



TRAFFIC MANAGEMENT GUIDE



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Key contacts:

Port Taranaki Communications Centre: **06 759 9740**

Port Taranaki Permit Office: **06 759 9733**

1.0 Purpose & Scope

The purpose of this Traffic Management Guide ('Guide') is to set the standard for vehicles and mobile plant and machinery operating at Port Taranaki to minimise the potential for personal injury and damage.

This Guide is applicable to all Port Users at all times when operating on Port Taranaki-owned land.

It is reviewed by the Health and Safety team on an on-going, or as required, basis.

2.0 Objectives

The objectives of the plan include:

- Ensuring the safety of all Port Users who access the areas under the control of Port Taranaki
- Establishing and implementing clear traffic management requirements
- Minimising traffic congestion and operational disruption to all those operating on the Port

3.0 Responsibilities

3.1 Port Tenants and Leaseholders

- Where duties overlap in the control and influence of a worksite, Port Tenants and Leaseholders must, so far as is reasonably practicable, "consult, cooperate and coordinate" with other PCBU's to eliminate and minimise risk as part of their responsibilities under the current Health and Safety at Work Act.
- Ensure their activities are conducted in a manner that minimises traffic and/or mobile plant-related risks to Port Users
- Notify Port Taranaki of any proposed changes to operations that may impact traffic flow
- Ensure their staff, contractors and visitors observe Port Taranaki's traffic management standards (and address any non-compliance accordingly) and have completed the Port Site Induction (or are escorted by a fully inducted person at all times whilst on site).
- Where applicable, work with Port Taranaki Ltd to develop traffic management plans (TMP) applicable to their operations
- Cooperate with other operators in their immediate area with regards to traffic management
- Ensure appropriate licences are held for the operation of vehicles and mobile plant on site under their control and that operators are trained and competent in the operation of these
- Ensure any spills, items or activities that could pose a hazard to traffic are isolated (e.g. barricaded/coned) until the hazard is removed and are rectified as soon as possible.
- Report any hazard, close-call, injury or damage to property to a Port Taranaki Representative (or Comms Centre – 06 759 9740) as soon as possible.

3.2 Vehicle Operators

- As appropriate, complete a pre-start check for the vehicles or mobile plant they are operating
- Ensure the vehicles or mobile plant they are responsible for are operated safely and are suitable for the task.
- Ensure the appropriate licenses are held for the operation of the vehicle or mobile plant
- Where fitted, operators and passengers of vehicles and mobile plant must always wear a seatbelt
- Be aware of pedestrian interaction whilst operating a vehicle
- Comply with all site rules as per this Guide and Port Taranaki's Site Induction.
- Report any hazard, close-call, injury or damage to property to a Port Taranaki Representative (or Comms Centre – 06 759 9740) as soon as possible

3.3 All Pedestrians

- Limit walking on site where possible. Designated walkways must be used where provided.
- Remain vigilant. Stop and look for traffic around working areas in particular Shed doorways, crossing vehicle routes, blind corners and when in congested areas
- Ensure vehicle operators have seen you before approaching vehicles or moving in their vicinity
- Do not walk using a hand-held mobile device of any kind. Find a safe zone away from traffic and work activities and stay there whilst using the device.

4.0 Risk and Incident Management:

Port Taranaki is a heavy industrial worksite with multiple hazardous activities and areas. All Port Users must remain vigilant when on site.

4.1 Hazard/Incident Reporting

- Port Taranaki strives to maintain a hazard and incident free working environment.
- All Port Users are required to report hazards, close-calls, and incidents immediately to the **Port Taranaki Comms Centre (06 759 9740)**
- Ensure any spills, items, or activities that could pose a hazard are eliminated (or the risk reduced (i.e., barricaded/coned off, as appropriate)) without delay.

4.2 Consideration of other Port Users

- 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, impede, or otherwise disrupt site traffic flow must first be approved by Port Taranaki Ltd (via the Permit Office in the first instance).
- All neighbouring Port Users/leaseholders are expected to maintain regular contact and work together to plan traffic movements and minimise hazards associated with their operations.
- If disputes or problems arise that cannot be solved between the parties, please contact your Port Taranaki representative, or the Port Taranaki Comms Centre - 06 759 9740.

4.3 Safe operation of machinery and equipment

- All Port Users shall wear a zipped-up Hi-vis vest (or shirt/overalls) and safety footwear outside of administration or rest areas.
- Where overhead hazards exist, Port Users must wear a hard hat (i.e. ship side operations, trailer gantry, etc).
- All operators of vehicles and mobile plant must hold correct valid licenses to operate such equipment.
- Ensure equipment and plant is maintained in a safe operating condition.
- All tools, equipment, mobile offices (i.e. Portacom's) and mobile plant used for cargo handling must be removed from common user areas immediately after use so as to not restrict other Port Users or operations.
- Vehicle and mobile plant maintenance work must be conducted remote of the wharf operating area.
- Drivers must go directly to their designated area of business and leave by designated routes.
- Crane / Hi-ab operations (or other similar high-risk activities) must demarcate their work area (with road cones or similar) to provide a separation from other traffic and pedestrians.
- Passengers may not be carried on machinery such as forklifts / loaders unless fitted with a secondary seat.

5.0 Traffic Management

5.1 Site access

All road access to the Port Security Area shall be via the

Main Gate on Breakwater Road.

(or, where pre-authorized by Port Taranaki, via the Blyde Gate East located at the western end of Ocean View Parade)

As a condition of entry, **all Port Users** must be free from the adverse effects of drugs or alcohol whilst on Port Taranaki premises.

5.2 Speed limits

- Traffic on site must not exceed 20kph. Any temporary reductions to this will be clearly advised at the roadside.
- All drivers must 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

5.3 Vehicle Visibility

Requirements on site are as follows:

- All vehicles and mobile plant: Use of headlights (or daytime running-lights).
- Mobile plant: Use of a yellow flashing beacon and reversing alarm when operating.
- Cars/Light commercial vehicles must operate a yellow flashing beacon (where fitted or available) when moving through Restricted Areas (as identified in Section 9: Maps)

5.4 Vehicle rules

'Right-of Way' rules at Port Taranaki:

Designated Area	Right-of-Way
Shared roads and intersections	Standard road rules apply Obey all traffic signs and signals
Railway lines	Trains have Right-of-Way Check for trains before crossing any rail line. Vehicles must stop at rail crossing indicated
Sheds / Warehouses	General traffic is not permitted inside Port 'Sheds' (warehouses) Vehicles having business within the Shed may enter with prior permission from the Lessee/Operator.
Log Yards	As a High hazard area, there shall be: <u>No access</u> without permission from the Stevedore/marshalling operator. Special note: Hutchen Place intersection - H yard/CT yard: Vehicles on the shared roadway have the Right-of-Way.

5.5 Restricted Areas

- **DO NOT ENTER** any area where you do not have business or permission.
- Those wishing to enter a Restricted Area **must contact the Port User company** directly to request access.
- A STOP sign displaying the contact details of the company in control of the area is at the access point to each Restricted Area. *(Where contact cannot be made, refer to the Communications and Security Team – 06 759 9740).*
- Warning markings on the ground at the entrance to a wharf or log yard indicating to Port Users that they are at, or approaching, a Restricted Area Access Point.
- Warning markings consist of a red box containing diagonal red lines supported by the words “RESTRICTED ACCESS”.
- Only authorised personnel are permitted in the vicinity of working vessels.

5.6 Parking

- Vehicles must be parked in either designated parking areas or in areas well clear of other traffic and Port activities.
- Lease holders must ensure they have parking areas for their operations. These areas must be in the safest position to avoid pedestrian exposure to moving traffic and machinery.
- Parking and leaving vehicles alongside berth edges, or on walkways is not permitted.
- Port Users must ensure that all equipment and plant used for cargo handling is removed from the Wharves immediately after use.

5.7 Roadside operations likely to impede traffic

- Where roadside work will impact traffic (such as, excavations, a buffer zone for a Work at Height, etc), the primary contractor must contact the Port Taranaki Permit Office to start the process of obtaining the proper permissions where on-site traffic flow may have to be diverted or restricted.
- The Port may then require third parties to supply a traffic management plan and/or operate under in the Permit to Work process.

5.8 Leased Areas

- This Guide does not incorporate traffic management controls within leased areas. It is the responsibility of the leaseholder to develop and implement traffic controls for their area with a preference for the use of physical controls (risk reduction measures, such as: road markings, barriers, signage, etc) over procedural controls alone.
- Leased area ‘Traffic Management Plans’ must align with the requirements of this Guide to ensure effective traffic flows across the entire port.
- Port Users must maintain their equipment and plant in a safe operating condition.
- Vehicle or mobile plant maintenance work may only be undertaken by Port Users within their leased area. If a Port User wishes to undertake, maintenance work outside their leased area this will be subject to a charge. Permission must also be obtained from the Port Permit Office prior to commencing any such work outside of a leased area.

5.9 Monitoring compliance to traffic controls

- The Port Taranaki Communications and Security Team conduct patrols of the Port and surrounding areas, 24 hours a day, 7 days a week and assist with monitoring traffic compliance.
- Additionally, Port Taranaki conducts regular reviews of traffic movements and management with the help of CCTV footage and a speed-radar system to ensure compliance with Port standards.
- Breaches of Port rules are managed under the Port Taranaki 'Breach of Port Rules' Procedure. (See Section 8)

6.0 Logging activity rules:

6.1 Chaining/unchaining

- Unchaining of loads must occur in designated unchaining areas
- As per the guidance from WorkSafe NZ, trucks may travel with logs unrestrained on their trailer within the Port if travelling less than 20kph

6.2 Gantry hoist

Port Users operating the gantry hoist must:

- Follow the Operating Procedure posted at the gantry.
- Wear a hard hat
- Always keep head and torso clear of the suspended load.

6.3 Log loaders & Shuttle trailers

- Transfer (Shuttle) trailers must be mechanically sound and have suitable lighting when used for night-time operations
- Log loaders are not permitted to travel with:
 - beaks that are overloaded (beaks must close completely to prevent logs from falling out) or
 - loads where logs are grossly protruding (i.e. one or more logs protruding from the load that could potentially fall out or strike other items)
- Ladened log loaders (i.e. carrying logs) must travel with beaks lowered to increase the operators field of vision and provide stability to the loader. Where the size of the loaded beak restricts visibility, loaders must travel in reverse.

6.4 Loading / unloading logs or equipment

- Loading/unloading of log trucks must only occur within confines of log yards or similar authorised area.
- Logs in log yards must remain at least 4m clear of fencing/demarcated areas
- 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.

6.5 Parking

- Vehicles are not permitted to park on roadways or undesignated areas without authorisation
- Logs or logging equipment must not block roadways

7.0 Special cargo / non-routine operations

7.1 Special cargo

- Any non-routine operation (i.e., does not occur on a daily/regular basis) where cargo, container, materials, or equipment is transferred using a vehicle or crane across a wharf or shared area requires prior approval by the Port (via the Permit Office)
- Wide/large loads that require access through the Cargo Gate (off Ocean View Parade) must be pre-arranged with the Port Permit Office at least 48 hours in advance.

7.2 Maximum vehicle weights for wharves/roads

- For full details on limitations and permissions, see Section 4.17 of the 'Standard Conditions of Business' on the Port Taranaki website.

7.3 Non-road legal mobile plant

- Port Users must register all non-road legal mobile plant (i.e. log-loaders, senebogans, cargo handling machinery, etc) at the Port Permit Office.
- Port Users must supply details of the mobile plant's safe working load, maximum axel loads, pad loads and footprint configurations.

8.0 Breach of Port Rules

Leaseholders, contractors, and companies having business at Port Taranaki are to ensure their workers, contractors/sub-contractors and visitors meet the minimum standards when driving or operating on the Port.

To help improve Port safety and security compliance, Port Taranaki has formalised a cumulative "three strikes" approach to breaches of these standards.

For example, but not limited to:

- Exceeding the speed limit
- Using a hand-held mobile device whilst driving
- Not wearing a seatbelt
- Unauthorised accessing of a Restricted Area (i.e., wharves, log yards etc)

Port Taranaki managers and supervisors are to be notified of any breaches of these standards and will assist with enforcement of the rules.

Where there is evidence of a safety or security breach, Port Taranaki staff, Port Users or visitors may seek to stop the individual or party from continuing their activity until appropriate corrections have been made.

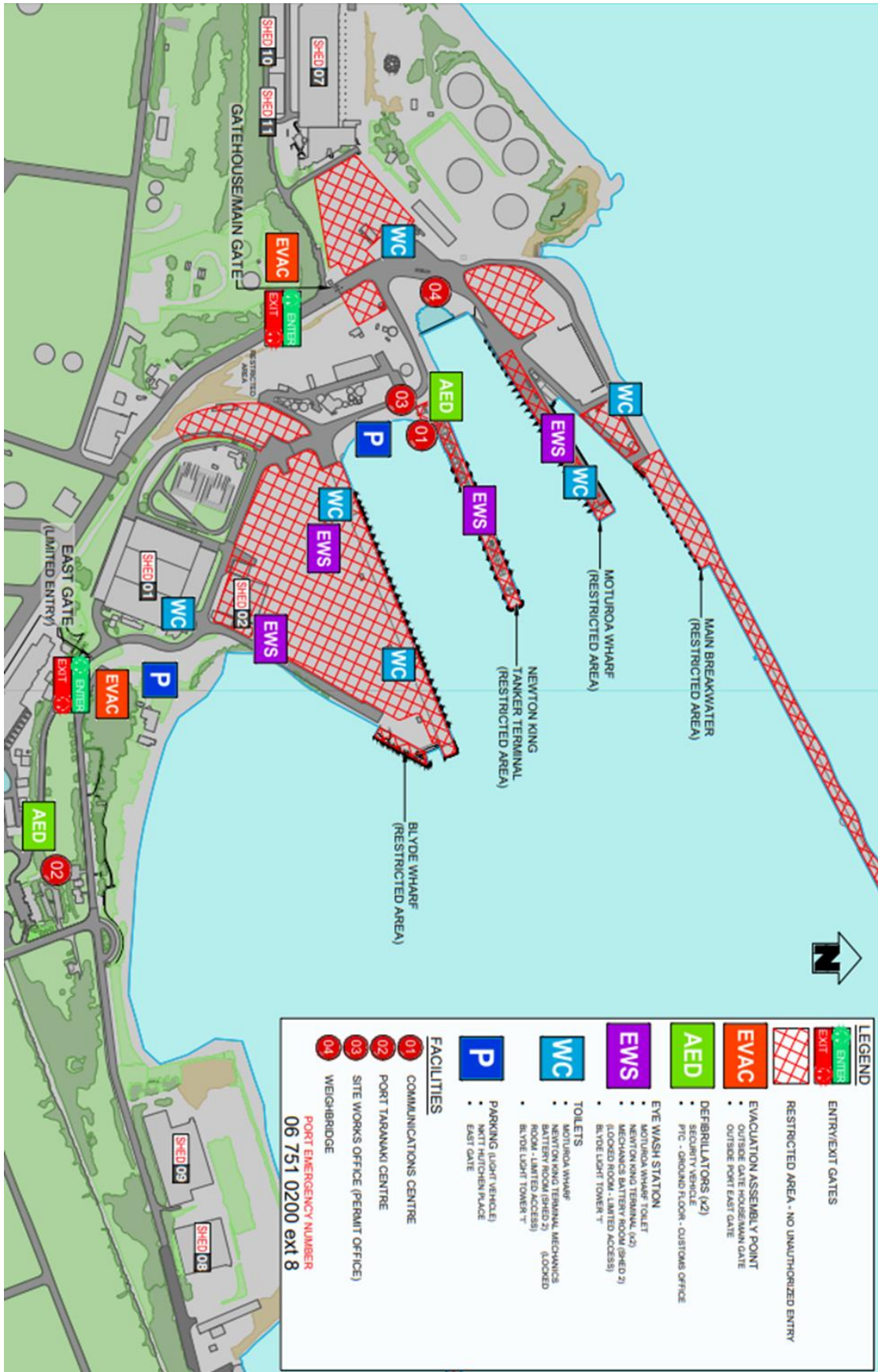
Where it is not possible to raise this directly with the individual or party, the observation must be reported immediately to the PTL Communications Centre.

Once the evidence has been considered the Port, at its discretion, will consider whether a penalty is appropriate and, if so, the extent of the penalty.

These range from resitting the online Port Induction, plus either a 7-, 30- or 90-day suspension of Port access.


For repeat offenders and significant one-off breaches, consideration will be given to a penalty proportionate to the offence.

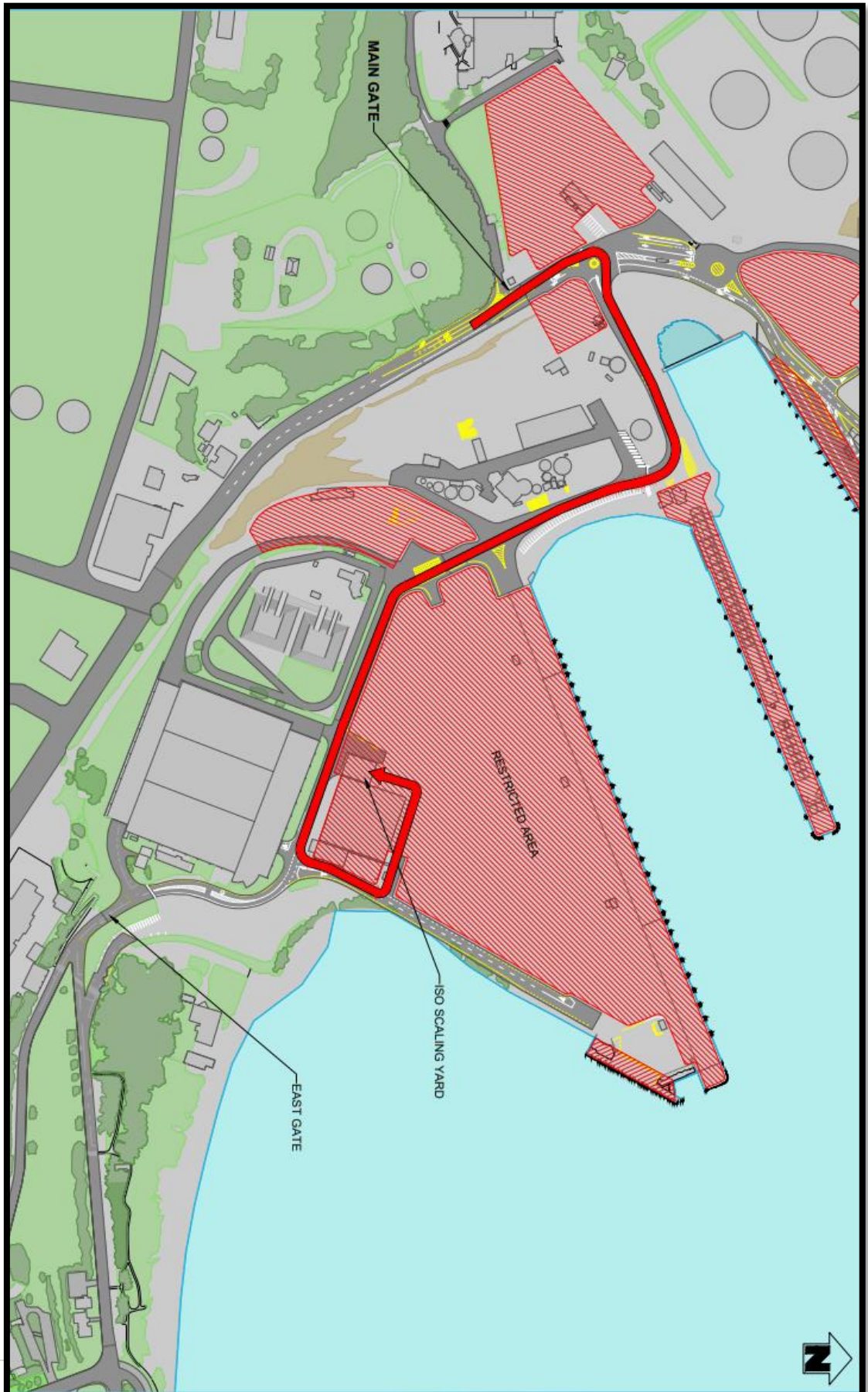
9.0 Maps
Site map




= **Restricted Areas.** Do not enter without permission.

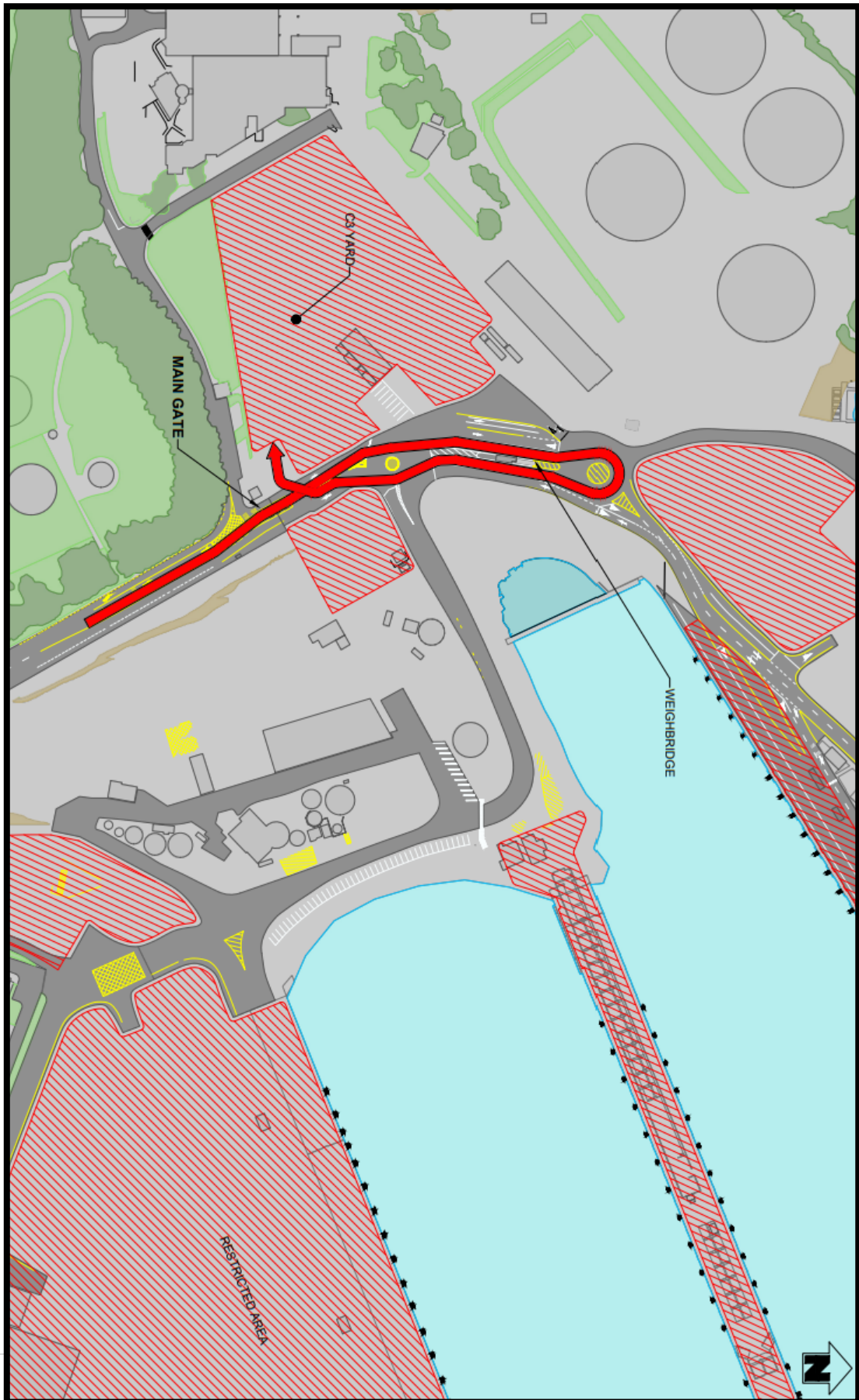
ISO Scaling Yard

 = **Restricted Areas.** Do not enter without permission.




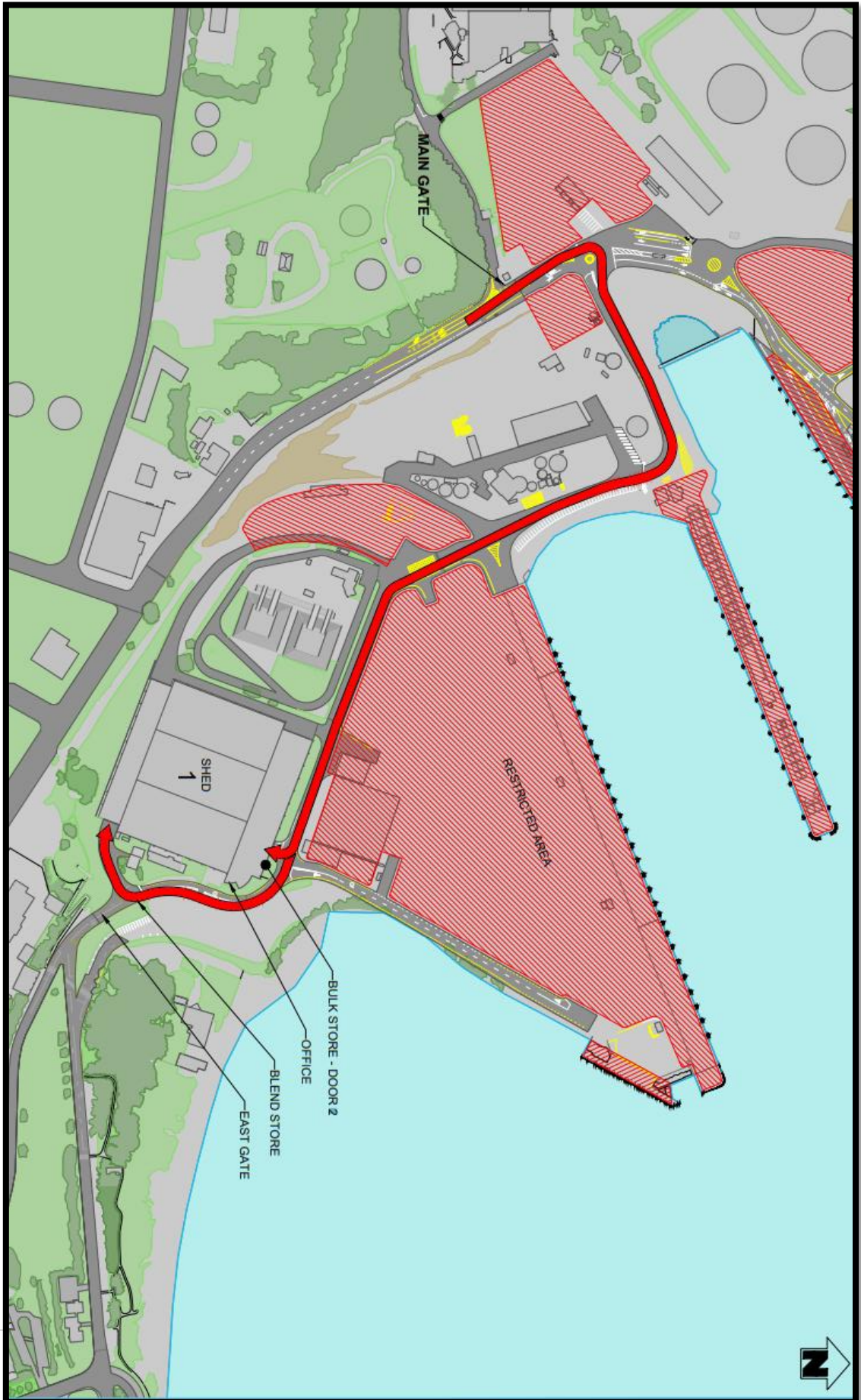
C3 Scaling Yard

 = **Restricted Areas**. Do not enter without permission.




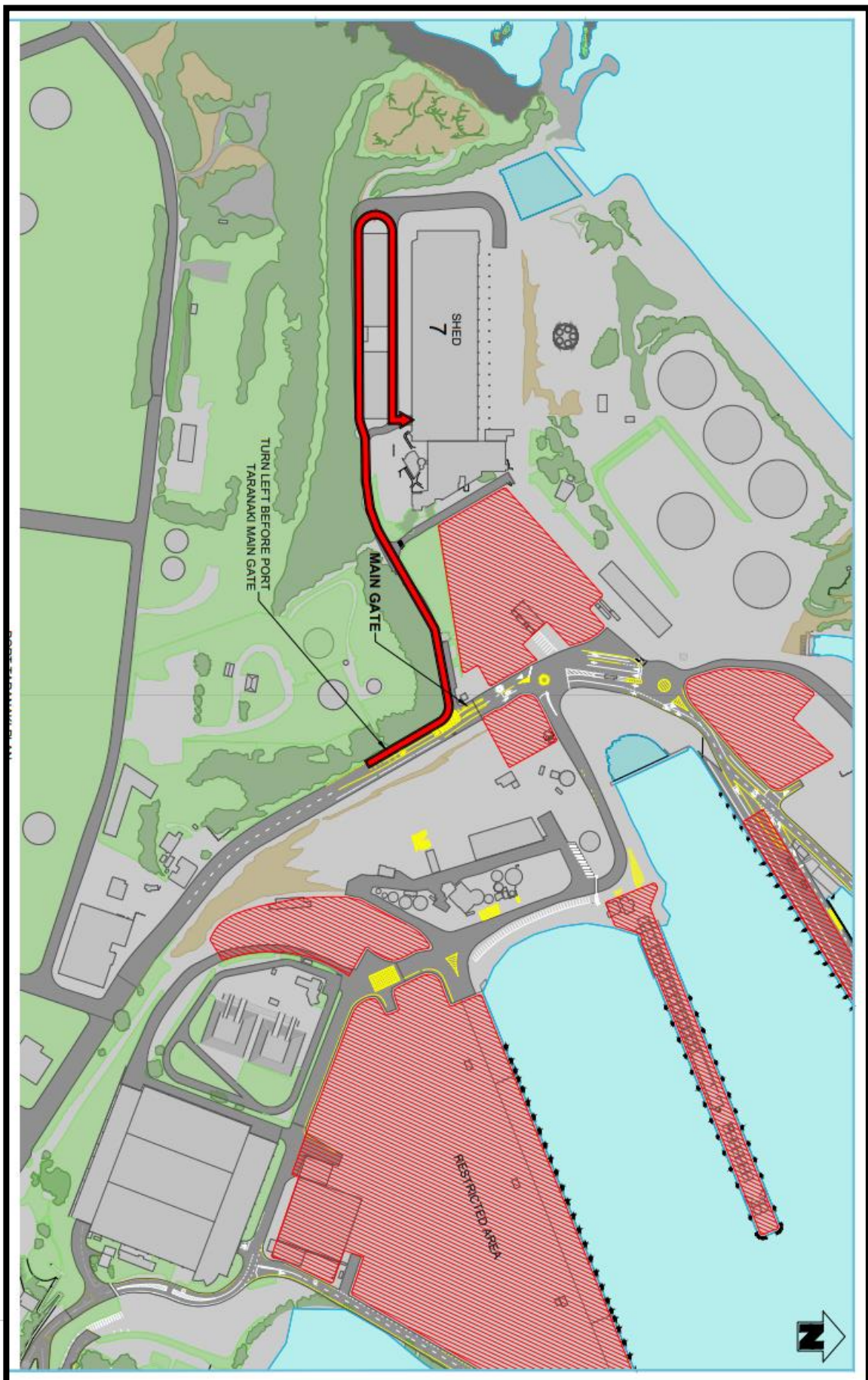
Agrifeeds - Shed 1

 = **Restricted Areas**. Do not enter without permission.



Regal Haulage – Shed 7


 = **Restricted Areas.** Do not enter without permission.



Weighbridge

Truck lay-by

Trailer-gantry

 = **Restricted Areas.** Do not enter without permission.

