

2 May 2016

PORT USERS NOTICE

LYTTELTON PORT SAFETY STANDARDS UPDATE

As part of our ongoing focus on safety for everyone at our Port, Lyttelton Port of Christchurch (LPC) has, in consultation with Port Users, reviewed our key safety guidelines and standards.

As a result LPC's Common User Safety Protocol (CUSP), Traffic Rules and Management Plan (TRMP) and Personal Protective Equipment (PPE) minimum standards have been updated and feature LPC's expectations for its staff and anyone working in or visiting the Port or LPC operational areas.

The updated standards have been operating for some time, especially in relation to the basic principles underpinning CUSP and our TRMP. While most Port Users will already have policies in place to follow these standards, formalising these documents provides more clarity in key areas.

We ask that all Port Users familiarise yourself with these documents and distribute where appropriate to your staff and to any sub contractors you engage. We have summarised the key changes below.

Common User Safety Protocol (CUSP)

CUSP supersedes the Safe Wharf Operational Management Plan (SWOMP) and expands on the guidelines previously contained in it. This outlines how operations should be conducted in common user areas and our expectations around minimum safety standards and communication between Port Users.

Traffic Rules and Management Plan (TRMP)

This details LPC's traffic rules, speed limits and our approach to manage enforcement of these rules. We have been applying the basic rules around speed, traffic direction and flows etc. for some but this plan outlines them in a single document that can be used in induction and training for your staff and contractors.

Minimum Personal Protective Equipment Standard (PPE standard)

To enter Lyttelton Port the minimum PPE requirement is hi-viz clothing and closed toe footwear.

LPC has completed risk assessments for key tasks our staff undertake. These risk assessments have defined what additional PPE is required for a specific task. This minimum PPE standard was implemented internally on 1 October 2015.

It is now LPC's expectation that all Port Users comply with the minimum PPE standards for entry and then the task based LPC standards.

We see these documents as setting minimum standards for everyone who undertakes work in, or visits, Lyttelton Port and its operational boundaries. We recognise Port Users may need time to adjust

their own procedures to meet all aspects of CUSP and our minimum PPE standards. For this reason, LPC accepts that in some areas full implementation may take some time and we will have a measured approach to enforcement up to 1 June. From that date LPC requires full compliance.

We will be monitoring adherence to these standards and working with Port Users to ensure consistent compliance. Whilst our goal is voluntary compliance, and we believe Port Users will support these standards, where we identify non compliance we will be taking appropriate action in consultation with the relevant Port User. We will operate a system of warnings and review but it is important to note that repeat offenders may be suspended or be prohibited from entering Lyttelton Port.

Health and Safety is a high priority for LPC, as it is for all Port Users. We appreciate your support of our updated standards and processes as this is an important part of our Health and Safety Strategy and our commitment to the health and safety of everyone at our Port.

For any questions or queries relating to this, please contact me at paul.monk@lpc.co.nz.

Regards

PAUL MONK
Operations Manager