



# LAYUP BERTH INDUCTION

Valid as of August 2025

For further information, please contact [Inductions@portnelson.co.nz](mailto:Inductions@portnelson.co.nz)

*Not to be used as a substitute for the online induction*

*This document is uncontrolled when printed*

# SITE CONTACTS

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

**Port Nelson Permit Office:** [permits@portnelson.co.nz](mailto:permits@portnelson.co.nz)



# Why have site inductions?

It is essential that ALL workers involved in work activities are fully briefed with respect to their responsibilities for the safety of ALL personnel.

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 Lay Up Berth you will require a current **Port Nelson Port Pass**. You must always have this with you when on 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 Access Requirements
- All site occupants must operate within the framework of the Health and 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 Lay Up Berth.

***If you have any doubt about how to safely access the Lay Up Berth, contact or visit the Gatehouse.***



# Site Map

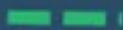
Life buoy



Traffic route



Pedestrian walkway



Gate



Speed limit



October 2024





# Un-Inducted Visitors

*our Lay Up Berth 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 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's pass. **No ID, no entry – no exceptions!**

NOTE: If you are conducting work on this site, you must be fully inducted. All non-inducted personnel must be fully escorted for the entire duration of their stay. The designated escort person is 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. 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





# 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 at the Gatehouse.
- 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

Any work that requires a permit must be notified to Port Nelson prior to work commencing via email to [permits@portnelson.co.nz](mailto:permits@portnelson.co.nz).

Issuing and monitoring of permits for any vessel at Lay Up Berth is the responsibility of the vessel owner.

The individual 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 Maritime New Zealand and Port Nelson permit office 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 and Safety at Work (Asbestos) Regulations 2016

## ***Did you know?***

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





# Critical Risks

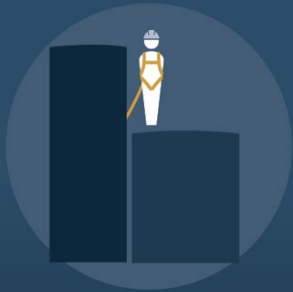
Critical risks define aspects of Port Nelson's operations that could have the potential to cause fatality. Controls have been implemented to safeguard **ALL** workers accessing the Port.

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



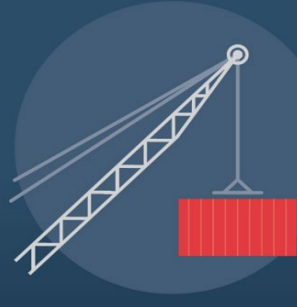
## Traffic

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 object or pedestrians.*

- This recognizes 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

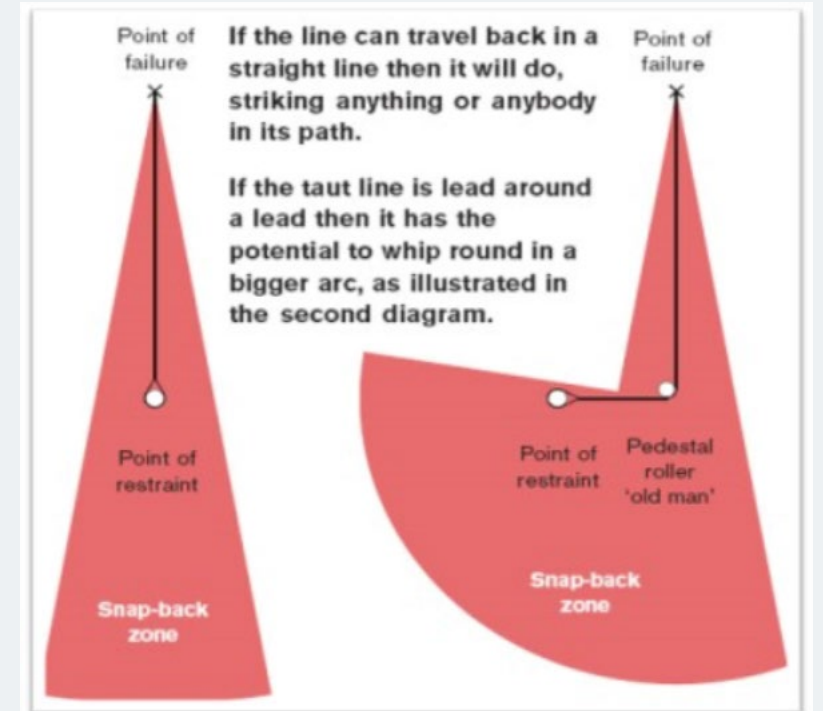
*Uncontrolled release of an object or energy*

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, 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 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.
- 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

*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 cables 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 Gatehouse
- All events must have an event form completed (near miss, damage, accident, incident, injury, environmental) within 24 business hours. The Gatehouse 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](mailto:SafetySupport@portnelson.co.nz)

**PORT NELSON**

**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: Signature:

Feedback provided: Person involved has received feedback Yes No

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, pH#, area of 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 Maritime New Zealand 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:***

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 authorised by Maritime New Zealand, 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)

If you are working on the wharf, within one meter of the water edge you must wear a life jacket or personal flotation device.



# Smoking & Vaping

Smoking or vaping is not permitted.







# EMERGENCY MANAGEMENT



# Emergency Procedure

**FIRST RESPONSE: Ring 111**

**ADVISE:**

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

**NEXT:**

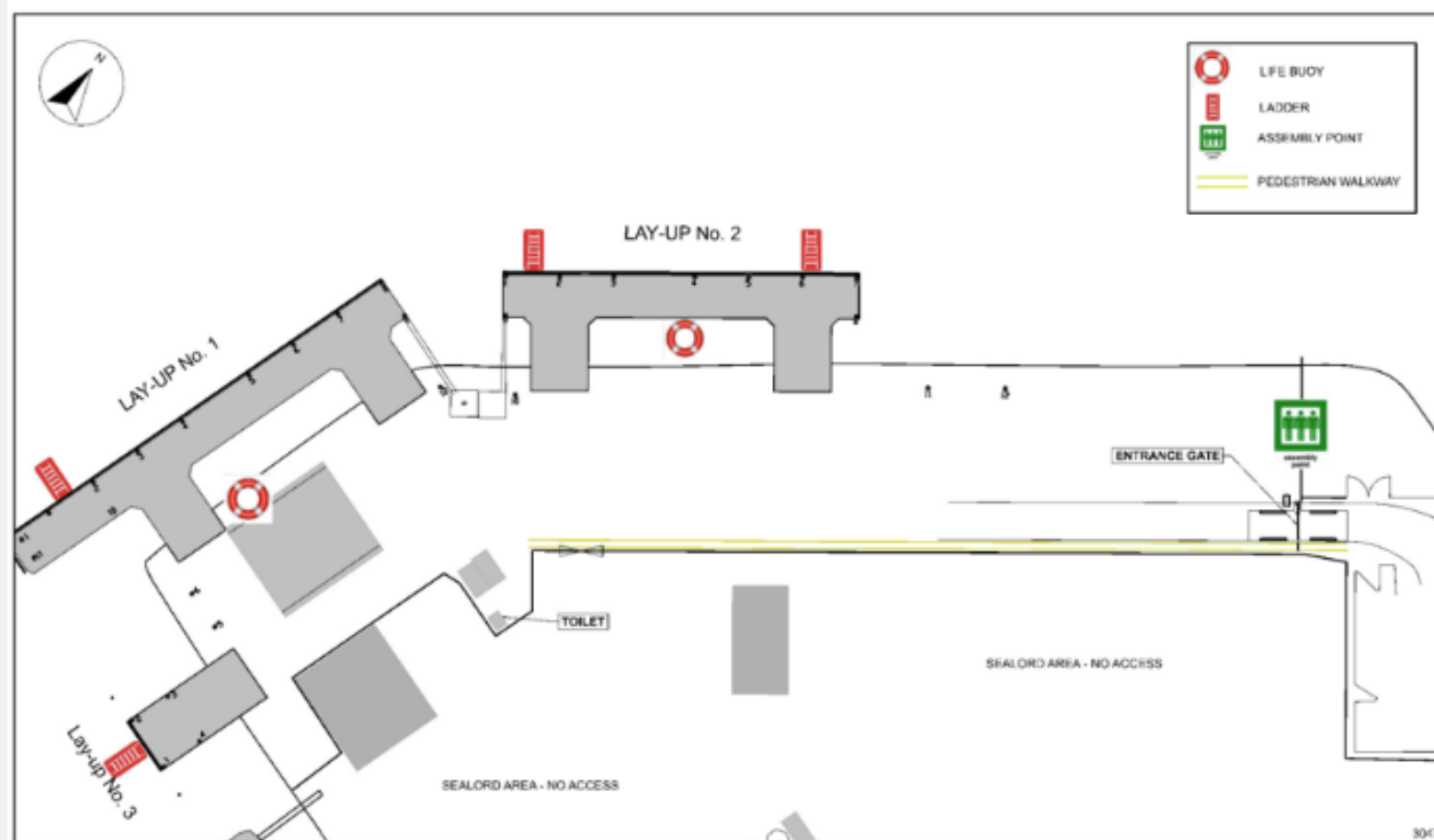
- Ring the GATEHOUSE, the Gatehouse will be the first point of contact for the emergency responders and will facilitate access to the scene. (03 5393841 – printed on your port pass).

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 Procedure

## Map of Emergency Equipment Locations at Lay Up Berth



# Evacuation Events

When an evacuation is required, immediately evacuate from any building or vessel using the nearest emergency exit. Remain calm and walk to the assembly point located at the main entrance gate.

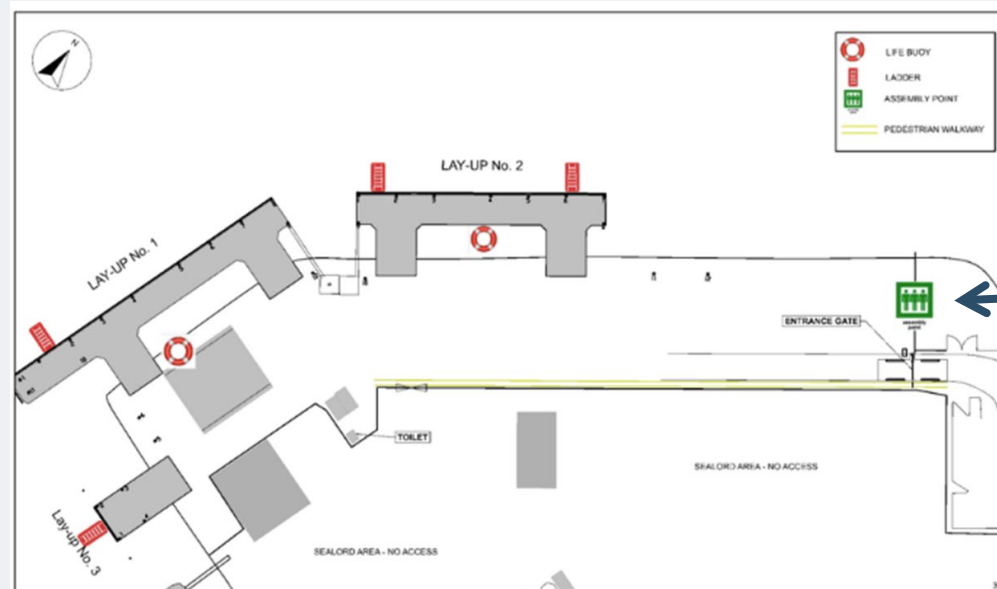
Help any injured or disabled persons to the assembly point and follow instructions given by Port Nelson or Emergency Services Staff.



# Assembly Point

The assembly point is located at the main entrance gate.

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.



# Environmental Legislation

Advise or assistance with any environmental matter is available from:

**Kim Lui**

Environmental Officer

+64 21 439 399

[Kim.Lui@portnelson.co.nz](mailto:Kim.Lui@portnelson.co.nz)

**Shannon Holroyd**

Environmental Manager

+64 21 244 2513

[Shannon.Holroyd@portnelson.co.nz](mailto:Shannon.Holroyd@portnelson.co.nz)





# Discharge of Storm Water and Wash Water

Port Nelson holds a 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

Site 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 to Port Nelson using the Event Reports, and if a spill reaches the Coastal Marine Area site, users must also phone the Gatehouse and **0800 NO POLLUTE** right away.





**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](http://www.portnelson.co.nz)

