Mobile Plant & Vehicles Critical Risk Standard

Contents

1. PURPOSE

PMNZ recognises that the use of mobile plant & vehicles (MPV) is a critical risk to safety and is related to a significant number of workplace injuries and fatalities every year.

The purpose of this Standard is to manage the health and safety risks associated with the use of MPV to protect people and assets.

2. SCOPE

This standard applies to all PMNZ sites and operations including common user areas.

Where an overlapping duty exists with other PCBUs, PMNZ will consult, cooperate and coordinate to ensure that equivalent MPV risk controls are in place i.e. contractors, port & marina users and tenants. PMNZ acknowledges its limited influence over the operation of MPV within tenanted areas.

3. AUTHORITIES AND RESPONSIBILITIES

Role	Responsibilities
The Company (PCBU) & Officers	The PCBU & Officers of PMNZ have a responsibility to: ▪ Exercise due diligence to ensure all duties and obligations under HSWA 2015 are met including eliminating/minimising risks to health & safety so far as is reasonably practicable.
Critical Risk Sponsors (SLT)	Critical Risk Sponsors are responsible for: ▪ ensuring the requirements of this standard are adhered to. ▪ ensuring that adequate resources are available to ensure the full implementation of this standard.
Critical Risk Owner	The MPV Critical Risk Owner is responsible for: ▪ ensuring this standard is implemented, kept up to date, and reported on. ▪ providing coaching to managers as required.
Managers	Managers have a responsibility to: ▪ ensure the requirements of this standard are met within their area of responsibility
Workers	Workers have a responsibility to: ▪ ensure the requirements of this Standard are applied where relevant to their roles. ▪ Operate MPV safely and seek further information and advice if they do not believe they are competent to do so.

4. Mobile Plant & Vehicle Risk Profile

4.1 PMNZ Mobile Plant & Vehicles

Mobile Plant and Equipment controlled by PMNZ includes the following:

PMNZ MPV	
Utes/Cars	11
Light Truck	4
Class 2 Heavy vehicle (Refuse Truck)	2
Forklift <18T	4
Marine - Travel Lift	1
Manitou Telehandler	1
Container Top lifter	1
Mobile Crane	1
Bark Trucks (PMNZ)	N/A
External Port & Marina Users	
Heavy Road Vehicles – Freight, Log & Construction	N/A
Log Loaders	N/A
Log High-Stackers	N/A
Various Forklifts	N/A
Road Sweepers	N/A
Various Construction Plant – Excavators, rollers, graders & cranes	N/A
Trains	N/A

4.2 PMNZ Activities involving MPV Risk

The risk profile for mobile plant and vehicles (MPV) can be summarised as any activity involving the MPV listed above. A few examples are listed below:

- Forklift operation at the workshop, wharfs and on port roads.
- Maintenance and capital construction work performed by PMNZ or contractors involving construction plant and heavy vehicles.
- Operation of the travel-lift at the Waikawa and Havelock hardstands.
- All traffic using the ports road network.
- All plant and heavy vehicles associated with the C3 log yard.
- Heavy vehicles associated with Bluebridge ferries.

4.3 General Requirements

- Workers must be suitably trained and assessed as competent to operate, maintain or repair MPV.
- All PMNZ vehicles to be fitted with reversing cameras (policy to be effective 01/02/2026.
- MPVs are not to be used if substandard, not fit for purpose, or in poor condition.
- MPVs must be part of an asset management system to ensure maintenance and repairs are completed.
- MPVs to have a prestart inspection performed prior to operation.
- The speed limits for all MPV are signposted and operators must always adhere to these.
- All MPVs must be fitted with seatbelts.
- Seatbelts must be worn at all times by MPV operators, (and passengers).
- It is the MPV operator's responsibility to check their "moving space" both in front, to the sides, and behind before starting to move.
- Exclusion zones implemented and not breached.
- Where pedestrian walkways are present the pedestrian must remain on the walkway
- MPV must not be used with unsecured or unstable loads.
- MPV must not be used if it is likely to exceed its rated capacity.
- Built in safeguards must not be tampered with or removed.
- MPVs travelling on Port roads must be road legal (i.e. WOF and Road Licence).

5. Safe Mobile Plant & Heavy Vehicles

5.1 Using The Right Mobile Plant or Vehicle For The Job

The following must be considered when selecting the right MPV for the job:

- What the MPV will be used for and whether it is suitable for the work.
- Can the mobile plant or heavy vehicle handle the proposed load within its manufacturers limits and in compliance with relevant SSOWs and industry guidance such as approved code of practice (ACOP).
- The design and layout of the workplace it will operate in including ground and overhead conditions.
- Potential for interaction with pedestrians.
- Potential for interaction with other plant or vehicles.
- Special transit requirements between port operational areas i.e. oversized.
- Visibility:
    - How easy is it to see the MPV.

    - How easy it is to see pedestrians or other MPV.
- Anticipated work practices including maintenance, inspection, repair, cleaning.
- The training and competency requirements of persons operating the MPV.
- Is the MPV being used in an enclosed area where harmful fumes could affect workers.

5.2 How New Mobile Plant & Vehicles Should be Introduced

All MPV will be inspected, hazards identified, risks controlled, and safe systems of work developed prior to it being permitted into operation.

When PMNZ is introducing new MPV to site, the following process must be adhered to:

1. Consider 5.1 when procuring a new MPV.
2. Review the manufacturers health and safety specifications.
3. Ensure any requirements as required by law, WorkSafe good practice guides (or equivalent) are met (or can be met).
4. Update existing risk assessments or complete new risk assessments as required.
5. Develop a safe system of work for the MPV such as an SOP.
6. If the proposed MPV is deemed as posing a residual risk level greater than low, then endeavours must be made to find an alternative item that poses less risk.

5.3 Inspection and Maintenance

5.3.1 Driver/Operator Pre-Start Requirements

MPV operators must undertake prestart checks on a weekly basis for utes/cars and daily for all other MPVs. The following checks

- Steering, brakes (including park brakes).
- Each tyre for wear, damage, and pressure.
- Guarding is in securely place where fitted.
- All warning devices are operational.
- For abnormal wear and tear of the MPV and any attachments
- Lift and tilt systems including the correct operation of attachments such as clamps, hydraulics lines (for oil leaks), chains, cables, and limits.
- Seat belts to ensure they work reliably.
- WOF and Road Licence.
- Lights including brake light and indicators.

5.3.2 Monthly Inspection

The Workshop will carry out a formal safety check of all PMNZ MPV each month excluding utes/cars.

5.3.3 Preventative Maintenance

The Workshop will manage the Preventative Maintenance Programme Schedule for all PMNZ MPV. This will include Inspections and checks that are specific to each item of MPV and based on manufacturers specifications/guidance.

5.3.4 Lock Out – Tag Out

Prior to maintenance being undertaken, all sources of hazardous energy will be isolated by physically locking them off to prevent inadvertent activation, so that work on the MPV can be completed safely.

Faulty or damaged equipment will be locked out and tagged out of service in the first instance to prevent unintended operation.

5.4 MPV Safety Equipment

MPVs will be equipped with the following safety equipment:

- Seat Belts
- Enclosed cabs to be air-conditioned
- First aid kit and fire extinguisher
- Operator Protective Structure (Mobile Plant)
- Rotating Beacon & audible reversing alarm
- Guards on all dangerous parts of the MPV such as hot exhaust pipe and chain/belt drives.
- Emergency Stops (where relevant)
- Consider technological safety controls such as proximity warning devices and laser projected floor lines.

6 Safe Worksite Design & Activity

6.0 Traffic Management Plan

The purpose of implementing the PMNZ Traffic Management Plan (TMP) is to document the design, operation and maintenance of the ports road network. The TMP sets out the minimum requirements for all vehicle/plant movements in the port and provides a basis for monitoring and enforcing good driver behaviour.

The TMPs primary objective is to ensure the health and safety of all people that may be affected by the critical risk of Mobile Plant & Vehicles within the port by planning plant/vehicle routes and

keeping pedestrians and plant/vehicles apart. The TMP also has many operational objectives including:

- Ensuring the efficiency of the road network and minimising congestion.
- Providing a foundation for PCBUs within the Port to consult, co-operate and co-ordinate regarding overlapping traffic issues.
- Act as an agreement between the Port and all Port users to which compliance can be monitored and enforced.
- Plan plant/vehicle routes and keeping pedestrians and plant/vehicles apart.
- Define designated pedestrian crossings.
- Identify designated parking areas.
- Define complaint line marking and signage.
- Establishing procedural controls such as speed limits, parking restrictions etc.
- Ensure a clear process for implementing temporary traffic management within the Port.

6.1 Temporary Traffic Management

Any disruption to the Port road network including work on shoulders requires a Temporary Traffic Management Plan (TTMP). The TTMP is submitted via the PMNZ website at least 72hours prior to the work commencing, with exception to emergency works approved by the Infrastructure Manager. The TTMP is reviewed by the Port Infrastructure Team in consultation with affected parties and is either approved or declined for improvement.

6.2 Safe Worksite Design

For any changes to port infrastructure that affect mobile plant and vehicle operation the PMNZ change management process must be followed. The change management process is completed in consultation with all affected parties including workers and port users and considers factors such as providing adequate welfare facilities, parking and providing safe access and egress to the operational site. The following safety in design factors should be considered when changing and existing site or developing a new site:

- Plan mobile plant/vehicle (MPV) routes.
- Keep pedestrians and MPV separate.
- Consisder the use of fences, barriers, barricades, bollards, safety rails to separate pedestrians from MPV
- Have designated pedestrian walkways and crossings with appropriate controls for the level of MPV risk.
- Avoid MPV routes that cross parking and pedestrian walkways.

- Implementing speed limits.
- Ensure worker facilities are adequate including toilets and parking so workers are not required to walkway between operational sites.
- Providing drive through access to minimise turning or reversing.
- Establishing designated delivery and turning areas.
- Removing blind corners and ensuring intersections are well lit.
- Intersections with the existing road network are designed in accordance with traffic engineering principles including: approach angles, minimum turn radius, sight distances.
- Locating signs and implementing procedures that cover when and how pedestrians and MPV give way to each other.
- Controls required when reversing.
- Ensuring a suitable ground surface (pavement) and stormwater drainage.
- Ensure adequate lighting.

6.3 Exclusion Zone Rules

Exclusion zones must have a continuous perimeter formed by a suitable barrier such as 1.8m security fencing. Alternative forms of barrier can be used depending on the level of risk and the degree of exposure. Gates must be kept closed between vehicle movements.

Only authorised persons (APs) as described in the Site-Specific Safety Plan may enter an exclusion zone.

APs MUST tell MPV operators where they are intending to go, either using a radio, or with clear hand signals.

APs must WAIT until they have a clear acknowledgement from the MPV (usually a thumbs-up) before they keep walking, even if they are on a marked walkway. They must comply with exclusion zone rules at all times.

6.4 Parking & Storage

Vehicles can only be parked in designated parking areas or within tenanted areas and must not be parked on the Port access road for any amount of time (includes shoulders, central medians, unallocated spaces.

Materials and equipment can only be stored in designated areas or within tenanted areas. Materials must not be stored for any amount of time in common user areas or parking spaces.

6.5 Give Way Rules

The New Zealand Road Code give way rules will apply to all roads on PMNZ sites that are deemed public roads. These will be signposted as for any other public road.

The give way rules for areas on PMNZ sites not deemed public roads, and within the control of PMNZ will be defined in the relevant TMP and signposted where possible. In general terms the following give way rules apply*:*

- Pedestrians give way to all MPV.
- Light vehicles give way to all heavy MPV.
- Heavy MPVs give way to trains.

6.6 Wharf and Ground Conditions

MPV will be used on firm and level ground. It must be rated and used within operating limits for any slopes or ground conditions it may face.

The wharf or ground surface will be regularly inspected to ensure there are no surface defects that may result in uncontrolled MPV movement or overturning.

MPV can only operate on wharfs that are certified as being able to take its actual weight including its maximum rated capacity (for loads).

Any temporary covers used to block wharf or ground penetrations must be secured in place and confirmed as able to take the whole weight of the MPV including its maximum rated capacity (for loads).

The following PMNZ locations are not currently suitable for MPV movements:

- Picton Marina breastworks (hatched area)
- Punt landing (cordoned area)

6.7 Overhead Powerlines

All MPV operators must maintain the minimum distance from power lines as defined in New Zealand Electrical Code of Practice - NZECP 34:2001 Electrical Safe Distances.

All overhead powerlines crossing Port roads are marked with high visibility marker flags.

If work or MPV access is required closer than 4 metres to an overhead power line, consent must be obtained from the local power authority.

6.8 Adequate Lighting

Adequate lighting must be provided in work areas where MPV operate. The area immediately inside a building (or similar) where MPV enters should be well lit to avoid vision problems when passing from bright sunlight into a poorly lit area.

6.9 Adequate Ventilation

Adequate ventilation must be provided where MPV powered by LPG, petrol and diesel fuel are used, to minimise the concentration of exhaust gas contaminants being discharged into the breathing zone of any person.

Battery powered MPV should be used in poorly ventilated or enclosed areas.

7. Training & Competency

All persons shall be trained and assessed as competent to operate MPV as per the table below:

Top-lifter	Class 2, WTR, F endorsement
Forklift <18T	FOC , F endorsement
Forklift >18T	FOC , F endorsement, Class 2 HV
Manitou Telehandler	F endorsement, WTR, Class 2
Kobelco M2 Crane	Class 2, Crane Operator Cert
Refuse Truck	Class 2 & PMNZ SOP onboarding
Travel-lift	WTR, Class 2 TBC

Unless the operator has been assessed as competent to operate the MPV safely, the operator will be directly supervised at all times by a person deemed competent to do so by PMNZ.

Operators of light vehicles must hold a current New Zealand Driver's license.

Operators must also be trained in, and conversant with the relevant (to them) provisions of this PMNZ MPV Standard. As a minimum these will be addressed in Induction programmes with a reference to this Standard.

8. Monitoring and Review of Application

Monitoring of application of this Standard will be performed on a regular basis. The frequency of such will be dictated by the level of exposure, the sensitivity and reliability of the control strategies employed.

As a minimum, the following must trigger a review of controls:

- When control measures do not minimise the risk so far as is reasonably practicable
- Before a change at the workplace that is likely to introduce a new or modified mobile plant & equipment risk that the control measures may not be effective against
- Where a new hazard or risk is identified that may impact on mobile plant & equipment

9. Associated Documents

- PMNZ Critical Risk Management Framework
- PMNZ Hazard and Risk Management Procedure
- PMNZ Permit to Work Procedure
- PMNZ Health and Safety Management System (HSMS)
- PMNZ Lock Out Tag Out Procedure (LOTO)
- PMNZ Common User Safety Protocols

- PMNZ Traffic Management Plans

10. REFERENCES

9.1 RELEVANT LEGISLATION

Legislation available at http://www.legislation.govt.nz

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

9.2 OTHER DOCUMENTS

Managing Work Site Traffic – WorkSafe Good Practice Guideline

11. REVIEW

This document will be reviewed every two years or after any critical event associated with it. The Review will be performed by the Critical Risk Owner in consultation with key stakeholders, and any changes agreed by the Critical Risk Panel.

12. REVISION HISTORY

Version	Date	Brief Description of Changes	Owner
V001	27/06/2024	New Draft for Comment	GM - HSW

13. APPENDICES

12.1 PMNZ Traffic Management Plan (TMP)

12.2 PMNZ Prestart Checklist