



CUSP

Common User Safety Protocols



CentrePort Wellington

2024 EDITION

Common User Safety Protocol (CUSP)

***Commitment statement:* Ensuring everyone who works at CentrePort gets home safely from work every day and that no harm comes to our environment or community.**

2024 Edition

No Job is so important it should risk injury or harm to anyone. If a job is unsafe, you must stop the job and make it safe before proceeding.

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,
- **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 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 PCBU and individual (person(s)) is responsible for ensuring they are aware of these, 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.

2. ENTRY to CENTREPORT

- 2.1. **REASON for ENTRY** - As a port of entry (meaning a boarder-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 visitor controls of CUSP) must have completed the [CentrePort Induction](#). You are required to redo your induction every year.
- 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 is shown on the CentrePort induction webpage. ID cards are non-transferable and must be presented when entering the port or requested by a representative of CentrePort and remain CentrePort property.
- 2.4. **CCTV** - CentrePort operates and monitors 24/7 CCTV that is for the purpose of Health, Safety, and Security. Requests for CCTV footage can be made by contacting the security team. This is sign posted at port entry points - entry to the port is considered consent to use this information.

3. SEARCH and SCREENING

As the port is a customs 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

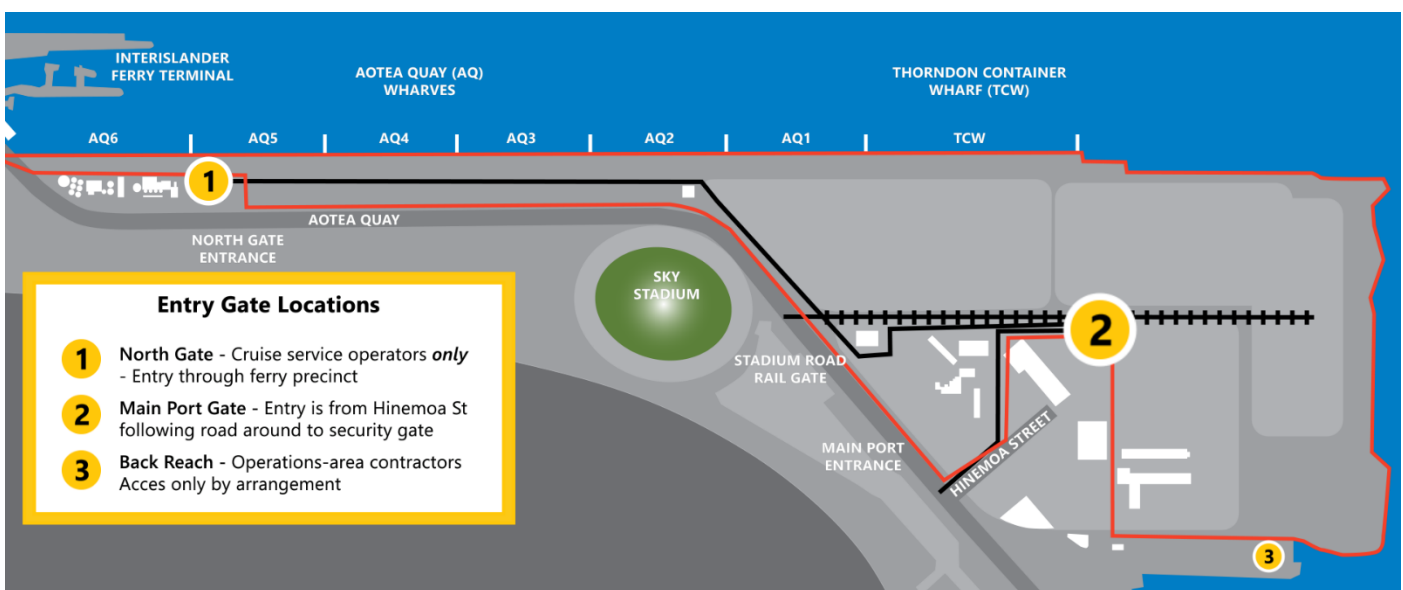
a search or screening is considered grounds for refusing entry to the port. This includes any refusal to undergo drug and or alcohol random, post incident, or just/reasonable cause screening. CentrePort may also share this information with law enforcement agencies such as Customs and the Police where deemed appropriate.

4. ARRIVAL on PORT

When arriving on port you will need to check in at the Port Security Centre if accessing area inside the port security gates e.g. container terminal and logging areas etc.

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.



VISITORS

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

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

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.

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 vehicle (*Passengers exiting or boarding vessels, visitors to ships, and arranged & authorised tours are not considered to be working at the Port*). Persons carrying unauthorised passengers will be refused entry to the port and or port land.

ANIMALS on Port

Only working animals (e.g. drug sniffer or other detection dogs) are permitted inside the port security gated area fenced 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.

5. CENTREPORT ROADS and DRIVING on PORT

All port roads have a posted speed limit of 20 km/h. Some areas have 10 km/h reduced speed limits. Please always adhere to this. 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 remain in their vehicles at all times**.

6. PORT SECURITY CENTRE ROUNDABOUT

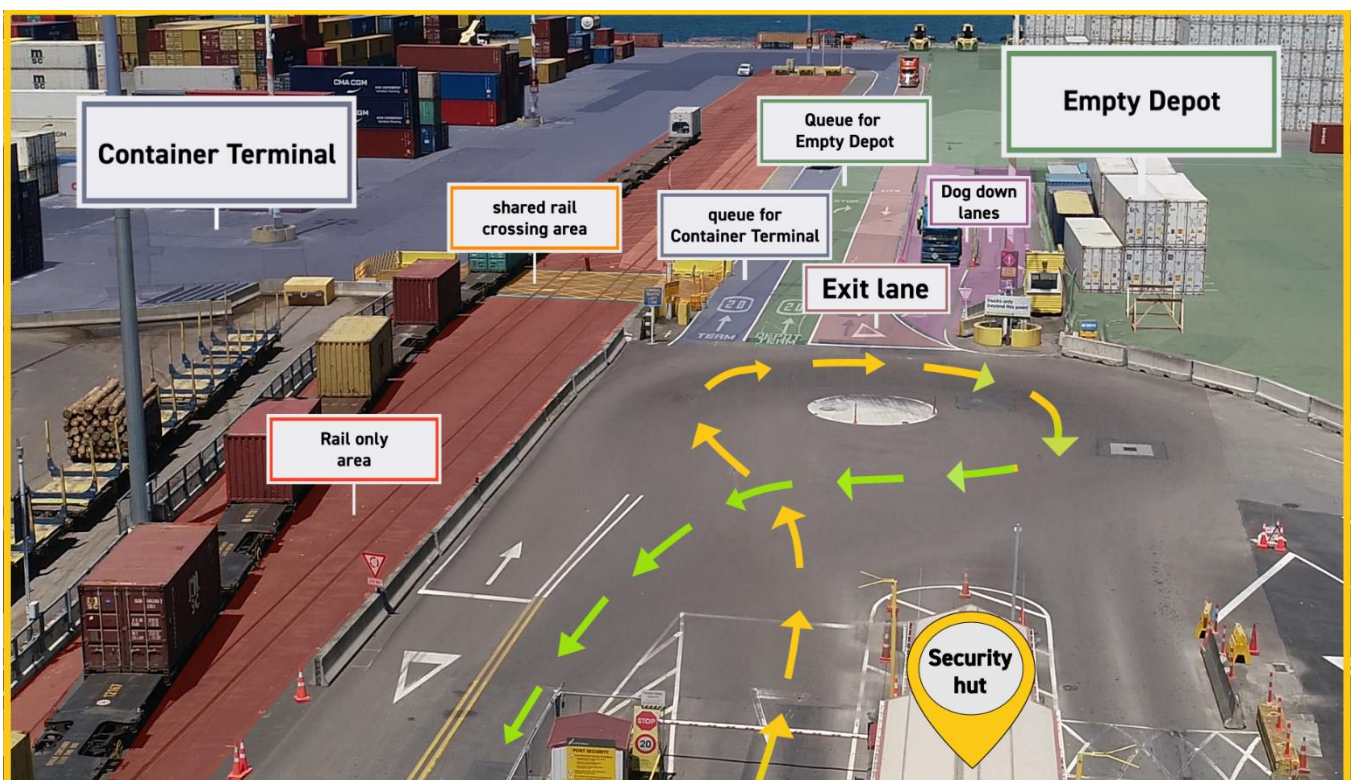
The port security centre roundabout is located just inside the port security gates entry area. Standard roundabout road rules apply here - there are no left-hand turns (right-hand turns only).



7. ENTRY to CONTAINER TERMINAL

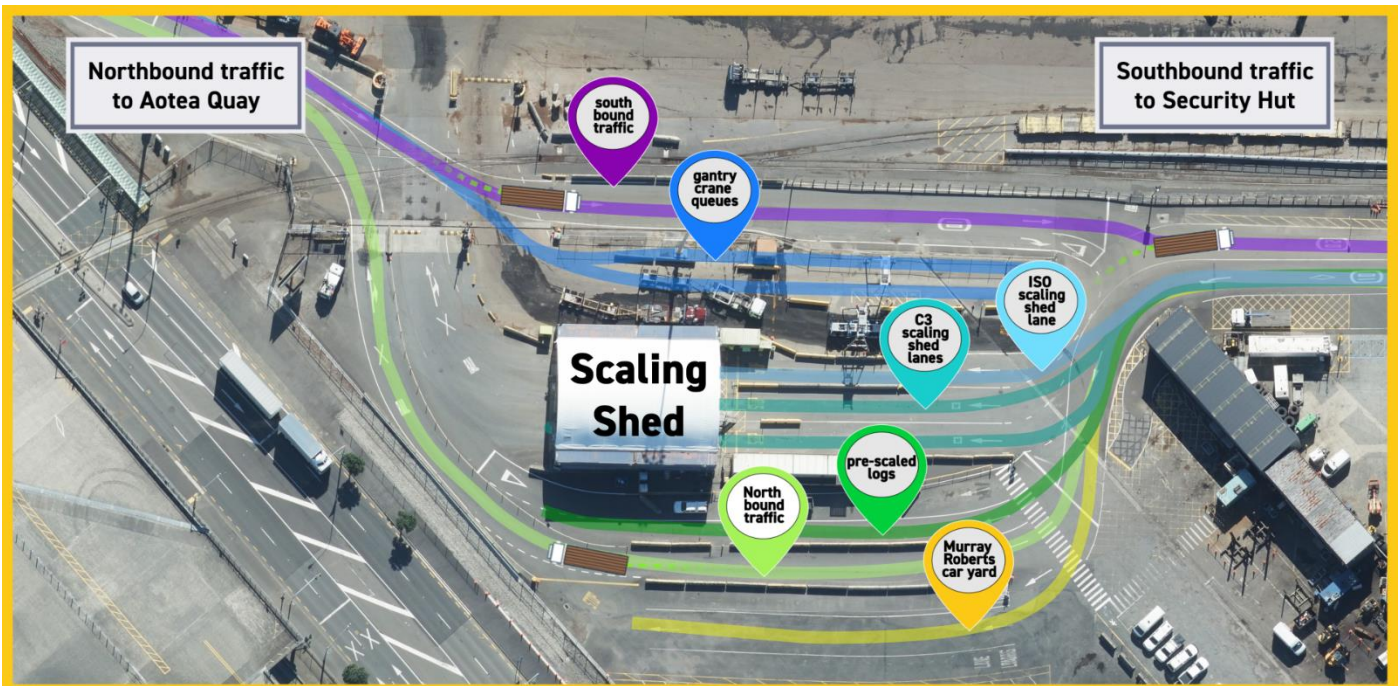
All Container truck Drivers must sign in at the Container Truck Booth - located just before the Port Security Centre. All other vehicle access to the Terminal and Empty Depot is controlled by Yard and Depot Ops and requires pre-approval for entry on the radio, or escort by the Security Shuttle Van.

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.



8. 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 ISO.



9. 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.

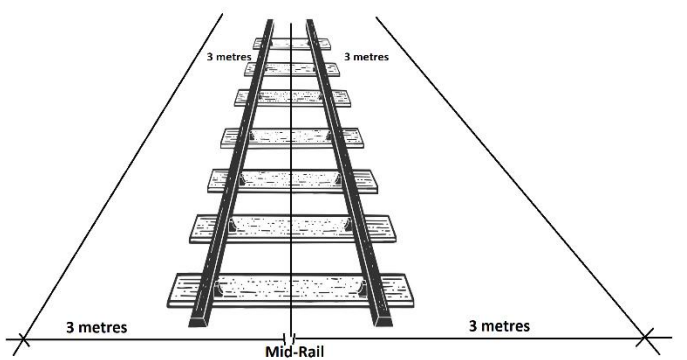
10. RAIL on PORT

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 preventing access to the line and stopping 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.**



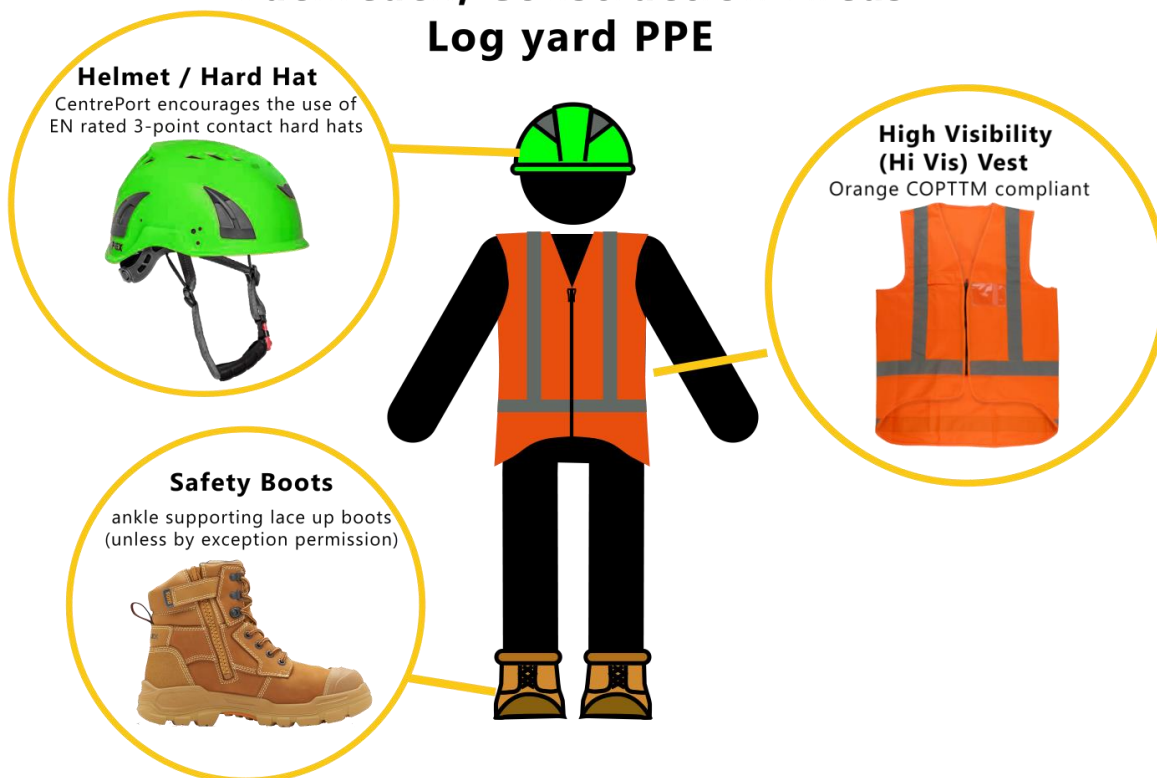
11. MINIMUM PPE REQUIREMENTS

Minimum PPE Requirements



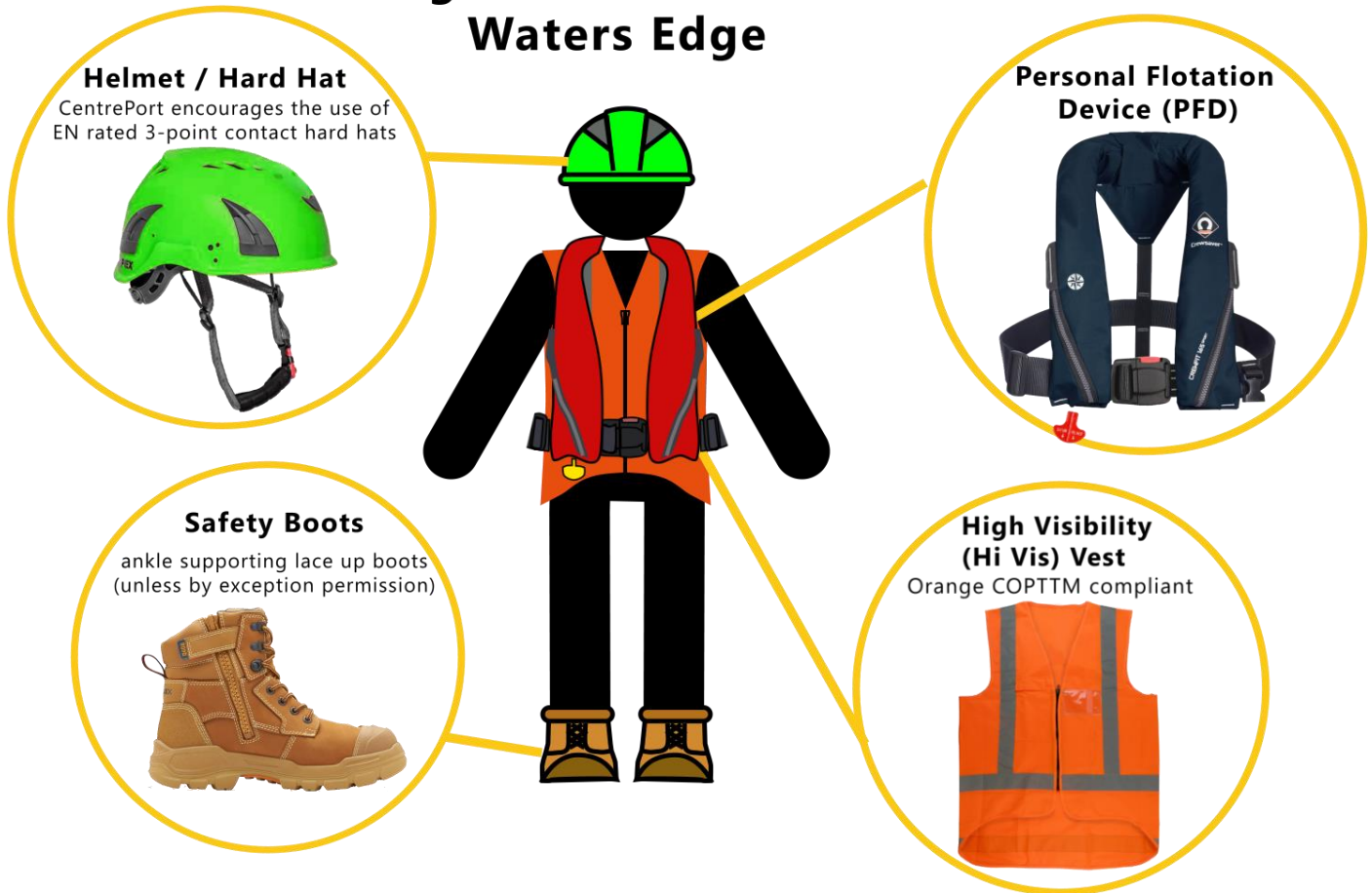
All persons working on the back reach (near the shipping cranes), in the logging gantry area, or doing lines work, are required to wear a hard hat. CentrePort encourages the use of EN rated 3-point contact hard hats (fluoro-green).

Backreach, Construction Areas Log yard PPE



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).

Working Within One Metre Of Waters Edge



Other PPE may also be required depending on the work being performed e.g. hearing protection for high noise exposure 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 have the necessary training and knowledge to supports its proper use.

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

12. 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.



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



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.



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



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



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



Theft of company or personal property.

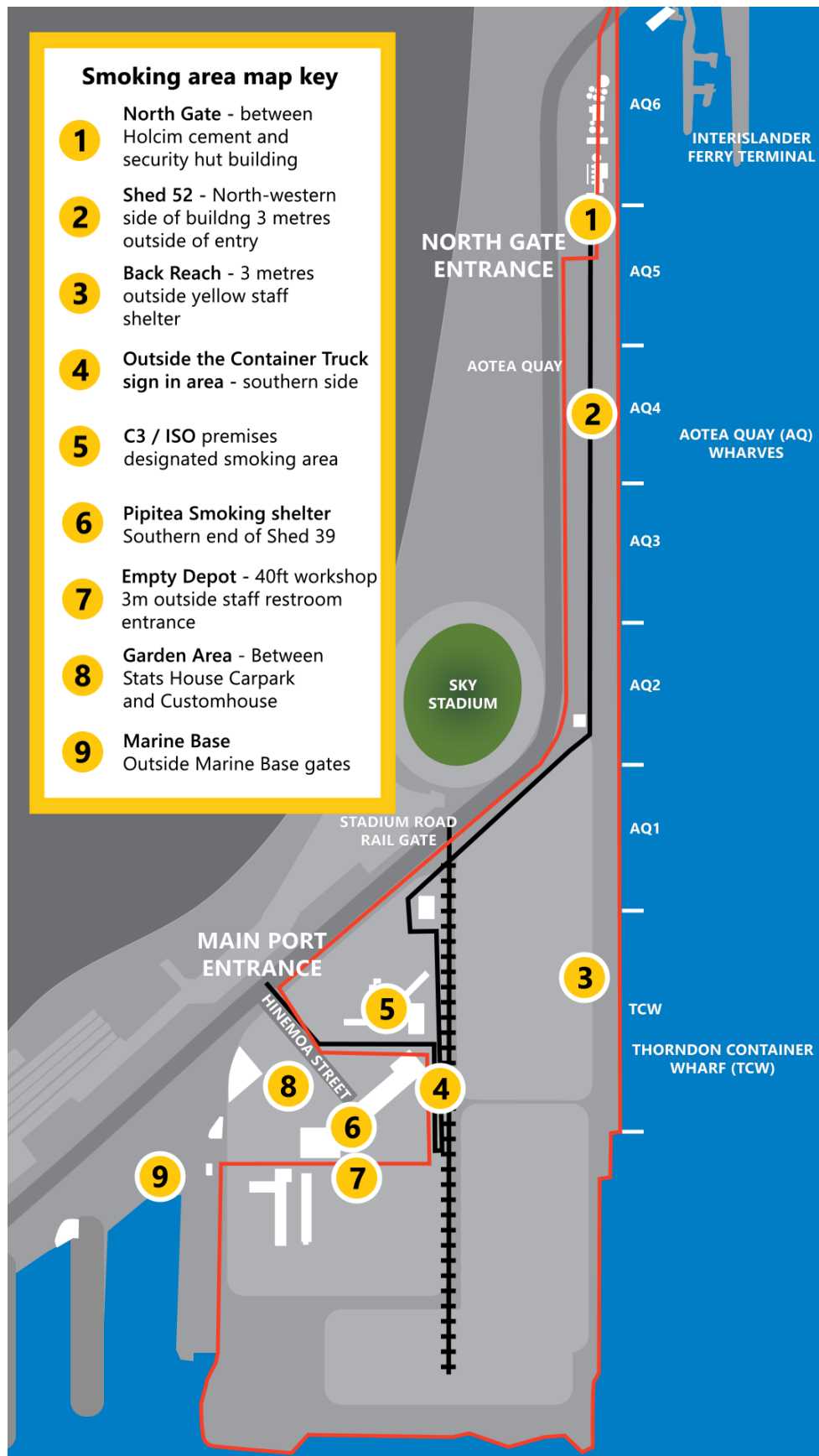
Any allegations will be treated seriously and, pending investigation, may result in you being permanently barred from the port or other disciplinary actions including referral to enforcement agencies if deemed appropriate.

13. PRESCRIPTION MEDICATIONS

Over the Counter (OTC) 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 OTC's and or prescribed medications will be treated as a breach of the CentrePort Drug and Alcohol Policy.

14. 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.



15. 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

15.1. 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 define risks and controls that have been verified.

15.2. 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 for review at least 72 hours (three working days) prior to the planned start date, or 96 hours (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 Adviser for review who will contact you to discuss any changes required.

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

15.3. JSA / Take 5 - Emergency Works Only

Where emergency works are required e.g. flooding pipes, or utilities failure etc., the worker 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.



JSA and Take-5's 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.

16. 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) and an authorised permit issuer.
- 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
- Working At Heights
- Hot Works
- Underwater Works
- MEWPS
- Confined spaces entry

Work Boat Permits and Dive Permits for work purposes in the harbour are issued by the Harbour Master - please contact GWRC (Greater Wellington Regional Council) for enquiries regarding these activities.

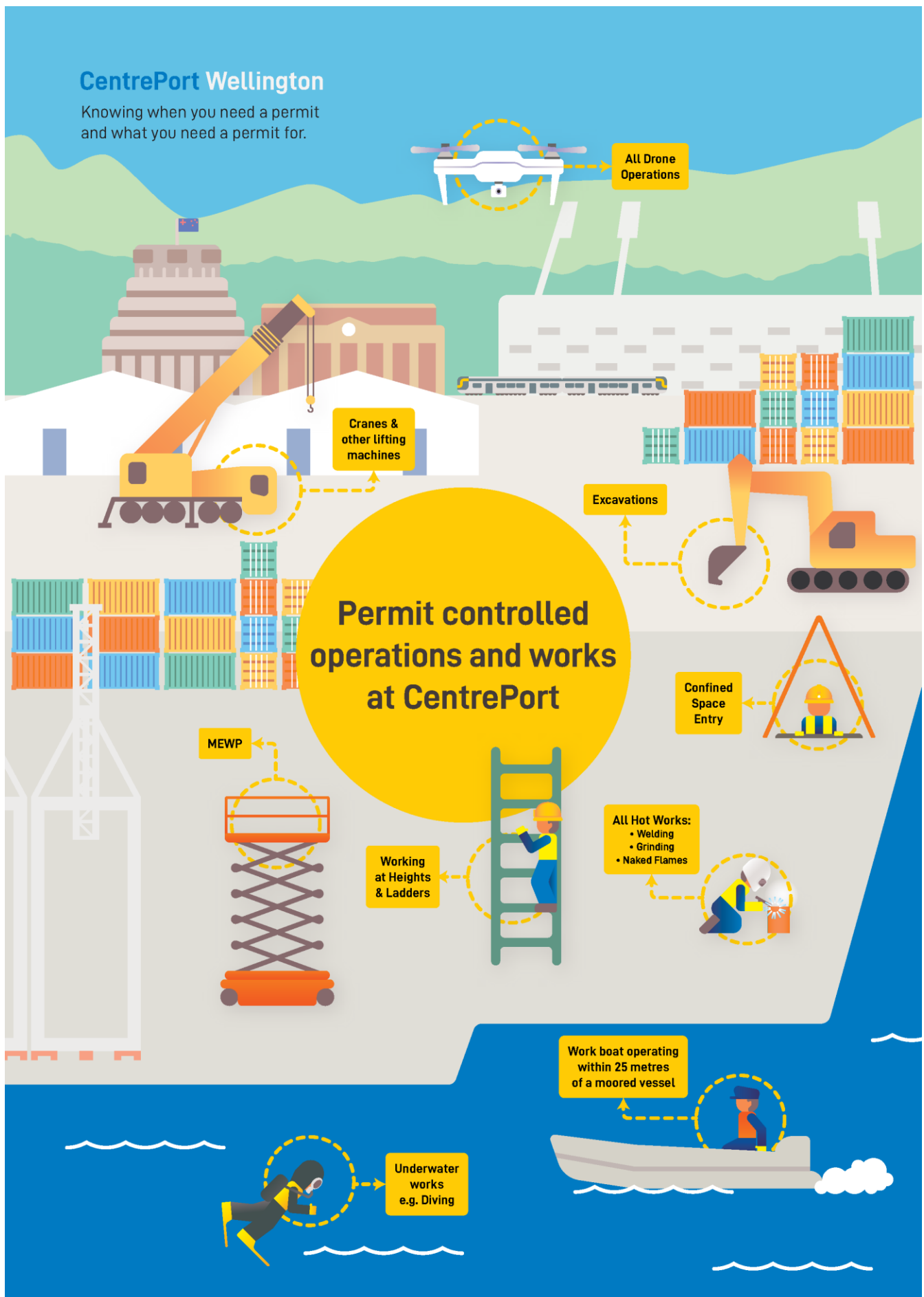
You must obtain permission from the Harbour Master when working within 200 metres of a moored vessel and following all relevant by-laws. **It is your responsibility to be aware of these laws and their requirements.**

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 may incur a permit issuing fee.*

CentrePort Wellington

Knowing when you need a permit
and what you need a permit for.



17. 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.

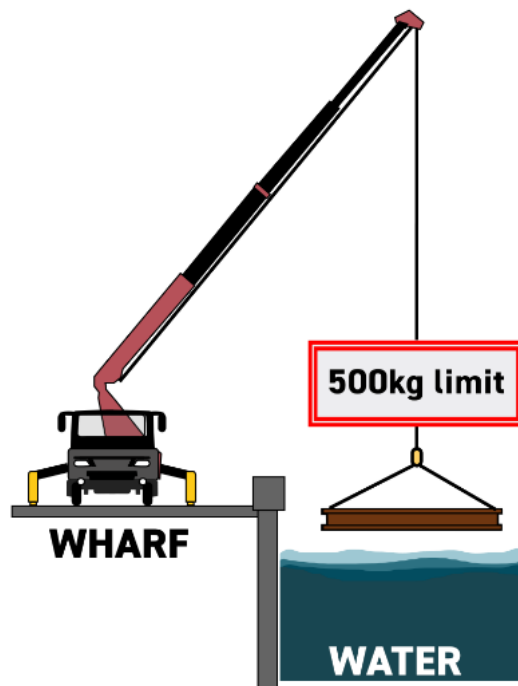
You are required to:

- 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.

17.1. HIAB LOAD LIMITS when LIFTING from WHARF-SIDE

HIAB's (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).

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



18. 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.



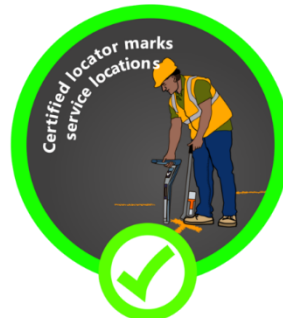
Safe Work Method Statement (SWMS)

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.

19. LINES

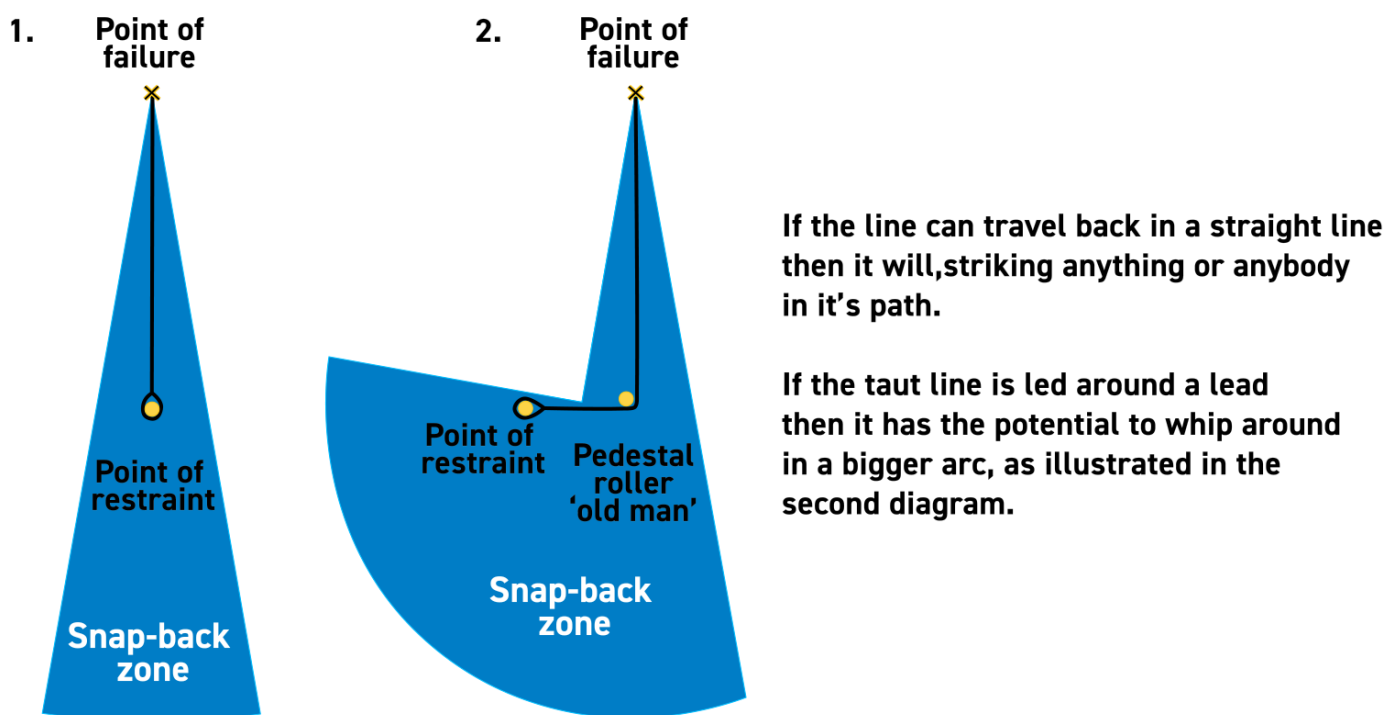
Shipping lines present a significant risk to workers during mooring (berthing), working around moored, and discharging of vessels.

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 (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 you are not directly involved in the lines work, you are expected to stay well clear of lines activities. DO not place vehicles (park) within snap back zones or under secured mooring lines.

19.1. 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.

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.

20. 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.



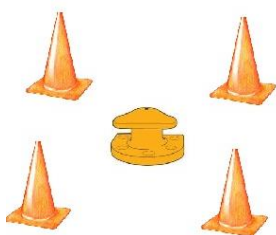
Painted Red -

Bollard is deemed 'out of service' and must not be used



Red bagged

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**'.

21. SUSPENDED LOADS

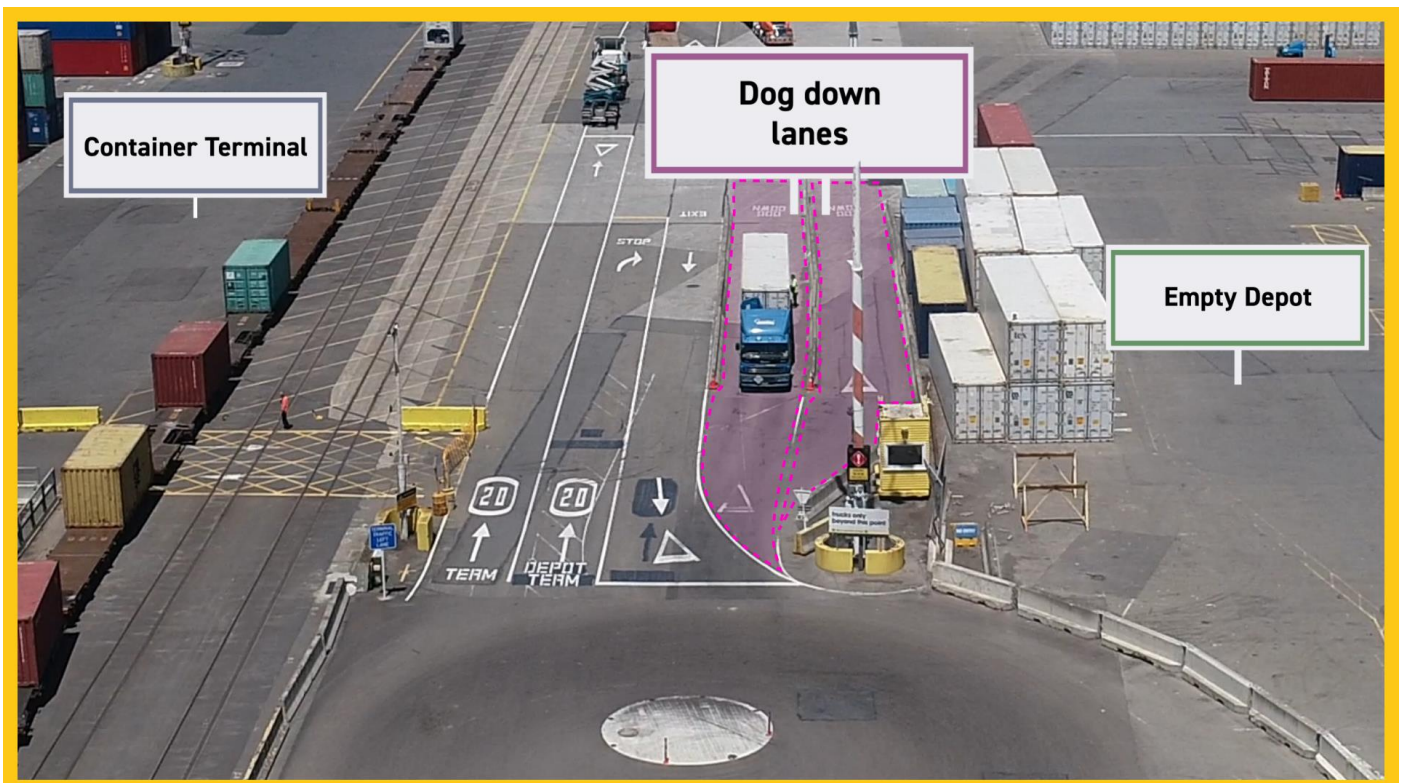
21.1. Container Terminal

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.



Container truck drivers **MUST stay their vehicle at all times** in the container terminal area. Dogging down can be performed in the Dog Down lanes.



21.2. 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 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.

22. 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), this includes:

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

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

22.1. NOTIFIABLE EVENTS / INCIDENTS

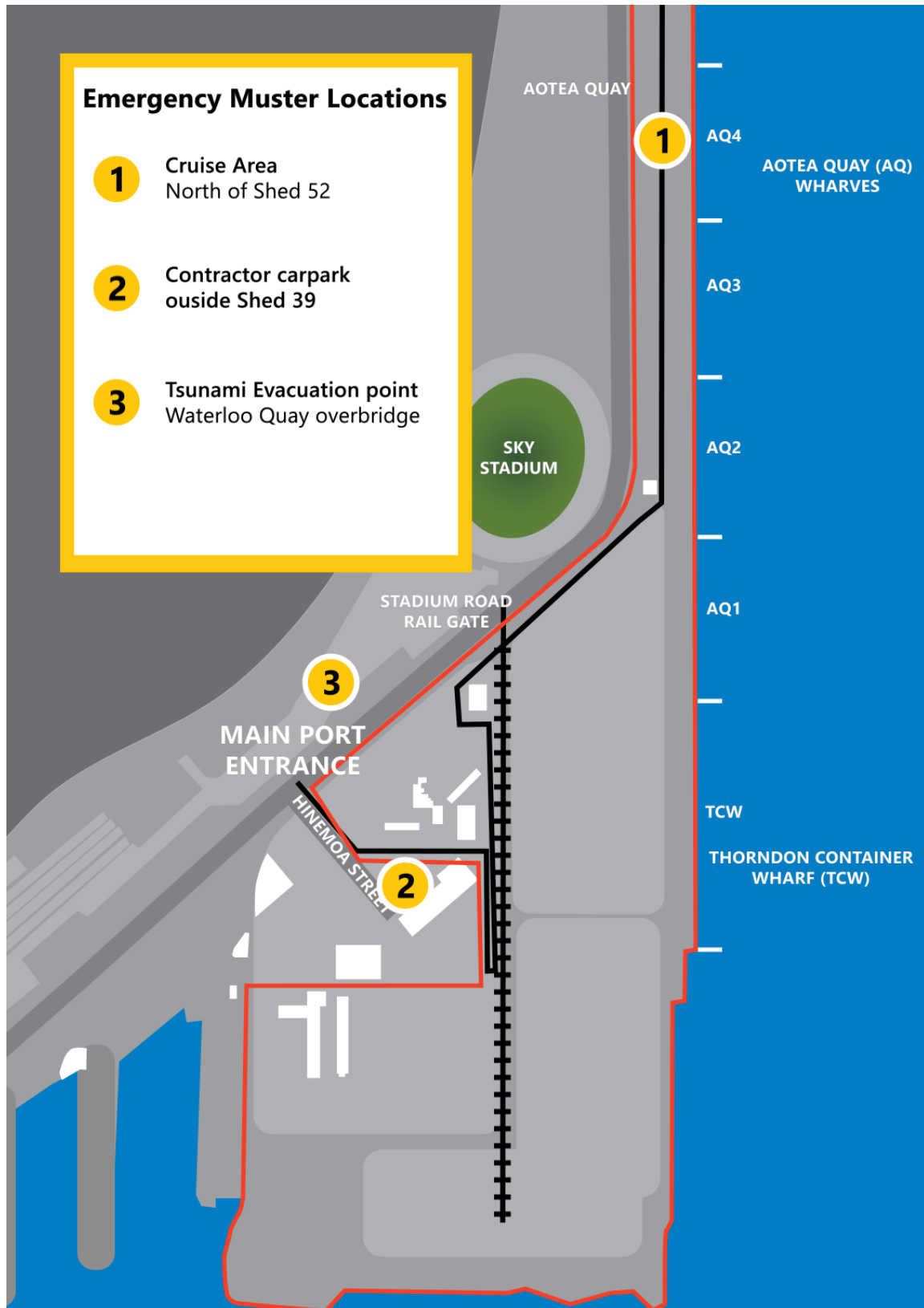
Each PCBU is responsible for notifying WorkSafe NZ or Maritime New Zealand under the Health and Safety at Work Act 2015 if an incident or event occurs. **There is a requirement to also notify CentrePort in these events.**

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.

22.2. EVACUATION AND ASSEMBLY POINTS

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



23. 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.

DGs being transported through port are not permitted to be on port for longer than 72 hours (no exceptions) Class 1 and Class 7 substances are limited to 30 minutes on port (maximum) and have set exclusion zones in place as part of their transfer.

Importers and Exporters must make alternative arrangements if they require longer storage periods than the port can provide.

Important Note: Class 1 (explosives) and Class 7 (radioactive material) DGs and Hazardous Substances are by special arrangement only – please contact CentrePort should you wish to transport these items through the port.



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.

23.1. Spill Response



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.

24. 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 etc.)
- 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.

24.1. 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.

24.2. HERITAGE SITES

CentrePort has several listed heritage sites:

- Glasgow Wharf
- InterIsland Wharf, and
- 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.

25. BIO-SECURITY

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 (refer CentrePort induction).

MPI HOTLINE 0800 80 99 66

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

26. 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. This is quite safe if not disturbed.

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.

