



# Common User Safety

Protocol



## Purpose

The Common User Safety Protocol (CUSP) outlines health and safety principles for Port Users and LPC to apply when using the port facilities. This is a tool available to Port Users to keep everyone safe and out of harm way. The CUSP enables a consistent, effective and unified approach to manage health and safety at Lyttelton Port.

## Scope

This document is applicable to everyone operating within the boundaries of Lyttelton Port. This includes Stevedoring and Marshalling companies, Leases'/LSAs (inside the operational area), Service Providers on LPC property or wharves.

Personnel and PCBUs who operate within Dry Dock boundaries are to conform to the Dry Dock CUSP.

## Code of Conduct

All Port 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 matters which can impact Port Users
- Using good judgment to serve collective interests of Lyttelton Port 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' Port access revoked.

## Responsibilities

LPC Port Services Manager is responsible for maintaining and updating this document, as required.

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

All PCBUs must consult, cooperate and coordinate in order to maintain a safe and efficient work environment for all Port Users.

## Activities Requiring Notification to the Port Company

Prior notice to Port Services of planned work activities is essential for safe and efficient operations.

Port Users are required to make formal application for activities including Hot Work, Fumigation, Bunkering, and/or Crane work.

The health, safety and environmental risks associated with work activities must be assessed and notified, and required controls implemented prior to commencement.

Movement of over-dimension loads and vehicles (height, length, width, weight) must be sufficiently risk-assessed and the Traffic Management Plan approved by Port Services prior to commencement of the activity.

## Simultaneous Operations in Common Areas

PCBUs need to communicate, consult, cooperate and coordinate activities to meet their health and safety responsibilities to their workforce and other Port Users. 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.

Operational areas will be clearly designated with a named person responsible for their area, e.g., Foreman or Vessel Manager.

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

Wherever possible, the Port Services manager should assign one Port User with primary responsibility for the common area. This does not absolve all other Port Users of their responsibilities to manage health and safety risks.

Some examples of common areas include but are not limited to:

- Jetties and wharfs
- Access Roads
- Reclamation area
- Berths

## Pre-Ship meetings

All parties involved in a shared-berthing operation will be given the opportunity to participate in the Pre-Ship meeting, where the decisions are made on how the operation will be performed. Agreed outcomes will be documented and distributed. Unauthorized deviation from the agreed outcomes of the Pre-Ship meeting could lead to suspension of the operation.

Lead PCBUs are required to attend the pre-ship meetings.

## Jetty Hand-Over

On the completion of cargo and services activities, Port Services must be contacted to confirm that the condition of the jetty is in a fit state for the next operation.

# Training & 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 LPC facilities, 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.

# Hazard & Risk Management

While Port 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, controls must be documented by the PCBU and approved by LPC.

## 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 as soon as reasonably practicable. Verbal notification must be received immediately by the Port Services 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 Port Services Manager within ten working days of the event.

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

## Security

All activities must comply with ISPS 2012 and Maritime NZ Security Act 2004.

Some of the key requirements include:

- All persons must have a valid business reason for entering the Port.
- Access cards are issued to individuals only and cannot be shared.
- Card holders must report immediately to the Security Control Centre if cards are lost or stolen.
- All persons must have photo ID i.e. driving license or passport to enter the Port
- All vehicles and bags coming into the Port will be subject to random search, items such as firearms, etc. are prohibited
- Persons are only permitted to access relevant work areas.
- Children under the age of 16 are not permitted inside the Port.
- Animals or pets are not permitted to the Port.

## Visitor Management

- All personnel intending to enter the Port must be authorised, in compliance with the Maritime Act 2004.
- Pre notification is required by Security for all visitors. All visitors must carry photo ID and wear high visibility clothing and closed footwear.
- Visitors must be escorted by an inducted person at all times.

## Contractor Management

- PCBUs are responsible for managing contractors engaged to perform work within the Port and ensuring their subcontractors conform to the requirements of the Common User Safety Protocol [CUSP].
- LPC reserves the right to review Port Users' operational standards. This may lead to suspension of operations or refusal of entry.

## Traffic Management

Refer to Port Services Traffic Rules and Management. Following are some of the key requirements.

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.

Safe driving practises are required at all times. This includes adherence to posted speed limits and approved traffic management plans. Headlights or beacons must be switched on at all times. Mobile phone use while driving is prohibited, apart from hands-free operation.

Failure to comply may lead to suspension of operations or refusal of entry.

## Emergency Response

Refer to LPC Emergency Response Plan for more detailed information.

Port 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 Port Services Manager is to be notified immediately.

LPC will assume leading role in responding to natural disaster emergencies e.g. Earthquake 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
- 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.

## Monitoring & Review of CUSP

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

The CUSP will be reviewed as required.

# Communication & Consultation

Forums are held to ensure that relevant health and safety information is exchanged between Port Users.

These forums include:

- Pre-Ship meetings; an opportunity for those sharing common user areas to collaborate and determine how the operation will manage the specific risks involved.
- Port Users Health & Safety meetings; an opportunity to escalate issues not addressed at Pre-Ship meetings or to raise HS&W issues.
- LPC Health Safety & Wellbeing Governance Committee meetings; to ensure strategic HS&W alignment between key PCBUs.
- Working groups; to investigate or work through specific issues as required.
- Port Users are encouraged to contact LPC for any concerns and opportunities that require LPC attention.

## List of References

1. LPC Environmental Policy Statement
2. LPC Guidelines for Conduct
3. Emergency Procedures Manual
4. Health and Safety Policy
5. Drug and Alcohol Policy
6. Traffic Management Plan
7. Explosive and Dangerous Goods Management Plan
8. Weight Limitations on Wharfs
9. Port Security Regulations
10. Dry Dock and Slipway Shore-based Safety Procedure
11. Guide to Maritime Security and the ISPS Code