COMMON USER SAFETY PROTOCOLS

CUSP

Contents

1. Introduction to CUSP

1.1 Purpose

The Common User Safety Protocol (CUSP) stipulates health, safety, and environmental requirements for port users at South Port NZ (SPNZ), by ensuring SPNZ meets its Health and Safety duties under the Health and Safety at Work Act (HSWA) 2015 to consult, cooperate, and coordinate with other businesses, in turn strengthening communication and mutual understanding on workplace health and safety.

1.2 Scope

The CUSP is the minimum standard that applies to all Persons Conducting a Business or Undertaking (PCBUs) and Workers who enter SPNZ's operational areas and common users' sites to perform work related duties. Areas include, but **are not limited** to, container yard, wharves, berths, Syncrolift, weighbridge or trailer gantry sites and SPNZ's roadways.

Statutory and permitting requirements will take precedence over the CUSP, except in those cases where the CUSP standards are considered more stringent.

1.3 Responsibility

All Port Users must follow the requirements of this document and related references. Feedback through SPNZ's Forums is encouraged for continuous improvement.

1.4 Code of Conduct

All Port Users, including SPNZ workers (staff and contractors), must uphold the highest standards of professionalism and consistently demonstrate appropriate behaviour.

Key principles include:

- Abiding by associated laws
- Being honest and fair
- Being responsible
- Showing concern and care for others
- Being proactive about matters affecting Port Users
- Using good judgment to serve the collective interests of Port Users

Any physical or verbal aggression or harassment is unacceptable at SPNZ. Breaches will be reported to the relevant lead PCBU and may result in revoked access for offenders.

2. Communication and Consultation

2.1 Port Users Safety Forum

Purpose: Support PCBUs in consulting and coordinating on health and safety, key initiatives, and operational improvements.

Frequency: Quarterly throughout the calendar year.

Minimum Attendance: At least two Safety Forums annually.

2.2 Contractors Safety Forum

Purpose: Serve as a platform to share information, expertise, and knowledge across the contracting network. Enhance health and safety by setting clear expectations, best practices, and common standards under SPNZ's guidance.

Frequency: Annually.

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2.3 Other Avenues for Communication

- Pre-Shipping meetings allow collaboration on managing specific risks in Common User Areas.
- Working Groups meet to improve high-risk and Critical Risk items from common areas' Risk Registers.
- Ongoing contractor engagement through safety observations and Permit to Work discussions.
- Periodic surveys/emails to gather feedback on safety and operational procedures, and risk management.
- Port Users are encouraged to contact the SPNZ Bulk Cargo Operations Manager, Management or the Health and Safety Team for concerns and improvement opportunities.

3. Review, Compliance and Monitoring

3.1 CUSP Review

To ensure continuous improvement, SPNZ coordinates and annually reviews the CUSP, consulting with PCBUs via the Port Users Forums. Where non-compliance is evident, corrective actions will be agreed upon, allocated, monitored and achieved within the agreed timeframe.

3.2 PCBU Compliance to CUSP

South Port handles CUSP non-compliance with communication and education. Persistent non-compliance will lead to corrective actions and monitoring; continued issues may lead to enforcement actions, including denial of port entry to individuals and their organisations. Any health and safety non-conformances by PCBUs and their employees shall refer to the Non-Conformance Policy (Appendix 1).

3.3 PCBU Monitoring by South Port

At SPNZ, we categorise our relationships with PCBUs and business partners into three types (Table 1). Table 2 outlines our health and safety oversight responsibilities and the framework for ensuring PCBUs comply with CUSP and other requirements.

Guidelines for pre-qualifying Contractors and evaluating PCBUs and Tenants are detailed in Appendix 1. Section 3.5 outlines the minimum health and safety requirements for PCBUs. We conduct monthly random Contractor Site Checks to assess the effectiveness of their health and safety systems.

The Three Strike Policy for traffic offenses is explained in the Traffic Management Plan (Appendix 1). All personnel, contractors, and Port Users must complete the online Site Induction (Section 3.4) to enter the Port.

Table 1 - Types of Relationships with SPNZ's PCBUs

PCBU Type	Description
Tenant	A Tenant is a business that leases or holds a license to operate on land, infrastructure and buildings owned by SPNZ.
SPNZ Contractor	A SPNZ Contractor is a business that provides a service directly to SPNZ.
Port User	A Port User is a business that utilises SPNZ's common area facilities to conduct their operations. This includes third parties such as contractors of Tenants, Exporter/Importer companies, transport companies, port visitors and others such as customers and other service providers such as suppliers, auditors, MPI, Customs, fisherman etc.

Table 2 – SPNZ Monitoring Framework

PCBU Type (relationship)		SPNZ Monitoring Framework Procedures used to manage Health and Safety (HS) risks.				Frequency	Department Responsible
Tenant		Tenant HS Compliance Evaluation (Vault)				Annually	HS & Commercial
SPNZ Contractor (10.1)		SPNZ Contractor HS Pre-Qualification (Vault)	CUSP	SPNZ Site Induction (online)	Three Strike Policy	Initial, biennial	HS
		Contractor HS Site Checks (Vault Check)				Monthly	HS & every department
		Contractor HS Performance Evaluation				Post-contract & Annual	Infrastructure/ HS
Port User	Exporter/ Importer, PCBUs	PCBUs Health and Safety Evaluation (Vault)				Annual	HS
		Forum attendance, at least 2 forums a year				Quarterly	HS
	Others: port visitors etc.					As required	HS & Security

3.4 South Port Site Induction

Before visiting SPNZ unaccompanied, all Port Users must complete the mandatory online site induction at southport.co.nz located in the health and safety section. This induction covers essential visitor requirements, security protocols, PPE, speed and vehicle regulations, emergency procedures, biosecurity measures, accident and hazard reporting, and critical risks.

Upon successful completion, SPNZ's Security team will be notified. The induction is valid for two years. When you arrive, bring your photo ID and report to the Security Watch House.

SPNZ's Departmental Inductions

These inductions must be completed upon arrival at individual departments. A Supervisor or representative will explain site-specific hazards and risks. The process takes about 10 minutes.

PCBUs' Responsibility

All PCBUs must ensure that anyone accessing their work areas receives SPNZ site and specific operational inductions.

3.5 Minimum Health and Safety Requirements

Under the HSWA, PCBUs must ensure a safe and healthy work environment, adhering to SPNZ's health and safety standards. An effective Health and Safety Management System (HSMS) ensures worker safety. PCBUs must periodically review it to ensure risk controls are effectively achieving and maintaining the intended risk reduction. PCBUs must train personnel in hazard identification and risk management, maintain documented systems for high-risk activities, ensure regulatory compliance, and manage their contractors at the Port.

The basic requirements for a HSMS include:

- Health and Safety Policy Statement.
- Hazard and risk management systems. Register of identified risks. Pre-start toolboxes.
- Accident/Incident, Near Miss Register and reporting system.
- Hazardous products and substances register on site.
- Training and competency register.
- Plant or equipment maintenance, inspection system.
- Emergency planning, procedures, and evacuation plan.
- Fatigue Management policy.
- Drug and Alcohol policy.
- Contractor Management (if applicable).

4. South Port Site Critical Risks

SPNZ have identified their top 6 Critical Risks that has the potential to cause the most harm or significantly disrupt port operations, these include:

5. Coordinated Risk Management in Common Areas

PCBUs in common areas must consult, cooperate, and coordinate on risk management. Each PCBU should manage, evaluate, and record the risks they introduce, maintaining a risk register. They must handle overlapping risks within their control. All Port Users must collaborate for safety and efficiency. Clear pre-notification and sensible safety arrangements are required for activities impacting others. Appendix 2 shows the SPNZ Map of Common Areas.

The Safety Arrangements May Cover:

- Planning how work affects others (PCBUs, their workers and others in common areas).
- Identifying and managing health and safety hazards and risks.
- Consulting with other PCBUs to agree on and assign risk controls.
- Implementing and reviewing controls for effectiveness.
- Defining and communicating roles, responsibilities, and actions (overlapping duties).
- Continuously communicating, cooperating, and coordinating with other PCBUs.
- Monitoring health and safety to ensure it is maintained.
- Collaboratively planning and coordinating activities for effective control measures.

PCBUs must inform SPNZ of any planned or unplanned changes, new risks, or hazards, and how these are managed in common areas. Refer to section 6 on reporting of hazards and risks.

SPNZ reserves the right to stop work in common areas or hold certain works until all risks are mitigated to their satisfaction.

5.1 Lead PCBUs

When a single PCBU predominantly manages common work areas, they become the Leading PCBU due to their influence and control. This does not absolve other Port Users of their health and safety responsibilities. SPNZ expects Leading PCBUs to exceed the minimum Health and Safety Requirements (above), uphold the highest health and safety standards and:

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- Maintain a constant on-site presence to oversee operations and ensure all site entrants are informed of safety rules and procedures.
- Lead Pre-ship meetings and daily safety briefings.
- Establish clear procedures for incident, hazard and risk reporting.
- Develop and maintain hazard and risk management framework including up-to-date risk registers and safety checks etc.

These expectations are integral to SPNZ's vision of a workplace where health and safety is paramount, and every PCBU plays a vital role in achieving this goal.

5.2 Pre-Ship Meetings and Berth Hand-Over

All parties involved in a vessel operation can join the Pre-Ship meeting to plan the operation. Consider the relevance for the common area Risk Register (5.3) and Traffic Management Plans (TMP). Agreed meeting outcomes will be documented and distributed. Unauthorised deviations could result in suspension. Lead PCBU is expected to run these meetings.

Berth Hand-Over: After Bulk Cargo discharge and cleanup, contact the Bulk Cargo Supervisor to confirm the berth's readiness for the next operation. If additional clean-up is required Port Services will handle the final cleaning of the berth.

5.3 Risk Registers for Common Areas

Shared safety risks are documented in SPNZ Risk Registers for each common area (e.g., Berth 5 Cargo Risk Register). Refer to the Appendix 2 to see which register applies to each area. These registers are updated throughout the year by SPNZ and emailed to Port Users. They are formally reviewed by Port Users during forums as appropriate to ensure a safe and efficient work environment.

5.4 Managing Impairment Risks

Drug and Alcohol Management

The purpose of SPNZ Drug and Alcohol Policy is to manage risks associated with personnel unfit for work due to drugs, alcohol, or prescription medication impairment.

(1) All Workers, as defined by the Health and Safety at Work Act, 2015 must maintain fitness for work and comply with the SPNZ Drug and Alcohol Policy (Appendix 1).

(2) PCBUs must create and uphold a drug and alcohol policy per SPNZ standards, covering education on impairment risks and testing provisions.

(3) PCBUs must comply with section 5.5 of SPNZ's Drug and Alcohol Policy, monitoring their sites to ensure no drugs or alcohol are supplied or consumed, and addressing breaches immediately.

(4) Port Users must notify SPNZ Security of any impaired individuals or suspicious behaviour.

(5) SPNZ has the right to require testing of any person who was or who may have been directly or indirectly involved in a serious health, safety, or environmental incident or near miss. Testing must occur promptly, with the person under constant supervision. Refusal may result in prohibition from the Port. Refer to SPNZ Drug and Alcohol Policy (7.4).

Fatigue Management

To avoid fatigue impairment, all PCBUs on port shall have fatigue management strategies in place to ensure that all personnel are fit for work and meet, as a minimum, the regulatory rest requirements for their roles.

5.5 Personal Protective Equipment

Personnel on Port must wear high-visibility (Hi-Vis) clothing in all areas except offices, car parks, Smoko rooms, and oyster berths. Safety footwear with toe cap protection is mandatory in all operational areas. PPE must comply with regulatory and AS/NZS standards, i.e., AS/NZS 4602 for Hi-Vis.

PCBUs must provide PPE to their workers per HSWA requirements and ensure they are trained in its use, maintenance, and storage.

Compliant Garments (AS/NZS 4602.1:2011)   Non-Compliant Garments

Bib-style overalls comply only if worn with a matching hi-vis polo shirt (image1). Hoodies are not permitted onsite, except for jacket hoods in wet weather or in South Port Cold Stores (image 2).

Image 1   *Image 2*

Task- or area-specific PPE must be used as follows:

- **Personal flotation devices**: Within one metre of the wharf edge and on/over water.
- **Eye protection**: must be worn when conditions lead to risk of an eye injury. Safety glasses required in vicinity of wood chip pile in strong wind conditions due to risk of flying wood chips.
- **Other equipment**: respirators, dust masks, earmuffs are task dependent, code of practice requirements must be adhered to in these instances.

High operational risk areas

Hard hats must always be worn in designated areas or where there's a risk of falling objects. They are compulsory on berths and ships during operations, near cranes/Hiab's, log yards, stevedoring operations and where overhead work is occurring. Check with the site operator for health and safety compliance.

5.6 Unattended Work Area Safety

Keep all work areas safe when unattended to ensure a safe and efficient environment.

Key requirements:

- Securely barricade or cover holes.
- Place warning signs for remaining hazards.
- Park plant safely in designated areas.

Post-Work Cleanup:

- Clear all hazards.
- Dispose of waste materials appropriately.
- Restore displaced signage or fixtures.
- Maintain a clean and orderly work area.

6. Hazards, Risks, and Incidents Reporting and Investigation

Reporting hazards, risks, and incidents to SPNZ is crucial for ensuring a safe working environment. It helps prevent accidents, allows for timely interventions, and ensures compliance with safety regulations. By sharing this information, we can collectively work towards mitigating risks and improving safety at the Port.

6.1 Reporting Hazards and Risks

PCBUs must inform SPNZ's Bulk Cargo Operations Manager or Health and Safety Team, or PCBUs' SPNZ contact of any new potentially serious risks, or hazards identified or introduced on Port and how these are managed in common areas. These will be evaluated by SPNZ and, if necessary, added to the relevant common area Risk Register and shared with Port Users.

6.2 Reporting Notifiable Events, Incidents, and Near Misses

PCBUs must establish an effective incident management system to report, investigate, and prevent incident recurrence, ensuring compliance with regulatory requirements.

Definitions

> **Notifiable Event:** A fatality, a notifiable injury/ illness or a notifiable incident, more at WorkSafe.
> **Notifiable Injury/Illness**: Requires hospital admission for immediate treatment (excluding first aid), such as amputation, serious head injury, serious burn, loss of bodily function, or serious lacerations.
> **Notifiable Incident**: An unplanned/uncontrolled event at a workplace exposing individuals to serious risks, like substance escape, spillage, leakage, implosion, explosion, fire, or electric shock.
> **Near Miss**: An unplanned event that did not result in injury, illness, or damage but had the potential to do so.

Reporting Notifiable Events on Port

- Report serious incidents (*Notifiable Events*) on Port to SPNZ immediately. Port Users must verbally inform the Health and Safety Manager or Port General Manager at the time of the incident. A detailed report must be submitted within 24 hours.
- If a Notifiable Event occurs in a Tenant's operational area, SPNZ must be verbally notified.
- PCBUs must report Notifiable Events to Maritime NZ by phone or online form in Appendix 1.

Reporting Accident/Incidents and Near Misses in Common Areas

- Promptly report all incidents and near misses (*with potential to become Notifiable Events*) in common areas to SPNZ via the Bulk Cargo Operations Manager or Health and Safety Team.
- In addition, Tenants are expected to report all incidents that involve SPNZ assets.

6.3 Reporting Environmental Incidents

Report all environmental incidents and complaints that relate to the port or activities that are carried out on the port to the Infrastructure and Environmental department as soon as possible, on the day that the incident becomes known.

6.4 Failure to Report

Failure by a PCBU to report incidents, near misses or hazards will prompt SPNZ to investigate flaws in the reporting system. This may result in directives to stand down certain PCBUs or their workers.

6.5 Investigation

Investigations of Notifiable Events or Critical Risk incidents must meet SPNZ's standards, with a report submitted to the Health and Safety Manager within ten working days. SPNZ may request copies of completed investigations and may require Port Users to participate in South Port-led investigations.

If a Notifiable Event occurs in a Tenant's area, SPNZ will support but not directly participate in the investigation. However, if the incident involves a SPNZ leased asset, SPNZ may lead the investigation with Tenant support. SPNZ must receive a report on any learnings or corrective actions.

SPNZ reserves the right to stop work in common areas or hold certain work until all corrective actions and risks are mitigated to their satisfaction.

6.6 Media Communications

SPNZ must be promptly informed of any contentious or potentially contentious media interviews following an incident, regardless of the publication's location or reach. Refer to the PCBU News & Social Media Policy (Appendix 1).

7. Activities Requiring Notification to SPNZ

Prior notice to SPNZ of planned work activities is essential for safe and efficient operations.

7.1 Non-Routine Hazardous Work (Permit to Work)

Please refer to Appendix 1 for the Permit to Work (PTW) Framework, which includes the PTW process, requirements, task-specific permits details, PTW forms and notification to regulators.

The PTW system ensures that non-routine hazardous work like crane lifts, excavations, confined space entry, hot work, repairs on wharves and structures, working at heights and others are safely completed by competent personnel, following robust risk management protocols.

PCBUs at the Port should either use their own PTW system or SPNZ's system for their operations. PTW forms are available from the above PTW Framework file (Appendix 1), Supervisor, health and safety, or infrastructure departments.

Key requirements:

- PCBUs must apply through the PTW system for activities like Hot Work, Diving, Heights, etc.
- Health, safety, and environmental risks must also be assessed, notified and controlled through PTW before work begins.

Notification to Regulators and SPNZ as a part of PTW:

- Any Particular Hazardous Work performed at SPNZ must be notified to **Maritime** by the Contractor or Supervisor at least *24 hours in advance*, refer to the online form Appendix 1.
- Hot work on berthed vessels requires Harbour Master authorisation and must be notified to **Environment Southland** via an online application (see Appendix 1).

7.2 Activities Impacting Traffic Flow

PCBUs must coordinate with SPNZ regarding any site works or activities that affect traffic flow or TMPs. South Port will inform all affected PCBUs of any changes to TMPs. All TMPs must be approved by the SPNZ Bulk Cargo Operations Manager in consultation with the Infrastructure and Health and Safety Team.

7.3 Heavy and or Over-dimensional Loads (Project Cargo)

There are no weight restrictions on operational berth(s) 4, 5 and 8, however some wharves do have restrictions, please refer https://southport.co.nz/facilities-and-services#infrastructure for this information. The access bridge from Bluff to Island Harbour can handle weights such as other state-owned highway bridges.

Heavy and over-dimensional load movements need a risk assessment and TMP approval from SPNZ's Infrastructure Department. Controls for crossing the bridge may include preventing other vehicles or trains from being on the bridge simultaneously. Additional measures, such as removing the gatehouse, may be required.

Contact the Commercial Team at SPNZ for project cargo inquiries or quotes, including heavy or over-dimensional loads.

Note: Loads exceeding Class 1 leaving the Port and joining the national road network require a permit from the NZTA.

8. Traffic Management

Please refer to [Appendix 1](#) for the complete Traffic Management Plan document, which includes traffic rules, the "Three Strike" policy for driving offences, and other relevant details.

SPNZ highly values and encourages the involvement of PCBUs in developing traffic flow maps and TMPs tailored to their operations. This collaboration aims to minimise traffic hazards and risks to other site operators and personnel. Feedback is always appreciated.

8.1 Key Requirements

- All mobile plant must be safe and regularly maintained. Seat belts must be worn where fitted. Otherwise, a Risk Assessment should be performed to support this.
- Safe driving practices, including adherence to speed limits and TMPs, are mandatory.
- Speed limits on bridge: 20km/hr, 10km/hr if under HPMV license.
- Forklifts, log loaders, and unrestrained loaded log trucks are restricted to 20 km/h.
- Maximum speed on berths and the log lane is 15 km/h.
- Headlights or flashing beacons must always be on when on Port.
- At railway crossings, vehicles and pedestrians must look for trains and always give way.
- Mobile phone use while driving is prohibited, except hands-free.
- Do not drive through restricted areas without authorisation.
- Park only in designated areas. Do not park near berth edges or on walkways.
- Pedestrians to follow marked walkways and wear hi-vis PPE.

Non-compliance may lead to suspension of operations and or refusal of entry.

8.2 Cruise Ship Operations

Berths 5 and 8 are restricted when a cruise ship is alongside. Only authorised personnel and vehicles with security clearance are permitted entry. All port users must follow SPNZ traffic management and be cautious during cruise ship operations due to heavy traffic, especially at the start and end of the day. More details are available in the relevant risk registers and can be provided upon request by SPNZ.

9. Port Security

All personnel entering the Port must be authorised and comply with the Maritime Security Act 2004. Port Users must adhere to the HSWA, relevant regulations, and codes of practice to ensure safety, manage security risks, and protect South Port assets.

Key requirements:

- All persons must have photo ID, i.e. driver's license or passport, to enter the Port.
- Access cards are issued to individuals only and cannot be shared.
- Access is restricted to relevant operational areas.
- Card holders must report immediately to the Security Gatehouse if cards are lost or stolen.

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- All vehicles and bags coming into the Port will be subject to random search; items such as firearms and injurious substances etc., are prohibited.
- Children under the age of 16 are not permitted inside the operational areas of the Port.
- Animals or pets are not allowed at the Port, except for service animals like disability assistance dogs and drug detection dogs.
- No firearms, ammunition or explosives are allowed on site.

9.1 Visitor Management

All practicable steps must be taken to safeguard visitors and the public from workplace hazards. In addition to the *key requirements above*, all visitors must:

- Be authorised to enter the Port through the Security Gatehouse.
- **Visitors to a vessel:** have their names and intentions advised to the Gatehouse in advance, satisfy SPNZ's (Maritime NZ Security Act 2004) ID requirements and have a verifiable reason to enter the Restricted Area.
- Always wear protective clothing, including steel cap boots, high visibility vests, and hard hats in overhead hazard environments. Other PPE may be required for specific tasks.
- Be accompanied by a SPNZ staff member if they haven't completed a SPNZ Health and Safety induction.

Refer to the Safety and Security Guide for more information and a map of South Port (Appendix 1).

9.2 Security Levels

MARSEC Levels are part of the maritime security framework to protect ports, vessels, and infrastructure from threats. There are three levels:

- **MARSEC 1**: Standard security for daily operations at SPNZ facilities. Random inspections of 5% of vehicles, packages, and belongings.
- **MARSEC 2**: Heightened security with additional measures by Maritime NZ, applicable to all Port Users. Inspections increase to 20%.
- **MARSEC 3**: Highest security, likely triggering a government response. Police close all port services, and security risk evaluations are conducted.

Port Users' cooperation is expected at all levels.

9.3 Surveillance

SPNZ operates CCTV cameras on the Island Harbour and in secure areas to maintain security and ensure health and safety. Footage is securely stored and accessible only to authorised personnel. It is used to monitor activities, identify risks, prevent security breaches, and comply with legal obligations. For more information, refer to the SPNZ CCTV Surveillance Policy in Appendix 1.

9.4 Restricted Access

Port Users must report unauthorised personnel or suspicious activity to SPNZ's Security. Unauthorised individuals must not enter operational areas. Authorisation requires induction into the specific area or Department and a valid reason to be there. Visitors should check in at the site office unless given other directions.

10. Contractor Management

10.1 SPNZ Contractors

SPNZ engages Contractors from the SPNZ Approved Contractors List (Vault). These PCBUs have passed SPNZ's Contractor Pre-Qualification (refer to the *Contractor Health and Safety Pre-Qualification Guide,*

Appendix 1), ensuring their commitment to safety and the environment. This process verifies that SPNZ Contractors have robust systems to support their commitment and demonstrate safe working practices including managing their own subcontractors and follow CUSP requirements.

SPNZ conducts random monthly health and safety site checks and re-assesses approved contractors biennially to ensure compliance with health and safety practices and CUSP.

10.2 PCBUs Contractors

PCBUs must effectively manage their contractors operating within the Port and ensure that their subcontractors adhere to CUSP requirements. They are responsible for providing contractors with detailed project information, site data, relevant health and safety plans, and hazard and risk management details. PCBUs remain accountable for their contractors until they leave the island.

SPNZ expects PCBUs to implement a comprehensive contractor management process. This process should include, but is not limited to, the following elements: a pre-qualification system, regular toolbox talks, incident reporting, site audits, and active participation of leaders in meetings.

SPNZ reserves the right to review operational standards, which may result in suspension of operations or refusal of entry.

11. Hazardous Substance Management

Hazardous Substances Management is essential at the Port to ensure safety, protect the environment, comply with regulations, maintain efficient operations, and prepare for emergencies.

Regulatory Compliance:
- Follow the Health and Safety at Work (Hazardous Substances) Regulations 2017 (Appendix 1), which outline the safe management of hazardous substances.
- Ensure all hazardous substances are approved and classified under the Hazardous Substances and New Organisms (HSNO) Act 1996 (Appendix 1).

11.1 Responsibilities

PCBUs shall:

- Maintain an up to date and accurate register of hazardous substances stored on their Port work area.
- Keep the register in a format that can be provided to SPNZ for periodic review.
- Notify SPNZ of significant changes in type, quantity, or location of hazardous substances.
- Obtain and make Safety Data Sheets (SDS) accessible to workers.
- Perform risk assessment considering the need, quantities, location, and impact on other hazardous substances and activities in the shared area.
- Implement safety controls and follow SDS advice for each substance.
- Store hazardous substances in designated, secure areas to prevent reactions.
- Ensure proper labelling and signage to inform workers and emergency personnel of hazards.
- Provide training for all personnel handling hazardous substances.
- Develop an Emergency Response Plan, test it annually and provide a copy to SPNZ on request.
- Equip workplaces with safety equipment such as spill kits.
- Dispose of hazardous substances, packaging, and used spill kits according to local regulations.

11.2 Transporting Hazardous Substance on Port

When transporting dangerous goods, PCBUs must comply with the Land Transport Rule: Dangerous Goods 2005 (see Appendix 1) and ensure workers have a dangerous goods (D) endorsement on their driver licence.

12. Environmental Compliance

Port activities must comply with environmental requirements from local authority plans, resource consents, and site-specific management plans.

Every port user must take all necessary steps to minimise or eliminate the risks of environmental impact resulting from their activities. They must also comply with South Port - Southland Regional Coastal Plan - Code of Practice and all specified environmental and climate-related conditions of use specified in their applicable leases, licenses to occupy, port user agreements, or other relevant terms and conditions of trade.

Key Requirements

- Prevent contaminants (e.g., fuels, dust, exhaust, hazardous substances) from being discharged into the ground, air, storm drains, or water.
- Ensure that all the machinery and equipment are adequately maintained to prevent failures that cause leaks, spills, and emission of polluting substances.
- Contain and promptly remove waste, minimising solid waste sent to landfill.
- Store and dispose of hazardous waste according to regulations.
- Prevent the spread of invasive species (e.g., mosquitoes) by removing water-accumulating surfaces, such as turning buckets upside-down etc.
- Sites/areas mush be kept clear of rubbish, debris, tyres, and unused machinery or items.

13. Emergency Response

Refer to SPNZ's Emergency Response Plan (Appendix 1) for more detailed information. SPNZ will lead responses to natural disasters, including earthquakes and tsunamis.

Vessel-related emergencies like fires on vessels, oil spills, and groundings are covered under Maritime Operator Safety System (MOSS).

13.1 Port Users Responsibilities

- Port Users share responsibility for managing emergency events when working at SPNZ facilities. All parties must consult, cooperate, and coordinate to manage emergency events.
- Port Users must prepare and secure their work areas during high winds. SPNZ notifies them by email of forecasted high winds, including speed and direction.
- PCBUs must develop, test, review, and maintain emergency response procedures/plans for their operations, ensuring that visitors, workers, and Port Users in potentially affected areas are informed. These procedures/plans must comply with legal and regulatory requirements.
- Additionally, emergency key contact lists must be created, regularly updated, and easily accessible in all PCBU work areas, with version control for easy identification of the latest version. These should include contacts for SPNZ, and neighbouring PCBUs.

In any emergency notify:
- Emergency Services.
- SPNZ Supervisor/Manager of a neighbouring department immediately.

- Notify Security that emergency services have been called so that when they arrive, Security can escort them to the correct location on Port.

13.2 SPNZ Emergency Evacuation

If a PCBU is working in an area outside their control, they must follow the instructions of the person in charge of the area, SPNZ Management, or other authorised personnel. In general, the evacuation procedure will provide for the following:

- In the event of a fire, a fire alarm will sound. In Cold Stores, it will also announce "Fire." Leave your work area immediately and go to the nearest department muster point (see map in Appendix 3). Stay there until SPNZ gives the "All Clear."
- If there is an Ammonia discharge, an alarm will sound and announce "Ammonia." A text message with action steps will also be sent to Port Users. Island Harbour evacuation is unlikely; see Appendix 1 for the full procedure.
- If Island Harbour must be evacuated, an air raid siren will sound. Report to the muster point in the museum car park across the access bridge and wait for clearance before returning.

13.3 Medical Emergency

- An AED is available at the Security Watchhouse and throughout the Port (see Appendix 3 for locations). SPNZ and Port Users have first aid kits and trained First Aid responders in most areas.
- All PCBUs must know these facilities and personnel before starting work as part of the SPNZ induction.
- If an ambulance is called, notify Security of the accident location at (03) 212 7828.
- After providing first aid, isolate the accident scene and notify the SPNZ Manager/Supervisor or health and safety department immediately.

14. Management Of Change

PCBUs must have a system to ensure changes do not cause injury, disrupt the operations of other PCBUs, or damage assets. This includes changes to:

- Plant and equipment
- Processes, including operating procedures
- Materials used
- Health and safety responsibilities
- Training or competency requirements
- Emergency response
- Layout of operations
- New environmental risks

Additionally, PCBUs should:

- Regularly monitor and review the effectiveness of changes.
- Keep detailed records of all changes and assessments.
- Implement a system for receiving and addressing feedback from workers and other stakeholders.
- Use insights from the change management process to continuously improve safety and operational procedures.

All changes must undergo a risk assessment and be communicated to all impacted stakeholders, including SPNZ. PCBUs must ensure their workers understand this process and its requirements.

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Appendix 1 – References

1. Contractor Health and Safety Pre-Qualification Guide
Reference: Guide under review. Port Users will be notified upon completion.

2. Tenant Health and Safety Compliance Evaluation Guide
Reference: Guide to be developed. Port Users will be notified upon completion.

3. PCBUs Health and Safety Evaluation Guide
Reference: Guide to be developed. Port Users will be notified upon completion.

4. SPNZ Traffic Management Plan
Reference: *https://southport.co.nz/uploads/Traffic_Management_Plan_2020.pdf*

5. SPNZ Permit to Work Framework
Reference: *https://southport.co.nz/uploads/Permit-To-Work-Framework-Version-4.1-2024.pdf*

6. SPNZ's Drug and Alcohol Policy
Reference: *https://southport.co.nz/uploads/Drug-and-Alcohol-Policy.pdf*

7. SPNZ has an Emergency Response Plan
Reference: https://southport.co.nz/uploads/ERP.pdf

8. Ammonia Response Plan
Reference: https://southport.co.nz/uploads/ARP-Ammonia-Response-Plan.pdf

9. Non-Conformance Policy
Reference: https://southport.co.nz/uploads/Non-conformance_policy_-_2019.pdf

10. PCBU News & Social Media Policy
Reference: https://southport.co.nz/uploads/PCBU-News-and-Social-Media-Policy.pdf

Other
SPNZ CCTV Surveillance Policy
Reference: https://southport.co.nz/uploads/CCTV-Surveillance-Policy-V1-20210909.pdf

Safety and Security Guide
Reference: https://southport.co.nz/uploads/Updated-Safety-Security-Guide-30.4.2024-2.pdf

Notification of Particular Hazardous Work. (2024). Maritime.
Reference: https://www.maritimenz.govt.nz/commercial/safety/notifications/other-notifications/

Notification to Maritime of Notifiable Event, Incident or Situation.
Reference: https://www.maritimenz.govt.nz/commercial/safety/notifications/incident-notification/

Hot work notification to Environment Southland (es.govt.nz)
Reference: https://www.es.govt.nz/online-services/hot-work-notification?ed-step=1

Health and Safety at Work (Hazardous Substances) Regulations 2017
Reference: https://www.maritimenz.govt.nz/commercial/ships/cargo-and-carriage/

Hazardous Substances and New Organisms (HSNO) Act 1996
Reference: https://hazardoussubstances.govt.nz/guide

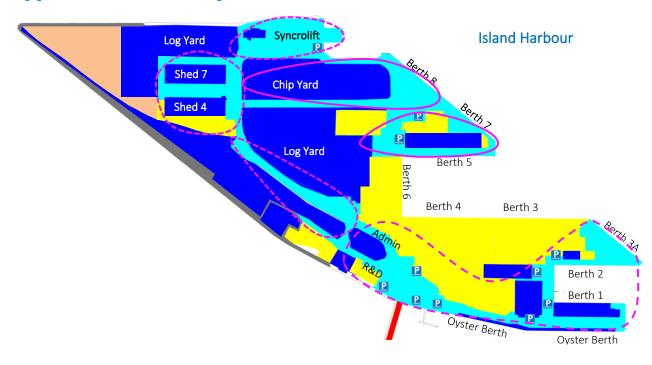### Land Transport Rule: Dangerous Goods 2005
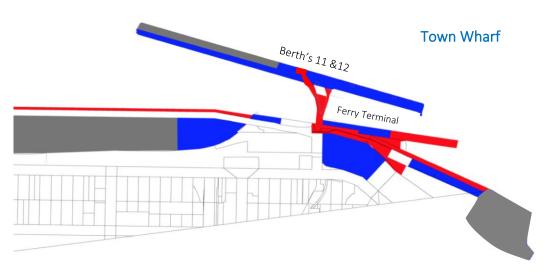*Reference:* https://www.nzta.govt.nz/resources/rules/dangerous-goods-2005-index/

Appendix 2 – SPNZ Map of Common Areas

Island Harbour

Log Yard

Syncrolift

Shed 7

Chip Yard

Shed 4

Log Yard

Berth 8

Berth 7

Berth 5

Berth 6

Berth 4

Berth 3

Berth 3A

Admin

Berth 2

R&D

Berth 1

Oyster Berth

Oyster Berth

Town Wharf

Berth's 11 & 12

Ferry Terminal

Legend

Common Areas	
SPNZ Operational Areas	
Third Party Operational Areas	
Proposed Operational Area	
Designated Public Areas	
Non-Operational Areas	

Risk Registers for Common Areas

Proposed Risk Registers

Appendix 3 – Location of Emergency Muster Points and AEDs