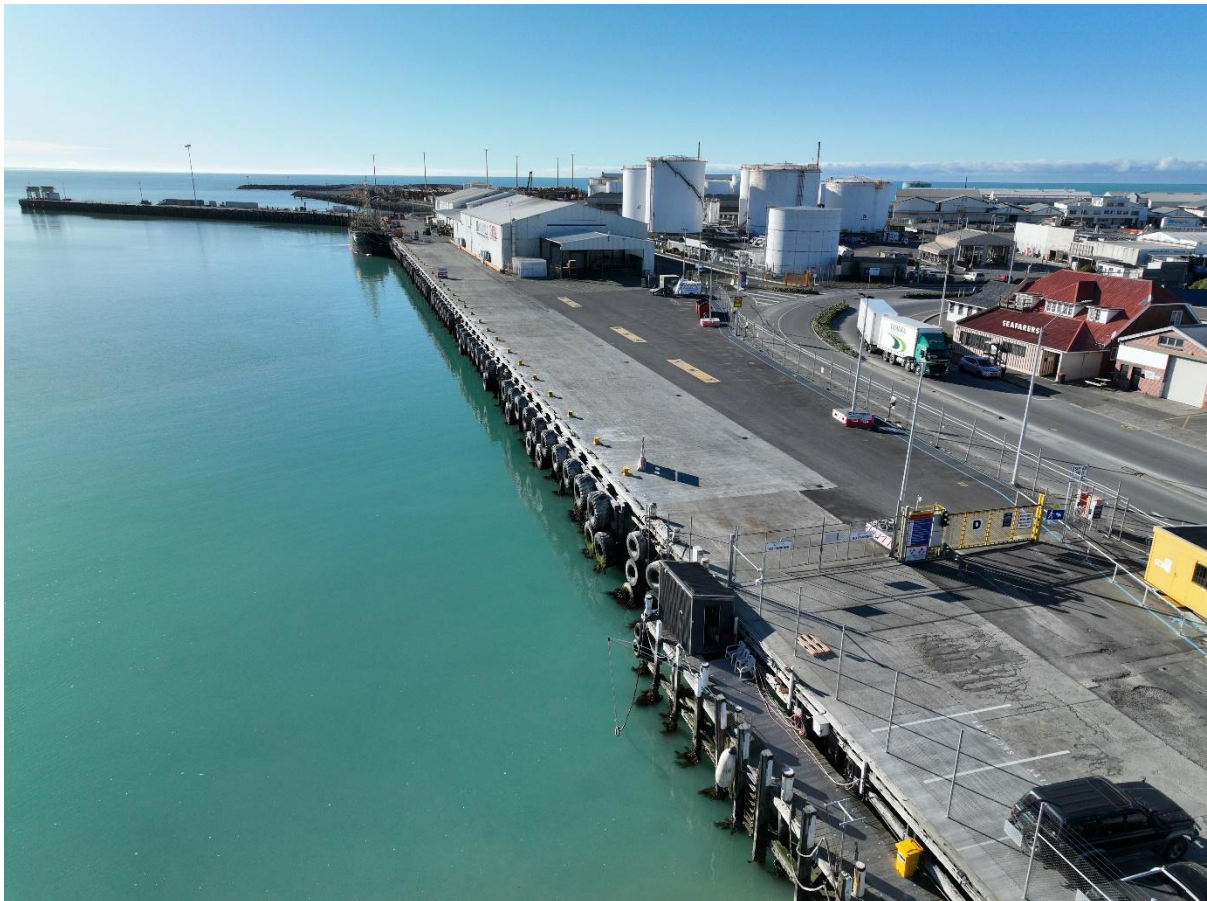




General Wharf Working Protocols



Contents

1. WHARF INTRODUCTION	1
2. WHARF OPERATIONS.....	1
3. WHARF COMMON OPERATIONS	1
4. SAFETY RISKS ON GENERAL WHARVES.....	2
5. RESPONSIBILITIES OF ALL PCBUS OPERATING ON WHARVES	3
6. ACCESS ARRANGEMENTS & PROCEDURES FOR WHARVES	3
7. VESSEL WORK ZONES – DEFINITION.....	4
8. ALLOCATED WORK ZONES – SAFE MANAGEMENT PROTOCOLS	5
9. PPE & GENERAL RULES FOR OPERATING ON PRIMEPORT WHARFS	5

1. WHARF INTRODUCTION

PrimePort has six wharves where multiple PCBUs (Persons Conducting a Business or Undertaking) work within close proximity to each other. This can create overlapping safety risks that need to be carefully managed. Under the Health and Safety at Work Act 2015, PCBUs are required to consult, cooperate and coordinate their activities that overlap.

PrimePort sets Common User Rules for PCBUs working together. This document outlines protocols for PCBUs accessing and working on PrimePort wharves.

(Note – This document should be read in conjunction with PrimePort's [Common User Rules Safety, Security & Environment](#))

2. WHARF OPERATIONS

Table 1 outlines the common operations across various PrimePort wharves. *(Note - TCTL Timaru Container Terminal Limited operates the Container Terminal which includes North Mole Inner)*

Details of wharves, depth, length and vessel limits can be found at: www.primeport.co.nz/facilities-and-services/port-services

3. WHARF COMMON OPERATIONS

Wharf	Activity
No. 1 Wharf	Dry bulk operations Break bulk operations Fishing turn-around operations Domestic dry bulk operations Domestic cargo operations Heavy lift operations Cruise operations
No. 1 Extension Wharf	Fuel operations Edible oil operations Dry bulk operations Chemical operations Molasse operations Fishing turn-around operations
No. 2 Wharf	Cement operations Dry bulk operations Molasse operations Fishing turn-around operations Heavy lift operations
No. 3 Wharf	Inshore vessel berthage Fishing turn-around operations Maintenance lay-up berth Domestic cargo operations
North Mole Inner (Operated and controlled by TCTL)	Container vessels Break bulk operations Cruise operations (PrimePort controlled) Heavy lift operations
North Mole Outer	Dry bulk operations Fishing turn-around operations

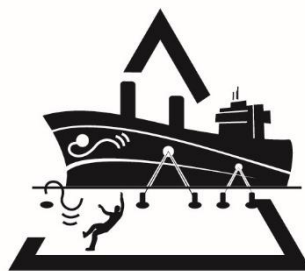
Wharf	Activity
	Domestic bulk operations Domestic cargo operations Cruise operations
Fish Wharf	Berthage for fishing vessels

4. SAFETY RISKS ON GENERAL WHARVES

There can be several high-risk operations that occur on PrimePort wharves. These operations do present Critical Risks that must be appropriately managed. General Critical Risks are:



**SUSPENDED LOADS,
DROPPED OBJECTS**



**LINES UNDER TENSION
SNAP BACK**



**PERSON VS
MACHINE**



**WORKING AT
HEIGHT**



**SUDDEN IMMERSION
IN WATER**



**LIGHT VEHICLE VS
HEAVY VEHICLE**



STORED ENERGY



**VEHICLE OVER
WHARFS EDGE**



DIVING

Work zones can present many different operational hazards that must be managed by the responsible PCBU. Operational hazards that have the potential to impact other PCBUs work zones need to be effectively controlled, communicated and documented between affected parties. Common hazardous work is:

- Forklift movements

- Pedestrians accessing work zones
- Handling or transporting chemicals
- Heavy truck movements
- Crane lifts occurring both wharf side and ship side
- Diving
- Hot work (wharf side)

5. RESPONSIBILITIES OF ALL PCBU's OPERATING ON WHARVES

PrimePort Responsibilities

- PrimePort has responsibility to provide berths and allocate work zones. PrimePort will take steps to isolate the work area for moorings staff and keep out any unnecessary people or equipment.
- PrimePort will coordinate relevant pre-ship meetings and traffic management approvals.
- PrimePort controlled work zones will be communicated with other PCBU's on the wharf where potential impacts or risks have been identified. Communication is through safety alerts distributed via email or direct communication with relevant parties.
- PrimePort will undertake safety observations and verify onsite PCBU safety controls and performance on the wharf. Any safety issues will be raised as early as possible with the relevant PCBU with agreed timeframes for corrective action.

Port Users – PCBU Responsibilities

- Participate in pre-ship meetings and follow agreed traffic management plans.
- Have in place their own safety management system, risk assessments, job safety analysis or SOPs.
- Identify operational risks or hazards that could affect other PCBU's work areas and collaboratively agree on controls that are communicated and documented.
- To actively consult, cooperate, document and coordinate activities with other PCBU's where their activities overlap.
- PCBU's must actively oversee third-party contractors who they have engaged to perform work within their designated work zone
- Complete PrimePort Permit to Work where required, please refer to PrimePort's website [Permit to Work | PrimePort Timaru](#) for clarification of permissible tasks.

6. ACCESS ARRANGEMENTS & PROCEDURES FOR WHARVES

The below items are a requirement for accessing and operating PrimePort Wharves:

- Complete PrimePort induction and receive activated access tag.
- If multiple vessels from different PCBU's are berthed on the same wharf, a traffic management plan is required. The relevant PCBU's must attend a PrimePort-led pre-ship meeting to agree on the traffic management plan, which will be documented and distributed.

- If any change to the agreed traffic management plan occurs, then all relevant parties should reconvene and ensure no new hazards may arise from the change.
- If a PCBU has multiple vessels berthed on the same wharf, it must conduct its own pre-ship meeting and document a traffic management plan.
- Establish safe access for pedestrians exiting blue walkways into their vessel work zone.

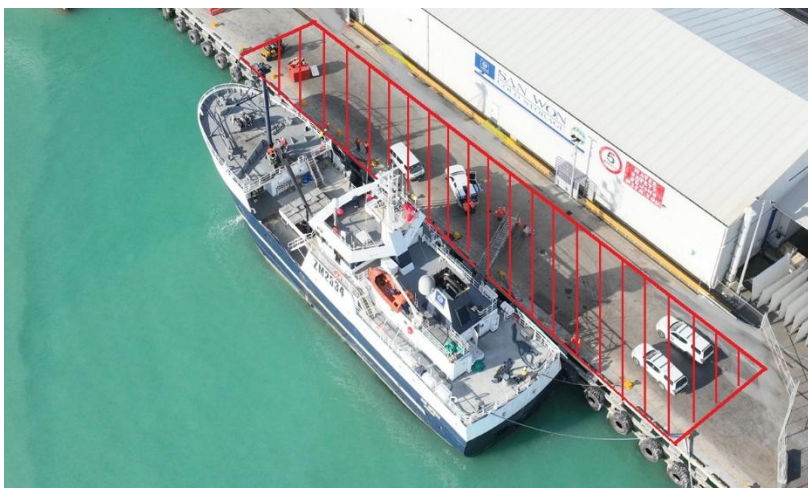
7. VESSEL WORK ZONES – DEFINITION

The vessel work area on the wharf is limited to:

- **Length (Fore and Aft Boundaries):**
The vessel work area extends along the wharf, from the point where the most forward mooring line is secured to a bollard, to the bollard where the most aft mooring line is secured. These two bollards define the start and end of the vessel's operational zone on the wharf.
- **Depth (Wharf Width):**
The designated work area extends across the full width of the wharf, from the water's edge to the landward boundary, excluding Port pedestrian walkways. A clear access lane of 3.5 metres must be maintained at all times to ensure unobstructed emergency access on the outer landward edge. The vessel work area on a finger wharf is required to achieve a common user lane of 3.5 metres alongside the Port pedestrian pathway.



Example 1:
Vessel Work Zone
North Mole Outer



Example 2:
Vessel Work Zone
No. 1 Wharf

- The vessel work area for bulk, breakbulk, tanker ships will extend the entire wharf area, with restricted access to approved persons.

8. ALLOCATED WORK ZONES – SAFE MANAGEMENT PROTOCOLS

The below items are a requirement for accessing and operating PrimePort Wharves:

- Work zones need to be established to ensure work activities between PCBU's is separated and clearly defined. The lead PCBU shall ensure appropriate safety management is in place within their allocated work zone. Where overlap between the work zones is identified, PCBU's are required to communicate, control and document how this overlap is safely managed.
- PrimePort will lock security gates for international flagged vessels to only authorised persons or PCBU's involved in the operation. No other pedestrians, vehicles or mobile plant is to enter. PrimePort will generate a traffic management plan and communicate to lead personnel involved in the operation.
- Security gates will be locked out only to authorised users if a work zone needs to be isolated for safety reasons. This will include PrimePort moorings staff on the wharf for ship arrivals and departures.
- Access by pedestrians through common user traffic lanes into their work zones must be safely managed and visually obvious.
- Each PCBU needs to identify the person in charge of the work zone and display this information on the contacts sign at each end of the work zone. Information required is:
 - Name
 - Company
 - Contact mobile phone number

9. PPE & GENERAL RULES FOR OPERATING ON PRIMEPORT WHARFS

The following rules must be followed on No. 1 Wharf:

- Wear day/night hi visibility clothing as per AS/NZS 4602 1-2011 high visibility safety garments.
- Wear safety boots. Vessel crew or visitors shall wear closed in footwear when using pedestrian walkways and accessing vessels.
- Wear a hard hat when working adjacent to suspended loads.
- Wear a PFD or life jacket if working within one (1) metre of the wharf's edge (within the yellow line running parallel with the wharfs edge)
- Keep to a speed limit of 20km and drive to conditions, reducing speed in poor weather or congested areas.
- Vehicles must have one of the following when driving on the wharf:
 - A flashing beacon
 - Hazard lights with head lights on

- Pedestrians must give way to all traffic and must stop and look both ways before walking across common traffic lanes.
- Obey all access restrictions and only enter other PCBU work zones when expressly authorised.