

Common User Safety Protocols

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1 COMMON USER SAFETY PROTOCOLS

1.1 Overview

Within the Lyttelton Port area, multiple companies often work close to one another in what are known as 'common user areas'. These Common User Safety Protocols (CUSPs) have been developed to assist all Port-Users (including LPC staff) to work in a safe and efficient manner. In some cases the CUSP provides guidance on where preferred (but non-mandatory) practices are recommended in others specific requirements have been agreed. Mandatory practices are identified with the word 'shall'. Preferred practices are prefixed with the words 'should' or 'may'.

Lyttelton, Port of Christchurch (LPC) recognises that this CUSP is the first step in a continually improving health and safety culture. The CUSP will be subject to frequent review and revision in 2016/17 as experience with the new Health and Safety at Work Act (and associated regulations and codes of practice) grows.

1.2 Scope

These protocols are applicable to all Port-Users in the Inner Harbour area. The boundaries of the applicable area is shown in Appendix 1.

1.3 Enforcement

In creating the CUSP, LPC has enjoyed a great deal of cooperation and support from other Port-Users. LPC looks forward to the continued support of all Port-Users in continuously improving the effectiveness of the CUSP. It is anticipated that there will be instances where a Port-User or visitor fails to comply with the requirements or guidance within the CUSP, or the instruction provided by responsible people in the execution of these requirements or guidance. Wherever possible communication and education should precede any enforcement actions. However, where communication and education is assessed as not delivering the desired compliance LPC shall escalate enforcement action in accordance with the LPC enforcement policy.

It is important to note that failure to comply with the CUSP may lead to denial of entry to the Port of the non-complying individual and/or their associated organisation.

2 CRITICAL RULES

2.1 Critical Rules

Everyone working or visiting our Port is responsible for their own health and safety and of others over which they have a degree of control or influence. As individuals there are a number of critical rules that we should consider. These critical rules are:

- Pedestrians shall give way to moving machinery and stay on designated pedestrian paths
- Never walk under suspended loads
- Operational vehicles shall display activated roof mounted flashing lights
- Assume you have not been seen - ensure eye contact with the driver
- Never run in an operational area
- Report unauthorised people to your supervisor immediately
- Port-User personnel shall stay within their pre-determined safe areas whenever practical and be aware of traffic flow. Avoid cutting across traffic paths unless properly communicated
- Lockout procedures (as agreed to in pre-planning) shall be adhered to
- Report all incidents immediately, including near misses, verbally immediately.

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2.2 Critical rules for all machine operators and drivers

Machine operators and drivers have the potential to inflict serious harm. In addition to the critical rules above, they shall also take into account the following:

- If there is any doubt, STOP
- Cargo should be carried in such a manner that the machine operator has the best visibility of the carriageway
- Product will not be carried above eye/cab level unless the forklift is specifically designed for that purpose, e.g. container top-lifter
- Machine operators shall not make assumptions as to the whereabouts of other operators or people
- All mobile equipment shall stay outside of any marked safe zones
- In all operations, the machine operator or driver should always err on the side of caution
- If necessary, get out of the machine and approach the other operator or ground staff to ascertain the problem before recommencing work.

2.3 Mobile Phone Use

It is illegal, in most instances, to use a mobile while driving. Mobile phone use has been proven to distract users and therefore, in a high risk area such as a working port, is considered a significant risk. Within the Port Area the following shall apply:

- No mobile phone shall be used in operational vehicles while working
- Mobile phone use in non-operational vehicles is only permitted when hands-free kit is used
- Pedestrians shall only use mobile phones while they are in safe zones or non-operational areas.

2.4 Port Security

LPC is a security-controlled area. All persons who enter our Port are required by the Maritime Security Act 2004 to carry a valid photo ID and may be subject to a random inspection of baggage and vehicle.

2.5 Custom Controlled Areas

Customs Controlled Areas (CCA) are secure areas in which activities are monitored or regulated by Customs. The Port's CCA licence includes conditions restricting access to the CCA. Applicable Port-Users shall have protocols (agreed with Customs) that control access to their CCA. Such protocols shall take into account the movement of passengers and crew, processing, loading and unloading of vessels and the holding of goods. Any Port-User entering a CCA shall be familiarised with CCA licence restrictions and agreed protocols.

3 OBJECTIVES

To manage workplace risks in the Inner Harbour Common Port-User Area effectively, everyone within the port shall work together in the following four categories:

- Safe Behaviors
- Safe Port-User
- Safe Site
- Safe Plant.

3.1 Safe Behaviour

Every person in the Port Area, regardless of their role, have a legal requirement to take reasonable care that anything they do (or do not do) does not cause harm to others. Therefore everyone shall take personal responsibility for their own safety and the safety of everyone else in the Port, be they co-workers, sub-

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contractors, competitors or visitors. LPC and all Port-Users shall actively promote safe behavior. Key factors that are considered to impact on safe behaviors include:

- Transparent and fair leadership from all levels, including board members, executive team, managers and supervisors
- A strong management commitment to improving safety
- Respectful, trusting and open communication between management and workforce
- Workforce involvement in risk management and safety improvements
- An emphasis on understanding safe and unsafe behaviors, and their causes
- Timely reporting of unsafe acts, whether they result in injury or not
- Incidents treated as an opportunity to learn and improve
- Ensuring everyone has the right to stop unsafe acts and take action in unsafe situations.

3.2 Safe Port-User

All workers shall be assessed as competent to operate the vehicles, equipment and plant they use. Competence shall be periodically reassessed. Each Port-User shall maintain readily accessible records attesting to this competence.

Each Port-User shall operate and maintain a safe system of work complying with all applicable safe working practices. Port-Users shall monitor compliance with these practices, and regularly review and revise practices to ensure they remain consistent with evolving best practice.

Each Port-User shall familiarise their personnel and visitors with the risks and controls they may encounter. They shall provide their personnel and visitors with appropriate PPE and ensure that it is used and maintained correctly. All personnel shall ensure they use supplied PPE appropriately and replace PPE when it is past expiration, damaged or otherwise not fit for purpose.

All personnel shall ensure they are fit for duty. If a person is concerned that they may not be fit for duty, whether it be due to illness, fatigue, intoxication, medication or any other matter, they shall make their supervisor aware of the issue and not put themselves or their colleagues at risk of harm.

3.3 Safe Site

The Port area shall be a safe area to work. Port-Users shall ensure the areas in which they operate are maintained in a tidy and safe condition. The following factors shall be taken into account.

3.3.1 Traffic Management Planning

Where a risk assessment identifies potential traffic risk, a Traffic Management Plan (TMP) shall be required to provide clear and positive guidance to road users approaching, travelling through and exiting the common user area. An appropriate TMP shall take into account LPC's overarching Traffic Management Planning policy as well as the actual circumstances in which the TMP is expected to control the movement of vehicles and pedestrians. The TMP should take into account:

- Clear lines of accountability and reporting
- 24 hour coverage for the duration of the activities
- How the plan is to be communicated to all affected parties
- Appropriate road signs and markings
- Appropriate speed limits around site and the communication / enforcement of such
- Port-Users shall enforce site rules
- Avoid reversing where possible
- Where the operator's view is obstructed, and the vehicle could move in such a way that the operator can not see the path of travel, then a system shall be developed to enable them to operate safely
- Application of the Road Traffic Act and other relevant legislation.

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The TMP shall be approved by an appropriate manager, adequately supervised, monitored and make allowances for unanticipated traffic. Changes to risks or controls shall lead to a review of the risk assessment, which may require a revision of the TMP.

3.3.2 Pedestrian/Vehicle

Vehicles and pedestrians shall be separated whenever they share the same area. This may involve excluding pedestrians from certain areas, using barriers or providing separate pedestrian routes.

Where pedestrians are required to enter a high-risk area e.g. cargo handling, appropriate risk control measures e.g. TMP, shall be implemented.

All vehicle and pedestrian traffic routes shall be clearly marked and include appropriate signage. Appropriate and clearly marked crossing points should be provided where pedestrians and vehicles meet.

Haulage operators shall remain in a safe area while their vehicles are being loaded and unloaded. The location of the safe area shall be informed by the risk assessment and take into account all applicable hazards and the appropriate TMP. In some instances the safe area may be the vehicle cab.

3.3.3 Pedestrian Walkways

Walkways shall be clearly marked and arranged to avoid or minimise pedestrians having to cross cargo-handling areas. In planning pedestrian walkways the following shall be taken into account:

- Pedestrian and vehicle segregation
- Vehicle movements
- Vehicle access to ships
- Suitability of structures for vehicle use
- Load securing
- Life Saving Provisions
- Signage
- Lighting.

3.3.4 Vehicle Access to Car Carrier Ships

Ramps used by vehicles shall not be used by pedestrians unless there is suitable segregation of vehicles and pedestrians. Appropriate separation may be achieved by using a protected walkway or by ensuring that pedestrians and vehicles do not use the ramp at the same time.

Procedures need to be in place to ensure the ship to shore ramp configuration is maintained at the optimum angle to enable safe access for vehicles. A system must be in place to safely manage the movement of vehicles on gradients, paying special attention to unbraked units and taking into consideration speed, load, configuration, angle and trailer weight based on tractor and equipment specifications.

Mafi and gooseneck attachments that do not offer an interlock shall never be used on gradients.

3.3.5 Vehicle Movements

In areas where ships are loaded or unloaded, vehicles should avoid maneuvering close to unprotected quay edges. Where the pattern of vehicle movement presents a risk of vehicles running over the edge, or encroaching on a dangerous area, barriers shall be provided and maintained.

Vehicles that are not involved in Port operations shall not be admitted to areas where loading or unloading is taking place, except in an emergency or where required by law.

3.3.6 Suitability of Structures Used by Vehicles

LPC sets operating and weight limits for all its wharf structures and these will be regularly communicated to all Port Users including any changes or improvements. Structures shall not be used unless they are rated fit for their intended use. Where a structure is known to be under repair, or has been condemned, the area shall be clearly marked and, if appropriate, barriers erected to stop access.

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3.3.7 Load Securing

Loads shall be appropriately secured to the vehicle or trailer. In the case of containers, twist locks or guides should be used. All parties involved in the loading and unloading of vehicles shall co-operate to ensure that the load is safe and secure throughout the job.

It is important to differentiate between the two stages of a journey:

- a. The initial transfer of a load (i.e. from the loading/unloading position to a safe area nearby for proper securing); and
- b. The onward journey from that safe area (e.g. a road journey for delivery or to storage).

It is recognised that there is risk associated with personnel having to strap loads and apply twist locks in cargo handling areas. The extent to which the load needs to be secured for the initial transfer stage along with other control measures required shall be determined through a risk assessment. LPC has a template to aid this process.

Factors to consider when assessing the adequacy of securing arrangements include:

- Type of load e.g. bulk or bundled
- Stability of load
- Method of stacking
- Type of vehicle
- Length of journey
- Road surface
- Vehicle speed
- Weather conditions.

Possible control measures may include:

- Containment of the load using stanchions, chocks, or blocks etc
- Controlling pedestrian access.

3.3.8 Safe Speed

All vehicles shall proceed at a safe speed. The speed limit, as identified in the applicable TMP or on signage, is not the target speed. Reduced speed is a typical control for managing traffic and pedestrian related risks. Where a driver or machinery operator encounters unexpected hazards, absent risk controls or potential traffic and/or pedestrian conflicts, they shall further reduce their speed to a safe speed.

3.3.9 Lighting

The Port operates on a 24-hour basis so the need for suitable lighting in the workplace is particularly important. The more visible the hazard, the easier it is to avoid. The types of hazard present in the workplace and their assessed risk in the prevailing conditions shall determine the lighting requirements for safe operation.

Obstacles and hazards should be eliminated or relocated. If this is not possible they should be made conspicuous through suitable lighting and/or marking, and avoided via suitable work planning.

When assessing the adequacy of lighting the following should be taken into account:

- Stairs, pedestrian walkways, vessels and vehicle access routes
- Night time activities such as loading/unloading e.g. checking cargo and access to vessels
- Working onboard ship e.g. in holds
- Safe access to small vessels
- Use of natural light where possible
- Managing glare

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- Vehicles provided with suitable and sufficient lighting for the task and location.

Lighting should be properly maintained in a fit for purpose condition, typically by the lighting provider.

3.4 Safe Plant

The person or company that manages or controls plant, machinery and equipment in the Port area has a duty of care to ensure that such plant and equipment is fit for purpose and poses no undue risk to the health or safety of any person.

Plant, machinery and equipment shall be certified, fit for purpose and appropriate for the task being carried out. It shall be operated safely within its design limits, maintained in a safe condition and comply with all applicable standards, regulations and guidelines. This section describes key aspects of safe plant.

3.4.1 Maintenance

All plant shall be systematically maintained. The scope and frequency of plant and equipment maintenance should take into account the manufacturer's recommendations.

3.4.2 Audio-Visual Signals

All operational vehicles shall be provided with appropriately mounted orange flashing lighting and reversing audio-alarm. Audio-alarms shall be broad-band/white noise alarms. Where a vehicle is not fitted with roof mounted flashing lights the use of hazard lights is satisfactory.

3.4.3 Accessing Plant

The nature of Port operations means that plant and equipment is often very large. Injury may occur mounting or dismounting mobile machinery. Some machines have fuel inlets located near the access steps to the vehicle's cab. If fuel spills onto the steps it can make them slippery, increasing the chances of a fall. When establishing how to provide safe access to plant the following should be taken into account:

- Provide well-constructed steps or ladders, non-slip walkways and guard rails where possible to remove the risk of falling
- Clean the steps regularly
- Take care not to spill fuel on the steps
- When climbing onto or off plant always keep three points of contact (eg. two hands and one foot) with the vehicle or ground
- Dismount facing towards the vehicle
- Never jump on to, or from, a moving vehicle
- Appropriate PPE includes footwear with good grip and clothes that will not snag on machinery
- Before dismounting, always take the machine out of gear and apply the brakes
- If leaving the machine, shut off the engine.

3.4.4 Vehicle Standards

For certain categories of vehicle that do not form a part of Port operations e.g. vehicles being imported or exported, the person in control of the supply of the vehicles has a duty to ensure such vehicles are maintained in a safe condition.

Road vehicles that remain within Port limits, but are of a type used on public roads, should be maintained to a standard that would meet the requirements for use on a public road. In exceptional circumstances where compliance is not appropriate, the Port-User shall apply to LPC in writing for an exemption.

The use of such vehicles shall be subject to an appropriate risk assessment and the implementation of agreed risk controls.

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3.4.5 Brakes

Prior to the operator leaving the cab the vehicle parking brake shall be applied. Truck units used to haul unbraked trailers shall have sufficient braking capacity to stop both the haulage unit and the trailer with the trailer carrying the maximum permitted load.

3.4.6 Safety Belts

Where seatbelts are provided, they shall be used. Vehicles should be fitted with seatbelts if either used on the road or deemed necessary by risk assessment. When seatbelts are provided their use should be monitored and enforced. A seatbelt shall be required where roll-over protective structures are fitted.

3.4.7 Noise

If a vehicle does not have a sound-proof cab, appropriate hearing protection shall be provided and worn. Please refer to LPC's PPE Standard for further detail.

3.4.8 Refuelling

Safe arrangements shall be made for refueling vehicles and the process should be documented in the TMP. Petroleum or Liquefied Petroleum Gas (LPG) powered vehicles should be refueled in a safe, well-ventilated area and not in a confined or enclosed space.

4 PRE-PLANNING

4.1 Overview

Pre-Ship meetings shall be completed prior to work and should include, but not be limited to, LPC and applicable Port-Users. The Pre-Ship meeting should cover:

- Roles and responsibilities
- Health and safety issues
- TMPs
- Personal Protective Equipment
- Plant usage and equipment
- Points of contact
- Communications
- Restrictions imposed by regulators e.g. MBIE and MPI
- Environmental considerations
- Emergency plans.

Health and safety considerations shall be discussed at the pre-work brief and these pre-work briefs shall include anyone likely to be in the vicinity during work.

4.2 Responsibilities

Each Port-User is responsible for pre-planning their work and coordinating their work with other Port-Users (as appropriate.) Each Port-User should assign a single person or role responsibility for the safe and efficient execution of the work. Amongst the assigned responsibilities should be communication with all other Port-Users potentially impacted by the planned work.

4.3 Checklist Considerations

A number of considerations should be made prior to commencing work in common user areas. A pre-operational check shall take place to ensure all control measures are in place to manage the risks.

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4.3.1 Sole Use of a Common User Area

Appropriate communication shall be established to inform all Port-Users adjacent to the common user area of planned activity and risk controls. Appropriate signage should identify:

- Hazards present within the area (and their controls)
- Appropriate use of moving machinery
- Required PPE
- Who shall be contacted before entering the area
- Contact phone numbers.

Other Port-Users shall request the responsible person's permission to enter the common user area prior to entering. They shall not enter until permission is granted by the responsible person. Records shall be maintained of the request for entry and permission being granted.

4.3.2 Shared Use of a Common User Area

All Port-Users sharing a common area shall cooperate to ensure work is executed in a safe and efficient manner and all risks are appropriately controlled. Due care shall be taken to consider other Port-Users adjacent to the work area.

Wherever possible one Port-User should be assigned with primary responsibility for the common area. This does not absolve all other Port-Users of their responsibilities to manage health and safety risks. The responsible person shall coordinate the development of an agreed work plan. The agreed work plan should consider safe access, egress, operations and management of risk. This may include assigning responsibility for stopping some activity where there is potential for increased risk from simultaneous activities within the common user area.

Planning for the safe management of traffic and movement of personnel is very important. The work plan should take into account shift changes, meal breaks, and breaks in cargo work e.g. draught surveys. This is to minimise the amount of personnel entering, leaving and transiting the common user area at different times, and allowing other potentially conflicting operations to take place during that down time.

4.3.3 Risk

Risk assessment and implementation of controls appropriate to the specific operation and context are to be completed prior to work starting. Any change to the work plan during operations shall include reassessment of risk and, if necessary, the temporary stopping of work until new risk controls are in place. Changes shall be communicated to all affected Port-Users.

4.3.4 Tally Huts and Portacoms

Portacoms shall be provided in accordance with LPC's requirements. Portacoms shall be positioned in a safe area with safe access for all Port-Users. Generally this means in the centre line of the wharf. Where two portacoms are required, these should share the same power source.

Placement of tally huts and mobile machinery "no go areas" shall be determined with due consideration of planned work, preferably before the ship has been made fast.

4.3.5 Access and Traffic Control

Pre-planning shall take into account the safe movement of vehicle and pedestrian traffic including:

- Access by workers, crew and visitors, including safe walkways and the delivery and retrieval stevedores from the ship
- Access by machines/trucks
- Walkways to be kept clear of obstruction
- Access and control signage required for the particular operation
- Cargo securing, chaining/unchaining and areas for engaging twist locks.

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All transportation requirements shall be in accordance with the LPC Traffic Rules/Management and documented in an agreed TMP.

4.3.6 Machinery Numbers

As a general rule, minimise the number of trucks, plant and machinery on a berth at any one time; if it is not being used then remove it from the worksite to ease congestion and improve coordination and communications.

If machine numbers increase during an operation then the potentially increased risk shall be reassessed, additional controls implemented and communicated to the workforce.

4.3.7 Machine Movement

For every operation involving machinery and personnel working in close proximity, the TMP shall take into account:

- Separation of personnel and moving machinery
- Establishing an agreed system of signals
- Communicating the TMP to all affected Port-Users and personnel

4.3.8 Personal Protection Equipment

LPC has established a standard for the selection, supply and use of Personal Protection Equipment (PPE) used in the port area. All Port-Users shall comply with the requirements established in this standard. Work specific risk assessment shall match identified hazards with appropriate PPE.

4.3.9 Communication

Good communication is a vital part of ensuring safety at all worksites. Recommended communication should include two-way radio traffic between the stevedoring foremen and all relevant Port-Users. Communication also includes agreed signalling between machine operators and ground crew. It is imperative that signals are clear and precise.

5 RISK MANAGEMENT

5.1 Overview

Hazard and risk are often used interchangeably but actually have different meanings. For the purposes of this safety protocol a hazard may be defined as something with the potential for harm. Risk is the chance that someone or something will be adversely affected by the hazard, and is often thought of as the product of the likelihood of a hazard occurring and the severity of the outcome. Risk management is the coordinated activities, summarized below, required to control risk to an acceptable level. All Port-Users shall have appropriate risk management processes consistent with (but not necessarily identical to) the summary provided below.

5.2 Hazard Identification

Hazard identification is the first part of risk assessing each operation. Each Port-User is responsible for identifying, controlling and reviewing hazards in the workplace. Risk and hazard information should typically be recorded in Risk Registers. Typical hazard groups that should be looked for and assessed include:

- Safe access and egress
- Traffic
- Working at height
- Hot work
- Slips trips and falls
- Electricity
- Stored energy
- Hazardous atmospheres
- Hazardous fumes and gases
- Hazardous substances
- Dangerous goods
- Enclosed or confined spaces

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- Dropped objects
- Unsecured loads.

Note that this is not an exhaustive list. Controls shall be in place prior to work starting.

5.3 Assessing Risk

Risk is often considered to be a combination of the severity of an event happening and the likelihood of occurrence. To effectively assess risk there needs to be consistent scales to assess the severity and likelihood of events; LPC has appropriate templates if needed. All risk assessments should take into account anticipated changes such as tidal weather, trim, list, load/cargo and vessel dynamics.

5.4 Evaluating Risk

Risk evaluation is the determination of whether an assessed risk, with the existing controls, is acceptable or further attention is necessary. The Port-User should establish their tolerance for risk prior to assessment. Typically this is done by using a risk matrix to assess a risk as either:

- Low (broadly acceptable)
- Medium (tolerable but further actions should be considered to reduce the risk)
- High (intolerable – need to stop this activity.)

Where the risk is assessed as medium or high new risk controls should be identified and implemented to further reduce the risk.

5.5 Control of Risk

Every risk shall be assessed and managed. In determining the appropriate mix of controls the 'hierarchy of hazard controls' shall be used. In order of decreasing effectiveness, this hierarchy is:

1. Eliminate the hazard
2. Substituting (wholly or partly) the hazard with something of lesser risk
3. Isolate the hazard to prevent any person from coming into contact with the hazard
4. Engineering controls
5. Administrative controls
6. Personal Protective Equipment.

Risks should be managed proportionately. This means that serious risks require a higher level of management than less serious risks.

5.6 Identifying Actions

An action is anything that needs to be undertaken to manage a risk. The assessed risk is not controlled until the identified and agreed actions have been implemented. All actions should:

- Have scope clearly identified
- Be approved by the responsible person
- Have responsibility assigned to a specific person/role (not to a group)
- Have appropriate resources allocated e.g. funds, material and time
- Consider the need for cooperation, coordination and communication with other potentially impacted Port-Users
- Be given a time line for completion
- Be monitored through to completion
- Be regularly reviewed to confirm effectiveness.

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5.7 Communication

Effective coordination, cooperation, consultation and communication across all affected Port-Users is of critical importance. Those who are assigned actions must know what is expected from them and must ensure work does not commence until all agreed controls are implemented.

5.8 Review

The work environment and activity is constantly changing. Where there is significant change to any aspect of the hazard or control the risk should be reassessed and if necessary, work temporarily stopped until appropriate agreed new controls are in place.

6 COMPETENCE ASSURANCE

A training certificate alone is no guarantee that a person is competent to perform a role or work activity. Neither is experience in the same or similar role. Much of the work within the port is in a high-risk environment. One of the most potent risk mitigations is to ensure that all personnel employed are competent in their assigned role to a defined level of competence.

Each Port-User is responsible for ensuring the competency of their personnel (including sub-contractors) which should include confirming that each person:

- Holds at least the minimum statutory certificates or are trained to best practice standard
- Where appropriate statutory and/or industry certification has been revalidated within the required timelines
- Has completed the induction programme
- Understands their roles, responsibility and authority.
- Has demonstrated sufficient knowledge to be able to work safely in the Port environment
- Is under direct supervision while training until assessed as competent.

Personnel required to operate machinery, equipment and/or plant shall have the required training and certification or be under supervision of a certified person for training purposes for the machinery they are using.

7 INDUCTIONS

7.1 Overview

Inductions are essential to ensure that everyone entering the Port is aware of the hazards they may encounter and what precautions they shall take. They shall be adequately supervised and wearing the appropriate PPE at all times. Inductions shall cover the following:

- Physical introduction to the Port area and associated hazards
- Applicable legislation
- LPC layout, including restricted areas
- LPC rules
- Responsibilities
- Worker responsibilities (including obligation to stop unsafe acts)
- Key elements of applicable health and safety systems or plans
- Drug and alcohol policy
- Environmental considerations
- Personal identification to be carried inside the Port (including access cards if applicable)
- Hazards and their controls
- Traffic management rules

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- Hazardous substances
- PPE Standards
- Emergency response including raising alarms, signals, roles and assembly
- LPC security
- CCA boundaries and licence restrictions
- Reporting requirements
- Location of first aid and emergency equipment.

7.2 Port-User Inductions

Port-Users shall receive an induction prior to entering the port. Inductions are at two levels:

- Initial induction (Primary Level) introduces all Port-Users and visitors to the Port. This induction is a prerequisite to obtaining an access card and will be given upon first entry to the Port
- Secondary Level Inductions are site specific and are presented by the Port-User working in that area. Port-Users who enter or work within operational sites shall receive a full Secondary Level Induction prior to entering that site.

LPC will carry out the initial induction and briefing to a nominated person from each Port-User company / organisation.

7.3 Visitors

Visitors shall not enter LPC without a legitimate reason. The responsible person shall provide gate security staff prior notification that a visitor is expected, reason for their visit and the identity of their escort. Visitors are not required to complete the full induction process provided they:

- Are escorted by a responsible person (who has completed all of the appropriate H&S Inductions) for the entire time they are within the Port area
- Are made aware of all potential hazards they may encounter
- Are made aware of emergency signals and appropriate response
- Wear any required PPE for the duration of their visit
- Carry appropriate photo identification e.g. drivers licence or passport.

8 PERSONAL PROTECTIVE EQUIPMENT

PPE shall be worn at all times in operational areas. The minimum requirement within LPC is Hi-Viz clothing and closed in footwear. Some areas may require additional PPE such as hearing protection.

Failure to wear correct PPE may result in removal from site.

9 DRUG AND ALCOHOL

The Port area is a high risk environment. Any person in the Port area not fully alert and aware of all hazards they may encounter creates a serious risk to both themselves and their coworkers.

LPC has a 'Drug and Alcohol Impairment and Just Cause' policy on drugs and alcohol. LPC strictly prohibits the use of drugs on LPC property. Alcohol for special occasions requires specific permission and a management plan. Everyone working or visiting shall comply with this policy.

All Port-Users shall have a D&A management program that meets or exceeds LPC's including a readily accessible policy document supported with appropriate processes to ensure that the hazard of impairment by drugs (legal or prescription) and/or alcohol is effectively managed.

For further details on testing, please refer to 'Drug and Alcohol Impairment and Just Cause' Policy.

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10 INCIDENT REPORTING

LPC is typically the first to be approached by regulators and other key stakeholders (including the Press) after a serious incident. All applicable Port-Users shall promptly notify LPC of any serious harm and high potential harm incident as soon as possible and no later than the initial report to the responsible regulator.

Port-Users that engage a contractor are best placed to control or influence that contractor. Accordingly any contractor related incident shall be reported to the engaging Port-User and that Port-User then reports to LPC. Contractors directly engaged by LPC shall report their incidents directly to LPC.

LPC shall be notified of any incident in line with the following deadlines:

- All incidents involving serious injury or death to anyone working in the Port shall be immediately reported to LPC via the Security Control Centre
- All incidents to initially be reported verbally within 2 hours of the event
- Summary of facts within 12 hours
- Initial investigation results within 72 hours
- Final investigation report within two weeks (or such other time as may be agreed for complex investigations)
- Objective evidence that corrective actions have been effectively implemented within three months.

11 EMERGENCY RESPONSE

LPC's emergency response plan is available to all Port-Users. Each Port-User shall have their own emergency response plan appropriate to their operations. An appropriate emergency response plan shall cover:

- Roles and responsibilities
- Provision of emergency equipment including fire fighting, life saving and first aid
- Communications with LPC and other applicable Port-Users (especially those operating in or adjacent to common user areas)
- Contact details for key personnel
- Incident reporting instructions including notifying LPC, WorkSafe and MNZ in the event of a Serious Harm injury.

Notes

1. LPC Security: Telephone 03 328 7917.
2. LPC Security will meet WorkSafe/ MNZ and guide them onto the area where the emergency has occurred.
3. Security must be notified prior to emergency services' arrival to ensure there are no delays in reaching the specific location of the incident.

12 COMMUNICATIONS AND CONSULTATION

LPC will be leading a number of health and safety initiatives for the Port over 2016/17 and it is important that applicable Port-Users are consulted. LPC shall schedule regular forums to ensure that pertinent health and safety information is exchanged between LPC and Port-Users. This shall include:

- Upcoming changes required by the new Health and Safety at Work Act (and future supporting regulations) that will substantially affect health and safety at our Port
- New methodology and systems
- Information on Port hazards, risks and control measures
- Planning health and safety training and familiarisation of changes
- Health and safety consequences of any new technology.

Where appropriate health and safety representatives can be invited to attend.

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Port-Users' Health & Safety Forum minutes shall be distributed to members.

13 MONITORING AND REVIEW

2016/17 will be a period of significant change at the Port as reconstruction and development of infrastructure is completed together with the introduction of new legislation and regulations. The effectiveness of this and other protocols shall be constantly updated to ensure they are effective in delivering the desired results.

14 DEFINITIONS / ABBREVIATIONS

LIST OF DEFINITIONS

TERM	DEFINITION
Common User Area	Area within the Port environment shared by two or more companies, or where a company works in close proximity with workers from another company.
Common User Area Company	Port Company or Port-User that operate within the common user area.
Common User Safety Protocol	Agreed set of rules for managing hazards and risk within the common user area.
Competence	Demonstrated possession of the required qualifications, skills, knowledge and ability to perform a role or task.
Control	Measures used to eliminate or mitigate risk.
Customs Controlled Area	Areas designated by the Port's CCA licence that are secure and controlled environments in which activities are monitored or regulated by Customs.
Direct Supervision	A supervisor, with the prescribed qualifications or experience for the work, is present at all times. The supervisor oversees activities as they occur and provides constant direction, feedback, and assistance
Frequently Planned Meeting	Periodic meetings of all common user area companies' Senior Management representatives.
Hazard	Anything with the potential to cause harm or damage. Includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).
Health and Safety Forum	Regular meeting of LPC and Port-Users to discuss health and safety at Lyttelton Port.
Induction	Formal process used to ensure that anyone entering the Port are told about the hazards they may encounter, what precautions they shall take, supervision and PPE requirements.
May	Used where alternatives are equally acceptable.

TERM	DEFINITION
Near Miss	Unplanned event that did not result in injury, illness, or damage – but had the potential to do so.
Operational Vehicle	Not a private-use vehicle. Typically sign-written to identify Port-User.
Port-Users	Companies that operate within the Port area, including LPC personnel . Port-Users includes stevedores, marshaling companies, agents, ships' crew, visitors, government agencies, contractors, sub-contractors, agency temps, workplace experience trainees, loaned employees, truck drivers, taxis, visitors and any other person in a Common User Operational Area within LPC.
Pre-Planning	Preparation for the working of a ship.
Protocol	Documented system of rules that explain the correct conduct and procedures to be followed.
Risk	The effect of uncertainty on objectives.
Shall	Used where a provision is mandatory.
Should	Used where a provision is preferred.
Traffic Management Plan	Activity and site-specific plan that covers the design, implementation, maintenance and removal of traffic management.

LIST OF ABBREVIATIONS

ABBREVIATION	DEFINITION
CCA	Customs Controlled Area
CUSP	Common User Safety Protocol
LPC	Lyttelton, Port of Christchurch
MBIE	Ministry of Business, Innovation and Employment
MNZ	Maritime New Zealand
MPI	Ministry of Primary Industries
PPE	Personal Protective Equipment
TMP	Traffic Management Plan

APPENDIX 1: CUSP BOUNDARIES

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