEMP) Objectionable odour is to be avoided, particularly where odour may go beyond the port boundary. This includes safe storage and disposal of potentially contaminated or unclean soils
- Light spill and glare are to be managed so that it does not affect nearby roads and residential properties.

15.3 Environmental incident management

Refer section 9 – Incident management – in the event of an environmental incident

- Report the incident immediately – all environmental incidents and complaints that relate to the port or activities that are carried out on the port must be reported to your CentrePort contact as soon as possible, on the day that the incident becomes known.
- Environmental incident response – CentrePort provides a small amount of spill response equipment on site. Contact the Port Security Centre or call 0800 STOP 88 (0800 7867 88) for the Port Security emergency response.
- In the event of an environmental incident the port user involved is required to:
 - Notify CentrePort of the incident immediately
 - Take appropriate action to mitigate the incident from worsening
 - Undertake appropriate investigation and establish appropriate preventative actions.

15.4 Fumigation

Fumigation operations may only be carried out by fumigators who have a licence to operate fumigation activities, issued by CentrePort. All port users must keep clear of sign posted isolation zones when fumigation is in process.

All companies providing fumigation services at CentrePort or on Port are required to maintain a documented and agreed license to operate (LTO) with CentrePort Limited.

All fumigation procedures and operations on port are subject to regular audit by CentrePort.

15.5 Housekeeping

All work areas must be kept safe and isolated if possible whenever they are unattended. This may include the following arrangements:

- Holes securely barricaded or covered.
- Warning signs in place for any remaining hazards.
- Security to be posted if required.

Before work is completed in an area, the following tasks are required:

- Clear the site of all hazards.
- Remove all waste.
- Reinststate any signage or other fixtures that were moved during the work.
- Ensure the work area is clean and tidy.
- Notify the Person in Charge that works are completed.

15.6 Smoking including electronic cigarettes

Smoking and vaping is not permitted within any building, structure, vehicle, ship or near any flammable/hazardous materials at the port.

- Smoking or vaping is only permitted in designated smoking areas. Smoking anywhere else on port is strictly prohibited. This includes on the wider port(s) e.g., Wellington, Burnham, and Seaview, within Pipitea Village, plant and equipment, depots, cranes, vehicles, and workshops etc. Note: Burnham and Seaview are fuel transfer ports and smoking or vaping poses significant risk to individuals, companies, and the community at these locations. All port user companies are expected to ensure their workers understand and adhere to these requirements always.

Smoking butts must be disposed of in a tidy and safe manner – they must not be dropped onto the ground, into drains or into water.

16 FITNESS FOR WORK

16.1 Drug and alcohol policies

People under the potential or actual influence of alcohol or drugs that may result in impairment are not permitted in any CentrePort work area.

All port user companies are required to maintain an active drug and alcohol policies. These must include suitable testing arrangements for employees and requirements for other people they bring onto the port.

CentrePort may ask a port user company to enact their drug and alcohol policy at any time where we have reasonable cause to believe a person(s) they have brought onto the port is under the influence of drugs or alcohol.

As a condition of entry CentrePort may test any person (employee or otherwise) for drugs and alcohol:

- randomly when they intend to or have entered the Port Secure Area
- where there is reasonable cause to believe they are under the influence of drugs or alcohol
- following any incident, they were involved in any capacity.

No alcohol may be brought into or consumed within operational areas of CentrePort.

16.2 Fatigue

All operators and contractors on the port are required to maintain appropriate fatigue management strategies, systems, and procedures. This is to ensure that all personnel are fit for work and meet the minimum regulatory rest requirements for their roles.

16.3 Aggressive Behaviour

CentrePort has zero tolerance for all physical and verbal aggressive or harassing behaviours. Anyone considered to be in breach will be reported to their employer or the contractor that engages them and are likely to have their port access revoked. In these situations, a stand-down time will be considered for each individual situation. Depending on the severity of the behaviour, the person may be declined access to the Port and CentrePort facilities indefinitely.

17 MONITORING AND COMPLIANCE

17.1 CCTV operation (Closed Circuit Television – Security Cameras)

CentrePort operates CCTV on the port secure area perimeter, and through the port secure area. This includes off-port sites, including Burnham and Seaview Wharf. CCTV footage is captured for reasons of security and for health and safety purposes, including but not limited to:

- protecting the safety and security of port property and that of its customers or third parties
- monitoring the activities taking place at the port for the purposes of identifying any risk to the health and safety of individuals at the port, and
- preventing a breach of port security and/or any law or legal obligation
- CCTV footage may be used as part of an investigation into any incident / event

CCTV footage can be viewed live by Port Security and is also stored. The footage is stored securely and can only be accessed with the approval of authorised personnel. The footage may be called upon for the purposes stated above and used as evidence where potential or actual risks are identified in relation to such purposes.

Requests for CCTV footage can be obtained by contacting Port Security and completing the relevant application including full particulars of the request. All footage is maintained in accordance with the requirements of the Privacy Amendments Act 2020.

17.2 Monitoring arrangements

There will be a requirement from time to time for the individual port user companies, including CentrePort, to carry out monitoring to ensure all procedures are being conducted in accordance with this protocol.

In the event of non-compliance, corrective actions will be agreed, allocated and monitored to ensure close out within the set period.

17.3 Serious misconduct of Port safety requirements

Breaches of key safety measures may result in port users having their access to the port suspended.



18 SHARED AND OVERLAPPING DUTIES

The application of the requirements in the Health and Safety at Work Act 2015 regarding managing shared or overlapping duties is set out below.

18.1 Port user companies' duties to others

Every port user company has a primary duty of care in relation to the health and safety of workers doing their work and others affected by the work carried out by the port user company. There is no hierarchy of port user companies – the duty is on each individual port user company to manage the hazards and risks that they have influence and control over.

Where there are areas within CentrePort in which multiple PCBUs may operate, the PCBU with the greatest ability to influence matters regarding health and safety of that area shall take the lead on those matters. The only exception to this is where CentrePort itself takes the lead, which may occur if it has engaged the contractors in the area to provide services to it, or if it is a shared area with risks to different port users who may be carrying out unrelated activities. It is important for all PCBUs, including Centreport, to consult, cooperate and coordinate activities with other PCBUs in relation to health and safety matters.

Every port user company has a duty, as far as is reasonably practicable, to ensure that the health and safety of other persons, not just of their workers, is not put at risk from the work carried out as part of the conduct of the business or undertaking. This duty is not limited to the physical location of the workplace, or of the actions or inactions of employees, but is about the risk from the work carried out as part of the business or undertaking.

The duties of CentrePort to port users include, but are not limited to the access arrangements, boundaries, compatibility of activities, shared areas and any plant, fixtures, or fittings that CentrePort provides for the business.

18.2 Port user companies to work together when duties are overlapping

There are several common use areas where work related risk can impact on other port users working in the same or adjacent areas. This means that within the port environment, port user companies may have overlapping duties to ensure the health and safety of workers and other people at the port. Port user companies must work together to meet their duties to ensure that the work does not pose risks to people's health and safety.

Port user companies need to consult, cooperate, and coordinate activities to meet their shared responsibilities, as far as is reasonably practicable.

CentrePort also has a role in consulting, cooperating, and coordinating activities in relation to health and safety matters in the shared areas of the port and will facilitate this between port users where appropriate. The expectation is that 'working together' will be a key part of how we keep the port safe for all workers and others who use the port.

Port users cannot 'contract out' of their duty and there is an expectation that port user companies should monitor each other to ensure everyone is doing what they agreed.

18.3 Communication and forums

Any health and safety issues that arise during operations should be communicated to your CentrePort contact as soon as possible. If any port user does not consider that the issue is being addressed appropriately, it must be escalated through the port user company and CentrePort until the issue is resolved.

CentrePort has several port user forums. The purpose of these forums is to bring the key players together to discuss and progress our shared businesses and interests. Health and safety will be a topic at all port user forums, and some forums will be established specifically to progress health and safety. Full cooperation with and participation in the forums is expected from all port users.

APPENDIX 1: DEFINITIONS

CentrePort Induction and identification card	CentrePort-issued photographic identification card. This is issued following the completion of a formal CentrePort induction (face to face or online).
CentrePort wharves	Land and structure owned and operated by CentrePort as illustrated in the CentrePort wide map on page 6.
Shared / Common areas	Any area within the port secure area that is not under the direct control of one port user company.
Common hazards and risks	Things that arise out of the work being carried out by a port user or in the workplace in which a port user operates more generally, that could cause harm to workers or other people who are not involved in the core activities being carried out by the port user.
Escort/escorted	Accompanied to and from a work area in the port secure area by Port Security or another CentrePort employee.
Host/hosted	In the physical presence of Port Security or another CentrePort employee the visitor must always be escorted while in the port secure area.
PCBU	Person Conducting a Business or Undertaking
Port Security Officer (PSO)	A suitable trained person designated to control access and monitor the Port secure area.
Port Facility Security Officer (PFSO)	A suitably qualified person designated by the Port Facility Operator as responsible for the development, implementation, revision, and maintenance of the Port Facility Security Plan and for liaison with ship security officers and company security officers.
Port secure area	Restricted land where access is restricted to persons authorised by CentrePort pursuant to Maritime New Zealand's maritime security regulations and the International Ship and Port Security Code. Port secure areas are illustrated in the CentrePort wide map on page 6.
Port Security Centre (PSC)	The building at the main entrance to the port area on the north side of CentrePort House – see CentrePort wide map on page 6.
Port user	Any person in the port secure area or working on any CentrePort wharf.
Port user company	Any company that has people working on, or is bringing any person or people onto, a CentrePort wharf or the port secure area.

APPENDIX 2: HIGH-VISIBILITY CLOTHING REQUIREMENTS

Requirements must meet the high-visibility standards as per ‘Australian and New Zealand Standard [AS/NZS 4602.1:2011](#) *High-visibility safety garments — Garments for high-risk applications* ‘

Acceptable for day and night visibility.

Must be clean, in a good condition, and zipped up.



Not acceptable as high visibility for CentrePort.



19 APPENDIX 3: PORTABLE ACCESS REQUIREMENTS

Where reasonably practicable, work from heights should be eliminated (i.e., work should be done from the ground). **The use of portable step ladders on CentrePort land requires a Permit.**

19.1 Where it is not practicable to work from the ground

Before considering working at height, a risk assessment specific to the task must be undertaken to identify the hazards and the degree of risks present.

CentrePort considers commercial grade mobile scaffold platforms (Mobile Platform) to be an acceptable and a safer alternative to the use of portable ladders.

19.2 Work at Height Permits

All work with a potential fall of more than 2 metres¹, or work which requires the use of specialised access equipment (e.g., use of harnesses, restraints, or mechanised access equipment) requires an application for CPL to issue a working at heights permit prior to the work commencing. For further guidance in safe work at heights – **CentrePort have established working at heights permit controls (contact the CentrePort Health and Safety team for further enquiries).**

Exceptions to the requirement for a Work at Heights Permit:

- Work behind barriers consented in accordance with Building Code clause F4: Safety from Falling.
- Working on a commercial scaffold which displays a current 'scaffold tag' which shows it has been certified by a Registered Scaffolders who holds the appropriate Certificate of Competence².
- Certified specialist work platforms used in accordance with an approved Safe Operating Procedure.

19.3 Scaffolding

Scaffolding structures may be used on port where it is not reasonably practicable to perform the work at ground level. Both mobile and fixed or suspended structures are permitted on port. All scaffolding structures 5 metres or above in height must be notified to WorkSafe prior to assembly on site and all scaffolding structures must be assembled by a certified scaffolding, with regular inspection (weekly) of the structure.

19.3.1 Fixed and Suspended Scaffolding Structures

A working at heights permit must be obtained prior to any fixed or suspended structures being assembled and must be performed by a suitably qualified person(s). Structures must be inspected and maintained as per the SafeWork NZ requirements and Approved Code of Practice for scaffolding.

A working at heights permit is NOT required for any person working within a fully assembled and certified and inspected scaffolding structure.

¹ Measured from the platform or surface being worked from to the lowest point a person could reasonably fall to from that platform.

² A working at heights permit is required during construction and dismantling of the scaffold

19.3.2 Mobile Platforms

A mobile platform can be used without a working at heights permit if the work surface has a potential fall of 2.0 metres or less. Any structures above 2.0 metres in heights require a working at heights permit to be obtained prior to assembly and disassembly of the structure.

Persons using an assembled mobile scaffold do not require a working at heights permit.



19.3.3 Toe-boards and Other Scaffold Safety Feature Requirements

All Scaffold structures are required to:

- Have kick boards or toe-boards in place.
- Safe internal access i.e., ladders and port hatches.
- Be appropriately rated to an industrial standard (AS/NZS 1576.1:2010).
- Be of a suitable type for the task being performed.
- Be inspected prior to use by person using the structure.
- Be free of fatigue, warping, bending, or other damage.
- Ensure it set up in manner that provides stability and structural integrity.
- Meet the requirements of WorkSafe NZ guidelines and the Approved Code of Practice for Scaffolding.

19.4 Platform Ladders

Platform ladders are permitted on port and provide an easily portable work platform for short duration works; however, noting that other options should be considered such as scaffolding, MEWP (Mobile Elevated Work Platforms) or ground based work where reasonably practicable to do so.

In addition to any other controls identified by the risk assessment, the following safety measures must be met when using platform ladders:

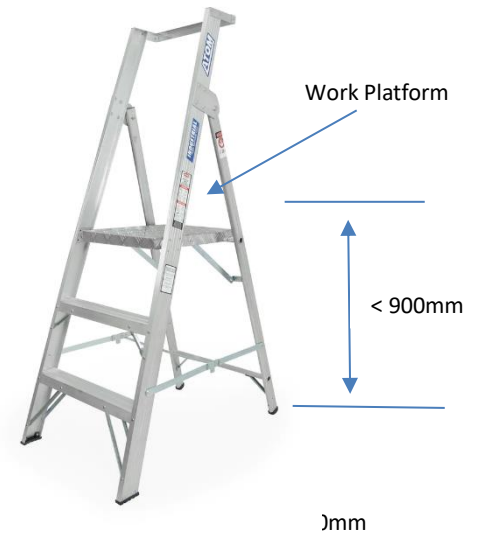
- the right size of platform ladder is used for the job, i.e., the work platform is at the right height for the workers to safely work from the platform,
- the workers who will use the platform ladders are provided with adequate information, instruction, training, and supervision,
- the workers are fully aware of the risks and control measures, and
- the workers follow a safe system of work to use the platform ladder safely.

Working from the access steps of a platform ladder is prohibited.

19.4.1 Platform Ladders (Less than 900mm)

A platform ladder may be used for short duration work if:

- the use of other equipment is not reasonably practicable,
- the risk assessment for the work demonstrates it is safe to do so, and
- if the work from the platform has a potential fall of *less than 900mm*.



19.4.2 Platform Ladders (over 900mm)

Platform ladders should be the last resort for work where there is the potential to fall more than 900mm and may only be used where use of other equipment is not reasonably practicable.

In addition to the controls above and any other controls identified by the risk assessment, the following safety measures must be met:

- the risk assessment for the work demonstrates it is the safest practicable option for providing a work surface, and
- the platform has a guard rail in place which forms a barrier to prevent the worker standing on the platform from falling.

For work from a platform ladder which has a work platform over 900mm, the Health and Safety Team may require a working at heights permit to be issued prior to work commencing to ensure these requirements will be met.



Figure 3: Platform Ladder more than 900mm

APPENDIX 4: PORT INDUSTRY INCIDENT ALERT TEMPLATE

Company Logo	<h1>Incident Alert</h1> <p>Incident Title DD/MM/YYYY</p>
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Event details

Include facts about:

- time, date, location
- task being undertaken
- equipment in use
- environmental information or other involved activity
- description of event, e.g., when worker A did activity B it resulted in consequence C.

Photo 1 With caption	Photo 2 With caption
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Harm/damage description

Provide enough information to give an accurate picture of the actual harm/damage without compromising privacy or commercial requirements, and, if relevant, an indication of the potential harm/damage (e.g., for serious near-miss incidents).

Immediate actions

State any immediate steps you have or soon will put in place to reduce further harm or damage from this incident and to prevent similar incidents. The aim of this information is so other organisations that face similar risks can take the same immediate steps if relevant.

Further information

State what is happening next, e.g. "An investigation is underway. Further actions/learnings will be communicated through the port's health and safety forum when the investigation is completed."

Include the details of the contact person, e.g. "For information, please contact First name Surname, Job Title, along with email address and phone number."

APPENDIX 5: CENTREPORT STEVEDORING TERMINOLOGY

TERM	MEANING
DIRECTION, SIGNALS AND MOVEMENT	
Stop	Stop the crane
Standby	Wait
Take a lift	Lift the container up
Float it	Hover the container
Come back	Bring the container down
Half way	Crane doesn't enter the loading or discharging area
Roger	Ok or confirmed
Inboard	Wharf side cell
Outboard	Seaside cell
Forward (For'd)	Front of the ship
Mid-ships	Middle of the ship
Aft	Back or stern of the ship
Port	Left side of the ship (facing towards the front)
Starboard	Right side of the ship (facing towards the front)

Long-travel	Container for aft or forward bay
Cross travel	Crane cab travelling
Half bay	Crane moving to aft or forward bay
Under the hook	Under the crane spreader
Carpet stow/Floor off	Tier off (one container in each cell going across)
Cell by cell	Load each cell first
Mark the wharf	Chalking the container or spreader ends of the wharf
Thawships	Opposite way of loading the container

EQUIPMENT	
PC	Personnel carrier
Spreader	Container spreader/lifting mechanism
Over-height frame	Over-height lifting spreader
Over-height chains	Chains for over-height and over width lifts
Flipper	Gather guides on the spreader

Bottle screws	Bottom part of the lashing gear
Bar	Top part of the lashing gear
Extension	Extends bottom and top lashing gear
Lids	Hatch covers
Back-reach	Area behind the crane for the ships hatches
Auto-twistlocks	On deck
Mid-locks	On deck
Cones/Stackers	Under deck
Pole	Short or long pole for unlocking containers

MISCELLANEOUS	
Clear the hook	Clear containers under the crane
Hatch/hold	Below deck of ship
Bay	Numbered sections of the ship for discharging and loading the ship
Dog/Undog	Lock or unlock a twistlock