



# Common User Safety

Protocol

Lyttelton Dry Dock



# Purpose

This document outlines health and safety principles for the Lyttelton Dry Dock users and LPC when using the facilities. The CUSP enables a consistent, effective and unified approach to manage health and safety at the Lyttelton Dry Dock ensuring all Dry Dock users go home safe..

# Scope

This document is applicable to everyone working, visiting, or undertaking any business within the boundaries of Lyttelton Dry Dock. This includes LPC, vessel owners, LPC contractors, ships' crews, and their visitors.

All work onboard a vessel which has the potential to impact the health, safety and environment around the vessel and common areas is also governed by this CUSP.



Figure 1: LPC Dry Dock and its boundaries

## Code of Conduct

All Dock Users, including LPC staff and contractors, are to maintain highest levels of professionalism and demonstrate appropriate behaviour at all times. Key principles of expected behaviour are:

- Obeying the law
- Being honest
- Being fair
- Being responsible
- Being concerned and caring about others
- Being proactive about all matters which can impact Dry Dock users
- Using good judgment to serve collective interests of Dry Dock users

Any physical or verbal aggressive or harassing behaviour is unacceptable at LPC. Any breach of the above will be reported to the relevant lead PCBU and is likely to have offenders' Dry Dock access revoked.

## Responsibilities

LPC's Dry Dock Master is responsible for maintaining and updating this document and effective communication to the Dry Dock users.

All Dry Dock users must adhere to the requirements set up within this document and associated reference documents. All users are encouraged to provide feedback, in order to ensure continuous improvement of the Port operations.

All persons conducting or undertaking a business (PCBUs) must consult, cooperate and coordinate in order to maintain a safe and efficient work environment.

## Overlapping and Simultaneous Operations

The Dry Dock Master has responsibility for the common area. PCBUs are responsible for their activities and contractors they engage. PCBUs are also responsible for any potential impact that their activities may have on the Dock and other users.

When PCBUs work together and share health and safety duties in relation to the same matter, they are known as 'multiple duty holders'. Refer to WorkSafe for further information at: <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/position-statements/overlapping-duties>

PCBUs need to communicate, consult, cooperate and coordinate activities to meet their health and safety responsibilities to their workforce and other Dry Dock users. All users sharing the Dry Dock common area shall cooperate to ensure work is executed in a safe and efficient manner and all risks are appropriately controlled.

For any activity impacting on another person's operation, it is expected that clear pre-notification and agreement is reached prior to commencing work.

## Communication and Consultation

Prior notice to the LPC Dry Dock Master of planned work activities is essential for safe and efficient operations.

The LPC Dry Dock Master will meet with the LPC Pilot and LPC Tug Master prior to docking and undocking to agree the procedures and precautions

The lead PCBU / Vessel Owner / Agent will hold a pre-start meeting for each vessel that enters the dock, before commencement of any work

Every morning, the Dock Master / Vessel Owner or Agent and contractors hold a daily pre-start meeting to review the day's activity

The LPC Dry Dock Master and key users will meet at least once per month to review health and safety and environmental issues in the Dry Dock and immediate area

The LPC Dry Dock Master will hold a Dry Dock Users Meeting every three months.

## Security

All activities must comply with ISPS 2012 and the Maritime NZ Security Act 2004. LPC Security controls access through issue of swipe cards and electronic gate control. Only persons approved by LPC are permitted access to the Dry Dock.

Some of the key requirements include:

- All persons must have a valid business reason for entering the Dry Dock
- All persons must have official photo ID to enter the Dry Dock
- Children under the age of 16 are not permitted inside the Dry Dock
- Animals or pets are not permitted inside the Dry Dock
- The Dry Dock is a drug and alcohol-free work environment
- Visitors must be escorted by an inducted person at all times

## Risk Management

While Dry Dock Users have a shared responsibility to manage risks and hazards, the PCBU introducing the risk has primary responsibility for managing it. Parties must consult, cooperate and coordinate to manage risks in shared work areas. PCBUs are required to identify, evaluate and record relevant risks associated with their operations and maintain a register of those risks.

Risk Management includes:

- Identifying the hazard
- Assessing the risk
- Putting controls in place
- Reviewing effectiveness of the controls

All personnel are responsible to report hazards and unsafe conditions and make every effort to address those hazards, if safe to do so.

PCBUs are required to inform LPC of any planned or unplanned changes, any new risks or hazards identified or introduced, as well as how the risk is managed.

PCBUs must ensure their personnel are trained in identifying hazards and managing risks and have adequate documented systems in place to manage high-risk activities and ensure compliance to all regulatory requirements. PCBUs are directly responsible for their contractors and their management of risk at Port facilities.

Where there is exposure to identified critical risks, a site-specific safety plan (SSSP) must be documented by the PCBU and received by LPC. SSSP must identify hazards and specific controls required to manage them.

Personnel performing physical high-risk activities must use pre-task/real time hazard assessment tools or work from an approved Safe Work Method Statement (SWMS). PCBUS will apply effective controls (using hierarchy of control principles) and verify their implementation and effectiveness prior and during activities.

All works must be supervised by an appointed PCBU representative and all personnel must present fit for work.

## Traffic Management

All mobile plant must be in a safe operating condition and subject to a regular maintenance regime. Where seat belts are fitted, they must be worn. Any deviation from this must be supported by a Risk Assessment. Operators must be trained and competent for the type of equipment they operate. General and specific traffic rules must be fully adhered to by all users at all times.

## Training and Competency

PCBUs need to ensure that their personnel and contractors are trained and competent to perform their duties and have received adequate information about risks associated with their

activities and the environment that they work in. PCBUs shall ensure all machine operators have the required training and certification (or be under supervision for the purposes of training) for the specific machinery being operated in accordance with each company's requirements.

All PCBU personnel and contractors, or in general anyone who performs a physical task at the Dry Dock, will receive the Welcome to LPC video and relevant induction for their area of work.

Each PCBU must develop and implement systems and processes to manage learning practices, training material and competency pathways and relevant records. Training and competency records must be maintained and accessible for auditing purposes.

It is the responsibility of each PCBU to verify current training, licences, certifications, and competency of their personnel and contractors working in the Dry Dock area.

LPC refers to the training and competency requirements defined or endorsed by WorkSafe through Approved Codes of Practices, HSW Regulations, and relevant Safe Work Instruments.

## Mobilisation/Demobilisation

Mobilisation and deliveries must be pre-notified to the LPC Dry Dock Master.

Mobilising work crews must place plant and equipment as instructed by the Dry Dock Master or the lead Contractor.

All mobile plant must be subjected to safety inspection before being used in the Dock Area (by relevant lead PCBU or their primary contractor).

Demobilising work crews are to return the site in the condition that they have received.

When transporting material, load restraint and safe loading/unloading to comply with regulatory requirements.

## Contractors and Contractor Management

PCBUs are responsible for managing contractors that they have engaged to perform work within the Dry Dock and ensuring their subcontractors conform to the requirements of this document.

Users are expected to work to their site-specific safety plan and may be audited against the plan and/or regulatory and LPC requirements.

The LPC Dry Dock Master is authorised to stop or remove a contractor from the dock area for unsafe activity or actions that impact the environment.

## Environment and Community

PCBUs are expected to work within the conditions of applicable consents at all times. Working hours are restricted to minimise impact on the local community.

### Noise controls

- Restricted hours of operation for blasting activities
- 7.00 am to 7.00 pm during the week
- 7.00 am to 2.00 pm on a Saturday
- No reverse beepers, no loud radios early or late in the day

### Dust and Overspray

- Blasting and paint spraying operators must have their own consent
- Wind limits identified in consents must be met

### Waste Water

- Do not leave water guns turned on during breaks
- Minimise water use and waste water generation

The Dry dock Master is authorised to stop any activity when consents requirements are potentially breached or at risk.

## Incident Management

An incident is an unexpected / unwanted event that results in, or could have resulted (near miss) in one or more of the following:

- Occupational Illness or injury
- Damage to property
- Adverse impact to the environment
- Damage to reputation
- Financial loss
- Compromise in security
- Exposure to legal liability

PCBUs must implement an effective incident management process to report, investigate and prevent reoccurrence of incidents. This system must at minimum comply with regulatory and LPC Incident Management requirements.

Serious incidents must be reported to LPC and the lead PCBU immediately. Verbal notification must be received immediately by the Dry Dock Master or Marine Manager (or delegate).

PCBUs are directly responsible to report notifiable incidents to the relevant regulator. More information on notifiable incidents can be found on WorkSafe, Maritime New Zealand and other relevant authorities' websites.

Investigations for incidents related to critical risk or with the potential for severe injury must be fully completed to the satisfaction of LPC, with the report provided to the LPC Operations Manager within ten working days of the event.

Lessons learned from incidents are to be shared and communicated to other Port Users, where relevant.

## Emergency Management

Refer to LPC Emergency Response Plan for more detailed information.

Dock users have a shared responsibility to manage emergency events when working on LPC facilities. All parties must consult, cooperate and coordinate to manage emergency events.

All PCBUs shall prepare, test, review and maintain specific emergency response procedures for their relevant work areas, and shall be responsible for ensuring visitors and other workers are aware of them. These procedures must comply with all relevant legal and regulatory requirements.

In all cases of an emergency event, LPC Dry Dock Master is to be notified immediately.

LPC will assume leading role in responding to natural disaster emergencies e.g. Earthquakes and Tsunamis.

## Changes which can impact the Health & Safety of Port Users

PCBUs must have a system in place for ensuring that changes do not cause injury to people, disrupt the activities of other PCBUs and result in damage to physical assets. This includes changes to any of the following:

- Plant and equipment
- Processes including operating procedures
- Material used including hazardous substances
- Responsibilities to manage health and safety
- Training or competency requirement
- Emergency response
- Layout of operations
- New risks in the environment

All changes must be subjected to a risk assessment and communicated to all impacted stakeholders, including LPC. PCBUs must ensure that their personnel have a clear understanding of this process and its requirements.



## Rights of Access

Dock users are required to fully comply with all legislative, LPC H&S and environmental consents requirements at all times. The LPC Dry Dock Master has the authority to remove a contractor or dock user from site for unsafe activity or breach of LPC environmental consents.

Failure to comply with requirements may result in cancellation of an individual or contractor's access to the Dry Dock.

## Monitoring and Review

Each PCBU operating in the Dry Dock is expected to self-monitor compliance with the requirements of this CUSP and their duties under the Health and Safety at Work Act 2015 and relevant regulations.

LPC will review PCBU's conformance to the Dry Dock CUSP. Where non-compliance is identified, corrective actions will be agreed, allocated, monitored and achieved within the agreed timeframe.

The Dry Dock CUSP will be reviewed as required.