



PrimePort Common User Safety Rules

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PrimePort Common User Safety Rules

1. OBJECTIVES

- 1.1 To set a minimum standard of safe practices for all personnel who access PrimePort
- 1.2 Ensuring there is minimal operational disruption for port users
- 1.3 To provide a framework for all parties to work in a collaborative manner that best supports a safe port for all users
- 1.4 To enable safe and effective traffic flows and minimise congestion within common user areas
- 1.5 To enable port users areas to create and implement effective controls for their work activities arising in, or next to, common user areas
- 1.6 To facilitate better cooperation and communication between port users sharing the same port area
- 1.7 To ensure that PrimePort assets and infrastructure are used in a safe and efficient manner

2. DEFINITIONS

- 2.1 Operational Area
Any place within security fenced boundaries of the Port area.
- 2.2 Common User Area
If the wharf area outside a defined Port User Work Zone, where more than one PCBU has access to that area at one time.
- 2.3 Work Zone
Is a defined work area (particularly for vessels), which is defined by Work Zone signs placed at the vessels forward most and aft most lines.
- 2.4 PCBU
Is a person conducting a business or undertaking. It is a broad concept used through Health & Safety at Work Act 2015, to describe all types of modern working arrangements which we commonly refer to as businesses.
- 2.5 Working Load Limited (WLL)
WLL is the maximum working load designed by the manufacturer. This load represents a mass or force that is much less than the required to make the lifting equipment fail or yield, also known as the Minimum Breaking Load (MBL).
- 2.6 PrimePort Permit to Work
A Permit to work is a document issued by PrimePort authorising certain high risk activities to take place within the Operational Area. Section 7 details specific activities requiring a Permit to Work.
- 2.7 PrimePort Permit to Work Issuer
PrimePort persons authorised to assess and grant Permit to Work applications.

3. APPLICATION

- 3.1 The Common User Safety Rules apply to all PrimePort Operational Areas.
- 3.2 The PrimePort Common User Safety Rules do not grant exclusive rights to any Port User to the exclusion of other Port Users.
- 3.3 The PrimePort Common User Safety Rules are provided to inform Port Users how to safely access and work in within PrimePort Operational Areas, under terms and conditions acceptable to PrimePort.

4. LEGISLATION

4.1 PrimePort and Port Users shall comply with all regulatory requirements and obligations relating to PrimePort and the Port Users operations and activities whilst on PrimePort property including: any regulations; codes or subsequent guidance issued under such acts.

4.2 These Acts include, but are not limited to, the following:

- 4.2.1 Hazard Substances and New Organisms Act (HSNO) 1996
- 4.2.2 Health and Safety at Work Act 2015
- 4.2.3 Customs & Excise Act 1996
- 4.2.4 Maritime Security Act 2004
- 4.2.5 Biosecurity Act 1993
- 4.2.6 Maritime Transport Act 1994
- 4.2.7 Building Act 1991
- 4.2.8 Electrical Safety Regulations and applicable safety standards
- 4.2.9 Navigation Safety By Laws 2010
- 4.2.10 NZ Road Rules and Transportation Act 1998
- 4.2.11 Resource Management Act (RMA) 1991

5. RESPONSIBILITIES OF PRIMEPORT

5.1 PrimePort shall:

- 5.1.1 In its capacity as the landowner, PrimePort will endeavour to allocate a berth/Work Zone (subject to PrimePort's own operational needs), to enable the Port User to carry out their authorised work activities.
- 5.1.2 Reserve the right to deny access to any Port User who fails to comply with the PrimePort Common User Safety Rules including, but not limited to, breaches of:
 - Regulatory compliance
 - Security
 - Safe traffic management
 - Health and safety
 - Any other rules defined or those consequently executed by PrimePort and notified to Port Users.

6. RESPONSIBILITIES OF PORT USERS

6.1 Port Users shall:

- 6.1.1 Ensure their employees, contractors and visitors understand and comply with the requirements of this document.
- 6.1.2 Ensure their employees, contractors and visitors have completed the PrimePort site induction, or are personally escorted while on site.

- 6.1.3 Ensure that their employees, contractors and sub-contractors working in the Operational Area, shall wear appropriate personal protective equipment (PPE) at all times. Within all PrimePort Operational Areas the mandatory PPE requirements are:
- Day/night standard Hi Visibility clothing as per AS/NZS 4602 1:2011 High visibility safety garments Part 1: Garments for High Risk Applications.
 - Safety boots – ship's crew or visitors may wear sensible shoes transiting to or from a vessel, if they use defined and barriered walkway through a vessel's Operational Area. No person may enter/work in a vessel Work Zone without wearing safety toed boots.
 - Hard hats when working adjacent to suspended loads.
 - Where practicable, Port User personnel shall wear an approved personal floatation device (PFD) when working within one metre of the wharf edge.
- 6.1.4 Follow safe operations and general work practices and comply with the current Health and safety legislation and regulations.
- 6.1.5 Be subject to drug and alcohol testing, which may include post incident, reasonable cause and random testing. PrimePort has a ZERO tolerance Drug & Alcohol Policy.
- 6.1.6 Report all near misses, incident, and/or accidents in the Common User Area as soon as practicable (no later than 24 hours after the event), to PrimePort's Health & Safety Manager.
- 6.1.7 Comply with all load-bearing and/or other operational restrictions imposed by PrimePort with specific reference to roadways and wharves of the Port.
- 6.1.8 Ensure that all portable equipment, rubbish or other materials are removed from wharf Operational Areas and Common User Areas immediately after use, so as to allow other Port Users unobstructed access and use of Operational Areas. Failure to comply with this requirement, may incur fees to cover the costs of removal.
- 6.1.9 Ensure that all equipment and plant is maintained in a safe operating condition including all types of Certificates of Fitness and/or Warrant of Fitness requirements.
- 6.1.10 Ensure that all lifting equipment is certified and Working Load Limits (WLL are not exceeded. Lifting equipment shall only be operated by trained and competent personnel.
- 6.1.11 Ensure that any suspended load is not swung over the top of other Port User personnel or vehicles.
- 6.1.12 Develop and maintain a traffic management plan for specified Work Zones. These plans have to be integrated into the Port's Common User Area traffic management plans. These plans shall be communicated to relevant stakeholders.
- 6.1.13 Ensure that any reported hazards or incidents involving traffic are investigated and corrective actions are put into place in a timely manner.
- 6.1.14 Ensure that their workers do not interfere with, move or remove any safety barriers, cones or fencing erected by PrimePort or other Port Users.

- 6.1.15 Where required, submit to PrimePort a traffic management plan specific to their operations at pre-ship review meetings.
- 6.1.16 Have a current Permit to Work as detailed at Section 7: Permit to Work.
- 6.1.17 Ensure the operational traffic movements are conducted in a safe manner.
- 6.1.18 Communicate and cooperate with other Port Users in their immediate area and shared Common User Area regarding traffic management.
- 6.1.19 Inform PrimePort of any proposed modifications to operations that may impact the Common User Area.

7. PERMIT TO WORK

7.1 PrimePort's Permit to Work (**PTW**) is a safety management system used to ensure that work is done safely, efficiently and permit issuer/receiver are fully aware of the operational hazards, that appropriate risk mitigations are put in place prior to the work being started.

7.2 Permit to Work authorisation is required for the following activities:

- Hot work.
- Under or over water work.
- Any structural penetrations (e.g. through buildings or structures)
- Electrical isolation is required.
- Water shutdown is required.
- Ground penetration/excavation (e.g. direct drilling, piling, trenching etc).
- Mobile crane/truck mounted crane work.
- Travel or operation of any tracked machinery on any wharf, asphalt or other paved area.
- An overweight/over dimension road permit is required for a vehicle operating in the Operational Area.
- Traffic management is required.
- Working at heights.
- Work in a ceiling, wall, floor space or other confined space activity.
- Activities requiring a council or statutory authority permit or approval.
- Construction, repair, demolition and/or any earthworks.
- Work requiring a notification of a particular hazardous work lodged with WorkSafe New Zealand.
- Work potentially impacting upon PrimePort's or other Port User's ability to operate.

Note: Applications for a Permit to Work shall (*excluding genuine emergency situations*) be submitted to a PrimePort Permit Issuer for consideration **at least 48 hours** prior to the work being undertaken. Work that triggers one or more of the activities listed

above, shall not be undertaken without a correctly completed PrimePort Permit to Work, authorised by a PrimePort Issuer.

8. HEAVY POWERED MOBILE PLANT

8.1 Heavy powered mobile plant or metal tracked vehicles that may cause damage to PrimePort's roadways, drains, asphalt, concrete, paving, underground cabling and wharves shall not be used without the prior permission of PrimePort's Infrastructure Manager.

8.2 Port Users may apply for permission by submitting a written application to PrimePort's Infrastructure Manager. The application shall include axle/track loads and a methodology detailing how the powered mobile plant or metal tracked vehicle shall be operated on-site and how the Port User will mitigate the risk of damage to PrimePort infrastructure.

8.3 Each application will be assessed by the PrimePort Infrastructure Manager on a case by case basis. PrimePort reserves the right to refuse heavy powered mobile plant access to the Port. Failure to seek prior permission may result in the equipment owner facing claims for damages.

9. HAZARD & INCIDENT REPORTING

9.1 All Port Users have a duty of care to report hazards and incidents, including Common User Area serious near hits. All potentially serious hazards and incidents are to be reported immediately to PrimePort's Health & Safety Manager as soon as practicable within 24 hours.

10. PORT ACCESS

10.1 The following applies to all Operational Areas:

10.1.1 Port Users shall comply with all PrimePort security requirements, including having completed a PrimePort safety induction and being issued with an access tag to a secured Port area.

10.1.2 Vehicular traffic shall comply with traffic management plans when entering PrimePort Operational Areas, this includes complying with speed limits, directional road markings/signage, stop and give way rules and only park in designated parking areas.

10.1.3 Mobile plant headlights and/or a flashing amber light must be on at all times, seatbelts must be worn when fitted by the vehicle manufacturer.

10.1.4 Handheld mobile phones or radios are not to be used while operating any vehicles or plant.

11. DOG RESTRICTIONS

11.1 No person may bring a dog into any Operational Area of the Port, with the exception of New Zealand Police, Ministry of Primary Industries or Customs New Zealand.

12. WIRELESS COMMUNICATION EQUIPMENT

12.1 The installation or modifications to any Port User wi-fi or radio communications hardware on PrimePort infrastructure requires PrimePort approval. The Port User shall submit a detailed written proposal to PrimePort requesting permission to install new or modify existing hardware. The submission shall provide a detailed description of the installation, electrical design (where applicable) and final engineering drawings. No modifications shall be undertaken by any Port User without prior written permission from PrimePort's Information Technology Administrator and/or Infrastructure Manager.

12.2 Port Users shall ensure that their radio frequencies do not affect any radio frequencies used by PrimePort, on-site government agencies or other Port Users.

12.3 Port Users shall ensure new wi-fi (broadband) or other wireless networks do not affect any existing networks used by PrimePort. Written permission must be sought from PrimePort's Information Technology Administrator, prior to installation of equipment or of wireless frequencies.

13. PEDESTRIANS

13.1 All pedestrians in Operational Areas shall:

13.1.1 Have completed PrimePort's safety induction (unless being escorted by an inducted person).

13.1.2 Wear day/night standard high visibility clothing and safety footwear.

13.1.3 Only walk within designated walkways, which are marked by parallel blue lines.

13.1.4 Be aware of traffic movements, stop and look for traffic around working areas in particular shed doorways, vehicle-crossing routes, blind corners and in congested areas.

13.1.5 Only make phone or radio calls from a safe area.

13.1.6 Give way to all plant and vehicles and ensure drivers have given them a positive acknowledgement to proceed before approaching the plant or vehicles, or moving in their vicinity.

13.1.7 Not walk in behind a vehicle unless you have made eye contact with the driver and he/she has indicated you may proceed.

13.1.8 Report any traffic incidents.

14. VEHICLE RULES

14.1 The following right of way rules apply within the PrimePort Operational Areas:

Designated Area	Right of Way Rules
Rail Lines	Trains have right of way at all times. Powered mobile plant and light vehicles must give way at all rail crossings.
Road Intersections	Follow the instructions of all traffic signs and signals. Public road rules apply.
Pedestrian Walkways	Pedestrians must give way to all traffic, stop and visually check before crossing any roadways, rail tracks, building doorways or Operational Areas.
Warehouses	Forklifts have right of way, general traffic is not permitted inside warehouses except service vehicles with prior permission.

15. SPEED LIMITS

15.1 The maximum speed limit within the PrimePort Operational Area is 20km/hr or as otherwise posted on wharves, private Port roads and hardstand areas. All drivers expected to drive to the conditions and reduce speed accordingly when approaching congested areas.

16. LOG YARD

16.1 The Log Yard is a high hazard area. Access is not permitted without first reporting to the log marshalling operator's office and completing their site specific induction.

17. WORK ZONES

- 17.1 Work Zone barriers shall be positioned by the Port User company undertaking the work, prior to the work commencing.
- 17.2 No access is permitted through Work Zone areas that are barriered, fenced, coned off, and/or have signage advising authorised access only.
- 17.3 Only personnel authorised by the person in charge of the Work Zone are permitted in the vicinity of Work Zones for vessels.
- 17.4 The contact details of the person in charge of the Work Zone shall be displayed on the Work Zone barrier/signs.

18. BREACHES OF SECURITY AND SAFETY

- 18.1 This section formalises the enforcement guidelines for breaches of acceptable safety and security practices.
- 18.2 For serious breaches, PrimePort reserves the right to issue a warning under the three strike policy, suspend, limit or terminate any individual or PCBU's right of access to any PrimePort area immediately.
- 18.3 Examples of serious breaches include the following:
 - 18.3.1 Significantly exceeding the Port speed limit.
 - 18.3.2 Driving through work Zones, coned off or safety barriered areas.
 - 18.3.3 Dangerous driving, i.e. driving in a manner likely to cause injury to Port personnel or cause property damage.
 - 18.3.4 Driving unsafe vehicles.
 - 18.3.5 Tailgating or 'piggy-backing' personnel through security gates.
 - 18.3.6 Misuse of a security tag e.g. giving unauthorised person a security tag to use.
 - 18.3.7 Tagging in unauthorised persons.
 - 18.3.8 Allowing non-inducted and unescorted persons to access site.
 - 18.3.9 Operating vehicles when not authorised or licenced to do so.
 - 18.3.10 Moving or removing any safety barriers/cones/fences erected by PrimePort or other Port Users.
 - 18.3.11 Threatening behaviour, or verbal and/or physical abuse of Port Users.
 - 18.3.12 Encouraging or engaging in wilful or malicious behaviour that damages PrimePort or Port Users property.
 - 18.3.13 Failure to acquire the appropriate Permit to Work.
 - 18.3.14 Failure to comply with a reasonable direction of a PrimePort Manager/Supervisor.
- 18.4 For less serious breaches PrimePort may issue written warnings using a three strike policy.

- 18.5 Examples of other breaches that may be considered serious or subject to the three strike policy, depending on severity and reoccurrence, include the following:
- 18.5.1 Manually using a cell phone while driving.
 - 18.5.2 Driving without headlights on and/or amber flashing light, in Operational Areas.
 - 18.5.3 Having unauthorised passengers in the vehicle.
 - 18.5.4 Not wearing appropriate Personal Protective Equipment and Personal Protection Clothing in Operational Areas.
 - 18.5.5 Failing to place Work Zone barriers with the correct contact details.
 - 18.5.6 Driving or walking under any suspended loads.
 - 18.5.7 Horseplay or other unsafe behaviour that puts Port Users at risk or harm.
 - 18.5.8 Parking in unauthorised areas or exceeding parking time limits.

19. THREE STRIKE POLICY

19.1 First Strike

If a breach is found to be valid, a 'first strike' shall be noted against the Port User's name in the security system and a strike shall be in effect for a period of six months. At the end of the six month period, if no further strikes have been assigned, the record of the 'first strike' will be removed from the security system.

19.2 Second Strike

If the Port User commits another breach before the first strike probation period expires, a 'second strike' shall be recorded against the offender. In addition, the offender will be issued with a PrimePort written warning via their employer.

19.3 Third Strike

In the event of a 'third strike' being recorded within the next six months of the second strike, PrimePort may deny the offer of access to the Port.

20. REPORTING OF SAFETY OR SECURITY BREACHES

- 20.1 Where any Port User witnesses a safety or security breach, they shall bring it to the offenders notice if safe to do so and report the breach to PrimePort management as soon as practicable.
- 20.2 Where a Port User is assessed as being in breach of safety or security rules, PrimePort management will inform the offender's employer of the nature of the infringement and enforcement action being taken.

21. ENFORCEMENT APPEAL PROCESS

21.1 Appeal Procedure

- 21.1.1 Any enforcement action appeal must be submitted in writing to PrimePort management within five working days of PrimePort formally advising the offender and/or their manager of an enforcement action being lodged.
- 21.1.2 The appeal submission must outline the reason for the appeal, the offender's version of events, why the enforcement action is not justified, and what (if any) sanctions are appropriate.
- 21.1.3 Upon receipt of the written appeal submission, PrimePort management will undertake a review of the events that resulted in an enforcement action being lodged.

21.2 Post Appeal Process

21.2.1 The decision from the appeal process is final and no further correspondence will be entered into following conclusion of the appeal hearing. A decision in writing will be provided to the appellant, or their manager, following the appeal hearing.

22. PRIMEPORT CONTACT NUMBERS

PrimePort Duty Supervisor	03 687 2710
Watchman (24/7)	03 687 2728
<u>Security</u>	
Senior PFSO	027 809 4705
PFSO	022 350 8830
Operations Manager	027 450 8825
Operation Supervisor	027 846 8062
Infrastructure Manager	027 486 6375
Health & Safety Manager	027 809 4705
Compliance Supervisor	027 621 8404