Southern Ports

Confined Space Entry

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Initial release	Senior OHS Advisor	Operations and Maintenance Manager	08/04/2020	08/04/2020
02	Document Reviewed	Operations and Maintenance Manager - Esperance	Group Manager Health, Safety & Environment	28/03/2023	28/03/2023
03	Updated for all ports.	Squad Review: Port Health & Safety teams, Port Environment teams	Chief Operating Officer	23/06/2023	23/06/2023
04	Updated for all ports.	Squad Review: Port Health & Safety teams, Port Environment teams	Chief Operating Officer	09/10/2025	15/10/2025

AUDIT

This Procedure shall be reviewed or revised:

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

Contents

DOCUMENT CONTROL **2**
AUDIT **2**
1 INTRODUCTION **4**
1.1 Purpose 4
1.2 Scope 4
1.3 Roles and Responsibilities 4
2 CRITICAL CONTROLS **5**
3 GENERAL INFORMATION **6**
3.1 Confined Spaces at Southern Ports 6
4 BARRICADING AND SIGNAGE **6**
5 Training and Competence **7**
6 RISK ASSESSMENT **7**
6.1 Hazards and Control Measures 8
6.1.1 Isolations 8
6.1.2 Purging, Cleaning and Decontamination 8
6.2 Communications 8
7 ATMOSPHERIC TESTING AND MONITORING **8**
8 VENTILATION **9**
8.1 Supply versus Exhaust Air Ventilation 10
9 ELECTRICAL EQUIPMENT **10**
10 HOT WORK **10**
11 OTHER EQUIPMENT **11**
12 RESCUE PLANS **11**
13 REFERENCES AND RECORD MANAGEMENT **11**
13.1 Exposure Standards 11
13.2 Permits and Authority to Work 12
13.3 Legislation, Standards and Codes of Practice 12
13.4 Southern Ports Documents 12
13.5 Definitions 12

Figures

Figure 1: Warning Sign 7

Tables

Table 1: Roles and Responsibilities 4
Table 2: Minimum Confined Space Safe Entry Conditions 9
Table 3: Legislation, Standards and Codes of Practice 12
Table 4: Southern Ports Documents 12
Table 5: Southern Ports Documents 12

1 INTRODUCTION

1.1 Purpose

This Confined Space Entry Procedure provides a systematic process to manage confined space entry for all Southern Ports work places and work activities to ensure:

- Southern Ports complies with relevant legislation.
- Hazards are identified and controlled for work within confined spaces.
- Standby duties and emergency response arrangements are in place and understood to ensure work in confined spaces is conducted safely.

1.2 Scope

In Scope	Out of Scope
Management of confined space entry by workers (employees, contractors and consultants – but not visitors) at all Southern Ports workplaces.	Confined space entry outside of Port land and marine boundaries or for areas managed under lease agreements.

Note Should a contractor or port user documented safe system of work exceed the requirements outlined in this procedure then the contractor or port user standards shall apply once a Risk Assessment has been undertaken and approved by Southern Ports.

1.3 Roles and Responsibilities

Roles and responsibilities for confined space entry are shown in Table 1 below.

Table 1: Roles and Responsibilities

Role	Responsibility
Confined space worker	Workers required to enter a confined space shall be competent person who shall assess if there is a risk of unsafe oxygen levels, dangerous gases, engulfment, fire and/or explosion before commencing a task in a confined space. • All workers directly involved in confined space entry shall read and understand this procedure and the Standards and Codes of Practice before conducting work in confined spaces.
Authorised Gas Tester	• An *Authorised Gas Tester* is a person who is trained and competent to understand the measurement technology, record and interpret the results in an accurate, consistent, and reliable manner.
Emergency Response Personnel	• Emergency Response Personnel form part of the Emergency Response Team and are responsible for providing emergency response on site where established..
Standby Person	The *Standby Person* is a competent person assigned the responsibility for the well-being of those inside the Confined Space. The *Standby Person* shall: • Remain outside of, and in close proximity to, the Confined Space and be capable of being in continuous communication with and, if practical, observe those inside. • Not enter the Confined Space or perform any other duties that may impede on their attention from the wellbeing of those inside the Confined Space. • Ensure that all access and egress points of the Confined Space are kept clear and unobstructed at all times. • Be responsible for managing equipment associated with the Confined Space entry and should know what tasks are being performed inside the Confined Space at any time.

Table 1: Roles and Responsibilities

Role	Responsibility
	• Conduct and record atmospheric oxygen and gas testing in accordance with the Confined Space Permit, monitoring any conditions external to the space that may affect the health or safety of the workers within the Confined Space including exhaust gases produced by generators or mobile plant operating in the area, services supplied into the space and ventilation equipment. • Monitor the environmental conditions internal to the space that may affect the health or safety of the workers within the Confined Space, including cold, heat and humidity. • Have a serviceable and authorised method of communication to initiate the rescue plan should an emergency occur. • Ensure that all workers entering the Confined Space 'Sign In' and 'Sign Out' of the Confined Space Permit (Section 5 Entry and Exit Log). • In the event of an emergency initiate emergency response and conduct a 'non entry' rescue if safe to do so.
Port Health Safety and Environmental Teams	• Health Safety and Environmental teams at each Port are responsible for advising workers on safety of confined spaces.
Southern Ports Representatives	*Southern Ports Representatives*, including *Supervisors*, *Superintendents* and *Managers* are responsible for: • ensuring Southern Ports has and uses appropriate resources and processes to eliminate or minimise risks arising from confined space entry; and • ensuring works requiring confined space entry are conducted in compliance with Permit conditions.

2 CRITICAL CONTROLS

- Confined Space Entry Permit accompanied by Job Hazard Analysis
- Purging, cleaning and decontamination of the space is considered in the JHA for the works
- Competent and Authorised Workers (National certificate to Enter & Work in a Confined Space.)
- Rescue Plan and rescue equipment is available and set up as appropriate to the task and work area conditions
- A Standby Person has been appointed and is stationed outside of, and near, the Confined Space
- Re-Entry and Continuous atmospheric monitoring (gas testing) conducted and recorded by an authorised gas tester
- Additional ventilation has been considered and is appropriately applied where relevant:
- clear and continuous communication system is set up between the Standby Person and the workers in the Confined Space. (If using 2-way radio, it's to be closed circuit between sentry and entrants)
- Access to the confined space is controlled by appropriate barricading and signage
- Applicable respiratory protection is in use and is being worn correctly
- All entrants Locked and Tagged On to the isolations
- A safe clear access and egress is established to and from the Confined Space and that it is maintained at all times.

3 GENERAL INFORMATION

Confined spaces at Southern Ports can include tanks, pits, pipes, ducts, chutes, silos, containers, pressure vessels, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures.

A Confined Space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space.

This Procedure describes the control measures and safe working environments that are specific to Southern Ports facilities. It should be read conjunction with the reference legal and other obligations noted in the references section.

All equipment including ladders, scaffold, compressors, electrical and pneumatic equipment shall be properly maintained, in good condition and used in strict accordance with any safety regulations applicable to the equipment.

3.1 Confined Spaces at Southern Ports

Confined Spaces that workers may need to enter at each Port are recorded on a Confined Space Register, maintained and updated by the HSES team liaising with work group.

A Confined Space Evaluation shall be conducted to identify the hazards, assess the risks and to identify the required controls for each Confined Space. In addition, a Confined Space Rescue Plan shall be developed and communicated prior to entry into a Confined Space.

- Workers who may be required to work in a potential Confined Space will assess if the space meets the definition of a confined space before commencing the task.
- Prior to undertaking works in a Confined Space, the work group or task supervisor shall obtain a Confined Space Permit authorised by a Permit Approver, in accordance with the Authority to Work and Permits Procedure
- An appropriately trained and appointed *Standby Person* shall remain outside, but in the direct vicinity of the access point of the Confined Space at all times while work is being conducted.
- A clear continuous method of communication between the *Confined Space Worker*, appointed standby person and where possible emergency response personnel shall be agreed prior to work commencing, and maintained at all times.
- A safe clear route for entry and exit shall be established and be maintained at all times to and from the Confined Space.
- Where the work to be performed in the Confined Space includes high risk activities or hazardous works such as Work at Heights, Engine Immobilisation or Hot Work, then the respective procedures and applicable permit shall also be adhered to.

4 BARRICADING AND SIGNAGE

All entry points to a Confined Space must have a hard barrier and signage installed in accordance with the Southern Ports Barricading, Guarding and Signage Procedure to restrict unauthorised entry.

An Exclusion Zone shall be established around the immediate work area.

Signage indicating that work is being undertaken in the Confined Space and appropriate barriers must be in place for any Confined Space entry for the purpose of preventing workers not involved with the work from entering the Confined Space, such as “**Danger – Confined Space – Entry by Permit Only**”.

Figure 1: Warning Sign

5 TRAINING AND COMPETENCE

TRAINING AND COMPETENCY	
Authorised gas tester	Workers conducting pre-entry gas testing of the atmosphere in accordance with a Confined Space Permit shall hold a current national unit of competency in Gas Test Atmosphere.
Confined Space Workers	Workers performing a task associated with a Confined Space, including the *Permit Approver*, *Permit Requestor,* work group, equipment operator ,*Standby Person* and Emergency Response Team personnel, shall hold a current Enter and Work in a Confined Space national unit of competency. Refresher Enter and Work in a Confined Space training should be undertaken every two years.

6 RISK ASSESSMENT

The hierarchy of controls shall be used to control the risks of entering the confined space. The Southern Ports risk management procedures provide further detail on risk management.

A Job Hazard Analysis or Safe Work Method Statement shall be conducted by the workers undertaking work within a Confined Space to identify the hazards, assess the risks and to identify the required controls for all work requiring a Confined Space Permit.

The Job Hazard Analysis or Safe Work Method Statement shall also consider hazards that may be introduced as a result of the work being conducted.

Prior to the commencement of any confined space work, the workers directly involved shall complete a Job Hazard Analysis. The Job Hazard Analysis shall be approved by the relevant person prior to the commencement of the task.

Risk Assessments (Stop & Thinks) shall be completed and attached to the Job Hazard Analysis.

For areas where there may be a higher level of hazards, a Team-based Risk Assessment may be required.

The Confined Space Evaluation and Confined Space Rescue Plan are the tools to be used to identify the hazards, assess the risks, and identify the required controls for a Confined Space entry.

Hazards associated with a Confined Space are not always obvious and may change from one access point to the next:

- Falls from height
- Environmental factors, such as cold, heat and humidity
- Poor lighting
- Manual handling
- Noise
- Fire or explosion

6.1 Hazards and Control Measures

6.1.1 Isolations

Prior to entry and work being conducted in a Confined Space, de-energise, isolate and lock out all equipment such as piping, ducts, vents, drains, conveyors, service pipes or fire protection and dust suppression equipment which may introduce materials into a Confined Space.

All machinery including mixers, agitator's conveyors or other equipment containing stored energy in the Confined Space shall be de-energised, isolated, and locked out before entry is made into a Confined Space. This may include additional isolation, blocking, retention of counterweights, or clamping of the machinery itself to guard against the release of potential stored energy.

Isolations shall be undertaken in accordance with the Southern Ports Isolation and Tagging Procedure. To determine the appropriate isolations, refer to the:

- Isolation and Tagging Procedure and Isolation Confirmation Permit
- Job Hazard Analysis or Safe Work Method Statement for the work being undertaken.

No ignition sources are to be introduced into the Confined Space from outside or within the Confined Space if there is a possibility of fire of explosion.

Where applicable, the Isolation Confirmation Permit shall be attached to the Authority to Work and Confined Space Permit.

6.1.2 Purging, Cleaning and Decontamination

When required, a Confined Space shall be cleared of airborne contaminants using a suitable purging agent such as air or nitrogen.

The purging agent used for ventilation shall not be pure oxygen or gas mixtures with an oxygen concentration greater than 21%.

Substances including purging agents that are likely to be hazardous shall be removed prior to entry. The equipment used for purging and ventilation of flammable contaminates shall be designed for use in explosive gas atmospheres.

6.2 Communications

A means of communication between the *Standby Person* and workers accessing the Confined Space must be established and maintained. The system for communicating an evacuation to those entrants must be agreed before any workers enter the Confined Space. In addition, the *Standby Person* must have an appropriate means of VHF radio communications to initiate a call for emergency response.

Caution For Confined Space entries in areas with potential explosive atmospheres (such as sulphur storage), intrinsically safe radios shall be used. Mobile phones are not permitted.

7 ATMOSPHERIC TESTING AND MONITORING

Testing and monitoring of the Confined Space atmosphere shall be conducted prior to and during a Confined Space entry. The atmospheric test will include oxygen levels, hazardous or flammable gases, and potentially harmful substances.

Testing and monitoring devices shall be intrinsically safe, calibrated to the manufacturer's specifications and functionally checked before and after each use. Prior to testing a Confined Space atmosphere, the gas detecting equipment will be started in fresh air and a functional test conducted to verify the operation of the sensors, alarms, and calibration status.

Gas test and monitoring equipment shall be calibrated and certified by a competent person every 180 days. In addition, the equipment will be Bump Tested before after each use, before being placed back into service. Any device that fails the bump test shall be placed out of service and repaired.

Atmospheric gas testing shall be conducted and recorded on the Confined Space Permit:

- Prior to initial entry.
- Prior to re-entry if the space has been unoccupied.
- When applicable, at the timing nominated in the Confined Space Permit.

Initial gas testing should be done from outside the Confined Space by inserting a sample probe and/or portable gas detection device at appropriately selected access holes, nozzles, and openings. Because contaminants can settle at different levels, each part of the Confined Space should be tested—side-to-side and top to bottom.

The table below provides guidance on the minimum conditions required before entry.

Table 2: Minimum Confined Space Safe Entry Conditions

	Methane (CH_4)	Oxygen (O_2)	Hydrogen sulphide (H_2S)	Carbon monoxide (CO)	Sulphur dioxide (SO_2)
Safe Entry	Below 5%	20 to 23%	0 to 9 ppm	0 to 29 ppm	0 ppm

The safe entry levels in the table above are the minimum requirements for accessing a Confined Space. No access is permitted if these levels cannot be achieved or maintained.

If the gas test device alarms while a worker in in a Confined Space, regardless of alarm level, they are to immediately exit the Confined Space and not re-enter until the safe entry levels are obtained.

If an acceptable gas test can only be obtained or maintained with the forced ventilation on, then the power supply to the ventilation system must be included on the isolation list and tagged to safeguard workers in the Confined Space.

8 VENTILATION

When ventilation of the Confined Space is required, the means of ventilation must be secured, for example doors secured open, exhaust fans secured in the appropriate position. The means of ventilation must not be obstructed.

When considering what ventilation system to adopt, it is important to understand the reasons for ventilating the Confined Space being:

- to maintain the level of oxygen within a range of 19.5 to 23.5%.
- to remove flammable air contaminants.
- to remove toxic air contaminants.

When developing a ventilation plan the following should be considered:

- **Previous Contents**: If the Confined Space is a process or storage vessel, has it been drained and cleaned? The more residues that can be removed the less effort that will be required to achieve adequate ventilation.
- **Internal Obstructions**: Are there baffles or obstructions that will adversely affect airflow? If so, ensure the ventilation system is adequate to remove contaminants from pockets and dead ends.
- **Existing Openings**: The number, location, and relative position of all openings into the Confined Space should be noted. These openings may be used either for exhausting contaminants out of the space or for drawing natural air into the Confined Space.

- **Natural Drafts**: Draft patterns through the openings of a Confined Space may influence the positioning of air moving equipment.

8.1 Supply versus Exhaust Air Ventilation

The decision on whether to force air into the space or exhaust depends largely on the nature of the space and the contaminants that are likely to be present. Forcing air into a space may create turbulence, which can agitate gases and vapor's and evaporate residue. Positive ventilation is appropriate where contaminant levels are relatively low.

Consideration must be given to the concentration of contaminants that may exist in the exhausted air, which could adversely affect workers in adjacent areas.

- **Location of Ventilation System**: The location of the blower or exhaust ventilator should ensure that make-up air is drawn from a fresh air source. The vapor density of the contaminant must be considered.
- **Welding**: if welding or related processes are to occur within the Confined Space, consider the flammability and thermal decomposition products of the coating material, and endeavour to have the inlet point to the exhaust as close as possible to the source of contamination.
- **Conveyor Belt or Lining Repairs**: Will the work being undertaken in the space introduce an atmospheric hazard into, or change the work environment within the space, which may adversely affect the health and safety of the occupants?

9 ELECTRICAL EQUIPMENT

Portable electrical equipment shall be:

- Connected (individually or collectively) to an earth-free, protected extra-low voltage (less than 50 V_{AC} or 120 V_{DC}) supply from an isolating transformer outside the Confined Space, or protected through a Residual Current Device which complies with AS/NZS 3190:2016 Approval and test specification - Residual current devices and is located outside the Confined Space.
- Where an installed Residual Current Device is not situated at the power outlet to be used, a portable Residual Current Device shall be used and located external to the space, the Residual Current Device shall be tested by the operator prior to use.
- Intrinsically safe electrical equipment including Class T4 headlamps and radios shall be used where there is potential for flammable substances to be present in a Confined Space.
- Lighting shall be battery powered or Extra Low Voltage (ELV), where practicable. Where available, it is recommended that brushless cordless powered or double insulated electrical tools be used; and
- Wherever practicable, cables for lights and other equipment shall be fed into the space via an entry separate to the one used by people. Where practicable electrical cables entering a Confined Space should be suspended or additional protection put in place to prevent physical damage to the cables.

10 HOT WORK

Hot Work such as welding, grinding or oxy-acetylene operations being conducted within a Confined Space shall be undertaken under both the Confined Space Permit and Hot Work Permit authorised by the *Permit Approver*.

Where Hot Work is being conducted in a Confined Space, one *Standby Person* may assume the roles of both *Hot Work Spotter* and *Confined Space Standby Person*, if determined safe to do so in the Job Hazard Analysis or Safe Work Method Statement for the work.

While undertaking hot works within the Confined Space an extraction ventilation system may be required to be established directly at the hot works location to ensure that a safe atmosphere is maintained during the hot work activity.

11 OTHER EQUIPMENT

Where practicable, non-sparking tools shall be used where there is potential for combustibles in the space.

Except for use with Self Contained Breathing Apparatus, no cylinder of compressed or liquefied gas shall be taken into a Confined Space. Gas hoses shall be leak-tested before use in the space and located, suspended, or otherwise guarded to prevent accidental damage. The hoses should be removed during meal or rest breaks and at the completion of work. Refer to AS 1674:2007 Safety in welding and allied processes.

Combustible engines, vehicles and generators operating close to the opening of the Confined Space can cause a build-up of exhaust gases, including carbon monoxide, in the space. The possible impact of combustion engine in the vicinity of a Confined Space Entry must be assessed by the work group when reviewing the Job Hazard Analysis or Safe Work Method Statement for the works and the required control actions shall be implemented prior to entry.

12 RESCUE PLANS

A Confined Space Rescue Plan specific to the Confined Space shall be attached to the Confined Space Permit.

Confined Space Rescue Plans shall be developed and documented in consultation between the *Supervisor*, workers, undertaking work in a Confined Space and in consultation with the HSES team and emergency response personnel where available.

Development, reference to and use of any agreed standard rescue plans for the area or activity shall be in consultation with HSES team and emergency response personnel where available.

The Confined Space Rescue Plan shall detail the appropriate equipment for emergency response including breathing apparatus, lifting frame, stretcher, haulage and belay systems for safe access and the extraction of an incapacitated person from the Confined Space.

Workers performing a rescue must be adequately trained, and must be provided with air-supplied respiratory protective equipment if they enter a Confined Space in an emergency in which:

- the atmosphere in the Confined Space does not have a safe oxygen level.
- the atmosphere in the space has a harmful concentration of an airborne contaminant; or
- there is a serious risk of the atmosphere in the space becoming affected in the way referred to above while the worker is in the space.

Confined Space Rescue Plans are document controlled and accessible from the Document Hub on My Port.

13 REFERENCES AND RECORD MANAGEMENT

13.1 Exposure Standards

To comply with the Work Health and Safety (General) Regulations 2022, monitoring of workplace contaminant levels for chemicals with exposure standards may be necessary. The results of air monitoring must be recorded and kept for 30 years after the date the record is made.

13.2 Permits and Authority to Work

A copy of the Authority to Work, other permits and associated documentation must be stored in an accessible location known to all workers, as well as at the location where the task is being performed to ensure all workers are able to review them as required. References.

13.3 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Procedure are shown in Table 3 below.

Table 3: Legislation, Standards and Codes of Practice

Document Reference	Document Title
Safe Work Australia	Code of Practice – Managing the work environment and facilities
WorkSafe WA	Confined Spaces – Code of Practice 2022
Safe Work Australia	Confined Spaces – Model Code of Practice
AS/NZS 2865:2009	Confined spaces
AS/NZS 1715:2009	Selection, use and maintenance of respiratory protective equipment
AS/NZS 1716:2012	Respiratory protective devices
	Work Health and Safety (General) Regulations 2022
	Work Health and Safety Act 2022

13.4 Southern Ports Documents

Southern Ports documents referenced in this Procedure are shown in Table 4 below.

Table 4: Southern Ports Documents

Document Reference	Document Title
D16/990	Authority to Work
D16/10	Authority to Work and Permit Procedure
D18/2169	Barricading, Guarding and Signage Procedure
D19/6990	Confined Space Permit
D15/333	Engine Immobilisation, Hot Work or Confined Space Entry on Ships
D19/6479	Hot Work Permit
	Isolation and Tagging Procedure
D18/11692	Risk Management Framework
D18/24902	Work Health and Safety Management Plan
D19/6771	Work at Heights Permit

13.5 Definitions

Definitions for terms used in this procedure are shown in Table 4 below.

Table 5: Southern Ports Documents

Document Reference	Document Title
Authority to Work	An Authority to Work is a document approved by an authorised and competent Southern Ports *Supervisor*, *Manager* or *Superintendent*

Table 5: Southern Ports Documents

Document Reference	Document Title
	to authorise any task undertaken by a Contractor (or for simultaneous works conducted by Southern Ports employees) within a Port's marine or land boundaries.
Bump Test	Process to ensure the atmospheric monitoring device is fit for operational use in accordance with original manufacturers specifications. It is recommended test gases be used prior to each use to confirm operation.

Confined Space	As defined in the Work Health and Safety (General) Regulations 2022, a Confined Space means an enclosed or partially enclosed space that:
	• is not designed or intended to be occupied by a worker
	• is, or is designed or intended to be, at normal atmospheric pressure while any worker is in the space
	• is or is likely to be a risk to health and safety from:
	  ○ an atmosphere that does not have a safe oxygen level, or
	  ○ contaminants, including airborne gases, vapours, and dusts, that may cause injury from fire or explosion, or
	  ○ harmful concentrations of any airborne contaminants, or
	  ○ engulfment.
	Each space shall be assessed with the above criteria to determine if it is classed as a Confined Space prior to entry.

Confined Space Entry	Entry into a Confined Space means a worker's head or upper body is in the Confined Space or within the boundary of the Confined Space.
Control Measure	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 Work Health and Safety (General) Regulations 2022 to assist duty holders to select the highest control measures reasonably practicable. **Note** The Work Health and Safety (General) Regulations 2022 also refer to a control measure as a risk control measure or a risk control.
Hazard	A situation or thing that has the potential to harm a worker. Hazards at work may include noise, mobile plant, chemicals, energy, falls from heights, psychosocial hazards.
May, Should	Recommended, but discretionary.
Must, Shall, Will	Mandatory.
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, 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 carried out and identifies and controls all plant, equipment and environment risks at the location they are being carried out. 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

Table 5: Southern Ports Documents

Document Reference	Document Title
	documented safe system of work is amended to clearly identify additional hazards.
Safe Work Method Statement	A Safe Work Method Statement (also known as a Safe Work Instruction) is required under the Work Health and Safety Act 2022 for high risk construction work. 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. 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 carry out a job.
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.