

# Common User Safety Protocol

## CUSP

The Common User Safety Protocol (CUSP) outlines the requirements for all users entering Port of Auckland (POAL) and accessing shared common user areas. These protocols support safe operations across POAL for all users.

**Anyone accessing POAL must comply with this CUSP and take all reasonably practicable steps to ensure their work does not harm or place themselves or others at risk.**

### 1. Visitors

Visitors are anyone entering POAL sites (including offices) who is not a POAL employee or does not hold a valid Authority to Work. This includes people who remain in their vehicle.

All visitors must report to Security or the Port Access Office on arrival, follow all instructions, and always remain under escort by a POAL employee, a PCBU authorised to escort on POAL's behalf, or a member of the POAL security team.

### 2. Authority to Work (ATW)

All organisations requiring access to POAL to undertake work are required to hold a current Authority to Work (ATW). Organisations are invited to apply for an ATW and must meet specific criteria based on the tasks they perform and the locations where they will be working.

Any organisation unsure of its access requirements should refer to its ATW agreement or check with their POAL contact.

### 3. Induction

Anyone requiring regular access to the port are required to complete the Accessing the Port of Auckland Induction before we can approve the issue of an access card.

### 4. Personal Protective Equipment

#### a) Non-operational areas

Anyone entering a non-operational work area (excluding Fergusson office or area otherwise defined as a non-PPE zone) are required to wear enclosed, covered shoes and high-visibility top. The common user roadway is defined as a non-operational area.

## **b) Operational areas**

Anyone entering an operational work area must at a minimum wear:

- > steel-capped safety shoes
- > high-visibility top.



Additional PPE may be required depending on the specific area or task. Check with the PCBU in charge of that work area and comply with their instructions.

## **5. Drugs & Alcohol**

All persons entering POAL must not possess or consume alcohol or illicit drugs and must not be impaired by drugs or alcohol at any time. POAL reserves the right to refuse entry to, or remove from site, anyone who appears to be in breach of this requirement.

## **6. Safe Vehicles**

### **a) Licensing and Vehicle Compliance**

All vehicles entering POAL must comply with NZTA vehicle safety and roadworthiness requirements.

All and persons operating any vehicle or mobile plant within common user areas must hold a current valid driver's licence.

Operators of fork hoists, top lifters, reach stackers, or other specialised mobile plant must:

- > have completed approved training, and
- > hold documented evidence of competency relevant to the equipment being operated.

### **b) Seat Belt Requirements**

Seat belts must be worn by all occupants when travelling on roadways (with an exception for cargo from roll off Roll On Roll Off (RORO) activities). This requirement applies to all vehicles and mobile plant fitted with seat belts.

### **c) Flashing Vehicle Beacons**

Flashing vehicle beacons must be activated when driving road vehicles on common user and operational roadways.

Escorted vehicles and vehicles being driven for Roll-On Roll-Off (RORO) activities must operate hazard warning lights in place of flashing vehicle beacons.

Heavy goods vehicles transporting cargo are exempt.

## **7. Safe Driving**

### **a) Roadway Classification & Speed Limits**

The following speed limits must be observed:

- > 30 km/h maximum on all common user roadways
- > 20 km/h maximum on all operational area roadways.

\* Some areas may have lower posted speed limits. Always follow the posted limit.

Vehicles must always be operated with due care and attention, taking into account traffic conditions, pedestrians, weather, and operational activities.

### **b) Personal electronic devices**

Mobile phones or other handheld electronic devices must not be used while operating any vehicle, mobile plant, or machinery.

### **c) Right of way**

Follow all posted right-of-way signage on common user and operational roadways.

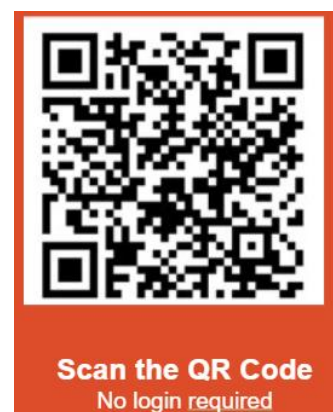
In the absence of signage or markings, small vehicles must give way to large vehicles, heavy plant, and equipment.

When entering or exiting an operational area or operational roadway onto a common user roadway, you must give way to others already on the common user roadway.

## **8. Reporting of incidents or hazards**

All significant incidents, hazards or near miss events, including injuries, property damage, or spills must be reported to a POAL representative as soon as possible.

The POAL Health and Safety reporting portal is available to everyone via QR codes displayed throughout POAL and links to an online form for reporting incidents, positive observations, concerns, or suggestions. Reports can be made anonymously if preferred.



## 9. Emergency Management

If in control of an operational area, you must have a plan for how to manage an emergency situation that may arise.

### a) In the case of an emergency

- > Contact emergency services by dialling 111
- > Contact to inform ASAP:
  - POAL security team (09 348 5394)
  - Harbour control
  - Your POAL contact
- > Do not take risks, move to a place of safety
- > Access the nearest assembly point if required
- > Follow instructions of POAL employees or emergency services

### b) Post emergency event

- > Where Maritime NZ have requested that the scene be frozen, all organisations in the area must cooperate. Only Maritime NZ can unfreeze the scene.
- > POAL may request assistance in any investigations or follow up actions.

## 10. Accessing POAL areas

### a) Common User Area

Common user roadways are shared areas controlled by POAL and may be accessed by all port users, provided the requirements of this CUSP are met.

Pedestrian access around POAL is prohibited, except via designated walkways. Designated walkways are clearly marked.

### b) Operational Work Area

Operational areas are hazardous and can change at any time. Always follow signage and remain aware of your surroundings.

Access to operational areas is by motor vehicle only.

Only authorised persons may enter operational work areas. If you need access to an area you are not authorised to enter, contact Security or the responsible business unit (e.g. Multi-Cargo) and follow their instructions. Do not enter operational areas unless necessary.

## **11. House keeping**

All common user areas must be kept tidy and free of obstructions. Pedestrian walkways must always remain clear, with no vehicles, cargo, or equipment parked on them.

Equipment must be stored in designated storage areas and not protrude into common user roadways or impact other users.

All operators are responsible for consolidating their equipment and removing all rubbish and dunnage generated by their operations.

## **12. Facilities & First Aid**

Shared facilities, including bathrooms, are available for all personnel accessing and working on site. Please respect these facilities and keep them clean and in good condition for other users. Please report any issues or damage to POAL as soon as possible.

First aid equipment is located across POAL. Familiarise yourself with their locations. If equipment is used or missing, inform a POAL employee.