



# **Mooring Operations Critical Risk Standard**

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## 1. PURPOSE

PMNZ recognises that Mooring Operation hazards can result in injury or death resulting from being struck by a tensioned line, crushed against bollards, entanglement in mooring lines. PMNZ undertakes mooring operations for cargo, cruise and fishing vessels on Waitohi and Waimahara wharf and therefore recognises Mooring Operations as a critical risk for the activities of line handling and gangway installation. The purpose of this Standard is to manage the health and safety risks associated with mooring operations.

## 2. SCOPE

This standard applies to all PMNZ sites and operations. If PMNZ is involved in any work requiring Mooring Operations, managed by any third party, PMNZ will ensure that the standards and policies of the controlling PCBU are consistent with those of PMNZ. PMNZ will consult, communicate, and coordinate with other PCBUs and stakeholders as required to ensure that standards are maintained, and appropriate due diligence exercised.

## 3. AUTHORITIES AND RESPONSIBILITIES

Role	Responsibilities
The Company (PCBU) & Officers	The PCBU & Officers of PMNZ have a responsibility to: <ul style="list-style-type: none"> <li>exercise due diligence to ensure all duties and obligations under HSWA 2015 are met including eliminating/minimising risks to health &amp; safety so far as is reasonably practicable.</li> </ul>
Critical Risk Sponsors (SLT)	Critical Risk Sponsors are responsible for: <ul style="list-style-type: none"> <li>ensuring the requirements of this standard are adhered to.</li> <li>ensuring that adequate resources are available to ensure the full implementation of this standard.</li> </ul>
Critical Risk Owner	The Risk Owner is responsible for: <ul style="list-style-type: none"> <li>ensuring this standard is implemented, kept up to date, and reported on.</li> <li>providing coaching to managers as required.</li> </ul>
Managers	Managers have a responsibility to: <ul style="list-style-type: none"> <li>ensure the requirements of this standard are met within their area of responsibility</li> </ul>
Workers	Workers have a responsibility to: <ul style="list-style-type: none"> <li>ensure the requirements of this Standard are applied where relevant to their roles.</li> <li>Operate safely and seek further information and advice if they do not believe they are competent to do so.</li> </ul>

## 4. MOORING OPERATIONS

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### 4.1 PMNZ ACTIVITIES INVOLVING MOORING OPERATIONS

The following are activities at PMNZ that involve mooring operations:

- Cargo vessels
- Cruise vessels
- Fishing vessels >500GT and on request for <500GT
- Cook Strait Ferries under PMNZ Pilotage (layover)
- Oversized construction barges
- Superyachts >500GT

### 4.2 RISKS ASSOCIATED WITH MOORING OPERATIONS

The following provides an overview of the key risks associated with mooring operations:

#### **Line Handling**

- Struck by tensioned line parting
- Struck by line being tensioned
- Crush between line and bollard or other object
- Entanglement in line
- Struck by failed mooring equipment
- Working over/in water
- Struck by mobile plant

#### **Gangways**

- Suspended loads
- Crush between gangway and objects
- Gangway collapsing in use
- Struck by mobile plant

### 4.3 GENERAL REQUIREMENTS FOR MOORING OPERATIONS

The following sets out general minimum requirements for the control of risks associated with Mooring Operations:

- Only perform mooring operations within the limits set by the PMNZ Pilotage & Towage SOP
- Ensure line handlers are trained and competent.
- Perform line handling activities in accordance with the PMNZ line handling SOPs.
- Ensure PMNZ mooring operations equipment is fit for purpose.
- Ensure the mooring operation physical environment is fit for purpose.
- Perform visual checks on vessels line for obvious defects.
- Minimise people's exposure to tensioned lines.
- Provide an adequate level of supervision.

#### **4.4 MOORING OPERATIONS STANDARD OPERATING PROCEDURES (SOPs)**

##### **4.4.1 PILOTAGE & TOWAGE STANDARD OPERATING PROCEDURE (SOP)**

Compliance with the Pilotage & Towage SOP ensures vessels are undertaking mooring operations within acceptable conditions such as wind speed and having sufficient towage in place.

- PT001 – Pilotage & Towage

##### **4.4.2 LINE HANDLING STANDARD OPERATING PROCEDURE (SOP)**

PMNZ undertakes a range of line handling activities and each of these involve different hazards and critical controls. The following SOPs cater for each of the line handling activities:

- LH001 - Waimahara Wharf (Wharf Bollards)
- LH002 - Waimahara Wharf (Shore Bollards)
- LH004 - Waitohi Wharf Piloted Vessels
- LH005 - Waitohi Wharf Unpiloted Vessels
- Lines Boat Operation

##### **4.4.3 WHARF PREPARATION & WHARF COORDINATOR STANDARD OPERATING PROCEDURE (SOP)**

The Wharf Preparation (PO005) and Wharf Coordination (PO003) SOP describes the process for ensuring the wharf is clean, free of obstacles, fit for purpose and that an exclusion zone is established prior to mooring operations commencing.

- PO003 – Wharf Coordination
- PO005 – Wharf Preparation

##### **4.4.4 GANGWAY INSTALLATION STANDARD OPERATING PROCEDURE (SOP)**

The Gangway Installation describes the process and procedural controls to install gangways for cruise ships on Waimahara Wharf.

- SOP (PO004)

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#### **4.5 MOORING EQUIPMENT INSPECTION AND MAINTENANCE**

The mooring bollards located on each wharf are maintained by the PMNZ infrastructure Team and include the following inspections:

- Bollards -Weekly visual inspection checklist by the Workshop.
- Bollards - Yearly visual inspection checklist by PMNZ engineers.
- Bollards - Biennial visual and crack detection testing by external quality control provider.
- Line Hauler - Pre-season, yearly service, weekly check.
- Gangways – Pre-season and before each use.

#### **4.6 BERTHING PLAN (GUIDELINES) AND PRE-START MEETING**

The duty Pilot provides the Lines Leaders and Wharf Coordinator with a berthing plan prior to the arrival of a vessel. The berthing plan shows guidelines for the configuration of mooring lines for a specific wharf. The duty Pilot should notify the lines leaders and or wharf coordinator as soon as possible if there are known changes to the berthing plan. The Lines Leaders and Wharf Coordinator lead a pre-start meeting to present and discuss the berthing plan, identify any new or changed risks and controls and remind all workers of the procedural controls before starting the work activity.

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### **5. EMERGENCY RESPONSE PLAN**

The following emergency response procedures are included in the Emergency Response Plan and should be rehearsed for the work activity of mooring operations:

When developing emergency plans consideration must be given to the following:

- Incidents involving serious injury.
- Incidents where an unplanned water entry has occurred and a land based rescue is required.
- Incidents where an unplanned water entry has occurred and a water based rescue is required.
- Medical event.

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### **6. TRAINING & COMPETENCY**

All people involved in Mooring Operations must have the skills and knowledge to understand the associated hazards and the control measures implemented.

All persons with work activities related to a Mooring Operations shall be trained and assessed as competent to perform those activities. The following sets out minimum training requirements:

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<b>Line Handlers</b>	Lines Handling Physical Capability Assessment Te Kura – Decoding the Line Handling SOP PMNZ Competency Assessment Process
<b>Lines Leaders</b>	As Above Te-Kura Lines Leader Training
<b>Line Boat Crew</b>	Part 35 MNZ Training & sign off Day Skipper Ticket VEH Radio Operator <i>Develop SOP onboarding training</i>
<b>Wharf Coordinator</b>	PMNZ Competency Assessment Process
<b>Gangway Workshop</b>	<i>Develop SOP onboarding training &amp; competency assessment</i>
<b>Gangway Port Services</b>	<i>Develop SOP onboarding training &amp; competency assessment</i>

All trained persons must have their competency reassessed every two years.

In addition, those involved in Mooring Operations entry must also be trained in, and conversant with the relevant (to them) provisions of this PMNZ Mooring Operations Standard. As a minimum these will be addressed in Induction programmes with a reference to this Standard.

## **7. MONITORING AND REVIEW OF APPLICATION**

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Monitoring and review of application of this standard will be performed on a regular basis. The frequency of these will be dictated by the nature of the Mooring Operations and associated activity.

## **8. ASSOCIATED DOCUMENTS**

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- PMNZ Critical Risk Management Framework
- PMNZ Hazard and Risk Management Procedure
- PMNZ Health and Safety Management System (HSMS)
- Listed Mooring Operations SOPs

## **9. REFERENCES**

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### **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

## 10. DEFINITIONS & ABBREVIATIONS

Term	Definition
Line Handling	Placing or removing of a vessels ropes/lines from the wharf bollards.
Mooring Operations	All activities involved in the berthing of a vessel alongside a PMNZ wharf and the securing of a gangway to provide pedestrian access.
Mooring Bollard	A metal post on the wharf to which a vessels ropes (lines) may be secured.
Tensioned Line	A vessels rope/line that is under tension to maintain the vessels position on the wharf.
Gangway	A raised platform or walkway providing passage between the wharf and a vessel
Line Hauler	A mechanical device that uses hydraulic powered pullies to haul rope/lines from vessels
Pre-Start Meeting	Risk based discussion to plan a particular work activity

## 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	22/04/2024	New Document	GM-HSW