

Port of Tauranga Site Induction



Port of Tauranga Site Induction

The Port of Tauranga Site Induction is not a training tool.

It is up to the company who is engaging you to work on the port to explain the rules, ensure site familiarity and make sure you are competent to be on site.

This induction outlines the port entry rules and port user requirements to ensure the safety of all port users while on the port.

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

Port Entry Declaration

Before completing this induction confirm each of the following statements is true. Failure to truthfully answer will result in your access to the port being cancelled.

You confirm that you understand the following:

- 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 prior site visit with a competent and qualified company operator.
- You must comply with, and be bound by, the port entry rules at all times.
- You must show approved photo ID (approved under the Maritime Security Regulations 2004) at the Port's Security gatehouses every time you enter.
- When you are working in a shared operational area with many different users and companies 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 must not enter another company's work area without first talking to the relevant company representative (eg Supervisor/Foreman) and obtaining their permission to enter.

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.

Port Access Cards

Completing this induction doesn't automatically permit you to have access to the port. Approval is first required by both Port of Tauranga and your employer. Once approved, an application can be made for you to be issued a Port Access Card. This application process must be done by your company/employer.

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. Any non-compliance will result in your access to the port being cancelled.

If you lose or misplace your access card you must report it to POTL Security or the Port Access Team immediately.

Port Access Card Application rules:

- 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.

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

Email: PortAccessCards@port-tauranga.co.nz

Phone: 07 572 7543

Our Health and Safety Promise



**Leonard
Sampson**
*Chief Executive
Port of Tauranga*

At Port of Tauranga, one of our core values is: **Having a “safety always” mindset.** As we operate in a multi-hazard environment, we need to continuously think about our own safety, as well as the safety of those around us, so that we can go home to our loved ones in the same condition as when we entered the port gate.

Everyone at Port of Tauranga should feel free to ask questions and challenge unsafe behaviours, even if it means a delay in operations. We owe it to our family and friends to not cut corners or sidestep safe operating procedures.

Please continue to support each other in making Port of Tauranga a safe workplace.

Ngā mihi nui
Leonard

Our Values

Our values define our fundamental beliefs and dictate our behaviour as individuals and as an organisation.
We will achieve our vision by:

Taking pride and doing the right thing

—

Listening and working together

—

Creating better ways

—

Having a “safety always” mindset.

Health and Safety

While you are working on the port we insist that safety is your number one priority!

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 healthy, safe and injury free.

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

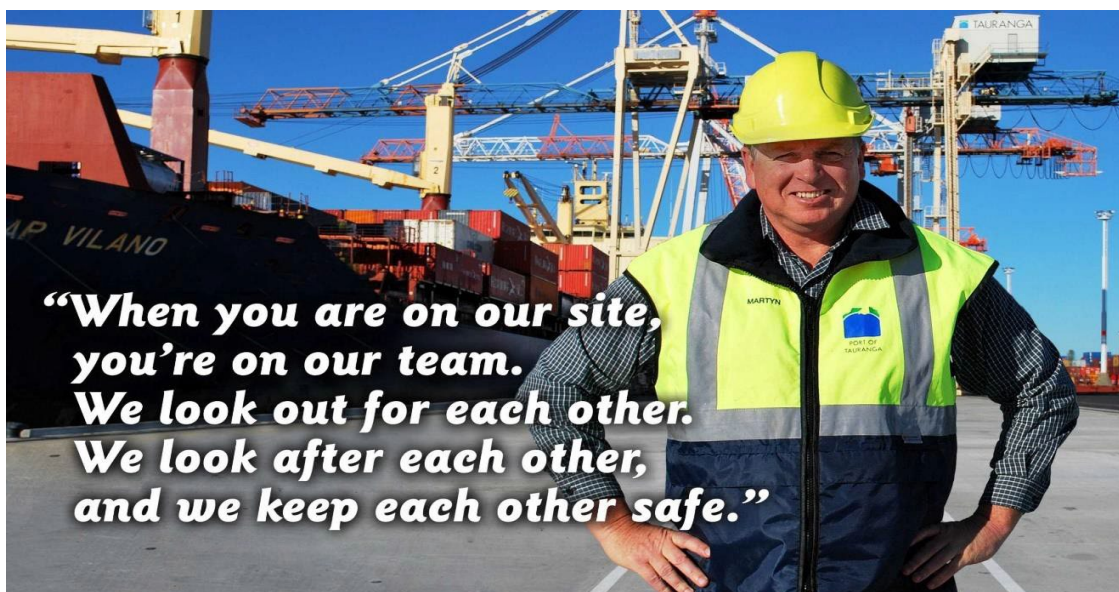
- What am I doing?
- What could go wrong?
- What can I do to make it safer?

If you are unsure about anything, please ask!

Don't just blunder along without the right information or understanding.

Make sure that no action or inaction by you while at work causes harm to any other person. Look out for your work mates.

Health and safety is everyone's responsibility.



Environmental Practices



The Port of Tauranga is located in the majestic natural and sensitive setting of Te Awanui (Tauranga harbour).

The Port is surrounded by both water and close neighbours, so you need to ensure your activities have minimal impact on the environment.

All entities conducting its business within the Port shall comply with:

- All applicable port procedures and rules
- All relevant local and regional rules
- All resource consents and other authorisations
- All relevant legislation
- Any applicable environmental management plan required by that entity

Port procedures and rules can be found on [Port of Tauranga website](#).

Spills

Solid and liquid waste and other contaminants can enter stormwater drains during rainfall events. You are therefore required to keep your work areas clean and free of contaminants.

Port of Tauranga Ltd has a responsibility to ensure all spills (both solid and liquid) are appropriately responded to and cleaned up in a timely manner. That means everyone is required to do their bit to minimize the likelihood of spills on the port.

To minimize the impact of environmental spills on the port, you must **immediately**:

1. report all spills that occur by calling CCTV Team (07 572 7543)
2. clean up all spills that occur, this includes timely removal of absorbents applied to liquid spills
3. prevent any spill from entering drains or harbour.

All spills must be reported and responded to **immediately**!

If you see any practices polluting the environment or in the case of a spill please contact the CCTV Team on (07) 572 7543

Dusty Activities

Certain dusty activities can cause issues for other port users as well as our neighbours. Excessive dust can lead to non-compliances with local and national regulations, therefore you are required to do your bit to minimize airborne dust generation on site wherever possible.

Driving in the log yard areas can be a dusty activity. To minimise dust generation in this area, you must:

1. **Always adhere to the speed limits**, the faster you go, the more airborne dust you can generate.
2. **Stay on dedicated roadways** wherever possible, avoid empty log storage areas where possible.
3. At all times be aware of if you are generating excessive airborne dust. If so **further reduce your speed**.

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 (i.e Use of cell phone while driving on the Port = 2 strikes).

Multiple strikes may be issued at the same time for serious breaches of port rules. Some cases are 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	Two strikes	Refer to Management
Travelling with children in vehicles	Removal of Port Access	
Rail Crossing non-compliance	Two strikes	

Security breaches

Unlawful port entry	Removal of Port Access	
Tailgating other vehicles	30-day ban	
Failure to produce identification	Removal of Port Access	
Carrying unlawful property		Refer to Management
Breaches to 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

In the event of an immediate threat to life or property, **call 111**, followed by immediately reporting to **Port Control Ph (07) 572 8888**.

Call Port Control immediately for any other emergency such as:

- Fire
- Emergency
- Accident
- Chemical Leak
- Hazardous situation



Photo of a Fire & Emergency NZ Rescue Exercise at TCT

Port Entry Rules

Security Access Rules

The entire area within the POTL security fence line is a Customs Controlled Area (CCA) and Maritime Security Area (MSA).

The Port is required to monitor and control all persons and all goods entering and leaving the area. Close Circuit Television (CCTV) is in operation across the Port and is monitored 24/7.

To enter the Port you must

- Be in possession of approved photo ID at all times
- Have a bona fide (genuine) reason to be there
- Be willing for your bags or vehicle to be searched



Legal Compliance

Port of Tauranga Limited (POTL) has a statutory obligation to comply with the following:

- International Ship and Port Facility Security (ISPS) Code,
- Port's New Zealand Customs (NZC) Procedure Statement,
- Customs & Excise Act 2018,
- Maritime Security Act 2004,
- Maritime Security Regulations 2004,
- Health & Safety at Work Act 2015,
- Resource Management Act 1991 (and all regulations enabled by the RMA),
- Biosecurity Act 1993.

Maritime NZ Security Levels

Port of Tauranga operates under Maritime NZ Security Levels

- **Level 1:** Normal operations, where the minimum appropriate security measures are maintained.
- **Level 2:** Heightened risk, where there is a risk of a security incident and additional protective measures are implemented.
- **Level 3:** Probable or imminent threat. Port evacuation and closure.

**For more information on access rules visit the Port of Tauranga website.*

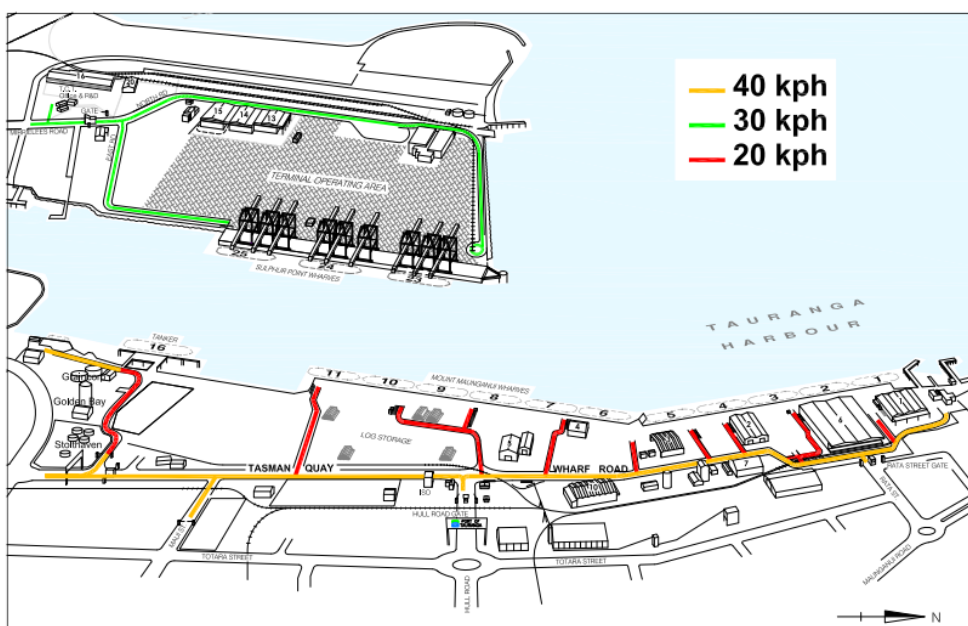
General Port Rules

Read these rules carefully. You will be questioned on these to obtain your certificate. Note that driving rules will be covered further on in this induction. Any violation of port rules may result in strikes and/or the cancellation of your access card.

A valid Port Site Induction required and approved photo ID	
No children are permitted (aged 15 years or under)	
Drug and alcohol free site	
No gang patches or gang insignia on the port	
Hi-vis clothing must be worn (Day/Night Standard AS/NZS 4602)	
Protective footwear in operational areas Covered footwear in non-operational areas	
Hard hats must be worn in operational areas	
No fishing from any area of the Port or wharf	
No Animals permitted on the Port (except of Customs, MPI and Police approved working dogs)	
No riding of Motorbikes or bicycles on the Port	
No firearms or other weapons allowed on the Port (as per Maritime Security Regulations 2004)	
Always wear seat belts when operating any vehicle or machinery	

Driving Rules on the Port

1. **ALWAYS drive on designated roadways.** Never deviate into open spaces that look like a short cut. These may be operational areas with heavy machinery working.
2. **ALWAYS use headlights.** This improves visibility.
3. **ALWAYS abide by road rules,** such as:
 - a. Use indicators when turning,
 - b. DO NOT USE hand held mobile devices
4. **ALWAYS** wear seat belts when operating any vehicle or machinery!
5. **NEVER use hazard lights** when driving on the port.
6. **ALWAYS** park in allocated parking areas.
7. **ALWAYS obey speed limit signage.** There are 3 main limits on the port,
 - a. **40km** – Tasman Quay and Wharf Road
 - b. **30km** – North Road and East Road
 - c. **20km** – All roads leading off Tasman Quay and Wharf Road



Port Entry for Drivers, Passengers & Visitors

Drivers

All drivers entering the Port must:

- Have a **valid POTL access card** and induction.
- **Swipe** their POTL access card every time they enter and exit the Port.
- **Carry their access card** with them while on the Port and must present their access card to POTL Security on request.

Passenger

All passengers must show photo ID as they enter and exit the Port.

If a passenger does not have a Valid Port Access Card, they must:

- have **authorised Photo ID***,
- AND be listed on the **Visitors Register**.

Passengers are **only permitted to enter via 'manned gates'** so they can be screened by security. Manned gates include Hull Road and Sulphur Point, and Rata St during Cruise Season.

Visitors

Visitors are people who do not have a POTL access card.

To be allowed onto the Port (inside the CCA), all visitors must:

- be on the **visitors register**
- **show photo ID** to POTL Security. The ID type must be from the list of 'approved photo ID types'
- be **escorted and supervised** by a POTL card holder at all times

**See the Port of Tauranga website for a list of approved photo ID types.*

Pedestrians

- Pedestrians are only permitted to enter the Port through these pedestrian access security gates:
 - Rata Street
 - Hull Road
 - Sulphur Point (TCT)
- Every pedestrian must have their own valid port access card and must use their port access card to 'swipe' through the gate.
- Using your card to 'swipe' in another person is not permitted
- Pedestrians are not permitted to walk through any vehicle access 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.
- 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.



Pedestrians that breach port rules will be removed from the Port and given strikes in accordance with the Three Strikes Policy.

Designated Walkways

Pedestrians must use designated walkways to transit when transiting through any operational area.



- In areas where no designated walkway is marked use extreme caution when walking.
- 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**

Hull Road Entry – caution!



The Hull Road Entry Gate is very close to the railway line (28 metres) so please note:

- 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, or the grided area.
- Make sure you know 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.

Rail Crossings



There are several railway crossings on the Port. Most crossings (but not all) 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 2.3metres of any operational railway track.
- Crossing railway tracks while lights are flashing may result in a strike, in accordance with the three strikes policy



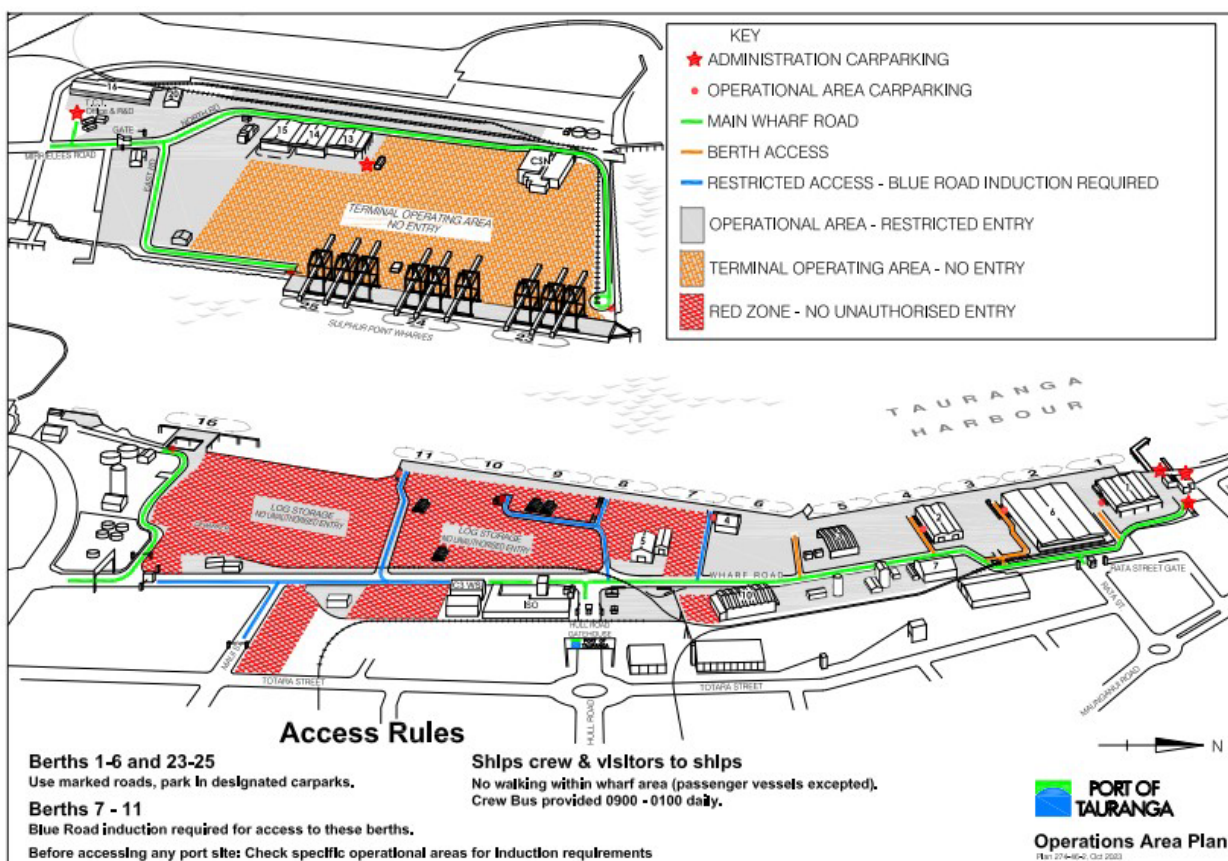
BEWARE!

TRAINS CAN APPROACH QUICKLY AND QUIETLY.

Restricted Access Areas

The Port consists of a number of areas with restricted access. You need to know which areas you have permission to enter. Read through and then study the map carefully.

- The **green roads** are the main roads that you can access once you have completed this induction.
- The **orange roads** give access to the berths – only authorised personnel should be driving on these.
- The **blue roads** can only be accessed by light vehicles if you have a Blue Road Permit
- The **red** and **orange** shaded areas are operational areas. These are **NO ENTRY** zones unless you are fully inducted and authorised to be there.



Restricted Zones (Blue & Red) – Mt Maunganui

The **Blue Road Zones** are located on the Mount Maunganui Wharf and are restricted to heavy vehicles and authorised light vehicles only.

Any light vehicles found in restricted access areas without the relevant permit may be removed from the Port.

Only drivers that require access as a condition of their employment and carrying out Port business will be able to apply for a permit.

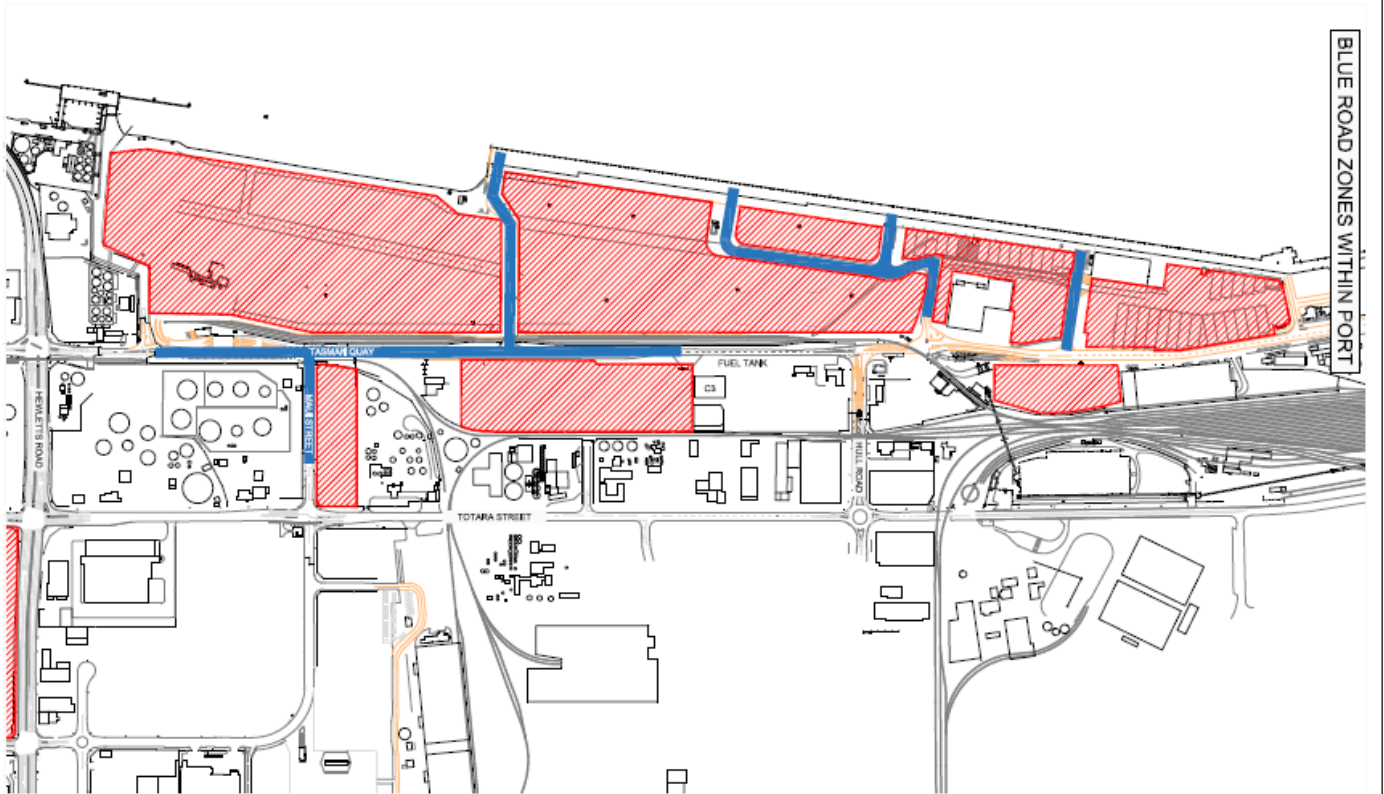
To apply for a Blue Road Zone Permit, contact POTL Access Team on ph (07) 572 7543.



Blue Road Locations

Blue Road Zones are located at:

- Tasman Quay from the diesel tank to Tasman Quay security gatehouse
- Berth access roads to Berths 7, 8, 9, 10 and 11



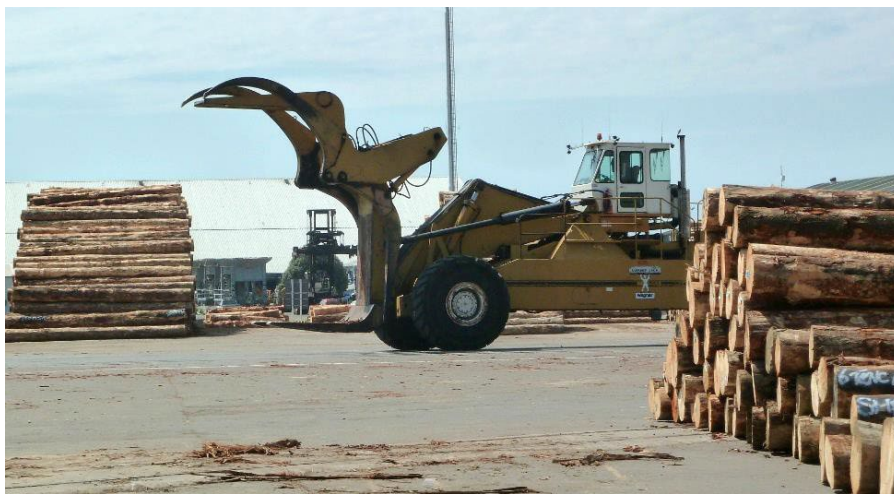
Red Zones

There is absolutely **NO ENTRY** to any **Red Zone Log Storage Area** without prior **authorization**.

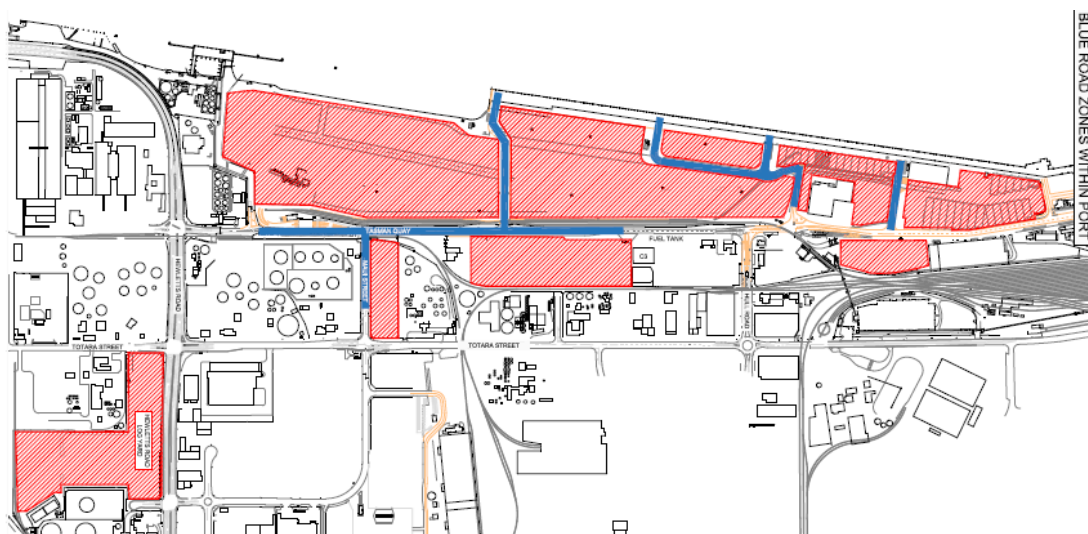
Heavy vehicles are working in these areas and only people who are working in these areas are authorised to be there. Everyone needs to fully understand the risks and hazards of the workplace.

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 8911
- **ISO:** 07 572 6311



Note the areas coloured in red on this map. These are the **Red Zones**. They are primarily log storage areas.



Mt Maunganui Wharf

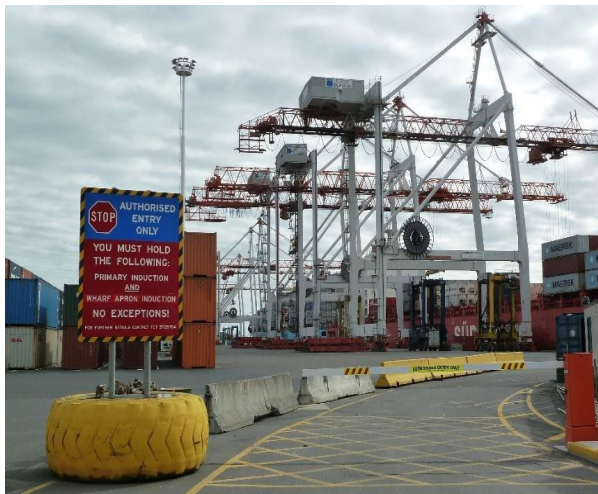
Tauranga Container Terminal - Restricted Access Areas

There are **three areas** at Tauranga Container Terminal that are only accessible by authorised personnel. For everyone else there is **NO ENTRY**.

These are:

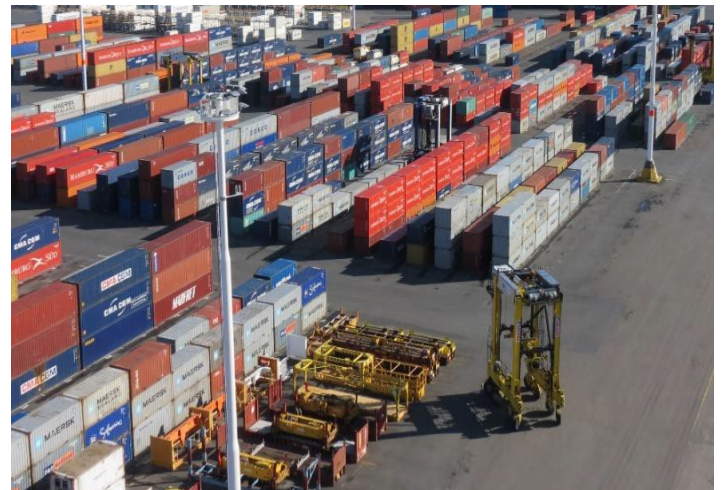
- **Wharf Apron**
- **Container Yard**
- **Truck Exchange**

To access these areas, contact TCT Operations Shift Supervisor on ph 07 572 8764 to gain access to inductions and permission to enter.



Wharf Apron

Wharf Apron Access Induction must be completed before entry is permitted



Container Yard

No entry is permitted without consent from authorised TCT staff member

Truck Exchange

TCT Truck Exchange induction must be completed prior to entering the area.

Unauthorised persons or vehicles found in these areas will be removed and port access cancelled indefinitely.



Inductions and Restricted Access Areas

Port Site Induction

This is the main induction for everyone entering the Tauranga Container Terminal (TCT) at Sulphur Point **AND** the Mount Maunganui port sites. This is required to enter the Port Gates into the CCA (Customs Controlled Area).

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	POTL Access Team 07 572 7543
Red Zones	At the office of the company in charge of the area (C3 or ISO)	C3: 07 572 8909 ISO: 07 577 7600
Debarker	Contact ISO	ISO: 07 577 7600

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

Driving in Operational Areas

Mt Maunganui Wharf

While driving on the Port, be extremely cautious as 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.

Rules when driving in Operational Area:

- Small light vehicles must give way to heavy machines
- Never proceed without making eye contact with machinery operators.
- Never drive under suspended loads



These machines CANNOT stop quickly!



Driving in Operational Areas

Tauranga Container Terminal

Straddle Carriers and other heavy machines have a restricted field of vision. You might be hidden from view by hatch lids or containers.



Always be prepared to slow down and give way!

Never drive under a suspended load.

Critical Driving Rules in Operational Areas

Operational Areas are extremely hazardous. Only authorised vehicles and personnel are permitted to be in these areas.

Please note these specific rules if you drive or work in an operational area.

Flashing Lights: All vehicles must have an amber flashing roof light* turned ON, as well as headlights.

- 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.



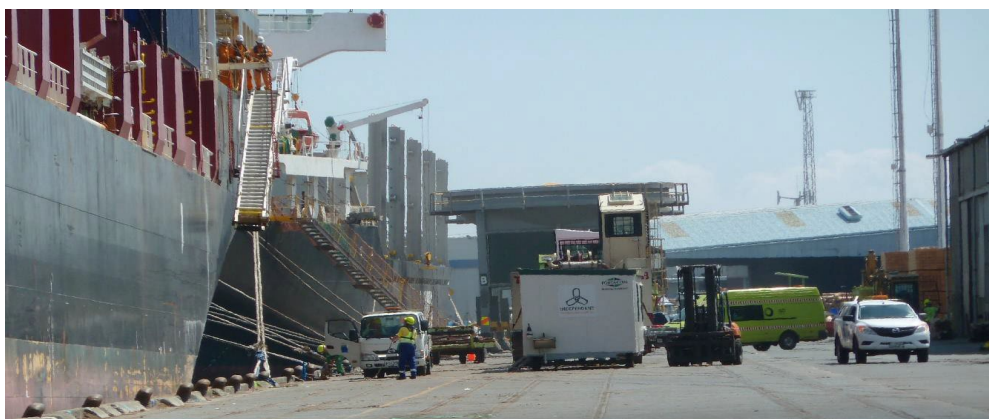
Seatbelts: It is mandatory for all drivers and passengers to wear seatbelts if they are fitted in the machine/vehicle they are driving.

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

Wharf Apron while vessels are working: NEVER drive past working vessels on wharf apron unless permitted by person in charge of work area.

Other company work areas: NEVER drive through another company or operators lease area or work area unless permitted by person in charge of work area.

Vehicle access to ships: This 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.



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 must not 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.

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.



Please be vigilant and proactive. Biosecurity is everyone's responsibility

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.

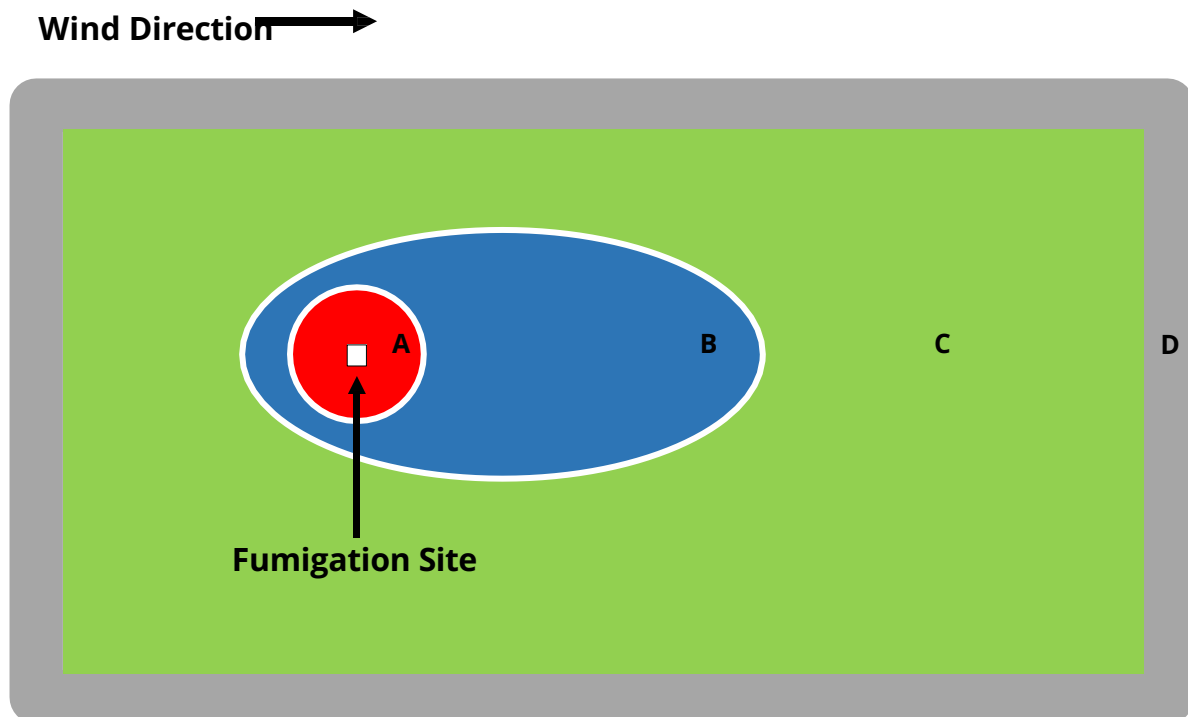
It is your responsibility to ensure you do not enter areas that are coned off during fumigation operations and that you obey any instructions issued by the fumigation operators immediately.

Log fumigation on the port is undertaken on a dedicated fumigation pad located in the Red Zone Log Storage and is used solely for this purpose.



Methyl Bromide Safety Zones

LOGS AND TIMBER UNDER COVERS



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

Finished

Your Port Induction is now complete.

Please contact your employer to organise your Port Access Card **before** you require entry to the Port.

The Port Access Card is a separate process managed by your employer.

HEALTH AND SAFETY CONDITIONS OF ENTRY

-  Headlights ON at all times
-  Port Safety Induction required
-  No public entry: authorised Port users only
-  Extreme caution: heavy machinery
-  Children and animals not permitted
-  No hand held cell phone use while operating vehicles
-  Drug and alcohol free site
-  Hi vis clothing must be worn
-  No bicycles
-  CCTV operating

FUMIGATION MAY TAKE PLACE AT ANY TIME

 Methyl Bromide & Aluminium Phosphide
Contact: Genera Biosecurity 0800 100 399

HAZCHEM TRANSIT DEPOT

HAZARDOUS SUBSTANCES PRESENT ON THIS SITE



IN AN EMERGENCY DIAL 111
OR CONTACT PORT OF TAURANGA 07 572 8888

 **Port of Tauranga**
Connecting New Zealand and the World

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