

# PORT FACILITY: HEALTH AND SAFETY REQUIREMENTS



## Executive Summary

Northport Limited 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 and the Health and Safety in Employment Act. Northport Limited is committed to a safe, healthy and compliant port facility and believes that there is no activity undertaken at the port that is either 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 User Companies. 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 Northport Limited personnel.

## Document Revision History

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## Distribution List

Available to all Port Users via Northport Limited Website and communicated via tool box and Port Users Meetings.

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



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## 1. Overview

### 1.1. Introduction

There is nothing more important to Northport Ltd (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 Northport Facility Health and Safety Committee to bring together a number of Port User Companies to agree on a common set of requirements that shall apply to all Port Users. This document records those requirements. Following these requirements does not absolve any Port User Company 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.

It should be noted that the Northport facility is a secure area under the Customs and Excise Act 1996, the Maritime Security Act 2004 and the Biosecurity Act 1993. This places additional responsibilities on Northport Limited, not least the requirement to control all persons and cargo entering and exiting the port.

A compliance matrix (simplified check sheet of requirements) is available to assist Port Users with the implementation of the requirements in this document.

### 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 Northport site induction. This can be undertaken online (see [www.northport.co.nz](http://www.northport.co.nz)) or at the Northport Security Gatehouse. The induction takes around 15 minutes to complete and expires after 2 years.

Port user companies are required to 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; incident and injury reporting, hazard identification, employer and employee responsibilities, the process for employee health and safety representation, use and maintenance of relevant health and safety equipment, including personal protective equipment (e.g. checklist, training information) and emergency readiness.

### 1.3. Behaviours Expected

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 are expected to approach their work in this way.

Those in Leadership roles in port user companies are expected to 'lead from the front' in this regard and ensure their standards and behaviours are commensurate with their responsibilities as role models to less senior and less experienced personnel.

Health and safety is everybody's responsibility and hence in this area personnel and companies must support each other to identify and deal with hazards, report non-compliance and encourage safe work practices.

A number of port user companies have their own 'behavioural safety' type programmes. If approached or otherwise involved in an 'observation', all personnel at the port are expected to support these approaches on the basis they are aimed at preventing accidents, injuries and non-compliances via a peer review process. Port user companies are encouraged to investigate and implement their own behavioural safety programmes where practicable.

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.

Northport has a zero tolerance on all physical and verbal aggressive behaviours. 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.

### 1.4. Prohibited Items, Substances

- Firearms
- Offensive weapons
- Alcohol
- Non prescription drugs
- Laser lights
- Toxic, Corrosive and explosive substances (unless covered by section 6.1)

## 1.5. 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 allowed access to the port unless their access has been approved by NPL. This includes passengers in commercial vehicles.

Regular users (who access the port more than once a month) are required to obtain a Northport access card so as to meet NPL's obligations under the Customs & Excise Act and Maritime Security Act and to enable a timely response in an emergency situation. Access card application forms can be obtained from the Northport Security Gatehouse or the Northport Ltd website ([www.northport.co.nz](http://www.northport.co.nz)). The applicant must have completed the Northport 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.

Port user companies must provide a labour list of all personnel working on the Port at any time who do not have port access cards to enable quick access onto the facility and for mustering purposes.

The Turnstile near the NPL administration building must be used for pedestrian access on and off the port. The Turnstile can be used by swiping a port access card or speaking to a security guard via the intercom allowing the guard to confirm the person is expected and has legitimate business at the facility.

Pedestrian access through the other gates - main gates next to the gatehouse, western gates near the scaling shed and Eastern 'Machinery' Gate is not permitted unless authorised by NPL.

Access for light vehicles is through the main entry and exit gates next to the Gatehouse. 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 5).

Some port user companies have heavy machinery 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.

All visitors must be escorted by a port user representative. Access is granted by signing into the visitor book at the Northport Security Gatehouse. This will also

require signing out on exit to ensure an accurate record of personnel on the port at any point in time for emergency mustering purposes.

Photo ID must be carried at all times within the facility to comply with the Maritime Security Act.

Personnel must not listen to personal headphones at any time while in the facility.

Port user companies must notify NPL of all staff with port access who cease working at Northport. The access cards must be returned to NPL for deactivating.

## 2. Personnel

### 2.1. PPE Requirements

#### 2.1.1 Minimum PPE Required for Port Access

Mandatory items of PPE required to be worn on the port facility at all times are:

- High visibility clothing
- Protective 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 user companies to their personnel for all weather conditions.

#### 2.1.2 Hard Hat Areas

Hard hats must be worn at all times when working in:

- Log storage areas
- De-chain areas
- Gantry area
- Berth frontage – beyond the yellow line while ships are alongside
- When identified by job safety assessment or risk assessment

## 2.1.3. Personal Flotation Device (PFD)

Port users must wear an appropriate personal flotation device when working on water or within 1m of an unprotected wharf edge unless a job safety assessment or risk assessment demonstrates that no PFD is required.

## 2.1.4. 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 completed the appropriate training and for safe systems of work to be in place.

Harnesses must be worn when working in man cages or elevated working platforms (EWPs).

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

## 2.1.5. Noise

There are readily available guidelines for different levels (classes) of noises and the hearing protection measures needed. The Control Guide: Management of Noise at Work on the WorkSafe NZ website provides useful information. All port users must comply at all times with the relevant requirements.

## 2.1.6. Additional PPE

Job safety assessments may identify that additional PPE is required depending on the task being undertaken and/or the work area. These include but are not limited to:

- Eye protection
- Hearing protection
- Breathing apparatus (BA), Respirators
- Protective clothing
- Sun protection

## 2.2. Welfare

Workers not only need safe workplaces in relation to the work they perform, 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 berth 1 and berth 2 adjacent to light tower A2.
- Eastern end of berth 3 on the seaward side of the woodchip conveyor adjacent to light tower A5 (there is a foot bridge over the conveyor).
- In the car park next to the scaling shed.

These facilities are available to all port users. 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.

Port users must only smoke in designated smoking areas provided by the port user company.

## 2.3. Cleanliness

Every workplace is to be kept in an appropriately clean and hygienic state.

All port user company waste is to be disposed of in their company waste disposal facility. Disposing of hazardous substances must be done in accordance with the Hazardous Substance (Disposal) Regulations 2001 and amendments 2003 and 2004.

## 2.4. First Aid

Port user companies must have an appropriate number of first aid kits, proportionate to the number of employees, vehicles and locations.

Port user companies using hazardous substances, gasses and carrying out other activities are required to provide their own first aid equipment (for example eye wash stations) in accordance with their job safety assessment (JSA).

NPL first aid kit stations are shown on the site plan in section 12.2. These include the following locations; Dry goods store South entrance, cargo admin portacom, main administration building, operations lunchroom, North Tugz building,

woodchip office and gatehouse. There are also first aid kit stations available at C3 and QM offices in the scaling shed, C3 portacom in the log yard, C3 and QM workshops, the Genera office and in any portacoms on the wharf.

The NPL security vehicle is also available as a 'first response' vehicle for first aid, basic fire fighting and oil spills. Port users should contact the Gatehouse on (09) 432 5018 if required. There is also an eye wash station at the gatehouse.

A defibrillator is available in the ISL office and another one is available from Refining NZ. In both instances, the first point of contact is the security gatehouse on (09) 432 5018 who will provide access or summon the relevant help.

## 2.5. Qualifications & Licences

Port user companies must satisfy themselves that personnel are suitably qualified and experienced before allowing them to carry out any task. A written assessment of more complicated tasks must be undertaken via a JSA or equivalent.

The minimum qualification to be able to drive anything on the port is a current, full New Zealand driver's licence or internationally accepted driving licence. Exceptions, for example work licences, will be considered on a case by case basis by NPL.

To drive machinery on the port, including tractors and forklifts, the appropriate endorsement must be obtained. In addition, to drive a forklift, an OSH certificate or equivalent must have been obtained.

## 2.6. 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. Alcohol cannot be consumed on the facility without prior authorisation from the NPL Chief Executive. If a port user refuses to take or fails these tests, the results are handed over to the relevant port user company 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's expense (for example, non-random testing, counselling, etc). By entering the port facility, all personnel are considered to have agreed to these arrangements. The full policy is available on the NPL website.

## 3. Access To Areas/Interactions Within The Facility

### 3.1. Traffic Management Plan (TMP)

A full set of standard TMPs are attached in Appendix 1. These cover normal traffic flows through the port and are based around several standard situations regularly encountered at the port. Copies and training to use and understand these plans are available from the Northport Limited Gatehouse.

Any activity that obstructs or closes a road or results in traffic flows that are different to the standard models must have a temporary traffic management plan completed by the originating Port User Company, accepted by other affected Port Users and approved by NPL prior to the commencement of the activity. TMP forms can be obtained by contacting NPL Gatehouse.

### 3.2. Log Yard Access

Only port user companies with a valid business related activity to perform in the log storage areas are permitted access to these areas by Northport Limited.

Vehicles entering the log yard must have; a yellow vehicle access permit (see section 4: Vehicle Permit System), a safety flag attached for increased visibility and a suitable induction from their employer to work in that area.

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 job safety assessment or equivalent.

### 3.3. 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, information on which will be available from the gatehouse.

### 3.4. Interactions on Multi-User Worksites

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 company. This is particularly common at the berth face where there is an interface between marshalling companies and stevedores, but could happen in almost any part of the facility.

The requirements for the port user companies, BEFORE WORK COMMENCES are as follows:

- To define the working area(s), including the area that is shared
- To identify all port users who may be working in that area
- To agree an operational plan for the work area. This must include identification of the interface points, communications, 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.

### 3.5. Weighbridge

Prior to using the weighbridge, port users must obtain a 'Dallas Tag' linked to the company and vehicle (e.g.: Tare weight). Contact NPL if this is required. The weighbridge produces a print out of the weight together with the load details already entered in the scaling shed.

Weighbridge users must not drive onto the weighbridge while there is another vehicle still on the platform.

Weighbridge users must drive onto the weighbridge very slowly, at a maximum speed of 5kph to avoid damaging the weighing equipment.

### 3.6. Gantry

Prior to using the gantry, port users must obtain a trailer gantry sticker linked to the company and vehicle. To be issued with this sticker, the port user company must ensure all lifting equipment is certified annually by a competent person, visually inspected before each use and any gantry operator is aware of the safe operating procedure for the gantry. Northport Limited inspects the gantry lifting gear monthly.

The Western gantry has a safe working load of 8T and the Eastern gantry has an SWL of 10T.

The trailer gantry stickers are renewed annually. For more information on using the gantries or to apply for a trailer sticker, contact Northport Limited.

If a vehicle does not have a valid sticker, it must not use the gantries.

## 4. Vehicle Use

### 4.1. Vehicle Access

All vehicles operating on the port must meet the following requirements;

- Vehicle Access Permit, permanent or temporary (see below – light vehicles only).
- Headlights on.
- 360° Amber Flashing Light for light vehicles (which must be minimum class 1 standard - in practice this means a good quality light that is powered by the vehicle. Battery operated lights invariably do not meet class 1 standard).
- Seatbelts must be worn by all occupants of the vehicle.
- Use of hand held cell phones is strictly prohibited when travelling and only permitted if the vehicle is parked in an appropriate parking position away from hazards. The use of hands free cell phone should be kept to an absolute minimum and port users are encouraged to park in a safe place before using the 'phone.
- If exiting the vehicle at any time inside the facility, the correct PPE must be worn.
- All road signs including Stop, Give Way, Speed Limits and Lane Guidance must be adhered to at all times. Port users must adopt a defensive driving approach at all times 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.

### 4.2. Vehicle Access Permit System

All light vehicles operating within the port must have a port access permit affixed to the centre top of 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 on the port that vehicles are permitted to access, and the numbers are issued to each 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 may be audited by NPL.

For vehicles that do not visit the port frequently, a temporary access permit is available from the Northport Security Gatehouse. This permit is affixed to 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, Dry Goods Store, Tug Jetty, West Weighbridge
- **Red** - All areas except log storage areas
- **Yellow** - Log yard access plus areas above

## 4.3. Speed

The maximum speed limit in all log storage areas, unpaved areas, on the light vehicle access road and on the berth face is 20 Kph.

All vehicles or trucks carrying an unrestrained load anywhere in the facility must keep their speed below 20kph at all times.

Tractors pulling loads that weigh more than the tractor itself (such as water carts), must be 4 wheel drive and keep their speed below 15kph. Note: many tractors at the facility have been physically limited to this speed.

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 if found to be in breach of these rules.

## 5. Equipment/Plant

### 5.1. Vehicle Maintenance Standards

To ensure all vehicles on the facility are in a safe operating condition, Northport Ltd requires all vehicles to meet the same standards of condition and maintenance

necessary to obtain a WOF/COF. In the case of vehicles where a WOF/COF is not obtained, auditable records must be kept to demonstrate that the vehicle is at an equivalent and acceptable standard.

### 5.2. Equipment Requirements and Maintenance Testing

All lifting gear, cranes, hoists etc. must have the Safe Working Load (SWL) attached, including test date.

All equipment must be kept in a safe operating condition and appropriately stored when not in use.

All persons operating the equipment must have relevant training, experience and certification to do so.

All mobile plant operating on the port must have the following;

- Flashing blue reversing light (reversing beepers are not permitted due to noise consent issues).
- 360° amber flashing light.
- Headlights on where fitted.

For information on vehicle requirements see Vehicle Permit System section.

All port user company plant and equipment must be clearly identified with the company name and/or logo.

### 5.3. New Permanent Equipment

All new plant and equipment planned for use on the port must be notified to Northport Limited Engineering Department along with any certification and licences to allow Northport Ltd to ensure equipment safety, compliance and compatibility for the facility (e.g.: axle loadings, weight distribution).

### 5.4. Workplace Conditions

No port users are to work more than 12 hours in a 24 hour period or 72 hours in any 7 day period unless the port user company has an appropriate fatigue management plan in place. This must include work undertaken at another location or for another company in the same period.

A fatigue management plan must be developed and implemented for all personnel carrying out routine shift work at the facility.

Port user companies operating 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.

Lone working should be avoided as far as reasonably practicable. Where lone working cannot be avoided, the port user company must risk assess it to deal with the issues, for example: the 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, how would they obtain help if required.

## 5.5. Lighting

Northport Limited provides general lighting for normal operations. This can be turned on or off in sections on request via the security gatehouse. Job safety assessments must identify any additional task specific lighting to be provided by the port user company. Further information is available in AS/NZS 1680.1:2006

## 6. Consents and Other Permissions

There are a number of consents in place at the Northport facility under which all port users operate. Although managed by NPL, they require the cooperation of all port users.

### 6.1. Hazardous Substances and New Organisms Act 1996 (HSNO)

NPL has a HSNO consent. Unless authorised otherwise by NPL, port users operate under and must comply with this consent. Full details are given in the NPL document 'Hazardous Substance Storage and Handling Requirements at Northport'.

Each port user company must hold an up to date register of all hazardous substances they hold on site. The register must be reviewed against HSNO and the regulations under this Act to determine what requirements and controls need to be put in place e.g. storage facility and bunding in accordance with a Location Test Certificate and the use of Approved Handlers. This may apply to storage of LPG bottles, spray cans and other materials routinely used at the facility.

For new port user companies or for new activities or significant changes to existing arrangements, NPL must be consulted about the proposed materials and storage arrangements. A review by a HSNO Test Certifier may be requested.

### 6.2. 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.

When working on the port facility, an application form for a hot work permit can be obtained from the NPL Security Gatehouse. The form and an associated job safety analysis must be completed and passed to NPL for approval before any work commences. Without a permit work must not proceed.

For generic and frequent jobs a hot work template may be developed and activated when needed. However, hot work permits are job specific only and applications for a period of time are not permitted.

### 6.3. Noise

The Northport facility is subject to noise restrictions and therefore port user companies must take note of this in their work planning, especially outside normal working hours and during specific tasks such as stevedores loading empty holds with cargo. Occasionally, NPL receives noise complaints which the Security Gatehouse and/or Duty Officer will investigate. Port users are required to fully cooperate with any noise investigations and comply with NPL mitigation instructions/recommendations if safe to do so.

### 6.4. Storm Water

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. Stevedores must use savealls when appropriate to prevent

cargoes such as fertiliser from entering the marine environment. Port users must notify Northport Limited if anything is leaked, spilt or otherwise ends up in the canals, or any foreign bodies are observed in them. In extreme weather events, there is an approved overflow direct to the harbour near berth MP1.

### 6.5. Oil Spills

Port users must have the relevant capability to deal with reasonably foreseeable events associated with their tasks, such as spill kits readily available to deal with any spills of hydraulic leaks from machinery. Any storage measures required by specific legislation such as HSNO must be complied with at all times, however even when not a legal requirement, stored liquids should be banded whenever practicable to reduce the risk of uncontained leaks or spills going to ground or getting into the storm water system.

### 6.6. Dust

Dust levels must be kept under control at all times. Port users must allow for dust control measures when dealing with dusty cargoes and implement measures to reduce levels if NPL requires, such as spraying the berth using a water trailer.

## 7. 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 individual port users wishing to kayak to and/or from work.

The NPL document 'Port Information and Operating Criteria for Shipping Operations at Northport' MAN-1-100 provides further information for commercial vessels.

Port users must adhere to the following procedure for seaward access;

- Prior to arrival, Whangarei Harbour Radio (WHR) must be advised 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 via the Northport Limited Security Gatehouse who also log all vessel movements and WHR communications.

All VHF communications are carried out through WHR on channel 19.

Note that no small vessels are to berth on the main berths due to the Impressed Current Cathodic Protection (ICCP) system that is protecting the berths against corrosion.

No diving operations are to commence anywhere near the berths without permission from Northport Ltd (who will electrically isolate the ICCP if appropriate).

## 8. Fumigation

### 8.1. Overview

Fumigation at Northport is undertaken to meet import and export requirements of MPI and the log industry's customers. It is carried out by an approved contractor at Northport.

Fumigation is carried out using Methyl Bromide and Phosphine fumigants. They are both highly toxic.

Genera Limited is currently the only Port User authorised to use or store these fumigants; they have procedures in place to cover all aspects of the fumigation process and have MPI Biosecurity NZ and ISPM15 accreditation.

Methyl Bromide is labelled with a class 2 sticker:



Phosphine is labelled with a class 6 sticker:



In the unlikely event that you see an unattended cylinder or other item with either of these labels, contact the NPL gatehouse immediately.

There are three main phases of the fumigation operations:

1. Preparation - sealing the container or covering the logs with a tarpaulin and initial application of fumigant
2. Fumigation phase
3. At the end of fumigation when the log row or container is uncovered or otherwise ventilated

Relevant exclusion zones will be put in place and continuously monitored by certified personnel throughout. During phase 2, the exclusion zone will be reduced to 5m and the site will be manned by a 'watchman'. Port Users are not permitted inside the 5m exclusion zone of these 'fumigation cells'. If a port user observes a cover is no longer fully in place, they should contact the gatehouse immediately.

Further information is available in the NPL document "Fumigation Requirements at Northport".

## 8.2. Log Yard Operations

Fumigation regularly occurs in the log yards. Genera will put diversions in place showing alternative routes when a road is to be blocked. Port Users must not enter these blocked off roads, including in vehicles, unless specific agreement has been obtained from the Genera supervisor in charge of the work. When venting, an exclusion zone (typically 50m) will be put in place.

## 8.3. Ship Operations

Fumigation also occurs in Ship's holds. There will be a buffer zone in place during fumigation (typically 50m) which will increase (e.g.: to 100m) when the fumigant is vented. Port Users must not enter these areas, including in vehicles, unless specific agreement has been obtained from the Genera supervisor in charge of the work.

## 9. Port User Company Safety Management Requirements

All companies working on the facility should be accredited or working towards accreditation to ACC WSMP. Recognising that there are smaller companies and sole trader type businesses operating as sub-contractors at the facility, the

sponsoring Port User company must satisfy themselves that their subcontractors are operating at a comparable level via a documented 'Approved Sub-Contractor' Process.

## 10. Accident, Incident, Near Miss Reporting and Investigations

The most effective way to prevent injuries, accidents and dangerous occurrences is to learn lessons from previous incidents and near misses, both at this facility and from other, similar work sites and companies.

All accidents, incidents or generic lessons learned must be reported to NPL within 24 hours. If reportable to Maritime New Zealand, WorkSafe NZ or another external agency, NPL must be informed immediately.

Notification can be done by completing the report form that can be found on the NPL website and at the Northport Security Gatehouse or providing a copy of the port user's own company form. If completing the form at the Gatehouse hand it back to the security officer to be passed onto Northport HSE.

Once Northport HSE has received an accident/incident report/near miss, Northport will conduct an investigation if necessary and contact the port user company as appropriate.

## 11. Emergency Response

### 11.1. Overview

- To request emergency services call the Northport Gatehouse on 09 432 5018 or 027 684 1446.
- To activate port alarms there is an emergency button at the base of the berth frontage light towers.
- Administer first aid without putting yourself or others at risk.
- Close off the area and stop nearby operations.
- Send an available vehicle to the main entry gate to escort emergency services to the site.
- Keep unnecessary bystanders away.



If port users call 111 without informing the gatehouse of the situation, the responding emergency services may potentially be delayed at the main gate while the Northport security team confirm the situation.

## 11.2. Facility Alarms and Evacuation

The general arrangement plan showing location of fire extinguishers, fire hydrants, first aid points, evacuation points and emergency alarm system call points is in Appendix 2.

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 muster 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 points shown on the plan, i.e.:

- Next to the scaling sheds
- In the car park outside the Northport Limited Administration Building
- Near the gatehouse but outside the facility

The all clear is a continuous tone on the siren.

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

## 11.3. Port Users' Emergency Situations

Port User Companies must develop their own procedures to deal with emergency situations.

Port users companies 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.

The Northport Security vehicle is available as a 'first response' vehicle and contains first aid, basic fire fighting and oil spill equipment. Port users should contact the Gatehouse on (09) 432 5018 if required.

Northport also has an arrangement whereby specialist first response teams, including trained paramedics can be summoned from Refining NZ. This is initiated by radio from the Northport Gatehouse.

## 11.4. Exercises

As a minimum, an annual Northport Ltd security exercise and other emergency preparedness exercises are conducted. Port users will be informed of these as appropriate and are encouraged to test their own emergency arrangements at least annually or as required by the job safety assessment, for example before carrying out a new work activity.

## 11.5. Contacts

Key numbers are as follows:

<b>Security Gatehouse:</b>	<b>09 432 5018 or 027 684 1446</b> (both 24 hours)
<b>NPL Duty Foreman:</b>	<b>09 432 5060</b> if gatehouse staff not available
<b>NPL General:</b>	<b>09 432 5010</b> (office hours)
<b>MPI:</b>	<b>0800 222 009</b>
<b>NZ Customs:</b>	<b>0800 654 279</b> ("Coast Watch")
<b>Harbourmaster (NRC):</b>	<b>0800 504 639</b>
<b>WorkSafe NZ:</b>	<b>0800 030 040</b>
<b>Maritime NZ:</b>	<b>0508 22 55 22</b>
<b>EPA (Hazardous substances):</b>	<b>0800 376 234</b>

Refer to Northport Limited's standard contact list, available via the website [www.northport.co.nz](http://www.northport.co.nz).

## 12. Consequences

Northport Limited 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 enough, 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':

- Being on the port facility without the appropriate PPE
- Using a cell phone (calling or texting) in a moving vehicle or inappropriate use in an operational area. Note: Port User companies should consider use of mobile phones in operational areas via job safety assessments and communicate local rules to their staff.
- Entering operational areas without headlights or flashing amber lights operating
- Exceeding the speed limit. Note: Considerably in excess of the speed limit may result in more than one strike
- Dangerous driving
- Driving through unauthorized areas or contrary to signage
- Having unauthorized passengers in the vehicle
- Tailgating through security gates
- Performing unsafe acts
- Verbal or physical abuse
- Breaches of rules or standard operating procedures
- Failure to meet legal requirements
- 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 observed by Northport Ltd Security or reported by a port worker will be investigated and reviewed by Northport Ltd's Management Team. 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. Northport Ltd will inform the offender's employer of the breach and the formal placing of the strike.

Appendix 1

Traffic Management Plans

Please contact the Security Gatehouse with any questions relating to these TMPs:











