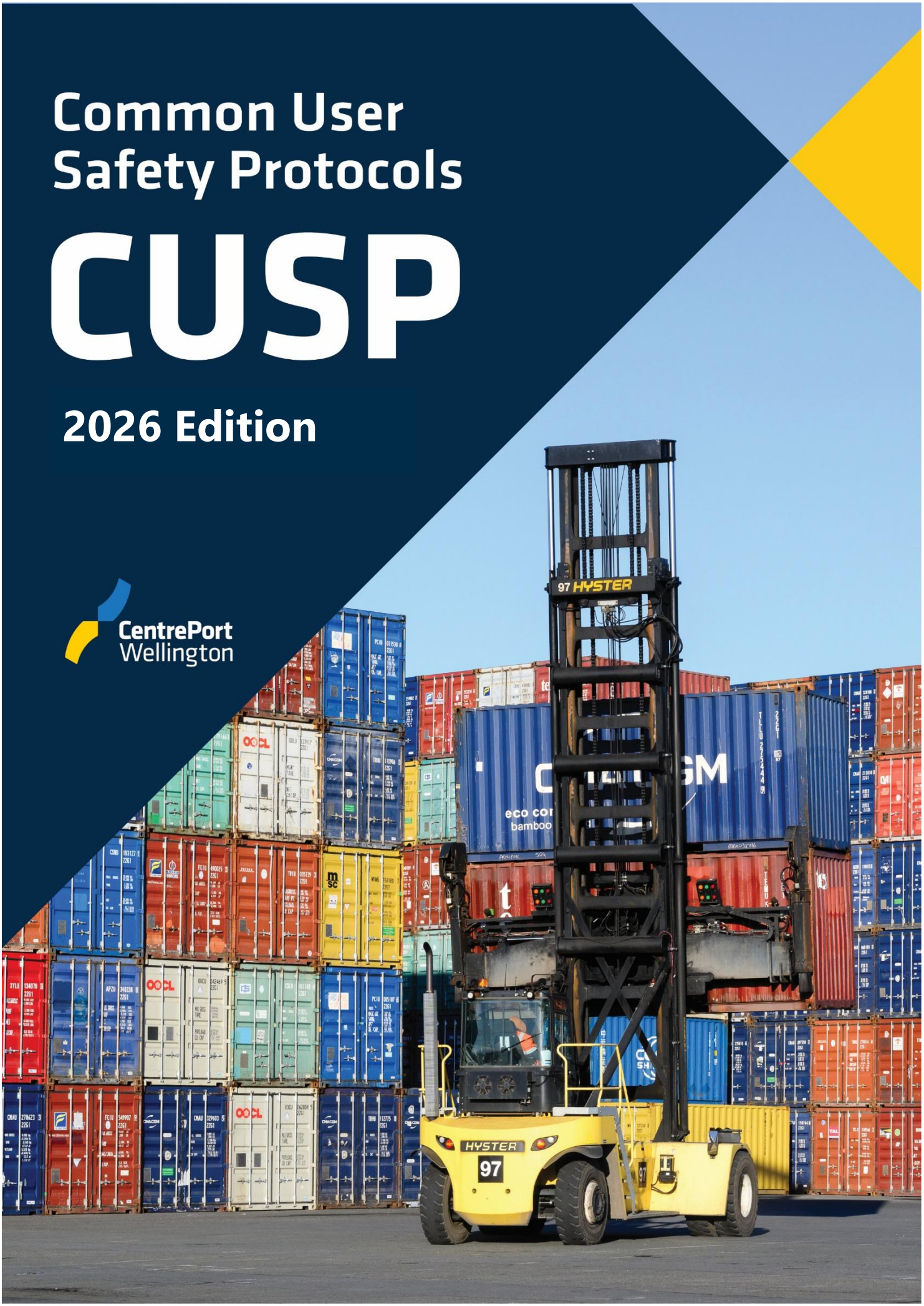
Common User Safety Protocols

CUSP

2026 Edition

CentrePort Wellington



Scope of this CUSP

The **CentrePort Common User Safety Protocols (CUSP)** apply to **all persons entering CentrePort-controlled areas**, including CentrePort employees, workers engaged by other PCBUs, contractors, subcontractors, customers, visitors, and any other person accessing the port.

The CUSP applies across **all operational port areas controlled by CentrePort**, including, but not limited to:

- Burnham Wharf, Miramar;
- Seaview, Lower Hutt; and
- the main port areas in Wellington City.

The CUSP establishes the **minimum health, safety and security standards** that must be followed by everyone entering or working within CentrePort-controlled areas. These requirements cover matters including:

- expected standards of conduct while on port;
- minimum personal protective equipment (PPE) requirements;
- the safe operation and interaction with plant and equipment;
- compliance with port traffic and operational requirements;
- working safely around other people and port operations; and
- requirements intended to protect the health, safety and security of everyone on port.

The CUSP represents the **minimum standard expected by CentrePort**. Where a person's work or activities require a higher standard of control, the higher standard must be applied.

Compliance with the CUSP is a condition of access to CentrePort-controlled areas. Failure to comply with the requirements of the CUSP may and can result in a person being directed to cease the relevant activity and/or being **removed from, or refused access to, CentrePort-controlled areas**.

WHO SHOULD READ THIS DOCUMENT?

Every person (whether you are worker, visitor, or PCBU) who enters a CentrePort controlled worksite or land should read this document.

WHO DOES THE CENTREPORT CUSP APPLY TO?

Everyone who enters CentrePort controlled worksites, undertakes work on CentrePort owned land or visits CentrePort is subject to the CUSP.

BACKGROUND

With more than 1000 people operating at CentrePort daily and involved in a wide range of activities, we are New Zealand's busiest port.

We operate in a wide range of diverse locations and environments, and whether you are a worker, customer, or visitor to CentrePort, everyone who enters CentrePort land or worksites has a part to play in helping us meet our health and safety commitment.

This CUSP (Common User Safety Protocol) document outlines what is expected of each person. Please take time to read this document and familiarise yourself with the requirements of working in a safe, healthy, and environmentally friendly manner at CentrePort. Should you require more information please contact our Health and Safety Team.

Failure to follow the requirements of this CUSP can result in your immediate loss of access to the port, and pending investigation may lead to permanent barring from the port.

Key contacts for further information:

- **Health and Safety Enquiries** healthandsafety@centreport.co.nz,
- **Safe Work Method Statement (SWMS) submission** swmsp2w@centreport.co.nz
- **Security Enquiries (including inductions)** inductions@centreport.co.nz or general enquiries to security@centreport.co.nz
- **Media and General Enquiries** communications@centreport.co.nz.

1. AUTHORITY to ACCESS

Any person (Worker, Visitor, PCBU) performing work or business on CentrePort-controlled land and or worksites does so under an Authority to Access (ATA) agreement basis.

This means there is an agreement between CentrePort and the different PCBU and individual person(s) working on port that sets out how workplace health and safety, security, and environmental controls will be managed.

CentrePort will advise each PCBU as to what ATA agreement applies to them, e.g.

- Common User Safety Protocols (everyone)
- License to operate or occupy as a PCBU
- Contractor management agreements for engagement of services as a PCBU
- Lease agreement for tenant PCBU
- Commercial agreements as a PCBU

Each Person Conducting Business or Undertaking (PCBU) and individual person(s) is responsible for ensuring they are aware of ATA, the conditions set out in them, and that they are **always** followed. PCBU's are responsible for ensuring any worker employed by them is familiar and compliant with the requirements of documented agreements relating to their activities.

IMPORTANT NOTE: Any breach of CentrePort Policy or CUSP as set out in this document may result in the individual being removed from port and their ATA being revoked. Repeat failure to comply with the conditions of this CUSP or Policy may result in permanent removal and barring from the port. Employees in breach may be subject to a Code of Conduct review, pending appropriate investigation.

2. ENTRY to CENTREPORT

2.1. **REASON for ENTRY** - As a port of entry (meaning a border-controlled entry zone for overseas vessels) that is covered by MPI (Ministry for Primary Industries) and Customs New Zealand under the Maritime Security Act 2004 and the Health and Safety at Work Act 2015, only persons who have a legitimate reason to enter the port may do so.

2.2. **INDUCTION** - Any person entering CentrePort, unless an escorted visitor, (refer to visitor controls on page 5) must have completed the CentrePort Induction. You are required to redo your induction every year. ***Any person entering the port for the purposes of work must personally complete the CentrePort induction, the use of third-party persons to complete individual inductions for another person is strictly forbidden.***

2.3. **IDENTIFICATION** - Upon completion of your induction you can collect your CentrePort ID card from the Logistics & Inwards Goods and security office. The location of Inwards Goods is shown on the CentrePort

'Visiting us' webpage. ID cards remain CentrePort property, are non-transferable, and must be presented when entering the port, or on request by a representative of CentrePort.

2.4. **CCTV –** CentrePort operates and monitors 24/7 CCTV for the purpose of Health, Safety, and Security. Requests for CCTV footage can be made by contacting our Security Team. CCTV is sign posted at port entry points and entry to the port is considered consent to record CCTV and use this information.

3. SEARCH and SCREENING

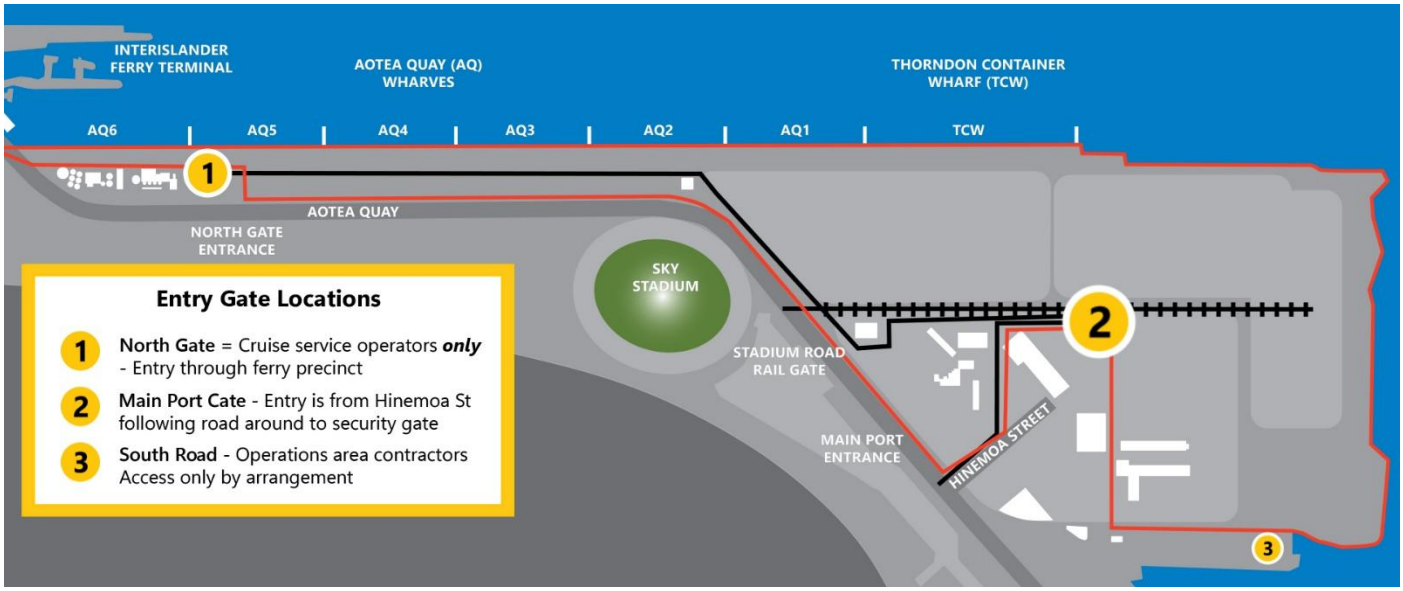
As the port is a Custom's controlled and restricted entry area, all persons, vehicles, plant, and equipment entering the port may be subject to a search or screening under the Maritime Security Act 2004. Refusing permission to a search or screening is considered grounds for refusing entry to the port. This includes any refusal to undergo drug and or alcohol screening, whether it is random, post incident, or for just/reasonable cause. CentrePort may also share screening results or relevant information with law enforcement agencies such as Customs and NZ Police, where deemed appropriate.

4. ARRIVAL on PORT

When arriving on port you will need to check in at the Port Security Centre at the port security gates.

If attending to Cruise Operations, the entry point is via the Northern Security Gate (located by the KiwiRail Inter-islander Ferry terminal and Holcim Cement depot—near the Aotea Off Ramp from the state highway).

If you are performing work or visiting other areas, you should liaise with your port contact person to understand the entry controls for these areas.







5. VISITORS

All visitors who have **not** completed a port induction or been issued a port security access and ID card **must**:

- Report to Shed 39 upon arrival and sign in using the electronic kiosk.
- Be always escorted and supervised by a CentrePort staff member, unless on a vessel outside of CentrePort's area of control.
- Obey all instructions as directed by the persons escorting them, or by other authorised CentrePort persons.
- Wear the required PPE (refer to the minimum PPE section of this CUSP).
- Must present recognised photo identification when requested e.g. driver's license, govt age ID, or passport.

Please note: As a Border-Controlled Area, CentrePort is not open to the public. You should direct any enquiries you may have to the relevant contacts listed in this CUSP or on the CentrePort webpage or at centreport.co.nz.

6. CHILDREN on Port

Persons under the age of 16 are **not permitted to work on the port – including as a passenger or ride along in a work vehicle.** Children exiting or boarding vessels, visiting ships, and arranged & authorised tours are **not** considered to be working on Port. Persons carrying unauthorised passengers will be refused entry to the port and or port land.

7. ANIMALS on Port

Only working animals (e.g. drug sniffer or other detection dogs) are permitted inside the port security area and worksites on port operated land (for clarity this includes port car parking areas). Persons carrying unauthorised animals will be refused entry to the port and or port land.

8. DAMAGE to Port Assets and Facilities

Where damage is caused to CentrePort assets or facilities because of the actions or omissions of an individual or PCBU while undertaking activities on CentrePort-controlled land, CentrePort reserves the right to recover from the responsible party all reasonable costs associated with the damage.

This may include, but is not limited to, the costs of inspection, assessment, repair, replacement, reinstatement, and reasonable administrative costs associated with managing the damage.

9. CENTREPORT ROADS, OPERATING MOBILE PLANT, or DRIVING on PORT

All port roads have a posted speed limit of 20 km/h. Some areas have 10 km/h reduced speed limits. You must adhere to the posted speed limit, always.

All vehicles entering CentrePort must be legally compliant and operate in a safe manner.

You are required to have your beacons and or hazard lights active (flashing) while driving in operational port. areas

Drivers must use the designated traffic lanes and **must always remain in their vehicles**.

Container truck drivers may only exit their vehicles in **the dog down lanes** (refer to the image on the next page) at the exit of the container terminal near the Port Security Centre round about.

Logging truck drivers may only exit their vehicles in the designated unchaining areas and gantry crane areas for the purposes of assisting with trailer lifts.

Traffic management and speed restrictions may be **subject to change** from time to time – it is your responsibility to remain aware and alert of any traffic management and posted speed limits in your work area.

Persons operating mobile plant and machinery on port are **required to hold the relevant and <u>current</u> certificate of competency** e.g. Class I, II, IV etc.

If operating Fork-hoists / Forklifts operators are required to hold an **F-class license and OSH endorsement** and the latter must be renewed every three years as per WorkSafe recommendations.

10. PORT SECURITY CENTRE ROUNDABOUT

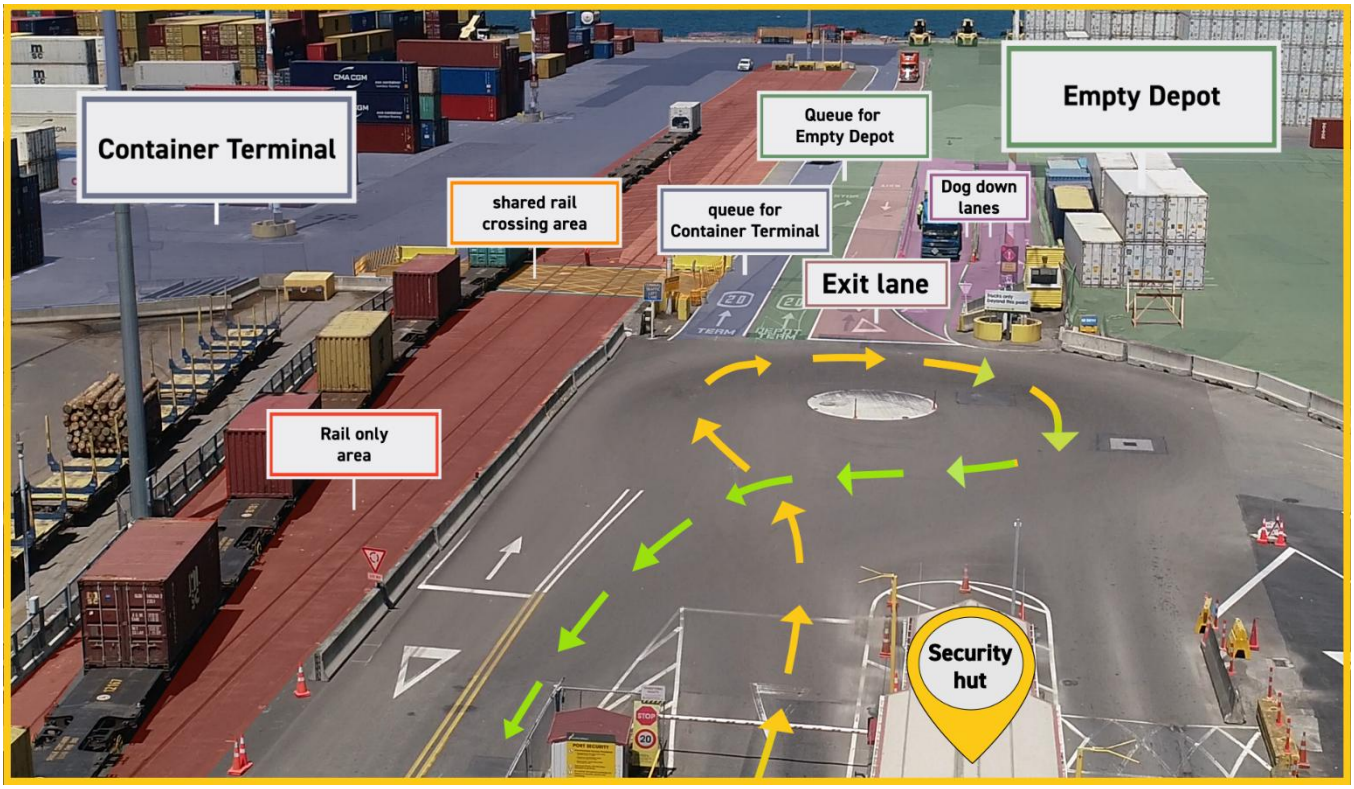
The port security centre roundabout is located just inside the port security gates entry area. Standard roundabout road rules apply here - there are no left-hand turns (right-hand turns only).



11. ENTRY to CONTAINER TERMINAL

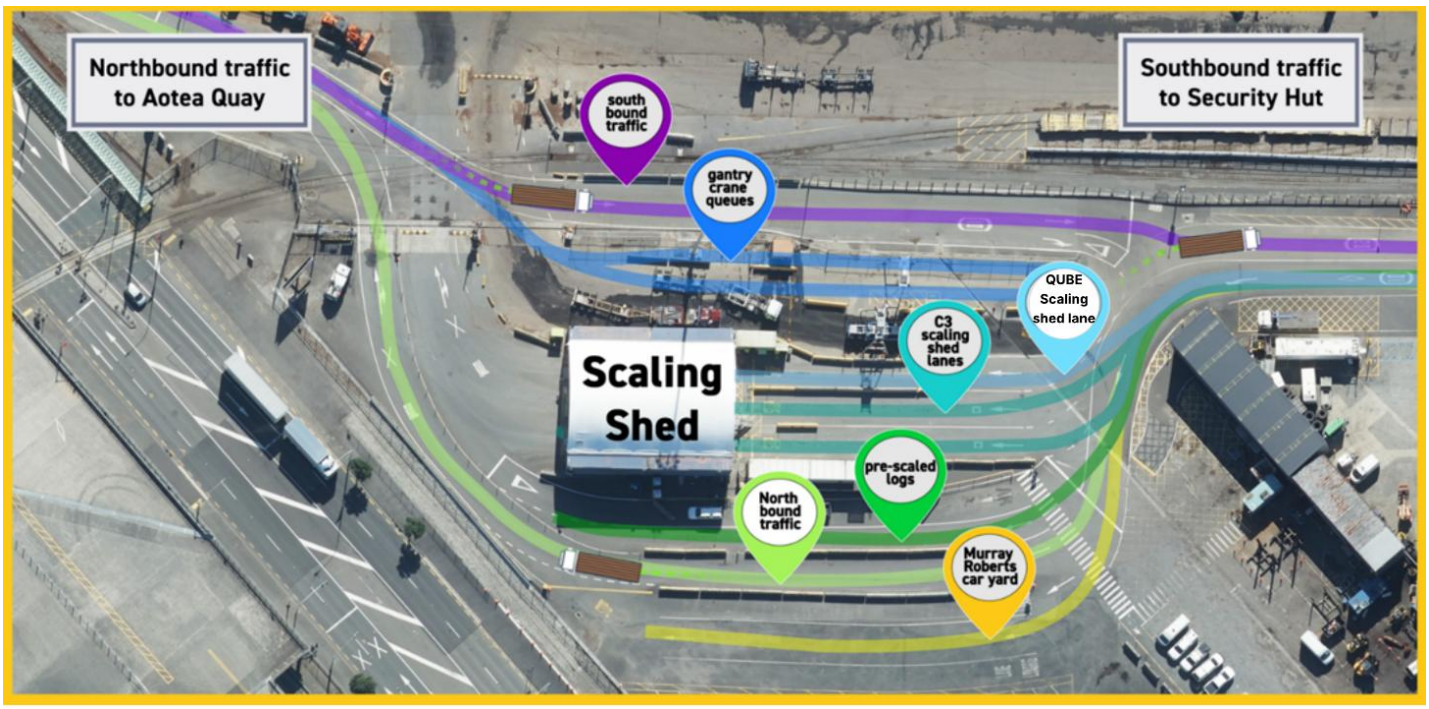
All Container truck Drivers must sign in at the Container Truck Booth, which is located just before the Port Security Centre. All other vehicle access to the Terminal and Empty Depot is controlled by Yard and Depot Operations and requires pre-approval for entry on the radio, or escort by the Security Shuttle Van.

Please note that in High Winds these areas may be closed for safety reasons. This will be indicated on the terminal entry board at the Port Security Centre.



12. ENTRY to LOGGING YARDS and SCALING SHEDS

This is restricted to authorised persons only, and is controlled through Break Bulk services and the logging operators C3 and QUBE



13. PASSENGERS in VEHICLES

Only inducted and authorised passengers may accompany you in the vehicle. Passengers must wear the required PPE, whether exiting the vehicle or not.

14. SHIPs CREW TRANSPORT from VESSEL to SHORE and RETURN

CentrePort is a nil (zero) Pedestrian Port, this means ship's crew and visitors cannot walk between the city and the vessel and must be transported by port security shuttle.

Should you require transport from the vessel, you must contact the Port Security on **0800 STOP 88.**

Transport to the vessel is arranged by pressing the port security shuttle call point button in the shuttle waiting hut outside the front of Shed 39.

Any crew member found attempting to walk from the vessel will be returned to the vessel and referred to the ships master.

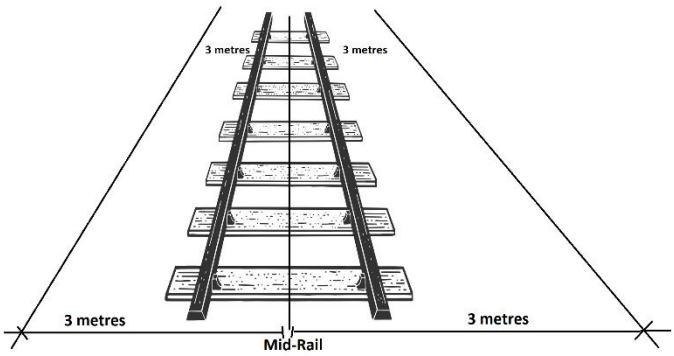
15. RAIL on PORT

CentrePort and KiwiRail operate a joint programme involving rail on port. This means that several times each day a shunt (or rail movement) may occur on the rail lines, feeding both the logging yard and container terminal.

Before any shunt, the rail barrier arms will close to prevent access to the line and stop vehicles from crossing the line. You are expected to wait and be patient during this time and remain in your vehicle.

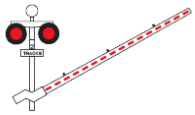
KiwiRail has full control of the port rail lines during a shunt. At all other times CentrePort controls the rail lines.

A standard Rail Corridor exists on CentrePort Rail on Port – this extends 3 metres from the mid-rail beyond the outer rail. **Any work performed within the corridor must be arranged through CentrePort.**





WARNING!



Even where the barriers raise and the alarms stop sounding and lights are not flashing, drivers are required to check before driving through the rail crossing. **DO NOT ATTEMPT** to drive through crossing when barriers, lights, and bells are active.

The rail crossing lights will **flash and** bells will **sound 30 seconds before** the lowering of the barrier arms. This is designed to provide vehicles mid-crossing at the time of the warning systems activating with sufficient time to safely exit the crossing. Before the barrier arms lower.

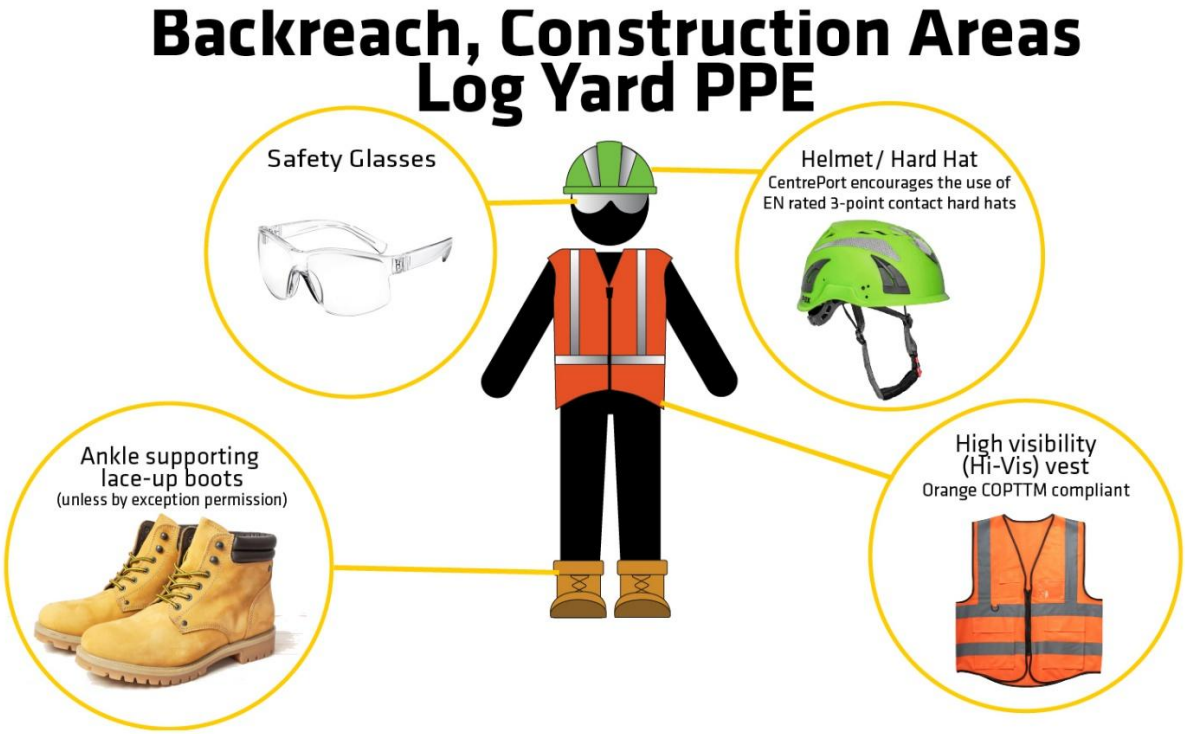
Any vehicle operator **attempting to run the crossing and causing damage** to the rail crossing system will be **charged the full cost of the repairs and will be barred from port**.

The cost of repair is published in the CentrePort tariffs, which are available on the CentrePort website.

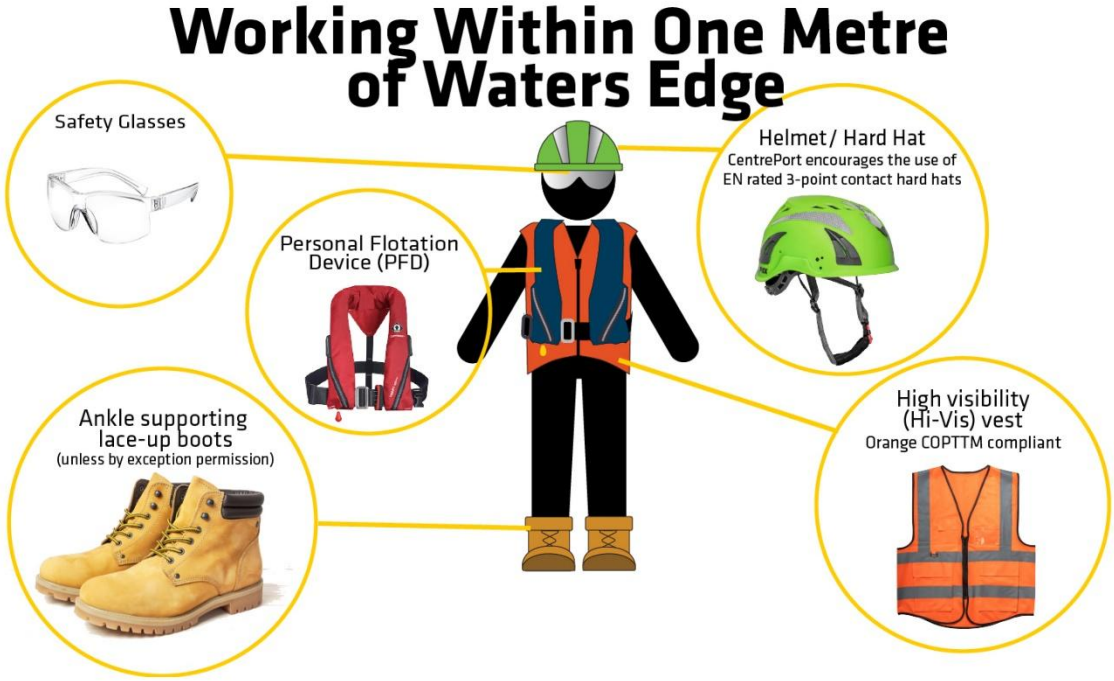
16. MINIMUM PPE REQUIREMENTS



PPE garments that do not comply with these standards as shown above are not permitted to be used on port. **Employees** of CentrePort are **only permitted to use CentrePort approved and provided PPE** as per the conditions of their employment and company policy.



All persons working on the back reach (near the shipping cranes), in the logging gantry area, or doing lines work, are required to wear a hard hat. CentrePort encourages the use of EN rated 3-point contact hard hats (fluoro-green).



Anyone working **within 1 metre of the edge** of a wharf or water's edge is required to wear a **Personal Flotation Device (auto-manual self-inflating).**



Other PPE may also be required depending on the work being performed e.g. hearing protection for high noise areas such as on vessels or around refrigeration containers, safety glasses, or hearing protection.

Each PCBU is responsible for ensuring their workers have information to identify and use the required PPE, and that workers have the necessary training and knowledge to supports its proper use.

All individuals must wear and use specific PPE as intended and where required. Failure to do so will be considered a breach of this CUSP and CentrePort Health and Safety Policy.

17. RESTRICTED AND PROHIBITED ITEMS AND ACTIVITIES

The following activities and items are strictly forbidden on port:



No smoking or vaping outside of designated vaping and smoking zones.



The use of mobile or handheld devices while driving or operating mobile plant and for non-work-purposes is strictly forbidden.



The use of ladders (non-platform ladders) e.g. A-frames, extension, and fixed rung ladders is forbidden.



Pedestrian foot movement outside of your immediate work area. A port security Shuttle is available to help move people across port (0800 STOP 88).



The possession of weapons and explosives is strictly prohibited.



The possession or consumption of drugs and or alcohol (incl. paraphernalia, for sale, and or consumption).



DO NOT stand under suspended loads and or containers.



Abusive or threatening behaviour, intimidation, or harassment will not be tolerated at CentrePort.



Fishing off the wharf on CentrePort land is strictly prohibited.



The display of gang patches, t-shirts, jackets, bandannas, or logos etc. bearing gang insignia and slogans, inside the security area is strictly forbidden.



Interference with safety systems and devices fitted to plant, equipment, facilities, or PPE etc.



Theft of company or personal property **<u>is a criminal offence</u>** and breach of code of conduct.

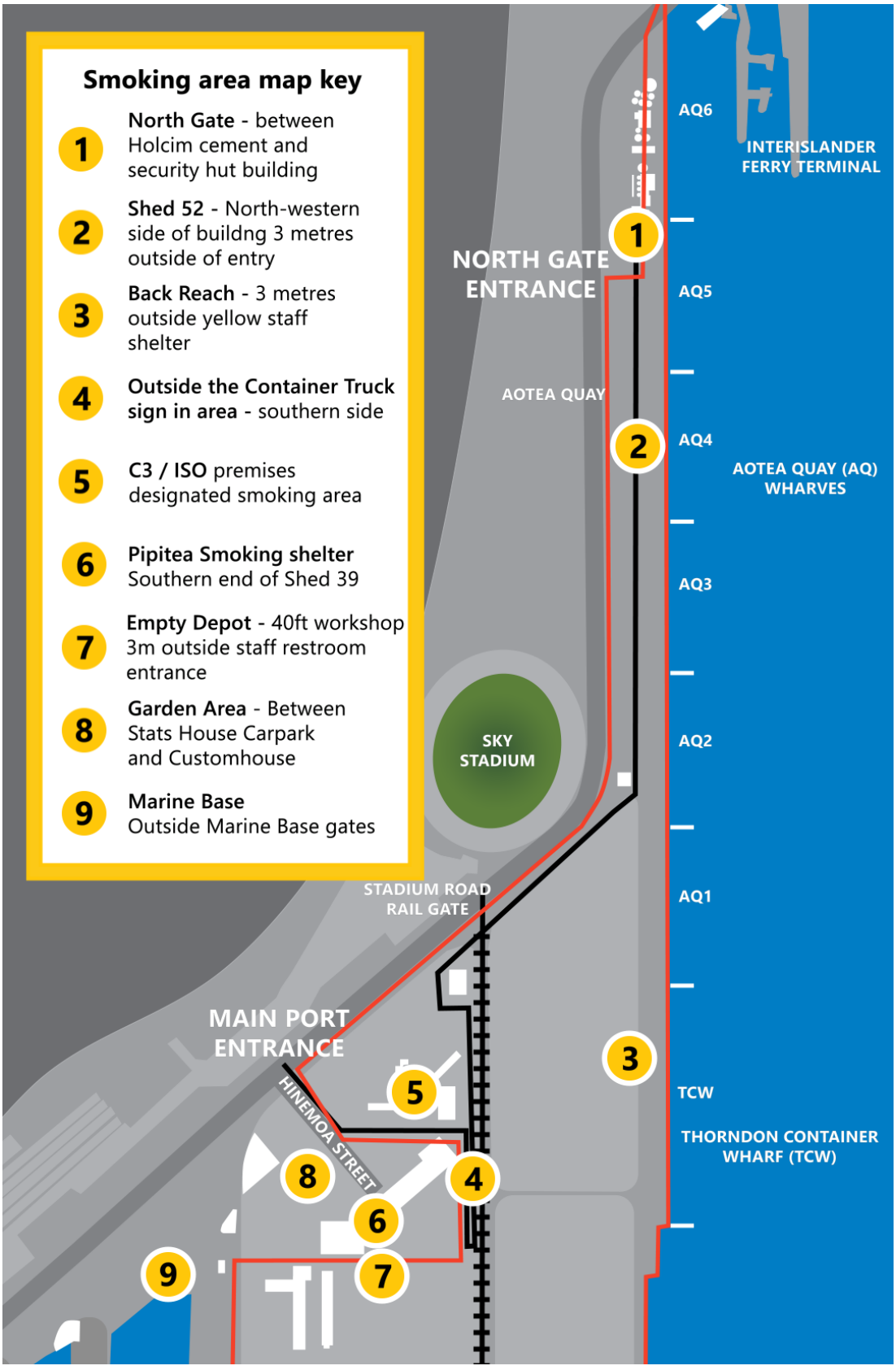
Any allegations will be treated seriously and, pending investigation, may result in you being permanently barred from the port, or other disciplinary actions including referral to enforcement agencies if deemed appropriate.

18. PRESCRIPTION MEDICATIONS

Over the Counter (**O.T.C**) and prescribed medications including herbal remedies have the potential to impair a person's safe work performance and health. Workers are expected to discuss their work and potential side effects with the provider (e.g. Doctor or Pharmacist) and ensure it is safe to work while on these medications. The misuse, illegal sale, or distribution of O.T.C's and or prescribed medications will be treated as a breach of the CentrePort Drug and Alcohol Policy.

19. SMOKING and VAPING ZONES

Designated Smoking and Vaping zones have been established on Port for your use, please help us keep the port safe and tidy for everyone by using these.



20. CONDUCTING WORK on PORT

Planned and emergency works at CentrePort will be performed under different risk assessment controls; these are:

- Standard Operating Procedures (SOPs)
- Safe Work Method Statements (SWMS)
- JSA / Take 5 - **Emergency Works ONLY**
- Permit Controlled Activities

For purposes of clarity:

(i) **Planned works is defined as:** These are work activities that form part of programmed or schedule maintenance, or activities of a non-urgent nature. Examples include but are not limited to non-urgent wet dock works, construction work, or facilities and exterior maintenance i.e. wind cleaning etc.

(ii) **Emergency works is defined as:** urgent works are works that if not immediately undertaken pose significant risk of harm to the health and wellbeing of workers, damage to the environment, property, or plant and equipment, or pose harm to business operations resulting in more than minor disruption. Examples include but are not limited to power outage, blocked sewage pipes, roof leaks affecting critical assets, spills to water ways etc.

Please note: Emergency works will be assessed on a case-by-case basis by CentrePort, and where CentrePort does not consider this meets the threshold for emergency works it will be treated as planned or schedule works.

a. PCBU Accreditation

Any PCBU engaged by CentrePort for work on CentrePort land or operations is required to be accredited. This means your company has been reviewed and checked by our H&S Team and that you hold the necessary insurance liabilities certificates, H&S and Environmental management systems.

All accredited contractor PCBU's are subject to the Centreport two yearly annual audit review which is aimed at ensuring CentrePort has a clear understanding of the maturity of the culture of the PCBU, and risks associated with using them on port.

Non-accredited contractors are not permitted to be engaged on port by CentrePort workers. If you are interested in becoming an accredited contractor, please talk to your CentrePort point of contact. Once you have support to become an accredited contractor you must complete the online form and submit supporting documentation for review to the CentrePort Health and Safety Team (healthandsafety@centreport.co.nz).

b. Standard Operating Procedures (SOPs)

These are procedures established for regularly performed tasks with known risks that can be clearly defined. SOPs govern works that are performed by CentrePort staff (Employees) and have been fully risk assessed with standard controls that are verified as being in place and meet legal requirements. In some cases, CentrePort may approve a Contractor PCBU's SOP for regular works that have clearly defined risks and controls which have been verified.

c. Safe Work Method Statements (SWMS)

All contractors performing planned works on port are required to submit a SWMS to the CentrePort Health and Safety Team and person in charge of the works from CentrePort. SWMS must be reviewed at least 72 hours (three working days) prior to the planned start date, or 96 hours prior (four working days) if involving a lift (e.g. crane, EWP, boom lift etc.)

All SWMS must be submitted to swmsp2w@centreport.co.nz.
Once received it will be assigned to a Health and Safety Advisor for review who will contact you to discuss any changes

required. Once the review is complete, the assigned Advisor will notify you and your CentrePort point of Contact person of no further amendments required. You must then liaise with the appropriate person at CentrePort to commission (start) the job.

NOTE: *A delayed response from a CentrePort person or contact does **not** mean you have been given consent to start the job.*

When submitting your SWMS be sure to include the person coordinating your programme of work in the email.

d. JSA / Take 5 - Emergency Works Only

Where emergency works are required, the PCBU performing the work is required to perform either a **Job Safety Assessment (JSA)** or **Take 5 risk assessment** and establish the controls needed to prevent harm from occurring. Emergency jobs are considered as works involving a need to restore essential services or manage any emergency repairs e.g. burst water mains, indoor utility failures, power outages, network loss, spills etc.

IMPORTANT NOTE: Where hazardous work is required as part of the controls e.g. confined space entry, hot works, working at heights etc. you are required to obtain the necessary permits – **no exceptions!**

JSA and Take-5s will be checked by the CentrePort employee coordinating the emergency works and or a member of the Health and Safety team.



You will still be required to show evidence of competency for specific tasks and activities and have permits issued by the Health and Safety team, or Assets team in the case of crane lifts.

21. Permit Controlled Works

Specific tasks and activities have been identified as presenting a high risk of harm and as such these are permit-controlled works only. This means you must:

- Demonstrate you have the current certifications to perform this type of work to CentrePort's satisfaction and legal requirements.
- Obtain a written permit from CentrePort (issued on-site only) by an authorised permit issuer – all permits are issued by a member of the Health and Safety team, excluding crane / lift permits which are issued by the Assets team.
- Show that the equipment you are using is current (certification) and in good condition, and
- You have taken the necessary steps to ensure your work is safe for you and others in your area, and the environment.

In some cases, you may need permits from multiple parties - it is your responsibility to obtain these permits.

Permit controlled activities at CentrePort include:

- Excavation works – any works involving ground penetration deeper than 200mm.
- Working At Heights e.g. rooftop access, abseiling, scaffolding etc.
- Hot Works – any works generating a spark or source of ignition
- Remote Piloted Aerial Systems (Unmanned aircraft / drones)
- MEWPS (Mobile Elevated Work Platforms) e.g. scissor, boom, cherry etc.
- Confined spaces works – as per the ASNZS confined spaces definition
- Crane lift / suspended load operations – **Obtained from the Assets Team**

Work Boat and commercial water activities e.g. diving or swimming are coordinated by the vessel skipper with Beacon Hill, noting this must be communicated to the marine Planner and relevant business unit liaison at CentrePort

All onboard vessel hot works require a permit to be obtained from the GRWC Harbour Master and are the responsibility of the vessels / ships master to organise and must be notified to the Marine Planner prior to commencing works. Noting you may also be required to submit a SWMS as part of the planned works.

You must obtain permission from the Harbour Master when working within 200 metres of a moored vessel and following all relevant by-laws.

It is your responsibility to be aware of these laws and their requirements.

IMPORTANT NOTE: All Water Based Activities within 50-25 metres or less of a berthed vessel or wharf structure operated by CentrePort must have a work plan (SWMS) submitted to CentrePort at least 72 hours (3 full working days) prior to the commenced start date – refer section 15.2 of this CUSP.

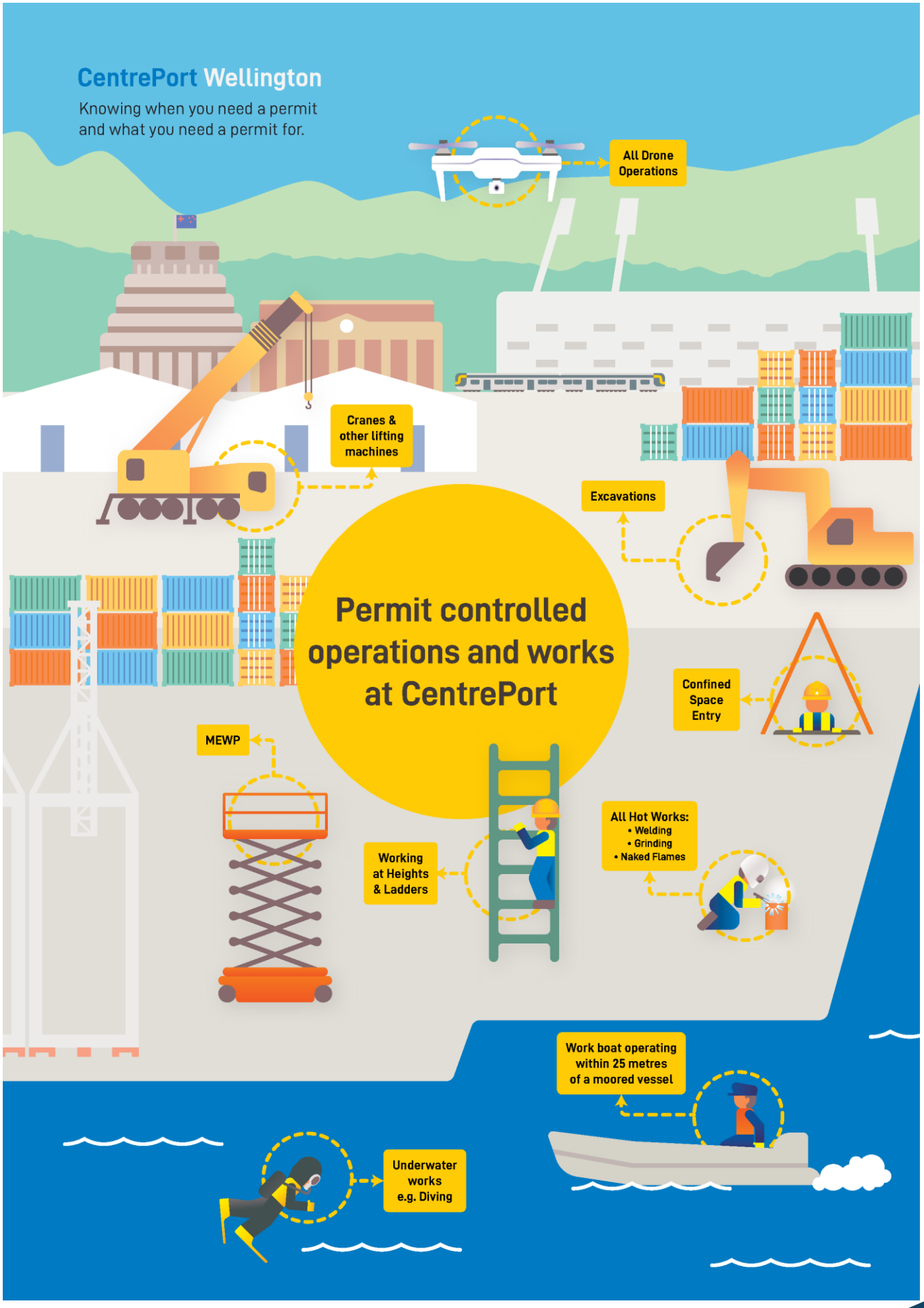
Permits will only be issued in person onsite, on the day of work commencing - **DO NOT** request emailed permits or to receive permits through third parties. **Permits are only valid seven days from the date of issue.**

Please note: ***Permits requested on weekends for non-urgent*** work by third party PCBU's not linked to CentrePort controlled work activities ***will incur a permit issuing and SWMS processing fee.*** You are advised to refer to the CentrePort tariffs published on the CentrePort webpage.

Tariffs — CentrePort Wellington

NOTE: CentrePort may it is own discretion implement a permit control for any water-based activity within 50-25 metres or less of berthed vessels and port owned structures, this includes:

- Diving
- Commercial swimming
- Work boats
- Submersible drones



CentrePort Wellington

22. WET-DOCK Works

a. How to request permission to perform wet dock works:

All requests to undertake wet-dock works must be submitted to the CentrePort Marine Planner or CentrePort Business Unit Contact several days prior to the vessel's arrival and must be arranged as part of the Berth Booking Request with at least 96 hours prior notice. This will allow sufficient time for CentrePort to review the proposed activities and determine whether they can be safely accommodated.

Activities involving CentrePort facilities or the wharf

All requests involving the use of CentrePort facilities or wharves, or activities undertaken on, from, or over a wharf, are subject to prior approval by CentrePort.

As part of the approval process, CentrePort will review the proposed activities and consider:

- the hazards and risks associated with the proposed work;
- the proposed controls and safe work arrangements;
- whether the activities may affect CentrePort operations or other persons on port; and
- whether the activities can be safely accommodated within the CentrePort operating environment.

CentrePort may require additional controls, documentation, permits or other conditions to be satisfied before approval is provided.

Where wet-dock activities are approved and involve work on, from, or over the wharf structure or CentrePort facilities, **charges may apply for the review of the Safe Work Method Statement** (SWMS) and for any permits issued by CentrePort.

For current charges, please refer to the CentrePort Fees and Tariffs available on the CentrePort website.

b. Activities undertaken solely onboard the vessel

Activities undertaken solely onboard the vessel, and which do not involve work on, from, or over the wharf or the use of CentrePort facilities, remain under the operational control of the Ship's Master and/or Wellington Harbour Master, as applicable.

However, all such **activities must still be notified to the CentrePort Marine Planner** prior to commencement. Where contractors or other PCBUs are engaged to undertake work onboard the vessel, arrangements must also be made for their safe access to and from the vessel, including escort arrangements where required by CentrePort.

c. Hot works

Any hot works undertaken onboard a vessel while it is in port **must comply** with the applicable requirements of the Wellington Harbour Master and **Greater Wellington Regional Council** bylaws.

The Ship's Master is responsible for obtaining any required Hot Works Permit directly from the Wellington Harbour Master and for ensuring that the required controls are implemented onboard the vessel.

d. Responsibility for onboard vessel activities

Unless otherwise agreed or where CentrePort-controlled facilities, operations or personnel are involved, the Ship's Master is responsible for the control of work undertaken solely onboard the vessel.

CentrePort does not assume responsibility for the management of onboard vessel activities that are outside its operational control. However, all persons accessing CentrePort-controlled areas remain subject to the CentrePort Common User Safety Protocols (CUSP) and any applicable CentrePort access, security and safety requirements.

23. Minimum of Competency Requirements

In addition to having completed a CentrePort induction, any PCBU planning to undertake work on port land must hold the relevant current competencies as specified under New Zealand legislation, regulations and Approved Codes of Practice.

Persons who do not hold the relevant current competencies will be refused permission to undertake work on port premises.

Relevant competencies and their currency will be reviewed as part of the Safe Work Method Statement (SWMS), risk assessment submission and job planning process by the CentrePort Health and Safety team.

It is the **responsibility of the individual PCBU and worker** to identify the competencies required for the work and ensure that those competencies are current and maintained in accordance with applicable standards and requirements. **CentrePort does not assume responsibility** for maintaining the currency of competencies, nor for any delays to planned works arising from competencies that are not current or do not meet the applicable standards and requirements.

24. USE of HIAB and Cranes on Port

Any adding of load to CentrePort wharves and structures e.g. by mobile crane, MEWP, HIAB etc. requires an engineering review of the ability of that area to sustain safely the loading proposed.

You will need to obtain a lift permit when using any lifting device on the wharf forward of the seawalls and request this at least 96 hours (4 working days) prior to the planned activity commencing.

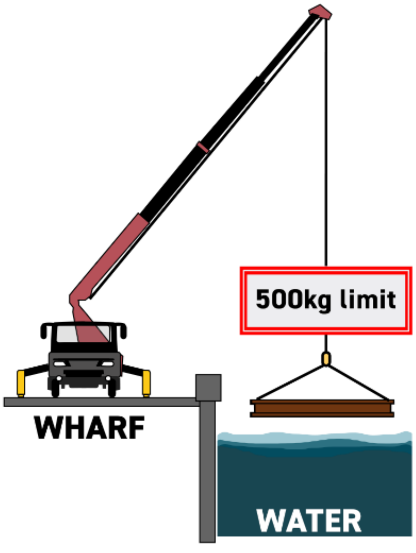
You are required to:

- Comply with all conditions of a lift permit, the submitted lift plan, and SWMS.
- Ensure your work area is clearly isolated.
- You have established defined drop/exclusion zones.
- Check all lifting equipment is current and in safe condition prior to conducting a lift.

a. HIAB LOAD LIMITS when LIFTING from WHARF-SIDE

HIABs (truck mounted cranes – e.g. articulated lifting arms and pelfingers) performing lifts over the wharf edge from the **wharf side to the seaward side are limited to 500kg (maximum).**

NOTE: This is to prevent the potential risk of a tip over from occurring during a lift.



25. Wharf Access Requirements

IMPORTANT NOTE: Seaview and Burnham Wharf areas have additional restrictions in place including application of loading, vehicle access, and whether vessels e.g. tankers are berthed.

Port users must obtain a Wharf access permit from the CentrePort Ferries and Bulk team, in line with the CUSP requirements for SWMS, and permits requests. All requests must be submitted at least 3 working days' notice.

26. PERFORMING GROUND EXCAVATIONS on PORT

Underground utilities, services, and assets pose a significant risk of injury and service disruption to the port if damaged during excavation. **To limit this risk the following protocols must be followed (no exceptions**) **when performing excavation work** (more than milling and paving) on CentrePort land.



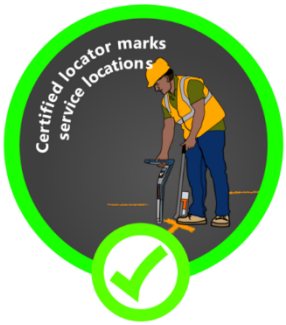
Safe Work Method Statement (SWMS)

A SWMS must be submitted and reviewed at least 72 hours (three working days) prior to the planned start day.



Obtain full copies of service plans

Obtain service plans from **0800 B4U DIG** and CentrePort internal service plans from the Infrastructure Team



Mark out service locations

All services and utilities must be marked out by a registered and approved asset service locator - this will be arranged by CentrePort.

You are expected to familiarise yourself with the service symbols and their importance.

Service	Symbols
Power	E, e, HV, LV, Loop, D (Duct)
Gas	G, HP, LP
Water	W, H2O, V (Valve)
Sewer	SS
Stormwater	SW
Telecommunications	T, Telco, FX, FO, Loop, D (Duct)



Ground conditions assessment report

An Excavation Management Plan or Ground condition assessment report will be provided by CentrePort to the PCBU performing the excavations work – this is to manage the risk of potentially contaminated soils and what must be done to protect you, other workers, and the environment from exposure to these risks.



Permit to Excavate

A Permit to Excavate is required before commencement of work.



Follow WorkSafe Excavation Guidelines for Safe Dig Practices

Pothole, confirm then excavate. If in doubt, or you have discovered unidentified services

STOP and NOTIFY

Never assume services are redundant or abandoned.

CentrePort Wellington

27. LINES

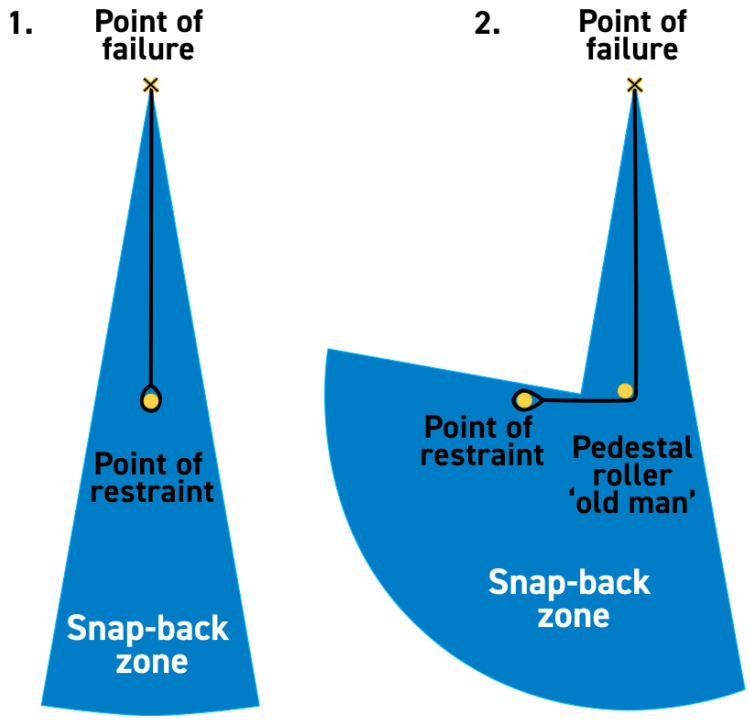
Shipping lines present a significant risk to workers during mooring (berthing), working around moored, and discharging of vessels.

PCBU's engaged in the stevedoring of vessels are expected to:

- Ensure their workers are competent and knowledgeable in the safe management of lines and the risks.
- Maintain safe lines work procedures.

CentrePort may from time to time and at its own discretion, audit PCBU stevedoring activities to ensure these remain in line with **the A.C.o.P (Approved Code of Practice) for Stevedoring [MNZ, 2023]** and CentrePort's expectations.

When ships lines are under tension, no persons or vehicles may enter the snap back zones (as shown below)

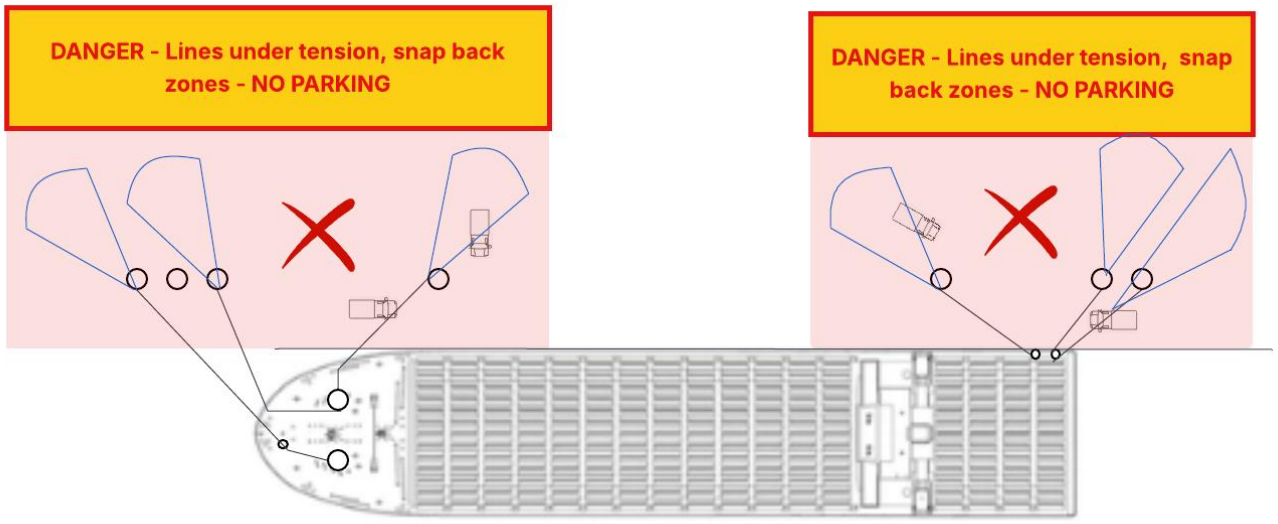


If the line can travel back in a straight line then it will,striking anything or anybody in it's path.

If the taut line is led around a lead then it has the potential to whip around in a bigger arc, as illustrated in the second diagram.

IMPORTANT NOTE: Non-essential persons who are not directly involved in the lines work, are expected to stay well clear of lines activities. Do not place vehicles (park) within snap back zones or under secured mooring lines. DO NOT park vehicles under lines or within potential snap back zones.

If you require access to these areas, you must liaise with your CentrePort contact and the relevant Ship's Master through your contact.



a. SNAGGED LINES and LINES TOOLS

As with any operation involving lines along the wharf's edge, there is a risk of snagged lines. In the event this occurs, you are expected to release and recast the line (heaving line). **DO NOT under any situation attempt to use tools**, timber, or limbs (hands and legs) to free the line – this type of activity poses a serious risk of injury.

IMPORTANT NOTE: If a line has become snagged and cannot be freed from the wharf structure, the Pilot, Marine Lines Supervisor, and Ships Master will decide on whether the line should be severed and how this will be performed. The use of snagged lines tools is strictly forbidden.

b. Header Lines / Casting line safety

Advisory notice to shipping lines and agents – CentrePort acknowledges the use of weights on header lines in casting mooring lines from the vessel to the shore, during berthing of vessels, is essential to the effective casting of header lines to enable mooring lines to be received by lines crews. However, **objects that may cause serious harm to CentrePort's lines crew members e.g. metal and timber etc. must not be used.**

Examples of safe and unsafe header line casting weights are shown below:

Acceptable Header Line Weights	Unsafe Header Line Weights	
 		
Rope or Sandbag weight	**Metal weighted ends**	**weights woven into the rope**

IMPORTANT NOTE: Where unsafe header line throwing weights are observed to be used, CentrePort reserve the right to remove these for destruction, or request the Ships Master to have these removed.

28. BOLLARDS

Bollards at CentrePort are colour coded as per below to identify whether they are safe to use or to indicate the location of an emergency person in water ladder.



Painted Yellow -
Bollard is deemed safe to use within the specified Safe Working Limits



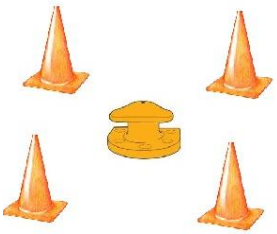
Painted Yellow with a **Blue band** -
Bollard is deemed safe to use within the SWL - Blue indicates the presence of a person in water rescue ladder along the wharf.



Painted Red – **DO NOT USE!**
Bollard is deemed' out of service' and must not be used



Red bagged – DO NOT USE!
Bollard is deemed 'out of service' and must not be used



Bollard is yellow but coned off, fenced or barriered
This denotes the bollard is being repaired or painted and must not be used. Barriers in this state must be fully coned and barriered or fenced off with signage stating, '**DO NOT USE'!**

29. SUSPENDED LOADS

a. Container Terminal

Suspended loads are a significant danger, whether working on land in the container terminal area, loading containers to trucks, onboard vessels along the back reach and in the Log Gantry area.

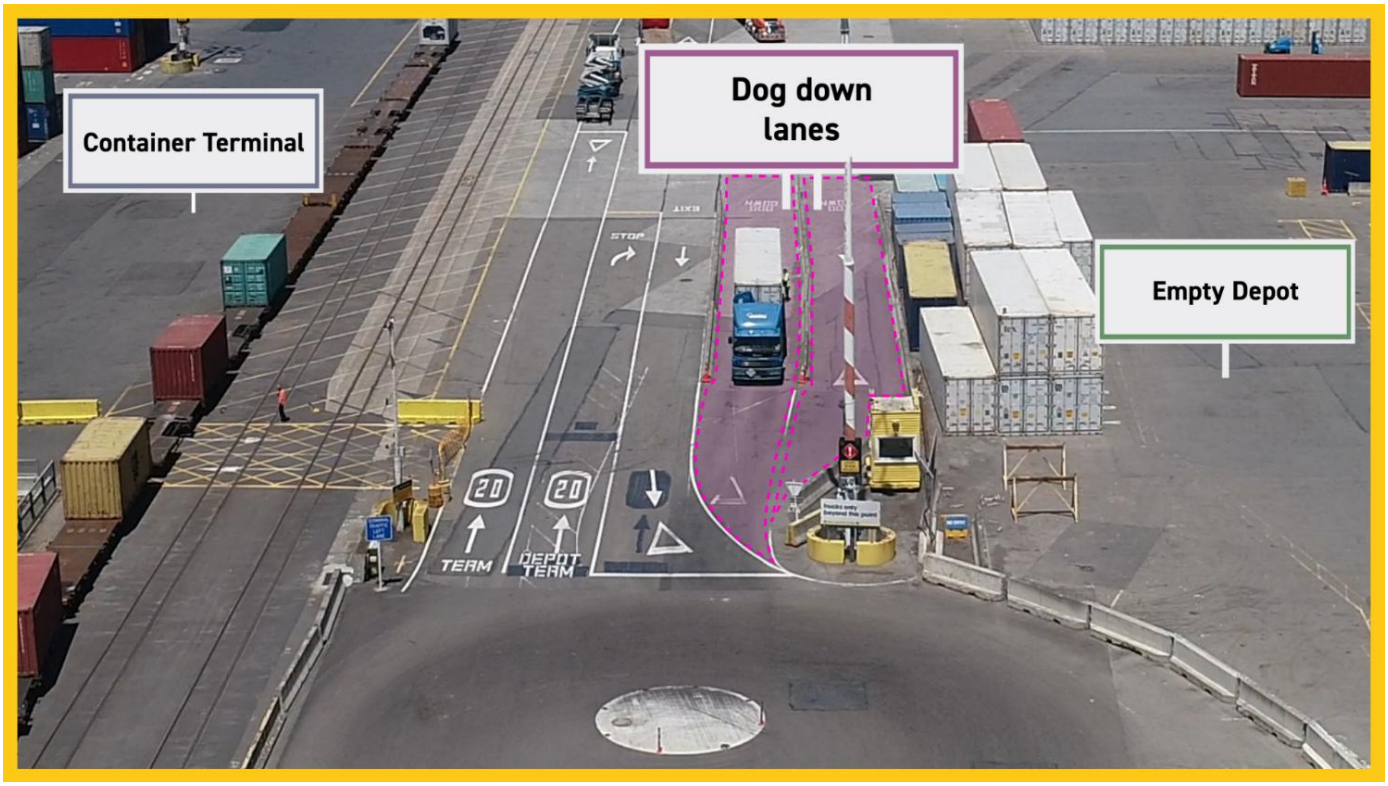
Placing yourself directly under suspended loads e.g. containers or logging trailers being hoisted, is strictly forbidden.







IMPORTANT NOTE: All container truck drivers <u>MUST stay their vehicle at all times</u> in the container terminal area. Dogging down can ONLY be performed in the Dog Down lanes.



b. Log Gantry Area

Log Truck Drivers must stand well clear during a trailer lift in the appointed area as instructed by the Gantry Operator.



Only the authorised CentrePort worker is permitted to conduct a trailer lift and operate the Gantry Crane – **no exceptions.**

All **lifting chains** must be in **good condition** and **hold a current certification** that belongs to the chains and vehicle. Chains not meeting this requirement will be refused lifting – **no exceptions**.

You are required to wear a hard hat in this area in addition to the minimum PPE for port entry (refer section 13 of this CUSP).

Any breach of these safety requirements will be deemed a serious breach of CentrePort rules. Third party persons breaching these safety requirements may be subject to removal and or barring from port. Repeat offences may result in permanent barring from the port.

IMPORTANT NOTE: Only authorised CentrePort employees are permitted to operate the gantry cranes.

No-one is permitted to climb onto the back of the vehicles – no exceptions.

30. EMERGENCY MANAGEMENT RESPONSE AND REPORTING

All port users are required to have emergency management procedures and plans in place supported by the necessary equipment and training. CentrePort maintains governing emergency management plans for the port.

You can request further information on these by contacting healthandsafety@centreport.co.nz

In the event of an emergency requiring assistance, you should contact **Port Security 0800 STOP 88** or **channel 6** on the VHF port radio. Port Security will liaise directly with 111 services and can assist on site, plus escort emergency services to your location.

Should an incident occur you are expected to report the incident, no matter how minor. bsafe QR codes (see left) are posted around the port for scanning and reporting of incidents on port worksites or you can report using the CentrePort webpage link under the Health and Safety section.

This includes:

- Hazards or unsafe work situations
- Incidents of harm including injury, illness, damage, environmental incidents, or complaints.

Report a bsafe – CentrePort.co.nz

Each PCBU is responsible for investigating incidents involving their own operations and people.

First Aid kits are available in all Port vehicles and buildings, with AED's (Automatic Emergency Defibrillators) located across the port:

- Shed 39
- Port Security Centre
- North Gate Security Hutt
- Shed 39 Riggers Loft Gym
- Port Security Shuttle van
- Port Tugs and Pilot Boats

a. NOTIFIABLE EVENTS / INCIDENTS

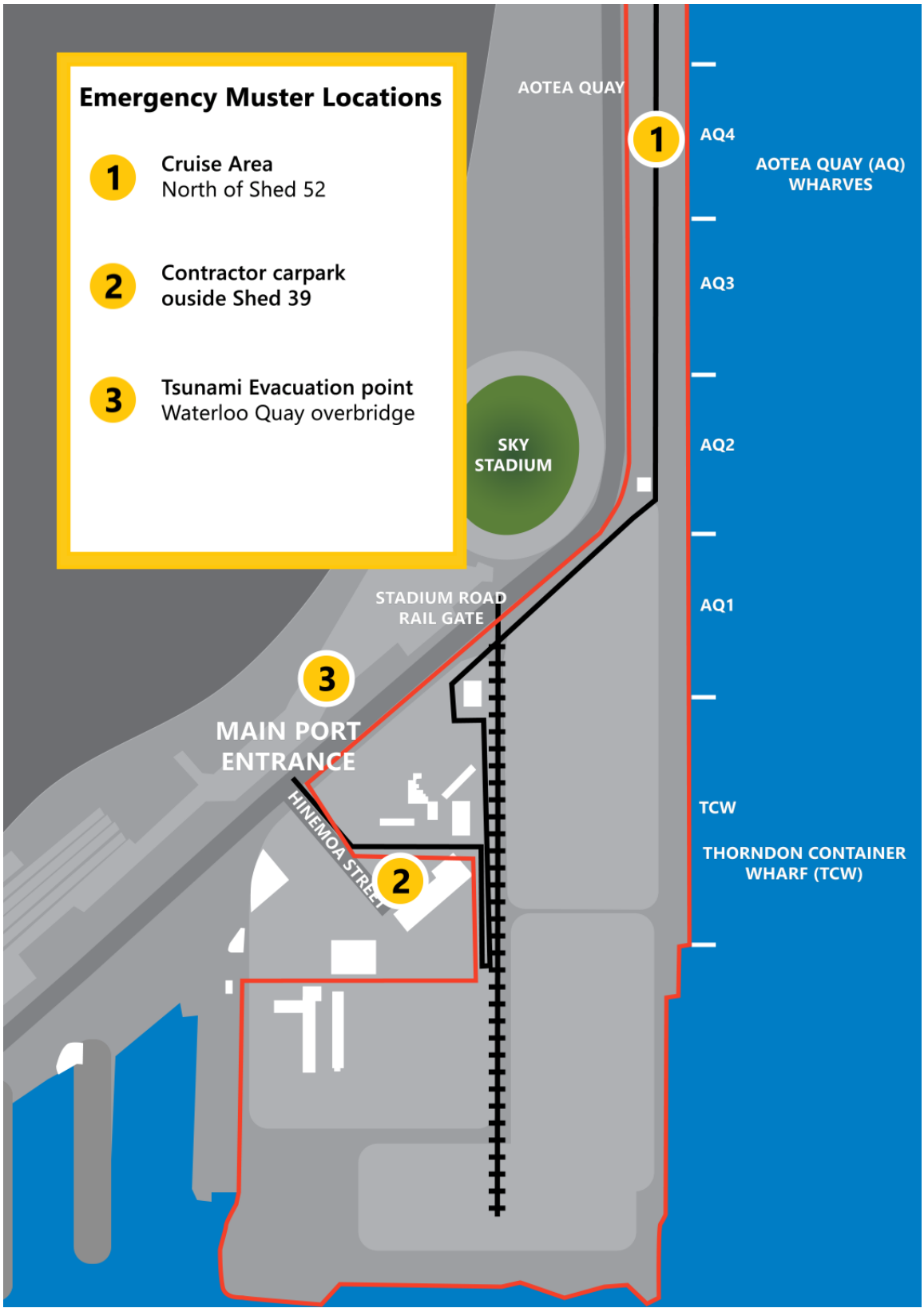
Each PCBU is responsible for notifying WorkSafe NZ or Maritime New Zealand under the Health and Safety at Work Act 2015 if an incident or event occurs. **There is a requirement to also notify CentrePort in these events.**

All events will be entered into the CentrePort Health and Safety Management System and will be lodged as a bsafe report.

Failure to notify or report an incident or event will be considered a breach of the CUSP.

b. EVACUATION AND ASSEMBLY POINTS

In the event of a site evacuation or tsunami you will be instructed to move to the designated assembly points.



31. HAZARDOUS SUBSTANCES and DANGEROUS GOODS (DGs)

All DGs or hazardous substances must be clearly labelled and compliant with the Transport of Dangerous Goods Rules, Maritime Shipping Rules, and Hazardous Substances Regulations.

DGs and Hazardous Substances are only permitted for use on port as per submitted SWMS (Safe Work Method Statements) that have been reviewed by CentrePort.

IMPORTANT NOTE(s) and REMINDER(s):

(i) All DGs being transported through port are not permitted to be on port for longer than 72 hours (no exceptions).

(ii) Class 1 (Explosives) and Class 7 (Radioactive) substances are limited to 30 minutes on port (maximum) and have set exclusion zones and limits on transfer times in place as part of their transfer. **The transfer materials of these classes are by special arrangement ONLY!** please contact CentrePort should you wish to transport these items through the port.



Class 1 DGs by special arrangement ONLY

(iii) Importers and Exporters of any DG's are required to make alternative arrangements if they require longer storage periods than the port can provide.

(iv) It is the legal duty of any person bringing DGs or Hazardous Substances onto Port to advise CentrePort of this prior to its arrival and ensure they are compliant with regulatory requirements.



Class 7 DGs by special arrangement ONLY

a. **Spill Response**

In the event of a DGs or other spill, CentrePort maintains a Mobile Emergency Spill Response Unit for liquid and solid spills. **In the event of a spill contact Port Security.**

0800 STOP 88

All PCBU's working on port are required to maintain their own spill response procedures and equipment.

32. ENVIRONMENTAL CONTROLS AND PROTECTION

CentrePort maintains and protects an environment that is as diverse as the operations we perform, with many of our areas being home to protected species. You are expected, as are all PCBU's, to ensure your work does not negatively affect the environment or wider community near CentrePort.

Workers and PCBUs must ensure they:

- Prevent the discharge of waste or contaminants into the environment e.g. sediment, oils, chemicals, through good spill control practices (storm water protection and spill kits.
- DO NOT disturb animal life such as penguins, seagulls, or seals (please contact CentrePort if you require assistance in this area).
- Minimise the noise generated to reduce the impact to the community.
- Suppress any dust generated by your work.

a. Kaitiaki - Guardianship of the Environment

Simple steps to protect our environment include cleaning up the work site, preventing sediment run off or spills, and maintaining good housekeeping. CentrePort expects this of every person and PCBU on port and reviews work sites to ensure this is being performed.

b. HERITAGE SITES

CentrePort has several listed heritage sites:

- Glasgow Wharf
- InterIsland Wharf
- Maritime House

These are subject to strict legal requirements for any work performed. All work is controlled by consent through the CentrePort project manager for these areas.

Should you have any queries regarding these structures, or proposed works, please contact CentrePort.

33. BIOSECURITY

Biosecurity plays an important part in protecting New Zealand's precious ecosystems and environments from invasive pests (plants, insects, and animals) on land and sea.

CentrePort is a PORT OF FIRST ARRIVAL under the Biosecurity Act. If you observe a potential biosecurity risk, you must report it immediately.

MPI HOTLINE 0800 80 99 66

Importing or exporting insects, animals, or plants requires permits issued by MPI (Ministry for Primary Industries) or Customs.

34. CONTAMINATED SOILS

Due to the age of the port and its history, there are contaminated soil risks of varying degrees. This includes chemicals, waste, building materials, and other materials, including volatile organic compounds and asbestos. These materials are quite safe if they remain undisturbed.

In line with legal requirements, CentrePort maintains a Contaminated Soil (Earthworks) Management Plan (CEMP) which outlines the different risks in each area of the port and the required controls. **The PCBU undertaking any civil works MUST manage any soil disturbance (earthworks) and is required to comply with the CEMP**. More information is available from CentrePort.

