



PORT USER & CONTRACTOR SAFETY 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

PORT  NELSON

SITE CONTACTS

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

Port Nelson Permit Office: permits@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 inside the secure Port Nelson boundary, 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 Port Nelson 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 Port Nelson Site

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

Your Port Nelson Induction is valid for two years from completion.

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



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 Port Nelson

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

A large number of critical risks have aspects which fall under our Permit to Work system which is used to control higher risk activities on site. Permits are only valid for a specified period, and to apply for a permit, you will need to identify who the permit issuer is and have a documented Risk Control Plan in place. You will need to communicate and receive approval from the person issuing the permit.

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 the site supervisor and your Manager in the first instance.



Permit to Work

Examples of where an activity requires a permit to work are included below and with each critical risk – this list is not exhaustive. Any works involving:

- Confined space entry
- **Particular hazardous work requiring notification as per the Health and Safety in Employment regulations 1995.**
- Excavations >150mm deep or close to high tension cables or pipelines
- Hot work
- Special Crane Lifts
- Working on or near water
- Wharf overloading (any work that may exceed the rated limits of any PNL wharf)
- Working at height
- Diving
- Drone Operations
- Hazardous Chemicals – in amounts specified under the Hazardous Substances Regulations



Critical Risks at Port Nelson

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



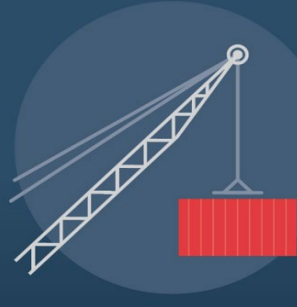
Traffic

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.

You must have a flashing strobe light on your vehicle when entering the Port. The strobe light must be on and flashing at all times whilst driving on site.

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.

Under no circumstances can a light vehicle enter the Vehicle Transfer Area (VTA) – these areas are where containers are exchanged on and off trucks.

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

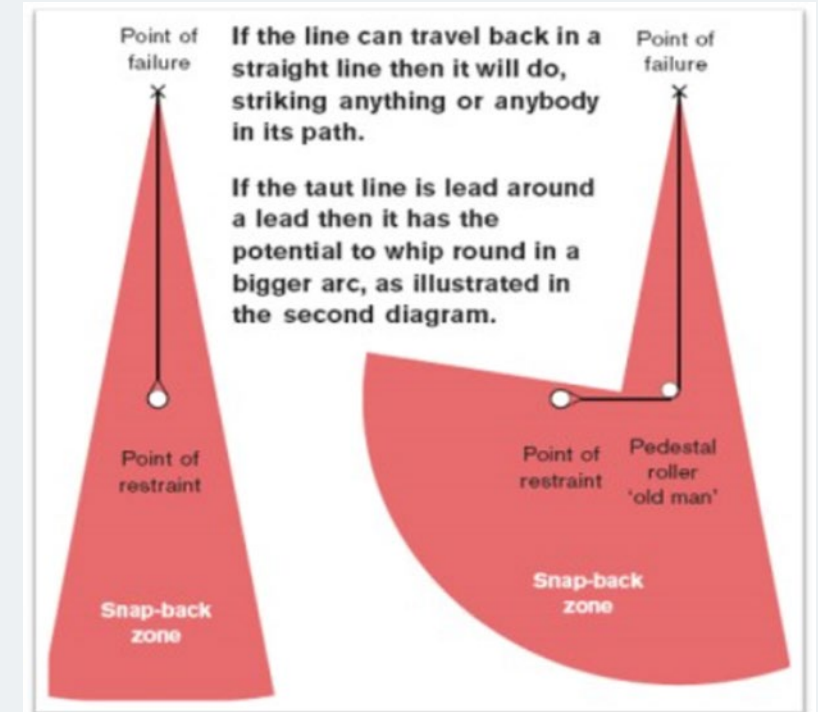
Uncontrolled release of an object or energy

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 – for example, mooring lines.

If you are working on a wharf you must be aware of where any mooring lines are and ensure you:

- Never drive or walk over an attached mooring line that is lying on the ground.
- Know what the potential movement is if the line moves suddenly.
- Know where the line's snap back zone is.



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

Under no circumstances can light vehicles drive through any of the Vehicle Transfer Area (VTA). It is critical in these areas that you:

- Stop and check both ways at the marked stop signs
- Do not leave trucks unattended in the VTA
- Follow the correct procedure if you are a container truck driver
- Ensure you are wearing the correct PPE for this area



Working On or Near Water

Risk of drowning, crush, hypothermia or injury

Permits to work are required for working on or near the water in circumstances such as diving in the harbour, wharf works, using cranes or hiabs on the wharves, work on tugs or floating plant, or disabling vessels. 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**



Working at Heights

Falling from height resulting in a hard surface impact.

When working at heights, you need to ensure you are utilising 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.
- Hard barriers include concrete blocks, fences, and handrails. Soft barriers include ropes, retractable belt barriers, and 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 from the work site Manager.



Unsafe Atmosphere or Substance

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.



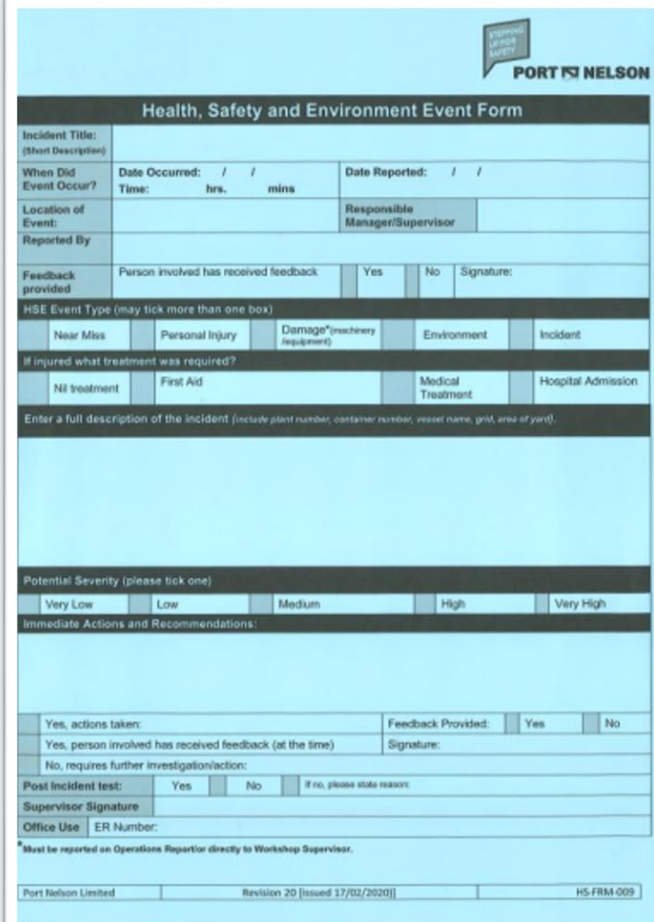
Event (Incident/Near Miss) Reporting

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 image shows a 'Health, Safety and Environment Event Form' from Port Nelson. The form is titled 'Health, Safety and Environment Event Form' and includes a 'PORT NELSON' logo. It contains several sections for reporting an event, including fields for 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), Potential Severity (Very Low, Low, Medium, High, Very High), Immediate Actions and Recommendations, and a section for Post Incident test (Yes, No) and Supervisor Signature. The form also includes a footer with 'Port Nelson Limited', 'Revision 20 [Issued 17/02/2020]', and 'HS-FRM-009'.

Health, Safety and Environment Event Form			
Incident Title: (Short Description)			
When Did Event Occur?	Date Occurred: / / Time: hrs. mins	Date Reported: / /	
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, port, area if yard).			
Potential Severity (please tick one)			
Very Low	Low	Medium	High
Very High			
Immediate Actions and Recommendations:			
Yes, actions taken:		Feedback Provided: Yes No	
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, then no one is permitted to disturb the accident scene in any way unless authorized 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 (WAH)

An example of when PPE is operation dependent, at the Calwell Slipway in addition to safety footwear and high visibility clothing a hard hat must be worn inside the painted yellow line around cradle.



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.



Restricted Areas

The following areas or operations have been identified as hazardous and should not be entered without extra permissions and supervision:

- Line handling operations
- Log storage areas
- Specialist sheds
- Tanker operations
- Quarantine facilities
- Stevedoring operations

In addition, as covered previously the vehicle transfer area must not be accessed by light vehicles **at any time**.

There is also no unauthorised thoroughfare for the weighbridge. You may only utilise the weighbridge when adequately trained and have authorisation.

You must ensure that all chains and lifting gear are certified, and any passengers remain in the vehicle.

Do **not** work under a raised trailer, queue up on the road, park or stand within the swing zone.

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.



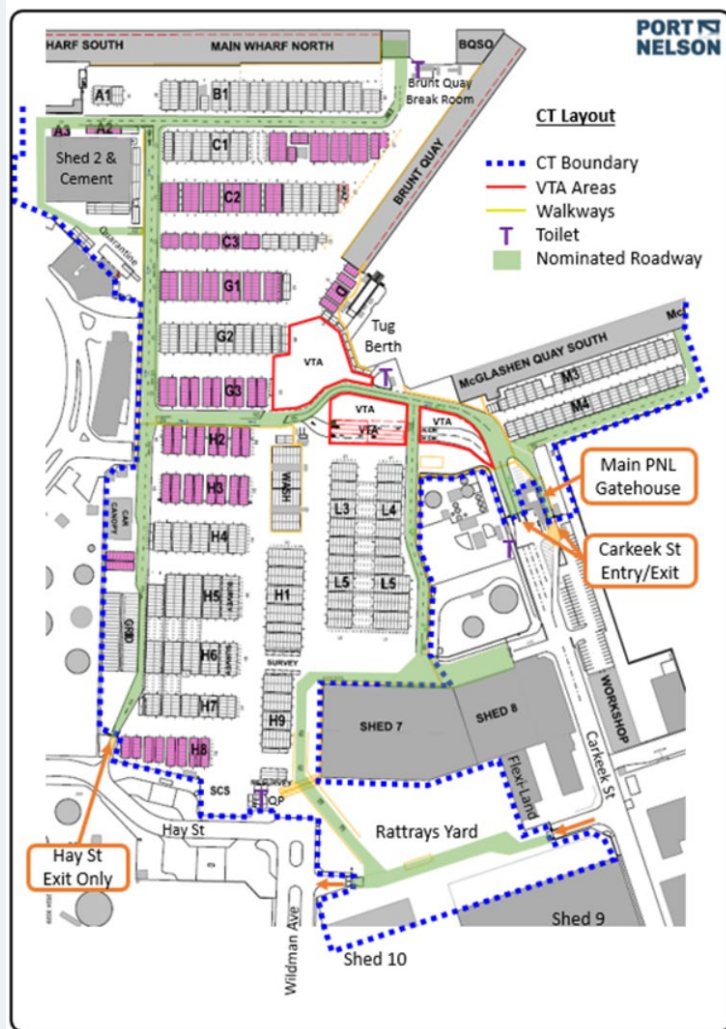
Light Vehicle Access to Container Terminal

Light Vehicle General Rules:

- Avoid entering the container terminal unless absolutely necessary.
- Check with container operations before entering which route you should follow – common routes are outlined in the Traffic Management Plan (TMP) on the Port User page of the PNL Website.
- Give way to ALL heavy traffic, including trucks. Operational machines have the right of way.
- Make eye contact with the other drivers.
- You must obey all signage, such as stop signs, and always wear your seatbelt. The speed limit on site is 20km/h; however, in and around sheds, this is reduced to 10 km/h.
- Always drive to the conditions, and cell phones must not be used while driving.
- Under no circumstances can a light vehicle enter the Vehicle Transfer Area (VTA).
- Never drive down or across container rows.
- Always display an orange flashing strobe light.
- VTA areas: this is where our container trucks get loaded and unloaded, which makes it our busiest intersection onsite. There is strictly NO access to these areas unless prior approved.



Light Vehicle Access to Container Terminal



The container terminal has a traffic management plan in place that specifies how traffic may move around the yard. The plan has all common routes identified along with instructions on how each location shall be reached. It is important that any port user driving a vehicle on the yard is familiar with the TMP and always follows its routes. If you are unsure how to proceed, contact the container operations team before entering for guidance.

If you are assisting an on-port contractor, you must ensure they are familiar with our port user protocols and our TMPs before they enter the port.

If entering QuayPack, you must report to the QuayPack office on arrival. They will go through their specific site rules with you. Do not enter any operational or wharf areas without first contacting the relevant supervisor and obtaining their approval to enter their worksite.

Light Vehicle Access to Container Terminal



In all cases, if you are unsure, contact security or the container operations team for guidance. If it is your first time to Port Nelson, or you are not a regular visitor, stop in at the Gatehouse and our security personnel will escort you on and off the port until you are familiar with the area. Always follow the Light Vehicle General Rules, and if in doubt, check with security before proceeding.

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 are 5 smoking areas within the port gates:

- Beside the breakroom at Kingsford Quay
- Beside the breakroom at Brunt Quay
- Beside the Gatehouse
- In the car park of the workshop
- Outside the port-a-com

There are 2 areas outside of the port gates:

- In front of the gear container next to the Whitehouse in the main office carpark
- On the roadside outside the pedestrian access



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:

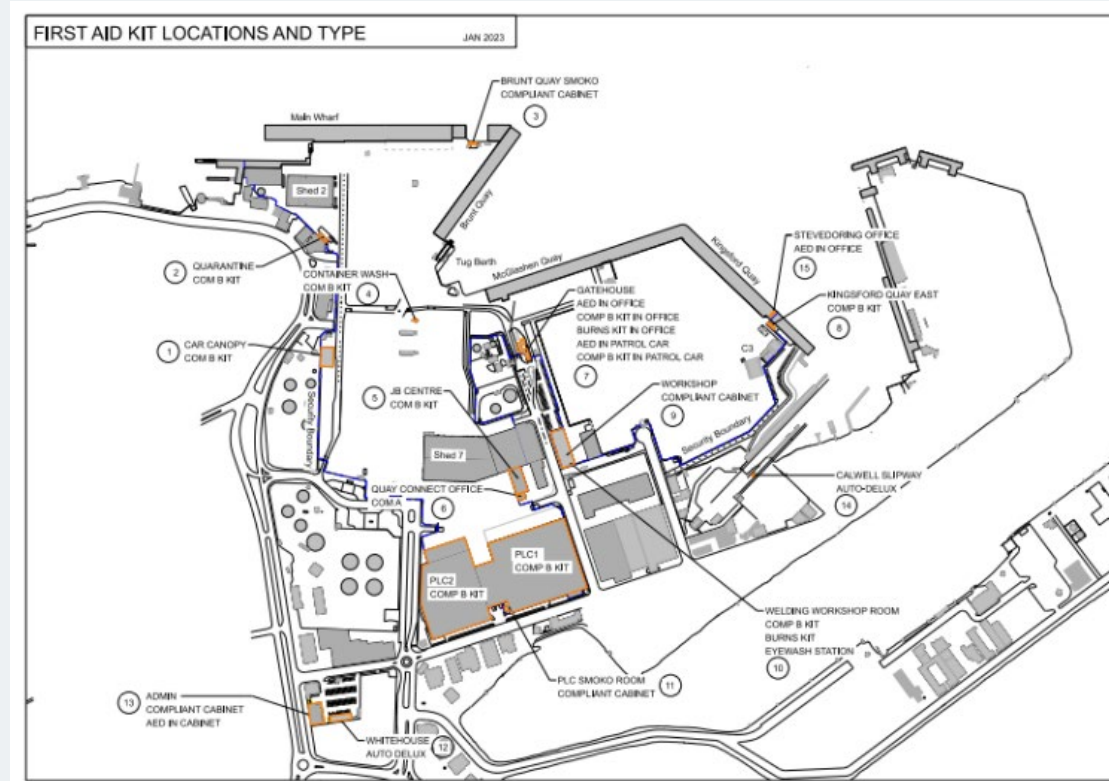
- Spill Kits – Oil, Chemical
- General Purpose First Aid Kits
- Firefighting equipment
- Fire & Emergency NZ support
- Defibrillation units
- Land and watercraft for water-based retrieval



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. In the event of a full port evacuation, you must assemble outside the Main Entry Gate (Gatehouse) in the car park.

If another point is designated, due to the nature of the emergency, you will be notified by verbal instruction from our staff or text (if applicable).

You must always remain at the assembly point until the all clear is given by the incident controller or their delegate and follow all instructions given by them.

Please be aware that wind conditions are constantly monitored by Port Nelson. In case of a high wind event, you may be evacuated to a designated safe area until the all clear is given. You must remain at the designated safe area until the all clear is given by the Port Nelson incident controller.





ENVIRONMENTAL MANAGEMENT



Environmental Legislation

Port Nelson is a 'Place of First Arrival' under the Biosecurity Act, and as such, the following areas are No Entry areas:

- Quarantine
- Canopy/Transition area
- Container Wash
- Any other area marked as a transitional facility

If you find anything suspicious in regard to insects, seeds or foreign dirt, please report it to the Gatehouse.

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



Environmental Legislation

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

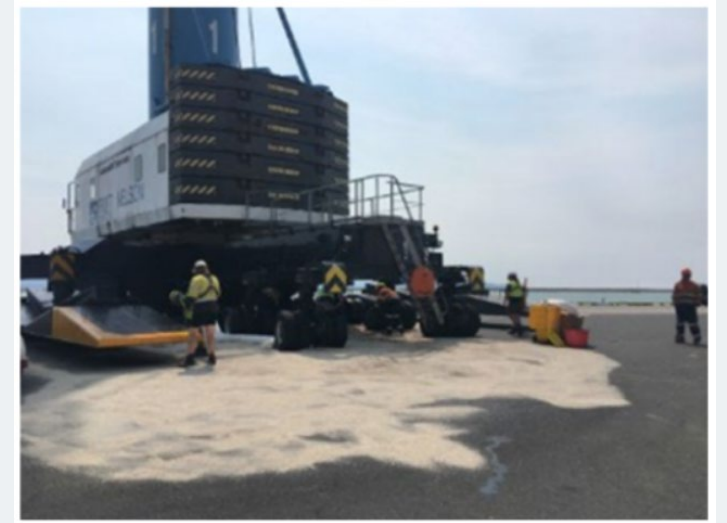
+64 21 244 2513

Shannon.Holroyd@portnelson.co.nz



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 Events Report.
- 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

