



Health & Safety Secondary Induction

For truck drivers exchanging containers at
Timaru Container Terminal Limited



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).

Introduction

This induction is required to:

- ✓ Ensure the safety of all truck drivers while trucks are being loaded or unloaded at the Timaru Container Terminal Limited (TCTL) truck exchange.
- ✓ Ensure documentation is processed accurately and in a timely manner by TCTL Receivable and Delivery (R&D) staff.

This induction must be completed by all truck drivers delivering or uplifting containers at TCTL. You must first have completed the Timaru Container Terminal Limited Container Terminal Access Primary Induction.

All truck drivers entering TCTL must have a valid license or photo ID (passport etc.) on them at all times. This will be audited from time to time in accordance with NZ Custom's requirements.

For any enquiries regarding R&D please contact the TCTL R&D office: 03 684 0002

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Critical Safety Rules

- 1 All truck drivers entering the TCTL Truck Exchange area are required to wear high visibility clothing (AS/NZ 4602 Day/Night Standard) and safety footwear.



- 2 Carrying passengers in trucks is prohibited at TCTL. If you are training a relief driver, you must receive prior permission by Terminal staff.



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- 3 Trucks drivers entering the TCTL operating area must drive with care and adhere to all speed limits. **Failure to do so may result in access being denied / revoked.**



- 4 When driving on the terminal, you must ensure your headlights are turned on at all times.



- 5 Stay on the defined roadways as per traffic management plan. There is absolutely no entry allowed to the Terminal operating area, container yard or vessel berth area without prior approval of Terminal staff.

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Delivering and Uplifting Containers

- 1 On arrival, you must park in the painted "truck park" area, in front of the R&D office. Prior to entering R&D, all drivers must be wearing high visibility clothing and safety footwear.



- 2 If you are delivering a container, the container must be correctly pre advised by EDI or an approved and complete Carters Note must be presented to the R&D office for processing.

CARTER'S NOTE



SHIPPING LINE OR CONTAINER OPERATOR: MAERSK	BOOKING REFERENCE: 572338135	CONTAINER NUMBER: MRKU8925999	
OUTBOUND VESSEL: MAERSK JABEL	OUTBOUND VOYAGE: 726N	SIZE / TYPE: 20 FT GP	
SHIPPER: HEARTLAND PRODUCTS		EXPORTER: HEARTLAND PRODUCTS	
EPO REFERENCE (DAIRY ONLY): N/A		EXPORT ENTRY CLEARANCE NUMBER:	
PORT OF LOADING: TIMARU		ORIGIN OF CARGO: NEW ZEALAND	
DISCHARGE PORT: OAKLAND		DESTINATION: UNITED STATES OF AMERICA	
SEAL NUMBER: GPYK125863		Container Type: (Circle one) <input checked="" type="checkbox"/> Air Cooled / <input type="checkbox"/> Water Cooled	
NUMBER & DESCRIPTION OF GOODS/PACKAGES: BULK MEAT AND BONE MEAL		VERIFIED GROSS MASS (VGM) 21,160 KGS SIGNATURE VGM VERIFIER: K BARR	
CARRIAGE TEMP: CELCIUS	QAMR DATE/TIME OFF POWER:	HAZARDOUS: Y / N	TRANSPORT CD:
VENT:	QAMR HOURS ALLOWED OFF POWER:	CLASS:	TRUCK NO:
HUMIDITY:		UN NUMBER:	
OVER DIMENSIONAL DETAILS		REMARKS:	

Critical information includes: booking number, container number and type, seal number, commodity (to include temperature, vent and humidity, if required), DG certs vessel, overseas destination and discharge port and verified gross mass (VGM).

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- 3 If uplifting a container full container details and a PIN number if relevant must be provided to allow TCTL to release the container. It is the truck driver's responsibility to provide full and correct information. TCTL will not accept or release containers without the correct required information.



- 4 Prior to departing the truck park area, drivers must ensure all trailer twist locks are OPEN to allow the Container handler to load/unload.



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- 5 Once your paper work has been processed you can leave the R&D area via the R&D gate and proceed north through the gates to the truck exchange area. Ensure your headlights are turned ON.



- 6 Drive with caution, giving way to working machinery and keeping speed low. When the exchange pad is clear drive forward into the marked stopping position. Trucks must be parked straight, facing east with brakes applied before exiting your truck.



- 7 When you have completely stopped in the correct position, ensure your brakes are on and the truck is out of gear then dismount and stand beside your truck, in the Driver Safe Zone (DSZ) and in plain view of the Container handler driver.

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- 8 Remain positioned in the Driver safe zone and keep watch of the heavy machinery working around you. Ensure you maintain eye contact with the Container handler driver, as they move in to load/unload, and at all times during container exchange.
DO NOT USE YOUR CELL PHONE WHILE IN THE DRIVER SAFE ZONE.



- 9 If delivering a container, give the “thumbs up” to the container handler driver to signal the lift is successful when container is safely clear of your truck.



Likewise if uplifting a container, a thumbs up should be given to the container handler operator when the container is correctly sitting over the truck's twist locks to signal the load is successful.

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- 10** Remain in the driver safe zone until the container exchange is complete and the container handler is completely clear of your truck. You must lock the twist locks when loaded and exit the terminal using the exit gate located to the right of the container exchange park.

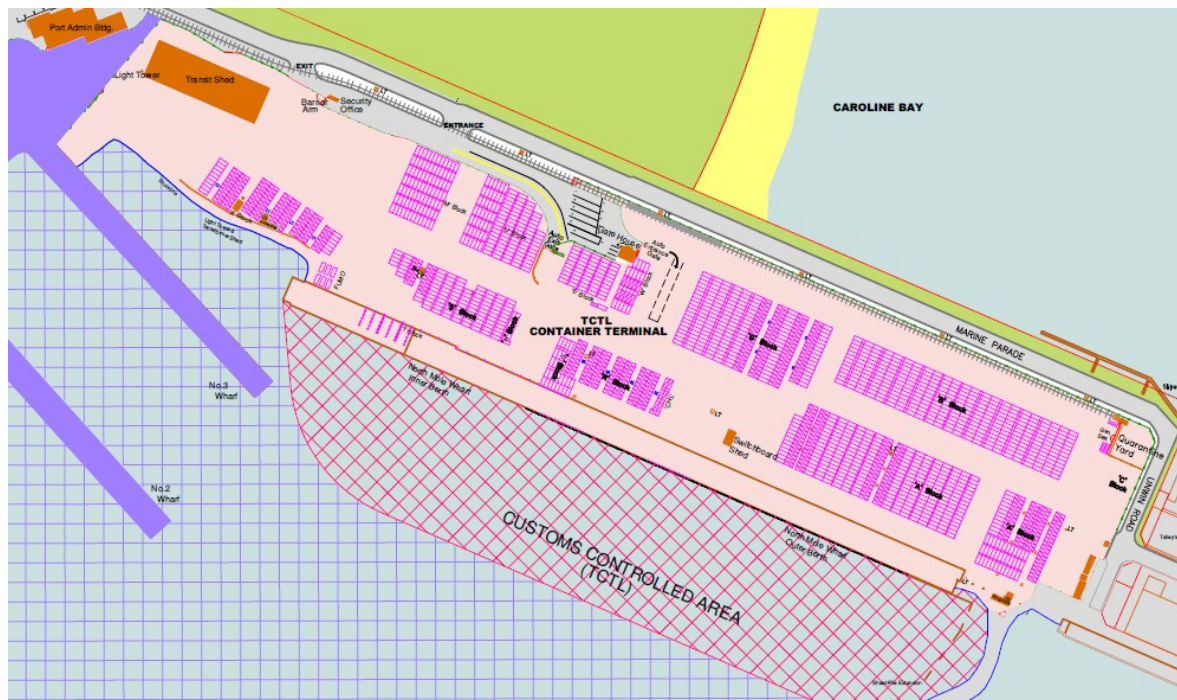


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Map

For your safety, it is important you take the time to study the TCTL map, to familiarise yourself with the layout, speed limits and access to the truck exchange area.



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Summary Questions - Secondary

- 1 **All truck drivers entering the TCTL operating area are required to wear:**
 - a Hard hats
 - b Safety glasses
 - c High visibility clothing and safety footwear.
 - d All of the above
- 2 **On arrival at TCTL you must:**
 - a Park in the painted "truck park" area, in front of the R&D office.
 - b Have completed a Carters Note (if delivering containers).
 - c Complete the necessary paperwork, if you are uplifting an import container.
 - d Do all of the above.
- 3 **Prior to departing the R&D area and before entering TCTL, you must ensure:**
 - a All trailer twist locks are closed.
 - b All trailer twist locks are open.
 - c Your headlights are turned on.
 - d Answers b and c
- 4 **There is absolutely no entry allowed to the TCTL operating area, container yard or vessel berth area unless:**
 - a You have urgent business to carry out in this area.
 - b You have a valid Port Access Card.
 - c You have prior approval of Terminal staff
 - d You are aware of the hazards of being in this area.
- 5 **When driving to the exchange pad, you can:**
 - a Proceed to park, facing South, with no brakes applied and out of gear.
 - b Proceed to park, facing East, with brakes applied and out of gear.
 - c Proceed to park, facing North, with brakes applied and in gear.
 - d It doesn't matter if you face North or South, but must have brakes applied.
- 6 **When completely stopped on the truck exchange, you should dismount and stand:**
 - a On the left-hand side of your truck, near the front.
 - b Anywhere you like within 1.5 metres of your truck.
 - c You must stand in the marked driver safe zone beside your truck.
- 7 **When a container handler driver moves in to load/unload your truck, you must:**
 - a Get back into your truck.
 - b Check to see what other truck drivers may be doing.
 - c Watch closely and ensure you maintain eye contact with the driver.
 - d Smile and wave at them.
- 8 **You must give the "thumbs up":**
 - a When the top lifter driver approaches
 - b When the container is successfully lifted clear of your truck (if delivering a container).
 - c When the load is complete and the container is sitting directly over the twist locks (if uplifting a container).
 - d Answers b and c.
- 9 **When the container handler driver has finished loading a container and is completely clear of your truck:**
 - a You can drive off immediately.
 - b You must close the twist locks, then drive off the truck exchange.
 - c You can stop further down the road to close the twist locks.
 - d You must wait until you are verbally told to drive off the truck exchange.

Name: _____

Signature: _____

Company: _____

Date: ____ / ____ / ____

Fax completed questionnaires to 0800 828 769 or email to operations@timarucontainerterminal.co.nz

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