COMMON USER SAFETY PROTOCOLS

CUSP

DOCUMENT / REFERENCE	VERSION	ISSUE DATE	PERSON RESPONSIBLE
Common Uses Safety Protocol (CUSP)	1.0	13/12/2017	PCBU Project team

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1.0 Introduction to the CUSP

1.1 Common User Safety Protocols (CUSP)

The Common User Safety Protocols (CUSP) provides port user companies and their workers with clarity about the health, safety and environmental rules and requirements that apply when working on South Port operational areas.

It is vital that everyone who works at South Port's sites takes an active part in ensuring that the Health and Safety protocols are of the highest priority in the workplace.

1.2 System Development

The utilisation of this policy is based on South Port's intent to manage risk, comply with legislation and regulations, meet good industry practice where classified and other external standards and obligations such as the following:

- South Port's Health and Safety Policies and Procedures;
- Relevant Legislation, Codes, Industry Guidelines and Standards;
- South Port's 5S Program;
- ACC Workplace Safety Management Practices (WSMP) program requirement;
- South Port's Traffic Management Plan and;
- HSE Passport requirements.

The CUSP is divided into 25 core components. Each component sets out to achieve a specific objective that enables the Port operation to best identify and manage the various health, safety and environment risks, threats and opportunities. Every component includes a number of clauses, which outline the minimum requirements for PCBUs to meet each objective.

While all PCBUs must meet the requirements of this document, each PCBUs Health and Safety Management Plan (or similar document) may differ depending on its specific risk and the nature of their operations. That is, the level of detail and complexity of the management system and the extent of the documentation and resources devoted to it can vary depending on the nature and scale of the business activities, products and services. Please refer to "Working Smarter Together" Section 25.1 outlining your responsibilities while working at South Port.

1.3 Application

This CUSP applies to all PCBUs and workers who enter South Port'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/trailer gantry sites and South Port's roadways. Please refer to site maps in this document.

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

1.4 Review

South Port is accountable for the co-ordination and review of the CUSP. This process shall occur annually and involve consultation with PCBUs through the Port Users Safety Forums.

1.5 Audit

A review/audit may be conducted against each PCBU. This review will be conducted under the direction of South Port's Management alongside consultation with the Health and Safety Team.

1.6 Compliance

In formulating the CUSP, South Port has consulted with the majority of Port Users and has received a great deal of cooperation and support. South Port looks forward to the continued support of all Port Users in continuously improving the effectiveness of the CUSP. It is anticipated that there will be situations where a Port User or visitor fails to comply with the requirements or guidance within the CUSP or the instruction provided by responsible people in the execution of these requirements or guidance.

Wherever possible communication and education should precede any enforcement actions. However, where communication and education is assessed as not delivering the desired compliance, South Port shall escalate enforcement action in accordance with South Port's compliance policys. It is important to note that failure to comply with the CUSP may lead to denial of entry to the Port of the noncomplying individual and/or their associated organisation.

2.0 Safety Forums

2.1 Port Users Safety Forum

The Forum is to support PCBUs operating on the Port to enable them to consult and coordinate with one another on health and safety issues, key initiatives, resolution of issues and changes or improvements in how the PCBUs are operating together in common and operational areas. South Port's health and safety team will organise and encourage Port Users to attend the forum.

The Forum will also initiate an annual review of the CUSP to ensure the continuing suitability, adequacy and effectiveness of the recognised rules.

The South Port Users Safety Forum shall be held regularly throughout the calendar year. Agenda/Minutes for the South Port Safety Forum meetings shall be taken and circulated to all Forum members.

South Port expects Port Users to attend at least two Safety Forums annually.

2.2 Contractors Safety Forum

The Contractor Safety Forum is to support sharing of relevant information, knowledge and expertise across the contracting chain both vertically and horizontally to improve health and safety performance. South Port will set clear expectations through the forum to achieve best practice, procedures and common standards. South Port's infrastructure team will organise and encourage contractors to attend the annual forum.

Agenda/Minutes for the South Port Safety Forum meetings shall be taken and circulated to all Forum members.

3.0 PCBU Policy

3.1 PCBU Policy Principles

South Port may consult, cooperate and coordinate with PCBUs to increase communication, information sharing and create a shared understanding between all parties. To best ensure compliance with the Health and Safety at Work Act (HSWA), South Port has devised a PCBU Policy with PCBUs obligations outlined in the HSWA. Accordingly, this will make all parties clearly aware of their responsibilities and provide South Port with a contractual right to enforce obligations.

3.2 Key Elements of the PCBU Policy

The key elements of the PCBU Policy is to establish clear lines of communication between all PCBUs and therefore encourage dialogue including workplace health and safety matters. Furthermore, South Port may conduct regular reviews, reporting and auditing of arrangements to ensure they remain effective.

3.3 Relationships and Responsibilities

The PCBU Policy describes the outcome of the PCBU relationship review and explains the three PCBU Relationships we have with our business partners. The PCBU policy is supported by documents which detail South Port's defined responsibilities for health and safety oversight for each of the six PCBU Responsibilities levels.

3.4 PCBU Relationships and Responsibilities Framework Chart

South Port's PCBU Relationships	South Port's Responsibilities
Port User A Port User is a business that utilises South Port's common area facilities to conduct their operations. This includes third parties such as contractors of Tenants, transport companies, port visitors and others such as customers. A Port User may also lease or hire plant and equipment from South Port.	**High degree of influence** South Port has a high degree of influence over the Port User activities and is informed of the control of these activities.
	Low degree of influence South Port has a low degree of influence over the Port User activities and is interested in the control of these activities
Tenant A Tenant is a business that leases or holds a license to operate on land, infrastructure and buildings owned by South Port.	**High degree of influence** South Port has a high degree of influence over the Tenant activities and is consulted in the control of these activities.
	Low degree of influence South Port has a low degree of influence over the Tenant activities and is informed of the control of these activities.
Service Provider A Service Provider is a business that provides a service direct or indirect to South Port. This includes contractors and other service providers such as suppliers, auditors, MPI, Customs etc. It also includes sub-contractors engaged by a lead contractor.	**High degree of influence** South Port has a high degree of influence over the Service Provider activities and is invested in the control of these activities.
	Low degree of influence South Port has a low degree of influence over the Service Provider activities. South Port will monitor and support these activities.

4.0 HSE Passport and Site Inductions

4.1 HSE Passport and Site Inductions Requirements

All PCBU's and their workers who work on South Port sites or enter the port secure area must first have met the requirements of the HSE Passport and South Port's health and safety induction as follows:

4.2 HSE Passport Pre-Qualification

The Southland Regional, Health, Safety and Environment (HSE) Passport pre-qualification is a vital step in the overall process of selecting, engaging and managing contractors. It involves South Port assessing potential contractors to ensure they are committed to safety, have good systems to back up commitment and are capable of working safely in practice.

All PCBUs will provide a copy of their health and safety policys and management commitment to the HSE Passport. These are typically documents that set out the company's:

- Health and Safety management commitment
- Incident reporting and investigation systems
- Training, skills, experience and competence
- Health and Safety roles and responsibilities in the company
- Workplace Hazard Management Systems
- Drug and alcohol policies
- Performance
- References and Public indemnity insurance

Once South Port is satisfied that the contractor has sufficient health and safety systems, the contractor will receive an email confirming the outcome of their Health and Safety Pre-Qualification application.

The company must register employees so that they can complete the induction. The system will generate an email for each employee you have registered, containing the employee's username and password.

The Southland Regional Induction website can be found at: www.southlandinduction.co.nz

4.3 Southland Regional Inductions

The HSE Passport registered employees will receive an email outlining the details of the Southland-wide induction. There is an expectation that businesses who holds the prequalification must be certain that all employees have been inducted into the system. This can be reviewed on the HSE Passport main page employees tab. The induction usually takes 45 minutes to complete, and the inductee can perform work on all Southland participating sites.

Access Instructions for Contractor Companies and their Employees Induction link: http://southlandinduction.co.nz/UploadedFiles/RegistrationInstructions.pdf

4.4 South Port's Site Specific Inductions

The HSE Passport also delivers South Port's site-specific induction. The induction has 20 multiple choice questions and usually takes 30 minutes to complete. Once the inductee has completed the induction, the completion certificate must be signed. While visiting the site, the inductee must report directly to the Security Watchhouse with their completion certificate. After confirming the induction has been completed and the relevant documentation signed the inductee will be issued a South Port security ID.

South Port site-specific induction can also be completed on site at the security Watchhouse. The induction is delivered online through the HSE Passport which can be accessed seven days a week from 6 AM to 6 PM.

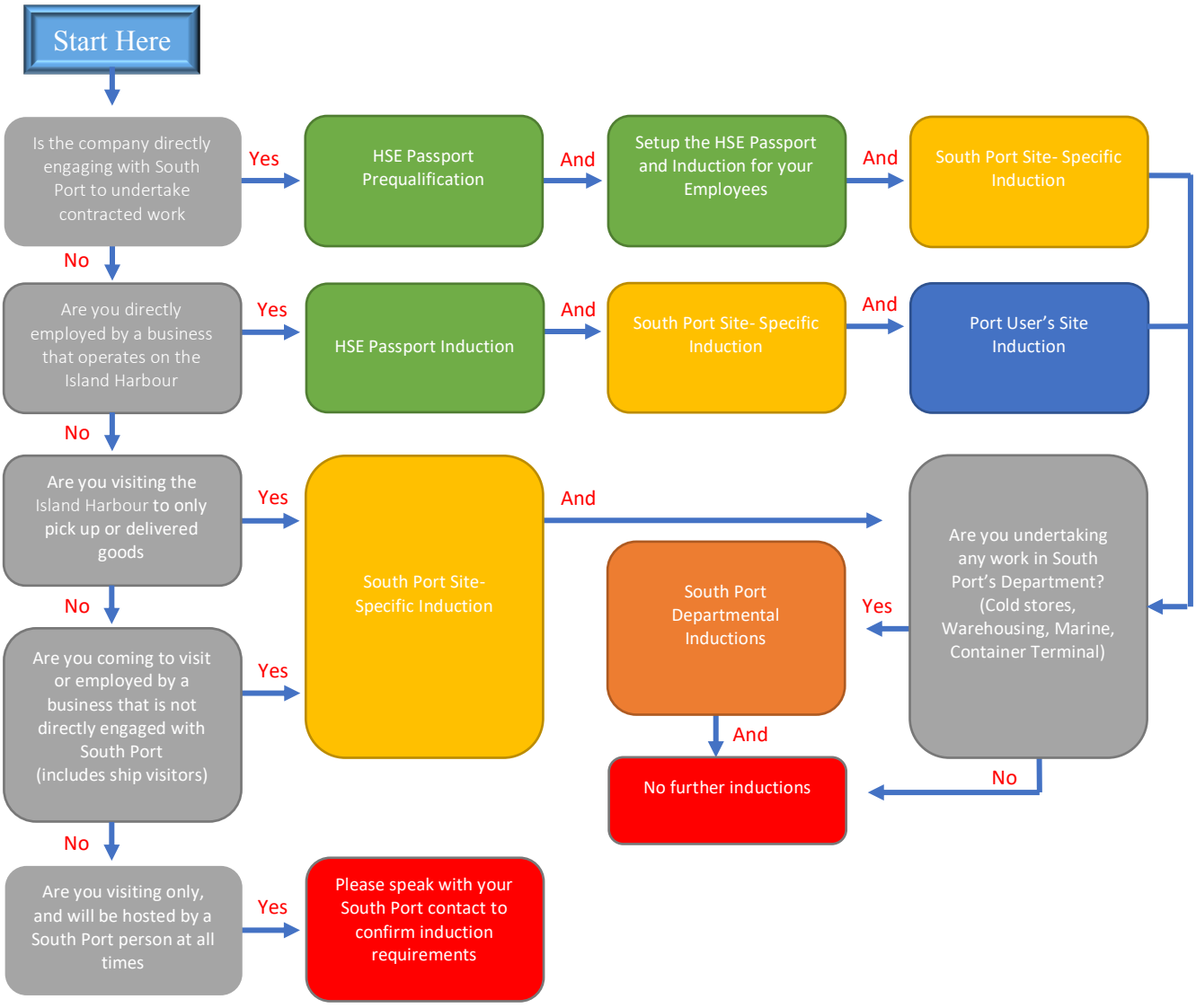
4.5 South Port's Departmental Inductions

South Port Departmental inductions must be completed on arrival at individual departments. The Supervisor or a departmental representative will explain the site-specific risks and hazards associated with the operation. This induction should only take 10 minutes to complete.

4.6 Port User's Site Induction

All PCBUs are responsible for ensuring that all people they allow to access work areas under their control are provided with inductions specific to their work areas operational requirements.

4.7 HSE Passport and Site Inductions Flowchart



5.0 Emergency Procedures

5.1 South Port's Emergency Response Management System

South Port maintains an Emergency Response Management system to aid in the effective response to foreseeable emergencies. Copies of South Port's emergency procedures are available on request.

The existing South Port Emergency Response Plan covers procedures for the following event type:

- Emergency Management Overview
- High Wind
- Oil Spill in Harbour
- Oil Spill on land
- Fire on Vessel
- Fire in Departments or Land
- Ammonia Discharge
- Acid Discharge
- Marine Harbour Response
- Grounding Response
- Serious Accident to Personnel
- Natural Disasters Response

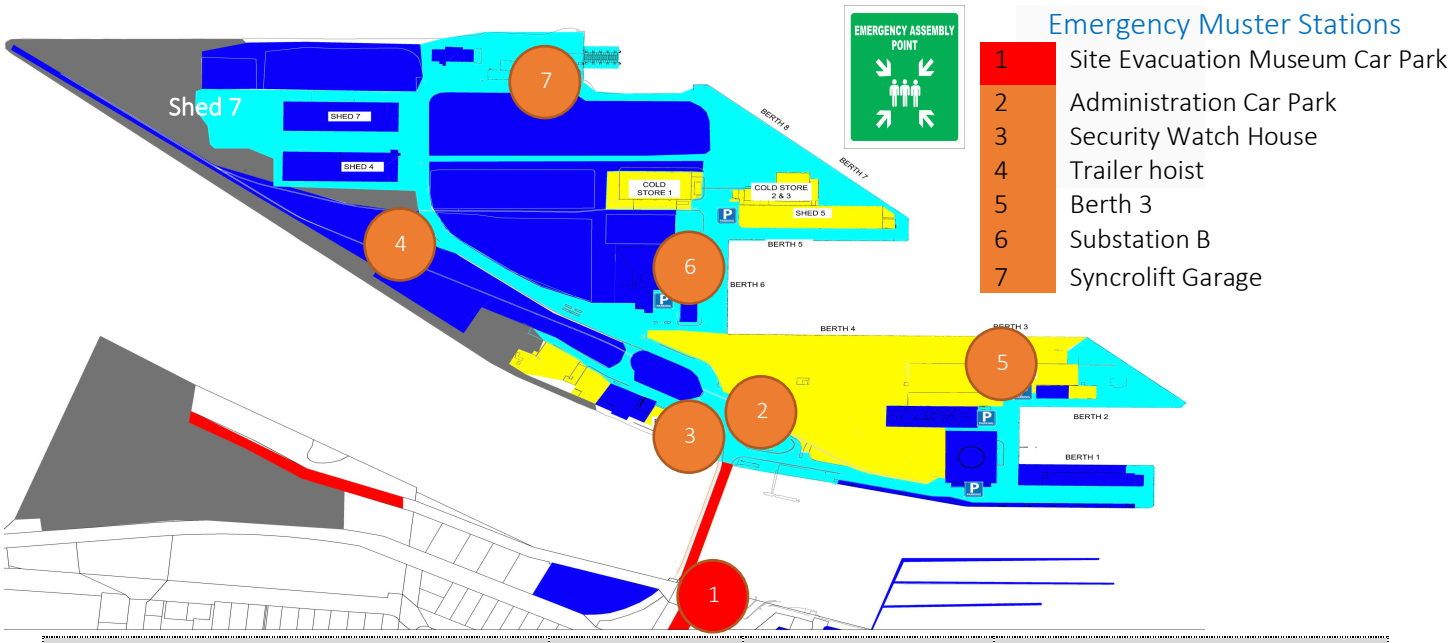
5.2 South Port's Emergency Evacuation

If a PCBU is working in an area outside their control, they must follow the instructions of the person in charge of the area, South Port Management, or other authorised personnel.

In general, the evacuation procedure will provide for the following:

- In event of a fire, a fire alarm bell will sound. Leave your work area immediately and report to the closest department muster station. Remain at the muster station until the evacuation Manager has given the all clear to return to your work site.
- In the unlikely event the Island Harbour is to be evacuated, an air raid type siren will sound. Please report directly to the muster station which is in the museum car park on the opposite side of the Island Harbour access bridge. People must wait for clearance before returning

5.3 Emergency Muster Stations



5.4 Medical Emergency

An AED heart defibrillator is available at the gate house. South Port and Port Users who are situated on the Island Harbour have first aid kits and trained first aid responders in most areas. All PCBUs must be aware of these facilities and personnel prior to starting work. In the event an ambulance is called notify security of the accident location. Gate Security/Operator number is **(03) 212 7828**. After attending to patient's first aid needs, isolate scene of accident and notify Manager/Supervisor or health & safety department as soon as possible.

5.4 PCBUs Emergency Procedures Requirements

All PCBUs are required to have emergency procedures in place that cover the range of likely emergencies for their operation. The procedures will include provision for visitors and others in their work area and must include provision for communication between other port users likely to be affected by or required to respond in an emergency situation. Emergency key contact lists shall be developed, regularly maintained and readily available throughout the PCBU work areas. The contacts listing shall have version control to enable easy identification of the latest version.

6.0 Reporting of Hazards, Incidents, Near Miss or Notifiable Work

6.1 Reporting of Hazards and Incidents

All PCBUs and Workers have a duty of care to report incidents. All incidents are to be reported immediately to South Port's Manager/Supervisor or health & safety department and an incident report must be filled in within 24 hours. In the event of a notifiable event, the PCBU involved must notify the required regulator:

- WorkSafe NZ – 0800 030 040 or www.business.govt.nz/worksafe/about/contact-us
- Maritime NZ – 0508 225 522 or www.maritimenz.govt.nz/report-online

6.2 Reporting a Hazard

Any hazards you see on the Port must be notified either by:

- Phoning the health and safety team on (03 212 6048) or (03 212 6039);
- Immediately notifying your South Port contact of any potentially serious hazards;

6.3 Incident Follow-up and Investigation

- All port users are required to have a system in place to follow up and investigate all incidents.
- South Port may request a copy of a completed investigation.
- South Port may require the port user/s involved in an incident to participate in an investigation undertaken by South Port.

6.4 Notifiable Work

When work is notifiable to WorkSafe NZ and is being done by a PCBU directed by South Port, the notification will come from South Port or the contractor as agreed in work pre-planning. South Port is also to be advised of any other work that may introduce a risk or have an effect outside of the work area under a PCBUs control. Information about work notifiable to WorkSafe New Zealand is available at: www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work.

7.0 PCBU Health and Safety Requirements

7.1 PCBUs Manage Risks and Hazards in Common Areas

South Port expect PCBUs working in a common area to be able to explain the steps they have taken to consult, cooperate and coordinate with other PCBUs, and their arrangements to control risks. A PCBU must control any overlap and risks that are appropriate for them to control. The nature of that control will reflect how much influence and control the PCBU has, and what is reasonably practicable in the circumstances.

7.2 PCBUs Health and Safety Requirements

It is important that effective management systems are in place to ensure the safety and health of all workers. All PCBUs are required to provide and maintain a safe and healthy work environment and are responsible, as a minimum, for performing work to South Port's safety and health standards. The PCBU health and safety systems must be reviewed periodically to ensure that the risk controls have achieved, and are continuing to achieve, the intended risk reduction and control.

A basic health and safety system built around eight areas is required while working on the Island Harbour:

- Specific site inspection register
- Hazard and risk management system
- Emergency planning and procedures
- Accident and Incident register and reporting system
- Pre-start site assessment
- Training and competency register
- Emergency evacuation plan
- Hazardous products and substances register

7.3 PCBU Duties To Others

Every port user company has a primary duty of care in relation to the health and safety of workers doing their work and others affected by the work carried out by the port user company. There is no hierarchy of port user companies – the duty is on each individual port user company to manage what is theirs to manage. Where there are discrete workplaces within South Port in which multiple PCBUs may operate, the PCBU with the greatest ability to influence matters regarding health and safety of that workplace shall take the lead on those matters. It will still be important for all PCBUs to consult, cooperate and coordinate regarding health and safety matters.

All PCBUs have a duty, so far as is reasonably practicable, to ensure that the health and safety of other persons, not just of their workers, is not put at risk from the work carried out as part of the conduct of the business or undertaking. This duty is not limited to the physical location of the workplace, or of the actions or inactions of employees, but is about the risk from the work carried out as part of the business or undertaking.

7.4 PCBUs Work Together When Duties Are Overlapping

Within the port environment, PCBUs may have overlapping duties. Port user companies must work together to meet their duties to ensure that the work does not pose risks to people's health and safety. Port user companies need to consult, cooperate, and coordinate activities to meet their shared responsibilities as far as reasonably practicable.

South Port has a role in ensuring this consultation, cooperation and coordination happens, and will facilitate this between port users where appropriate. The expectation is that 'working together' will be a key part of how we keep the port safe for all workers and others who use the port.

Port users cannot 'contract out' of their duty and there is an expectation that port user companies should monitor each other to ensure everyone is doing what they agreed.

7.5 PCBU Monitoring or Safety Arrangements in Common Areas

South Port expect that arrangements, including monitoring or safety arrangements between PCBUs (subcontractors) will be sensible and proportionate when working in common areas. Monitoring or safety arrangements may cover:

- Planning ahead and identifying how the work they do could affect other PCBUs, workers and other people;
- Identifying health and safety hazards and associated risks that need managing;
- Consulting other PCBUs to agree how to control each risk;
- Consulting other PCBUs to decide which PCBUs are best placed to control each risk;
- Putting in place those controls;
- Clearly defining roles, responsibilities and actions, and communicating about these; and
- Continuing to communicate, cooperate, and coordinate with other PCBUs throughout the work, and carrying out reasonable and proportionate monitoring, to make sure good health and safety is maintained.

PCBUs should consider not only their immediate work tasks but also how they will be affected by another PCBU carrying out works on the same site, and in turn, what effect their work will have on the other PCBUs.

7.6 South Port's Site Wide Hazard Risk Register

South Port maintains a site wide hazard/risk register that identifies and registers key risks. The register is maintained dynamically and formally reviewed by port users whose operations are situated on the Island Harbour.

7.7 Fatigue

All operators and contractors on the 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.

7.8 Housekeeping

All work areas must be kept safe whenever they are unattended. This may include the following arrangements:

- Holes securely barricaded or covered.
- Warning signs in place for any remaining hazards.
- Plant is safely parked in designated areas

Before work is completed in an area, the following tasks are required:

- Clear the site of all hazards.
- Remove all waste.
- Reinstate any signage or other fixtures that were moved during the work.
- Ensure the work area is clean and tidy.

8.0 Port Security

8.1 Purpose

To manage the security of personnel, to ensure their safety in relation to security risks, ensure the Port area security requirements are maintained in accordance with required legislation and for the protection of all South Port's assets.

8.2 Key Requirements

Entry will not be authorised to any South Port sites without an adequate form of photo identification. Contractors, suppliers, service providers and visitors with authorised business are obligated by the Maritime Security Act 2004 to have at all times the proper South Port photo ID to facilitate entry onto the Port. This also includes area and access to the ship, to carry out work and deliver supplies, stores or equipment. All visitors/contractors must comply with the HSWA, and all relevant regulations and codes of practice as a minimum. Security Gate Operator number is **03 212 7828**

8.3 Security Levels

Should the Port go to a heightened security Level 2, additional entry restrictions as directed by the Police will apply to all PCBUs and workers. At security Level 3, the Police will close all Port services. South Port undertake security risk evaluations developed by Maritime New Zealand. Therefore all PCBUs and workers are required to cooperate and comply with any specified scenarios as required.

8.4 Security Checks

Any worker within the Port Secured Area can be stopped and searched at any time by South Port's security personnel. The Port Security Act requires entry and egress to be strictly monitored and regular security checks to be undertaken. South Port also reserves the right to refuse access to anyone who does not comply with the obligations of South Port's security protocols or the Port Security Act and the HSWA.

8.5 Unauthorised Personnel

All Port Users must Report unauthorised personnel or people who do not appear to know the area, or who are acting suspiciously to South Port's Security Operator.

8.6 Access to Operations Areas

No unauthorised person may drive through an operations area as shown in sections 11.0 to 11.13. A person is considered to be authorised when they have been inducted into the specific operations area and have a requirement to be on the site. Any visitors entering an operations area must report to the appropriate site office unless told otherwise beforehand.

8.7 Removal of the Gatehouse

Wide loads that require the removal of the Gatehouse must be pre-arranged with the South Port Operations Supervisor 24 hours in advance. Any vehicle movements in excess of 50 tonnes require a permit and South Port must be pre- notified

8.8 Visitors

It is a requirement that all practicable steps are taken with visitors and the general public to safeguard them from harm resulting from any hazards identified in the workplace. All visitors must:

1. Be authorised to enter the Port through the Security Gatehouse;
2. Must have approved photo identification such as a passport or drivers licence;
3. Under normal circumstances, children under 16 years of age will not be admitted to the Port's operations Areas;
4. Visitors to a vessel will not be permitted access into the Restricted Area unless the vessel has advised the Gatehouse of their names and intentions in advance;
5. Visitors to a vessel must satisfy South Port's ID requirements and have an authorised, verifiable reason to enter the Restricted Area;
6. Visitors must wear protective clothing, including steel cap boots, high visibility vest and a hard hat if entering an overhead hazard environment. Other PPE may be required relevant to any task being completed. High visibility vests/clothing must be worn at all times;
7. All visitors who have not completed a South Port Health and Safety induction must be overseen at all times.

8.9 CCTV Cameras

South Port operates CCTV Cameras on the Island Harbour, and through the port's secure areas. CCTV footage is captured to maintain security and for health and safety purposes, including but not limited to:

- monitoring the activities taking place at the port for the purposes of identifying any risk to the health and safety of individuals at the port, and
- preventing a breach of port security and/or any law or legal obligation.

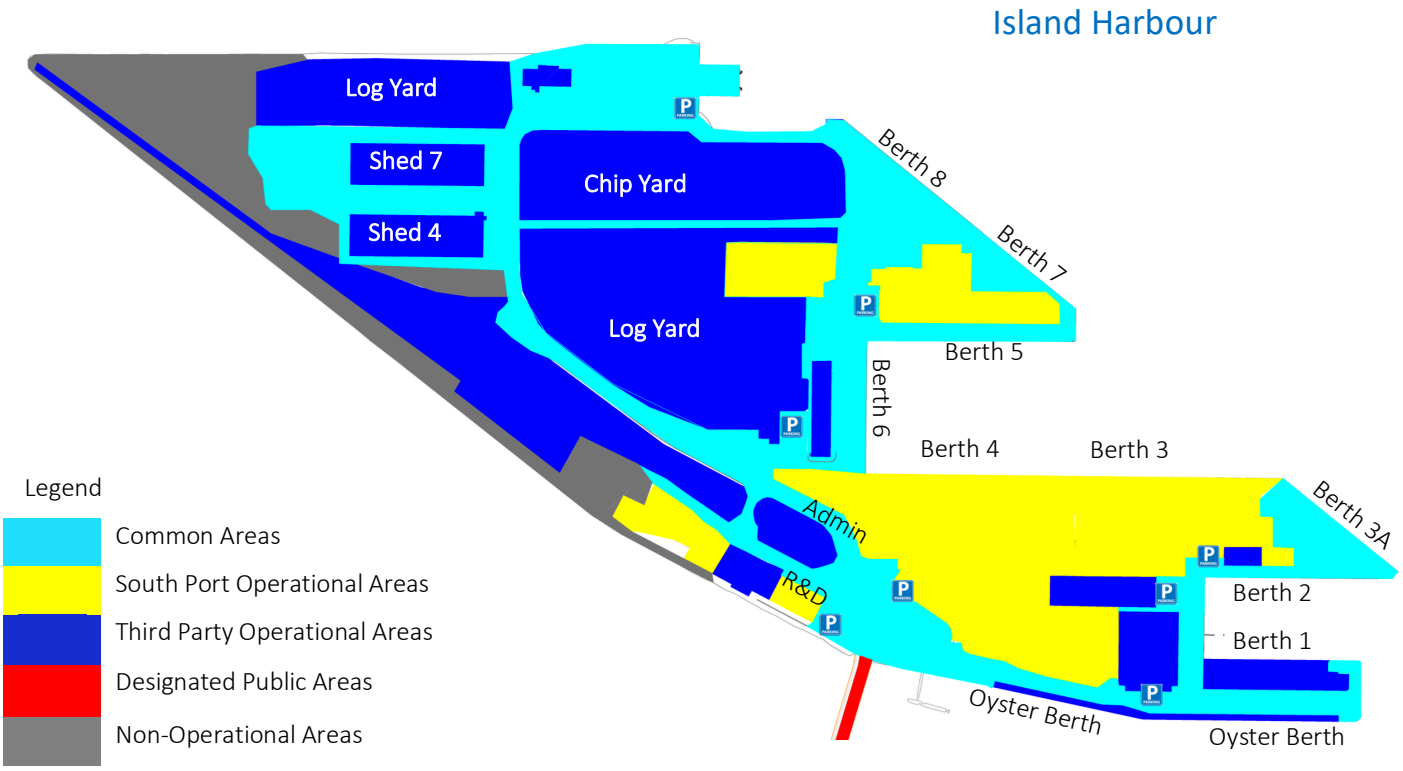
The footage is stored securely and can only be accessed with the approval of South Port's authorised personnel. The footage may be called upon for the purposes stated above and used as evidence where potential or actual risks are identified in relation to such purposes.

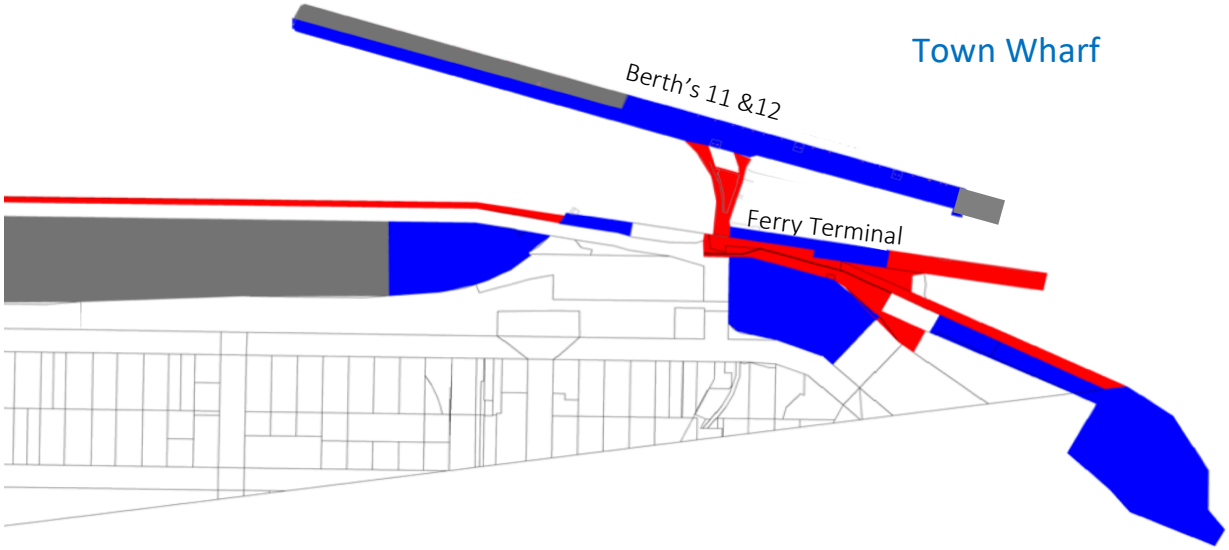
8.10 Behaviour on Port

South Port has zero tolerance for all physical and verbal aggressive or harassing behaviours. Anyone considered to be in breach will be reported to their employer and are likely to have their port access revoked. In these situations a stand-down time will be considered for each individual situation. Depending on the severity of the behaviour, the person may be declined access indefinitely.

9.0 South Port's Site Map Common User Areas

The site map below outlines South Port, and Third Party operational areas, common user areas. If access to an operations area is required, permission to access that area must be granted by the person in charge of that area.





10.0 South Port's Site Golden Rules

South Port's culture of Zero Harm is the belief that we can work keeping everybody safe from harm despite the challenging conditions in which we operate. This can be achieved by everyone's cooperation and commitment.

GOLDEN RULES

Stay clear of working machines

Always use correct working at heights equipment

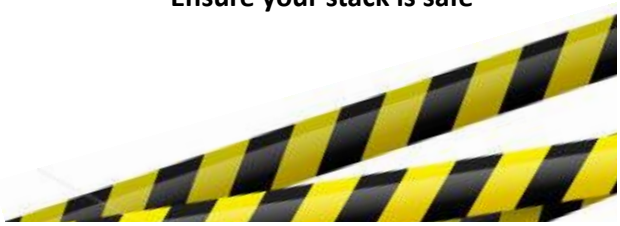
Do not stand in snap back zones

Keep out of crush zones

Keep clear of overhead loads

Ensure your stack is safe

South Port NZ



11.0 Restricted Areas

11.1 Access requirements to restricted areas

Restricted areas within the port secure area are shown on the map below. Every time access to a restricted area is required, permission to access that area must be granted by the person in charge of that area. The person in charge will ensure that site-specific induction requirements have been met and provide escorting arrangements when they grant access.

11.2 South Port - Container Terminal

Before entering the container terminal all visitors, PCBUs and their workers must report to the Receive and Delivery (R & D) buildings front desk. The R &D front desk personnel will deliver a departmental induction before any parties are to enter the container terminal. PCBUs who are carrying out work in the container terminal may be required to undertake a permit to work and a risk assessment. All vehicles must display an amber flashing light, and all personnel are required to wear South Port's minimum PPE requirements at all times. Minimum requirements can be sourced in sections 17.1 to 17.6. R & D Contact Details

- R & D front desk – (03) 212 6011
- Terminal Supervisor – (03) 212 6037

11.3 NFA - Log Yards

Permission to access the log yard area must be granted by NFA Holdings Ltd. To arrange access, please contact NFA's log marshalling offices. NFA Holdings Ltd contact details:

- Logging Manager - 027 201 8387
- Operations Supervisor – 027 530 4580

11.4 Ballance Agri-Nutrient - Acid Storage

Entering the acid storage facility is strictly off-limits to unauthorised personnel. This also includes the discharge area adjacent to the acid storage facility. Ballance Agri-Nutrient contact details:

- Production Manager 027 517 7486
- Maintenance Manager 027 245 7754

11.5 Port Maintenance

Before entering Port Maintenance operational area all visitors, PCBUs and their workers must report directly to the site office on arrival. Port Maintenance contact details:

- General Manager – 027 204 7820
- Site office – 03 212 7674

11.6 ADM New Zealand Limited - Shed Four (East End)

Entering Shed Four is strictly off-limits to unauthorised personnel. Please report to Shed Four's administration building to undertake ADMs site induction. ADM New Zealand Limited contact details:

- General Manager - 027 528 8525

11.7 Agrifeeds - Shed Four (West End)

Entering Shed Four is strictly off-limits to unauthorised personnel. Please contact the Site Manager for instructions to undertake the site induction. Agrifeeds contact details:

- Site Manager - 021 223 2123

11.8 Ballance Agri-Nutrient - Shed Seven

Entering Shed Four is strictly off-limits to unauthorised personnel. Please contact the Production Manager for instructions to undertake the site induction. Ballance Agri-Nutrient contact details:

- Production Manager - 027 517 7486
- Off Site Office - 03 211 3220

11.9 SouthWoods Export – Chip Yard

Before entering SouthWoods Export operational areas all visitors, PCBUs and their workers must report directly to the site office on arrival. While operations are occurring entry to SouthWoods Export site office can be hazardous and hardhats must be worn. SouthWoods Export contact details:

- Port Manager - 029 244 6980
- Site Office – 03 218 2073

11.10 Stolthaven Terminals

Entering the acid storage facility is strictly off-limits to unauthorised personnel. Before entering Stolthaven Terminals operational areas all visitors, PCBUs and their workers must be Prearranged a site visit by phoning the Terminal Manager. Stolthaven Terminals contact details:

- Terminal Manager – 027 230 0290
- Site Office – 03 212 7970

11.11 Real Journeys

Before entering Real Journeys operational areas all visitors, PCBUs and their workers must report directly to the site office on arrival. The site office is located on the west side of the real journeys building. Please take care driving vehicles in Real Journeys yard. Real Journeys contact details:

- Site Foreman – 027 434 3961
- Workshop – 03 249 8901

11.12 Pneumatic Contractors

Before entering Pneumatic Contractors operational areas all visitors, PCBUs and their workers must report directly to the site office on arrival to undertake the site induction. It is also a requirement to undertake the Syncrolift induction while visiting or working on Pneumatic Contractors sites. Pneumatic Contractors contact details:

- Off Site Office – 03 218 4173

11.13 Sanford - Berth One

Entering, Berth One is strictly off-limits to unauthorised personnel. Please report to the Sanford's main office situated at 260 Foreshore Rd, before entering Berth One. Sanford contact details:

- Health and Safety Coordinator - 03 212 8047
- Site Supervisor - 027 487 8595

11.14 South Port - Syncrolift

Before entering Syncrolift operational areas all visitors, PCBUs and their workers must report directly to the site office on arrival. The Syncrolift Duty person will arrange a site-specific induction. Work on any vessel is to be discussed with the Syncrolift Duty person and any identified hazards may be recorded on the site risk boards. Work Safe Notifiable Works must be reported to the Syncrolift Duty person before work is carried out. All vehicles must display an amber flashing light working in the Syncrolift yard, and all personnel are required to wear South Port's minimum PPE requirements at all times. Minimum requirements can be sourced in sections 17.1 to 17.6. Syncrolift contact details:

- Syncrolift Duty person - 027 451 6195
- Syncrolift Office - 03 212 6017

12.0 Traffic Management Plan (TMP)

12.1 Purpose

The purpose of the Traffic Management Plan (TMP) is to minimise mobile plant interactions with people and other vehicles within the South Port Island Harbour and to establish efficient controls to minimise the risk of personal injury and damage due to those interactions. Mobile equipment standards are considered critical controls in order to maintain fit for purpose vehicles and ensure they are operated in a safe manner.

12.2 Key Requirements

All PCBUs must work with South Port to develop a traffic flow map applicable to their operations to ensure their activities are conducted in a manner that minimises traffic related hazards and risks to other site operators and their personnel. All Mobile equipment should be operated in accordance with its specific code of practice and operator licensing requirements. As appropriate complete a pre-start check for the mobile plant or vehicle they are operating To review the full TMP document please visit:
http://www.southport.co.nz/uploads/Traffic_Management_Plan_Jan-16.pdf

12.3 Road Rules Outline

Road rules within the port are generally consistent with the rules of public roads. Traffic signs used on public roads have the same meaning when erected within the port:

- Bridge 30km/hr or 10km/hr if operating under a HPMV license
- Island Harbour 30km/hr or 15km/hr as signposted, 15km/hr if on berths or within South Port warehouses.
- Forklifts, log loaders and unrestrained loaded log trucks restricted to 20km/hr on Island Harbour
- All drivers expected to drive to the conditions and reduce speed accordingly when approaching congested areas, blind corners, workers on the ground, or any other activities that necessitate extra caution
- Speed limit signs denote the maximum speed limit
- Stop and Give Way rules apply
- Railway crossing signs require vehicles and pedestrians to look for trains
- Light commercial company vehicles that are regular port users are required to have an operating flashing roof light when driving on the Island Harbour

12.4 Traffic Monitoring and Enforcement

South Port runs a “three strike” system to assist with enforcement of rules with individuals and those who are repeat offenders face suspension or expulsion from site. To improve port safety and traffic behaviour, South Port has formalised a cumulative three strikes approach to critical breaches of vehicle safety practices:

- Exceeding the speed limit
- Not stopping at stop signs
- Manually using a cell phone while driving.
- Driving through unauthorized areas (container yard etc)
- Tailgating through security gates
- Dangerous driving or any other behaviour deemed serious enough to warrant this action

If a suspended driver is caught driving any vehicle within the port during the three month suspension period, they may, after full and thorough investigation, be trespassed from South Port for a period of up to three months.

12.5 Traffic Permits

PCBUs wanting to perform any site works or activities that may affect traffic flow will first discuss these with neighbours and gain approval from South Port. South Port may require third parties to supply a traffic flow map and may require third parties to complete a standard permit to work form.

12.6 Heavy Loads

Any heavy loads leaving the site joining the national road network will need a Permit issued by New Zealand Transport Agency (NZTA). Any heavy loads exceeding Class 1 crossing the bridge will require prior permission from South Port, controls such as preventing other vehicles or trains from being on the bridge at the same time may be required.

12.7 Parking

Vehicles should be parked in designated parking areas as marked in the subsection 9.0 South Port's Site Map Common User Areas. Lease holders must ensure they have designated parking areas for their operations that are marked and signed accordingly. These areas must be located in the safest position to help separate personnel from moving plant and machinery. Selected areas must be pre- approved with South Port. It is not permitted to park vehicles or plant alongside berth edges or on walkways.

12.8 Pedestrian Interaction

Pedestrian interaction with mobile plant / vehicles is minimised as far as practicable through a number of traffic control measures, including but not limited to:

- Designated walkways (colour coded)
- High-visibility clothing (PPE)
- Audible tones (reversing alarms)
- Speed limits
- Blue light reversing indicators
- Reversing cameras
- Restricted areas
- Fencing, delineation and barriers

12.9 Lighting and Visibility

Lighting for common access areas has been designed to assist pedestrian and general operational use. Much of the site lighting is on a night time circuit but in some locations the lighting must be turned on manually. If unsure where the locations for switches are please check with security. Lease holders may need to install lighting to cover specific aspects of their operations. Before installing any extra lighting in/on any South Port premises please contact the South Port Infrastructure Manager first. South Port reserves the right to stop work activity where the lease holder / licensee or other contracting group cannot adequately illustrate work is being undertaken with suitable lighting.

13.0 South Port's Permit to Work (PTW) Procedure

13.1 Purpose

The Permit To Work (PTW) system ensures that the hazards involved in each step of a job are properly considered and documented. In other words, a set of eyes on significant risk activities; consulting with PCBUs and workers to verify the controls required have been identified and established appropriate to the level of risk.

13.2 Key Requirements

All PCBUs performing work for South Port must communicate, cooperate, and coordinate throughout the work. It is also expected that PCBUs based on site either operate their own PTW system or utilise South Ports system for activities within their own areas of operation. The PTW system is available on request from South Port's Manager/Supervisor or health & safety department.

13.3 When is a PTW Required

Any work in South Port NZ controlled areas (excludes South Port NZ owned property leased to other parties who control, and are responsible for, operations on these sites – check with third party operators for their PTW processes.)

13.3 (a) Working at heights

A permit to work will be required if a risk assessment carried out following examination of the contractor's method statement indicates that there is a risk of a hazard such as a fall from height, a fall of an object from height.

13.3 (b) Confined spaces

Whenever possible, the need to enter confined spaces should be avoided, alternative methods should be considered to undertake the task. Entry by a person should only be undertaken if there is no reasonable alternative.

13.3 (c) Hot work

Hot work includes working with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, working with bitumen boilers or any other equipment producing flame, intense heat or sparks.

13.3 (d) Excavations

A permit to work is required for all excavation work, digging of trenches and the like which is carried out within South Port's premises. Excavations over 200mm in depth and all excavations within 3m of any area thought to be close of high voltage cabling.

13.3 (e) Diving

All commercial diving carried out for South Port or all diving within 200 metres of South Port wharves.

14.0 Lock-out/Tag-out (LOTO) Procedure

14.1 Purpose

To provide a minimum standard by which qualified persons must isolate all potential energy sources before electrical work can be performed. This applies to all employees, contractors or other persons doing electrical work at South Port.

14.2 Key Requirements

The LOTO Procedure standard requires the adoption and implementation of practices and procedures to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed. The LOTO Procedure is available on request from South Port's Manager/Supervisor or health & safety department.

14.3 LOTO Isolation

LOTO is used to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work. It requires that hazardous energy sources be "isolated and rendered inoperative" before work is started on the equipment. The isolated power sources are then locked and a tag is placed on the lock identifying the worker who has placed it.

14.4 Group Lockout

Group lockout is used when two or more workers are working on different parts of a larger overall system, the locked-out device is first secured with a folding scissors clamp that has many padlock holes capable of keeping it closed. Each worker applies their own padlock to the clamp. The locked-out device cannot be activated until all workers have signed off on their portion of the project and removed their padlock from the clamp.

14.5 Attachment of Locks

Every person requiring protection while working on or with equipment shall attach his or her own locks(s). Tags shall be attached to the lock-out mechanisms of isolating switches or valves. Locks/Tags must contain individual owner's names & contact details.

14.6 Unlocking Tag

The worker then holds the key for the lock ensuring that only he or she can start the machine. This prevents accidental start up of a machine while it is in a hazardous state or while a worker is in direct contact with it. This means that if a worker goes home after their shift without removing the lock/tag from a device which is ready to use, then they will have to travel back to the site to unlock/untag it. Giving approval for the removal of a tag over the phone is prohibited. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock/tag.

14.7 Periodic Inspections

Inspections or audits shall be conducted at least annually by the PCBU who have a formal process to ensure the LOTO Procedures and the requirements of the principal hazard standard are being followed.

15.0 Site Drug and Alcohol Policy

15.1 Purpose

To manage the risks associated with personnel who are potentially not fit for work or in accordance with South Port's Health and Safety policy due to the use of alcohol and/or drugs.

15.2 Key Requirements

South Port has a zero tolerance to the sale, possession or use of illegal drugs or other mind altering substances on South Port premises. All workers are responsible for maintaining their fitness for work so they do not harm themselves or any other person in the workplace and will comply with the requirements of South Port's User Drug and Alcohol Policy as a condition of entry to all South Port controlled sites.

15.3 PCBU Drugs and Alcohol Policy

All PCBUs shall develop, implement and maintain a drug and alcohol policy supported by adequate process to meet the requirements of South Port's policy, AS/NZS 4308:2006 and industry good practice. All PCBUs should provide education and awareness programs to enable personnel to understand the risks of drug and alcohol use in the workplace and allow them to manage their own health and fitness for work, including South Port's Drug and Alcohol Policy requirements.

Without limitation, each PCBUs own drug and alcohol policy should, at a minimum, provide for pre-employment, post incident, random and reasonable cause drug and alcohol testing programme as part of the companies risk management obligations.

15.4 Reasonable Grounds for Testing

In situations where South Port have reasonable grounds to believe any worker (contractor, contractor employee, subcontractor and/or other Port User worker) may be under the influence of drugs or alcohol, South Port may require a drug and alcohol test to be undertaken. This test is to be arranged by the PCBU or after consultation with such company, by South Port. At all times the worker shall be supervised until testing is completed.

Refusal to provide confirmation of, or to disclose, test results will, without reasonable explanation, prohibit the contractor, contractor employee, subcontractor and/or other Port User from entering South Port premises in the future and may lead, in certain circumstances, to South Port terminating the contract, or applicable relationship.

15.5 Prescription Medication

Personnel shall advise their Supervisor or appropriate onsite personnel of any medication being used which may affect their safety or performance at work.

16.0 Hazardous Substance Management

16.1 Purpose

To manage the risks associated with the handling, use and storage of hazardous substances (includes chemicals and dangerous goods) at South Port.

16.2 Key Requirements

All PCBUs shall prepare and maintain a Hazardous Substance Register for all products stored on their Port work area. This register shall be maintained in a format that ensures it can easily be provided to South Port on an annual basis or whenever a significant change occurs in the type, quality and location of substances being stored occurs.

16.3 Hazardous Substance Risk Assessment and Registers

A risk assessment shall be conducted on the use of all hazardous substances and dangerous goods and these shall be recorded in the respective PCBUs Hazardous Substance Registers and relevant Standard Operating Procedures shall be updated with the required controls.

The risk assessment shall take into consideration the need, quantities, location and impact on other hazardous substances and activities in the work area. Hazardous substances shall be stored and placed as per detailed and relevant regulatory requirements by each PCBU for the items they have in their control.

Safety Data Sheets (SDS) shall be obtained for each substance contained on site and located in a readily accessible location within each PCBUs workplace.

16.4 Trained Personnel

All PCBUs shall ensure all workers who handle or use chemical substances shall receive training in understanding and use of safety data sheets, including hazards and risk control measures.

16.5 Transporting Hazardous Substance on Port

Generally, if PCBUs are transporting dangerous or hazardous goods, you need a dangerous goods (D) endorsement on the workers driver licence. PCBUs shall ensure hazardous substances are transported in a manner that complies with the Land Transport Rule: Dangerous Goods 2005. Dangerous Goods 2005 Information can be found on: http://nzta.thomsonreuters.co.nz/DLEG-NZL-LTSA-T.LTR-45001_1.pdf

16.6 Spill Response Plan

All PCBUs are required to develop and maintain a emergency response plan. The plan should describe the emergency procedures for the site and must cover all hazardous substances held, or likely to be held, at the site. The plan must be tested at least every 12 months or within three months of a change to the plan. South Port may request a copy of the company's Spill Response Plan.

17.0 Personal Protective Equipment (PPE)

17.1 Purpose

To minimise the risk of injury or illness by defining requirements for the selection, maintenance and management of PPE.

17.2 Key Requirements

All personnel on South Port property are to wear high visibility clothing and protective footwear. PPE shall meet regulatory and AS/NZS Standards or equivalent standards.

17.3 PCBU PPE Management

All PCBUs shall provide their own PPE to workers in accordance with the requirements of this CUSP and maintain a PPE register for items issued to workers. Workers required to use PPE shall be provided with training in its use, maintenance and storage.

17.4 Task- or Area-Specific Requirements

Task- or area-specific personal protective equipment must be used as follows:

- Personal floatation devices – working within one metre of wharf edge and on/over water.
- Eye protection – projectiles and wind-blown dust and debris.
- Dust masks, respirators – nuisance dust and air contaminants.
- Hearing protection – noise.
- Gloves – sharp/rough edges and vibration.
- Fall arrest equipment and systems – working at height (people must be trained in height safety).

Other equipment – as required by the task or environment.

17.5 High operational risk areas

Hard hats shall be worn at all times in designated hard hat areas or where there exists a risk of falling objects. E.g. working near cranes, log yards, stevedoring operations or on working vessels. Please check with the site operator so you're able to comply with the company's health and safety practices.

17.6 Compliant Garments

AS/NZS 4602.1:2011 Compliant safety garments

Non-Compliant garments

18.0 Working on Wharves or Near Water

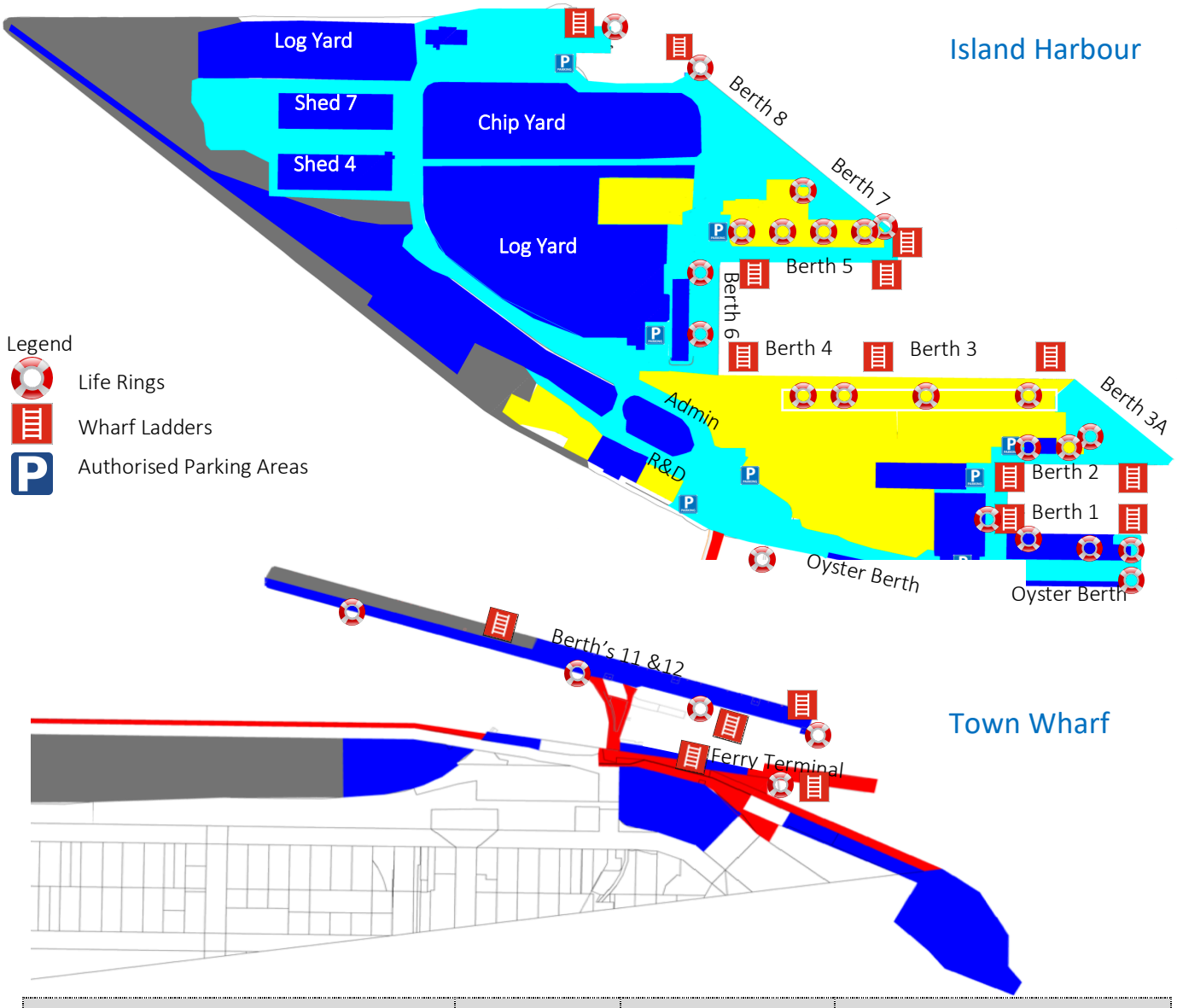
18.1 Purpose

To ensure all the hazards from working on wharves or near water are identified, assessed and controlled and that all persons undertaking this work have a clear understanding of what hazard controls are to be used where there is a reasonable likelihood of falling into water.

18.2 Key Requirements

Life buoys are permanently fitted on all wharves and are clearly marked. Other appropriate equipment to facilitate retrieval from water is to be available based on the risks of the job and the location. Wharves are also fitted with ladders.

18.3 Life Rings and Wharf Ladder Locations



18.4 Personal Flotation Device (PFD)

Prior to use each PFD shall be inspected for defects which could affect it's suitability or buoyancy. A Defective PFD shall not be used and should be reported to the PCBUs Manager or Supervisor. All safety and rescue equipment must have a regular inspection and maintenance programme by all PCBUs.

A PFD must be worn in the following circumstances:

- Working past the wharf margin
- Woking 1 metre of any wharf edge
- All ship lines crews

18.5 Emergency Planning

A rescue plan must be documented prior to the work starting via the specific job safety analysis. As a minimum PCBUs must address the following:

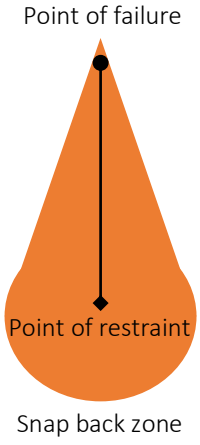
- A safety observer is always present
- Safety observer knows the location of rescue equipment i.e. life ring and is able to reach it quickly.
- Safety observer knows who to contact if further assistance is required in the rescue and has means to do so. i.e. cell phone, radio.
- Safety observer and personnel working completing the work know the location of the nearest ladder.

18.6 Access to Ships

Access to a ship from a wharf must be by means of a gangway with nets slung from the ship's side to the opposite side of the gangway, or an enclosed solid structure, or by other means that will prevent a person falling from the gangway and landing on the wharf or in the water.

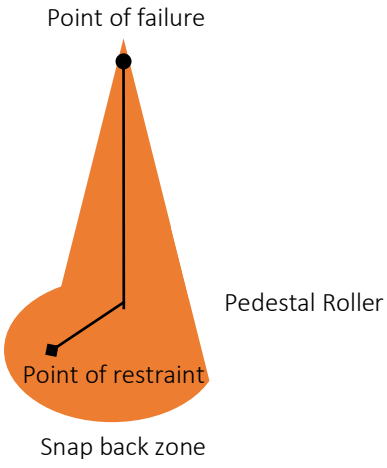
19.7 Ship's Lines

People not involved in lines tasks must keep clear of the linesmen's working areas on the berth until the vessel is safely moored. This is to ensure that people are clear of lines thrown from the ship to shore, and that people are out of the whiplash zone, should a line break.



If the line can travel back in a straight line then it will do, striking anything or anybody in its path.

If the taut line is lead around a lead then it has the potential to whip round in a bigger arc, as illustrated in the second diagram.



19.0 Working on or in Water

19.1 Purpose

To ensure all that the hazards from working on or in water are identified, assessed and controlled and that all persons undertaking this work have a clear understanding of what hazard controls are to be used where there is a reasonable likelihood of falling into water.

19.2 Key Requirements

The Marine Department must be notified of any work being carried out on the water within 200 m of any South Port infrastructure. If permission is sourced the Marine Department may notify the relevant parties by marine radio call.

19.3 Work Boats

All dinghy and punt operations must be certified under a Maritime New Zealand Marine Operators Safety System (MOSS) or Specified Limits Permit. If not yet certified, the operator should be making visible progress towards attaining this standard. Before boat operations commence the following items must be addressed:

- The task must be pre-planned.
- There must be a designated and qualified skipper.
- All personnel are to be trained.
- There is to be a minimum of two crew in the boat at all times.
- A boat checklist to be completed.
- Adequate communications with South Port's Marine Department
- Personal flotation devices are to be worn at all times.

For further information about meeting Maritime New Zealand requirements, see www.maritimenz.govt.nz/commercial/safety/safety-management-systems

19.4 Diving

Diving around the wharves and ships is a very high-risk operation. Rigid controls are to be in place as required by the diving foreman and the diving company's procedures. These controls must include the following requirements:

- Third party operators must ensure a diving permit is completed and approved by South Port prior to any diving operations being performed.
- Diving qualifications, accreditations must be submitted to the marine department before diving is carried out.
- Diving plans must accompany the permit to work outlining identified hazards/risk controls and emergency procedures.

20.0 Port Security Shuttle - Call Points

20.1 Purpose

South Port Security operates a shuttle service to transfer ships crews from vessel to the Seafarers Centre. Therefore, reducing the risk of crew interacting with plant and operational areas.

20.2 Key Requirements

All ships' crew without company vehicles must use the Port Security shuttle for transportation in the port secure area. Security shuttle call points are put in place at the end of the gangway on Berths 8,7,5, and the container terminal Berth. Ships' crews can call the Port Security shuttle to pick them up from here. Ships' crews and visitors must wait on the ship for the Port Security shuttle to arrive. If a pickup is required by the crew, they will notify the security team either: By Phone Call to +64 3 212 6031, or by radio on VHF Channel

20.3 Security Shuttle Call Points

The pickup and drop off times are as follows:

Gate to Vessel	Vessel to Gate
	0830
1130	1230
1530	1630
1730	1830
1930	2030
2330	

20.4 Crew Transfer

Crew collected from the vessel will be taken to the Seafarers Centre, and the procedure for their leaving the port (timings entered using the crew list) will follow.

- Crews are to have Hi Vis PPE on at all times, until leaving the port.
- Crews are to have suitable photo identification on them at all times.

20.5 Seafarers Centre

The Seafarers Centre is open 24 hours a day, 7 day a week. Wi-fi internet access and payphone is available. Please abide by the centres rules and leave the centre in a clean and tidy state. Once the crew returns onto the port, and collect their PPE, they are to wait at the Seafarers Centre until the next scheduled drop off at the vessel.

21.1 PCBU Discharging of a Bulk Cargo

21.1 Discharge of Bulk Cargo

During discharge of a bulk cargo including but not limited to logs and fertiliser the exporter/importer must manage the discharge as a condition of South Port's PCBU policy. In this situations, health and safety requirements such as health and safety plan for the type of activity concerned, existence of a health and safety policy, hazard assessments, method statements and other procedures for ensuring the safety of the work. During discharge references 7.1, PCBUs Manage Risks and Hazards in Common Areas and 7.2, PCBUs Health and Safety Requirements must be followed within this document.

21.2 Managing Subcontractors

The selected head PCBU will also need to supply potential subcontractors with information about the project, the site, relevant parts of any existing health and safety plans, and any other relevant information and includes:

- arrangements for the health and safety management of the project
- monitoring arrangements
- workplace/site rules and procedures (such as wearing personal protective equipment, training or competency requirements)
- processes for giving information and improving health and safety management in the workplace, and
- identifying hazard and toolbox meetings should occur frequently.

21.3 Safety Audits

The Importer may be audited by South Port's health and safety team to ensure that proper process is occurring.

21.4 Bulk Cargo Traffic Management Plan

South Port will supply and enforce a TMP while operations are being undertaken on the berth.

22.0 South Port Infrastructure Projects

22.1 Infrastructure Projects

All organisations that work on the Island Harbour must manage their health and safety legal obligations to ensure that all legal obligations are met by implementing a programme to monitor and review health and safety arrangements, policy and procedures. References 7.1, PCBUs Manage Risks and Hazards in Common Areas and 7.2, PCBUs Health and Safety Requirements must be followed within this document.

22.2 South Port - Project Management

In some situations, South Port will self-manage projects that will require health and safety requirements, such as a permit-to-work system or identifying particular hazards. South Port will supply potential PCBUs with information about the project, the site, relevant parts of any existing health and safety plans, and any other relevant information. Much of this information will be relayed from the tendering or pre-tendering materials supplied by South Port, and may include:

- arrangements for the health and safety management of the project
- monitoring arrangements
- workplace/site rules and procedures (such as wearing personal protective equipment, training or competency requirements)
- processes for giving information and improving health and safety management in the workplace, and
- identifying hazard and toolbox meetings will occur frequently.

22.3 PCBU Principal Project Management

South Port may nominate a PCBU to manage a project as a condition of the project agreement. In this situation, health and safety requirements such as health and safety plan for the type of activity concerned, existence of a health and safety policy, hazard assessments, method statements (and other procedures for ensuring the safety of the work) accident compensation, public liability, and other insurances. The selected head PCBU will also need to supply potential subcontractors with information about the project, the site, relevant parts of any existing health and safety plans, and any other relevant information. Much of this information will be relayed from the tendering or pre-tendering materials supplied by the South Port, and includes:

- South Port's Permit To Work
- monitoring arrangements
- workplace/site rules and procedures (such as wearing personal protective equipment, training or competency requirements)
- processes for giving information and improving health and safety management in the workplace, and identifying hazard and toolbox meetings should occur frequently.

22.4 Safety Audits

The PCBU may be audited by South Port's health and safety or infrastructure teams to ensure that proper process is occurring.

23.0 Environmental Compliance

23.1 Environmental Requirements

Activities on the port must comply with a wide range of environmental requirements. These are set down in local authority plans, resource consents, site/activity specific management plans and other documents.

All port users are required to:

- Ensure they are aware of the environmental requirements relating to their site or activity.
- Comply with the relevant requirements relating to their site or activity.
- Consider environmental risks as part of their planning and operations.

23.2 Key Environmental Risks

All port users are required to manage the following environmental risks to avoid environmental incidents:

- Contaminants (e.g. fuels, product, dust, excessive exhaust, or hazardous substances) are not to be discharged onto the ground, into the air, into storm water drains or directly into water.
- Objectionable odour is to be avoided, particularly where odour may go beyond the port boundary.
- Waste is to be contained and promptly removed; care is to be taken to minimise solid waste quantities sent to landfill.
- Hazardous waste is to be stored and disposed of according to regulatory requirements.

23.3 Reporting Environmental Incident

Reporting all environmental incidents and complaints that relate to the port or activities that are carried out on the port must be reported to South Port Management, or other authorised personnel as soon as possible, on the day that the incident becomes known.

23.4 Smoking

Cigarette is not permitted in any building, structure, vehicle, ship or near any flammable/hazardous materials. Smoking butts must be disposed of in a tidy and safe manner – they must not be dropped onto the ground, into drains or into water.

24.0 Cruise Boats

24.1 Cruise Operations

Cruise boat operations areas are restricted any time a cruise ship is alongside. Only people and vehicles on business with the cruise ship operation, who meet pre-authorisation requirements, and who satisfy security checks are permitted entry.

23.2 Passenger Transport

Taxis are not permitted entry to the port secure area except in specific approved circumstances (e.g. transporting a passenger with a disability). On occasions that entry is permitted, the taxi/bus driver must show their official taxi/bus photo ID and all taxi/bus passengers must show their cruise ship boarding passes and photo ID before the taxi will be granted entry. The taxi/bus will be escorted into and out of the port secure area by Port Security.

23.3 Managing Passengers

All people in the cruise area must remain highly vigilant and comply with traffic management arrangements at all times. The area around a cruise ship is subject to considerable traffic movement (buses, tour vehicles), particularly at the beginning and the end of the day and around meal times.

25.0 Legal Responsibilities

25.1 Working Smarter Together

On 4 April 2016, the Health and Safety at Work Act (HSWA) came into force bringing new responsibilities for everyone in the workplace. The new law is part of a reform package aimed at reducing the number of serious work-related injuries and deaths in New Zealand by at least 25 percent by 2020.

South Port is committed to ensuring a healthier and safer work environment with our business partners.

Everyone who goes to work deserves to come home healthy and safe

25.2 What HSWA Means For You

HSWA requires a new way of thinking about health and safety.

Under the new HSWA:

- It makes everyone's responsibilities clear
- It requires a cooperative approach for effective risk management
- It involves workers, by encouraging workplace representation and engagement
- It places duties on people who are able to contribute to the control of work health and safety risks

25.3 Person Conducting a Business or Undertaking (PCBU)

What is crucial is that you as a 'person conducting a business or undertaking' (PCBU) under HSWA, identify the health and safety risks in your business that could seriously harm workers and others, and then consider and put in place the behaviours, practises, systems, processes and training needed to eliminate, and where they can't be eliminated, minimise those risks. This needs to be done collaboratively with the people in your business and with the other businesses you work with.

25.4 Primary Duty of Care

A PCBU must ensure, so far as reasonably practicable, the health and safety of workers, and that other people are not put at risk by its work. This is called the 'primary duty of care'. All PCBUs have this primary duty of care.

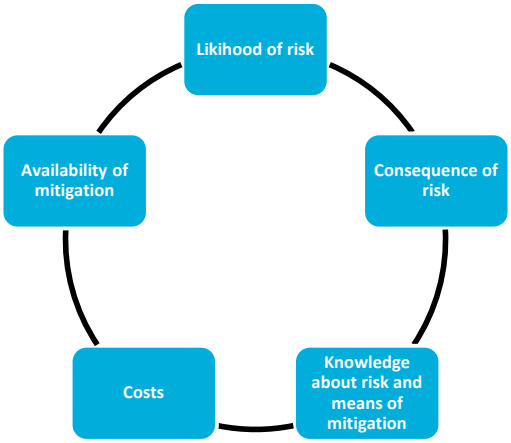
This is a new legal test

This means ensuring as far as 'reasonably practicable':

- the health and safety of workers who work for the PCBU (eg. employees or contractors, including their subcontractors or workers) while they are at work in the business or undertaking
- the health and safety of workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work (eg a franchise company whose franchise requirements influence or direct the workers of the franchisee)
- that other persons are not put at risk by the work of the business or undertaking (eg a visitor to the workplace, or members of the public who could be affected by a work activity). (NB. A PCBU who is a self-employed person must also ensure, so far as is reasonably practicable, his or her own health and safety while at work).

25.5 Reasonably Practicable

The HSWA requires that consideration of what is 'reasonably practicable' in relation to a duty of the PCBU, must take into account and weigh up all relevant matters. This includes:



- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or risk
- what the person concerned knows, or ought reasonably to know, about
- the hazard or risk and the ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- after assessing the extent of the risk and the available ways of
- eliminating/minimising the risk, the cost associated with available ways of
- eliminating/minimising the risk (including whether the cost is grossly disproportionate to the risk).

25.6 Specific Obligations for a PCBU

The primary duty of care is a broad overarching duty. It includes but is not limited to, so far as is reasonably practicable:

- Providing and maintaining a work environment that is without risks to health and safety
- providing and maintaining safe plant and structures

- providing and maintaining safe systems of work
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing any information, training, instruction, or supervision that is necessary to protect all people from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

PCBUs must also maintain any worker accommodation that is owned or managed by the PCBU and provided because other accommodation is not reasonably available. The accommodation must be maintained so the worker is not exposed to health and safety risks.

Officers that only have a passive role or interest in work health and safety are not taking 'reasonable steps'! The HSWA places a premium on proactive actions from 'officers'. A breach of this duty is a criminal offence

25.7 Due Diligence Obligations for an 'Officer'

It is important that you clearly identify who is an 'officer' within your organisation. This is because an officer must exercise due diligence to make sure that the PCBU complies with its health and safety duties. The test to identify whether someone is an 'officer' is whether that person has sufficient authority to make governance decisions that affect a whole or substantial part of the business. In many organisations it is not practical for officers to be directly involved in the day-to-day management of health and safety. However, they are still required to take reasonable steps to:

- Acquire, and keep up to date, knowledge of work health and safety matters
- Gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations
- Ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- Ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under HSWA
- Ensure that the PCBU has appropriate processes for receiving and considering information

- Officers that only have a passive role or interest in work health and safety are not taking 'reasonable steps'! The HSWA places a premium on proactive actions from 'officers'. A breach of this duty is a criminal offence.
- Verify the provision and use of the resources and processes referred to above.

25.8 A Worker's Responsibilities

Whilst the primary responsibility for worker health and safety lies with the PCBU, workers must take reasonable care for their own health and safety, ensure that they do not adversely affect the health and safety of others, comply with any reasonable instruction provided by the PCBU (to ensure compliance with the HSWA) and cooperate with any policy or procedure of the PCBU relating to health and safety at the workplace.
Under the HSWA, a worker is a person who carries out work in any capacity for a PCBU. This includes:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work in the business or undertaking
- an apprentice or a trainee
- a person gaining work experience or undertaking a work trial
- a volunteer worker
- a PCBU is also a worker if the person is an individual who carries out work in that business or undertaking.

Refer also to recently released HSWA regulations. Guidance on these regulations can be found on the WorkSafe New Zealand website

25.9 Collaboration is the Key

HSWA requires business to cooperate and coordinate around how they will manage risks collectively, and this includes being clear about the arrangements for doing this and how these arrangements will be monitored.

When there are multiple businesses at the same location, each business must do what they can, within their influence and control, to keep workers safe. In these situations, the most effective way to manage workplace health and safety is by working together.

26.0 Definitions

CUSP	The common Uses Safety Protocol reflects the HSE Standards AS/NZS 4801, 4804, OHSAS18001, ISO 14001 standards and reflects the South Port's Health & Safety Policy.
Principal	"Principal" generally indicates South Port's User or one of its subsidiaries in its capacity as the Operator engaging others for services.
PCBU	Person Conducting a Business or Undertaking. NOTE: a PCBU will usually be a business entity, such as a company, rather than an individual person. A person might be a PCBU if they are a sole trader or a self-employed person.
Worker	A worker is a person who carries out work in any capacity for a PCBU. This includes employees, contractors, sub-contractors, employees of contractors or sub-contractors, outworkers, labour hire workers, volunteers, trainees and people gaining work experience.
Contract	A legally enforceable document detailing the terms and conditions for procurement and hire, or lease of goods and services, which may include the provision of labour to execute work.
Contractor	An organisation or person under contract to supply goods and services to South Port or one of its subsidiaries.
Sub-Contractor	A person engaged by a Contractor to perform work and who is not an employee of the contractor.
Accident	An unplanned event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.
Incident	At South Port, an incident is something that has caused or could cause an injury or harm to someone on a South Port controlled site or to a South Port employee anywhere on company business. It also includes loss of value, loss of reputation and/or environmental loss.
Hazard	A source of potential energy or illness to a person, or a situation that has the potential to cause a loss. Also any activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes: ➢ A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and ➢ Without limitation, a situation described above resulting from physical or mental fatigue, drugs, alcohol, traumatic shock. Or another temporary condition that affects a person's behaviour
Significant Hazard	A hazard that is an actual or potential cause or source of: serious harm; or

	➢ Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or ➢ Harm that does not usually occur, or usually not easily detectable, until a significant time after exposure to the hazard; or ➢ A hazard with a risk rating of Very High or High; or ➢ A hazard with a consequence of Major or Catastrophic (As per the South Port' Risk Register).
Near Miss	An incident classification, (a free lesson) an occurrence that had the potential to become a significant incident/accident.
Risk	The chance of something happening that may cause injury, illness, and equipment damage or business interruption and measured in terms of consequences, likelihood and frequency of exposure.
Risk Management	The culture, process and structures that are directed towards the effective management of potential opportunities and adverse effects
Harm	Means illness, injury, or both; and includes physical or mental harm caused by work-related stress.
Notifiable Event	Means any of the following (a) The death of a person; or (b) A notifiable injury or illness; or (c) A notifiable incident
Notifiable injury or illness	(a) Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid): (i) The amputation of any part of his or her body: (ii) A serious head injury: (iii) A serious eye injury: (iv) A serious burn: (v) The separation of his or her skin from an underlying tissue (such as degloving or scalping): (vi) Serious lacerations (b) An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment: (c) An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance: (d) Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work – (i) With micro-organisms; or (ii) That involves providing treatment or care to a person; or (iii) That involves contact with human blood or bodily substances; or (iv) That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products: or

	(v) That involves handling or contact with fish or marine mammals (e) Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.
Notifiable Incident	Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to – An escape, a spillage, or a leakage of a substance; or (b) An implosion, explosion, or fire; or (c) An escape of gas or steam; or (d) An escape of a pressurised substance; or (e) An electric shock; or (f) The fall or release from a height of any plant, substance, or thing; or (g) The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or (h) The collapse or partial collapse of a structure; or (i) The collapse of failure of an excavation or any shoring supporting an excavation; or (j) The inrush of water, mud, or gas in workings in an underground excavation or tunnel: or (k) The interruption of the main system of ventilation in an underground excavation or tunnel; or (l) A collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel: or (m) Any other incident declared by regulations to be a notifiable incident for the purposed of this section
Reasonably Practicable	Means what or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account all relevant matters, including- a) The likelihood of the hazard or the risk concerned occurring; and (b) The degree of harm that might result from the hazard or risk; and (c) What the person concerned knows, or ought reasonable to know, about – (i) The hazard or risk; and (ii) Ways of elimninating or minimising the risk; and (d) The availablility and suitability of ways to eliminate or minisie the risk; and (e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
Standard	A standard defines the organisation's expectations that must be met. It is used to clearly communicate the expectations and minimum performance requirements.
Emergency	A situation that is developing or has developed suddenly and unexpectedly and poses a threat to life, property or the environment. It necessitates immediate and positive action to reduce impact, loss or injury.
Approved Codes of Practice	A statement of preferred work practices or arrangements, for the time being approved under section 20 of the HSWA Act. These may be recognized in law as taking all practicable steps if it can be proven that they were followed very closely.

Competent Person	A person who has acquired, through training, qualification, or experience, or a combination of these, the knowledge and skills, including HSE knowledge and skills, qualifying that person to perform the task required by this Standard.
Permit to Work	A permit-to-work system is a formal written system used to control certain types of work that are potentially The hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work is an essential part of safe systems of work for many maintenance activities.
TMP	Traffic management is a key branch within logistics. It concerns the planning, control and purchasing of transport services needed to physically move vehicles (for example aircraft, road vehicles and rolling stock) and freight.