

CONTRACTOR & VISITOR **HEALTH, SAFETY & ENVIRONMENT** **INDUCTION HANDBOOK**

FRANKTON CONTAINER TERMINAL

Issue Number	Prepared (P), Reviewed (R), Amended (A)	Approved by	Effective Date
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1. INDUCTION OVERVIEW

Welcome to KiwiRail health and safety programme. At KiwiRail we are committed to keeping our employees, contractors and visitors healthy and safe in the workplace. To do this we need you to follow safe work practices and report all hazards, near hits, incidents and accidents.

2. KIWI RAIL RESPONSIBILITIES

The Company shall take all practical steps to ensure the safety of its workers and contractors by:

- Providing and maintaining a safe working environment.
- Providing and maintaining facilities for the safety and health of its workers.
- Ensuring that equipment used is designed and maintained so that it is safe for use.
- Ensuring that workers are not exposed to hazards through bad personnel management.
- Developing procedures for emergencies.

3. CONTRACTOR RESPONSIBILITIES

- Manage Health and Safety responsibilities for all staff and subcontractors.
- Comply with all relevant legislation, regulations and codes of practice.
- Comply with KiwiRail health and safety policies and procedures.
- Notify KiwiRail of any hazardous substances being brought on site and provide a MSDS for each hazardous substance.
- Notify KiwiRail of any other hazards that you could expose KiwiRail employees and site visitors to and the controls that you have put in place to manage the hazards.
- Keep the area you are working in clean and tidy.

4. SAFETY CONCERNS

If you have a safety concern or problem, contact the KiwiRail person supervising your work immediately.

5. SITE RULES

These rules have been developed in the interest of creating a safe working environment. Make sure you know and understand them. The Company will take any incidence of non-compliance to these rules or actions that put you or another person at risk very seriously.

Frankton Temporary Container Terminal (CT) Site Rules

- Hi-visibility clothing and safety footwear must be worn at all times
- All staff and visitor vehicles are to reverse park on site and at the Main Gate House carpark
- Alcohol and illegal drugs are not permitted on site.
- Animals are not permitted on site
- Children under the age of 15 years are not allowed on site
- Verbal abuse and offensive language will not be tolerated in the Offices or on the CT Site
- Speed limit approaching from main gate to the gate house – 30 kmph
- Speed limit of 15kph after the gate house until you reach the twistlock bays must be strictly adhered to.
- MOBILE PHONES, WHILE YOU ARE IN TRANSIT OR ON THE PARKING BAYS IS STRICTLY PROHIBITED, NO EXCEPTIONS (REFER TO PAGE 4 BELOW)
- Head lights are to be on at ALL times
- Safety Beacons turned on where fitted.
- NO Hazard lights to be used while driving through the site.
- Give way to ALL HOISTS
- Vehicles may only drive along the designated routes as set out on the attached site map.
- The traffic flow onsite is one way, all vehicles must travel with the flow
- Gate house staff are to inform the CT Site team of visitor's cars coming on site and give the following details:
 - Colour of Vehicle
 - Number of people in the vehicle
 - Reason and Duration of Visit
- Entering any area other than the designated work site area is strictly prohibited, unless prior authority is obtained from the Site Manager or Team Leader.
- DO NOT leave your vehicle unattended and do not walk around on site
- No Smoking on the CT site (This includes in cars and trucks) except at the designated smoking areas.
- All drivers are to remain in their trucks at all times once past the gate house and in the load / unload parking bay area. You may ONLY exit your truck whilst in the twist lock bays. (REFER TO PAGE 5 & 11 BELOW)

ALL CELL PHONE USAGE



IS STRICTLY

PROHIBITED

**ON SITE WHILE YOU ARE IN
TRANSIT OR ON THE PARKING
BAYS NO EXCEPTIONS**

ALL TRUCK DRIVERS
must remain in their
vehicles when being
unloaded/loaded.

**The unlocking of
twistlocks shall be done
in the Truck Queuing
lanes next to the Gate
House.**

**Securing of twistlocks
must be done in the
twist lock bays provided
on the exit driveway.**

DO NOT EXIT your
vehicle whilst in the
Truck Parking Bay.



ALL VEHICLES MUST
STOP AT THE STOP SIGNS
THAT HAVE BEEN
INSTALLED ONSITE



6. **TRUCK OPERATIONS:**

- Drivers **MUST** wear a reflective jacket and safety boots / shoes whilst onsite
- No abusive language to be used in the Offices or on the CT Site
- Enter the Frankton Access Road from Kent Street, speed limit 30 kmph
- Proceed to the Truck Queuing Area and stop in lane **one or two** next to the Gate House (**Remain in your truck until you are at the front of the queue**)
- Once you are at the front of the queue, exit your vehicle and make your way to the Gate In booth, ensuring you follow marked walkways
- Truck Driver toilet facilities are located next to the twist lock bays
- Check in your container with the Gate House team, they will advise you of your unload/loading bay
- Collect paperwork for outbound load (IF applicable), and make your way back to your vehicle
- Unlock your twist locks if you are delivering a container or change your pin settings to correspond with the container that you are collecting
- Get back in your truck and proceed to the unload/loading bay allocated to you when checking in
- Always be aware of other trucks parked behind / in front and alongside your truck when moving out of your lane.
- Turn on your Headlights before driving off – (Do not use your hazards)
- The use of cell phones on the CT Site while in transit or on the parking bays is Strictly Prohibited
- No earphones, ear pieces or devices are to be used while on site.
- Be aware of all the hazards on the CT Site - ie: Trucks, Hoists, Vehicles, People, Potholes, Yard Conditions, Contractors on Site and any other hazards that you may notice
- Remember that on the CT Site, **All HOISTS** have right of way
- 15 kph anywhere past the gate office and up to the twist lock bays
- **All Trucks MUST GIVE WAY TO ALL HOISTS**
- Only proceed to your parking bay when you see it is empty
- **DO NOT** drive through the container grids
- No overtaking other trucks throughout this area
- Trucks are not allowed behind a hoist
- When you are approaching the Parking Bay, park the truck square to the grid, and wait for the loading or unloading of the container/s
- No Double Parking is allowed on the CT site, operations must flow freely on site
- The Truck driver must remain inside the truck cab whilst being unloaded/loaded. **DO NOT exit your truck whilst in the parking bay.**
- After the loading / unloading has been completed, the Hoist Operator will sound the horn for you to know that you can now drive off
- After checking the way is clear pull back into the right hand lane and follow the road around to the right, where you will see the Truck Twist Lock Bays, this is where you can stop to secure your twist locks before leaving site OR change your twist lock settings before driving around again to pick up a different sized container.

- If you need to pick up a different container and this has already been gated at the gate house, you may use the 3rd lane and proceed to the stop sign to wait for your parking bay to be clear.
- If you are ready to depart leave via the entrance / exit onto Kent street. The speed limit from the twist lock bays is 30kph

PLEASE NOTE, contravening any Safety Rules on site can lead to a temporary or permanent suspension of the driver from accessing the CT Site.

Each incident will be dealt with on its merits

7. ALCOHOL AND DRUG FREE WOKRPLACE

KiwiRail has an alcohol-free workplace. The storage or consumption of alcohol is not permitted on KiwiRail sites.

The unauthorised possession or use of alcohol or the possession or use of illegal drugs in the workplace poses unacceptable risks to all employees and is contrary to KiwiRail commitment to provide, maintain and improve the standards of health and safety in the workplace. In addition, the possession or use of illegal drugs is a criminal offence, which will be viewed very seriously by KiwiRail.

8. EMERGENCY PROCEDURES

In the event of an emergency the assembly point is the entrance / exit to the Container Terminal, you will be directed there by staff onsite.

9. REPORTING HAZARDS

All hazards must be reported immediately.

- You are required to tell us about the hazards you bring to the site and hazards that arise during your work on this site.
- You are required to assess all hazards associated with your work and identify which of the hazards are significant.
- You are required to have appropriate hazard controls in place to eliminate, isolate or minimize the hazards associated with your work.

New hazards can be reported using your own form or the KiwiRail Hazard Report form available from the Gate House on request. Any Hazard Report forms should be given to the Site Manager or the KiwiRail Contract Manager.

10. GENERAL SITE HAZARDS

Hazards on site include:

- Fork hoists movements in and between grids and on roadways
- Road vehicles
- Train / shunt movements
- Truck and trailer movements
- Other mobile equipment
- Potholes – (especially after rainy periods they can be covered with water)
- Various dangerous goods held within containers
- Any other hazards identified whilst on site must be reported to the manager immediately.
- All accidents, incidents and near misses MUST be reported to the Site Manager immediately. Details of any/all investigations must be reported within 48 hours.

11. PERSONAL PROTECTIVE EQUIPMENT

If Personal Protective Equipment (PPE) is required for your job, it is your responsibility to supply and maintain this equipment.

12. REPORTING INCIDENTS OR NEAR HITS

You are required to advise the Site Manager or the KiwiRail Contract Manager of any incidents or near hits you are involved in while on this site. You can use either your own reporting form or the KiwiRail Hazard Report form that is available from the Gate House on request.

13. FIRST AID

A list of First Aiders is posted on the wall of the check in booth and inside the Gate house.

Contractors are responsible for providing their own first aid supplies.

14. IN THE EVENT OF A SERIOUS HARM ACCIDENT

- Ensure it is safe to enter the accident site
- Ensure the victim is not in danger of further injury, e.g. near any electrical wiring.
- Administer emergency first aid.
- Phone for an ambulance if necessary (dial 111)
- You are also required to Notify Site Manager or the KiwiRail Contract Manager.
- FREEZE THE SCENE: You are required by law not to disturb the accident scene, i.e. do not commence work or begin clean up. You may tape off the area.

- Contractors, please note it is your responsibility to Notify MoBIE (Ministry of Business, Industry and Employment).

15. SMOKEFREE WORKPLACE

KiwiRail provides a smoke-free environment in accordance with the Smoke-Free Environments Act 1990.

- It is the responsibility of all staff and contractors to adhere to the Smoke Free Policy. Failure to comply may result in disciplinary action.
- To ensure the workplace is smoke free and the risk of fire is minimized, smoking is only permitted in the designated smoking areas.

16. SITE VISITORS

- On arrival, All visitors must report to the Gate house to sign in and they must sign out before leaving the site.
- Contractors MUST apply for a site safety permit from the Team Leader, Site Manager or Operations Manager prior to commencing work
- Visitors should make an appointment with the person they are required to see before coming on site.
- A staff member must accompany visitors at all times unless they are regular visitors who are familiar with the requirements of the site and have received an induction.
- Visitors must wear the correct PPE while on site.
- Gate house staff are to inform the CT Site team of visitor's cars coming on site and provide the following details:
 - Colour of vehicle
 - Number of people in the vehicle
 - Reason and duration of the visit

REMEMBER:

Workplace Safety is the responsibility of EVERYONE!

In all things you do in KiwiRail, SAFETY must come FIRST.

Frankton CT Site TMP



LEGEND

	Truck Queuing Area
	Truck Gate In Booth
	Truck Driver Toilets
	Truck Parking Bay - for unload/reload
	Truck Twist Lock Bay
	KiwiRail Buildings - STAFF ONLY

EMERGENCY SPILL RESPONSE

Be Safe

Identify what has been spilled – Check Safety Data Sheets

Wear correct PPE

Evacuate where necessary.

Notify, your Team Leader, Supervisor or Manager

**In an
Emergency
Dial 111
ask for Fire**

Stop the Source (If safe to do so)

Locate source

Close valves or tap, rotate punctured drums, plug leaks



Contain (If safe to do so)

Block storm water drains using drain covers, or other spill kit items

Confine or divert using the items from the spill kit

Place leaking containers in a self-contained area (e.g. wash pad)



Clean up

Use pads or absorbent products on small spills (don't use saw dust).

For a large spill get assistance from specialized contractors immediately.

Clean up all residues without contaminating the storm water system

Or soil.



Dispose

Use an approved disposal contractor to remove all contaminated materials, absorbents, soil and PPE.

Avoid a repeat spill

Investigate to determine cause

Improve procedures

Note: Report all spills in ORA, no matter how small

ENVIRONMENTAL MANAGEMENT

KiwiRail is committed to the responsible environmental management of the businesses in order to deliver our customers a sustainable transportation service.

KiwiRail honors this Commitment by conducting our business in ways that:

- Ensure that the protection of the environment is considered as an essential business objective
- Minimize the impact of existing operations to reduce the harm to the environment
- Require the reporting of all environmental incidents
- Maintain our workplace in a clean and tidy state
- Continuously improve our environmental performance
- Comply at all times with environmental laws and regulations

As a contractor your obligations will include but not limited to:

- Reporting of all environmental incidents
- Adhering at all times with environmental laws and regulations
- Complying with all site environmental management plans



CONTRACTOR & VISITOR HEALTH AND SAFETY INDUCTION QUESTIONNAIRE

I confirm that I have received a copy of the KiwiRail Contractor & Visitor HS&E Induction Handbook for Frankton Container Terminal

Name and Surname: _____
Please Print FULL name CLEARLY

Signature: _____

Company: _____

Date: _____ **Driver's License Number:** _____

There are a total of 15 questions in this questionnaire, each worth one mark. You must get **ALL** questions correct to pass.

Health and Safety Concerns

1. If you have a safety or health concern, whom should you tell?

Emergencies

2. Where is the emergency evacuation / assembly point?

Hazards

3. Give two examples of hazards in at the CT Site:

Hazard 1: _____

Hazard 2: _____

4. **If you see a hazard in the workplace that is not already being controlled, you should report it:**

- a) Within the next hour
- b) Before you leave that night
- c) Immediately
- d) When you next see your manager

5. What should you do to report a new hazard?

Personal Protective Equipment (PPE)

6. If you need PPE for your job, who will give it to you and train you in using it?

- a) A work-mate.
- b) Your manager.
- c) An OSH representative.
- d) An ACC representative.

Accident Reporting – complete this statement by selecting the correct word/s in **bold** text below. Circle the TWO correct answers:

7. All accidents must be reported **(within 24 hrs / immediately)** to your **(Supervisor / Manager)**.

Serious Harm

8. What does “freezing the scene” mean?

- a) Re-enacting the accident soon after it occurs.
- b) Not disturbing the accident scene, i.e. not working in the area or cleaning up.
- c) Taking photos of the scene for the police and OSH.
- d) Making notes of how the accident happened and how it could be prevented.

Visitors

9. What must all visitors do first upon entering a site?

- a) Start working straight away.
- b) Put on hi-visibility vest and start working.
- c) Report to the gate house and sign in.

DRIVERS

10. Where do you unlock your twistlocks?
 - a) In the Truck Parking Bay area
 - b) In the Truck Queuing Area
 - c) On Kent Street before entering the site

11. What must the Truck Driver/Co Driver do while in the Truck Parking Bay?
 - a) Unlock all Twistlocks
 - b) Wait to be unloaded, then reset twistlocks for reload
 - c) Remain inside the truck cab at all times

12. Where do you lock up your twistlocks?
 - a) In the Truck Parking Bay
 - b) In the Truck Queuing Area
 - c) In the Truck Twist Lock Bay

13. When can you pass behind a Hoist that is loading/unloading a truck?
 - a) When it is safe to do
 - b) When indicated by the Hoist Operator that it is safe to pass
 - c) When other trucks pass behind the hoist
 - d) Never

14. When can you drive off after being loaded / unloaded?
 - a) When the Hoist Operator is waving at you
 - b) When the Hoist is reversing away from your truck
 - c) When the Hoist Operator loading / unloading your truck has sounded the Hoists horn

15. Which vehicle has right of way onsite?
 - a) Hoists
 - b) Trucks
 - c) Buggy