

2.0 HIGH WIND RESPONSE

This procedure outlines the various steps that will be taken to safeguard personnel and minimise risk to property in the event of high winds across the Port.

Wind speed and direction is constantly monitored by Port Nelson and a weather watch is maintained on a 24/7 basis. Container Terminal, Marine and Security personnel receive and/or monitor weather information on a regular basis including notification of significant weather events in the region with up to 24hrs notice.

Additionally, weather events are discussed in detail at daily operations meetings.

2.1 In the event of high winds being forecast:

- (a) During normal daily operations (Mon to Fri 0700hrs to 1730hrs) the Container Operations Manager (COM), Port Services Supervisor (PSS), Container Terminal Supervisor (CTS), Container Depot Supervisor (CDS) or Port Services Assistant (PSA), will become the Incident Controller (IC) and will have responsibility for applying the High Wind procedure.
- (b) Outside of normal operations, if any container vessel operations are being conducted. The on-duty security staff will contact the container vessel supervisor to update them.
- (c) Outside of normal operations, if no container vessel operations, the on-duty security staff will monitor and raise the alarm according to the criteria stipulated below in 2.2 if the winds increase.
- (d) An early warning email and text alert will be sent to the Emergency Response Team (ERT), gatekeepers, customer service centre, container yard and cargo reception advising;
 - If Main Wharf North Wind monitor reads a gust of wind over 35 knots
 - If Main Wharf North, or RORO Wind monitor reads a gust of wind over 25 knots Easterly flow
 - *Easterly flow creates a swirling effect due to up lying infrastructure and historically is more prone to blowing empty containers off stacks. Port Nelson has altered container stacks and wind closure process accordingly to reduce risk.*

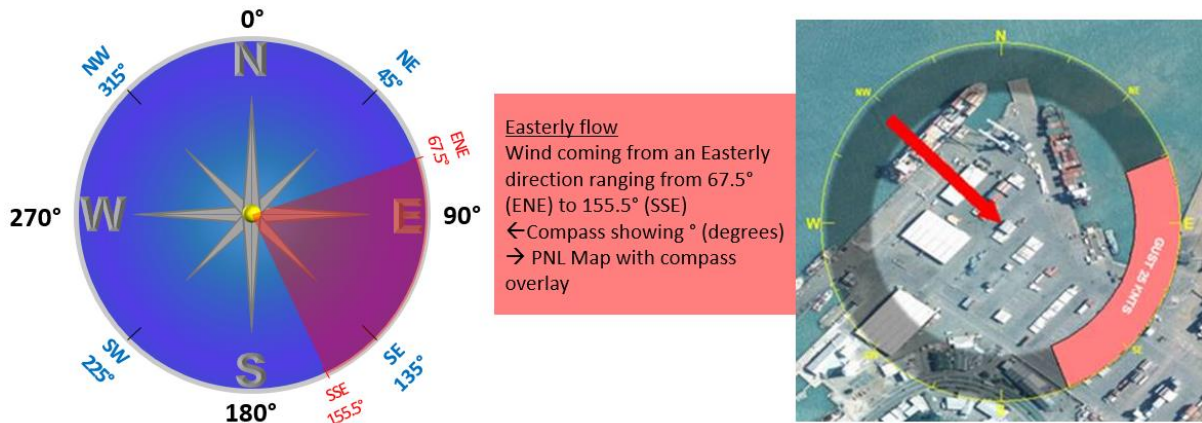
Under either scenario, at the earliest opportunity preparations for the high wind event will commence. During operational hours, this will include the COM, CDS or CTS advising the operational staff to prepare the container depot and terminal accordingly, depending on the forecast, predicted wind speeds and direction. Any stacks that are deemed to be vulnerable such as Manhattans (i.e. single stacks not block stacked, single containers sitting alone on the top of stacks) will be lowered in order to minimise the risk of damage. It is important to note that the depot and terminal may still be operating at this time, therefore stacks that are deemed to be safe may well change if checked an hour later as containers come and go throughout the course of daily operations. Stevedoring and other port operations will be appropriately communicated with for awareness.

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2.2 Should wind speeds increase, the following High Wind Guidelines will apply:

- Gusting 40kts (30kts if Easterly flow) the container terminal will be closed (including the shutting down of LHM cranes) and all personnel evacuated to a safe area where they will receive further instructions.

It should be noted that when wind speeds consistently exceed 27kts (14 m/s) the Liebherr cranes should not be moved but may continue operating in position. (To be monitored by crane drivers).



In the event of particularly strong winds being forecast, consideration should be given to lowering the crane jibs to the ground. This would be completed after discussion with the Incident Controller and at a time that was deemed safe, after a thorough risk assessment of the situation. The manufacturer states that the crane jib must be lowered before the wind reaches 80kts. A wind alert will be generated by Enview at 70 knots any direction.

In the event of a Terminal Closure due to high winds:

- Regardless of wind direction all personnel trying to enter the secure area will not be allowed entry and may wait at the gatehouse where they are to await further instructions. Access may be granted only after the appropriate risk assessment has been completed in conjunction with incident controller (during office hours), or between security gate operator and security patrol officer (outside office hours).
- Any personnel wishing to be evacuated must advise security within 5 minutes of closure
- Any personnel on the south side of the Main Entrance (container terminal) will be either evacuated from site or to the gatehouse at the first opportunity
- In the event of any Easterly flow content, all personnel will be forbidden entry. A risk assessment will be completed for access to any ship.

In an emergency situation, should the terminal be struck by strong winds without warning and the wind speed exceeds the safe operating limits given above, the terminal will be closed immediately, and risk assessment completed on how to safely evacuate any personnel at risk. The IC will be responsible for determining when it is safe for personnel to re-enter operational areas, and will communicate accordingly.

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2.3 Marine - In the event a ship is due to arrive or depart during a high wind warning or Container Terminal Closure

- The Pilot will access the Pilot vessel via Kingsford Quay.
 - Tug crews will risk assess for access to Tugs. If safe use walkway, if not safe access with Pilots via Kingsford Quay
 - Lines people are to wait at the gatehouse until the ship is imminent to either arrive /depart.
 - Kingsford Quay and McGlashen Quay North are to be accessed via C3 with the assistance of Security. Or alternatively via pedestrian access point at KQE.
 - In the event of extra lines being required for ships already on a berth, high-stacker forklifts may be used 'with a risk assessment in place' to hold stacks in place adjacent to the area the linesmen / contractors are working if it is deemed safe to do so by the Incident Controller.
 - If there is any Easterly flow content in winds over 30 knots then all personnel are to stay clear of Main Wharf, McGlashen Quay and adjacent areas. Clear of any North to South direction empty container stacks.
 - A Job Safety Analysis (JSA) is to be completed by the Incident Controller and the parties wishing to access the wharves at any time a wind warning is in place or is expected.
- A Job Safety Analysis form (JSA) for risk assessment is available in the agendum – page 8

UNCONTROLLED DOCUMENT WHEN PRINTED

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2.4 PNL Stevedores

High winds warning while a log ship is being worked. Is wind affecting the operations (safety)

1. Security services to radio through to Stevedores vessel supervisor. Phone them if not reachable via radio.
2. Supervisor will announce over the radio to each bunk/hatch that a high winds warning is in place and make sure that he/she receives conformation from each bunk confirming the message. Ensure that marshaller advised via radio.
3. The supervisor should monitor the situation and be prepared to stop work if necessary due to any safety concerns.
4. Delegate the closure of MQ and the roadway to a staff member to prevent travel to container yard.
5. If instructed all personnel to evacuate to the designated safe area.

High winds warning while working a Container vessel.

1. Security services to radio through to Stevedores vessel supervisor. Phone them if not reachable via radio.
2. Supervisor to evacuate the vessel. Assess risk of empty stacks and vehicle route
3. Assembly point to be at the Stevedores smoko room at 50T pad.
4. Liaise with the Gatehouse or Incident Controller about the safest route to Stevedores Office [White House] at 8 Vickerman St.
5. When instructed all personnel to evacuate to the designated safe area at Stevedores Office [White House] at 8 Vickerman St

High winds warning and no vessels being worked.

1. Stevedoring office to confirm with the supervisor that they have received the warning. Order of responsibility is Labour Coordinator, Supervisor, Stevedoring Manager
2. Make contact with all staff on site and ensure their safe passage to the gatehouse smoko room. Contact scheduled labour to advise of situation? Gate controller?
3. Inform gate house/ Incident Controller of situation.
4. Block off road way and MQ. To be completed by PSA / PSS.

2.5 Contractors

In the event of a high wind terminal closure, all Contractors / Port Users will be notified by text and if on site evacuated to the gatehouse smoko room until the all clear is given by the Incident controller. Security services to check using CCTV if areas able to be viewed are cleared of contractors.

SGS and any parties involved with the bunkering of a tanker.

Due to the nature of the operations involved in bunkering, in the event of any high wind alert SGS (or relevant contractor) will evacuate the wharf to the ship and monitor operations from on-board until the all clear is given.

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2.6 Port Nelson Terminal Closure Log

Date: _____

Key Numbers →

| | | | | | |
|--------------------|-------------|---------------|-----------------|-------------|---------------|
| Container Ops: | <i>Work</i> | <i>Mobile</i> | Workshop | <i>Work</i> | <i>Mobile</i> |
| Jonny Cook | 539 3856 | 027 319 1270 | Craig Terris | 539 3863 | |
| Grant Davis | | 027 472 3086 | Toni Raumati | 539 3895 | |
| Tim Loach | 539 3830 | 029 770 5386 | | | |
| Hayden Grainger | 539 3814 | 021 295 2761 | | | |
| Marine: | <i>Work</i> | <i>Mobile</i> | Stevedoring: | | |
| Duty Pilot (24hrs) | 539 3879 | | Ramon Tovey | 539 3896 | 021 490 640 |
| Richard BR | 539 3844 | 021 458 238 | Shane Norton | | 021 242 8416 |
| David Duncan | 539 3891 | 027 443 6165 | Nigel McKinstry | | 021 498 842 |
| Quay Pack: | <i>Work</i> | <i>Mobile</i> | | <i>Work</i> | <i>Mobile</i> |
| Jeremy Salton | 539 3848 | 027 289 7678 | | | |
| | | | | | |
| | | | | | |

Log - to be completed every 15 minutes

Below example of the logs to be filled every 15 minutes – stating maximum gusts at Main Wharf and RORO ramp sensors.

| | | |
|----------|----------------|------------------|
| Time: | Max Gust @ MW: | Max Gust @ RORO: |
| Comment: | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: |
| Comment: | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: |
| Comment: | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: |
| Comment: | | |

PORT NELSON LIMITED EMERGENCY RESPONSE

MANUAL

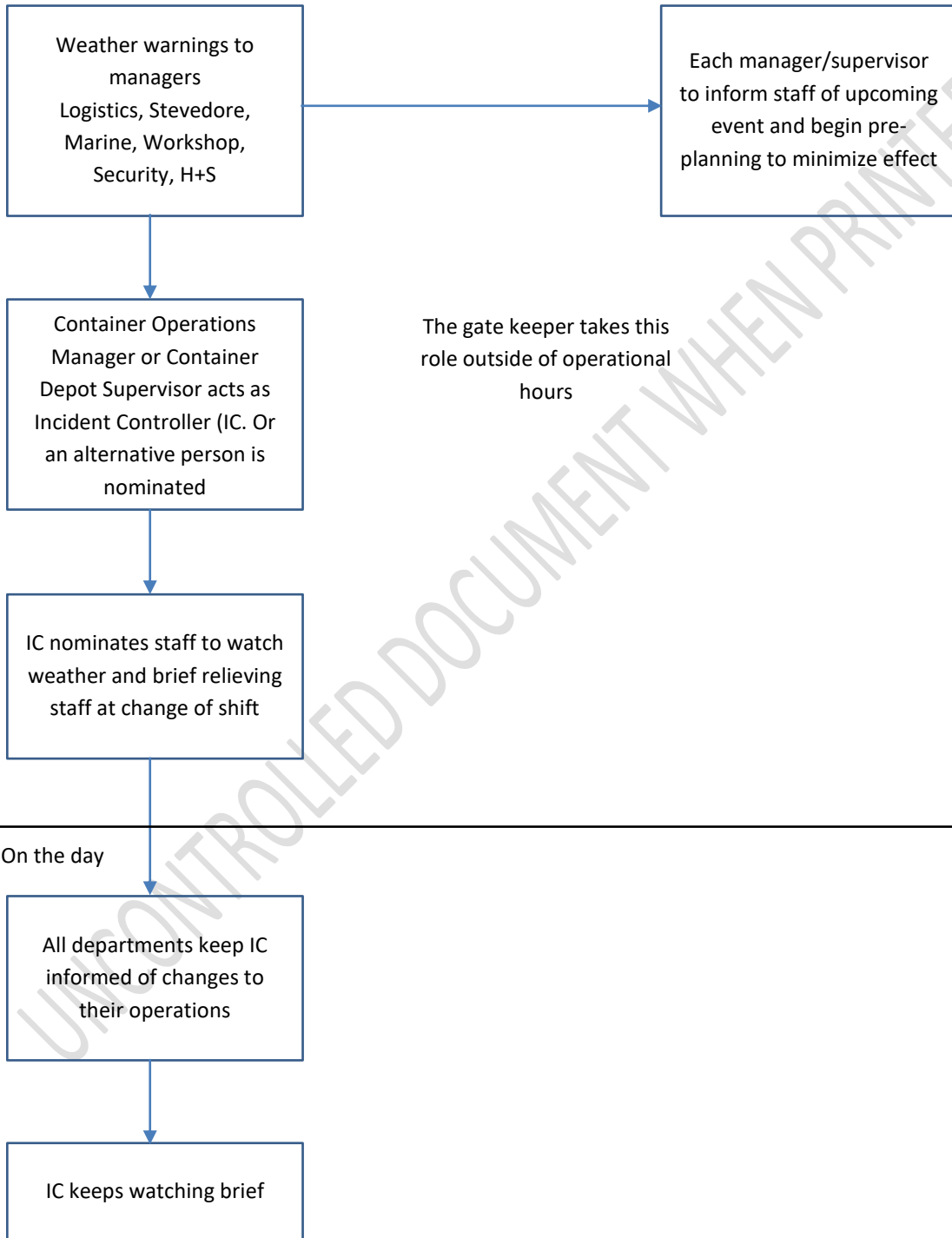
2.0 HIGH WIND RESPONSE

Date:

| Notification | | Completed By | Time |
|--|----------------|------------------|------|
| Terminal opened | | | |
| Txt message sent to txtWindWarning cluster | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |
| Time: | Max Gust @ MW: | Max Gust @ RORO: | |
| Comment: | | | |

2.7 ADVANCED WARNING FLOWCHART

When weather warning is received in advance



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