

# Critical Risks & Lifesaving Rules

## ✓ Row One



**Critical Risk 1** · Moving Plant or Vehicles



**Critical Risk 2** · Working at Height



**Critical Risk 3** · Confined Spaces



**Critical Risk 4** · Hot Work

## ⇓ Row Two



**Critical Risk 5** · Cranes and Lifting



**Critical Risk 6** · Stored Energy



**Critical Risk 7** · Floating Plant (Marine Ops)



**Critical Risk 8** · Working On or Near Water

## ≡ Row Three



**Critical Risk 9** · Heavy Plant and Machinery



**Critical Risk 10** · Hazardous Substances



**Critical Risk 11** · Excavations



**Critical Risk 12** · Electricity

# Safely home every day – that's our goal!

Our people come first. We take the safety and wellbeing of our people seriously at Port Taranaki. Multiple deaths and hundreds of serious injuries have occurred across NZ Ports in the past 10 years, and many of these align with Critical Risks.

## Our Critical Risks

Critical Risks are those which have potential to cause serious injury or loss of life and require a greater level of focus when dealing with them.

Our 12 Critical Risks align with the wider port industry, and to our port specifically based on the type of work and trade we undertake.

The Hierarchy of Controls must be followed, by aiming to **eliminate** the risk. Where this can't be done, **minimise** it to avoid injury or asset damage.

See back cover for '*Hierarchy of Controls*'.

# Lifesaving Rules

Just like a life vest, these Lifesavings Rules could help you and your workmates avoid serious injury or loss of life.

If you cannot eliminate or remove contact with the critical risks, these rules must be followed.

Controls must also be in place to reduce the risk of hazards on the day.

These rules apply to all Port Taranaki staff and contractors - we encourage other Port Users to apply them as well.

Breaches of these rules will be taken seriously.

## What is required from you?

- 'Switch On' and be a 'hazard risk manager'.
- Follow the Lifesaving Rules.
- Keep behaviours 'Above the Line'.
- Speak up.

# Switch On Before You Start

*Ask yourself - What makes it personally important that you do this job safely?*

Then, think about your **TOP 4** – the most important things in your life.

## Final checks

- Right procedure.
- Right tools and equipment .
- Right training (or experience).
- Right fitness / frame of mind.

## Eyes and mind on task

- Engage the brain before the hands.
- Follow the work plan, permit or procedure.
- Stop and reassess risks when needed.
- Remain aware of changing conditions.
- Start work only once you are sure it is safe.

## CRITICAL RISK 1

# Moving Plant or Vehicles



Every day, workers face the risk of collisions involving moving vehicles or machinery with pedestrians, other vehicles, and stationary objects.

## Life Saving Rules

1. Obey site speed limit and drive with headlights on.
2. Wear your seat belt.
3. No hand-held mobile devices while driving.
4. Hold the correct license and competency for the vehicle type.
5. No cycling and limit walking on site.
6. Obey restricted area signage.

**Permit Checklists: N/A**

## Moving Plant or Vehicles



## Notes

---

## CRITICAL RISK 2

# Working at Height



Covers all work at height where a person may be injured by falling.

Includes objects falling or dropped from height.

## Life Saving Rules

1. Protect yourself from falls at all times.
2. Have the correct training, equipment and 100% tie-off if outside a protected area.
3. Inspect all fall protection equipment before use.
4. Establish a rescue plan and have suitable equipment available.
5. Put systems in place to prevent dropped objects.

Permit Checklists:

51

52

55

56

Working at Height

PortTaranaki  
the west gate





# Notes

---

## CRITICAL RISK 3

# Confined Spaces



Entry into an enclosed or partially enclosed space, not intended for human occupancy, and which may present a risk of engulfment, unsafe oxygen levels or exposure to other harmful contaminants.

## Life Saving Rules

1. Ensure all energy sources are isolated.
2. Test the atmosphere prior to and during entry using calibrated equipment.
3. Ensure you have an authorised work permit.
4. Plan and test your emergency response before entry.
5. Only trained workers who are fit for the task can enter a confined space.

Permit Checklists:

45

## Confined Spaces



# Notes

---

## CRITICAL RISK 4

# Hot Work



Performing tasks involving ignition sources (such as welding, grinding, open flames, or use of combustion engines) near materials or in atmospheres susceptible to ignition.

## Life Saving Rules

1. Identify and control ignition sources.
2. Remove or isolate all flammable materials.
3. Ensure you have an authorised work permit.
4. Conduct continuous gas testing in hazardous areas.
5. Conduct firewatch for 30 minutes after completing the task.

### Permit Checklists:

1

## Hot Work



# Notes

---

## CRITICAL RISK 5

# Cranes and Lifting



Involves interaction with the suspension of loads from cranes or other lifting activities. Presents risks of swinging, falling, and/or crushing.

## Life Saving Rules

1. Ensure all equipment is inspected and certified.
2. Ensure Lift plans and Permits are in place and followed, with clear communications established.
3. Maintain safe working load at all times.
4. Establish and obey barriers and exclusion zones – never walk or work under a suspended load (including unloaded hook).
5. Ensure the lift surface is evaluated. Wharf structures must never be overloaded.

Permit Checklists:

29

57



# Notes

---

## CRITICAL RISK 6

# Stored Energy



Interaction with unexpected hazards such as moving objects or those that are under pressure or tension. Risk of injury if caught in the line-of fire.

## Life Saving Rules

1. Identify all potential sources of stored energy.
2. Ensure suitable isolations are in place wherever this is possible.
3. Establish and obey barriers and exclusion zones.
4. Keep hands and body out of the line of fire (area where they could be impacted) should hazardous energy be released.

Permit Checklists:

42

50

Stored Energy

PortTaranaki  
the west gate





# Notes

---

## CRITICAL RISK 7

# Floating Plant (Marine Ops)



Includes all activities when working on or near vessels or floating plant that present a risk of collision, capsize, sinking, or fire.

## Life Saving Rules

1. Follow Safe Operating Procedures (SOP's).
2. Ensure equipment is fit for purpose and in good working order.
3. Follow the Matrix of Permitted Operations (MOPO) for the work.
4. Wear all PPE relevant to the task.
5. Non-routine work is pre-planned and peer reviewed.

**Permit Checklists: N/A**

Floating Plant (Marine Ops)



# Notes

---

## CRITICAL RISK 8

# Working On or Near Water



Covers activities (not otherwise related to vessels or floating plant) where a person may fall into water and risk drowning. Of particular importance when working within 1 meter from the water's edge.

## Life Saving Rules

1. Work behind edge protection wherever possible.
2. Personal Floatation Devices (PFDs) must be worn if risk of entry into the water.
3. Ensure a suitable rescue plan and equipment is in place.
4. Impact protection/barriers/TMP: Exclusion zones are in place and consider risk of snapback from ships lines.

Permit Checklists:

98

93

Working On or Near Water

PortTaranaki  
the west gate



# Notes

---

## CRITICAL RISK 9

# Heavy Plant and Machinery



Risk of injury in the mechanical operation of plant and machinery. Presents risks such as entanglement and crushing.

## Life Saving Rules

1. Ensure guarding is present and not modified.
2. Complete pre-start checks and ensure equipment is maintained and certified.
3. Ensure operators are competent to operate.
4. Operate only within manufacturers' guidelines.
5. Confirm emergency stops are operating and easily accessible.

**Permit Checklists: N/A**

**Heavy Plant and Machinery**

 **PortTaranaki**  
the west gate



# Notes

---

## CRITICAL RISK 10

# Hazardous Substances



Covers the potential for worker contact with hazardous substances or dangerous goods that are harmful to human health and/or safety.

## Life Saving Rules

1. Comply with the requirements of the Safety Data Sheet (SDS).
2. Store hazardous substances in original or compliant containers with clear labeling.
3. Bund all liquids.
4. Ensure spill kits are identified and available.
5. Ensure safe and legal disposal of hazardous substances.

Permit Checklists: N/A

## Hazardous Substances





# Notes

---

## CRITICAL RISK 11

# Excavations

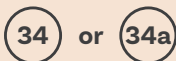


Includes all work involving excavation or trenching. Considers the risk of collapse, engulfment, contact with underground services and creation of confined spaces whilst digging.

## Life Saving Rules

1. Ensure you have an authorised work permit.
2. Establish suitable barriers/signage and exclusion zones.
3. Locate and mark-out underground services before breaking ground.
4. Have a spotter or Pipeline Easement Rep in place when required.

Permit Checklists:



## Excavations



# Notes

---

## CRITICAL RISK 12

# Electricity



Highlights the potential for workers to encounter energized equipment or live electricity, posing the risk of electric shock or electrocution.

## Life Saving Rules

1. Treat all electrical equipment as live until proven de-energized.
2. Confirm energy sources have been isolated, locked and tagged.
3. Ensure there is zero energy and test for residual or stored energy.
4. Electrical work and isolations must be completed under a valid work permit.
5. Only trained and licenced individuals are authorized to conduct electrical work.

Permit Checklists:

42

32



# Notes

---

## Authority to Stop Work

Absolutely no job is so urgent or important that we cannot take the time to do it safely.

All workers have the right to intervene if they see unsafe work or refuse to start work that is not considered safe.

### Speak up!

Everyone is encouraged to speak up and stop work if they observe that rules are not being followed or work is being undertaken in a manner which is below the line.

You will never get in trouble for doing so and if you experience any push back, then please escalate the issue to the leadership team for full support.

---

## Courageous / Switch On Conversations

If you see something, say something!

Be courageous and have a switch on conversation using the **ACT** model.

- **Assess.**
- **Consider.**
- **Take Action.**

## Event Reporting Requirements

Events happen! It's important that if you experience an incident or close call that you report it. That way we can review and take action to prevent the same thing from happening again.

Events are to be reported to your supervisor or manager and then entered into Risk Manager for action.

# Hierarchy of Controls



Elimination



Minimisation

