

South Port Induction

Employee / Contractor / Visitor



Business Leaders'
Health & Safety Forum



Welcome to South Port



- At South Port we strive to provide a safe environment for all who visit or work on our site
- **While at our site it is our expectation that you treat your own personal safety and the safety of others with paramount importance**
- Our goal is zero harm. By following the policies and procedures in this induction you will be helping to keep yourself and others safe and will be assisting us to achieve our goal

Safety is everybody's responsibility

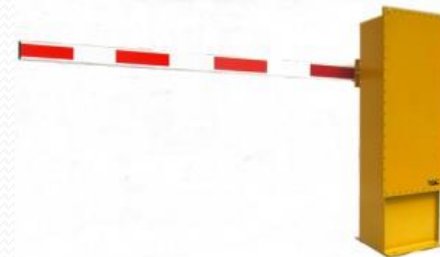


Security

Security on the Island Harbour is in accordance with the International Maritime Organisation and Port Facility Security Code (ISPS Code)

ISPS code requires the Port to have in place procedures for three levels of security that may operate:

- **Level One** – the level normally operating – requires South Port to control access to the site, monitor facilities, and supervise cargo and ships' stores handling
 - **Level Two** – heightened risk – involves increased screening, searching people and cargoes
 - **Level Three** – extreme risk – would see police presence at the port
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- Random searches of vehicles are performed routinely. Please pull into vehicle inspection lane and follow security staff instructions if asked to do so
 - Any person found to be attempting to pervert security measures or tamper with security equipment such as cameras, automatic gates etc may be banned from site permanently
 - No company equipment or materials are to leave site without written permission from a manager/supervisor
 - Photo identification must be carried at all times
 - Security Phone number: 03 212 8159



Arrival on site



- All persons must bring photo identification to gain access to the Island Harbour
- Contractors / visitors must pre-advise any planned visit to the relevant manager/supervisor
- When visiting a South Port department go directly to that department and report to the supervisor on arrival every visit
- Departmental inductions must be completed on arrival at individual departments
- South Port may remove and ban persons from the site that do not follow site requirements

Visitors

- No children under the age of 16 are permitted on site including children in vehicles (exceptions to Receipt & Delivery (R&D) department car park, administration car park, to fishing vessels or by special arrangement with Management)
- No animals are allowed to be brought on site (except service animals such as disability assist dogs & drug detection dogs)
- No firearms, ammunition or explosives are allowed on site
- Access to site is considered an acceptance to comply with South Port's Drug & Alcohol policy and you may be subject to random, post incident and reasonable cause drug & alcohol testing accordingly



Personal Protective Equipment

Minimum requirements on site:

- **High visibility vest** – compulsory in all areas (exceptions: office, car parks, smoko rooms & oyster berths)
- **Safety footwear** – compulsory in all operational areas
- **Eyewear/Safety glasses** – must be carried at all times and worn when conditions lead to risk of an eye injury. In addition eyewear must be worn when specified as a requirement in operating procedures & permits to work. (eyewear is required in vicinity of wood chip pile in strong wind conditions due to risk of flying wood chips)
- **Hard hats** – compulsory on berths where ship operations are occurring, in vicinity of cranes/hiabs, on ships or where any overhead work is occurring
- **Other equipment** – i.e. respirators, earmuffs etc are task dependent and all contractors are expected to follow code of practice requirements



Hi-Vis Requirements

- Hi-Vis needs to meet AS/NZ 4602 standard and be day/night version

Must be clean, in a good condition, and zipped up.



Note: bib style overalls only comply if a his-vis polo shirt of the same colour is worn underneath

- Below does not meet standard



Traffic rules

- Site speed limit is 30km/hr on roads or 15km/hr as sign posted and 15km/hr on berths
- Flashing roof light or head lights must be used while on the Island Harbour
- Park in the designated parking areas, do not park over shed doorways, emergency exits, within 2.5m of any train track or on marked pedestrian walkways
- Talking or texting on cell phones while driving is not allowed (unless using hands free)
- Stop at all stop signs
- Give way to heavy vehicles such as large forklifts. Remember they can have restricted visibility so maintain a safe distance
- Do not drive under containers being carried by forklifts
- Slow down when approaching blind corners
- South Port has a 3 strikes policy and those who do not follow the driving rules risk being banned from driving on the Island Harbour



Vehicle rules

- No person should operate any equipment without holding the correct license i.e. OSH forklift license
- No person is permitted to operate any South Port equipment without permission from the supervisor and first supplying a copy of the relevant license
- Seat belts must be worn when provided in a vehicle (including forklifts)
- Passengers are not permitted to ride on any vehicle unless proper seating is provided
- Pre-start checks should be performed prior to operating any machinery
- During unloading truck drivers must stay in cabs or on forklift side of truck in full view of forklift drivers. Do not stop on roadways to tarp, untarp, secure or release loads
- All loads are to be secured
- Bicycles, skate boards or scooters are not to be used as a method of transport on site
- All cars/trucks/utility vehicles on site must have a current warrant of fitness / certificate of fitness



Pedestrian rules

- Follow designated walkways
- Stay clear of operating machinery
- Do not walk behind or approach any vehicle from blind spots. Only approach once driver has sighted you and acknowledged your presence
- Do not walk through crush zones in the vicinity of working equipment
- Avoid walking down gaps between containers
- Listen for vehicle reversing alarms
- Use of i-pods, MP3's or head phones are not permitted in operational areas
- Wearing of hoodies is not permitted onsite (except hoods on jackets in wet weather conditions or in coldstores)



Trains



- Watch for trains at all crossings. Stop at all crossings with marked stop signs and only proceed once safe to cross
- Do not attempt to climb over wagons or walk between wagons
- Do not walk in front of wagons being shunted
- Never attempt to climb onto or ride on moving wagons
- Do not leave vehicles or equipment within 2.5 metres of any rail line
- Three blasts of the horn is a warning of a runaway wagon

Cranes / hiabs

- Unless directly involved in crane/hiab jobs keep out of swing arc and away from danger area
- Always wear hard hat within vicinity of cranes/hiabs
- Use road cones to segregate hazard zone from traffic or pedestrians
- Stay out of crush zones between load and other objects
- Ensure lifting strops/chains have been inspected prior to lift and are operating within safe working loads
- Ensure anybody being lifted in a man cage is harnessed
- Never walk underneath a suspended load
- Pre-check with Infrastructure department for underground services & ground stability



Container yard access



- The container yard is a hazardous area and access will only be granted to those with a legitimate reason to be in this area
- Access will only be granted after you have reported to the R&D office and been made aware of the security code
- R&D will notify container yard operators by radio of your visit
- Light vehicles entering this area require a working flashing roof light
- Do not use the container yard as a thoroughfare to cross from one area to another
- No access when wind exceeds 50 knots due to the risk of containers blowing from stacks
- When working in container yard a road cone/flag must be placed at both ends of the row of containers you are working amongst to indicate to forklift drivers your area of work

Wharf access

- Access to berths is not permitted when cargo operations are taking place or linesmen are working
- Performing work within 1 metre of the wharf's edge requires the use of a personal flotation device
- Make yourself familiar with the locations of the nearest wharf ladder and closest lifebuoys located in the white boxes on adjacent buildings
- Call for assistance immediately for man overboard
- Follow designated walkways where possible
- Do not walk under any suspended loads
- Be aware of the potential for items to fall from cranes
- No fishing



Log yard

- Access to the log yards are not permitted without first reporting to the marshalling companies office's
- Log loaders have limited visibility, stay well clear of loaders at all times. When encountering log loaders working on roadways, ensure you have made eye contact and wait for log loader drivers to wave you through
- The log unchaining road is for log trucks and log loaders only; under no circumstances should other vehicles enter this area without prior permission from the marshalling company



Ships lines

- Ships lines under pressure have the potential to snap and seriously injure. Stay away from ships lines at all times
- Movement of any cargo, machinery, or personnel is not permitted within 15 metres of linesmen berthing or un-berthing any vessel
- Do not park machinery or leave equipment on berth edges where ships lines may need to be placed or removed

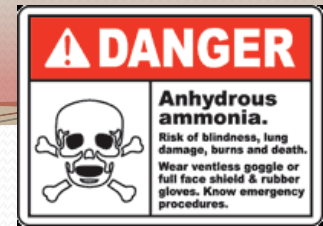


Cold Stores



- South Port has cold storage facilities located on the Island Harbour and also at Foreshore Road where freezer temperatures can range down to minus 25 degrees
- Access to freezers is not permitted without first reporting to the Cold Store supervisor
- Proper thermal PPE clothing must be worn
- Ensure you understand the position of emergency exit doors and escape alarms
- Avoid standing adjacent to or walking directly past freezer doorway curtains (listen for forklift horn sounding)
- Freezers are constructed of insulated polystyrene panelling which can be a significant fire risk. Any hot work at Cold Stores requires a hot work permit; please discuss with supervisor prior to undertaking work
- Be aware of slippery floors and do not touch bare skin on frozen surfaces

Ammonia



- South Port Island Harbour Cold Store, Foreshore Rd Cold Store and Wilbur-Ellis utilise Ammonia refrigeration systems
- Ammonia is a clear colourless gas with an extremely strong odour. Early signs of an ammonia leak are a strong smell, appearance of a white cloud or fog and stinging eyes
- High concentrations or prolonged exposure can be fatal
- If leak is suspected leave area immediately and report to manager/supervisor. If significant release occurs activate emergency procedures/alarm
- Check local wind sock and muster to upwind muster station
- Take extreme care when working in vicinity of pipe work not to damage pipes. Cargo or racks are not to be stored within 3m of pipework
- No work is to occur on any pipes without the contractor first reporting to Cold Store manager/supervisor

Town wharf

- Be aware of slippery surfaces, especially on frosty days
- Access to tanker berth is not permitted without first reporting to security gatehouse. Smoking, cell phones, or any device capable of producing ignition are prohibited from the tanker berth. Vehicle movements are not permitted on tanker berth while vessel present
- Do not try to enter areas that have been fenced off with barricading
- No vehicles allowed without South Port's permission
- Only South Port personnel are permitted to access the raised bollards



Work permits



- Work Permits are required for the following tasks:
 - Hot work
 - Confined spaces
 - Diving
 - Excavation / penetration
 - Working at heights
 - Various other works
- Liaise with departmental supervisor for approval of permits (or Environment Southland for hot work on water based vessels)
- Persons completing hot work, confined space, diving, excavation/penetration, working at heights tasks must be able to provide a copy of authorised work permit on request.

Working at heights

- Harnesses must be used when in man cages or scissor-lifts
- South Port has several man cages and platform ladders available for use – check with managers/supervisors
- Any working at heights equipment used on site must have current inspection/certification i.e.
 - Harnesses/lanyards – 6 monthly inspection tag
 - Man cages – annual certificate of inspection
 - Scissor lifts – 6 monthly certificate
 - Cranes/hiabs – annual certificate
- Working at height training is required for work on roofs



Vessels

- When entering the channel or arriving to the Island Harbour you must notify Bluff harbour radio on channel 16 / 14
- Stay well clear of tugs manoeuvring large vessels; do not attempt to transit main channel during shipping movements
- Keep berths clean & clear of rubbish
- Keep clear of diving operations, the coffer dam and people working on the beacons (5 knots maximum)
- Gain permission from the Marine Administrator before berthing at Island Harbour by calling channel 16 / 14
- Hot work permit must be authorised by the Harbour Master prior to any hot work occurring on vessels



Smoking / fires

- No smoking near hazardous goods areas
 - Diesel tanks & bowzers
 - LPG cages
 - Tanker berth
 - Vessels performing bunkering operations
 - Vessels discharging Sulphur
- No smoking permitted within any building or inside South Port vehicles i.e. forklifts, company vehicles etc
- No fires are to be lit or rubbish burnt on any South Port site



Spray painting / water & abrasive blasting

- Do not enter spray painting & water / abrasive blasting areas
- Do not park vehicles in close vicinity to spray painting due to the potential for overspray
- Contractors are reminded to ensure they erect suitable signage and barricades to restrict entry
- No abrasive blasting is permitted without a resource consent

(unless minor spot blasting)



Noise

- Suitable hearing protection must be used when in locations where signage indicates necessary and areas where you need to raise your voice to be heard
 - Ship & tug engine rooms
 - Crane engine room
 - Cold Store compressor rooms
 - Using noisy power tools such as grinders, weed eaters etc

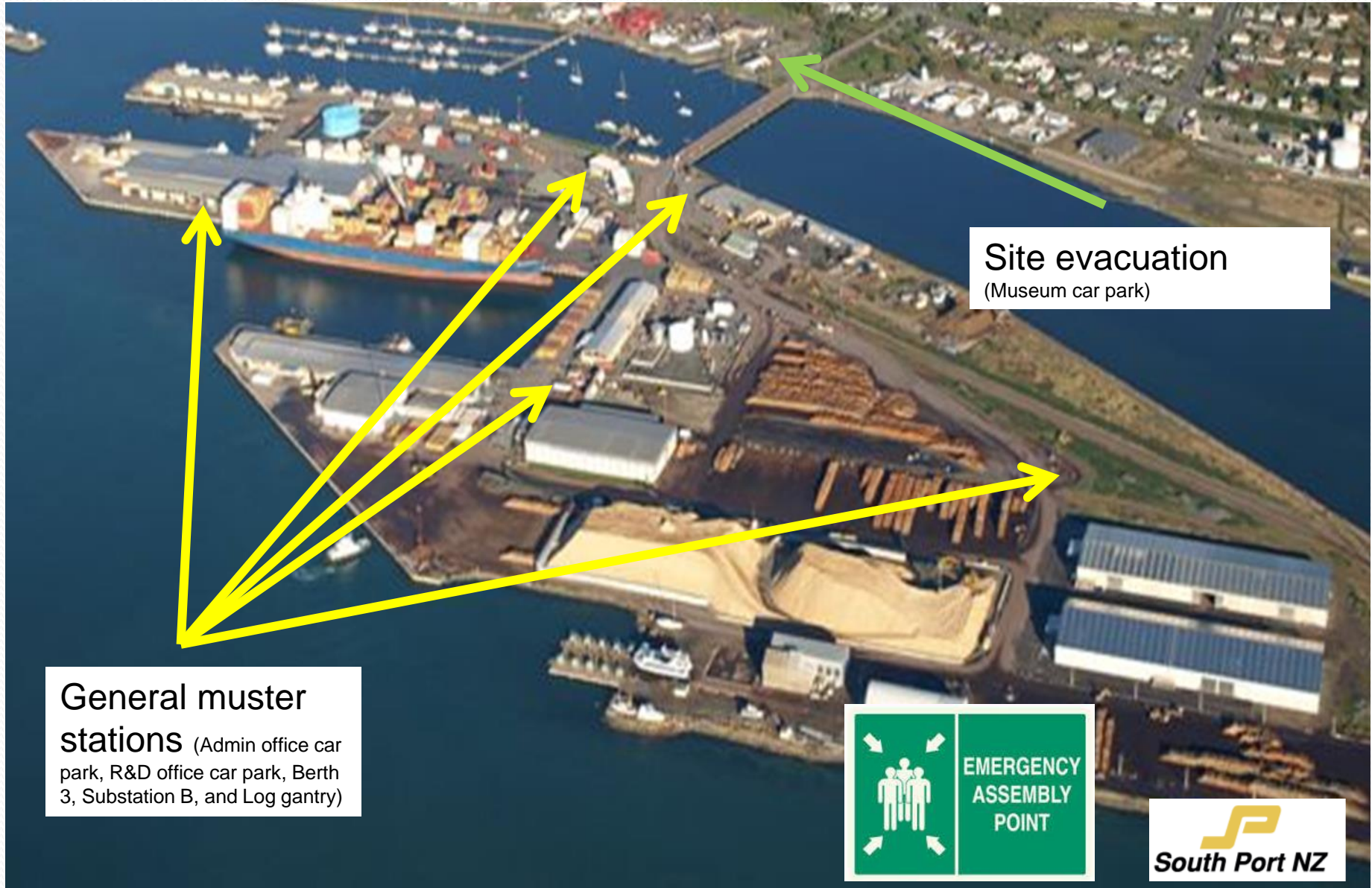


Evacuation procedure

- 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
- 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



Muster stations



Emergency

- An AED heart defibrillator is available at the gate house
- In case of fire activate fire alarm at nearest call point, dial 1-111 and notify your supervisor/manager immediately
- South Port has first aid kits and trained first aid responders in most departments. Make yourself aware of these facilities and personnel prior to starting work
- Stay calm
- After attending to patients first aid needs, isolate scene of accident and notify manager/supervisor. In the event an ambulance is called notify security of the accident location



Hazardous substances

- Prior to handling ensure you understand the chemical you are about to use, have read the Material Safety Data Sheet (MSDS) and are wearing correct PPE
- All containers must be clearly labelled with contents and stored in a secure location
- Familiarise yourself with location of nearest emergency equipment such as eye wash stations safety showers and spill kits



Fumigation/rodent control

- A small number of containers are fumigated at South Port each year
- Stay outside of barricaded area around containers marked with fumigation signs (east end of shed 3)
- When devanning/opening containers be aware of any signage indicating containers may contain hazardous substances or have been previously fumigated. Containers should be left with doors open for minimum 1 hour prior to entry if previously fumigated. If in doubt contact the R&D office
- Bags taped inside container doors or a rotten egg smell could indicate remnants of fumigant. Close doors and notify a manager/supervisor immediately
- Small black boxes placed around sheds contain rodent poison – do not touch



Environmental

- Spills should be contained, isolated & cleaned up immediately
- For any significant oil spill or oil spill into the harbour contact Port Maintenance (03 212 7674) for spill response equipment, notify Environment Southland (03 211 5225), and alert a South Port manager/supervisor, or security if after hours



Biosecurity

- South Port is a 'place of first arrival' for vessels from overseas countries.
- If you see any suspected exotic pest please contain (if safe to do so) and report to a manager/supervisor immediately or phone Biosecurity NZ (0800 809 966) directly
- Look for:
 - Egg masses, snails, insects, rotten timber packaging, soil/mud, grass or leaves, grain or seeds, spider webs, nests, other live or dead animals
- Any debris found inside shipping containers should be placed in Ministry of Primary Industry approved receptacles



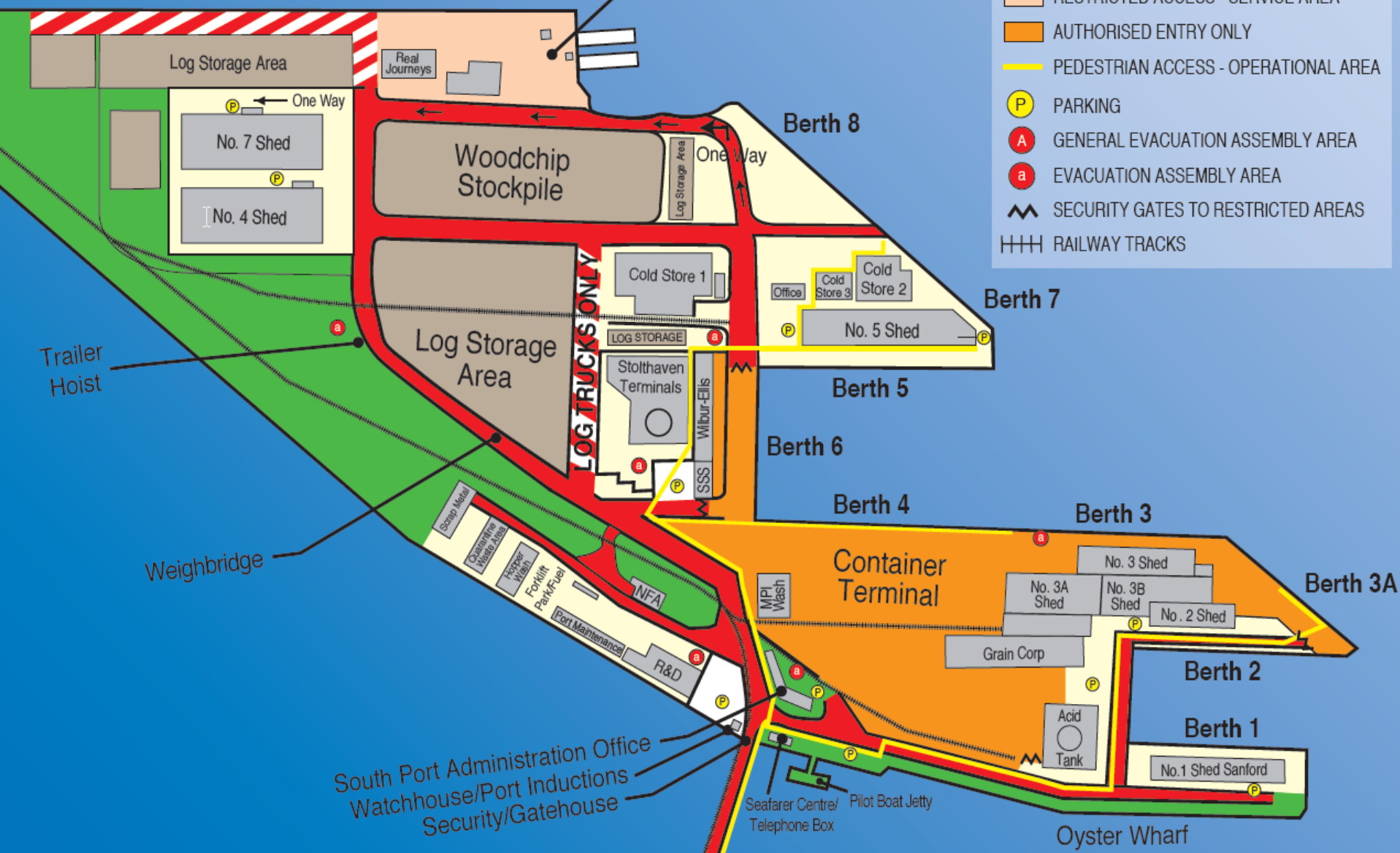
Accidents, incidents, hazards

- In the event of a serious accident ensure your own safety first and activate emergency procedures
- Please report all accidents, incidents & hazards verbally to the area supervisor/manager as soon as possible and provide a written report within 24 hours





Site Map



A Maritime Museum Car Park

GOLDEN RULES



Stay clear of
working machines



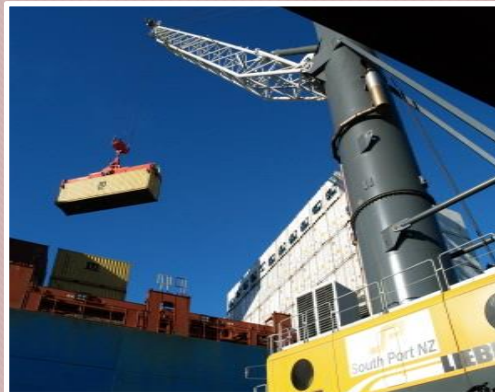
Always use correct working
at heights equipment



Do not stand in snap
back zones



Keep out of crush
zones



Keep clear of
overhead loads



Ensure your stack
is safe

Induction complete - congratulations

- You have successfully completed the South Port site induction. Please complete details below and give copy to South Port security

Name: _____

Date: _____

Company represented: _____

Company Address: _____

Company email: _____

Job Title: _____

Reason for card application: _____

Drivers license number: _____ Expiry date: _____

Signature: _____



Version 3, Oct 2017

For Internal purposes:

- ☐ New Card
- ☐ Card renewal
- ☐ Paid Cash
- ☐ Eftpos
- ☐ Invoice