



HS-PRO-241

Port Nelson Traffic Management Plan

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2.1 Purpose

The purpose of this Traffic Management Plan (TMP) is to minimise the interactions between heavy mobile plant and light vehicles and their interaction with people at Port Nelson Ltd (PNL) and to establish efficient controls to eliminate, isolate or minimise the risk of personal injury and damage due to those interactions. The objectives of the plan include:

- Ensuring the safety of all personnel working at PNL
- Establishing and implementing clear traffic management guidelines.
- Minimising traffic congestion.
- Providing a training resource for PNL workers, Port Users and Visitors.
- The TMP will be reviewed annually or as required following any significant change.
- Port Nelson recognises interactions between heavy mobile plant, light vehicles and pedestrians as a risk which, if not controlled effectively, could result in serious injury or fatality and thus is included in the Ports critical risk programme.

2.2 Responsibilities

2.2.1 PNL Traffic Management Working Group

- Must conduct a risk assessment on the hazards of traffic movement and implement control measures.
- Must develop a TMP for areas at Port Nelson where vehicles are used.
- Must communicate the TMP to employees, leaseholders, contractors, port users & visitors.
- Must provide support/guidance to all PNL people, Port Users and those who visit our sites.
- Must ensure that any hazards, unsafe acts or incidents involving traffic movements are reported and corrective actions are implemented as required.

2.2.2 Permit Planner/ Coordinator

- Will issue and coordinate pre-vessel briefings (which include a vessel-specific TMP) for the following vessel operations:
 - All non-container vessels operating on MW and BQ
 - All vessels operating on MQ
 - All non-log vessels operating on KQ
- Maintains oversight of activity, including Traffic management plans on the Layup Berths
- Coordinates and consults with Port Users requiring TMPs for work not covered by PNL Traffic Flow Maps (See Appendix)

2.2.3 Vehicle Operators

- Avoid, if possible, security escort available, security transfer.
- Must ensure they are familiar with the relevant sections of this TMP before entering any 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.

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- Must comply with Port Nelson Common User Protocols/Port User Safety Protocols and relevant PNL Inductions.

2.2.4 Pedestrians

- Avoid, if possible, security escort available, security transfer.
- Must ensure they are familiar with the relevant sections of this TMP before entering any site.
- Must always observe the requirements of this TMP.
- Must remain vigilant and stop/look for traffic around working areas, particularly shed doorways, crossing vehicle routes, blind corners, and congested areas.
- Depending on the task/activity required, access should be considered via walkways or vehicle use.
- 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.

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A traffic management plan (TMP) can assist with managing the risks of a busy port environment and communicating how these risks will be managed. The common-user operator (in this case, PNL) will develop TMPs in consultation with the relevant PCBUs working onsite. PCBUs that load or unload cargo should develop their own TMP specific for their work and traffic movements (rather than relying only on one TMP produced for the entire port). PCBUs should engage with workers when developing a TMP, whether a general TMP or a TMP specific to a vessel or a task. Inductions should provide workers with information, instruction and training on how to apply the TMP when they are working. A TMP should provide details about: -

- the desired flow of types of transport and pedestrian movements, including stop and give way rules. For example, setting up one-way traffic areas for times when visibility may be restricted, such as when operating empty container handlers or reach stackers
- how often and when types of transport and pedestrians are expected to interact
- traffic controls for each expected interaction, including:
 - illustrations of the layout of barriers, walkways, signs, and
 - general arrangements to warn and guide traffic around, past, or through a worksite or temporary hazard
 - exclusion zones. Signs, markings and delineations should be consistent with public road markings to reduce the risk of confusion for operators or drivers
 - driver safety zones for vehicles while waiting for cargo to loaded or unloaded
 - whether there are any shared roadways, main haul roads and potential high-risk areas where congestion is more likely
 - roles and responsibilities of workers managing traffic, including in an emergency

When traffic movements change, TMPs should be updated and these changes communicated to workers. Traffic Management Plans shall be developed in accordance with the requirements of the Approved code of practice for loading and unloading cargo at ports and on ships.

- PNL has a wide range of activities that are constantly 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 activities.
- 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 (In Appendix):
- Is your destination not shown on the flow map? Call the Gatehouse (Tel 03 539 3841) and chat with 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 to advise 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.

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3.1 Pre-Vessel Briefings

- Before 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 to the vessel operation. This may differ from the standard traffic plans 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.
- It is the responsibility of PCBU and PNL to consult and engage in the process of developing these TMPs.

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4.1 General PNL Site Traffic Rules

4.1.1 PNL Access Requirements

- Photo ID and a valid PNL Induction are required before bringing a vehicle onto PNL operational areas.
- The PNL Induction must be refreshed every 2 years.

4.1.2 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).
- Exclusions to the above include imported vehicles arriving at the port being stored on the yard or forklifts not requiring a WOF. Port Nelson must authorise this exclusion in writing.
- No person shall drive or operate any vehicle on the Port Nelson CT unless they have the appropriate training and/or driver's license.

4.1.3 PPE Requirements

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

4.1.4 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 limited to 20kph or 18kph, depending on type.
- Always drive to the conditions; slow down if unsure or in doubt.

4.1.5 Priority / Give Way Hierarchy

- All heavy mobile container handling machinery has 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 cannot 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 must be aware of this and always give way or stop.
 - Where possible, container handling equipment will avoid intersections with a risk of light vehicle or truck interaction.

4.1.6 General Rules

- All heavy container handling machines have a responsibility to keep others safe.
- Standard NZTA road rules apply to all vehicles except 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.

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- No person shall ride anywhere on vehicles other than in the seats provided unless Port Nelson has granted an approved written exemption.
- Vehicle operators, drivers, and passengers shall wear seat belts or restraints at all times unless Port Nelson has granted an approved written exemption.
- 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 before moving.
- No person shall get on or off a vehicle unless it is stationary with the parking brake applied.
- Non-container-handling vehicles must treat the yard as full at all times. They must follow roadways and may not cut across marked container grids (unless to avoid other traffic where no alternative is available).
- 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 before 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. If safe, pull over as far to the left as is safe and wait for the container handling equipment to pass or signal you to continue.
- Drivers must maintain a safe following distance behind a vehicle in front so 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. The minimum following distance will be at least 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.

4.1.7 Parking

- Light vehicles should only be parked in designated parking areas as identified in the appropriate TMP Flow Map.
- Leaseholders 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.

4.1.8 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 or 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.

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- 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.

4.2 Driver Safety / Three Strikes Consequence

As part of Port Nelson's 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 is 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

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			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:

- A review can be requested by an individual after 12 months from the most recent breach to assess whether breaches can be removed from a person's record. The Traffic Management Working Group will complete this review and submit to the PNL General Manager - Operations for a decision.

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Section 5 Monitoring and Review

This document shall be reviewed within two years of the date of issue. Changes in legislation or policy may necessitate earlier review and subsequent amendment or reissue.

Compliance with these procedures will be audited, and corrective actions will be developed in conjunction with the Port Nelson Limited Internal Audit Framework.

The PNL Traffic Management Working Group will review incidents and concerns related to Health and Safety.

5.1 RELATED DOCUMENTS

5.2 Legislative Considerations

5.3 Definitions

List of definitions here:

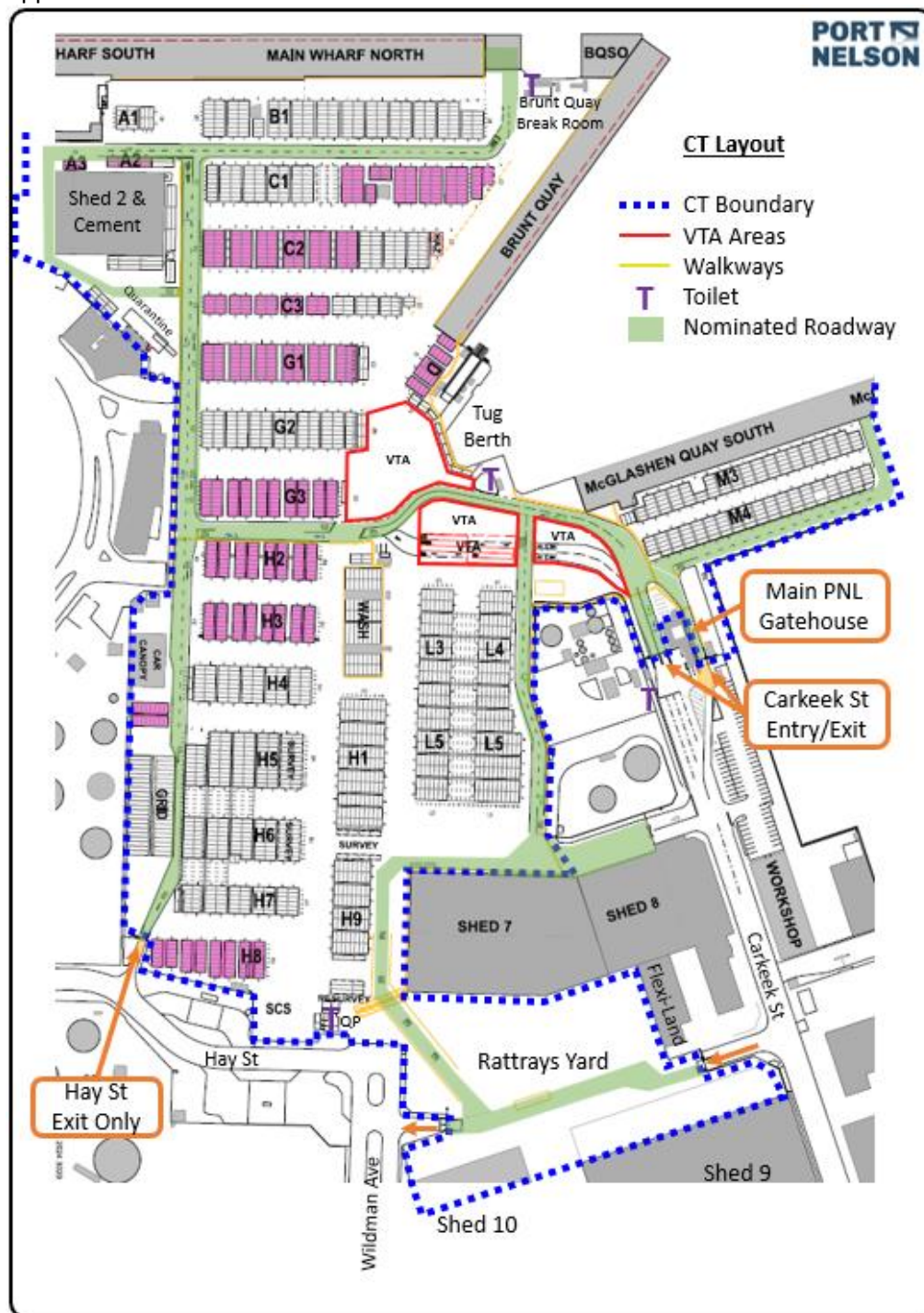
Word - Definition

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5.3.1 APPENDIX

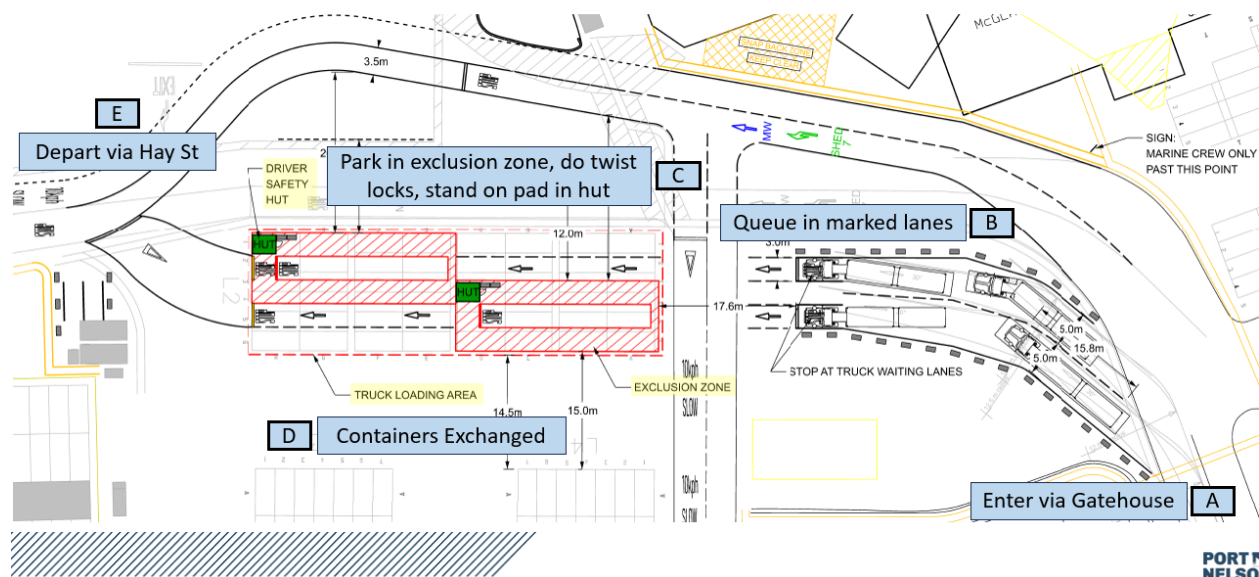
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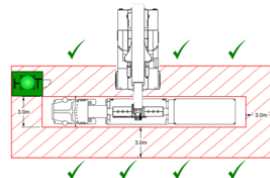
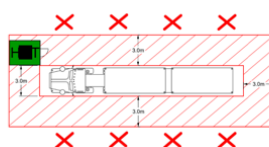
Truck Driver Induction for Loading and Unloading Containers at the Port Nelson Container Yard



Critical Controls

- No Pedestrians outside of designated pedestrian zones – 3m exclusion zone around Truck Loading/Unloading Area
- Trucks to be parked only in designated Loading/Unloading Zones and Truck Waiting Lanes
- 20kph maximum speed limit
- No vehicle movements within Exclusion zones while a pedestrian is in the area. The Truck Driver must be in the Driver Safety Hut before loading/unloading commences
- Truck Drivers are to remain in the Driver Safety Huts throughout the Loading / Unloading process.
- Drivers must not be in their Truck Cab while Loading / Unloading occurs.
- Appropriately trained – Truck Driver induction completed

Driver Safety Zone

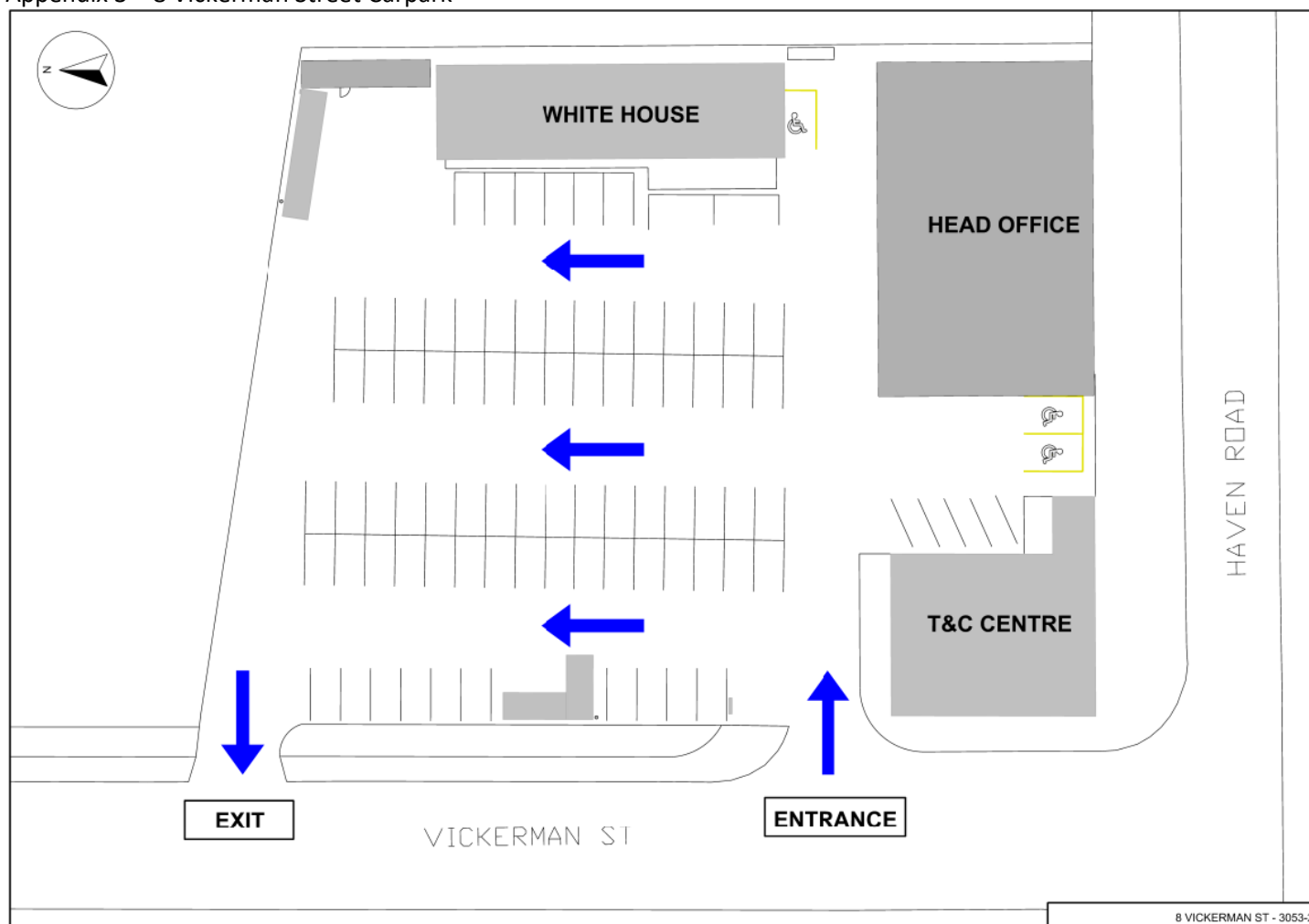


Detailed Process:

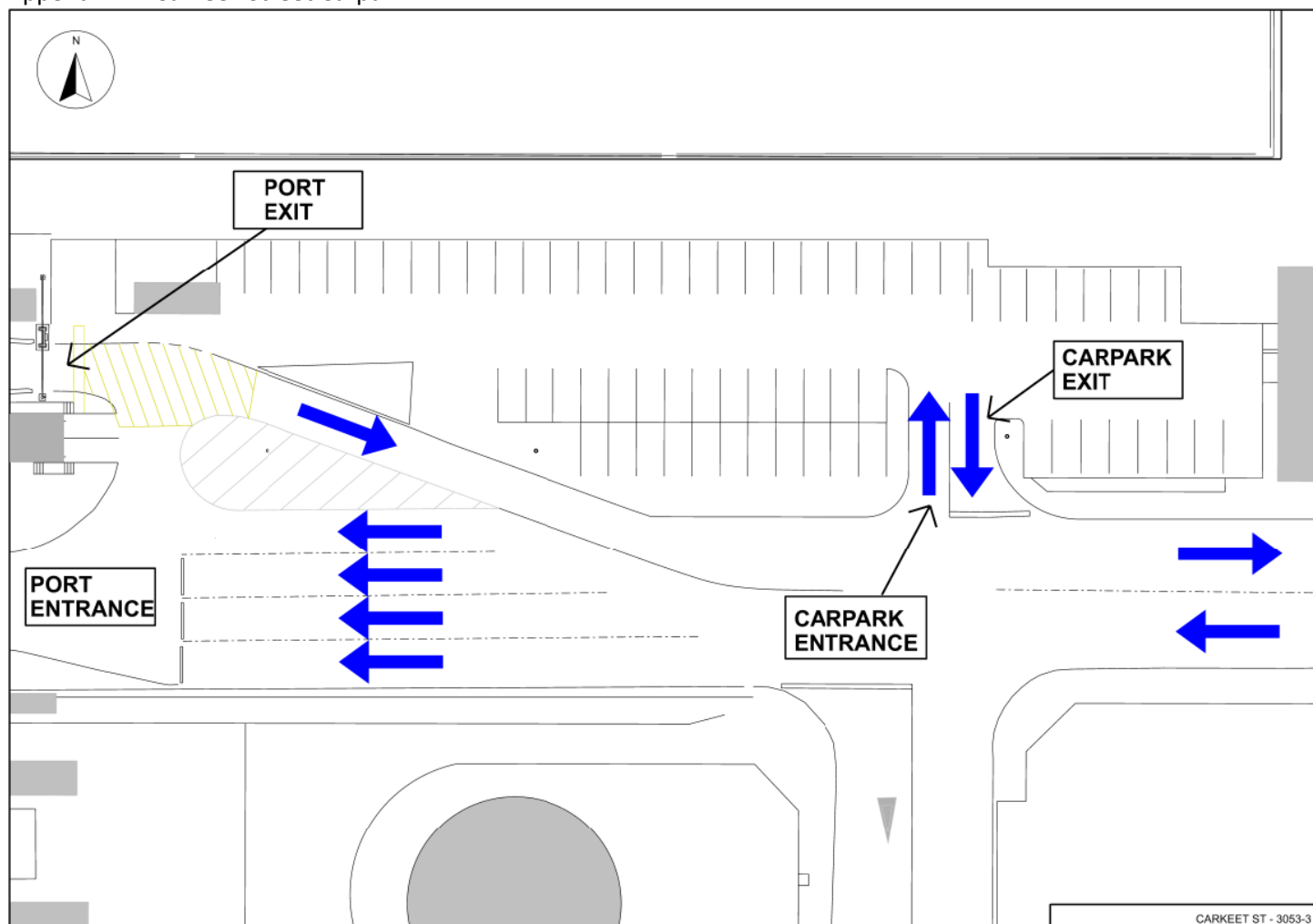
- A: All container trucks enter through the Gatehouse entry gate.
- B: Queue in the new marked queuing area on the left. **Drivers must stay in their cab while waiting in this area.**
- C: When an exchange slot is free, pull forward into the truck exclusion zone, then undo your twist locks.
When ready walk into the correct Driver Safety Zone (Hut) for your bay and position yourself on the pressure pad.
- D: The container handler will then discharge/load your truck – **Note this will only occur when you are on the pressure pad.**
If your twist locks need to be adjusted between the discharge and load, you must wait until the container handler clears the exclusion zone. They then move off the pressure pad, change the twist locks and then back to the pressure pad.
- E: When your exchange is completed and the forklift has moved away, do up your twist locks and then exit via **HAY ST only.**

(See over page)

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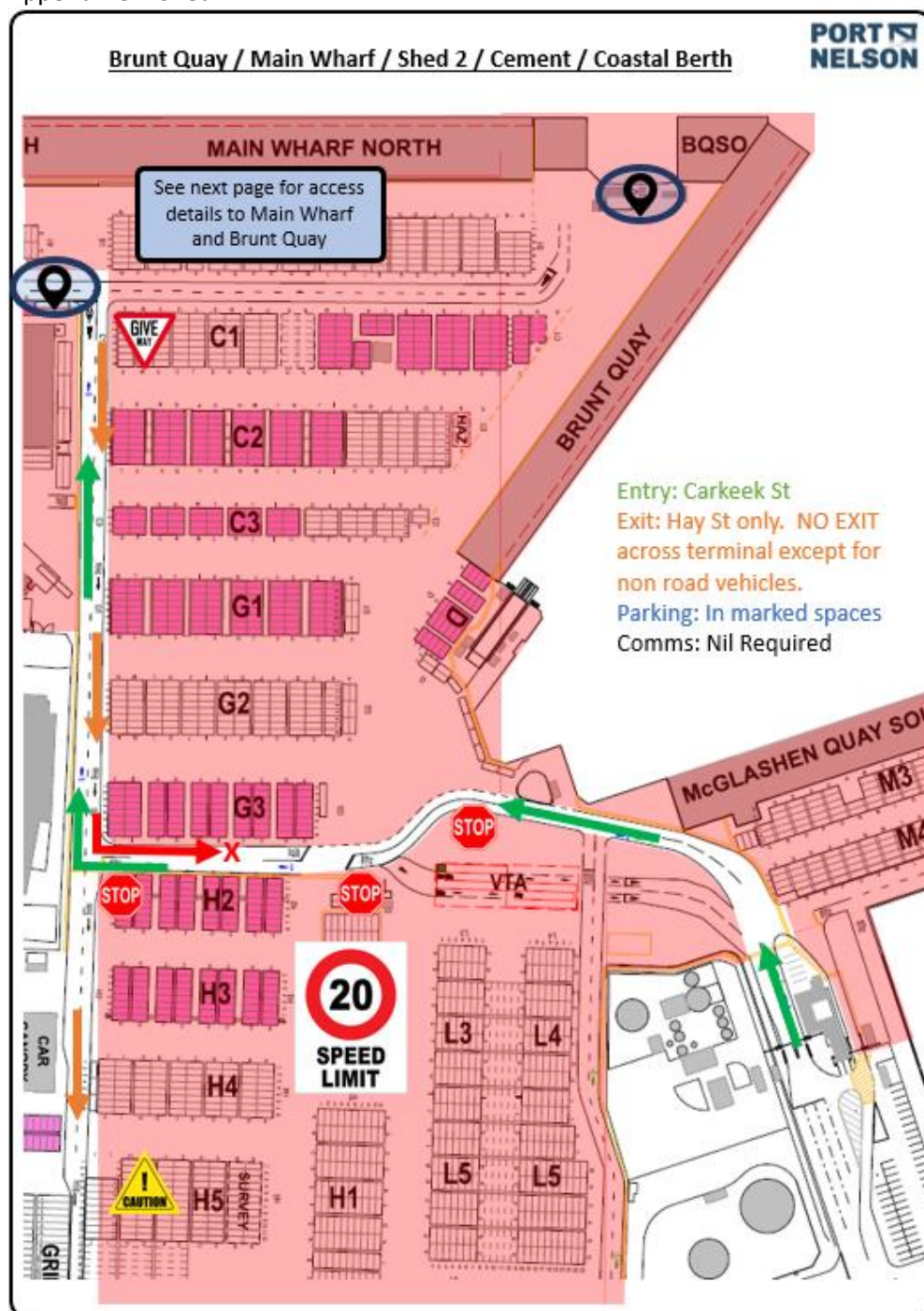


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Access to Brunt Quay / Main Wharf Break Room



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.

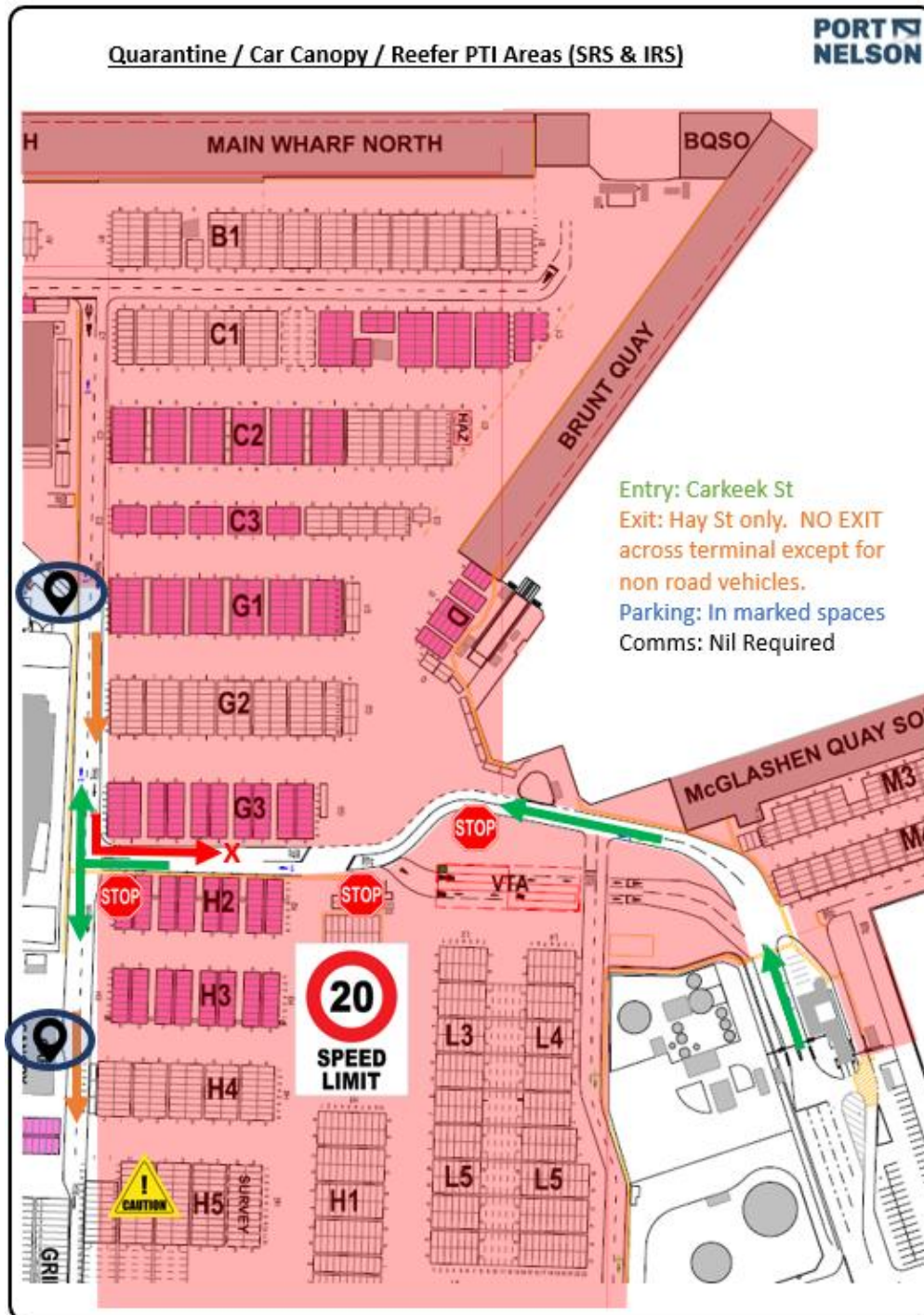
At times container handling equipment may need to go down the wrong side of the road.

Constantly be alert to the movement of machinery and other vehicles around you.

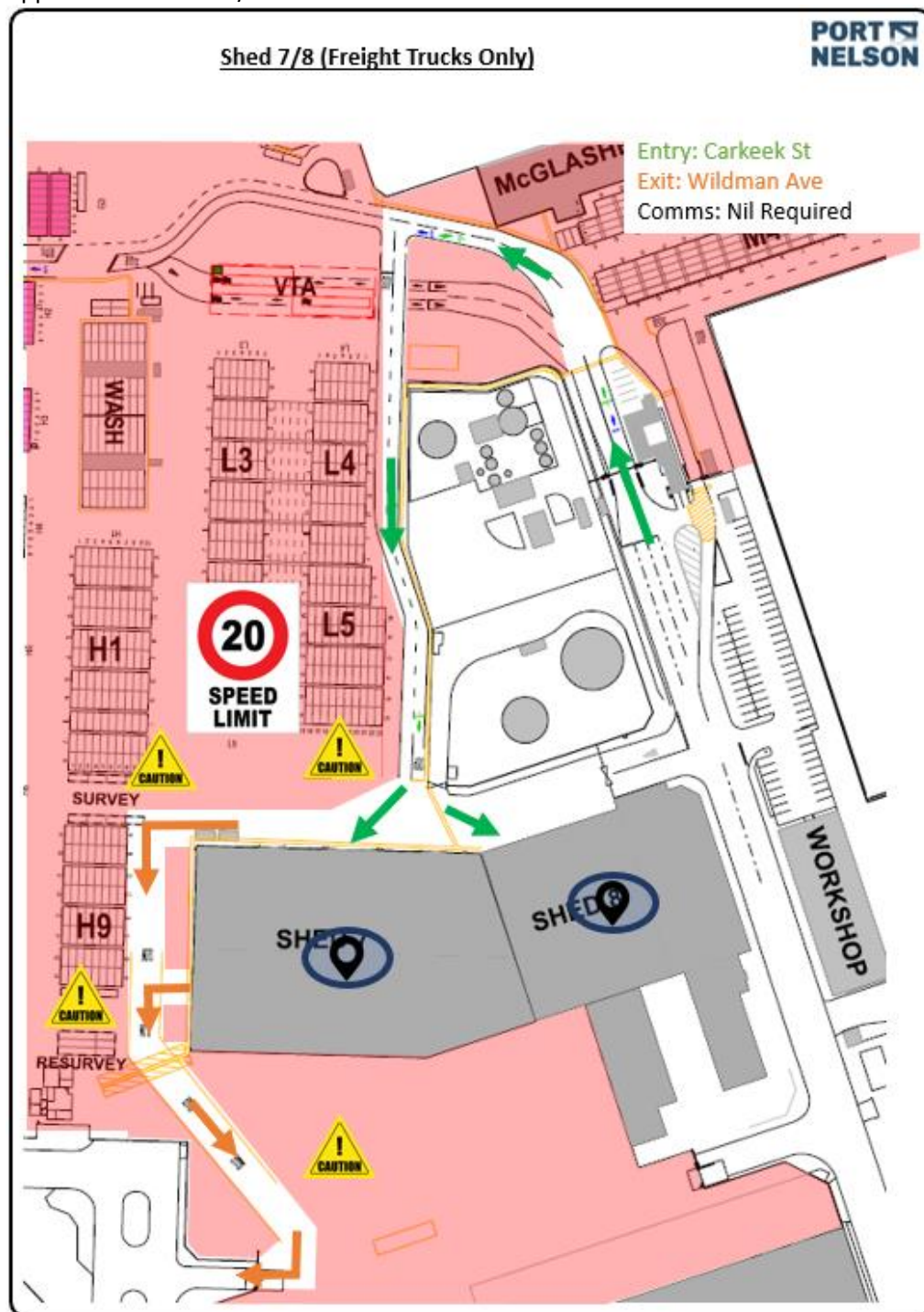
Obey all traffic signs, Stop and Give Way, U-turns should be avoided wherever possible.

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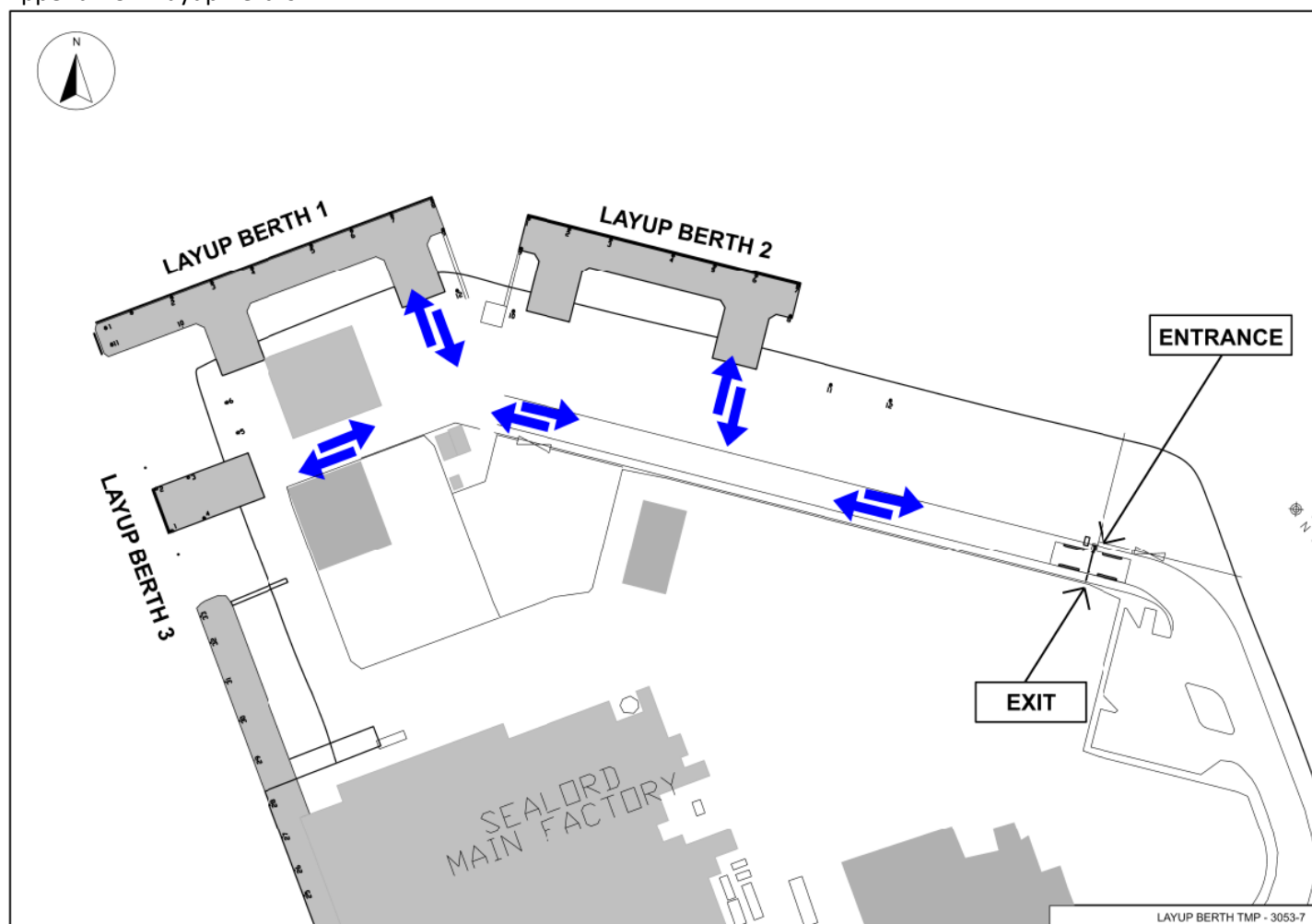
Appendix 7 – Car Canopy/Quarantine



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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

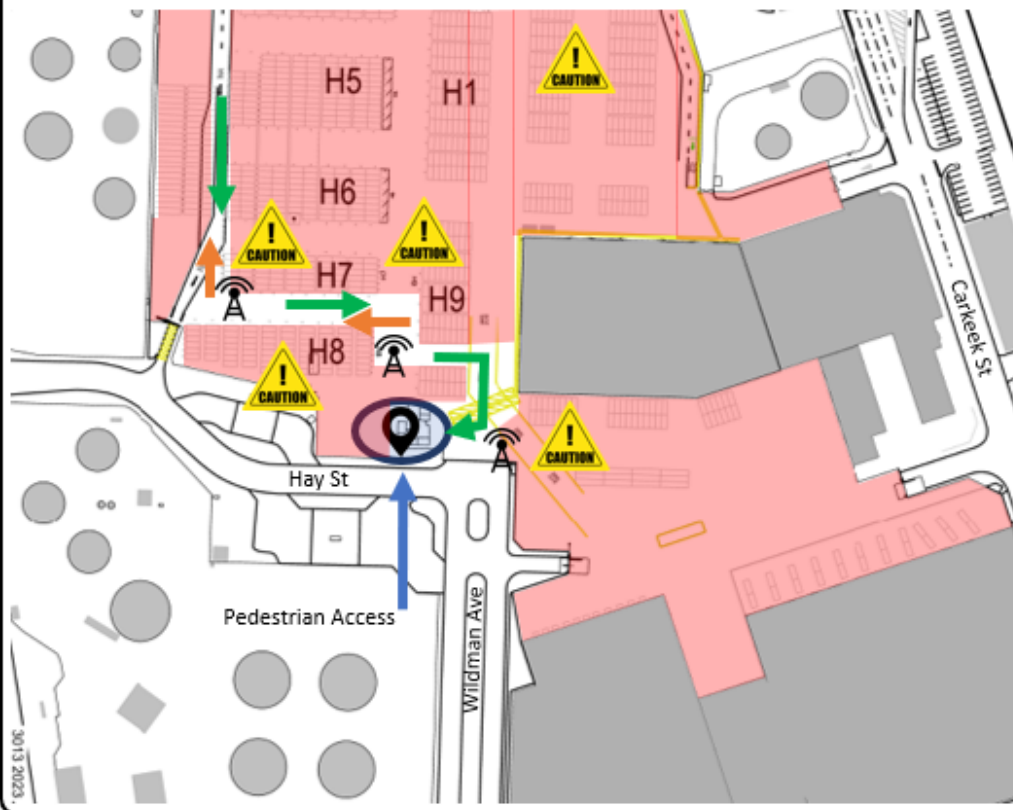
Comms: Radio call when departing Hay St exit Road, also when returning.
Exercise caution always in case your call has been missed.

Vehicles not on the CT:

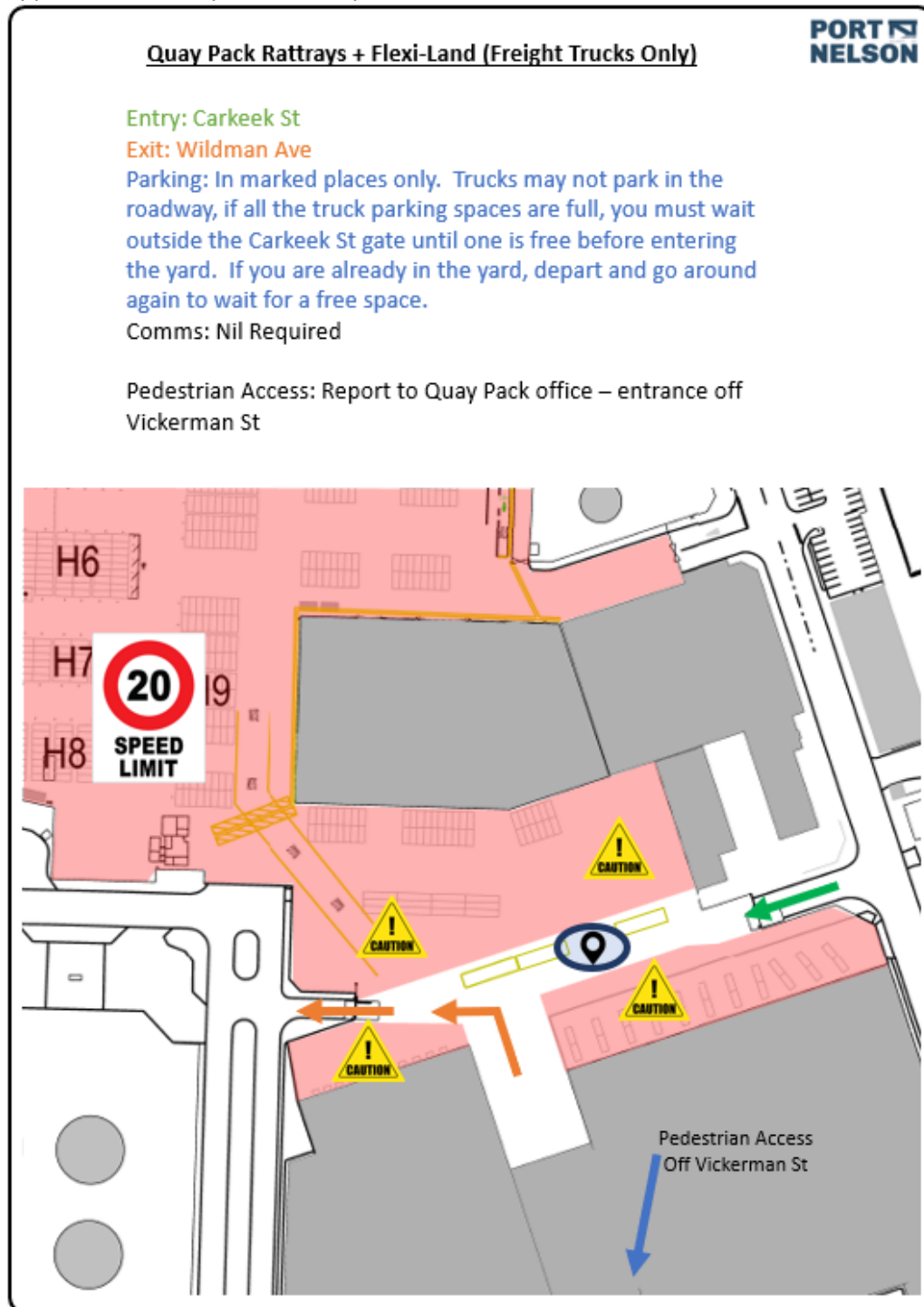
No access allowed. Park on Hay St and enter via the Hay St pedestrian gate

Pedestrians:

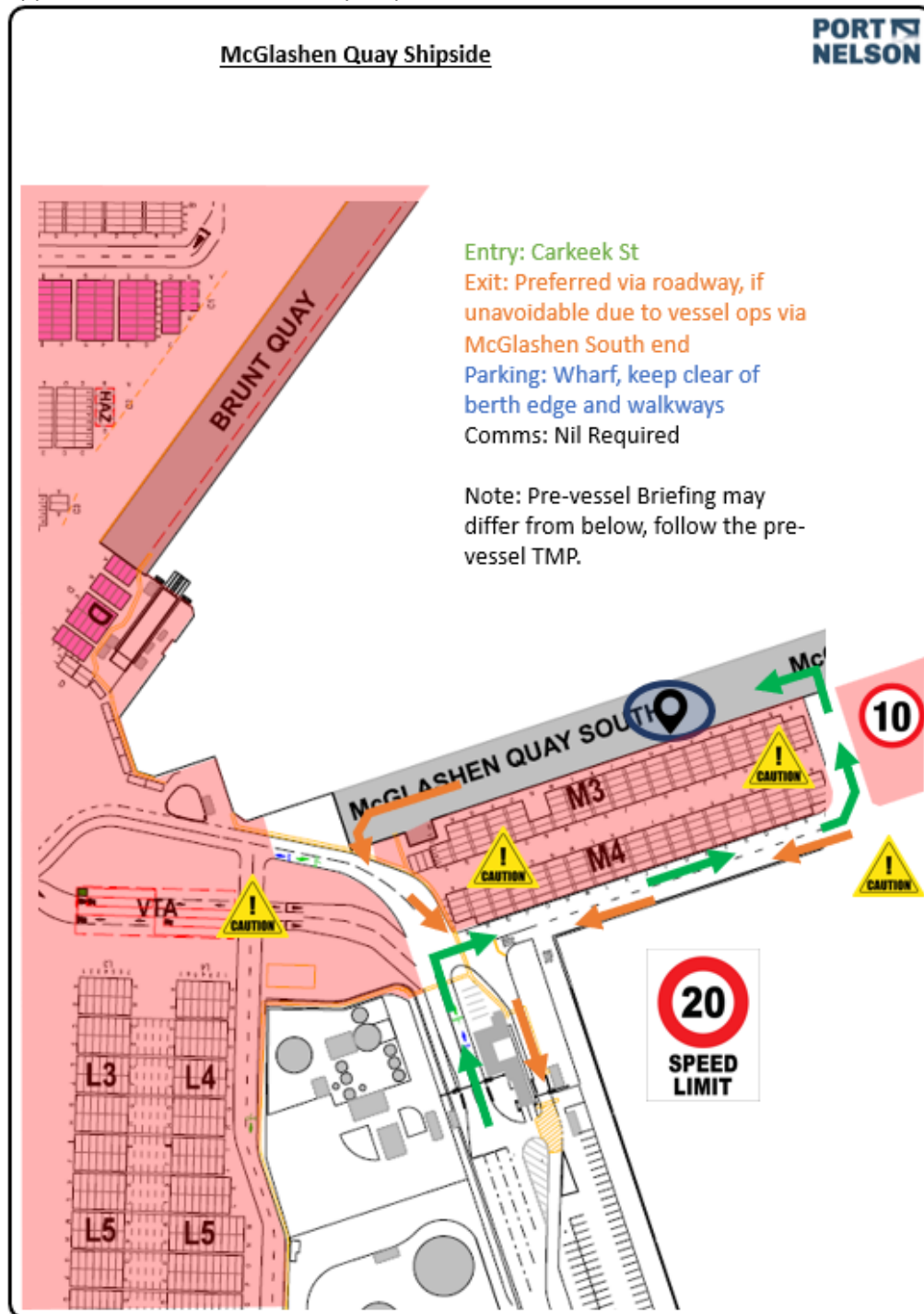
Enter via the Hay St pedestrian gate



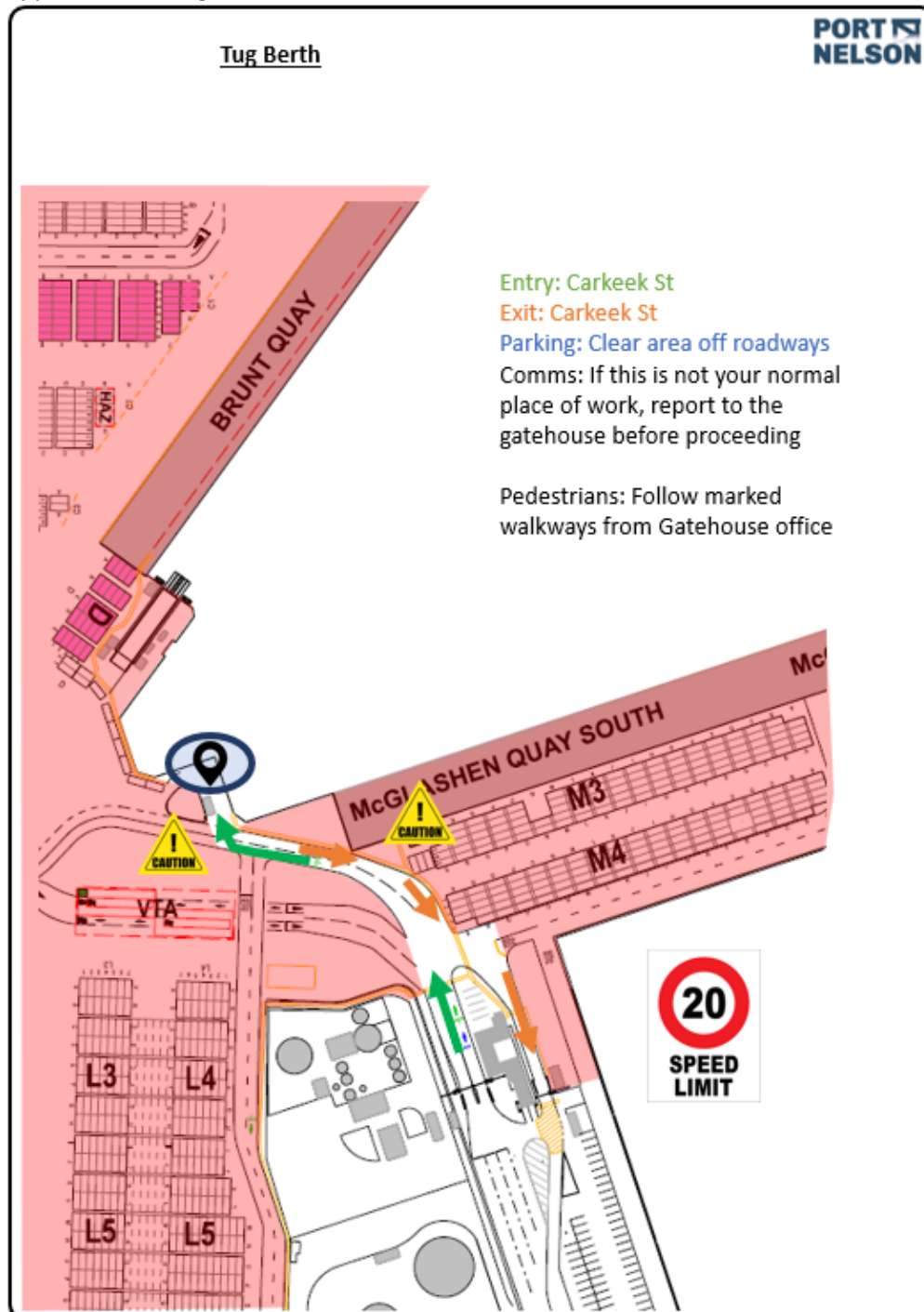
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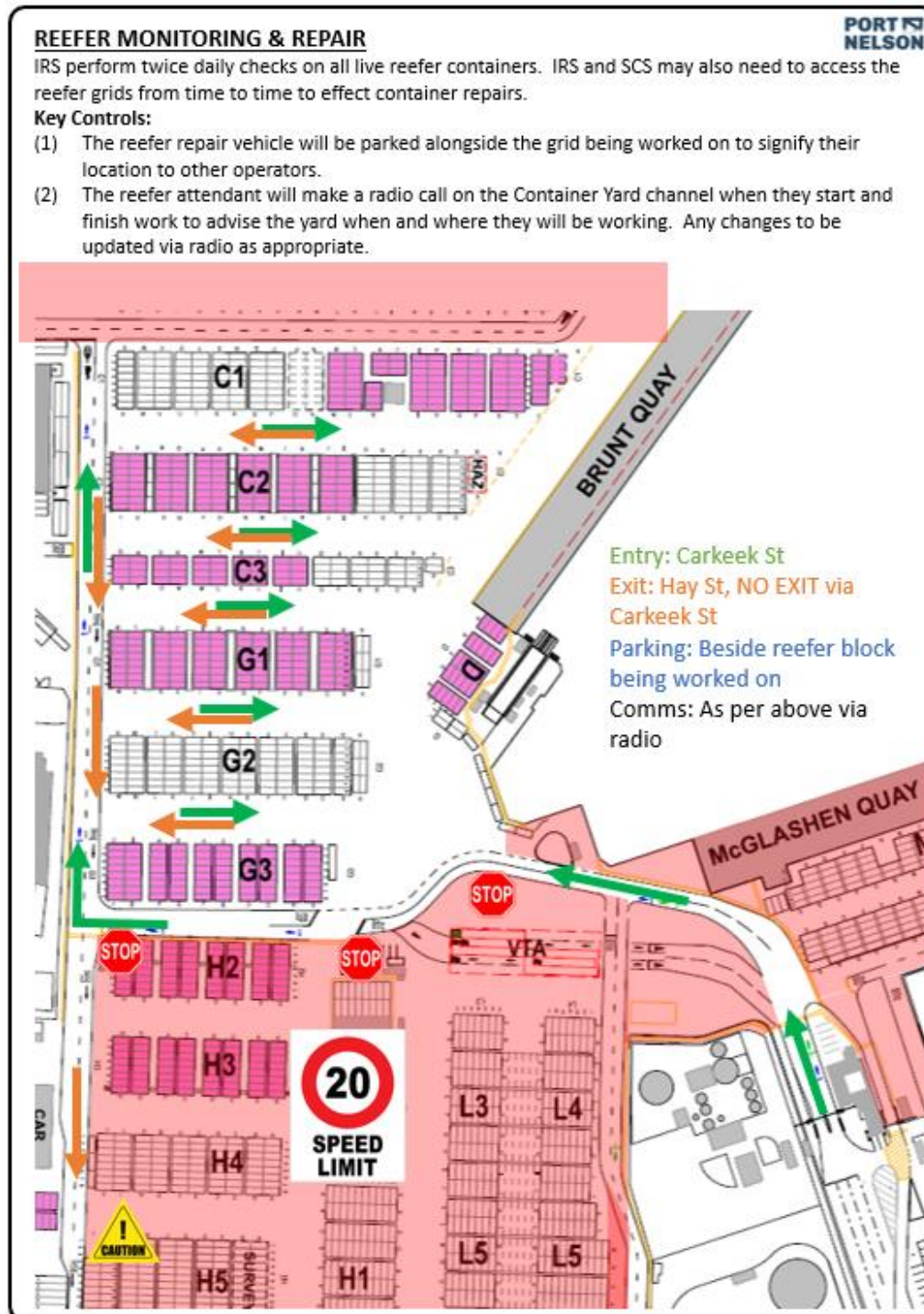
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