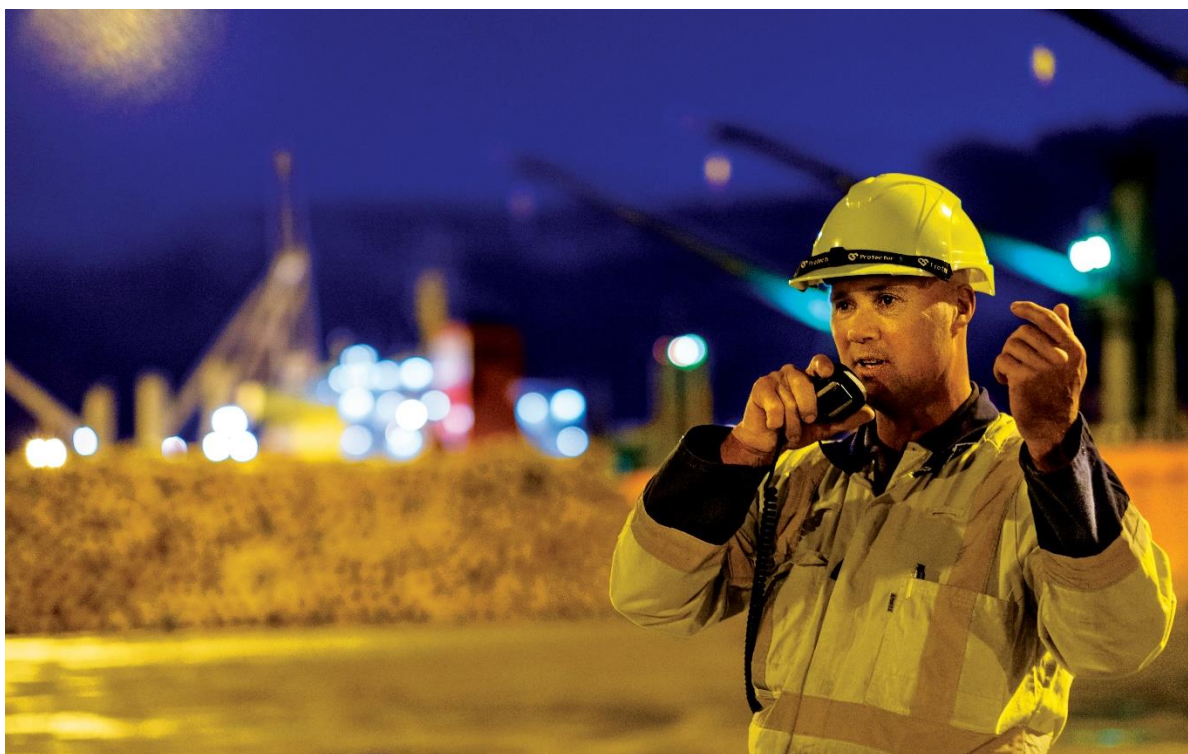


Port of Tauranga Site Induction



Port of Tauranga Site Induction

The port site induction is not a training tool. Explaining the rules and site familiarity is up to the company who is engaging the port user to make sure they are competent to be on site.

This version of the port site induction is a guidance document only. It outlines the port entry rules and port user requirements. Reading this guidance document does not entitle the reader access to the port.

The Port of Tauranga Site Induction can only be completed online by visiting the POT website www.port-tauranga.co.nz

Port Entry Declaration

Before doing the induction online you will be asked to confirm each of the following statements is true. Failure to truthfully answer will result in your access to the port being cancelled.

You will be asked to confirm:

- You are completing this induction for you personally to access the Port of Tauranga. You are not completing the induction for another person.
- Your Company / Manager has given you the required information regarding safe entry and exit of port operational areas by way of a site visit with a competent and qualified Company operator.
- You understand that you must at all times comply with, and be bound by, the Port of Tauranga's Health, Safety and Environmental requirements.
- You understand that you must show approved photo ID (approved under the Maritime Security Regulations 2004) at the Port's Security gatehouses every time you enter.
- You understand that when you are working in a shared area with many different users and companies such as the Port, you have a duty to cooperate, co-ordinate and consult with other companies and users in the shared work area to effectively manage health and safety risk.
- You understand that you must not enter another company's work area without first talking to the relevant company representative on the Port (eg Supervisor/Foreman).

By completing the Port of Tauranga Site Induction you agree to comply with all rules outlined in the induction.

Non-compliance will result in your access to the Port being cancelled.

If you have any questions about the induction process please contact Port of Tauranga Reception, Monday to Friday between 8.30am – 4.30pm.

- Mt Wharf: email POT.Reception@port-tauranga.co.nz or phone 07 572 8899.
- TCT (Sulphur Point): email TCTReception@port-tauranga.co.nz or phone 07 572 8761

Safety starts with me



Our Health and Safety Promise



*Mark Cairns
Chief Executive
Port of Tauranga*

As the Chief Executive of Port of Tauranga Limited, I take personal responsibility for making health and safety a vital part of our business. I personally regard a poor safety record as an indicator of a badly managed operation. Safety is not negotiable, it is a condition of your right to work at our place.

At Port of Tauranga, we insist that safety is our number one priority. Above all else, we value human life and expect that our port colleagues will go home to loved ones at the end of their shift in the same condition they entered the port gate.

We are committed to a Zero Harm workplace and are constantly striving to improve our health and safety performance, with the goal of achieving an incident free workplace. We operate in an extremely hazardous environment where a moment's complacency can be fatal. We expect everyone to take personal accountability for safety. I am committed to creating a workplace where everyone views health and safety to be as natural and important as profit and customer service.

Port of Tauranga Pledges

- Evaluate risk and establish safeguards for common user areas.
- Establish clear health and safety objectives that lead to continuous improvement in health and safety performance for all port users.
- Uphold a drug and alcohol free site.
- Hold ourselves accountable before our peers by sharing our health and safety performance.
- Foster a workplace where reported incidents are investigated and action is taken.
- Cooperate, coordinate and consult with other port users to create a workplace free from harm.
- Conserve the natural habitats and cultural significance of our harbour and local beaches.
- Comply with our statutory obligations under the International Ship and Port Facility Security Code (ISPS).

Safety starts with me

Health and Safety

From the moment you enter the Port of Tauranga Limited, you are required to comply with the health and safety rules designed to ensure you and other port users remain safe and injury free.

**WHILE YOU ARE WORKING ON THE PORT WE INSIST THAT
SAFETY IS YOUR NUMBER ONE PRIORITY!**

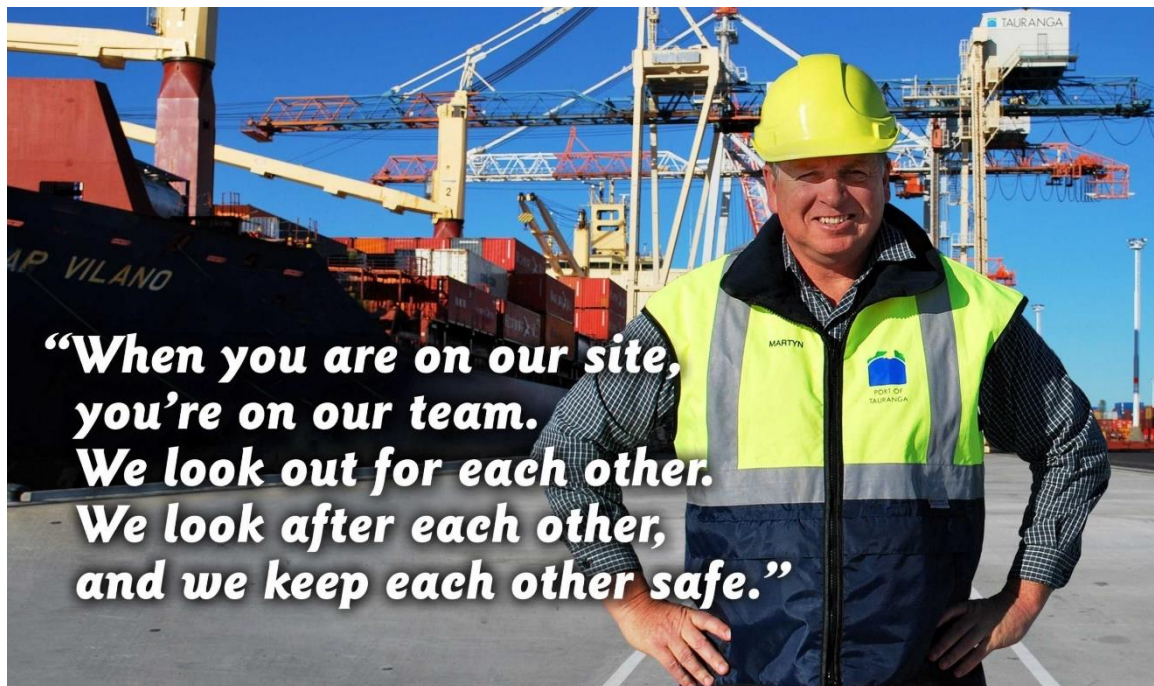
Before you start a task, particularly a new or unfamiliar activity, pause and ask yourself these three simple questions:

1. What am I doing?
2. What could go wrong?
3. What can I do to make it safer?

IF YOU ARE UNSURE ABOUT ANYTHING, PLEASE ASK!

- Don't just blunder along without the right information or understanding.
- Look out for your work mates.
- Make sure that no action or inaction by you while at work causes harm to any other person.

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY.



Safety starts with me

Environmental Practices



Port of Tauranga Limited (POTL) is located in the majestic natural setting of Tauranga harbour. The harbour and local beaches are highly valued natural habitats for recreational use and have strong cultural significance. The Port acknowledges these values and seeks to conserve the unique setting and estuarine habitat of our harbour.

As the Port is surrounded by both water and close neighbours, you need to ensure your activities have minimal impact on the environment by keeping your work area clean and tidy, and by taking care with the disposal of chemicals and waste.

Due to the location of the Port and its sensitive surrounding environment all entities conducting its business within the Port shall have an Environmental Management Plan appropriate for the type of work being undertaken and the location of the Port. The Environmental Management Plan must be aligned with the following Port documents available on its website:

- Emergency Procedures Manual
- Port User Operating Rules
- Port's Standard Terms and Conditions
- Bulk Cargo Handling Procedures
- Dangerous Goods and Hazardous Substances Code of Practice

Anyone entering or operating within the Port shall be familiar with their individual company's Environmental Management Plan that applies to the activities they are undertaking and understand their role in avoiding pollution.

Safety starts with me

Solid and liquid waste and other contaminants on the ground can easily enter stormwater drains during rain events. Our stormwater drains are designed for stormwater only, and therefore may offer little or no water treatment before discharging stormwater to our harbour. Save the drain for the rain and only the rain.

Various activities carried out within the Port have the potential to create nuisance dust. Nuisance dust can be an issue for other operators/businesses and the public both inside and outside of the Port area; everybody has a right to clean air.

Dust can also be a health and safety risk so please be considerate to others and our environment. If you are undertaking work that could cause nuisance dust ensure the controls identified in your Environmental Management Plan are in place and working effectively – if not stop operations.

If you see any practices polluting the environment or in the case of a spill please contact the Port of Tauranga's Customer Service Centre immediately on (07) 572 8888.

Safety starts with me

Drug & Alcohol Free Site

Port 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, lease holders (Lessees) 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 POTL controlled roads or enter any POTL 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.**



Safety starts with me

No Gang Patches

Entry to POTL will not be granted to anyone wearing or displaying a gang patch or equivalent gang insignia. Gang insignia is a sign, symbol, words or emblem displayed to denote membership of, affiliation with, or support for a gang. This includes any item of clothing a gang insignia is displayed on such as a jacket, t-shirt or scarf. This does not include tattoos or clothing in gang colours. This applies to gangs as defined by regulation and the Minister of Police.

FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN ACCESS TO THE PORT BEING DENIED.



Three Strikes Policy

The Port takes non-compliance with port rules seriously. To manage this, the Port operates a Three Strikes Policy. The penalties for non-compliance are the accrual of strikes in increments of one, two and three strikes. Multiple strikes may be issued at the same time for serious breaches of port rules, and some cases referred to the port user's manager and the Port Security Manager. If a port user accumulates three strikes they will be banned from entering the Port for six months.

CATEGORIES		
Traffic breaches		
Up to 10 kph over limit	One strike	
10-15 kph over limit	Two strikes	
15+ kph over limit	Three strikes	Refer to Management
Non-compliance with signage	One strike	
Unsafe or dangerous driving		Refer to Management
Unlicensed or unregistered vehicle	One Strike	
Port Rule breaches		
Unauthorised entry into Blue Road/ Red Zones/ truck exchange/ TCT berths	Two strikes	
Unauthorised entry to other working/operational areas	Two strikes	
Using cell phone while driving	One strike	
Travelling with children in vehicles	One strike	Refer to Management
Security breaches		
Unlawful port entry	One strike	
Tailgating other vehicles	One strike	
Failure to produce identification	One strike	
Carrying unlawful property	One strike	Refer to Management
Breaches of Maritime Security Act		Refer to Management
Refusal to comply with lawful security instruction		Refer to Management
Abuse of Port Staff		
Verbal abuse		Refer to Management
Physical abuse / assault		Refer to Management
Health & Safety Breaches		
Non-compliance with Port User Rules		Refer to Management
Non-compliance with Port signage	One strike	
Non-compliance with PPE rules	One strike	
Unsafe operational practices	One strike	Refer to Management

Accidents and Emergencies

- All fires, emergencies, accidents, oil spills, chemical leaks, hazardous situations, vandalism or damage must be **immediately** reported to the Port of Tauranga's Customer Service Centre (CSC) on 572 8888.
- CSC has procedures in place to notify the appropriate emergency service and to assist in providing a speedy response to any emergency.
- CSC will arrange for Port Security to provide an escort for emergency services to the site if needed.



Photo of a Fire & Emergency NZ Rescue Exercise at TCT













Evacuation Procedures

- Make sure you know the evacuation procedure of the work place or operation you are working in or visiting.
- Note the evacuation assembly points nearest to where you are working or visiting.
- Make sure you know where to evacuate the Port via the nearest exit gate.



Safety starts with me

Conditions of Entry & Port Rules

<ul style="list-style-type: none"> Headlights or driving lights <u>ON</u> at all times NO hazard lights while driving 	
<ul style="list-style-type: none"> Port Site Induction required 	
<ul style="list-style-type: none"> Approved photo ID required 	
<ul style="list-style-type: none"> No public entry – authorised port users only 	
<ul style="list-style-type: none"> Children not permitted (aged 15 years or under) 	
<ul style="list-style-type: none"> No hand held mobile phone use while operating any plant or driving any vehicle or machinery 	
<ul style="list-style-type: none"> Drug and alcohol free site 	
<ul style="list-style-type: none"> No gang patches or gang insignia on the port 	
<ul style="list-style-type: none"> Hi-vis clothing must be worn (Day/Night Standard AS/NZS 4602) 	
<ul style="list-style-type: none"> Protective footwear in operational areas Covered footwear in non-operational areas 	
<ul style="list-style-type: none"> No riding bicycles anywhere on the Port 	
<ul style="list-style-type: none"> No fishing from any area of the Port or wharf 	

Safety starts with me

Port Entry Rules

Legal Compliance

The Port of Tauranga Limited (POTL) has a statutory obligation to comply with the International Ship and Port Facility Security (ISPS) Code, the Port's New Zealand Customs (NZC) Procedure Statement, the Customs & Excise Act 2018, the Maritime Security Act 2004, the Maritime Security Regulations 2004, the Health & Safety at Work Act 2015, the Resource Management Act 1991 (and all regulations enabled by the RMA), and the Biosecurity Act 1993.



Security Access Rules

The entire area within the POTL security fence line is a Customs Controlled Area (CCA) and the Port is required to monitor and control all persons and all goods entering and leaving the CCA.



Photo courtesy of NZ Customs

Safety starts with me

Identification

All persons visiting the Port are required to present approved photo identification for the purpose of establishing identity.



Approved Photo ID Types

The following photo ID types are the only form of identification that have been approved by Maritime New Zealand and can be accepted by POTL Security:

- An ID card issued by a New Zealand port
- A driver's licence issued by the New Zealand Transport Agency
- A valid passport
- An identification card issued by a New Zealand government department, government agency or the New Zealand Defence Force
- A military identification card
- A seafarer's identity document issued by a contracting government or flag state administration
- An identification credential issued by a recognised company, union or trade association
- Other forms of identification approved by the Chief Executive of Maritime New Zealand



ALL PERSONS VISITING THE PORT MUST PRESENT APPROVED PHOTO ID TO SECURITY GATEHOUSE PERSONNEL PRIOR TO ACCESS BEING GRANTED.

Safety starts with me

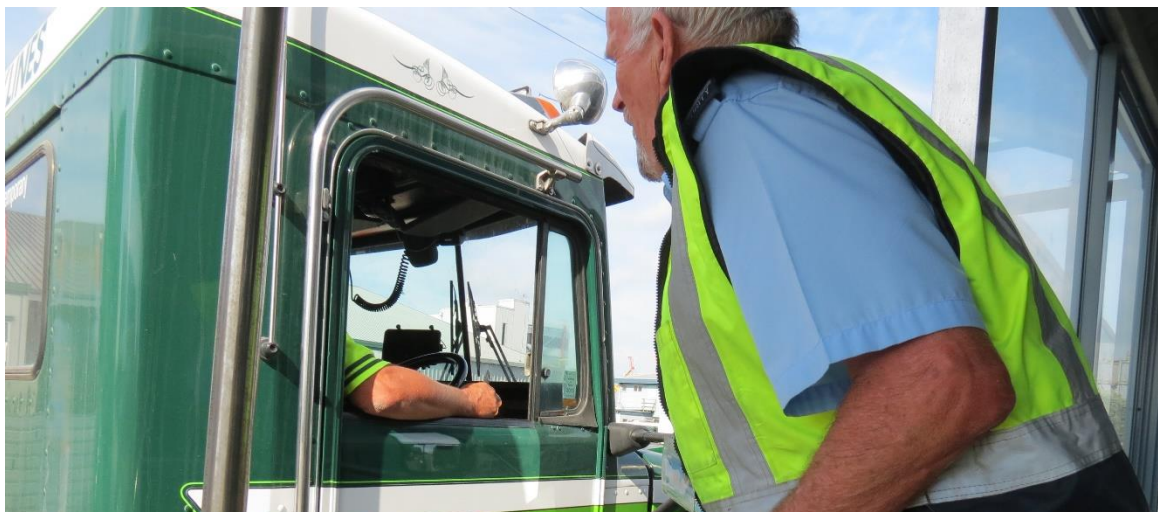
Security Screening

As a condition of entry to the Port, your vehicle or any bags you are carrying may be subject to a search by POTL Security. Failure to comply with this request may result in your bags, vehicle and possibly yourself being denied entry.



Bona Fide Reason to Enter the Port

The Port is not a public area and anyone entering must have a bona fide (genuine) reason to enter. Only those whose workplace it is, or who have been authorised to visit, may do so.



Security Rules for Drivers and Passengers

Drivers

All drivers entering the Port must have a valid POTL access card. Drivers must stop at the security gatehouse and swipe their card every time they enter and exit the Port. Drivers must carry their access card at all times while on the Port, and must present their access card to POTL Security on request.

Passengers

All passengers must show POTL Security gatehouse staff photo ID from the list of 'approved photo ID types' every time when entering and exiting the Port. No ID = No access.

Safety starts with me

Visitors

Visitors can be given access to the Port to visit with other companies and operators located on port land (inside the CCA) by following the POTL access rules for visitors.

Any visitor that does not meet the visitor access rules will not be granted access. **All visitors must show photo ID to POTL Security before entry will be permitted. The ID type must be from the list of 'approved photo ID types'.**

Access Rules for Visitors

Unaccompanied Visitors

Unaccompanied visitors are visitors that do not have a valid POTL access card. These may be infrequent visitors, for example someone visiting from another city.

Unaccompanied visitors are not permitted to drive on the Port without an escort because they are not familiar with the Port's operational areas and the hazards on the Port.

The company or operator that has invited the 'unaccompanied visitor' onto the Port must follow these rules:

- The visitor must be registered on the POTL 'visitor register' before they arrive at the Port Security gatehouse.
- The visitor must be informed of the photo ID requirements prior to their visit.
- The visitor must be assigned a competent escort while they are on the Port.
- The visitors escort must be a valid POTL access card holder.

Unannounced Visitors

Unannounced visitors are visitors that have not been invited by a person or company on port land (inside the CCA) and are not registered on the visitor register. **These visitors will not be permitted access to the Port.**



Escorted Visitors

If a visitor will be escorted AND supervised **at all times** during their visit by someone with a current Port Site Induction AND a valid POTL access card they are not required to complete the Port Site Induction. Escorted visitors must still be registered on the POTL visitor register.

If the visitor will not be escorted or supervised they must complete the induction. This can be completed on the Port of Tauranga website at <http://www.port-tauranga.co.nz/health-safety/port-inductions/>

Safety starts with me

Online Visitor Register

The POTL Visitor Register is an online electronic register. It can only be accessed through the Port's website with a secure login and password.

Any visitors arriving at the POTL Security gatehouse that are not on the visitor register will not be granted access to the Port.

**THE VISITOR REGISTER MUST BE COMPLETED BY THE COMPANY OR OPERATION
THAT IS BEING VISITED.**

Registering a Visitor

Port users can contact the POTL Security Supervisor by calling Reception on 07 5728 899 Monday to Friday 0830 – 1630 to obtain a permanent secure login and password to access the visitor register.



**Please ask the Port Security team for assistance if you are unsure
about visitor entry.**

Safety starts with me

Statutory Cargo Requirements



Customs Controlled Area Cargo

In order to meet the security obligations of an import and export port, Port of Tauranga is required by the New Zealand Customs Service to be licensed as a Customs Controlled Area (CCA).

It is an offence under the Customs and Excise Act 2018 to remove any object from the CCA without the appropriate authority of the NZ Customs Service, and to fail to answer lawful questions. Failure to comply with these obligations may result in an individual and/or company being prosecuted under the Act.

Customs Officers have the authority to stop and question any person within the CCA about identity, purpose for being in the CCA, and goods and cargo in their possession.

Removing Cargo from the CCA

All cargo within the CCA is expressly under the control of the NZ Customs Service, and cannot be removed from the CCA without NZ Customs Service permission and the applicable NZ Customs Service authority documentation.

Exporting Cargo from the CCA

All export cargo must have the appropriate NZ Customs Service Authority CEDO (Customs Export Delivery Order) before it can be loaded for export.



Photo courtesy of New Zealand Customs Service

Safety starts with me

Biosecurity Responsibilities

The Port community is committed to biosecurity, human health, and protecting our local economy and environment from unwanted pests and diseases. The Port works with the Ministry of Primary Industries (MPI) to keep harmful pests and diseases out of the country.

How can you help?

- Be observant - identify any areas that could be a habitat for pests.
- When working with sea containers and general cargo be alert for any unwanted pests or biosecurity contamination.
- When working on vessels be observant for old cargo residue (dunnage), pests or contamination.



Have you spotted something unusual?

If it's ALIVE:

- Contain it, if it's safe to do so
- Inform others around you and your manager immediately
- Call MPI on 07 927 5700 or 029 909 5017 immediately

If it's DEAD:

- Bag it, inspect for any live organisms
- Call MPI on 07 927 5700 or email mqstrg@mpi.govt.nz for instruction on how to proceed.

Biosecurity is EVERYONES responsibility.

We need to be vigilant and proactive.



Safety starts with me

Inductions and Restricted Access Areas

Port Site Induction

- The Port Site Induction (this induction) is the main induction and everyone entering the Tauranga Container Terminal (TCT) at Sulphur Point **AND** the Mount Maunganui port sites must complete this induction before entering the Port.

Additional Inductions

- If you require entry to **specific operational areas** that are restricted access areas at Sulphur Point or Mount Maunganui, you **must** complete an additional induction. Sites that require additional inductions are:

Sulphur Point (TCT)	Complete this Induction	Contact
Wharf Apron (Berth 23, 24, 25) Induction required for vehicle access to the wharf	At TCT Reception	TCT Ops 07 572 8764
R&D Truck Exchange	At R&D main office	TCT R&D Office 07 572 8763
Northern Truck Exchange	Authorised access only	

Mt Maunganui	Complete this Induction	Contact
Blue Road Zones	Authorised access only	POT Reception Salisbury Ave 07 572 8899
Red Zones	At the office of the company you are working for	Contact the company you are working for: C3: 07 572 8909 ISO: 07 577 7600
Debarker	Contact ISO	Contact ISO 07 577 7600

For your safety it is important you take time to study the Operational Areas Maps on the following pages to familiarise yourself with the Port's layout and restricted access areas.

Contractors

All contractors working at the Port must complete the Port Site Induction before entry to the worksite is permitted. Contractors must also complete any other additional inductions the organisation or company they are working for may require.

It is the responsibility of every company and operation on the Port to ensure that the contractors they engage are trained, competent and qualified in their particular field of work.

Safety starts with me

Restricted Access Areas - Mount Maunganui

Any person found in a restricted access area without the relevant induction AND permission from the company or operation in charge of that worksite will be removed from the area and their port access will be cancelled. Any vehicles found in restricted access areas without permission or the relevant permit may be removed from the Port.

Blue Road Zones

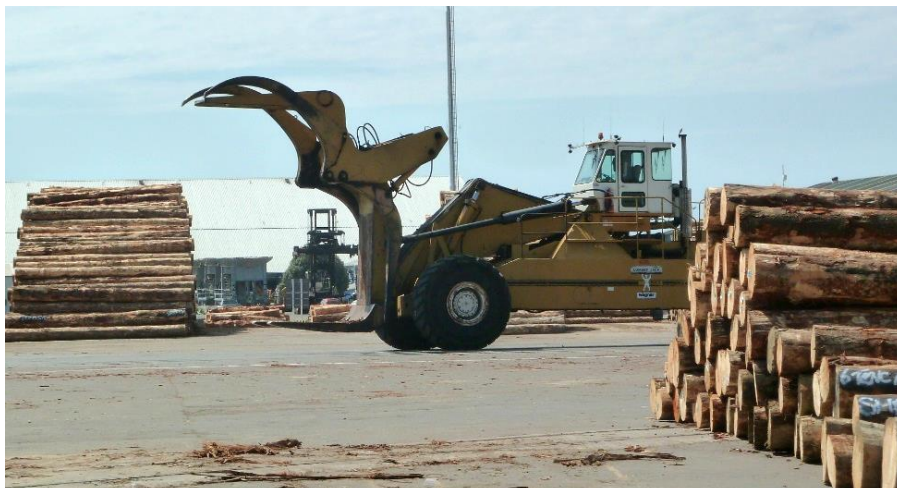
- **Blue Road Zones are restricted access areas!**
- Tasman Quay from the diesel tank to Tasman Quay security gatehouse is a designated Blue Road Zone.
- The berth access roads to Berths 7, 8, 9, 10 and 11 are designated Blue Road Zones.
- Access to Blue Road Zones is restricted to drivers that require access as a condition of their employment and are carrying out port business.
- The Blue Road Zone Induction must be completed by all drivers prior to entering any designated Blue Road Zone.
- Any drivers found in any Blue Road Zone without the relevant induction will be removed from the area and their port access will be cancelled. Any vehicles found in any Blue Road Zone without the relevant permit may be removed from the Port.



To apply for Blue Road Zone access please contact POT Reception on (07) 572 8899.

Red Zones

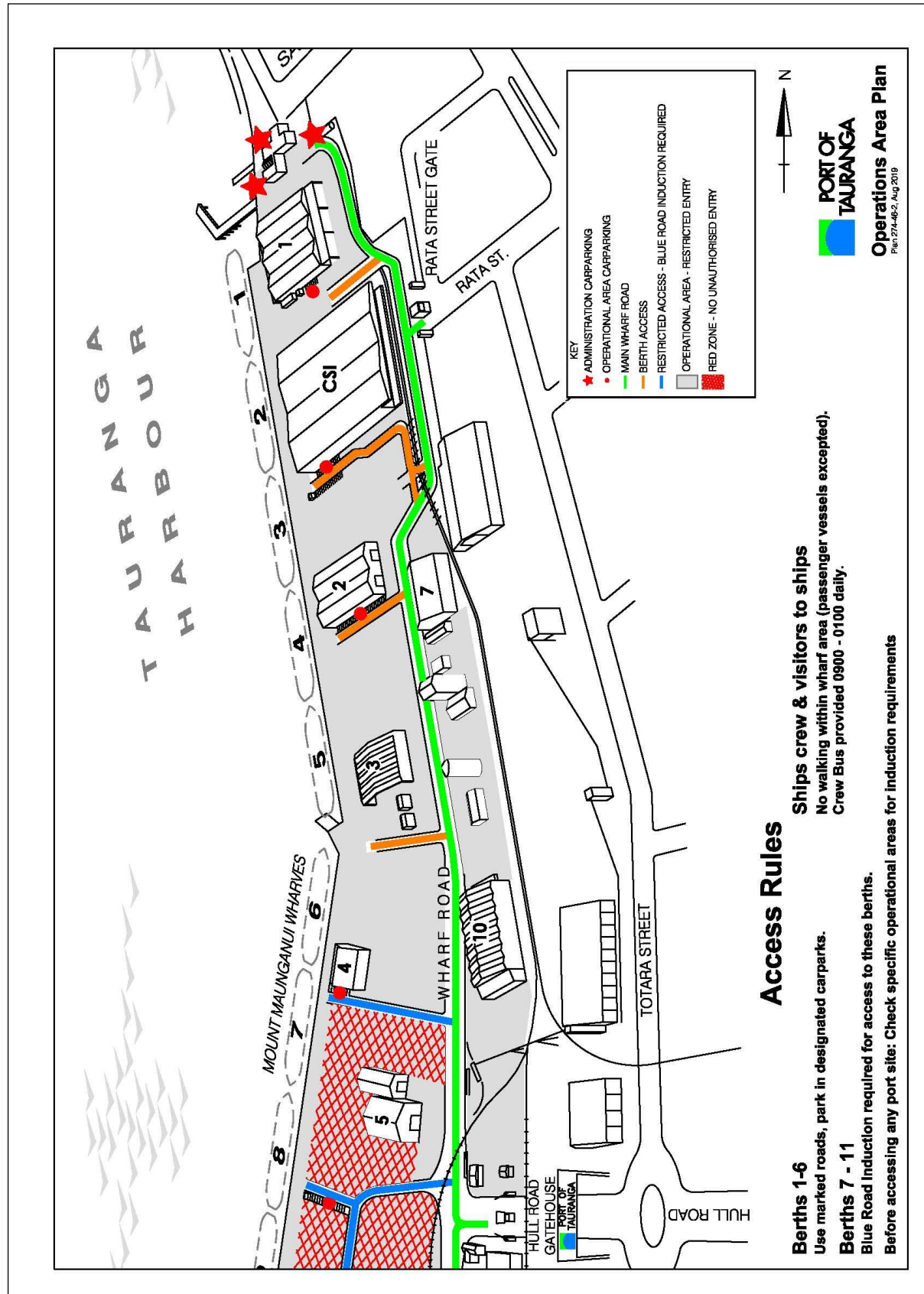
- **There is absolutely no entry to any Red Zone Log Storage Area without prior authorisation!** Red Zones are marked on the port operational areas maps on the next page.
- All visitors to the Red Zone Log Storage Area **MUST FIRST** report to the office of the relevant log marshalling company and sign in: C3: 07 572 8909; ISO: 07 577 7600.



Safety starts with me

Operational Area Map – Mount Maunganui

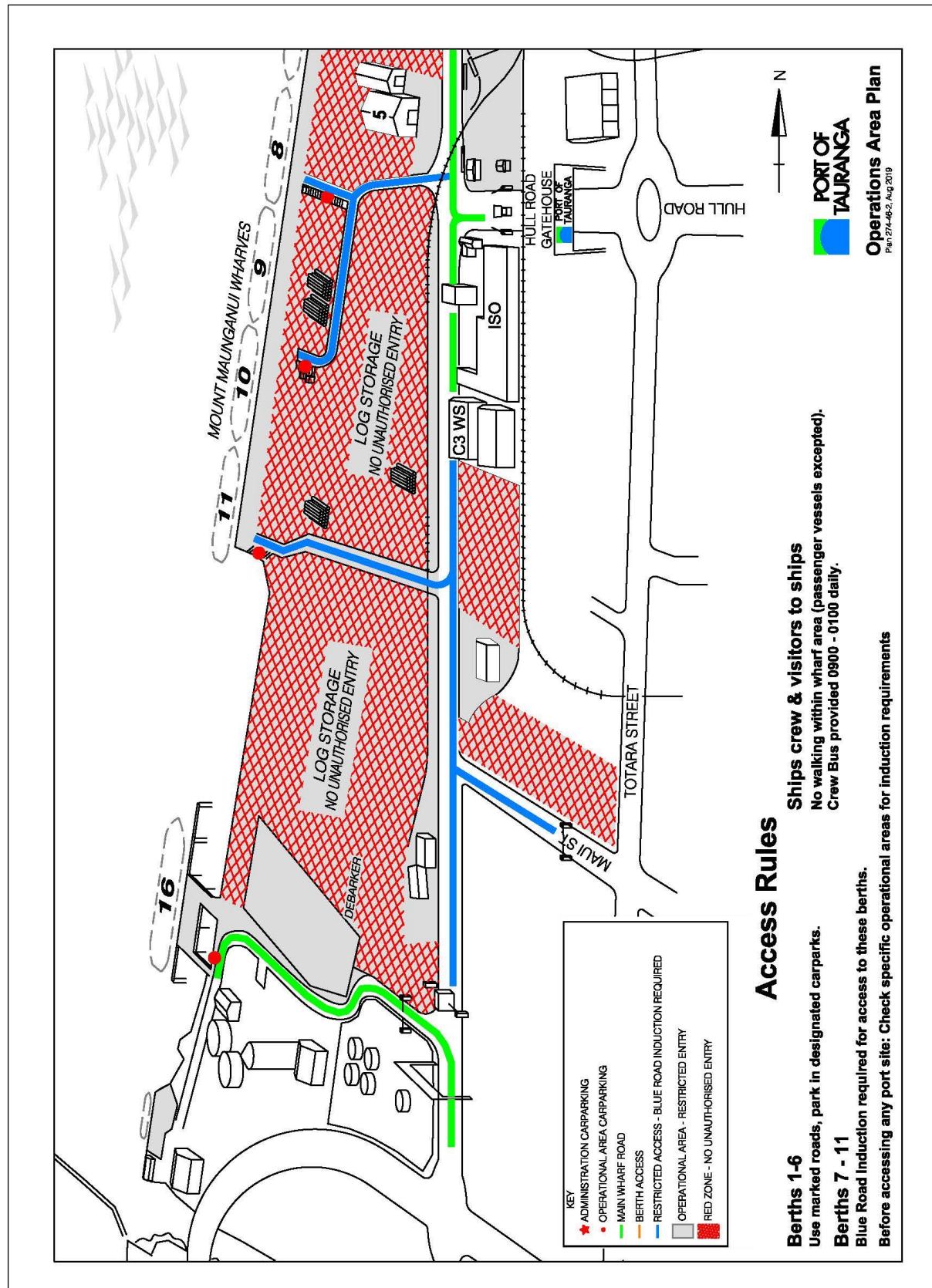
North End



Safety starts with me

Operational Area Map – Mount Maunganui

South End



We recommend printing all maps in colour.

Safety starts with me

Restricted Access Areas – Tauranga Container Terminal

Any person found in a restricted access area without the relevant induction AND permission from the company or operation in charge of that worksite will be removed from the area and their port access will be cancelled. Any vehicles found in restricted access areas without permission or the relevant permit may be removed from the Port.

No entry is permitted to the Tauranga Container Terminal (TCT) Sulphur Point wharf apron, container yard, or truck exchange areas without prior permission from an authorised TCT staff member. Contact TCT Operations Shift Supervisor on 07 572 8764 for permission to enter.

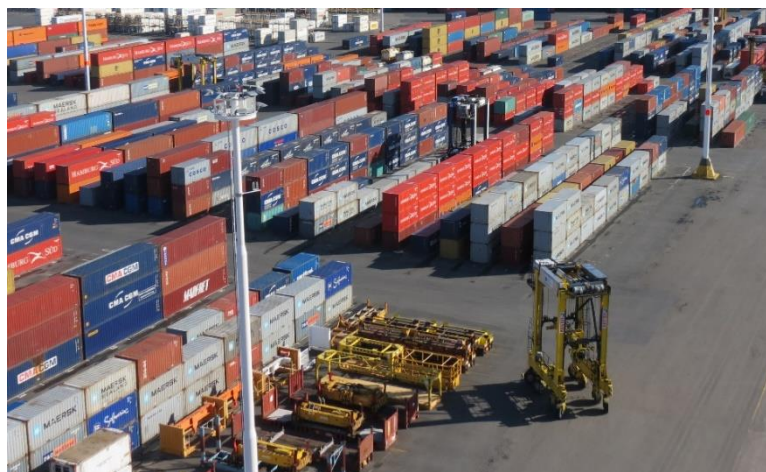
Wharf Apron Access

- The TCT Wharf Apron Access Induction must be completed by everyone driving a vehicle onto the wharf prior to entry being permitted.



Container Yard Access

- No entry is permitted to the TCT container yard without consent from an authorised TCT staff member.



Safety starts with me

Truck Exchange

- The relevant TCT Truck Exchange Induction must be completed by everyone prior to entering any designated truck exchange area.



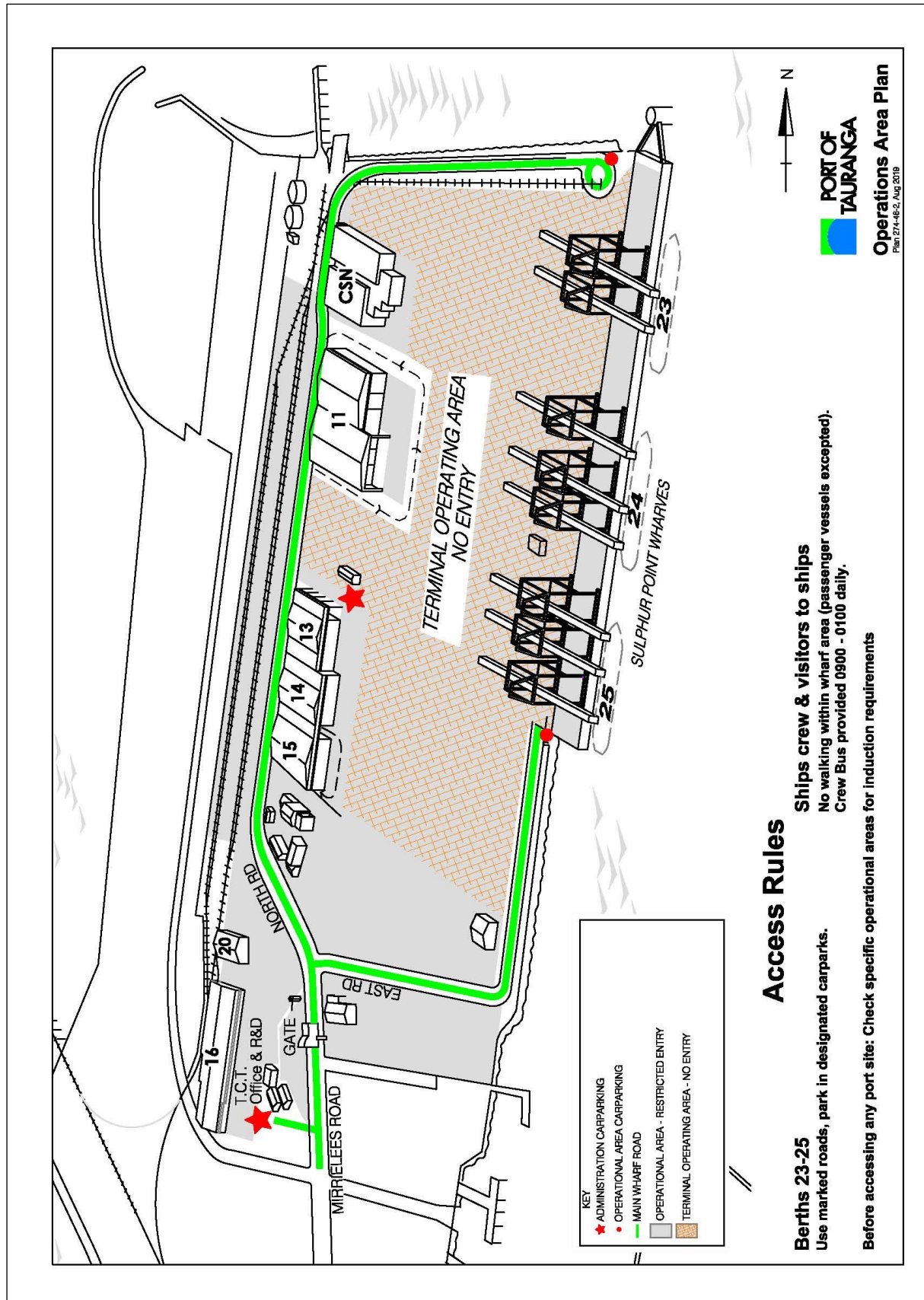
If unauthorised persons are found on the wharf apron, in the container yard, or in any truck exchange they will be removed from the area and their port access will be cancelled indefinitely.



REMEMBER!
NO ENTRY
WITHOUT AUTHORISATION

Safety starts with me

Operational Area Map – Tauranga Container Terminal



We recommend printing all maps in colour.

Safety starts with me

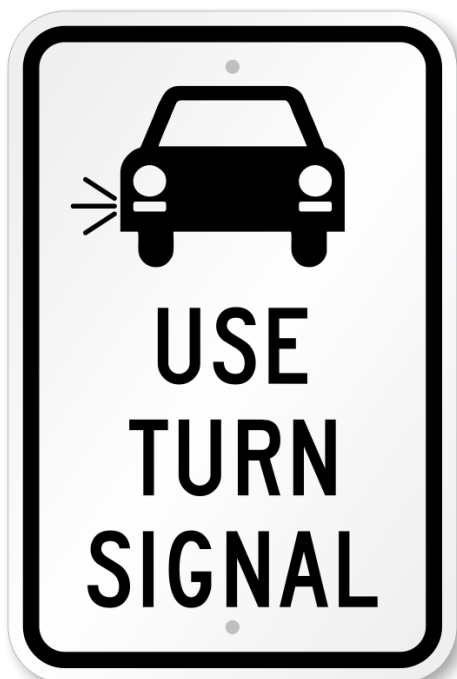
Critical Safety Rules

Driving on Port Roads

- **Always drive on the designated roadways.** Do not deviate into open spaces that look like a short cut – it could be an operational area with heavy machines working.



- **Always signal (use your indicator) when turning left or right.** Signals enable you to tell other road users that you are changing your direction or position on the road.



Safety starts with me

- **Always have your vehicle headlights or day running lights turned ON when driving.** This improves visibility and helps other drivers see your vehicle.



- **Never drive with hazards lights on.** Hazards lights must not be used while driving on port roads because it prevents the driver using the turn signal (indicator) to show the direction the vehicle will be turning.



- **Always park in allocated parking areas.** Never park or stop in an open area that isn't a designated parking area – it may be a busy operational area with heavy machinery working.



Safety starts with me

- **Always have an amber flashing roof light turned ON in all operational areas.**
 - Port rules specify the amber flashing roof light must be Class 1 standard which is the brightest in sunlight.
 - Class 1 is typically a plug-in or wired-in type roof light.
 - Battery powered roof lights are not recommended.



- **Berth access roads at the Mount Maunganui wharf are restricted access areas.** Do not use these roads if you do not have business on the berth / wharf apron.



- Under **no** circumstances are vehicles permitted to drive along the wharf apron past **working vessels** unless the driver has permission from the person in charge of the vessel working area. At all other times vehicles must stay on the designated roadways.

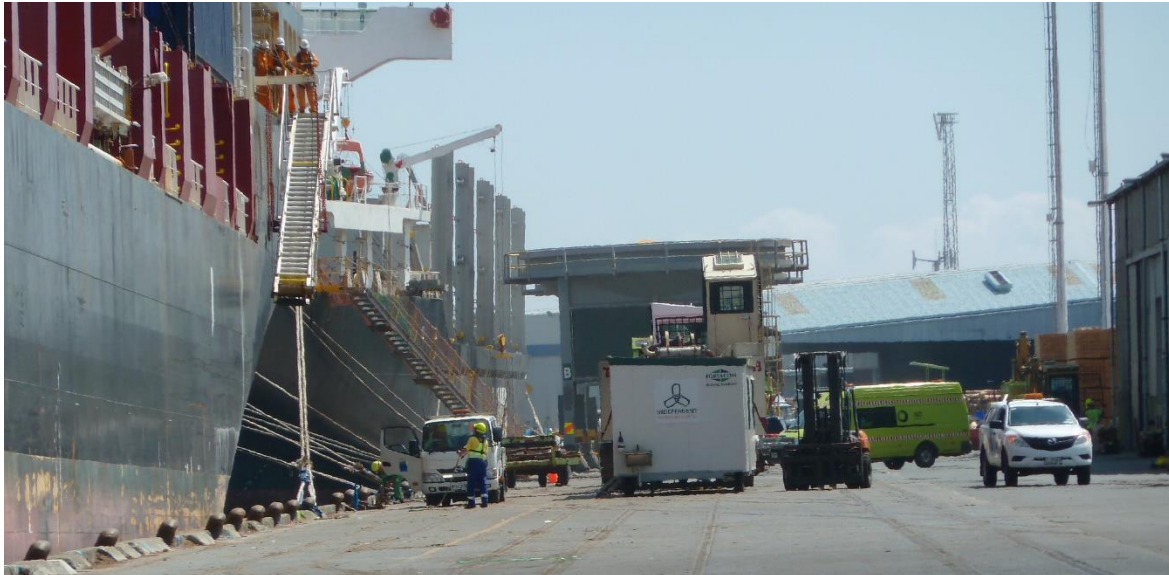


- Vehicles are not permitted to drive through another company or operators lease area or work area unless the company or site foreman in charge of that area has granted permission.



Safety starts with me

- **Vehicle access to ships is restricted to authorised persons only.** Anyone else needing access to a ship must seek permission from the POTL Security Supervisor at least 24 hours prior to visiting.



Commercial Vehicles

- **Drivers must, whenever possible park in the designated areas** or to the side of the road to undo or secure their load. Do not obstruct other port traffic.



- **Passengers must remain in the truck at all times** unless required to exit due to site specific rules or operational health and safety requirements.

Safety starts with me

Mobile Cranes

Mount Maunganui

- **POTL Cargo Services must be contacted on (07) 572 8746** when there is a requirement to move over-dimension cargos, overweight cargos, or for any activity that will require a crane at the Mount Maunganui wharf.



Tauranga Container Terminal (TCT) – Sulphur Point

- **All mobile crane drivers must stop at the TCT R&D truck entry and report to R&D staff before driving into TCT.** The crane driver must tell R&D staff the work location, duration of work, and who has booked the crane.
- **The company or operation that has booked the crane is responsible for arranging an escort for the crane driver.** The escort must be a competent POTL access card holder that regularly works at TCT and is familiar with the operational areas, hazards, and typical TCT working environment.

Safety starts with me

Heavy Machinery

MT MAUNGANUI

- Heavy machine operators may not be able to see you!
- Wagners and other large machines have a restricted field of vision which may be obscured even further by the load they are carrying or by cargo stacks.
- Small light vehicles must give way to heavy machines on the Port.

These machines cannot stop quickly!



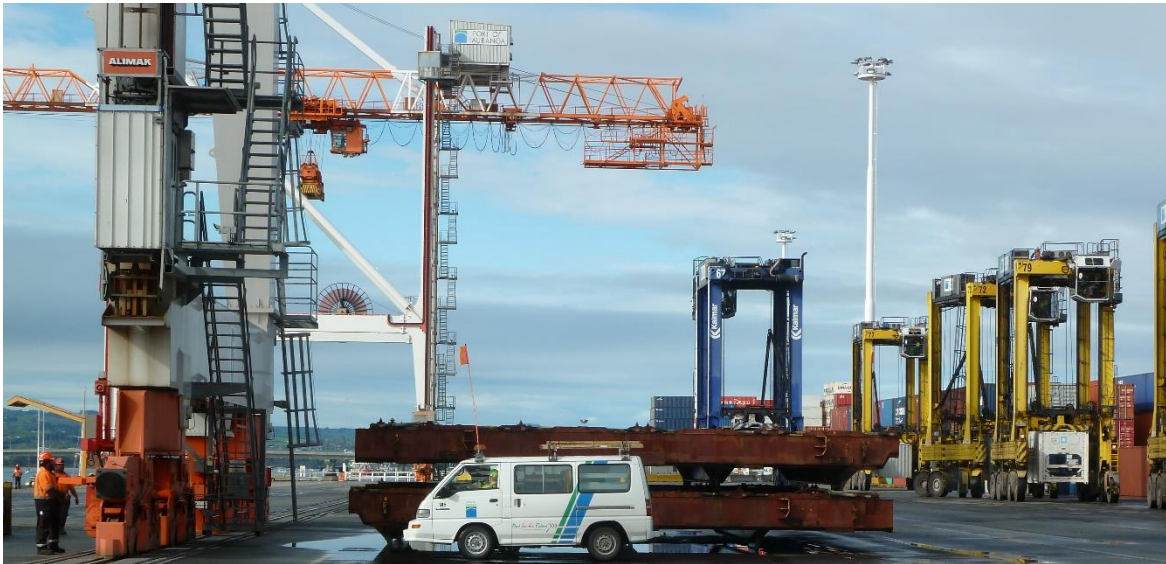
ALWAYS BE PREPARED TO SLOW DOWN AND GIVE WAY!

Safety starts with me

Heavy Machinery

TAURANGA CONTAINER TERMINAL – SULPHUR POINT

- Heavy machine operators may not be able to see you!
- Straddle Carriers and other heavy machines have a restricted field of vision.
- You might be hidden from view by hatch lids or containers.
- Small light vehicles must give way to heavy machines on the Port.



ALWAYS BE PREPARED TO SLOW DOWN AND GIVE WAY!

Safety starts with me

Speed Limits

These are the maximum speed limits for driving on port roads. If driving conditions are unfavourable slow down.

MT MAUNGANUI

- Tasman Quay and Wharf Road: 40km/h



- All roads leading off Tasman Quay or Wharf Road: 20km/h



Safety starts with me

TAURANGA CONTAINER TERMINAL - SULPHUR POINT

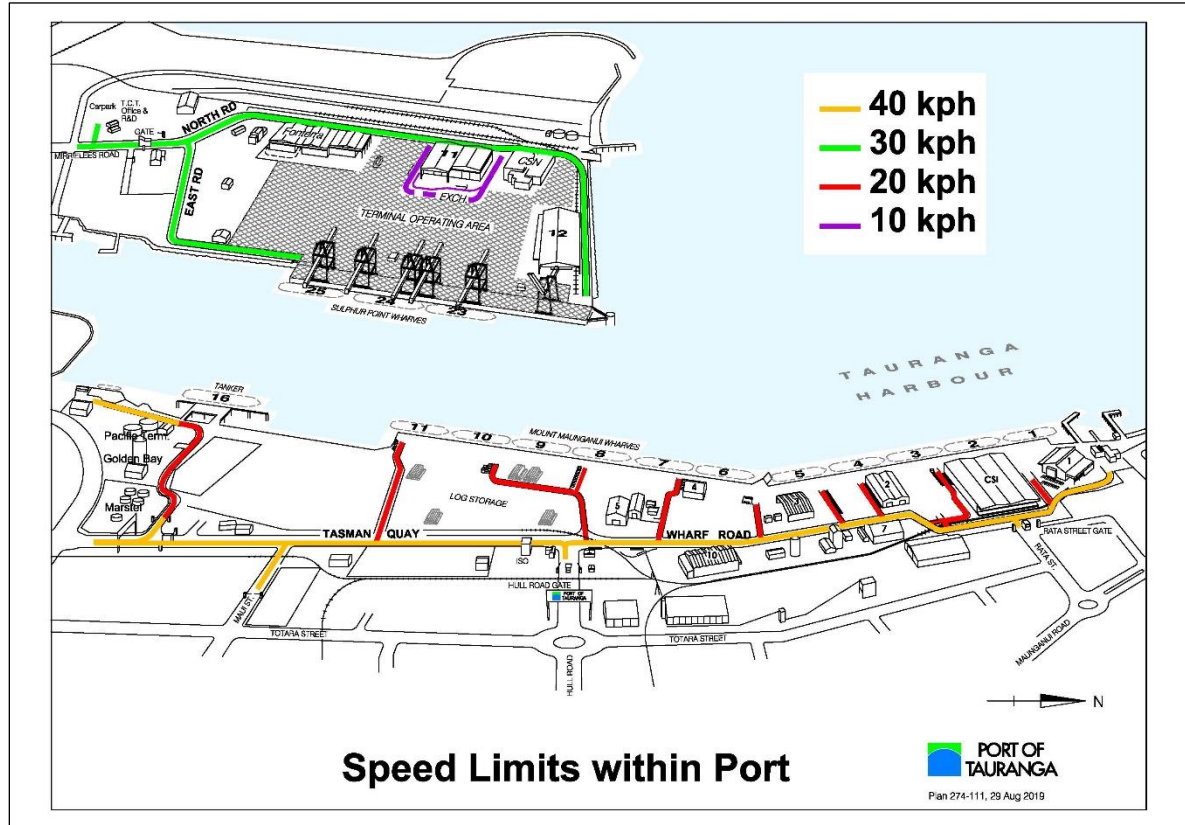
- North Road and East Road: 30kph



Safety starts with me

Speed Limits Map

- The Port roads speed limits are shown on the map below.
- Exceeding these speed limits is not permitted at any time.
- If you believe any vehicle may be speeding please inform the Port Security Supervisor immediately on (07) 572 8832 or any security gatehouse.



We recommend printing all maps in colour.

NOTE!

This map does not show restricted access roads and operational areas. Refer to the Operational Area maps for access rules.

Safety starts with me

Signage

You must comply with all signage on the Port. The signs are there for everyone's safety.



Safety starts with me

Rail Crossings



Some of the Port roads have railway level crossings. All of the railway level crossings have red lights that will flash when a train is about to cross the road.

- When approaching a railway level crossing slow down and be prepared to stop.
- Never attempt to race a train over the crossing.
- You must come to a complete stop when the lights have started flashing.
- Do not proceed until the red warning lights have stopped flashing.
- Never stop or park on the railway lines.
- Only cross the railway tracks at designated crossing points.
- No vehicles, equipment, or containers should be placed within two metres of any operational railway track.

	<p>BEWARE!</p> <p>TRAINS CAN APPROACH QUICKLY AND QUIETLY.</p>
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Safety starts with me



Railway Level Crossing Safety

HULL ROAD ENTRY

CAUTION!

- Distance from security gate to railway track and keep clear zone = 28 metres.
- If multiple vehicles are waiting to enter the port, check you will have enough room for your vehicle before approaching the security gate. Do not stop on the railway tracks!
- Make sure you have a good understanding of the length of your vehicle to understand how much room there is for your vehicle on the other side of the railway crossing.
- If in doubt wait! Always err on the side of caution.
- Everyone has a responsibility to keep themselves and others safe around level crossings.

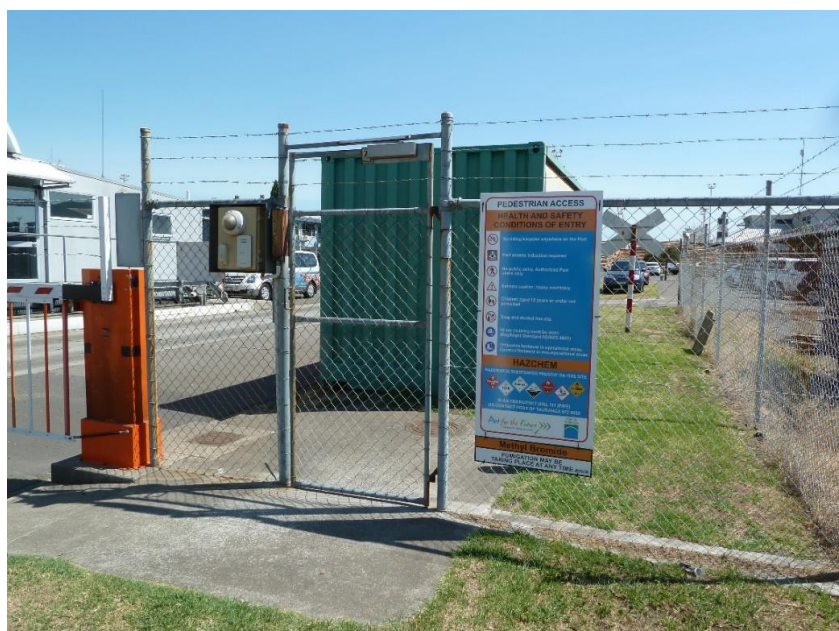
**NEVER ENTER A RAILWAY LEVEL CROSSING IF YOU ARE
UNSURE WHETHER THERE IS ENOUGH SPACE
ON THE OTHER SIDE.**

Safety starts with me

Pedestrians

Entry to the Port

- Pedestrians are only permitted to enter the Port through these pedestrian access security gates:
 - Rata Street
 - Hull Road
 - Sulphur Point (TCT)
- Pedestrians are not permitted to walk through any vehicle access gate.
- Pipeline inspectors are the only personnel permitted to walk through non-pedestrian gates.
- Every pedestrian must have a valid port access card and must use their port access card to 'swipe' through the gate.
- Never hold the gate open to let other port users through the security gate. Breaching this rule will result in access to the port being cancelled.
- All pedestrians must comply with the Port's 'conditions of entry' rules. These rules are displayed on the entry sign at the pedestrian gate.
- Pedestrians not complying with the conditions of entry will not be permitted entry.
- Pedestrians that breach port rules will be removed from the Port and given strikes in accordance with the Ports Strikes Policy.
- Pedestrians must give way to all vehicles and port traffic and use designated walkways where available.
- Pedestrians must not enter cargo storage or operational areas unless accompanied by Port of Tauranga staff or other authorised personnel.



Safety starts with me

Designated Walkways

- Pedestrians must use designated walkways to transit to and from their place of work.
- Designated walkways must be used when transiting through any operational area.



- In areas where no designated walkway is marked use extreme caution when walking anywhere.
- Give way to all port traffic.
- Whenever possible use a vehicle instead of walking.



- The Port operates a shuttle bus service to transport crew and visitors from shipside to the security entry / exit gates. Contact Port Security on 07 5728 868 to arrange shuttle transport.

WALKING TO AND FROM SHIPS IS NOT PERMITTED
AT THE MT MAUNGANUI WHARF

Safety starts with me

Personal Protective Equipment

Be Safe! Be Seen!



Hi-Vis Clothing

Operational and Non-Operational Areas

- When entering operational and non-operational areas on the Port you must wear hi-vis clothing at all times.
- ALL hi-vis clothing must be Day / Night Standard and meet AS/NZS 4602. No exceptions!

ALL HI-VIS CLOTHING MUST BE DAY / NIGHT STANDARD AND MEET AS/NZS 4602.



Safety starts with me

Footwear

Operational Areas

- When entering operational areas on the Port you must wear protective footwear (steel capped) at all times.

Non-Operational Areas

- When entering non-operational areas on the Port you must wear sturdy covered footwear at all times.



Hard Hats

Hard hats are compulsory in certain areas within the Port and as part of specific operations.

Hard hats must be worn:

- At all times when on the wharf face during cargo and shipping operations.
- At all times around any operational crane or where there are suspended loads.
- At all times in construction areas.
- At all times in areas that are designated “hard hats” due to the nature of the operation.

If any of the above working environments apply to you the wearing of hard hats is compulsory.



Safety starts with me

Methyl Bromide

Methyl bromide is a fumigant used against a wide variety of pests, including spiders, mites and other insects, fungi, plants, nematodes and rodents. It is particularly effective as a quarantine fumigant and is widely used internationally for biosecurity treatment. It is the only biosecurity treatment accepted by several of our overseas trading partners, and is the only fumigant allowed for biosecurity fumigation by the Ministry of Primary Industries.

Methyl Bromide fumigant is toxic to humans and insect pest alike, and as such caution is always exercised when fumigation and venting is being undertaken.

The Port of Tauranga Limited has specific protocols around the use and management of Methyl Bromide, and further guidance can be found in the *Fumigation Procedures for Port of Tauranga* document which is available on the Port's website.

Fumigation

Strict controls are in place at the Port to ensure that all possible risks are minimised whilst fumigations are being carried out. As a regular port user, and as a visitor, you are bound by the Port's operating procedure governing fumigation operations.

It is your responsibility to ensure you do not enter areas that are coned off during fumigation operations and that you obey any instructions issued by the fumigation operators immediately.



Methyl Bromide - The Facts

Can you smell it?

No – Methyl Bromide is an odourless, colourless gas.

How does it work?

Methyl Bromide fills air spaces in enclosed areas and penetrates cracks, crevices and pores in sawn timber, logs, containers, and equipment. To be an effective treatment, an appropriate concentration of Methyl Bromide must be contained within the fumigation enclosure for a prescribed period of time to ensure all pests are exposed to the gas. This is why large black plastic tarpaulins are used to cover some of the items being fumigated and contain the fumigant. Some containers do not need the tarpaulin cover if the fumigation treatment is confined to the inside of the container.

What happens when the covers are removed?

Once fumigation is complete and the tarpaulins are removed or the container doors are opened, Methyl Bromide rapidly disperses into the atmosphere. This is referred to as 'venting'. The venting process is managed to ensure that large amounts of Methyl Bromide are not released at once.

What is the recapture method?

Recapture is a method whereby the fumigant is vacuumed out of the container or from under the tarpaulin and is passed through a scrubbing solution or filter.

Why are there different Buffer Zone distances?

The Environmental Protection Authority (EPA) and the Regional Council set the land boundaries for the venting process. These boundaries are based on the amount of Methyl Bromide that is used to fumigate the product (logs or containers etc). The minimum distances to port land boundaries are 25 metres for containers, 50 metres for cargo, and 100 metres for logs and timber (as detailed in the following illustrations). The Tauranga Container Terminal (Sulphur Point) has established a 75 metre land boundary for all container and cargo venting operations to ensure the required land boundaries (25m - 50m) are upheld. This exceeds the current EPA and Council requirements.

Why are there different safety zones?

The Environmental Protection Authority (EPA) has established two different zones:

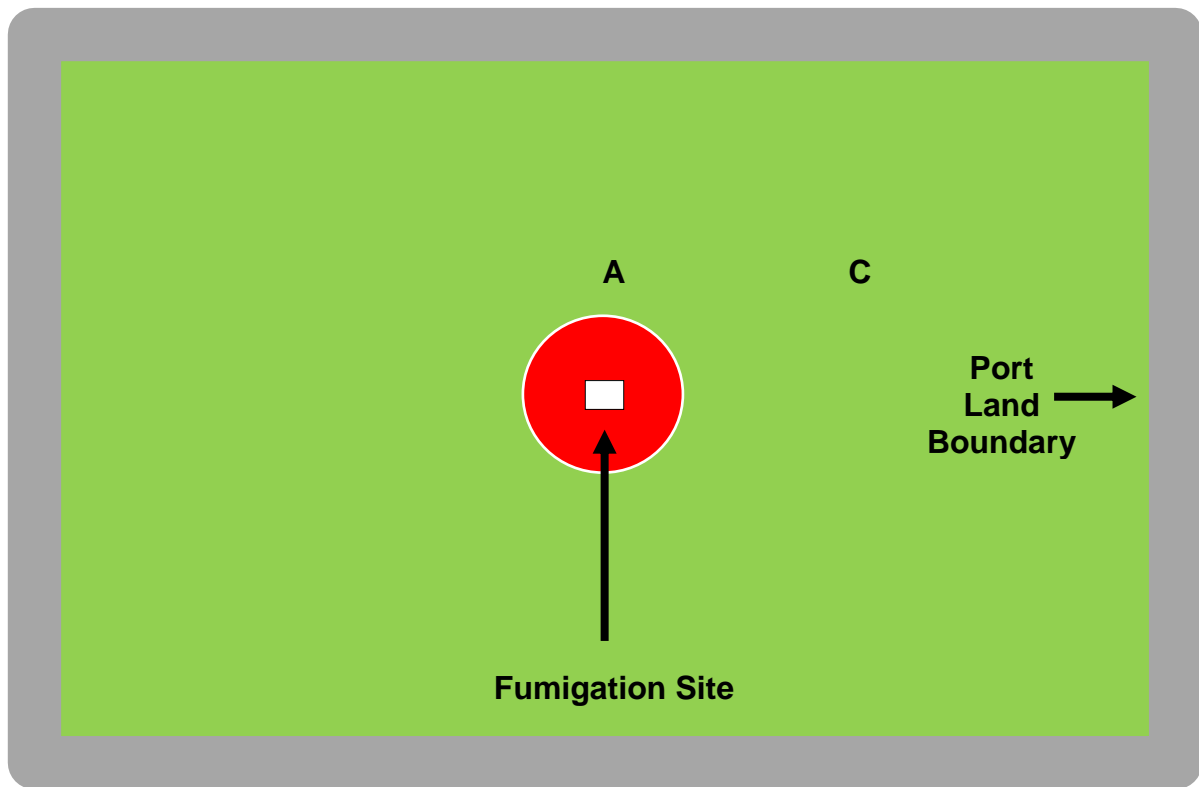
- (a) inducted port worker zone, and
- (b) general public zone

Why the difference?

- (a) Inducted port workers have knowledge of Methyl Bromide hazards / controls and are fit healthy individuals. They know how to recognise Methyl Bromide operations and how to safely manage any associated hazards. These individuals are officially classified as "occupational bystanders". Their potential exposure is limited to the time they are at work.
- (b) The general public have no knowledge of Methyl Bromide hazards / controls and potentially include young children and elderly people who do not know how to recognise Methyl Bromide operations nor how to safely manage any associated hazards. They are officially classified as "non-occupational bystanders".

Safety starts with me

SAFETY ZONES FUMIGATION

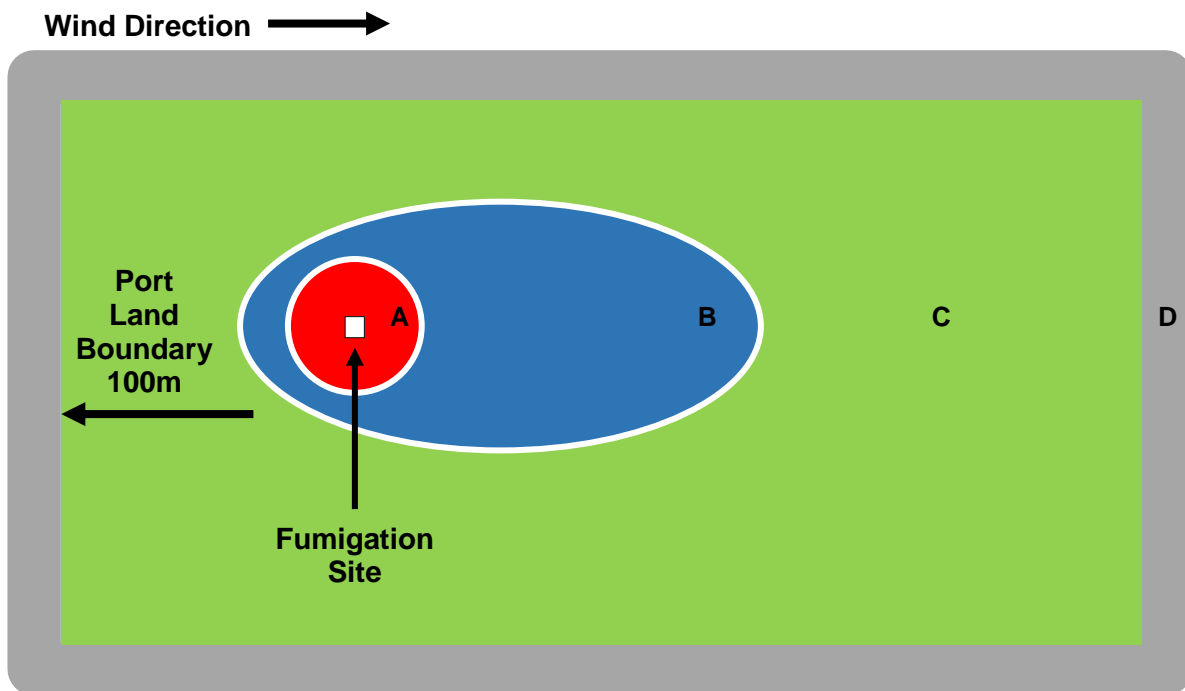
**A****RISK AREA – FUMIGATION SITE**

- Fumigation radius is determined by the operator to ensure all risks are managed
- Boundaries of fumigation areas are monitored using calibrated meters.
- Area is defined by cones and signage
- Authorised fumigation personnel only
- Full fumigation PPE worn
- Inducted port personnel not allowed to enter

C**PORT BUFFER ZONE**

- May extend in all directions from point of fumigation
- Inducted port personnel can enter

SAFETY ZONES LOGS AND TIMBER UNDER COVERS VENTING TO ATMOSPHERE

**A****RISK AREA – FUMIGATION SITE**

- Fumigation radius is determined by the operator to ensure all risks are managed
- Authorised fumigation personnel only
- Full fumigation PPE worn
- Inducted port personnel **not** allowed to enter
- Area is defined by cones and signage

B**MONITORED SAFETY ZONE**

- Area is monitored by fumigator and is defined by cones and signage
- Inducted port personnel **not** allowed to enter
- Fumigation staff may extend zone depending on weather/wind conditions
- If zone extended fumigation staff will tell you to move, you must do so immediately

C**PORT BUFFER ZONE**

- May extend in all directions from point of fumigation
- Inducted port personnel can enter

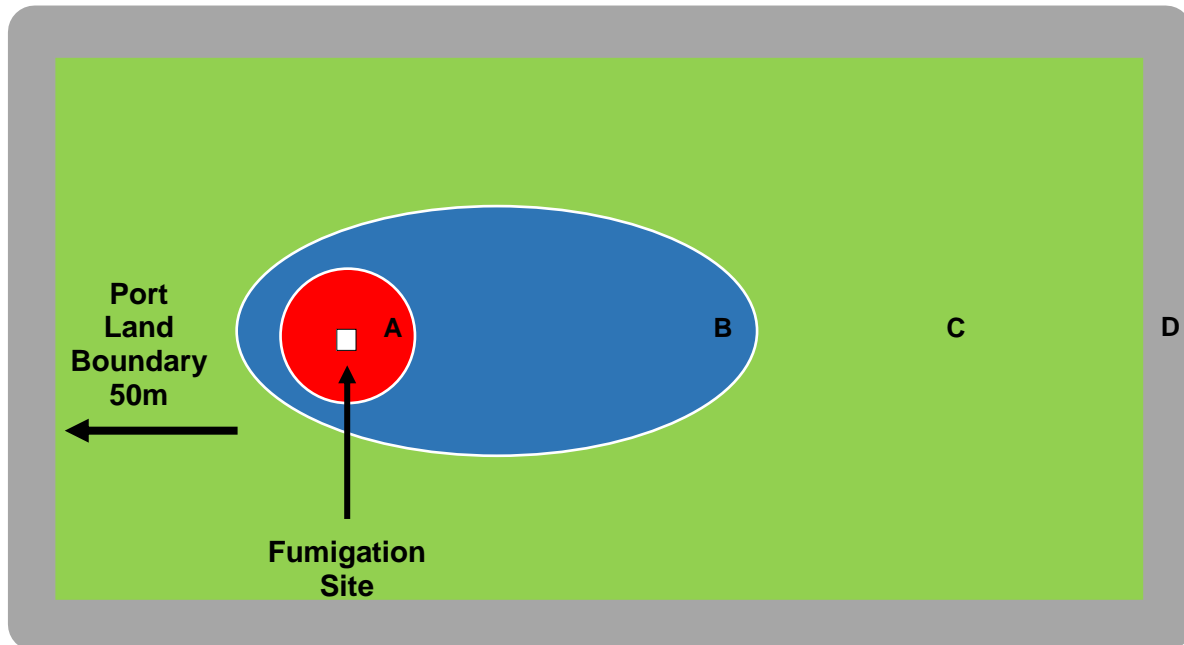
D**GENERAL PUBLIC**

- Minimum 100m+ radius from fumigation site
- Larger radius as general public zone includes young children and elderly who have no knowledge of methyl bromide hazards & controls

Safety starts with me

SAFETY ZONES CONTAINERS & CARGO UNDER COVERS VENTING TO ATMOSPHERE

Wind Direction →



A

RISK AREA – FUMIGATION SITE

- Fumigation radius is determined by the operator to ensure all risks are managed
- Authorised fumigation personnel only
- Full fumigation PPE worn
- Inducted port personnel **not** allowed to enter
- Area is defined by cones and signage

B

MONITORED SAFETY ZONE

- Area is monitored by fumigator and is defined by cones and signage
- Inducted port personnel **not** allowed to enter
- Fumigation staff may extend zone depending on weather/wind conditions
- If zone extended fumigation staff will tell you to move, you must do so immediately

C

PORT BUFFER ZONE

- May extend in all directions from point of fumigation
- Inducted port personnel can enter

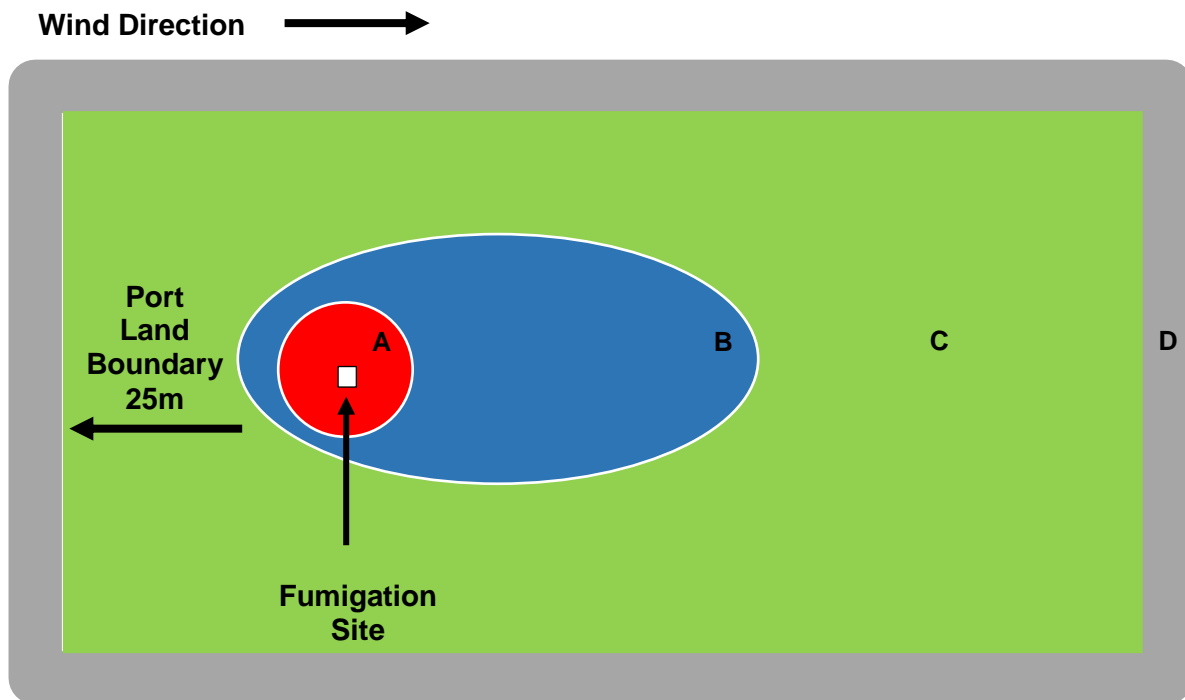
D

GENERAL PUBLIC

- Minimum 50m+ radius from fumigation site
- Larger radius as general public zone includes young children and elderly who have no knowledge of methyl bromide hazards & controls

Safety starts with me

SAFETY ZONES STANDALONE CONTAINERS VENTING TO ATMOSPHERE

**A****RISK AREA – FUMIGATION SITE**

- Fumigation radius is determined by the operator to ensure all risks are managed
- Authorised fumigation personnel only
- Full fumigation PPE worn
- Inducted port personnel **not** allowed to enter
- Area is defined by cones and signage

B**MONITORED SAFETY ZONE**

- Area is monitored by fumigator and is defined by cones and signage
- Inducted port personnel **not** allowed to enter
- Fumigation staff may extend zone depending on weather/wind conditions
- If zone extended fumigation staff will tell you to move, you must do so immediately

C**PORT BUFFER ZONE**

- May extend in all directions from point of fumigation
- Inducted port personnel can enter

D**GENERAL PUBLIC**

- Minimum 25m+ radius from fumigation site
- Larger radius as general public zone includes young children and elderly who have no knowledge of methyl bromide hazards & controls

Safety starts with me

Port Access Cards

It is a privilege to hold a valid port access card and it must never be loaned or given to anyone else to use. It is the responsibility of each access card holder to ensure their card is not used for deception or unauthorised access to the Port. If you have lost or misplaced your access card you must report it to POTL Security or POTL Reception immediately.

Staff Leaving Employment on Port

It is the responsibility of the company employing the Port access card holder to advise POTL Reception of their staff member's cessation of employment within 12 hours of departure.

Reactivate Existing Card

To have your existing port access card reactivated:

- No further action is needed.
- Once you have successfully completed the induction your Port access card will automatically be reactivated.

Apply for a Port Access Card:

- You must be a regular user of the Port.
- You must complete an application form.
- The application form must be signed by the person / company employing the card holder.
- Completing the application form does not guarantee you will be eligible for a card.

Access Card Cost

- New or replacement cards will incur a cost of \$15, payable by cash or EFTPOS at POTL Reception, or charge back to your workplace by providing a valid purchase order.

Visitors to the Port

Please print a copy of your induction certificate (or download on a smartphone), and present it to the POTL Security gatehouse staff along with approved photo identification (ID).

IMPORTANT NOTE! The induction certificate does not permit access to the Port. It can be presented to port security to demonstrate the induction has been successfully completed. Entry will only be permitted in accordance with the rules outlined in the Port Site Induction.

If you have any questions about the induction or access to the Port please contact POTL Reception Monday to Friday between 8.30am and 4.30pm.

Mount Maunganui Wharf Reception

Email: POT.Reception@port-tauranga.co.nz

Phone: 07 572 8899

TCT (Sulphur Point) Reception

Email: TCTReception@port-tauranga.co.nz

Phone: 07 572 8761

Safety starts with me



Please complete the Port Site Induction online

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



Safety starts with me