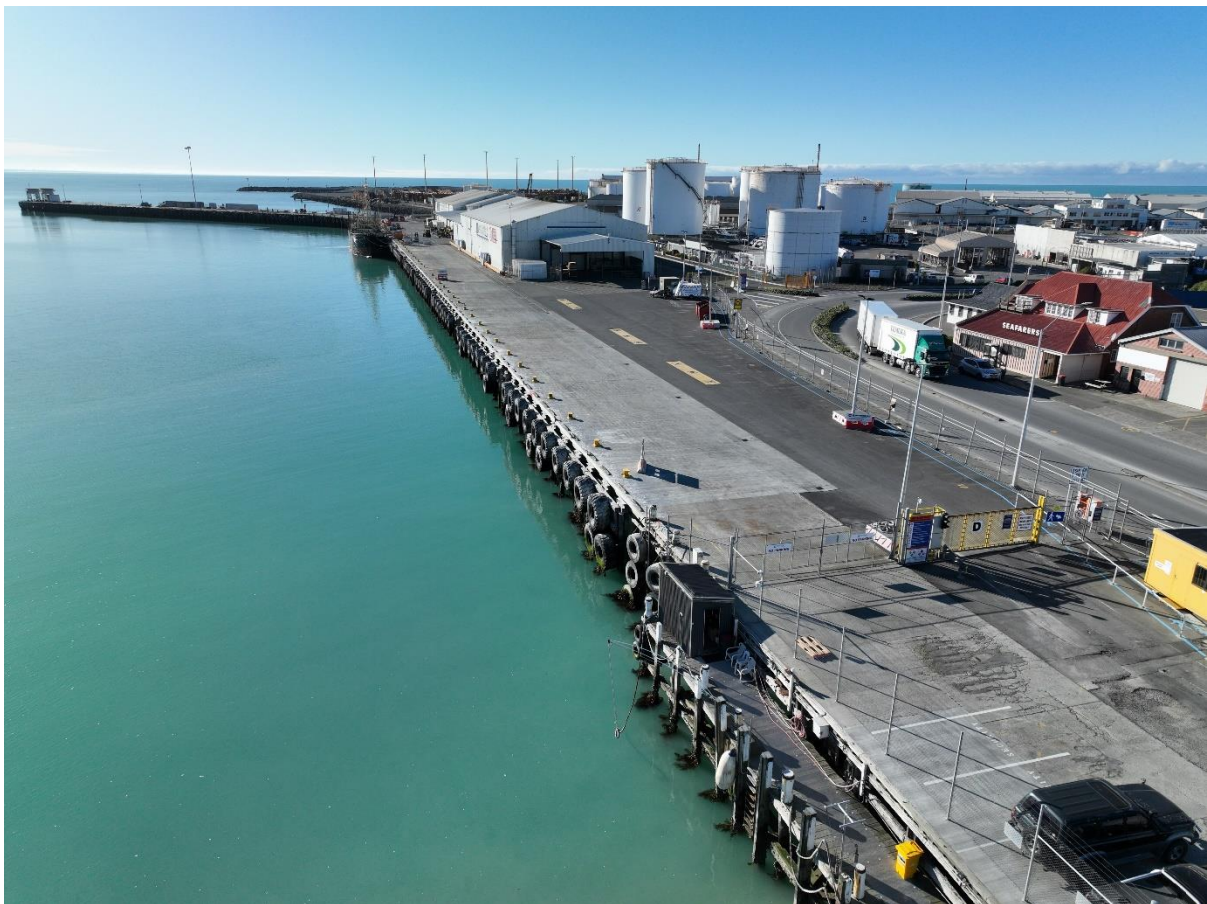




PRIMEPORT
TIMARU

No. 1 Wharf Access Protocols



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1. No. 1 WHARF INTRODUCTION

No. 1 Wharf is PrimePort's main general-purpose wharf, that can have multiple uses and users operating on it at any one time.

Multiple users (PCBUs) operating on the same wharf can present overlapping safety risks that must be actively managed. As stipulated in the Health and Safety at Work Act 2015, each PCBU must, as so far as is reasonably practicable, *consult*, *cooperate*, and *coordinate* activities with other PCBUs where their duties overlap.

PrimePort, as the PCBU that provides access to the wharf and allocation of berths, sets common user rules for PCBUs working alongside each other. This document seeks to describe protocols and procedures for PCBUs accessing and working on No. 1 Wharf.

(Note – This document should be read in conjunction with PrimePort's [Common User Rules Safety, Security & Environment](#))

2. No. 1 WHARF OPERATIONS

No. 1 Wharf is a general-purpose wharf which has seen significant investment and upgrade. The specifications of the wharf are:

- Wharf length of 300 metres
- Berth pocket depth is 10.3 metres
- Fifteen 90 tonne storm rated bollards installed
- 30 tonne rate bollards fitted along entire wharf edge
- Capable of berthing a maximum vessel length of 220 metres
- Two bunker points on the 100 and 220 marks
- Three security gates with swipe access to gain access to the wharf

At any given time, there can be multiple PCBUs in operation along the wharf or a single PCBU in operation. typical operations undertaken on No. 1 Wharf are:

- Fishing – discharge and maintenance operations
- Bulk cargo operations
- General cargo
- Cruise operations
- Bunkering operations
- Servicing San Won
- PrimePort mooring operations
- Wharf cleaning and waste removal
- PrimePort maintenance activities or infrastructure upgrades

3. SAFETY RISKS ON No. 1 WHARF

There can be several high-risk operations that occur on the wharf, these operations can present critical risks that must be appropriately managed. Some critical risks are:

- Sudden Immersion in water

- Diving
- Stored energy
- Working in a confined space
- Suspended loads, dropped objects
- Lines under tension
- Working at height
- Person vs machine
- Pilot transfer
- Vehicle over wharfs edge
- Light vehicle vs heavy vehicle

Work zones can present many different operational hazards that must be managed by the responsible PCBU. Operational hazards that have the potential to impact other PCBUs work zones need to be effectively controlled, communicated and documented between all affected parties. Common hazardous work on No. 1 Wharf is:

- Diving
- Hot work
- Confined space entry
- Handling or moving chemicals
- Heavy vehicle movements
- Cranage

4. RESPONSIBILITIES OF ALL PCBUs OPERATING ON No. 1 WHARF

PrimePort Responsibilities

- PrimePort has responsibility to provide berths and allocate work zones.
- PrimePort will coordinate relevant pre-ship meetings and traffic management approvals.
- PrimePort controlled work zones will be communicated with other PCBUs on the wharf where potential impacts or risks have been identified. Communication is through safety alerts distributed via email or direct communication with relevant parties.
- PrimePort will periodically monitor and verify onsite PCBU safety controls and performance on the wharf. Any safety issues will be raised as early as possible with the relevant PCBU with agreed timeframes for corrective action.

Port Users – PCBU Responsibilities

- Participate in pre-ship meetings and follow agreed traffic management plans.
- Have in place their own HSMS, risk assessments, job safety analysis, SOPs, permit to work.

- Identify operational risks or hazards that could affect other PCBUs and collaboratively agree on controls that are communicated and documented.
- To actively consult, cooperate, document and coordinate activities with other PCBUs where their duties overlap.
- To complete PrimePort permit to work where required, please refer to PrimePort website www.primeport.co.nz – [Facilities and Services – Permit to Work](#), for clarification of permissible tasks.

5. ACCESS ARRANGEMENTS AND PROCEDURES FOR No. 1 WHARF

The below items are a requirement for accessing and operating on No. 1 Wharf:

- Complete PrimePort induction and receive activated access tag.
- If multiple PCBUs are working on wharf then a traffic management plan is required. PCBUs are required to attend a PrimePort led pre-ship meeting and agree on the traffic management plan which is documented and distributed.
- If one PCBU is the sole operator on No. 1 Wharf then they are to arrange their own pre-ship meeting, implement a traffic management plan and document.
- PCBUs are to distribute their traffic management plan to all relevant parties within their operation and PrimePort.
- If any change to the agreed traffic management plan occurs, then all relevant parties are to reconvene and ensure no new hazards may arise from the change.
- Establish safe access for pedestrians crossing through common traffic lanes into their vessel work zones.

Please refer to Appendix 1.0 for common traffic user lanes on No. 1 Wharf.

Please refer to Appendix 2.0 for access gate restrictions, domestic and international.

6. ALLOCATED WORK ZONES SAFE MANAGEMENT PROTOCOLS

Work zones need to be established to ensure work activities between PCBUs is separated and clearly defined. Where overlap between the work zones is identified, PCBUs are required to communicate, control and document how this overlap is safely managed.

- PrimePort will lock security fencing for international flagged vessels using No. 1 Wharf. Security gates into the area will be locked out, only authorised persons or PCBUs involved in the operation may enter. No other pedestrians, vehicles or mobile plant is to enter. PrimePort will generate a traffic management plan and communicate to relevant PCBUs using the wharf.
- At PrimePort's discretion, No. 1 Wharf West will be closed off for certain vessels. Security Gate D and Z Energy gate will be locked out only to authorised users for the work zone. There will be no access to No. 1 Wharf Centre or No. 1 Wharf East through these gates. A security guard will monitor access and only allow authorised traffic and pedestrians to enter. PrimePort will generate a traffic management plan and communicate to relevant PCBUs using the wharf.

- PCBUs are to establish their own work zone, 4 ½ lines fore and aft. Vessel work zones are to be visually obvious.
- Access by pedestrians through common user traffic lanes into their work zones must be safely managed and visually obvious.
- Each PCBU needs to identify the officer in charge of the work zone and display this information on the contacts sign at each end of the work zone. Information required is:
 - Name
 - Company
 - Contact mobile phone number

7. PPE & RULES FOR OPERATING ON No. 1 WHARF

The following rules must be followed on No. 1 Wharf:

- Wear day/night hi visibility clothing as per AS/NZS 4602 1-2011 high visibility safety garments.
- Wear safety boots. Vessel crew or visitors shall wear closed in footwear when using pedestrian walkways and accessing vessels.
- Wear a hard hat when working adjacent to suspended loads.
- Wear a PFD or life jacket if working within one (1) metre of the wharfs edge.
- Keep to speed limit of 20km and drive to conditions, reducing speed in poor weather or congested areas.
- Vehicles must have one of the following when driving on the wharf:
 - A flashing beacon
 - Hazard lights with head lights on
- Pedestrians must give way to all traffic and must stop and look both ways before walking across common traffic lanes.
- Obey all access restrictions and only enter other PCBU work zones when expressly authorised.

APPENDIX 1.0 – COMMON TRAFFIC USER LANES No. 1 WHARF



No 1 Wharf- General TMP

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APPENDIX 2.0 – GATE RESTRICTIONS FOR No. 1 WHARF, DOMESTIC & INTERNATIONAL

Vessel	Type	Notes	Gate D	Gate Z	Southern Tiare Fence	W End San Won	San Won Fence
Domestic							
Anatoki	Bulk	1W only	Double controlled	Double controlled	Y		
Rangitata	Bulk	1W only	Double controlled	Double controlled	Y		
San Aotea II	Fishing						
San Aspiring	Fishing						
San Discovery	Fishing						
San Enterprise	Fishing						
San Granit	Fishing						
San Tongariro	Fishing						
San Waitaki	Fishing						
Dong Won 530	Fishing						
Dong Won 519	Fishing						
Tomi Maru 87	Fishing						
Fortunui	Fishing						
Pacinui	Fishing						

Vessel	Type	Notes	Gate D	Gate Z	Southern Tiare Fence	W End San Won	San Won Fence
International							
Log Vessel	Logs	Only vessel on No. 1 Wharf	Double controlled			Y	Y
Bulk Fertiliser Vessel	Bulk	Only vessel on No. 1 Wharf	Double controlled			Y	Y
Southern Tiare	General Cargo	No. 1 Wharf West only	Double controlled	Double controlled	Y		
Theresa Micronesia	Tanker	No. 1 Wharf West only	Double controlled	Double controlled	Y		
Eidsvaag Omega	Fish meal	No. 1 Wharf West only	Double controlled	Y			
Cruise Vessel	Passenger	Only vessel on No. 1 Wharf	Double controlled	Double controlled	Y		Y