



**Port of Tauranga**

Connecting New Zealand and the World

# Port Users' Forum – Health, Safety & Environment

Common User Protocols – Mount Maunganui  
Wharf Operations

12 June 2024

## Contents

No table of contents entries found.

### The Scope

**The following represents an agreement between port user PCBU's and Port of Tauranga**

It is the responsibility of each port user company (PCBU) to communicate these rules to their respective workers and undertake ongoing monitoring of their performance to ensure their compliance with these agreed Common User Protocols (CUP's).

These CUP's, set agreed minimum operational requirements for port user PCBU's undertaking activities on the Mount Maunganui port area. This area encompasses all activities and operations being undertaken on Berths #1 – #11 and all areas contained inside the Port's security boundary.

The CUP's is a document jointly developed by the Port of Tauranga (POTL) and port user PCBU's to ensure that a common approach to risk management is applied within the Port boundary.

It is acknowledged that the Port is a single site multi-PCBU operational area and therefore it is essential that all parties working in this area consult, co-operate, and co-ordinate activities with all other port user PCBUs involved to mitigate risk as far as is reasonably practicable.

These CUP's acknowledge the fact that risk is best managed by the PCBU's that have the greatest degree of influence and control over the risk.

When assessing the most effective means of managing operational risk within the Port, the Port of Tauranga and all involved port user PCBU's must consider who is capable of influencing and/or controlling which specific aspects of the operation based on the following WorkSafe NZ (WSNZ) guidelines:

- **Control over work activity:** A PCBU in control of the work activity may be in the best position to control the health and safety risks.
- **Control of the workplace:** A PCBU who has control over the workplace, including plant and structures in the workplace, has some influence and control over health and safety matters relating to work carried out by another business.
- **Control over workers:** A PCBU has more influence and control over its own workers and contractors than those of another business.



**Port of Tauranga**

Connecting New Zealand and the World

A port user PCBU with a greater degree of influence and control (and the greatest share of the responsibilities) will usually be in the best position to manage the associated risks.

In reality many operational risks within the Port involve overlapping duties involving several different port user PCBU's as well as the Port of Tauranga. It is important that all of these parties work together to identify which specific elements of risk they influence and control, and manage these accordingly in a joint approach to achieve the most effective solution.

While all best endeavours have been taken to ensure these CUP's cover as many operational scenarios as possible, there may be situations that require additional procedures above and beyond those detailed in these CUP's.

**Protocol development group includes, but not limited to;**

Port of Tauranga

C3

ISO

ISL

SSA NZ Tauranga

Genera

SGS

Mobil

KiwiRail

**Entry Requirements**

**Port of Tauranga Online Induction (Mandatory)**

Any person wishing to enter the Mount Maunganui wharf area must first undertake and pass the online Port of Tauranga Port Entry Induction. Proof of this must be able to be provided, upon request. NO induction – NO entry to the Port.

Any person, who needs to enter or work within defined operational sites within the Port, will receive a full site induction specific to that site by the port user PCBU operating and in control of that area.

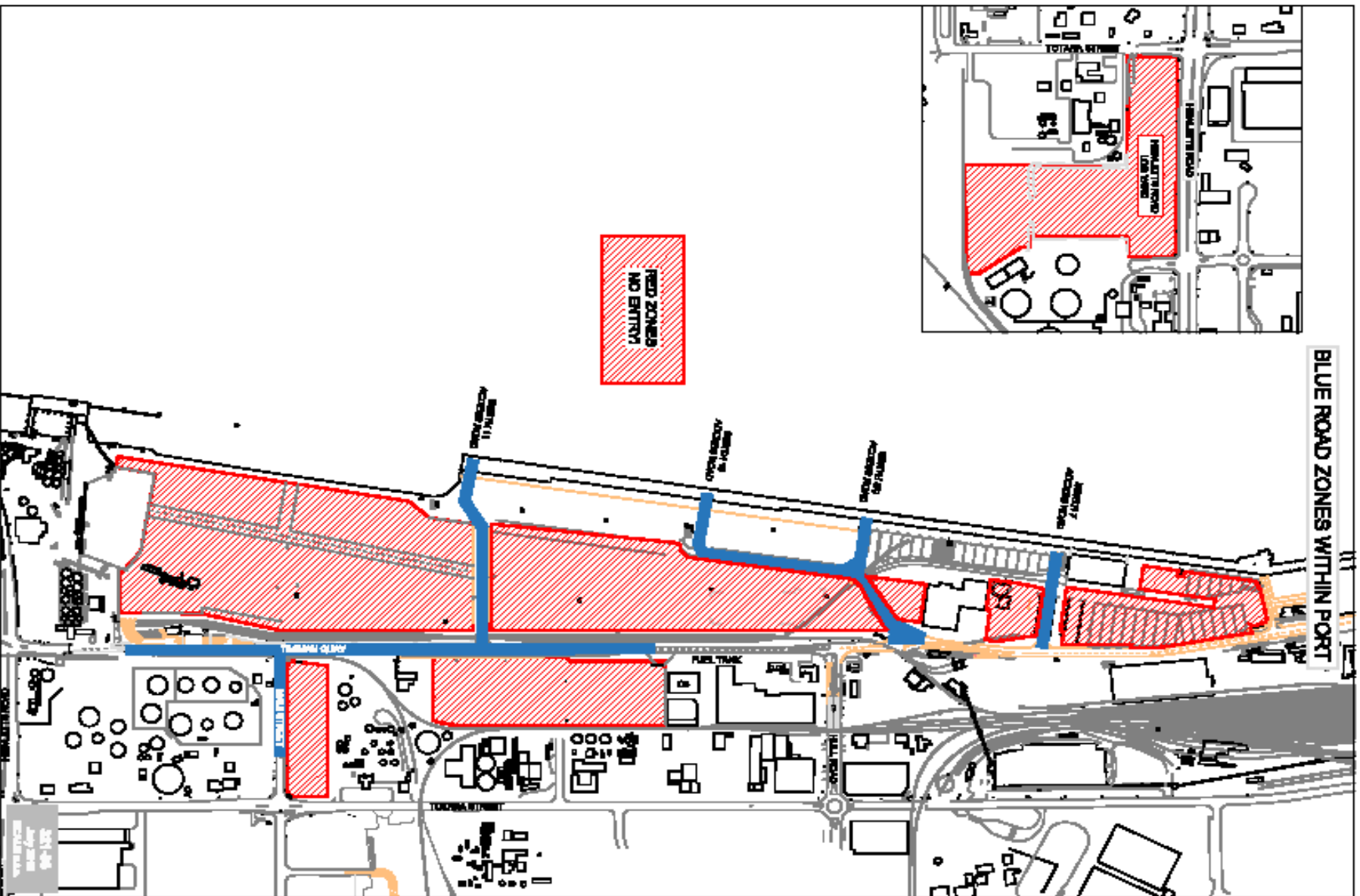
**Entry to the Blue Zone (Additional)**

Entry to the designated Blue Zone roads requires an additional induction. Applications for a Blue Road Induction can be made to the Port of Tauranga, Manager Operations Services & Security.

**Entry to the Red Zone (Additional)**

Entry to designated Red Zone roads requires a further induction, specific to the Red Zone being entered. These inductions will be undertaken by the PCBU in control of the specific Red Zone.

Failure to achieve the additional levels of induction will mean removal from the Port and possible cancellation of ALL access rights to the Port.



## Critical Rules

1. All parties must abide by the Port of Tauranga Health and Safety policies and procedures when operating on Port land or land under the direct control of the Port.
2. All parties must abide by the operational and safety protocols set out in this document.
3. Report all Notifiable Events to Port of Tauranga Customer Service Centre (CSC) immediately (07) 572 8888.
4. Report unauthorised personnel or people who do not appear to know the area. A Traffic Management Plan (TMP) and Operational Risk Management Plan (ORMP) must be completed for the operation **prior** to commencement of the operation.
5. Both the TMP and ORMP must be communicated to any adjacent operation which may be affected by the operation.
6. All pedestrians are to **give way** to moving machinery
7. No unauthorised entry into any operational area, without the consent of the PCBU in control of that area.
8. If any significant operational change occurs during planned operations, all parties involved must immediately review the agreed TMP and ORMP and modify if required, as appropriate. Any modifications to the plans must be communicated to all affected parties.



## Overview

### Scope

Cargo being loaded or discharged from ship side or loaded and unloaded and stored within port environs such as outside storage areas, sheds and berths. This includes transfer of cargo to and from berth/shed/storage areas.

### Pre-planning

The most effective method for the prevention of harm occurs in the pre-planning stage. This means that, wherever possible, the loading or working plan must give consideration to the interaction between different stevedores and marshallers in the areas in question as well as any other operators such as agents, providores and bunkering services.

These third parties may be working adjacent to or transit through the operational work area and therefore must be taken into consideration when pre-planning.

In addition, safety issues must be discussed at the pre-work brief and wherever possible, these pre-work briefs must include representatives from all the PCBU's most likely to be on or adjacent to the operational area.

Prior to commencing work in a common user area, machine operators are to ascertain whether another operator is working in that area.

**A record of these communications and pre-planning of all operations must be kept and available for audit and inspection.**

### Responsibilities

Preplanning is the responsibility of the PCBU in control of the area concerned. Where there are multiple PCBU's working within the same operational area, the PCBU with the greatest influence and control over the operation will take the lead role in the plan development and co-ordination. The lead PCBU must be determined as part of the planning phase.

Those principals who influence and control such things as gang sizes and the machines to be worked in a particular operation should consider, amongst other things, such decisions from a safety perspective.

### Communication

Communication of preplanning findings and changes during the shift to staff are the responsibility of the PCBU in control of the operation or have the lead role.



**Port of Tauranga**

Connecting New Zealand and the World

## Section 1 – Pre-planning

### Key Considerations

Several considerations should be made prior to work commencing in common user areas. A pre operational check will ensure **EVERY** company covers off the following points on **EVERY** occasion.

**The end result will be the creation of a comprehensive operational risk management plan covering the operation being undertaken.**

#### Consideration 1

If no others are working in the common area

If other parties enter the common user area already being worked, they must contact the party already established in the area **prior** to entry and follow steps in consideration 2 of this document.

Appropriate notification may include or be limited to phoning or electronic communication with others who commonly use the same area.

#### Consideration 2

If others are working in the common area (co working)

Ground Staff and machine operators will introduce themselves to others in the immediate area to establish each other's requirements and from then on be responsible for interacting on all matters during that shift.

The machine operators and/or ground staff will determine the extent of activity in the common user area.

Wherever practicable, consideration should be given to align shift changes and meal breaks between stevedores and marshallers to minimise the amount of personnel moving on and off the berth apron at different times.

For any other stoppages (e.g. vessel draught surveys), vessel start times should be agreed to between stevedoring foremen so as to minimise personnel moving on and off the berth apron.

When entering and exiting shed doorways, machine operators and ground staff will firstly establish the method of exit and entry with other parties working in that area.

#### Consideration 3

##### Risk Management

An ORMP and TMP must be developed for the operation being undertaken. These plans must be communicated to all affected parties PRIOR to commencement of operations. Any changes to the plan during the operation should result in a stoppage and a further assessment of the potential impacts of those changes.



**Port of Tauranga**

Connecting New Zealand and the World

#### **Consideration 4**

##### Tally Huts and Portacoms

Where available, portacoms must be positioned off the berth in the designated areas to keep the wharf apron clear of obstructions.

On the berths where an off-berth area is not available, portacoms must be positioned as close as practical to the gangway of the vessel. Operational machinery and associated gear must be kept clear of the yellow berth line.

Where two portacoms are required, these should (where possible) share the same power source.

Placement of tally huts and “no go areas” for all mobile machinery must be determined according to the cargo being handled and where possible **AFTER** the ship has moored.

Changes during loading must be communicated to all concerned.

All stevedore gear must be removed from the berths upon completion of cargo operations.

#### **Consideration 5**

##### Access and Traffic control

In the pre-planning phase, consideration should be given to:

- Access to the ship by crew and authorised people (agents / providores / regulators).
- Access by the machines
- Access by personnel involved in the operation, including the procedures for placing and removing stevedores from the ship.
- Any specific access signage required for the operation.
- Chaining / unchaining and areas for actioning twist locks.
- Bunkering operations

Each company should have an established policy for the transporting of personnel to and from berths. Company Managers and Foremen may access the berth in their private vehicles as long as all POTL Blue Road Induction requirements are met with regard to headlights and roof lights. This policy must include the requirements of who can drive the personnel mover and what safety guidelines are required for the driver to adhere to.

#### **Consideration 6**

##### Machinery numbers

Every attempt must be made to minimise the number of plant and machinery on a berth at any one time.





Co-operation and communication is required between parties when there is an increase in crew and or machines.

### **Consideration 7**

#### Linesman operations

At all times, the berth apron area from the cargo line to berth edge, must be clear of all equipment, cargo and vehicles to enable linesmen to safely undertake their duties.

No vehicles/personnel are to access the linesmen immediate working area whilst they undertake their duties.

### **Consideration 8**

#### Communication

Good communication is a vital part of ensuring safety at these worksites. Recommended communication could include two-way radio traffic between the stevedoring foreman and all mobile plant operators.

The key rule with communication is to ensure signals are clear and precise.

Communication also includes agreed signalling between machine operators and ground crew.

### **Consideration 9**

#### Machine Lockout

In every operation involving machinery and ground crew working in close proximity, a signalling procedure is to be agreed upon prior to operations commencing to ensure machines do not approach when ground crew are present. The procedure is to be clearly outlined and conveyed to each stevedore and marshaller.

This may include an established company procedure such as a flag system as a safety cut out device, or may be as simple as hand signals.

New methodology and systems should be discussed at the regular Port Users' Health & Safety Forum and distributed to members of the sub-committee.

### **Consideration 10**

#### Log Specific

Marshallers to have reinforced that logs rows are kept behind the yellow line.

If rejects have to be pulled shipside, then;

- Each marshaller must have a formalised procedure for the removal of rejects; and
- Each stevedore must train its personnel in the procedures established by the marshallers for the removal of rejects.



## Section 2 – Risk Management

### Risk Management

Hazard identification and risk management are to be completed at the start of each operation as indicated in the pre planning section.

The individual PCBU in charge of their operation is responsible for identifying and regularly reviewing hazards and their controls in the workplace.

Each company must have an operational risk management plan relevant to the operation being undertaken.

This operational risk management plan must be notified to all affected parties PRIOR to commencement of operations.

A critical risk involved in the delivery of cargo to the hook is the movement of personnel on the ground, therefore two key rules must be observed at all times:

**RULE 1:** Personnel must give way to mobile plant at all times

**RULE 2:** Personnel must never assume they have been seen

One risk that will require specific attention is the transition phase where one operator hands over a product/service to a second operator.

## Section 3 – Personal Protective Clothing and Equipment Generic Policy

As a minimum, ALL port users must abide by the PPE requirements as detailed in the Port of Tauranga Port Entry Induction.

## Section 4 – Drugs and Alcohol Policy

### Drug & Alcohol Free Site

Port of Tauranga controlled roads and operational areas are subject to a zero drug and alcohol limit. To make sure the work environment at the Port is safe and healthy, port users shall have in place and enforce a drug and alcohol policy that ensures none of its employees or contractors have illegal drugs or alcohol in their system when they use Port of Tauranga controlled roads or enter any Port of Tauranga controlled operational area. This includes all roads, sheds, storage areas and berths. No illegal drugs are permitted inside the port boundary.

**FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN ACCESS TO THE PORT BEING CANCELLED**

## Section 5 – Emergency Procedures

Marshallers and stevedores shall have emergency procedures for their own operations and shall be responsible for ensuring visitors and other workers to the work areas are aware of them.

These procedures must include

- Standard requirements of dealing with emergencies
- Manage the scene
- Port of Tauranga must also be advised via the Customer Service Centre on internal extension 888 or externally on (07) 572 8888.
- Provision for communicating between different operators on the same berth.
- Follow your companies Emergency Procedures

In keeping with good work practice, each company is to assist one another wherever possible in the unfortunate event of a workplace emergency.

## Section 6 – Specific Procedures

### Driving on Port

#### Three Strikes Policy

**Port of Tauranga operates a three strikes policy relating to vehicle safety breaches on the Port.**

1. Entering operational areas without headlights and flashing roof lights operating
2. Exceeding the speed limit
3. Texting while driving
4. Manually using a cell phone while driving.
5. Driving through unauthorized areas
6. Having unauthorized passengers in the vehicle
7. Tailgating through security gates
8. Dangerous driving
9. Or any other behaviour deemed serious enough to warrant this action

**Attainment of three strikes will result in cancellation of vehicle access rights to the Port.**

## Bunkering

All parties recognise how important it is that vessels have the opportunity to bunker while cargo operations are taking place. However, serious consideration **MUST** be provided in the pre-planning stage by Port of Tauranga Limited, agent, stevedores and bunkering contractor to ensure all reasonably practicable steps are taken to prevent harm and any hindrance to the safe operations of either bunkering or stevedoring of the vessel. The two critical considerations are **open communication** and **good cooperation**, between all parties. Other key considerations are:

1. The **agent** must notify the stevedore and bunkering contractor at the same time Port of Tauranga is notified when and where bunkering will take place. This includes providing updates to all parties as plans change
2. The **stevedore** is to provide adequate space for bunkering operations to take place safely
3. The **bunkering contractor** must take reasonably practicable steps to eliminate tripping hazards and if necessary warn personnel in the area of potential tripping hazards by placing highly visible signage. It is also essential that clear access is left to the gangway and that hoses/pipes do not prevent egress on and off the vessel in case of emergencies.
4. The **stevedore** is in charge of the worksite during cargo operations. However, if the bunkering is already underway prior to stevedoring operations commencing, and if others subsequently enter the common user area already being worked, the stevedore must make appropriate contact in accordance with the clause in Consideration 2.
5. The **bunkering contractor** must visually define their work area with physical barriers/cones. The bunkering contractor is in charge of their operational area and no one may enter it unless given permission to do so by the bunkering contractor. Each bunker point area will be hatched out in yellow to define the work area.
6. Where the vessel's bunker point is in close proximity to the ship's gangway, the **berth planner** in the CSC will endeavour to position the vessel on the wharf so that the bunkering operation is kept away from the gangway area. This is subject to operational requirements including (but not limited to): vessels berthing adjacent to the bunkering vessel, proximity of gangway to bunker position (length of bunker hose).
7. All active bunker points have been identified by painted yellow hatching 15m wide. At all times, this area must be kept clear to allow access to the bunker points.

## Section 7 - Fumigation

**All parties must abide by the Port of Tauranga Fumigation Procedures**

<http://www.port-tauranga.co.nz/health-safety/procedures-compliance/>

Once on the website, scroll down to open PDF - Fumigation Procedures.

## **Section 8 - Log Marshalling Area Specific Requirements**

### **Log Marshalling Area**

**The log marshalling area** is shown on the attached map, and defined as the area of land to the west of Tasman Quay Road, and South of Shed 5 including Berths #9, #10 and #11. These rules also apply to traffic on Tasman Quay Road when 200 metres east, west and south of the intersection between Tasman Quay and Hull Road.

The area east of Wharf Road between the weighbridge and south of Shed 10 (pulp yard), the area west of wharf road from the north side of Shed 5 to the south side of the Berth #5 access road (Berths #6 and #7)-

The wharf area of Berth #8 may be used as a pre-assembly area with approval from Port of Tauranga.

Hewletts Road log yard – located on the south east corner of Hewletts Road and Totara Street.

Horse paddock – located between Tasman Quay and Totara Street.

Waimarie Street – located to the south east of Totara Street

Any other areas designated as log marshalling areas by Port of Tauranga from time to time.

### **Log Marshalling Area Inductions**

#### **Entry to the Blue Zone (see map)**

Entry to the designated blue zone roads requires an additional induction, which can be applied for by contacting the Port of Tauranga, Manager Operations Services & Security.

#### **Entry to the Red Zone (see map)**

Entry to the designated Red zone roads requires a further induction, specific to the red zone being entered. These inductions will be undertaken by the PCBU in control of the specific red zone.

Failure to achieve the additional levels of induction will mean removal from the Port and possible cancellation of ALL access rights to the Port.

The map on the following page shows the areas allocated to log storage, identified by the red hatching.



**Port of Tauranga**

Connecting New Zealand and the World





## **Headlights / Driving Lights / Beacon Warning Lights**

When driving in the log marshalling area, all vehicles must turn on headlights/driving lights and (excluding trucks) must display Class 1 Amber flashing roof lights whether it be day or night and keep to the left where possible at all times;

## **Log Yard Speed Limits**

All vehicles driving through the log marshalling area are to proceed at a speed suitable to the activity of the working area, but are not to exceed a speed of 20kph at any time.

Vehicles driving along Tasman Quay should drive at a speed appropriate to the traffic conditions at the time, but in any event are not to exceed a speed of 40kph.

Unsafe or reckless driving will be reported to management of the relative contractor or service provider for appropriate disciplinary action to be taken.

## **Machinery Rules**

### Ships Berthing or Departing

When ships are berthing or departing from the Tanker Berth and as required Berth #11 Port of Tauranga linesmen's trucks are required to haul ships' lines along the rock wall.

Prior to the tying up or letting go of a ship, Port of Tauranga CSC or linemen will contact the appropriate log marshalling companies and advise that Port staff and vehicles will be working on the rock wall.

The log marshalling yardies will advise their machinery operators that entry is not permitted on to the rock wall until the berthing or departure is completed.

When Port operations are completed, Port of Tauranga CSC or linesmen will advise the log marshalling yardies that the area is now clear for normal activity.

### Heavy Machinery Access

Access to the log marshalling area by machinery, and / or loaded log trucks when carting to the stack or to Berths #9, #10 and #11 will wherever possible be via the Berth #11 access road.

Access to Berths #6, #7, #8 and at times Berth #9, will be off Tasman Quay on either the roadway to the south of Shed 5 or the south of Shed 4.

Exiting the log marshalling area when empty, trucks or log machinery may take the most direct route available to the intended destination provided this is not through the working area of another port user.

All loaded trucks and machinery operating in the log marshalling areas maintain a reasonable distance between vehicles and keep to the left wherever possible.

Drivers of all machinery must comply with their companies' standard operating procedures.



## Log Truck Behaviour

Truck drivers are to remain in their trucks unless instructed otherwise by the stacker driver prior to being loaded or unloaded by any machinery. If instructed to exit their trucks, they must remain in sight of the machine operator at all times. All drivers **MUST** wear an approved hi-visibility vest, safety boots and helmet, when out of their truck.

De-chaining of log trucks should not be conducted without a visual inspection to the side to which the chains are to be thrown. It is preferable that the chains are pulled off rather than thrown to avoid possible injury to unobserved log marshalling personnel or machinery.

All road trucks are to de-chain within the designated de-chain area adjacent to respective checkpoints or unloading areas, as directed by the checkpoint personnel.

All shuttle and log trucks using Maui Street, are to de-chain within the designated de-chain area, **between the barrier arm and the Tasman Quay intersection.**

All machinery operators are to ensure their machines do not unnecessarily obstruct the entrance to any of the car park areas, any emergency or other access way at any time.

The five metre detarp / chain lane must be kept clear of stored logs and be available for truck parking.

Logs parallel to the road edge must be five metres off the road and a block / bookend must be used at the road start of the block. All log rows must be in accordance with each companies good practice guidelines for row stacking

When loading and unloading at the Pulp Store block, Berth #5 or #6, trucks should be worked off the main road and in the storage area. If, for operational reasons it is necessary to unload from side of wharf road appropriate warning signage and safety cones must be in place.

Where there are no specific controls at intersections, the basic rules of the road apply. Shipping schedules to not preclude the need for safe practice.

## **Berth 6 Log Storage**

### **Berth 6 Highway Log Truck Traffic Plan**

All highway log trucks must follow the designated traffic flow as prescribed below.

**All trucks must use the unchaining bay closest to their unload point**

#### **Trucks unloading in the Berth 6 storage area (Plan A):**

- Enter at the north end and
- Unchain in the designated bay at right hand side of entry.
- Overflow trucks to queue in the pull off lane to the left hand side of Wharf Road.
- NO UNCHAINING IN THE PULL OFF LANE.

- **DO NOT GET OUT OF THE TRUCK IN THE UNLOAD AREA**

- To exit, proceed to the Berth 7 access road, and turn left (Plan B).

#### **Trucks unloading in the area north and south of Shed 5 (Plan C):**

- Enter at the southern end via the Berth 9 / 10 access road and run north.

- **Loads destined for this area must first be unchained in the bay alongside Shed 10**

- **DO NOT GET OUT OF THE TRUCK IN THE UNLOAD AREA**

- To exit, proceed to the Berth 7 access road, and turn right (Plan B).

#### **Split Loads**

- **Only unchain each packet closest to the unload point, DO NOT unchain entire load at the first unload area.**

Where practical, all logs are moved by trailers from Berths 5 / 6 and Pulp Storage areas using the roadway connecting Shed 4 and 5 to the southern log storage area. All log movements must take into consideration any vessel operations in Berths 7 / 8.

As per Consideration 3, develop and distribute an appropriate Traffic Management Plan (TMP) for the operation being undertaken.

Should the movement of logs through this area interrupt the safe operations of the vessels working on Berths 7 / 8, the transfer of logs is to cease until such a time as it is safe to resume.

#### **Fumigation**

Prior to tarping of logs, in addition to the email advice, the fumigator's leading person shall discuss their work plan with the duty yardie responsible for the storage area. Once agreed, tarping to commence. The marshalling checkpoints to advise highway trucks of the fumigation activity and control the trucks as per the agreed plan with the fumigator.

Prior to venting, the above procedure will also apply. The marshalling checkpoints to hold trucks back and / or direct to pull over in a safe zone on Wharf Road until the fumigator declares the fumigation zone safe.

Any fumigation in this area must not interfere with any vessel operations on Berths 7 or 8. In addition to existing communications, the fumigator must communicate directly with the stevedore working these vessels PRIOR to venting, to determine a time that will not interrupt their operations.

The joint operating procedure developed between C3 / ISO / Genera applies to this storage area.

**AT ALL TIMES FUMIGATION MUST COMPLY WITH THE PORT OF TAURANGA FUMIGATION PROTOCOLS.**

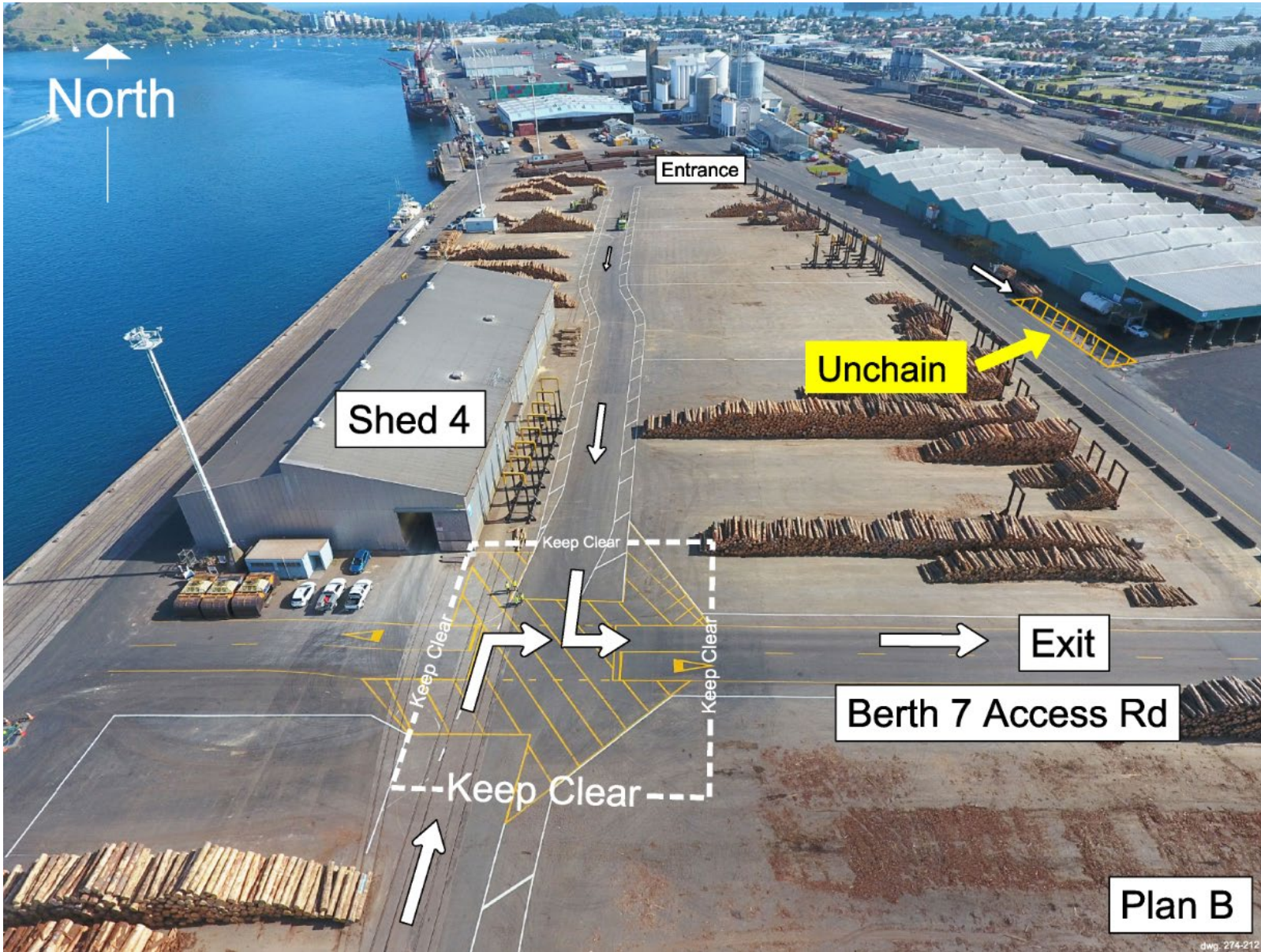


**Port of Tauranga**

Connecting New Zealand and the World











## **Alternate Marshalling Configurations**

Whilst innovation is encouraged, prior to the commissioning of any new equipment or configuration, a formal risk management plan must be presented to Port of Tauranga Limited for consideration and authorisation.

## **Loading Shuttles**

### **Load Configuration**

Logs must not exceed the height of the stanchions (ie line drawn between each stanchion opposing pair).

The truck driver has full responsibility for his load and must observe the whole loading procedure to ensure the load complies with all safety and statutory requirements.

### Departure Check

Driver is to check both sides of load before departing. This is to ensure:

- No logs are sticking out the side, each log end must be contained within bolsters longitudinally (i.e. nothing sticking outside of the bolsters).
- No logs are sitting on top of load in an unstable position.

Driver is responsible for directing loader operator to readjust load where necessary.

On highways trucks must comply with the Log Transport Safety Council Industry Standard.

### Reporting Load Non-Compliance

Where the loader driver does not comply with the truck driver, the incident must be reported to the appropriate supervisor.

## **Bulk Discharge Traffic Management Plans (TMP)**

A traffic management plan must be created and documented as part of the preplanning phase of any bulk vessel discharge operation. Development of the plan must include consultation with a Port of Tauranga representative. **ALL changes to TMP during operations must be re communicated to all affected parties.**

Where applicable, a TMP should be created for other operations where multiple operators are working the same vessel.

## **Passenger Vehicles**

Private / commercial passenger vehicles entering the log marshalling area (Berths #7-#11):

**This area is controlled by the Blue Zone and Red Zone induction process.**

All employees engaged in the working of vessels are to be bussed to the car parks. No private vehicles are permitted to pass through the log operational areas. Company Managers and Foremen may access the berth in their private vehicles as long as all POTL Blue Road Induction requirements are met with regard to headlights and roof lights.

Authorised vehicles required to move to and from operational areas such as designated car parks or the stern of a vessel on either Berth #9 or #10, may only do so via the authorised access road adjacent to Shed 5 and berth access roadway to the nearest car park to the place of work or stern of the vessel.

Vehicles with authorised access to the Red Zone controlled areas must park their vehicle as per the relevant induction process.

Access to Berth #11 will be via Tasman Quay and through the Berth #11 access road. No other means of access is permitted at any time.

Passenger or operational vehicles are not to use the working berth apron, or working area between the log stacks and the vessel as a means of access to the car parking areas. Vehicles must use the designated roads or access way between Berths #9 & #10 marked by yellow paint and two concrete barriers near the stern of the vessel.

ALL visitors (excluding Red Zone inducted persons) MUST report to the appropriate marshalling company's offices prior to entry into the Red Zone controlled areas.

### **Exiting car parks**

From the stern of vessels when at Berth #9, move directly north down Middle Road to Shed 5 and then out to Tasman Quay and the Hull Road gate.

From Berth #11, move directly down Berth #11 access road to Tasman Quay.

**All passenger vehicles** are to give right of way to machinery and trucks working in any marshalling area, and are not to assume that the driver of heavy machinery or truck driver has seen them. Minimum safe following distances must be maintained at all times. Where there are no specific controls at intersections, the basic rules of the road apply.

**Extreme caution** must be taken by the driver of every passenger vehicle that is following machinery, this is particularly important when the machinery is travelling in reverse with its load facing the passenger vehicle. Machinery may stop suddenly and change direction without warning to place its load in a row on either side of roadways.

**Passenger vehicles are not to overtake machinery without the machinery driver being made aware (through eye contact) of the passenger vehicle's position and intention.**

Passenger / private vehicle access to other working berths (Berth #6 north)



**All employees must park in the designated parking area and use the designated access roads.**

**No private vehicle is to access any cargo marshalling area.**

### **Pedestrians in Log Marshalling Area**

Only operational personnel are permitted to be on foot on the immediate vessel berth, car park and working area to which they have been assigned to work or granted access.

Authority is required from the service provider for any non-operational personnel (including customers) to be on foot in any part of the log marshalling area

Restrictions apply while fumigation is taking place. Refer to POTL's Fumigation Procedures <http://www.port-tauranga.co.nz/health-safety/procedures-compliance/>

### **Agents & Ships' Providers**

Agents and ships' providers including any of their contractors and/or sub-contractors, travelling into the log marshalling areas must comply with all rules printed in this document as they apply to all other service or contractor vehicles. It is the specific responsibility of the ship agent or provider to comply with this requirement.

### **Ships' Crew**

Ship's crew are not permitted to be within the log marshalling area. Ships duty crew may be on foot in the immediate area of the berth apron or work area in which their vessel is situated providing the stevedore or marshaller working that area is aware.

It is the responsibility of the ship's agent and/or it's Master to instruct all crew intending on leaving or returning to the vessel that they **MUST** use the Port of Tauranga Shuttle Bus service.

### **Port of Tauranga**

Whenever possible, Port of Tauranga vessel planners will position the stern of any vessel on Berth #9 and #10 to the north. The stern of a vessel on Berth #11 will be to the south, adjacent to the car park. This will be subject to specific vessel requirements such as bunkering.



**Port of Tauranga**

Connecting New Zealand and the World



## **Section 9 - Auditing**

### **On-going Monitoring**

There will be a requirement from time to time for the individual user companies and principals engaging contractors to carry out audits to ensure all procedures are being conducted in accordance with the CUP's.

Copies of these audits may be requested from the Principal PCBU's by the Port of Tauranga to ensure full compliance with these CUP's.

In the event of non-compliance, the Principal PCBU will be requested to take action to rectify any identified failings.

This protocol must be reviewed annually by a subcommittee convened by the Port Users Health and Safety Forum.

## Section 10 – Document Control

Date	Amendment	Amended by
24.03.09	Section 12 - Document control page added	Rosemary Treloar
07.04.09	Entire document reformatted	T James / R Treloar
20.08.09	Section 9 and page 16 - speed limits	M Letica
November 2011	Entire document reviewed	Sub-committee of Port Users' Health & Safety Forum
14.09.12	Traffic Movement Through Log Marshalling Area : Updated to incorporate new procedure when lines hauled along rock wall.	M Letica
29.10.12	24 hours contact number for C3 Leading Hand included	R Treloar
22.07.14	Total review of entire protocol	M Whitworth / P Kirk
01.03.18	Total review of entire protocol	Sub-committee of Port Users' Health & Safety Forum
February 2019	Total review of entire protocol and addition of Appendix A – Berth #6 Road Truck Traffic Plan.	M Whitworth / P Kirk
05.05.20	Inclusion of Appendix A into main document. Update to postions of portcoms.	M Whitworth
12.05.20	Version 5 circulated as final and loaded onto website.	R Roberts
12.06.24	Version 5 – updated to new branding	K Orchard





**Port of Tauranga**

Connecting New Zealand and the World