



## Container Terminal Access Induction



## Entry Declaration

The Timaru Container Terminal Access Induction is a guidance document only. It outlines the Terminal entry rules and Terminal user requirements. Reading this guidance document does not entitle the reader access to the Terminal. Permission to access the Terminal can only be granted by an authorised Timaru Container Terminal staff member.

Your employer will be required to provide a signed declaration that you are required to enter the Terminal for legitimate and legal work purposes, you are appropriately trained and where relevant appropriately qualified to perform your designated work tasks prior to access being granted.

By completing this induction you are confirming your understanding and compliance with the following statements:

- The Container Terminal Access Induction is not a complete training tool. It is a document providing information regarding safe entry and exit of Terminal operational areas.
- It is the responsibility of your employer to explain the Terminal rules, provide onsite familiarisation training and ensure you are competent to access the Terminal safely.
- It is the responsibility of your employer and the company engaging you to ensure you have any necessary qualifications and are competent to manage the associated risks and safely perform your relevant work tasks on the Timaru Container Terminal.
- You are completing this induction for you personally to access the Timaru Container Terminal. You are not completing the induction for another person.
- You must at all times comply with, and be bound by, the Timaru Container Terminals health, safety and environmental requirements, security rules and all applicable legislation.
- You must show approved photo ID (approved under the Maritime Security Regulations 2004) at the Terminal's Security gatehouse every time you enter.
- When you are working in a common user area (shared area) with different users and companies such as the Timaru Container Terminal, you have a duty to cooperate, coordinate and consult with other companies and users in the shared work area to effectively manage health and safety risk.
- You must not enter another company's work area without first talking to the relevant company representative on the Timaru Container Terminal (e.g. Supervisor/Foreman).

**By completing the Timaru Container Terminal Induction you agree to comply with all rules outlined in the induction.**

**Non-compliance will result in your access to the Terminal revoked.**

If you have any questions about the induction process please contact Timaru Container Terminal Operations. Monday to Friday between 8.30am – 4.30pm.

- Email [operations@timarucontainerterminal.co.nz](mailto:operations@timarucontainerterminal.co.nz) or phone 0800 828 769



**ACCESS FROM THIS INDUCTION IS  
VALID FOR TWO YEARS.  
ACCESS WILL EXPIRE AFTER SIX  
MONTHS INACTIVITY**

## Our Pledge

Timaru Container Terminal Limited (TCTL) pledges to:

- ✓ Hold itself accountable before its peers by sharing its health and safety performance.
- ✓ Establish clear health and safety objectives that lead to continuous improvement in health and safety performance for all port users.
- ✓ Champion health and safety – inspiring our people, suppliers and customers to create zero harm workplaces.
- ✓ Foster a workplace where reported incidents are investigated and action taken.
- ✓ Cooperate, coordinate and consult with other port users to create a workplace free from harm. Uphold a drug and alcohol free site.
- ✓ Comply with our statutory obligations under the International Ship and Port Facility Security Code (ISPS).

From the moment you enter the Timaru Container Terminal you are required to comply with the health and safety rules designed to ensure you and other port users remain safe and injury free.

**WHILE YOU ARE WORKING ON THE TERMINAL WE INSIST THAT  
SAFETY IS YOUR NUMBER ONE PRIORITY!**

Before you start a task, particularly a new or unfamiliar activity, pause and ask yourself these three simple questions:

1. What am I doing?
2. What could go wrong?
3. What can I do to make it safer?

**IF YOU ARE UNSURE ABOUT ANYTHING, PLEASE ASK!**













- Don't just blunder along without the right information or understanding.
- Look out for your work mates.
- Make sure that no action or inaction by you while at work causes harm to any other person.

**HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY**

Previously completed Terminal inductions will no longer be valid after six months in activity.

*Safety starts with me*

## Conditions of Entry & Terminal Rules

<ul style="list-style-type: none"> <li>Essential vehicles only. Headlights or driving lights <b>ON</b> at all times</li> <li>No hazard lights while driving</li> </ul>	
<ul style="list-style-type: none"> <li>Terminal Site Induction required</li> </ul>	
<ul style="list-style-type: none"> <li>Approved photo ID required</li> </ul>	
<ul style="list-style-type: none"> <li>No public entry – authorised terminal users only</li> </ul>	
<ul style="list-style-type: none"> <li>Children not permitted (aged 15 years or under)</li> </ul>	
<ul style="list-style-type: none"> <li>No hand held mobile phone use while operating any plant or driving any vehicle or machinery</li> </ul>	
<ul style="list-style-type: none"> <li>Drug and alcohol free site</li> </ul>	
<ul style="list-style-type: none"> <li>No gang patches or gang insignia on the Terminal</li> </ul>	
<ul style="list-style-type: none"> <li>Hi-vis clothing must be worn (Day/Night Standard AS/NZS 4602)</li> </ul>	
<ul style="list-style-type: none"> <li>Protective footwear in operational areas. Covered footwear in non-operational areas</li> </ul>	
<ul style="list-style-type: none"> <li>No riding bicycles anywhere on the Terminal</li> </ul>	
<ul style="list-style-type: none"> <li>No fishing from any area of the Terminal or wharf</li> </ul>	

Timaru Container Terminal seeks to minimise the frequency of non-essential vehicle visits to the terminal, for the safety of all users.

# Terminal Entry Rules

## Legal Compliance

The Timaru Container Terminal has a statutory obligation to comply with the International Ship and Port Facility Security (ISPS) Code, the Port's New Zealand Customs (NZC) Procedure Statement, the Customs & Excise Act 2018, the Maritime Security Act 2004, the Maritime Security Regulations 2004, the Health & Safety at Work Act 2015, the Resource Management Act 1991 (and all regulations enabled by the RMA), and the Biosecurity Act 1993.



## Security Access Rules

The entire area within the TCTL security fence line is a Customs Controlled Area (CCA) and the Terminal is required to monitor and control all persons and all goods entering and leaving the CCA.



*Photo courtesy of NZ Customs*



## Identification

All persons entering the Terminal are required to present approved photo identification for the purpose of establishing identity.



## Approved Photo ID Types

The following photo ID types are the only form of identification that have been approved by Maritime New Zealand and can be accepted by Terminal Security:

- A valid ID card issued by a New Zealand port.
- A driver's licence issued by the New Zealand Transport Agency.
- A valid passport.
- An identification card issued by a New Zealand government department, government agency or the New Zealand Defence Force.
- A military identification card.
- A seafarer's identity document issued by a contracting government or flag state administration.
- An identification credential issued by a recognised company, union or trade association.
- Other forms of identification approved by the Chief Executive of Maritime New Zealand.



**ALL PERSONS ENTERING TCTL MUST PRESENT APPROVED PHOTO ID TO SECURITY GATEHOUSE PERSONNEL PRIOR TO ACCESS BEING GRANTED.**

*Safety starts with me*

## Access rules for Visitors

The Timaru Container Terminal is not a public area and unannounced and unaccompanied visitors will not be permitted access to the Terminal. Only visitors with a bona fide (genuine) reason to enter that are invited and accompanied by the Terminal or Terminal service provider representative will be permitted entry to the terminal.

One off and infrequent visitors are not required to complete the Terminal Access Induction, however must complete the Terminals visitor register and comply with the visitor management requirements of the specific entity they are visiting. All visitors are to be escorted AND supervised at all times during their visit by a competent and inducted TCTL worker.

## Access rules for Truck Drivers

All drivers entering the Terminal must complete this Terminal Access induction, the secondary truck exchange induction and received appropriate training and site familiarisation from their employer. Drivers must be positively identified by Security personnel or Terminal Operations staff prior to access being granted. Truck passengers under training are not permitted to enter Timaru Container Terminal without direct permission from security or Timaru Container Terminal staff.



## Access rules for Third Party Service Providers

- Must complete the Terminal Access Induction authorized by their employer.
- Be appropriately trained and qualified to perform their designated work tasks inclusive of site familiarisation specific to the area they will be working in.
- Comply with all safety requirements and obligations of their employer and the entity engaging their services.
- Comply with all safety requirements and obligations of Timaru Container Terminal Ltd.

## Security Screening

As a condition of entry to the Terminal, your vehicle or any bags you are carrying may be subject to a search by Port Security. Failure to comply with this request will result in your bags, vehicle and / or yourself being denied entry.

## Personal Protective Equipment

When entering operational areas, you must wear a hi-vis vest or jacket and steel capped boots at all times. The hi-vis vest or jacket must meet the AS/NZS 4602 Standard for Day / Night use.

**ALL HI-VIS CLOTHING MUST BE DAY / NIGHT STANDARD AND MEET  
AS/NZS 4602.**



### Protective footwear requirement:

- When entering operational areas on the Terminal you must wear protective footwear (steel capped) at all times.
- When entering Gatehouse or any non-operational areas on the Terminal you must wear sturdy covered footwear at all times.

The wearing of hard hats is compulsory in certain areas within the Terminal and as part of certain operations.

### Hard hats must be worn:

- ✓ At all times when on the wharf face during cargo and shipping operations.
- ✓ At all times under any crane or where there are suspended loads.
- ✓ At all times in construction areas.
- ✓ At all times in areas that are designated "hard hats" due to the nature of the operation.

**If any of the above working environments, apply to you, the wearing of hard hats is mandatory.**

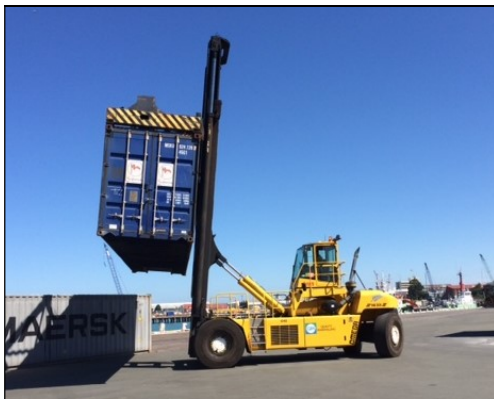
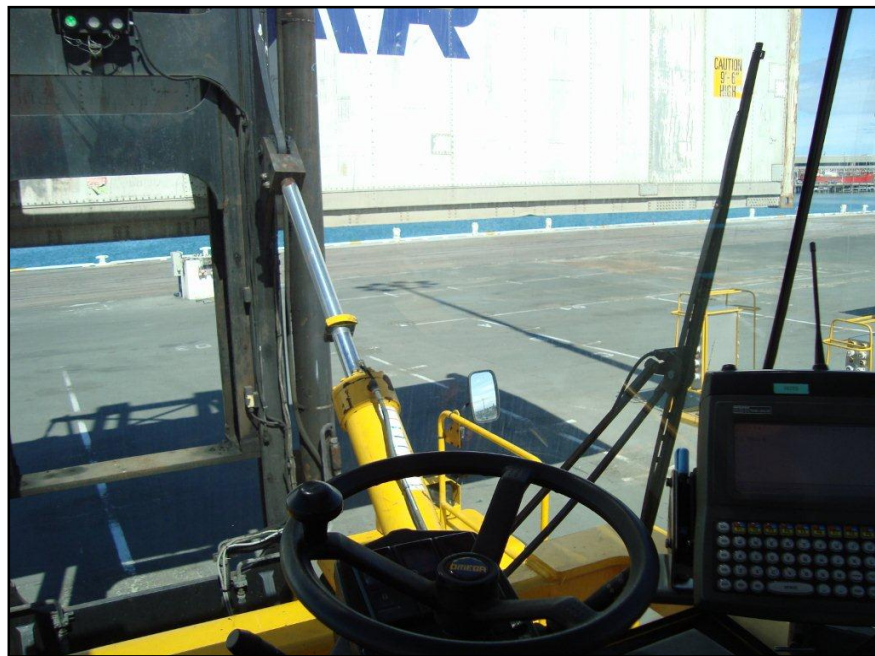
*Safety starts with me*



## Heavy machinery

Always be aware of the increased risks around heavy machinery. Only authorised light vehicles are permitted in operational areas with any non-essential vehicle access to the Terminal forbidden.

- Heavy machine operators may not be able to see you - always give way to them!
- Operators of large machines have a restricted field of vision and can have increased stopping distances.
- Operator's vision may be obscured even further by the load they are carrying.
- Never walk behind a reversing heavy vehicle.
- Never drive underneath a suspended container.



**A top lifter can weigh up to 100 tonnes - these machines cannot stop quickly**

*Safety starts with me*

## Mobile Harbour Cranes

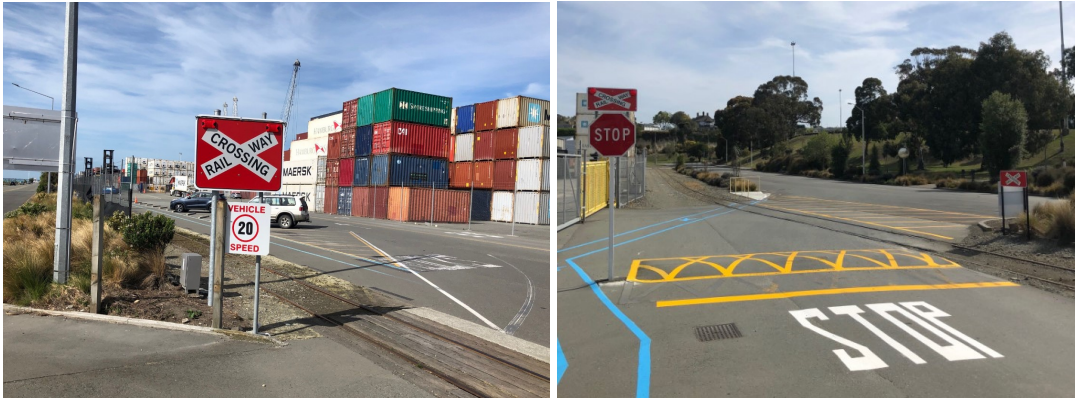
Mobile Harbour Cranes (MHC) operational areas must be kept clear at all times. Only authorised staff who are in direct communication with the MHC operator are permitted to enter, provided they have a valid reason and are aware of the hazards in that work zone. These include:

- Heavy vehicle movements, i.e. forklifts or container handlers bringing containers to and from the loading / unloading area.
- Suspended loads: Never stand or walk under the swing area of the mobile harbour crane or under the path of a suspended container.



Report to the Tally Person when entering the Mobile Harbour Crane working area so he/she can advise others of your presence.

# Rail Crossings



The Timaru Container Terminal entries and exits involve a rail crossing. All of the railway level crossings have warning lights that will flash when a train is about to cross the road.

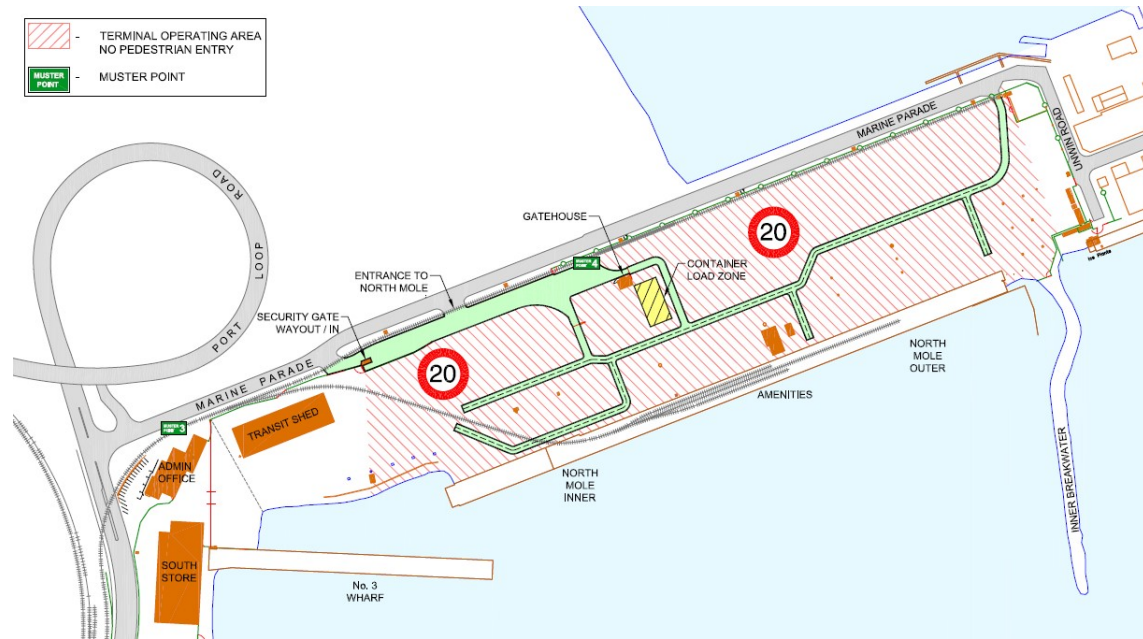
- Trains have the right of way at all times at TCTL.
- When approaching a railway level crossing slow down and be prepared to stop.
- Make sure to look along the railway track in both directions for oncoming trains.
- Never attempt to race a train over the crossing.
- You must come to a complete stop when the lights have started flashing.
- Do not proceed until the red warning lights have stopped flashing.
- Never stop or park on the railway lines.
- Only cross the railway tracks at designated crossing points.
- Do not walk along railway tracks – beware, trains can approach quickly and quietly.
- No vehicles, equipment, or containers should be placed within two metres of any operational railway track.

	<p><b>BEWARE!</b></p> <p><b>TRAINS CAN APPROACH QUICKLY AND QUIETLY.</b></p>
--	--



# Critical Safety Rules

Unauthorised pedestrians are not permitted in the Terminal operating area. Any person authorised to be working on foot in the Terminal must stay within the boundaries of their work area and follow the relevant safety “lock out” or “safe zone” procedures to manage interaction with heavy machinery.

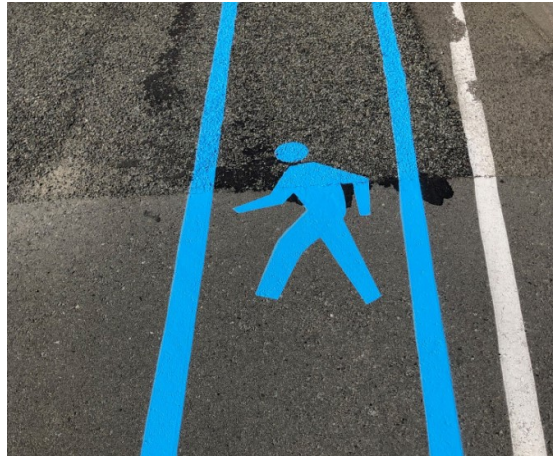


Pedestrians must always give way to machinery. Be aware container handlers operators may have restricted vision and may not be able to see you.



*Safety starts with me*

In non-operational areas of the Terminal pedestrians must use the blue marked walkways.



Light vehicle access to operational areas is restricted and authorisation is required prior to entering these areas. If authorized to drive in operational areas a 20kph maximum speed limit applies to all Terminal roads.



When driving on the Terminal, ensure your headlights are turned on at all times. Your flashing roof light must be used in operational areas. Stay on the designated roadways and park in the allocated parking areas.



TCTL is a drug and alcohol-free work environment.



*Safety starts with me*



## Environmental Practices

The Timaru Container Terminal is situated next to the beautiful Caroline Bay, home to a multitude of marine mammals and bird life. The Terminal seeks to conserve this unique setting and highly valued natural habitat and asks all port users to ensure the impact of their activities on the environment is minimized.

It is expected that all port users understand their role in avoiding pollution and are familiar with their individual company's environmental management plan and risk mitigation procedures relevant to the activities they are undertaking. Anyone entering or operating within the Terminal must ensure their activities are in keeping with best environmental practices and minimise any adverse impacts.

Potential adverse environmental impacts include but are not limited to: Air pollution such as dust, smoke, fumes or toxic gas discharge. Ground or ocean pollution such as grease fall, fuel or oil spills, hazardous substance leaks and storm water discharge. Improper waste disposal of rubbish or potentially hazardous material such as used oil, coolant or hazardous substances.

**If you see any practices polluting the environment or in the case of a spill please contact the Terminal Manager on 03 684 0004**



## Methyl Bromide

Methyl bromide is a fumigant used against a wide variety of pests, including spiders, mites and other insects, fungi, plants, nematodes and rodents. It is particularly effective as a quarantine fumigant and is widely used internationally for biosecurity treatment. It is the only biosecurity treatment accepted by several of our overseas trading partners, and is the only fumigant allowed for biosecurity fumigation by the Ministry of Primary Industries.

Methyl Bromide fumigant is toxic to humans and insect pest alike and fumigation providers follow strict protocols to ensure that risks are minimised whilst fumigations are being carried out at the Timaru Container Terminal. Extreme caution is always exercised when fumigation gassing and venting operations are being undertaken.

The Timaru Container Terminal has specific protocols around the use and management of Methyl Bromide, and further guidance can be found in the *Fumigation Procedures for Timaru Container Terminal* document which is available on the Terminal's website.

<http://www.timarucontainerterminal.co.nz/timaru/container-cargo-information/>

It is your responsibility to ensure you do not enter areas that are coned off during fumigation operations and that you obey any instructions issued by the fumigation operators immediately. Your employer is responsible for providing you with any relevant Methyl Bromide risk management training that is relevant to your work environment or work activities you are undertaking.



## Statutory Requirements



**Customs Controlled Area** In order to meet the security obligations of an import and export port, TCTL is required by the New Zealand Customs Service to be licensed as a Customs Controlled Area (CCA).

All cargo within the CCA is expressly under the control of the NZ Customs Service and Customs Officers have the authority to stop and question any person within the CCA about identity, purpose for being in the CCA, and goods and cargo in their possession.

Export cargo must have the appropriate NZ Customs Service CEDO (Customs Export Delivery Order) before it can be loaded for export. It is a criminal offence under the Customs and Excise Act 2018 to remove any imported goods, or goods for export, from the CCA without the appropriate authority of the NZ Customs Service.

**It is a criminal offence to remove any cargo or goods from the CCA without authorisation by NZ Customs**

Failure to comply with these obligations may result in an individual and/or company being prosecuted under the Act.

**Timaru Customs contact details:**

Phone: 03 956 0154

Email: [Timaru\\_users@customs.govt.nz](mailto:Timaru_users@customs.govt.nz)



*Photo courtesy of New Zealand Customs Service*

## Biosecurity Responsibilities

The TCTL community is committed to biosecurity, human health, and protecting our local economy and environment from unwanted pests and diseases. The Timaru Container Terminal works with the Ministry of Primary Industries (MPI) to keep harmful pests and diseases out of the country.

**It is a criminal offence to remove any bio matter from the wharf area without authorisation.**

### How can you help?

- Be observant - identify any areas that could be a habitat for pests.
- When working with sea containers and general cargo be alert for any unwanted pests or biosecurity contamination.
- When working on vessels be observant for old cargo residue (dunnage), pests or contamination.

### Have you spotted something unusual?

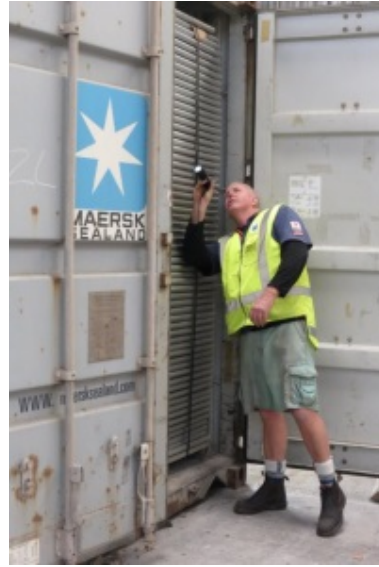
#### If it's ALIVE:

- Contain it, if it's safe to do so
- Inform others around you and your manager immediately
- Call TCTL operations or MPI on 029 943 1019 or 029 943 1515 immediately

#### If it's DEAD:

- Bag it, inspect for any live organisms and call TCTL operations
- Call MPI or email [mqstiu@mpi.govt.nz](mailto:mqstiu@mpi.govt.nz) for instruction on how to proceed.

**Biosecurity is EVERYONES responsibility.  
We need to be vigilant and proactive.**



*Safety starts with me*



## Terminal Evacuation Procedures

In the event of an emergency, notification of an evacuation will be made by **phone, RT and the activation of the Terminal siren**, with instructions that are appropriate to the emergency.

- Make sure you know the evacuation procedure of the work place or operation you are visiting.
- Note the location of the evacuation assembly points nearest to where you are working.
- Evacuate the terminal via the nearest exit gate.



The full *Timaru Container Terminal emergency procedures* manual is available on the Timaru Container Terminal's website.

<http://www.timarucontainerterminal.co.nz/timaru/container-cargo-information/>

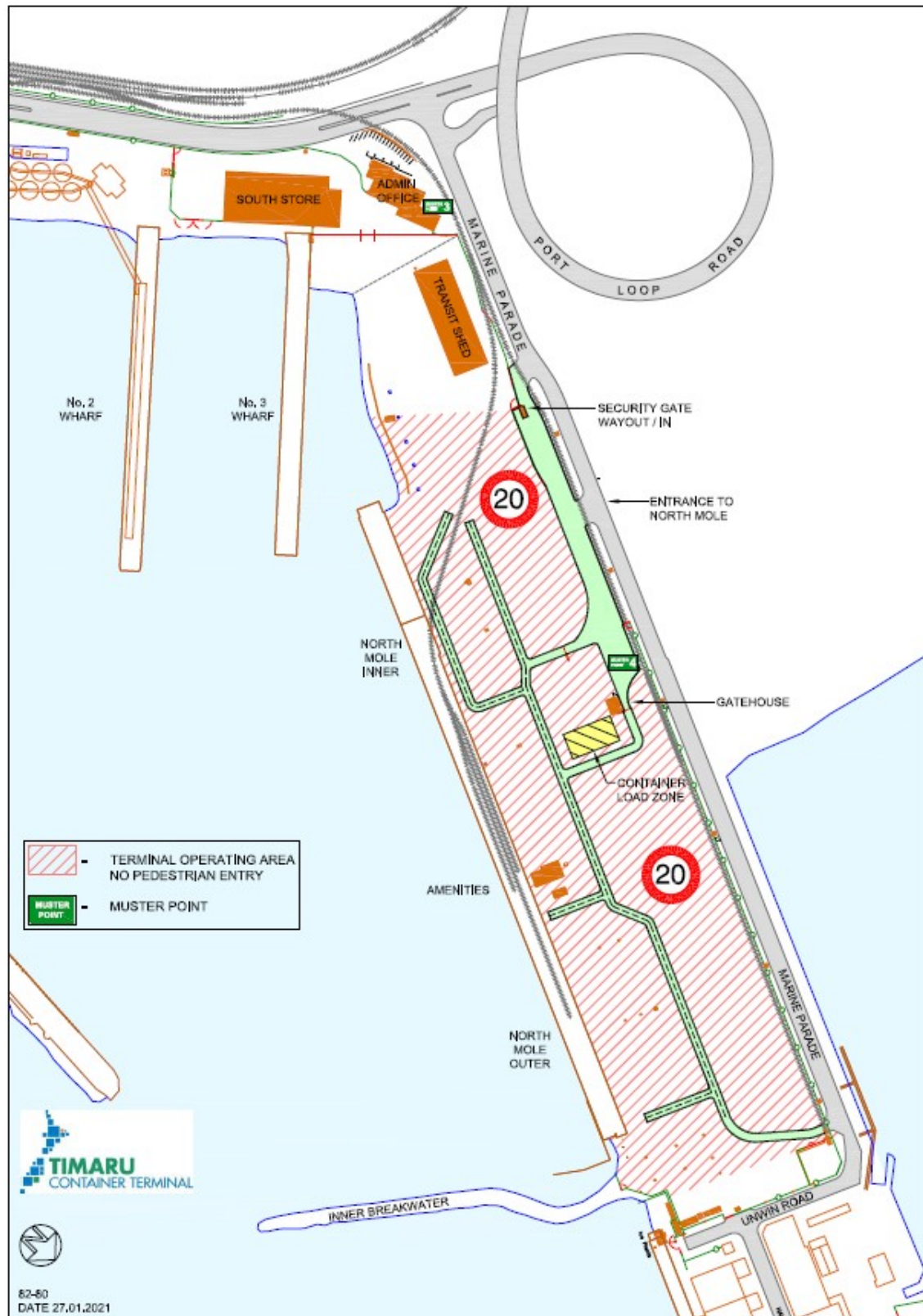
**We consider your safety while on the terminal to be of the highest importance.**

**Please comply with these safety rules for both your own safety and the safety of all Terminal users.**



## Map

For your safety, it is important you take the time to study the terminal map to familiarise yourself with the Terminal's layout.



## Summary Questions – Access Induction

**This questionnaire must be correctly answered and returned by the person completing this induction.**

- 1 When driving on the terminal, what is the vehicle lights policy?**
  - a) You must turn your headlights on after 7 pm.
  - b) Your flashing roof light is sufficient.
  - c) Turn your headlights on and use your flashing roof light in operational areas.
  - d) Use your hazard lights at all times.
  
- 2 While driving on the Timaru Container Terminal (North Mole) what speed limit applies?**
  - a) 20kph
  - b) 30kph
  - c) 40kph
  - d) 50kph
  
- 3 What is one of the main risks when working near or around heavy machinery?**
  - a) Heavy machines make a lot of noise.
  - b) Heavy machines can carry a large load.
  - c) Many heavy machine operators may not be able to see you.
  
- 4 What kind of gear must be worn by all persons entering operational areas within the Terminal?**
  - a) Safety glasses.
  - b) Steel capped boots.
  - c) A hi-vis vest or jacket (Day / Night standard).
  - d) A hi-vis vest or jacket (Day / Night standard) and steel capped boots.
  
- 5 When must a hard hat be worn?**
  - a) At all times on the wharf apron, during cargo and shipping operations.
  - b) At all times under any crane or where there is a suspended load.
  - c) At all times in areas that are designated “hard hats” due to the nature of the operation.
  - d) All of the above.
  
- 6 What is the cell phone use policy within the Terminal?**
  - a) Cell phones can be manually used at all times.
  - b) You may manually use cell phones in the 30 kph – 40 kph speed zones.
  - c) The manual use of cell phones is prohibited in operational areas only.
  - d) The manual use of cell phones is prohibited while operating any plant or driving any machinery or vehicles.
  
- 7 What safety rules apply to pedestrians accessing the Terminal?**
  - a) Unauthorised pedestrians are not permitted in the Terminal operating area.
  - b) In areas where pedestrians are permitted, the blue pedestrian walkways must be used.
  - c) Pedestrians must give way to all heavy vehicles at all times
  - d) All of the above.

**8 What are the main things to consider if entering a MHC operational area?**

- a) Stay well clear of heavy machine movements
- b) Report to the Tally Person to let them know you are there
- c) Do not walk/drive under suspended loads
- d) All of the above

**9 Which of the following acts are criminal offences**

- a) Removing any cargo or goods from the Timaru Container Terminals customs controlled area (CCA) without relevant authorisation from NZ customs.
- b) Removing any Bio matter from Timaru Container Terminals customs controlled area (CCA) without relevant clearance from MPI.
- c) Both of the above.

**10 Which statement best describes Terminal users environmental responsibilities?**

- a) Avoid using plastic.
- b) Turn vehicles off as soon as possible.
- c) Anyone entering or operating within the Terminal must ensure their activities are in keeping with best environmental practices and minimise any adverse impacts.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Employer declaration

**This declaration must be completed by the inductee's direct manager / supervisor before Terminal access can be granted.**

As the inductee's Manager / Supervisor, I confirm that the person completing this induction and requesting access to the Timaru Container Terminal meets the following requirements:

- Is requesting access to the Terminal for legitimate and legal work purposes.
- Is appropriately trained and where relevant appropriately qualified to safely perform planned work tasks.
- Has completed Timaru Container Terminal familiarisation training and has a comprehensive understanding of the safety rules and behavior expectations outlined in this induction.
- Has completed this induction personally.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fax completed questionnaires to 0800 828 769 or email to [operations@timarucontainerterminal.co.nz](mailto:operations@timarucontainerterminal.co.nz)

*Safety starts with me*