

Health, Safety & Wellbeing Policy

Our Commitment

Our employees, customers, users, suppliers, tenants and neighbours expect that when accessing the Port, or using any of the services we provide, that they are safe.

Our vision, underpinning our strategic pillar of Whanaungatanga, is 'Safety Always'. We commit to meeting that vision.

Our objective is to operate safely at all times. To achieve that, we aim to ensure that:

- > All our employees, contractors and visitors go home safe and healthy every day
- > Every experience for our customers, tenants and users is safe
- > The security of our customers and employees is assured
- > We maintain our assets and infrastructure and deliver projects safely
- > Our people thrive mentally and physically

How we go about this

We have put in place procedures, standards and guidelines, including emergency procedures, which are designed to ensure your safety. These are for you to use and are published on HomePort. For help accessing these procedures, ask your line manager or any member of the Health, Safety & Wellbeing team. These procedures are kept regularly updated.

We procure and maintain safe assets, plant, vessels and equipment and regularly inspect these to check they are safe to use. We maintain the Ports infrastructure so that it can be accessed and used safely.

We provide training and instruction to ensure that our employees have the necessary competencies to do their job safely. We provide the equipment needed to work safely, including personal protective equipment.

We assess risks and introduce control measures to ensure that those risks are eliminated wherever reasonably practicable. Many risks at the Port cannot be eliminated completely. Control measures are therefore introduced to minimize those risks. The control measures for your work will be communicated to you. We regularly monitor and review our safety performance and ensure that the control measures are working effectively.

We assure ourselves that our suppliers, and employees of other organisations accessing the Port, have effective safety management plans, policies and procedures. We provide information and instruction for those accessing the Port so that they are aware of the rules and procedures necessary for them to work safely.

We promote a culture of transparency and engagement around safety, health and wellbeing. We work closely with Trade Union stakeholders, Health & Safety Representatives and Maritime New Zealand to protect and enhance safety standards. Each year we develop and implement strategic plans to further improve safety.

What we can all do

Take time to understand the Port Behaviours and adopt these into how you work.

We all need to look out for each other and speak up on safety issues. If something doesn't feel right, we raise this and help resolve it.

Do not take shortcuts. Follow the rules and procedures that have been put in place for your protection. If you

think rules or procedures are unhelpful, let your manager know. Where necessary rules and procedures can be changed.

We want to continuously learn and improve, so always report and investigate hazards, incidents and near misses.

How safety responsibilities are discharged through the organisation

Board of Directors (*Officers as defined by HSWA)	Leadership & organisational culture: > Role model safe behaviours Safety management system: > Review and approve HSW Policies > Obtain assurance that an effective HSW management system is in place, through inspection, audit and independent review > Take active steps to ensure that staff are aware of and are following the HSW management system Risk management & hazard control: > Review and interrogate HSW performance reports to obtain assurance that safety is being managed effectively > Regularly review critical risks and obtain assurance that effective critical control measures are in place Continuous learning & improvement: > Ensure that strategic safety improvement plans are on track and are delivering anticipated benefits > Acquire and maintain sufficient knowledge of health & safety matters Worker engagement & communication: > Maintain knowledge of how work is done by frequently observing and engaging with workers Resource allocation: > Ensure sufficient resources are made available for managing safety > Check that those with specific safety responsibilities have the necessary skills and competencies, and monitor their performance
CEO (*Officer as defined by HSWA)	Leadership & organisational culture: > Set and monitor performance management targets and expectations for HSW > Role model safety behaviours > Undertake visible safety observations and regularly discuss safety issues with workers Safety management system: > Ensure that an effective HSW management system is maintained and implemented Risk management & hazard control: > Ensure that critical risks are identified and assessed > Ensure that critical control measures are identified and a systematic means of assessing their presence and effectiveness is in place > Participate in critical control verifications and regularly review how work is being done in practice

	Continuous learning & improvement: > Acquire and maintain sufficient knowledge of health & safety matters > Seek assurance that high potential events and serious injuries are investigated thoroughly and acted on > Monitor the delivery of HSW strategic priorities & corrective actions, and act if strategic goals are off track Worker engagement & communication: > Regularly engage with management teams, trade union delegates, workers and H&S representatives and other PCBU's on safety matters > Actively promote and communicate safety messages throughout the organisation Resource allocation: > Ensure sufficient resources are made available for managing safety > Check that those with specific safety responsibilities have the necessary skills and competencies, and monitor their performance
Executive Leadership Team	Leadership & organisational culture: > Agree and monitor progress to H&S performance targets and measures set for their area > Role model safety behaviours > Undertake highly visible safety observations and regularly discuss safety issues with workers > Ensure health, safety & wellbeing considerations are integrated into strategic plans Safety management system: > Ensure that their teams are working to the relevant requirements of the safety management system > Ensure that their employees have the necessary skills, competence and experience to undertake their roles safely > Participate in reviews and audits of the safety management system Risk management & hazard control: > Check that risks for their respective areas have been assessed and controls communicated to workers > Participate in critical control verifications and regularly review how work is being done in practice > Ensure that critical controls are in place and working effectively > Identify and assess emerging technology and advances in safety mitigations Continuous learning & improvement: > Ensure that incidents are investigated appropriately, and the necessary safety improvement actions are implemented > Provide updates to the ELT and Board relating to safety lessons learnt/incident investigations > Ensure that improvement/corrective actions relating to their area are closed out effectively Worker engagement & communication: > Regularly engage with management teams, workers and H&S representatives and other PCBU's on safety matters > Actively promote and communicate safety messages throughout their team and across the organisation more broadly

	> Ensure H&S representatives are appointed and supported to undertake their duties Resource allocation: > Ensure that safety responsibilities and objectives are clearly defined and communicated through their team > Ensure that those with specific safety responsibilities have the necessary competencies and are provided the time necessary to fulfil those responsibilities effectively
Health, Safety & Wellbeing Team	Leadership & organisational culture: > Role model safe behaviours and leadership expectations > Coach and support managers and workers to adopt effective safety leadership behaviours Safety management system: > Design, maintain and communicate an effective HSW management system > Ensure a consistent approach to the management of HSW risks throughout the organisation > Produce HSW performance reports which provide actionable insights and assurance evidence for managers & directors Risk management & hazard control: > Ensure effective means exist to communicate critical risks and critical control measures to managers Continuous learning & improvement: > Ensure incident and events are correctly classified and investigated appropriately > Lead and participate in incident investigations and learning teams > Ensure lessons learnt and improvement actions arising from events are communicated to those closest to the work Worker engagement & communication: > Regularly engage with workers, H&S representatives and other PCBU's on safety matters Resource allocation: > Provide competent HSW subject matter expertise and business partnering support
Managers & Supervisors (includes SLT, Duty Managers, Leading Hands, People Managers, etc)	Leadership & organisational culture: > Set expectations to their direct reports that safety is to be prioritised over productivity considerations > Role model safety behaviours and leadership expectations > Visibly recognise and reward 'Safety Always' Port Behaviours Safety management system: > Ensure that safety is actively considered as part of developing and approving work plans > Ensure that defined standard operating procedures (or equivalent) are developed and communicated for their teams work > Participate in the development and approval of risk assessments, SOPs, and safety-related work instructions > Ensure that plant and equipment provided has been inspected and certified as fit for use

	> Ensure that their direct reports have the necessary competencies to work safely Risk management & hazard control: > Monitor work as it progresses and intervene if departures from accepted safe practices are observed > Undertake safety inspections, report and resolve hazards and defects when identified > Participate in critical control verifications and regularly review how work is being done in practice Continuous learning & improvement: > Ensure that assigned improvement/corrective actions are closed out effectively > Participate in incident investigation and learning team reviews Worker engagement & communication: > Regularly engage with workers, H&S representatives and other PCBUs on safety matters > Actively promote and communicate safety messages throughout their team and across the organisation more broadly > Chair or contribute to relevant H&S committees and ensure that H&S representatives are afforded sufficient time and resources to fulfil their duties Resource allocation: > Ensure sufficient time is provided to workers so that safety requirements can be achieved > Assess, monitor and manage workers fitness for work, including fatigue > Actively support and manage workers rehabilitation from ill health or injury
Employees	Leadership & organisational culture: > Understand and adopt the Port Behaviours Safety management system: > Report any hazards and incidents promptly and assist in their resolution > Ensure that training is kept up to date Risk management & hazard control: > Understand and follow the SOPs and safe work instructions relevant for their work > Wear the correct PPE for the tasks and areas being accessed > Attend work fit, well and unimpaired > Report any drugs or medications to their line manager > Manage rest times to minimise fatigue while on duty > Follow any prescribed rehabilitation plans from any injury or ill health Continuous learning & improvement: > Participate in incident investigations and learning teams when requested > Attend safety briefings and adopt lessons learnt from previous incidents Worker engagement & communication: > Raise issues and suggestions for where safety rules and procedures could be improved with managers or H&S Representatives
Trade Union Delegates & H&S Representatives	Leadership & organisational culture: > Work together with management and workers to promote and improve safety standards > Be a leading voice for the promotion of safe working practices within the workforce

	> Role model safe behaviours Safety management system: > Contribute to the review, update and approval of safety management system policies, standards and procedures Risk management & hazard control: > Undertake inspections and audits to observe work as done, and highlight issues and concerns for resolution Continuous learning & improvement: > Participate in incident investigations and learning teams when requested Worker engagement & communication: > Ensure that workers have the opportunity for their view and opinions on safety matters to be heard > Attend and actively contribute to HSW committees and steering groups > Work alongside managers to deliver safety briefings and updates Resource allocation: > Provide resources to, and contribute to, collaborative working groups to improve safety
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Policy Owner: GM Health, Safety & Wellbeing

Approved by the Board: 19 June 2025

Review frequency: Every two years