

# PrimePort Timaru Aide for Vessel Managers



## **Persons Conducting a Business or Undertaking (PCBU)**

You are required to nominate person who is responsible for supervising your operational activities within your designated work zone. This person is required to ensure the safety, health and control of all *Staff, Contractors, Volunteers and Visitors* associated within your vessels designated work zone.

The Vessel Manager's name and contact details must be clearly displayed on the work zone barriers. He or she shall ensure that all hazards are identified, associated risks assessed in collaboration with the workers, and appropriate risk controls in place.

### **Duties of Multiple PCBUs**

In situations where there are multiple PCBUs with overlapping health and safety duties in a workplace, the HSWA requires these PCBUs to so far as reasonably practicable, to consult, cooperate with, and coordinate activities with other PCBUs where their duties overlap. This is commonly referred to as "*horizontal consultation*."

### **Providing and Maintaining a Work Environment that is Without Risks to Health and Safety**

PCBUs must, so far as is reasonably practicable, provide and maintain a work environment that is without health and safety risks.

The person in control of the work place will ensure that all workers associated with your vessel have completed necessary inductions and understand the hazards and risks within your work zone and will provide feedback to PrimePort Timaru regarding any maintenance issues as soon as they become apparent.

Responsibilities:

- Primeport will control access
- Your company retains responsibility for health and safety that meet both PrimePort's and minimum requirements relating to your own companies Health and Safety procedures.

## **Vehicle Access to Wharfs**

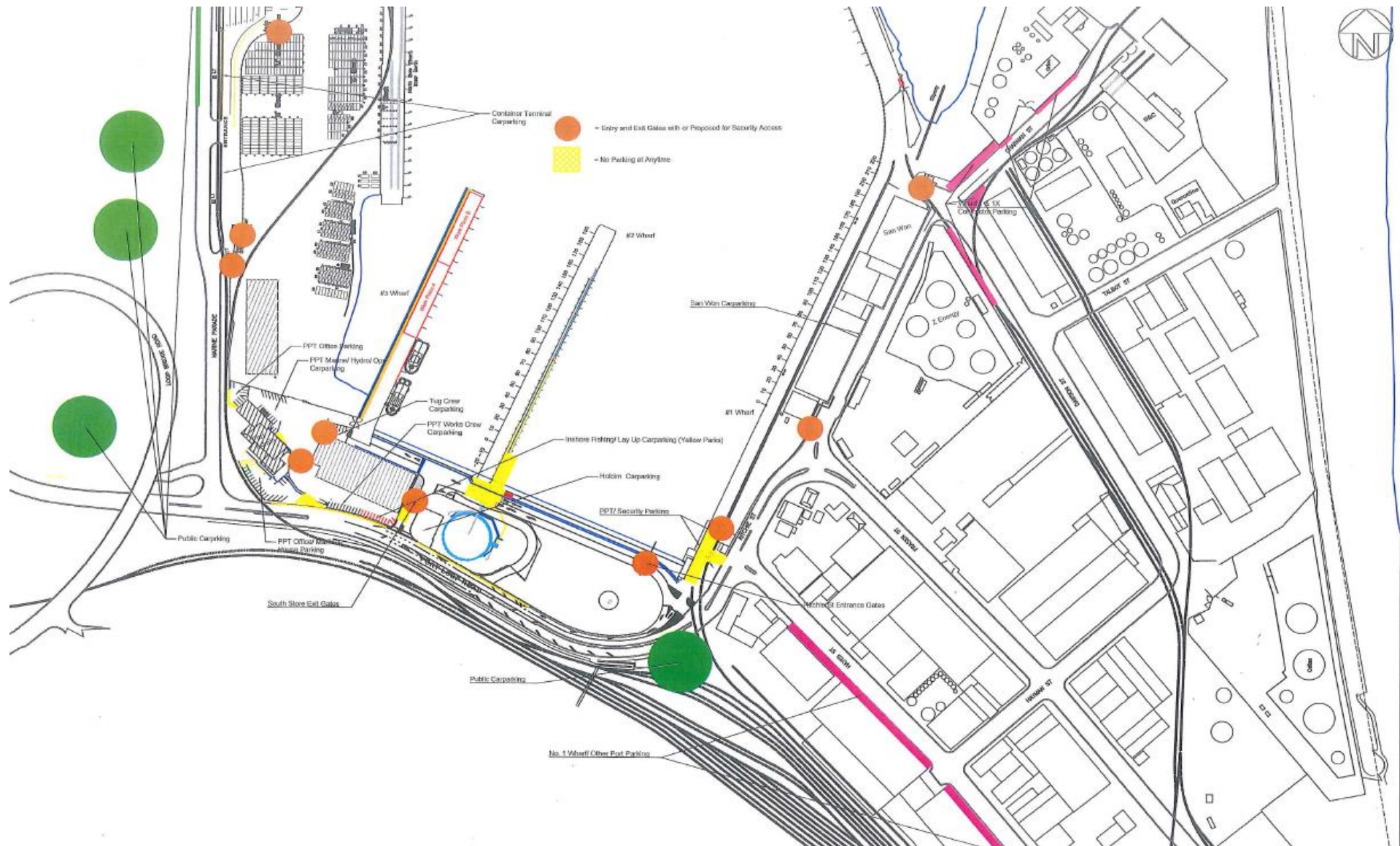
Due to the limited operational areas on PrimePort's wharfs, and the risks that congestion on the wharfs create, the following vehicle access and parking restrictions shall apply:

- Only authorised vehicles are allowed to park on the wharf.
- Only essential vehicles are permitted and numbers will be limited.
- All vehicles entering the wharf must display a flashing amber light or Hazard Lights.
- Vehicles must only park in designated areas or at sites specifically designated to the vessel, which will be allocated by the Vessel Manager.
- If a vehicle is required to drop off gear/stores, it must do so and leave the wharf area immediately.
- This will ensure there is minimal congestion on the wharf ensuring a safer work environment for all wharf users.
- Any vehicle found to be parked on a wharf without valid reason, will be required to move, or will be towed at the owners expense.

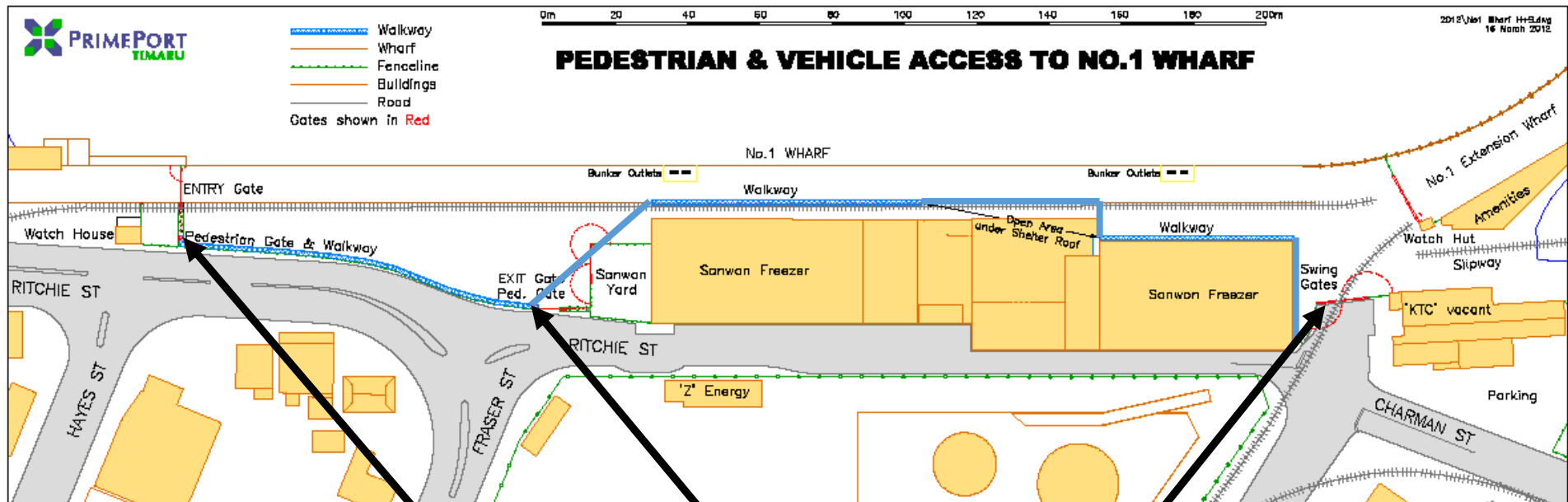
**Please refer to the Port Wide Parking Plan on the next page.**



# Port Wide Parking Plan



## No.1 Wharf Map



**Pedestrian/Emergency Vehicle Access**

## Defining a Vessels Work Zone Area

The following is the “Rule of Thumb” to be followed when setting out your work zone area of the wharf:

The area of wharf between the aft most and fwd. most ship’s line attachment point (to the wharf) and extends from the outer edge of the wharf and inwards to the closest edge of the nearest walk zone. It can include transit routes for persons and vehicles servicing the vessel.

Where cargo or equipment associated with a particular vessel spreads beyond the boundaries prescribed above work place responsibility will extend for a radius of 10m around the items. As Vessel Manager, you are responsible to set up and control your workplace to be safe to all your personnel and those passing through the area.



## **Keeping the Vessel Work Zone Clean & Tidy:**

ALL operations undertaken on PrimePort Wharves require good housekeeping efforts, including but are not limited to, keeping pedestrian walkways clear at all times:

- Ensuring the storage of equipment is not impacting other users or protruding onto roadways, designated walkways or fire exits.
- Clearing all rubbish created by your operations (including covers, paper, dust, timber, wire, strapping etc.)
- The wharf must be left in the condition as found or full costs will be recovered by PrimePort Timaru
- Ensuring all Hazardous substances and wastes are contained, stored and secured in accordance with the applicable regulatory requirements
- Ensuring entry to Port operational areas is not impeded by equipment or vehicular congestion on wharfs
- Notify to PrimePort Management of any maintenance issues that require attention
- Notify PrimePort Management of any new hazards or risks that have been identified in your work zone or greater operational area.

# **PCBU's Duty to Identify Hazards & Assess the Risk**

A Person Conducting a Business or Undertaking (PCBU) is responsible for managing work health and safety risks.

As a PCBU you are responsible for ensuring that you identify any hazards that are present in your work area, assess risk to other wharf users, where this applies, ensure that notification is provided to those PCBU's as soon as 'reasonably practicable'. To decide what is 'reasonably practicable' to protect all persons in the work area from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:

- how likely the hazard or risk is to happen
- what degree of harm the hazard or the risk might cause
- how much is known about the hazard or risk
- what ways are available to eliminate or minimise the risk
- what ways are suitable to eliminate or minimise the risk.

It is only after assessing the extent of the risk and the available ways of eliminating or minimising the risk that consideration may be given to whether the cost associated with available ways of eliminating or minimising the risk is grossly disproportionate to the risk.

## **Accident & Incident Reporting**

PrimePort expect to receive notification at the earliest convenience following any incident/accidents on PrimePort Property. The Vessel Manager in control of your work zone is responsible for ensuring that your accident procedures are followed, to minimise risk of harm to any other person following any incidents or accidents on the wharf and where required ensure that all photographic evidence, stopping work and other H&S requirements are followed.


You are responsible for investigating incidents/accidents within your workplace including any notification to the WorkSafe NZ or Maritime New Zealand.

By ensuring that PrimePort Timaru are advised, allows PrimePort the opportunity to assess current measures and hazard and risk management on the wharf and make improvements where necessary to ensure the safety of all wharf users.



## Hazards on the Wharfs

- ⬆ Heavy Machinery
- ⬆ Moving Vehicles
- ⬆ Over-head objects
- ⬆ Slippery Wharf
- ⬆ Loose objects on loads
- ⬆ Wharf repair areas
- ⬆ Vessel Mooring
- ⬆ Auto Access Gates
- ⬆ Falling into tide
- ⬆ Other wharf users
- ⬆ Other hazards relating to your own business must be identified

No#1 Wharf Hazard Notification		
* Moving Vehicles	* Heavy Machinery Operating	
* Uneven Surfaces	* Over-head Hazards	
* Slippery Wharfs	* Other wharf users	
*	* Vessels/Moorings	
For workplace specific hazards see your site co-ordinator.		
Wharf Entry Requirements		
Wharf Users must Carry Photo Identification/Port ID at all times.		
All Wharf Users must complete an approved Port Induction or be accompanied by the site controller at all times.		
Basic PPE to be worn at all times.		
Where overheight hazards present		
		
For worksite specific PPE see your site co-ordinator.		

## Pedestrians on the Wharfs

When transiting on the wharf please use the designated blue painted walkways, this is to ensure you do not enter into unsafe work areas.



## Basic Safety Requirements



You are required to wear day/night standard Hi Viz Vest/Shirt/Polo Fleece or similar, Safety Boots and PPE (appropriate to mitigate the risk in your working environment) at all times when on the wharf and ensure you walk within the designated blue painted walkways. This is especially important during cargo loading and unloading operations.

During night hours please ensure you are extra vigilant to your surroundings and any potential hazards on the wharf.

## Accident Reporting

Accident Report			
Child Information			
Name <input style="width: 90%;" type="text"/>	Age <input style="width: 90%;" type="text"/>	Gender <input style="width: 90%;" type="text"/>	
Parents <input style="width: 90%;" type="text"/>	Work <input style="width: 90%;" type="text"/>	Work No. <input style="width: 90%;" type="text"/>	
Address <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text"/>	
Incident Details			
Date <input style="width: 30%;" type="text"/>	Time <input style="width: 30%;" type="text"/>	Location <input style="width: 40%;" type="text"/>	
Description of Events			
Actions Taken			
Rescuer Name <input style="width: 90%;" type="text"/>			
Description of Aid <input style="width: 90%;" type="text"/>			
Was Parent Contacted? <input style="width: 40%;" type="text"/>	How? <input style="width: 60%;" type="text"/>		
Parent Contacted <input style="width: 40%;" type="text"/>	Who Contacted <input style="width: 30%;" type="text"/>	Time <input style="width: 30%;" type="text"/>	
Was the Child taken to a Hospital? <input style="width: 40%;" type="text"/>	Which Hospital? <input style="width: 60%;" type="text"/>		
Method of Transport <input style="width: 90%;" type="text"/>			
Additional Information			
Supervisor Name <input style="width: 90%;" type="text"/>		Signature <input style="width: 90%;" type="text"/>	
Date <input style="width: 90%;" type="text"/>		Time <input style="width: 90%;" type="text"/>	

PrimePort expect to receive notification at the earliest convenience following any incident/accidents on PrimePort Property. The Port Users person in charge of health & safety management onsite is responsible for ensuring that your Accident Procedures are followed, to minimise risk of harm to any other person following any incidents or accidents on the wharf and where required ensure that all photographic evidence, work stop and other H&S requirements are followed.

You are responsible for investigating incidents/accidents within your workplace including any notification to WorkSafe NZ or Maritime New Zealand.

By ensuring that PrimePort Timaru are advised, allows PrimePort the opportunity to assess current risk control methodologies for on the wharf and make improvements where necessary to ensure the safety of all wharf users.



# Spill Response

In the event of a Loss of Primary Containment scenario:

- Immediately stop the flow.
- Prevent the product from entering drains or waterways and cordon off the area.
- Clean up the spill with absorbent pads from your spill kit.
- Put on additional PPE as per MSDS recommendations.
- Report the incident immediately to the Marine Manager or Security.
- Call 0800 Pollution

## Always ✓

Know the location of your nearest spill kit.

Make yourself familiar with the spill kit contents and how to use each item.

Block off scuppers, drains and dam other openings to the sea before bunkering or transferring pollutants.

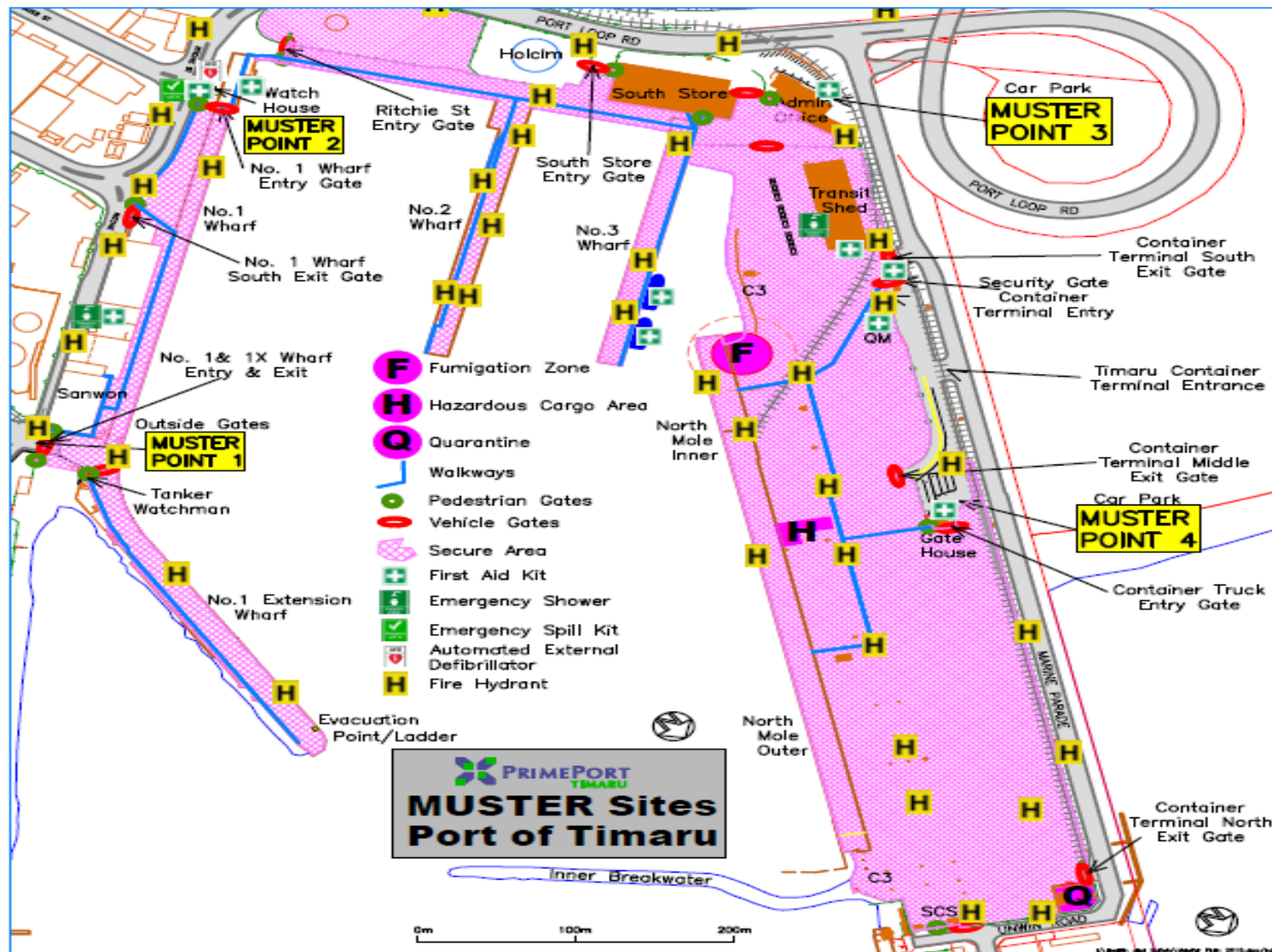
## Never X

Hose spill down with water.

Dispose of used spill pads in the general rubbish bins.

Never go under wharves if there has been a spill.

# Emergency Evacuation/Notification



## PrimePort Timaru Security Contact Information & Access

**PrimePort Security can be contacted 24/7 on 027 433 4124**

### PrimePort Management Contact Numbers:

Acting Marine Manager	Capt. Thejs Pederson	027 233 4339
Deputy PFSO/Security Supervisor	Gary O'Connell	027 571 0535
Operations Manager	Keith Michel	027 450 8824
Operations Supervisor	Kevin Beeby	027 450 8825
Health & Safety Manager	Kerry Elstone	027 809 4705
Access Tags/Safety Induction	Joanne Gillespie	027 453 2818

### Government Agents Contact Numbers:

NZ Customs	Russell Cummings	(03) 956 0154 or 029 684 9068
MPI	Mike Severinson	(03) 684 2615 or 029 943 1515
NZ Police	Timaru Station	(03) 688 4199
Oil Spill	Oil Response	0800 POLLUTION (765588)