



SLIPWAY INDUCTION

Valid as of June 2025

For further information, please contact Inductions@portnelson.co.nz

Not to be used as a substitute for the online induction

This document is uncontrolled when printed

SLIPWAY SITE CONTACTS

The Gatehouse: 03 5393841 (This number will be printed on your port pass)

Slip Master: 027 278 3777
andy.wills@portnelson.co.nz

Why have site inductions?

It is essential that ALL people involved in work activities within the Port of Nelson are fully briefed with respect to their responsibilities for the safety of ALL people within the port limits.

This is required for compliance with the Health and Safety at Work Act 2015 and the Code of Practice for Health and Safety in Port Operations.

You need to know the following before carrying out any work at Port Nelson:

- Access Requirements and Site Rules
- Key Health & Safety Requirements
- Site Hazards and Controls
- Emergency Procedures
- Environmental Requirements



Security Access

To gain access to the Calwell Slipway, you will require a current **Port Nelson Port Pass**. You must always have this with you when on a Port Nelson site, and you may be requested to provide it at any time while on site.

To obtain a Port Pass, you must:

- Complete an Induction
- Take your paperwork to the Gatehouse in person with photo identification
- Have a lawful reason for entry



Security Access

Holding a Port Nelson Port Pass means you will:

- Follow all Calwell Slipway Access Requirements
- Private vehicles must be parked in the PNL carpark/off-site
- All site occupants must operate within the framework of the Health & Safety at Work Act (2015)
- REPORT any suspicious or unusual activity immediately to the Gatehouse
- REPORT any damage to fences and gates immediately to the Gatehouse
- Present/swipe your card every time you enter or exit the site
- If you are the driver, you are responsible for scanning in and out **everyone** in the vehicle every time you enter and exit the Slipway

Prior to entering the port, you should make contact with the Gatehouse to ensure it is safe for where you wish to go; if not, the security team will escort you.

If you have any doubt about how to safely access areas of the port to conduct business, contact or visit the Gatehouse.



Un-Inducted Visitors

Anyone who has not undertaken a full induction, or whose induction has expired, will only be allowed access to the port on a visitor's pass under full escort.

If you don't have a current Port Nelson Port Pass, you must **produce verified photographic ID** at the gatehouse to receive a visitor pass. **No ID, no entry—no exceptions!**

Anyone with you that has not undertaken a full Induction may be escorted by either Port Nelson security staff or yourself as an inducted person who holds a current Port Pass.

NOTE:

All non-inducted personnel must be fully escorted for the entire duration of their stay. The designated escort person is also responsible for ensuring the visitor has returned their visitor's pass.

Please do not escort someone if you are not happy to do so.

NOTE:

Visitor passes will be issued to a person ONE TIME ONLY. All subsequent visits to the Slipway require a full induction to be completed.

Your Calwell Slipway Induction is valid for one year from completion.



Key Health and Safety Requirements

PCBU & Worker Responsibilities

PCBU: Means a person conducting a business or undertaking. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers who work for the PCBU.

Worker: A worker means an individual who carries out work in any capacity for a PCBU.

A worker must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply with the policies, procedures and requirements of the PCBU



Key Health and Safety Requirements

Common User Protocol (CUP)

The Port has a common user interface.

This CUP exists because there are multiple PCBU's in the same work areas.

This CUP has the standard terms and conditions of use when you are inside the Port and includes information on:

- Risk management
- Overlapping duties
- High-risk activities
- 3 C's: Consult, Co-operate, Co-ordinate

Please email: inductions@portnelson.co.nz if you want a copy of this document.



Safety Culture at the Port

Here at Port Nelson, we are committed to providing a safe and healthy workplace for our employees, contractors, port users, customers and visitors. While on site, you are expected to act in a manner that prevents the risk of injury or danger.

This includes:

- 'Stepping up' for safety by taking action when you see something wrong
- Take responsibility for your own safety as well as others
- Use correct personal protective equipment at all appropriate times/places
- Report all accidents, incidents, near miss etc. Our Event Forms are available online and in all departments.
- If it's not safe, STOP and make it safe – this is your right and your responsibility under the Health & Safety at Work Act.
- Be aware of risks from other areas and contractors.



Permit to Work

There are a variety of activities that require a permit to work. If you are unsure if the work you are scheduled to undertake requires one, please check with your Manager in the first instance.

Issuing and monitoring permits for any vessel on the slipway is the responsibility of the vessel owner.

The contractor undertaking the work and the vessel owner are responsible for ensuring permits are obtained and held for any required work, including hot work and confined space work. These must be able to be presented if requested.

The permit conditions must be adhered to at all times.



Permit to Work

Notifiable Work

All 'notifiable work' (as defined by Regulation 2 of the Health and Safety in Employment Regulations 1995) **must** be advised to WorkSafe and the Ship Master with the required notice period.

- Scaffolding at a height of 5m or over (all kinds)
- Work where workers could fall 5m or more
- Working in, or the breathing of, compressed air or an air substitute
- Restricted work involving asbestos, as defined in the Health & Safety at Work (Asbestos) Regulations 2016

Did you know?

Port Nelson is a 'No Drone Fly Zone' – it is a breach of the Maritime Security Act to fly a drone over any port facility without the permission of a Port Facility Security Officer.



Critical Risks

Critical risks define aspects of Port Nelson's operations that could have the potential to cause fatality. Controls have been implemented to safeguard **ALL** workers accessing the Port.

A key part of Critical Risks mitigation is training and engagement. The Port has a responsibility to ensure that all persons accessing our site have a clear understanding of the critical risks associated with their work as well as the associated controls.

'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.'



Our Critical Risks



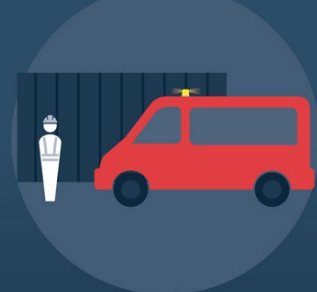
Working at Heights

Falling from height resulting in a hard surface impact



Electrical

Exposure to unsafe electrical installations



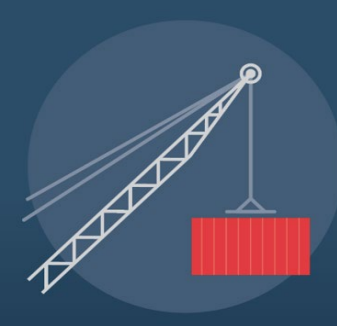
Traffic

Light vehicle impact between object or pedestrian



Heavy Mobile Plant & Equipment

Heavy plant impact between object or pedestrians



Stored Energy

Uncontrolled release of an object or energy



Working on or near water

Risk of drowning, crush, hypothermia, or injury



Unsafe Atmosphere or Substance

Oxygen deficient or hazardous atmosphere/environment

Traffic

Light vehicle impact between an object or pedestrians.

This recognises the risk of an impact between light vehicles and another object or a pedestrian. What we call 'small forks' (5-tonne forklift) is considered a light vehicle within the Port area.

No person shall operate any forklift unless they are trained, competent in its use, and permission has been granted by slipway staff.

Operational machines have right of way – you must give way.

You must obey all signage, such as stop signs, and always wear your seatbelt. The speed limit on site is 20km/hr. Always drive to the conditions, and cell phones must not be used while driving.

Wherever possible, avoid pedestrian movement. If you must walk, keep to the marked walkways, ensure you are wearing the correct PPE and advise of your presence in operational areas. When walking on site, do not use your cell phone. Stop in a safe place, then make the call or send the message.

Do not take shortcuts, do not run, do not wear headphones or use other non-work-related electronic devices.



Stored Energy

Uncontrolled release of an object or energy

You must ensure to keep clear of any suspended loads whilst in the operational areas. In addition, you must be mindful of stored energy which may be present in other forms.

Contractors working on sources of stored energy must have a lock out procedure. All sources of stored energy must be isolated and locked out. They must be tested to ensure isolation is correct.

No person is to work under the protection of another person's lock out.

Lock outs may only be removed by the person who applied them.



Heavy Mobile Plant & Equipment

Heavy plant impact between object or pedestrians

All machinery has the right of way. You must ensure when entering an operational zone that you:

- Stop a safe distance from the operation
- Make eye contact with the operator
- Wait until they have signalled for you to continue

When the slip is operating, you must stay outside of the yellow lines. **Never cross the slip while it is operating.**



Working On or Near Water

Risk of drowning, crush, hypothermia or injury

You must ensure you have the correct PPE for the work being undertaken, including a life jacket or personal flotation device where applicable.

- Please note that **double lines** indicate where wharves start.
- Wharves have very **different weight limits**, make sure you know the limit for the wharf you will be working on.
- Weight limit **charts** are available from **PNL Engineers or the Gatehouse**
- All wharves are marked and signposted, and **limits must be adhered to**

At the Calwell Slipway, the wharf is a restricted area. If you do not need to go on the wharf, then don't. If you need to go on there and you are working within one meter of the water's edge, you must wear a life jacket or personal flotation device.



Working at Heights

Falling from height resulting in a hard surface impact.

When working at heights you need to ensure you are utilizing suitable PPE including approved harnesses where necessary and ensuring barrier arms, hatches and covers are closed where applicable.

When it comes to working at heights, barrier management is a key consideration:

- Hard barriers will always be preferable over the use of soft barriers where practical.
- If a barrier is in place, no worker, machine, or vehicle is to breach that barrier without authorisation from the work site Manager.



Unsafe Atmosphere

Oxygen deficient or hazardous atmosphere/environment

Permits to work are required for any works which may result in an unsafe atmosphere or involve usage of hazardous substances, for example:

- Usage of Hazardous Chemicals – in amounts specified under the Hazardous Substances Regulations, under the Health and Safety at Work Act 2015.
- Discharges to air or water of dust, water blasting or noise.
- Any confined space works



Electrical

Exposure to unsafe electrical installations

All equipment brought to Port Nelson premises that requires regular inspection and certification must be **tested, tagged** and **current**.

Any equipment found that is not will be removed from the facility.

Report any cracked or damaged electrical fittings, or exposed wires in cabling or leads, to your Supervisor or the PNL Gatehouse.



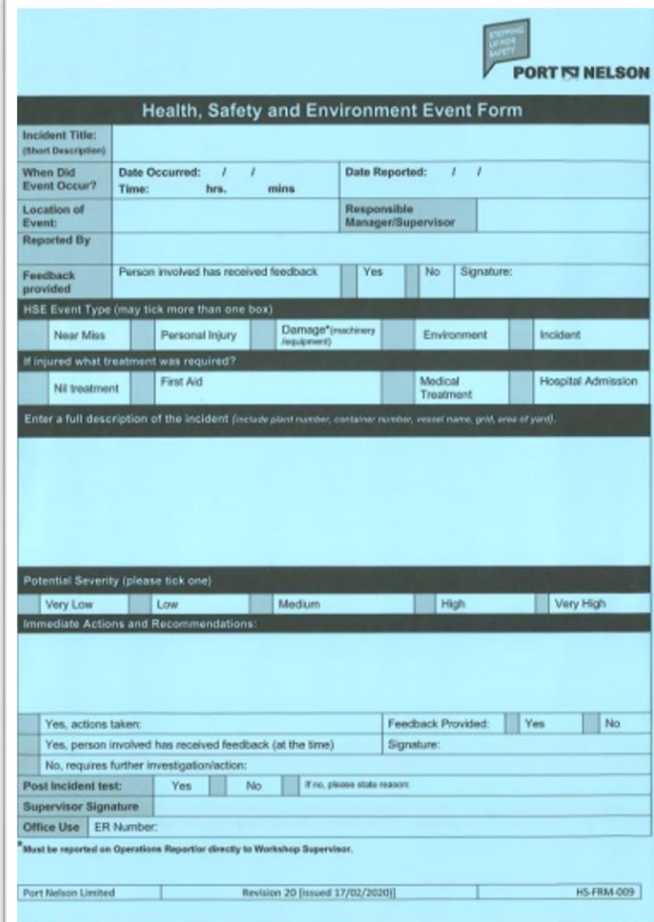
Event (Incident/Near Miss) Reporting

Your participation is important to our continuous improvement of safety at Port Nelson.

- All events must be reported at the time of the event to the person in charge of the area, or if not available, the Gatehouse
- All events must have an event form completed (near miss, damage, accident, incident, injury, environmental) within 24 business hours. A Port Nelson employee can help you fill one out.
- We will also accept your own company event reports, you do not need to fill out two.

Please give your event form to the Gatehouse or email it to:

SafetySupport@portnelson.co.nz



The form is titled "Health, Safety and Environment Event Form" and includes the Port Nelson logo. It contains several sections for data entry: Incident Title, Date Occurred, Date Reported, Location of Event, Reported By, Feedback provided, HSE Event Type (Near Miss, Personal Injury, Damage, Environment, Incident), If injured what treatment was required? (NI treatment, First Aid, Medical Treatment, Hospital Admission), Enter a full description of the incident, Potential Severity (Very Low, Low, Medium, High, Very High), Immediate Actions and Recommendations, Yes, actions taken, Feedback Provided, Yes, person involved has received feedback (at the time), Signature, No, requires further investigation/action, Post Incident test, Supervisor Signature, Office Use, ER Number, and a footer with Port Nelson Limited, Revision 20, and HS-FRM-009.

Health, Safety and Environment Event Form				
Incident Title: (Short Description)				
When Did Event Occur?	Date Occurred: / /	Date Reported: / /		
	Time: hrs. mins			
Location of Event:	Responsible Manager/Supervisor			
Reported By:				
Feedback provided:	Person involved has received feedback	Yes	No	Signature:
HSE Event Type (may tick more than one box)				
Near Miss	Personal Injury	Damage (machinery/equipment)	Environment	Incident
If injured what treatment was required?				
NI treatment	First Aid	Medical Treatment	Hospital Admission	
Enter a full description of the incident (include plant number, container number, vessel name, grid, area if yard).				
Potential Severity (please tick one)				
Very Low	Low	Medium	High	Very High
Immediate Actions and Recommendations:				
Yes, actions taken:				
Yes, person involved has received feedback (at the time)				
Signature:				
No, requires further investigation/action:				
Post Incident test: Yes No If no, please state reason:				
Supervisor Signature				
Office Use ER Number:				
*Must be reported on Operations Reportor directly to Workshop Supervisor.				
Port Nelson Limited Revision 20 [Issued 17/02/2020] HS-FRM-009				

Notifiable Events

Stop, Preserve Scene, Notify Manager and the Port Nelson Gatehouse.

A notifiable event is when any of the following occurs as a result of work:

Notifiable Illness or Injury:

- a. Injuries or illnesses that require the person to have immediate treatment (other than first aid)
- b. 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 to which the carrying out of work is a significant contributing factor.



Notifiable Events

Notifiable Incident:

- a. 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.

If a notifiable event or fatality has occurred, no one is permitted to disturb the accident scene in any way unless authorised by a WorkSafe New Zealand or Maritime New Zealand inspector, unless it is to prevent another notifiable event occurring, remove an injured or deceased person, or if instructed to as part of a police investigation.



Personal Protective Equipment (PPE) Requirements

Minimum PPE:

- High visibility clothing **must** be worn when outside a vehicle or office area.
- When entering an operational area, you are required to wear approved protective safety footwear that is certified to comply with the Australian Standard (AS 2210.3) and European Standard (EN ISO 20345).

There may be situations where the PPE requirements are increased or modified due to the work tasks or location. Depending on the operation, PPE may include, but is not limited to:

- Hard Hat
- Life Jacket/Personal Flotation Device
- Safety Glasses
- Harness (SWAH)

A hard hat, in addition to high vis and safety boots, must be worn inside the painted yellow line around cradle. If you are working on the wharf, within one meter of the water edge, you must wear a life jacket or personal flotation device.



Fitness for Work

Drugs and Alcohol

- It is the intent of the Port Nelson to provide a safe and healthy workplace free from the effects of drugs and alcohol, including synthetic products.
- All employees, contractors, sub-contractors and visitors to site are expected to be “fit for work” and free from the effects of drugs and alcohol.
- Port Nelson operates post incident testing (including a near miss) and where we have reasonable grounds.
- In addition, random testing is conducted on **ALL** Port Nelson controlled sites and may be undertaken at any time. Where a Port User refuses to comply with a request to undergo a drug and/or alcohol test, this will be grounds for not allowing them access to Port Nelson and they will be refused access until they undergo a drug & alcohol test and receive a negative result. The process for a non-negative result is outlined in our Port Users Drug and Alcohol policy.

- For further details, please refer to our Drug & Alcohol Policy on our website:
<https://www.portnelson.co.nz/health-and-safety/inductions/>

Fatigue

Fatigue can cause a potential safety hazard to YOU and/or your fellow employees. If you are fatigued, please discuss with your site supervisor prior to starting any tasks.



Dedicated Smoking & Vaping Areas



All internal areas such as, but not limited to, offices, cafeterias, reception areas, foyers, corridors, workshops, warehouses, garages, tugs, any vehicle, showers, toilets and meeting rooms and outside areas close to doorways are designated '**NO SMOKING AND VAPING AREAS**'.

Smoking and Vaping are only to occur in designated areas which are clearly identified by signage.

There is one designated area at the Slipway, as indicated on the map to the left.





EMERGENCY MANAGEMENT



Emergency Procedure

FIRST RESPONSE: Ring 111

ADVISE:

- What the emergency is
- What service you require
- Location of the emergency

NEXT:

- Ring the GATEHOUSE, the Gatehouse will be the first point of contact for the emergency responders and will facilitate access to the scene. (03 5393841 – printed on your port pass).

If you suspect someone is having a heart event, ring 111 to get the emergency responders on their way, then ring the Gatehouse and ask them to bring the defibrillator to you. They are trained in its use.



Emergency Management System

Port Nelson has an emergency management system and trained staff members who will assume control of all emergency situations and they will remain the incident controllers until relieved by the relevant emergency service.

Please assist, but only if you are trained, capable and not putting yourself at risk.

The emergency management system also includes the following:

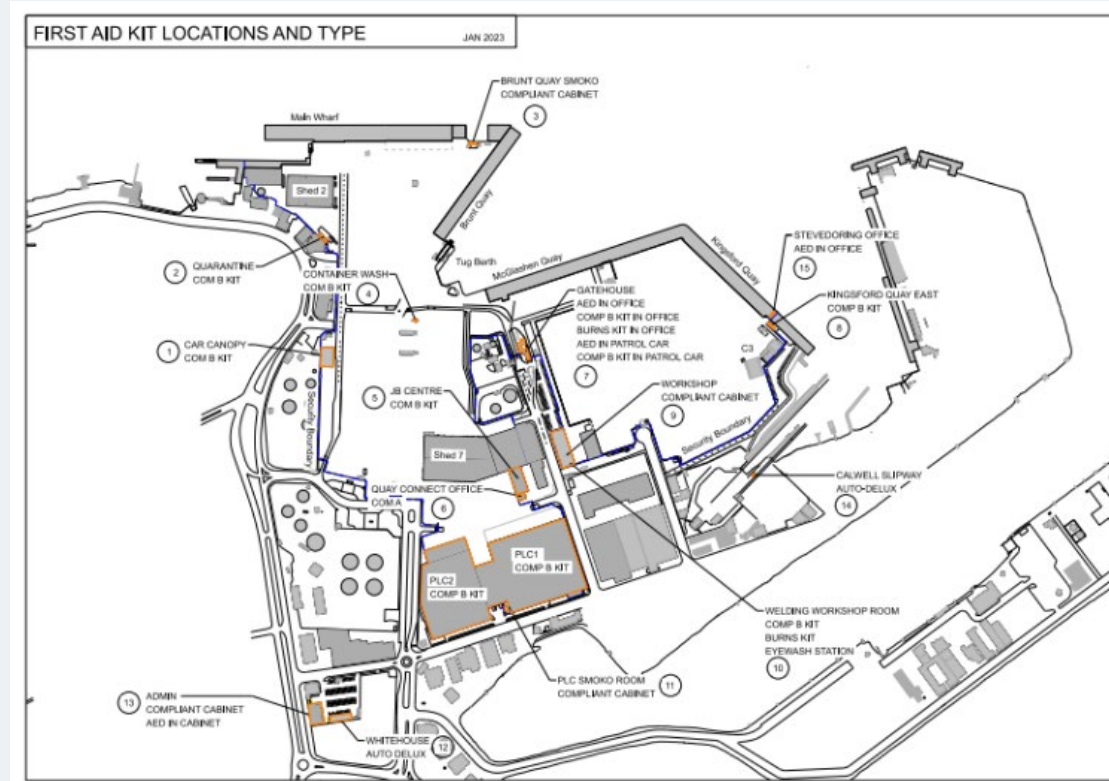
- Spill Kits – Oil, Chemical
- General Purpose First Aid Kits
- Firefighting equipment
- Fire & Emergency NZ support
- Defibrillation units
- Land and watercraft for water-based retrieval



Emergency Equipment Locations

There are multiple defibrillators (AED's) available at Port Nelson both in fixed locations and carried within floating plant and the security patrol vehicle.

The fixed defibrillators can be located at the Gatehouse as well as the Admin Building and at C3 Supervisors Office on Kingsford Quay East.



Evacuation Events



Evacuations can occur for a number of reasons. To initiate evacuation procedures, operate the evacuation alarm located at the top and bottom of the main gangway (vessel access platform).

When the alarm sounds, immediately evacuate from any building or vessel using the nearest emergency exit. Remain calm and walk to the assembly point located directly opposite the gangway, facing the log yard.

Help any injured or disabled persons to the assembly point and follow instructions given by Slip Master or Slipway staff. Only use the firefighting equipment if it is safe to do so and remain at the assembly point until the all clear is given by the Fire Service, Slip Master or Slipway staff.



Slipway Assembly Point



The Calwell Slipway assembly point is located directly opposite the gangway facing the log yard.

Please note the gate at the assembly point is exit only and will trigger an alarm at the Gatehouse when opened.





ENVIRONMENTAL MANAGEMENT



Environmental Legislation

The Resource Management Act (RMA) specifies 'every person has a duty to avoid, mitigate, and remedy adverse environmental effects.'

- Failure to do so carries both personal and company liability
- Maximum penalties for breaching the RMA may involve appearing in court and; up to a \$300,000 fine or imprisonment for 2 years for any person; and/or up to a \$600,000 fine for any company

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.

Advice or assistance with any environmental matter is available from:

Kim Lui

Environmental Officer

+64 21 439 399

Kim.Lui@portnelson.co.nz

Shannon Holroyd

Environmental Manager

+64 21 244 2513

Shannon.Holroyd@portnelson.co.nz



Discharge of Storm Water and Wash Water

At the Slipway, Port Nelson holds the only resource consent to discharge storm water (rainwater) to the Coastal Marine Area. If this consent is breached:

- The site can be shut down/operation forced to stop
- Infringement fines/Abatement Notice/Prosecution under the Resource Management Act all may occur

ALL wash water from abrasive and water blasting operations must be contained, collected and discharged via the 3 Stage Contamination Trap.

It is the contractor's responsibility to ensure that the pump to the contamination trap is switched on while water blasting or washing down occurs.

If the containment barrier is at risk of overflowing, the blasting or spray painting operations must cease.

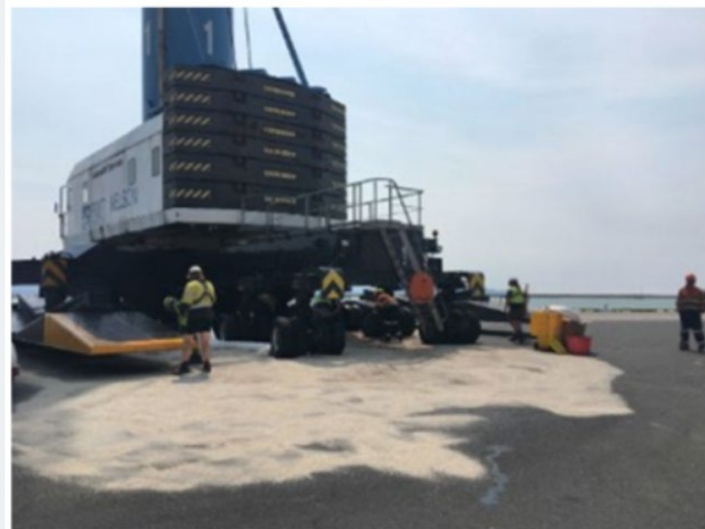
Immediately following each abrasive and water blasting operation, the catchment area must be swept clean and washed down.

Site and operations will be monitored by both Port Nelson and Nelson City Council staff – non compliance will not be tolerated.



Accidental Spills

- All site users are expected to bring well maintained vehicles and equipment to site.
- Site users are also expected to bring enough spill equipment to site to clear up any spills. It's never okay to walk past a spill and do nothing.
- Spills must be reported using the Event Reports.
- If a spill reaches the Coastal Marine Area site users must also phone the Gatehouse and 0800 NO POLLUTE right away.
- Port Nelson has several spill kits located around the site, and a mobile spill trailer.
- Please phone the Gatehouse if you need to know the location of the nearest spill kits, and if you need to use any of our spill equipment.



Noise at Port Nelson

This is the view of the port from one of our closest residential neighbours. The community can see and hear everything that happens on our site. Best practice for health, safety, and the environment is essential. If you believe your work on-site will cause excessive noise, please discuss with your site supervisor prior to commencing work.



At Port Nelson, we take our health, safety and environmental responsibilities seriously and expect all site users to do the same.

Repeat offences, incidents, negligence, or breaches of legislation may result in access to our sites being revoked.



PORT NELSON


QUAYCONNECT

QUAY  **PACK**


STEVEDORING

www.portnelson.co.nz

