



## Terminal Health & Safety Access Induction



## Our Pledge

Timaru Container Terminal Limited (TCTL) 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 the Timaru Container Terminal, you are required to comply with the Health and Safety rules, designed to ensure you and other terminal users remain safe and injury free.

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

- ✓ This induction is required to drive on terminal roads and get to your place of work, within the Timaru Container Terminal Limited (TCTL).
- ✓ If you require entry to certain operational areas such as the TCTL Truck Exchange or the TCTL Wharf Apron, you will be required to complete a secondary induction.
- ✓ 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.

Timaru Container Terminal seeks to minimise the frequency of non-essential vehicle visits to the terminal, for the safety of all users.

# Critical Safety Rules

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



- 2 When driving on the 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 terminal roads.



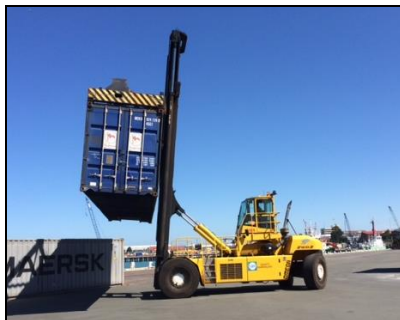
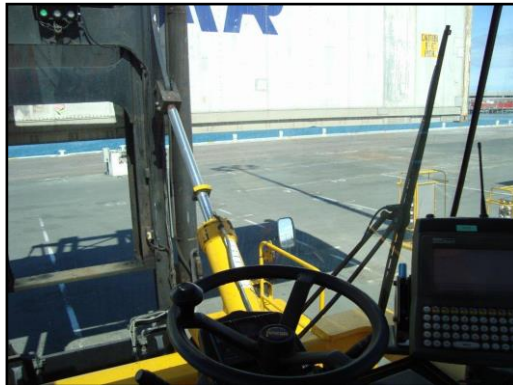
- 4 Operational areas are restricted access only and authorisation is required to enter these areas.

**There is absolutely no entry allowed to the Timaru Container Terminal operating area, container yard or vessel berth area without the prior consent of the Terminal Manager.**

- 5 Look for rail crossings inside and outside of the terminal gates. Slow down and be prepared to stop.



- 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 and always stop when the red crossing signals are operating.
- 6 Always be aware of the increased risks around heavy machinery
- Many heavy machine operators may not be able to see you - always give way to them!
  - Operators of large machines have a restricted field of vision, which may be obscured even further by the load they are carrying.
  - Never walk behind a reversing heavy vehicle
  - Never drive underneath a suspended container



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

*Safety starts with me*

- 7** Keep clear of Mobile Harbour Cranes (MHC) operational areas at all times, unless you have a valid reason to enter the area and you are aware of the hazards in that work zone. These include

- Heavy vehicle movements, i.e. forklifts/top lifters bringing containers to and from the loading/unloading area
- Suspended loads. Never stand or walk under the path of a swinging/suspended container

Note: Report to the Tally Person when entering the Mobile Harbour Crane working area so he/she can advise others of your presence.

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



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



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



- 11** TCTL is a drug and alcohol-free work environment.





## Be safe, be seen!

When entering operational areas, you must wear a hi-vis vest or jacket and steel capped boots at all times. The hi-vis vest or jacket must meet the AS/NZS 4602 Standard for 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 when on the wharf face during cargo and shipping operations.
- ✓ At all times under any 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 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 as well as this TCTL health and safety induction.

# Signage

You must comply with all signage on the terminal – signs are there for everyone's safety!

**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 not permitted**

**No hand held cell phone use while operating vehicles**

**Drug and alcohol free site**

**Hi vis clothing must be worn**

**No bicycles**

**HAZCHEM**

**HAZARDOUS SUBSTANCES PRESENT ON THIS SITE**








**IN AN EMERGENCY DIAL 111 (FIRE)  
OR CONTACT TIMARU CONTAINER TERMINAL 0800 828 784**

**METHYL BROMIDE**

**FUMIGATION MAY BE TAKING PLACE AT ANY TIME**

**"SAFETY STARTS WITH ME"** 




**NEW ZEALAND  
CUSTOMS SERVICE**  
TE MANA ARAI O AOTEAROA

**YOU ARE NOW ENTERING  
A CUSTOMS CONTROLLED AREA  
UNDER THE PROVISIONS OF THE  
CUSTOMS AND EXCISE ACT 1996**

**YOU MAY BE SUBJECT TO  
SEARCH AND QUESTIONING**


The penalty for unauthorised entry  
to a Customs Controlled Area  
is a fine of up to \$1,000

SECTION 181, CUSTOMS AND EXCISE ACT 1996



**SECURITY NOTICE**


All persons, vehicles, bags and cargo that enter the Timaru Container Terminal may be subjected to screening and searching pursuant to Section 51 Maritime Security Act 2004.




**CONDITIONS OF BUSINESS**

All persons entering or on these premises or doing business with Timaru Container Terminal Ltd are bound by the conditions of business in the Port User Operator Rules available on the company's website.

**Ministry for Primary Industries**  
Manatū Ahu Matua



**This is a place of first arrival  
approved under section 37  
of the biosecurity act 1993**



**NO PICKETING**

Admission to the Timaru Container Terminal is permitted only for the purposes of peaceful employment or other proper business in the port. Any picketing or other action likely to disrupt business or compromise safety is expressly forbidden on Timaru Container Terminal land and will be treated as trespass. **TRESPASSERS WILL BE PROSECUTED**

## Environmental Practices

The Timaru Container Terminal is situated next to the beautiful Caroline Bay, home to a multitude of marine mammals and bird life. The Terminal seeks to conserve this unique setting and highly valued natural habitat and asks all port users to ensure the impact of their activities on the environment is minimised by taking care with the disposal of chemicals and waste.

**If you see any practices polluting the environment please contact the Terminal Manager immediately on 03 684 0004 or 027 33 88719.**



## Terminal Evacuation Procedures

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

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



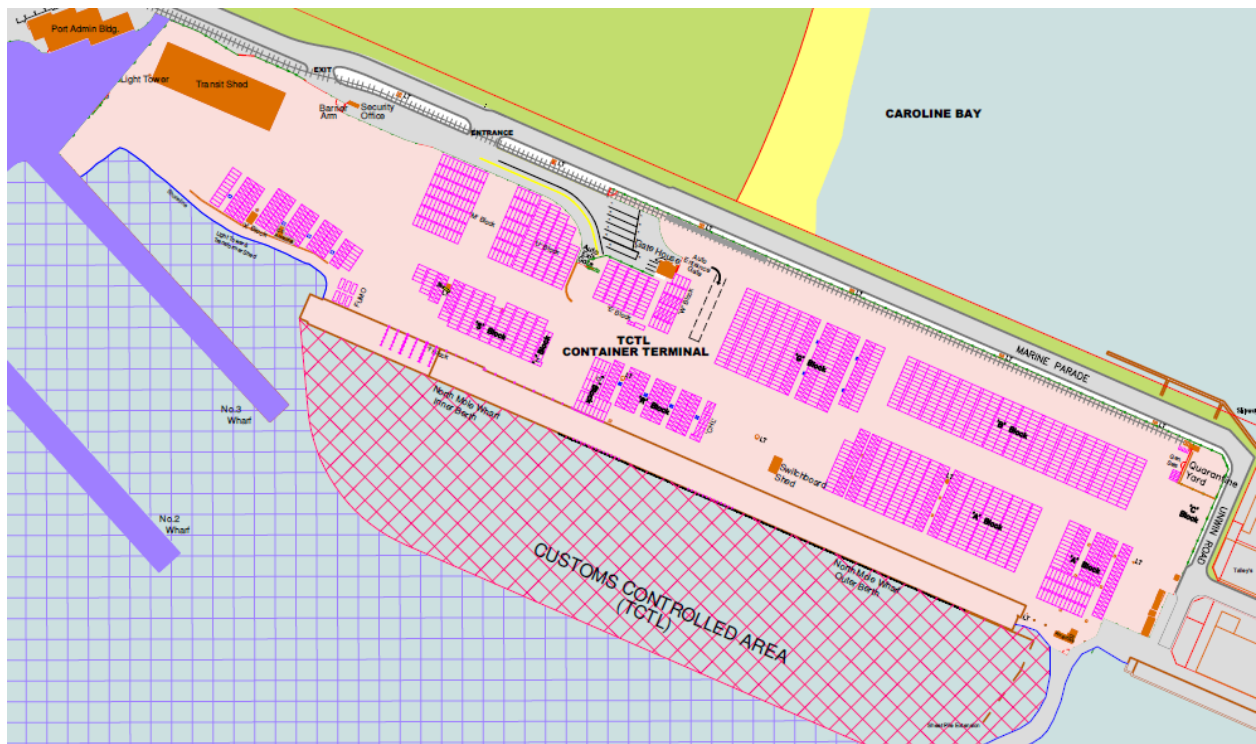


We consider your safety while on the terminal to be of the highest importance. Please comply with these safety rules for both your own safety and the safety of all terminal users.

THANK YOU

## Map

For your safety, it is important you take the time to study the terminal map to familiarise yourself with the terminal's layout.



## Summary Questions – Access

- 1 When driving on the 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 on the Timaru Container Terminal (North Mole) 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 terminal?**
  - a) Safety glasses.
  - b) Steel capped boots.
  - c) A hi-vis vest or jacket (Day / Night standard).
  - d) A hi-vis vest or jacket (Day / Night standard) and steel capped boots.
- 5 When must a hard hat be worn?**
  - a) At all times on the wharf apron, during cargo and shipping operations.
  - b) At all times under any crane or where there is a suspended load.
  - c) At all times in areas that are designated “hard hats” due to the nature of the operation.
  - d) All of the above.
- 6 What is the cell phone use policy within the 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.
- 7 What must pedestrians do when walking on the terminal?**
  - a) Only use the pedestrian walkways, which are marked in blue
  - b) Give way to all heavy vehicles at all times
  - c) Never walk behind a reversing heavy vehicle
  - d) All of the above.
- 8 What are the main things to consider if entering a MHC operational area?**
  - a) Stay well clear of heavy machine movements
  - b) Report to the Tally Person to let them know you are there
  - c) Do not walk/drive under suspended loads
  - d) All of the above

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fax completed questionnaires to 0800 828 769 or email to [operations@timarucontainerterminal.co.nz](mailto:operations@timarucontainerterminal.co.nz)