



Traffic Management

Standard



Introduction

The port is a complex and dynamic environment, with hundreds of vehicles using the port each day.

The standard rules of the New Zealand Road Code apply across the port, however, there are also site specific rules, traffic management plans (TMP) and procedures for key operational areas, such as the Lyttelton Container Terminal or the Log Marshalling Yards.

LPC has a goal of 'Home Safe' for all port workers and users, which forms the basis of the LPC Health and Safety System.

Objective

This document is intended to outline the overarching traffic rules and management for all general movements within the port.

It sets out the expectations for all people operating mobile equipment within the Lyttelton Port Company (LPC). It is intended for use by LPC staff, Port Users, visitors and employees of other companies who work or visit the port.

Failure to comply with the rules set out in this document will trigger the disciplinary process outlined in the section "Enforcement Policy".

Traffic Management Principles

Our Traffic Management Plan is based on three principles:

Safe Design

The layout and traffic flow of the port is important to keep both people and infrastructure safe.

When changing or setting up traffic plans, PCBUs need to ensure all safety requirements are adhered to including but not limited to:

- Well marked road/pedestrian areas.
- Training and inductions for staff and visitors on pedestrian areas and traffic flows.
- Mirrors on blind spots.
- Separate entrances for people and plant.
- Designated crossing points.
- Designated Parking.
- Sufficient lighting.
- Speed management (bumps, signage).
- Restricted access areas

Depending on type of activities provision of below must also be considered:

- Reversing/turn-around areas.
- One way traffic flow.
- Designated loading/unloading areas.
- A designated safe area for drivers (while loading/unloading).
- Spotters to assist vehicle positioning.
- Off-port parking.

Safe Equipment

Vehicles used in a workplace must be safe for the intended use.

PCBUs bringing vehicles onto the port are responsible for suitability and safety of equipment. This includes but not limited to:

- The design specification of the vehicle.
- The loading/capacity of the vehicle.
- Safe means of access and egress from vehicle cab or trailer unit.
- Fuel source – for example, if used inside, an electric fork lift may be safer than an LPG fuelled fork lift.
- Visibility – for example, rotating lights, running lights, mirrors, reversing alarms/ cameras.
- Seat belts.

There must be systems in place to ensure vehicles are adequately maintained and in good condition.

Vehicles should be maintained in accordance with manufacturer's specifications and by a competent person.

In order to verify the condition of vehicle one or all of below must be used:

- Pre-start checks (kept and logged with vehicle records).
- Regular maintenance inspections.
- Monitoring/auditing checks and inspections to make sure they are being completed and that remedial work is fixed.

Only authorised vehicles are allowed access to the Port.

Safe People / Driver

Drivers of vehicles must be trained and competent to operate the vehicle safely. PCBUs must ensure their personnel receive adequate training and familiarisation to operate safely and deemed competent for the type of equipment they operate.

Drivers must be supervised and monitored to ensure they are operating their vehicle safely.

All PCBUs operating in the Lyttelton Port should consider:

- Initial and refresher training for drivers by competent persons/providers.
- Driving observations, with feedback on driving habits.
- Motion sensors/equipment monitors that log driver behaviour.
- Training records for each driver.
- Medical checks to ensure drivers are fit to operate vehicles (being aware of medical issues).
- Drug and alcohol policy and checks. (Refer to LPC Drug and Alcohol Policy)

Only persons who have been inducted are allowed to operate a vehicle to access to the port. If accessing an Operational area, a further induction associated with that area is also needed.

Visitors who have not completed a port induction must be escorted by LPC security or by a designated person from an Operational area. Authorised visitors can drive from the Gatehouse to Waterfront House carpark.

Main Port Access

- Vehicles entering from Kiosk side of Security entrance must Stop where indicated and give way to traffic entering through main gate.
- Trains have priority. Watch for signals.
- Headlights or beacons must be turned on prior to entry to the port and remain on?
- Use indicators if turning at the security gate.

Please note that the Port is a dynamic work environment and for the latest access information refer to LPC website.

Speed Limits

Speed limits in different areas are sign posted and must be followed at all times.

Railway Crossings

There is a working rail network in the Port.

- Trains have priority.
- There are controlled and uncontrolled crossings.

Extra care must be taken with rail crossings.

Operational Areas

Access to Operation areas is only allowed for persons who have been inducted for that particular operation.

Only authorised vehicles and/or pedestrians are allowed

Visitors must have authorisation from the person controlling the area. Non-inducted visitors must be accompanied by either Port security or a person delegated from the Operation.

Container Terminal Access

Vehicles are not to enter terminal unless requested and/or permitted by the Lyttelton Terminal Management. Vehicles entering the terminal must follow approved processes.

Pedestrian Facilities and Routes

Pedestrians must use the designated walkways. Walkways must be kept clear of obstructions at all times.

All pedestrians are required to wear the appropriate Personal Protective Equipment (PPE) for the specific area they are accessing. The minimum PPE is a High Visibility clothing and enclosed footwear.

Contact LPC security if access is needed to Operational areas. There is a Shuttle service available.

All Ships crew should use the Shuttle service provided by LPC security or use designated pathways authorised by LPC or agreed in pre-ship meetings.

Parking

All parking areas are managed by LPC Port Services.

There are designated parking areas at various locations around the Port (See detailed Map 3). Additional temporary parking, such as on a wharf, is only available for approved vehicles. All requests for Parking must be directed to Port Services.

Parking is not permitted outside the designated or temporary parking areas.

Vehicles parked outside of these requirements may be subject to removal at the cost of the owner.

There is some designated parking that can be pre-booked through LPC Port Services.

Vehicle Requirements

- All authorised vehicles accessing the Port must be road legal, which includes current Registration, WOF, COF, or COR (certificate of roadworthiness).
- Headlights must be switched on, unless an approved roof mounted flashing light (beacon) is fitted and in use. Do not use hazard lights.
- All loads must be contained and secured.
- Any vehicle is subject to searches as required by the Maritime Security Act 2004.

Port User / Driver Responsibilities

Driver Responsibilities

Vehicle drivers have a responsibility to drive safely and not put themselves or others at risk.

- Drivers must present fit for work
- Drivers must hold a valid license for the vehicle they are driving
- Drivers are responsible for ensuring that the vehicle they are driving is safe, certified and fit for use.
- A driver must not operate a vehicle in a condition or manner that could cause injury to any person or damage to property.
- A verification of competency is required for operating mobile equipment excluding light vehicles. Drivers are responsible for ensuring the load they are carrying is secured and safe to transport
- If a traffic hazard is identified – e.g. uneven road surface, all port users have the responsibility to report this to a supervisor or manager and to the Port Services Manager immediately.
- Positive contact (meaningful eye contact, hand signals, two way radio contact) with heavy plant drivers.
- Seat belts must be worn if fitted unless a risk assessments supports non-use of a seatbelt.

No person is to operate a vehicle while under influence of drugs or alcohol and any persons entering the port may be subject to a drug and alcohol test.

Load Restrictions, Safety and Responsibilities

- Over dimension loads to be transported as per map 2.
- If loads falls in criteria of Category 3 (refer to dimension and mass rule), LPC Port Services must be notified prior to any movements.
- Vehicle driver is responsible to ensure all loads are secured and/or/ contained) appropriately.
- Dangerous Goods must be transport in accordance with the relevant Land Transport Rule: Dangerous Goods 2005.

Communication Devices

Mobile phones can only be used when the vehicle is parked safely or the vehicle is fitted with a hands-free system. Use of two way radios must be limited to safety and critical communication and only when safe to do so.

Traffic Management Plans (TMPs)

TMP are documented arrangements to enable safe operation of mobile equipment (including light vehicles) and movement of pedestrians.

TMPS are required where there is a temporary change to the normal operation of the site. TMP's are also required for areas where there is a high risk of vehicle/pedestrian interaction, designated areas for high risk mobile equipment., e.g., log yard, coal operation, container terminal, rail siding, wharves and berths.

TMP's will alert port users to temporary traffic hazards and controls.

Current examples include:

- Movement of an over dimension vehicle through the port. Over dimension vehicles travelling within the port must pre-arrange any necessary traffic management and may require a pilot vehicle.
- Any situation where a risk assessment has identified a need for extra traffic controls.
- When there is a change to an operation

A Traffic Management Plan must include sufficient information for subjects below:

- Signage.
- Unanticipated vehicles.
- Risks / hazards.
- Traffic flow.
- Responsibilities
- Controls.

Communication of TMPs

After a temporary TMP's has been developed all affected PCBU's should be informed and it is the responsibility of the PCBU's involved to communicate this effectively to all their personnel.

Pre-ship meetings, safety alerts, pre-start/tool box meetings, safety information boards, signage are all options for effective communication.

Enforcement Policy

To improve port safety and traffic behaviour, critical breaches of these rules and other unsafe practices as outlined below will trigger formal disciplinary action. Unsafe practices include, but are not limited to:

- Entering operational areas without headlights or flashing roof lights operating.
- Exceeding the speed limit.
- Using a cell phone while driving (with no hands-free).
- Driving through unauthorised areas.
- Having unauthorised passengers in the vehicle.
- Tailgating through security gates.
- Dangerous driving.
- Unauthorised parking.
- Parking on or blocking a pedestrian walkway.
- Any other behaviour deemed to be unsafe practice.

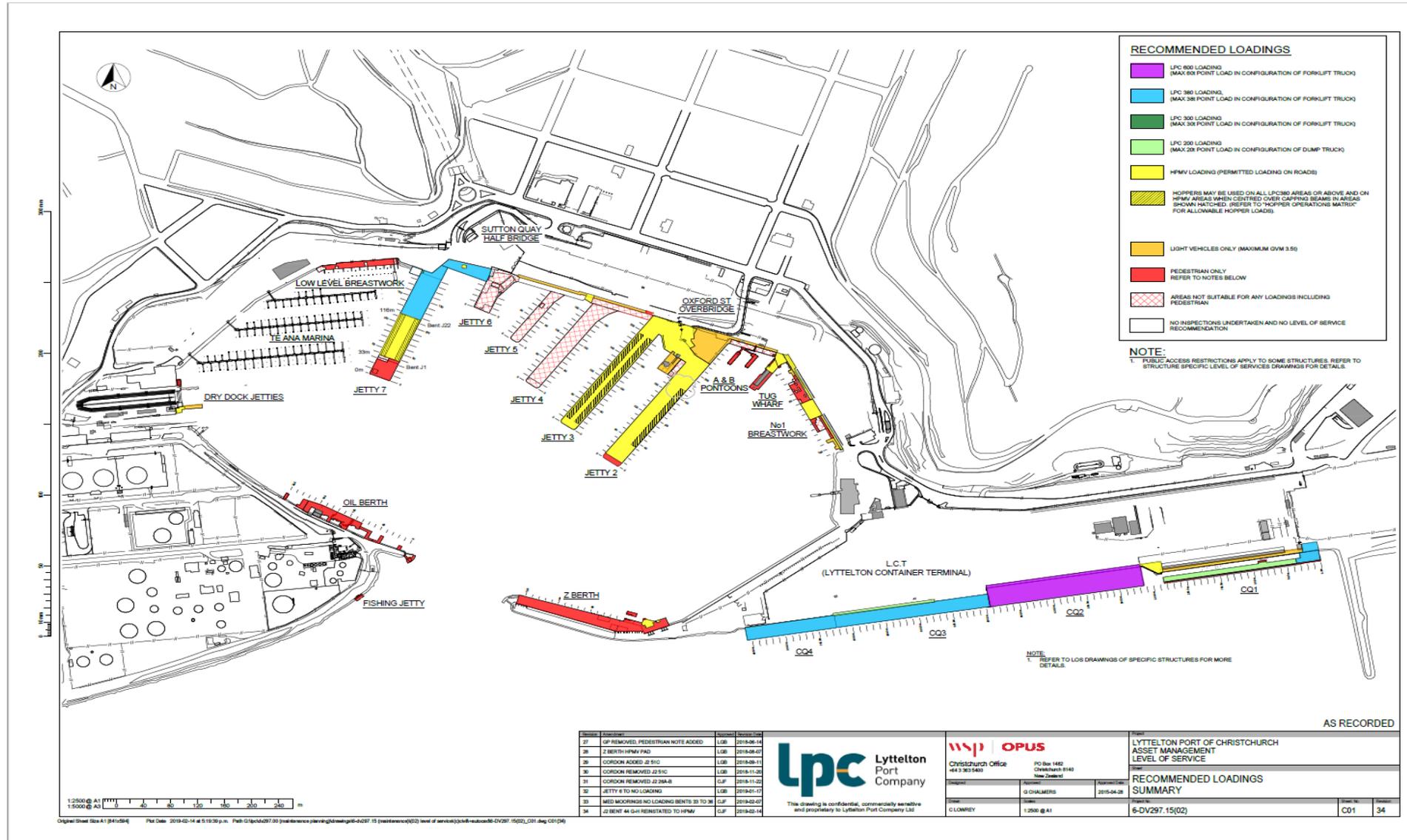
Formal disciplinary action:

First breach: Direct feedback will be given to the individual and business owner/relevant representative is to be informed

Second breach: Direct feedback will be given to the individual and the Port User (business owner) and a documented response is sought.

Repeat breaches may result in cancellation of access for the individual or in serious cases the PCBU. Re-instatement of the access is only possible with written commitment by the PCBU and approval from the Port Services Manager.

Map 2 – Restrictions



Authorised by: Paul MONK
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Map 3 – Parking Areas

