



Health & Safety Secondary Induction MetroPort Christchurch

For truck drivers delivering or uplifting cargo



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

This induction is required to:

- ✓ **Ensure the safety of all truck drivers while trucks are being loaded or unloaded at the MetroPort Christchurch truck exchange.**
- ✓ **Ensure documentation is processed accurately and in a timely manner by MetroPort Christchurch Receivable and Delivery (R&D) staff.**

This induction must be completed by all truck drivers delivering or uplifting containers at MetroPort Christchurch. You must first have completed the MetroPort Christchurch Health and Safety Primary Induction.

All truck drivers entering the inland terminal must have a valid Access Card.

For any enquiries regarding R&D, please contact the MetroPort Christchurch R&D office: 0800 METCHCH (0800 638 2424)

Critical Safety Rules

- 1 All truck drivers entering the inland terminal truck exchange area are required to wear high visibility clothing (AS/NZ 4602 Day / Night Standard) and steel cap work boots.



- 2 Carrying passengers on trucks in the inland terminal is prohibited. If you are training a relief driver, you must receive prior permission from inland terminal staff.



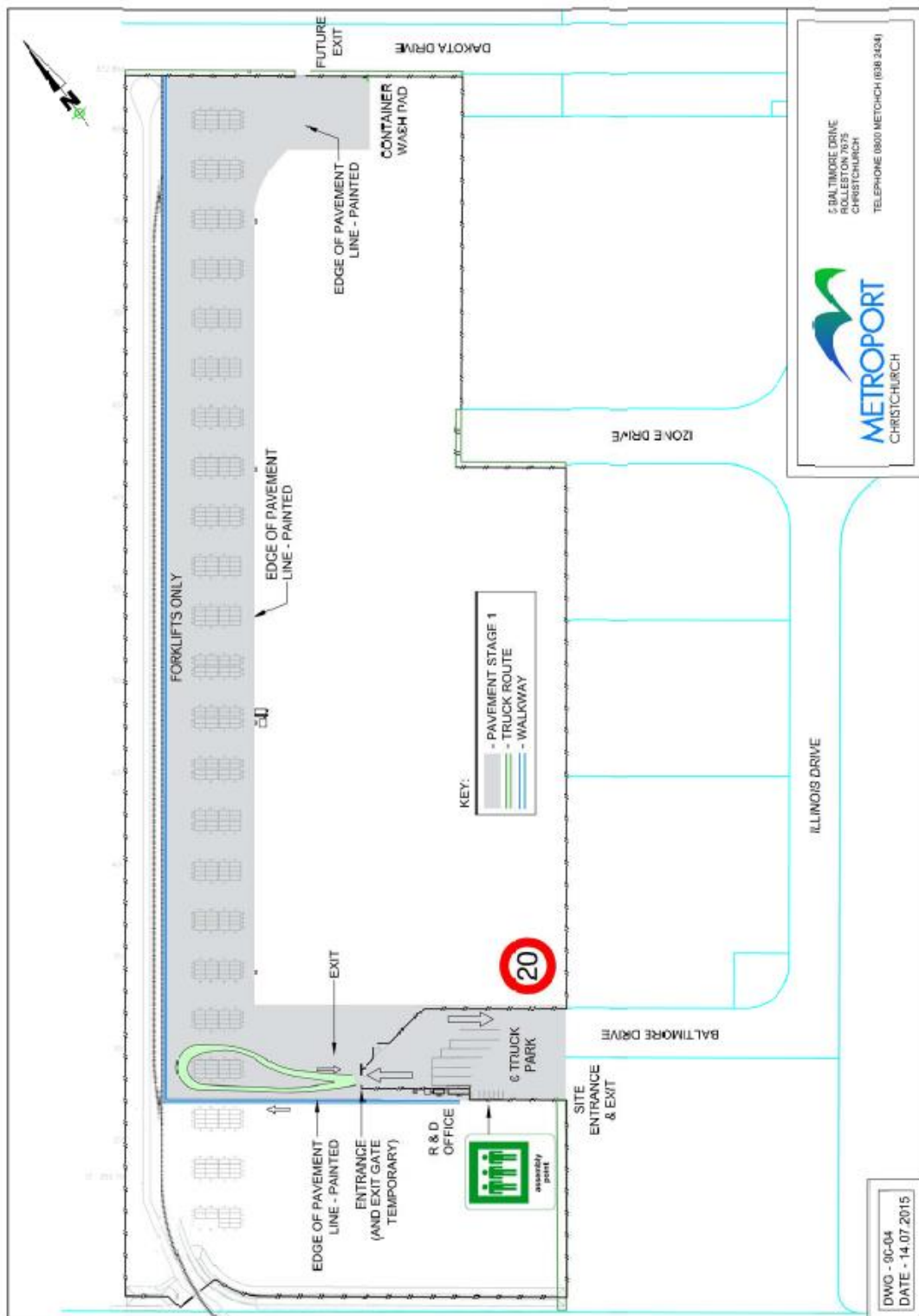
- 3 Trucks entering the inland terminal operating area must adhere to all speed limits.
Failure to do so may result in access being denied.



- 4 When driving on the inland terminal, you must ensure your headlights are turned on at all times.



- 5 There is absolutely no entry allowed to the Inland terminal operating area without prior approval of Inland terminal staff.



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- A wide-angle photograph of a large, empty asphalt parking lot. The lot is paved with dark asphalt and has white painted lines for parking spaces. In the background, there are several industrial buildings, including a large white warehouse-like structure and a smaller blue building. A tall, slender light pole stands in the distance. To the right, there is a small, white, rectangular structure, possibly a guardhouse or a storage shed, with a yellow ramp leading up to it. The sky is overcast with grey clouds. The overall scene appears to be an industrial or commercial area.

- [illegible]

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- 3 If you are uplifting containers, proceed to the R&D office to complete the necessary paperwork.



- 4 Prior to departing the R&D area, drivers must ensure all trailer twist locks are OPEN to allow the toplifter to load / unload.



- 5 Once your paper work has been processed, you can proceed to unloading area. Once in the unloading area, your brakes must be applied.



- 6 When you are completely stopped, dismount and stand beside your truck, approximately one metre clear of the cab and in plain view of the toplifter driver. You must ensure you maintain eye contact with the toplifter driver, as they move in to load / unload, and at all times during the manoeuvre.



- 7 If delivering a container, when the container is lifted clear of your truck, give the “thumbs up” to the toplifter driver to signal the lift is successful. When the toplifter is completely clear of your truck, you can drive off the truck exchange pad.



- 8 If uplifting a container, when the load is complete and the container is correctly sitting over the truck's twistlocks, give the “thumbs up” to the top lifter driver, to signal the load is successful.

- ✓ Successful lift = thumbs up
- ✓ Toplifter clear = safe to drive

- 9 When the toplifter is completely clear of your truck, you must lock the twistlocks and drive off the truck exchange pad.

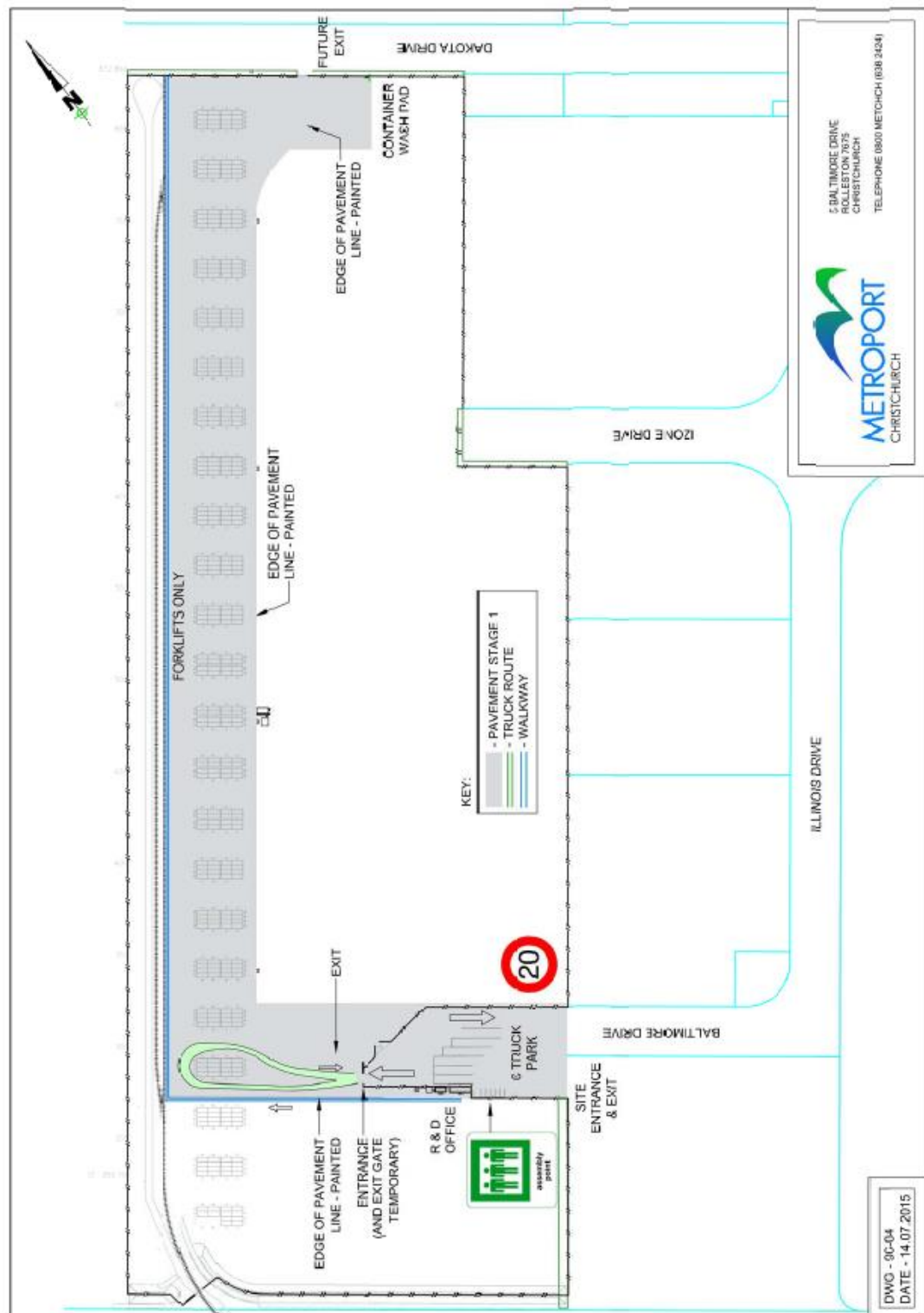


- 10** Trucks are to leave the R&D area ensuring your headlights are turned ON.



Map

For your safety, it is important you take the time to study the MetroPort map, to familiarise yourself with the layout, speed limits and access to the truck exchange area.



Secondary Induction Questions

- 1 All truck drivers entering the inland terminal operating area are required to wear:**
 - a) Hard hats
 - b) Safety glasses
 - c) High visibility clothing and steel cap work boots
 - d) All of the above

- 2 On arrival at MetroPort Christchurch you must:**
 - a) Park in the painted “truck park” area, in front of the R&D office.
 - b) Have completed a Carters Note (if delivering containers).
 - c) Complete the necessary paperwork, if you are uplifting an import container.
 - d) Do all of the above.

- 3 Prior to departing the R&D area and before entering the inland terminal, you must ensure:**
 - a) All trailer twist locks are closed
 - b) All trailer twist locks are open.
 - c) Your headlights are turned on.
 - d) Answers b and c

- 4 There is absolutely no entry allowed to the inland terminal operating area, unless:**
 - a) You have urgent business to carry out in this area.
 - b) You have a valid Port Access Card.
 - c) You have prior approval of Inland terminal staff
 - d) You are aware of the hazards of being in this area.

- 5 When driving to the exchange pad, you can:**
 - a) Proceed to park with no brakes applied and out of gear.
 - b) Proceed to park with brakes applied and out of gear.
 - c) Proceed to park brakes applied and in gear.

- 6 When completely stopped on the truck exchange, you should dismount and stand:**
 - a) On the left-hand side of your truck, near the front.
 - b) Anywhere you like within 1.5 metres of your truck.
 - c) Approximately one metre clear of the cab and in plain view of the Top Lifter driver.
 - d) Well away from both your truck and the top lifter loading/unloading.

7 When a toplifter moves in to load / unload your truck, you must:

- a) Get back into your truck.
- b) Check to see what other truck drivers may be doing.
- c) Ensure you maintain eye contact with the driver.
- d) Observe at a distance (at least 5 metres away).

8 You must give the “thumbs up”:

- a) When the toplifter driver approaches
- b) When the container is successfully lifted clear of your truck (if delivering a container).
- c) When the load is complete and the container is sitting directly over the twist locks (if uplifting a container).
- d) Answers (b) and (c).

9 When the toplifter has finished loading a container and is completely clear of your truck:

- a) You can drive off immediately.
- b) You must close the twist locks, then drive off the truck exchange.
- c) You can stop further down the road to close the twist locks.
- d) You must wait until you are directed to drive off the truck exchange.

Name: Company:

Signed: Date: