



INDIVIDUAL SAFETY PROTOCOLS

Helping everyone who comes
to Napier Port get home to
their family safely – every day.

NAPIER^o
PORT

NAPIER PORT SAFETY PROTOCOLS

OUR APPROACH TO HEALTH AND SAFETY

Our priority is to make sure everyone who comes to Napier Port goes home safely every day.

Health and safety is a shared responsibility. We expect everyone who comes here to understand and uphold Napier Port's health and safety standards. As a worker or visitor to Napier Port, this includes you.

This booklet sets out our Individual Safety Protocols. Businesses operating at Napier Port must also comply with our Company Safety Protocols, set out in a separate booklet. Both booklets are updated periodically, so please ensure you check Napier Port's website for the latest edition.

WHAT ARE SAFETY PROTOCOLS?

Individual Safety Protocols are the safety rules that all individuals must follow. They apply to everyone who comes onto Napier Port – every port employee, tenant, operator, contractor, truck driver or visitor.

The Individual Safety Protocols cover all areas of Napier Port, including common user areas (areas shared by more than one port user). This means they apply to the container terminal, wharves, log yards, Napier Port's roadways and rail corridor, and Napier Port buildings. Basically, once you're in the gate, you need to abide by these Safety Protocols.

WHY ARE SAFETY PROTOCOLS IMPORTANT?

Under the Health and Safety at Work Act 2015, Napier Port and businesses operating on port are 'persons conducting a business or undertaking' or PCBUs. The Act is clear about PCBUs, and their health and safety responsibilities.

Napier Port has a primary duty of care to ensure the health and safety of everyone who comes through our gates, so far as is reasonably practicable. We take this duty of care incredibly seriously.

Creating a culture of care is vital to this – where we work together to protect the health and wellbeing of everyone who comes here.



WHAT ARE THE RISKS AT NAPIER PORT?

Like any busy port, Napier Port has a number of risks and hazards. We work carefully to manage all risks, and expect you to do the same.

We have identified the top critical risks as:



VEHICLE VERSUS PEDESTRIAN



VEHICLE VERSUS VEHICLE



WORKING AT HEIGHTS



CRUSHING INCIDENTS



WORKING ON OR NEAR WATER



FALLING OBJECTS



MOORING LINES UNDER TENSION



CONFINED SPACES

WHAT ARE THE RULES TO FOLLOW WHILE ON PORT?

WHILE DRIVING AT NAPIER PORT...



Have your headlights and flashing roof lights on, and safety flags if driving off main access routes in the container terminal.



Adhere to port traffic signs, road markings and information signs.



Follow your designated traffic route or Traffic Management Plan (TMP).



Stay within the speed limit. The maximum speed limit across all port areas is 20km per hour. However, a slower speed may be safer in some conditions.



Stay clear of suspended loads.



Give way to working forklifts and container handling machines. Pull over to the left, stop if necessary, and wait for a signal from the driver.



Do not use your cell phone.



Make sure that your vehicle doesn't exceed our maximum vehicle height of 5.2m.

WHILE WORKING AT NAPIER PORT...



DO NOT walk under suspended loads.



DO NOT walk on port, unless in specified pedestrian areas.



Stay away from mooring lines and snap back zones.



Only access areas you are permitted to be in. Those are areas where you conduct your work and have proven competency to work there.



Stay out of crush zones, including:

- Where heavy machinery operates
- Between equipment
- Between stacked products (especially inside a warehouse)
- Between container inspection bays
- On wharves (under suspended loads)
- Near log storage bookends



Always wear the correct personal protective equipment (PPE) for the job:

- **High visibility clothing** – must be worn at all times on port.
- **Safety footwear** – if you are in an operational area.
- **Hard hats** – when working under suspended loads; near heavy lifting; and on wharves, where there is a risk of something falling on you.
- **Harnesses** – where you are working more than 3m off the ground. Harnesses must also be attached to an approved anchor point.
- **Life jacket** – must be worn within 1m of the wharf edge.

Please note:

Stevedoring operations have their own safety processes in place for working at height, working on vessels and near water. If you are a stevedore, please follow your processes.

WHAT ARE MY RESPONSIBILITIES?

NAPIER PORT VISITORS

If you are visiting Napier Port, we expect you to follow these Individual Safety Protocols. However, you will be supported in doing this by your 'elected supervisor'.

Your elected supervisor is the person who you are visiting at Napier Port. They will either work for Napier Port, or a business that operates at the port, and will have completed our health and safety induction.

Your elected supervisor is responsible for your safety during your visit, and will brief you about the hazards and how to avoid them. They will also provide you with any PPE gear you may be required to wear, and will transport you at all times. Please note that visitors are not permitted to drive anywhere on port.

REGULAR PORT USERS

If you intend to undertake work at Napier Port, or are a regular visitor here, you must complete our online health and safety induction. This doesn't include cruise passengers or visitors under direct escort. Register for the induction at: **www.napierport.co.nz**

You must also:

- Carry photo identification on you at all times (eg driver's licence, passport or Port ID)
- Take reasonable care of your own health and safety

- Assess potential hazards and risks before entering an area or doing work
- Comply with Napier Port instructions
- Comply with the Individual Safety Protocols set out in this booklet.

REPORTING RESPONSIBILITIES

Reporting helps us learn and make improvements. Napier Port expects the following to be reported:

- Incidents
- Accidents
- Near misses
- Injuries
- Hazards (any new ones or uncontrolled ones)

If you are a visitor to Napier Port, you must report any of the above to your elected supervisor (see Napier Port Visitors section). If you are a regular port user, the above should be recorded through internal reporting channels and a copy provided to your Napier Port contact person or contract manager. Failure to report will constitute non-compliance with these protocols and is a serious breach of these protocols.

If someone is injured or emergency services are required, the incident must be reported to Napier Port Security immediately on **(06) 833 4440**. Port Security will call **111**, and will remain in direct contact with emergency services as they respond.

OUR DRUG AND ALCOHOL POLICY

Napier Port is a drug and alcohol free area. As a condition of entry, you may be asked to complete a random drug or alcohol test at any time. If you are thought to be under the influence of drugs or alcohol, you will be refused entry or asked to leave Napier Port.

There is zero tolerance for the sale, possession or use of illegal drugs or other mind-altering substances on Napier Port premises.

CONSEQUENCES OF BREACHING THE INDIVIDUAL SAFETY PROTOCOLS

While we will do everything we can to consult, cooperate, coordinate and remind port users of the Individual Safety Protocols, we know some people will breach them.

Wherever possible, communication and education should precede any enforcement actions. However, for serious or repeated breaches, Napier Port will escalate enforcement action.

Enforcement could include:

- Halting activity until corrective action is taken;
- Requiring a port user to re-complete Napier Port's health and safety induction;
- Supervision of work on port; or
- Removing or preventing access to Napier Port.

IN AN EMERGENCY

Call Napier Port Security on **(06) 833 4440** for:

- Accidents and incidents requiring emergency service (fire/police/ ambulance) assistance.
- Incidents that exceed your first aid capacity. Napier Port can provide support; we have emergency response vehicles equipped with oxygen and defibrillators.
- After hours response.

Port Security will call **111**, and will remain in direct contact with emergency services as they respond.





EVACUATION POINTS

This map outlines Napier Port's dedicated assembly and evacuation points. If you are entering a building anywhere on Napier Port, it is your responsibility to make sure you know how the alarm is raised, and where to exit and assemble.

If you are at Napier Port and feel an earthquake that is **LONG** or **STRONG** – **GET GONE** quickly and safely to higher ground. Exit the port and head uphill to our Tsunami Safe Location at the Bluff Hill Lookout. Please wait there for the official all clear.

MAP KEY

- 1 Shed
- 2 Main Office
- 3 Western Gatehouse
- 4 Port Pack
- 5 Crane Office
- 6 2 Wharf Office
- 7 7 Shed
- 8 8 Shed
- 9 9 Shed
- 10 10 Shed
- 11 Plant Services
- 12 Port Security
-  Assembly Points
-  Tsunami Safe Location

ASSEMBLY POINT
Western Gatehouse

ASSEMBLY POINT
Main Office

**WESTERN
EVACUATION
POINT**

ASSEMBLY POINT
Crane & Heavy
Plant Operators

**CONTAINER
TERMINAL**

ASSEMBLY POINT
Port Pack

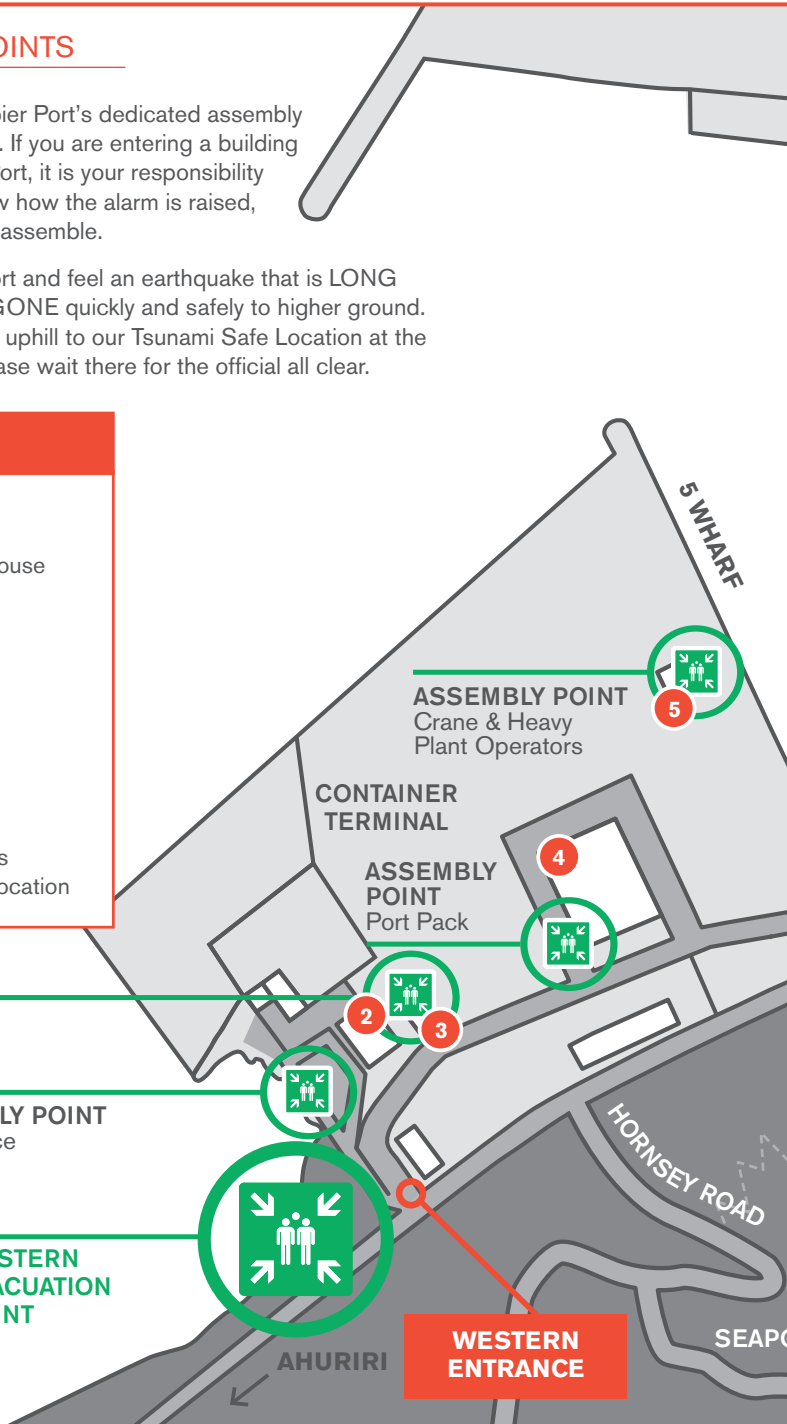
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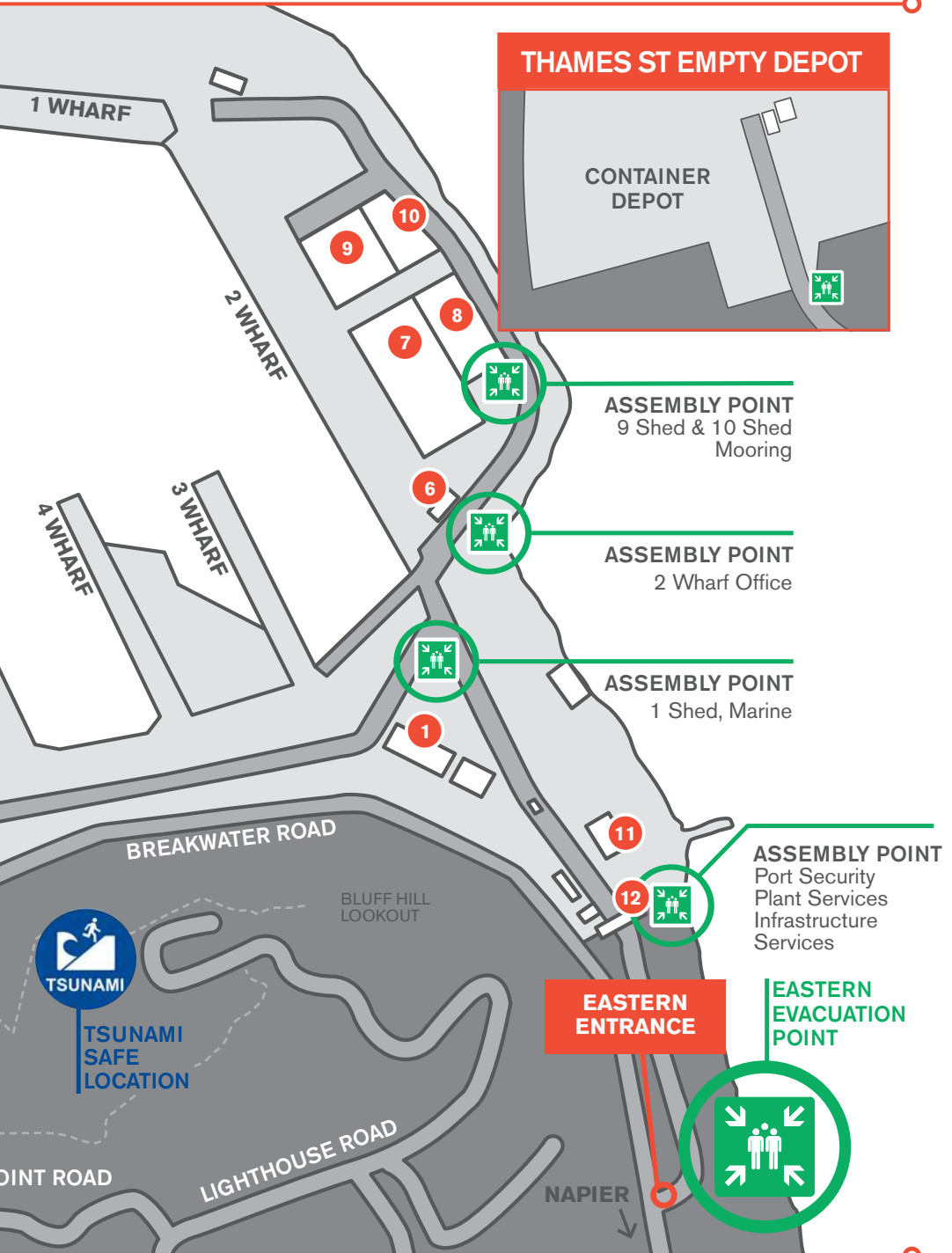
HORSEY ROAD

SEAPORT

AHURIRI

**WESTERN
ENTRANCE**







USEFUL CONTACTS AND LINKS

NAPIER PORT CONTACTS

To complete our health and safety induction,
please visit: www.napierport.co.nz

To contact the Napier Port Health and Safety team:
Email: HealthandSafety@napierport.co.nz
Phone: (06) 833 4317

For other legislation relating to ports, please visit:

Customs New Zealand: www.customs.govt.nz

Ministry for Primary Industries: www.mpi.govt.nz

WorkSafe New Zealand: <https://worksafe.govt.nz>

Maritime New Zealand: www.maritimenz.govt.nz



All information in this document is correct as of publication date, 10 May 2019.