

Port Facility: Health and Safety Requirements



Executive Summary

Northport Limited ("Northport or NPL") owns and operates the port facility at Marsden Point. The port is subject to a variety of legislation such as the Customs and Excise Act, the Maritime Security Act, the Biosecurity Act, the Health and Safety at Work Act, the Resource Management Act and the Maritime Transport Act. NPL is committed to a safe, healthy and compliant port facility and believes that there is no activity undertaken at the port that is so urgent or important that time cannot be taken to do it safely and compliantly.

This document summarises the health and safety requirements for working at the Northport facility. It has been prepared in conjunction with the Facility Health and Safety Committee, made up of representatives of the major Port Users. It specifies minimum standards required when working at the facility and is intended to be a useful reference document for both individuals and Port User Companies working at the facility, including NPL personnel.

Document Revision History

Revision Number	Revision Date	Author	Reviewed By	Revision type	Pages Reviewed
Issue 1	September 2014	L Dobbs, D Finchett	H&S Committee	First issue	All
Issue 2	January 2025	Calvin Hicks, Rob Maassen, David Finchett	H&S Committee/NPL Management Team	Full Update	All

File location:

K:\Procedures & Policy Manual\9-Health and Safety\09 Health and Safety Requirements.

Distribution List

Available to all Port User companies ("Port Users") via www.northport.co.nz and communicated via toolbox and Port User Meetings.

Note: For a new Port User Company, this document should be read in conjunction with the current edition of the Port User Operating Rules.

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1. Overview

1.1 Introduction

Northport Limited ("Northport or NPL") owns and operates the facility at Marsden Point. There is nothing more important to NPL than the Health and Safety of its employees and that of other Port Users. However, NPL employs and contracts with only a small percentage of the total number of personnel who use the Northport facility. Therefore, NPL has formed a Facility Health and Safety Committee to bring together several Port Users to agree on a common set of requirements that shall apply to all Port Users. This document records those requirements. Observing these requirements does not absolve any Port User or individual of their responsibility to act in accordance with relevant legislation. In the case of conflict between legislation and these requirements, the legislation has precedence; please report the conflict to NPL who will amend this document accordingly.

If, after reading this document, there are any questions or doubts about these requirements, or if aspects of your operation are not adequately covered, please raise this with NPL staff.

Note that the title "Port User" referred to in this document is used to denote not only the Port User Company, but also their individual employees or contracted workers.

Since 1st July 2004, Maritime NZ have been the responsible Health and Safety regulator for NZ's 13 major ports, including Northport. MNZ's designated area, Port Sector Action Plan and other relevant information can be found on their website; www.maritmenz.govt.nz/commercial/ports-and-harbours/

The Northport Facility is a secure area under the Customs and Excise Act, the Maritime Security Act and the Biosecurity Act. This places additional responsibilities on NPL, not least the requirement to control all persons and cargo entering and exiting the port.

NPL will periodically conduct Port User audits to check conformance with these and other requirements.

1.2 Induction

All persons requiring access onto the port must be doing so for port related business activities only and are required to complete a NPL site induction. This can be undertaken online see www.northport.co.nz

Port Users must have their own induction process in place for their employees and contractors. In addition to company and job specific training, the induction must cover as a minimum; safe work practices, incident and injury reporting, hazard identification, employer and employee responsibilities, the process for employee health and safety representation, use and maintenance of relevant plant, vehicles and safety equipment (including personal protective equipment) and the procedures in response to emergencies.

1.3 Safety Management and Leadership

Port Users are required to develop and maintain a Health and Safety Management Systems (HSMS) that identifies hazards and controls risk arising from their business activities and to fulfil their duties as a PCBU under the Health and Safety at Work Act 2015 (HSWA) and associated regulations. NPL promotes the establishment and maintenance of a HSMS to a recognised standard that is reviewed and accredited by an external certifying body.

Those in leadership roles are expected to 'lead from the front' by promoting a positive safety culture, ensuring that their health and safety systems and work practices are commensurate with their company's duties under HSWA and that work is being conducted in the correct manner.

Ultimately, there is no task undertaken at the facility that is so urgent or important that time cannot be taken to do it safely. All Port Users workers are expected to approach their work in this way.

Health and safety is everybody's responsibility and hence everyone at the facility must support each other to identify and deal with risks, report damage or non-compliance and encourage safe work practices.

1.4 Harassment, Bullying or Aggression

NPL maintains a zero tolerance policy for all forms of physical and verbal aggression, including harassment. Offenders will be reported to their employer and are likely to have their port access revoked. In this situation, the stand down time will be reviewed for each individual situation, but depending on the severity of the behaviour, the offender may be stood down indefinitely.

1.5 Prohibited Items, Substances

These items are strictly prohibited without prior written permission from NPL:

- Firearms
- Offensive weapons
- Gang paraphernalia
- Alcohol (see also 1.6)
- Illicit drugs and drug related utensils (see also 1.6)
- Laser lights
- Toxic, corrosive and explosive substances (see also 6.8)
- Contraband
- Animals

1.6 Drugs and Alcohol

NPL has a Drugs and Alcohol policy that allows random, post incident and reasonable cause testing of any Port User at any time. If a Port User refuses to take a test or tests non-negative, the results are handed over to the relevant Port User employer for their action if that company has their own drugs and alcohol policy. If the Port User is employed by a company that does not have a drugs and alcohol policy, the provisions of the NPL policy will be followed at the Port User Company's expense. By entering the port facility, all personnel are deemed to have accepted these terms. Alcohol cannot be consumed on the port facility without prior authorisation from the NPL Chief Executive or their nominated deputy. The full policy is available on the Northport website.

1.7 Smoking or Vaping

Port Users must not smoke or vape except in designated areas provided by the Port User in accordance with NPL's Smoking & Vaping Policy which is available on the Northport website.

2. Port Access

In addition to the induction covered in section 1.2, access onto the port is controlled as follows:

Nobody under the age of 16 years is permitted access into the port unless their access has been approved by NPL. This includes passengers in commercial vehicles.

Regular users (who access the port more than around once a quarter) are required to obtain an NPL access card to meet NPL's obligations under the Customs & Excise Act and Maritime Security Act and to enable a managed response in an emergency. Access card application forms can be obtained from the NPL Port Services Centre (PSC) or the NPL website (www.northport.co.nz). The applicant must have completed the NPL Induction, provide original photo ID (driving licence, passport), have their photo taken for the card and have confirmation from their employer that a card is required.

Any personnel who do not have port access cards, such as visitors, contractors or labour from out-of-port, must be notified to Port Services by the Port User at least 24 hours in advance to enable quick access onto the facility and for mustering purposes.

The turnstile near the NPL administration building car park must be used for pedestrian access on and off the port. The turnstile can be used by swiping a port access card or signing in at the Port Services Centre, then speaking to a PSC Officer via the turnstile intercom, allowing confirmation that the person is expected and has legitimate business at the facility.

Pedestrian access through the other gates is not permitted unless authorised by NPL i.e.: main gates next to the PSC, Western gates near the scaling shed and Eastern 'Machinery' Gate.

Access for light vehicles is through the main entry and exit gates next to the PSC. ALL persons in the vehicle must swipe in and out using their access card or otherwise sign in. It is the responsibility of the driver to ensure the vehicle has a permit to be on site (see section 4.2).

Some Port Users have heavy mobile plant that is used specifically for port operations and is therefore not road legal. These machines must not be taken into or out of the port via the main gates without prior written approval by NPL.

All visitors must be escorted by and be under the supervision of a Port User representative. Access is granted by signing in electronically at the PSC. Visitors must also sign out on exit to ensure an accurate record of personnel on the port for emergency mustering purposes.

Photo ID must always be carried within the facility to comply with the Maritime Security Act.

Personnel must not listen to personal headphones at any time while working in the facility and photographs and videos must only be for work related purposes as covered by NPL's Photograph, Video and Social Media policy which is available on the NPL website.

NPL has extensive camera coverage of the Facility. Live or recorded footage from the cameras may be used for security, incident investigation or health and safety purposes.

Port Users must notify NPL within two working days of all staff with port access who cease working at the facility so that their access can be cancelled.

2.1 Seaward Access to the Facility

Prior approval must be obtained by any person or vessel wishing to access the Northport facility from the water. This includes powered or non-powered craft including kayaks.

The document 'Port Information and Operating Criteria for Shipping Operations at Northport' on the Northport website provides information for commercial vessels.

Port Users must adhere to the following procedure for seaward access:

- * Prior to arrival, vessel must call Whangarei Harbour Radio (WHR) on VHF channel 11 to advise ETA, Berthing Area and intentions at Northport.

- * WHR must be advised when all fast at berth.
- * Prior to departing, WHR must be advised of ETD and intentions.
- * If applicable, WHR should be advised of arrival at destination.

WHR is controlled by the PSC who also log all vessel movements and WHR communications. All VHF communications are carried out through WHR on channel 11.

There is an Impressed Current Cathodic Protection (ICCP) system that protects the berths against corrosion. Therefore, no diving operations are to commence anywhere near the berths without permission from NPL, this may also affect small craft. The notification and approval process allows the power to the ICCP to be isolated.

2.2 Minimum PPE Required for Port Access

Mandatory items of PPE required to always be worn on the port facility are:

- High visibility clothing (day/night standard)
- Safety footwear

PPE must be in a safe operating condition. For example, high visibility clothing must be sufficiently clean for it to adequately perform its function.

Appropriate clothing must be provided by Port Users to their workers for all weather conditions.

2.2.1 Hard Hat Areas

Hard hats must be worn when working in:

- Log Storage areas
- De-chain areas
- Gantry area
- Woodchip storage area
- Berth frontage - beyond the dashed yellow line while ships are working
- When identified by risk assessment (e.g. Job Safety Analysis - JSA)

2.2.2 Personal Flotation Device (PFD/Life Jacket)

Port Users must wear an appropriate PFD/life jacket when working on water or within 1m of the unprotected wharf edge (designated by a solid yellow line) unless a risk assessment demonstrates that no PFD/life jacket is required.

2.2.3 Additional PPE

A risk assessment may identify additional PPE that may be required depending on the task being undertaken and/or the work area. These include but are not limited to:

- Eye protection
- Hearing protection
- Respiratory protective equipment (e.g. air purifying or supplied-air respirator)
- Working at height harness / fall arrest system
- Hand protection (e.g. heat, chemical or cut resistant gloves)
- Skin protection (e.g. chemical resistant clothing)
- Weather (e.g. sun hats and sunscreen, wet weather gear)

3. Weighbridge & Gantry

Prior to using the weighbridge, Port Users must register the company and vehicle with Weighing and Measuring Solutions on 0800 132 618, or by email: enquiries@weighsolutions.nz. Using number plate recognition, the weighbridge will assign the weight to data from the scaling sheds and/or automatically communicate the weight to relevant parties.

Weighbridge users must not drive onto the weighbridge until a previous vehicle has fully exited. Users must drive onto the weighbridge very slowly, at a maximum speed of 5kph to avoid damaging the weighing equipment.

Prior to using the gantry, Port Users must obtain a NPL gantry sticker linked to the company and vehicle. If a vehicle does not have a valid sticker, it must not use the gantries. To be issued with this sticker, all lifting equipment must be certified annually by a competent person, visually inspected to be fit for lifting before each use and any gantry operator must be trained in safe operation of the gantry. NPL inspects the gantry lifting gear monthly.

The trailer gantry stickers are renewed annually. For more information on using the gantries or to apply for a gantry sticker, contact NPL via hse@northport.co.nz

The gantries are marked with their respective Safe Working Loads (SWLs) and these must be adhered to at all times.

4. Traffic Management

4.1 Driver Licencing

The minimum qualification to be able to drive any mobile plant or vehicle on the port is a current, full, class 1 New Zealand driver's licence or internationally accepted driving licence. Additionally, the driver must be licenced specifically for that plant e.g.: an F endorsement for a forklift. Exceptions, for example work licences, will be considered on a case-by-case basis by NPL.

To drive mobile plant, the appropriate endorsement must be obtained. In addition, forklifts drivers require an operator's certificate and 'F' endorsement.

4.2 Vehicle Access Permit System

All light vehicles operating within the port must have a port access permit affixed to their windscreen. This system allows NPL and other Port Users to determine to which areas of the port the vehicle is permitted access.

The Vehicle Permit System works on a colour coding and numerical basis. The colours represent areas the vehicles are permitted to access, and the numbers denote an individual vehicle and driver for the verification of access. Port Users must not allow other personnel to use their vehicles or access rights unless the other individual has the same rights. This will be audited by NPL.

For vehicles that do not visit the port frequently, a temporary access permit is available from the Port Services Centre. This permit includes a map of the permissible access area. This temporary access permit must be displayed on the dashboard of the vehicle.

Vehicle Access Permit colour coding is as follows;

Blue	Administration Buildings
Green	Administration Buildings, Tug Jetty, Western Weighbridge
Red	All areas except log storage areas
Yellow	All areas including log storage areas

4.3 Speed

The maximum speed limit in all log storage areas, unpaved areas and on the berth face is **20 kph**.

All vehicles, trucks or tractors carrying or towing unrestrained or unbraked loads anywhere in the facility must always keep their speed below **20kph**.

The maximum speed in other areas and when carrying restrained loads is **30kph**. Speed monitoring is regularly conducted to enforce these speed restrictions and a Port Users' vehicle access may be revoked and/or strikes may be issued under the '3 Strikes Policy' if found to be in breach of these rules.

4.4 Log Yard Access

Only Port Users with a business-related activity to perform in the log storage areas are permitted access to these areas. A vehicle accessing the log storage areas must first obtain permission from the relevant log marshalling company(s), and comply with log yard protocols such as a flag of minimum height 4.5m.

Pedestrians are not permitted in the log yards without authorisation from NPL or a log yard marshalling company. Appropriate safety measures must be in place for the pedestrian, assessed via a written risk assessment.

4.5 Cargo & Ship Access

All cargo deliveries, shipping agents, providores and ship visitors must adhere to the port facility Traffic Management Plan, including any temporary amendments to that plan. Further information is available from the PSC.

4.6 Vehicle and Mobile Plant Rules

All drivers on the port must abide by the following vehicle operating rules;

- Vehicle must display a valid access permit, permanent or temporary (see 4.2)
- Seatbelts must be worn by all occupants of the vehicle.
- Personnel must not listen to personal headphones at any time whilst driving.
- Use of handheld cell phones is strictly prohibited when travelling and only permitted if the vehicle is parked in an appropriate position away from hazards.

4.6 Vehicle and Mobile Plant Rules continued

- The use of hands-free cell phones should be kept to a minimum and Port Users are encouraged to park in a safe place before using a phone.
- All road signs including stop, give way, speed limits and lane guidance must be adhered to. This includes 'Stop' signs on the berth designating working areas for different marshalling companies.
- Port Users must always adopt a defensive driving approach within the port.
- Unless operational restrictions do not allow them to be carried, a first aid kit and fire extinguisher should be available in all vehicles.
- If exiting the vehicle at any time inside the facility, the correct PPE must be worn and the vehicle must be left in an appropriate position that considers the safety of others and current/planned operations.

4.7 Vehicle Visibility

To be visible to other vehicles and plant the following is required.

- Headlights on during low light periods (dusk till dawn) and in other situations where visibility is reduced e.g. heavy rain, fog.
- 360°amber flashing light for light vehicles. The light must be minimum class 1 standard - in practice this means a good quality light that is powered by the vehicle.
- Vehicles entering the log yard must have a safety flag of a minimum 4.5m in height from the ground to provide increased visibility. Personnel require a suitable induction from their employer to work in that area.

4.8 Traffic Management Plan

A standard traffic plan for the facility is in place based on the normal road rules and the additional requirements of this section. The standard traffic plan is shown in Appendix 1 and is available on request. Support to understand the standard traffic flows and areas that may be accessed is available from the PSC.

4.9 Temporary Traffic Management Plan (TTMP)

TTMP's are required for any activity that obstructs or closes a road or area, results in traffic flows that are different to the standard model, activities at the berth face or as deemed necessary by risk assessment.

In consultation and agreement with other affected Port Users, the Port User responsible for implementing a TTMP, must submit their proposed TTMP via the standard template at least 24 hours in advance of commencing the activity. Any concerns raised must be addressed prior to work commencing.

4.10 Multi-User Interactions

Due to the type and variety of work undertaken at the port, it is inevitable that many areas of the facility will contain more than one Port User. This is particularly common at the berth face where there are interactions between marshallers, stevedores, agents and providores but could also happen in many other parts of the facility.

BEFORE WORK COMMENCES, the requirements for the Port User are as follows:

- To define the working area(s), including the area that is shared
- To identify all Port Users who may be sharing that area
- To agree jointly with the other Port Users a safe system of work (e.g. a shared work area protocol). This must include identification of the interface points, the necessary signage and communications that will be in place, isolations or separations to be observed, traffic management and emergency procedures.

The plan must be initiated by the company requiring the change to the existing arrangements and must be available for inspection by NPL on request.

4.11 Mobile Plant & Vehicle Safety Standards

Mobile Plant, its equipment, and attachments shall be operated within the manufacturer's specifications and for their intended purpose. This includes individual unit ratings and gross combined mass (GCM) compliance which shall be displayed on the plant or be available on request.

In the case of mobile plant or vehicles where a WOF/COF is obtainable and would

have been required if operating on a public road, a current WOF/COF shall be required and displayed. Where mobile plant and vehicles do not require WOF/COF, they shall nonetheless be maintained to an equivalent standard of mechanical fitness with evidence of this inspection/maintenance available on request.

Tractors pulling loads that weigh more than the tractor itself (such as water carts), must be four-wheel drive and keep their speed below 20 kph. Note: many tractors at the facility have been physically limited to this speed.

All mobile plant shall, at a minimum, comply with the following:

- Headlights and working lights that illuminate its work area at
- An amber flashing light viewable 360° and to Class 1 standard; this also applies to light vehicles. Banksman should also be considered when reversing.
- A blue flashing reversing light.
- Lights or reflectors that highlight the plant from all approach angles.
- Cabin operator protective structures that comply with Worksafe's Operator Protective Structures ACOP.
- Steering, tyres and brakes that comply with and are operated in accordance with the manufacturer's specifications.
- Couplings, hitch pins and safety chains appropriately engineered and rated for the loads towed.
- Speedometer, unless not physically capable of reaching the defined speed limit. If a limiter is available, the limiter shall be engaged.
- Noise suppression to comply with local area standards, limits, and consents.
- Rear facing camera if required by risk assessment or there is obstructed rear view from the cab. Note: this includes all log loaders. A forward facing, high mounted camera is highly recommended for log loaders.
- Certified lifting points (where lifting is required).
- Battery isolator, fire extinguisher and first aid kit if appropriate.
- A warning device (e.g.: horn).
- All Port User vehicles, plant and equipment must be clearly identified with the company name and/or logo.

4.12 Preventative Maintenance and alterations

All mobile plant shall be maintained, repaired, and altered within the manufacturer's specification or under the control of a suitably qualified person and all faults, work and maintenance programmes must be documented in auditable records. A lock-out system must be in place for defective plant.

Regular washing of mobile plant is required to minimise risk of fire and allow leaks to be detected early.

4.13 New Equipment

Prior to arrival, all new plant and equipment planned for use on the port must be notified to and approved in writing by NPL along with any certification and licences to allow NPL to ensure equipment safety, compliance and compatibility for the facility (e.g. axle loadings, weight distribution).

5. Workplace Facilities

Workers not only need safe workplaces in relation to the work they perform, but they also need to be supported by facilities that take into consideration their welfare and enable them to carry out their work to the best of their ability.

Rest room facilities are provided at the following locations

- Between berths 1 and 2, adjacent to light tower A2 on the central log road.
- Eastern end of berth 3 on the seaward side of the woodchip conveyor adjacent to light tower A5 (there is a footbridge over the conveyor).
- In the car park next to the scaling shed.

These facilities are available to all Port Users and are cleaned regularly. Other company-based facilities on the port may be available on request.

Adequate and accessible drinking water, washing facilities and areas to eat and rest during breaks must be provided by the Port User Company for their personnel. Facilities must be maintained in a tidy and hygienic state.

Port Users must always comply with instructions from Northland District Health Board (NDHB) Health Protection Officers or Medical Officers of Health. This may relate to access to ships through to pandemic preparations or control.

6. Management of Particular Hazards

6.1 Notifiable Work

Health and safety regulations require notification of 'particular hazardous work'. Any Port User conducting work on the port facility that falls within the interpretation of "notifiable work", must notify the relevant regulator accordingly.

Note: From July 2024 Maritime New Zealand's (MNZ) designation was extended to becoming the primary health and safety regulator for the country's 13 major ports.

6.2 Working at Heights

As a minimum, working at height (WAH), including scaffolding or any work in elevated working platforms or man cages, must comply with WorkSafe NZ WAH guidelines, which includes the requirement for all persons working at heights to have access to personal fall restraint/arrest harnesses, safe systems of work and appropriate training.

Exclusion zones must be in place to an appropriate distance to isolate other personnel from any falling objects.

6.3 Stevedoring

An Approved Code of Practice (ACOP) for loading and unloading cargo at NZ ports has been developed between Maritime NZ and industry. Any Port Users involved in these operations must comply with the ACOP.

6.4 Fatigue Management

A system for the management of fatigue must be established by the Port User. The Port Health and Safety Leadership Group (made up of representatives of the Ports Industry Association (PIA), Maritime NZ and others) have published good practice guidelines for building a fatigue risk management system in the port environment. This is available on the Maritime NZ website.

One proactive measure in reducing the effects of fatigue is to set limits on hours of service. Generally accepted limits are no more than 12 hours in any 24-hour period or 60 hours in any 7-day period including work undertaken at another location or for another company in the same period. These limits apply to Port Users unless an appropriate fatigue management plan is in place.

Port Users driving trucks or equivalent heavy vehicles must adhere to the same standards as if their personnel were driving these vehicles on the public highway unless alternative, written, risk assessed arrangements are in place.

6.5 Working Alone or Remotely

Working alone or remotely, as defined by Worksafe NZ, should be avoided as far as reasonably practicable. Where lone working cannot be avoided, the Port User must complete a risk assessment, including the hazards, level of training and experience required, the medical suitability of the individual to work alone, how best to monitor and supervise them, how to contact the lone worker and emergency procedures.

Port Users must establish their own lone worker monitoring system and must not assume PSC is fulfilling that duty for them.

6.6 Airborne Contaminants

Dust must always be minimised. Port Users must have dust control measures when dealing with dusty cargoes and implement measures to reduce levels, such as regular cleaning and suppression. Details are given in the document 'Operational Conditions for Bulk Cargoes' which is available on request.

6.7 Lighting

NPL provides general lighting for normal operations. This can be turned on or off in sections on request via the PSC. The Port User must conduct its own risk assessment to determine if lighting is adequate and provide such additional lighting as is required in accordance with AS/NZS 1680.1:200

6.8 Occupational Noise

There are readily available guidelines for different levels (classes) of noises and the hearing protection measures needed. The Approved Code of Practice (ACOP) for the management of noise in the workplace and the control guide: Management of Noise at Work on the WorkSafe NZ website provides useful information. Port Users must also ensure they do not create 'nuisance noise' for other Port Users or the local population. Failure to minimise noise may result in immediate cessation of the activity.

6.9 Hazardous Substances

Each Port User must hold a register of all hazardous substances used, stored and handled on the port facility and show for the class of substances listed, application of the specified controls under the Health and Safety at Work (Hazardous Substances) Regulations 2017. This information and a copy of the SDS sheet must be provided to Northport.

New and existing Port Users must notify NPL of any new or additional quantities of substances they wish to use, store and handle on the port facility prior to implementation. A review by a Worksafe registered Test Certifier may be required.

6.10 Hot Work

There are two types of hot work permit – on ships and on the port facility. Before applying for a hot work permit a job safety analysis must be completed to ensure the correct controls are in place to carry out the job safely.

When working on a ship a hot work permit must be obtained from the Northland Regional Council (NRC) via the Harbourmaster's office. Forms are available on the Northport website.

When conducting hot work on the port facility, Port Users shall have their own system for managing hot work. In addition, a completed hotwork notice form (obtainable from PSC) is to be supplied (along with details of where it will be performed and the controls in place) for NPL approval prior to any hot work commencing. Without approval from NPL, hot work must not proceed.

6.11 Lifting and Rigging

Prior to any mobile crane being brought onto the port, NPL must be given 24 hours notice of intent to do so along with a description of the planned lift. Port Users undertaking complex lifts (as defined by the NZ Crane industry guide for safe and responsible Crane Operators and Dogmen) using either ship or land based cranes, shall supply lift and rigging plans compiled by a qualified competent person a minimum of 48 hours prior to the lift. Complex or third-party lifts shall not proceed without NPL's prior, written approval.

All 'controllers' of cranes on the port must ensure they meet the requirements of the Worksafe NZ ACOP for Cranes and associated regulations.

All persons operating lift appliances must have the relevant qualifications and experience to do so.

All rigging practices must conform with the Worksafe NZ ACOP for Load-Lifting & Rigging. This includes having all lifting gear, cranes, hoists etc. displaying the Safe Working Load (SWL) and an inspection date.

6.12 Ground Penetration

Any Port User wanting to penetrate ground must first notify and seek approval from NPL. Where a failure to notify or seek approval results in damage to underground utilities or paved surfaces, all costs will be recoverable from the responsible Port User Company.

6.13 Wi-Fi Networks and Radio Frequencies

To ensure radio frequencies or Wi-Fi networks do not interfere with any utilised by NPL or other Port Users, a Port User must obtain prior-approval for the installation of any hardware and provide all electrical design and final install drawings.

6.14 Use of Drones

There are Civil Aviation Authority (CAANZ) rules with which all Port Users must abide in regard to operation of drones:

- Drones must abide by CAA Restricted Airspace R100 or seek appropriate permission to breach this.
- Drones must only fly in daylight.
- Drones must not fly higher than 120m above ground level.
- Drone pilots must have consent of the property owner e.g.: NPL, a ship or Channel Infrastructure.
- Drones must weigh 25kgs or less.
- Drones must not be flown over marine life as per the Marine Mammals Protection Regulations.

6.15 Pandemics - planning & protocols

The Health and Safety at Work Act 2015 requires that employers take all practicable steps to mitigate risk and protect workers from workplace hazards. Any infectious disease encountered in the workplace is considered a workplace hazard.

In conjunction with advice and guidance from the NZ Ministry of Health, Port Users should consider what extra measures they can take to protect workers in a pandemic and put appropriate plans and protocols in place.

Protocols and measures that Port Users can take to control the spread of infectious diseases include:

- encouraging immunisation against infectious diseases
- providing disinfectant cleaners and hand washing facilities
- covering coughs and sneezes
- physical distancing from others
- staying at home and isolating when they have symptoms
- having appropriate safe systems of work and PPE for staff who by the nature of their work, may be vulnerable or essential workers.

7. Protecting the Environment

7.1 Consents and Other Permissions

There are several Resource Management Consents in place at the NPL facility under which all Port Users must operate. These are administered by the appropriate Territorial Authority and although managed by NPL, they require the cooperation and compliance of all Port Users.

All Port Users are reminded that NPL wants to be a 'good neighbour' to its neighbouring employers and local community. Therefore, Port Users are required to show consideration and appropriate behaviours on their way into and upon leaving the facility. For example, appropriate parking, driving speeds and minimising noise, especially during the hours of darkness.

7.2 Discharge to Coastal Marine Area

The Northport facility has a storm water canal system surrounding the working areas such that any water or debris from normal port operations that enters the slot drains or overflows from the working areas is captured and processed via the storm water pond prior to being discharged to the Whangarei harbour. When loading or discharging bulk cargo, stevedores must use save-alls when appropriate to prevent any cargo from entering the marine environment.

Port Users must notify NPL immediately if anything is leaked, spilt or otherwise ends up in the canals or harbour, or any foreign bodies are observed in them. In extreme weather events, there is an approved overflow direct to the harbour near berth MP1.

Port Users must have arrangements in place to recover cargo that could potentially end up in the water e.g.: via a log recovery contract, work boat or divers.

7.3 Secondary Containment

Any secondary containment of hazardous substances required under the Health and Safety at Work (Hazardous Substances) Regulations 2017 must be complied with always, however even when not a legal requirement, stored liquids should be bunded whenever practicable to reduce the risk of uncontained leaks or spills going to ground or getting into the storm water system.

7.4 Oil Collection & Spills

If day-to-day activities include generation, collection, transfer, storage, use or disposal of used oil, Port Users must follow the Environmental Protection Authority NZ (EPA) code of practice for management and handling of used oil (HSNOCOP 63).

Port Users must have the relevant capability to deal with any oil spills or leaks such as spill kits containing absorbents, drain guards and booms.

7.5 Disposal of Hazardous Waste

Hazardous substances and waste must only be disposed of in accordance with the suppliers Material Safety Data Sheet and the EPA's Consolidated Notice - Hazardous Substances Disposal.

7.6 Solid Waste & Liquid Waste Disposal

NPL supports the Ministry for the Environment NZ (MFE) priority product stewardship scheme under the Waste Minimisation Act. Product stewardship helps put responsibility for a product's life cycle and waste management on manufacturers, importers, retailers and users rather than communities, councils, neighbourhoods and nature.

All solid waste generated by a Port User is to be disposed of via approved waste disposal companies with an emphasis on recycling where available.

Grey water from workplace facilities must be collected in tanks and disposed of via the sanitary sewer system, not discharged to ground.

If the Port User generates any trades waste, it shall not be directed to sewer without the prior approval of NPL.

7.7 Noise Control

The Northport facility is subject to noise restrictions and therefore Port Users must take note of this in their work planning, especially outside daylight working hours and during specific tasks such as stevedores loading empty holds or decks with cargo. Occasionally, NPL receives noise complaints which the PSC and/or an NPL Manager will investigate. Port Users are required to fully cooperate with any noise investigations and comply with NPL mitigation/cessation instructions if safe to do so.

Port Users must also ensure they do not create 'nuisance noise' for other Port Users or the local population. Failure to minimise noise may result in immediate cessation of the activity.

Reversing beepers are not permitted on the port to ensure compliance with resource consent conditions. Low noise, directional alarms known as 'quackers' or 'squawkers' may be used if set at an appropriate noise level.

8. Fumigation

8.1 Overview

Fumigation at the Northport facility is undertaken to protect New Zealand from pests and diseases and to meet the corresponding requirements of our trade partners. It is carried out on behalf of the imports/exporters by an approved fumigation company. NPL holds the resource consent relating to fumigation undertaken at the facility.

Fumigation is carried out using Methyl Bromide, Phosphine and other fumigants in accordance with EPA and Worksafe regulation; by definition fumigants are highly toxic.

Port User Fumigation Companies must be authorised to use or store these fumigants, must comply with NPL consent conditions and have procedures in place to cover all aspects of the fumigation process and be approved by the Ministry for Primary Industries (MPI) to provide treatments.

Methyl Bromide is labelled with a class 2 pictogram:



Phosphine is labelled with a class 4 pictogram:



In the unlikely event that you see an unattended cylinder or other packaging with either of these labels, contact the PSC immediately. Further information is available in the document "Minimum Requirements for Fumigation Operations at Northport". This is available on the Northport website.

8.2 Log Yard Operations

Fumigation regularly occurs, predominantly within designated areas in the log yard and occasionally elsewhere on the port. The Fumigation Company will put a

TTMP and signage in place showing controls such as alternative routes. Port Users must not enter these areas, including in vehicles, unless specific agreement has been obtained from the Fumigation Company's certified handler in charge of the work. When venting, an exclusion zone (typically 50m) will be put in place, dependent on the wind speed and direction. Shared work area protocols (SWAP) between fumigation and marshalling companies are to be followed at all times.

8.3 Ship's Cargo Fumigations

Fumigation also occurs in Ship's holds. Access to the ship will be restricted, signage and an exclusion zone will be placed along the berth. Port Users must not enter these areas, including in vehicles, unless specific agreement has been obtained from the Fumigation Company's certified handler in charge of the work.

9. Incident Notification & Investigation

All risks such as unsafe equipment, conditions or behaviours as well as accidents, incidents or damage to NPL property, must be notified to NPL within 24 hours. More serious situations require immediate notification to PSC, with subsequent written notification.

Examples include but are not limited to:

- Any serious injuries or other Lost Time Incidents (LTIs)
- Regulatory notifiable events
- Any activity that poses a risk to the health or safety of people
- Damage to the facility or any plant (fixed or mobile).
- Any breach of these facility rules e.g.: speeding, not wearing seatbelts.
- Any illness as a result of a work place activity
- Any fuel, oil or other spill on the facility or in the harbour

Notification is via a link on the NPL website into the 'Vault' system. A mobile phone-based app is also available.

It is the responsibility of the Port User to make sure the regulator is notified as soon as possible after becoming aware that a notifiable event has occurred. Any significant incidents must be investigated by the Port User to identify potential lessons learned. Investigation reports must be made available to NPL on request.

10. Emergency Response

10.1 Overview

In an emergency, the first point of contact is the Port Services Centre on 09 432 5018 who will provide the relevant help and summon and provide access for emergency services.

If Port Users call 111 without informing the PSC of the situation, the responding emergency services may potentially be delayed at the main gate while the NPL PSC Officer confirms the location.

10.2 Raising the alarm

1. To activate port alarms, there is an emergency button at the base of the berth frontage light towers and at several other locations around the facility. Port Users must familiarise themselves with these locations.
2. Request emergency services, call the NPL PSC on 09 432 5018 (24hrs) or 027 684 1446 (note the landline automatically transfers to the mobile).
3. Close off the area and stop nearby operations.
4. Administer first aid without putting yourself or others at risk.
5. Send an available vehicle to the main entry gate to escort emergency services to the site.
6. Keep unnecessary bystanders away.

10.3 First Aid & Emergency Equipment

Refer to the emergency site plan in Appendix 2.

Port Users must have an appropriate number of first aid trained employees and first aid kits, proportionate to the number of employees, vehicles and locations. Port Users using hazardous substances or carrying out other activities are required to provide their own first aid equipment (for example eye wash stations) in accordance with regulation and their emergency response plans.

NPL first aid stations include the following locations:

- Port Services Centre (major trauma kit)
- Cargo admin portacom

- Main administration building
- Cargo Operations Portacom (including eye wash station in the toilet).
- Woodchip control room

There are also first aid kits available at;

- North Tugz,
- Genera,
- C3 and Qube offices along with the C3 and Qube scaling sheds,
- All workshops and portacoms on the wharf.

The Port Security vehicle is also available as a 'first response' vehicle for first aid, and oil spills. Port Users should contact the PSC on (09) 432 5018 if required.

The NPL Facility has 6 defibrillators located at.

- Ports Services Centre (24/7)
- Cargo Operations Portacom (24/7)
- NPL Administration Building
- Shed 1
- Shed 2
- C3 Administration Building

10.4 Emergency Response Trailer

The NPL Emergency Response Trailer is available as a 'first response' vehicle and contains: rescue stretcher with lifting bridle/hook, oil response equipment, oil response PPE, fire extinguishers, brooms and shovels and other first aid equipment.

Port Users should contact the PSC on (09) 432 5018 if required.

10.5 Facility Alarms and Evacuation

The general arrangement plan showing location of fire extinguishers, fire hydrants, first aid points, assembly points and emergency alarm system call points are in Appendix 2. This diagram is available on request as a 'pdf' or AutoCad file.

In the case of a full facility general alarm being required, the siren will sound (a rising and falling sound) and all Port Users must make their work area safe if they are able to do so, and muster in their work groups at their designated assembly points. If they are ordered to leave the facility as the result of a facility evacuation, they must exit the facility as normal by swiping their cards and evacuate in an orderly manner to one of the three assembly points shown on the plan, i.e.

- Next to the scaling sheds
- In the car park outside the NPL Administration Building
- Near the PSC but outside the facility

The ALL CLEAR is a continuous tone on the siren.

Note: Channel Infrastructure tests its siren at 1300 every Wednesday and the Port facility alarms are tested immediately afterwards. No action is to be taken. If the Channel Infrastructure siren sounds at any other time, NPL has arrangements in place to determine whether any action is required on the port facility and will advise Port Users as appropriate.

10.6 Port User Emergency Response Plans

As required under the General Risk and Workplace Management Regulations, Port Users must develop their own procedures to deal with emergency situations.

Port Users must have arrangements in place to determine who they have at work at any given time to allow for mustering in the event of an emergency.

10.7 Exercises

As a minimum, an annual NPL security exercise and other emergency preparedness exercises are conducted.

Port Users will be informed of these as appropriate and are expected to test their own emergency response plans at least annually or as required by regulation, for example at a hazardous substances location.

10.8 Key Contacts

24/7 key contact numbers are as follows:

Emergency Services	Dial 111 and notify PSC
Port Services Centre (PSC)	09 432 5018
Maritime NZ	Online during the day, Mon-Fri Ring 0508 22 55 22 After Hours, weekends and public holidays.
MPI	0800 80 99 66 Pests & diseases hotline
NRC Incident Hotline	0800 504 639
	Environmental Incidents, navigational hazards or dangerous boating.
NZ Customs	0800 937 768 Coast Watch
National Poisons Centre	0800 764 766
Worksafe NZ	0800 030 040

11. Consequences - Three Strikes Policy

NPL operates a 'three strikes' policy. A 'strike' is recorded against a Port User's access card when their actions fall short of the expected level. The intention is to allow Port Users the opportunity to understand the improvement required so that the issue is not repeated. However, if three strikes are accumulated within six months, some form of 'stand down' from the facility will be implemented, depending on the seriousness of the incidents.

Note: If a Port User is involved in such unacceptable behaviour or actions such that a single strike is not deemed sufficient, they may have their access to the facility rescinded immediately and/or for an indefinite time.

Examples of Activities that may result in a 'strike':

Notes

- Speed limit breaches.
- Use of Mobile phones/personal electronic devices/headphones whilst driving or operating vehicles or machinery or within an operational area.
- Failure to observe site and road signs.
- Driving with an unsecured load in breach of NPL rules or company SOPs.
- Operating a vehicle or machine without wearing a seatbelt (where one is fitted).
- Inappropriate or unsafe parking.
- Unauthorised use of ID cards.
- Unsafe practices when working at heights.
- Working without the required PPE.
- Entering areas without the required access permit.
- Carrying unauthorised passengers in a vehicle.
- Tailgating through security gates i.e.; not swiping an access card.
- Dangerous driving.
- Failing to report an incident or damage.
- Failure to meet appropriate legal requirements.
- Failure to comply with NPL's "Port Facility: Health and Safety Requirements".
- Failure to comply with any of the rules in NPL's "Port User Operating Rules".
- Any other behaviour deemed serious enough to warrant this action.

Where breaches are observed the Port User should be stopped and informed of the specific breach, if safe to do so.

Any incident reported will be investigated and reviewed by NPL. If consensus is reached that a breach occurred, a strike will be formally placed against the offender's name and will remain active for six months. At the end of the six-month period, if no further strikes have been recorded, the strike will be removed from the system. NPL will inform the offender's employer of the breach, the formal placing of the strike, and provide an opportunity to appeal.

Appendix 1: Facility Plan and Access Map



Appendix 2: Emergency Site Plan

LEGEND

- F FIRE EXTINGUISHER
- H FIRE HYDRANT
- + FIRST AID
- E EMERGENCY ASSEMBLY POINT
- WHARF ALARM (PORTABLE)
- A SITE EAS (EMERGENCY ALARM SYSTEM)
- T EMERGENCY RESPONSE TRAILER
- AED DEFIBRILLATOR



IN THE EVENT OF AN EMERGENCY, RING PORT SERVICES ON 09 432 5018 TO OBTAIN PARAMEDICS, FIRE FIGHTING, DEFIBRILLATOR, RESPONSE TRAILER OR OTHER ASSISTANCE

