



Health & Safety Secondary Induction

For truck drivers delivering or uplifting cargo at
Timaru Container Terminal Limited



Our Pledge

Timaru Container Terminal Limited 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 Timaru Container Terminal Limited (TCTL) truck exchange.
- ✓ Ensure documentation is processed accurately and in a timely manner by TCTL Receivable and Delivery (R&D) staff.

This induction must be completed by all truck drivers delivering or uplifting containers at TCTL. You must first have completed the Timaru Container Terminal Limited Health and Safety Primary Induction.

All truck drivers entering TCTL must have a valid license or photo ID (passport etc.) on them at all times. This will be audited from time to time in accordance with NZ Custom's requirements.

For any enquiries regarding R&D please contact the TCTL R&D office: 03 684 0002

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Critical Safety Rules

- 1 All truck drivers entering the TCTL 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 TCTL is prohibited. If you are training a relief driver, you must receive prior permission by Terminal staff.



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



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



- 5 There is absolutely no entry allowed to the Terminal operating area, container yard or vessel berth area without prior approval of Terminal staff.

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Delivering and Uplifting Containers

- 1 On arrival, you must park in the painted "truck park" area, in front of the R&D office. Prior to entering R&D, all drivers must be wearing high visibility clothing and steel cap boots.



- 2 If you are delivering a container, you must present an approved and complete Carters Note to the R&D office for processing. It's the driver's responsibility to ensure the Carters Note has sufficient information for each container to be gated against the correct vessel.

CARTER'S NOTE



SHIPPING LINE OR CONTAINER OPERATOR: MAERSK	BOOKING REFERENCE: 572338135	CONTAINER NUMBER: MRKU9925999	
OUTBOUND VESSEL: MAERSK JABEL	OUTBOUND VOYAGE: 726N	SIZE / TYPE: 20 FT GP	
SHIPPER: HEARTLAND PRODUCTS		EXPORTER: HEARTLAND PRODUCTS	
EPO REFERENCE (DAIRY ONLY): N/A		EXPORT ENTRY CLEARANCE NUMBER:	
PORT OF LOADING: TIMARU		ORIGIN OF CARGO: NEW ZEALAND	
DISCHARGE PORT: OAKLAND		DESTINATION: UNITED STATES OF AMERICA	
SEAL NUMBER: GPYK1258963		Container Type: (Circle one) <input checked="" type="checkbox"/> Air Cooled / <input type="checkbox"/> Water Cooled	
NUMBER & DESCRIPTION OF GOODS/PACKAGES: BUUK MEAT AND BONE MEAL		VERIFIED GROSS MASS (VGM) 21,160 KGS SIGNATURE VGM VERIFIER: K BARR	
CARRIAGE TEMP: CELCIUS	QAMR DATE/TIME OFF POWER:	HAZARDOUS: Y / N CLASS:	TRANSPORT CO:
VENT:	QMAR HOURS ALLOWED OFF POWER:	UN NUMBER:	TRUCK NO:
OVER DIMENSIONAL DETAILS		REMARKS:	

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Critical information includes: booking number, container number and type, seal number, commodity (to include temperature, vent and humidity, if required), vessel, overseas destination and discharge port and verified gross mass (VGM).

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



- 4 Prior to departing the truck park area, drivers must ensure all trailer twist locks are OPEN to allow the Toplifter to load/unload.



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- 5 Once your paper work has been processed you can leave the R&D area via the R&D gate and proceed north through the gates to the truck exchange area. Ensure your headlights are turned ON.

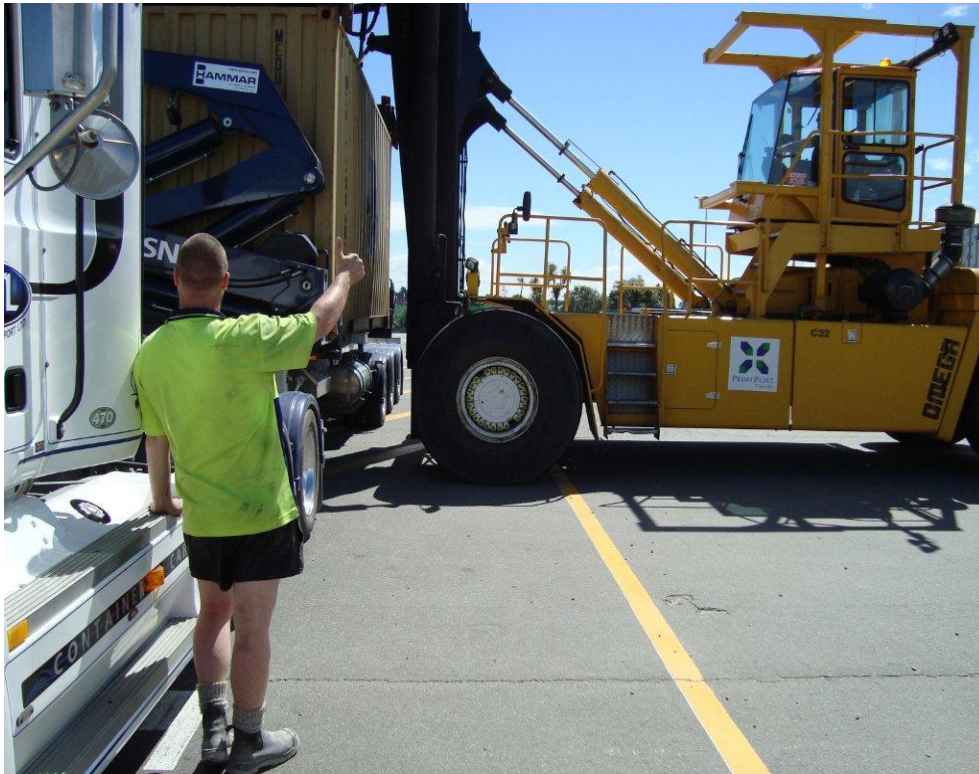


- 6 You should be facing east and brakes should be applied before exiting your truck.
- i. Face East
 - ii. Brakes applied, out of gear
- 7 When you have completely stopped, dismount and stand beside your truck, approximately one metre clear of the cab and in plain view of the Top Lifter driver. You must ensure you maintain eye contact with the top lifter driver, as they move in to load/unload, and at all times during the maneuver.



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



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

- ✓ Successful lift = Thumbs up
- ✓ Top lifter clear = Safe to drive

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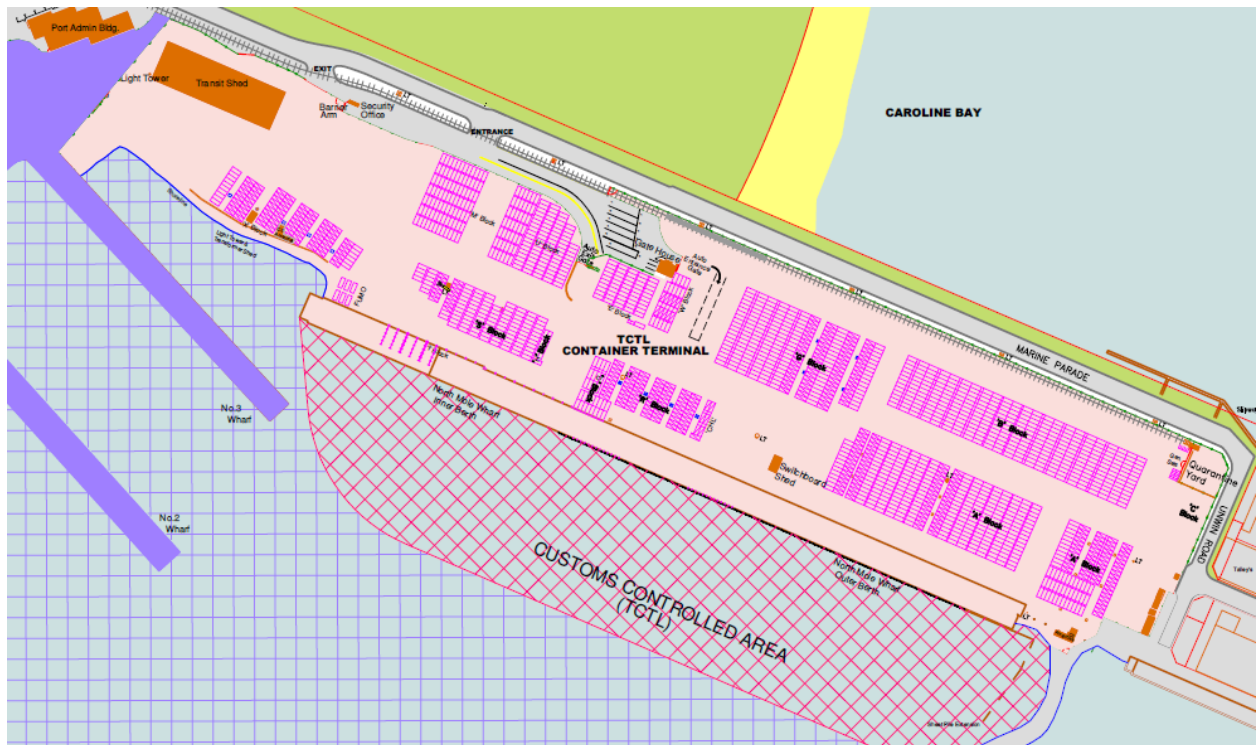
- 10** When the top lifter is completely clear of your truck, you must lock the twist locks and exit the terminal using the exit gate located to the right of the container exchange park.



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Map

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



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Summary Questions - Secondary

- 1 All truck drivers entering the TCTL 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 TCTL 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 TCTL, 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 TCTL operating area, container yard or vessel berth 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 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, facing South, with no brakes applied and out of gear.
 - b Proceed to park, facing East, with brakes applied and out of gear.
 - c Proceed to park, facing North, with brakes applied and in gear.
 - d It doesn't matter if you face North or South, but must have brakes applied.
- 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 Stand beside your truck, approximately one metre clear of the cab
 - d Well away from both your truck and the top lifter loading/unloading.
- 7 When a top lifter 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 top lifter 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 top lifter 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: _____

Signature: _____

Company: _____

Date: ____ / ____ / ____

Fax completed questionnaires to 0800 828 769 or email to operations@timarucontainerterminal.co.nz

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