Southern Ports

Clean-Up Checklist - Woodchip Outloading

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	New Document	Alex Leonard	Alex Leonard	30/05/2018	30/05/2018
02	Document Review	Alex Leonard	Alex Leonard	08/08/2018	08/08/2018
03	Document Review	Operations	Alex Leonard	14/12/2018	14/08/2018
04	Prohibit air gun use at night for clean up	Alex Leonard	Tye Tyrell	09/05/2019	09/05/2019
05	Blocking outlet of stormwater pit by razertail and only Link conveyors and shiploader to be moved to east end after loading completed	Sacha Zaccaria	Alex Leonard	23/09/2019	09/10/2019
06	Duplicate, no changes	Alex Leonard	Alex Leonard	-	-
07	Additional field to note loading end times and cleaning times	Tom Miller	Alex Leonard	19/12/2019	19/12/2019
08	Document Review	Environment Manager - Esperance	Regional Manager - Esperance	27/01/2023	27/01/2023
09	Document Review	Environment Manager - Esperance	Client Liaison Officer - Esperance	10/03/2025	17/04/2025
10	Document Review	Client Liaison Officer - Esperance	Environment Manager - Esperance	15/10/2026	09/11/2026

AUDIT

This Guideline shall be reviewed or revised:

where a Risk Assessment or Audit identifies a need to review
when legislative changes impact this Guideline
following a significant incident involving this Guideline
at least every three years.

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1 PURPOSE

The purpose of this Checklist is to minimise the movement of woodchips into the environment from exporting operations of WA Plantation Resources (WAPRES). This checklist refers to “stevedore” and means any responsible person assigned by WAPRES to complete the operations described herein.

2 BACKGROUND

Woodchips and dust from loading operations should be cleaned-up as soon as practical to minimise delays to loading operations if wind or rain move this material offsite to impact on other users of the environment including:

- Reducing aesthetics for users of Esperance Bay such as swimmers and small boats, note that:
- The Port Beach is the closest beach to the Port and is used frequently by swimmers and is just over 300m from the loading area.
- Other users of Esperance Bay that come within 300m of the loading area include small Yachts and motor boats who regularly use the Bay, particularly on weekends.
- Any dust seen from the Port Beach or woodchips found on the Port Beach may lead to cessation of operations to avoid impacts to other users of the bay, complaints and potential legal action being taken by the regulator.
- The Port also has to adhere to statutory dust limits on respirable and total dust at the Port boundary that are monitored during loading, and exceedance of these limits may also result in suspension of operations.

Spilt chips on roads may present safety risks to traffic, particularly bikes.

Please direct any queries on this checklist to the Environment or Operations Department

PRIOR, DURING and AFTER woodchip operations, Southern Ports and the Product Owner must complete this checklist for each ship loading of woodchips. Please note the following:

1) If there is unacceptable spillage in the opinion of Southern Ports (SPA), then the cleaning contractor will be contracted for as long as reasonably required.

2) Cost of storage and disposal of all excess wash waters or other waste generated during operations must be accepted by exporter.

Vessel Name:	
Exporter:	
Loading dates:	**Loading end time:**

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PRE START-UP CHECKS		
Task	**Confirm Completion (initial)**	**Responsibility**
SPA to organise D1, IP1, D3, D4 and D5 to be cleaned before the vessel		SPA Environment/Ops
Ensure drainage grates D1, D3 and D4 (refer to Attachment 1) **have 6mm mesh filters installed to minimise woodchips and fibres in the bay**		*STEVEDORE
Inflatable plug and an oil spill kit to be kept adjacent to the work area for rapid deployment. In the event of a hydraulic oil spill at the razor tail, inflatable plug is to be installed in D1 outlet ASAP and oil absorbent media used to intercept oil flowing to the drain. Rapid response during rain is critical.		STEVEDORE
Check condition of truck routes (Berth 2, and Hughes Road) for visible contamination and if the roads are not clean request Southern Ports to organise the roads to be wet swept to reduce the mobilisation of dust during loading.		STEVEDORE /SPA
Check weather forecast to determine if additional controls maybe required during loading		STEVEDORE
Check dust containment controls at transfer points are effective and in place including: Sheaths are in place over conveyor transfer points		STEVEDORE
Allocate location for stockpiling spilt chips and dust so as not to interfere with Port operations (east end of Black Swan Shed pad) and remove from site ASAP.		STEVEDORE

***Note:** stevedore means any responsible person assigned by WAPRES to complete the operations described herein.

DURING OPERATION CHECKS		
Task	**Confirm Completion (initial)**	**Responsibility**
Have the following checks been conducted to ensure no product is spilt from the contracted trucks exiting the stockpile area? a) trucks use enclosed bins. b) tarps have been rolled back on. c) wheel rims, sides of tray or any other dirty surfaces are air brushed. d) drivers are instructed not to use compression brakes on Harbour Road. e) If trucks cannot comply with above, they should not be used.		STEVEDORE
Consolidate spillage on the berth surface at each hatch change or before rainfall by wetting down and sweeping to minimise both dust and contamination of stormwater		STEVEDORE
When loading completion time is known, contact cleaning contractor(s) to begin clean-up immediately after loading has finished		STEVEDORE

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POST VESSEL LOADING CHECKS		
Task	**Confirm Completion (initial)**	**Responsibility**
After loading is completed, cleanup works must commence as soon as practical but use of the air gun for clean-up is prohibited between 2200 and 0700 hours.		STEVEDORE
STEVEDORE must be present until clean-up of the berth face is completed to be done within 60 hours of the ships departure.		To be done
Clean-up to include wet sweep of access roads along Hughes Road to Smith Street junction (exit and entry routes) until there is no visible woodchips (Refer to Attachment 2);		STEVEDORE
Sweep and wet sweep eastern side of loading area		STEVEDORE
All loading equipment to be cleaned and the Link Conveyors and Shiploader moved to the cleaned east-side of loading area		STEVEDORE
Sweep and wet sweep western side of loading area		STEVEDORE
Clean woodchip material from mesh filters over grates of drainage pits		STEVEDORE
Clean up of parking areas at Berth 2 and RCD		STEVEDORE
Clean woodchip material from any infrastructure whose function maybe impacted including: under-berth fire hydrants, under the foot control of the safety shower / eye wash.		STEVEDORE
Organise D1, IP1, D3, D4 and D5 to be cleaned		STEVEDORE
Recovered woodchip spillage removed from Port		STEVEDORE
File completed checklist as evidence that SPA has signed off on clean-up as acceptable		STEVEDORE

Berth Clean Date: _____ **Berth Clean End Time:** _____

SPA Name: _____

Signature: _____

SPF Name: _____

Signature: _____

ATTACHMENT A: INTERCEPTOR PIT MAP

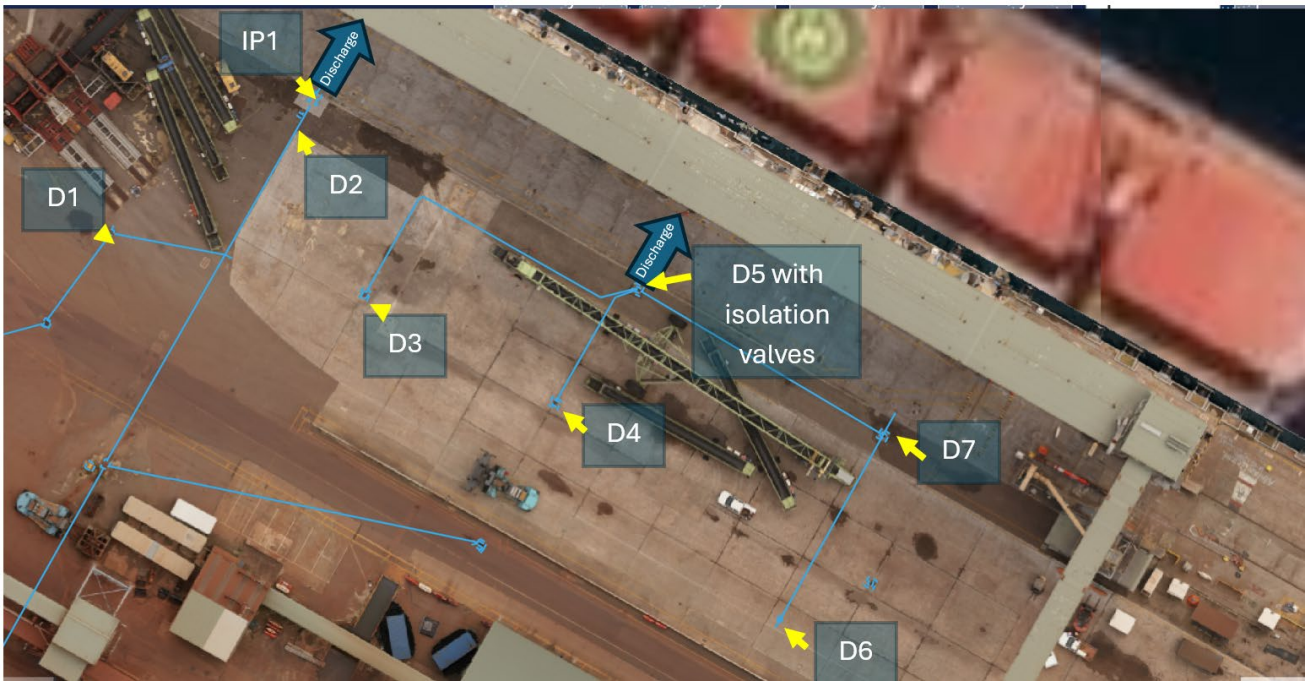




Figure 2. Route (orange line) to be swept by stevedore commissioning a cleaning contractor on truck routes to and from Berth 1 loading areas (in yellow).

Note: Wet sweeping is only required on sealed roads at the end of the ship unloading and unsealed areas require only dry sweeping. Additional sweeping may be required at discretion of stevedore (any responsible person assigned by WAPRES to complete the operation) or the Terminal Supervisor if loose chips and dust present risks to safety, health or the environment.