

Welcome to Port Tarakohe

Port User Induction



Thriving and resilient Tasman communities

 **tasman** district council | Te Kaunihera o **te tai o Aorere**

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 and 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/Vaping 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

Vehicle and Machinery

- Users must hold appropriate licenses, 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

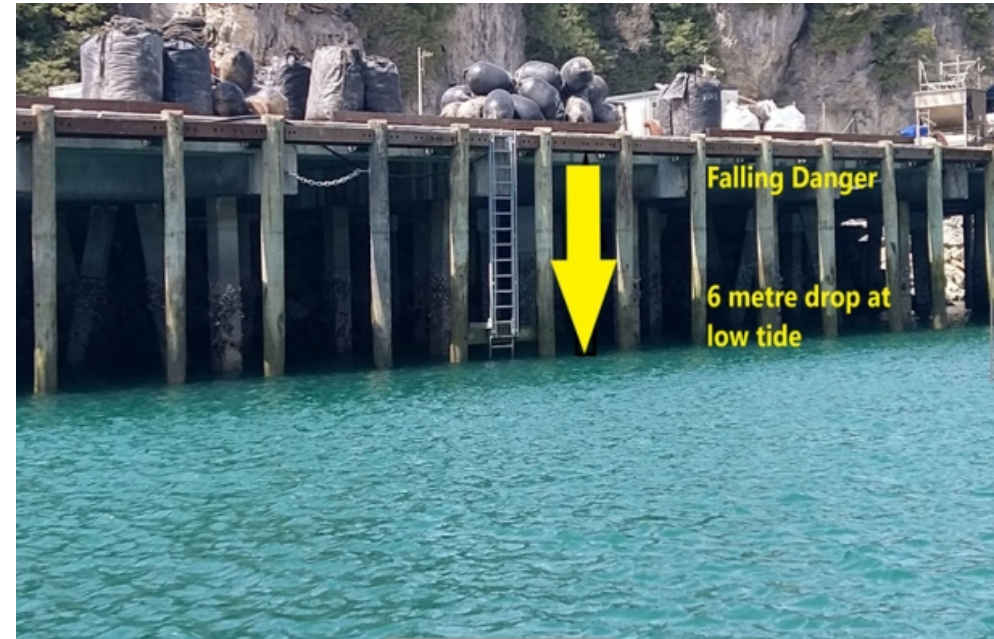
Potholes, uneven and slippery ground

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

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 Tarakohe Safety Management System (CUSP)

