



# **HEALTH & SAFETY**

**REQUIREMENTS WITHIN THE OPERATIONAL  
AREAS OF**

**EASTLAND PORT**

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## **1 HEALTH AND SAFETY STATEMENT FROM MANAGER**

I am committed to the protection of all port users and property from accidental injury or damage from work carried out by, and on behalf of the business. I adopt health, safety and welfare as a fundamental business objective.

In meeting this commitment, management will comply with all legislative requirements and take all practicable steps to:

1. Provide a safe place of work, safe equipment and proper materials;
2. Establish and insist that safe work methods are practised at all times;
3. Provide supervision and training; and
4. Ensure employees and other persons understand and accept their responsibility to promote a safe and healthy place of work.

Andrew Gaddum

General Manager

Eastland Port

Sept 2011

It is acknowledged that conditions are continually changing at Eastland Port Limited and as such this booklet has been revised and replaces the previous version, issued by Eastland Port dated June 2011.

This booklet will be updated on a regular basis or whenever significant changes to the operation of the Port occur and posted on the Eastland Group Website [www.eastland.co.nz](http://www.eastland.co.nz)

## 2 INTERPRETATION

### This Booklet applies to

- Lessees operating their business within the Port
- Government agencies carrying out their business within the Port
- Contractors and their subcontractors working within the Port
- Shipping agents
- Stevedoring Companies
- Cargo supervisors
- Other people who perform all or part of their regular business within the Port and their employees, and
- Any other person or subcontractor employed by a contractor within the Port.

**FOR THE PURPOSES OF THIS BOOKLET ALL OF THE ABOVE ARE REFERRED TO AS "PORT USERS".**

## 3 REQUIREMENTS OF PORT USERS

Eastland Port Limited (EPL) has obligations under the Health and Safety in Employment Act to take all practicable steps to ensure the safety of every person who enters the port area.

Every person or organisation that carries out their business within the port area has an obligation to ensure that any sub-contractor or employee under their control is familiar with the requirements of EPL under the Health and Safety in Employment Act to take all practicable steps to ensure their safety.

EPL will undertake regular monitoring of Port Users to ensure they are meeting their obligations as described in this booklet. This monitoring does not absolve Port Users of their responsibility in respect to their subcontractors or employees.

### MAJOR CONTRACTORS AND PORT USERS

EPL deems the following as 'major contractors' and 'major port users' operating within the Port area of Eastland Port Limited for the purposes of the Health and Safety in Employment Act and its regulations.

<b>MAJOR CONTRACTORS</b>	<b>MAJOR PORT USERS</b>
<ul style="list-style-type: none"> <li>• Righttrack Security Ltd</li> <li>• Righttrack Mooring</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Gisborne Stevedoring Services</li> <li>• C3 Ltd</li> <li>• International Stevedoring Operations Ltd</li> </ul>

#### **4 EASTLAND PORT LIMITED SAFETY POLICY**

**It is our policy to take all practicable steps to ensure the safety of all personnel in all areas of activity within the Port area.**

Eastland Port Limited recognises that the Port needs to be a safe and healthy place both for people who work within the Port and visitors to the Port. We believe that health and safety management is an integral and important part in the achievement of our Company objectives. With the co-operation of all Port Users we can aim to be the "Safest Port" in New Zealand. To achieve this we must all play our part.

The nature of our business, and the varied activities at the Port, mean that there may be many different organisations performing work within the Port at the same time. We all work in partnership to ensure cargo and shipping requirements are met and that the Port's physical assets are maintained. The policies and procedures contained in this booklet have been developed to ensure that all Port Users operate safely, and in a way which does not create a hazard for others.

Eastland Port Limited therefore requires **all Port Users** to observe the conditions laid out in this document while within the Port area.

#### **5 RESPONSIBILITIES OF PORT USERS**

It is the responsibility of port users to ensure that their staff and any subcontractors and their staff are aware of and observe the conditions laid out in this document.

#### **6 STATUTORY REQUIREMENTS**

Port users shall comply with any relevant New Zealand statute, regulation or approved Department of Labour code of practice or guideline. Some of the relevant documents are listed in Appendix A.

#### **7 PUBLIC ENTRY**

From time to time EPL opens the Port, or areas of the Port, to public access. In these situations access arrangements will be advised at the time by EPL management.

#### **8 EPL CO-ORDINATORS**

In all cases where Eastland Port Limited has any type of capital or maintenance work being carried out within the Port area, a person from EPL will be designated as the Port co-ordinator and will be notified as such in the conditions of contract.

It is the duty of the EPL Co-ordinator to:

- ensure port users fully understand and comply with the contents of this document
- ensure port users understand access requirements to the Port, and to operational areas
- supply port users with a list of key contact people where appropriate and introduce them as necessary
- ensure port users induct and monitor their employees/subcontractors regarding the contents of this document

## **9 SAFETY MANAGEMENT PLAN**

**Port users must have on site or available for inspection a Safety Management Plan outlining how the port user manages safety and health within the Port area.**

The scope of the plan will be determined as part of the initial contractual arrangements and shall take into account what steps are practicable to ensure the safety and health of people in the place of work. In determining the necessary scope, regard shall be had for factors including duration of activity at the Port and hazards the Port user may create or be exposed to.

### **The plan must include as a minimum:**

- the organisation's safety policy
- the organisation's safety training procedures
- the organisation's recent safety record
- procedures for inducting employees on Port safety requirements
- procedures for inducting contractors and subcontractors on Port safety requirements
- procedures for monitoring health and safety performance
- procedures for monitoring health of employees where they are exposed to hazards
- procedures for hazard identification and hazard control by elimination, isolation or minimisation of existing and potential hazards
- a designated safety co-ordinator
- emergency procedures and port evacuation
- first aid facilities and equipment
- methods used to notify, record and investigate accidents (including near misses)

## **10 TERMINATION OF WORK OR ACTIVITY**

EPL may at any time, notwithstanding any other contractual arrangements or licences, require the work activity to cease if, in the opinion of EPL management, it is necessary to do so for safety or health reasons. The right to so terminate does not however relieve the port user from their responsibilities for health and safety.

If EPL is acting reasonably under the requirements of the Health and Safety in Employment Act, and requires the work activity to cease, EPL will not be held responsible for costs incurred by the port user as the result of the work cessation including costs associated with any necessary remedial work, or as the result of loss of or delay in the Port user's business activities.

## 11 HOT WORK PERMITS

Hot work permits are required for any gas cutting or welding that is undertaken within the Port area.

**Permits are available from the offices of Eastland Port Limited.**

## 12 PORT WIDE HAZARDS

There are a large number of activities that take place within the Port area. Some of these activities take place at regular times in set places, while others occur irregularly and at differing locations. It is important to consider hazards that may apply to any activity before commencing that activity. Some of the major hazards that personnel, either entering the Port area or working within the Port area, are likely to encounter are summarised as follows:

1. Being struck by vehicles travelling within the Port area. This applies whether a person is on foot or in another vehicle.
2. Being struck by trains, which operate within the Port. This applies whether a person is on foot or in a vehicle. (Not currently a hazard – July 2006)
3. Being struck by forklifts or other cargo handling equipment which is operating within their operational areas.
4. Being crushed either between or by containers, or by palletised or other cargo which is being handled within the Port operational areas.
5. Being struck by cargo or equipment which has fallen from a height whilst a crane is working a ship.
6. Falling off the edge of a wharf and being either crushed between the wharf edge and a ship, or drowned.
7. Being struck by cargo or equipment that has moved or parted due to surge conditions.
8. Contact with hazardous substances.

**Detailed Eastland Port Ltd Hazards can be found on the Eastland Group Website**  
[www.eastland.co.nz/port/operations/health and safety](http://www.eastland.co.nz/port/operations/health_and_safety)

## 13 PORT WIDE HAZARD CONTROLS

In order to ensure the personal safety of all personnel who are present within the boundaries of the Port, a number of hazard controls have been developed. These controls are to be observed by all personnel who are present within the operational areas of the port at all times, and are as follows:

### **A. Control of Entry to Port**

1. The Port is a restricted area and only those authorised personnel on Port business are allowed admittance.
2. Port users shall not enter any part of the Port except as may be necessary for the purpose of carrying out their work.

3. All visitors to the Port should report to the Port Company Offices or the Security Office at the main gate where they will be directed to the office of the 'major contractor' to obtain safety equipment. **Visitors will be informed of Port safety requirements by way of a "visitors information" tag issued after signing in.**
4. When shipping is working the Port, security is maintained at the main entrance and/or the No 7 Wharf entrance where visitors should report for major contractor contact.
5. Any person within the Port area who requests the assistance of emergency services should direct those services to the main entrance.

**B. Control of Traffic and Operational Hazards**

1. **Speed limit 20 km/h.** This speed allows drivers time to react if necessary.
2. **Vehicles must obey all road signs** and use marked road routes wherever possible.
3. **Vehicle Hazard Lights, or where fitted amber roof lights, are to be activated** when driving in operational areas to allow the vehicle to be more easily seen. In addition **Headlights** must be switched on in the log yard.
4. Non-cargo vehicles are not permitted in areas where ships are working.
5. Non cargo vehicles are to park clear of operational areas and personnel are to walk to their destination. **Prescribed PPE is to be worn.**
6. All pedestrians in areas that are operational must **wear hard hats and high visibility clothing.**
7. Do not drive or proceed through areas which have been barricaded off with cones, barriers or rope. These barricades indicate that there is work activity taking place within the area and it is hazardous to enter. If you must enter or proceed through an area which is barricaded off, contact the person in charge of the operation directly or the Port Company offices before proceeding. Do not assume that the area is safe because no work activity is visible.
8. **Obey safety signs and verbal safety instructions from Eastland Port Limited** staff at all times.
9. **No child less than 16 years will be permitted entry to the Port** unless the General Manager Eastland Port Limited has given express approval in writing.
10. Towing Away of Vehicles  
  
Vehicles may be towed away without further warning, and at the owner's expense, if the vehicle is:
  - Obstructing cargo or shipping operations
  - Causing a hazard
  - Not authorised to be in the Port area.

**C. Control of Wharves 7 & 8 and Breakwater**

1. Vehicles must **display head and hazard lights** when moving
2. Fishing off either the breakwater or Wharves 7 & 8 is prohibited.
3. Access to ships berthed at wharves is to be gained by using an approved gangway system only. Only authorised workers and visitors with passes issued by the ship's master, shipping company or agent will be allowed access to a ship.
4. Pedestrians walking on wharves shall exercise caution as forklifts and other vehicles may be operating at any time.
5. Cargo or cargo handling gear must not be stored in areas that cause a hazard to Port users.

**D. Control of Cargo Shed Hazards**

1. Smoking is not permitted in any cargo storage shed.
2. All vehicles entering and leaving cargo sheds are to sound their horn and drive slowly.
3. All personnel working within cargo sheds are to wear high visibility clothing and have hard hats available for use when appropriate.

**E. Control of Log yard Hazards - General**

1. Vehicles must **display head and hazard lights** when moving.
2. All personnel within log yard areas are to wear **high visibility clothing and hard hats** when out of vehicle.
3. All personnel entering log yard areas to **comply with displayed signage**.

**F. Control of Log yard Hazards – Gantry Crane and Weighbridge**

1. Vehicles must **display head and hazard lights** when moving.
2. All personnel within gantry crane and weighbridge areas are to wear **high visibility clothing and hard hats** when out of vehicle.
3. All personnel entering gantry crane and weighbridge areas to **comply with displayed signage**.

**G. Control of Excavation for Services**

1. A large number of underground services, owned by EPL and other utility operators, are located within the Port area.
2. Before excavations commence, the Company or Contractor carrying out the excavation must contact EPL in order to:

- identify all other Utility Operators needed to locate underground services in the area.
- establish excavation protection requirements, and all other EPL requirements.

#### **H. Responsibilities for and Enforcement of Hazard Controls**

1. **It is the responsibility of Port users to enforce the control measures** outlined above and for ensuring their employees, contractors and visitors are advised in writing and comply with the controls.
2. Where EPL Management and Safety Officers observe a breach of the controls, immediate compliance will be sought through discussion with the individual concerned.
3. Where EPL Management and Safety Officers, or other Port users, observe a breach of the controls which cannot be acted on immediately, details of the vehicle/person should be obtained along with details of the breach. This information should be conveyed promptly to the Port Company offices for action.
4. Breaches of hazard control by EPL employees will be handled according to the EPL code of conduct and disciplinary procedure.
5. All other breaches reported to EPL Management will be followed up with either the individual concerned or their employer. Offenders' vehicles may be towed away at their expense or offenders banned from the Port without further warning.

## **14 PROCEDURE FOR NOTIFICATION OF HAZARDS, NON CONFORMANCE AND INCIDENTS**

### **Hazards**

When any Port user or visitor to the Port is about to undertake an activity which may create a hazard for other Port users or identifies a hazard that may affect others the Port must be notified using the form in Section 20 HAZARD NOTIFICATION.

### **Incidents**

Port Users are required to maintain a register to record and investigate all incidents, accidents and near miss events that occur in their workplace. In the event of a serious harm accident the port office must be **verbally notified IMMEDIATELY**.

The following accidents and incidents must be notified to the port in writing within 24 hours of occurrence using the form in Section 21 Non Conformance/Incident Report:

- Any accident or incident that could have resulted in serious harm to any person in the place of work,
- Damage to Eastland Port property,
- Damage to a vessel,
- Any near miss events regarding a third party,
- Serious harm to any person in the place of work,
- Fatality.

NOTE: In the event of a serious harm accident copies of investigation reports may be requested by the port or shall be available on site for inspection.

## **15 PORT USER GROUP MEETINGS**

Port user group meetings will be scheduled regularly and all port users are expected to send a senior representative. These meetings are arranged so that issues can be aired and addressed before they have a chance to escalate.

Extra meetings will be called where required.

## **16 PORT USER HEALTH AND SAFETY REPORTING REQUIREMENTS**

All port users are required to complete and forward to Port Services at the end of each calendar month a Health and Safety Report, refer to Appendix F.

The following details must be recorded on the report:

- The number of incidents
- Number of first aid treatment, medical treatment and serious harm injuries

The Health and Safety Report should be either emailed to [safety@eastland.co.nz](mailto:safety@eastland.co.nz) , faxed to 06 867 8563 or posted to PO BOX 1048, Gisborne.

## **17 HIGH VISIBILITY VESTS AND HARD HATS**

Port users are expected to supply, and ensure the use of, high visibility vests and hard hats for all persons under their control who enter operational areas.

EPL has a supply of vests and hard hats at both the Port Company Offices and at the Main Security Gate should they be required.

Vests and hard hats should be returned to the point from where they are borrowed. EPL vests and hard hats borrowed and not returned will be charged to the Port user.

## **18 PORT EMERGENCY PROCEDURES**

**Please comply with the following emergency/evacuation procedures**

### **Discovering a Fire:**

- Raise the alarm
- Dial 111, and advise emergency services (dial 1 for dial tone if necessary)
- Dial EPL offices 868 5129 (all hours)
- Ensure the area is evacuated
- Shut all doors
- Any person discovering a fire, or in close proximity to the fire when the alarm is sounded, should attempt to extinguish the fire – ONLY WHERE THERE IS NO PERSONAL RISK – using the nearest extinguisher or hose reel.

### **Earthquake:**

- If in a building, do not attempt to leave until the tremors stop
- Shelter in doorways or under solid structures
- Keep clear of glass panels and heavy unsecured objects
- Do not re-enter buildings
- Check for fire

### **Seismic Wave:**

- Move via the nearest gate to higher ground, after a roll call has been completed at your muster station.

### **Ship Emergency**

- Alarm bells and sirens ringing on ship
- Move ashore as quickly as possible
- Clear wharf area in anticipation of arrival of emergency services

### **Evacuation of Port Area:**

- Will be announced by telephone or by any other available means.
- In any emergency all affected EPL employees, Port users and visitors must be accounted for. Proceed to your own designated muster station or to the EPL muster station where further instructions will be given.

**The EPL Muster station is located outside the Secure Area between the Cook Monument and the Port Offices Car park.**

## 19 APPENDIX A

### **STATUTES, REGULATIONS, DEPARTMENT of LABOUR APPROVED CODES OF PRACTICE AND GUIDELINES WHICH MAY APPLY WITHIN THE OPERATIONAL AREAS OF THE PORT.**

(This list is intended to be a guide only. It is the responsibility of the Port user or contractor to identify the legislation, which governs the work being undertaken)

- Health and Safety in Employment Act 1992 and amendments
- Health and Safety in Employment Regulations 1995
- Fire Safety and Building Evacuation Regulations 1992
- Maritime Transport Act 1994
- Electricity Regulations 1997
- NZ Maritime Rule Part 24A Carriage of Cargoes – Dangerous Goods
- Safe Working Practices for Electricians and Electrical Workers
- Guidelines for the Provision of Factories and General Safety in the Construction Industry
- Guidelines for Guardian Principles and General Safety for Machinery
- Guidelines for Occupational Diving 2001 and AS/NZS 2299.1.1999
- Guidelines for the Prevention of Falls
- Guidelines for Provision of Facilities and General Health and Safety in Commercial Premises
- Guidelines for Safety and Health in Port Operations
- Code of Practice for the Management of Substances Hazardous to Health
- Code of Practice for the Prevention of Sulphur Fires and Explosions
- Code of Practice – For the Safe Use of Visual Display Units
- Code of Practice for Demolition
- Code of Practice for Power Operated Elevated Working Platforms
- Code of Practice for Powder Actuated Hand Held Fastening Tools
- Code of Practice for Cranes and Lifting Appliances
- Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)
- Code of Practice – Safe Erection and Use of Scaffolding
- Code of Practice – For Safety in Excavations & Shafts for Foundations
- Code of Practice – Management of Noise in the Workplace

**These publications are available from the Occupational Safety and Health Service, Gisborne**

**20 APPENDIX B**

**HAZARD NOTIFICATION– URGENT**

Fax to EPL (06) 867 8084 or email to [portadmin@eastland.co.nz](mailto:portadmin@eastland.co.nz)

**Hazard Notified by:**

**Date Hazard Notified:**

**Company:**

**Time Hazard Notified:**

**Describe the hazard (When will it occur/who may come into contact with it/where is it located/what is the hazard)**

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**Control Measures to be put in Place**

**Who should be notified:**

<b>Marine Services</b>	<b> Y/N </b>	<b>Security</b>	<b> Y/N </b>	<b>Mooring</b>	<b> Y/N </b>
<b>Gis. Stevedores</b>	<b> Y/N </b>	<b>Cool Store</b>	<b> Y/N </b>	<b>I S O</b>	<b> Y/N </b>
<b>MAF</b>	<b> Y/N </b>	<b>Holcim</b>	<b> Y/N </b>	<b>Ships Agents</b>	<b> Y/N </b>
<b>C3</b>	<b> Y/N </b>	<b>EGL</b>	<b> Y/N </b>		

**21 APPENDIX C**

**NON CONFORMANCE/ INCIDENT REPORT – CORRECTIVE ACTION REQUEST**

<b>NON CONFORMANCE/ INCIDENT REPORT CORRECTIVE ACTION REQUEST</b>		
<b>Date:</b>	<b>Person generating form:</b>	
<b>Time:</b>	<b>Person assigned close-out:</b>	
<b>Location:</b>	<b>Organisation responsible:</b>	
<b>What's the issue?</b>	<b>Describe incident with as much detail as possible</b>	
<b>What has been done?</b>	<b>Immediate actions taken</b>	
<b>What is the cause?</b>	<b>Absence of system/failure of system</b>	
<b>What will be done to prevent recurrence?</b>		
<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
1.		
2.		
3.		
4.		
5.		
<b>Senior person responsible for close-out:</b>		
<b>Title</b>	<b>Name</b>	<b>Signature</b>
<b>Date actions assigned</b>	<b>Date returned to EPL</b>	<b>Date received by EPL</b>



**23 APPENDIX E**

**ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COMPLY**

Please copy and return with Section 22 "List of employees inducted on Eastland Port Limited safety requirements".

**Acknowledgement of receipt of safety requirements within the operational areas of the port and agreement to comply**

\_\_\_\_\_ has been issued with, and agrees that this organisation will abide by the "Health and Safety Requirements within the operational areas of Eastland Port Limited.

NAME OF PORT USER ORGANISATION

\_\_\_\_\_ is the designated Safety Co-ordinator from this Port User Organisation.

\_\_\_\_\_

Existing employees and subcontractors have been briefed on these Safety Requirements. I will ensure any new employees and/or subcontractors are briefed on the requirements, and that a record is maintained of the existing and new employees that have been briefed acknowledged by each employee's signature. This record is to be available for inspection by Eastland Port Limited on request.

\_\_\_\_\_  
**Signature of Senior Responsible Officer**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Title**

24 APPENDIX F

**HEALTH AND SAFETY REPORT**

Please forward this report to the Health & Safety Facilitator at the end of each calendar month either via email: [safety@eastland.co.nz](mailto:safety@eastland.co.nz) , fax: 06 867 8563 or posted to PO BOX 1048, Gisborne.

Company:		Month of:	
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**Has there been any of the following:**

	Number for Month
<b>Hazard Notifications Submitted?</b>	
<b>Any accident or incident that could have resulted (near miss) in any serious harm to any person in the place of work</b>	
<b>Damage to Eastland Port Property</b>	
<b>Damage to a Vessel</b>	
<b>Any near miss events regarding a third party</b>	
<b>Serious Harm to any person in the place of work</b>	
<b>Fatality</b>	

**Note:**

The Hazard Notifications Form and the Non Conformance/Incident Report that are required to be completed can be found at Appendix B and C respectively of the Eastland Port Health and Safety Booklet.