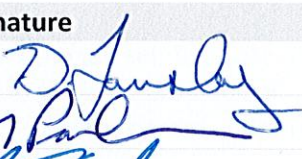

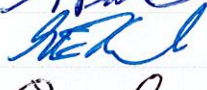
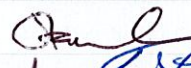

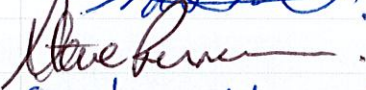



Port Taranaki Wharf Side Operations Duties

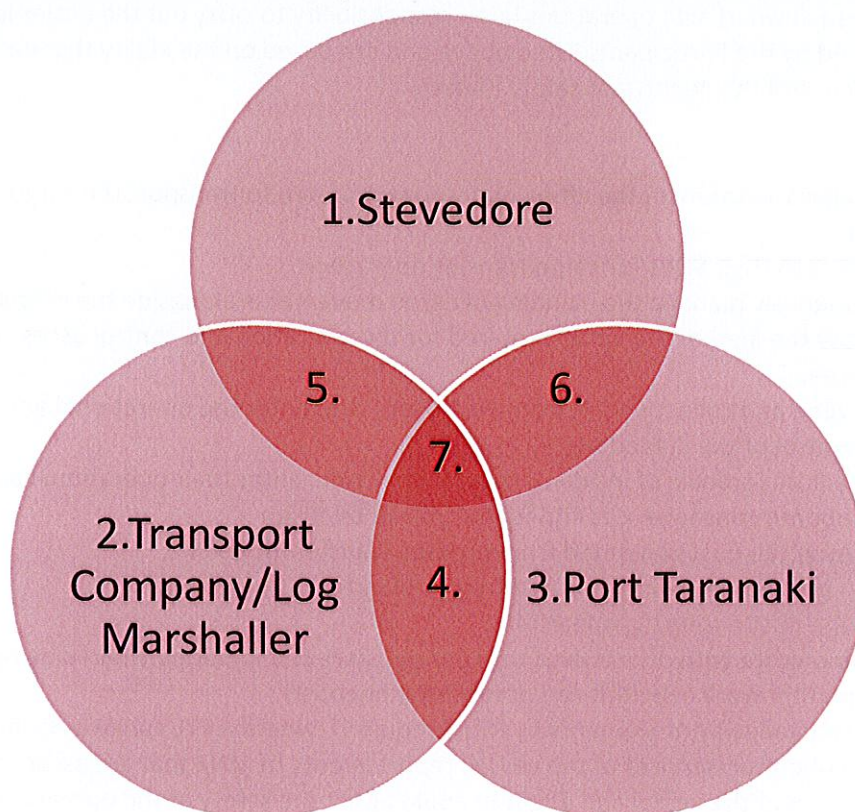
Last Revised: 29 May 2017

Participants:

Name	Company	Role	Signature
Delys Tansley	Port Taranaki	Head of HR/H&S/Ops	
Shane Parker	NPSS	Manager	
Steve Chapple	C3	NP Branch Manager	
Simon Knowles	ISO	Duty Manager	
Meryn Morrison	Regal Haulage	H&S Compliance Manager	
Steve Runciman	TIL Freight	Operations Manager	
Carl Smith	Bulk Cargo Services	General Manager	Signed separately - see file
Cwy Prestney	NZ Marshalling	Operations Manager	Signed separately - see file
Trevor Swan	J Swap	Manager	
S			

Relationships

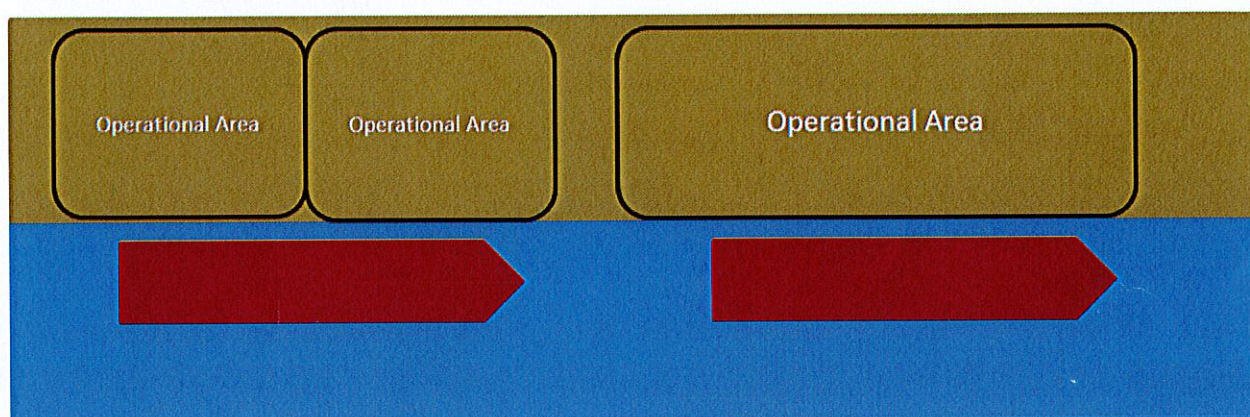
The diagram below shows the three key parties involved in the Operational activities at the wharf side at Port Taranaki. It also illustrates the areas where there is overlap between two or more parties. Each of the areas is identified with a number that corresponds to the list of duties outlined further on in this document.



Scope

The scope of this document is limited to wharf side activity while a vessel is loading or unloading. This does not include the berthing of the vessel, the departure of the vessel or the activities that take place off the wharf in storage areas.

As shown in the image below the main area to be identified is the Operational Area where the work of loading and unloading is occurring. Other areas outside of this that are used as part of the operation include roads and adjacent berths which are shared with all Port Users.



Duties

Each company involved in wharf side operations has a responsibility to carry out the duties listed below. These were determined by the Participants listed above and are based on the ability that each company has to influence and control the health and safety matter.

1. Stevedore

- a. Manages the safety of the lifting operations required to transport the cargo on/off the vessel.
- b. Adheres to their SOPs for cargo transfer operations.
- c. Continuously manage the planning of cargo movements alongside the vessel.
- d. Identify the area of the wharf required for the operation and control access in and out of the area.
- e. Intervene and collect details from Port Users who enter the operational area while under the control of the Stevedore.
- f. Notify Port Taranaki of incidents where Port Users enter their operational area so appropriate consequences and follow up can be taken.
- g. Minimise the dust generated from product transfer (dry bulk).
- h. Clean up of large spills generated from product transfer (dry bulk).
- i. Manage dust during log operations.
- j. Communicate with other wharf users at the start of and during wharf side operations to ensure that work activities can occur simultaneously.
- k. Request gangway movements by PTL if required (where a PTL gangway is in use).
- l. As an operator/servicer of the vessel, report events to MNZ that are associated with the operation of the vessel and affect or could affect the safety of the operation.

2. Transport Company/Log Marshaller

- a. Understand and adhere to the traffic management plan developed for the activity.
- b. Ensure trucks are using covers as required (dry bulk).

3. Port Taranaki

- a. Notify the Stevedore working on the wharf of any train movements prior to the trains' arrival. *R&D Team*
- b. Ensure all rail arriving on the wharf during vessel operations comes in on rail line #4. *R&D Team*
- c. Request permission from the Stevedore to enter the operational area. *Security Team and Wharf Services Team*
- d. Provide 24 hour clean up services during PKE discharge operations. *Wharf Services Manager*
- e. Provide wharf clean up services at the completion of the load out for logs and all other dry bulk products. *Wharf Services Manager*
- f. Ensure the Stevedores are aware of other wharf activities that may be taking place on the same wharf while they are operating. *Wharf Services Manager*
- g. Ensure the hazards of 'wharf operations' and 'restrictions on wharf access' are covered in the Port Taranaki Induction. *H&S Team*
- h. Communicate the wharf access restrictions to visitors who arrive at the Gate house during vessel loading/unloading activities so they know not to drive on the wharf. *Security Team*
- i. Provide transport to vessel crew to and from the gangway (which is usually near but not in the Primary Operational Area). *Security Team*
- j. Select an appropriate berth and vessel position in agreement with the vessel agent. *Pilot*
- k. Select an initial gangway location that provides safe vessel access. *Pilot*
- l. Issue the agreed Site Notice to all Port Taranaki Staff, Stevedoring and Transport Company stakeholders and the Port Safety Advisory Group. *Wharf Services Manager*
- m. Follow up with Port Users who enter wharf side operations and apply appropriate consequences. *H&S Team*

4. Port Taranaki & Transport Company/Log Marshaller

- a. Nil

5. Transport Company/Log Marshaller & Stevedore

- a. Develop a traffic management plan for the operation.
- b. Discuss and agree changes to the traffic management plan during operations.
- c. Ensure the plan is communicated to all workers involved and to incoming workers during handover.

6. Stevedore & Port Taranaki

- a. Develop the Site Notice together to ensure that cargo can be moved through shared areas safely to/from the vessel.
- b. Ensure that the Site Notice takes into account any known conflicts such as vessels on the same wharf.

7. Transport Company/Log Marshaller , Stevedore & Port Taranaki

- a. Raise issues or concerns with the appropriate party at the time they arise.

