

Cruise Operators Joint Operating Plan

Health and safety is everyone's responsibility and Port Otago is committed to ensuring a healthier and safer work environment with all our Business Partners / Port Users. The Health and Safety at Work Act 2015 (HSWA) requires a new way of thinking about health and safety.

Persons Conducting a Business or Undertaking ("PCBUs") that work together will often share health and safety duties in relation to work activities. These are referred to as overlapping duties. The Health and Safety at Work Act 2015 requires PCBUs with overlapping duties to Consult, Cooperate and Coordinate activities with all other PCBUs they share overlapping duties with, so far as reasonably practicable.

In consultation and cooperation with Cruise Operators, Port Otago has agreed to Coordinate work activities with the below responsibilities, to clearly define who is responsible for the listed details when Cruise Operators are on Port Otago sites (Port Chalmers Terminal and Dunedin Bulk Port)

Definitions

Cruise Transport Operator: The company who contracts with the purchaser for the carriage of goods and people to and from Port Otago sites.

Cruise Operator: Any other business accessing the port that does not require vehicle access

Purpose

This Joint Operating Plan ("JOP") applies to all Port Otago Ltd Sites

The purpose of this JOP is to

- Ensure that the parties understand their respective obligations for transport operations relating to the delivering and receipt of goods and services on Port Otago sites
- Ensure the Parties know how to carry out those obligations safely and in compliance with the Safety at Work Act 2015 (HSWA)
- Provide contact details and other requirements for the on-going, safe, on-site operations and management of the service

Port Otago Responsibilities

What	How	When
To notify Cruise Transport Operators of any standard or policy change that may impact cargo deliveries	All notifications will be by email from Port Otago	As and when required
To share any high or critical risk event findings that other Cruise Transport Operators need to be aware of	All notifications will be by email from Port Otago (to the email address provided by the Cruise Transport Operator during the Onboarding process)	When a relevant Significant Event Alert is generated
To communicate any planned or unplanned port shutdowns that will impact cargo pickup and delivery.	All notifications will be by email from Port Otago (to the email address provided by the Cruise Transport Operator during the Onboarding process)	As and when required
To provide a General Driver Induction and site specific induction for drivers	Via Port Otago online induction program or Port Otago site representative	Before accessing Port Otago operating sites
Communicating Emergency Evacuation instructions	Through area specific induction and through emergency siren and communication from Port Otago staff	In the event of an emergency (fire, ammonia leak, boarder security event)
To provide first aid, medical or emergency response capabilities on site	By having first aid facilities and trained first aiders	During normal port operational hours of work
Providing sufficient space for vehicle movements.	By defining loading / unloading bays for vehicles	
Port Otago staff are to monitor drivers' compliance with PPE requirements	Port Otago staff to check driver's PPE and raise any exceptions with the driver, Any exceptions to be reported as an incident	When transport operators are on site
Ensure staff report all events (hazards, near miss, damages, spills and incidents) involving Transport Operators	Through reporting to supervisor or entering by oneself in Damstra	Immediately after event has been observed
Notifying WorkSafe of any notifiable events that happen in Port Otago sites and traffic ways within the Port Otago boundaries	Via WorkSafe Website or phone number	Within 24 hours of the event occurring
Incident Scene Control – Port Otago will control the scene of any event	By isolating the area/barricading the entry	If a driver is injured to the extent that they require transport to hospital by ambulance.



Cruise Operators responsibilities

Transport Operators will comply with The Land Transport Act 1998

What	How	When
If accessing by vehicle must hold Motor Vehicle Insurance which includes 3 rd party liability. This policy as a standard should cover up to \$10 million and state on policy that you are driving within restricted areas on the port managed by cruise traffic management plans.	Provide Port Otago with a copy of their Motor Vehicle insurance certificate of currency	During initial onboarding and thereafter prior to certificate expiry
Hold a minimum of \$2 million public liability insurance.	Provide Port Otago with a copy of their Public Liability insurance certificate of currency	During initial onboarding and thereafter prior to certificate expiry
All vehicles accessing the port are NZTA compliant	Vehicle to hold a current COF	Prior to cargo / people pick up or delivery to any Port Otago site
To ensure all staff have completed a Port Otago H & S site-specific induction	Via Port Otago online H&S induction and Port Otago site representatives	Before accessing card access
To ensure staff are provided with the required PPE	Provide staff with hi viz vest	Before arriving on site
To ensure staff report all events (hazards, near miss, damages, spills and incidents)	Verbally to the Port Otago employee	Before leaving site
Investigate all reported events in relation to loading / unloading their vehicle and provide a written response detailing learnings and corrective actions.	Port Otago will communicate the severity of the event and level of investigation required with the carrier	Within 1 week for minor and medium events. Within 30 days for significant events
Notify WorkSafe of any notifiable events that happen during loading / unloading operations	Via WorkSafe Website or phone number	Within 24 hours of the event occurring
To ensure each driver is aware of the hazards and controls in the loading / unloading process in the Cruise Transport Operator's risk register	With identified controls in the Transport Operator's risk register	When the risks are present



Cruise Transport Driver Responsibilities

What	How	When
Maintain valid licenses for the vehicles they are operating and comply with logbook requirements.	NZTA drivers' licence	Prior to Cargo and People pickup and delivery to / from any Port Otago site
Ensure all delivery documents are accurately completed (pick up address, pick up time, etc.)		Upon arrival at site
To have completed Port Otago general induction.	Via Port Otago online induction	Before arriving on site
To have completed Port Otago site specific inductions	Via each Port Otago site representatives	Before arriving on site
Complying with site traffic management requirements	Parking in designated loading / unloading or holding bays, obeying speed limits and traffic signage.	When on site
Wear the required Personal Protective Equipment		As soon as the driver leaves the vehicle
To always remain in the safe driver standing zone during loading/unloading activities	Use marked walkways to the safe standing zones and remain there until clear to return to vehicle	When vehicle is located in a designated loading/unloading zone
To manage risks identified by the Cruise transporter during the loading / unloading process.	With identified controls in the Cruise Transport Operator's risk register	When the risks are present
All cruise personnel (non-drivers) manage the above risks where applicable, including maintaining a valid photo ID, inductions and PPE requirements.	Via Port Otago online inductions and registration	Before arriving on site



Cruise Personnel (non driver) Responsibilities

What	How	When
Maintain valid ID for purposes of access.	Government issued ID	Prior to requiring access
To have completed Port Otago general induction.	Via Port Otago online induction	Before arriving on site
To have completed Port Otago site specific inductions	Via each Port Otago site representatives	Before arriving on site
Wear the required Personal Protective Equipment		As soon as the driver leaves the vehicle

Port Otago Representative

Name: Carolyn Bennett

Position: Sustainability & Cruise Manager

Signature: *CS Bennett*

Date: 01/09/2026

Cruise Operator Representative

Company:

Name:

Position:

Signature:

Date:

