

# Port Taranaki

## Minimum Standards for Entry

# UNDERSTANDING

The following slides clarify the **Minimum Standards** for entry to the Port POFA (Point of First Arrival) area.

For clarification of any of the following information, contact the H&S Team.

NOTE:

- These standards apply inside the POFA (Point of First Arrival) area of Port Taranaki.
- Formal instructions given under emergency conditions may supersede any of the following requirements.

# MINIMUM STANDARDS

I will:

1. Complete a **Site Induction** OR be accompanied at all times by a person authorised to escort me.
2. Carry my **access card** and an approved **photo ID** with me at all times.
3. Ensure **no persons under 16** or pets enter the site.
4. I will wear approved **hi-vis** clothing and **safety footwear** from gate entry.
5. Follow **NZ Road rules** where there is no Port specific rule.
6. **Minimise walking**, and **no cycling** on site. When driving **I will drive at or below 20kph** with my **lights on**
7. **Not smoke**, vape or use e-cigarettes on site.
8. Be **drug and alcohol free** and free of the adverse effects of prescription drugs.
9. Wear a **personal floatation device** within 1m of the water's edge.
10. **Report** all health, safety or environmental **hazards and incidents** to the Comms and security team.

## **COMPLETE SITE INDUCTION**

### **(OR BE ACCOMPANIED BY AN AUTHORISED PERSON).**

- Port Taranaki Inductions must be renewed every 2 years.
- Short extensions may be given at the discretion of the Port Facility Security Officer.
- A person who has not completed a Site Induction may not enter the Port without being accompanied by an authorised person.
- Accompanied means ‘be with at all times’. It may include travelling in the same vehicle or being escorted by another vehicle.

Online inductions are available at [www.porttaranaki.co.nz](http://www.porttaranaki.co.nz)

## ACCESS CARD AND PHOTO ID

Regulation 79 of the Maritime Regulations stipulates the forms of identification deemed acceptable including:

- a) a military identification card;
- b) an identification card issued by a New Zealand government department, government agency or the New Zealand Defence Force;
- c) a driver's license issued by the New Zealand Land Transport Safety Authority;
- d) a seafarer's identity document issued by a contracting government or flag state administration;
- e) a valid passport;
- f) an identification credential issued by a port facility operator;
- g) an identification credential issued by a recognised company, union or trade association;
- h) a NZ firearm's license and
- i) other forms of identification approved by the chief executive.

Making Safety Clear

# NO PERSONS UNDER 16 NO PETS



- No persons under the age of 16 may enter the site
  - *Ship's crew who are under the age of 16 and being transferred from the vessel to the gate in the shuttle, are supervised, and not exposed to Port hazards, may make this transfer.*
- Pets include all animals
  - *Except for those required for business activities (drug detection dogs etc)*

*Where pets or persons under the age of 16 are left outside the site, their supervision is the responsibility of their driver.*

# HI VIS CLOTHING SAFETY FOOTWEAR



- Minimum:
  - Safety footwear (covered footwear with steel/composite toe protector)
  - Compliant Hi-Vis shirt/jacket/vest
  - Vests with zips must be done up at all times.
- Required from:
  - Gate entry
- Not required in:
  - Admin buildings
  - Non-operational areas (rest areas, lunchrooms, etc)

NOTE: Ship's crew travelling directly between the entry to the Port and their vessel (and vice versa) are exempt from this requirement.

Making Safety Clear

# HI VIS CLOTHING SAFETY FOOTWEAR

**Compliant**



**Non-Compliant (No reflective strips)**





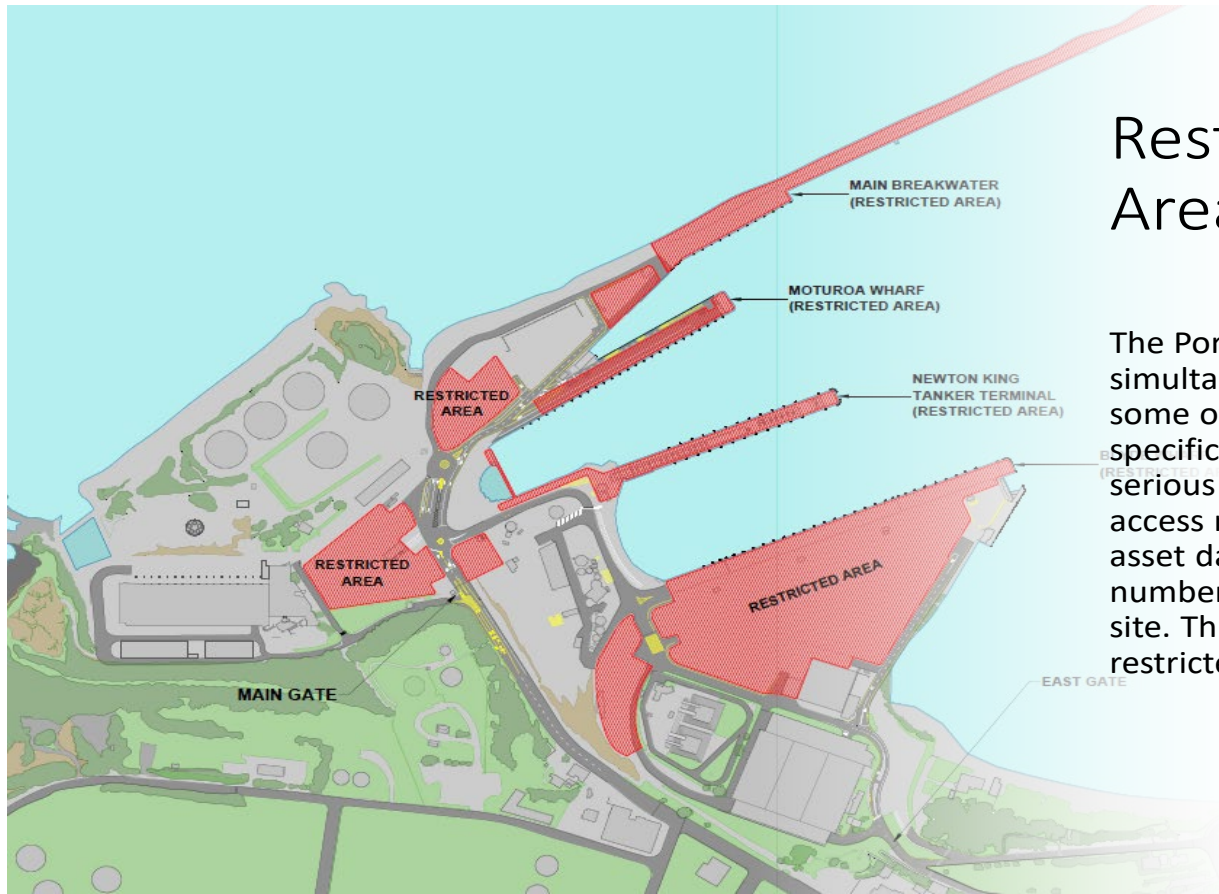
## NZ ROAD AND PORT RULES WHILE DRIVING

- Give way to larger vehicles (might has right) where there are no markings to indicate that you must give way.
  - There is one exception to this guidance. At the yellow hatched crossing on Hutchen place Rd, loaders crossing from the operational area must give way to vehicles.
  - However, **always** make eye contact with the operator and ensure they have come to a stop before proceeding with caution.
- **20kph** speed limit
  - Across the entire site, and
  - From 200m prior to the Main Gate
- **30kph** on Ocean View Parade
- **LIGHTS ON** while on site
  - For all vehicles fitted with forward facing lights
  - Lights may be headlights or daytime running lights



Please ensure you are briefed on how to get to your destination prior to accessing the site. There are **site maps** available on **Port Taranaki's website**.

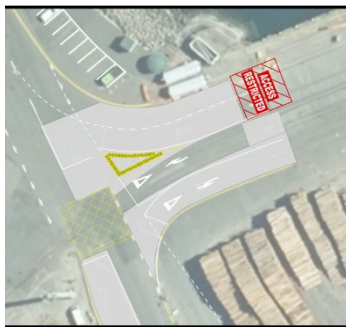
# Making Safety Clear



## Restricted Access Areas

The Port has multiple simultaneous operations, and some of these areas require specific access controls to avoid serious harm or injury. Restricting access reduces risk of injury and asset damage. As such, there are a number of Restricted Areas on site. This map depicts in red the restricted access areas on site.

## Making Safety Clear



- All restricted areas are identified by “Indicator Lines” which are painted on the ground at entry to Restricted Area.
- These “lines” indicate that you are at, or approaching, a Restricted Area Access Point. You may continue past this line until you reach the Access Point sign.
- Restricted Area ‘Access Point’ signs are located at the entrance to a Restricted Area. The sign is placed at the point where the work area starts. Signs read “STOP” and who to contact for access past that point. Do not cross the access line without the permission from the business identified on the sign.
- YOU MUST CALL THE NOMINATED NUMBER, IDENTIFY YOURSELF AND YOUR BUSINESS IN THE AREA AND CONFIRM ACCESS BEFORE ENTERING THE RESTRICTED AREA.
- (Note: Distance from the Restricted Area paint marking may vary).

Making Safety Clear

# MINIMISE WALKING, NO CYCLING ON SITE

- Minimise walking on site
  - Use marked pedestrian walkways.
  - Remain alert:
    - Do not use your mobile phone when walking.
- Cycling is **NOT** permitted.
  - Walk your cycle using marked pedestrian walkways.



## **SMOKEFREE SITE**

Port Taranaki is a designated 'Smokefree' site.

No smoking cigarettes, vaping or using e-cigarettes.

This includes:

- Outdoors
- In buildings
- In vehicles

(NOTE: Visiting vessels are not under the jurisdiction of Port Taranaki and so the same smoking restrictions may not apply).



Making Safety Clear

## I WILL BE DRUG AND ALCOHOL FREE



You are expected to be free from the adverse effects of drugs and alcohol when entering the site, including prescription medication.

Testing:

- PTL completes 'Random' on-site drug and alcohol testing of Port Users
- Indications of drug or alcohol use will result in removal from site.



## I WILL WEAR A PERSONAL FLOATATION DEVICE (PFD)

- A PFD must be worn within 1m of the water's edge
- PFD's must be:
  - fit for purpose
  - correctly worn
  - Zips and Buckles fastened and correctly adjusted

NOTE: Where a person is in a harness to prevent falling into the water, a PFD is not required.



Type 401



Type 402



Type 403

# REPORTING



I will report to the Comms and Security Team any incidents, unsafe acts or conditions that could impact:

- My own health or safety, or
- The health or safety of other people, or
- The environment.

I will report them either:

- In person, to the Watchhouse at NKTT Terminal; or
- In person to the Gatehouse at the main gate; or
- By telephoning 06 759 9740; or
- By emailing ***Security@porttaranaki.co.nz***



Making Safety Clear

# INTERVENING

The Port Taranaki Leadership Team  
authorise each person involved in  
our business to

**STOP THE JOB**

if they see any unsafe acts or  
conditions.



# INTERVENING



If you see any unsafe act or condition:

1. Calmly approach the person (if safe to do so)
2. Ask them to Stop the Job or make the condition safe (don PFD, find access card)
3. Record the conversation in Risk Manager (or, if you do not have access, report it to the Comms and Security Team).

If it is not safe to approach the person:

Report the event as soon as possible for it to be followed up.

If you are approached about an unsafe act or condition:

Thank the person for looking out for you.

**See Something,  
Say Something,  
Do Something**