



**SOUTHERN PORTS**  
ALBANY BUNBURY ESPERANCE

# CONTRACTOR HANDBOOK

A summary of Health, Safety, Environment, Security and Heritage requirements for the southern ports of Albany, Bunbury and Esperance

## DOCUMENT CONTROL

Version	Description	Reviewed by	Approved by	Issue Date
1	New document.	Squad review: Port Health & Safety teams, Port Environment teams	GM Health Safety & Environment	09/05/2022
2	Updated to meet legislative changes.	Squad review: Port Health & Safety teams, Port Environment teams	Chief Operations Officer	23/06/2023
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## AUDIT

This Handbook must be reviewed or revised:

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

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# 1 INTRODUCTION

## 1.1 Purpose

This Contractor Handbook provides guidance on the rules, procedures, policies, standards and conditions of entry p(and expectations of Southern Ports) that apply to Contractors who access Southern Ports sites of Albany, Bunbury or Esperance.

It can also be used as a reference for others such as consultants and Port Users.

## 1.2 Scope

In Scope	Out of Scope
<p>The requirements described in this Contractor Handbook form part of any conditions for work being undertaken at Southern Ports facilities.</p> <p>These requirements always apply when a Contractor worker is performing work within Southern Ports, or within any Southern Ports premises and working on Southern Ports facilities, plant or fixtures.</p>	<p>Activities conducted by leaseholders on Port land which are under the full control of the lessee.</p> <p>Actions conducted by port license holders when exercising exclusive control provisions.</p> <p>Actions of the public (non-shipping) inside the marine boundaries.</p>

## 2 REFERENCES

### 2.1 Legal Obligations

All Contractor workers are required to know and comply with all legislation that applies to the work they are undertaking at Southern Ports sites.

Key legislation relevant to work at the Port includes:

- The [Port Authorities Act 1999](#) and [Port Authorities Regulations 2001](#)
- [Aboriginal Cultural Heritage Act 2021](#) and [Aboriginal Cultural Heritage Regulations 2022](#)
- [Environmental Protection Act 1986](#) and [Environmental Protection Regulations 1987](#) (dust and noise regulation).
- [Rail Safety Act 2010](#) when working within Port rail limits.
- [Work Health and Safety Act 2020](#) and [Work Health and Safety \(General\) Regulations 2022](#) for all Work Health and Safety matters
- [Maritime Transport and Offshore Facilities Security Act 2003](#) and associated Regulations relating to Port security
- The [Navigation Act 2012 \(and other Commonwealth legislation\)](#) requires specific Marine Orders to be complied with to ensure safe operations in Port Waters such as stevedoring operations and vessel loading and unloading. There are also specified local Marine Notices issued by the respective Harbour Masters. Additional detail is provided in the content of this Handbook. Australian Maritime Safety Authority Marine Orders can be accessed at <http://www.amsa.gov.au/>.

State and Federal Legislation is available online at the following locations:

- State: <https://www.legislation.wa.gov.au/>
- Federal: <https://www.legislation.gov.au/>

Notices, required under any Law or Act, relating to or in connection with the health and safety of any worker engaged by the Ports are displayed in a prominent location in each workplace and are available from Port Health Safety and Environment team members.

Hard copies are not controlled.

**Note** Under current Work Health and Safety laws, only the [Work Health and Safety Act 2020](#) and the [Work Health and Safety \(General\) Regulations 2022](#) apply to Southern Ports. [Work Health and Safety \(Mines\) Regulations 2022](#) specifically exclude “an operation carried out by a Port authority at the Port”, as defined in the [Port Authorities Act 1999](#) from the definition of “mining operations”.

### 2.2 Codes of Practice and Standards

Southern Ports has identified Codes of Practice and Standards from applicable legislation that apply to the work performed at our sites.

Southern Ports require that Contractors acquire knowledge of and comply with Codes of Practice and Standards relevant to the work they conduct at Southern Ports and remain up to date with changes.

Applicable standards can be found on at the SAI Global Infostore (<https://infostore.saiglobal.com/en-au/>).

Codes of practice, guidelines and other helpful information can be obtained from:

- Safe Work Australia: <https://safeworkaustralia.gov.au/>
- WorkSafe WA: <http://www.commerce.wa.gov.au/WorkSafe/>

Check with your Port Work Health & Safety team if you are not clear which legislation applies.

### 2.3 Southern Ports Policies and Procedures

At all times Contractor workers on site must comply with legislative requirements as well as all Southern Ports requirements. Check with your *Southern Ports Representative* to confirm you have identified all relevant permits, policies, and procedures.

Key [Policies and Procedures](#) are available from the public [southernports.com.au](https://southernports.com.au) website:

- [Asset Management Policy](#)
- [Code of Conduct and Ethics Policy](#)
- [Community Investment Policy](#)
- [Drug and Alcohol Management Procedure](#)
- [Environmental Policy](#)
- [Fatigue Management Procedure](#)
- [Health and Safety Policy](#)
- [Heritage Policy](#)
- [Isolation and Tagging Procedure](#)
- [Marine Safety Plan](#)
- [Risk Management Policy](#)
- [Security Policy](#)
- [Stevedore Licensing and Ring Fencing Standard](#)
- [Sustainability Plan](#)

### 3 TERMS AND DEFINITIONS

Definitions for terms used in this Handbook are shown in Table 1 below.

Table 1: Definitions

Term	Definition
Authority to Work	An Authority to Work (sometimes known as an Authorization to Work or Permit to Work) is a document approved by an authorised and competent Southern Ports <i>Supervisor, Manager or Superintendent</i> to authorise any task to be undertaken by a worker at Southern Ports.
Contract Owner	The Contract Owner is the Southern Ports Authority, trading as Southern Ports.
Contractor	The Principal engages the Contractor to conduct work. Contractor includes any employees of the Contractor and other Subcontractors engaged by the Contractor.
Control Measure	A control measure is an action taken to eliminate or minimise health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the <a href="#">Work Health and Safety (General) Regulations 2022</a> to assist duty holders to select the highest control measures reasonably practicable. <b>Note</b> The <a href="#">Work Health and Safety (General) Regulations 2022</a> also refer to a control measure as a risk control measure or a risk control.
Contractor Supervisor	The <i>Contractor Supervisor</i> is the Contractor employee responsible for management of the Contractor staff and their works and discharge of the contract.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Job Hazard Analysis	A Job Hazard Analysis is a Risk Assessment required for tasks that require a Permit or non-routine tasks that do not already have a documented safe system of work. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment and identifies control to reduce or eliminate the hazard. The Job Hazard Analysis must be reviewed prior to each task commencement to ensure risk controls remain adequate.
Health and Safety Representative	A <i>Health and Safety Representative</i> is a worker who has been elected by their work group under the <a href="#">Work Health and Safety Act 2022</a> to represent them on health and safety matters.
Risk Assessment	A Risk Assessment identifies hazards and the required controls to minimise risk to safety, health, environment and community. May include Safety in Design, Risk Assessment, Safe Work Method Statement, Job Hazard Analysis, Stop & Think, or a combination of the above.
Safe System of Work	A documented Safe System of Work is specific to the task being conducted and identifies and controls all plant, equipment and environment risks at the location they are being conducted. Examples include a Job Hazard Analysis, Safe Work Instruction or Safe Work Method Statement. Additionally, for all high risk and non-routine repeated tasks or wherever there is a change to the task step, plant equipment or environmental conditions, a documented task level Risk Assessment must be completed or amended. For example, the documented Safe System of Work is amended to clearly identify additional hazards.
Safe Work Instruction	See Safe Work Method Statement.
Safe Work Method Statement	A Safe Work Method Statement is required under the <a href="#">Work Health and Safety Act 2022</a> for works considered high risk construction. At Southern Ports, the terms Safe Work Method Statement and Safe Work Instruction are used interchangeably.



Table 1: Definitions

Term	Definition
	<p>A Safe Work Method Statement breaks jobs down into a logical sequence of steps, identifies hazards, addresses control measures to mitigate risks, and identifies who is responsible for implementing the controls.</p> <p>A Safe Work Method Statement assists in ensuring that all workers have a full understanding of the risks involved in the work activities, or tasks they are performing, by setting out instructions required to conduct a job.</p>
Southern Ports Representative	The <i>Southern Ports Representative</i> is the Southern Ports <i>Manager, Superintendent or Supervisor</i> assigned and authorised to consult with the Contractor on behalf of Southern Ports, who is the Contract Owner.
Workers	Workers at Southern Ports include Employees, Contractors and Consultants who are performing work (but not Visitors).
Workplace	An area, ship, vehicle, building, or other structure, where employees work or are likely to occupy in the course of their work.

## 4 ABOUT SOUTHERN PORTS

Southern Ports is a Government Trading Enterprise responsible for the efficient and effective management of the Ports of Albany, Bunbury and Esperance. We exist to create value for the communities in which we operate and the customers who make use of our facilities.



Figure 1: Port Locations

For more information about individual Port facilities see the public [Southern Ports](#) website. Contractors must contact the *Harbour Master* or *Deputy Harbour Master* to clarify vessel and vessel movement requirements.

### 4.1 Key Site Hazards and Requirements

This section outlines key hazards which can exist at any Southern Ports facility.

#### 4.1.1 Shipping

Shipping should not be unnecessarily impeded by work undertaken by Contractors.

Contractors working in the berth areas are required to coordinate their work with shipping movements and activities.

In the event of a vessel movement taking place at a berth, Contractors and their staff will be required to clear the berth until the activity is complete and the 'all clear' is given by the *Southern Ports Representative*.

In cases of emergency or necessity, the *Harbour Master* may instruct the Contractor to change work activities for the purposes of facilitating required port operations.

#### 4.1.2 Vessel Operations

Contractors using vessels as a work platform are to ensure the vessel is securely anchored or moored for the duration of their activities within the area defined within the contract.

**Note** For vessel operations for under berth maintenance, access under ships lines have conditions. Consult your *Southern Ports Representative* for more information.

On completion of the work, if the vessel is to remain in the water, the Contractor will ensure the vessel is adequately stowed and moored to ensure it does not break free or become submerged overnight.

Contractors must ensure that any watercraft used are compliant with WA survey requirements, fit for purpose and that persons in charge hold appropriate certificates and licences for the craft they are operating.

An exemption to operate in port waters may be required to be issued by the *Harbour Master* or *Deputy Harbour Master*.

### 4.1.3 Mooring Lines

Parting vessel mooring lines present a significant risk to Port Users. Factors that can contribute to increasing risk of parting lines include surge and swell conditions, poor quality lines, inadequate mooring configuration for the conditions and lines that are poorly tended by the ship's crew.

- When a line parts it generally makes a sound like a gun shot. Parted lines have the potential to lash toward the point at which it is tied to the wharf or vessel, but the range of influence that the line may have is unpredictable. This area is known as the snap-back zone.
- When working on wharves, stay out of the snap-back zone, visually monitor lines and listen out for creaking and singing lines. Where there is uneven distribution of weight on lines, the risk of snapping lines may increase due to poorly tended or substandard mooring lines.
- Warping, or shifting a ship along the berth using ships lines and winches, increases the risk of parting mooring lines.
- Warping occurs periodically at all Ports and as such the berth areas should be clear of non-essential personnel at these times. Speak to your *Southern Ports Representative* to ascertain if this is relevant to you.
- Report any concerns to your supervisor including:
  - Safety
  - Poor quality lines
  - Poorly tended lines
  - Parted lines.

### 4.1.4 Shiploaders

Permanent shiploaders owned by Southern Ports are located at the ports of Bunbury and Esperance.

**Note** Although slow to move, be aware that the Operator will have limited line of sight when shiploaders travel.

An Authority to Work and Permit is required for work on shiploaders on all berths or for other bulk handling equipment such as conveyors and transfer towers.

### 4.1.5 Under Berth Areas and Overhead Hazards

Working underneath berths may expose workers to specific risks.

For works underneath berths, Risk Assessments must include all known hazards for under berth areas and overhead hazards and required control methods.

Before Contractors can access areas under berths, the *Southern Ports Representative* must ensure risks have been assessed and hazards addressed.

## 4.1.6 Speed Limits and Pedestrian Safety

### Speed Limits

Speed limits at Southern Ports site are indicated via signage and must always be observed.

### Pedestrian Safety

Be aware that vehicles and plant can be operating in any area at any time. Use designated walkways and pedestrian crossings where these are provided.

**Note** At the Port of Esperance all pedestrians must give way to road traffic.

Provision for safe pedestrian access to the worksite should be identified as part of the Risk Assessment process.

### Wildlife Awareness

The Ports have extensive wildlife in port areas. Be aware of wildlife that may present additional hazards.

## 4.1.7 Radio Communications

Radio communications are used at Ports for a number of activities including Marine Vessel communication, Security, Maintenance and Operations and emergency situations. The Contractor must ensure workers follow appropriate radio protocols.

### Two-way Radio Channels

Southern Ports operates on two-way radio channels.

UHF for land based operations and VHF channels for marine operations.

Table 2: Two-way Radio Channels

Port	UHF	VHF
Albany	Channel 1: general site use. Channel 2: general site use.	Channel 12: marine operations.
Bunbury	Channel 1: general site use. Channel 2: maintenance personnel.	Channel 6: marine operations.
Esperance	Channel 1: general site use. Channel 2: moorings and berth access.	Channel 12: marine operations.

## 4.1.8 Mobile Phone Use

Port users are not to use their mobile phone whilst operating or driving machinery unless a hands-free device is engaged.

Pedestrians accessing operational areas must remain stationary in a safe place whilst making or receiving phone calls.

## 4.1.9 Hours of Work

Operations at Southern Ports are conducted 24 hours a day. You may work at any time as agreed with the *Southern Ports Representative* provided:

- Noise restriction requirements are met in accordance with requirements specified in this Handbook, for example [Environmental Protection \(Noise\) Regulations 1997](#) and local council requirements.
- Workers have the ability to call any required emergency services should the need arise.
- Southern Ports security requirements are met.
- Any works do not affect ship loading operations.

- Risk assessment identifies the hazards of working outside of normal hours, such as night shift hazards.

### 4.1.10 General

At all times the Contractor's workers on site must comply with legislative and Southern Ports requirements.

Should a Contractor subcontract any work, it is the Contractor's responsibility to ensure the relevant information is passed onto the Subcontractor and that they comply with all legislative and Southern Ports requirements described in this Contractor Handbook. Southern Ports identifies the Subcontractor and their workers as workers of the Contractor.

Contractors are to provide for the general health and hygiene needs of their workers.

Check with your *Southern Ports Representative* to confirm you have identified all relevant permits, policies, and procedures.

## 4.2 Security

The Australian Government has implemented a maritime security regime to help safeguard Australia's maritime transport system and offshore facilities from terrorism and unlawful interference.

Under this regime, all security regulated ports, port facilities, port and offshore service providers and ships must complete security Risk Assessments and implement security plans to address identified risks.

Southern Ports endeavours to protect the security of all its workers, Contractors, port users, customers, property, equipment infrastructure and operations.

Southern Ports seeks to limit adverse effects on the physical environment in which its activities are carried out, whether directly or indirectly caused by known, unknown or unidentified 'influences'.

### 4.2.1 Security Acts, Regulations and Codes

Following 11 September 2001, the international community resolved to implement a system to secure the maritime transport sector against the threat of terrorism.

The International Maritime Organisation developed the International Ship and Port Security Code.

Australia has implemented the International Ship and Port Security Code using:

- [Maritime Transport and Offshore Facilities Security Act 2003](#)
- [Maritime Transport and Offshore Facilities Security Amendment Regulations 2005](#).

Southern Ports security arrangements include:

- Security perimeter fence separating accessible public areas from port land based logistical infrastructure.
- Port access by authorised card operated gates.
- Closed circuit television for monitoring purposes.
- Valid Maritime Security Identification Cards to be used by all personnel accessing the port.
- Security training for certain port personnel.

All security regulated ports of Southern Ports have Maritime Security Plans approved by the Department of Home Affairs.

### 4.2.2 Security Levels – International Ship and Port Facility Code Levels

#### Security level 1 – Normal

Standard security measures must be maintained.

Normal operations occur and personnel have access under normal security arrangements.

#### Security level 2

This level is the result of the risk of a security incident.

Additional security measures must be maintained for a period of time.

Access to the Port may be limited.

Vehicle inspections will include all vehicles.

Other pertinent security arrangements may be undertaken.

#### Security level 3 – Exceptional

This level is when a security incident is probable or imminent, although it may not be possible to identify the specific target.

Additional measures must be maintained for a limited period of time. All personnel in the port are instructed to leave.

Port Access is denied to all but essential personnel.

The Port is closed and guarded.

Other critical security procedures would be actioned.

### 4.2.3 Security Incidents

Every person entering the Port will be expected to act as a de facto security officer.

All security incidents or suspected security incidents are to be reported to Security Personnel as soon as possible.

Incidents could include:

- Unusual or unexpected activity.
- Equipment out of place or having the appearance of having been tampered with.
- Unusual items observed in odd places (briefcase left lying around on the wharf, suitcases and backpacks tucked away in corners).
- Someone with a camera taking a lot of photographs and possibly taking notes.
- Fences or gates having been tampered with or cut.
- Locks broken or cut.
- Unauthorised access through main gates.
- Unauthorised watercraft entering the Water-side Restricted Zones.
- Suspicious vehicle activity.

Your attention to detail and attitude towards the security of the Port will become the lifeline of safety for all those who work within, pass through or visit the Port.

### 4.2.4 Entry into Southern Ports Managed Premises

- Arrangements must be made with a *Southern Ports Representative* prior to work commencing on site.
- The supervising *Southern Ports Representative* must be notified upon completion of the job.
- Persons must not enter or attempt to enter the site or other facilities other than by recognised gates or other entrances as directed by a *Southern Ports Representative* supervising the works.

- No person must enter any other part of the site, other than the permitted location of their work, except with the prior permission of the *Southern Ports Representative* supervising the work.
- All persons (employees, Contractors, Port Users, agents and other service providers) who require unescorted access to any of the Ports managed by Southern Ports must have:
  - Letter of Operational Need provided by their employer.
  - Current Maritime Security Identification Card or Port Access Card (Port of Bunbury).
  - Successfully completed the Southern Ports Health, Safety, Environment and Security Induction.
  - Access card activated by the relevant port office during office hours (this will need to be arranged with the relevant port directly).

### 4.2.5 Fitness for Work

Contractors are required to have processes in place to ensure workers are fit for work mentally, emotionally, physically and are not affected by fatigue, drugs or alcohol.

#### Alcohol and Drugs

Southern Ports has a “zero” tolerance to alcohol and other drugs.

No alcohol or other drugs must be brought onto site.

It is a condition of entry to Southern Ports worksite that all workers, including Contractors, submit to random and causal alcohol and drug testing if requested by an appropriately authorised *Southern Ports Representative*.

Positive results will be treated in accordance with the Southern Ports [Drug and Alcohol Management Procedure](#).

#### Pandemic Control Measures

Whenever State Government mandated pandemic control measures are in force, each person must provide evidence that they are fully compliant with any relevant control measures before accessing Southern Ports facilities.

#### Fatigue

Contractors must ensure fatigue hazards are identified, assessed and controlled for all Contractor workers and all shift rosters, inclusive of Commercial Drivers fatigue management requirements.

Guidance can be found in the Southern Ports [Fatigue Management Procedure](#).

#### Smoking

Southern Ports is a smoke-free workplace and smoking is restricted to designated signed smoking areas.

- Smoking is not permitted outside of designated and signed smoking areas.
- Cigarette butts must be disposed of in the waste receptacles provided and must not be discarded on the ground, in gardens or into the water.
- Rules for smoking also apply to vaping and any other form of smoking.

### 4.2.6 Maritime Security Identification Card, Port Access Card and Visitor Induction

#### Maritime Security Identification Card

A Maritime Security Identification Card is a card used to identify a person who has been the subject of a background check to ensure Australia-wide port security. It shows that a holder has met the security requirements to work unescorted or unmonitored in a Maritime Security Zone.



All personnel applying for a new or renewed Maritime Security Identification Card must complete the inductions found on the Southern Ports Induction Portal.

- Maritime Security Identification Card Awareness Induction.
- [Health, Safety, Environment and Security Induction](#).

### Port Access Card

The Port Access Card is used by the Port of Bunbury ONLY. It is used to identify a person who has been the subject of a 100 point identification check. A holder can work unescorted or unmonitored in the security controlled boundary of the Port of Bunbury, excluding Maritime Security Zones.

A [Port Access Card Application Form](#) is available from the Southern Ports Website.

### Letter of Operational Need

Having a Maritime Security Identification Card does not automatically entitle a person entry to any or all security zones but it does show that they have successfully completed the background checking process required to enter these zones. The person will also need to have a genuine work-related reason to be in the maritime security zone.

In order to have their Maritime Security Identification Card or Port Access Card activated, the applicant must prove that they possess an "operational need" to work unescorted or unmonitored in the security controlled boundary of the Port.

Please use either template below for application.

- [Maritime Security Identification Card Letter of Operational Need Template](#);
- [Port Access Card Letter of Operational Need Template](#) (Port of Bunbury only).

## 4.2.7 Health, Safety, Environment and Security Induction

### Worker Induction

Workers employed by the Contractor will be required to:

- Successfully complete the Southern Ports Health, Safety, Environment and Security Induction.
- Have their Maritime Security Identification Card or Port Access Card activated by the relevant port office during office hours (this will need to be arranged with the relevant port directly).

It is the Contractor's responsibility to ensure Contractor workers have completed Southern Ports inductions.

### Visitor Induction

A Visitor Induction is required for any person who needs to come onto Port controlled land for a short period (two days maximum) and will not be undertaking any physical work.

The Visitor Induction brings the visitor's attention to health and safety obligations and the hazards associated with the area they are visiting.

Visitors must always be escorted or continuously monitored by a fully inducted person.

The escorted person must always remain under the control of the person escorting them.

## 4.2.8 On-site Security Requirements

### Carry and Display Maritime Security Identification Card

A person must be the holder of and display a valid Maritime Security Identification Card before being granted unescorted access to the Security Regulated Zones of the Port.

They must abide by all the rules and regulations while inside the Security Regulated Zone, as laid down in the various documents, procedures and discussed at inductions.



All personnel inside the Security Regulated Zone must have their Maritime Security Identification Card displayed correctly at all times.

Any person not displaying a valid Maritime Security Identification Card may be escorted from the Port area and fined as required under the [Maritime Transport and Offshore Facilities Security Regulations 2003](#).

### Visitors

Visitors not carrying out operational or construction activities may be brought into the Port Security Regulated Zone if escorted or continuously monitored by a person who holds a valid Maritime Security Identification Card.

A visitor must:

- Provide photographic proof of identity (for example a Driver's Licence or Passport).
- Complete the Visitor Induction.
- Obtain a Visitor's Card from Southern Ports reception or the Security Office.
- Display the Visitor Pass at all times while inside the Security Regulated Zone of the Port.
- Always be escorted and in the line of sight of a fully inducted and security cleared person, when outside of office and rest room facilities.
- Must always remain under the control of the person escorting them.

## 5 HEALTH AND SAFETY MANAGEMENT

### 5.1 Contractor's Responsibility for the Safety of its Workers

A Contractor always bears the primary responsibility to ensure the safety of its workers when working at Southern Ports sites. The following paragraphs set out the minimum expectations of Southern Ports in respect of Contractors in this regard (and must be supplemented by such other Contractor processes and procedures as are necessary to ensure their specific work is performed safely and in accordance with all requirements of the [Work Health and Safety Act 2020](#) and [Work Health and Safety \(General\) Regulations 2022 \(and any other applicable legislation\)](#).

*Southern Ports representatives* should be consulted by a Contractor if they are unable to meet these expectations and/or require further information from Southern Ports to ensure the safety of their workers.

### 5.2 Leadership and Commitment

Roles and responsibilities for Work Health and Safety Management shall be identified and clearly communicated by Contractors to all their workers.

Every worker has a responsibility to take action to address any work health and safety issue they observe and direct other workers to stop unsafe work.

Contractors shall ensure they have a process to enable this.

The Contractor Leadership team must demonstrate their commitment to promoting a safe culture and leading workforce participation programs through:

- Being responsible and accountable for the protection of workers' work-related health and safety.
- Applying a safety culture process with a consistent approach and modelling expected behaviours.
- Allocating sufficient resources to ensure health and safety objectives can be met.
- Undertaking a review of the compliance, effectiveness and implementation of health and safety systems for their area of responsibility.
- Participating in Health and Safety committee meetings, toolbox meetings and work health and safety meetings.
- Development and implementation of a Work Health, Safety and Environment Project Plan to support the business.
- Visible leadership in the field, actively engaging the workforce in discussions, and reporting observations.

### 5.3 Safe Systems of Work

Contractors must ensure they have a documented safe system of work for all tasks and activities.

This may be in the form of safe work method statements, safe work instructions or other documented processes.

All workers must be instructed and trained in the implementation of the safe system of work.

#### Safe Work Method Statements

Contractors should note that the [Work Health and Safety \(General\) Regulations 2022](#) prescribe that all "high risk construction work" must have a Safe Work Method Statement.

**Note** At Southern Ports the terms Safe Work Method Statement and Safe Work Instruction are used interchangeably. High risk work refers to work where a High Risk Work License is required, such as for work with cranes, Mobile Elevating Work Platforms and scaffolding works. At Southern Ports the term 'hazardous work' is

used to refer to work involving Work at Heights, Confined Space Entry, Excavation, Sulphur Circuit, Stored Energy and Collision.

The Safe Work Method Statement must:

- Identify the work that is high risk construction work.
- Specify the hazards relating to the high risk work and risks to health and safety associated with those hazards.
- Describe the measures to be implemented to control the risks.
- Describe how the control measures are to be implemented, monitored and reviewed.

## 5.4 Risk Management

Southern Ports manages work health and safety risks in alignment with our [Risk Management Policy](#) and associated risk documents. Southern Ports has identified its significant risks through its Risk Assessment process.

All routinely repeated tasks must have a documented safe system of work specific to the task being carried out that identifies and controls all plant, equipment and environment risks at the location they are being carried out.

Additionally, for all high risk, hazardous works and non-routine repeated tasks or wherever there is a change to the task step, plant equipment or environmental conditions, a documented task level Risk Assessment must be completed or amended. For example, the documented safe system of work is amended to clearly identify additional hazards.

If in any doubt, please discuss with your *Southern Ports Representative*.

Contractors shall have risk management processes in place that may include:

- Personal Risk Assessments (for example Stop and Think)
- Task Risk Assessments (for example Job Hazard Analysis)
- Project Risk Assessments (for example Construction Risk Assessment Workshop).

### Task Risk Assessment (Job Hazard Analysis)

Where identified as required, Task Risk Assessment (Job Hazard Analysis) shall be reviewed prior to each task commencement to ensure risk controls are still adequate, and required for:

- All tasks that require a Permit.
- Non-routine tasks that do not have a documented safe system of work.

### 5.4.1 Major Hazards Critical Controls

Southern Ports has a fatality prevention program that identifies the following major hazards which have potentially fatal outcomes:

- Collision
- Fall from height
- Entanglement
- Stored energy
- Asphyxiation.

The Contractor's workers must be made aware of Southern Ports major hazards critical control standards for high risk activities.

If one or more of these risk outcomes are present, then additional controls, following the hierarchy process for risk mitigation, are required.

### 5.4.2 Scope of Work Risk Assessments

The Contractor is to develop a documented Risk Assessment that identifies risks and hazards associated with the works that are to be undertaken.

Risk Assessment must include sufficient detailed work activities:

- Appropriate to the scope of works.
- Includes the tasks, work environment, simultaneous operations.
- Written in sequential order of the Scope of Works.
- Proposed mitigating controls.

Sections that must be included into the Risk Assessment:

- Mobilisation
- General Works
- Scope of Works with identified Hold Points
- Demobilisation.

The Contractor shall provide a draft Risk Assessment, a minimum of 10 working days prior to mobilisation, to the *Southern Ports Representative* for review and comment.

Hold points that verify that quality and safety controls are effectively implemented shall be identified and assigned to an accountable person for management.

All Construction Projects shall review the risk assessment. The Contractor shall facilitate a risk assessment workshop that includes the *Onsite Supervisors*, Port Health and Safety team representatives, operational representatives from all Subcontractors, a Southern Ports Operations Representative and representatives from the Southern Ports Health, Safety & Environment team.

In circumstances other than project construction work, Contractors will facilitate a Risk Assessment Workshop when requested by their *Southern Ports Representative* in consultation with Southern Ports Health, Safety and Environment team.

Where there are amendments or additions to the original Risk Assessment, notes from the workshop are to be recorded by the Contractor and will be incorporated into the Risk Assessment prior to its formal and final submission to Southern Ports.

Further action identified in risk assessment must be verified as completed by the Contractor supervisor prior to progression of work and must first be agreed in conjunction with the Scope of Work by the *Southern Ports Representative*.

Initial development by the Contractor should at least include the Contractor's *Onsite Supervisor*.

### 5.4.3 Hierarchy of Controls

All workers, when completing a Risk Assessment at any level, are required to apply the hierarchy of controls when assessing and selecting the most appropriate control to achieve risks 'as low as reasonably practicable'.

The Hierarchy of Controls, as described in this document, are applied to screen the possible controls and wherever practicable select the highest level of control. The Hierarchy of Controls applied to risk control works from most to least effective:

- 1) Elimination
- 2) Substitution
- 3) Isolation/Separation
- 4) Engineering Controls
- 5) Administrative and Procedural Controls
- 6) Personal Protective Equipment.

### 5.4.4 Area Specific Rules

The *Southern Ports Representative* will advise of area specific Procedures and other documented Safe Systems of Work designed to assist in managing hazards and aspects specific to a work area. These areas where relevant must be included in Risk Assessments and the Scope of Works. The work areas which have area specific rules are:

- Fuel Transfer (Bunkering)
- Marine Pilotage
- Marine Vessel Operations
- Mooring Activities
- Rail Corridors
- Product sheds.

To ensure these rules remain relevant, Southern Ports require that:

- The process for preparing and reviewing the rules including involvement of the workforce is documented by the work area.
- The process for communication and enforcement of the rules is documented by the work area.

### 5.4.5 Simultaneous Operations

Simultaneous operations must be considered when there are work teams in close proximity. It is the responsibility of the Contractor to coordinate with the *Southern Ports Representative* to ensure that nearby work teams are not negatively impacted by works conducted by the Contractor.

### 5.4.6 Site Inspections

The Contractor must allow *Southern Ports Representatives* access at any time to plant, equipment, personnel and records, when requested either verbally or documented, to enable Southern Ports to inspect or audit any aspect of the Contractor's operations relevant to health, safety, environment and security.

### 5.4.7 Construction Work

Construction work has the meaning of and will be conducted in accordance with Regulation 289 of the [Work Health and Safety \(General\) Regulations 2022](#).

The Contractor must specify, for any activity that includes the manufacture or supply of any materials, goods, products, designs or work that involves construction or commissioning of plant, equipment or structures, as applicable to the Scope of Work:

- Planning and reviews that incorporate Quality Control, Environmental Protection and Safety in Design.
- Inspection and Test Plans.
- Inspect incoming and outgoing goods for compliance to specifications, relevant Legislation, Codes of Practice and Standards.
- Documented safe system of work for manufacturing and production or construction and commissioning.
- Process to identify, evaluate and manage non-conformances, including corrective actions and complaint handling protocols.
- Process for use, maintenance and calibration of required testing equipment.
- Process for coordinating and monitoring compliance.

Contractors should note that the [Work Health and Safety \(General\) Regulations 2022](#) prescribe that all "high risk construction work" must have a Safe Work Method Statement.

## 5.4.8 Personal Protective Equipment

Southern Ports has mandatory requirements for Personal Protective Equipment that must be worn in designated areas.

Appropriate Personal Protective Equipment requirements shall be identified in task specific risk assessments and Safe Work Method Statements. Contractors shall ensure appropriate Personal Protective Equipment is provided to their workers.

Specific additional Personal Protective Equipment may be required when working in particular port zones, or when required by a Risk Assessment. When these requirements apply, signs will be displayed to warn personnel of the mandatory requirements.

When using hazardous chemicals, Contractors must always refer to the relevant Safety Data Sheet and its Hazardous Chemical Risk Assessment for guidance on Personal Protective Equipment requirements.

### Minimum Personal Protective Equipment Requirements

Personnel working or moving within all Southern Ports managed sites must wear the minimum Personal Protective Equipment in controlled areas as outlined below:

- High visibility vest and long sleeves (visitors) or high visibility top with retro-reflective strips (workers) that meets Class N garment requirements compliant with [AS/NZS 4602.1:2011 AMD 1:2016 High visibility safety garments - Garments for high risk applications](#).
- Long pants.
- Enclosed footwear (visitors) or safety footwear (workers) compliant with [AS/NZS 1337.1:2010 Personal Protective Equipment – Safety footwear](#).
- Safety glasses compliant with [AS/NZS 1337.1:2010 Personal eye protection - Eye and face protectors for occupational applications](#).
- Safety helmet compliant with [AS/NZS 1800:1998 Occupational protective helmets — Selection, care and use](#).
- Gloves – fit for task that are compliant with [AS/NZS 2161.1:2016 Occupational protective gloves – Selection, use and maintenance](#).

**Note** These are minimum Personal Protective Equipment requirements, and the Contractor may choose to adopt more or different Personal Protective Equipment (of a higher standard).

### Personal Flotation Devices

A personal flotation device is to be worn where identified by risk assessment or specified in a Safe Work Method Statement when working on, over or near water, or when waterside of the yellow painted line marked on berths where there is a risk of falling into the water.

- Personal flotation devices shall be compliant with [ISO 12402-10:2020 Personal flotation devices — Part 10: Selection and application of personal flotation devices and other relevant devices](#).

## 5.5 Training and Competency

Contractors must provide training records and records of competence as required on request by *Southern Ports Representative* for all employees.

## 5.6 Communication

### 5.6.1 Pre-start Meetings

Contractors must ensure that written pre-start meetings are conducted prior to commencement of every shift.



Pre-start meetings are held in all work areas.

Meeting topics may include:

- Handover report from previous shift or day.
- Status of work carried out in the previous shift or day.
- Work to be performed during the shift.
- Any new equipment or substances to be used during the shift.
- Any tasks that could be hazardous and require a Job Hazard Analysis.
- Any other event that could occur during the shift that could affect operations or safety of workgroups.

### 5.6.2 Toolbox Meetings

Long term Contractors are to ensure that toolbox meetings are held, with all workgroups at regular intervals. Contractor supervisor shall ensure all workers have the opportunity to attend toolbox meetings.

Topics discussed at these meetings may include:

- Incidents or hazards reported in the previous period.
- Outcomes and action taken to control hazards identified through events or observation by workers.
- Information and outcomes of hold points from the Scope of Works and Risk Assessment.
- Serious events that have occurred in the industry.
- Changes made to or new procedures, policies or standards which may impact workers.
- New equipment, substances or chemicals introduced to the port.
- Changes to legislation, standards or codes of practice that might impact on work activities.

## 5.7 Emergency Management

Where Contractors are in control of a site, the Contractors must;

- Have emergency plans in place to address foreseeable health and safety emergency situations.
- Have high-risk and hazardous work rescue plans.
- Have adequate first response resources in place.

Where Contractors are working on a site controlled by Southern Ports

- Contractors will be provided with an induction that describes emergency response procedures for the port.
- Contractors shall comply with Southern Ports Emergency contact procedure and notify Southern Ports emergency representative of an incident or emergency.

### 5.7.1 Emergency Evacuation

- Observe established Emergency Procedures.
- Identify the location of the nearest Emergency Exit or Muster Point in the work area.
- Identify the nearest Assembly Area.
- Follow all instructions by Wardens.
- Contractors must not return to the building or work area until instructed to by Wardens or Fire and Emergency Services Authority.
- Contractors must report immediately all matters which may affect the safety and health of people who may be involved in or affected by a life-threatening emergency by dialling 000 and contacting Port Security.

- Emergency exits and routes leading to them and away from them must be kept free from obstructions at all times.

### 5.7.2 Injury Management, Workers Compensation and Return to Work

Contractors must have;

- Return to Work processes for employees who are injured, ill or have medical restrictions.
- Supply first aid equipment that is easily accessible to workers at all times.
- Appropriate first aid response in place.
- Have suitable and sufficient workers compensation insurance
- Must comply with all legislative requirements.

### 5.7.3 Incident Reporting and Investigation

An incident is any undesirable, unplanned event which results (or may result) in an injury or damage to people, plant, equipment or property.

Immediately report to your *Southern Ports Representative* any:

- Injury
- Incident
- Hazards
- Near miss
- Damage
- Environmental incidents, pollution, or spills.

Your contract details specific incident reporting requirements above the below instructions.

All incidents require:

- Completion of a Southern Ports incident report.
- Investigation in accordance with the potential or actual risk and as directed by the *Southern Ports Representative* or Port Health and Safety team.

The Contractor is responsible for:

- Reporting and recording hazards, near misses, incidents and injuries that occur on the worksite.
- Immediate report of Incidents to the Southern Ports Representative and Port Health and Safety team.
- Protecting the incident scene from being disturbed until authorised by the Southern Ports Health Safety and Security Manager or their representative.

### Event Analysis

- The level of event analysis to be undertaken will be based on both the actual and potential outcome, for example if there is a first aid injury incident which could have become a restricted work injury then an ICAM level event analysis must be undertaken.
- The event analysis must be undertaken immediately by a suitably competent person.
- The Contractor must;
  - Facilitate or co-facilitate with Southern Ports,
  - Participate in a Southern Ports facilitated analysis, or
  - Appoint an independent third party, where requested by Southern Ports.
- Final results must be given to Southern Ports within ten working days.



### 5.8 Performance Monitoring and Review

Contractors must:

- Have a process to plan for, report on and monitor health, safety and environment objectives.
- Report agreed performance objectives for their scope of work to Southern Ports.
- Routinely inspect the work area to identify and address hazards. Southern Ports may also inspect Contractor's work area with a Contractors Representative.

#### Compliance Audits

- If required, Contractors must provide or participate in compliance audits of their Health, Safety, Environmental and Security Management Systems as it relates to their works.
- Audits will be scheduled as often as Southern Ports require.
- Any recommendations or actions will be;
  - Communicated to the work groups.
  - Assigned to an appropriate person.
  - Completed in a timely manner.
  - Feedback provided to the work group on completion.
  - Records of completion must be maintained and made available to Southern Ports on request.
  - The status of any identified Corrective Actions is to be tabled at project meetings.

# 6 OPERATIONAL PLANNING AND CONTROL

Contractor requirements for all activities:

- Management Systems must meet or exceed Southern Ports requirements
- All legal and other obligations for management of activities and risks are updated from time to time.
- Specific activities described in the remainder of this section identify the minimum controls required and are not exhaustive.
- Provision of project specific plans and procedures prior to mobilisation may be required dependent on Scope of Work.
- A written process that includes minimum controls to manage high risks activities

Prior to works commencing, an Authority to Work must be submitted to Southern Ports with the following minimum information:

- All relevant Hazardous Work Permits.
- Rescue plans as appropriate for the work.
- A Risk Assessment conducted by a competent person.
- A documented safe method of work.

If a Contractor does not have appropriate templates, they can use Southern Ports templates to detail Contractor safe work methods, hazards and controls.

A plan must identify hazards and control measures put in place to protect workers, plant and equipment and the environment.

A Traffic Awareness Plan will be required where normal road conditions will affect traffic flow, pedestrian access, road signage, where deviations are required, escorting of large transport floats. See the [Traffic Management](#) section of this Handbook for more information.

Contractors must use Southern Ports permit templates which can be found on the Southern Port Website or by contacting your *Southern Ports Representative*.

An Authority to Work must be submitted with all relevant documents for each of the following hazardous work tasks:

- Abrasive Blasting Permit
- Confined Space Entry Permit
- Crane Lift Plan Permit
- Demolition Permit
- Diving and Waterside Activities Permit
- Excavation Permit
- Hot Work Permit
- Load Permit on Berth
- Penetration Permit
- Rail Corridor Permit
- Work at Height Permit
- Workbox Permit.

Other notifications that may be required:

- Fuel Transfer (Bunkering) Notification: All transfers of bulk petroleum products (such as fuels and oils) particularly over or near water or in areas where spilled product is likely to enter the marine environment.

- Fumigation Notification: Fumigation of a grain, woodchip or log vessel including in-transit fumigation of cargo. A Fumigation Permit from the Health Department may be required for fumigation works. It is the responsibility of the Contractor and leaseholder to ensure necessary permits are obtained.

### 6.1 Isolations, Lock Out and Tag Out

- Ensure their workers follow the Southern Ports [Isolation and Tagging Procedure](#) in carrying out isolation and tagging at all times.
- The *Southern Ports Representative* supervising the works is to be advised, as per the [Isolation and Tagging Procedure](#), of any isolation that may be required to be left active while the Contractor is off site for any length of time.
- Any failure to isolate and tag out correctly could result in removal of access from site.

### 6.2 Barricading and Signage

- Comply with the Southern Ports [Barricading, Guarding and Signage Procedure](#).
- Dropped object protection, location and type are as identified by Risk Assessment.
- Guarding on all rotating or moving equipment must be compliant with relevant Australian Standards and codes of practice (such as conveyor systems).
- Interlocks where guarding is removable must prevent access during operation.
- Emergency stops or pull wires must be compliant with Australian Standards and relevant code of practice.
- As required, provide additional safety signage compliant with relevant Australian Standards to ensure work sites are hard barricaded and appropriately sign posted to prevent inadvertent or unauthorised access.

**Note** Safety signs are provided for the protection of all personnel. They are to be obeyed, preserved and maintained at all times. No person is to recklessly or intentionally interfere with, or misuse, anything provided in the interests of health and safety.

#### 6.2.1 Machine Safeguards

- A documented process that manages the risks for machine safety guards that meets or exceeds all relevant legal and other obligations and includes the following minimum controls:
- Do not remove any safety guard unless authorised by a *Southern Ports Representative* supervising the works.
- The Southern Ports [Isolation and Tagging Procedure](#) is to be applied prior to any guard being removed.
- Machinery is not to be run with the guards removed.
- If a guard is removed, ensure that it is securely replaced on completion of the job.

### 6.3 Hazardous Materials and Dangerous Goods

Many hazardous substances are classified as Dangerous Goods which are substances and articles that have the potential to cause harm to people, property and the environment.

Southern Ports manages hazardous substances in accordance with;

- [Work Health and Safety Act 2020](#) and [Work Health and Safety \(General\) Regulations 2022](#)
- Dangerous Goods licensing.

Contractor requirements:

- A documented process that manages risks of hazardous materials and dangerous goods that meets or exceeds all relevant legal and other obligations and includes the following minimum controls:
- A process to ensure Southern Ports is notified in advance of any hazardous substances and dangerous goods being brought onto site.
- A Risk Assessment for all classified hazardous substances and dangerous goods
- A process to ensure controls are implemented and effective.
- Safety Data Sheets for the hazardous substances and dangerous goods must be provided prior to them being brought onto site.
- Safety Data Sheets must be maintained on site by the Contractor or Subcontractor for the duration of the work.
- A process to ensure works are conducted in accordance with Safety Data Sheet recommendations for Personal Protective Equipment and any additional site requirements to minimise risk.
- Compliance with the Globally Harmonised System for hazardous substances and dangerous goods.

## 6.4 Heavy Machinery and Cranes on Berths

All berths managed by Southern Ports have specific deck loading parameters.

Wharf deck loading specifications are available on request from the Southern Ports Representative.

Contractors bringing cranes or heavy machinery onto berths must ensure the wharf will withstand the load of the machinery and any load they may be carrying or lifting.

Contractors must complete a Load Permit on Berth form for approval by Southern Ports Engineers.

## 6.5 Electrical Safety

Contractor requirements:

- Comply with all general and other obligations.
- Comply with the Australian Standards as a minimum for all electrical work including design, construction and testing:
  - [AS/NZS 3000:2018 Electrical Installations \(known as the Australian/New Zealand Wiring Rules\)](#).
  - [AS2380.1:1989 Electrical equipment for explosive atmospheres – Explosion-protection techniques, Part 1 General requirements](#).
  - [AS/NZS 3012:2019 Electrical installations - Construction and demolition sites](#).
- An Authority to Work and relevant Permits, Risk Assessments, and Safe Work Method Statements.
- Isolation, lockout and tagging must follow the Southern Ports [Isolation and Tagging Procedure](#).
  - Work in roof space will require isolation of all energy sources prior to entry.
- All power tools must be double insulated, and a residual current device used.
- Residual current devices use for portable electrical equipment in hazardous environments.
- General electrical safety training for all electrical workers.
- Low Voltage Rescue Training.
- Process to ensure all installations have circuits labelled and diagrams available.
- All electrical equipment and tools, leads, residual current devices and any other electrically powered equipment must have been tested and tagged with the current

quarterly tag attached. The colour coded maintenance system, **Red Green Blue Yellow** will be used to identify the inspection period. Those items without a current quarterly tag are not permitted to be used within the Ports.

- Pre-use inspection of portable electrical equipment to ensure that all equipment is in good condition and within the quarterly test date:
- Leads are to be placed to avoid damage when overhead being placed on insulated hangers. If this is not possible further mechanical means are to be employed to protect the leads.
- Electrical socket outlet adaptors, board adaptors, double adaptors and any other multiplier are not permitted on site, other than power boards fitted with a residual current device.
- Electrical wiring or equipment belonging to Southern Ports must not be removed from site unless authorised by *Southern Ports Representative* supervising the works.

## Overhead Power Lines

A powerline corridor is an area of 10 metres each side of an overhead powerline.

Care must be taken when working under overhead powerlines or in a powerline corridor.

The [Work Health and Safety \(General\) Regulations 2022](#) prescribes that a worker or any plant or equipment used by a worker does not enter the Danger Zone of an overhead electrical line or aerial bundled conductor line.

Minimum clearances of the Danger Zone are shown in Table 3 below.

Table 3: Danger Zone Minimum Clearances

Nominal Voltages	Danger Zone minimum clearance (Work Health and Safety (General) Regulations 2022)
Insulated line not more than 1,000 volts	0.5 metres
Uninsulated line not more than 1,000 volts	1 metre
Greater than 1,000 but less than or equal to 33,000 volts	3 metres
Greater than 33,000 volts	6 metres

In addition to clearance, allowances must be made for possible sag and swing of the line.

Where Contractors operate vehicles or machinery in the vicinity of overhead lines and the height of the vehicle or machinery means that the minimum vertical clearance cannot be maintained, a horizontal clearance not less than the vertical value must be maintained.

The minimum clearances specified in Table 3 do not need to be met if the overhead powerline has been adequately insulated and effectively cordoned off to protect the safety of persons or otherwise made safe; or the person carrying out the work is authorised to carry out electrical work under the [Electricity Act 1945](#).

## 6.6 Marine Operations

Matters of Maritime Safety related to commercial vessels are managed as described in the [Marine Safety Plan](#) approved by the *Minister for Ports*. Notices issued to *Masters of Vessels*, *Stevedores* and other stakeholders by Southern Ports *Harbour Masters* include such matters as:

- Communications and Noise Pollution
- Mooring Plans
- Passage Plans
- Pilot Ladders
- Radio Transmissions
- Ship Cleanliness.

For more information refer to:

- [Port Authorities Act 1999](#)
- [Port Authorities Regulations 2001](#)
- [Navigation Act 2012](#)
- [Marine Safety Plan](#).

## 6.6.1 Stevedoring and Marine Logistics

Contractor requirements:

- Trained and competent *Ship Loader Operator*.
- Trained and competent mooring crew.
- Rail mounted balance machines fitted with anemometer warning systems.
- Rail mounted balance machines fitted with anti-collision system.
- Hierarchy of controls for prevention of falls from one level to another when working near or over water, such as scaffolding, barricades, work positioning systems, personal flotation devices, buoys, lifelines and so on, as appropriate to the area of work and determined by a Risk Assessment.
- Controls to prevent pollution of the marine environment.

## 6.7 Plant, Vehicle and Equipment

Contractor requirements:

- Hold the appropriate license and/or Nationally Recognised Certificate to operate any vehicle or plant.
- Produce evidence of licence or qualification prior to engagement, if required.
- Vehicles, plant and equipment not required for the work activity are not permitted on the work site or areas.
- All registerable plant must be inspected prior to entering site by the *Southern Ports Representative*.
- Plant and vehicles must be licensed.
  - Cranes are to carry a current copy of their Certification of Inspection for Classified Plant.
- There may be some exceptions within roads that are not open to the public, for example front end loaders; however, this needs to be cleared with the Southern Ports Representative. Do not block any entry, gateway or access that prevents the free access of other vehicles, obstructs fire hydrants, hose boxes or other safety equipment.
- Do not obstruct any berth operations, ship loading or ship discharging.
- Do not 'Pick and carry' with cranes or forklifts while on roads open to the public unless authorised by the *Southern Ports Representative* before undertaking the task. Inside ports this may be permissible with a Traffic Awareness Plan in place. See the Traffic Management section of this Handbook for more information.
- Do not block any entry, gateway or access that prevents the free access of other vehicles, obstructs fire hydrants, hose boxes or other safety equipment.
- Do not obstruct any berth operations, ship loading or ship discharging.
- Do not 'Pick and carry' with cranes or forklifts while on roads open to the public unless authorised by *Southern Ports Representative* before undertaking the task. Inside ports this may be permissible with a Traffic Awareness Plan in place. See the [Traffic Management](#) section of this Handbook for more information.



### 6.8 Traffic Management

Each port has a Traffic Management Plan. Whenever Contractor works impact existing traffic arrangements, Contractors will be required to submit a Traffic Awareness Plan for approval prior to works commencing describing:

- Traffic flow
- Pedestrian access
- Road signage
- Where deviations are required
- Escort of large transport floats.

The Traffic Awareness Plan must be submitted to the *Southern Ports Representative* (within 24 hours prior to implementation and 3 days where road is closed).

A Traffic Awareness Plan is required when on a roadway or road shoulder where interference with traffic is likely.

- If encroaching on a laneway, traffic must be diverted if sufficient room is available for safe operations.
- If the laneway must be closed down to one lane, Traffic Controllers are required.

Contractor requirements:

- A documented process to manages the risks of traffic awareness that meets or exceeds all relevant legal and other obligations and that includes the following minimum controls:
  - Process to communicate and control traffic management changes.
  - Segregation of traffic (heavy versus light vehicles versus pedestrians, and so on).
  - Documented, communicated and signed traffic rules including:
    - Designated speed limits.
    - Positive radio communications.
    - No vehicle tows unless all items are engineered to do so.

### 6.9 Hazardous Work

Work must be carried out by appropriately licenced and competent persons.

Establish exclusive control of the work area with barricading and signage to prevent unauthorised access, identify access and egress points and ensure sufficient information is held at these points. (Exclusive Control means only immediate work group permitted to enter).

For all Hazardous Work and work defined as High Risk, an Authority to Work must be submitted to their *Southern Ports Representative* with the following:

- A Risk Assessment for the task.
- A documented safe system of work.
- A Permit to Work system.
- Copies of relevant high risk licences and competencies for workers.

Contractor requirements for specific types of hazardous work are described below:

#### **Abrasive Blasting**

Contractor requirements:

- The production of abrasive blasting waste is minimised wherever possible.
- Encapsulation shall be used.
- Abrasive blasting waste is captured and disposed of to minimise negative environmental effects.
- All abrasive blasting activity must be carried out by a team of at least two people.

## Asbestos Management and Removal

Contractor requirements:

- Encapsulation of all materials.

**Note** A Fibrous and Dust Materials Management Plan for Southern Ports is in place as recommended by the [Code of Practice for the Management and Control of Asbestos in Workplaces \[National Occupational Health and Safety Commission:2018\(2005\)\]](#). Before undertaking any work where asbestos may be present, ask your Southern Ports Representative to check the Southern Ports Asbestos Register and identify its location.

**CAUTION** If it is believed that any asbestos product has been discovered during any works, the work is to cease immediately, and the *Southern Ports Representative* contacted for further advice.

## Confined Space Entry

Before working on, or in, tanks, vessels, excavations, open drains or sumps, which may have contained gases, liquids or vapours, the Contractor must obtain a Permit from the *Southern Ports Representative*.

Specific controls and regulations apply to connected plant and services; atmospheric conditions; flammable gases and vapours; and fire and explosion.

- Continuous communication and monitoring of confined space conditions must be maintained.
- The need for additional ventilation and air quality monitoring must be considered and implemented as required.
- Emergency and Rescue Plans and equipment are required prior to a person entering a Confined Space, such as requirements for breathing apparatus as needed.
- Sign-in and sign-out of all persons entering the confined space.
- Safety specification of equipment to be taken into the confined space.

## Compressed Air and Pressure Vessels

Contractor requirements:

- Compressed air is to be used only for air driven tools and other such uses that are acceptable under legislative requirements.
- Airline hoses used for tools and other equipment must be positively secured (Whip checks and/or two Minsup safety clips) to prevent uncontrolled 'whipping' in the event of a coupling becoming separated while under pressure.
- Air supply lines must be protected from damage and are to be inspected at the start of each shift for leaks, damage and faulty couplings.
- Air fittings are to be maintained in a correct, safe condition.
- Pressure vessels must comply with legislation in respect to inspection and testing.
- Evidence of certification should be retained with the equipment.

## Cranes, Rigging and Dogging

Contractor requirements:

- Crane exclusion zones for exclusive control of the work area with hard barricading and signage to prevent unauthorised access. Barricading is to be erected around the swing radius of the crane's counterweight.
- Rated and certified Cranes, lifting components, vehicle support stands and hoists must be rated and certified. Load Charts must include all attachment types including where earthmoving machines are used as cranes.



- Cranes must be used in accordance with legislative requirements and the manufacturer's instructions.
- *Riggers, Doggers* and *Crane Operators* are to be trained and appropriately licensed. This includes where earth moving equipment such as an excavator is used as a crane.
- Licensed *Riggers* and *Doggers* are to operate with each crane, as required by legislation. Rigging and dogging activities are to be carried out by qualified and competent *Riggers* and *Doggers*.
- A Lift Plan with a Risk Assessment conducted by a competent person.
- Cranes and elevated work platforms must be inspected daily before use by the operator and recorded in a Daily Inspection Log. All defects and repairs needed must be recorded in the Daily Inspection Log.
- Inspections and maintenance are to be carried out as recommended by the manufacturers and as referenced in the legislation.
- Equipment is to be marked with unique identifiers, including Working Load Limit for all devices below the crane hook and Maximum Rated Capacity on both sides of the crane beam or boom.
- Slings and other rigging equipment must conform to Australian Standards, be certified, display a Quarterly Inspection Tag, and be documented in a Rigging Register. Any slings, chains or wire ropes found to be defective must be removed from service and have an Out of Service tag applied.
- Southern Ports may request a copy of the Rigging Register and inspect any slings prior to commencement of any lifting on the site.

### Diving Work

The following must be submitted to Southern Ports along with the Authority to Work application:

- A Dive Plan with a Risk Assessment conducted by a competent person.
- For each Diver, a current Medical Fitness Certificate for diving less than 12 months old.

### Elevating Work Platforms and Workboxes

Contractor requirements:

- Elevating work platforms and workboxes must be maintained, inspected and operated in accordance with the manufacturer's instructions.
- A pre-start check is to be made and a Log Book must be maintained on each mobile elevating work platform and workbox.
- You will be requested to produce evidence of your licence or qualification prior to engagement.

**CAUTION** Never work in close proximity to seawall walls or embankments without undertaking a proper Risk Assessment and consulting your *Southern Ports Representative*, as these areas can be prone to undermining from sea-state, tidal movements and damage from storm water runoff.

- Tyre deflation and uneven ground surface can significantly affect stability.
- Always check ground conditions and for the presence of underground services and include in the Job Hazard Analysis. If surfaces are soft, consider the use of mats, steel plates or timber sleepers to distribute the operational load.
- The Job Hazard Analysis must assess the likely wind conditions and ensure the wind loading does not exceed the manufacturer's instructions.
- A minimum of two workers are required. A Licensed *Operator* is required on the ground to act as a *Spotter* at all times. The *Spotter* must have no other tasks.
- A High Risk Licence must be held by the *Operator* and the *Spotter*, as the *Spotter* may be required to operate the equipment if an emergency arises.

- The surrounding area must always be barricaded off when in use. Where there is a likely risk of a collision with a vehicle or plant due to proximity, a hard barricade must be used.
- Where near power lines, a Job Hazard Analysis and relevant permits will be required. It is imperative that exclusion zone distances are maintained, and a *Spotter* is assigned. The *Spotter* must have no other tasks.
- Entry and exit from the platform or workbox when elevated is prohibited, unless all of the conditions outlined in [AS2550.10:2006 Cranes, hoists and winches – Safe use – Part 10: Mobile elevating work platforms](#) are met.

### Excavation and Penetration Work – Before You Dig

Contractor requirements:

- All excavations and penetration must be hard barricaded, and sign posted appropriately.
- A process to identify in wall and underground services that includes use of wandling, obtaining services survey drawings and **Before You Dig** information.
- A process to ensure benching and shoring in trenches in accordance with relevant regulations, codes of practice and Australian standards; and
- A process to ensure hard barricading of open trenches, holes in flooring, walkways/access and rooftops.
- It is imperative that contact is made with the Before You Dig (phone 1100) in addition to contacting *Southern Ports Representative* to ensure that all underground services (which may belong to externally regulated bodies) are identified.
- All Southern Ports underground services drawings can now be accessed via the *Southern Ports Representative*.

### Explosive Power Tools

Contractor requirements:

- Contractors, Subcontractors and their workers are not to use, nor allow any other person to use, any explosive powered tool, unless that person has been correctly trained in all aspects of its usage and have a current Job Hazard Analysis or Safe Work Method Statement.
- The user must hold the appropriate licence or be able to provide evidence of training.
- Proper safety signs must be erected, and correct warnings given prior to firing.
- Eye and hearing protection must be used in all cases when using this tool.
- The Personal Protective Equipment must include a full-face shield.
- Other workers in the near vicinity may require similar standards of Personal Protective Equipment.

### Hot Work

Contractor requirements:

- Welding, cutting, grinding, gouging, burning, and or dry sandblasting in controlled or hazardous areas will require a Southern Ports authorised Hot Work Permit.
- Contractor workers involved in welding and gas cutting must wear appropriate Personal Protective Equipment.
- All welding and cutting are to be carried out by qualified personnel only.
- Welding and cutting are not to be performed on drums, tanks, or any other containers until they have been correctly assessed and works have been approved by a *Southern Ports Representative*.
- Leads and hoses are to be maintained in a correct and safe condition and inspected prior to commencement of work.

- In line flash back arrestors or in torch arrestors are to be fitted on both ends and checked each day.
- Leads and hoses are not to be laid unprotected across roadways, must be placed so as not to create a tripping hazard and should be protected from mechanical damage.
- An appropriately stocked first aid kit and water for burns irrigation is to be adjacent to the area and available at all times. In elevated areas where falling sparks could cause a fire or injury, fireproof blankets must be used to isolate the work from surrounding areas. This applies to work such as welding, oxyacetylene cutting and grinding operations.
- Where welding or cutting is to be carried out at ground level, welding screens are to be used to minimise risk of fire and injury to nearby workers.
- Appropriate fire-fighting equipment must be available at all times.
- Gas cylinders are to be stored in an upright position and adequately secured.
- Oxygen and combustible gas cylinders must be stored at least three metres apart or separated by a wall with at least a fire rating of one hour.
- Cylinders are to be adequately secured when being transported about the site and must only be used in an upright position with gauges removed.
- Cylinders being lifted from one elevation to another must be lifted only in racks or containers designed for that purpose.
- Slings are not to be used to lift cylinders.

### Ladders

Contractor requirements:

- Ladders are to conform to [AS 1657:2018 Fixed platforms, walkways, stairways and ladders - Design, construction and installation](#) and be labelled as an industrial ladder.
- Ladders are to be used in accordance with approved Southern Ports procedures and are to be maintained and used in a safe manner.
- All ladders must be inspected by the user before undertaking any task and must have the current quarterly tag displayed. The colour coded maintenance system, **Red Green Blue Yellow** will be used to identify the inspection period.

### Rail Work

Contractor requirements:

- Audible and visual warning systems must be in place and regularly inspected and tested.
- Level crossing controls (boom gates, flashing lights and bells) controls must be observed and complied with at all times.
- Trained and competent rail personnel.
- Correctly set turnouts, derailleurs or catch points.
- Proceed/movement and Track access authority as required.
- Vigilance system.
- System to control load weights.

### Scaffolding

Contractor requirements:

- The erection and dismantling of all scaffolding is to be undertaken by an appropriately qualified *Scaffolder*.
- Scaffolding must meet the requirements of the Southern Ports Scaffolding Procedure and [AS/NZS 1576 Scaffolding](#) and [AS/NZS 4576:2020 Guidelines for Scaffolding](#).
- Scaffolding under wharves must be securely fastened and capable of withstanding strong surges and prop wash.

- If the scaffolding is for sand blasting and re-coating, contain waste material by use of temporary skirts or curtains that can contain the spread of particles and paint spray. Refer to the [Abrasive Blasting](#) section of this Handbook for more information.
- A solid floor will also assist to contain blast material and make it easy to gather material for disposal in designated landfills or re-use.

### Stone Products

Southern Ports restricts the use of uncontrolled power tools on stone products.

Stone products may contain significant amounts of silica and other minerals that could pose serious health risks.

Contractor requirements:

- Controlled use of power tools on stone products requires additional Personal Protective Equipment, a relevant documented safe system of work, a Permit, Isolation, and measures to control silica and other emitting dust.

### Air Supplied Respiration Equipment

Contractor requirements:

- Masks, filters, safety cut-outs, dead-man valves or switches, hoses and couplings are to be safe, properly maintained and operated in the correct manner.
- The correct Personal Protective Equipment is to be worn at all times while operating air supplied respiration equipment.

### Work at Height

All work at height carried out by Contractors must comply with legislation, standards, and Codes of Practice and meet the minimum requirements of the Southern Ports Work at Height Procedure.

All equipment utilised in work at heights is to be operated and maintained to applicable standards by competent trained personnel who hold a current High Risk license.

While carrying out work above ground level, all tools and equipment are to be correctly and adequately restrained and secured. Kickboards must be utilised to ensure nothing is free to fall to the ground.

The Contractor must have a documented process that manages the activity risks that includes the following minimum controls and meets or exceeds all relevant legal and other obligations:

- Process to follow Hierarchy of Controls for prevention of falls in the workplace.
- Pre-use inspection and maintenance program for all working at height equipment.
- Use of engineered components and equipment that are rated and certified for work at heights.
- Where mobile plant is being used, such as an elevating work platform or workbox, a *Spotter* is required who is verified as competent in the working at height equipment being used.
- Drop zone for falling object protection exclusive control for wider work area as identified as required.

### Work Afloat

For the purpose of this Handbook, work afloat means work in close proximity to water where there is a reasonable likelihood of falling into the water.

- A relevant documented safe system of work. When working on, over or near water, Contractors must conduct a thorough Risk Assessment addressing at a minimum:
  - People falling from structures or scaffolds into water.
  - People being unaware of work overhead.

- Inadequate lighting and poor visibility.
- Electrical equipment coming into contact with water.
- Meteorological conditions – including wind, rain, current, swell, lightning.
- Conducting rescues or environmental responses.
- If operating an elevated work platform or workbox over water, workers must use a harness incorporating a personal flotation device or a separate harness and personal flotation device.
- Use of a helmet with a chin strap in case of a fall, where identified by a Risk Assessment or Procedure.
- A rescue flotation device (such as a life ring) must be readily available when working over water in addition to personal flotation devices.
- Ensure workers know where rescue ladders are located on the wharf edge.
- When working in an elevating work platform or workbox on, over or near water, a *Spotter* must be present at all times to guide the *Operator*. Monitor work and use the life ring for rescue if required.

### 6.10 Weather Hazards

Contractors shall monitor weather conditions for extreme heat, flooding, wind and extreme weather events.

#### Lightning

- Thunderstorms can produce different types of severe weather hazards, including lightning.
- When working at Southern Ports, you should apply the 30/10 rule. This relates to the duration between the flash of lightning and clap of thunder, which describes the proximity of a storm cell. It is used as a measure of the nearness of the storm and therefore as a factor when deciding whether to suspend outdoor activities.
- The rule of thumb is that every three seconds of delay between an observed lightning flash and the audible thunder associated with that flash equates to a distance of approximately one kilometre. For example, thirty seconds flash-to-thunder time interval indicates that the lightning activity is approximately ten kilometres away.

### 6.11 Housekeeping

Contractors must observe the following housekeeping requirements at all times:

- Keep your work area clean and tidy. Keep thoroughfares, walkways and pathways clear.
- Do not leave building waste material on site.
- Rubbish containers are to be placed strategically around the Contractor's work site and used for the disposal of sharp materials and other rubbish and debris.
- Storage areas are to be kept clean, and materials neatly stacked or placed.
- Materials brought to site must be stored or placed in an orderly manner.
- Dispose appropriately of solvents, empty paint cans, oils, greases and any other such materials or containers which have contained chemicals. Refer to the specific Safety Data Sheet for disposal advice.
- Crib rooms and eating areas are to be kept clean and free of all food scraps, wrappers, paper cups and other disposable items.
- At the completion of the contract, all non-Southern Ports equipment, materials and tools are to be removed from the site.
- The area is to be left free of scrap, rubbish and other debris prior to handover.

### 6.12 Storage of Tools and Equipment

If it is deemed necessary, the *Southern Ports Representative* supervising the works may allow Contractor workers to store their tools and equipment at the end of the workday.

In such cases, *Southern Ports Representative* supervising the works will designate a storage area for the Contractor's use.

Southern Ports will take no responsibility for the tools and equipment stored on its sites.

### 6.13 Code of Conduct and Ethics

All Contractor workers are expected to align their behaviour with the Southern Ports [Code of Conduct and Ethics](#) on all Southern Ports managed sites.

### 6.14 Restricted and Prohibited items

Contractors are required to adhere to government and Port restrictions upon entering Southern Ports managed premises, with regard to controlled and unauthorised weapons and other restricted or prohibited items.

Exemption may be considered by an individual Regional Manager for use of a restricted item. Each individual request must be accompanied by an adequate risk assessment and provided in a reasonable time frame for due consideration.

#### **Restricted items**

May include (but not limited to): nine-inch angle grinders; self-manufactured tools and devices that have not been engineered; modified tooling and equipment such as removal of a handgrip from an angle grinder for improved access; use of cut off discs in angle grinders over a drop saw.

Consult your *Southern Ports Representative* if in doubt.

#### **Prohibited items**

Prohibited items include offensive and illegal communication material in any form, illicit drugs and drug paraphernalia, alcohol, explosives, incendiary material or devices, firearms and other controlled weapons, asbestos in all its forms, and unapproved chemicals and hazardous materials.



## 7 ENVIRONMENT

The Port User must take all necessary precautions and appropriate action to avoid any event occurring on any part of the Port it accesses that results in production of contaminated waste, emissions outside the immediate work area, such as visible dust, noise, odour and wastewater, the Contractor must have programs to reduce or eliminate their environmental impacts as far as practicable.

### 7.1 Environmental Legislation

Legal environmental obligations of Contractors are summarised in Section 10 of the Port Standards and Procedures on the Port website. While Contractors must inform themselves of the legal requirements, the Port Environmental Teams are happy to assist Contractors wherever practical.

#### 7.1.1 Environmental Procedural Documents

Port users must risk assess their activities to develop a documented safe system of work or other procedural documents with required controls minimising emissions to the surrounding environment and community.

**Note** Depending on the Scope of Work, Contractors may be required to customise procedural documents as required, for example Construction Environmental Management Plan or Operational Environmental Management Plan, as appropriate. All required management plans must be submitted to Southern Ports for approval prior to site mobilisation and commencement of works.

### 7.2 Environmental Controls

The following sections describe the **minimum** environment controls that must be implemented within Southern Ports land and waters to mitigate environmental impacts and risks. Additional controls may be required depending on the Scope of Work.

The Contractor's Health Safety and Environment Management Plan and related work procedures must identify the relevant controls that will be implemented to manage the environmental impacts and risks of the specific activity.

Where effective controls are not considered practicable, the Contractor must contact the Port *Environment Manager* so that alternative strategies can be considered.

Unacceptable emissions may result in works being shut down by Southern Ports until they are adequately managed. Weather conditions and prevailing wind directions must be considered when planning work and implementing emission controls.

#### 7.2.1 Lay Down Areas

Contractors shall identify material segregation and temporary storage to prevent ground and water contamination i.e. Hydraulic/gear box oil is often use at the Berth during shutdown as well as other materials such as solvents and aerosol cans for cleaning and drying, as required.

#### 7.2.2 Air Quality and Dust Control

Dust should be engineered out as much as possible at the design stage for a project. Controls should be risk assessed at the beginning of the project as part of the Risk Assessment Workshop. Acid sulphate soils should also be assessed at the project design stage.

- Unsealed areas that are being disturbed, for example by excavation, sweeping or cutting must be kept damp.
- Recovery and containment of spilt materials o with potential to cause dust or other issues.

- Abrasive blasting must be conducted in accordance with internal and legislated requirements.
- Temporary enclosures and/or screening must be used to contain dust within the work site.

### 7.2.3 Environment and Heritage Risk Assessment

Heritage and Environment considerations must be considered and risk assessed at the beginning of the project as part of the Risk Assessment Workshop.

### 7.2.4 Hydrocarbon and Hazardous Material Spill

- Store all fuel and oils in a bunded, sealed area away from stormwater drains.
- Inform yourself of the locations of spill kits on site.
- Do not take hydrocarbon or hazardous waste offsite without organising a controlled waste carrier and notifying and providing the Environment Team with a waste receipt. This is a legal requirement.
- Contact the Environment Team if you require access to the Port hydrocarbon waste system.

### 7.2.5 Noise and Vibration Management

- Ensure all practical efforts are made to minimise noise as far as practical.
- If the noise is audible at the Port boundary, inform the Environmental Team.
- Schedule noisier activities between 0700 hours and 1900 hours.
- Ensure no noisy equipment is used particularly if quieter equipment is available. For Additional internal requirement apply at the Port of Esperance (Buy Quiet Procedure).

### 7.2.6 Land Contamination Prevention and Management

Contractors are required to:

- Only bring soil and other bulk materials onto Southern Ports sites that meets the Department of Water and Environmental Regulation criteria of 'clean fill' or as approved by Southern Ports.
- Report and clean-up all spills with direction from the Southern Ports Environment Team.
- Ensure a Southern Ports approved excavation/dig permit is in place prior to any excavations for discussion of waste arrangements and sign off by the Environment Team

### 7.2.7 Waste Management

Contractor requirements:

- Manage all wastes produced from their activities including soils, garbage and scrap materials.
- Maximise segregation, reduction, reuse and recycling opportunities as far as practical.
- Use an appropriate licenced operator to remove waste from site. Alternative disposal methods must be communicated and agreed with the Southern Ports *Environment Manager*. Failure to do this may lead to prosecution.
- Where storing waste temporarily onsite in agreement with Southern Ports, it must done in a neat and orderly manner with agreed signage.
- Prevent discharge of materials including liquid or solid wastes into the stormwater system or directly into marine environment.
- Windblown litter will be controlled by ensuring skips and bins are not overflowing and are covered when necessary, including all material on utility, trailer and truck trays.



- Cigarettes butts (if smoking is permitted) must be disposed of responsibly into designated receptacles to prevent fire risk or litter.
- No liquid waste is allowed to enter Port land, drainage systems or the marine environment unless adequately treated and authorised by the Environment Team.
- Concrete waste and wash water must be contained (such as in impervious lined bunds). Containment facilities must be established before concrete pouring commences. Concrete washout pits and waste must be removed to a licenced facility when full or at the completion of the works. All spills of concrete must be picked up and disposed of no later than the end of each shift.
- Contractor supplied amenities (where required) must be equipped with suitable wastewater and sewage containment facilities. The Contractor must manage the facilities in a manner that prevents pollution.

### 7.2.8 Stormwater and Drainage

Contractors must contain surface water run-off from work activities where there is a potential to cause pollution and/or erosion. The Contractor must ensure:

- No construction materials or wastes are stored within or impede the site drainage systems.
- All materials are stored in a manner that avoids contamination of stormwater run-off during rain events.
- No washdown of vehicles and equipment is to occur unless at a Southern Ports approved facility or location.
- Servicing, refuelling and maintenance of vehicles and equipment must be conducted within a designated area or facility as approved by Southern Ports.
- Contaminated and turbid water must be contained and treated to the satisfaction of Southern Ports, prior to any discharge off site.
- All treated water must meet legal requirements and approved discharge limits.

### 7.2.9 Fauna

Southern Ports land and sea areas are home to several protected species including marine mammals such as the bottlenose dolphin, osprey and other migratory land and sea birds. It should be noted that Cape Barren Geese and Seagulls (Silver Gulls) are protected species and their eggs and nests cannot be disturbed unless authorised by Southern Ports.

Contractors must ensure the following minimum fauna protection measures are complied with:

- No pets or other animals are brought into the Southern Ports operational areas.
- Personnel do not feed, harm or harass fauna.
- All sightings of injured or sick fauna; or any feral animals are to be reported to the Southern Ports Environment Team.

### 7.2.10 Biosecurity

Southern Ports has legal requirements for managing biosecurity risks. Contractors must:

- Complete the Southern Ports Online Induction to ensure all persons aware of and will report biosecurity risks including any unusual animals, plants or biological materials on imported goods or in the Port.
- Be aware of the locations of the Department of Agriculture, Fisheries and Forestry Surveillance sites and ensure no person disturbs these sites or remove any item from them.
- Maintain vehicles free of mud, soil, weed and seed material from areas outside the Port.

- Prevent the pooling of water that could allow pest insect breeding.
- Manage and remove rubbish regularly.
- Take action to minimise pests including weeds onsite

### 7.2.11 In-water Cleaning of Vessels

In-water cleaning of vessels is generally prohibited in Southern Ports waters. However, where in-water cleaning is being considered, during the planning stage before any applications are assessed Contractors must engage with relevant parties:

- Southern Ports Environment team
- Harbour Master
- Department of Agriculture, Fisheries and Forestry
- Department of Primary Industries and Regional Development.

## 7.3 Reporting of Events

All environmental events that are observed by the Port User, whether they are caused directly by your activity or not, must be reported immediately (providing it is safe to do so) to the Environmental Team or the 24-hour *Shift Superintendent*. Environmental events include:

- Complaints
- Incidents
- Near misses
- Hazobs.

# APPENDIX A: CONTRACTOR CHECKLIST

<b>CONTRACTOR CHECKLIST</b>		
Use this <i>Contractor Checklist</i> to ensure you have discussed the Health Safety Environment and Security requirements with the Contractor and have observed or obtained evidence of compliance. File this completed form with documentation including <i>Authority to Work</i> and Permits.		
<b>Section 1 – Contractor</b>		
Project and Job Name		
Contractor		
Southern Ports Representative Name	Signature	
Contract Number	Date	
<b>Section 2 – Regulatory</b>	Regulatory documents are submitted as required:	
<input type="checkbox"/> Classified Plant Inspection Certificates	<input type="checkbox"/> Insurance: Professional Indemnity	<input type="checkbox"/> Purchase Order
<input type="checkbox"/> Company HSES Policy	<input type="checkbox"/> Insurance: Property and Equipment	<input type="checkbox"/> Rigging Register
<input type="checkbox"/> Crane Daily Inspection Log & Lift Plan	<input type="checkbox"/> Insurance: Public Liability	<input type="checkbox"/> Safety Data Sheets
<input type="checkbox"/> Elevating Work Platform Log Book	<input type="checkbox"/> Insurance: Third Party	<input type="checkbox"/> Worker Qualifications
<input type="checkbox"/> Employer's Indemnity Policy	<input type="checkbox"/> Licenses	<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Equipment Certificates	<input type="checkbox"/> Motor Vehicle Registrations	<input type="checkbox"/> Registerable Plant
Each insurance policy held with the company must be endorsed by Southern Ports Authority Commercial department, and be authorised to operate as an insurance company conducting insurance business in Australia.		
<b>Section 3 – Safety and Security</b>	Safety and Security documents are in place as required:	
<input type="checkbox"/> Contractor Handbook	<input type="checkbox"/> National Units of Competency (Specify)	<input type="checkbox"/> Safe Work Instructions
<input type="checkbox"/> Classified Plant Access and Inspections	<input type="checkbox"/> Nominated contacts for Alerts and other notices	<input type="checkbox"/> Safe Work Method Statements
<input type="checkbox"/> Other Mobile Plant Inspections	<input type="checkbox"/> Personnel Qualifications and Certificates	<input type="checkbox"/> Stop & Think (Take 5) <input type="checkbox"/> HAZOB <input type="checkbox"/> Inspections
<input type="checkbox"/> High Risk Work Licences (Specify)	<input type="checkbox"/> Port Inductions	<input type="checkbox"/> Stop Work Authority
<input type="checkbox"/> Incident Reporting & Investigation	<input type="checkbox"/> Pre-start Meeting	<input type="checkbox"/> Tool and Equipment Inspections
<input type="checkbox"/> Injury Management Process	<input type="checkbox"/> Rescue Plan	<input type="checkbox"/> Traffic Awareness Plan
<input type="checkbox"/> Isolation Tags and Locks	<input type="checkbox"/> Risk Assessments	<input type="checkbox"/> HSES Management Plan (if required)
<input type="checkbox"/> Maritime Security Identification Cards	<input type="checkbox"/> Job Hazard Analyses	<input type="checkbox"/> Other (specify)
<b>Section 4 – Environmental</b>	Environmental documents are in place as required:	
<input type="checkbox"/> Acid Sulphate Soil Management	<input type="checkbox"/> Dust and Fibre Management	<input type="checkbox"/> Spill Management
<input type="checkbox"/> Biosecurity Controlled Waste Management	<input type="checkbox"/> Hazardous Substance Approvals	<input type="checkbox"/> Stormwater and Drainage Management
<input type="checkbox"/> Construction / HSES Management Plan	<input type="checkbox"/> Noise and Vibration	<input type="checkbox"/> Waste Management
<input type="checkbox"/> Dewatering Permit	<input type="checkbox"/> Safety Data Sheets	<input type="checkbox"/> Other (specify)
<b>Section 5 – Permits</b>	Southern Ports Permits are approved as required:	
<input type="checkbox"/> <b>Authority to Work</b>	<input type="checkbox"/> Diving & Waterside Activities Permit	<input type="checkbox"/> Rail Corridor Permit
<input type="checkbox"/> Abrasive Blasting Permit	<input type="checkbox"/> Excavation Permit	<input type="checkbox"/> Work at Height Permit
<input type="checkbox"/> Confined Space Entry Permit	<input type="checkbox"/> Hot Work Permit	<input type="checkbox"/> Workbox Permit
<input type="checkbox"/> Crane Lift Plan Permit	<input type="checkbox"/> Load Permit on Berth	<input type="checkbox"/> Work at Height Permit
<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Penetration Permit	
<input type="checkbox"/> Other (specify):		
<b>Section 6 – Notifications</b>	Southern Ports notifications are submitted as required:	
<input type="checkbox"/> Fuel Transfer (Bunkering)	<input type="checkbox"/> Fumigation	
<b>Section 6 – Completion</b>	Southern Ports Permits are completed:	
<input type="checkbox"/> Planned pack up and clean up	<input type="checkbox"/> Completion signed off	<input type="checkbox"/> Other