

PORT NELSON HEALTH,  
SAFETY &  
ENVIRONMENT  
COMMON USER  
PROTOCOLS

Port Nelson Common  
User Protocols

## Foreword



### Message from the Port Nelson Limited CEO

PNL must deliver superior health, safety and environmental management performance. We will achieve this through living our Values **Aspire** – accountability, safety, passion, integrity/honesty, respect and excellence.

The Port Nelson Health, Safety and Environmental (HSE) Common User Protocol (CUP) outlines the structured approach necessary for our operations to manage HSE risks and drive HSE improvement in a consistent and systematic manner.

Each element within the Common User Protocol defines the requirements of all Persons Conducting a Business or Undertaking (PCBU) to achieve this outcome in a clear and comprehensive manner. This will require PCBUs to consult, co-operate and co-ordinate with each other.

We thank you in advance for your assistance in helping to ensure we make the working environment here at Port Nelson as safe as we can for all parties using our facilities.



Martin Byrne  
Chief Executive Officer  
Port Nelson Limited  
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Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 2 of 42
-This document is uncontrolled when printed-		

DOCUMENT CONTROL

VERSION NUMBER	DATE	DETAILS OF CHANGES MADE	REVIEWED BY	APPROVED BY
8	14/3/2016	<i>Rewrite of CUP to align with new H&amp;S legislation.</i>	Lee-anne Ricketts	Shelley Spencer
9	15/07/2016	<i>Addition of document control and update of requirements to section 14.1 Working on, over or near water – addition of number 3 to maintenance and inspection of wharves.</i>	Lee-anne Ricketts	Shelley Spencer
10	15/12/2016	<i>Update of H&amp;S policy and new golden rules graphics</i>	Lee-anne Ricketts	Shelley Spencer
11	15/12/2017	<i>Update H&amp;S Policy Page 5</i>	Shelley Spencer	Shelley Spencer
12	July 2019	<i>Update to document and footer Update H&amp;S Policy Page 5 Update Forward Addition of barrier criteria</i>	Lee-anne Ricketts	Shelley Spencer

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 3 of 42
-This document is uncontrolled when printed-		

## Contents

Foreword.....	2
Element 1: Introduction.....	6
Element 2: PNL Common Users Safety Forum.....	7
Element 3: General Responsibilities.....	8
Element 4: Shared or Overlapping Duties for PCBUs in Common Work Areas.....	8
Element 5: Managing the Risk.....	9
PNL Principal Hazard Standards.....	10
1. Port Security.....	11
2. Access to Sites.....	11
3. Shared Work Areas and Common Work Area Standards.....	13
4. Working at Heights.....	15
5. Electrical Safety.....	15
6. Control of Energy.....	16
7. Hazardous Substance Management.....	18
8. Personal Protective Equipment.....	19
9. Lifting Equipment and Operations.....	19
10. Entry into Confined Spaces.....	20
11. Drugs and Alcohol.....	21
12. Working Alone or in Remote Port Locations.....	22
13. Vehicle and Traffic Management.....	22
14. Barrier Management.....	27
15. Working On, Over or Near Water.....	27
Element 6: Worksafe Notification of Particular Hazardous Work.....	29
Element 7: Notifiable Events.....	30
Element 8: PNL Emergency Preparedness.....	31
Element 9: Environmental Management.....	34
Appendix 1: Generic JSA for PCBU with shared or overlapping duties.....	41

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 4 of 42
-This document is uncontrolled when printed-		

# PORT NELSON

## HEALTH AND SAFETY POLICY

HS-POL-007

*At Port Nelson Limited (PNL), we are committed to providing a safe and healthy workplace for our employees, contractors, port users, customers and visitors.*

To achieve this, we will:

- Ensure that we have a health and safety strategy that sets objectives for our health and safety performance.
- Comply with all applicable health and safety legislation, codes of practice and other requirements.
- Commit to eliminating hazards and managing risk. Health and safety risks will be identified, assessed, controlled and monitored with a strong focus on mitigating the potential for harm from risks.
- Implement an effective health and safety management system, that aligns with best practice and includes a commitment to continual improvement. Health and safety will also be an integral part of work planning and design – no job is so urgent or important that health and safety are compromised.
- Ensure and supports high levels of consultation, cooperation and coordination with all stakeholders undertaking activities at the workplace.
- Consult with workers and their representatives in the development of safety initiatives and actively value, promote and support our health and safety committees.
- Encourage accurate reporting of all events and near misses that occur at the workplace. Where practicable, we will address the causes of these events to prevent or minimise reoccurrence.
- Actively assist, where practicable, the safe and early return to meaningful work of any employee who has suffered an injury or illness.

We are individually and collectively responsible for the safety of all workers and visitors to our workplaces. We all have a leadership role to play in taking responsibility for our own safety, and for that of others, by identifying and communicating risks and for reporting events and near misses. Every person has the right to refuse to perform unsafe work.



Martin Byrne  
CHIEF EXECUTIVE OFFICER

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 5 of 42
-This document is uncontrolled when printed-		

**GOLDEN RULES-**

PNL’s culture is the belief that we can work keeping everybody safe from harm despite the challenging conditions in which we operate. This can be achieved by everyone’s cooperation and commitment



**Element 1: Introduction**

**Common User Protocols**

It is essential that everyone who works at PNL sites plays an active part in ensuring that the Health Safety and Environmental (HSE) protocols are of the highest priority in the workplace.

Compliance with the requirements set out in this Common User Protocols (CUP) is mandatory for all PCBUs and Workers (this includes employees, contractors and visitors) operating on the PNL common operational areas.

Any suggestions for improvement around these HSE practices or standards are encouraged.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 6 of 42
-This document is uncontrolled when printed-		

## HEALTH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

### System Development

The requirement of this system is based on PNL's intent to manage risk, comply with legislation, meet industry good practice where identified and other external standards and requirements such as the following:

- AS/NZ 45001 Occupational health and safety management systems;
- OHSAS 18001 Occupational Health & Safety Management System Requirements;
- AS/NZS ISO 14001 Environmental Management Systems;
- PNL Policies and Directives;
- Relevant Legislation, Codes, Industry Guidelines and Standards.

The HSE CUP is divided into core elements. Each element sets out to achieve a specific objective that enables the Port operation to best identify and manage the various HSE risks, threats and opportunities. Every element includes a number of clauses, which spell out the minimum requirements for PCBUs to meet each objective.

While all PCBUs must meet the requirements of this document, each PCBU HSE management plan (or similar document) may differ depending on its specific risk and the nature of their operations. That is, the level of detail and complexity of the management system and the extent of the documentation and resources devoted to it can vary depending on the nature and scale of the business activities, products and services.

### Application

This HSE CUP applies to all PCBUs and workers who enter common areas on PNL sites to perform work related duties. Areas include, but are not limited to the, container yard, wharves, berths, log storage areas, Calwell Slipway, lay up berths, weighbridge/trailer gantry site, roadways, QuayPack and QuayConnect.

Statutory and permitting requirements will take precedence over HSE CUP, except in those cases where the HSE CUP standards are considered more stringent.

### Review

PNL is responsible for the co-ordination and review of the HSE CUP. This process shall occur bi-annually and involve consultation with PCBUs through the PCBUs Safety Forum.

### Audit

Each PCBU management where the PCBU is based permanently or conducts a significant amount of their operation on Port Nelson site must conduct an audit against their specific HSE Management plans/systems to ensure they meet the requirements of the PNL HSE CUP. This review shall be as a minimum two yearly and will be conducted under the direction of PNL.

## Element 2: PNL Common Users Safety Forum

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 7 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

The PNL Common Users Safety Forum shall be held monthly and attended by key PCBUs.

### Objective

The Forum is to assist PCBUs operating in the Port consult co-operate and co-ordinate with one another on health & safety issues, key initiatives, resolution of issues and changes or improvements in how the PCBUs are operating together on the common operational areas.

The Forum will also undertake an annual review of the HSE CUP to ensure the continuing suitability, adequacy and effectiveness of the agreed rules.

Agenda/Minutes for all PNL Safety Forum meetings shall be taken and circulated to the Forum members.

## Element 3: General Responsibilities

All PCBUs have a primary duty of care in relation to the health and safety of its workers and others affected by the work carried out by the PCBU on PNL sites.

The primary duty of care requires all PCBUs to ensure, so far as is reasonably practicable:

1. the health and safety of workers who work for the PCBU, while the workers are at work in the business or undertaking; and
2. workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

The PCBU's specific obligations, so far as is reasonably practicable include:

1. providing and maintaining a work environment, plant and systems of work that are without risks to health and safety;
2. ensuring the safe use, handling and storage of plant, structures and substances;
3. providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities;
4. providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety;
5. monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury;
6. managing and mitigating environmental risks and impacts.

## Element 4: Shared or Overlapping Duties for PCBUs in Common Work Areas

The PNL workplace has many common work areas where PCBUs may have duties to other workers (i.e. not just those they directly employ or engage) as they could be affected by their work they do. Where situations such as this arise, it is possible for multiple PCBUs to have shared or overlapping duties.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 8 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

PCBUs will need to consult, co-operate, and co-ordinate activities to meet their shared responsibilities in common work areas or those where their activities could impact upon the safety of others.

All PCBUs must identify where such activities could involve shared or overlapping duties and ensure the above clause is part of job planning.

All PCBUs shall make reasonable arrangements and coordinate responsibilities with the other PCBUs to fulfil their duty - so far as is reasonably practicable.

The PCBU shall also monitor other PCBUs so far as reasonably practicable to ensure everyone is doing what they agreed to and operating in accordance with agreed responsibilities in common work areas and the requirements of this HSE CUP.

All PCBUs who are upstream from the PNL workplace (such as designers, architects, engineers, manufacturers, suppliers or installers of plant, substances or structures) have a duty to ensure, so far as is reasonably practicable, that the work they do or the things they provide to the PNL workplace do not create health and safety risks.

### Element 5: Managing the Risk

Through the development and ongoing maintenance of the PCBU Broad Brush Risk Assessment (BBRA), a PNL Principal Hazard Risk Register shall be developed and maintained to include all hazards identified with an inherent risk consequence of major (single fatality) or catastrophic (multiple fatality).

All hazards in the Principal Hazard Risk Register should be reviewed periodically by the relevant PCBU to ensure that the risk controls have achieved, and are continuing to achieve, the intended risk reduction and control.

The Principal Hazard Risk Register should be used to identify principal hazards to be included in the induction of new workers.

For each principal hazard activity considered a routine or common PCBU activity, a Principal Hazard Standard detailing minimum conditions to be met during the activity should be developed and included into the HSE CUP.

PCBUs who conduct activities where Principal Hazards are identified or may be present within their scope of activities, should develop management plans to detail the controls in place to manage the principal hazards.

**NOTE:** Management plans for Principal hazards may consist of detailed Principal Hazard Management Plans, procedures, work instructions, forms or a combination of these.

PNL will be the custodian appointed to maintain the Principal Hazard Risk Register.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 9 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

### PNL Principal Hazard Standards

Principal Hazards identified from the PNL BBRA have led to the development of the following Principal Hazard Standards within this HSE CUP:

1. Port Security;
2. Access to Sites;
3. Shared Work Areas and Common Work Area Standards;
4. Working at Height;
5. Electrical Safety;
6. Control of Energy;
7. Hazardous Substance Management;
8. Personal Protective Equipment;
9. Lifting Equipment and Operation;
10. Entry into Confined Spaces;
11. Drugs and Alcohol;
12. Working Alone or in Remote Port Locations;
13. Vehicle and Traffic Management;
14. Working On, Over or Near Water.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 10 of 42
-This document is uncontrolled when printed-		

# HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

## Principal Hazard Standards

### 1. Port Security

#### Objective

To manage the security of personnel, to ensure their safety in relation to security risk, ensure the Port area security requirements are maintained in accordance with relevant legislation and for the protection of PCBUs assets.

#### Summary of Key Requirements

Entry will not be permitted to PNL sites without an acceptable form of photo identification.

Truck and vehicle drivers (i.e. contractors, vendors, provedores and visitors with authorised business) are required to have at all times a PNL ID card or appropriate photo ID to facilitate entry onto the Port area and access to the ship, to carry out work and deliver supplies, stores or equipment.

Should the Port go to a heightened security Level 2, additional entry controls as directed by the Police will apply. At security Level 3, the Police will close all Port operations.

A security risk assessment has been completed by Maritime New Zealand for Port Nelson: all PCBUs and workers are required to participate and comply with any defined scenarios as required.

Security breaches, concerns and incidents shall be reported through to and recorded by PNL.

TEMPORARY visitors/contractors are to be escorted to and from common areas at all times by PNL security personnel unless they are accompanied by other "Inducted" personnel.

Any worker within the Port Secured Area can be stopped and searched at any time by PNL security personnel. The Port Security Act requires entry and egress to be closely monitored and regular security check to be undertaken.

PNL also reserve the right to decline access to anyone who does not comply with the requirements of PNL security protocols or the Port Security Act.

#### Unauthorised Personnel

Report unauthorised personnel or people who do not appear to know the area to the PNL Security Operator.

**NOTE: Security Gate Operator number is 03 539 3841**

### 2. Access to Sites

All new workers and/or visitors must undertake relevant PNL and Port User Health and Safety induction training.

As a minimum, induction training must include reference to the significant HSE risks identified for PNL and the PCBU activities.

All PCBU workers shall renew the Port Nelson Ltd standard induction on a bi annual basis.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 11 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

### Visitors

It is a requirement that all practicable steps are taken with visitors and the general public to safeguard them from harm resulting from any hazards identified in the workplace.

1. All visitors must be authorised to enter the Port through the Security Gatehouse on Carkeek Street;
2. All visitors vehicles must be pre-notified, suitably marked as company vehicles, and exhibit a flashing light;
3. All visitors entering the Port must have approved photo identification such as a passport or drivers licence;
4. Under normal circumstances, children under 16 years of age will not be admitted to the Port's Restricted Area;
5. Visitors to a vessel will not be permitted access into the Restricted Area unless the vessel has advised the Gatehouse of their names and intentions in advance;
6. Visitors to a vessel must satisfy PNL ID requirements and have an authorised, verifiable reason to enter the Restricted Area;
7. Visitors must wear protective clothing, including enclosed shoes, high visibility vest and a hard hat if entering an overhead hazard environment. Other PPE may be required relevant to any task being completed. High visibility vests/clothing must be worn at all times in the Restricted Area;
8. The instructions of PNL security staff must be followed at all times;
9. All visitors who have not completed a PNL Health and Safety induction must be supervised at all times.

### Pedestrians

When entering an operational area that is not your ordinary or specified place of work it is critical that you contact the Supervisor/Foreman in control of the work activity before you enter their work area.

All pedestrians are to use the marked **YELLOW** walkways beside the internal access roads where possible when transiting between buildings or from plant/ vehicles to your destination. It is be prohibited to walk through certain operational areas the following rules apply:

- No pedestrian access to Main Wharf and Brunt Quay. The only access to and from these areas is the shuttle vehicle from the Security Gatehouse.
- Walking to Kingsford Quay is only permitted via the Kingsford Quay turnstile gate (Port ID access card required). Access to this Quay from any other entry point must be via vehicle / shuttle only.
- Pedestrian access to the container terminal past the Tug Berth walkway is only permitted if you are escorted by an operational person from this area or have express permission of the Container Terminal Manager.
- Access to McGlashen Quay is via the direct walkway from the Gatehouse to the quay. You must stop and make sure the crossing is clear at the marked stop signs.
- Access to QuayPack for authorised personnel only is via the gate installed at the end of Wildman Ave.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 12 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

Where there is no pedestrian access you shall be transported by PNL shuttle to these areas. This includes all ship's crew.

All pedestrians must look out for signs and pay caution to heavy mobile plant operating in this area. Give way at all times.

### 3. Shared Work Areas and Common Work Area Standards

#### Objective:

Many activities on the Port are conducted in common work areas where activities have the potential to impact upon the objectives of other PCBU who may work within that area or one nearby. As such, it's important that each PCBU understand the nature of risk involved, communicates with other PCBUs and has clarity of specific roles and responsibilities, especially where these are shared or overlapping.

#### Summary of Key Requirements

##### General Work Area Entry

If a PCBUs workers are to enter a common user area already being worked in by another PCBU, they must make contact with the PCBU already established in the area to gain permission.

If the PCBU is to work in another area alongside a different PCBU they must evaluate all risks that could potentially be present, ensure adequate controls are in place, have clear understanding of duties and responsibilities (including those which may be shared or overlap), have a process of monitoring the work area established and regularly communicate on the work performance.

If the work area is accessible by the public, e.g. Layup Berths then the evaluation of all risks and implementation of adequate controls must extend to ensuring the public are segregated from the work area by way of barriers, fences, cones or similar.

Pedestrians/ground staff and machine operators entering a common user work area shall make contact with others already in the immediate area to establish each other's intentions, requirements, workplace risks and controls, duties and responsibilities and from then on be responsible for regularly communicating on all matters relating to the health and safety of workers during the remaining period the work area is shared. It is recommended that signs are put in place to indicate hold points and details for communication protocols in work areas.

The machine operators and/or ground staff will determine the extent of activity in the common user area.

When the PCBUs activities include entering and exiting shed doorways machine operators and staff will firstly establish a traffic management plan with other parties working in that area.

##### Job Planning in Common Work Areas

The loading or working plan shall give consideration to the interaction between different PCBUs working in common operational areas. This shall include safety and environment issues being discussed at the pre-work brief and ongoing as required during the work activity.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 13 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

Prior to commencing work in a common user area, machine and contractors are to ascertain whether there are any other operators in the area and a JSA completed where appropriate.

Preplanning is the responsibility of the PCBU working the areas concerned. Those PCBUs who determine or decide on such things as gang sizes and the machines to be worked in a particular operation shall consider, amongst other things, such decisions from a safety perspective. Consideration shall be given to adequate number of resources, correct training of resources, availability of fit for purpose equipment and clear understanding of workplace roles and responsibilities.

It is the responsibility of PCBUs to ensure that the wharves are left clear for the next user.

### Notification of Works in Common Work Areas

Appropriate notification such as signage, informing others that may be in the common user area, should be placed accordingly. Such signage should indicate, moving machinery, hazardous activity taking place within the area and who must be contacted before entering the area and how to make contact.

Appropriate notification may include but is not be limited to phoning or electronic communication with “others” who commonly use the same area.

### Tally huts and Portacom’s

Portacom’s (or other temporary accommodation) must be positioned as close as practicable to the gangway of the vessel or by agreement with all working parties. Where two Portacom’s are required these should share the same power source (where practicable).

Placement of tally huts and “no go” areas for all mobile machinery shall be determined according to the cargo being handled and where possible AFTER the vessel has berthed.

Any operational changes to the location of the huts must be communicated to those concerned.

### Common User Areas Access and Traffic control

Access through an operational area by machines/vehicles not directly involved must involve prior communication and planning. Only after permission is given by the person in-charge of the operation will access be permitted.

### Minimising congestion on berths

Every attempt must be made to minimise the congestion caused by the numbers of plant and machinery operating at a berth and any one time. i.e., by parking elsewhere and traffic flow sequencing.

Greater cooperation and communication is required between parties if there is an increase in crew and/or machines.

All significant workflow changes shall be notified to ALL PCBUs that it may affect BEFORE the changes take effect.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 14 of 42
-This document is uncontrolled when printed-		

# HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

## 4. Working at Heights

### Objective

To manage the risks associated with personnel when working at heights and the risks from objects falling.

### Summary of Key Requirements

Where work is carried out where a person could fall two or more metres or where there is a risk of serious harm from a fall at a lower height, then appropriate controls shall be used to prevent people or objects from falling. Prior to working at heights a Job Safety Analysis (JSA) or similar risk methodology may be required.

Where the work at height requires the use of fall arrest or fall prevention systems the personnel working at heights shall be competent in its use. Fall arrest and fall prevention systems shall be used and maintained in accordance with specified requirements.

Specified requirements shall be followed to manage the risk of personnel and objects falling. Specified requirements shall be followed when conducting routine and non-routine work on tanks, towers, cranes and vessels.

Work conducted at height inside vessels shall be treated as non-routine and a JSA or risk assessment shall be conducted where standard operating procedures or safe work methods do not cover or exist for the task.

Work conducted on roofs, involving platforms or access ways shall be treated as non-routine and a JSA shall be conducted and specified requirements shall be followed where standard operating procedures do not cover or exist for the task.

Fixed scaffold shall be used when deemed appropriate and longer term work is anticipated.

Scaffolders shall hold the relevant certificate of competency for the class of scaffold being used. Scaffolding shall be conducted in compliance with specified requirements including erection, usage, inspections and dismantling.

All ladders used in the workplace shall be inspected, used and maintained in accordance with specified requirements.

Elevated work platforms shall only be operated by personnel with a relevant certificate of competency.

Elevated work platforms shall be inspected, used and maintained in accordance with specified requirements.

## 5. Electrical Safety

### Objective

To manage the risks associated with personnel working on, with or in the vicinity of electrical equipment.

### Summary of Key Requirements

All electrical work shall be carried out by appropriately competent and qualified personnel.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 15 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

A Hazardous Area Management System shall be developed by PCBUs for PNL facilities to minimise the risk of electrical and related work from igniting potentially explosive atmospheres.

Earthing, static and lightning protection systems shall be installed, tested and inspected in compliance with relevant standards.

High voltage procedures shall be developed to manage the risks associated with work on high voltage equipment.

Work on electrical equipment should be carried out after it has been de-energised and isolated. Where this is not possible such work shall only be undertaken by personnel accredited in 'live' techniques and authorised by the PNL electrical supervisor following a risk assessment. Work on high voltage generation equipment shall only be carried out by personnel competent in high voltage equipment in accordance with high voltage regulations.

Temporary electrical equipment shall be installed and maintained in full compliance with all relevant regulations and standards.

A site electrical register of all portable electrical equipment requiring inspection and testing shall be maintained by each PCBU. Following testing of such electrical equipment a compliance tag shall be fitted. Electrical equipment without a compliance tag shall be withdrawn from service.

All mains-powered portable electrical equipment shall, when connected by a socket outlet, be protected by a residual current device.

All workers should be aware of the relevant standards, regulations, procedures, hazards and safety requirements prior to working on, or in, the immediate vicinity of electrical systems.

### 6. Control of Energy

#### Objective

Isolation of stored energy sources involves disconnecting, blocking or making safe any source of that stored energy so that it cannot be released to cause harm.

Locking the isolation point prevents inadvertent release of the stored energy. Tagging is standard means of warning others that a source of stored energy is isolated and/or locked for a valid reason.

Modern machinery can contain many dangerous sources of stored energy, examples of the most common risks are:

1. Electricity
2. Hydraulic pressure
3. Compressed air
4. Gas
5. Steam
6. Many types of fluids under pressure.

The steps necessary to isolate equipment shall be documented by each PCBU in an isolation procedure or a lockout & tag out procedure. The isolation procedure should include the following tasks:

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 16 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

1. Identify the energy source(s);
2. Isolate the energy source(s);
3. Lock and Tag the energy source(s);
4. Prove that the equipment isolation is effective.

Initial and periodic inspections to ensure that before performing servicing or maintenance on plant or equipment where stored energy may be released and cause injury, the plant or equipment has been and remains isolated from stored energy sources and rendered inoperative.

### Lockout/Tag out

If an isolation device is not able to be locked, the PCBU in control of the plant or equipment shall ensure the isolation device is tagged and recorded in procedures or hazard identification documents.

If an isolation device is capable of being locked out, the PCBU shall lock it out, unless the user can demonstrate that tagging it out will provide to a level of safety equivalent to that obtained by locking it out.

Procedures shall be developed, documented and utilised for the control of stored energy and shall clearly and specifically outline the objectives, methodologies, authorisation and means of maintaining compliance through the work period.

### Protective Materials and Hardware

Lockout and tagout equipment and tools shall be provided by the PCBU for relevant plant and equipment.

**CAUTION:** Lockout and tag out devices shall be singularly identified and shall be the only device(s) used for controlling stored energy; these shall NOT be used for other purposes.

Lockout and tag out devices shall meet the following requirements:

- They shall be durable - able to withstand the environment to which they will be exposed for the maximum expected exposure period.
- Lockout devices shall be substantial enough to prevent easy removal. Tag out devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal.
- Lockout and tag out devices shall identify the worker applying the device. Tag out devices shall also have appropriate warnings regarding hazardous conditions.

### Periodic Inspections

Inspections or audits shall be conducted at least annually by the PCBU who have a formal process to ensure the Energy Control Procedures and the requirements of the principal hazard standard are being followed.

Each PCBU shall identify all sources of stored energy in their respective workplace, the type and magnitude of the energy available and methods and means necessary for the isolation and control of the that energy. This should be included on their risk register or maintained in a separate document.

All PCBUs whose work operations are, or may be in the area where controls around stored energy may be used, shall be made aware of the controls that are in place. Tags are not

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 17 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

be removed by anyone other than the authorised worker and must never be bypassed, ignored, or otherwise defeated.

Tags must be legible and easy to understand by all. Tags and the attachments must be able to withstand environmental conditions existing in the workplace. Tags must be secured so they cannot be inadvertently or accidentally detached.

Lock out procedures agreed to in pre-planning must be strictly adhered to. PCBUs should ensure hold tags are available in all machines or available from key work areas.

### 7. Hazardous Substance Management

#### Objective:

To manage the risks associated with the handling, use and storage of hazardous substances (includes chemicals and dangerous goods) at PNL.

#### Summary of Key Requirements

All PCBUs shall prepare and maintain a Hazardous Substance Register for all products stored on their Port work area. This register shall be maintained in a format that ensures it can be easily provided to PNL on an annual basis or whenever a significant change occurs in the type, quality and location of substances being stored occurs.

Safety Data Sheets (SDS) shall be obtained for each substance contained on site and located in a readily accessible location within each PCBUs workplace.

A risk assessment shall be conducted on the use of all hazardous substances and dangerous goods and these shall be recorded in the respective PCBUs Hazardous Substance Registers and relevant Standard Operating Procedures shall be updated with the required controls.

Prior to the purchase and storage of any new hazardous substance or dangerous goods a risk assessment should be conducted (utilising the SDS), be documented and approved by the PCBU. The risk assessment shall take into consideration the need, quantities, location and impact on other hazardous substances and activities in the work area.

On approval of a new hazardous substance or dangerous good the product should be added to the Hazardous Substance Register and an SDS placed in the nominated location. PCBUs shall ensure all workers who handle or use chemical substances shall receive training in understanding and use of safety data sheets, including hazards and risk control measures.

Health surveillance shall be conducted for workers exposed to hazardous substances that may cause serious health effects by their PCBU.

Hazardous substances shall be stored and placarded as per detailed and relevant regulatory requirements by each PCBU for the items they have in their control.

PCBUs shall ensure hazardous substances are transported and stored in a manner that prevents the interaction of incompatible goods.

Controls should be developed to prevent, contain and clean up any spillage of a hazardous substance.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 18 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

All plant, equipment and material that may be contaminated with a hazardous substance or dangerous good should be cleaned as far as reasonably practicable before it is sent off site or disposed of.

### 8. Personal Protective Equipment

**Objective:**

To minimise the risk of injury or illness by defining requirements for the selection, maintenance and management of Personal Protective Equipment (PPE).

**Summary of Key Requirements**

PPE shall be used when other risk control measures are not reasonably practicable to apply.

PPE shall meet regulatory and AS/NZS or equivalent standards.

Specified minimum PPE shall be worn on all Port operational areas.

All personnel including PNL employees, transport operators, contractors, fishing boat crew, visitors, agents, MNZ, surveyors, MPI and “others” working or transiting the wharf apron, cargo and warehouse areas (both enclosed and open) are to wear high visibility clothing and protective footwear.

**Exclusions:**

- PNL Main Office at Low Street;
- PNL Stevedoring building
- Gatehouse
- Vessel crew travelling to and from the vessel by van.

Hard hats shall be worn at all times in designated hard hat areas or where there exists a risk of falling objects. E.g. working near cranes, log yards, stevedoring operations or on working vessels.

All PCBUs shall provide their own PPE to workers in accordance with the requirements of this HSE CUP and maintain a PPE register for items issued to workers.

Where escape or self-contained respiratory protection is required, workers shall undergo appropriate training prior to wearing such equipment.

Workers required to use PPE shall be provided with training in its use, maintenance and storage.

### 9. Lifting Equipment and Operations

**Objective:**

To ensure the safety of personnel during lifting operations across all Port activities. It is noted that not all lifting equipment e.g. ships twist locks are under the control of the PCBU. This standard applies to all lifting equipment under the direct ownership and control of the PCBU.

**Summary of Key Requirements**

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 19 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

The management of lifting operations, including planning, siting, erection, dismantling, operation, maintenance, inspection and repair of cranes and other lifting equipment, registration of plant, and certification of equipment for PCBUs shall be in accordance with the requirements of relevant regulations, codes of practice and applicable standards.

Operators of lifting equipment and riggers shall have relevant certificates of competency.

All PCBUs shall maintain a company register of lifting-related certificates of competency for operators.

Each PCBU should ensure an assessment is conducted by a competent person prior to the procurement, hire or use of modified lifting equipment at PNL to ensure fitness for purpose and compliance with relevant regulatory requirements.

An inspection shall be conducted by the relevant PCBU for compliance with specification and relevant certification prior to the acceptance of lifting equipment for use at PNL.

Each PCBU should record details of all lifting equipment into a company specific lifting equipment register.

All lifting equipment shall be marked with a unique identification and its safe working load (SWL).

A pre start or task inspection against defined criteria, shall be conducted prior to the use of lifting equipment by all PCBUs.

A preventive maintenance program should be developed for all PCBUs lifting equipment.

Each PCBU should develop a formal inspection and testing program for lifting equipment.

Each piece of lifting equipment should have its own inspection check sheet and inspections and tests should be conducted by competent personnel.

A detailed lift plan shall be developed for all heavy, complex or non-routine lifts.

Forklifts shall be operated in accordance with relevant regulatory and specified requirements.

## 10. Entry into Confined Spaces

### Objective:

To ensure a standardised process is in place to manage the risk of confined space entry and the health and safety of personnel required to enter a confined space.

### Summary of Key Requirements

PCBUs shall have a Confined Space Permit to Work (PTW) process in place which shall be completed and approved prior to any confined space entry. The PTW shall ensure all hazards are identified and controlled prior to entry. Best practice is to follow the requirements of AS 2865:2009

Work in confined space shall be minimised by, where possible, eliminating the need for such work during the design of new plant and equipment.

A confined space risk assessment including emergency response requirements shall be completed by a competent person prior to the issuing of a confined space work permit.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 20 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

The risk of heat stress shall be considered in the risk assessment and special controls adopted where required.

Atmospheric testing for oxygen and flammable gas shall be carried out prior to and during confined space work.

A stand-by person shall be provided to observe confined space work when defined criteria are met.

Personnel working in confined spaces shall be suitably trained to be aware of hazards and standard controls that apply when entering and working in such areas.

### 11. Drugs and Alcohol

#### Objective:

To manage the risks associated with personnel who are potentially not fit for work or in accordance with the PNL Health and Safety policy due to the use of alcohol and/or drugs.

#### Summary of Key Requirements

All workers are responsible for maintaining their fitness for work so they do not harm themselves or any other person in the workplace and will comply with the requirements of PNL Port User Drug and Alcohol Policy as a condition of entry to all PNL controlled sites.

All PCBUs shall develop, implement and maintain a drug and alcohol policy supported by adequate process to meet the requirements of the PNL policy, AS/NZS 4308:2006 and industry good practice.

All PCBUs should provide education and awareness programs to enable personnel to understand the risks of drug and alcohol use in the workplace and allow them to manage their own health and fitness for work, including the PNL Port User Drug and Alcohol Policy requirements.

Without limitation, each PCBUs own drug and alcohol policy should, at a minimum, provide for pre-employment, post incident, random and reasonable cause drug and alcohol testing programme as part of their risk management obligations.

All PCBUs shall have a drug and alcohol testing policy and programme to manage the risk of drug and alcohol use in the workplace and monitor the effectiveness of the proactive fitness for work measures.

In situations where PNL have reasonable grounds to believe any worker (contractor, contractor employee, subcontractor and/or other Port User worker) may be under the influence of drugs or alcohol, PNL may require a drug and alcohol test to be undertaken. This test is to be arranged by the PCBU or after consultation with such company, by PNL. At all times the worker shall be supervised until testing completed.

Workers who return a confirmed positive drug or alcohol test (following extended confirmation test or any initial non-negative test result) shall, in general, be supported in modifying their behaviour with the aim of returning them to their job in accordance with the Port Users Drug and Alcohol policy.

PNL has a zero tolerance to the sale, possession or use of illegal drugs or other mind altering substances on PNL premises

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 21 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

Refusal to provide confirmation of, or to disclose, test results will, without reasonable explanation, prohibit the contractor, contractor employee, subcontractor and/or other Port User from entering PNL premises in the future and may lead, in certain circumstances, to PNL terminating the contract, or applicable relationship.

Personnel shall advise their supervisor or appropriate onsite medical personnel of any medication being used which may affect their safety or performance at work.

Alcohol may only be consumed on-site during arranged functions with the express permission of the PNL CEO or delegate. Such occasions are not to compromise the health and safety of the workplace.

At PNL locations where alcohol is available, procedures shall be developed to encourage responsible consumption.

Protocols must be followed at authorised functions where alcohol is consumed.

### 12. Working Alone or in Remote Port Locations

#### Objective

To minimise the risk to personnel when working alone in remote Port locations or when working alone in areas for extended periods of time where a principal hazard exists.

**NOTE:** Working alone is considered work carried out in an area where normal means of contact (e.g. verbal, sight) with other staff are not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in isolated areas, either during or outside normal working hours.

#### Summary of Key Requirements

Where lone or isolated work is required within the Port workplace or by Port User workers outside of the Port restricted area, a documented risk assessment in line with accepted risk management techniques should be conducted to identify the hazards and controls required to manage the risk.

The results of the risk assessment should form the basis of a JSA for the task, or for routine tasks, a standard operating procedure.

An isolated worker shall have ready access to first-aid equipment.

Monitoring and communication protocols should be included in the risk assessment which shall include defined requirements and redundancy where communication is reliant on a radio or phone fixed in a vehicle.

Where isolated work is required, a rescue plan shall be developed, relevant personnel trained in the requirements of the plan and copies of the plan shall be kept by first responder workers.

### 13. Vehicle and Traffic Management

#### Objective:

To manage risks associated with Port transportation activities. This includes the safe use of heavy mobile plant, light vehicles and ensuring all Port Users have a good understanding of the common approach to vehicle and traffic management.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 22 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

Mobile equipment standards are considered critical controls in order to maintain fit for purpose vehicles and ensure they are operated in a safe manner.

### Summary of Key Requirements

Only authorised vehicles and plant may deviate into wharves or storage areas.

**NOTE:** Port Nelson has many moving plant hazards. At all times:

1. All pedestrians are to **give way** to moving machinery;
2. Assume you have not been seen: **ensure eye** contact with the driver prior to walking;
3. Under no circumstance should a machine operator **make assumptions** as to the whereabouts of other operators/ground staff.

All heavy mobile machinery in the Port confines has the right of way even on the internal roads.

**WARNING:** LOADED FORKLIFTS and other HEAVY MOBILE VEHICLES have the right of way over all light vehicles.

Unloaded machinery gives way to loaded machinery.

All light vehicles must always display flashing amber lights at all times while driving on PNL operational areas.

Area signage should indicate moving machinery and other hazardous activity taking place within the work areas.

The Vehicle Transfer Area (VTA) area is restricted to heavy plant involved in the transfer of containers. All other vehicles are to use the internal roadways and keep clear of the VTA at all times. The only exceptions is emergency service vehicles in which case all parties will be notified and operations will cease and when maintenance is required in which case the maintenance work will be pre-planned, communicated and work area cordoned off as appropriate.

Machinery access through an operational area by machines not directly involved in work activities related to that area shall involve prior communication and planning. Only after permission is given by the person in-charge of the operational area will access be permitted. It is imperative that all PCBUs communicate with workers already using the area before driving through it.

No overhead loads shall go overhead of workers for any reason. If loads need to travel a particular path, ensure that no personnel are in the area first.

**WARNING:** Under no circumstances shall vehicle operators drive and talk on mobile phones at the same time.

**WARNING:** No person shall ride anywhere on vehicles other than in the seats provided. Seat belts or restraints shall be worn at all times by vehicle operators, vehicle drivers and their passengers unless the Port User company most senior manager has provided a specific exemption (supported by a risk assessment).

**WARNING:** No person shall get on or off a vehicle unless it is stationary.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 23 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

### Vehicle Licence

No person shall drive or operate any vehicle on Port Nelson unless that person has been assessed competent and approved to operate that vehicle by a person with the correct authority for the PCBU.

No person shall be approved unless that person:

1. Holds a current driver licence with appropriate class for the vehicle, and;
2. Has been trained in the Port Traffic Rules, and;
3. Has been assessed competent to use the vehicle (except for light vehicles);
4. Has been assessed as competent in the Port user induction training.

### Port Road Rules

The following road rules apply in the PNL common work area:

1. Standard NZTA road rules apply;
2. Obey all traffic signs. This includes all Stop and Give Way signs;
3. The maximum speed limit in 25km in the container yards and on all Port roads;
4. The maximum speed limits in and around the sheds are 10km (walking speeds);
5. Other high risk areas have a maximum speed limit of 10km;
6. Light vehicles shall give way to all heavy mobile plant;
7. Empty machines give way to loaded machines;
8. When turning give way to those vehicles not turning;
9. STOP if you believe a load or vehicle may endanger you. Remain stopped until the danger passes or the operator signals you on;
10. All drivers and operators of a vehicle shall comply with sign-posted traffic controls on site;
11. Right of way at intersections shall be governed by the intersection traffic control signage established for each instance;
12. Unless specifically sign posted on the Port roadway, right of way situations shall comply with the New Zealand Road Traffic Rules for public roads for all light vehicles;
13. 'U-turns' should be avoided wherever possible along the common user access road.

**WARNING:** Deviation: at times due to congestion and operational requirements, Container Handling Forklifts will need to go down the wrong side of the road. Check Constantly be alert to the movement of machinery and other vehicles .

Drivers must ensure that a safe following distance behind a vehicle in front is maintained so that there is enough time to stop without colliding with the vehicle in front.,. A safe distance will vary depending on road and weather conditions, visibility, the type of vehicle being driven and other factors. The following rules shall apply on the Port Nelson:

- No vehicle shall follow closer than four seconds behind the vehicle in front;
- No vehicle shall follow closer than forty five (45) metres behind a heavy vehicle.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 24 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

Cargo should be carried in such a manner that the machine operator has the best visibility of the carriageway and having regard to best safe practice and machine design limits.

Stevedoring personnel must stay within their pre-determined safe areas whenever practical and be aware of traffic flow. Avoid cutting across traffic flow unless properly communicated. Non-operational traffic must be kept out of the container yard VTA area.

- Passengers in trucks are required to stay in the cab. If the passenger is a trainee then the truck driver must inform the forklift operator that there will be an extra person out of the cab. The trainee must remain with the truck driver at all times.
- Hi Viz must be worn at all times.
- Be careful at all times when driving through the Port area.
- Follow the appropriate road markings to your destination.

### VTA

- Truck drivers are to stand at either cab or trailer end of their truck on the side that the forklift is operating and must remain in the sight of the forklift operator(s) at all times. Therefore truck drivers are not to leave their truck unattended.
- If a truck driver is not in correct place and in line of sight of the forklift operator, the operator will stop loading/unloading the truck until the driver has returned to their designated area.
- For driver's convenience, toilets are provided in the outside carpark at the main Port entry on your arrival and at the car canopy on the Hay St exit road. The toilet block situated at the container wash area should not be used by truck drivers, so that pedestrian traffic in the VTA is eliminated, as this is a highly safety-sensitive area.

## Break Bulk Cargo

### Truck Drivers

- Truck driver(s) are to be clear of truck while the forklift operator is loading or unloading and remain aware that cargo could fall at any time.
- Where possible truck drivers are to park close to where product is being stored and follow all directions of PNL staff.
- Truck drivers must advise forklift driver when trucks have more than two packs wide on and/or if cargo may have moved in transport.
- The use of horns is encouraged to alert other personnel in un-sighted areas.
- Where possible trucks must park in common areas.
- All actions of unstrapping and stowing away must be completed and the truck driver standing in correct area before the forklift operator will begin to unload.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page <b>25</b> of <b>42</b>
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

- If there is more than one forklift operating in the vicinity of the truck, the truck driver must remain in cab. If the truck is a curtain sider then driver must communicate their location to all forklift operators in the area.

### Forklift Drivers

- Must be aware of where the truck driver is at all times when loading/unloading. If you do not know where the truck driver is, stop forklift immediately until you have identified their location.
- Make sure truck driver has finished all unstrapping and stowing and is standing in the correct area before starting to unload the truck.
- Be aware of freshly produced packs as these can be very slippery. Reduce speed, tilt mast back and travel backwards. Avoid stopping quickly or jerky movements.
- The forklift driver must check the load before unloading truck. Check for mixed loads, movement and damage. If the load is mixed or has moved in transit take necessary steps to ensure stability of load before removing. Any damaged product must be recorded and confirmed by the truck driver before lifting from truck.
- Always turn swing of load away from driver where possible.
- Forklifts can only be used for lifting people onto deck of truck by way of an approved safety cage that is fitted correctly to the forklift. A ladder may also be used where it is safe to do so.
- Timber: forklift driver must check under load and mark before forks go in.

### Vehicle Maintenance Requirements

All PCBU's should ensure systems are established, documented and maintained to ensure the ongoing integrity of plant and equipment. These include procedures for maintenance, inspection, testing, calibration and certification of equipment at frequencies appropriate for the level of risk associated with the equipment, legal and manufacturers' requirements. Associated records are kept.

Each PCBU shall ensure systems are in place to test and maintain the availability and effectiveness of protective systems where fitted to mobile equipment.

All light vehicles working on PNL common areas shall have a current New Zealand Road Registration and current Warrant of Fitness (WOF).

PCBU's should ensure systems are in place to manage and formally document the application of the isolation and temporary deactivation of safety and protective systems through the use of overrides and inhibits

Spotters shall be used to assist heavy vehicles to manoeuvre into areas with restricted access such as a workshop bay.

Where any vehicle is immobilised in a work area or common user road and awaiting maintenance or repair, it shall be reported to the PNL Security Gatehouse and repair or

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page <b>26</b> of <b>42</b>
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

removal arranged as soon as practical. Hazard cones and warning signs should be placed by the supervisor to protect persons involved in the maintenance or repair and to warn other traffic of the hazard.

The vehicle shall be secured against movement by the plant operator as soon as is practicable.

Where towing is required, a JSA shall be completed before towing to ensure adequate precautions have been taken.

### Refuelling

Refuelling shall be undertaken in accordance with standard refuel procedures. Fuel trucks shall be parked in an area on the Port segregated from other operating heavy mobile plant/vehicles.

Whilst re-fuelling and lubrication is being undertaken, no other vehicle movements shall take place within thirty (30) metres of the service truck and equipment being re-fuelled or serviced.

## 14. Barrier Management

### Objective:

To ensure there is a clear visual and physical barrier of work zones that define work spaces where workers are performing their work activities from traffic spaces. These are to stop workers from stepping into the path of a vehicle or heavy plant.

### Summary of Key Requirements

- Hard barriers will always be preferable over the use of soft barriers where practical
- Hard barriers include but are not limited to concrete blocks, fences, handrails
- Soft barrier includes but are not limited to ropes, retractable belt barriers, cone barriers
- Cones may only be used if connected by a cone barrier, rope or other similar retractable belt barrier system.
- If a barrier is in place no worker, machine or vehicle is to breach that barrier without authorisation of that work site Manager.

## 15. Working On, Over or Near Water

### Objective:

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 27 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

To ensure that risks associated with working on, over or near water are identified, assessed and controlled and that all persons undertaking this work have a clear understanding of what risk controls are to be used where there is a reasonable likelihood of falling into water.

### Area Equipment

#### Life-saving equipment

A personal flotation device (PFD) must be worn in the following circumstances:

1. Working past the wharf margin
2. Working within 1 metre of any wharf edge where there is no fendering fitted
3. All ship lines crews

Where the risks associated with wearing a PFD outweigh the risks of not wearing one, alternate measures can be implemented in lieu of wearing a PFD provided the person is not working alone. This must be approved and a risk assessment must be completed prior to the work being undertaken.

Life buoys are permanently fitted on all wharves and are clearly marked. Extra ones are also available for specific jobs. Other appropriate equipment to facilitate retrieval from water is to be available based on the risks of the job and the location. Wharves are also fitted with ladders.

Other appropriate equipment to facilitate retrieval of a person from water is to be available based on the risks of the job and the location.

Prior to use each PFD shall be inspected for defects which could affect its suitability or buoyancy. A Defective PFD shall not be used and should be reported to the manager/supervisor. All safety and rescue equipment must have a regular inspection and maintenance programme.

Sufficient, safe and suitable means of access to the ship should be available for the use of port workers passing to and from the ship. The means of access should be of sound material and construction and adequate strength, be securely installed and maintained in a good state of repair. Means of access should, wherever possible, be constructed in accordance with international standards.

Access to a ship from a wharf (quay) must be by means of a gangway with nets slung from the ship's side to the opposite side of the gangway, or an enclosed solid structure, or by other means that will prevent a person falling from the gangway and landing on the wharf or in the water.

Permanent ladders should be provided at the edge of any structure in a port from which persons may fall into deep water to enable them to climb out of the water.

Ladders from the water should be conspicuous so as to be easily seen by anyone falling into the water. The tops of the ladder should be clearly visible to persons on the quayside. At ports where it is not practicable to fit permanent ladders, or at quays that are used only occasionally and persons do not have to pass when no ship is berthed, temporary ladders should be provided and secured fore and aft of each ship loading or unloading.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 28 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

### Emergency Planning

A rescue plan must be documented prior to the work starting via the specific job safety analysis. As a minimum it must address the following:

1. A safety observer is always present
2. Safety observer knows the location of rescue equipment i.e. life ring and is able to reach it quickly.
3. Safety observer knows who to contact if further assistance is required in the rescue and has means to do so. i.e. cell phone, radio.
4. Safety observer and personnel working completing the work know the location of the nearest ladder.

Exercises should be regularly carried out on retrieving persons who may have fallen into the water.

**NOTE:** Speed is essential for the rescue of persons in the water, as it can prevent a fall into the water from having tragic results. Means of rescuing should, therefore, be capable of being deployed very quickly. Delay may result in workers clinging to a fixed floating object after a simple fall being affected by fright, cold water, currents and tide, and may soon make them lose consciousness and let go.

### Maintenance and Inspection of Wharves

Where maintenance work is conducted over water, the following hierarchy of controls applies:

1. Where possible, the risk of falling into the water is to be eliminated or at least minimised by conducting the maintenance work on land and then re- installing the equipment in position over the water.
2. Where work must proceed on or near the water edge, Personal Protective Equipment such as a fall restraint/ fall arrest or a PFD shall be worn, giving consideration to individual risks associated with the task being performed.
3. Where working under a wharf a permit to work is required, these are issued out of the Marine office or Workshop. To identify presence under the wharf a flag system is in place where a yellow flag or flags must be placed on the wharf above where you will be operating to identify your work area. Under certain circumstances a flag/buoy system may be used on the water, but this requires permission be granted during permit application.

## Element 6: Worksafe Notification of Particular Hazardous Work

Under the Health and Safety in Employment Regulations 1995, Port Nelson Users shall notify Worksafe and Port Nelson Ltd if any of the following types of work were being undertaken on Port premises:

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 29 of 42
-This document is uncontrolled when printed-		

## HEALTH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

1. Any restricted work, as defined in regulation 34(1) of the Health and Safety Work (Asbestos) Regulations 2016.
2. Any commercial logging operation or tree-felling operation being an operation that is undertaken for commercial purposes:.
3. Any construction work of one or more of the following kinds:
  - a) Work where workers could fall 5 m or more, excluding work on a two-storeyed house, or work on a power or telephone line, or work carried out from a ladder only, or maintenance or repair work of a minor or routine nature;
  - b) The erection or dismantling of scaffolds from which a person could fall 5 m or more;
  - c) Every excavation which is more than 1.5 m deep and which is deeper than it is wide at the top;
  - d) Any form of tunnel or drive where workers work underground, irrespective of timbering or support;
  - e) Those excavations where the excavated face is steeper than 1 horizontal to 2 vertical;
  - f) Any construction work where explosives are used or stored;
  - g) Work such as diving, where construction workers breathe air or any other gas that has been compressed or is under pressure;
  - h) Any construction work in connection with asbestos fibres;
  - i) Lifts of half a tonne (500 kg) or more (a vertical distance of 5 m or more) carried out by mechanical means other than by a mobile crane, excavator or forklift.

Where notifiable work is conducted in the Port Common User Area, all other Users who the operation may impact on must be notified and involved in an assessment of the activity.

### Element 7: Notifiable Events

#### Objective

Port Nelson should have a good understanding of health & safety performance within the Port area and of each PCBU.

Learnings are shared across the Port industry and with key stakeholders and others as appropriate.

#### Summary of Key Requirements

The PCBU who manages or controls the workplace at which a notifiable event has occurred must take all reasonable steps to ensure that the site where the event has occurred is not disturbed until authorised by an inspector.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 30 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

The PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred ensure that the Worksafe is notified of the event.

In the event of a notifiable event PNL should also be advised at the same time as the regulator. All action requirements detailed from external notices and/or infringements issued are to be notified to Port Nelson Ltd as soon as practically possible.

In the event of a significant Port related incident, all Port Users must have systems to ensure that associated work does not resume until actions have been taken to reduce the risk of recurrence, and authorisation is given at the appropriate level.

### Element 8: PNL Emergency Preparedness

#### Objective:

To ensure that relevant equipment and resources are available and personnel are able to effectively respond to any foreseeable emergencies so as to minimise any adverse impact on the safety or health of people or the environment.

#### Summary of Key Requirements

All PCBU's should develop and maintain a HSE Management System Activity Schedule. This schedule shall be maintained for at least a 12 month rolling period and detail all the specific HSE management functions required to be performed by each user at the Port. The following items should form the minimal component of the schedule (but not limited to):

1. Building Evacuation Exercise/s;
2. Emergency Response Exercise/s;
3. Users Health and Safety Committee Meetings;
4. Users Training Requirements (first aid, warden training, building evacuation and immediate response exercises, induction, renewals etc.);
5. HSE Management System Annual Review;
6. Port Users major/minor Contractors Audits/Reviews;
7. Port Users workplace and equipment inspections (including electrical, firefighting and calibrated equipment).

All Port Users should have a process to ensure functions planned on the activity schedule are completed in the designated time frames.

#### General Emergency Response Requirements

PNL shall develop and maintain for the whole of Port Nelson operations, premises and relevant functions, an effective Emergency Response Management system to aid in the effective response to foreseeable emergency scenarios.

**NOTE:** The existing Emergency Response Plan (ERP) covers procedures for the following event type:

1. Emergency Management Overview;
2. High Wind;

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 31 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

3. Oil Spill in Harbour;
4. Oil Spill on land
5. Fire on Vessel;
6. Fire on Land;
7. Grounding Response;
8. Serious Accident to Personnel;
9. Man overboard docked vessel;
10. Natural Disasters Response;
11. Pandemic Response;
12. Fire in a crane;
13. Bomb Threats;
14. Computer System Failure;
15. Power Supply Outage;
16. Spillage of Chemicals and Hazardous Substances;
17. Marine Biosecurity Incursion.

The PNL ERP shall define roles and responsibilities for employees and contractors.

The PNL Risk Register shall be used to assist with the validation of the scope of emergency scenarios covered in the ERP. In addition, systems shall be in place to systematically identify potential emergency situations and their impacts, including those associated with neighbouring activities.

All PCBUs shall prepare, test, review and maintain specific emergency response procedures for their relevant work areas which must comply with all relevant legal and regulatory requirements. The plans shall ensure they link into the overall PNL ERP and have clear triggers when an event needs to be escalated to activate the PNL ERP.

All PCBUs must clearly define accountability for each emergency preparedness and response programme and ensure it is adequately resourced.

The plans and detail incorporated in the PNL ERP and other PCBUs emergency response or preparedness processes must contain clearly-defined roles and responsibilities of individual team members at all levels of an emergency event. This shall include:

1. Preparedness (Planning, development);
2. Response (immediate);
3. Recovery (maintaining business continuity);

Marshalls and Stevedores shall have emergency procedures for their own operations and shall be responsible for ensuring visitors and other workers are aware of them. These procedures must include the provision for communication between different operators on the berth.

**In case of Emergency ring Security Gate Operator on (03) 539 3841**

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 32 of 42
-This document is uncontrolled when printed-		

## HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

As a minimum, the PCBU emergency procedures must also include, in the event of a serious harm or injury, that the PCBU contact Worksafe or Maritime NZ depending on who is the appropriate regulator. Where Worksafe or Maritime NZ has requested that the scene be frozen, it is necessary for the other operators to respect that decision.

When advising Worksafe, Maritime NZ or emergency services you must also contact the PNL Security Gatehouse.

**NOTE:** In all cases security will meet the emergency services and direct/pilot them to the relevant location. Gate Security/Operator number is (03) 5393841. All requirements must be communicated directly to the gatehouse.

Emergency key contact lists shall be developed, regularly maintained and readily available throughout PCBU work areas. The contacts listing shall have version control to enable easy identification of the latest version.

All PCBUs management shall ensure that individual team members are provided with the relevant training for their required emergency response roles.

All Port Emergency and incident response plans shall be reviewed annually to validate the adequacy of scope (emergency scenarios), currency and adequacy of content.

Emergency response drills and exercises are to be scheduled and conducted regularly, including liaison with and involvement of external response organisations and other stakeholders as appropriate.

The PNL Emergency Preparedness activity schedule shall include as a minimum:

- a) A full-scale exercise every year;
- b) At least six (6) monthly building evacuation exercises for each main building and work area.

A review shall be conducted following any actual emergency event or planned emergency exercise.

Learnings from emergency response drills, exercises and, incidents and events shall be documented, incorporated into revisions of plans and resources, and shared with stakeholders and others as appropriate.

Any hazards and/or risks identified following an emergency event (actual or exercise) shall be entered in to the relevant PCBU risk register and the whole of Port BBRA.

The process for managing Port incident communications, notification and reporting must be integrated into each Port Users emergency management documentation and clearly:

- a) Identify who is responsible for incident communication, notification and reporting;
- b) Define how communication protocols are to be conducted with internal and external stakeholders.

Resources, including equipment and warning devices, required for emergency response and ongoing recovery activities, are identified, maintained, tested and available.

Emergency equipment shall be readily accessible from the source of identified principal hazards and have appropriate signage.

Employees, contractors, visitors and external stakeholders as appropriate, are trained in and understand the Port Nelson emergency response plans, their particular roles and responsibilities, and the use of PNL emergency response resources.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 33 of 42
-This document is uncontrolled when printed-		

## **Element 9: Environmental Management**

### **Environmental Regulatory Guidance**

The Port Nelson Environmental Management Plan sets out a framework for managing environmental risks. In it, the responsibilities of Port Nelson Limited (PNL) and site users to sensitive areas are recognised, and a commitment to continuous improvement in environmental management is detailed.

The scope of this plan is for the management of environmental aspects and impacts related to the provision of services PNL provides across all sites we operate:

The plan outlines PNL’s obligations and commitments to the environment and environmental management. It identifies significant environmental aspects along with targets to achieve continuous improvement in managing them through annual reporting against 15 targets inclusive of a Noise Policy, an Air Quality Policy and a Water Quality Policy.

#### **Objective:**

Port Users are responsible for their own environmental risk identification and management. This HSE CUP requires that you comply with the Port Nelson Environmental Management Plan and Noise Management Plan and consider environmental risks in your operation planning when operating on PNL sites.

All Port Users must read and follow the requirements of the Port Nelson Limited Environmental Management Plan and all other legislative requirements relevant to the activities being undertaken.

All Port Users must manage the environmental aspects of their activities at Port Nelson where there is a potential for their controlled activities to impact upon the environment. Key aspects identified include:

1. Noise generation
2. Dust discharge
3. Discharge of contaminants, to land, air and CMA
4. Biosecurity breach (Marine, land, air unwanted organisms)
5. Fuel use (emissions and pollutants to air)
6. Waste management, including provision and removal of all waste from their activities.

(Refer to PNL EMP for a full list of environmental aspects).

All Port Users must support the following PNL environment initiatives to support environmental management:

- a) Waste separation facilities for cardboard, plastic and metal;

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page <b>34</b> of <b>42</b>
-This document is uncontrolled when printed-		

**HEATH, SAFETY & ENVIRONMENT  
COMMON USER PROTOCOLS**

- b) Engine idling policy (we recommend switching off after 3 minutes for fuel economy and engine care);
- c) Oil spill response trailer (charges for use of contents may be recovered);
- d) An Environmental Consultative Committee and Noise Liaison Committee meets regularly if there are issues you wish to raise;
- e) Environmental Management Plan and Noise Management Plan.

Port Users must consider Environmental aspects into risk assessment for activities and conduct an environmental risk assessment of their tasks. This should include but not be limited to hazardous substances, waste generation, noise, dust and spill control.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page <b>35</b> of <b>42</b>
-This document is uncontrolled when printed-		

# HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

## Definitions

<b>HSE CUP</b>	Health, Safety & Environmental Common User Protocol based on Port Nelson Risks and good practice HSE Standards ISO 45001, ISO 14001 standards and reflects the Port Nelson Health & Safety Policy, Vision & Mission Statements.
<b>Policy</b>	A statement of intent by the company that defines the minimum goals to be achieved and maintained. Signed by the highest Authority the Chief Executive Officer.
<b>Principal</b>	“Principal” generally indicates Port Nelson User or one of its subsidiaries in its capacity as the Operator engaging others for services.
<b>PCBU</b>	Person Conducting a Business or Undertaking. NOTE: a PCBU will usually be a business entity, such as a company, rather than an individual person. A person might be a PCBU if they are a sole trader or a self-employed person
<b>Worker</b>	A worker is a person who carries out work in any capacity for a PCBU. This includes employees, contractors, sub-contractors, employees of contractors or sub-contractors, outworkers, labour hire workers, volunteers, trainees and people gaining work experience.
<b>Contract</b>	A legally enforceable document detailing the terms and conditions for procurement and hire, or lease of goods and services, which may include the provision of labour to execute work.
<b>Contractor</b>	An organisation or person under contract to supply goods and/or services to Port Nelson or one of its subsidiaries.
<b>Principals Contract Manager</b>	The person who manages all aspects of the Contract on behalf of the Principal company. The Principals Contract Manager may delegate specific areas of responsibilities of the contract to nominees with the appropriate competencies. The Principal’s Contract Holder shall be the single contact point between the Principal and the Contractor.
<b>Contractor’s Representative</b>	The Contractor’s Representative of the contract.
<b>Sub – Contractor</b>	A person engaged by a Contractor to perform work on a PNL site area and who is not an employee of the contractor.
<b>Shall</b>	A mandatory requirement as imposed by Port Nelson HSE CUP
<b>Should</b>	Identifies that the primary intent is to comply with the full requirements as if it were mandatory, however, it allows scope to adopt other effective controls where this is not practicable.
<b>Accident /Incident</b>	An unplanned event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed  At Port Nelson, an incident is something that has caused or could cause an injury or harm to someone on a Port Nelson controlled site or to a Port Nelson employee anywhere on company business. It also includes loss of value, loss of reputation and/or environmental loss.
<b>Significant Incident</b>	An incident determined by: <ul style="list-style-type: none"> <li>• An incident with a risk rating of Very High or High; or</li> <li>• A incident with a consequence of Major or Catastrophic (As per the Port Nelson Risk Matrix)</li> </ul>

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 36 of 42
-This document is uncontrolled when printed-		

## HEALTH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

<b>Hazard</b>	<p>A source of potential energy or illness to a person, or a situation that has the potential to cause a loss.</p> <p>Also any activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:</p> <ul style="list-style-type: none"> <li>- A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and</li> <li>- Without limitation, a situation described above resulting from physical or mental fatigue, drugs, alcohol, traumatic shock. Or another temporary condition that affects a person's behaviour</li> </ul>
<b>Significant Hazard</b>	<p>A hazard that is an actual or potential cause or source of: serious harm; or</p> <ul style="list-style-type: none"> <li>• Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or</li> <li>• Harm that does not usually occur, or usually not easily detectable, until a significant time after exposure to the hazard; or</li> <li>• A hazard with a risk rating of Very High or High; or</li> <li>• A hazard with a consequence of Major or Catastrophic (As per the Port Nelson Risk Matrix)</li> </ul>
<b>Near Miss/Hit Event</b>	<p>An incident classification, (a free lesson) an occurrence that had the potential to become a significant incident/accident.</p>
<b>Risk</b>	<p>The chance of something happening that may cause injury, illness, and equipment damage or business interruption and measured in terms of consequences, likelihood and frequency of exposure.</p> <p>NOTE: When the term "risk" is used in this standard this should be taken to mean HSE risk.</p>
<b>Risk Management</b>	<p>The culture, process and structures that are directed towards the effective management of potential opportunities and adverse effects</p>
<b>Inherent Risk</b>	<p>The risk that exists when no controls have been put in place</p>
<b>Residual Risk</b>	<p>The risk remaining after the treatment or controls has been applied taking into account control effectiveness.</p>
<b>Restricted Work Case Injury</b>	<p>A work related occurrence which rendered the injured person unable to carry out full pre injury duties in their regular established job (including multi-skilled jobs), for one or more full days or shifts, other than the day or shift on which they were injured. The restricted work case is only considered for work days. In the event that a worker subsequently occurs lost time, they are then considered a Lost Time Injury (LTI) and will need to be reclassified.</p>
<b>All Injury</b>	<p>Any injury that requires medical treatment by a registered practitioner greater than first aid.</p>

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 37 of 42
-This document is uncontrolled when printed-		

# HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

**Harm** Means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

**Notifiable Event** Means any of the following

- (a) The death of a person; or
- (b) A notifiable injury or illness; or
- (c) A notifiable incident

**Notifiable injury or illness**

- (a) Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
  - (i) The amputation of any part of his or her body:
  - (ii) A serious head injury:
  - (iii) A serious eye injury:
  - (iv) A serious burn:
  - (v) The separation of his or her skin from an underlying tissue (such as degloving or scalping):
  - (vi) Serious lacerations
- (b) An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- (c) An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- (d) Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work –
  - (i) With micro-organisms; or
  - (ii) That involves providing treatment or care to a person; or
  - (iii) That involves contact with human blood or bodily substances; or
  - (iv) That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products: or
  - (v) That involves handling or contact with fish or marine mammals
- (e) Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 38 of 42
-This document is uncontrolled when printed-		

# HEATH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

- Notifiable Incident** Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to –
- (a) An escape, a spillage, or a leakage of a substance; or
  - (b) An implosion, explosion, or fire; or
  - (c) An escape of gas or steam; or
  - (d) An escape of a pressurised substance; or
  - (e) An electric shock; or
  - (f) The fall or release from a height of any plant, substance, or thing; or
  - (g) The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
  - (h) The collapse or partial collapse of a structure; or
  - (i) The collapse or failure of an excavation or any shoring supporting an excavation; or
  - (j) The inrush of water, mud, or gas in workings in an underground excavation or tunnel: or
  - (k) The interruption of the main system of ventilation in an underground excavation or tunnel; or
  - (l) A collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel: or
  - (m) Any other incident declared by regulations to be a notifiable incident for the purposes of this section
- Reasonably Practicable** Means what or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including-
- (a) The likelihood of the hazard or the risk concerned occurring; and
  - (b) The degree of harm that might result from the hazard or risk; and
  - (c) What the person concerned knows, or ought reasonable to know, about –
    - (i) The hazard or risk; and
    - (ii) Ways of eliminating or minimising the risk; and
  - (d) The availability and suitability of ways to eliminate or minimise the risk; and
  - (e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
- Management Plans** A Document that specifies, as applicable, the aims and objectives of an activity. It states what will be done and by whom; when, where; and how; what materials, equipment and documentation will or are to be used and how it is to be controlled.
- Procedure** Procedures are used to describe the process required to achieve a particular outcome where specific steps cannot or do not need to be defined.  
A procedure may also be depicted as a Process Map or a flowchart format.
- Standard Task or work Instruction** A Work Instruction is a written description of the specific steps required to achieve the specified task.
- Standard** A standard defines the organisation's expectations that must be met. It is used to clearly communicate the expectations and minimum performance requirements such as haul road design standards.
- Formal Risk Assessment** A formal documented process used to develop procedures, Plans, introducing new or modified plant & equipment.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 39 of 42
-This document is uncontrolled when printed-		

## HEALTH, SAFETY & ENVIRONMENT COMMON USER PROTOCOLS

<b>Job Safety Analysis (JSA)</b>	A process used to identify job steps and hazards, through a written procedure, conducted by the supervisor and the work team doing the specific task at the task location.
<b>Emergency</b>	A situation that is developing or has developed suddenly and unexpectedly and poses a threat to life, property or the environment. It necessitates immediate and positive action to reduce impact, loss or injury.
<b>Trigger</b>	A condition or an event that identifies a change in the environment, people, equipment and process. It must be able to be measured or observed and on being reached, requires initiation of predetermined action responses.
<b>Hours Worked</b>	Hours worked are the total numbers of hours works [including a conversion for certain daily rate workers and specific allowances] including overtime and training but excluding leave, sickness and other absences.
<b>Approved Codes of Practice</b>	A statement of preferred work practices or arrangements, for the time being approved under the Health and Safety at Work Act. These may be recognized in law as taking all practicable steps if it can be proven that they were followed very closely.
<b>Environment</b>	Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.
<b>Environmental Impact</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisations environmental aspect.
<b>Environmental Aspect</b>	Element of an organisations activities or products or services that can interact with the environment.
<b>Competent Person</b>	A person who has acquired, through training, qualification, or experience, or a combination of these, the knowledge and skills, including HSE knowledge and skills, qualifying that person to perform the task required by this Standard.
<b>Safety</b>	A state in which the risk of harm (to persons) or damage is limited to an acceptable level.

Port Nelson Limited	Senior Health & Safety Advisor	HS-POL-044 (V12)
July 2019	Review cycle: 2 yearly	Page 40 of 42
-This document is uncontrolled when printed-		

## Appendix 1: Generic JSA for PCBU with shared or overlapping duties

This is to be completed by the PCBU in control of the operation in consultation with any other PCBU with shared or overlapping duties where the management of the risk is outside the scope of the Common User Protocols.			
Work Activity		Scope of Work	
Date		Location	
PCBU PIC	Name:	Position:	Mobile Tel no.
PCBU PIC	Name:	Position	Mobile Tel no.
PCBU PIC	Name:	Position:	Mobile Tel no.
PCBU PIC	Name:	Position	Mobile Tel no.
Associated Procedures / Safe systems of work			
Actual / Potential hazards/ threats / risk/ harm		Action/ Control Methods	Actioned by
PCBU'S PIC Declaration	I the undersigned declare: That I have a sound knowledge of the operation and will ensure all agreed action/controls methods are in place to manage risks to as low as reasonably practical, including a change of circumstances or new or increased risks. All workers are competent in the tasks or under the direct Supervision of a competent person and will be informed of the JSA information at a prestart toolbox and any changes will be notified to other affected parties identified on		

**HEATH, SAFETY & ENVIRONMENT  
COMMON USER PROTOCOLS**

this form.			
PCBU Signature:		PCBU Signature:	
PCBU Signature:		PCBU Signature:	
Actual / Potential hazards/ threats / risk/ harm	Action/ Control Methods	Actioned by	Actioned when