

Minimum Standards for Entry to the Port Taranaki POFA (fenced) area

Effective from 1 August 2015

UNDERSTANDING

The following slides clarify the **minimum standards** for entry to the Port POFA (Point of First Arrival) area. Please use these to train your teams and assist in discussions with port users. If any of these are unclear please speak with the H&S Team.

NOTE: These standards apply inside the POFA (Point of First Arrival) area of Port Taranaki. Application of these rules in other areas will be on a risk basis. Strict application of these standards will not apply during an emergency e.g. walking through site to muster points is permitted.

MINIMUM STANDARDS

1. I will have a current induction if working on site or be accompanied at all times by a person with a current induction if I'm a visitor
2. I will carry my access card and an approved photo ID with me
3. I will ensure no persons under 16 or pets enter the site
4. I will wear hi vis clothing on my upper body and safety footwear from gate entry
5. Where there is no Port specific rule I will follow NZ road rules while driving
6. I will drive at or below 20kph with my lights on
7. I will minimise walking and cycling on site
8. I will be smokefree on site
9. I will be drug and alcohol free and not impaired by prescription drugs
10. I will wear a well maintained personal floatation device within 1m of the water's edge

MONITORING

I understand and accept that I cannot enter site if I am not able to meet the minimum standards. If I cannot meet the minimum standards while on site:

First breach

My site access will be removed and I will be required to complete a re-induction before my access is reinstated. *NOTE: Breaches determined by H&S to be serious site misconduct (such as failure or non-participation in a drug and alcohol test) will be treated the same as third/subsequent breaches.*

Second breach

Depending on the severity; my site access will be removed again and I will be required to complete a re-induction before my access is reinstated (if the breach is severe consequences may be as below)

Third or subsequent breaches

My site access will be removed for an extended period of time based on a decision made by Port Taranaki Ltd.

I WILL HAVE A CURRENT INDUCTION IF WORKING ON SITE OR BE ACCOMPANIED AT ALL TIMES BY A PERSON WITH A CURRENT INDUCTION IF I'M A VISITOR

- Port Taranaki Inductions expire every 2 years
- Where a person arrives on site with an expired induction an extension (no longer than 1 week) can be granted by the Security Team to allow the person to complete an induction
- Where a person arrives on site with no induction they cannot enter site until accompanied
- Accompanied means 'be with at all times' and may include travelling in the same vehicle or be escorted by another vehicle
- Port Taranaki are in the process of formalising the prior notifications of induction expiries

Online inductions are now available at www.porttaranaki.co.nz

I WILL CARRY MY ACCESS CARD AND AN APPROVED PHOTO ID WITH ME

Regulation 79 of the Maritime Regulations stipulates the forms of identification deemed acceptable including:

- a) a military identification card;
- b) an identification card issued by a New Zealand government department, government agency or the New Zealand Defence Force;
- c) a driver's licence issued by the New Zealand Land Transport Safety Authority;
- d) a seafarer's identity document issued by a contracting government or flag state administration;
- e) a valid passport;
- f) an identification credential issued by a port facility operator;
- g) an identification credential issued by a recognised company, union or trade association;
- h) a NZ firearm's license and
- i) other forms of identification approved by the chief executive.

I WILL ENSURE NO PERSONS UNDER 16 OR PETS ENTER THE SITE

- No persons under the age of 16 are to enter the site unless being escorted on an organised visit preapproved by a member of the Executive Leadership Team
- Pets include all animals except for those required for business activities (drug detection dogs etc)
- Where pets or persons under the age of 16 are left outside the site, their supervision is not the responsibility of Port Taranaki. They must be left outside Port land which includes Breakwater Road from the main gate to the 20kph/50kph sign
- Ships crew who are under the age of 16 and being transferred from the vessel to the gate in the shuttle are supervised and not exposed to Port hazards and may make this transfer.



I WILL WEAR HI VIS CLOTHING ON MY UPPER BODY AND SAFETY FOOTWEAR FROM GATE ENTRY

- These items must be worn upon **gate entry**
- Safety footwear includes any steel capped footwear compliant to AS/NZS 2210.3:2000
- Fluoro hi vis clothing must comply with AS/NZS 4602.1:2001 for day and night use, be TTMC (Temporary Traffic Management Compliant) and be in good condition
- **The only exception to this is the 'NEW' addition to the next slide which has been added following feedback from trucking firms about having hi vis strips over the shoulder and still meets AS/NZS 4602.1:2001.**
- If you have existing items that don't comply, a hi vis vest can be worn on top
- Removal of these items within admin buildings/leased land is acceptable.
- Vests with zips must be done up at all times.
- Ships crew who are collected from the gate and delivered to their ship/gangway/quarantine area (and vice versa) are exempt from this requirement

Making Safety Clear

I WILL WEAR HI VIS CLOTHING ON MY UPPER BODY AND SAFETY FOOTWEAR FROM GATE ENTRY

Compliant



Non-Compliant



WHERE THERE IS NO PORT SPECIFIC RULE I WILL FOLLOW ALL NZ ROAD RULES WHILE DRIVING

Port specific rules include:

- Might have right (give way to larger vehicles) where there are no markings to indicate that you must give way

Other Road Rules that need to be remembered on site include:

- Wearing of seatbelts where supplied in the vehicle
- Not using mobile phones while driving (except when using hands-free)
- Stop fully at Stop signs
- Use indicators
- Traffic management must be in place if blocking a road or operational area for works



Making Safety Clear

I WILL DRIVE AT OR BELOW 20KPH WITH MY LIGHTS ON

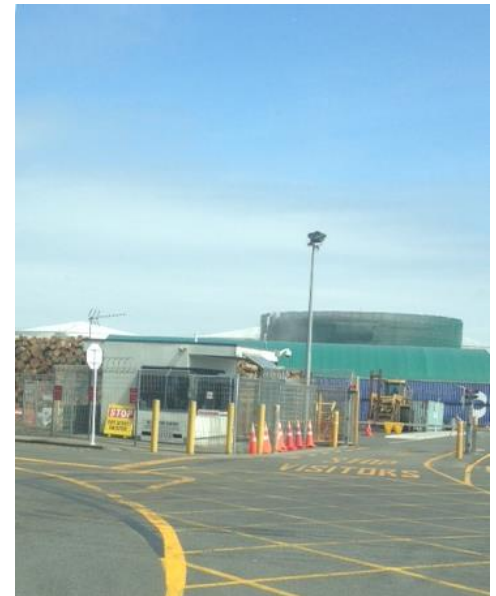
- Lights may be headlights or daytime running lights
- This applies to all vehicles fitted with forward facing lights
- The 20km speed limit applies from approx 200m prior to the hatched markings outside the main gate, please slow down as you approach the swipe area
- The speed limit on Ocean View Parade is 30kph and changes to 20kph upon entry
- Hazard lights should only be deployed on stationary vehicles



I WILL MINIMISE WALKING AND CYCLING ON SITE

- Walking on site is permitted but discouraged
- Walking should only occur over short distances such as between two close offices or around a particular work area
- Walking on site to complete a work task (e.g. walking a pipeline) is permitted
- Where possible, collect staff who have been dropped off at the main gate rather than requesting they walk
- Cycling on site is permitted but minimum standards must be followed

Note: the blue line will be removed shortly as walking on site is discouraged. Please apply the rules above in all circumstances.



I WILL BE SMOKEFREE ON SITE

Port Taranaki is designated a Smokefree site from the 1st of July 2016. From this date onwards there will be no smoking permitted on site. This includes vapourisers and e-cigarettes.

- All areas of the Port Secure Area are to be smoke free which includes all areas inside the Port security fence
- All areas of Port Taranaki occupied buildings outside the Port Secure Area are smokefree including the gatehouse, workshops and Port Taranaki Centre
- All company motor vehicles including the cabs of cranes and forklifts are non-smoking areas
- All interior/enclosed areas of Port owned floating plant are non-smoking areas
- Smoking restrictions do not apply to other vessels.



I WILL BE DRUG AND ALCOHOL FREE

- PTL completes random unannounced site wide drug and alcohol testing
- Port Users entering the gate during the allocated time will be up for selection
(NOTE: seafarers living on their vessel who are transferred to and from their vessel via shuttle and PTL employees are exempt from testing at the gate due to historic exemptions, this will be up for review in 2016)
- Once selected you must provide a sample, failure to participate in testing will result in the same consequences as a positive test
- A positive result for alcohol or a non-negative result for drugs will result in removal from site
- If you are taking prescription medication and disclose this to the tester, the H&S Team will conduct an assessment of the effects of the medication and the type of role you will perform on site.

NOTE: drug and alcohol failures are always considered serious misconduct and removal of site access will be immediate.



I WILL WEAR A WELL MAINTAINED, PERSONAL FLOATATION DEVICE (PFD) WITHIN 1M OF THE WATER'S EDGE

- PFD's must meet NZ S 5823:1999, 2001, 2005 or equivalent international standard (US, Australian, European)
- PFD's must be correctly worn - Zips and Buckles fastened and correctly adjusted
- PFD's must be fit for purpose according to the tasks been undertaken
- PFD's worn over clothing must be either type 401 Inflatable vest or Type 402 Inshore vest (in special circumstances a type 403 Buoyancy aid may be worn under clothing to avoid snagging)
- Where a person is in a harness/lanyard arrangement to prevent falling into the water a PFD is not required



Type 401




Type 402



Type 403

INTERVENING





HEALTH & SAFETY POLICY


Our Vision
"Safely Home Every Day" for everyone involved in our business


To achieve our vision the Board and Leadership Teams are committed to developing a visible health & safety culture of continuous improvement by:

- Providing support and authority to each person involved in our business to immediately stop any unsafe or potentially unsafe acts;
- Ensuring every person is encouraged to report safety events and work together to improve operational excellence in health & safety management;
- Ensuring all workers have access to resources, training and information to enable work to be carried out competently and safely;
- Defining and managing hazards towards reducing risk so far as reasonably practicable (SFARP);
- Supporting processes that allow workers to participate and be consulted on health & safety matters;
- Ensuring all workers understand their responsibilities for health & safety in the workplace;
- Ensuring that all leaders are trained, competent and lead by example in managing health & safety in the workplace;
- Setting and measuring annual targets to ensure this policy is actively implemented and to ensure that we achieve at least a minimum level of compliance with legislation and standards;
- Ongoing communications with everyone involved in our business about our health and safety expectations and progress towards our vision.

This policy is a living document subject to change and is reviewed at least every two years in conjunction with the Board Health and Safety Governance Committee and Staff Safety Representatives.


John Auld
Chairman


Richard Krogh
Chair, Health and Safety
Governance Committee


Guy Roper
Chief Executive

Date: 21 April 2016

NOTE: This Policy is available on Share Point

INTERVENING

There may be times during your work day that you notice other workers not following the minimum standards. If this occurs, follow these four basic steps:

1. Be confident about the standard that needs to be applied (know the rules)
2. Approach the person and ask them whether or not they are aware of the standard
3. Request that they take action to meet the standard (don PFD, find access card)
4. Document your conversation by raising a risk manager event or if you do not have access, speak to the H&S Team

There will be times when the person cannot be approached as they are in a moving vehicle etc. In this case, document the event in risk manager with as many details as possible and follow up with the Supervisor or Company.

If you are approached by someone you will need to be positive in your response!

**See Something,
Say Something,
Do Something**