

PERMIT TO WORK AND AUTHORITY TO WORK PROCEDURE

Table of Contents

1	Purpose	2
2	Scope	2
3	Roles and Responsibilities	2
4	Definitions	3
5	Geographical Overview	5
6	Authority to Work Process Flow	6
6.1	MWPA Website	9
6.2	Authority to Work / MWPA Responsible Worker	9
6.2.1	Risk Management – Authority to Work	9
6.3	Identify Need for a Permit	10
6.3.1	Activity Requiring a Permit	10
6.3.2	Permits Used by Third Parties	11
6.4	Raise and Submit Application	11
6.4.1	Permit Owner	11
6.5	Review Permit and Authorise	12
6.5.1	Permit Coordinator	12
6.5.2	Permit Authoriser	12
6.6	Issue Permit	15
6.7	Prior to the Commencement of Work	16
6.7.1	Permit Owner	16
6.7.2	MWPA Responsible Worker	16
6.7.3	MWPA Area Authority	16
6.8	Commencement of Work	17
6.8.1	Permit Owner	17
6.8.2	Compliance Review by MWPA Workers	18
6.9	Completion of Work	18
6.9.1	Permit Owner	18
6.9.2	Area Authority	18
6.10	Permit Closure	18
6.10.1	Permit Coordinator	18
7	Training	19
8	Associated Documents	19
9	Monitoring, Evaluation and Review	20
10	Administration	21

1 Purpose

The Permit to Work (**PTW**) and Authority to Work (**ATW**) systems are essential elements of Mid West Ports Authority (**MWPA**) Integrated Management System. The purpose of these systems is to ensure that work conducted on MWPA controlled areas (terrestrial and maritime) can be completed safely and without damage to the environment or damage to plant or equipment. This Procedure provides detail as to how the PTW and ATW systems operate.

2 Scope

This Procedure outlines how:

- high risk and/or non-routine activities conducted by both MWPA Workers and third parties who require access to areas under MWPA operational control, are adequately planned and that potential risks are adequately controlled before and during the activity;
- simultaneous Operations (SIMOPS) are managed so activities occurring at the same time or in the same area do not conflict; and
- individuals involved have the appropriate qualifications and training.

3 Roles and Responsibilities

Role	Responsibility
Area Authority	MWPA Worker with detailed knowledge of a specific work area, who provides site knowledge and approves timing of work being carried out.
MWPA Responsible Worker	MWPA Worker with detailed knowledge of a specific work scope, who provides site review of Permit risk assessment documentation prior to the commencement of work on MWPA controlled areas (terrestrial and maritime) and reviews the site post work and pre-closure of an approved Permit.
Permit Authoriser	MWPA Worker who has skill, knowledge and expertise to review Permit documentation including but not limited to; risk assessments; emergency plans; associated drawings; calculations; Safety Data Sheets (SDS) and specific plans or studies.
Permit Coordinator	MWPA Worker who coordinates the Permit process and ensures that proposed Permit activities that occur on MWPA controlled areas have been suitably assessed prior to the commencement of work. Permit Coordinators ensure activities can be scheduled and managed so as not to impact other Port users.
Permit Owner	The Worker who completes the initial Application and submits it with the associated supporting documentation. Permit Owners review site conditions and make necessary adjustments to supporting documentation prior to the commencement of work. During work execution, Permit Owners have control of the work area, and are responsible to ensure the Permit.

4 Definitions

Abrasive Blasting	Abrasive blasting may involve using a stream of abrasive material, propelled at high speed by compressed air, water, steam, centrifugal wheels or paddles against a surface, to clean, abrade, etch, or otherwise change the original appearance or condition of the surface.
Bunkering and Fuel Transfer	In the Port of Geraldton, bunkering includes: <ul style="list-style-type: none"> the provision of liquid or gaseous fuel or hydrocarbon used for the propulsion of a waterborne vessel as well as for general and specific energy provision on board of the vessel. It <u>does not</u> include the transfer of fuel cargo; and the provision of liquid fuel / hydrocarbons used to power land-based cranes used specifically to load and unload bulk materials from cargo vessels.
Confined Space	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"> An oxygen concentration outside the safe oxygen range. A concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation. A concentration of flammable airborne contaminant that may cause injury from fire or explosion. Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.
Crane Lift	The operation of any shore-based crane.
Diving	Means any work carried out in, or under water, while breathing compressed gas.
Drone	In line with CASA guidelines and the CASR 1998, Part 101, a drone also refers to Unmanned Aerial Vehicles (UAV) and Remotely Piloted Aircraft (RPA) as per various interpretations.
Engine Immobilisation	For ships at anchor, or moored in the harbour, which intend to immobilise their main engine for any period.
Excavation/Penetration	Defined by MWPA as any activity exceeding 150mm below ground surface that involves: <ul style="list-style-type: none"> surface excavations; penetration by star pickets; drilling by mechanical device; any activity involving the penetration of any building floors, walls, roofs and ceilings is to take place, regardless of depth; trenching by mechanical device (for example a backhoe, ditch witch or excavator); and tunnelling and/or shaft building.

FBH	Fishing Boat Harbour
Fumigation	Fumigation is a method of killing, suffocating or poisoning pests within a specific area by the use of fumigants.
High Voltage Switching	An activity that involves making High Voltage Electrical Apparatus Dead, or in making Electrical Apparatus (that has been Dead), live and carried out in accordance with prepared Electrical Switching Program.
Hot Work	<p>Any activity that has the ability to produce heat or spark that has the potential to cause ignition.</p> <p>It typically includes but is not limited to activities such as:</p> <ul style="list-style-type: none"> • welding; • grinding; • fires or naked flames; • thermal or oxygen cutting or heating (for example, oxy/acetylene use); • work on live electrical conductors and opening live electrical enclosures; and • explosive tools such as nail guns.
Permit	<p>The generic term used to denote a document that identifies hazards and controls associated with a specific work task in a designated area.</p> <p>It must be submitted by a Permit Owner and approved on location by MWPA Workers prior to the commencement of the task.</p> <p>The Permit document is part of a Permit to Work system used to manage work risks and Simultaneous Operations within areas under MWPA control.</p>
PTW	Permit to Work
ATW	Authority to Work
Reasonably Practicable	Means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety; taking into account and weighing up all relevant matters.
Rail Corridor Works	Any work undertaken within three metres of, above or on a rail line within the rail terminal or within the fenced rail corridor. This does not include works with regard to shiploader rails.
Risk Assessment	Includes documents that assess and manage the risk of the proposed activity and may include a formal risk assessment, Job Safety and Environmental Analysis (JSEAS) or Safe Work Method Statement (SWMS).
SDS	Safety Data Sheet

SIMOPS	Simultaneous Operations are situations where two or more operations or activities occur at the same time and place in an area under MWPA operational control. These activities may interfere or clash with each other and may involve risks that are not identified when each activity is considered by itself.
Traffic Management	The introduction of controls to reduce the risk of collisions in the workplace, including measures designed to separate vehicles, mobile plant and pedestrians.
Tug Towline Changeout	Third party companies such as tug providers, are required to changeout their towlines at specified intervals and/or conduct bollard pull tests on their towlines. These companies request the use of a suitable bollard for test purposes.
Working at Height	Work at Height (WHS General Regulations 2022, r.78) do not define a 'specific height' to classify general activities as work at height, however, it includes a fall from one level to another that is reasonably likely to cause injury to the Worker or any other person.
Working On, Over or Near Water	Activities at the Geraldton Port that require work on, over or near water may include, but are not limited to: <ul style="list-style-type: none"> • working near a berth edge, over the face or under a berth; • pilotage; • operation of water craft in the harbour basin / channel (excludes pilot boat activity); • utilising a vessel, pontoon, floating platform or barge as a means of transport and working platform; • diving activities; • pile driving operations; • working in a work box suspended by crane, over water; and • working in a mobile elevated work platform (MEWP) above water.

5 Geographical Overview

The MWPA has a large geographical area under its control for the purposes of ATW management and within some areas there are different activities that require specific Permit approval. The following list identifies the general requirements (and exceptions) for Permits in the following areas.

- All categories of Permits for work within the Landside or Waterside Restricted Zones. Exceptions may include areas under the exclusive control of another party such as Berth 7 (Karara) or where a third party such as a Stevedore company that may have exclusive management control of a specific area.
- Common user areas within the FBH and Minerals Storage Areas. Activities within leased premises are under the control of the lessee, however, if they extend onto the common user areas (under MWPA control) they will require a Permit. Typically, activities requiring a Permit include lifting activities and traffic management.
- Excavation activities for work within Leased facilities. These Permits are issued to protect buried infrastructure and control activity that may impact outside the lease area.

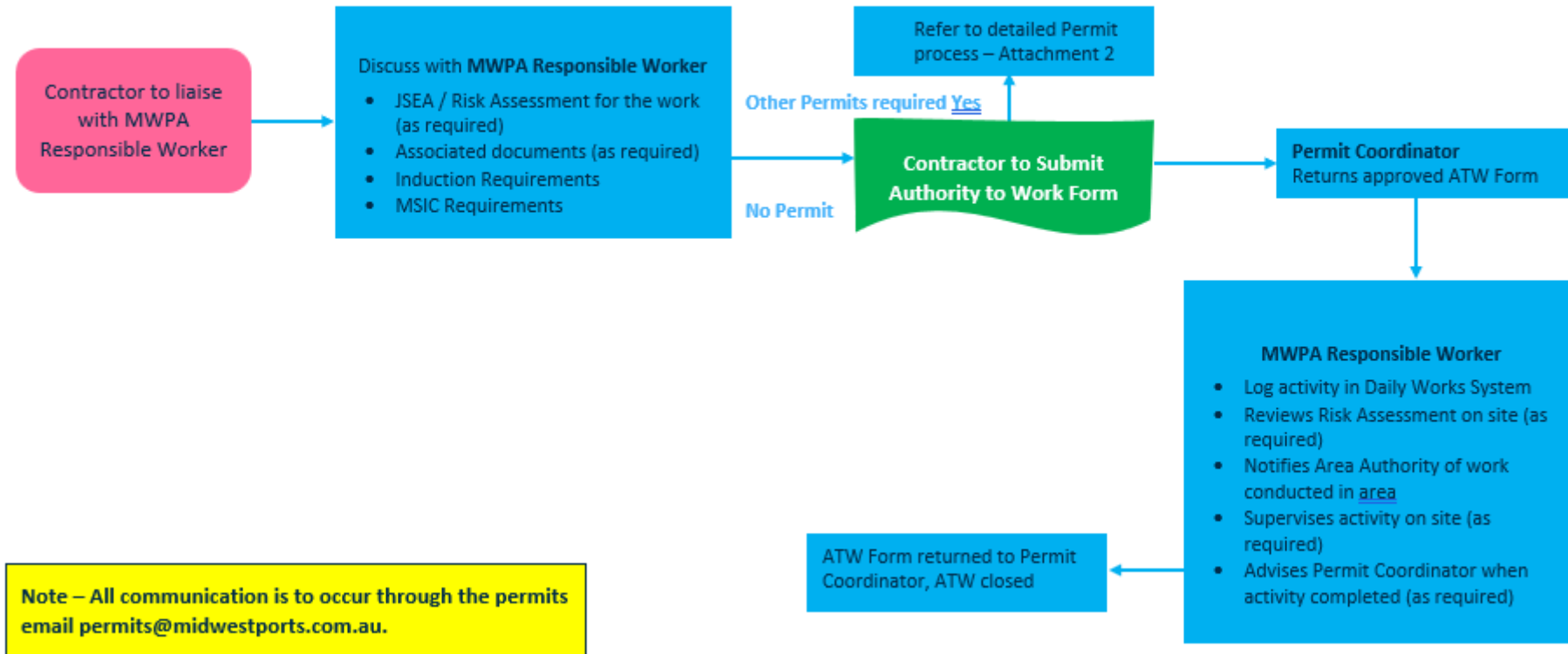
- Other MWPA controlled facilities. Other areas or facilities, for example, Crowther Street storage area, that are under the control of the MWPA may be subject to Permit requirements for some activities (for example, abrasive blasting is sometimes conducted at the Crowther Street storage area and would be subject to an Application for Abrasive Blasting Permit).

Note – In the event where the requirement for a Permit is not clear, the Permit Coordinator shall determine the appropriate requirement (Permit / no Permit) and advise all parties of the decision. The decision of the Permit Coordinator is final.

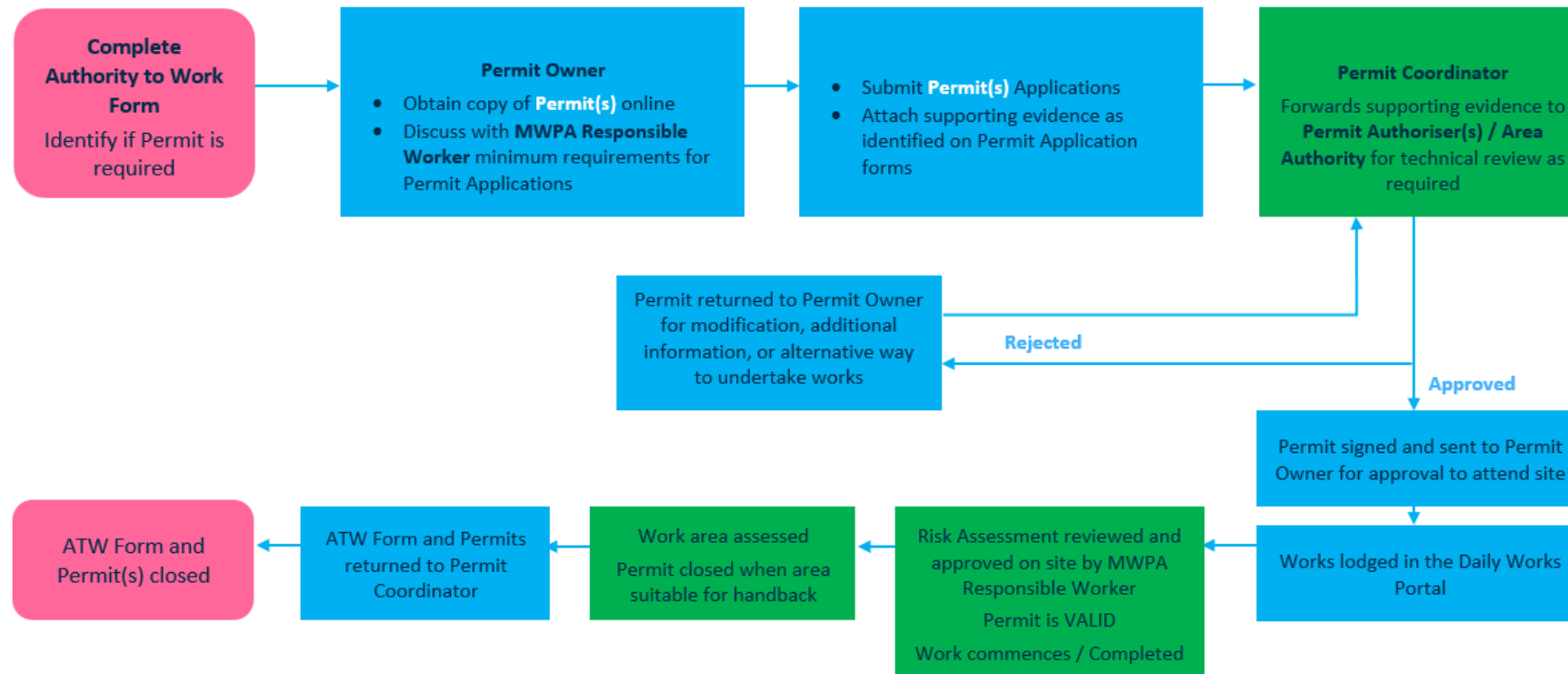
6 Authority to Work Process Flow

The below process flow charts identify the process from a Worker requiring access to the Port by completing an Authority to Work Form through to the completion of work and closure of the work Permit.

Authority to Work Process (No Permit)



Authority to Work Process (With Permit)



Note – All communication is to occur through the permits email permits@midwestports.com.au.

6.1 MWPA WEBSITE

All Permit documentation and forms can be found on the MWPA website www.midwestports.com.au. A link to the Permit page can be found on the main ribbon bar of the MWPA home page.

6.2 AUTHORITY TO WORK / MWPA RESPONSIBLE WORKER

The following requirements apply for Workers who access areas of the Port under the control of the MWPA.

- MWPA Workers do not require an Authority to Work Form and may directly identify activities that require a Permit.
- Non-MWPA Workers who require access to transit through the Port to their worksite do not require an Authority to Work Form.
 - Examples of transits include Workers who transit through the secure zone to work on Karara, CBH or Svitser controlled sites, or Workers who transit through the minerals storage area to work on Iluka, Fenix or other third party leases.
- Non-MWPA Workers on long term service agreements or contracts with MWPA and conducting non-routine works with safety and environmental hazard potential can apply for a long term Authority to Work.
 - Term length to be determined by the MWPA Contract Manager, for example, a Cleaning Contractor may be assigned a 12 month ATW and a Maintenance Shutdown Contractor may be assigned a seven day ATW for the duration of a shutdown.
- Non-MWPA Workers (either engaged by Port or a third party not on long term service agreements or contracts) conducting non-routine works with safety and environmental hazard potential are required to complete an Authority to Work Form.
 - This Form identifies the MWPA responsible Worker who will assist the process and determine if work activities require a separate work Permit(s).
 - Non-routine work performed by contractors must be planned so that hazards are identified, and control measures put in place to protect personnel, plant and equipment and environment.

Where Workers who access the Port do not require additional Permits (only an Authority to Work), the MWPA responsible Worker will coordinate the activity on site by ensuring the following.

- Review and approve the pre-task risk assessment / associated documents prior to the commencement of work.
- Ensure that any control measures to be implemented by MWPA (for example, isolations) are in place.
- Supervision of Workers on site (as required).
- Log activity in the Daily Works System (as required).
- Notify the Permit Coordinator that the Permit is VALID and work can / has commenced.

Note: Leaseholders (for example, Karara and CBH) conducting works outside their respective designated lease areas will require Authority to Work.

6.2.1 Risk Management – Authority to Work

All other Workers performing work will require some degree of management and the MWPA responsible Worker has a duty to ensure the risk associated with the activity is managed to a level that is reasonably practicable.

6.3 IDENTIFY NEED FOR A PERMIT

6.3.1 Activity Requiring a Permit

Those activities and circumstances that require a Permit are listed in Table 1 below. Note that the nature of the work may mean that multiple Permits are required.

Contact the MWPA responsible Worker or Permit Coordinator where clarification is required.

Table 1 – Activities Requiring a Permit

Activities Requiring Permits	Third Party Works on MWPA Land	MWPA Works on MWPA Land	Vessels at Anchor	Vessels in Main Harbour	Vessels in Fishing Boat Harbour	Leaseholders on Leased Property from MWPA
Abrasive Blasting	Yes	Yes	Note 1	Note 1	Note 2	Note 2
BHF Chute Entry	Yes	Yes	N/A	N/A	N/A	Note 2
Bunkering of Vessels	Yes	N/A	N/A	Yes	No	No
Confined Space Entry – Application and Approval	Yes	Yes	Note 1	Note 1	Note 2	Note 2
Crane Lift – Land Based	Yes	Yes	N/A	N/A	Yes	Note 2
Crane Lift – Vessel Based	N/A	N/A	Note 1	Note 3	Note 3	N/A
Diving and Working Afloat	Yes	Yes	Yes	Yes	Yes	Yes
Drone Operations	Yes	Yes	Yes	Yes	Yes	Yes
Electrical Access	Yes	Yes	N/A	Note 1	Note 2	Note 2
Engine Immobilisation	N/A	N/A	Yes	Yes	No	NA
Excavate / Penetrate	Yes	Yes	N/A	N/A	N/A	Yes
Fumigation of Vessel	N/A	N/A	No	Yes	No	No
Hot Works	Yes	Yes	Note 1	Note 1	Note 2	Note 2
Rail Corridor Works	Yes	Yes	N/A	N/A	N/A	N/A
Traffic Management	Yes	Yes	N/A	N/A	N/A	N/A
Tug Towline Changeout	Yes	N/A	N/A	N/A	N/A	N/A
Working at Heights	Yes	Yes	Note 1	Note 1	Note 2	Note 2

Note 1 – Visiting commercial vessels may undertake this activity under their own PTW system unless the activity is likely to have an impact on an adjacent vessel or shore-based activities.

Note 2 – Leaseholders and vessels in the Fishing Boat Harbour (**FBH**) may undertake this activity under their own control providing that the activity:

- has no impact whatsoever on other Port users;
- will not impact on any MWPA services (such as power or water) or infrastructure, including buildings, plant or equipment. To protect buried assets, Excavations in lease areas will require an Authority to Work and an Excavation / Penetration Permit;
- is unlikely to create a risk to any other Worker or property; and
- is conducted within the confines of the lease.

Note 3 – Vessel-based Crane Lifts are under the operational control of the 1) Stevedores who have control of the Berth; and 2) the vessel and its safety management processes. Prior to conducting a vessel lift, the stevedore who is controlling the activity, shall notify the MWPA of the lifting operation as per the Berth Operator Handover Work Instruction and Berth Operator Handover Checklist.

Note – These documents reference the MWPA Wharf Specification Booklet.

6.3.2 Permits Used by Third Parties

The following locations within or adjacent to Port controlled areas (terrestrial and maritime) may require third parties who have control of those areas to issue their own access / Permit documentation including:

- Berth 3 works above the berth or on / near CBH assets above and attached to the berth;
- Berth 6 fuel infrastructure (Australian Terminal Operations Management). Work within 5m of assets;
- Berth 7 berth face areas (Karara Mining Limited lease area). These are maintained by MWPA;
- FBH fuel infrastructure Lease 1 (Baileys Marine Fuels). Work within 5m of assets; and
- General – City of Greater Geraldton (CGG) traffic management requirements for roads under their control – for example, for sand bypass a Permit is issued from MWPA for sand excavation from Port and by CGG for sand disposal on CGG property.

6.4 RAISE AND SUBMIT APPLICATION

6.4.1 Permit Owner

The Permit Owner shall select and download the appropriate Permit application form from the MWPA website.

In order to expedite the authorisation process and reduce the risk of having an application rejected, Permit Owners are advised of the following.

- **Timeframe** – Permit applications are to be submitted at least:
 - Application for **Land Based Crane Lift Permit** and **Application to Excavate / Penetrate** are required to be submitted seven days prior to the scheduled commencement of work.
 - **All other Permits** – Two days prior to the scheduled commencement of work.
 - **Emergency Works** – Priority will be given to expedite Permit approvals for emergency works where in the opinion of the shift Supervisor, work is required to remove or avoid any existing or imminent risk to Workers, the environment or Port assets. *Note that failure to plan or allow adequate time for Permit approvals does not constitute an emergency.*
 - **Permit Duration** – Permit conditions are assessed and revalidated on a daily basis and shall be valid for a maximum of 30 days.

- **Clear and Legible** – Permits ideally should be completed electronically. MWPA will be moving to an electronic submission process but until then, applicants should ensure that Permits are completed fully, are clear in their nature and are legible. The Permit must be signed, and this should be by the Worker who is intended to be the initial Permit Owner on commencement of the work.
- **Related Work Scope** – If work is to take place over multiple sites or have multiple unrelated components, multiple work Permits should be submitted. This allows work Permits to be closed as elements or fronts of work are completed.
- **Supporting Documentation** – Ensure that all supporting documentation that is required to make a decision on the Permit is included at the time of application. Note that there are minimum requirements that must be met on documents such as risk assessments. Refer to the specific supporting Procedure for details as to these minimum requirements.
- **MWPA Responsible Worker** – This Worker is the primary contact for the Permit Owner and can be consulted for assistance with the Permit application process.
- **Submission** – All Permits are to be submitted to the Permit Coordinator position via Permits@midwestports.com.au.

6.5 REVIEW PERMIT AND AUTHORISE

6.5.1 Permit Coordinator

Once Permit applications are received, the Permit Coordinator will do the following.

- Enter the details for the proposed Permit activity into the Permit Database.
- Check application for completeness, including supporting documentation.
- Acknowledge receipt of application to Permit Owner.
- Refer to Table 2 below re Permit Authorisers scope of authority.
- If the Permit is of the type that can be approved by the Permit Coordinator, they will review the application and content of the supporting documentation.
- Forward Permits to the relevant Permit Authoriser(s) for review and approval.
- The Permit Coordinator shall decide the appropriate Permit Authoriser(s) required to review the application based on the work activity (for example, abrasive blasting lists three Permit authorisers. Depending upon the location / interface, one, two or all three authorisers may be required to review and authorise the Permit).
- Ensure that if authorisation is required outside of business hours (for example, emergency works), direct contact is to be made by phone to the Permit Authoriser.
- Review already approved Permits to determine if proposed works will conflict with any existing works.

6.5.2 Permit Authoriser

A Permit Authoriser is a MWPA Worker / representative who is approved to authorise Permits for specific activities. Due to the different areas of control, there may be several positions who can act as a Permit Authoriser for the specific activity, or a delegation may be made by a Permit Authoriser to perform this function.

Table 2 – Approved Permit Authorisers by Activity

Activities Requiring Permits	Permit Authoriser	Reference Procedure
Abrasive Blasting	Operations Supervisor (BHF work) Maintenance Supervisor (Port work) Project Engineer (Project work) Environmental Advisor (specialist review)	Abrasive Blasting Procedure
BHF Chute Entry	Operations Supervisor	HOLD – not developed
Fuel Transfer Bunkering	Wharf Supervisor	Fuel Transfer Bunkering Procedure
Application for Confined Space Entry	Operations Supervisor (BHF work) Maintenance Supervisor (Port work) Project Engineer (Project work)	Confined Space Entry Procedure
Confined Space Entry Permit	Operations Supervisor (BHF work) Maintenance Supervisor (Port work) Project Engineer (Project work) Issuing Authority – Is a site-based Worker who issues Permit once all controls are in place	Confined Space Entry Procedure
Crane Lift – Land Based	Engineering Department (review of ground loadings for all lifts) Operations Supervisor (BHF work) Maintenance Supervisor (Port work)	Lifting and Rigging Equipment – Selection and Use
Crane Lift – Vessel Based	Notification of activity only	Lifting and Rigging Equipment – Selection and Use
Drone Operations	Wharf Supervisor (Routine activity) WHS Officers (Specialist review) Chief Executive Officer (Media release only)	Drone Operations over Port Lands and Waters Procedure
Electrical Access	Electrical Superintendent	Authority to Work in the Vicinity of High Voltage Electrical Apparatus
Engine Immobilisation	Harbour Master or Deputy Harbour Master	Refer to Harbour Master for guidance

Activities Requiring Permits	Permit Authoriser	Reference Procedure
Excavate / Penetrate	Maintenance Supervisor (Port work) Plumbing Supervisor (Work near plumbing assets) Project Engineer (Project work) Port Asset Engineer Port Planner Electrical Supervisor (Work near electrical assets) Environment and Sustainability Manager (Soil relocation / potential contamination)	Excavation Penetration Procedure
Fumigation of Vessel	Harbour Master or Deputy Harbour Master	Fumigation of Grain Vessels
Hot Works	Operations Supervisor (BHF work) Maintenance Supervisor (Port work) Project Engineer (Project work)	Hot Work Procedure
Isolations (As part of Permit requirements)	Electrical Superintendent (Electrical Isolations) Operations Supervisor (Mechanical Isolations BHF work) Maintenance Supervisor (Mechanical Isolations Port work)	Isolation and Tagging Procedure
Rail Corridor Works	Rail Operations Supervisor	Rail Terminal Procedure
Traffic Management	Wharf Supervisor (VMP and working between Traffic applications) WHS Workers (TMP)	Traffic Management – Geraldton Port Procedure Traffic Management – Gillam Road Guideline
Tug Towline Activity	Harbour Master or Wharf Supervisor	Tug Towline Activity Procedure
Working Afloat and Diving	Harbour Master or Deputy Harbour Master Shipping Scheduler (Optional)	Diving Procedure Working On, Over or Near Water
Working at Heights	Operations Supervisor (BHF work) Maintenance Supervisor (Port work) Project Engineer (Project work) Wharf Supervisor (Elsewhere)	Working at Heights Procedure

Note – An individual cannot be both a Permit Applicant and Permit Authoriser on the same Permit.

The Permit Authoriser is responsible for the following.

- Ensure that the scope, location and timing of work is clearly described on the Permit.
- Review the applicant's supporting documentation, typically:
 - **Risk Assessments** – Are the primary attachment to be reviewed. Each activity (such as blasting) has an associated Procedure that states the minimum inclusions / controls to be included. These must be assessed and where required, additional control measures suggested for inclusion in the document.
 - **Emergency Plans** – May be incorporated into the risk assessment or a standalone document. The associated Procedure will identify the minimum inclusions / controls to be included.
 - **Associated Drawings / Calculations / Specific Plans or Studies** – As identified in the associated Procedure.
- Once satisfied with the information supplied, the Permit will be authorised by the Permit Authoriser and the Permit Coordinator advised.
- If insufficient / inadequate information is provided with the application, the Permit Authoriser shall document on the Permit and advise the Permit Coordinator the reason the Permit was declined.
- **Note** – All Permit Application forms have an area where a list of Permit Authorisers is defined including a designation of Permit Authoriser – Other. In the event that a non-emergency Permit is required to be expedited in a timeframe shorter than those specified in Section 6.4.1 (two to seven days), a General Manager may authorise the Permit by reviewing, approving and signing the applicable defined area on the Permit Application form.

6.6 ISSUE PERMIT

Upon receiving a declined Permit from a Permit Authoriser, the Permit Coordinator will:

- contact the Permit Owner and advise them the reason for the declined Permit; and
- receive the resubmitted Permit / supporting documentation and re-forward the Permit(s) to the relevant Permit Authoriser(s) for re-assessment.

Upon receiving an authorised Permit from a Permit Authoriser, the Permit Coordinator will:

- enter the authorised Permit details into the Permit database;
- lodge the details of the approved Permit into the daily works section of Spatial Port Location Access Sharing Hub (**SPLASH**), as required. This includes proposed start and completion dates / times;
- determine if the authorised Permit will conflict with any other simultaneous operations approved Permits / works within the Port during the proposed time period;
- if a conflict is identified, Permit Coordinator will liaise with stakeholders (including the MWPA responsible Worker) to determine the work priority and subsequent controls / changes that may be required to one or more work Permit scopes;
- communicate with stakeholders directly and via the daily works section of SPLASH;
- confirm the Permit Board has been updated to depict the authorised work; and
- issue the approved Permit to the Permit Applicant via email. A copy of the authorised Permit will be retained by the Permit Coordinator.

6.7 PRIOR TO THE COMMENCEMENT OF WORK

6.7.1 Permit Owner

The Permit Owner shall:

- liaise with the MWPA responsible Worker for any information / changes to work scope, and discuss attend the worksite, review the site conditions and update / amend the risk assessment and associated documents as required.

6.7.2 MWPA Responsible Worker

The MWPA responsible Worker shall:

- review and approve the updated risk assessment / associated documents prior to the commencement of work;
- ensure that any control measures to be implemented by MWPA (for example, isolations) are in place; and
- notify the Permit Coordinator that the Permit is VALID, and work can / has commenced.

6.7.3 MWPA Area Authority

The MWPA Area Authority or Delegate shall:

- check for no other conflicting activities or works before approving the Permit; and
- where work is to be conducted by third party on behalf of a non-MWPA Contractor (for example, Contractor engages Sub Contractor), the MWPA Area Authority is to sight and ensure the contractor has reviewed the risk assessment and associated documents before the commencement of work.

Table 3 – Approved Area Authorities

Location	Area Authority
Berth 7 Laydown Area	Wharf Supervisors
Berth 6	Wharf Supervisors Maintenance Supervisor (During Shutdown)
Berth 5	Operations Supervisor (BHF activity / inside yellow line) Maintenance Supervisor (During Shutdown) Wharf Supervisor (outside yellow line / marine)
Berth 4	Operations Supervisor (BHF activity / inside yellow line) Maintenance Supervisor (During Shutdown) Wharf Supervisor (outside yellow line / marine)
Berth 3	Wharf Supervisors
Berth 2	Wharf Supervisors
Berth 1	Wharf Supervisors
Eastern Breakwater	Wharf Supervisor
Rail Corridor	Rail Operations Supervisor
Electrical Works (including isolations)	Electrical Superintendent

Location	Area Authority
Marine Activities	Harbour Master / Deputy Harbour Master
Minerals Storage Area	Operations Supervisor
Fishing Boat Harbour	Wharf Supervisors
External Areas	Wharf Supervisor Other Area Authority – Determined on a case-by-case basis for the specific location and activity.

Note – Delegates to the above positions can be appointed by the existing Area Authorities.

6.8 COMMENCEMENT OF WORK

6.8.1 Permit Owner

The Permit Owner has a valid Permit and is responsible for the following.

- **Permit Available** – A copy of the VALID Permit and associated risk assessment(s) is always available on site and can be presented upon request.
- **Compliance** – The Permit Owner has accepted the terms and conditions associated with the Permit and assumes management control of those activities. The Permit Owner ensures that all Workers engaged in the work understand and accept the Permit requirements and have the necessary licence / qualification training and competence to carry out the work in a safe manner.
- **Permit Duration** – Permits are valid for the period specified and only while conditions remain unchanged. If the following conditions change, the Permit Owner must contact the Permit Coordinator for advice.
 - The work scope changes or other activities in the vicinity impact on the work.
 - The start of work is significantly delayed.
 - The work ceases for an extended period.
 - The work is likely to extend beyond the specified completion date / time.
 - An emergency situation occurs (see below).
- **Permit Revalidation** – Permits must be revalidated every 24hrs by the Permit owner through the Permit Coordinator.
- **Emergency Situations** – All Permits are INVALID in the event of an emergency. All work must cease immediately, and the work site must be left in a safe condition. All Permits must be updated and revalidated by the Permit Coordinator and/or Permit Authoriser once the emergency is over and prior to work recommencing.
- **Breaches of Permit Conditions** – Any breach of Permit conditions shall be brought to the attention of the Permit Coordinator by the Worker witnessing the breach. Work is to immediately cease until the situation has been assessed. MWPA has the right to immediately close a Permit if it is found that a Permit Owner is failing to adhere to the conditions of an issued Permit.

6.8.2 Compliance Review by MWPA Workers

During the course of work the Permit may be reviewed by various parties for compliance with the stated requirements. Workers involved in these reviews include, but are not limited to:

- MWPA responsible Worker
- MWPA Area Authority
- Permit Coordinator
- WHS Workers

6.9 COMPLETION OF WORK

6.9.1 Permit Owner

Upon completion of works, the Permit Owner shall:

- ensure that the work site is left in a clean and safe condition;
- where possible, works that involve infrastructure alterations shall have 'As Constructed' information available for handover to Permit Coordinator. If unavailable this information must be forwarded as soon as possible post Permit closure; and
- advise the Area Authority / Permit Coordinator that work is complete, and the Permit can be closed.

6.9.2 Area Authority

Upon advice from the Permit Owner that the works have been completed the Area Authority shall:

- inspect the Permit work site to confirm the site is in a clean, safe and acceptable condition; and
- instruct the Permit Coordinator that the Permit may be closed, and the Permit Owner no longer has control of the Permit location.

6.10 PERMIT CLOSURE

6.10.1 Permit Coordinator

To close a Permit the Permit Coordinator shall:

- close the Permit in the Permit Register. Note that if outstanding information such as 'As Constructed' data is required, this will be noted for follow-up by the Permit Coordinator;
- if required, update SPLASH (GIS) to depict the closure of the Permit; and
- file hard copies of the Permit (hard copy or scan). Note that Permit data will be retained indefinitely.

7 Training

Workers who have a role in the management or use of Permits shall undertake the following training.

Group	Member	Minimum Training Required
Permit User	MWPA Workers Third Party Permit Users	<ul style="list-style-type: none"> MWPA Permit to Work Training – User
Permit Manager	MWPA responsible Worker Area Authority Permit Coordinator Permit Authoriser	<p>Internal Training</p> <ul style="list-style-type: none"> MWPA Permit to Work Training – Area Authority MWPA Permit to Work Training – Permit Authoriser MWPA Permit to Work Training – Permit Coordinator MWPA Permit to Work Training – MWPA responsible Worker <p>External Training</p> <ul style="list-style-type: none"> MSMPER300 – Issue Work Permits RIIRIS201B – Conduct Local Risk Control MSAPMPER201A – Monitor and Control Work Permits

8 Associated Documents

Document Title
Application for Abrasive Blasting Permit
Application for Chute Entry Permit – BHF Berths 4 and 5
Application for Confined Space Entry Permit
Application for Drone Operations Permit
Application for Fumigation of Grain Vessels Procedure
Application for Hot Work Permit
Application for Land Based Crane Lift Permit
Application for Traffic Management Permit
Application for Tug Towline Changeout Activity Permit
Application for Work Afloat and Dive Permit
Application for Working at Heights Permit
Application for Works in the MWPA Rail Corridor Permit
Application to Excavate/Penetrates Permit
Application to Fumigate Vessel
Application to Immobilise (Vessel) Permit

Document Title
Abrasive Blasting Procedure
Authority to Work Form
Authority to Work in the Vicinity of High Voltage Electrical Apparatus
Fuel Transfer Bunkering Procedure
Confined Space Entry Permit
Confined Space Entry Procedure
Diving Procedure
Drone Operations over Port Lands and Waters Procedure
Excavation Penetration Procedure
Fuel Transfer (Bunkering) Permit
Fumigation of Grain Vessels Procedure
Hot Work Procedure
Immobilisation Work Instruction
Isolation and Tagging Procedure
Lifting and Rigging Equipment – Selection and Use
MWPA Workers Handbook
Rail Terminal Procedure
Traffic Management – Geraldton Port Procedure
Traffic Management – Gillam Road Guideline
Tug Towline Activity Procedure
Working at Heights Procedure
Working On, Over or Near Water Procedure

Location – Mid West Ports Intranet – [Document Centre](#)

9 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

10 Administration

Document Custodian:	Operations Manager
Document Approver:	Chief Operating Officer
Approval Date:	15 November 2023
Document Review Period:	2 yrs