

CONTAINER TERMINAL TRAFFIC MANAGEMENT PLAN

HS-PRO-CTTMP

Contents

1	Purpose & Objective.....	2
2	Responsibilities.....	2
2.1	PNL Traffic Management Working Group.....	2
2.2	Vehicle Operators	2
2.3	Pedestrians	2
3	Traffic Management	3
3.1	Container Terminal Overview	3
3.2	Traffic Flow Map Concept	4
3.3	Pre-Vessel Briefings	4
3.4	CT Access Requirements.....	4
3.5	Vehicle & Licensing Requirements.....	4
3.6	PPE Requirements	5
3.7	Speed Limits.....	5
3.8	Road Rules	5
3.9	Parking.....	6
3.10	VTA Container Transfer	6
3.11	Import Cars	6
3.12	Quay-Pack / Rattrays Yard.....	7
3.13	Walkways & Pedestrians.....	7
4	Driver Safety / Three Strikes Consequence	8
5	Traffic Flow Maps	10
5.1	Plan A: Brunt Quay / Main Wharf / Shed 2 / Cement / Coastal Berth.....	10
5.2	Plan B: Brunt Quay Shipline / Main Wharf Shipline and BQ Break Room.....	11
5.3	Plan C: Quarantine / Car Canopy / Reefer PTI Areas (SRS & IRS).....	12
5.4	Plan D: Container Repair (SCS) / Quay Pack Break Room	13
5.5	Plan E: Sheds 7/8 (Freight Trucks Only)	14
5.6	Plan F: Quay Pack Rattrays + Flexi-Land (Freight Trucks Only)	15
5.7	Plan G: McGlashen Quay Shipline.....	16
5.8	Plan H: Tug Berth	17
5.9	Plan I: VTA (Container Trucks Only)	18
5.10	Plan J: Reefer Monitoring and Repair	19

1 Purpose & Objective

The purpose of this Traffic Management Plan (TMP) is to minimise mobile plant interactions with people and other vehicles within the Port Nelson Ltd (PNL) Container Terminal (CT) and to establish efficient controls to minimise the risk of personal injury and damage due to those interactions. The objectives of the plan include:

- Ensuring the safety of all personnel who access the CT.
- Establishing and implementing clear traffic management guidelines.
- Minimising traffic congestion.
- Providing a training resource for personnel requiring access to the CT.
- The TMP will be reviewed on an annual basis or as required following any significant change.

2 Responsibilities

2.1 PNL Traffic Management Working Group

- Must conduct a risk assessment on the hazards of traffic movement within the CT and implement control measures. See the latest version of the Container Terminal Risk Assessment at <https://portnelson.sharepoint.com/sites/HS/SitePages/Risk-Assessment.aspx>
- Must develop a TMP for the CT.
- Must communicate the TMP to employees, leaseholders, contractors, port users & visitors.
- Must provide support/guidance to all personnel conducting operational activities on the CT.
- Must ensure that any hazards, unsafe acts or incidents involving traffic movements are reported and corrective actions are implemented as required.

2.2 Vehicle Operators

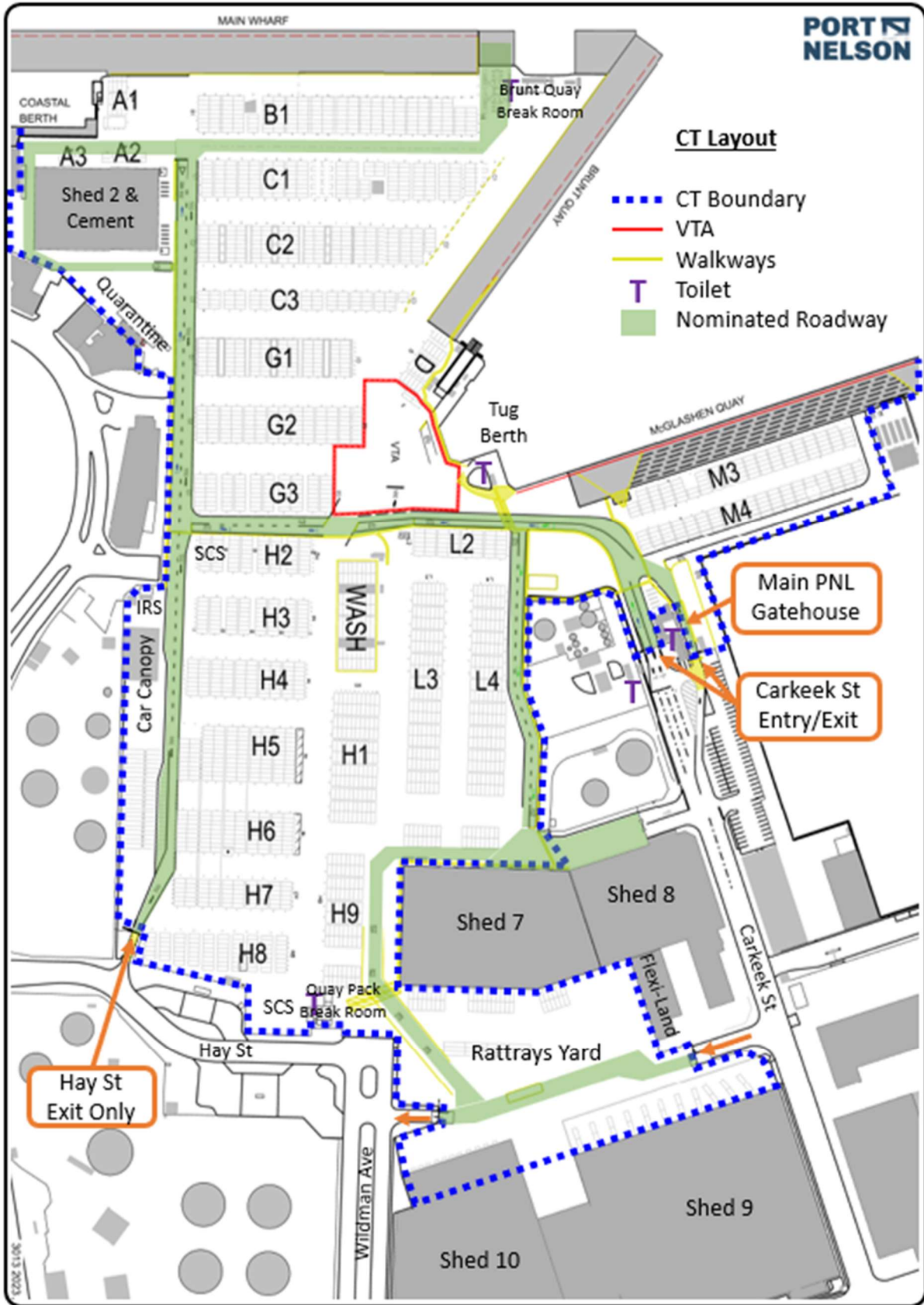
- Must ensure they are familiar with this Container Terminal TMP prior to entering the site.
- Must not be impaired or under the influence of drugs or alcohol whilst operating vehicles or plant.
- Must ensure vehicles/plant are operated safely in accordance with all PNL safety standards.
- Must always observe the requirements of this TMP.
- Must be aware of pedestrian interaction whilst operating a vehicle.
- Must report any incidents (using the PNL reporting process) to assist in the implementation of corrective actions.
- Must comply with Port Nelson Common User Protocols/Port User Safety Protocols and relevant PNL Inductions.

2.3 Pedestrians

- Must ensure they are familiar with this Container Terminal TMP prior to entering the site.
- Must always observe the requirements of this TMP.
- Must remain constantly vigilant and stop/look for traffic around working areas in particular shed doorways, crossing vehicle routes, blind corners and when in congested areas.
- Should consider if access is best via walkways or using a vehicle, depending on the task/activity required.
- Must report any incidents (using the PNL reporting process) to assist in the implementation of corrective actions.
- Must comply with Port Nelson Common User Protocols/Port User Safety Protocols and relevant PNL Inductions.

3 Traffic Management

3.1 Container Terminal Overview



3.2 Traffic Flow Map Concept

- The Port Nelson CT has a wide range of activities that are always changing.
- The preferred traffic routes for non-container handling machines depend on destination and other port activity.
- This TMP outlines the most followed routes and how they should be navigated depending on different operational activity.
- These are called Traffic Flow Maps.
- Each Flow Map contains relevant details such as any special comms required and any parking requirements but are otherwise controlled by the generic TMP rules listed within.
- Flow Map Routes (from page 10 below):
 - A. Brunt Quay / Main Wharf / Shed 2 / Cement / Coastal Berth
 - B. Brunt Quay Shiplide / Main Wharf Shiplide & BQ Breakroom
 - C. Quarantine / Car Canopy / Reefer PTI Areas (SRS and IRS)
 - D. Container Repair (SCS) / Quay-Pack Breakroom
 - E. Sheds 7/8 (Freight Trucks Only)
 - F. Quay-Pack Rattrays + Flexi-Land (Freight Trucks Only)
 - G. McGlashen Quay Shiplide
 - H. Tug Berth
 - I. Vehicle Transfer Area VTA (Container Trucks Only)
 - J. Reefer Monitoring & Repair
- No flow map showing your destination? Call in to the Gatehouse (Tel 03 539 3841) and chat to us about the best access method.
- If you are leaving a designated roadway (green on the flow map routes Page 3) you must make a radio call advising your intentions (container yard channel). If there is no radio in your vehicle, stop in at the gatehouse beforehand so they can advise the yard on your behalf.



Your Destination



3.3 Pre-Vessel Briefings

- Prior to any non-container vessel arrival, PNL will issue a pre-vessel briefing to all interested stakeholders in a vessel operation.
- The pre-vessel briefing will include a TMP relevant for the vessel operation. This may differ from the standard traffic plans laid out in this document, but only applies to traffic delivering to or uplifting from that specific vessel.
- The contents of this TMP still always apply, in addition to any extra controls or specific traffic routes as outlined in the pre-vessel briefing.

3.4 CT Access Requirements

- Photo ID and a valid PNL Induction are required before bringing a vehicle on to the container yard.
- The PNL Induction must be refreshed every 2 years.



3.5 Vehicle & Licensing Requirements

- All vehicles on the CT must be legally compliant and suitable for the task.
- All light vehicles on the CT must have a current New Zealand Road Registration and current Warrant of Fitness (WOF).
- All light vehicles and small plant must exhibit a roof mounted flashing light when operating in the CT (PNL Security can provide short term lights if required - regular visitors must ensure their vehicle is fitted a fit for purpose flashing light).

- Exclusion to the above: imported vehicles arriving to port being stored on the yard, or PNL light forklifts not requiring a WOF.
- No person shall drive or operate any vehicle on the Port Nelson CT unless they have the appropriate training and/or driver's license.

3.6 PPE Requirements

- All personnel entering the Port Nelson CT must ensure they comply with the Port Nelson PPE policy at all times.

3.7 Speed Limits

- The maximum speed limit is 20kph in the CT.
- The maximum speed limit in and around any building or shed is 10kph.
- Container Handling Equipment is speed limited to either 20kph or 18kph depending on type.
- Always drive to the conditions, if you are unsure or in doubt slow down.

3.8 Road Rules

Priority / Give Way Hierarchy

- All heavy mobile container handling machinery in the CT have the right of way.
- Unloaded machinery gives way to loaded machinery.
- Forklifts and other heavy mobile vehicles have the right of way over all light vehicles.
- Vehicles giving way should position themselves in a safe location to allow right of way vehicles space to pass.
- At Stop and Give Way signs:
 - Container handlers of all types are not able to see around corners at Stop/Give Way intersections due to their cab position.
 - In these instances, they will adjust speed to an appropriate level and cautiously proceed through the intersection.
 - Other vehicles need to be aware of this and always give way or stop.
 - Where possible container handling equipment will avoid intersections where there is a risk of light vehicle or truck interaction.

General Rules

- All heavy container handling machines have a responsibility to keep others safe.
- Standard NZTA road rules apply to all vehicles other than container handling equipment.
- Obey all traffic signs, Stop and Give Way according to the above Hierarchy.
- Under no circumstances shall vehicle operators drive and talk on or use mobile phones at the same time.
- No person shall ride anywhere on vehicles other than in the seats provided, unless an approved written exemption has been granted by Port Nelson.
- Seat belts or restraints shall be worn at all times by vehicle operators, vehicle drivers and their passengers. unless an approved written exemption has been granted by Port Nelson.
- U-turns' should be avoided wherever possible.
- Under no circumstance should a machine operator make assumptions as to the whereabouts of other operators/ground staff.
- Assume you have not been seen, ensure eye contact with the other driver or pedestrian prior to moving.
- No person shall get on or off a vehicle unless it is stationary with the park brake applied.



- Non container handling vehicles must treat the yard as being full at all times – they must follow roadways and may not cut across marked container grids (unless to avoid other traffic where no alternative).
- STOP if you are unsure. Remain stopped until the operator signals you on.
- Consider driving with your window open so you can hear other equipment that may be near you.
- If you need to travel in someone else’s operational area, communicate with them prior to entering and obtain permission to proceed.
- No overhead loads shall go overhead of workers or light vehicles for any reason.
- At times container handling equipment may need to go down the wrong side of the road. Constantly be alert to the movement of machinery and other vehicles around you.
- 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. Minimum following distance will be 2 seconds in the dry and 4 seconds in the wet.
- The 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.

3.9 Parking

- Light vehicles should only be parked in designated parking areas as identified in the appropriate TMP Flow Map.
- Lease holders within the CT must ensure they have designated parking areas for their operations. These areas must be in the safest position to help separate personnel from moving plant and machinery. Selected areas must be pre-approved with Port Nelson.
- It is not permitted to park vehicles or plant alongside berth edges (as marked by red lines) or on walkways.

3.10 VTA Container Transfer

- Drivers must undo their twist locks in the VTA area once they are in position. Once the truck is loaded, twist locks should be closed before departing the VTA.
- Container 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.
- Truck drivers must not be in their cab while containers are unloading or loading.
- Truck drivers are not to leave their truck unattended.
- If a truck driver is not in the 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.

3.11 Import Cars

- Will most likely be stored on McGlashen Quay or in MQ1.
- Occasionally they may be stored on Main Wharf (or Brunt Quay) depending on volume.
- Ensure that caution is exercised around stored import cars – there may be people present and transporter trucks uplifting them from the port.
- Some second-hand cars will occasionally be parked in the carpark outside the Gatehouse on Carkeek St for uplift.

3.12 Quay-Pack / Rattrays Yard

- Truck access to the Rattrays Yard is via the separate gated entrance halfway down Carkeek Street.
- Exit is on to Wildman Ave.
- Traffic rules as outlined in this TMP apply to all traffic in this yard.
- All visitors to Quay-Pack should report to:
 - Sheds 9 and 10 – The office on Vickerman St.
 - Shed 7 – The office on Hay St.

3.13 Walkways & Pedestrians

- Note: You should avoid walking in the CT as much as possible. Always consider other options as your first choice.
- Pedestrians must always use the yellow marked walkways (except for trained PNL operational staff in the normal course of their vessel operation duties e.g. supervisor, yardman etc.).
- Notify the operations control room before you enter the CT if it is not your normal place of work:
 - Phone: 03 539 3825
 - Radio Channel: Container Yard
- Do not depart from the walkway in any circumstances unless escorted by a trained PNL operational person. In this situation the preferred access is using a vehicle/security shuttle.
- All pedestrians must look out for signs and pay caution to heavy mobile plant operating in this area. Give way at all times.
- Make sure that correct PPE is worn at all times.
- Where possible carry a radio to maintain comms.
- Do not use a mobile phone (talking or texting) for non-operational purposes while in the container yard. If you need to use a cell phone do so in a safe place.



4 Driver Safety / Three Strikes Consequence

As part of Port Nelsons ongoing commitment to providing a safer workplace, we are focused on driver safety across the Port.

To strengthen our commitment, we are introducing a three-strikes policy with consequences for drivers who breach our traffic safety controls. We are introducing a 2-level approach, with education as the primary remedy for initial breaches and more severe consequences for significant or repeated breaches.

Category	Who	Breach	Consequence
Speed Limit Exceeded 20kph-40kph	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Speed Limit Exceeded >40kph	Port Users / PNL Employees	First	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Driving while on the phone	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Unmarked Vehicles i.e. no flashing beacon displayed	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Disobeying Road Rules i.e. any road rule violation	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Seatbelts Not Worn	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban

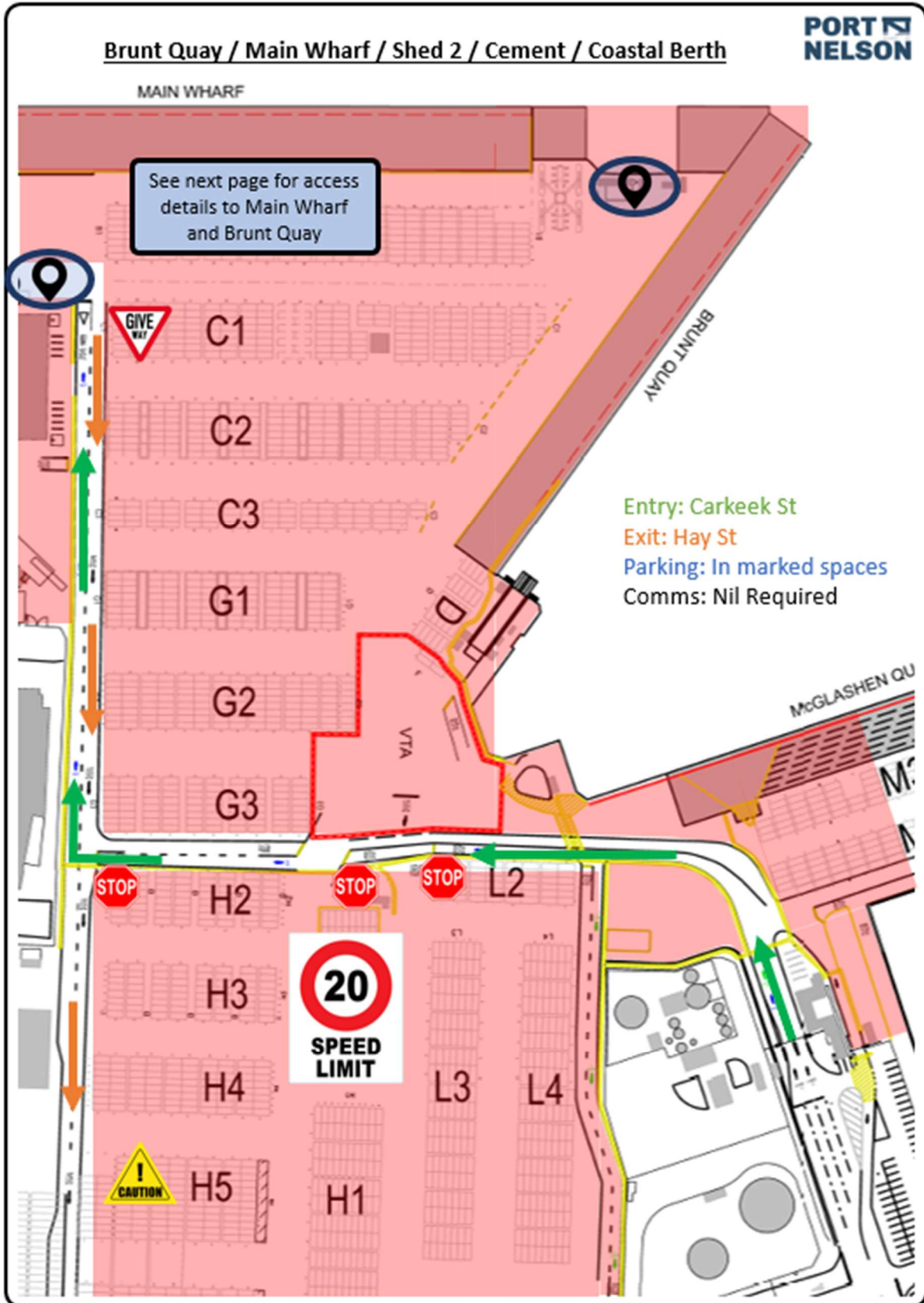
			PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Unauthorised VTA Incursion	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction
Any other infringement to this TMP	Port Users / PNL Employees	First & Second	Verbal or written warning provided to the driver and logged in the port H&S system
		Third	Port User: 1 week access ban PNL Employee: Referred to manager for formal disciplinary investigation All: Resit PNL Container Terminal Induction

Clean Slate Policy: To ensure fairness of this consequence process, a clean slate policy will take effect:

- For Port User breaches – all recorded breaches shall be wiped following a period of 12 months from the most recent breach.
- For Port Nelson employee breaches – all recorded breaches shall be wiped following a period of 12 months from the most recent breach.

5 Traffic Flow Maps

5.1 Plan A: Brunt Quay / Main Wharf / Shed 2 / Cement / Coastal Berth



5.2 Plan B: Brunt Quay Shipside / Main Wharf Shipside and BQ Break Room

Access to Brunt Quay / Main Wharf Break Room

Make your way to the Brunt Quay break room using the marked roadways before going on an operational wharf (MW or BQ). Once there, contact the vessel supervisor (if a ship is working) before proceeding on to either wharf.

This route applies regardless of shipping activity. Do not depart from this route unless you are an approved operational vehicle.

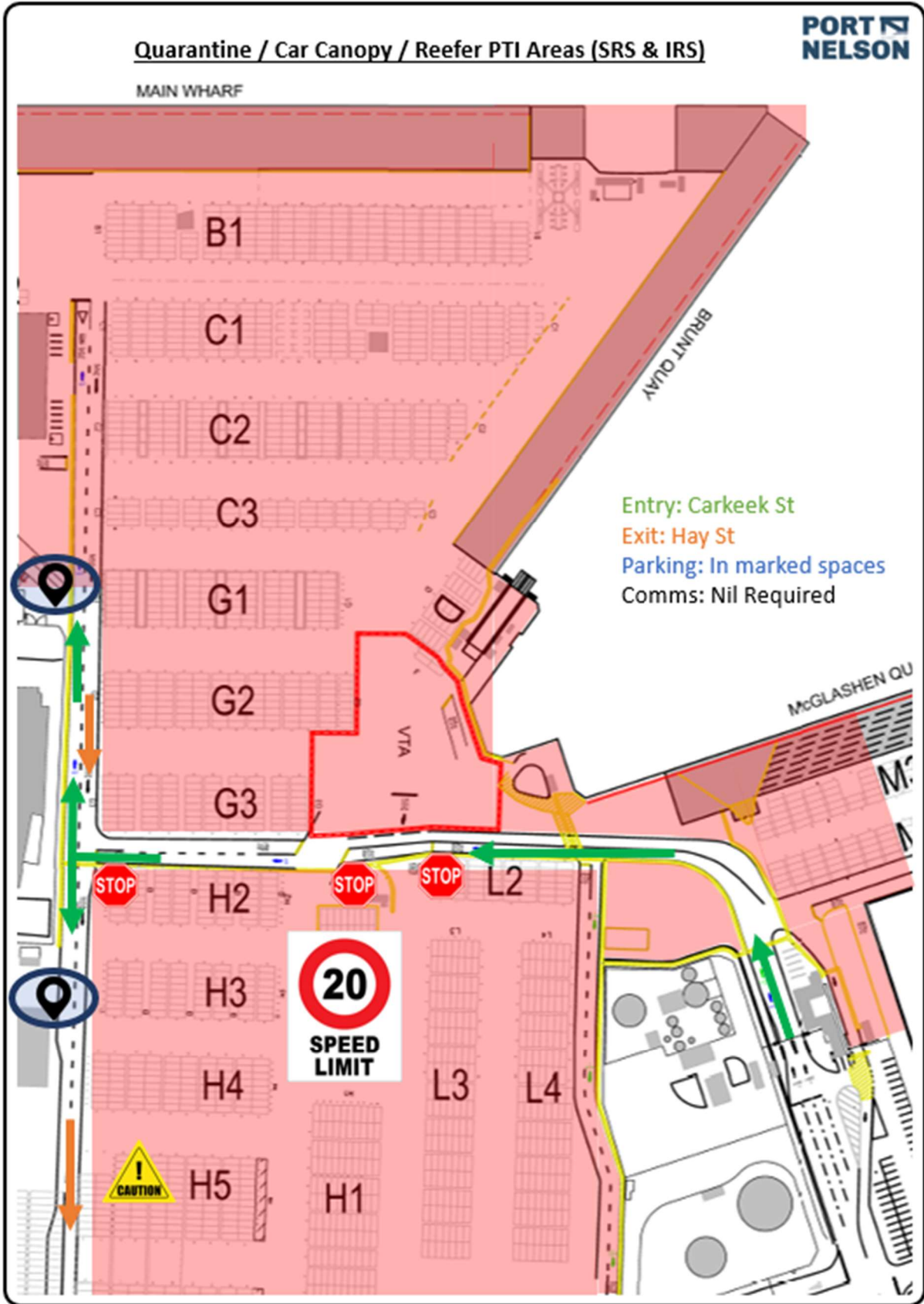


Only approved operational vehicles may depart from the marked roadway. If a vessel is operating on Brunt Quay or Main Wharf, any departure from the marked roadway must be approved by the Vessel Supervisor (radio, phone or in person). If no vessel is working, a radio call should be made on the Container Yard channel (or advise the office prior).

Entry: Carkeek St
Exit: Hay St
Parking: Beside BQ Smoko Room in marked spaces (on helipad)
Comms: Nil required if staying on marked roadway

If you meet a container handler on the roadway:
Loaded forklifts and other heavy mobile vehicles have the right of way over all light vehicles. Vehicles giving way should position themselves in a safe location to allow right of way vehicles space to pass.
Assume you have not been seen, ensure eye contact with the other driver prior to moving.
STOP if you are unsure, remain stopped until the operator signals you on.
Consider driving with your window open so you can hear other equipment near you.
If you need to travel in someone else's operational area, communicate with them prior to entering and obtain permission to proceed.
No overhead loads shall go overhead of workers or light vehicles for any reason.
At times container handling equipment may need to go down the wrong side of the road.
Constantly be alert to the movement of machinery and other vehicles around you.
Obey all traffic signs, Stop and Give Way, U-turns' should be avoided wherever possible.

5.3 Plan C: Quarantine / Car Canopy / Reefer PTI Areas (SRS & IRS)



5.4 Plan D: Container Repair (SCS) / Quay Pack Break Room

Container Repair (SCS) / Quay Pack Break Room

Only PNL or SCS vehicles on the CT already for work purposes:

Access via the Hay St exit road then the aisle between H7 and H8

Parking: In front of Break Room

Exit: Via Hay St exit road returning to the terminal

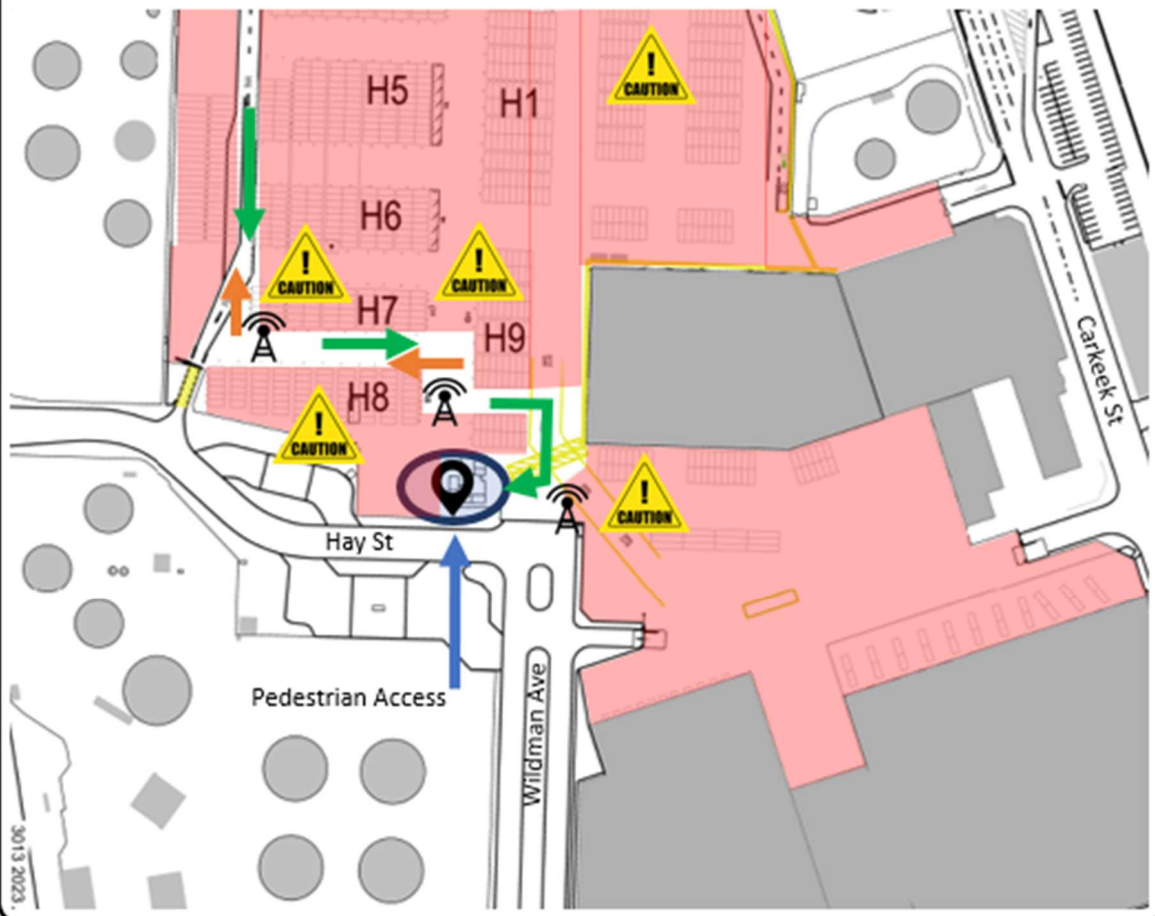
Comms: Radio call when departing Hay St exit Road, also when returning.
Exercise caution always in case your call has been missed.

Vehicles not on the CT:

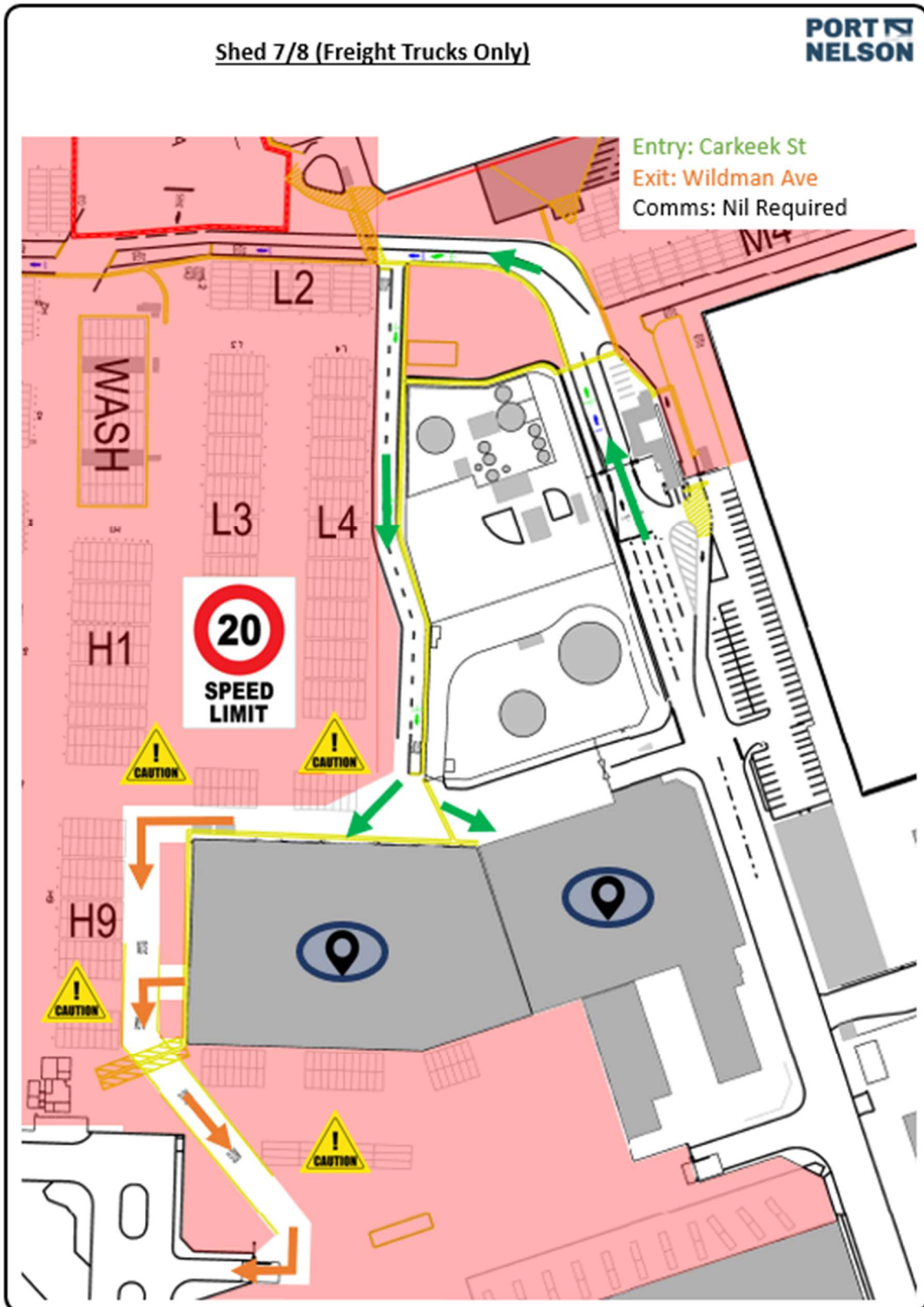
No access allowed. Park on Hay St and enter via the Hay St pedestrian gate

Pedestrians:

Enter via the Hay St pedestrian gate



5.5 Plan E: Sheds 7/8 (Freight Trucks Only)



5.6 Plan F: Quay Pack Rattrays + Flexi-Land (Freight Trucks Only)

Quay Pack Rattrays + Flexi-Land (Freight Trucks Only)

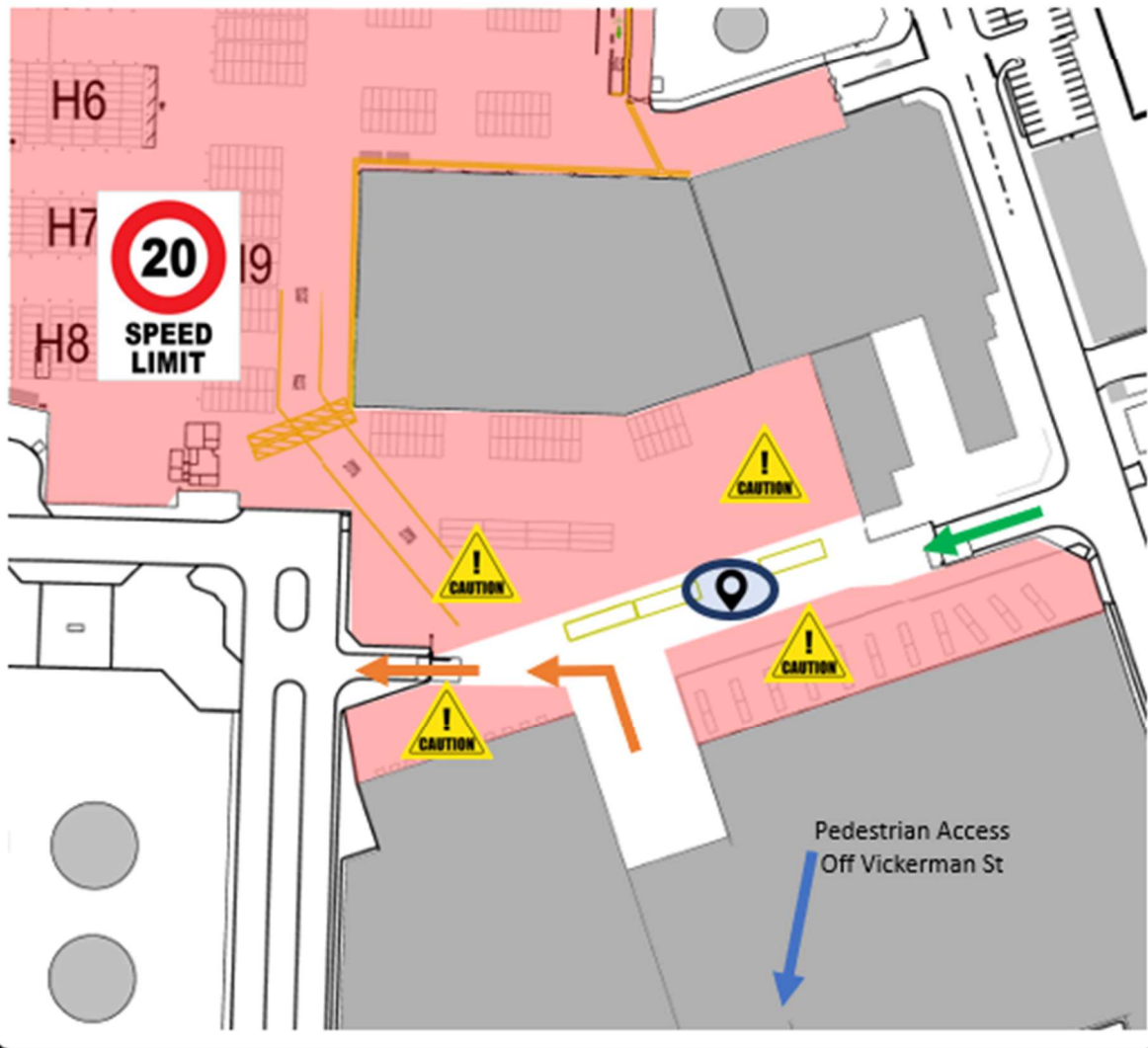
Entry: Carkeek St

Exit: Wildman Ave

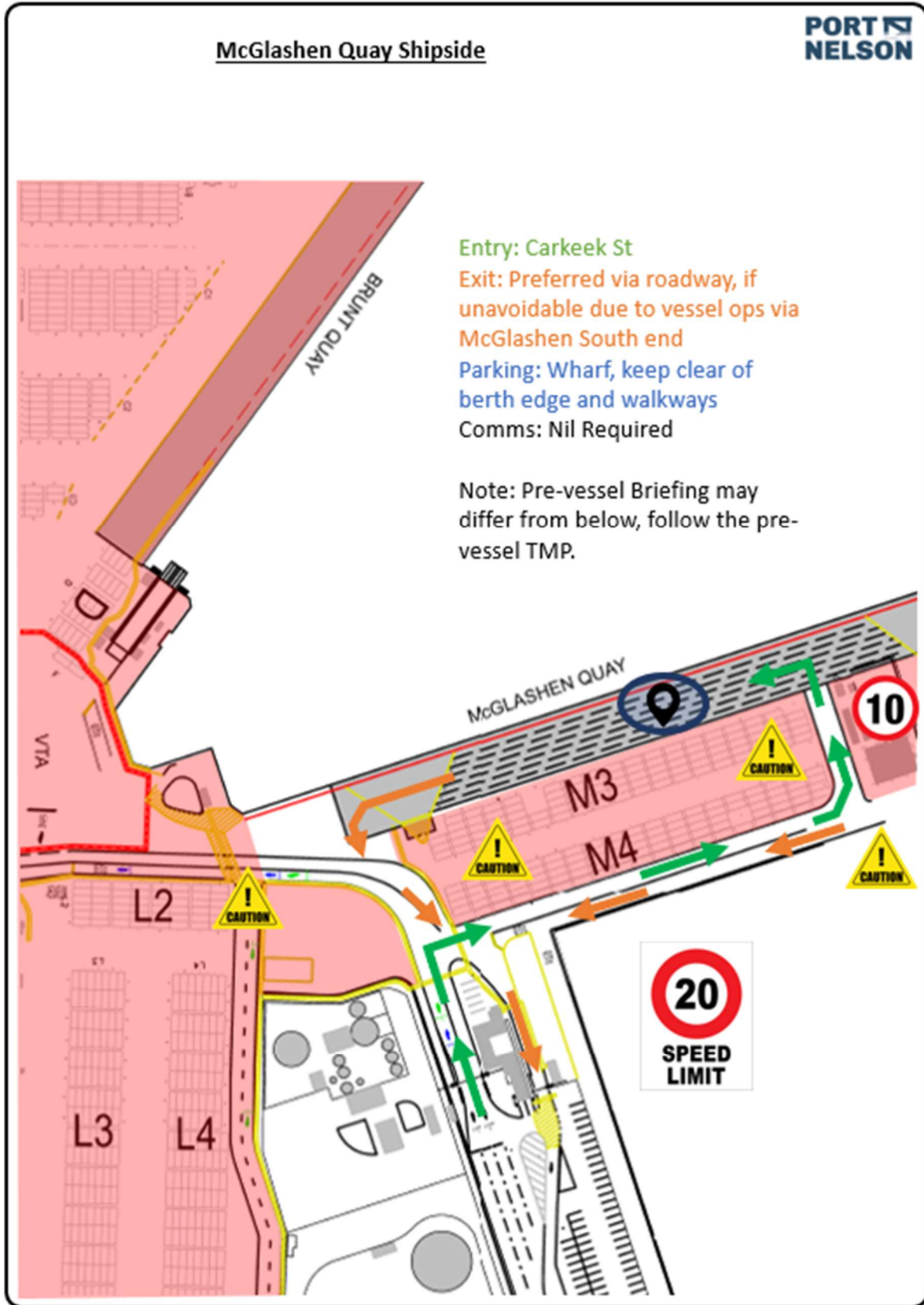
Parking: In marked places only. Trucks may not park in the roadway, if all the truck parking spaces are full, you must wait outside the Carkeek St gate until one is free before entering the yard. If you are already in the yard, depart and go around again to wait for a free space.

Comms: Nil Required

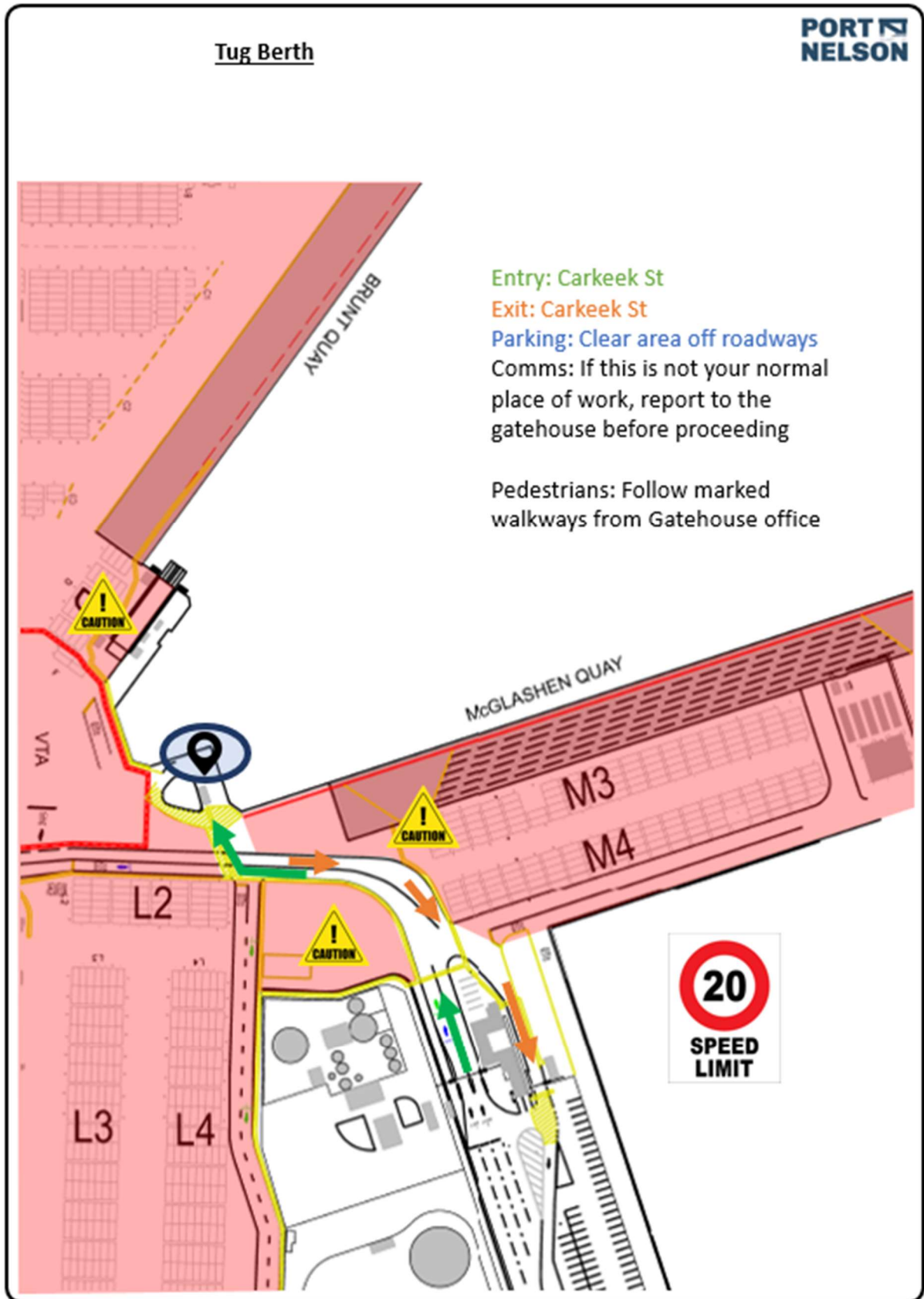
Pedestrian Access: Report to Quay Pack office – entrance off Vickerman St



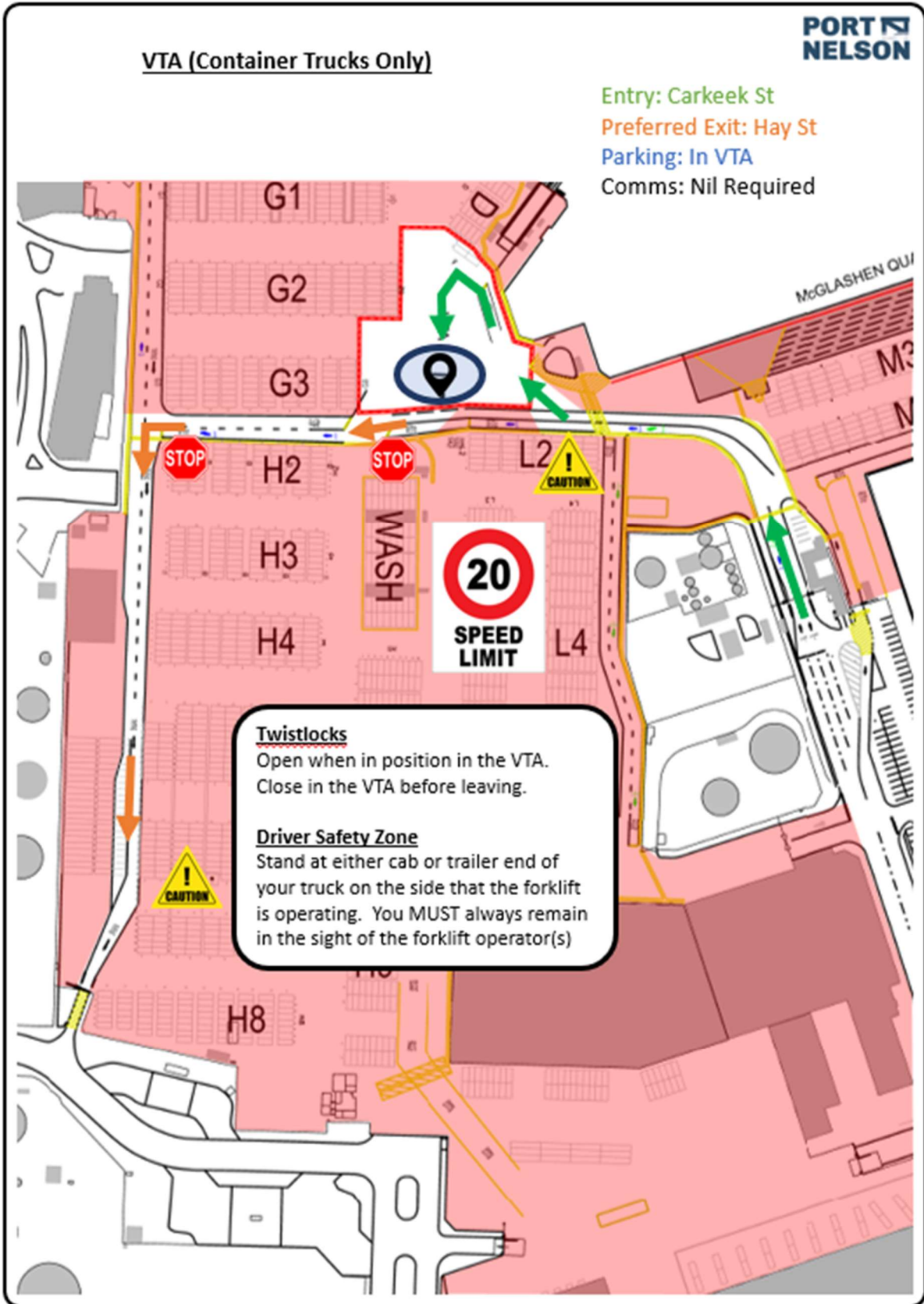
5.7 Plan G: McGlashen Quay Shipside



5.8 Plan H: Tug Berth



5.9 Plan I: VTA (Container Trucks Only)



5.10 Plan J: Reefer Monitoring and Repair

