

November 2020

Customer / Port User Update

Inner Harbour Wharf set up requirements for all Port users

What is happening?

LPC is implementing new wharf set up requirements to ensure the safety of all LPC staff, port users and customers operating in the inner harbour at all times.

These requirements have been established to further reduce risk especially when there are multiple users on a berth.

The notice attached outlines our requirements for all port users and contractors in setting up a worksite on our operational Jetties (2, 3 & 7) at Lyttelton Port.

When is this happening?

These requirements are effective immediately.

How this could impact you:

From now on, all port users operating inner harbour activities must ensure these requirements are met.

LPC will support these requirements and port users will see inner harbour work sites set up to a higher standard in line with good practice.

You will see sealed worksites, barriered walkways, and signage with worksite controller information.

Here to help:

Thank you for your continued support of LPC. If you have any questions, do not hesitate to reach out to your usual LPC contact.

Tony Simpson

Bulk Cargo Senior Manager

Notice to Port Users – Jetty Set Up



Purpose

This notice outlines LPC’s requirements for all Port Users and Contractors in setting up a worksite on our operational Jetties (No.1 BW, 2, 3 & 7) at Lyttelton Port.

Background


LPC’s Jetties and surrounding areas are used by a wide range of Port Users. It is common for multiple activities (such as stevedoring, ship servicing, maintenance) to be undertaken simultaneously on Jetties.

LPC oversees the set-up of these activities and requires all PCBU’s to consult, co-operate and co-ordinate amongst each other to ensure safe operations for all concerned.

We have recently implemented improvements to our Jetty set up requirements in order to further reduce risk especially when there are multiple users on a berth. These requirements are as follows:

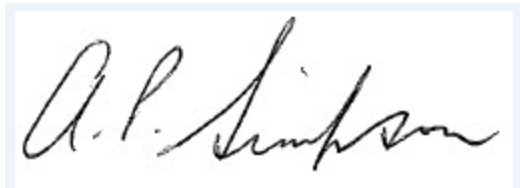
LPC Jetty Set Up Requirements for Port PCBU’s

Requirement	Action
Pre notification	All activities planned on LPC Jetties <u>must</u> be pre-notified Send an email to PortServices@lpc.co.nz 48 hours prior to an operation notifying bulk Cargo team of your operation, type of equipment used , number of personnel involved and any specific requirements. LPC Civil Maintenance must be notified for any lifting activities to determine if a lifting permit is required.
Risk Assessment and Application of Relevant Controls	Risks to the port users, infrastructure and environment must be identified, assessed and adequate controls applied prior to commencing work. Port Users must be able to

	demonstrate how this process is fulfilled
Traffic Management Plan	<p>All activities require a Jetty work diagram/Traffic Management Plan including:</p> <ul style="list-style-type: none"> • What mobile plant are used • Competencies required • Pedestrian separation • Designated loading and unloading area • Traffic flows • Signage • Worksite area and boundaries • How unanticipated vehicles or other access will be dealt with.
No Unauthorised Entry Sign	<p>Clear signage from the lead PCBU is required at the entry to each Jetty or work area. (LPC provides the sign)</p> <p>The following information must be on the 'slider':</p> <ul style="list-style-type: none"> • Site Controller • Phone number • Company name <p>The Site Controller must be on-site and controlling operations and access to the site. Site Controller will be LPCs point of contact and responsible for safety of activities within the area</p> 
PPE	<p>The appropriate PPE must be used in line with the <i>type of activity, risks involved and legal requirements – High Visibility clothing and steel cap boots are minimum at all times</i></p>

Availability of Documentation	Documents relevant to managing Health and Safety must be available on the worksite this includes but not limited to permits, Traffic Management Plans and Risk Assessments
Fitness for work	All port users must ensure they are not under the influence of drugs or alcohol while onsite Personnel must be well rested and controls in place to manage their fatigue
Fit for Purpose equipment	Equipment used must be fit for purpose and in a good and safe working condition
Trained and competent personnel	All persons engaged in activities must be trained and competent for the type of task they perform – this included holding relevant licences and inductions

Please contact me should you wish to discuss this further.

A handwritten signature in black ink, appearing to read 'A. P. Simpson', enclosed within a light blue rectangular border.

Tony Simpson
Bulk Cargo Senior Manager