

**Title:** Traffic Management Plan (TMP)

# Traffic Management Plan



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Traffic Management Plan	3.0	02/11/2020	H&S team

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**SOUTH PORT NEW ZEALAND LIMITED  
WELCOMES VISITORS**

**PHOTO I.D MUST BE CARRIED AT ALL TIMES**

**ALL VISITORS**

- Photo I.D must be carried at all times.
- Must wear hi-visibility, safety footwear, and eye wear or safety eye wear in operational areas.
- All personnel on the Port must comply with South Port's health, safety and security regulations as outlined in this document.
- Authorised personnel only are permitted to be in the vicinity of working vessels. Hard hats must be worn where overhead hazards exist.

**ACCIDENT AND  
EMERGENCIES**

- Where necessary call Emergency Services on 1-111 then notify security on (03) 212 8159.
- All accidents, incidents and near misses must be reported, Security is contactable 24hrs a day.
- General evacuation signal is a continuous siren. Assemble at the Maritime Museum car park.
- Defibrillator is available from Security/Gatehouse.

**FOOT TRAFFIC**

- Must wear hi-visibility clothing.
- Only use yellow painted walkways.
- Always be aware and give way to traffic.

**MOTOR VEHICLE ACCESS**

- Maximum road speed of 30kph or 15kph as signposted.
- Maximum speed on berths is 15kph.
- Seat belts must be worn.
- Vehicles are prohibited alongside working vessels.
- Vehicles must proceed with caution at all times.
- Give way to heavy vehicles.
- Headlights or flashing roof light must be used at all times.
- Passengers must remain in the vehicle.
- Report to the R&D Office if requiring access to the Container Terminal as this is a controlled area.
- Parking is only permitted in designated car parks.
- Obey all signposted directions.
- Texting or manually using a cellphone is not permitted while driving.

**CONTRACTORS**

- All contractors must be inducted by Port Security.
- Permits are required for many tasks, report to Supervisor on arrival. Task specific permits include, Hot Work, Confined Spaces, Diving, Excavation and Working at Heights.
- Life vest must be worn when working within 1m of water's edge.

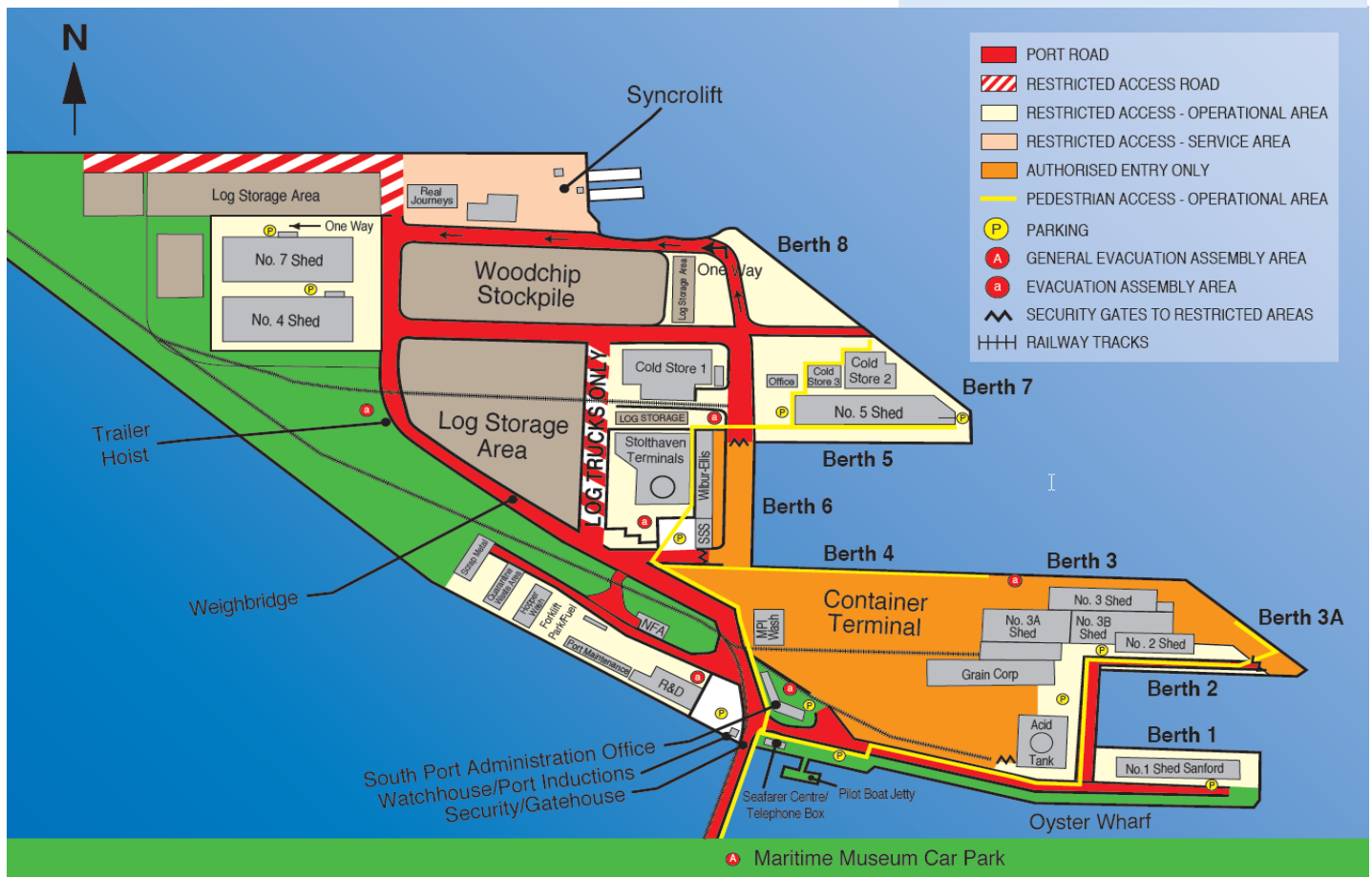
**THREE STRIKES POLICY**

- South Port has a three strikes policy for traffic infringements.

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**South Port NZ**

**SAFETY &  
SECURITY  
GUIDE**



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## 1.0 Purpose & Scope

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.

This TMP aims to outline traffic rules for all personnel (employees, leaseholders, contractors, ship's crew and other site visitors).

The plan considers the risks associated with the identified hazards including but not limited to:

- Segregation of pedestrians from heavy and light vehicles
- Workplace layout
- Traffic volumes, including routes, priority and exclusion zones
- Trailers and associated loads
- Seatbelt use
- Signage
- Lighting and visibility
- Speed limits
- Parking areas
- Hazards/Spills

The TMP will be reviewed by the health and safety team on an annual basis or as required (e.g. significant change to road layout or significant incident).

## 2.0 Objectives

The objectives of the plan include:

- Ensuring the safety of all personnel who access the South Port site
- Establishing and implementing clear traffic management requirements
- Minimising disruption to those operating on the Island Harbour
- Minimising traffic congestion
- Ensuring lease holders companies operating on site develop effective controls for work activities occurring in or adjacent to common access areas
- Providing a framework which lease holders can work from when developing their own TMP's

## 3.0 Responsibilities

### 3.1 H&S Team / Operations Manager

- Conduct a risk assessment on the hazards of traffic movement within the site and implement control measures
- Develop a TMP for the site
- Communicate the TMP to employees, leaseholders, contractors & visitors
- Provide support and guidance to all personnel conducting operational activities on the South Port site
- Ensure that any hazards, unsafe acts or incidents involving traffic movements are reported and corrective actions are implemented
- Ensure that the TMP is reviewed on a regular basis
- Ensure Security control site access and conduct traffic monitoring on site

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## 3.2 Departmental Supervisors

- Assist in the periodic review and update of this TMP
- Assist with the risk assessment on the hazards associated with traffic movement and implement control measures
- Provide direction to all personnel conducting operational activities on the site
- Assist with enforcing the rules with all site users where breaches occur
- Ensure that traffic management hazards, unsafe acts or incidents are reported as appropriate and corrective actions are implemented
- Ensure new personnel, contractors, visitors have completed the South Port site induction or are personally escorted on arrival
- Ensure appropriate licenses are held for the operation of the mobile plant or vehicles and that operators are trained and competent in their operation

## 3.3 Lease holders (businesses other than South Port with operations based on the Island Harbour)

- Work with South Port to develop a traffic flow map applicable to their operations
- Ensure their activities are conducted in a manner that minimises traffic related hazards and risks to other site operators and their personnel
- Cooperate with other operators in their immediate area regarding traffic flow
- Notify South Port of any proposed changes to operations that may impact traffic flow
- Ensure their employees, contractors and visitors observe the requirements of the TMP and address any non-compliance accordingly
- Ensure their employees, contractors and visitors have completed the South Port site induction or are personally escorted on arrival
- Ensure appropriate licenses are held for the operation of the mobile plant or vehicles and that operators are trained and competent in their operation
- Ensure any spills, items or activities that could pose a hazard to traffic are rectified asap and are barricaded/coned until the hazard is removed

## 3.4 Vehicle Operators

- Not be under the influence of drugs or alcohol whilst operating vehicles or plant
- As appropriate complete a pre-start check for the mobile plant or vehicle they are operating
- Ensure vehicle/ plant are operated safely and are suitable for the task
- Report any damage or fault to the vehicle to the supervisor for immediate corrective action
- Ensure the appropriate licenses are held for the operation of the mobile plant or vehicle
- Operators and passengers of vehicles or plant must always wear a seatbelt where fitted
- Observe the requirements of this TMP at all times
- Be aware of pedestrian interaction whilst operating a vehicle
- Report any incidents to assist in the implementation of corrective action
- Comply with site rules as per South Ports site induction and this TMP

## 3.5 All Pedestrians

- Must ensure they have completed the South Port site induction prior to entering the Island Harbour
- Must complete the departmental inductions when visiting a South Port operating division
- Must wear high-visibility clothing on site and safety boots also if entering an operational area
- Confine their movements to designated walkways where practicable
- Remain constantly vigilant and stop and look for traffic around working areas in particular shed doorways, crossing vehicle routes, blind corners and when in congested areas
- Give way to traffic and ensure vehicle operators have seen you before approaching vehicles or moving in their vicinity

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- Report any incidents to assist in the implementation of corrective actions

## 4.0 Traffic Management

### 4.1 Site access

- Mobile plant and vehicles enter and exit the site via the main security gate on the Island Harbour bridge
- Photo id is required
- Wide loads that require the removal of the gate house must be pre-arranged with the South Port Operations supervisor 24 hours in advance
- Any vehicle movements in excess of 50 tonnes requires a permit and South Port must be pre notified

### 4.2 Speed limits

- 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

### 4.3 Vehicle rules

The following rules shall apply regarding right of way within the South Port site:

Designated Area	Right of way
Rail lines	Check for trains before crossing any rail line. Trains have right of way at all times. Vehicles must stop at rail crossing marked with stop signs at all times
Road intersections	Obey all traffic signs and signals. Standard road rules apply
Pedestrian walkways	Pedestrians must give way to traffic, stop and look before crossing any roadways, rails tracks, doorways and working areas
Warehouses	Forklifts have right of way, general traffic is not permitted inside warehouses except service vehicles with prior permission
Container yard	High hazard area with vehicle access strictly controlled. No access without first reporting to R&D office. Flashing roof light must be used. Forklifts and cranes have right of way
Log yard	High hazard area, no access without first reporting to marshalling operators office
Island Harbour	Port users must be aware of heavy machinery and light traffic is expected to give heavy machinery room to manoeuvre in close situations. Do not drive under loaded machinery. In confined areas or limited passing room light vehicles are expected to give way to heavy vehicles
Weigh bridge	Primary access from west end. Limited singular vehicle access from East end providing following traffic is not restricted. Forklifts weighing containers have right of way over trucks

### 4.4 Demarcation Zones

- Where areas are marked or signed as restricted areas these requirements must be followed
- Do not attempt to drive through or walk through areas that are fenced or coned off or have signage advising against access
- Where marked roads are supplied vehicles are required to follow these

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- Only authorised personnel are permitted in the vicinity of working vessels. Vehicles not involved in the cargo transfer process are prohibited alongside vessels
- Ensure any spills, items, or activities that could pose a hazard to traffic are rectified asap and are barricaded/coned until the hazard is removed

## 4.5 Parking

- Vehicles should be parked in designated parking areas as marked in the “Safety and security guide”
- 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

## 4.6 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 night/day (PPE)
- High-visibility reflector radar reversing sensors fitted on forklift
- Audible tones (reversing alarms)
- Speed limits
- Blue light reversing indicators
- Reversing cameras
- Restricted areas
- Fencing, delineation, and barriers
- Security transport service for ship crews.

All personnel entering operational areas are required to wear high-visibility clothing. Where foreign vessels arrive and they do not possess high-visibility clothing this will be supplied by the South Port Lines team.

All operators onsite are required to ensure their mobile plant such as forklifts and loaders are fitted with reverse beepers and flashing roof lights.

South Port fits blue light reversing indicators to forklifts operating in dairy warehouses and reversing cameras in container reach stackers.

## 4.7 Electronic sign

An electronic signboard is now available to be used to display Port user information such as operational information, highlighting hazards in the work areas and monitoring and displaying speed.



## 4.8 Signage/Equipment

Appropriate traffic control signage is displayed throughout the site. These signs serve as a constant reminder to all mobile plant / vehicle operators and pedestrians of conditions required when entering the South Port site. All signage requirements are periodically checked during workplace inspections.

Any party that damages any signage or other South Port Infrastructure on site must report it to South Port or the site operator involved.

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Lease holders must ensure that adequate signage covering the hazards and requirements of their areas is installed.

South Port maintains a traffic safety trailer that contains road cones, barricades, and spill absorbent, where possible South port will make this equipment available to third parties in event of an emergency.

## 4.9 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.

## 4.10 Traffic Permits

South Port does not have a traffic permit system but it is expected that lease holders 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.

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.

## 4.11 Leased Areas

This TMP does not incorporate traffic management controls within leased areas. It is the responsibility of the lease holder to develop and implement traffic controls for their leased area commensurate with the prevailing risk profile. Leased area TMP's should align with the requirements of this TMP to ensure effective traffic flows across the entire port.

## 4.12 Hazard & Incident Reporting

South Port strives to maintain a hazard and incident free working environment. All personnel have a duty of care to report hazards and incidents, including near misses. All hazards and incidents are to be reported immediately to South Port health & safety department and an incident report must be filled within 24 hours.

All neighbouring lease holders are expected to maintain regular contact and work together to solve traffic issues and minimise hazards associated with their operations. If any disputes or unsolvable problems arise please contact South Port for further advice.

## 4.13 Monitoring compliance to traffic controls

South Port's Security Team conduct regular patrols 24hours a day 7days a week. Security personnel assist with monitoring of traffic compliance. Additionally the South Port management, supervisor team, and H&S committee conduct regular reviews and assist with compliance.

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.

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Lease holders are expected to ensure their employees, contractors and visitors follow the rules and assist the enforcement of the three strikes policy with these parties.

South Port managers and supervisors will assist with enforcement of the rules and must notify the health & safety team of any breaches by individuals warranting a strike under the three strikes system.

South Port uses a hand held speed radar device and the security team conduct regular monitoring on site to ensure compliance with speed restrictions.

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## 5.1 Three Strikes Policy

To improve port safety and traffic behaviour, South Port has formalised a cumulative three strikes approach to critical breaches of vehicle safety practices.

### Critical Breaches

1. Exceeding the speed limit
2. Texting while driving
3. Not wearing a seatbelt
4. Manually using a cell phone while driving.
5. Driving through unauthorized areas (container yard etc)
6. Having unauthorized passengers in the vehicle
7. Tailgating through security gates
8. Dangerous driving
9. Or any other behaviour deemed serious enough to warrant this action

Where excessive speed is detected, the following Strike protocols will apply.

- Up to 10 Kph over the speed limit - one Strike at the discretion of Security Management
- From 10 to 20 Kph over the speed limit - two Strikes
- Over 20 Kph over the speed limit - three Strikes

Where Port Security observes a critical breach, they will immediately stop and inform the offender of their specific breach.

- Any incident observed by Port Security or reported by a port worker will be reviewed by the Port Security manager and South Port Health & Safety Team.
- If consensus is reached, a strike will be formally placed against the offenders name in the vault system and will remain active for three months. At the end of the three month period, if no further strikes have been recorded, the strike will be removed from the system.
- The Health and Safety Team will inform the offender's employer of the breach and formal placing of the strike.

### Third Strike and Suspension

- If an offender receives three strikes against their name, permission for them to drive any vehicle within the Port environment may be suspended for a period of up to three months.

### Trespassed from Port

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

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## 5.2 Vehicle Visibility

Subsequent to feedback from port users that the use of hazard lights can cause confusion with turning vehicles we have decided to change the site rule. New requirements on site are now as follows:

- Light commercial company vehicles that are regular port users are required to have an operating flashing roof light when driving on the Island Harbour
- Private vehicles and non-regular port visitors must use headlights
- Heavy trucks are encouraged to have flashing roof lights but are permitted to use headlights instead
- Any light commercial vehicle entering the container yard must have an operating flashing roof light
- All mobile plant must have an operating flashing roof light when operating on the Island harbour (i.e. Forklifts, loaders, tractors etc)

New policy is effective from Monday 18<sup>th</sup> August. We thank you for your support to ensure the safety of yourself and others on the Island Harbour.



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### 5.3 General rules:

- South Port is a heavy industrial worksite and has any number of potentially hazardous situations due to the size and number of heavy machines on site (in many cases visibility is restricted by carrying cargo and by stored cargo). All port users driving or working on site must be aware of these issues and proceed with caution around such areas
- All site operators are required to consider how their activities may affect other site operators and are required to work together to ensure traffic hazards are minimised. Any changes to operations that may have an impact on other operators or site traffic flow must first be approved by South Port
- Operators and passengers of any vehicle or plant must always wear their seatbelt
- All lifting vehicles must operate within safe working load limits and loads must be secure
- Loads should never be lifted over top of other personnel and vehicles should not drive under suspended loads
- Ensure that all equipment and plant used for cargo handling is removed from common user areas immediately after use, to allow other port users unobstructed access to, and use of, operational areas.
- Equipment and plant is maintained in a safe operating condition and removed from the wharf operating area when conducting maintenance work
- Ensure portable amenities used on wharf are situated in such a position to allow clear and unobstructed movement of mobile plant along the wharf face
- Comply with all traffic management rules whilst on all South Port premises inclusive of adhering to set speed limits as marked on roadways, using only designated parking and storing vehicles in the allocated areas as determined by South Port
- All operators of heavy machinery must hold correct valid licenses to operate such equipment
- South Port operate a speed radar detection system, and this may be in use at any time of the day or night
- All incidents on site should be notified to a South Port Supervisor prior to leaving site
- Drivers should go directly to their designated area of business and leave by designated routes
- Keep a minimum 15 metres back from working linesmen (people tying up ships)
- Crane / Hi-ab operations or other high risk activities are required to use road cones to separate their area of operations from traffic and pedestrians
- Operators should perform pre-start checks for the mobile plant or vehicle they are operating
- It is not permitted to carry passengers on machinery such as forklifts / loaders unless the machines are fitted with a secondary seat
- Truck drivers are required to wear Hi-vis, steel capped footwear and where overhead hazards exist must also wear a hard hat (i.e. ship side operations with log vessels and fertiliser vessels)
- Obey all fumigation signage and instructions, do not enter coned or roped off buffer zones

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- No activities are to occur or vehicles/equipment to be situated within 2.75 meters of the rail lines
- Trucks carting bulk products are required to have tail doors pinned
- Maintenance work to be performed on toplifter/reachstacker forklifts should occur in the forklift park not in the container yard. Contractors to contact operations supervisor will arrange forklift to travel to the forklift park

## 5.4 Log activity specific rules:

- Log trailers must not be overloaded (no more than 1/3 of any log can be above bolster height)
- Unchaining of loads must occur in designated unchaining areas
- Standard log truck/trailer units lifting chains must be certified.
- Truck drivers using the log gantry must wear hard hats and must have read and signed a copy of South Ports log gantry procedure prior to use.
- As per WorkSafe's ACOPs, trucks may travel unrestrained on Port if travelling less than 20kph within port boundaries
- Transfer trailers must be in good working order and have suitable lighting when used for night time operations
- Log loaders are restricted to max 20km/h when operating on site
- Log loaders are not permitted to travel with beaks that are overloaded (beaks must close completely to prevent logs from falling out of front).
- Log loaders must not travel with loads where logs are protruding beyond the confines of the normal load (i.e. individual logs sticking out sides that could fall out or strike other items)
- When on roadways log loaders must travel with beaks lowered. Where the size of the loaded beak restricts visibility then loaders must travel backwards
- Log stacks are restricted to a maximum crowned height of 7 meters and where the stacks are adjacent to roadways/rail tracks/common user areas they are restricted to the height of the fence or where unfenced a maximum of 4.5 meters high. Log stack heights need to take into consideration firmness of surface, level of surface, and length of logs (typical stack height calculation 1.5 x length of log)
- Where bookends are utilised stack heights must not exceed the height of the bookend. Operators must ensure logs do not roll over top of bookends or stop blocks when loading/unloading rows.
- Where rows are adjacent to roadways loaders are required to check no traffic is approaching when filling or releasing a beak full of logs
- Log bunks when stored on berth 8 are to be placed in a way that allows lines van clear access between the bunks and the west end bollards
- It is not permitted for trucks to park on roadways and high stackers to be used to lift loads over the fences
- All loading/unloading of log trucks must occur within confines of the log yards and not on the general use roads

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- All logs being transferred to ship side must be done with the use of transfer trailers with the exception of logs stacked on berth 8
- All activities (including log storage) must remain at least 2m clear of fencing
- No stacking of logs on rail tracks or equipment to drive on rail tracks (except designated rail crossings). All activities must remain at least 2.75m clear from centre of rail tracks
- Logs or logging equipment is not allowed to block roadways
- Operators must ensure they do not push bookends or stop blocks into exclusion areas (within 2m of fences or within 2.75m from centre of rail tracks) when loading/unloading rows
- Bark piles must be removed in a timely manner and cannot block or restrict traffic flow
- Before reversing out of rows machine operators must check to ensure path is clear
- Operators must not lift or swing any part of the machine or load over any person or vehicle

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