

# Welcome to Port Tarakohe

## Port User Induction



*Thriving and resilient Tasman communities*



# We are committed to ensuring the safety of all people entering our Port

## We want you to

- Arrive safe
- Work safe
- Go home safe



We believe safety is a shared responsibility. It's about understanding the risks, and acting to protect the health, safety and wellbeing of ourselves and those around us.

# Access to the Port Operational Area

- All workers are required to complete an induction prior to entering the Operational Area.
- You will be issued with a swipe card for your access only. Access will be cancelled if this card is used by someone other than yourself.
- You must only access areas which are relevant to your work
- People under the age of 16 are not permitted in the Operational Area
- Non-inducted visitors must be accompanied by the Port Manager or a designated person
- Two-wheeled vehicles (eg. bikes, motorbikes, scooters) are not permitted in Operational Area.

# PPE Requirements

- Hi-Vis vests must be worn
- Appropriate (sturdy) footwear must be worn (if in doubt, ask Port Manager)
- Other PPE must be appropriate for the work being undertaken e.g., hard hats, hearing protection, gloves, steel cap boots etc



**The Port Manager has the right to refuse entry to any person that does not have appropriate PPE for the work being done.**

# Port Operational Area Rules

- Every person shall take responsibility for their own safety and the safety of others in the Port
- Users must ensure that their work areas are maintained in a tidy and safe condition
- Cell phones must not be used when driving or walking
- This is a DRUG & ALCOHOL-FREE area. If you are thought to be under the influence, you will be refused entry or asked to leave
- This is a NO SMOKING area



# Port Operational area Rules

## HIGH RISK WORK

Including, but not limited to: hot work, working at height and diving.

Where work activities present **HIGH RISK** of serious harm injuries or damage, a permit to work or a Safety Plan must be submitted to the Port Manager prior to work commencing.

This can be emailed to [Port.Tarakohe@tasman.govt.nz](mailto:Port.Tarakohe@tasman.govt.nz)

# Vehicle and Machinery

- Users must hold appropriate licences, be trained and competent
- Machinery must be in good working order and have appropriate certification i.e. Warranted, COF, WOF

*You may be asked by the Port Manager to show evidence of certification*



## Watch out for

Potholes, uneven and slippery ground

Moving vehicles - make eye contact and wait for an all-clear signal from the driver

Due to the nature of the port operations, there are no specific walkways



# Working near water

- Keep back from the wharf edge unless using the ladder
- This includes standing on the fender to work ????
- Always have a spotter if the deck cannot be seen
- Make sure you know where the lifebuoys are



# What needs to be reported to Port Manager and/or WorkSafe

Incidents that have caused harm to people, the environment or damage to property [What events need to be notified? | WorkSafe](#)

Any work that is notifiable [Notification of Particular Hazardous Work \(worksafe.govt.nz\)](#)

Any uncontrolled hazards or Safety risks you observe notify the Port Manager

Any unacceptable behaviour by another Port User

# Emergency Procedures

<p>SERIOUS INJURY</p>	<ol style="list-style-type: none"> <li>1. Check area is safe, then apply first aid</li> <li>2. Call for an Ambulance, call 111</li> <li>3. Notify Port Manager</li> <li>4. Stay with the injured person until the Ambulance arrives</li> </ol>
<p>SPILL</p>	<ol style="list-style-type: none"> <li>1. Avoid contact, do not breath dust, mist or fumes.</li> <li>2. Read spill clean-up requirements in Safety Data Sheet (SDS).</li> <li>3. Contain spill using contents of SPILL KIT, wear PPE (Gloves, face shield, rubber boots, respirator as required).</li> <li>4. Minimise environmental impact.</li> <li>5. Notify Port Manager.</li> <li>6. For serious spills, Isolate the area, Call FENZ for assistance.</li> </ol>
<p>FIRE</p>	<ol style="list-style-type: none"> <li>1. Raise the alarm with other port users.</li> <li>2. Call FENZ on 111.</li> <li>4. Evacuate buildings, vessels and work areas.</li> <li>5. Go to assembly point</li> </ol>
<p>EARTHQUAKE</p>	<ol style="list-style-type: none"> <li>1. Move away from buildings or objects that can move or fall.</li> <li>2. DROP, COVER, HOLD.</li> <li>3. When shaking stops; follow steps 4 to 6 above.</li> </ol>
<p>TSUNAMI</p>	<ol style="list-style-type: none"> <li>1. Raise the alarm with other port users.</li> <li>2. Immediately evacuate to high ground.</li> <li>3. Await the ALL CLEAR.</li> </ol>
<p>GAS LEAK</p>	<ol style="list-style-type: none"> <li>1. Evacuate by heading UP WIND of the leak.</li> <li>2. Call FENZ on 111.</li> <li>4. Await the ALL CLEAR.</li> </ol>

# Location of Emergency equipment



# Medical Emergency

- Ensure your own safety first
- Dial 111 and ask for an ambulance
- Contact the Port Manager
- A first aid kit is available at the Port Office. We do ask that you have your own as the office is not always staffed
- An AED is situated outside the Port Office



# Security

We operate CCTV for security and safety purposes

Please report any security or safety breaches to the Port Manager



*The Port Manager reserves the right to deny access to any person who fails to comply with safety rules.*

# Rock Operational area

Access to the Rock Operational Area is not permitted without the Port Manager's approval.



# Questions

If you have any questions, please contact the

Port Manager - 027 446 3891

*or*

Tasman District Council - 03 543 8400

For more information, please refer to

**Port Taranaki's Safety Management System (CUSP)**