



PORT marlborough  
NEW ZEALAND LTD

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# PORT RULES AND SAFETY GUIDELINES

Issue 1-Date December 2017

We create value for customers  
and for Marlborough by delivering  
excellence in port and marina  
services and facilities

**SAFETY**

We prevent harm to people in  
our workplace

**INTEGRITY**

We take ownership of our  
actions and take responsibility  
for the results

**RECOGNITION**

We value and acknowledge our  
people and what they achieve

**ENVIRONMENT**

We respect our environment  
and minimise our environmental  
footprint

**ENGAGEMENT**

We connect openly with our  
communities



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# 1. INTRODUCTION

Port Marlborough's vision is to create value for customers and for Marlborough by providing excellent port services and facilities.

In delivering these outcomes we are committed to:

- preventing harm to people in our workplace
- taking responsibility for our actions
- acknowledging people and their contribution
- respecting our environment
- connecting openly with our communities

As priority, we acknowledge our duties under the Health and Safety at Work Act 2015 (the Act). All Port Users have duties under the Act as PCBU's, workers or visitors. Our approach is to work collaboratively with stakeholders to ensure that all parties understand and discharge their obligations accordingly to achieve a safe and efficient workplace.

The Port Rule and Safety Guidelines have been developed in consultation with Port Users, and stand alongside Common User Safety Protocols (CUSP) and Access Protocols to detail requirements of all individuals working in and/or accessing the operational Port Area. Together, these documents reflect industry good practice and subject to continuous improvement.

## 2. PURPOSE

This document sets out the Port Rules common to all areas within the Port and describes the Port's requirements of Port Users. It also sets out procedures to be followed in case of emergency and requirements for reporting of incidents.

Port Users are considered within three categories:

- i. Tenants and their workers, operating within physical sites leased to the tenant (*'Tenanted Areas'*)
- ii. PCBUs or their workers operating within *'Restricted Operational Areas'*
- iii. Visitors accessing Tenanted Areas or Restricted Operational Areas (including customers and contractors)

There are three area designations within the Controlled Port Zone (Figure 1):

- i. Access Areas: common access roadway
- ii. Tenanted Areas: defined area leased to a specific PCBU
- iii. Restricted Operational Areas: multi-user high risk operational area

## 3. SCOPE

Every person who works in any capacity within the Port has an active and essential role in achieving a safe working environment within the Port.

All Port Users (including all Port Marlborough employees and contractors to Port Marlborough) are required to comply with these Port Rules and Safety Guidelines. Port Users are responsible for communicating these requirements to their respective employees and contractors, and for ensuring their full compliance.

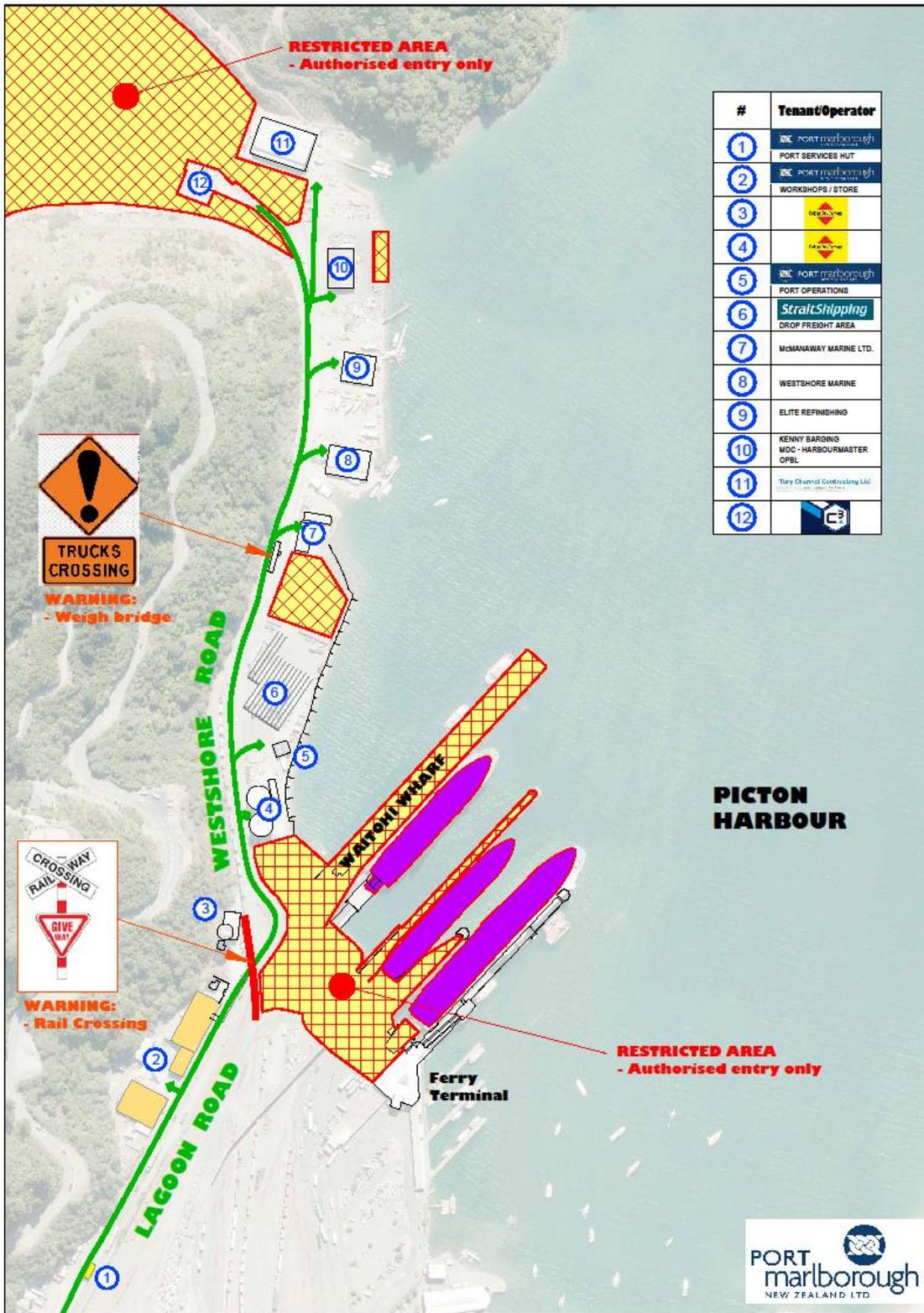


FIGURE 1: PORT MARLBOROUGH RESTRICTED PORT ACCESS MAP

## 4. DEFINITIONS

**Controlled Port Area ('Port')**: operational Port Area bounded by Port perimeter fencing or coastline and accessed via Port Services Centre

**Person Conducting a Business or Undertaking – PCBU**: while this may be an individual person (eg: a sole trader), in most cases a PCBU will be an organisation, eg: a business entity such as a company

**Port User**: any PCBU or individual employed by or contracted to a PCBU who has occasion to enter the Port

**Port Visitor**: any person (other than a Port User or Ferry Passenger) who has occasion to transit through the operational Port Zone

**Ferry Passenger**: any person transiting between ferry operator marshalling areas and inter island vessels, who remains entirely subject to the ferry operators' management and control

**Common User Safety Protocol (CUSP)**: Operational rules for specific Restricted Operational Areas within the Port

## 5. REVIEW

The Port Rules and Safety Guidelines and CUSPs are reviewed regularly through Port User Forums and audits, thus facilitating continuous improvement of safety within the Port.

## 6. GENERAL RESPONSIBILITIES – ALL PORT USERS

Every PCBU operating within Port Marlborough's Controlled Port Area has a primary duty of care in relation to the health and safety of its workers and those affected by the work carried out by them.

The primary duty of care requires that:

- i. A PCBU must ensure, so far as is reasonably practicable, the health and safety of
  - a. workers who work for the PCBU, while the workers are at work in the business or undertaking; and
  - b. Workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.
- ii. A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

The PCBU's specific obligations so far as is reasonably practicable include (but are not limited to):

- i. Providing and maintaining a work environment, plant and systems of work that are without risks to health and safety;
- ii. Ensuring the safe use, handling and storage of plant, structures and substances;
- iii. Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities;
- iv. Providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety;
- v. Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury;
- vi. Managing and mitigating environmental risks and impacts.

## 7. GENERAL REQUIREMENTS – ALL PORT USERS

### 7.1. SAFE BEHAVIOUR

Every person in the port area, regardless of their role, has a legal requirement to take reasonable care that anything they do does not cause harm to others. Every person shall take personal responsibility for their own safety and the safety of everyone else in the Port including co-workers, contractors or visitors.

### 7.2. SAFE PORT WORKER

All workers shall be licenced and competently trained to operate vehicles, equipment and plant they use. Competency shall be periodically reassessed. Each Port User shall maintain records attesting to this competence. These records must be readily accessible for audit.

All Port Users must operate and maintain a safe system of work complying with all applicable safe working practices. There should also be a procedure to monitor compliance of these practices and a process to ensure they remain consistent with evolving best practice.

All Port Users have to familiarise their personnel and visitors with the risks and controls that they may encounter. They need to be able to provide the appropriate PPE where required and ensure that it is maintained correctly.

All Port Users shall ensure they are fit for duty. If a person is concerned that they may not be fit for duty, they must inform their supervisor and not put themselves or their colleagues at risk.

### 7.3. SAFE SITE

The Port area shall be a safe area to work; Port Users must ensure the areas in which they operate are maintained in a tidy and safe condition. This includes the use and storage of hazardous materials.

### 7.4. PEDESTRIANS

Before entering any operational area that is not their specified work place, pedestrians must contact the person in control of the area and seek permission.

Pedestrians must look out for signs and always err on the side of caution when working around vehicles or mobile plant. Pedestrians cannot approach vehicles or mobile plant without the acknowledgement of the operator and the equipment being stationary.

On wharves, pedestrians must use the designated pedestrian walkways. If the walkway is obstructed by lines then ensure the way is clear looking in both directions before deviating off area. **“Remember: GIVE WAY TO ALL VEHICLES”**.

### 7.5. CONTRACTORS

All contractors working within the port including Restricted Operational Areas must undergo an induction and together with the Port Marlborough contract Manager put together a comprehensive site safety working plan. They must also report into the Port Service Centre prior to commencing work in the Port. Contractors working for Port Users in Restricted Operational Areas must ensure they are familiar with these rules and are compliant.

All work must be covered by a contractor safety plan which has been approved by Port Marlborough. This may be done through the **permit to work system**.

## **7.6. PERMIT TO WORK**

Port Services must be notified prior to any heavy lift or non-routine, high risk work being carried out. PMNZ Health and Safety Manager or Port Manager will review and decide the best approach before work is started. Examples where a permit maybe required (Diving, work at height, crane work, excavation of land etc)

## **7.7. TRAFFIC MANAGEMENT PLANNING**

Where activity has the potential to create a risk to traffic, a traffic management plan (TMP) shall be required to provide clear and positive guidance to road users approaching, travelling through and exiting the affected area. The TMP must be approved by Port Marlborough prior to activity commencing.

## **7.8. LOADING, UNLOADING & SECURING LOADS**

All loads are to be appropriately secured and conform to relevant codes of practice. All Port Users are required to work together to ensure cargos are loaded and unloaded safely and correctly.

## **7.9. VEHICLE SPEEDS**

All vehicles are to travel at a safe speed, and within speed limits signposted. Speed limits are not a target speed; travelling at lower speeds is recommended for managing traffic and pedestrian related risks.

## **7.10. REFUELLING VESSELS/ VEHICLES / MOBILE PLANT**

All refuelling companies must have agreements in place with Port Marlborough. Refuelling companies are required to meet all compliance requirements and have an approved Tier 1 emergency response plan.

## **7.11. HOT WORK PERMIT**

A hot work permit must be obtained from Port Marlborough before any land-based welding work is undertaken within the Port.

If welding work is undertaken on a vessel, then the Marlborough District Council Harbour Master is the permit issuer.

## **7.12. DRUGS & ALCOHOL**

The Restricted Operational Areas are drug and alcohol free areas. Any person found in breach of this rule will either be denied access or will be asked to leave Port property.

## **7.13. MOBILE PHONES**

The use of mobile phones while operating vehicles and plant is illegal. No Port User shall operate vehicles while using a mobile phone unless through a hands-free system. Pedestrians must not use mobiles phones while in Restricted Operational Areas unless in a designated cell phone area as specified in safe work plans.

## **7.14. PORT SECURITY**

Port Services (PSC) performs the Port security function and ensures Port security and safety requirements are followed and maintained consistent with all relevant legislation. Port Services also operate 'Picton Harbour Radio' on Channel 18; this is manned and operated 24/7.

Entry to the Port is controlled and only approved and inducted Port Users and Visitors will be allowed have access. All individuals within the Port must carry an approved form of photo ID at all times.

Temporary visitors /contractors are required to have a valid reason for entry and must inducted prior to entry, or be escorted to and from their destination at all times by Port Services, or be accompanied by other inducted Port users. **Port Services: phone 03 520 3350.**

Random searches of vehicles are performed routinely. Drivers are to pull into vehicle inspection lane and follow security staff instructions if asked to do so.

Port Marlborough normally operates at Level 1 of the International Ship and Port Facility Security Code (ISPS). If the Port goes to heightened level 2 security state, additional entry controls will apply. At high alert (Level 3), the Police take over and Port Services staff assume a support role. PMNZ reserves the right to deny access to any person who does not comply with requirements of Port's Security Plan.

### 7.15. INCIDENT REPORTING

Port Marlborough as facility owner is the first to be contacted by regulators or stakeholders after an incident on Port; this includes local or national press.

- i. All incidents involving serious injury or death to anyone working within the Port must be immediately reported to Port Marlborough via PSC.
- ii. All incidents involving damage to Port infrastructure must be immediately reported to Port Marlborough via PSC.
- iii. Port Marlborough must receive an initial investigation report within 72 Hours.
- iv. Port Marlborough must receive the final investigation report within 2 weeks.
- v. All other Health & Safety events must be reported within 48hrs to PSC.

### 7.16. EMERGENCIES

Port Marlborough has an emergency response plan that covers each Port area. Each Port User should have their own emergency response plan which should explain how to communicate with PMNZ and other common users in the event of an emergency.

- i. PSC must be notified prior to emergency services arrival, to ensure there are no delays in reaching the location of incident
- ii. Phone 111 if person has been harmed or risk to life
- iii. There is also a Defibrillator on site at the Port Service Centre (point of entry to the Port)

## 8. COMMON HAZARDS

When working or transiting the Port areas, users may encounter common hazards at different locations and at different times. These are summarized below.

- i. Pedestrian struck by vehicle, Train or mobile plant travelling within the port areas
- ii. Pedestrian struck by mobile plant (Forklift, Cranes, Trucks) while working in restricted operational areas
- iii. Collision between vehicles, Train or mobile plant while travelling within the port areas
- iv. Collision between Mobile plant (Forklift, Crane Trucks) while working in restricted operational areas
- v. Stuck by cargo or equipment, which has fallen from a height during ship loading unloading operations

- vi. Falling into the water and being crushed by vessel alongside or drowning
- vii. Exposure to or contact with hazardous substances
- viii. Natural disasters

## 9. COMMON HAZARD CONTROLS

To ensure the safety of all users/visitors that are within the port areas, a number of common Hazard Controls have been developed. These are a minimum and are to be observed at all times.

- i. All persons entering the Port areas are required to possess and, when requested, produce a valid port pass or government approved photo ID.
- ii. All vehicles are subject to voluntary inspection by Port Security. Personnel that do not agree to the inspection will not be permitted entry.
- iii. Personal Protective Equipment (PPE) must be worn at all times **by pedestrians in Restricted Operational Areas**. This includes but is not limited to high-visibility clothing (day & night glow), safety footwear and hard hats. Some areas may require additional PPE. It is the responsibility of the person in control of the area to determine additional requirements.
- iv. Port Users who are directing visitors are responsible for ensuring the safety of those visitors.
- v. Port Users and visitors must report all newly identified hazards to Port Services immediately.
- vi. No Port Users or visitor may enter other users' work areas without appropriate authorisation. Don't assume that the area is safe if no work activity is visible.
- vii. Where possible, work in Restricted Operational Areas should have isolating controls (i.e. cones, signage, temporary fencing).
- viii. All traffic must adhere to posted speed limits - Lagoon Road and Westshore: 30 kph. All wharves and operational areas: 10 kph. Vehicle marshalling areas: 10kph.
- ix. All traffic travelling in restricted operational areas must use hazard lights, head lights or roof mounted flashing light.
- x. Cyclists must wear Hi Viz clothing at all times, and use front and rear lights during hours of darkness.
- xi. No pedestrian access is permitted anywhere in the Controlled Port Area. PMNZ offer a shuttle service when available (contact PSC).
- xii. Children under the age of 15 years are not permitted into the Port unless he or she is a passenger on a ferry or cruise vessel.
- xiii. Only animals directly associated with work activity within the Port (eg: Police, customs, MPI) are permitted within the Controlled Port Area. Stock trucks travelling on ferries are contained and travel through controlled areas.
- xiv. No fishing is permitted from any Port facility.
- xv. All vehicle and mobile plant operators must be licensed and have had the appropriate training for each task.
- xvi. All vehicles and mobile plant must be compliant with all regulations. This includes but is not limited to certification of lifting equipment, Warrant of Fitness and Certificate of Fitness.

## 10. TENANTS

Commercial Tenants are also PCBUs and they have the same duty of care as other PCBUs, so far as reasonably practical, to ensure the health & safety of their own workers and others, and visitors to their sites.

Tenants' lease agreements specify that they must comply with Port Rules adopted by Port Marlborough. These are updated as a matter of continuous improvement and/or through new risk identification and controls.

Tenants are also required to have safety systems in place that ensure Port infrastructure is used for the intended purpose and that infrastructure isn't compromised by use outside that scope.

Tenants may also perform tasks that cross over into Restricted Operational Areas. Those tenants are required to participate in common user meetings and agree to work within the terms set out in the Common User Safety Protocols (CUSPs).

## 11. RESTRICTED OPERATIONAL AREAS

Restricted Operational Areas are also known as ‘common use areas’ and users may be required to have a licence to operate or be, an inducted contractor that must adhere to these generic Port Rules and Common User Safety Protocols (CUSP). There are three main restricted operational areas:

**Area 1** – Westshore Wharf including barge ramp and beach area

**Area 2** – Waitohi Wharf including Ferry berths, bull ring, punt landing and immediate surroundings

**Area 3** – Shakespeare Bay including log yard, wharf area, barge ramp

Port Marlborough as a PCBU facilitates Port User Forums as a matter of process. These forums focus on specific operational precincts, and focus on identifying and managing the particular risks inherent in the precinct’s activities (Ferry Precinct; Waitohi; Westshore; Shakespeare Bay). This approach provides more effective input and cross-user communication, resulting in improved safety and compliance outcomes.

Forums will develop and review Common User Safety Protocols (CUSP) for these areas, with the focus on ensuring their adequacy and effectiveness. Meetings will facilitate group consultation and provide input into the management of risks/ hazards in restricted operational area. Meeting agendas and minutes will be taken and circulated to all forum members, with changes or amendments discussed and agreed by Port Users.

Each Restricted Operational Area (defined by PMNZ as common use) will have individual safety plans that provide “Common User Safety Protocols” (CUSP) for that specific area.

The CUSP outlines responsibilities for each PCBU and how each PCBU fulfils their duties. This includes PCBUs having additional adequate safety management systems in place that can be audited by PMNZ:

- Users in these areas will work together and provide safe working plans that will be audited by PMNZ regularly to ensure compliance with CUSP.
- In these plans, users must identify where activities could involve shared or overlapping duties and ensure these are clearly identified as part of job planning.
- Users must, so far as reasonably practicable, consult, co-operate and co-ordinate activities with all other PCBUs to meet their shared Health and Safety duties (overlapping duties).

## 12. PORT ACCESS

The Port is not a public area. Only those who work within the Port, or visitors with a legitimate purpose for visiting the Port, will be allowed access.

All persons driving in the Port must have completed Port Marlborough’s Port Access Health and Safety Induction, or be escorted into the Port. This induction allows access to **non-restricted** areas. These are mainly roadways that lead to tenants and to Restricted Operational Areas.

A supplementary Port User Induction is required before access will be permitted into **Restricted Operational Areas**.

**Restricted (Yellow Zone)** and **Non-restricted areas (Green Zone)** are highlighted in the Port Access Map  
APPENDIX 1

**ACCESS AREAS (shown Green on Figure 1)**

<b>Lagoon/ Westshore Road</b>	<p>Lagoon Road/ Westshore Roads are the main arterial routes within the Port. The main entrance is identified by the Port Services Centre (PSC) building. Heavy vehicles, light vehicles, buses, Tenants cars, PMNZ staff and approved visitors use this entry to access operations within the port area. Vehicles travel along the area highlighted in <b>Green</b>.</p> <p>No Pedestrian Access to Port facility; pedestrians will not be admitted. Regular users will be inducted and will be issued with a PMNZ ID card and vehicle sticker.</p> <p>All visitors are required to stop and report to Port Security, they will be required to provide approved photo ID, and have a valid reason for entry. A basic induction must be completed prior to arrival or alternatively may be escorted in by other inducted Port Users.</p>
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**TENANCY AREAS (shown Numbered Blue circle on Figure 1)**

<b>Tenanted Areas</b>	<p>Tenanted areas are the responsibility of the Tenant. Areas are highlighted on Figure 1 as <b>Blue circle</b> with numbers. See also key at the bottom of diagram.</p>
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**RESTRICTED OPERAITONAL AREAS (shown Red on Figure 1)**

**Restricted** Operational Areas are operational sites and access to these areas requires a further induction that will also cover Common User Safety Protocols for the particular area.

<b>Area 1 Waitohi</b>	<p><b>Site defined as:</b> Waitohi Wharf, Ferry Berths, Punt Landing, barge ramp and immediate surrounds</p> <p><b>Users:</b> Strait Shipping/Bluebridge, Interislander, fishing companies, Holcim cement, coastal and international ships</p> <p>User specific induction must be provided by the PCBU being visited or worked for.</p>
<b>Area 2 Westshore</b>	<p><b>Site defined as:</b> Beach, Westshore Wharf and barge ramp.</p> <p><b>Users:</b> Strait Shipping, O'Donnell Park, Johnston's, Gary Kenny, TNL, Harbourmaster, King Salmon and Kam Transport.</p> <p>Anyone wanting access to these areas must undergo A PMNZ induction specific to this area is required to allow access.</p> <p>User specific induction must be provided by the PCBU being visited or worked for.</p>
<b>Area 3 Shakespeare Bay</b>	<p><b>Site defined as –</b> Shakespeare Bay</p> <p><b>Users:</b> C3, Tasman Bay Stevedores, Nautilus Pacific Barging, CRB Transport, TNZ Bark pro, log transport companies.</p> <p>A PMNZ induction specific to this area is required to allow access.</p> <p>User specific induction must be provided by the PCBU being visited or worked for.</p>

### 13. NONCOMPLIANCE OF PORT RULES & COMMON USER PROTOCOLS

Non Compliance	<p>PMNZ actively monitors all operational areas through patrols and CCTV. This also includes the use of a speed gun to monitor vehicle speeds. Anyone found in breach of rules will be dealt with by a 3 strike system. Port Marlborough reserves the right to deny access to any person who does not comply with requirements.</p> <p>Strike 1: <b>First breach of rules</b> – person and company notified and warned</p> <p>Strike 2: <b>Second breach of rules</b> – person and company notified and given final warning.</p> <p>Strike 3: <b>Third breach of rules</b> – person will be denied access to facility for a period of time, or indefinitely.</p> <p>Depending on the severity of the breach, PMNZ may at their discretion move directly to Strike 2 or Strike 3 action.</p>
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*Acknowledgement: Rules read and understood*

**Title**.....,

**Name**.....

**Business**.....

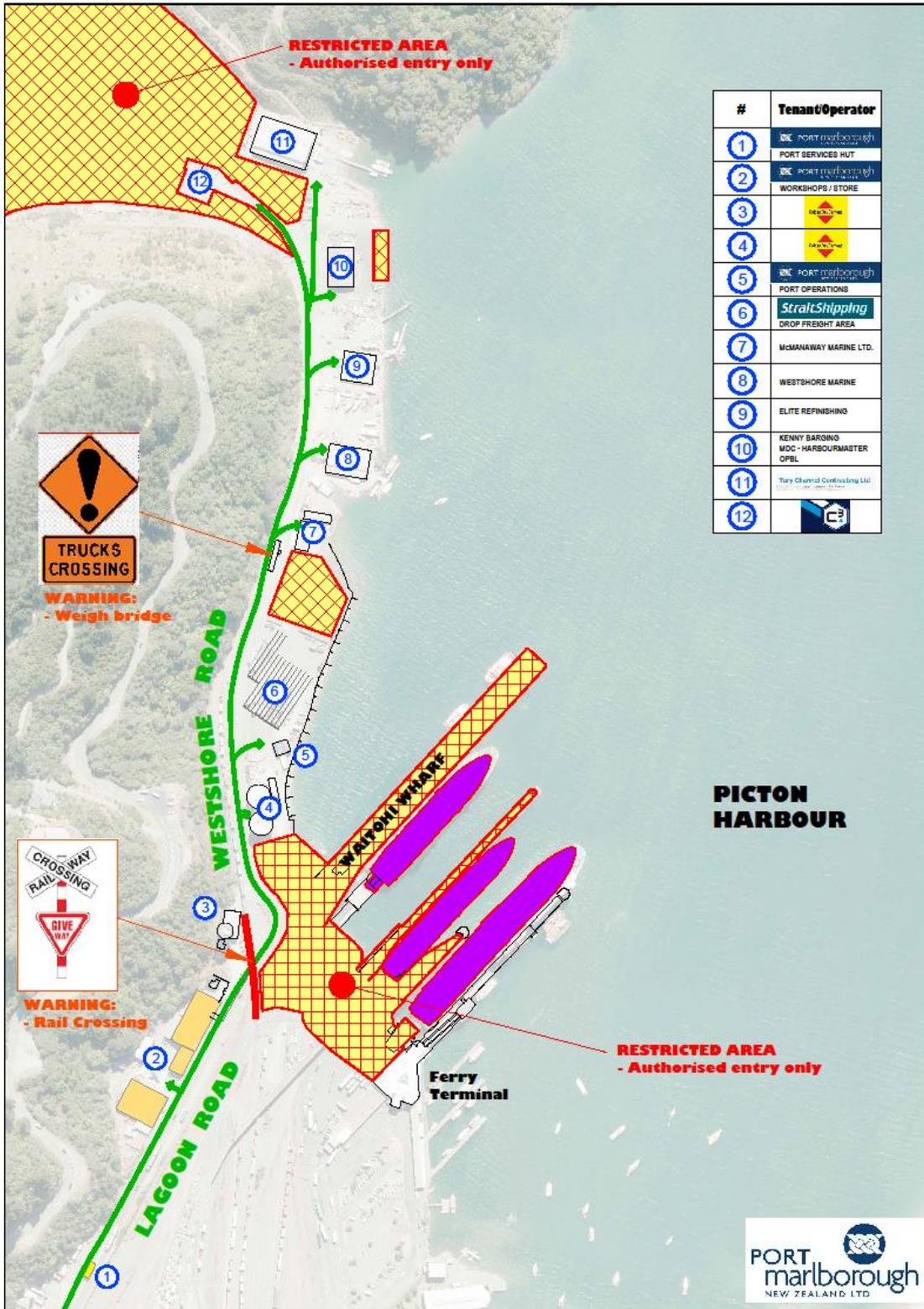
**Date**.....

**Signature**.....

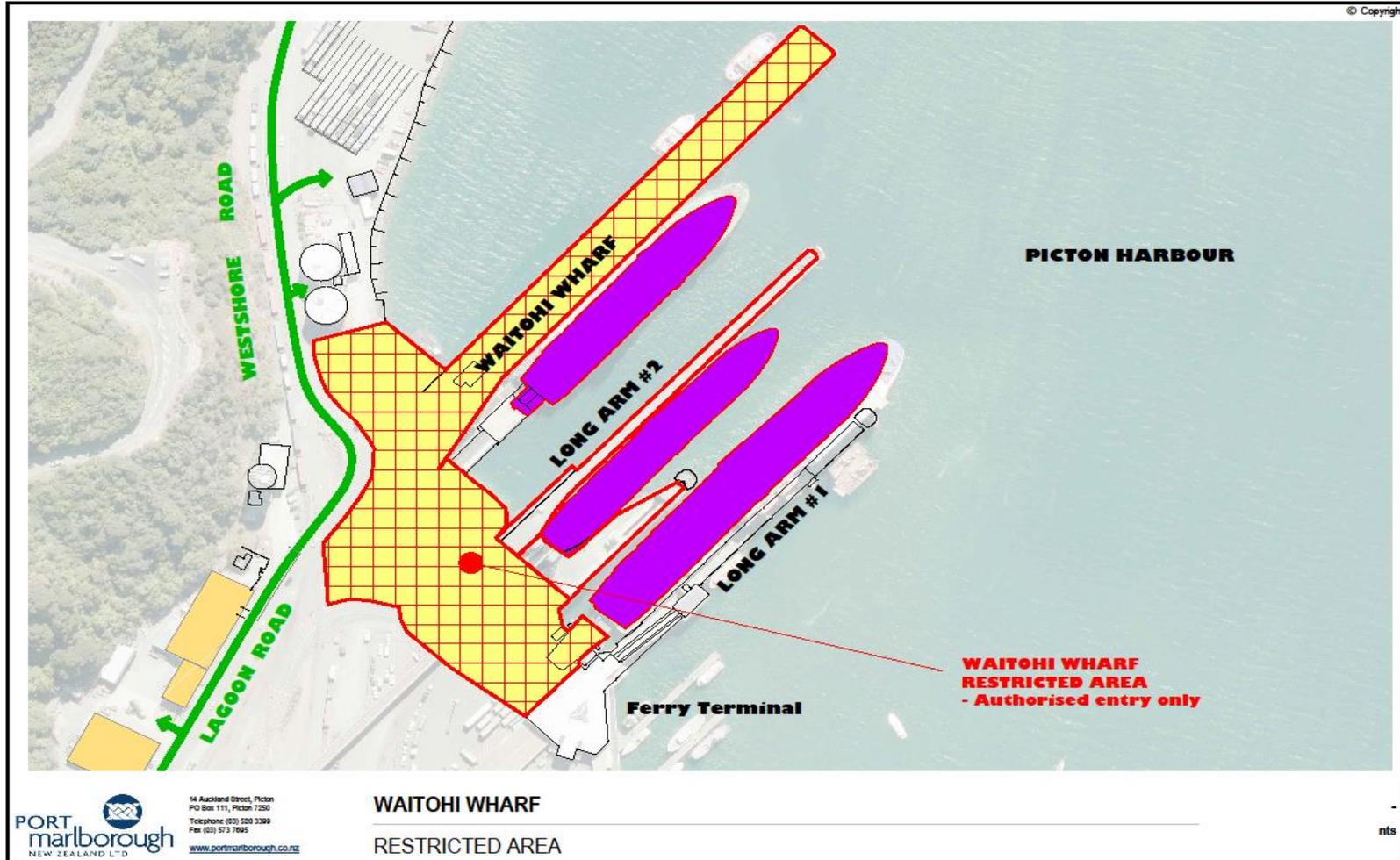
**Inductor**.....

**Signature**.....

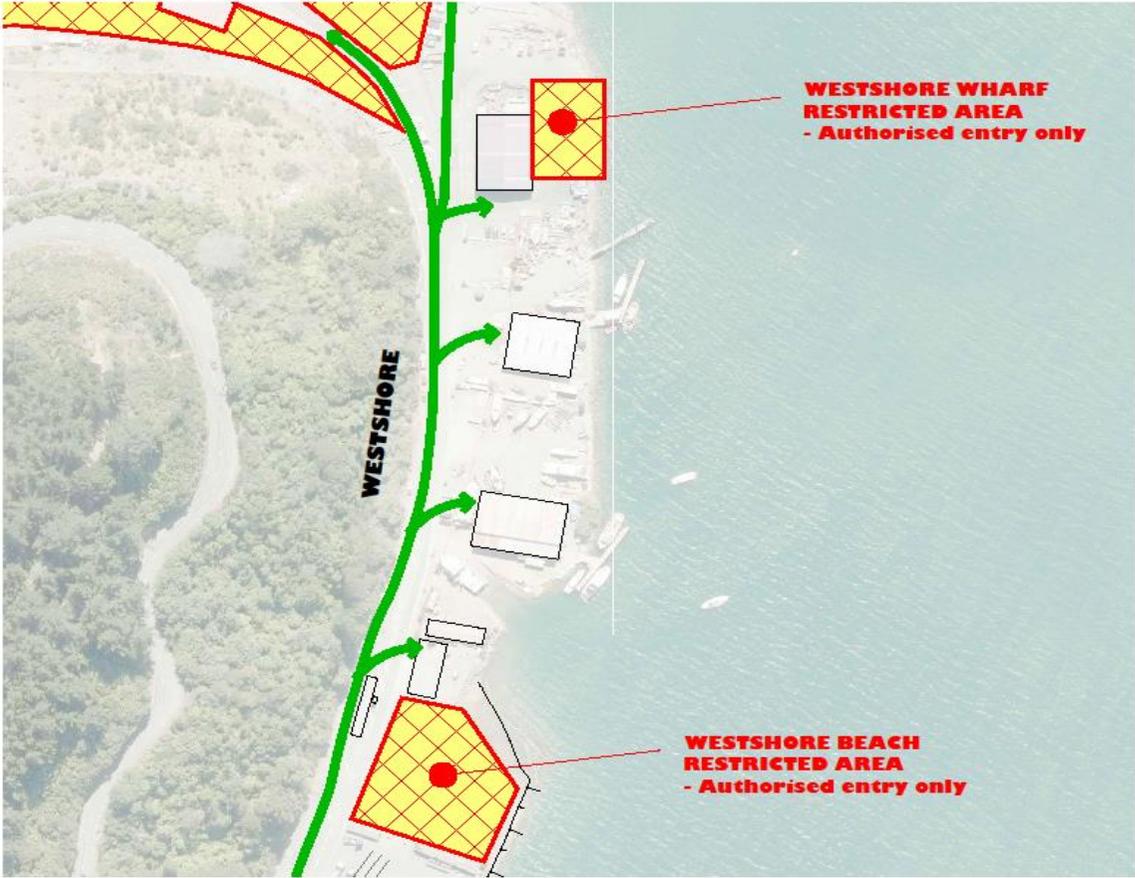
# APPENDIX 1: PORT ACCESS MAP



AREA 1- WAITOHI



AREA 2 - WESTSHORE



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**WESTSHORE WHARF  
RESTRICTED AREA  
- Authorised entry only**

**WESTSHORE BEACH  
RESTRICTED AREA  
- Authorised entry only**

**WESTSHORE**

**RESTRICTED AREAS**

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# AREA 3 – SHAKESPEARE BAY



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**SHAKESPEARE BAY  
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