



## EASTLAND PORT LTD HAZARD REGISTER

This Hazard Register includes the ISPS area and surrounding log and storage facilities including operational areas surrounding wharves where ship to shore activities interface.

Marine Operational Hazards – Refer to EPL Standard Operating Procedures and Safety Management System Manuals.

### 8.1 Purpose

The key purpose of this hazard register is to document hazards associated with activities and operation of the Eastland Port to manage risk of SERIOUS HARM to any person or SIGNIFICANT DAMAGE to any property.

The register provides methods for managing specific hazardous that have serious potential implications and identifies the relevant mitigating control measures, including actions that Eliminate, Isolate or Minimise risk or consequences. Regular reviews and ongoing continuous improvement, to increase risk awareness and document lessons learned are a key processes associated with updates to this hazard register.

### 8.2 Scope

The Hazard Register identifies both the known and potential hazards associated with the physical Eastland Port operation and activities undertaken.

For each hazard the potential for harm or damage is identified and mitigation measures documented to eliminate, isolate or minimise risk.

Responsibilities and frequencies of monitoring for hazard control measures are identified for each hazard.

By including investigation findings from the accident / incident database, collating Port contractor and staff information, then reviewing each segment of the Eastland Port individually by what it is, how factors such as the environmental factors, third party damage, or how personal factors affect the system, to ensure best practice knowledge covering each area is imparted to everyone.

For work undertaken on the Eastland Port, requirements for suitable capabilities, qualifications and assessments of competency are considered a necessary prerequisite to eliminate the need for identification of all hazards with relatively minor consequences.

Maritime New Zealand and other current laws and regulations in effect have a requirement for Safety Management Systems. To meet this requirement certain aspects of this Hazard Register apply to the Eastland Port Limited Safety Management System.

### 8.3 Responsibilities

All personnel are key to ensuring the safest possible Eastland Port operation system is maintained at all times, standard operating procedures for specific task completion complement this hazard review system for Eastland Port approved contractor organisations. Ultimately the Sector Manager Logistics is responsible to ensure that competent, knowledgeable, qualified people assist in the reliable, safe delivery to all Eastland Port Limited Users Organisations to meet their demands, whilst ensuring that regulatory requirement and elements of design are adhered to throughout the process.

### 8.4 Reference

The legal requirements relating to need for the hazard register are covered by, but not limited to the following documents.

Health and Safety in Employment; Act 1992 and Regulation 1995, Maritime New Zealand Rules, Local Government Act 2002, Maritime Security Act 2004, BioSecurity Act 1993, Maritime Transport Act 1994, New Zealand Port and Harbour Marine Safety Code, Building Act 2004, Hazardous Substance and New Organism Act 1996, Resource Management Act and subsequent amendments of all information.

### 8.5 Review

This register is a living document. As rules and regulations / compliance updates occur, this hazard register is reviewed and updated. Requirements for the review process are documented in Eastland Group HS1 Health and Safety Manual Section 8. The Health and Safety Facilitator is responsible for maintaining documentation of the Hazard reviews

### 8.6 Risk Score

**Likelihood x Frequency x Severity:** Score of 81 – 125

**Class A = EXTREME**

**CLASS B = HIGH**

Score of 61 – 80

**CLASS C = MODERATE**

Score of 31 – 60

**CLASS D = LOW**

Score of 1 – 30

### Abbreviations:

MM = Marine Manager

PSM = Port Services Manager

EPL = Eastland Port Limited

MS = Marine Supervisor

PFSO = Port Facility Security Officer = Marine Supervisor

EG = Eastland Group Ltd

**1. SITES/AREAS**

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>1.1 OFFICE</b>											
Last review conducted 24/11/11											
OFFICE	<b>Unauthorised Access:</b> <ul style="list-style-type: none"> <li>Public</li> <li>Aggressive customers and/or clients</li> </ul>	Injury, stress	<b>Y</b>	4 x 1 x 4 = 16	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>Restricted access: fences, locked entrances, designated public entrance, signage</li> <li>Visitor management pass system</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Employee induction programme</li> <li>EPL Environmental Inspection</li> <li>Signage</li> <li>Security Procedures Manual</li> <li>Security Cameras</li> <li>Front door access onto Kaiti Beach Road</li> </ul>	Daily  6 monthly	MM Port Security Contractor  MM
OFFICE	<b>Physical:</b> <ul style="list-style-type: none"> <li>Uneven surfaces</li> <li>Slippery surfaces</li> <li>Falling objects</li> <li>Objects, rubbish, debris left on or near access ways</li> <li>Doorway ledges</li> <li>Poor housekeeping</li> <li>Extension cords</li> <li>Stairs</li> <li>Door ledges</li> </ul>	Injury as result trip, slip, fall to any person	<b>Y</b>	3 x 3 x 2 = 18	<b>D</b>	X	√	√	<ul style="list-style-type: none"> <li>No cords in walk ways</li> <li>Clean up any spills immediately</li> <li>EPL Environmental Inspection</li> <li>Building maintenance plan</li> <li>Cleaning contract</li> <li>Employee induction programme</li> <li>Port Users Induction -Health and Safety Hand Book</li> <li>Visitor management pass system</li> <li>Mats for drying feet and preventing slipping</li> <li>Non-slip surfaces</li> <li>Shelves/equipment secured to wall, floor where applicable</li> <li>Signage</li> <li>Good housekeeping</li> </ul>	6 monthly	MM PSM
OFFICE	<b>Fire</b>	Injury and/or burns to any person	<b>Y</b>	3 x 1 x 4 = 12	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>Smoke detectors</li> <li>Luminous exit signs</li> <li>Fire extinguisher</li> <li>Fire evacuation procedure</li> <li>Building warrant of fitness checks where appropriate</li> <li>Designated wardens</li> <li>Visitor management pass</li> </ul>		PSM

									<ul style="list-style-type: none"> <li>system</li> <li>Employee induction programme</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>EPL Environmental Inspection</li> <li>Designated smoking area</li> </ul>	6 monthly	MM
OFFICE	<b>Office Equipment:</b> <ul style="list-style-type: none"> <li>Photocopier</li> <li>Shredder</li> <li>Guillotine</li> </ul>	Impact, cutting, sheering, stabbing, puncturing, burns, crushing, entanglements lacerations, injury	Y	3 x 1 x 2 = 6	D	X	√	√	<ul style="list-style-type: none"> <li>Caution signage</li> <li>Staff training</li> <li>Employee induction programme</li> <li>Designated areas</li> <li>Maintained in safe working condition</li> <li>Maintenance checks</li> <li>EPL Environmental Inspection</li> <li>Guards</li> <li>Ventilation system</li> <li>No loose clothing to be worn</li> </ul>	6 monthly	PSM MM
OFFICE	<b>Atmospheric Conditions:</b> <ul style="list-style-type: none"> <li>Office environment too hot or too cold</li> </ul>	Dehydration, tiredness, loss of concentrating resulting in injury to any person	N	2 x 5 x 1 = 10	D	X	X	√	<ul style="list-style-type: none"> <li>Air conditioner</li> <li>Ventilation system</li> <li>EPL Environmental Inspection</li> <li>Air conditioner maintenance checks</li> <li>Windows can be opened to external environment</li> <li>Blinds</li> <li>Location of desks, away from drafts</li> </ul>	6 monthly Annual	MM PSM

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>1.2 ISPS AREA</b>											
Last review conducted 24/11/11.											
ISPS AREA	<b>Unauthorized Access</b>	Injury to any person including the general public	<b>Y</b>	4 x 1 x 5 = 20	D	X	√	√	<ul style="list-style-type: none"> <li>Restricted Access: Controlled main entrance gate, fences, locked gates, signage, security cameras</li> <li>No remote access points</li> <li>Vehicle identification system – authorized personnel only</li> <li>Visitor pass / photo identification system</li> <li>PPE requirements: high visibility clothing, hard hat (when ship in port only), safety footwear at a minimum</li> <li>Electronic security system - alarm</li> <li>Security patrols</li> <li>Security Log Checks</li> <li>MNZ Security Audit</li> <li>Security Procedures Manual</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Security Cameras</li> </ul>	At all Times  Upon entering / exiting  Annual	PFSO  Security Guard at Gate  Port Security contractor PFSO/MM PFSO/MM
WHARF	<b>Wharf face</b>	Drowning, crushing, death	<b>Y</b>	3 x 1 x 4 = 15	D	X	√	√	<ul style="list-style-type: none"> <li>Restricted Access: fences, locked gates, signage, security cameras</li> <li>Visitor identification pass system – authorized personnel and vehicles only</li> <li>Painted/designated pedestrian paths</li> <li>Signage</li> <li>Port Users Induction – Health and Safety Handbook</li> <li>Fishing off wharf 7 and 8 is prohibited.</li> <li>Security Cameras</li> <li>EPL Environmental Inspection</li> <li>Life buoy / hook outside Leaderbrand shed</li> </ul>	At all times  Upon entry / exit  6 monthly	PFSO/MM  Port Security Contractor  MM
WHARF / VESSEL Interaction	<b>Mooring Systems</b>	Injuries sustained from:	<b>Y</b>	4 x 5 x 5 = 100	A	X	X	√	<ul style="list-style-type: none"> <li>PPE including Life Vests</li> <li>Training</li> <li>Standard Operating Procedures</li> </ul>	At all times Ongoing At all times	Mooring Contractor

		failure of lines under tension... crushing... drowning...			C				<ul style="list-style-type: none"> <li>Industry best practice guidelines for safety &amp; security</li> <li>Pre and post use checks</li> <li>Buddy system to look out for each other whilst berthing vessels</li> <li>Component audits</li> <li>Specific systems in effect for surge port sea conditions</li> <li>Maritime rules followed</li> <li>4 mooring lines to ensure vessel security Aft &amp; For'd</li> <li>Regular line inspections during surge conditions &amp; throughout the loading / unloading process to ensure correct tensions maintained for vessel security &amp; safety</li> <li>Communication between Pilot, Vessel crews, Tug boats and Mooring crews during securing and releasing operations</li> </ul>	<p>Monthly Ongoing</p> <p>At all times</p> <p>As appropriate</p> <p>Ongoing during Mooring Operations</p>	<p>All team</p> <p>Contractor / EPL Marine Supervisor Mooring Contractor</p> <p>All Team Involvement</p>
ISPS AREA	<b>Physical:</b> <ul style="list-style-type: none"> <li>Potholes</li> <li>Steep slopes</li> <li>Poor housekeeping</li> <li>Rubbish, old lines, ropes left in access ways</li> <li>Loose misplaced service well covers</li> <li>Broken pavement</li> <li>Falling objects</li> </ul>	Injuries sustained from tripping, slipping or falling	Y	4 x 3 x 4 = 48	C	X	X	√	<ul style="list-style-type: none"> <li>PPE requirements; high visibility clothing, hard hat (when near operational areas only), safety footwear at a minimum</li> <li>Port Users Induction – Health and Safety Handbook</li> <li>Visitor identification pass system – authorized personnel and vehicles only</li> <li>Good housekeeping</li> <li>EPL Environmental Inspection</li> <li>Clean up spills and leaks immediately</li> <li>Steel covers over wharf areas</li> </ul>	<p>Daily</p> <p>6 monthly</p>	<p>MM</p> <p>Contracts Engineer</p> <p>MM</p>
ISPS AREA	<b>Traffic movement:</b> <ul style="list-style-type: none"> <li>Forklift cargo handling operations</li> <li>Moving vehicles</li> <li>Pedestrian movement</li> <li>Truck/heavy vehicle movement</li> </ul>	Vehicle or pedestrian incident – crushing, lacerations, fractures, bruising, eyes, death	Y	4 x 4 x 5 = 80	B	X	X	√	<ul style="list-style-type: none"> <li>Visitor identification pass system – authorized personnel and vehicles only</li> <li>Speed limit 20km/hr</li> <li>Signage</li> <li>Port Users Induction – Health and Safety Handbook</li> <li>PPE requirements: high visibility clothing, hard hat (when near operational areas), safety footwear at a minimum</li> <li>Designated painted pedestrian</li> </ul>	<p>Upon entry/ exit</p> <p>All times</p>	<p>Security Guard Gate</p> <p>MM</p> <p>All Users</p> <p>Stevedores &amp; Port Users</p>

									<ul style="list-style-type: none"> <li>and vehicle access pathways.</li> <li>• Authorized licensed forklift and heavy vehicle drivers only</li> <li>• EPL Environmental Inspection</li> <li>• One way central log yard TTMP</li> <li>• Vehicle Head &amp; Hazard Lights On, also amber roof lights where fitted On at all times.</li> </ul>	6 monthly Real Time Always	MM All Vehicles
WHARF AREA	<b>Storage of equipment:</b> <ul style="list-style-type: none"> <li>• Bollards</li> <li>• Mooring lines</li> </ul>	Impact, crushing, lacerations, fractures, bruising, puncturing	<b>Y</b>	3 x 2 x 4 = 24	C	X	√	√	<ul style="list-style-type: none"> <li>• Restricted access: locked gates, fences, barriers, signage</li> <li>• Visitor identification pass system – authorized personnel and vehicles only</li> <li>• Port Users Induction – Health and Safety Handbook</li> <li>• PPE requirements: high visibility clothing, hard hat (when near operational areas), safety footwear at a minimum</li> <li>• Designated painted pedestrian paths</li> <li>• EPL Environmental Inspection</li> <li>• Checks before and after use</li> </ul>	At all times  Upon entry / exit  6 monthly Ongoing	MM  Security Guard gate  Contracts Engineer  MM MooringCrew
WHARF AREA	<b>Electrical:</b> <ul style="list-style-type: none"> <li>• Breakers</li> </ul>	Electrocution , electric shock, burns, death	<b>Y</b>	3 x 4 x 5 = 60	B	X	√	√	<ul style="list-style-type: none"> <li>• Signage, testing and tagging</li> <li>• Certified electricians only permitted to carry out work</li> <li>• Visitor identification pass system – authorized personnel and vehicles only</li> <li>• Port Users Induction – Health and Safety Handbook</li> <li>• EPL Environmental Inspection</li> </ul>	Annual Audit  Upon entry/ exit  6 monthly	MM  Gate controller  MM

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>1.3 LOG STORAGE YARDS</b>											
Last review conducted 24/11/11.											
LOGGING YARDS	<b>Unauthorized Access</b>	Injury to any person including the general public	<b>Y</b>	4 x 3 x 4 = 48	C	X	√	√	<ul style="list-style-type: none"> <li>Restricted Access: fences, locked gates, signage, security cameras</li> <li>Authorized personnel only</li> <li>PPE requirements: high visibility clothing, safety footwear and hard hat as a minimum</li> <li>Security patrols</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>All vehicles shall display lights when moving</li> <li>EPL Environmental Inspection</li> <li>Security Cameras</li> </ul>	At all times  6 monthly	MM  Log Marshalling Company  Port Maintenance  MM
LOGGING YARDS	<b>Timber stacks</b>	Crushing, lacerations, broken bones, breathing problems, dust in eyes, bruising	<b>Y</b>	3 x 2 x 4 = 24	D	X	√	√	<ul style="list-style-type: none"> <li>Restricted Access: fences, locked gates, signage, security cameras</li> <li>Authorized personnel only</li> <li>PPE requirements: high visibility clothing, safety footwear and hard hat as a minimum</li> <li>Security patrols</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>EPL Environmental Inspection</li> <li>Specially Constructed "Book Ends" to secure log stacks to prevent rolling logs.</li> </ul>	At all Times  6 monthly	MM  Log Marshalling Company  Port Maintenance  MM
LOGGING YARDS	<b>Loading / Unloading of Logs onto Trailers / Vessels</b>	Logs slipping off trucks when loading transporting and unloading	<b>y</b>	4 x 3 x 5 = 60	C	X	√	√	<ul style="list-style-type: none"> <li>Chains used to secure loads</li> <li>Vehicles must display flashing lights when moving</li> <li>Restricted Access: fences, locked gates, signage, security cameras</li> <li>Authorized personnel only</li> <li>PPE requirements: high visibility clothing, safety footwear and hard hat as a minimum</li> <li>Security patrols</li> </ul>	At all Times	Log Marshalling Company  MM  Port Maintenance  Right track Security & Mooring

									<ul style="list-style-type: none"> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Inspection Check</li> <li>Good housekeeping</li> <li>One Way Central Flow Traffic Management Plan</li> <li>No vehicles allowed to pass whilst un/loading occurring to prevent logs dropping out onto passing vehicles during ops</li> </ul>		<p>Stevedoring Contractors</p> <p>All Drivers</p>
LOGGING YARDS	<p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>Potholes</li> <li>Rugged terrain</li> <li>Poor housekeeping</li> <li>Falling objects,</li> <li>Rubbish, debris left in access ways</li> <li>Dust</li> <li>Poor Visibility</li> <li>Noise</li> </ul>	<p>Injuries sustained from tripping, slipping or falling</p> <p>Respiratory and Hearing injury</p>	Y	4 x 3 x 3 = 36	C	X	X	√	<ul style="list-style-type: none"> <li>Restricted Access: fences, locked gates, signage, security cameras</li> <li>Authorized personnel only</li> <li>PPE requirements: high visibility clothing, safety footwear and hard hat as a minimum, hearing protection, safety glasses</li> <li>Security patrols</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Inspection Check</li> <li>Good housekeeping</li> <li>Water Truck to keep dust down</li> <li>Vehicles must display Flashing Lights for maximum visibility</li> <li>EPL Environmental Inspection</li> <li>Tar sealing of log yard environment currently underway</li> </ul>	<p>Monthly inspection</p> <p>At all Times</p> <p>6 monthly</p>	<p>MM</p> <p>Log Marshalling Company</p> <p>Contracts Engineer</p> <p>Port Maintenance</p> <p>All Personnel when in logging yard Areas.</p> <p>MM</p>
LOGGING YARDS	<p><b>Water Tanker</b></p>	<p>Truck Overturning on uneven ground</p> <p>Involved in a vehicle / logging Accident</p> <p>Injury to life and limb, crushing, lacerations, broken bones, breathing,</p>	Y	3 x 5 x 5 = 75	B	X	√	√	<ul style="list-style-type: none"> <li>Safety chain to be secured to the Hose during filling.</li> <li>PPE requirements: high visibility clothing, safety footwear and hard hat as a minimum, hearing protection</li> <li>Make Radio Contact with other log yard users for increased awareness.</li> <li>Vehicles must display Flashing Lights for maximum visibility or amber flashing light on roof.</li> <li>Speed limit 20km/hr</li> <li>Signage</li> <li>Bright Yellow painted Truck</li> <li>Ensure always highly visible.</li> <li>Restricted Access: fences,</li> </ul>	<p>At all times</p>	<p>Water Tanker Drivers</p> <p>Log Marshalling company and other Port Users</p> <p>MM</p> <p>Right track</p>



									<ul style="list-style-type: none"> <li>Regulatory Engineering reviews as required</li> <li>Principal training given to help ensure operator ongoing safety</li> </ul>	Real Time	Contracts Engineer Logging Companies
LOGGING YARD and EPL MAIN ENTRY	<b>Caltex Truck Stop Fuel Pump</b>	Diesel spillage exposure	<b>N</b>	2 x 5 x 2 = 20	D	X	√	√	<ul style="list-style-type: none"> <li>Highly visible location</li> <li>Emergency Spill Kits available</li> <li>Caltex Oil Company checks</li> <li>Signage, security cameras</li> </ul>	Always	Caltex Oil
LOG YARD AREAS	<b>Vehicle Visibility</b>	Accident due to Lack of Visibility	<b>Y</b>	4 x 5 x 4 = 80	B	X	X	√	<ul style="list-style-type: none"> <li>Vehicle Head &amp; Hazard Lights On, also amber roof lights On where fitted at all times.</li> </ul>	Always	Vehicle Operators

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class		I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>1.4 WORKSHOP</b>											
Last review conducted 24/11/11											
WORKSHOP	<b>Unauthorized access</b>	Injury to any person including the general public	<b>Y</b>	3 x 1 x 2 = 6	<b>D</b>	X	√	√	<ul style="list-style-type: none"> <li>Restricted Access: Controlled main entrance gate, fences, locked gates, locked entrance, signage, security cameras</li> <li>No remote access points</li> <li>Vehicle identification system – authorized personnel only</li> <li>Visitor pass / photo identification system</li> <li>PPE requirements: high visibility clothing, hard hat (when ship in port only), safety footwear at a minimum</li> <li>Electronic security system - alarm</li> <li>Security patrols</li> <li>Security Log Checks</li> <li>Security Procedures Manual</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>EPL Environmental Inspection</li> </ul>	At all times  Upon entering/ exiting Upon entering/ exiting	MM  Marine Supervisor  Security Guard gate
WORKSHOP	<b>Physical hazards:</b> <ul style="list-style-type: none"> <li>Poor housekeeping</li> <li>Rubbish, debris, objects left in access ways</li> <li>Excess redundant equipment</li> <li>Uneven surfaces</li> <li>Falling objects</li> <li>Slippery surfaces</li> </ul>	Injury to any person including the general public	<b>Y</b>	3 x 5 x 2 =30	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>Shelving, designated store areas for equipment</li> <li>Good housekeeping</li> <li>Clean up spills immediately</li> <li>No cords or equipment in access ways</li> <li>Shelving and equipment secured to walls / floor</li> <li>EPL Environmental Inspection</li> <li>Restricted access</li> <li>Cord Test and Tag programme</li> <li>A place for everything and everything in its place</li> <li>Loose Gas bottles secured to the wall with a chain in a well ventilated area</li> </ul>	At all times  6 monthly At all times Real time	MM  Fork lift Operator  MM Security Guard gate Operators

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>2.0 HAZARDOUS ACTIVITIES</b>											
Last review conducted 24/11/11											
ALL AREAS	<b>Driving vehicles:</b> <ul style="list-style-type: none"> <li>Cars</li> <li>Ute's</li> <li>Crane Truck</li> </ul>	Vehicle incident resulting in injury or death	Y	3 x 5 x 5 =75	B	X	X	√	<ul style="list-style-type: none"> <li>Authorized licensed drivers only to drive company cars</li> <li>Drivers must be in a fit state</li> <li>Advances drivers training where required</li> <li>Use appropriate vehicle for task</li> <li>Hands free device for cell phones, where fitted</li> <li>Where hands free devices are not fitted, drivers must pull over at the side of the road and take calls</li> <li>Maintenance checks</li> <li>Warrant of fitness checks</li> <li>Vehicle registration</li> <li>Never pass an unloading Truck as log may fall out &amp; hit you</li> <li>Hazard and flashing lights on</li> <li>One Way TTMP Central Flow</li> <li>Log Yard being Tar Sealed</li> </ul>	As per LTNZ requirement and vehicle handbook  As per handbook 6 monthly/ Annual Real time	MM  All vehicle users visiting Port Security Guard gate  Vehicle Operator Vehicle Operator Vehicle Operator
All Areas	<b>Driving Mobile Equipment:</b> <ul style="list-style-type: none"> <li>Tractors</li> <li>Forklifts</li> <li>Cargo Handling Equipment</li> <li>Water Truck</li> </ul>	Injuries sustained from equipment incident, falling, impact, crushing, death	Y	3 x 5 x 5 = 75	B	X	X	√	<ul style="list-style-type: none"> <li>Authorized licensed / certified operators only for classification of mobile equipment</li> <li>Safety equipment where appropriate</li> <li>No loose clothing and long hair must be tied back</li> <li>Guards where required must be fitted and used at all times</li> <li>No passengers</li> <li>Flashing lights at all times</li> <li>Use of horn as warning mechanisms where appropriate</li> <li>Maintenance checks</li> <li>Equipment certification where required</li> <li>Marked with safe working load heights or weights as required</li> </ul>	AS per LTNZ requirement  As per hand book Annual / 6 monthly	MM  Stevedores  Port maintenance contractor  Mooring contractor  Vehicle Operator Vehicle Operator

									<ul style="list-style-type: none"> <li>Signal communication established where required</li> <li>Specialized equipment training</li> <li>Vehicle Head &amp; Hazard Lights On, also amber roof lights where fitted</li> </ul>	Always	
ALL AREAS	<b>Ergonomics:</b> <ul style="list-style-type: none"> <li>Incorrect work station set-up</li> <li>Awkward posture</li> <li>Eye strain</li> <li>Repetitive movements</li> <li>Pro-longed sitting</li> </ul>	OOS - Occupational overuse syndrome, musculo-skeletal discomfort, sprains, strains and soft tissue injuries	Y	3 x 2 x 3 = 18	D	X	X	√	<ul style="list-style-type: none"> <li>EPL Environmental Inspection</li> <li>Employee induction programme</li> <li>OOS exercises / training material and ACoPs</li> <li>Regular breaks</li> <li>Appropriate lighting</li> <li>Self reporting of discomfort</li> <li>Health monitoring</li> <li>Adjustable workstations/chairs</li> <li>Occupational therapist / specialist workstation set-up when required</li> </ul>	6 monthly  Annual	MM  MM / HR
ALL AREAS	<b>Work loads:</b> <ul style="list-style-type: none"> <li>Time pressure</li> <li>Sudden increase in workloads</li> <li>Under resourced</li> <li>Insufficient rest breaks</li> <li>Long work hours</li> <li>Individual home issues</li> <li>Alcohol and drug abuse</li> <li>Job dissatisfaction</li> <li>Poor health and / or fitness</li> </ul>	Psychological and Hazardous behavior: <ul style="list-style-type: none"> <li>Stress</li> <li>Fatigue</li> <li>Emotional tension</li> <li>Dehydration</li> </ul>	Y	4 x 4 x 1 = 16	D	X	X	√	<ul style="list-style-type: none"> <li>Annual leave policy</li> <li>Regular rest breaks</li> <li>SOP NO. 31 Fatigue Management</li> <li>Maritime Hours of Work Policy</li> <li>Employee assistance programme</li> <li>Team meeting</li> <li>Job descriptions</li> <li>Communication mechanisms – cell phones, telephones, radio</li> <li>Social / staff functions</li> <li>Individual employee performance incentive plans</li> <li>Transportation home after long shift organized</li> <li>Self responsibility</li> </ul>	As Required	MM Marine Supervisor HR Advisor
ALL AREAS	<b>Climbing and working at height</b>	Injuries sustained from falling, death	Y	3 x 1 x 5 = 15	D	X	X	√	<ul style="list-style-type: none"> <li>Safety equipment requirements: personal fall arrest systems as per DoL Guidelines for the Prevention of Falls ACoP</li> <li>Certified scaffolding</li> <li>Authorized trained personnel only</li> <li>Observer / work colleague in attendance</li> <li>Secured ladders to permanent</li> </ul>	Before undertaking job  Always  As required	MM Marine Supervisor Port Users Stevedores Worksite supervisor Operator

									<ul style="list-style-type: none"> <li>hooks or eyes fit for purpose</li> <li>Work over 5 metres is notifiable work. Advise the Department of Labour</li> <li>Port Users Induction - Health and Safety Hand Book</li> </ul>	<p>Before work starts</p> <p>Always</p>	<p>Works Manager</p> <p>MM</p>
WORK SHOP	<b>Hot work –</b> welding, gas cutting, grinding, drilling	Injury, burns, lacerations, respiratory / breathing or eye sight injuries, noise induced hearing loss, burns, soft tissue injuries	<b>Y</b>	3 x 4 x 4 = 48	C	X	X	√	<ul style="list-style-type: none"> <li>Trained operators only</li> <li>EPL / GDC Harbour Master hot work permits</li> <li>PPE requirements: welding shield, filters providing eye protection, gloves, safety footwear, flame resistant overalls</li> <li>Work area free from flammable materials or possible sources of ignition</li> <li>Fire extinguisher available</li> <li>Ventilation systems</li> <li>Flashback arresters on oxygen and acetylene welding bottles</li> <li>No welding to be completed 30 minutes prior to leaving worksite – worksite area inspection before to departing</li> <li>No loose clothing and long hair must be tied back</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>EPL Permit to Work System and Procedure.</li> </ul>	<p>Before undertaking Job</p> <p>Always</p>	<p>MM</p> <p>Marine Supervisor</p> <p>Operators</p> <p>Port Users</p> <p>Stevedores Operator &amp; Worksite Supervisor</p> <p>Operator</p>
ALL AREAS	<b>Manual Handling:</b> <ul style="list-style-type: none"> <li>Lifting</li> <li>Heaving work</li> </ul>	Sprains / strains, muscle injury or discomfort	<b>Y</b>	3 x 3 x 3 = 27	D	X	X	√	<ul style="list-style-type: none"> <li>Seek Assistance if required to lift heavy or awkward items</li> <li>Use provisions of equipment (forklift, crane, ropes, chains, trolleys) where appropriate</li> <li>Lighter items stored higher than heavier items</li> <li>Shelves secured to walls/floor where applicable</li> <li>DOL Code of Practice for Manual handling</li> </ul>	<p>Always</p>	<p>Operator</p> <p>Marine Supervisor</p> <p>Port Users Stevedores</p>
ALL AREAS	<b>Working in confined spaces</b>	Injury due to restricted movement.	<b>Y</b>	3 x 3 x 5 = 45	C	X	X	√	<ul style="list-style-type: none"> <li>Trained / authorized operators only</li> <li>Safe Operating Procedures – Permit to work</li> <li>Work site safety plan – Hazard identification</li> <li>Safety equipment: safety</li> </ul>	<p>Always</p> <p>As required</p>	<p>MM</p> <p>Work Mgr</p> <p>Marine Supervisor</p> <p>Supervisor</p>

									<ul style="list-style-type: none"> <li>harnesses and lifelines</li> <li>Partner / work colleague in attendance as appropriate</li> <li>Atmospheric Detection Meter (ADM) when hazardous gas / materials are in or around enclosed areas</li> <li>Port Users Induction -Health and Safety Hand Book</li> <li>Confined Space Permit</li> <li>Established communication mechanism</li> </ul>	Before entry	
WHARF AREA	<b>Working near the edge of the wharf</b>	Drowning, crushing, death	<b>Y</b>	4 x 4 x 5 = 80	<b>B</b>	X	X	√	<ul style="list-style-type: none"> <li>Steps</li> <li>Ladders</li> <li>Bumper rail</li> <li>Walk way painted – designated pedestrian pathways</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Life buoy / hook life jacket</li> </ul>	At all times	MM / Marine Supervisor / Operator
ALL AREAS	<b>Painting</b>	Lung damage, skin damage or irritation, eye injury, altered level of consciousness	<b>Y</b>	3 x 4 x 4 = 48	<b>C</b>	X	X	√	<ul style="list-style-type: none"> <li>Trained / authorized persons only in confined spaces</li> <li>EPL standard operating procedures</li> <li>PPE requirements: face shield, gloves and mask as required</li> <li>Adequate ventilation</li> <li>Respirators if required</li> <li>Port Users Induction - Health and Safety Hand Book</li> </ul>	As required  Always	MM  Marine Supervisor Operator



									ladder clear of debris and obstacles		
ALL AREAS	<b>Scaffolding and working platforms</b>	Injuries sustained from falling, slipping, tripping, death	Y	3 x 1 x 5 = 15	D	X	X	√	<ul style="list-style-type: none"> <li>Maintenance checks</li> <li>If a person may fall &gt;5 meters or more it is notifiable work – Department of Labour must be notified prior to commencement</li> <li>Certified scaffolder only</li> <li>Safety observer appointed if required</li> <li>Worksite safety plan – hazard identification</li> <li>Safety equipment requirement, personal fall arrest systems as per DOL Guidelines for the Prevention of Falls ACoP</li> <li>Safety equipment within test date and in good condition.</li> <li>Authorized trained personnel only, ensure area cordoned off</li> </ul>	Prior to starting work	MM
										Always	Marine Supervisor Contracts Engineer Contractor Supervisor
ALL AREAS	<b>Painting</b>	Lung damage, skin damage or irritation, eye injury, altered level of consciousness	Y	3 x 4 x 4 = 48	C	X	X	√	<ul style="list-style-type: none"> <li>Trained / authorized persons only in confined spaces</li> <li>EPL standard operating procedures</li> <li>PPE requirements: face shield, gloves and mask as required</li> <li>Adequate ventilation</li> <li>Respirators if required</li> <li>Port Users Induction - Health and Safety Hand Book</li> </ul>	As required	MM
										Always	Marine Supervisor Operator
OFFICE, WORK SHOP, SECURITY HUT, CAFETERIA	<b>Electrical:</b> <ul style="list-style-type: none"> <li>Fittings</li> <li>Cords</li> <li>Plugs</li> <li>Switches</li> <li>Appliances</li> </ul>	Injury and/or electrocution to any person	Y	3 x 3 x 5 = 45	C	X	√	√	<ul style="list-style-type: none"> <li>EPL Environmental Inspection</li> <li>Certified / qualified electricians only permitted to complete electrical work.</li> <li>Restricted/authorized areas</li> <li>Port Users Induction - Health and Safety Hand Book</li> <li>Visitor management pass system</li> <li>Employee induction programme</li> <li>Testing and tagging as per AS/NZ 3760:2003 In-service Safety Inspection and Testing of Equipment</li> <li>Manufacturers instructions for use</li> </ul>	6 monthly	MM Contracts Engineer
										Office 5 yrly Workshop / Floating Plant Annually	PSM Marine Supervisor

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>3.1 PLANT AND EQUIPMENT – Distribution Transformer (Specific)</b> - Information from Eastland Network Limited Hazard Register											
Last review conducted 24/11/11. Eastland Network Safety Management System. (Located in the Harbour Cool Store and Debarker Plant areas).											
GENERAL	<b>Unauthorized Access</b>	Injury/ Electrocution to any person including the general public	<b>Y</b>	4 x 1 x 5 = 20	<b>D</b>	X	√	√	<ul style="list-style-type: none"> <li>• <b>Authorised operators only QM4-11</b></li> <li>• <b>Restricted Access:</b> covers, double locking system(ground mounted), height restrictions (pole) warning signage</li> <li>• Site Inspection</li> <li>• Ground Mount Transformer</li> <li>• <b>Defect Notification Process</b></li> <li>• <b>Authorized trained personnel access only – refresher training</b></li> <li>• <b>Safety Manual Electricity Industry PPE requirements as per ENL PPE policy</b> – (as this is unauthorised access, <b>red</b> this does not apply).</li> </ul>	Annual / 5yrlly Annually As identified Not exceeding 24 months	Inspection contractor ENL Engineer ENL / Contractor
DISTRIBUTION TRANSFORMER	<b>Earth Potential Rise</b>	Injury/ Electrocution to any person	<b>Y</b>	2 x 2 x 4 = 16	<b>D</b>	X	√	√	<ul style="list-style-type: none"> <li>• Set up traffic control (if required)</li> <li>• Authorized trained personnel only – refresher training</li> <li>• Bonded earths</li> <li>• Earth testing</li> <li>• Site Inspection Urban/Other</li> <li>• Very small steps / jump always</li> <li>• SM-EI Rules</li> <li>• Defect notification process</li> <li>• Worksite safety plan</li> <li>• PPE requirements as per PPE policy</li> </ul>	Not exceeding 24 months  5 yearly Not exceeding 12 months / 24 months As identified Upon entry	ENL / Contractor  Inspection Contractor  ENL Engineer Work party supervisor
DISTRIBUTION TRANSFORMER	<b>High Voltage Cables</b>	Injury/ Electrocution to any person	<b>Y</b>	2 x 2 x 4 = 16	<b>D</b>	X	√	√	<ul style="list-style-type: none"> <li>• Restricted access controlled by ENL</li> <li>• Maintained in a safe working condition in accordance with relevant Electricity Legislation</li> <li>• Authorized trained personnel access only – refresher training</li> <li>• Safety Manual Electricity Industry (SM-EI)</li> <li>• ENL Control Operation Procedures</li> <li>• PPE requirements as per PPE policy</li> <li>• Danger signage as appropriate</li> </ul>	Not exceeding 24 months	ENL / Contractor
DISTRIBUTION TRANSFORMER	<b>High voltage equipment:</b> <ul style="list-style-type: none"> <li>• Transformer</li> <li>• Jumpers</li> <li>• Lead in cables</li> </ul>	Injury as a result of electrical explosion, electrocution or skin exposure to contaminates	<b>Y</b>	4 x 2 x 5 = 40	<b>C</b>	x	√	√	<ul style="list-style-type: none"> <li>• Tailgate</li> <li>• Set up Traffic Control (if required)</li> <li>• Where possible install guards to prevent accidental contact with live wire/bus bar</li> <li>• Isolate before extinguishing fire</li> <li>• Safety Manual SM-EI electricity industry Caution: Risk of PCB's in old non ENL transformers</li> <li>• Do not allow transformer oil to</li> </ul>	Prior to entry / work commencing Always where possible  Always	Supervisor Works Manager Supervisor All / Supervisor All  All

									<ul style="list-style-type: none"> <li>contact skin.</li> <li>Transformer termination</li> <li>Covers</li> <li>Maintenance checks as per Manufactures Instructions and ENL Asset Management Plan</li> <li>Authorized trained personnel access only – refresher training</li> <li>Worksite Safety Plan</li> <li>Site Inspection – Ground Mount Signage as required</li> <li>Site Inspection - Poles</li> <li>Defect Notification Process</li> <li>Safety Manual Electricity Industry</li> <li>ENL Control Operation Procedures</li> <li>PPE requirements as per ENL PPE policy</li> <li>ENL asset numbering system</li> <li>Danger signage / labeling</li> <li>Double locking 11KV ground mounted transformers</li> </ul>	<p>Always</p> <p>Always Annual/5 yearly</p> <p>Not exceeding 24 months</p> <p>Upon entering</p> <p>Not exceeding 12 months</p> <p>Always</p> <p>5 yearly</p> <p>As identified</p> <p>Prior to work commencing</p> <p>Prior to work commencing</p>	<p>Supervisor</p> <p>Inspection Contractor ENL / Contractor Work party Supervisor Inspection contractor ENL Engineer Supervisor</p>
DISTRIBUTION TRANSFORMER	<p><b>Low voltage equipment:</b></p> <ul style="list-style-type: none"> <li>400v distribution panels</li> <li>Earth continuity</li> </ul>	Injury / Electrocutation to any person	Y	4 x 2 x 4 = 32	C	x	✓	✓	<ul style="list-style-type: none"> <li>Follow Network supplied switching instructions</li> <li>Covers, guards, doors</li> <li>Signage</li> <li>Worksite Safety Plan</li> <li>Site Inspection</li> <li>Defect Notification Process</li> <li>Safety Manual Electricity Industry (SM-EI)</li> <li>Authorized trained personnel only – refresher training</li> <li>PPE requirements as per ENL PPE policy</li> <li>ENL Control Operation Procedures</li> <li>Earth testing</li> </ul>	<p>Upon entering</p> <p>Not exceeding 24 months</p> <p>As identified</p> <p>Not exceeding 24 months</p> <p>Earth testing as prescribed</p>	<p>Work Party Supervisor Inspection Contractor ENL Engineer</p> <p>ENL / Contractor</p>

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>4.0 PHYSICAL AND ENVIRONMENTAL</b>											
Last review conducted 25/11/11.											
EXTERNAL AREAS	<b>Adverse weather conditions:</b> <ul style="list-style-type: none"> <li>Lightning</li> <li>Storms</li> <li>Wind</li> <li>Rain</li> </ul>	Injury, electrocution, stress, fatigue, hypothermia, exhaustion.	<b>Y</b>	4 x 2 x 4 = 32	C	X	√	√	<ul style="list-style-type: none"> <li>High visibility wet weather gear as issued</li> <li>Do not work if not safe</li> <li>Appropriate vehicle for weather conditions</li> <li>Monitor weather conditions</li> </ul>	As required	MM  Marine Supervisor
EXTERNAL AREAS	<b>Sun – UV Rays</b>	Sunburn, heat stress, heat stroke, heat exhaustion, dehydration, melanoma / cancer.	<b>Y</b>	3 x 5 x 4 = 60	C	X	X	√	<ul style="list-style-type: none"> <li>Regular application of sun screen with appropriate protection rating</li> <li>PPE requirements as per EPL health and safety booklet.</li> <li>Avoid working in sun during the hottest part of the day</li> <li>Maintain fluid intake</li> <li>Staff training and awareness</li> <li>Employee Induction Programme. Self Responsibility</li> </ul>	As required  Where possible Always	All Staff
ALL AREAS	<b>Excavations</b>	Injuries sustained from falling, suffocation, death, restricted movement, lack of oxygen	<b>Y</b>	3 x 2 x 4 = 24	D	X	√	√	<ul style="list-style-type: none"> <li>Restricted access: covers, grates, barriers, fencing, warning signage</li> <li>Reflective signage / lighting for night visibility</li> <li>&gt;1.5m depth is deemed notifiable work. Department of Labour must be notified prior to commencement</li> <li>Examination / inspections</li> <li>Worksite safety plan – hazard identification and Tailgate</li> <li>Gas monitoring where required</li> <li>PPE Safety equipment</li> <li>Visitor identification pass system – authorized personnel and vehicles only</li> <li>Port Users Induction – Health and Safety Handbook</li> </ul>	Prior to starting  Daily  Prior to starting  Ongoing At start or change occurs  Always Upon entry / exist	MM  Marine Supervisor Contracts Engineer  Supervisor
WORK SHOP	<b>Noise &gt; 85db</b>	Noise induced hearing loss, noise induced problems	<b>Y</b>	3 x 4 x 4 = 48	C	X	X	√	<ul style="list-style-type: none"> <li>PPE requirements: ear muffs/ ear plugs (grade 4 minimum)</li> <li>Health checks including hearing test</li> <li>Staff training and awareness</li> <li>Warning signage</li> </ul>	Annual	MM Marine Supervisor MM / HR Supervisor MM

		(stress), deafness							• Noise survey (last completed May 2007)	5 yearly	
WHARF STRUCTURES	<b>Physical Structures</b>  (Also refer page 13 – working near the edge of the wharf).	Slips, trip and fall injuries due to areas of different surface levels	<b>Y</b>  By way of what occurs around them and the amount of traffic through the areas	3 x 5 x 4 = 60	C	X	X	√	<ul style="list-style-type: none"> <li>• Predefined Traffic Management Plan</li> <li>• Pedestrian walkways</li> <li>• Specific areas for loading and unloading vessels</li> <li>• Regular cleaning of structures to help maintain cleanliness</li> <li>• Regular mechanical / structural inspection across all areas including under the structures</li> <li>• Bollard structures for vessel mooring activities</li> <li>• Specific areas identified within the ISPS areas for security and customs requirements</li> <li>• Public access areas for fishing boat loading / unloading operations</li> </ul>	Always  As required  Preset schedule and as identified  Ongoing	EPL Contract Manager  PFSO  Port Maintenance EPL Contract Manager / Engineer  PFSO  All Users

Area/Task where Hazard Exists	Hazard	Potential Harm of Hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>5.0 INCIDENTS / EVENTS CAUSING HAZARDS</b>											
Last review conducted 25/11/11											
ALL AREAS	<b>Fire</b>	Injury or burns to any person, smoke inhalation respiratory burns	<b>Y</b>	3 x 1 x 4 = 12	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Buildings: - fire exits, fire alarm call points, evacuation procedures</li> <li>• Designated smoking areas</li> <li>• Signage</li> <li>• Fire extinguisher training</li> <li>• Port Users Induction – Health and Safety Handbook</li> <li>• Employee Induction Programme</li> <li>• Security Procedures Manual</li> <li>• Security Cameras</li> <li>• First aid kits / supplies</li> </ul>	At all times	MM Building Warden  Marine Supervisor
ISPS AREA, LOG YARD, INNER HARBOUR	<b>Tsunami</b>	Injury, crushing drowning to any person	<b>Y</b>	3 x 1 x 5 = 15	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>• EPL Emergency Evacuation Procedures</li> <li>• Civil Defence notifications</li> <li>• Emergency supplies: radio, torches, batteries</li> <li>• Communication mechanism i.e. VHF radio</li> <li>• Inner Harbour evacuation procedures</li> <li>• Established EPL procedures</li> </ul>	Ongoing	MM  Marine Supervisor  IHM Duty Mgr on call MM
ALL AREAS	<b>Earthquake</b>	Injury to any person	<b>Y</b>	3 x 2 x 5 = 30	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>• Established and Documented Emergency Procedures in effect</li> </ul>	Ongoing	EPL Health and Safety
WORKSHOP, DG STORE	<b>Hazardous Substance spill</b>	Injury or burns to any person	<b>Y</b>	3 x 1 x 3 = 9	<b>D</b>	X	X	√	<ul style="list-style-type: none"> <li>• Security Procedures Manual</li> <li>• Security patrol</li> <li>• Security cameras</li> <li>• Port Users Induction – Health and Safety Handbook</li> <li>• Spill kits</li> <li>• GDC Oil Spill phone hot line</li> </ul>	Always	MM  Marine Supervisor Harbour Master

Area/Task where Hazard Exists	Hazard	Potential Harm of hazard	Significant Hazard (Y/N)	Risk Score = (L x F x S)	Class	E	I	M	Control Measure/Action	Frequency of Monitoring	Personnel Responsible
<b>6.0 HAZARDOUS SUBSTANCES</b>											
• Last review conducted 07/09/11 Inspection by HSNO Test Certifier (Currency Maintained Ongoing)											
DANGEROUS GOODS STORE	<ul style="list-style-type: none"> <li>Chemicals – acids and alkalis</li> <li>Paints</li> <li>Solvents</li> <li>Pesticides</li> <li>Explosives</li> <li>Flammable liquids, gases, solids</li> <li>Aerosoles</li> <li>Toxic substances</li> <li>Petrol</li> <li>Diesel</li> </ul>	Injury or burns as a result of a: <ul style="list-style-type: none"> <li>Leak</li> <li>Body contact</li> <li>Explosion</li> <li>Gas emission</li> </ul>	Y	3 x 4 x 3 = 36	D	X	√	√	<ul style="list-style-type: none"> <li>Hazardous substance register(s)</li> <li>SDS's</li> <li>Approved handlers</li> <li>Location certificates where appropriate</li> <li>Certified SCS &gt;5000litres</li> <li>Bundling</li> <li>Containers must be correctly labeled</li> <li>Designated storage areas</li> <li>Dangerous goods store</li> <li>Ventilation system</li> <li>Signage</li> <li>Emergency procedures</li> <li>Staff training and awareness</li> <li>PPE requirements: safety glasses, gloves, aprons, safety footwear and overalls</li> <li>HSNO ACT 1996 and DG rules and DoL ACoP compliance</li> <li>Caltex DG Store in use also for separation risk mitigation</li> </ul>	Ongoing 5 yearly Annually 2 yearly As required Always	MM MM MM Owner / operators tanks All Staff
ALL AREAS	<b>Fire extinguisher</b>	Injury as a result of gasses under pressure	Y	3 x 1 x 3 = 9	D	X	X	√	<ul style="list-style-type: none"> <li>Signage</li> <li>Testing</li> <li>Trained operators only – fire extinguisher training</li> <li>Transported with protective covers and secured</li> <li>Securely stored and anchored</li> </ul>	Annual	MM Marine Supervisor
ALL AREAS	<b>Compressed air</b>	Injury as a result of air under pressure	Y	3 x 3 x 3 =27	D	X	X	√	<ul style="list-style-type: none"> <li>Trained operators only</li> <li>Inspection</li> <li>Hydrostatic test</li> </ul>	Ongoing Annual 5 yearly	MM Marine Supervisor

New hazards can be added by completing a Continuous Improvements form SF800 found in the computer Z drive.Quality System.Eastland Group HS1.Section 8.

- Section 1.0 reviews site hazards such as:
  - 1.1 Office Page 2
  - 1.2 ISPS Area Page 4
  - 1.3 Log Storage Yards Page 7
  - 1.4 Workshop Page 11
  - 2.0 Hazardous Activities Page 12
  - 3.0 Plant and Equipment Page 16
  - 3.1 Plant and Equipment – Distribution Transformer Page 18
  - 4.0 Physical and Environmental Page 20
  - 5.0 Incidents / Events Causing Hazards Page 22
  - 6.0 Hazardous Substances Page 23
  - Quantitative Risk Assessment formula Page 24

### Quantitative Risk Assessment

Likelihood of Harm		Value			
Common repeating occurrence		5			
Known to occur/has occurred		4			
Could occur		3			
Not likely to occur		2			
Practically impossible		1			
Frequency or Exposure		Value			
Continuous/Frequent (daily)		5			
Sometimes (weekly)		4			
Occasional unusual (fortnightly/ monthly)		3			
Unusual (a few per year)		2			
Rare (1 per year or longer)		1			
No exposure		0			
Severity		Value			
Fatalities		5			
Serious harm/permanent disability		4			
Medical/Hospital treatment		3			
First Aid		2			
No injury or illness		1			
Likelihood of Harm x Exposure x Severity = Risk Score = Risk Significance					
<b>Value</b>					
Risk Score	Risk Significance	Action			
1 – 30	<b>LOW</b>	Managed by routine procedures			
31 – 60	<b>MODERATE</b>	Management actions and responsibility must be specified			
61-80	<b>HIGH</b>	Senior Management attention needed			
81 -125	<b>EXTREME</b>	Immediate actions(s) required or active involvement by senior management			
Hazard (s)	Likelihood of harm	Exposure or Frequency	Severity	RISK SCORE	Risk Significance

Please note, there are other separate Hazard Registers in effect for other Eastland Port Limited Business Units:

- **Debarker Plant** located within the Log Yard Facility. For information on this Debarker Hazard Register, please contact the Operations Manager or email: [safety@eastland.co.nz](mailto:safety@eastland.co.nz) requesting onsite information. This is a restricted access area and not open to public.
- **Cook Stores Storage Facilities** which are located on Kahutia Street and the corners of Peel and Low Streets, please contact the Administrator or email: [safety@eastland.co.nz](mailto:safety@eastland.co.nz) requesting onsite information. This is a restricted access area and not open to public.
- **Inner Harbour Marina** which has a floating birth network system for vessel mooring, any information regarding this should be directed to the Duty Manager in the first instance or for matters of a non urgent nature, an alternative contact via email: [safety@eastland.co.nz](mailto:safety@eastland.co.nz) requesting onsite information. This is a restricted access area and not open to public, vessels wishing to use this birthage facility should make prior arrangements.
- **Eastland Port Limited Floating Plant** covering the shipping operations should be directed to the Eastland Port Limited Administration Office in the first instance or alternatively the Harbour Master for matters of an urgent nature.

Eastland Port Limited Administration Office is located at 1 Kaiti Beach Road, Gisborne. Telephone (06) 868 5129 or Fax (06) 867 8084 or refer to the Website: [safety@eastland.co.nz](mailto:safety@eastland.co.nz) for other related services and information.