



# **Contractor Handbook**

## **A Summary of HSE and Security Requirements Southern Ports – Esperance**

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## ACCIDENT or EMERGENCY CONTACTS

Notify in all cases Southern Ports – Esperance Emergency Number:

**0428 712 111**

If required ring emergency services on:

**000**

### OTHER KEY CONTACT NUMBERS

Site Security	(08) 9072 3366
Deputy Harbour Master	(08) 9072 3345
Southern Ports - Esperance Administration	(08) 9072 3333
Manager Maintenance and Port Operations	(08) 9072 3375
Safety & Security Manager	(08) 9072 3382
Mechanical Maintenance Superintendent	(08) 9072 3373
Electrical Maintenance Superintendent	(08) 9072 3379
Terminal Supervisors	(08) 9072 3365
Environmental Manager	(08) 9072 3388

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## SECTION A – SPECIFIC SAFETY REQUIREMENTS

### 1. INTRODUCTION

This Handbook summarises the rules, procedures, policies and standards primarily for contractors or sub-contractors who accesses the Southern Ports – Esperance (SP-Esp) but can be used by others such as consultants.

The requirements of this document form part of any conditions for work being undertaken on SP-Esp site. These requirements apply at all times during which the contractor or sub-contractor is performing work within the SP-Esp site, or within any SP-Esp premises and working on SP-Esp facilities plant or fixtures.

### 2. PORT FACILITIES

- **Berth 1** is a land-backed berth that accommodates grain vessels. Its dimensions are:
  - Length of berth 244 metres;
  - Height of berth 3.78 metres above Chart Datum;
  - Maximum deadweight of vessel approximately 75,000 tonnes;
  - Typical vessel LOA of 225.0 metres;
  - Maximum beam of vessel 32.3 metres; and
  - Vessels normally berth port side alongside.
- **Berth 2** is also a land-backed berth that handles general cargo vessels including fertiliser, sulphur, fuel and nickel. Its dimensions are:
  - Length of berth 213 metres;
  - Height of berth 3.78 metres above Chart Datum;
  - Depth of fendering arrangement from wharf face 1.55 metres;
  - Maximum deadweight of vessel approximately 75,000 tonnes;
  - Typical vessel LOA of 225.0 metres;
  - Maximum beam of vessel 32.3 metres; and
  - Vessels berth either side to, but normally port side alongside.

Larger vessels (260 m and longer) can be moored along the Berth 1 and 2 for container exchanges.

- **Berth 3** is a dolphin berth that services iron ore ships. Its dimensions are:
  - Length of berth 230 metres;
  - Height of berth 5.56 metres above Chart Datum;
  - Maximum deadweight of vessel approximately 200,000 tonnes;
  - Maximum LOA of vessel 300.0 metres;
  - Minimum LOA. of vessel 165.0 metres;
  - Maximum beam of vessel 60.0 metres (Note that the maximum reach of the loader is 31.7 metres; and
  - Vessels berth starboard side alongside.



### **3. POLICIES AND PROCEDURES**

At all times persons on site must comply with legislative requirements as well as SP-Esp requirements. Check with your SP-Esp representative to confirm you have identified all relevant permits, policies and procedures. Should you sub-contract any work, it is your responsibility to ensure the relevant information is passed on to the sub-contractor and that they comply with same.

### **4. ONLINE INDUCTION**

Personnel employed by the Contractor will be required to participate in the induction program provided by SP-Esp which covers health, safety, environment and security (MSIC) matters. It is the Contractor's responsibility to ensure its employees and all sub-contractors have completed the SP-Esp induction. See the Security Requirements section in this Handbook for more information. Inductions are completed online, refer to link below.

<http://eps1.com.au/induct/web/index.html>website.

## 5. KEY SITE HAZARDS

This section outlines key hazards which can exist in the Port.

### 5.1 Mooring Lines

Parting mooring lines, due primarily to surge and swell conditions are a significant risk. Other factors that can contribute to increasing risk of parting lines include 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 shot gun. However, there is no time to respond as the line lashes back in a split second, with serious consequences for anybody in 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. Report any safety concerns to your Supervisor or SP-Esp's Shift Supervisor for any concerns about poor quality lines, poorly tended lines, or if you witness a parted line. Contact details are at the front of this Handbook.

### 5.2 Rail Facility

A Rail Facility forms part of the port's infrastructure which comprises a single run-around track, a rotary car dumper (RCD) track with connecting turnouts to provide for operating flexibility.

Special conditions apply to working in, and adjacent to, the rail corridor. Contact the Terminal Supervisor for more information on permit and license conditions.

**DO NOT** enter the rail corridor without authority from the Terminal Supervisor.

Unless otherwise authorised, pedestrians may only cross the rail corridor at over-line pedestrian footpaths. **NEVER** climb between wagons. Wagons can move at any time without warning.

Ten (10) metre rail markers are located at each rail crossing, where rail rolling stock, a train or shunt tractor are within this 10 metre demarcation zone at road rail crossing, no access is permitted. If you have any doubt whatsoever, then DO NOT cross, travel to the next crossing.

## 6. SP-ESP SHIPLoadERS

Permanent shiploaders are located on Berths 2 and 3. Authority to work on shiploaders is required on **ALL** berths or other bulk handling equipment such as conveyors and transfer towers. See the contacts list at the front of the Handbook or contact the Terminal Supervisor.

**Berth 2 container and bulk products discharge grab.**



**Berth 3 Iron Ore shiploader.**





## 7. MARINE OPERATIONS

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

Contractors or sub-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 or sub-contractors and their staff will be required to clear the berth until the activity is complete and the 'all clear' is given.

Contractors and sub-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. 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 overnight.

Scaffolding placed under wharves must be securely fastened and capable of withstanding environmental conditions including strong surges and prop wash.

## 8. LEGAL REQUIREMENTS FOR HEALTH AND SAFETY

A number of legal provisions apply to Occupational Safety and Health (OSH) at SP-Esp depending on the type of work and the location. These include the following:

- Occupational Health and Safety Act 1984 and Regulations
- Mines Safety and Inspection Act 1994 and Regulations
- Rail Safety Act 2010
- Australian Maritime Safety Authority Marine Orders.

Check with an OSH Team if you are not clear which legislation applies where.

### Legislation (Acts and Regulations)

Applicable legislation can be accessed at; <http://www.slp.wa.gov.au/Index.html> and Australian Maritime Safety Authority marine orders at; [http://www.amsa.gov.au/shipping\\_safety/standards\\_and\\_regulations/index.asp](http://www.amsa.gov.au/shipping_safety/standards_and_regulations/index.asp)

### Australian Standards/New Zealand Standards (AS/NZS)

Legislation sometimes requires compliance with particular AS/NZS. These can be purchased from <http://infostore.saiglobal.com/store/>

### Codes of Practice and Other Requirements

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

- Safe Work Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>
- Resources Safety (Mines): <http://www.dmp.wa.gov.au/6611.aspx>
- Worksafe WA: <http://www.commerce.wa.gov.au/WorkSafe/>

## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personnel working or moving within the SP-Esp site shall wear the PPE outlined in Table 1.

**Table 1 – Mandatory PPE**

Operational Personnel	Visitor
High visibility long sleeve shirt with retro-reflective strips (AS4602:1999 Class N garment).	Long sleeved shirt (high visibility with retro-reflective strips or vest with same that meets Class N garment).
Long pants with retro-reflective strips on the upper thigh (AS4602:1999 Class N garment).	Long pants
Safety footwear with lace up ankle support. (AS2210)	Safety footwear
Safety glasses compliant to AS1337	Safety glasses
Helmet and Gloves	Helmet

A shaded hard hat brim or neck shade and gloves to protect the back of the hands are strongly recommended if working outdoors for greater than 15 minutes.

PPE is required to be used correctly (i.e. shirt sleeves rolled down and buttoned). Shirts are to be tucked in to avoid the risk of being caught on, or by, moving machinery.

SP-Esp personnel, contractors and sub-contractors should refer to the full PPE details in Personal Protective Equipment (PPE) Procedure SPAPLAN2.

### 9.1 Working on, over or near Water

A personal flotation device (PFD) is to be worn where there is a risk of falling into the water or within 1.5 metre of the water's edge where there are no handrails.

### 9.2 Additional PPE – Loading of Metal Concentrates

Protective coveralls, a P2 dust mask and gloves are required when working on a berth where metal concentrates are being bulk loaded. Always refer to the relevant Safety Data Sheet (SDS) and your hazardous substance risk assessment for guidance on PPE requirements.

**PERMIT TO WORK (Must be accompanied with a current JHA)**

A Permit to Work must be obtained from a SP-Esp Terminal Supervisor prior to conducting any work that meets the following criteria. Penalties can apply under the Port Authorities Act 1999 for failure to comply with permit conditions. Work Permits may be withdrawn without notice if conditions are not followed.

Obtain Permit Applications from SP-Esp website [www.epsl.com.au](http://www.epsl.com.au)

Applications must be received at least **48 hours prior to the works being carried out (business hours)**. Applications can be emailed to; [terminalsupervisors@southernports.com.au](mailto:terminalsupervisors@southernports.com.au)

**Table 2 – Activities Requiring a Permit**

Work Type	Examples of related work activities
Authority to work	Access ladders, maintenance works.
Abrasive Blasting	Any abrasive blasting on any infrastructure, plant and equipment in the Harbour and within the Port boundary.
Chute Access Permit	Maintenance works
Confined Space Written Authority	Any work in an enclosed or partially enclosed space which is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: <ul style="list-style-type: none"> <li>(a) An oxygen concentration outside the safe oxygen range.</li> <li>(b) A concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation.</li> <li>(c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion.</li> <li>(d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. [NB “engulfment” is defined as <i>the immersion or envelopment of a person by a solid or liquid (e.g. grain, sand, fertilizer) that is stored within the confined space.</i>]</li> </ul>
Dive	Any work carried out below the surface of the water either by a professional dive company, SP-Esp divers or the Contractor’s own divers. This will include divers using self-contained breathing equipment, surface supplied air system or snorkel, mask and fins type equipment.
Excavation and Penetration	Any disturbance and or removal of earth by digging. This can be by utilising manual means (shovel, spade), or machinery (loader, skid steer vehicle, backhoe, or excavator).
Fuel Transfer (Bunkering)	All transfers of bulk petroleum products (e.g. fuels and oils) particularly over or near water or in areas where spilled product is likely to enter the marine environment.

Work Type	Examples of related work activities
Hot Work	<ul style="list-style-type: none"> <li>Any work in a restricted area or on equipment which has contained petroleum products, or in areas where flammable gases or dusts may be present, or by the nature of its location, requires the permit to be issued.</li> <li>Hot work such as welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations that may increase the risk of fire or explosion.</li> </ul>
Shore Based Crane Lift	<p>Any shore based crane that involves a lift that is:</p> <ul style="list-style-type: none"> <li>A multiple crane lift;</li> <li>Over operating facilities where they may endanger personnel;</li> <li>Over or close to power lines;</li> <li>Using a work box (man cage);</li> <li>Load greater than 80% of the cranes capacity ;</li> <li>Over an occupied building;</li> <li>From a berth deck or jetty;</li> <li>Adjacent to a sheet pile edge; or</li> <li>Over Rail infrastructure.</li> </ul>
Traffic Awareness Plan	Where normal road conditions will affected traffic flow, pedestrian access, road signage, where deviations are required, escorting of large transport floats.
Work Afloat	Any activities undertaken either over the face of a berth, under a berth, on the water in the harbour or on the water in the channel, utilising any vessel, pontoon, floating platform or barge as a means of transport and working platform.
Works Adjacent to Rail	When any work is undertaken within three (3) metres of, above, below, or on a rail.
Working at Height	Where there is a risk of falling, working outside hand railing, scaffolding and working off roofs.

### 9.3 Responsibilities of Permit Applicant

The person receiving the Permit to Work is responsible for ensuring:

- Only skilled, qualified, trained and competent authorised personnel perform the work, adhering to the conditions of the work permit.
- All hazards are identified and precautions are put in place.
- The Permit is readily available for sighting by an authorised SP-Esp representative.
- The area and/or equipment are made safe prior to handover.

#### **9.4 Excavation or Penetration Work – Dial Before You Dig**

It is imperative that contact is made with Dial before You Dig (ring 1100) in addition to contacting SP-Esp to ensure that all underground services (which may belong to externally regulated bodies) are identified.

An authorised Excavation / Penetration permit by the relevant SP-Esp representative will be required prior to any works commencing which involves an excavation or a penetration.

All SP-Esp underground services drawings can now be accessed via the SP-Esp Electrical Superintendent.

All excavations and penetration shall be hard barricaded and sign posted appropriately.

#### **9.5 Ventilation**

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 Ventilation Officer a confined space permit may also need to be raised.

### **10. INCIDENT AND ACCIDENT REPORTING**

You must report to SP-Esp any incident, near miss or damage including environmental incidents, pollution or spills. Where an investigation is required, it must be undertaken immediately by a suitably competent person with the final results forwarded to SP-Esp with seven (7) working days.

Contractors not directly engaged by SP-Esp should use their own incident report form and investigation form. SP-Esp expects a basic level investigation to be completed within 48 hours.

### **11. HOURS OF WORK**

Operations at the Port are conducted 24 hours a day. You may work at any time as agreed with SP-Esp provided:

- Fatigue is managed.
- Noise restriction requirements are met, for example Environmental Protection (Noise) Regulations and the town of Esperance requirements.
- Workers have the ability to call any required emergency services should the need arise.
- SP-Esp security requirements are met.

### **12. ENTRY INTO SP-ESP PREMISES**

Arrangements must be made with a SP-Esp representative prior to work commencing on site and upon completion of the job.

Persons shall not enter or attempt to enter the site or other facilities other than by recognised gates or other entrances as directed by a SP-Esp representative supervising the works. All personnel shall hold a current Maritime Security Identification Card (MISC).

No persons shall enter any other part of the site, other than the permitted location of their work, except with the prior permission of SP-Esp representative supervising the work.

### **13. ALCOHOL AND DRUGS**

SP-Esp has a “zero” tolerance to alcohol and other drugs.

No alcohol or other drug shall be brought onto site.

It is a condition of entry to SP-Esp worksite that all employees, contractors and subcontractors will submit to random alcohol and drug testing if requested by an appropriately authorised SP-Esp representative. Positive results will be treated in accordance with SP-Esp's Drug and Alcohol Management Procedure.

#### **14. SMOKING**

SP-Esp smoking policy specifies that smoking is not permitted:

- inside any building including offices, amenities, workshops, conveyor galleries, shipping galleries or transfer towers;
- in any vehicle or plant including forklifts, cranes, trucks, work boat or launch;
- within 5 metres of any entrance to a building;
- within 5 metres of any open window to a building;
- on any veranda or building lean to, that is 50% or more enclosed;
- within 5 metres of any other person unless they are also smoking;
- on Berth 1 when a grain, woodchip or fuel is loading or discharging;
- on Berth 2 when there is a fuel tank ship discharging;
- on Berth 2 when there is dangerous goods being loaded or unloaded; and
- Within any area sign posted as a non-smoking area (such as fuel bowzers) or near any flammable or combustible substance.

Cigarette butts must be disposed of in a suitable waste receptacle and must not be discarded on the ground, in gardens or into the water.

#### **15. MINE SITE REQUIREMENTS**

Areas of the Port and its operations that are associated with storing or handling of mining materials are deemed to be 'mine site' under the Mines Safety and Inspection Act 1994 and Regulations 1995. SP-Esp has adopted management of its port area as a "mine site" to ensure unified minimum standards across the site. The exception is grain loading operations at Berth 1 which are under the control of CBH. Activities undertaken on Berth 1 by SP-Esp or its contractors will comply with Mines Safety legislation.

A mine site has a number of specific requirements when compared with the Occupational Health and Safety Act 1984 and Regulations, most notably in regards to electrical installations and equipment.

Each mine site has a registered manager (Mine Manager) who is responsible on a daily basis for the control and supervision of the mine and must so far as is practicable:

- (a) manage and control the operation of the mine in accordance with the Mines Safety and Inspection Act 1994 (the Act) and Regulations 1995;
- (b) ensure that every person who is appointed to perform any duty under the Act and Regulations understands the nature and scope of that duty; and
- (c) Ensure that every person performs all duties imposed on them under the Act and Regulations.

When operating on a mine site you must comply with any directions of the Registered Manager or his delegate for that site.

## **16. PORT OF ESPERANCE CONTRACTOR AND SUB-CONTRACTOR REQUIREMENTS**

### **16.1 OSH Legislation**

As per Section 7 all contractors and sub-contractors are required to know which occupational health and safety legislation applies to the work they are undertaking:

1. Mines Safety and Inspection Act 1994 and Regulations 1995: All areas within the confines of the SP-Esp security fence and any shed where mining materials are being stored or handled.
2. Navigation Act 1912 (superseded by Navigation Act 2012 from 1 July 2013) and corresponding Marine Orders for stevedoring operations or vessel loading and unloading.
3. Rail Safety Act 2010 when working within the rail limits.
4. Occupational Safety and Health Act 1984 and Regulations 1996 for all other instances including Public access land.

In addition the Port Authorities Act 1999 applies in all instances.

### **16.2 Auditing Requirements – Project Work**

Contractors and sub-contractors may be required to provide or participate in a compliance audits of their safety management systems as it relates to their works. SP-Esp will advise if and when this is required.

The report, along with any identified non-compliances, observations and recommendations, is to be submitted to SP-Esp within fourteen (14) days of the date indicated for completion of the audit. The resulting action list and expected completion dates for the recommendations are to be clearly identified. The status of any identified corrective actions is to be tabled at project meetings.

### **16.3 Site Inspections**

The Contractor shall allow SP-Esp representatives access at any time to plant, equipment, personnel and records, when requested, to enable SP-Esp to inspect or audit any aspect of the Contractor's operations relevant to occupational safety, health and environment.

### **16.4 Safety Management Plan and Job Hazard Analysis**

Contractors working within SP-Esp's port area are required to have a Safety Management Plan unless work is of a minor nature.

Where work is of a routine or minor nature a Job Hazard Analysis (JHA) or other similar hazard identification and control document is suitable along with standard safe work procedures (SWP's). If in any doubt, please discuss with your SP-Esp representative.

### **16.5 Managing Hazards and Risks**

Contractors and sub-contractors must formally identify hazards and risks associated with the work being undertaken and implement appropriate controls.

A Risk Assessment will be required to address the hazards and associated risks for the works that are to be undertaken detailing the activities in sequential order of the scope of works along with the proposed mitigating controls. It is to be initially developed by the Contractor by a minimum of two (2) persons, with at least one of these persons being the primary supervisor.

The Risk Assessment will essentially comprise of four (4) separate components these are –

**1) Establishment**

- Pre-Mobilisation (where applicable)
- Mobilisation
- Site Set-up

**2) General Works**

- Such as but not limited to Cranage, MEWPs, Hot Works, Scaffolding, Loading, Unloading, Tele-handling, Night Shift.

**3) Scope of Works**

- Items that have been risk assessed in the “General Works section” which are relevant to the “Scope of Works” are to be grouped and included in the first line item of this RAW along with their associated references.
- Will include each of the required components of the scope of works, example replacing feeder chute, installing substation, Hughes road upgrade.

**4) Demobilisation**

Risk Assessment Workshop (RAW) will be required to be undertaken on submission of the Risk Assessment to SP-Esp. The Risk Assessment is to be presented by the Senior Port User / Contractor personnel managing the works to a panel of SP-Esp representatives where the amendments or inclusions notes from the workshop are to be recorded by the Contractor that are to be incorporated into the Risk Assessment prior to its formal and final submission to SPA SP-Esp, a copy of these notes to be given to SPA SP-Esp prior to leaving the workshop.

Documentation such as a JHA, or safe work procedure provides evidence of identifying and managing the risks.

Contractors and sub-contractors must ensure that their personnel are covered by the safe work document and are instructed and trained in the implementation of the JHA, signing off on the document to show they have been instructed and trained in its implementation.

JHA's remain live for five days at which time the JHA will need to be re-written and approved.

**16.6 Construction Work**

Construction work will be undertaken in accordance with the Mines Safety and Inspection Regulations 1995 or OHS Regulations 1996.

Construction works means –

- the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located; or
- work on which a hoisting appliance or any scaffolding or shoring is used or intended to be used; or
- work in driving or extracting piles, sheet piles or trench sheet; or
- work in laying any pipe or work in lining pipe that is carried out at or adjacent to the place where the pipe is laid or is to be laid; or
- road works, earthworks or reclamation.



### **16.7 Pre-start and Toolbox Meetings**

Contractors and sub-contractors are to ensure that pre-start meetings are conducted prior to the commencement of every shift and toolbox meetings are held on a monthly basis, with minutes taken and a copy forwarded to SP-Esp's OHS administration representative.

### **16.8 Insurance and Other Documentation**

Contractors and sub-contractors are required to provide evidence of the following documentation, certificates and accreditation:

- Workers Compensation and Employer's Indemnity Policy;
- Public Liability Insurance;
- Motor Vehicle Registration;
- Property and Equipment Insurance;
- Professional Indemnity Insurance (where required by SP-Esp);
- Third Party Insurance; and
- Company Safety and Health and Environment Policy.

Each of the Contractor or sub-contractor's insurance policy held with the company, must be endorsed by Southern Ports Commercial department, and authorised to operate as an insurance company in Australia, carrying out insurance business in Australia.

The Contractor or sub-contractor is required to maintain each policy of insurance required to the amount agreed upon by SP-Esp. The Contractor or sub-contractor is not to do or permit to be done any act or thing whereby any policy of insurance may become void.

### **16.9 Project Safety Review**

Some projects may require a project safety review to be held prior to any work commencing on the site in consultation with your SP-Esp representative. The Contractor or sub-contractor is to ensure that all their employees and sub-contractors employed by them are aware of all regulations, requirements, laws and standards pertaining to the work to be carried out.

## SECTION B – SPECIFIC SAFETY REQUIREMENTS

### 17. PLANT, VEHICLES AND EQUIPMENT

You must hold the appropriate license to operate any vehicle or plant.

Vehicles, plant and equipment other than required for the work are not permitted on the site or work areas. Plant and vehicles must be licensed. There may be some exceptions within roads not open to the public, for example front end loaders; however this needs to be cleared with the SP-Esp representative.

Cranes are to carry a current copy of the Certification of Inspection for Classified Plant (DMP). You will be requested to produce evidence of your licence or qualification prior to engagement.

All classified plant must be inspected prior to entering site.

Do not block any entry, gateway or access so as to prevent the free access of other vehicles, obstruct fire hydrants, hose boxes or other safety equipment or 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. Inside the Port this is permissible with traffic awareness plan in place. Refer to SP-Esp Traffic Management procedure.

#### 17.1 Mobile Elevating Work Platforms (MEWP)

MEWPs must be maintained, inspected and operated in accordance with the manufacturer's instructions. A pre-start check is to be made and a logbook must be maintained on each MEWP.

MEWPs are to carry a current copy of the Certification of Inspection for Classified Plant (DMP). You will be requested to produce evidence of your licence or qualification prior to engagement.

All classified plant must be inspected prior to entering site.

Stability of the MEWP is a critical factor. **Never work in close proximity to seawall walls or embankments** as these areas can be prone to undermining from sea-state, tidal movements and also damage from storm water runoff. A physical barrier should be used to ensure a safe distance is maintained over time.

Tyre deflation and uneven ground surface can significantly affect the stability of a MEWP. Always check ground conditions and for the presence of underground services and include in the JHA. If surfaces are soft, consider the use of mats, steel plates or timber sleepers to distribute the operational load.

Esperance frequently experiences strong wind conditions. The JHA must assess the likely wind conditions and ensure the wind loading does not exceed the manufacturer's instructions.

A minimum of two personnel are required for any job using a MEWP. A licensed operator is required on the ground when using a MEWP in an area where traffic movement is expected or where the JHA requires.

A High Risk MEWP licence must be held by the operator and the spotter (where used) as the spotter may be required to operate the equipment if an emergency situation arises.

The area around a MEWP must always be cordoned off when in use. Where there is a likely risk the MEWP could be hit by a vehicle or plant due to proximity, a mechanical barrier shall be used.

A traffic awareness plan is required where MEWP's are used on a roadway or road shoulder where interference with traffic is likely. If the MEWP encroaches on a laneway, traffic must be diverted around the MEWP if sufficient room is available for safe operations. If the laneway must be closed down to one lane, traffic controllers are required.

Where the MEWP is being used near power lines a JHA and work permit will be required. It is imperative that exclusion zone distances are maintained and a spotter is assigned (the spotter must have no other tasks).

Access and egress from a MEWP when in the elevated position is prohibited unless all of the conditions outlined in AS2550.10 Cranes, hoists and winches – Safe use – Part 10: mobile elevating work platforms are met.

## 17.2 Working Suspended Over Water – Harness

Harnesses used for working over water should have a built in personal flotation device (PFD). The alternative is to wear a separate harness and PFD.

When working over water and not attached to the MEWP basket by a harness, a chin strap must be worn to secure helmet in case of a fall.

A rescue flotation device (e.g. life ring) must be readily available when working over water in addition to PFDs. Ensure workers know where rescue ladders are located on the wharf edge. Refer SP-Esp working over water procedure.

When working in a MEWP or work box over water a spotter must be present at all times to guide the operator, monitor work and use the life ring for rescue if required.

This relates to SP-Esp maintenance workers who are required to operate in a workbox that is suspended over water to conduct maintenance tasks on the wharf face, wharf structure and on berth fenders. Other uses of a workbox outside these specific circumstances require full fall protection.

## 17.3 Explosive Power Tools

Contractors, sub-contractors and their employees 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 JHA. The user must hold the appropriate licence or be able to prove and provide evidence of training. Proper safety signs must be erected and correct warnings given prior to firing.

Eye and hearing protection shall be used in all cases when using this tool. The PPE shall include a full-face shield. Other workers in the near vicinity may require similar standards of PPE.

#### **17.4 Machine Safety Guards**

Do not remove any safety guard unless authorised by a SP-Esp representative supervising the works. If a guard is removed, ensure that it is securely replaced on completion of the job. Machinery is not to be run with the guards removed. Isolation and tagging procedures are to be applied prior to any guard being removed.

#### **17.5 Isolation and Tag Out**

Isolations are to be carried out using the correct procedures at all times. Any failure to tag out correctly could result in dismissal from site. Contractors are to ensure that their employees and sub-contractors are trained in these procedures and are to ensure that these procedures are followed. The SP-Esp representative supervising the works is to be advised of any isolation that may be required to be left active while the Contractor is off site for any length of time.

#### **17.6 Heavy Machinery and Cranes on Berth**

All berths within SP-Esp have specific deck loading parameters.

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

Wharf deck loading specifications are available on request from SP-Esp Technical Services department.

#### **17.7 Compressed Air and Pressure Vessels**

Compressed air is to be used only for air driven tools and other such uses that are acceptable by the Department of Mines and Petroleum.

Airline hoses, used for tools and other equipment must be positively secured to prevent uncontrolled 'whipping' in the event of a coupling becoming separated while under pressure. Air supply lines shall 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 Mines Safety and Inspection Regulations in respect to inspection and testing. Evidence of certification should be retained with the equipment.

#### **17.8 Supplied Air Respirators**

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 PPE is to be worn at all times while operating air supplied respiration equipment.

### **18. CRANES, RIGGING AND DOGGING**

Cranes must be used in accordance with legislative requirements and the manufacturer's instructions. Crane drivers, riggers and doggers are to be appropriately licensed (proof of licence must be produced prior to commencement of the work).

Barricading is to be erected around the swing radius of cranes and other lifting equipment.

Esperance frequently experiences high wind and inclement weather; ensure you know the wind limit that applies to your crane and have access to wind direction and wind speed information.

Cranes, elevated work platforms and other lifting equipment shall be inspected daily by the operator and recorded in a Daily Inspection Log. All defects and repairs needed shall be recorded in the log. Inspections and maintenance is to be carried out as recommended by the manufacturers and as referenced in the legislation.

Rigging activities are to be carried out by a qualified and competent rigger. Slings and other rigging equipment must conform to Australian Standards, be certified, display a quarterly inspection tag, documented on a register. SP-Esp may request a copy of the rigging register and inspect any slings prior to commencement of any lifting on the site. Any slings, chains or wire ropes found to be defective shall be removed from service and have an "Out of Service" tag applied.

Licensed riggers or dogmen are to operate with each crane as required by legislation.

## 19. LIGHTNING

Thunderstorms can produce different types of severe weather hazards, including lightning.

When working at SP-Esp, 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 (3) seconds of delay between an observed lightning flash and the audible thunder associated with that flash equates to a distance of approximately one (1) kilometre. Thirty (30) seconds flash-to-thunder time interval indicates that the lightning activity is approximately ten (10) kilometres away.

## 20. RADIO COMMUNICATIONS

Radio communications are used at the Port for a number of activities including marine vessel communication, shiploading at Berth 1, 2 and 3, rail operations and emergency situations.

It is important to follow the standard procedure for speaking on the radio. Only one person can speak at one time and while doing so they prevent anyone else from speaking.

SP-Esp operates on two way radio channels. Channel 1 for general site use and Channel 2 for operations on Berth 2.

Basic radio protocols include:

- Do not use the radio like a telephone;
- Ensure no-one else is transmitting at the same time;
- Wait for ongoing discussions to finish completely before beginning transmission;
- Identify yourself, your location and who you are calling properly when you make a call;
- Make your message brief but concise; and
- **DO NOT** swear or use inappropriate language.

## 21. OTHER GENERAL SAFETY REQUIREMENTS

### 21.1 Speed Limit

Speed limits at SP-Esp site are indicated via signage. Please ensure these are observed.

### 21.2 Working at Heights

All work carried out at heights must comply with legislation, standards and Codes of Practice. All equipment utilised in work at heights is to be operated and maintained to correct standards by competent trained personnel who hold a HR license

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

### 21.3 Scaffolding

The erection and dismantling of all scaffolding is to be undertaken by an appropriately qualified scaffolder. Scaffolding must meet the required Australian Standards 1576 and 4576 and the SPA SP-Esp Scaffolding Procedure.

### 21.4 First Aid

Contractors are to provide and maintain their own first aid equipment.

If an emergency situation occurs and the Contractor does not have access to a qualified first aid person, call the **Port Emergency Number on 0428 712 111** and advise of the situation. SP-Esp has a number of trained personnel on site and may be able to assist.

If **000** is called, SP-Esp Terminal Supervisor must be notified immediately so escorts can be arranged at the security gate.

### 21.5 Hazardous Substances

Safety Data Sheets (SDS) for hazardous substances or dangerous goods are to be maintained on site by the Contractor or sub-contractor for the duration of the work. The Contractor or sub-contractor is to ensure their employees adhere to the SDS including storage and handling and wearing of the correct PPE. SDS and chemical register shall be provided to SP-Esp before any chemical is authorised to come on site.

### 21.6 Pedestrian Safety

Use designated walkways and pedestrian crossings where these are provided. Be aware that vehicles and plant can be operating in any area at any time. Provision for safe pedestrian access to the worksite should be identified as part of the JHA process.

### 21.7 Safety Signs

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.

Contractors and sub-contractors are to provide additional safety signage as required for the work being carried out. They shall comply with the relevant Australian Standards.

### 21.8 Practical Jokes

Practical jokes and skylarking are not permitted at any time on SP-Esp site. Subsequent investigation may result in removal of access rights.

### 21.9 Ladders

Ladders are to conform to AS 1657 regulations and requirements and be labelled as an industrial ladder. They are to be used in accordance with correct procedures and are to be maintained in a safe and correct manner. Domestic rated ladders are not to be used on site.

### 21.10 Amenities

Employers are at all times to provide for the general health and hygiene needs of their employees, as required by Legislation.

### 21.11 Asbestos

A Fibrous and Dust Materials Management Plan is in place as required by the National Occupation and Safety Commission "Code of Practice for the Management and Control of Asbestos in Workplaces – NOHSC 2005". Before undertaking any work where asbestos may be present, ask your SP-Esp representative to check the Asbestos Register and identify its location.

## 22. ELECTRICAL SAFETY

Electrical wiring or equipment belonging to SP-Esp must not be removed from site unless authorised by SP-Esp representative supervising the works. All power tools must be double insulated and a residual current device used. Equipment must be in good condition and must be within test date (3 months in most cases).

Extension cords and leads are to be in good repair at all times. Leads are to be placed so as to avoid mechanical damage, being placed overhead where possible on insulated hangers. If this is not possible further mechanical means are to be employed to protect the leads. Leads are not to be placed across roadways in any circumstances; they must be run as aerial leads or taken underground. Electrical socket outlet adaptors, board adaptors, double adaptors and any other multiplier other than power boards fitted with an RCD are not permitted on site.

### 22.1 Electrical Installations and Equipment

All electrical installations and equipment must be in accordance with AS 3000 Electrical Installations – Wiring Rules.

The design, construction and testing of any electrical equipment to be installed or used in a hazardous area must be certified by the manufacturer as being in accordance with AS2380 Electrical Equipment for Explosive Atmospheres or an equivalent standard in another country that has been approved in writing by the WA State Mining Engineer.

### 22.2 Switching on or Cutting off Electrical Supply

A person must not switch on or off the electricity supply to or at a mine unless the person has been authorised to do so by the Registered Manager and has ensured that it is safe to do so.

### 22.3 Electrical Supervisor

Mine sites must have an Electrical Supervisor appointed by the Registered Manager for the site. The Electrical Supervisor is responsible for ensuring that all work is carried out in accordance with the Mines Safety and Inspection Regulations 1995.

### 22.4 Log Book – Electrical Work

All electrical installation work on a site is to be recorded in the Mines Electrical Log Book. The Log Book must contain up to date details and the location of all:

- high voltage cabling and equipment installed at the mine;
- main switches provided at the mine; and
- low voltage and high voltage cables installed in the ground.

Copies of any compliance and test certificates relating to equipment used or installed in hazardous areas must also be recorded in the electrical log book.

### 22.5 High Voltage Installations at Mine Sites

High voltage operators are appointed to be responsible for high voltage installations at mine sites. The isolation of any high voltage equipment for access, maintenance or repair purposes can only be carried out by a high voltage operator.

## 23. HOUSEKEEPING

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 shall 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 SDS 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-SP-Esp 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.

### **23.1 Storage of Tools and Equipment**

If it is deemed necessary, SP-Esp representative supervising the works may allow the Contractors, their employees and sub-contractors to store tools and equipment at the end of the workday. In such cases, SP-Esp representative supervising the works will designate a storage area for the Contractor's use. SP-Esp will take no responsibility for the tools and equipment stored on its sites.

## **24. FIRE PREVENTION AND PROTECTION**

Know the location of fire escapes, emergency exits, fire equipment and muster points. Keep fire escape routes and access to fire extinguisher equipment clear at all times. Identify any fire hazards in your JHA or risk assessment.

Fire extinguishers and fire hoses are located around the Port. Contractors are expected to have a suitable fire medium nearby if there is a fire risk due to the type of work.

## **25. WORK SITE BARRICADING AND SIGNAGE**

Ensure your work site is barricaded and appropriately sign posted to prevent inadvertent or unauthorised access.

## **26. WELDING AND CUTTING**

Welding, cutting, grinding, gouging, burning, and or dry sandblasting in controlled or hazardous areas will require a SP-Esp authorised Hot Work Permit.

Personnel involved in welding and gas cutting must wear appropriate PPE. All welding and cutting is to be carried out by qualified personnel only. Welding and cutting is not to be performed on drums, tanks, or any other containers until they have been correctly de-gassed and declared gas free.

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 checked each day. Leads and hoses must be placed so as not to create a tripping hazard, and should be protected from mechanical damage. They are not to be laid across roadways unprotected.

An appropriately stocked first aid kit is to be adjacent to the area at all times, and water for burns irrigation is to be available at all times.

In elevated areas where falling sparks could cause a fire or injury, fire proof blankets shall be used to isolate the work from surrounding areas. This applies to work such as welding, oxy-acetylene 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 3 metres apart, or separated by a wall with at least a fire rating of 1 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 shall be lifted only in racks or containers designed for that purpose. Slings are not to be used to lift cylinders.

## 27. HYDROCARBON AND HAZARDOUS MATERIAL SPILL

If there is a spill:

1. control the flow;
2. contain the product;
3. prevent the spill entering stormwater or the harbour;
4. keep others out;
5. switch of electrical equipment in the area if there is a risk of explosion and avoid mobile phone use near spill; and
6. clean up the spill.

Refer to the Safety Data Sheet.

Call SP-Esp Emergency number **0428 712 111** and advise location, type of spill, product quantity and persons involved if necessary.

## SECTION C - SECURITY REQUIREMENTS

It is a primary and continuing policy of SP-Esp that in the conduct of all its activities it will endeavour to protect the Security of all its property, equipment infrastructure and operations. SP-Esp will also endeavour to protect the security of employees, customers and others. It will seek 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'.

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 undertake security risk assessments and implement security plans to address identified risks.

### 28. 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 Ship and Port Facility Security (ISPS) Code, developed by the International Maritime Organisation (IMO) was the result.

The Maritime Transport and Offshore Facilities Security Act 2003 and the Maritime Transport and Offshore Facilities Security Regulations 2003 have been developed to implement the ISPS Code in Australia. Leading up to 1<sup>st</sup> July 2004, SP-Esp was required to upgrade its security and to implement new security arrangements. These have included:

- A Security perimeter fence separating the port land based logistical infrastructure from public accessible areas;
- Access to the port using authorised card operated gates;
- Installing closed circuit television for monitoring purposes;
- All personnel accessing the port to have current MSIC; and
- Training for certain port personnel in the undertaking of security duties.

SP-Esp has a Maritime Security Plan approved by the Department of Infrastructure and Regional Development and is a security regulated port as specified in the Act.

### 29. MARITIME SECURITY IDENTIFICATION CARD (MSIC)

Personnel entering the Port shall at all times conform to the requirements laid down in the Maritime Transport and Offshore Facilities Security Act and Regulations 2003 and any amendments to these documents which may be issued from time to time by the appropriate authority.

The Australian Government requires anyone working within the secure areas (Maritime Security Zones) of a port, ship or offshore gas facility to display a valid MSIC card. A MSIC is a nationally consistent identification card which is issued to identify a person who has been the subject of a background check. It shows that the holder has met the minimum security requirements and may work unescorted or unmonitored in a maritime security zone.

Having a MSIC 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 secure zone.

Individuals have the option to purchase a 2 year or 4 year MSIC. Renewal of existing cards must be done at least 6 weeks prior to the expiry date on the MSIC.

#### 29.1 Application for a MSIC

SP-Esp is an authorised issuing body for MSICs. Application forms are available from SP-Esp Security Administrator or downloaded from SP-Esp website [www.epsl.com.au](http://www.epsl.com.au) An AusCheck

Privacy Notice will also need to be printed. This can be found on SP-Esp website or at [www.aq.gov.au/auscheck](http://www.aq.gov.au/auscheck)

Completed MSIC Application Forms are to be returned to SP-Esp for lodgement. Contact the MSIC issuing officer on **(08) 9072 3337** to arrange an interview.

At this interview the applicant will be required to produce documents, as indicated below, as well as have their photograph taken and pay the appropriate fees for the card.

Applicants will need to prove they have an operational need to work inside the SP-Esp secure zone. This could be accomplished by a letter from their employer, or a letter from some other maritime industry participant for whom they carry out work.

Contractors are to source the most current Information for the application of MSIC on the following link <https://infrastructure.gov.au/security/identity>

## 29.2 Card Issue

The Department of Infrastructure and Regional Development make the final decision on whether an applicant is eligible for an MSIC. SP-Esp will be informed when the checks have been successful and the card may be issued. Once the card arrives at SP-Esp, the applicant will be contacted to complete the procedure.

Prior to the applicant receiving your MSIC you must complete SP-Esp's Online Induction and a copy of this certificate at the end of the induction prior to being issued with your MSIC card.

## 30. ONSITE SECURITY REQUIREMENTS

### 30.1 Carry and Display Port Access Card and MSIC

A person must be the holder of and display a valid MSIC before being granted unescorted access to the Operational Area of the Port.

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

All personnel inside the Maritime Security Zone must have their card displayed correctly at all times. Any person not carrying their card will be escorted from the Port area and may be charged and fined as required under the Act.

### 30.2 Visitors

Visitors not carrying out operational or construction activities may be brought into the Port Secure Area if escorted by a person who holds a valid MSIC. A visitor must:

- Complete the Visitor Induction;
- Obtain a visitors card from SP-Esp reception or the Security Office;
- Remain at all times under the control of the person escorting them;
- Provide photographic proof of identity (e.g. Driver's Licence, Passport); and

At no time may visitors be allowed to wander about the Port unescorted. Visitors must display the provided Visitor Pass at all times while inside the Operational Area of the Port.

## 31. SECURITY LEVELS – ISPS CODE LEVELS

### SECURITY LEVEL 1 – Normal

This is the level at which standard security measures shall be maintained.

At this level, normal operations occur, and personnel would have access under the normal security arrangements.

## SECURITY LEVEL 2

The level for which appropriate additional security measures shall be maintained for a period of time as a result of heightened risk of a security incident.

At this level, some additional security measures may take place and access to the Port may be limited for some personnel. Vehicle inspections would be stepped up to include all vehicles. Other pertinent security arrangements may be undertaken.

## SECURITY LEVEL 3 – Exceptional

The level for which further additional measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

If the Port was at Level 3, access would be denied to all but essential personnel. The Port would be closed and guarded. All personnel in the port would be instructed to leave and other critical security procedures would be actioned.

## 32. 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 but are not restricted to:

- 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 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;
- Unauthorised access through main gates;
- Unauthorised water craft entering the Water-side Restricted Zones; or
- Suspicious vehicle activity.

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

## SECTION D - ENVIRONMENTAL REQUIREMENTS

The contractor or sub-contractor must identify, assess and manage environmental risks in the same way you do health and safety risks.

There is an array of legislation to which the Port must comply and are embodied in the following SP-Esp environmental requirements for contractors and sub-contractors. SP-Esp Standards and Procedures available on SP-Esp website also list these requirements.

The following information is what the contractor or sub-contractor needs to know whilst planning and doing your work onsite. SP-Esp induction process provides a brief on key environmental requirements whilst on-site, including the need to contact the Environmental Department if unsure or require further information. The Environment Department is located opposite the Security Building in the left hand side portable building. The Terminal Supervisor can provide the contact telephone number of the on-call contact over weekends and public holidays. Call SP-Esp Environmental Manager on **0429 073 546** at all other times.

Procedures relating to various operations have been compiled and approved by the Manager Maintenance and Port Operations. Some of these procedures relate to minimising environmental impact and they must be adhered to at all times. You should speak with your SP-Esp representative to identify any specific environmental requirements that apply to work you are carrying out and this can be completed whilst finalising your JHA and permitting requirements.

### Hazardous Substances (Chemicals and Dangerous Goods)

If you are using or planning to store any hazardous substances or dangerous goods on site, please obtain an SDS and speak with your SP-Esp representative to ensure this is acceptable. This should also be done whilst completing your JHA and permits. Some products are particularly toxic to the marine environment and should be substituted for a more suitable product.

**NOTE:** All chemicals must be banded to avoid contamination to land or the marine environment should a leak or spill occur.

### 33. DISCHARGES TO THE ENVIRONMENT

Contractors and sub-contractors must ensure that all things reasonably necessary to prevent significant risk to the Environment and promote sustainability within the Port. This includes an obligation on the Port User to:

- (a) practice correct handling practices and safety precautions to minimise collisions;
- (b) prevent discharge to all stormwater drains that drain into the ocean;
- (c) prevent any visible dust leaving the Port;
- (d) minimise noise emissions by using best available technology, maintaining equipment in good condition and conducting noisy works during the day as a last resort;
- (e) minimise consumption of scheme water by utilising rainwater or treated water where practicable and reporting any leaks or behaviour that is wasteful of water;
- (f) minimise consumption of electricity by utilising best available technology and reporting any behaviour that is wasteful of electricity; and
- (g) report any landside spills to the Terminal Supervisor and Harbour Master and any marine side spills to the Harbour Master immediately.

In the event of any spill immediately assess the situation and, if safe to do so, locate and stop the source of the spill, such as turning off a tap or valve. If you are unsure of the nature of the material and suspect it could cause you harm, contact the Terminal Supervisor or the Environmental Department for further advice. In any case, the Terminal Supervisor or the Environmental Department should be notified of any environmental incident as soon as practicable and within a few minutes.

### 34. ABRASIVE BLASTING

As required under Environmental Protection (Abrasive Blasting) Regulations 1998 abrasive blasting operators must have up to date registration with DER. Registered contractors and sub-contractors wishing to undertake abrasive blasting must refer to the Abrasive Blasting Checklist to plan their environmental controls that depend on specified wind conditions before conducting works. The Abrasive Blasting Permit must then be completed to fulfil permitting requirements. The form requires details on control of dust, shrouding and spillage and outlines the stance on in-water abrasive blasting.

### 35. WASTE – DISPOSAL OF SOLID AND LIQUID WASTE

*Contractors and sub-contractors should reuse and recycle waste to the greatest extent practicable.*

Maps of SP-Esp's waste facilities are located in the Security Office and Terminal Supervisor's Office. These facilities include skips, drums and wheelie bins to collect waste. Silver skip bins (Warren Blackwood Waste or Cleanaway) are for general waste only; other skip bins for scrap metal are located near the mechanical workshop. Labelled drums at the vehicle workshop and banded drum area receive hydrocarbon and oil filters. The banded drum area also has a waste oil tank in a banded roofed facility. The following colour coded wheelie bins are used as follows for the remaining waste.

**Green** - General waste may ONLY.

**Maroon** - Quarantine waste located on the Berths, Labelled with yellow Quarantine Waste stickers. It is an offence to interfere with quarantine waste or to use these bins for any other purpose. Quarantine waste is managed by Civil Maintenance Team.

**Pale Blue** – Recycling waste.

**Yellow** – Oil spill response equipment.

Should a contractor have any other waste requirements including contaminated water or disposal of fill or soil, the Environment Department must be contacted. SP-Esp has its own systems for management of clean and contaminated water or fill. No contaminated waste is to be taken offsite or brought onsite without notifying the Environment Department.

### 36. INTERFERENCE WITH FLORA AND FAUNA

Contractors and sub-contractors must ensure that neither it nor any of its Associates remove, kill, damage or otherwise interfere with any form of marine or terrestrial flora or fauna from anywhere in the Port without SP-Esp's permission.

# PROJECT CHECKLIST

**Use this checklist to ensure you have the necessary paperwork in place for the project and work.**

Project and Job Name: ..... Date: .....

SP-Esp Representative: ..... Contact No: .....

**SP-Esp PERMITS ARE IN PLACE**

- Hot Work
- Crane Lift
- Work Afloat
- Working at Height
- Abrasive Blasting
- Dive
- Confined Space Entry
- Excavation and penetration
- Chute entry work
- Works Adjacent to Rail
- Fumigation
- Traffic Management
- Authority to Work Berth 1, 2 or 3

**ELECTRICAL PERMITS ARE IN PLACE**

- Electrical access
- Authorised Person Certificate IV Operations
- Requisition for Additional Electrical Equipment
- Electrical Authority to Work in Vicinity Permit
- Electrical Handover Certificate
- Switching Program Form
- Equipment Status Form
- HV Switching Request
- Sanction to Test
- Electrical Isolation Permits
- Sign Off When Work is Complete

**REGULATORY**

- Purchase Order in Place
- Equipment Certificates
- Personnel Certificates and Qualifications
- Australian Standards
- Insurance
- Licenses

**SAFETY AND SECURITY**

- SP-Esp Health, Safety and Environment Induction (Online Induction)
- Maritime Security Identification Card (MSIC)
- Safety Management Plan (depending on size of job)
- Risk Assessment
- Job Hazard Analysis (JHA)
- Signed in with SP-Esp Site Supervisor
- Tags and Locks for Isolations
- Traffic Management
- Prestart Meeting
- Take 5, Hazob

**ENVIRONMENTAL**

- Environmental Management Plan
- Waste Management Plan
- Dewatering Permit (DEC)
- Silt Curtains
- Dust Control Measures
- Hazardous Substances Approved for Use on Site
- Spill Control and Containment Measures.

**HAZARD LIST AND SAMPLE CONTROL STRATEGIES**

This checklist may be useful for identifying the key hazards and risks associated with the project and work.

Potential Hazards	Action/Control
<p><b>Motion</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acceleration</li> <li><input type="checkbox"/> Deceleration</li> <li><input type="checkbox"/> Sloshing of Liquid</li> <li><input type="checkbox"/> Sudden stops</li> <li><input type="checkbox"/> Impacts</li> <li><input type="checkbox"/> Falls</li> <li><input type="checkbox"/> Falling Objects</li> <li><input type="checkbox"/> Stability</li> <li><input type="checkbox"/> Cyclic</li> <li><input type="checkbox"/> Rolling</li> <li><input type="checkbox"/> Toppling</li> <li><input type="checkbox"/> Surging</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Chemical</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Compatibility</li> <li><input type="checkbox"/> Corrosion</li> <li><input type="checkbox"/> Contamination</li> <li><input type="checkbox"/> Storage and Spills</li> <li><input type="checkbox"/> Vapours and Fumes</li> <li><input type="checkbox"/> Strong acid and alkaline</li> <li><input type="checkbox"/> Toxic</li> <li><input type="checkbox"/> Irritant</li> <li><input type="checkbox"/> Carcinogen</li> <li><input type="checkbox"/> Burns</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shock</li> <li><input type="checkbox"/> Burn</li> <li><input type="checkbox"/> Ignition</li> <li><input type="checkbox"/> Static Electricity</li> <li><input type="checkbox"/> Batteries</li> <li><input type="checkbox"/> Capacitors</li> <li><input type="checkbox"/> Stored Energy</li> <li><input type="checkbox"/> High Voltage and Currents</li> <li><input type="checkbox"/> Isolations</li> <li><input type="checkbox"/> Sensitive equipment</li> <li><input type="checkbox"/> Control Equipment</li> <li><input type="checkbox"/> Overload</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	



Potential Hazards	Action/Control
<p><b>Heat and Temperature</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire and Flammable</li> <li><input type="checkbox"/> Flame and Ignition</li> <li><input type="checkbox"/> Cryogenic and Freezing</li> <li><input type="checkbox"/> Burns</li> <li><input type="checkbox"/> Distortion</li> <li><input type="checkbox"/> Hydration</li> <li><input type="checkbox"/> Exhaustion</li> <li><input type="checkbox"/> Hypothermia</li> <li><input type="checkbox"/> Dust</li> <li><input type="checkbox"/> Explosion</li> <li><input type="checkbox"/> Contact</li> <li><input type="checkbox"/> Volatile materials</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Mechanical</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rotating equipment</li> <li><input type="checkbox"/> Reciprocating equipment</li> <li><input type="checkbox"/> Weight</li> <li><input type="checkbox"/> Sharp and Piercing</li> <li><input type="checkbox"/> Pinch point</li> <li><input type="checkbox"/> Isolations</li> <li><input type="checkbox"/> Stored Energy</li> <li><input type="checkbox"/> Excavations and penetration</li> <li><input type="checkbox"/> Lifting</li> <li><input type="checkbox"/> Propping and Jacking</li> <li><input type="checkbox"/> Vibration</li> <li><input type="checkbox"/> Fatigue</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Pressure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pressure vessels</li> <li><input type="checkbox"/> Hoses</li> <li><input type="checkbox"/> Valves</li> <li><input type="checkbox"/> Isolation</li> <li><input type="checkbox"/> Explosion and rupture</li> <li><input type="checkbox"/> whip</li> <li><input type="checkbox"/> Hydraulic hammer</li> <li><input type="checkbox"/> Negative Pressure</li> <li><input type="checkbox"/> Leaks</li> <li><input type="checkbox"/> Blown material and Blasting</li> <li><input type="checkbox"/> Injection</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	

Potential Hazards	Action/Control
<p><b>Gasses and Fluids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confined space</li> <li><input type="checkbox"/> Combustion</li> <li><input type="checkbox"/> Asphyxiate</li> <li><input type="checkbox"/> Flammable</li> <li><input type="checkbox"/> Explosion</li> <li><input type="checkbox"/> Exhaust</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Traffic</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Traffic Management Plan</li> <li><input type="checkbox"/> Access</li> <li><input type="checkbox"/> Loads</li> <li><input type="checkbox"/> Collision</li> <li><input type="checkbox"/> Pedestrian</li> <li><input type="checkbox"/> Plant</li> <li><input type="checkbox"/> Exits</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Environment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waste</li> <li><input type="checkbox"/> Pollution</li> <li><input type="checkbox"/> Sewage</li> <li><input type="checkbox"/> Drainage</li> <li><input type="checkbox"/> Noise</li> <li><input type="checkbox"/> Tides</li> <li><input type="checkbox"/> Wind</li> <li><input type="checkbox"/> Swell and Waves</li> <li><input type="checkbox"/> Excavations and penetrations</li> <li><input type="checkbox"/> Stock piles</li> <li><input type="checkbox"/> Adjacent Works</li> <li><input type="checkbox"/> Adjacent Operations</li> <li><input type="checkbox"/> Ship and Marine</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	
<p><b>Radiation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microwave and Radio Frequency</li> <li><input type="checkbox"/> Intense Light</li> <li><input type="checkbox"/> Ultraviolet</li> <li><input type="checkbox"/> Infrared</li> <li><input type="checkbox"/> Laser</li> <li><input type="checkbox"/> Radioactive material</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>.....</p>	