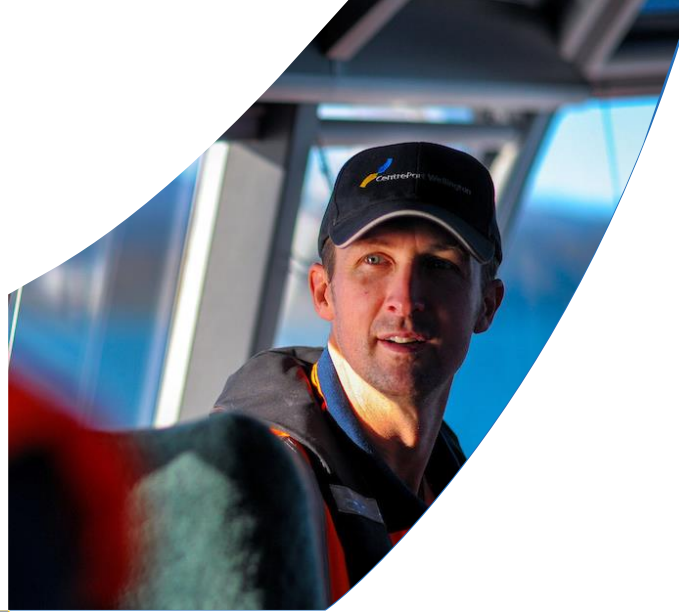
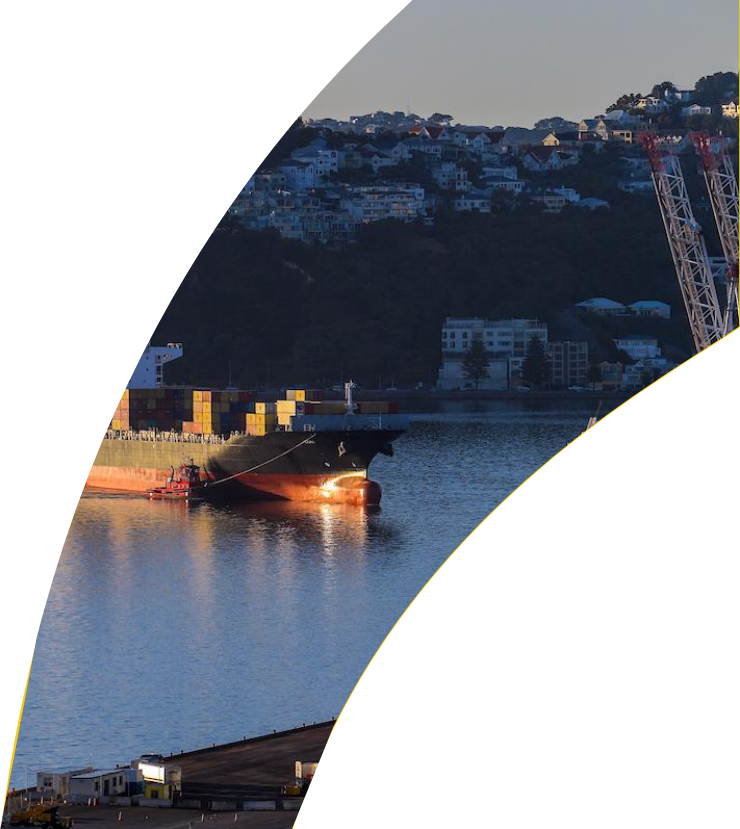


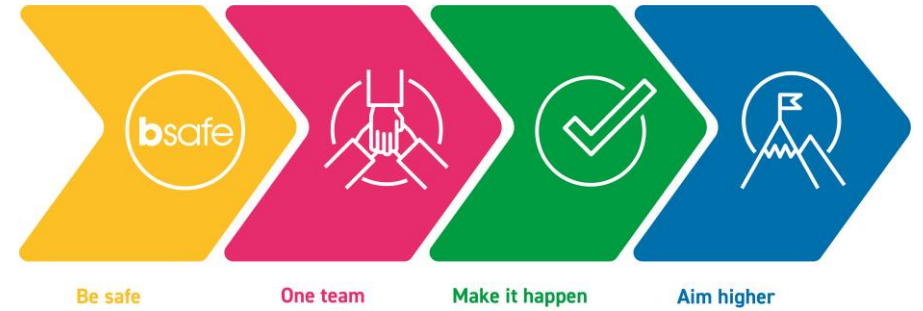


CentrePort Induction

For everyone who works at or visits CentrePort

*At the heart of New Zealand's freight
& transport system*





How to complete the induction process

There are three parts to the induction

1. This learning section
2. The quiz – you must answer all questions correctly to proceed
3. ID Card application

What to expect after you complete Induction

Your application will only be processed after you have:

- Completed this induction and passed the quiz.
 - Completed the CentrePort ID Card application AND supplied a suitable photograph of yourself for the ID Card, **and**
-

We'll contact you if there are any issues with your application.

Once your application has been accepted and processed you will receive an email from us advising that you can pickup your new ID card CentrePort.

Applications are normally processed within 5 working days.

Please bring photo ID with you when you pick it up, for example your drivers licence, passport or a previous CentrePort ID card.

Our Values



Be safe

We always take personal responsibility.

We live safety 24/7 looking after ourselves, our mates, port users, and our whānau and family.



One team

We work together to achieve our shared goals.

We celebrate success, have fun and play our part to create a great place to work.

We're always straight up; operating with trust, integrity and respect.



Aim higher

We're bold, ambitious and extremely competitive.

We think ahead and always look for ways to get better at everything we do.

We pride ourselves on continually creating more value for our customers, shareholders and community.



Make it happen

We always deliver on our promises.

We have a 'can do' attitude and always find ways to overcome challenges and get things done.

Our Commitment

Welcome to CentrePort. We all work safe at the Port, adhere to common user safety protocols, and look after each other regardless of who employs us.

Ensure you maintain approved standard operating procedures (**SOP**) or safe work method statements (**SWMS**) when doing your work. These must be reviewed and approved by the CentrePort Health and Safety Team prior to work commencing.

We value your contribution and we ask that you respect our rules of work.

bSafe – WORK SAFE - Home Safe



Covid-19 precautions

Reminder for Everyone

If you feel unwell and have:

- Headache
- Sore Throat
- Cough
- Temperature over 38 degrees

STAY HOME TO PREVENT THE SPREAD.

Reminder for Visitors to Port

- All visitors must sign in & out of reception
- All visitors must be met at Shed 39 main foyer
- All vehicles entering Port area should sign-in at the kiosk near the weighbridge
- Follow CentrePort's Authority to Access (AtA) Process

Mask Requirements at Alert Level 2, 3 & 4

- When exiting your vehicle to interact with others or work within 2 meters of others.
- When more than one person in the same vehicle. -
- We would ask that you wear appropriate respiratory protection. **Please dispose of masks in the provided waste bins.**



**Stay home
if you are sick**



**Keep a 1-metre
distance from others**



**Wash & dry or
sanitise your hands**



**Cough or sneeze
into your elbow**

Zero harm

Our strategy for safety is based on **ZERO HARM**, we believe we can work in all aspects of our business without injury.

We believe in:

- Coming to work safely
- Working safely
- Going home safely

To achieve this, we all have our part to play.



SHARED WORK AREAS

SHARED RESPONSIBILITY

Our work environment has many potential risks.

YOU are responsible for your work site and ensuring the safety of others.

ALWAYS CONSIDER:

- Shared work environments.
- Who may be impacted by your tasks.
- Who could enter your work area.

Communicate and maintain operational safety
at all times.



OPERATIONAL AREAS

These are access points controlled either by security guard(s) or gate(s).

The main Port operational access points are:

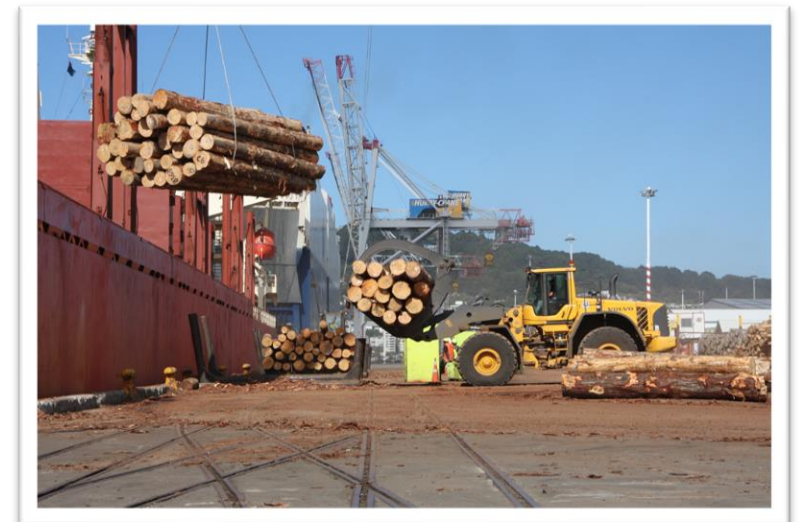
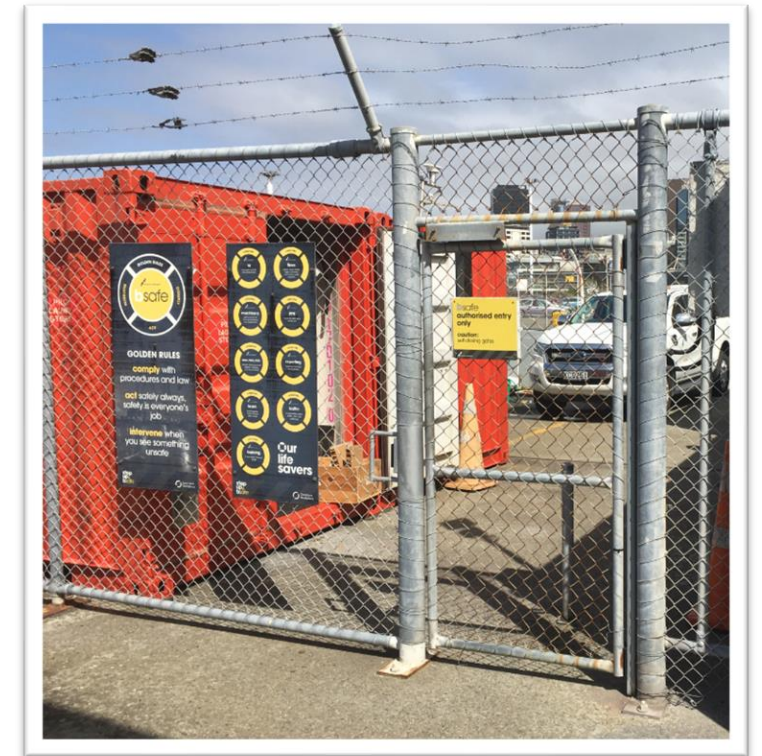
- **Main Port** - access via Hinemoa Street entry to Security Hutt.
- **North Gate** – via Interislander/Cement Silos.

RESTRICTED AREAS

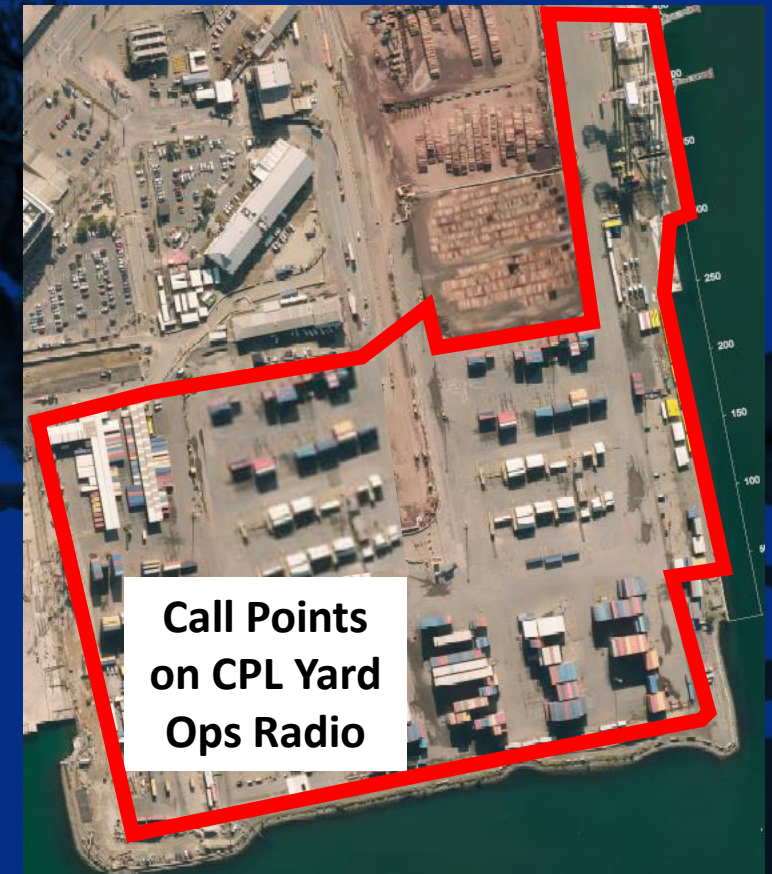
These are identified high-risk locations or where high-level hazards exist.

These are areas such as:

- Log yards
- Container depot
- Cruise activity
- Isolated break bulk activities



Logs and Container Restricted Areas



Security

CentrePort operates as:

1. A Restricted Access Operation under the Maritime Security Act 2004.
2. A Designated Customs and Excise Controlled Area under the Customs and Excise Act 2018.

In conjunction with Maritime New Zealand and Customs NZ to access operational areas visitors/vehicles MUST:

- **Complete the CentrePort Health and Safety Induction.**
- **Always carry and present a current CentrePort authorised and issued ID card.**
- **Display company logos on vehicles (minimum on driver door).**
- **Always display roof flashing or hazard lights when driving in operational areas.**

Note: Temporary vehicle IDs can be arranged in advance with Security.

NO ACCESS CARD, NO ENTRY, NO EXCEPTIONS



Security continued

When in operational areas we want you to be VIGILANT, if you identify any SUSPICIOUS behaviour or activity please report immediately to either the **Security Control Room** or call **0800 STOP 88 (0800 7867 88)**.

We also operate CCTV 24/7 365 days a year. Cameras are located across the business in various areas.

NZ Police will investigate cases on Port if necessary.



Security continued

NO – No children and/or animals are to access these areas.

NO – Firearms and/or explosives are permitted.

SMOKING IS PROHIBITED - Unless in designated area as defined by signage.

NO – Fishing is permitted from wharves.

DRUGS AND/OR ALCOHOL - Are not permitted to enter Port or persons to be under the influence of.



bSAFE – Golden Rules

Our **Golden Rules** are promoted throughout the Port as a reminder to bSAFE.

COMPLY with:

- **THE LAW** – Do what you should do, don't do things you shouldn't and keep yourself and others safe always.
- **PROCEDURES** – Abide and follow your employers own safe work practices.

ACT

- Always act safely, be aware of spatial awareness, watch out for others close by, operate vehicles and machinery safely.

INTERVENE

- If it's unsafe for you or others, STOP the activity or behavior – discuss the right way of working make safe, unsafe activities.

“ACTIONS = Saves Lives”



bSAFE – Reporting

CentrePort uses bSafe forms for reporting:

1. **A Near Miss/Incident** – anything that could have the potential to cause harm to People, Property or the Environment.
2. **An Injury** – all injuries no matter how minor are required to be reported - a minor injury may lead to a major injury in the future.
3. **Good Safe Behaviour** – remember to report good behaviour.

bSafe forms are available from Site Security, your CentrePort contact or a member of the Health and Safety Team.

[Lodge a bSafe report](#)

bSAFE – Lifesavers

All people on port must follow our Lifesavers, which remind us what to watch out for and how we need to behave to remain safe at CentrePort.

- **Fit** – turn up to work fit and unimpaired by drugs or alcohol
- **Machinery** – watch out for all moving machines and equipment
- **Slips, trips, falls** – beware of uneven and slippery surfaces, hold the handrail
- **Team** – work together – mates looking after mates
- **Training** – if you aren't trained – STOP!
- **Lines** – watch out for flying ropes and wires, and those under tension
- **PPE** – wear the right gear for the job
- **Reporting** – report all incidents immediately
- **Traffic** – no speeding, obey traffic rules, use walkways

bSAFE – Lifesavers

Trains

- Stop at crossings when barriers are lowered, and lights and sounders are operating.
- Maintain a minimum distance of 3 metres from the center of the rail line either side of the track center.
- As shunt can take up to 20 minutes – Enjoy the break.

NEVER drive through, over or in front of a live track or operational shunts

Reporting Safety, Environmental

- Report all safety and environmental events.
- Report all incidents immediately or as soon as it is safe to do so (e.g. damage to work equipment such as Forklift, Hyster, Lanyard).

Phones

Mobile devices are a significant cause of distraction – **DO NOT USE** when driving a vehicle.

You can use your mobile:

- **In isolated work sites/sheds under your control or office.**
- **In a marine vessel.**
- **In a stationary vehicle** (stopped, hand brake on, in neutral or parked).

Suspended Loads

- Never walk near or under a suspended load.
- Observe isolations and only enter work areas when permitted by those in operational control.

Managing risks and Hazards

To work you need:

An agreed work process that identifies and controls RISKS and HAZARDS.

- This requires a **Safe Work Method Statement** – (JHA, CSA, CHA etc. all similar documents are accepted).
- These are presented to your CentrePort contact for agreement and authority before any work can commence.

Once agreed an **Authority to Access (AtA)** will be issued which gives your team permission to enter the work site/premises.

Before Starting Work:

Review SWMS as a team and sign on to the SWMS to agree to the processes.

Responding to change

If it becomes unsafe while working:

STOP, ASSESS, and if safe, CONTINUE.

(if not safe) STOP, reassess, re-plan, update SWMS, re-brief team

Only continue if safe to do so.

Or STOP work and speak to your CPL contact.



Be safe

Work Permits

Hot works

- Work creating sparks, heat/flames and/or fire watch required.

Confined Space

- An enclosed or partially enclosed space not designed for human occupancy.

Crane/Overheight

- Includes elevated work equipment

Excavation

- Digging deeper than 1.5 metres.

Where work activities present **HIGH RISK of Serious Harm, Injuries, Damage or Loss**, a Permit is required to be Requested, Issued and Received before that work commences.

The following types of PERMITS are required at CentrePort;



Work Permits

Where work activities present **HIGH RISK of Serious Harm, Injuries, Damage or Loss**, a Permit is required to be Requested, Issued and Received before that work commences.

The following types of PERMITS are required at CentrePort;

Working at Height

- Definition: Working in a place **where a person could be injured** if they fell from one level to another.
- **To work at height you need to have training** in the safe use of equipment, attachments to anchorage, and **have a rescue plan** with trained persons available.
- We only permit work on **PLATFORM LADDERS** at the port.
- A-frame and/or extendable ladders are **NOT permitted**.

We do not accept a rescue plan to be to Call 111 or Emergency services.



Emergency evacuations

LOCALISED EVACUATIONS

Contractors are responsible for their own work site and procedures in the event of an evacuation and/or emergency.

If working under a PCBU or Contract you will be required to follow their emergency response schemes.

SITE WIDE EVACUATIONS

In the event of a site wide evacuation, alarms will be activated, and all Port users will be required to calmly and safely follow staff to designated muster locations.



Muster location (stadium concourse) marked at the green dot

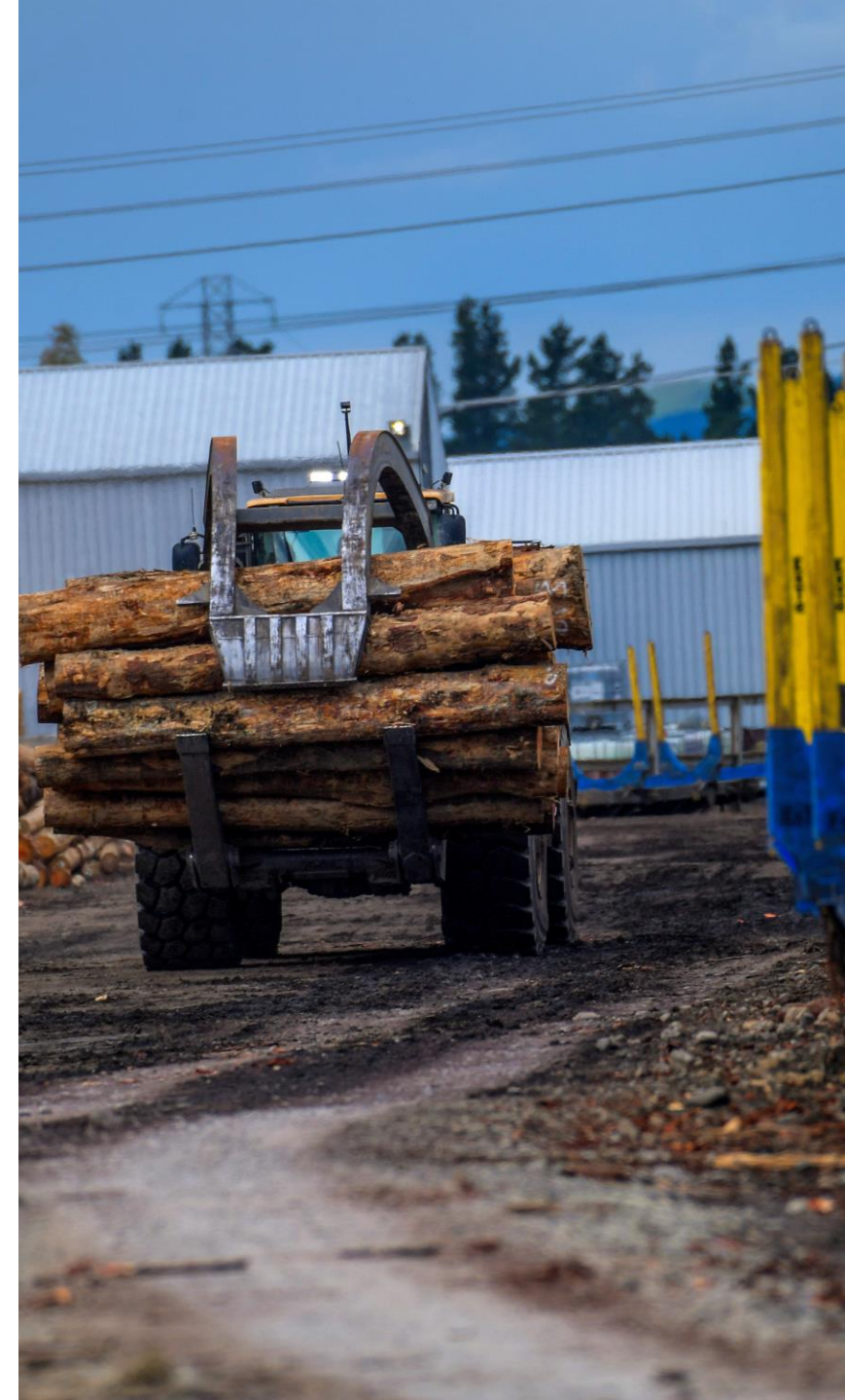
Environmental Incident Management

We care for the environment and take responsibility to prevent long-term harm.

Our focus areas are:

- Spills to ground or water
- Digging and ground contamination
- Noise management
- Dust management
- Asbestos management

It is important that we have suitable plans and processes in place for these aspects.



Spills to ground or water

When spillage is identified:

- Notify workers trained in how to respond to spillage(s).
- Use spill kit available in work area to address spillage.

In the event of a spill, you must:

- Immediately deploy the spill kit to contain the spillage and isolate the stem of flow if safe to do so.
- Contact **PORT SECURITY on 0800 STOP 88** (the number is on your issued Port I.D. Card).
- Spills to drains and/or oceans – CentrePort must notify the Harbour Master and they will respond with additional equipment and support services to control the spillage.

Never be embarrassed by an error, failed hydraulic hose etc. it is vital we respond immediately and safely to protect people and the environmental impact.

Digging and ground contamination

CentrePort is built on reclaimed land and there are many contaminants buried in the ground.

Please see Port map on the following slide which identifies these contaminants.

- **Never Dig/Excavate without an agreed plan** from the CentrePort Infrastructure and Environmental Team.
- **Always check for underground services** as plans are not always accurate.
- **If still uncertain, use a spade and follow best practice** digging techniques to avoid power lines or service strikes.



Low risk

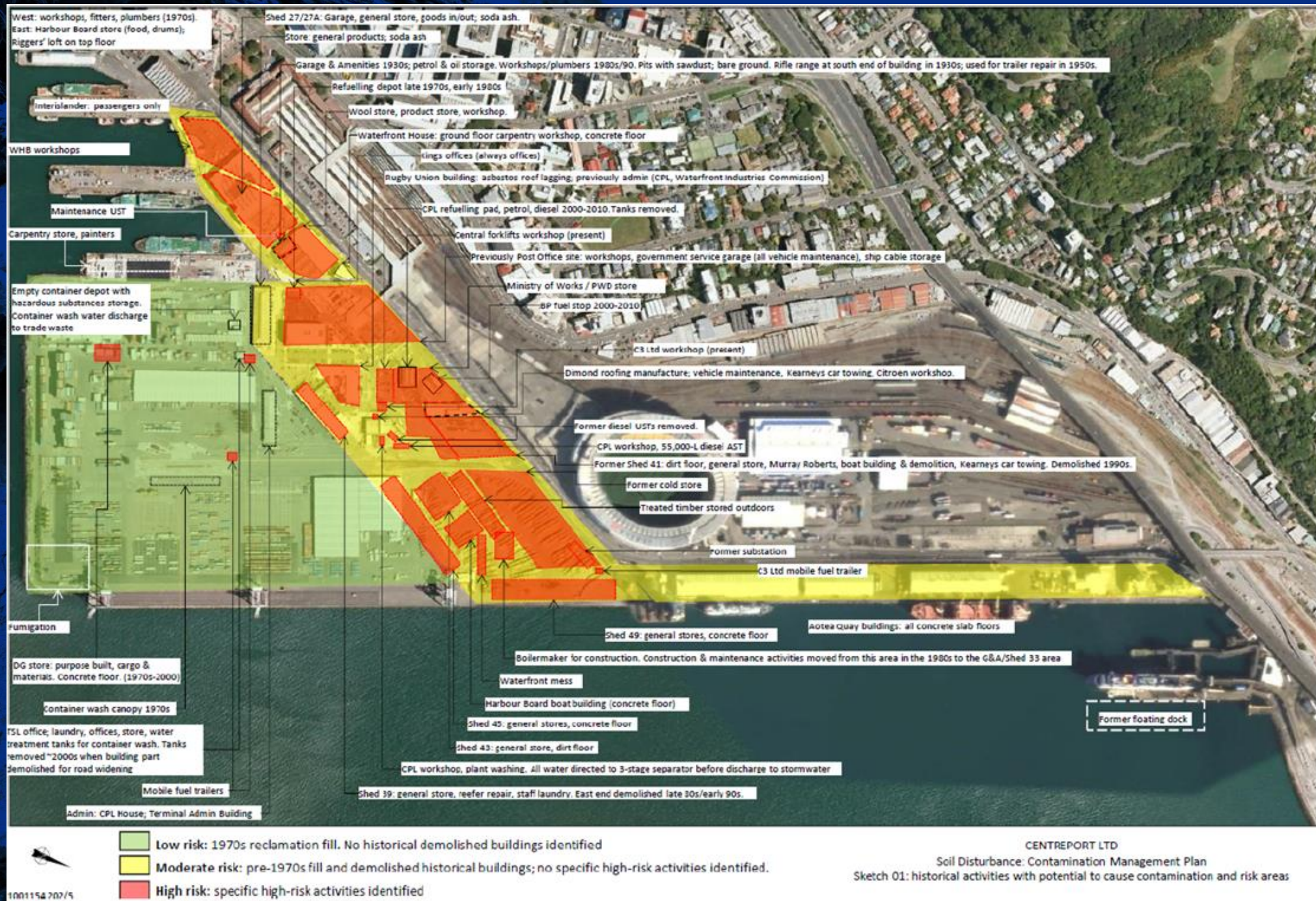
1970's reclamation fill

Moderate risk

Pre-1970's fill and demolished historical buildings

High risk

Specific high risk areas



Noise Management

Always consider the noise your work may produce.

- Include a noise management plan in your SWMS.
- At CentrePort there are many Council consents that place restrictions on work activities. For example, time restrictions are in place due to residential premises near by.

If NOISE is a possible issue – speak with you CentrePort contact before starting work.



Dust Management

Dust is created by:

- Logging activities.
- Ground conditions (e.g. gravel).
- Construction work.
- Demolitions.
- General contractors .

Controls In Place:

- Cleaning crews to reduce/remove dust.
- Water to suppress dust.
- Dedicated contractors to manage dust.

All contractors are to include dust in their SWMS and management controls.

If dust is created, it is considered a hazard.

Asbestos Management

Exposure to asbestos poses a significant health risk.

No work involving disturbance, penetration, or removal is permitted without having:

- A licensed operator with WorkSafe New Zealand.
- WorkSafe New Zealand notifications in place.
- An agreed work plan in place with CentrePort Infrastructure and Environment Team.

If during work you discover or suspect asbestos is present:

STOP WORK and Contact your CentrePort Manager

Hazardous goods

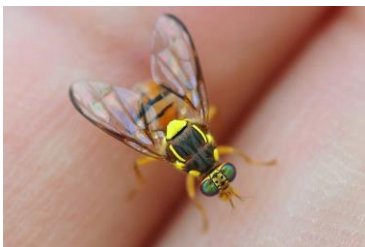
All Port users with hazardous goods or materials must:

- Have suitable controlled storage that prevents unauthorised access or use of hazardous goods.
- Have current safety data sheets available with the product.
- Be trained in the safe handling, usage and storage of hazardous goods.
- Have an emergency response plan in place in the event of uncontrolled loss or spillage.

If hazardous goods are required to be used by certified handlers, the CentrePort Contract Manager and/or Infrastructure and Environmental Team **must** be notified in advance.



Biosecurity New Zealand



Biosecurity NZ prevents or manages risks from harmful organisms, like pests and diseases.

The biosecurity system helps protect NZ's economy, environment, human health and a range of social and cultural values.

It does this by;

- Stopping pests and diseases before they arrive.
- Dealing with any if they do enter the country.

Examples of pests and diseases

- Brown marmorated stink bug (fruit and vege industry)
- Mycoplasma bovis (cattle illness)

CentrePort is an Approved Transitional Facility (ATF) under the Ministry of Primary Industries (MPI). This permits CentrePort to received imported goods IF:

- We inspect for contaminants and unwanted organisms
- Apply appropriate treatments, and
- Authorise biosecurity clearance.

<https://www.mpi.govt.nz/biosecurity/>

You can play your part. If you think you have found an exotic pest or disease:

Catch it, Snap it and Report it: 0800 80 99 66

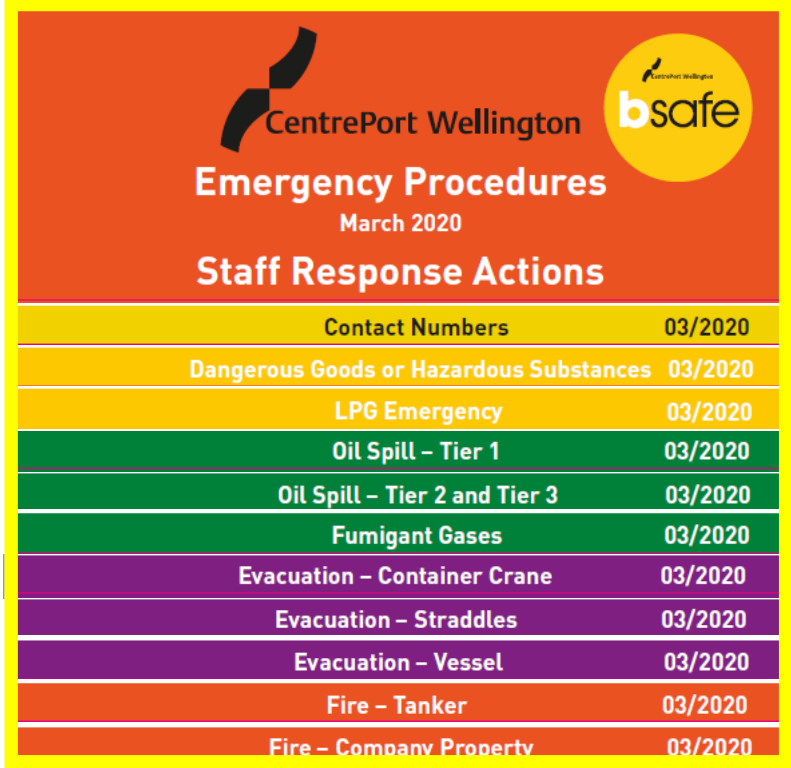
Emergency Response

If an Emergency occurs:

CALL 0800 STOP 88 (0800 786 788).

You may call **111**, however if you call the number above, our Security Team will:

- contact the necessary emergency service(s) on your behalf to allow you to continue with the situation at hand.
- Stop all operational activities to allow quick and easy access to your location.
- Provide additional support from site (including spill response kits).



The flip chart is titled 'Emergency Procedures' and 'Staff Response Actions'. It lists various emergency scenarios and their corresponding dates (all 03/2020). The scenarios are: Contact Numbers, Dangerous Goods or Hazardous Substances, LPG Emergency, Oil Spill - Tier 1, Oil Spill - Tier 2 and Tier 3, Fumigant Gases, Evacuation - Container Crane, Evacuation - Straddles, Evacuation - Vessel, Fire - Tanker, and Fire - Company Property. The chart is framed in yellow and has a red header section.

CentrePort Wellington	bSAFE
Emergency Procedures	
March 2020	
Staff Response Actions	
Contact Numbers	03/2020
Dangerous Goods or Hazardous Substances	03/2020
LPG Emergency	03/2020
Oil Spill - Tier 1	03/2020
Oil Spill - Tier 2 and Tier 3	03/2020
Fumigant Gases	03/2020
Evacuation - Container Crane	03/2020
Evacuation - Straddles	03/2020
Evacuation - Vessel	03/2020
Fire - Tanker	03/2020
Fire - Company Property	03/2020

We have developed a basic Emergency Response Flip Chart to help responders follow an agreed process.

For more information **speak to your CentrePort contact.**

Cruise Operations

Cruise Vessels bring many hazards such as:

- Gangway lifts and platform movement for disembarking.
- Coaches for transporting thousands of cruise passengers.
- Movement of MPI and Customs NZ performing regulatory activities.
- Delivery vehicles with vessel supplies.
- Contractors involved in work at height using elevated work equipment.
- Contract security staff maintaining control of the various interfaces.

Cruise is under the control and direction of the **Cruise Operations Team** and all access to the cruise area is authorised by them.



Thanks for completing the CentrePort Induction.

Next steps to complete your application:

[Take the induction quiz and fill out an ID Access Card application](#)

- If you are unable to upload a photo using the application form, please email one of your head and shoulders (passport style, no hats or headgear) directly to induction@centreport.co.nz
- Please note: sending a photo separately via email will cause delays in processing your ID/Access card.
- You will receive an email when your completed application has been fully processed and your card is ready to be picked up.
- You will also be contacted if there are any problems with your application.
- Applications are normally processed within 5 working days.
- **Please bring Photo ID with you when you come to pick up your ID Card from CentrePort.**



CentrePort Wellington