



Health & Safety Induction MetroPort Christchurch



Our Pledge

MetroPort Christchurch pledges to:

- ✓ Hold itself accountable before its peers by sharing its health and safety performance.
- ✓ Constantly improve its health and safety performance.
- ✓ Champion health and safety – inspiring our people, suppliers and customers to create zero harm workplaces.
- ✓ Build workplaces which guarantee reported incidents will be investigated and action taken.

Introduction

From the moment you enter MetroPort Christchurch, you are required to comply with the health and safety rules, designed to ensure you and other inland terminal users remain safe and injury free.

While you are working on the inland terminal, we insist that safety is your number one priority.

- ✓ This induction is required to be completed prior to driving on depot roads and / or to get to your place of work, within the inland terminal.
- ✓ If you require entry to certain operational areas such as the truck exchange, you will be required to complete a secondary induction relevant to that area.
- ✓ Health and safety is everyone's responsibility.
- ✓ 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?**
- ✓ Look out for your work mates.
- ✓ If unsure about anything, please ask.

Please note: MetroPort Christchurch seeks to minimise the frequency of non-essential vehicle visits to the depot, for the safety of all depot users.

Critical Safety Rules

- 1 Stay on the designated roadways and park in the allocated parking areas.



- 2 When driving at the inland terminal, ensure your headlights are turned on at all times. Your flashing roof light must be used in operational areas.

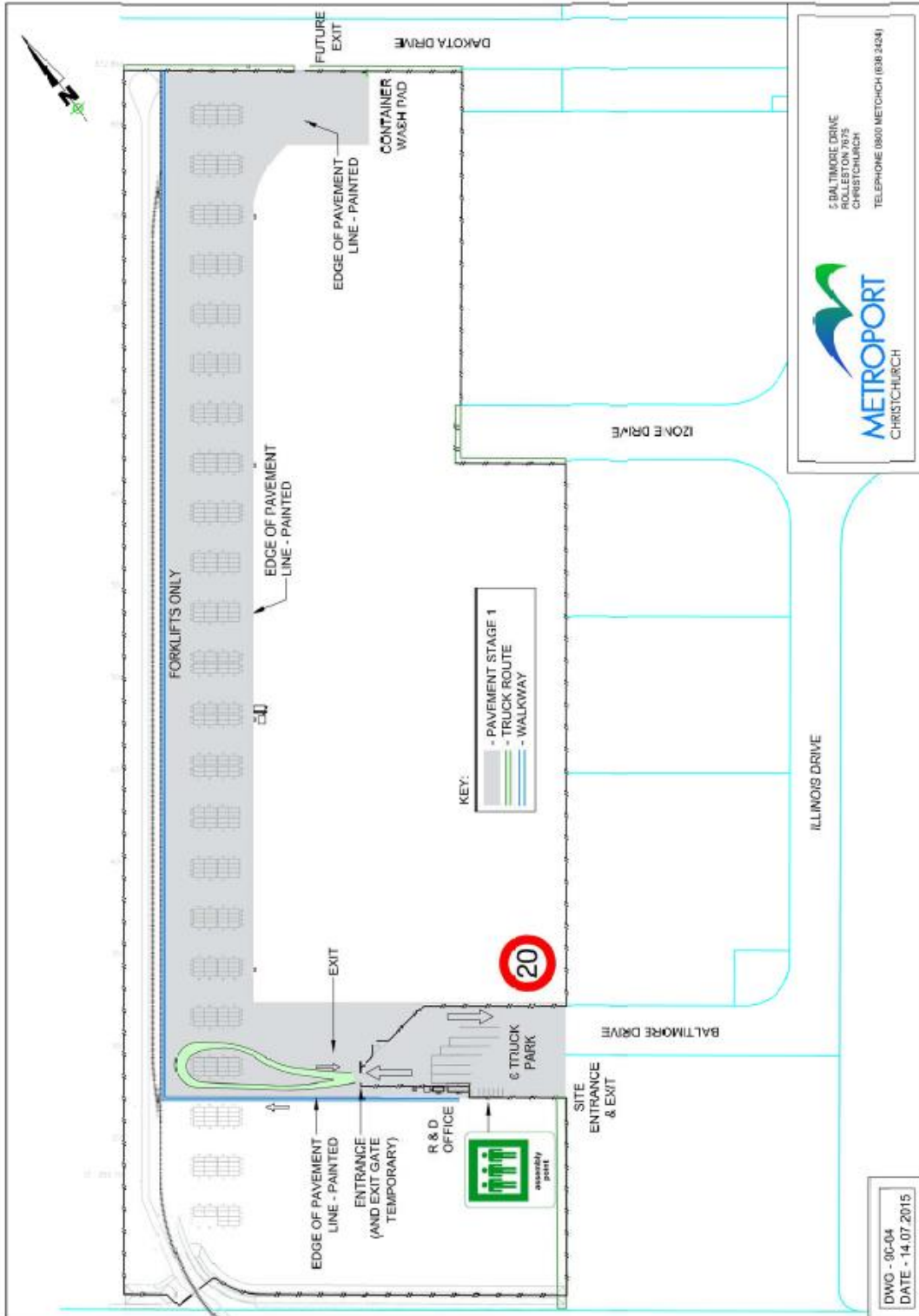


- 3 While driving in operational areas, a 20kph maximum speed limit applies to all inland terminal roads.



- 4 Operational areas are restricted access only and authorisation is required to enter these areas.

There is absolutely no entry allowed to the MetroPort Christchurch operating area without the prior consent of the Inland Terminal Manager.



5 Be aware of all rail crossings.

- ✓ No vehicle, equipment, or containers should be placed within three metres of the railway track.
- ✓ Do not walk along railway tracks – beware, trains can approach quickly and quietly.
- ✓ Only cross the railway tracks at designated crossing points.

6 Always be aware of the increased risks around heavy machinery

Many heavy machine operators may not be able to see you - always be prepared to give way!

Operators of large machines have a restricted field of vision, which may be obscured even further by the load they are carrying.



A top lifter can weigh up to 100 tonnes - these machines cannot stop quickly!

- 7 When walking, keep to the designated walkways (marked in blue).



- 8 The manual use of cell phones is prohibited while operating any plant, or driving machinery or vehicles on the inland terminal.



- 9 The riding of bicycles is strictly forbidden on any part of the terminal.



- 10 MetroPort Christchurch is a drug and alcohol-free work environment.



Be safe, be seen!

When entering operational areas, you must wear a high viz vest or jacket and steel capped boots at all times. The high viz vest or jacket must meet the NZ standard AS/NZS 4602 Day / Night use.

Hard Hats

The wearing of hard hats is compulsory in certain areas within the terminal and as part of certain operations.

Hard hats must be worn:

- ✓ 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 mandatory.

Complying

Ensure you are aware of the health and safety policy of your employer, company or operation you are visiting. You must comply with the safety induction and safety policies of those companies.

Signage

Be aware of and obey all signage on the inland terminal. Signs are there for your safety and border security obligations as required by the relevant regulatory authority!

Please ensure you are aware of all your obligations under the relevant acts.



Environmental Practices

Be aware of the environment you work in.

Please ensure the impact of your activities on the environment are minimised by carrying out the correct environmental procedures.

If you see any practices polluting the environment please contact the Metrobox manager immediately. Phone 027 7635702



Inland terminal Evacuation Procedures

In the event of an emergency, notification of an evacuation will be made by **telephone, email and radio telephone**, with instructions that are appropriate to the emergency.

- 1 Be aware of the evacuation assembly points nearest to where you are working.
- 2 Evacuate the depot via your nearest exit gate.
- 3 Be aware of the evacuation procedure of the work place, or operation you are visiting.



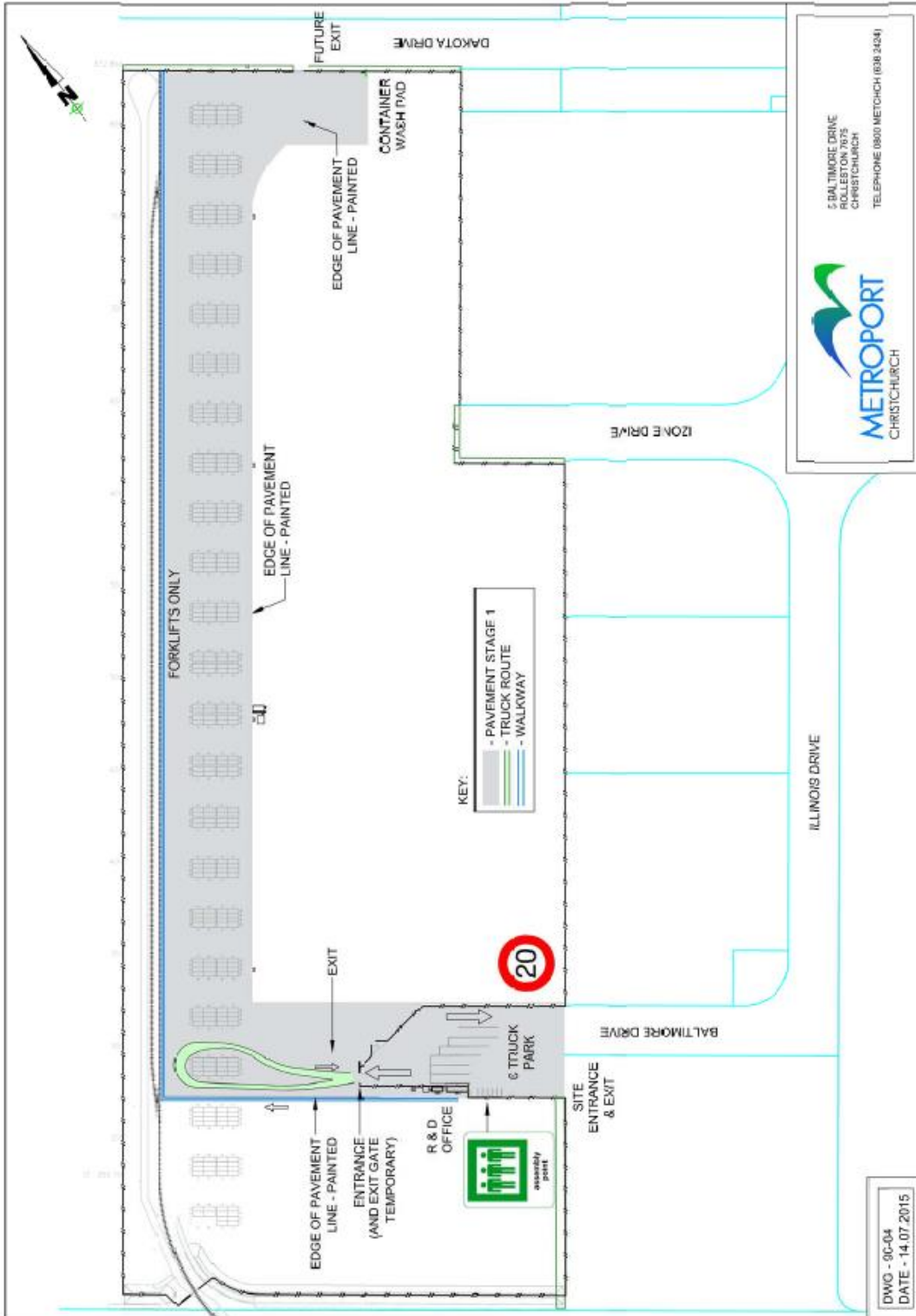
We consider your safety while at the inland terminal to be of the highest importance.

Please comply with these safety rules for both your own safety and the safety of all MetroPort Christchurch users.

THANK YOU

Maps

For your safety, it is important you take the time to study the inland terminal map to familiarise yourself with the inland terminal's layout, emergency assemble points the driver instructions and the speed limits within the inland terminal.



Induction Questions

- 1 When driving on the inland terminal, what is the vehicle lights policy?**
 - a) You must turn your headlights on after 7 pm.
 - b) Your flashing roof light is sufficient.
 - c) Turn your headlights on and use your flashing roof light in operational areas.
 - d) Use your hazard lights at all times.

- 2 While driving within the inland terminal what speed limit applies?**
 - a) 20kph
 - b) 30kph
 - c) 40kph
 - d) 50kph

- 3 What is one of the main risks when working near or around heavy machinery?**
 - a) Heavy machines make a lot of noise.
 - b) Heavy machines can travel faster than you think.
 - c) Many heavy machine operators may not be able to see you.
 - d) You must give way to heavy machinery.

- 4 What kind of gear must be worn by all persons entering operational areas within the inland terminal?**
 - a) Safety glasses.
 - b) Steel capped boots.
 - c) A hi viz vest or jacket (Day / Night standard).
 - d) A hi viz vest or jacket (Day / Night standard) and steel capped boots.

- 5 When must a hard hat be worn?**
 - a) At all times in areas that are designated "hard hats" due to the nature of the operation.
 - b) At all times in construction areas.
 - c) All of the above

- 6 What is the cell phone use policy within the inland terminal?**
 - a) Cell phones can be manually used at all times.
 - b) You may manually use cell phones in the 30 kph – 40 kph speed zones.
 - c) The manual use of cell phones is prohibited in operational areas only.
 - d) The manual use of cell phones is prohibited while operating any plant or driving any machinery or vehicles.

Name: Company:

Signed: Date: