



Waitangi Port,  
PO Box 65  
Chatham Islands 8942, New Zealand

Port Manager  
+64 3 3050 585  
Portmanager@cietrust.co.nz



## Health and Safety Operational Plan Pitt Island

### Version Approval

Version	Prepared By	Approved By	Date
1	Craig Kerwin Port Manager	CIPL Board of Directors	June 19
2	Craig Kerwin Port Manager	Noel Brown CIPL CEO	Feb 20
3			



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## Chatham Island Ports Limited.

# Health and Safety Plan Pitt Island

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# **Chatham Island Ports Limited.**

## **Operators/Contractors/Visitors**

### **Health and Safety Plan**

### **Welcome to the Pitt Island Port**

- At Pitt Island Port Facility we strive to provide a safe environment for all who visit or work on our site.
- While at our site it is our expectation that you treat your own personal safety and the safety of others with paramount importance.
- Our goal is zero harm. By following the policies and procedures in this Plan you will be helping to keep yourself and others safe and will be assisting us achieve our goal.
- In the event of an emergency within the Port Facility everyone present shall muster on the access road leading into the facility.
- All people that work within the Port Facility shall be familiar with this Health & Safety Plan and shall undertake an induction prior to work to ensure the Plan is clearly understood and recorded on the Pitt Island Port Induction Register.



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## **Pitt Island Operational Areas**

### **Pitt Island Port Facility Operational Areas**

- There are several Operational Areas at Pitt Island Port Facility with varying access requirements.
  - Wharf area – limited access when cargo or fishing activities being undertaken or when a vessel, barge or fishing boat is at the berth.
  - Livestock Yards – authorised user access only – farmers and livestock service providers.
  - Fuel Storage and Piping – authorised access only – Fuel distribution and facility service providers.
  - Barge haul-out ramp and cradle storage area – authorised access only – Barge Society control, service providers.
- The public has access to:
  - Wharf area when there is no barge, vessel or fishing boat operations taking place.
- Control of Health and Safety
  - The Port Manager or wharf officer has ultimate control on all sites.
  - The Port Manager/wharf officer may remove and ban persons from the site that do not follow this Health & Safety Plan and other site requirements, including the operations plans and environmental plans. Reference the CIET website for details or contact the Port Manager to view copies.
- The Port Manager/wharf officer have sole authority to issue exceptions to the rules upon application but only if safety is not compromised.
  - Contractors/Visitors must pre-advise any planned visit to the Port Manager/Wharf Officer.
  - A register of regular port users, except for public access areas, shall be kept.



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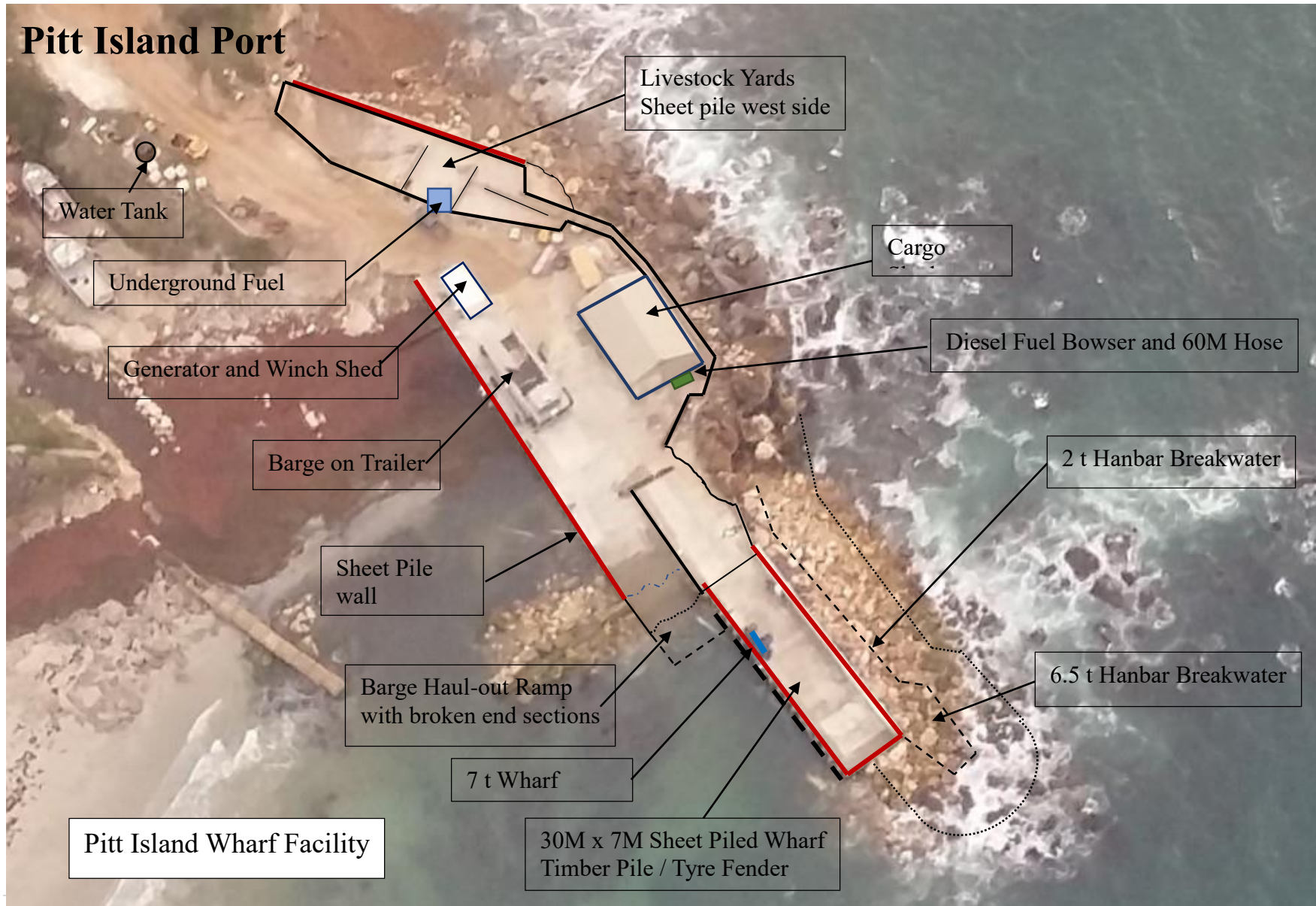
- All first-time persons to the operational area must complete the Induction prior to access and bring photo identification (drivers licence).
- Users of any area within the Port Facility do so on the understanding and acceptance of the Standard Conditions of Business that may be viewed on the CIET web



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# **Pitt Island Port Facility Health and Safety Plan Operators/Contractors/Visitors**

## **Section A – Wharf Access**

- Only Personnel that have undertaken the Induction and are on the Induction registers shall have access to the area, under the following conditions. Arrange the induction with the Port Manager. A prerequisite is a knowledge of this Health and Safety plan which will be tested during the induction process.
- Children under the age of 16 are permitted on site if supervised by a person with a valid induction including children in vehicles.
- No Animals are allowed to be brought on site (except animals as freight items, service animals such as livestock movement, disability assist dogs & drug detection dogs. These animals shall be under control at all times.)
- No firearms, ammunition or explosives are allowed on site.
- In the advent of a clash of vessels wanting to use the wharf facility the Port Manager/Wharf officer have the right to ask a vessel to vacate the berth allowing another vessel to tie up.
- No personal shall enter the wharf area during major events or when the sea is breaking over the breakwater.
- The breakwater is strictly out of bounds for fishing.



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- Reference to Port Manager/Wharf officer herewith includes his representative or agents the Port Manager authorises from time to time for particular operations.

## **Personal Protective Equipment**

Minimum requirement on site:

- High visibility vest -compulsory in all areas when freight operations are taking place.
- Safety footwear – compulsory in all areas in the vicinity of cargo/barge operations and maintenance and repair work.
- Hard hats - compulsory where hiab operations are occurring, or anywhere where any overhead work is occurring.
- Other equipment – i.e. respirators, earmuffs and safety glasses are task dependent and all contractors and port users are expected to follow code of practice requirements

## **Traffic Rules**

- Vehicles shall adhere to all signs including speed limits.
- Speed limit is 5KMPH (Walking Pace)
- Park in designated parking areas, do not park over shed doorways, on the wharf or in front of fueling equipment.
- Give way to heavy vehicles such as forklifts. Remember they have restricted visibility so maintain a safe distance
- Slow down when approaching blind corners

## **Vehicle, Plant and Equipment Rules**





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- Only plant and equipment that is fit for the purpose shall be operated on the facility, including good maintenance and within port and cargo load limitations. Maximum axial loading on the wharf is 6 Ton.
- No person should operate any Chatham Island Port equipment without permission from the Port Manager/Wharf Officer and must be assessed as competent. Passengers are not permitted to ride on any vehicle unless proper seating is provided.
- Pre-start checks should be performed prior to operating any machinery. Special check shall be undertaken to ensure no leakage of hydraulic fittings.
- The operator shall immediately tend to any leakage of oil or fuel from the plant, ensuring that none reached the sea and the area is immediately clean to the satisfaction of the Port manager/Wharf officer.
- All loads are to be secured.
- No cargo to be stored on the wharf for more than 36hrs.

### **Pedestrian Rules**

- Pedestrian access within the wharf area is unrestricted when no barge/fishing operations are taking place, area is totally restricted when operations are taking place.
- Operational staff for the current operations.
  - Service personnel with the Port Manager's Wharf officer's supervision and/or authority.
  - Other people accompanied by the Port Manager/PIBS at all times, including into the cargo sheds.
- Access is not permitted without prior inductions
- Stay clear of operating machinery.
- Do not walk behind or approach any vehicle from blind spots. Only approach once driver has sighted you and acknowledges your presence.



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## Ships lines

- Ships lines under pressure have the potential to snap and seriously injure. Stay away from Ships lines at all times
- Movement of any cargo, machinery, or personnel is not permitted within the vicinity of lines while berthing or un-berthing any vessel, except the lines personal.
- Do not park machinery or leave equipment on berth edges where Barge lines may need to be placed or removed.

## Barge Operations

- A toolbox meeting prior to work starting shall be conducted by the Barge Master prior to commencement of off/loading work.
- The meeting will involve all main operators undertaking the work, including Hi-AB operator's forklift, and livestock manager and Wharf officer.
  - The operational plan and sequence shall be discussed and associated hazards identified and recorded.
  - The Port Manager will be invited to attend.
  - All toolbox meetings will be recorded and a copy supplied to the Port Manager upon request.
- Prior to moving barge either in or out of the water ensure the barge is sitting correctly on the trailer.
- Ensure that no personnel are standing in front of or behind the barge when being put in or out of the water, the wire rope has the potential to break under load with the potential to cause serious injury.



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- When retrieving the barge ensure the wire rope is centred on the drum when finished to allow the shed doors to close.
- Only trained personnel are allowed to operate the winch when moving barge in or out of the water.
- Ensure the barge has discharge all fuel and cargo prior to retrieving from the water.
- Ensure barge is securely moored alongside the wharf with fore and aft springs prior to commencing loading-unloading.

## **Hazardous Substances**

- Prior to handling ensure you understand the chemical you are about to use, have read the Material Safety Data Sheet and are wearing the correct (PPE)
- All cargo/containers must be clearly labelled with the contents and be removed from the port when landed
- Familiarise yourself with the location of nearest emergency equipment



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## Environmental

- All practical procedures will be undertaken prior to any operation that has potential for spillage on the port areas and in particular into the harbour. These shall include:
  - Checking all plant and equipment for damage, leakage or maintenance requirements.
  - Ensure any leakage can be contained prior to commencement, including shutting off any vessel deck openings if possible, ensuring drainage sumps can be or have been shut off to prevent direct access to the sea, appropriate bunding.
  - Having the appropriate prevention and clean-up equipment readily available.
- Spills should be contained, isolated & cleaned up immediately.
- All spill or fuel into the harbour or on the port area, contact Port Manager immediately PH 3050585 and the Chatham Council PH 3050033.
- All personnel working on the port shall be conversant with the Environmental Management Plan, a copy of which may be viewed in the wharf shed, or contact the Port Manager for a copy.



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## Accidents, Incidents, Hazards

- In the event of a serious accident ensure your own safety first
- Please report all near misses, accidents, incidents & hazards to the Port Manager as soon as possible and provide a written report within 24 hrs.
- The Port Manager shall maintain a Health and Safety Register and investigate all incidents with the purpose of improving safety at the port facilities.

## Discharge of Fuel

- It is imperative that every possible precaution is taken to ensure no fuel or oil is discharged onto the pavement, wharf or enters the harbour.
- Prior to the discharge of fuel, the vessel master must ensure the following:
  1. The vessel is securely moored.
  2. There is safe access between barge and wharf.
  3. Ensure any leakage can be contained prior to commencement of fuel discharge, including shutting off any vessel deck openings and vents if possible, ensuring drainage sumps can be or have been shut off to prevent direct access to the sea, appropriate bunding.
  4. The transfer hose is in good condition and properly positioned and connected.
  5. The transfer hose is protected from any damage and cannot be driven over by any vehicle or plant.



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6. The transfer hose and procedure are continually under inspection by a competent crew member from extraction of the hose and the hose is immediately stored at a safe location upon completion of fuel discharge.
7. All personnel involved are aware of the location of the appropriate oil spill protection equipment that is available.
8. Have persons undertaking refuelling wearing the appropriate personal safety equipment.
9. At no time must the persons undertake the fuel discharge leave the connections, pipeline and pump unattended.
10. No Smoking or naked lights on the wharf or vessel while fuel is being discharged.
11. All spill or oil into the harbour or on the port area, contact Port Manager immediately PH 3050585 and the Chatham Council PH 3050033.



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# **Chatham Island Ports Limited. Fishermen/Contractors/Visitors Health and Safety Plan**

## **Section B – Fishermen’s Wharf and Berth Areas**

Only Personnel that have undertaken the Induction and are on the Fishermen’s register shall have access to the area for the purpose referred to in the bullet points below. Arrange the induction with the Port Manager. A prerequisite is a knowledge of this Health and Safety Plan which will be tested during the induction process.

- The purpose of this area is for fishing boats that are of an appropriate size for the berth in both length and draft.
- The purpose is to undertake fish discharge, fuelling, repairs and loading of stores or equipment, as associated with the fishing industry processes.
- It is the responsibility of the boat skipper/master and vessel owner to ensure the safety of themselves and crew and of other users in this area while undertaking this work.
- The boat shall not be left unattended or incapable of moving off the berth at all times.
- The public have controlled access to the fisherman berth while there is NO vessel activity on the area.
- The public may undertake fishing while the berth is vacant but must leave the fishermen’s area, whenever a boat is alongside.



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- No boat skipper/master or vessel owner will store plant or equipment on the berth without the prior permission of the Port Manager/Wharf Officer
- All rubbish must be removed prior to the boat leaving the berth.
- Vehicles can access this area to drop off or retrieve equipment or personal otherwise need to be parked in the designated areas.
- All personnel working on the port shall be conversant with the Environmental Management Plan, a copy of which may be viewed in the wharf shed or contact the Port Manager for a copy.

## **Fuelling of Fishing Boats**

- It is imperative that every possible precaution is taken to ensure no fuel or oil is discharged on the pavement, wharf or enters the harbour.
- Prior to fuelling, boat skippers/masters must ensure the following:
  1. The boat is securely moored with fore and aft lines.
  2. There is safe access between boat and wharf.
  3. Ensure any leakage can be contained prior to commencement of fuelling; including shutting off any boat deck openings and vents if possible, ensuring drainage sumps can be or have been shut off to prevent direct access to the sea, appropriate bunding.
  4. The transfer hose is in good condition and properly rigged.
  5. The transfer hose is protected from any damage and cannot be driven over by any vehicle or plant.





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6. The transfer hose and procedure are continually under inspection by a competent crew member from extraction of the hose and the hose is immediately wound back up upon completion of fuelling.
7. You are aware of the location of the appropriate oil spill protection equipment that is available.
8. Have persons undertaking refuelling wearing the appropriate personal safety equipment.
9. At no time must the persons undertake the refuelling leave the nozzle unattended.
10. No Smoking or naked lights on the fishermen's wharf area and on the boat while refuelling is being undertaken.
11. All spill or oil into the harbour or on the port area, contact Port Manager immediately PH 3050585 and the Chatham Regional Council PH 3050033.



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# **Chatham Island Ports Limited. Operators/Contractors/Visitors Health and Safety Plan**

## **Section C- Livestock Yard**

- The purpose for this area is for the assembly and conditioning of livestock for the sea journey prior to a vessel arrival.
- The area is not open to public access.
- This Health and Safety Plan also includes the movement of livestock from the yard to the ship via the race and loading ramp.
- The authorised livestock personnel and owners shall use the yard's gates for access and not climb over the fences.



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## **Chatham Island Ports Limited.**

# **Operators/Contractors/Visitors Health and Safety Plan**

## **Section D- Fuel Storage and Pipe**

- The Fuel Storage facility access shall be authorised by the PIBS/Wharf officer, restricted to operational staff, CIPL staff and service provides only.
- Maintenance around this facility is paramount to ensure there is no risk of fire.
- Approved service providers undertaking work in this area must seek approval from the Port Manager/Wharf officer
- Fire permits or Hot Work permits must be obtained prior to any hot work being undertaken in these areas.
- Contact the Port Manager/Wharf Officer for permits
-



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# **Chatham Island Ports Limited. Operators/Contractors/Visitors Health and Safety Plan**

## **Section F - Barge Haulout and Hard Stand**

- The Port Manager/Wharf Office will have the right to stop work if they consider any operations to be unsafe.
- The SWI (Safe Working Instruction) for barge haulout must be read by all personal involved in hauling out the barge.
- The bulk fuel tanks on the barge must be empty before haulout.
- A prestart meeting is to be conducted before commencing any operations. Winch operator, barge master and all personal involved must attend. The master of the vessel is in charge of all operations.

### **Inspect the following**

- Prestart checks on genset
- Genset supply change over switch set for correct operation



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- Prestart checks winch, check level of hydraulic oil, check for any leaks, damaged or frayed hoses, check wire rope for damage
- Check trailer bridle and shackles
- Check trailer wheels
- Check barge is secure on trailer and locked on
- Check for any safety issue that may effect operations
- Special attention should be made to inspect cracks in the ramp, if any noticable increase in craking in the ramp is noticed all operation should cease. Contact the Port Manager.
- The PIBS vessel master is in charge of barge operations.
- At no stage are personal allowed aft of the barge on the ramp during operations.