

Worker and Port User Handbook

Guide to Workplace Health, Safety, Environment and Security
Requirements for the Port of Geraldton



Disclaimer

The information contained in this Handbook is believed to be correct at the time of issue. However, MWPA does not guarantee the accuracy of the information and accepts no liability for any damage, delay or loss resulting from any such inaccuracy.

Table of Contents

1	MWPA – One Page Summary	6
2	Contact Details	7
Section A – Background		9
3	Introduction to the Port	9
3.1	Port facilities	9
3.2	Port Functions	10
4	Purpose	10
5	Scope	11
6	Legislative Requirements	14
6.1	Work Health and Safety Legislation	14
6.2	Environmental Legislation	14
6.3	Security Legislation	15
6.4	Standards / Codes of Practice and Other Requirements	15
6.5	MWPA Policies / Procedures / other Requirements	16
Section B: Work Health and Safety Requirements – General		17
7	Access to MWPA Controlled Premises	17
7.1	Authority to WORK	17
7.2	Inductions	17
7.2.1	Additional Induction Requirements	17
7.2.2	Oakajee	18
8	Training and Competency	18
9	Consultation and Communication	18
9.1	Daily Works Update	18
10	Fitness for Duty	18
11	Emergency Management	19
11.1	MWPA contractors	19
11.2	First Aid	19
11.3	Fire Prevention and Protection	20
11.4	Hydrocarbon / Hazardous Material Spill	20
12	Incident Reporting	20
12.1	Plant and Equipment	22
12.2	Personal Protective Equipment	22
12.2.1	Specific PPE Requirements – Loading of Metal Concentrates	23
13	MWPA Specific Hazards	23
13.1	Rock Wall Edges and Sink Holes	23
13.2	Mooring Lines	24

14	Hours of Work.....	25
15	Smoking.....	25
16	Radio Communications	26
17	Weather Conditions.....	26
17.1	Lightning.....	26
18	Housekeeping	27
18.1	Storage of Tools and Equipment	27
19	Road Rules – General	27
19.1	Mobile Phones While Driving	28
19.2	Speed Limit and Pedestrian Safety	28
19.3	Berths and Shiploader areas	28
20	Safety Signage / Barricading.....	28
21	Practical Jokes / Skylarking / Misconduct.....	28
22	Ladders	29
23	Amenities	29
24	Potential Contaminants in Soil and Water	29
24.1	Asbestos	29
24.2	Other Potential Contaminants.....	29
Section C – Specific Work Health and Safety Requirements		31
25	Authority to Work and Permit to Work Process	31
25.1	Permit to Work.....	31
25.1.1	Leaseholder Permit Requirements	31
25.1.2	Responsibilities of Permit Owners	32
25.2	Isolation and Tag Out	33
25.3	Abrasive Blasting	34
25.3.1	Compressed Air and Pressure Vessels	34
25.4	Confined Space Activities.....	34
25.5	Drone Operations.....	35
25.6	Excavation / Penetration Activities	35
25.7	Fuel Transfer – Bunkering.....	36
25.8	Working On, Over or Near Water	36
25.9	Hot Work.....	37
25.9.1	Total Fire Ban Periods.....	37
25.9.2	Explosive Power Tools	38
25.10	Traffic Management	38
25.11	Working at Height / Dropped Objects.....	38
25.11.1	Working at Height	38
25.11.2	Dropped Objects.....	39

25.11.3	Mobile Elevated Work Platforms (MEWP)	39
25.11.4	Working Suspended Over Water	40
25.12	Lifting, Rigging and Load restraint Activities	40
25.12.1	Lifting Activities.....	40
25.12.2	Wharf Specifications – Load Limits.....	41
25.12.3	Lifting of Personnel.....	41
25.12.4	Rigging Activities.....	42
25.12.5	Load Restraint	42
25.13	Rail Terminal Access.....	42
25.14	Hazardous Substances and Dangerous Goods.....	43
25.15	Electrical Safety	43
25.15.1	Low Voltage Electrical Activities	43
25.15.2	Low Voltage Electrical Isolation	44
25.15.3	High Voltage Activities.....	44
25.15.4	High Voltage Overhead Conductors.....	44
26	MWPA Contractor Requirements.....	45
26.1	WHS Legislation – Jurisdictions	45
26.2	WHS – codes of practice	45
26.3	Contract Company Auditing Requirements.....	46
26.4	Contract works – Site Inspections	46
26.5	Contract works – Management Plans	46
26.5.1	Construction Work	46
26.6	Contract works – Risk and Hazard Management.....	47
26.7	Contract works – Reporting.....	47
26.7.1	Reporting Incidents and Hazards	47
26.7.2	Prestart and Toolbox Meetings.....	48
26.7.3	Insurance and Other Documentation	48
26.7.4	‘As Constructed’ Drawings.....	48
26.7.5	Project Safety Review	48
Section D – Environmental Requirements		49
27	Environmental Framework	49
27.1	MWPA Environmental Policy	49
27.2	MWPA Environmental Licence	49
27.3	Environmental Legislation.....	49
28	Contract Works – Environmental Management Plans.....	49
28.1	Construction Risk Assessment Workshop.....	50
29	Environmental Controls	50

29.1	Air Quality and Dust Control	50
29.2	Abrasive Blasting	51
29.3	Noise Management	51
29.4	Waste Management	52
29.5	Land Contamination – Prevention and Management	54
29.6	Fauna Interactions	55
29.6.2	When Do These Separation Distances Not Apply?	56
29.7	Biosecurity	57
29.8	Hazardous Substances and Dangerous Goods.....	57
Section E – Security Requirements.....		58
30	Security Acts, Regulations and Codes	58
31	Maritime Security Identification Card (MSIC)	59
31.1	Maritime security identification card – MSIC.....	59
31.2	Proof TO WORK INSIDE MWPA SECURE ZONE	59
31.3	Onsite Security Requirements	59
31.3.1	Carry and Display MSIC	59
31.3.2	Visitors.....	60
32	Security Levels – ISPS Code Levels.....	60
32.1	Security Level 1 – Normal.....	60
32.2	Security Level 2	60
32.3	Security Level 3 – Exceptional.....	60
33	Security Incidents	61
34	Australian Border Force	61
35	Definitions.....	63
36	Associated Documents	66
37	References.....	68
38	Monitoring, Evaluation and Review	70
39	Administration.....	70

1 MWPA – One Page Summary

Mid West Ports Authority Emergency Number 0437 413 734 – put it in your phone!

- The areas MWPA has control over are diverse and include the Landside and Waterside ‘secure zones’, parts of the Mineral Storage Area, Rail Terminal, parts of the Fishing Boat Harbour, Administration buildings and roads.
- All Personnel (excluding MWPA employees) must complete an Authority to Work to gain entry to MWPA Controlled Premises.
- The Authority to Work identifies the MWPA Responsible Person who will manage the work activities of the third party, the reason for the work and what level of control is required by MWPA to manage the work activity.
- Personnel need to meet the minimum induction requirements – and additional training (for example, lockout / tagout) and induction requirements for some specific areas (for example, BHF and Rail Terminal).
- Hazards to be aware of include the potential for ground subsidence (some parts of the Port are on reclaimed land), ‘snap back’ zones from mooring lines and potential soil contamination (when excavating / digging).
- MWPA conducts random drug and alcohol testing for all Personnel on site.
- There are specific environmental considerations when working within the Port that may differ from working outside the Port – read section D.
- There are specific security requirements for working inside restricted zones – read Section E.

2 Contact Details

Mid West Ports Authority Emergency Number

0437 413 734

MID WEST PORTS AUTHORITY CONTACT DETAILS

Telephone (08) 9964 0520
Web www.midwestports.com.au
Physical Address 298 Marine Terrace, Geraldton WA 6530
Postal PO Box 1856, Geraldton WA 6531

24 Hour Contact numbers

Operations Supervisors 24/7 0407 797 311
Rail Operations Supervisors 24/7 0407 173 504
Wharf Supervisors 24/7 0437 413 734
Port Security 24/7 0448 939 008

Important Email

Permit Co-Ordinator permits@midwestports.com.au
Operations Supervisors opssupers@midwestports.com.au
Wharf Supervisors wharfsupervisors@midwestports.com.au

Refer to Figure 1 overpage for locations of Emergency Equipment and Evacuation.



Figure 1 – MWP Emergency Equipment and Evacuation / Assembly Areas

Section A – Background

3 Introduction to the Port

Mid West Ports Authority (**MWPA**) is governed by a Board of Directors, as appointed by the Minister for Ports.

MWPA is made up of the following ports.

- Port of Geraldton and proposed Port of Oakajee which are governed by the *Port Authorities Act 1999 (PA Act)*.

Geraldton Port is located approximately 424 kilometres north of Perth, 1,340 kilometres south of Port Hedland and 990 kilometres west of Kalgoorlie.

3.1 PORT FACILITIES

MWPA port facilities are diverse and include the following.

Location	Facility / Structure / Background
Main Harbour and Channel	Navigation and supporting structures and vessels in the main channel, entering into the main harbour and associated vessel berths. Facilitating trade via the movement of vessels is a priority for the Port and personnel working in/on the main harbour / channel or berth areas are required to work to shipping movements and activities.
Berth 1	No infrastructure and used for mooring of small vessels. Not currently available for commercial use. Small craft husbandry only.
Berth 2	Not currently available for commercial use. Small craft husbandry only. No infrastructure with a multi-purpose / general cargo use and livestock.
Berth 3	Permanent shiploader operated by Co-Operative Bulk Handling (CBH) dedicated to loading of grain. On occasion this berth is also used for Cruise Ships or opportunistic MWPA use.
Berth 4	Permanent shiploader operated by MWPA dedicated to loading of talc, mineral sands, garnet and other metal concentrates.
Berth 5	Permanent shiploader operated by MWPA dedicated to loading of iron ore. Will have fuel transfer capabilities in the future.
Berth 6	General Purpose Berth used primarily for the importing of break bulk cargoes, fertilisers, mineral sands and fuel, and the export of metal concentrates, crude oil and on rare occasions break bulk cargo and livestock. Biosecurity non-FPOE (First Port of Entry) approval required for general and break bulk cargo imports.
Berth 7	Shiploader and berth under the control of and operated by Karara Mining Ltd. This berth is dedicated to loading iron ore.
Fishing Boat Harbour	MWPA also manages the Geraldton Fishing Boat Harbour (FBH), supporting the regions Western Rock Lobster fishing and wet-fish industry. The FBH comprises of boat pens and a significant landholding with sites leased principally to businesses that support the local fishing and mining industry. The harbour also supports tourist-based operations.

Location	Facility / Structure / Background
Minerals Storage Area	MWPA operates common user facilities within the Minerals Storage Area including truck unloaders, ablutions and roads. This area has a number of businesses including lease areas that operate as Mining Operations.
Rail Corridor	MWPA operates a rail terminal that interfaces with the Arc Infrastructure Rail Network and private terminal operators such as Karara and CBH. MWPA infrastructure comprises a single run-around track, a rotary twin-cell car dumper track, a bottom discharge ore dumper track and a grain discharge track together with 12 connecting turnouts to provide for operating flexibility. Karara owns and operates a dual wagon tipper connected to MWPA rail lines for its operation and CBH similarly has a bottom dumper grain unloading facility.
Administration	MWPA office facilities including the main office located at 298 Marine Terrace, Geraldton, a second office located at 5 Chapman Road, Geraldton and additional offices at 154 Connell Road in Fishing Boat Harbour. MWPA also has a Perth Office located at Level 3, 3 Ord Street, West Perth.
Other properties	MWPA owns and controls other properties in close proximity to the main port area. These areas have assorted uses such as materials storage or may be subject to redevelopment.

See Figure 1 for a general location and layout of these areas within the Port.

A list of approved products for each berth under the Ports environmental licence can be found here: [DWER licence](#)

3.2 PORT FUNCTIONS

MWPA functions, as defined by the **PA Act** can be summarised as follows (Section 30 (1) (a) to (f)).

- Facilitate trade within and through the Port and plan for future growth and development of the Port.
- Undertake or arrange for activities that will encourage and facilitate the development of trade and commerce generally for the economic benefit of the State through the use of the Port and related facilities.
- Control business and other activities in the Port or in connection with the operation of the Port.
- Be responsible for the safe, secure and efficient operation of the Port.
- Be responsible for the maintenance and preservation of vested property and other property held by it.
- Protect the environment of the Port and minimise the impact of port activities on that environment.

4 Purpose

The purpose of this Handbook is to provide guidance to port users as to the Work Health and Safety, Environmental and Security requirements that must be met to access and conduct work within the Port of Geraldton. For the purpose of this document, port users will be collectively referred to as workers or volunteers unless specific arrangements apply.

Note: Numerous reference documents are available on the MWPA website to support this Handbook and they are identified with this symbol.



5 Scope

The scope of this document includes all works conducted by all workers / volunteers on MWPA Controlled Premises who are directly controlled by MWPA, including the following areas.

- **Port Landside and Waterside Restricted Zones** – commonly called the ‘secure zones’.
- **Mineral Storage Area** – common user areas under MWPA control.
- **Rail Corridor / Terminal** – the terminal under MWPA control (other parties also have rail terminals under their control – see **Section 23.13**).
- **Administration areas.**
- **Fishing Boat Harbour (FBH)** – common user areas under MWPA control.
- **Roads** – under MWPA jurisdiction.
- Any other MWPA owned and operated buildings, equipment and fixtures.

CONTRACTING COMPANIES / WORKERS NOTE:

The *WHS Act 2020 and WHS Regulations (General) 2022* defines all personnel as workers and has removed wording specific to contractors. This is due to the same duty being owed to contractors as employees in legislation. Any wording contained in this document referring to ‘workers’ includes both contractors and MWPA employees.

The requirements of this document form part of any conditions of contract for work between MWPA and their Contracting companies. These requirements always apply when the Contracting company has workers on the site or within any MWPA Controlled Premises, or working on MWPA facilities plant or fixtures, whether or not within the boundaries of MWPA Controlled Premises.



Figure 2 – General Layout of MWPA Areas Including the Prescribed Premises Boundary

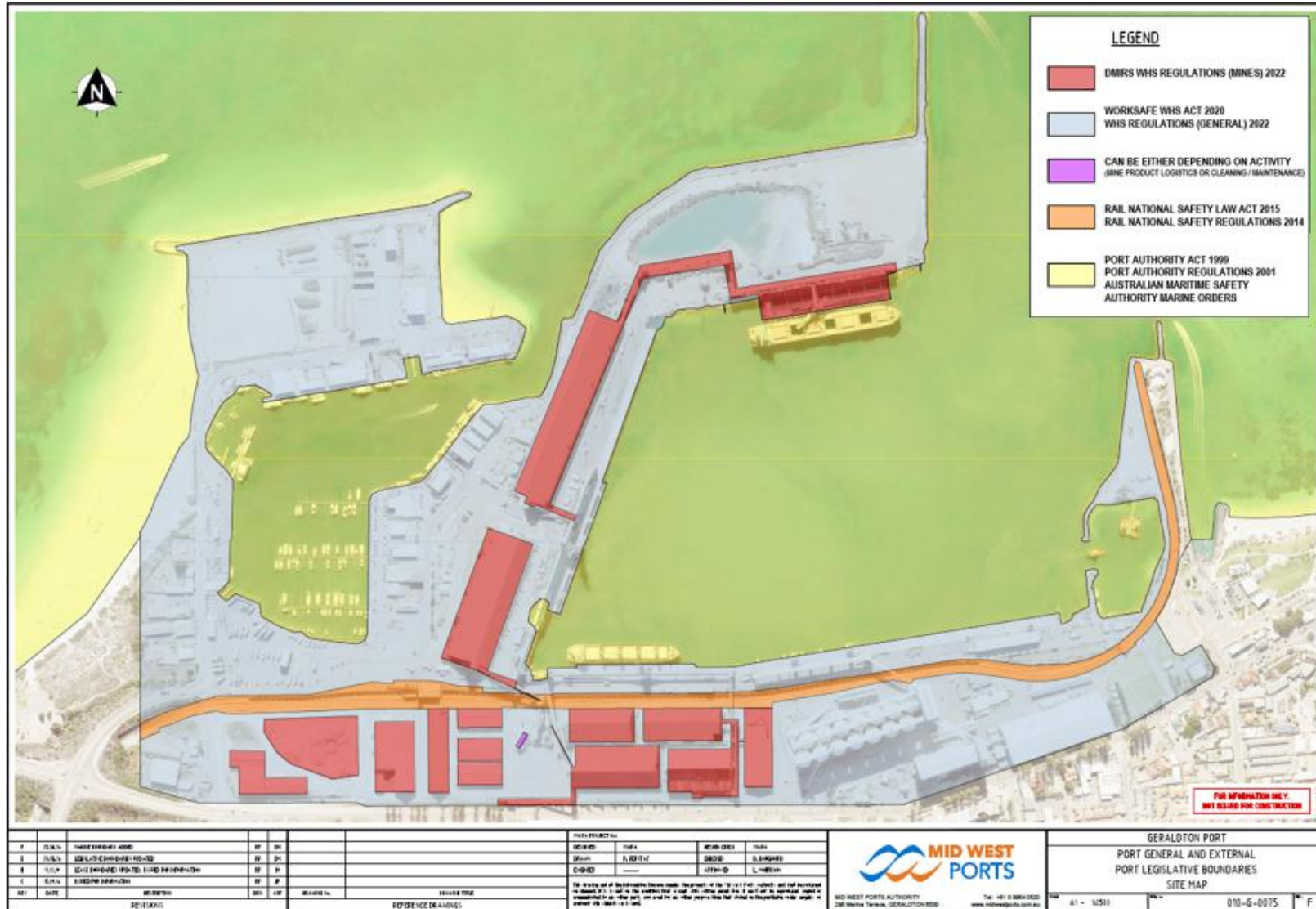


Figure 3 – MWPA Legislative Area Map

6 Legislative Requirements

MWPA has an obligation to comply with the following legislative requirements including the following key areas and/or jurisdictional areas such as Work Health and Safety, Environmental, Marine, Rail, Security and Port Authority requirements. A map of these areas is on the previous page.

6.1 WORK HEALTH AND SAFETY LEGISLATION

Different legal jurisdictions apply to Work Health and Safety (WHS) management at the Port of Geraldton depending on the type of work and the location. These jurisdictions could be one or a combination of the following.

- *Work Health and Safety Act 2020*
- *Work Health and Safety (General) Regulations 2022*
- *Rail Safety National Act*
- *Rail Safety National Regulations*
- Australian Maritime Safety Authority Marine Orders
- *Port Authorities Act 1999*
- *Port Authorities Regulations 2001*

Note: The introduction of the Work Health and Safety Act and Regulations resulted in redefined criteria for Mining Operation activities and as such MWPA Controlled Premises no longer operate as a 'mine site'. Third party users of the Port may still operate as 'mine sites' and as such, it is the responsibility of personnel working in those areas to check the legislative requirements.

6.2 ENVIRONMENTAL LEGISLATION

There are multiple pieces of legislation that may apply to operations within the Port including, but not limited to:

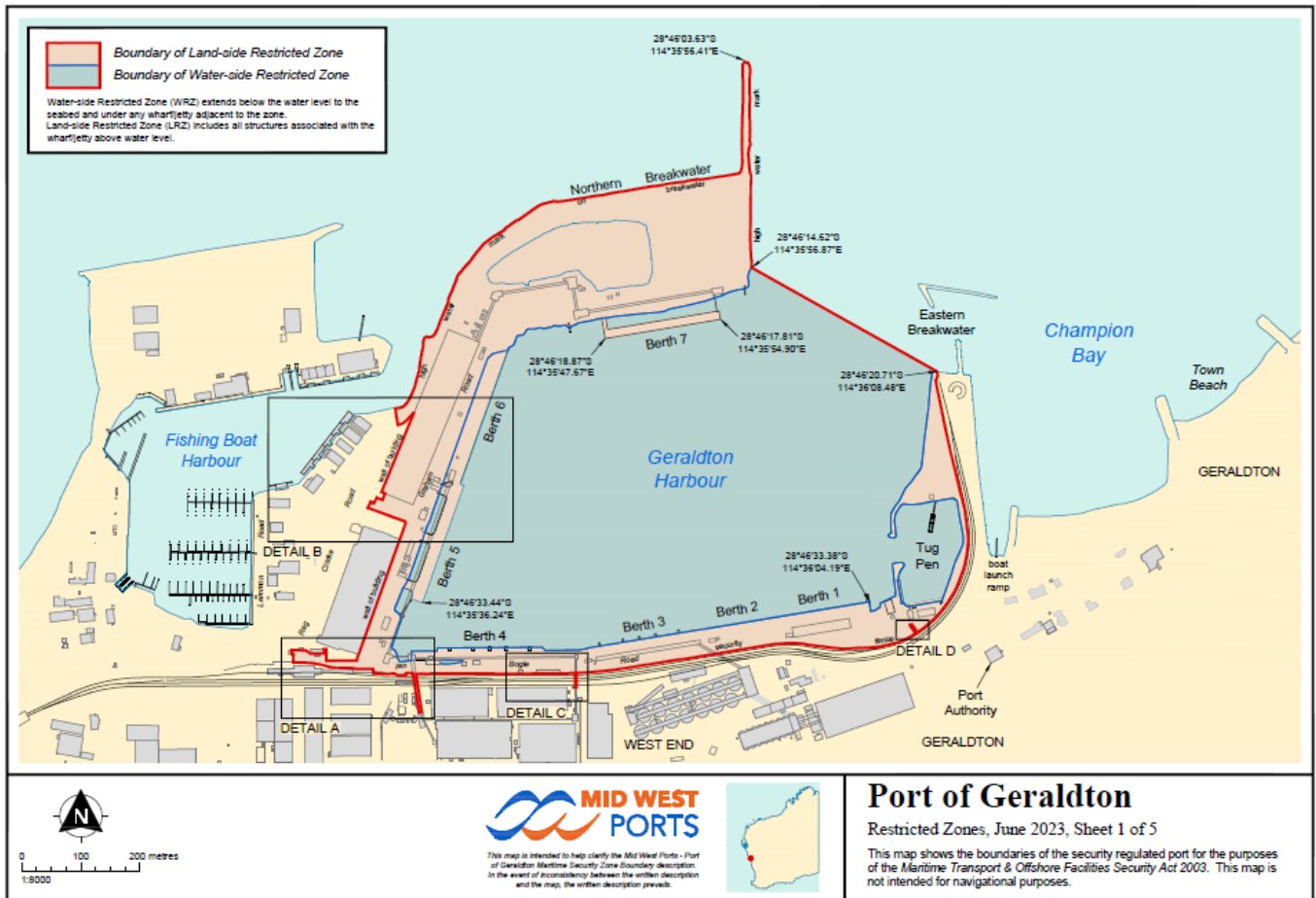
- *Environmental Protection Act 1986*
- *Environmental Protection Regulations 1997* including:
 - *Environmental Protection (Unauthorised Discharges) Regulations 2004*
 - *Environmental Protection (Controlled Waste) Regulations 2004*
 - *Environmental Protection (Noise) Regulations 1997*
 - *Environmental Protection (Abrasive Blasting) Regulations 1998*
- *Biosecurity Act 2015*
- *Biosecurity Regulations 2016*
- *Biodiversity Conservation Act 2016*
- *Contaminated Sites Act 2003*
- *Pollution of Waters by Oil and Noxious Substances Act 1987*
- *International Convention for the Prevention of Pollution from Ships 1973 (MARPOL)*
- *Landfill Waste Classification and Waste Definitions 1996 (amended 2019)*
- *Litter Act 1979*
- *Customs Act 1901*

6.3 SECURITY LEGISLATION

Activity occurring within the Port Landside or Waterside Restricted Zones (shown on map below) will be subject to the following Federal legislative requirements.

- *Maritime Transport and Offshore Facilities Security Act 2003.*
- *Maritime Transport and Offshore Facilities Security Regulations 2003.*

All Commonwealth legislation can be accessed at <https://www.legislation.gov.au/> and Australian Maritime Safety Authority Marine Orders at <http://www.amsa.gov.au/index.asp>



6.4 STANDARDS / CODES OF PRACTICE AND OTHER REQUIREMENTS

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

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

- Resources Safety, Worksafe WA and Energy Safety: <https://www.dmirs.wa.gov.au/>
- Safework Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>

6.5 MWPA POLICIES / PROCEDURES / OTHER REQUIREMENTS

MWPA have developed policies, procedures and associated documentation that reflects the requirements of the legislation, and good practice.

At all times, Personnel on site must comply with legislative requirements as well as MWPA requirements. Check with your MWPA Responsible Person to confirm you have identified all relevant policies, procedures and permit requirements.

See Section 26 for more detail on contractor management.

Section B: Work Health and Safety Requirements – General

7 Access to MWPA Controlled Premises

7.1 AUTHORITY TO WORK

All Personnel (excluding MWPA employees) must complete an Authority to Work to gain entry to MWPA Controlled Premises. The Authority to Work identifies the MWPA Responsible Person who will manage the work activity of the third party, the reason for the work and what level of control is required by MWPA to manage the work activity.

Personnel shall not enter or attempt to enter the site or other MWPA facilities other than by recognised gates or other entrances (that is, reception areas, exit doors, roller doors, truck ramps, open gates to fenced off areas, and the like).

Refer to Section 23 for more detail of the Authority to Work and Permit to Work requirements.

7.2 INDUCTIONS

All personnel accessing MWPA Controlled Premises are required to complete:

- A MWPA Port Induction – If their access requires them to conduct work on site.

Inductions can be completed online by visiting MWPA website at <https://www.midwestports.com.au/> and following the links.

7.2.1 Additional Induction Requirements

Additional induction and learning requirements apply to some positions and/or activities. Areas such as the Bulk Handling Facility (**BHF**) requires additional inductions for personnel accessing / working within the BHF, similarly access to the Rail Terminal requires additional induction requirements as does the requirement for personnel who work under the isolation requirements for lock out / tag out.

Non-MWPA personnel shall refer to their MWPA Responsible Person for more information regarding these requirements. MWPA personnel shall refer to their immediate Supervisor for more information.

MWPA also has facilities located within special areas called the Landside and Waterside Restricted zones (commonly called the Secure Zone). Access to these Secure Zones is controlled in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003*, and will be granted by MWPA if:

- personnel have completed a MWPA Port Induction and hold a valid Maritime Security Identification Card (**MSIC**); or
- personnel are visitors; the personnel must have completed a MWPA Port Induction (if they fit within the category requirements as per the 'Visitor Management Work Instruction') and can provide photograph identification in order to be granted a visitor pass and must be accompanied at all times by a MWPA inducted and valid MSIC holder.
- Slightly different entry criteria exists for Tour Groups, which can be found in the document entitled 'Group Visits / Tours Security Work Instruction'.

See **Section E** for more detail of the security requirements for Secure Zone Access.



Geraldton Port Security Zone Access Procedure

7.2.2 Oakajee

Entry onto the Oakajee Port site is via communication and consultation with MWPA Responsible Person.

8 Training and Competency

In addition to the minimum access requirements (**Section 7**) Personnel entering MWPA Controlled Premises to conduct work shall ensure that they are appropriately licensed, qualified, skilled and experienced to carry out the duties required of them in accordance with applicable legislation, the National Standard for Licensing Persons Performing High Risk Work (if required) and MWPA standard requirements.

Personnel performing tasks where specialised training and competencies are required, or where a National Certificate of Competency is required, shall carry their licences or certification with them at all times whilst on MWPA Controlled Premises to provide evidence of their training and competence. This includes White cards for those conducting construction activities.

Where MWPA requires specific training and competence – the requirement(s) are listed in the specific procedures. Personnel may obtain further information by contacting the MWPA Responsible Person.

9 Consultation and Communication

9.1 DAILY WORKS UPDATE

MWPA publishes a Daily Works Update to support port users' awareness of what is occurring around site.

If you work at the Port regularly and would like to receive this automatically (daily) via email, you can subscribe to the email distribution list by contacting Wharf Supervisors on wharfsupervisors@midwestports.com.au or by phone on **0437 413 734**.

BHF Operations hold a prestart meeting at the Berth 5 meeting room daily at 6:15 (dayshift) and 18:15 (nightshift). Work plans and simultaneous works are discussed to ensure all parties are aware of each other's requirements.

10 Fitness for Duty

A Fitness for Duty Procedure is in place to manage all personnel accessing MWPA Controlled Premises and covers the following, including but not limited to:

- Alcohol and Drug testing; and
- Fatigue management.

It is a condition of entry to any MWPA Controlled Premises that all personnel may be subject to random, for cause or suspicion testing for alcohol and drugs. MWPA enforces a zero-tolerance drug and alcohol policy on all its work sites.

To meet their fitness for duty obligations, all personnel have a duty to:

- present fit for work, in a condition that does not put themselves or others at risk of harm;
- report situations where they are not fit for work or become unfit for work during the course of their work shift; and
- comply with MWPA's Fitness for Duty Procedure.

11 Emergency Management

Personnel entering MWPA Controlled Premises need to make themselves aware of the location of emergency equipment in their immediate area and the process to respond to an emergency event.

Refer to Figure 1 – MWPA Emergency Equipment and Evacuation / Assembly Areas.

In the event of an emergency occurring within MWPA Controlled Premises, the following procedure is to be adopted by all personnel.

MWPA Emergency Number – 0437 413 734

1. Notify MWPA immediately.
2. Notify the relevant emergency services – ‘000’.
3. Depending on the circumstances, aid if capable.
4. Stop work and proceed in an orderly manner to the nearest Muster Point. Site Muster Points are located on in Figure 1. There is also a map at Gates 1 and 2 identifying these points.
5. Await instructions from designated MWPA Warden.
6. Return to work site when safe to do so.

The Port does not have a site-wide alarm system. Should a site-wide emergency occur, communication will be managed through mobile phone, person to person direct contact and radio.

11.1 MWPA CONTRACTORS

Workers from MWPA Contracting companies may be required to participate in emergency response drills including, but not limited to, fire, spill and evacuation drills when regularly testing the effectiveness and readiness of its emergency response personnel, equipment and procedures when on site.

Workers from MWPA Contracting companies shall adopt the MWPA Emergency Response Plan unless other arrangements have been made.

More detail is contained within:



Emergency Management Plan

11.2 FIRST AID

Workers from MWPA Contracting companies and other Personnel are to provide and maintain their own first aid equipment. If an emergency occurs and Personnel do not have access to a qualified first aid person, call the **Port Emergency Number on 0437 413 734** and advise of the situation. You may be required to dial **000** if medical attention is required.



MWPA has trained personnel on site and may be able to assist.

There are at least eight defibrillators located throughout MWPA Controlled Premises (Berth areas / FBH / Minerals Storage Area). A MWPA first aid and equipment map is on the page 21 in Figure 5.

11.3 FIRE PREVENTION AND PROTECTION

Personnel have a duty to familiarise themselves with their work area and identify the location of emergency equipment including fire escapes, emergency exits and fire equipment (extinguishers, hoses, blankets). Always keep fire escape routes and access to fire extinguisher equipment clear.

Fire hazards should be identified in your JSEA / risk assessment.

Fire hoses are not to be used for washing down vehicles or in any other situation other than providing support during firefighting.

Total Fire Ban days will be communicated via the Daily Works Update.

Fire extinguishers, or fire blankets which are used, found to be out of date, or missing from their rack are to be reported to your site supervisor or MWPA Responsible Person.

Personnel are expected to have a suitable fire extinguisher nearby if there is a fire risk due to the type of work being undertaken.

11.4 HYDROCARBON / HAZARDOUS MATERIAL SPILL

If there is a spill:

- call MWPA emergency number (0437 413 734) and advise location, type of spill, product, quantity and persons involved if necessary;
- control the flow;
- contain the product;
- prevent the spill entering stormwater or the harbour;
- keep other personnel out;
- if safe to do so, switch off electrical equipment in the area if there is a risk of explosion and avoid mobile phone use near spill;
- keep at least 15 metres upwind of the spill when operating any electronic device;
- clean up the spill if you are trained, competent, confident, and aware of where spill equipment is stored; and
- refer to the Safety Data Sheet for information where necessary.

12 Incident Reporting

Under the PA Act, MWPA is responsible for the safe and efficient operation of the Port, the preservation of property and the protection of the environment. Therefore, any emergency, incident, hazardous situation, near miss and/or any marine and/or land pollution incidents must be reported.

Personnel are responsible for ensuring that MWPA is notified as soon as an incident occurs. This notification can be made via the MWPA Emergency Number or your MWPA Responsible Person. For operational incidents recommencement of work is not to occur until approved by MWPA.

MWPA Emergency Number – 0437 413 734

Personnel are responsible for preparing an incident report, which is to be submitted to MWPA Responsible Person / Delegate as soon as is possible but no later than 72 hours after the incident occurring.

Personnel are obliged to proactively analyse the findings of all incident investigations and share lessons learned (positive and negative) with its personnel and MWPA as a means to prevent future incidents.

More detail is contained within:



Incident Reporting and Investigation Procedure

12.1 PLANT AND EQUIPMENT

Personnel shall ensure that all plant and equipment used meets work health and safety requirements and are regularly calibrated and maintained in a serviceable condition. Prestart information should always be documented and available for perusal on site.

All equipment shall comply with all applicable laws, standards and regulations, such as licenced and roadworthy and fit for purpose.

12.2 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (**PPE**) requirements vary throughout MWPA Controlled Premises depending upon the geographical location, work activity being conducted and legislative requirements. Consult with your MWPA Responsible Person as to the minimum requirements.

As a general guide, Personnel in the Landside or Waterside Restricted Zone, the rail corridor and terminal, Bulk Handling Facilities and bulk minerals storage shall wear the following.

- High visibility long sleeve shirt with retro-reflective strips. (Mandatory requirement).
- Long pants with retro-reflective strips (Hi-vis strips on pants recommended but not mandatory).
- Safety lace up / zip up footwear.
- Safety glasses – medium impact.
- Safety Helmet.
- Gloves – to be carried.
- Personal Floatation Device (PFD) required if working near berth edge.

Note: When working on or within three metres of the rail corridor fence, high visibility shirts must be ORANGE in colour.

Visitors need to consult with your MWPA Responsible Person as to your minimum requirements.

Further detailed information is contained within:



Personal Protective Equipment Procedure

12.2.1 Specific PPE Requirements – Loading of Metal Concentrates

Additional PPE requirements apply when the bulk loading of metal concentrates occurs including the use of disposable coveralls, a P2 mask and impervious gloves.

An exemption for the wearing of high visibility clothing is in place where disposable coveralls are worn.

Further detailed information is contained within:



Metal Concentrate – Berth 4 BHF



Loading Packaged Bulk Minerals Procedure

13 MWPA Specific Hazards

This section outlines some of the key hazards identified within MWPA that could affect port users.

13.1 ROCK WALL EDGES AND SINK HOLES

Large areas of the Port are on reclaimed land or modified surfaces where undermining and sink holes can occur with little warning. This can create additional hazards for the operation of mobile plant such as cranes, forklifts or mobile elevating work platforms (**MEWP**) in areas near rock walls or embankments. These areas can be prone to undermining from sea-state, tidal movements and damage from stormwater runoff. The assessment of work activities in these areas must consider these hazards – refer to **Section C – Work Health and Safety Requirements – Specific** for more detail.

If you notice ANY subsidence, no matter how small in the ground / work surface which you have not seen before, barricade the area and inform your MWPA Responsible Person as soon as possible.



Photo 1 shows an incident where a Mobile Elevated Work Platform (MEWP) being operated close to a rock wall edge tipped due to instability of the ground surface.



Photo 2 shows a sinkhole that appeared in the rail corridor.

13.2 MOORING LINES



Parting mooring lines are a significant risk at Geraldton Port due primarily to the prevailing surge and swell conditions.

When a line parts, it generally makes a loud sound like a shot gun, however, there is no time to respond as the line snaps back in a split second and can potentially cause serious injury or fatal consequences for Personnel in the snap back zone.

It is critical that Personnel working on berths / in the proximity of mooring lines are aware of the snap-back zones and avoid these areas if there is no need to be there.

If the mooring line can travel back in a straight line, it will, striking anything or anybody in its path. If the line is around a bollard then it has the potential to whip round in a larger arc as illustrated in the second drawing in **Figure 11.2**.

Personnel conducting activities on berths / in the proximity of mooring lines must consider the potential for snap back and consider the application of barriers if work in the snap-back zone cannot be avoided.

Activities requiring a Permit (**Section 23 Authority to Work and Permit to Work process**) have a reminder on all Application for Permit forms to manage the hazards associated with working on berths / in the proximity of mooring lines.

MWPA is actively managing these hazards and has a variety of controls in place including the use of specialised ShoreTension units which use a hydraulic system to maintain constant mooring line tension.

Even with these controls in place, vigilance is required at all times when working on berths / in the proximity of mooring lines and personnel must be aware of any unusual observations such as excessively tight looking lines, creaking or 'singing' lines. The Duty Wharf Supervisor should be notified if you have any concerns about line tensions, poor quality lines, poorly tended lines, or if you witness a parted line.

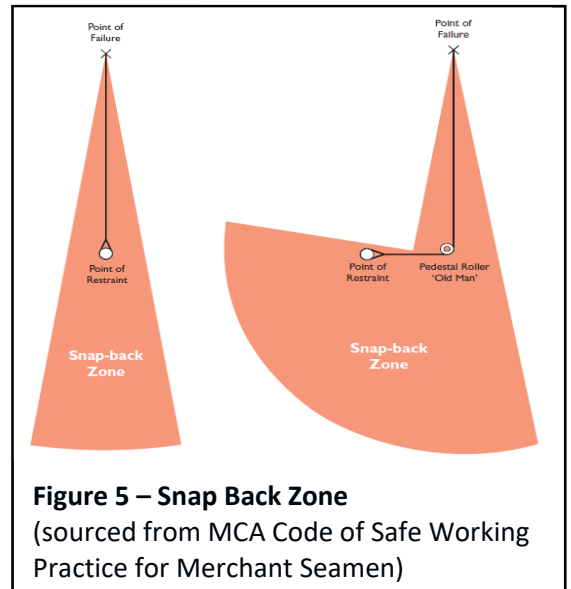


Figure 5 – Snap Back Zone
(sourced from MCA Code of Safe Working Practice for Merchant Seamen)



Photo 3 shows a frayed mooring line.



Photo 4 shows excessive slack in lines.

14 Hours of Work

Geraldton Port is a 24-hour operation. You may work inside the Port at any time as agreed with MWPA, provided:

- mandatory access requirements have been met;
- you have approval from your MWPA responsible person / approved (on site) permit for your activity;
- fatigue is managed;
- noise restriction requirements are met, for example environmental protection (noise) regulations and city of greater Geraldton requirements; and
- workers have the ability to call any required emergency services should the need arise.

15 Smoking

Smoking and/or the use of electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any area where smoking is restricted.

The following requirements apply to the management of smoking on MWPA Controlled Premises. Smoking is not permitted:

- inside any building including offices, amenities, workshops, conveyor galleries, shipping galleries and transfer towers;
- in any vehicle or plant including forklifts, cranes, trucks and work boats;
- within five metres of any entrance to a building;
- within five metres of any open window to a building;
- on any verandah or building lean to, that is 50% or more enclosed;
- within five metres of any other person unless they are also smoking;
- on Berth 3 when a grain ship is loading;
- on Berth 5 or 6 when there is a petroleum tanker discharging;
- within 25 metres of any petroleum bunker;
- within any area sign posted as a non-smoking area (such as fuel bowsers) or near any flammable; or
- in areas not designated as smoking areas by signage within the BHF.

Cigarette butts / e-cigarettes must be disposed of in a suitable waste receptacle.

16 Radio Communications

Radio communications are used at the Port for numerous activities including marine vessel communication, shiploading operations, rail operations and emergency situations.

Radios should only be used if they are necessary.

It is important to follow some basic protocols for speaking on the radio including the following.

- 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.
- Avoid using nicknames or redundancies such 'you know' or 'er'.
- Make your message brief but concise.
- DO NOT swear or use inappropriate language.

For use of radios for Berth 4 and 5 shiploading, refer to the following.



Shiploading Radio Communications Berths 4 & 5 BHF Work Instruction

17 Weather Conditions

17.1 LIGHTNING

MWPA provides the following guidance for personal safety during thunderstorms.

The 30/30 Rule will apply:

- Once thunder can be heard, estimate the distance to the storm activity by using the Flash to Bang method. Count the seconds between seeing the lightning and hearing the thunder.
- Use the guide, three seconds equals one km. If the counted time is less than 30 seconds (10 km) then suspend works and seek a safe location
- All personnel must remain undercover until 30 minutes after the final flash of lightning or clap of thunder, as trailing storm clouds can still carry a lingering charge.

Additional detail is identified in:



Lightning Safety Plan

18 Housekeeping

Personnel have a requirement to ensure the following.

- Keep your work areas clean and tidy.
- Keep exits / walkways / pathways / accessways clear and unobstructed.
- Rubbish containers are to be placed strategically about the project and used for the disposal of sharp materials and other construction generated rubbish and debris.
- Storage areas are to be kept clean, and materials neatly stacked or placed.
- Construction materials shall be stored or placed in an orderly manner.
- Appropriately dispose of solvents, empty paint cans, oils, greases and any other such materials or containers which have contained chemicals. If unable to appropriately remove containers from site immediately ensure compliant bunding is used to mitigate the likelihood of environmental contamination.
- At the completion of works all non-MWPA 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.

If any port user / worker / volunteer finds a common user waste receptacle that is full or a quarantine bin that is open, please contact the Wharf Supervisor (0437 413 734 – 24 hours) to report for actioning.

18.1 STORAGE OF TOOLS AND EQUIPMENT

If it is deemed necessary, the MWPA person supervising the works may allow Personnel to store tools / equipment at the end of the workday on MWPA Controlled Premises.

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

19 Road Rules – General

While all Port roads are private roads, all normal road rules are to be applied. This means that vehicles and mobile plant / equipment must be licensed to use these roads as normal road vehicles. If they do not meet these requirements or other conditions apply (for example, oversize) refer to **Section 25.10 Traffic Management** for detail of the Permit to Work conditions that may apply.

Personnel must hold the appropriate licence to operate any vehicle, plant or mobile equipment.

Vehicles and mobile plant must not block any entry, gateway, obstruct fire hydrants, hose boxes or other safety equipment or obstruct any berth operations, shiploading or ship discharging operations.

All vehicles and mobile plant must be maintained to ensure the safety and integrity of equipment and ultimate safety of personnel and have appropriate pre-start inspections completed prior to use.

Local police regularly patrol port roads and will issue infringements if road users are found to be in contravention of road rules. MWPA's CCTV footage can be used as evidence if applicable.

19.1 MOBILE PHONES WHILE DRIVING

Personnel operating a vehicle or mobile plant must not use a mobile phone while the vehicle is moving, or is stationary but not parked, as per *Road Traffic Code 2000* s 265. A mobile phone may only be used while the vehicle is moving if:

- it is affixed to a mounting while being used, and the person using it does not need to touch the screen except to activate the phone and answer an incoming call; or
- if not secured in a mounting affixed to the vehicle, is not being held by the driver or on their lap and does not require the driver at any time to press anything on the body of the phone itself (for example Bluetooth).

19.2 SPEED LIMIT AND PEDESTRIAN SAFETY

Speed limits on MWPA Controlled Premises are clearly marked via signage. The speed limits within some areas have been designated as 20km/h where pedestrians are likely to traverse or pedestrian interaction is possible.

Designated walkways and pedestrian crossings are provided and should be used where possible. Personnel need to be aware that vehicles and plant can be operating in any area at any time.

19.3 BERTHS AND SHIPLoader AREAS

Unless required to drive along these berths for work purposes, personnel should refrain from driving along berths or under shiploaders or park on berth areas. See **Section 13.2** regarding the hazards of mooring lines on berths.

Access to Berth 3 shiploader (CBH) and Berth 7 shiploader (Karara) must only be with authorisation from the companies that control those facilities and personnel should refer to their MWPA Responsible Person for more detail.

20 Safety Signage / Barricading

The requirement for safety signage and/or barricading form part of the risk assessment conducted prior to work. Non-MWPA personnel are to provide their own signage and barricading that complies with applicable Australian Standards and the requirements of the Demarcation and Barricading Work Instruction.

For more detail refer to the following.



Demarcation and Barricading Work Instruction

21 Practical Jokes / Skylarking / Misconduct

Practical jokes, skylarking and inappropriate conduct are not permitted at any time on MWPA Controlled Premises.

22 Ladders

Ladders are to conform to design regulations and the type of ladder selected shall be based on the task involved, for example, ladders for electrical use must be non-conductive.

The hazards associated with ladder use shall be identified and addressed in the risk assessment developed for their use.

Additional detail is identified in:



Working at Heights Procedure

23 Amenities

Common use amenity facilities are provided for port users and include dedicated areas on Berth 3 and Berth 5. Personnel using these facilities are to ensure they keep them in a clean and tidy state. Ensure all food scraps, wrappers, paper cups and other disposable items are to be disposed of into the appropriate waste receptacle.

See **Section 29.4** for more detail on waste disposal.

24 Potential Contaminants in Soil and Water

24.1 ASBESTOS

Asbestos Containing Materials (ACM) are on site and where identified, are clearly marked. An Asbestos Management Plan and Asbestos Register 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 ACM may be present, ask your MWPA Responsible Person to check the MWPA Asbestos Register and identify its location.

Additional detail is identified in:



Asbestos Management Plan

24.2 OTHER POTENTIAL CONTAMINANTS

Other potential contaminants present onsite within soil, groundwater and surface water at above background levels include metals, nutrients, hydrocarbons and per- and poly fluoroalkyl substances (PFAS). Drain water onsite is also likely to contain contaminants.

Specialist assessment of contaminant levels have been conducted on port soil and groundwater and have found that levels of potential contaminants in soil are typically below human health-based investigation levels for commercial / industrial land use, however, there is still the potential for localised hotspots of soil contamination. There remain environmental risks associated with this potentially contaminated soil and groundwater and further detail of the environmental considerations are identified in **Section 29.5 Land Contamination**.

The highest levels of metals were detected within accumulated sediments within areas of metal concentrate storage.

The depth to groundwater at the Port is typically one to four metres below ground level. As the Port does not routinely extract groundwater at any location and does not use groundwater for any purpose, the associated risk to general workforce from any contaminants in groundwater is low as there is generally no exposure pathway. However certain activities (such as excavations in the one to four metre range) may lead to potential contact with groundwater.

MWPA implements several practices to manage and monitor potential contaminants at the Port including post-concentrate loading washdowns and ongoing groundwater monitoring.

To manage the potential for exposure to contaminants in soil, groundwater and surface water, Personnel shall ensure:

- an Application for Excavation / Penetration Permit is submitted and approved by MWPA prior to ground disturbing works starting. See **Section 25.6 Excavation / Penetration Activities** for details of permit requirements including minimum risk assessment requirements, PPE and hygiene considerations.

Additional detail is identified in:



Excavation Penetration Procedure



Personal Protective Equipment Procedure



Application for Excavation / Penetration Permit

Section C – Specific Work Health and Safety Requirements

25 Authority to Work and Permit to Work Process

Non-MWPA personnel who require access to areas of the Port under the control of MWPA to undertake work, are required to complete an Authority to Work Permit.

This form identifies the MWPA Responsible Person who will assist the process and determine if work activities require a separate work permit(s).

MWPA personnel are not required to complete an Authority to Work form and may directly identify activities that require a permit.

Where personnel who access the Port and do not require additional permits (only an Authority to Work) the MWPA Responsible Person will coordinate the activity on site by ensuring the following.

- Risk assessments for the activity are reviewed prior to the activity (as required).
- Review of risk assessments on site prior to the commencement of work (as required).
- Supervision of personnel on site (as required).
- Log activity in the Daily Works System (as required).

More detail is contained within:



Authority to Work Permit



Permit to Work and Authority to Work Procedure

25.1 PERMIT TO WORK

Where activities require a work Permit, Personnel shall obtain Permit Application form(s) from the MWPA website (www.midwestports.com.au) and consult with their MWPA Responsible Person if they require assistance completing the application.

Land based crane lift permits, and Application for Excavation / Penetration permits, need to be submitted seven working days prior to work. All other permits require to be submitted two working days before work. All permits are assessed daily and have a maximum validity of 30 days.

25.1.1 Leaseholder Permit Requirements

Leaseholders have exclusive use and control of their lease area and are responsible for managing their work activities provided that the work:

- has no impact whatsoever on other port users;
- will not impact on any MWPA services, such as power, water or the like. Because of the potential for damage to MWPA services – an application for excavation-penetration permit is always required for any type of work involving excavation or ground penetration, due to the risk of exposing or damaging critical services including high voltage power;
- will not impact on any MWPA infrastructure, buildings, plant, equipment or the like; and
- is conducted within the confines of the lease.

25.1.2 Responsibilities of Permit Owners

Personnel completing permit applications (Permit Owner) must be aware of the following requirements.

- They have read the Permit Application Form(s). These Forms clearly identify what supporting information is required to be submitted as part of the application process. This may include documents such as draft risk assessments, Safety Data Sheets (SDS) and licence / competency information.
- There are specific timeframes for permits.
 - Application for Land Based Crane Lift Permit, Application for Excavation / Penetration Permit and Application for Traffic Management Permit 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.
- Applications can be emailed to permits@midwestports.com.au.
- If supporting documentation is not submitted or the information is insufficient the permit will be returned to the Permit Owner for resubmission.
- They understand that an 'Authorised' permit that is returned to them allows them to access MWPA Controlled Premises and have their draft risk assessments / other documents reviewed on site prior to the commencement of the work. Site specific conditions / hazards are identified, and the risk assessment updated as required.
- Only after the site review is completed will the relevant MWPA Area Authority 'approve' work to commence.
- Once work commences on site, Permit Owners have accepted the terms and conditions associated with the permit and assume management control of those activities. Typically, this means personnel under the control of the Permit Owner understand and accept the permit conditions and are suitably qualified / trained / competent to carry out the work in a safe manner.
- Daily revalidation of permit will occur by the MWPA Responsible Person.
- Compliance reviews may be conducted by MWPA personnel during the course of the works.
- When the permit activity is completed, and the area has been left in a clean safe and acceptable condition, the MWPA Responsible Person will close the permit.

More detail is contained within:



Permit to Work and Authority to Work Procedure



Application for Working at Heights Permit

25.2 ISOLATION AND TAG OUT

The Isolation and Tag Out process applies to all operations on MWPA controlled worksites that involves work tasks with a risk of a hazardous release of energy such as electrical, mechanical, gravitational, pneumatic, hydraulic and chemical energy.

MWPA has an isolation and tagging system that involves the use of:

- Personal Danger Lock (RED);
- Group Isolation Lock (YELLOW);
- Isolation Lock (BLUE);
- Personal Danger Tag (RED and BLACK);
- Out of Service Tag (YELLOW and Black);
- Isolation Tag (ORANGE and BLACK);
- Information tag (BLUE and WHITE); and
- Group Isolation Certificate (Part of Permit to Work).

Personnel working on equipment that requires isolation / lockout / tagout need to have completed the following minimum training requirements.

Training	Requirement
Basic Isolator	Can only apply a Personal Lock (RED) and Personal Danger Tag (RED and BLACK) onto a Group Isolation Lock Box.
Restricted Individual Isolator	Can apply a Personal Lock (RED) and Personal Danger Tags (RED and BLACK) onto a 'single point' isolation on equipment that they are working on.
Individual Isolator	Can apply a Personal Lock (RED) and Personal Danger Tags (RED and BLACK) onto multiple points of equipment that they are working on.
Group Isolators	Can apply isolations to equipment that other isolators are working on.

Isolation / minimum training requirements need to be discussed with your MWPA Responsible Person as part of work planning.

More detail is contained within:



Isolation and Tagging Procedure

25.3 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.

Abrasive Blasting activities are managed via an Application for Abrasive Blasting Permit and minimum general requirements are identified in the Abrasive Blasting Procedure, including but not limited to the equipment being used for the task, waste containment and disposal, and training and competency requirements.

Note that specific environmental requirements apply for these activities and further detail can be sourced in **Section 29.2**

Further detail is contained within:



Application for Abrasive Blasting Permit



Abrasive Blasting Procedure

25.3.1 Compressed Air and Pressure Vessels

Pressure vessels must be registered as per Schedule 5 Division 2 of the *Work Health and Safety (General) Regulations 2022* and evidence of certification must be retained with the equipment. Compressed air shall not be used for cleaning / blowing down of personnel or clothing.

25.4 CONFINED SPACE ACTIVITIES

As identified in the *Work Health Safety (General) Regulations 2022*, a confined space means an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person;
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level;
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion;
 - harmful concentrations of any airborne contaminants; or
 - engulfment.

Work that is proposed that requires entering, working in, on or in the vicinity of the confined space (including a risk of a person inadvertently entering the confined space) is conducted under the Permit to Work process and must have a risk assessment completed that addresses the minimum written requirements identified in the Confined Space Entry Procedure.

Entry and work within a confined space are often associated with other hazards and activities such as isolation requirements, hot work and abrasive blasting are managed under separate permits which are attached to the Application for Confined Space Entry.

The Permit Owner shall complete an Application for Confined Space Entry with supporting documentation such as risk assessments.

MWPA shall issue a written authority (Confined Space Entry Permit) that permits entry into the confined space once specific controls and precautions have been met including isolation requirements and initial gas testing of the atmosphere.

Further detail is contained within:



Confined Space Entry Procedure



Confined Space Entry Permit



Isolation and Tagging Procedure

25.5 DRONE OPERATIONS

A drone is an Unmanned Aerial Vehicle (UAV) sometimes called a Remotely Piloted Aircraft (RPA) that operates without a human pilot, crew or passengers onboard.

MWPA has an obligation to maintain the integrity of the Port Security Zone in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003*. To ensure compliance with this condition of the Act, MWPA manages drone operations via an Application for Drone Operations Permit.

Drones weighing more than 2kg require a Remote Pilot Licence (RePL) for individuals or a Remotely Piloted Aircraft Operators Certificate (ReOC) for organisations.

All drone activities must remain within the separation distances required by the *Biodiversity Conservation Act 2016* (maintain a distance of 60 m [in all directions] from a sea lion, dolphin, or whale), see section 29.6.1.1 for further details.

Further detail is contained within:



Drone Operations Over Port Lands and Waters Procedure



Application for Drone Operations Permit

25.6 EXCAVATION / PENETRATION ACTIVITIES

Excavation / penetration is defined by MWPA as any activity exceeding 150mm below ground surface that involves:

- surface excavations;
- penetration by star pickets;
- drilling by mechanical device;
- within a structure – any activity involving the penetration of any 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.

Notes

- Excavation that includes tunnelling or a shaft or trench with an excavated depth greater than 1.5 metres is further defined as High Risk Construction Work.
- Minor excavation by hand / shovel or non-intrusive digger (Vacuum Excavator) may not require an excavation / penetration permit. Refer to Permit Coordinator for assessment on a case-by-case basis.

Excavation and penetration activities are managed by the Permit to Work System, namely by reviewing the Excavation / Penetration Procedure and complying with the requirements identified within which may include completing an Application for Excavation-Penetration Permit.

The Excavation / Penetration Procedure contains general requirements including assessing for underground services, ground stability, environmental requirements including the removal and disposal of potentially contaminated materials, barricading and competence of personnel.

Further detail is contained within:



Excavation Penetration Procedure



Application for Excavation / Penetration Permit

25.7 FUEL TRANSFER – BUNKERING

In the Port of Geraldton, bunkering is the refuelling of water borne vessels, mobile plant (such as front end loaders) or land-based bulk cargo transfer cranes.

Bunkering services are provided by third parties who hold a Bunkering Services Licence issued by MWPA and bunkering activities are managed via an Application for Fuel Bunkering Permit.

Bunkering does not include transfer of fuel cargo (refer to Tanker Ship Berth Operations Procedure).

Further detail is contained within:



Bunkering by Road Tanker Procedure



Application for Fuel Transfer (Bunkering) Permit

25.8 WORKING ON, OVER OR NEAR WATER

Activities that require work on, over or near water may include but are not limited to:

- working near a berth edge, over the face or under a berth;
- 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. Refer to the Working at Height Procedure for detail of the management of this activity.

These activities are managed via the Permit to Work System, namely by reviewing the Working On, Over or Near Water Procedure and complying with the requirements identified within which may include completing an Application for Work Afloat and Dive Permit.

In some areas of the Port a yellow delineation line is painted on the ground (for example, berths) and all Personnel on the water side of the yellow line (working or otherwise) are required to wear as a minimum a self-inflating Level 150 Personal Floatation Device (PFD) unless an alternate measure has been approved and included in the work activity risk assessment / JSEA.

Vessels used for work on MWPA controlled waters are required to comply with commercial vessel licence requirements – and further detail can be found in the Working On, Over or Near Water Procedure.

Further detail is contained within:



Working On, Over or Near Water Procedure



Application for Work Afloat and Dive Permit

25.9 HOT WORK

Hot work is any activity that has the ability to produce heat or spark that has the potential to cause ignition and is conducted in an area that is not designed for hot work.

It typically includes but is not limited to activities such as:

- 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;
- explosive tools such as nailguns; and
- radioactive sources.

Note: Items such as an electric soldering iron or electric hot air gun are not generally considered as a hot work activity within MWPA.

Most activities involving hot work will be managed under the Permit to Work System via an Application for Hot Work Permit. **Note:** Some designated MWPA workshop hot work areas may be exempt from permit requirements.

As a minimum, hot work will be managed via a risk assessment – refer to the Hot Work Procedure for detailed information as to the considerations required which will include but are not limited to combustibles present in the area, proximity to other assets such as fuel pipelines, environmental conditions including total fire bans, barricading, emergency procedures and training / competence.

25.9.1 Total Fire Ban Periods

Specific considerations and controls are required during the declaration of a total fire ban, and it is the responsibility of the person doing the work to complete an online notification with the regulating authority (Department of Fire and Emergency Services).

25.9.2 Explosive Power Tools

The use of explosive power tools is managed via the Application for Hot Work Permit and personnel who plan to use these tools must ensure the minimum general requirements are met including the need for barricading / signage and training / competency requirements.

Further detail is contained within:



Hot Work Procedure



Application for Hot Work Permit

25.10 TRAFFIC MANAGEMENT

For general information regarding vehicle use / road rules, refer to **Section 19 Road Rules – General**.

Plant and vehicles must be appropriately licensed when traversing Port roads. If plant and equipment are not licenced and required to move through the MSIC area of the Port, a traffic management plan may be required depending on the size and functionality of the plant / equipment. Normally vehicle escorts will suffice, to ensure compliance please refer to MWPA Traffic Management procedure or enquire through a MWPA worker.

Unlicensed plant and equipment are not to traverse MWPA road systems without the appropriate approved Application for Traffic Management Permit.



Traffic Management Procedure – Geraldton Port



Traffic Management Plan – Gillam Road



Application for Traffic Management Permit

25.11 WORKING AT HEIGHT / DROPPED OBJECTS

The provisions identified in the *WHS (General) Regulations 2022* have specific requirements for the management of work at height and dropped objects that have been incorporated into MWPA documents.

25.11.1 Working at Height

Typically work at height will include a potential for a person to fall:

- from an elevated workplace;
- through an opening;
- over an edge;
- through a surface (for example, that may be brittle / fragile or unable to support the weight of the activity).

Note: Work at Height (*WHS General Regulations 2022, r.78*) does+ 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 person or any other person.

Where it is reasonably practicable to eliminate the work at height hazard it must be eliminated. The next most effective control(s) or combination of control measures must be used where the work at height hazard remains and may include the following.

- Fall prevention device (for example, fence, edge protection, working platforms or hole covers).
- Work positioning system (for example, fall restraint, horizontal anchor line, confined space haul system).
- Fall arrest system (for example, industrial safety net, a catch platform, a safety harness).

25.11.2 Dropped Objects

Potential dropped objects (*WHS General Regulations 2022, r.54*) are identified as any object falling on a person if the falling object is reasonably likely to injure the person. Where this potential occurs, where practicable, MWPA requires these objects must:

- be prevented from falling freely (for example, use of lanyards, barriers); and
- have in place a system to arrest the fall of a falling object (for example, netting, exclusion zones).

Minimum standards apply to the management of work at height, including specific requirements for the following activities.

- JSEA mandatory and general requirements.
- Use of Elevated Work Platforms (EWP).
- Use of fall prevention (for example, hard barriers), work positioning (for example, fall restraint) and fall arrest controls.
- Creating holes / removing flooring or handrails.
- Working on a roof / fragile surface.
- Use of platform ladders / ladders.
- Work suspended over water.

Most work at height activities will be managed via the permit to work system.

Refer to the following for more detail:



Working at Heights Procedure



Application for Working at Heights Permit

25.11.3 Mobile Elevated Work Platforms (MEWP)

Mobile Elevated Work Platforms (**MEWP**) include any type of platform, including boom, telescopic and scissor type platforms.

Specific requirements to be included in the use of MEWP risk assessment include the assessment of ground conditions, inspections and training. Refer to the Working at Height Procedure for detail of these minimum requirements.

Be aware that some MWPA areas have underground services or may be located where there is a possibility / previous history of ground subsidence and the use of MEWPs in these areas is subject to assessment of ground conditions through the Application for Working at Height / Permit to Work process.

Additional detail is identified in:



Working at Heights Procedure



Application for Working at Heights Permit

25.11.4 Working Suspended Over Water

Where there is a requirement to work while suspended over water, special control measures apply including the use of safety harnesses (some exemptions apply), and rescue devices.

An exemption from wearing a harness when working over water in a Workbox or MEWP is in place for MWPA activities and includes the provision for safety harnesses used for working over water to have a built-in PFD (the alternative is to wear a separate harness and PFD) and for the harness to be attached until the MEWP basket is over water at which time it can be unclipped. The harness must be reattached before moving over land or any hard surface.

Additional detail is identified in:



Working at Heights Procedure



Application for Working at Heights Permit

25.12 LIFTING, RIGGING AND LOAD RESTRAINT ACTIVITIES

Lifting, rigging and load restraint activities that are conducted on MWPA Controlled Premises are primarily managed via the following requirements.

25.12.1 Lifting Activities

Within MWPA, lifting equipment includes all rigging and equipment used in lifting tasks, whether by crane, vehicle loading crane or other type of load carrying vehicle, blocks and tackle, or any other method used to support a load.

The Lifting and Rigging Equipment – Selection and Use Guideline provides detail as to the minimum requirements for lifting activities and for general ‘crane’ lifting activities including assessment of overhead and underground hazards, training /competence and emergency procedures.

Note: There are areas within the Port situated on reclaimed land that may be subject to undermining or the formation of sinkholes. Areas near rock walls or embankments are of particular focus and activity in these areas must consider this hazard – refer to Lifting and Rigging Equipment – Selection and Use for further guidance.

In terms of ‘lifting activity’ the following definitions apply.

- Standard Lifts require a Lift Plan. Personnel may supply their own Lift Plan or complete Section 6 of the Application for Land Based Crane Lift Permit.
- Critical Lifts require a Lift Study. Refer to Appendix D of the Lifting and Rigging Equipment – Selection and Use Guideline.

Lift Plans and Lift studies provide the technical detail of the lifting activity and must:

- reference the MWPA Wharf Specification Guideline – Commercial Harbour and Fishing Boat Harbour; and
- be supplemented by a risk assessment and worker qualification requirements.

Additional detail is identified in:



Lifting and Rigging Equipment – Selection and Use



Application for Land Based Crane Lift Permit



Lifting and Rigging Equipment – Maintenance Guideline

25.12.2 Wharf Specifications – Load Limits

Facilities such as wharves within the Commercial Shipping Harbour and some facilities within the FBH have restrictions on the loads that may be applied to certain areas.

Personnel bringing cranes or heavy machinery onto wharves to facilitate operations must ensure that the wharf will withstand the load of the machinery and any load they may be carrying.

Berth deck-loading specifications are detailed and identify the loading cases for various scenarios (uniformly distributed loads, crane outrigger loads, vehicle loads, and the like) and locations (no load zones, berth dolphins, and the like).

They must be interpreted in relation to the context of the works as specifications may vary considerably for example – Berth 6 main deck area has a uniformly distributed load of 3.4 tonne/m² with no vessel alongside and 2 tonne/m² with a vessel moored alongside.

Additional detail is identified in:



MWPA Wharf Specification Booklet

25.12.3 Lifting of Personnel

The lifting of personnel in a workbox shall only be used where it is not reasonably practicable to use scaffold or other specifically designed temporary work platforms. Refer to the Working at Heights Procedure for more detail.

If lifting of personnel is required, additional controls are required to be identified in the risk assessment including the use of certified workboxes, inspection requirements and the licencing / competency of personnel involved in the operation.

Additional detail is identified in:



Working at Heights Procedure



Application for Working at Heights Permit



Lifting and Rigging Equipment – Selection and Use



Application for Land Based Crane Lift Permit



Lifting and Rigging Equipment – Maintenance Guideline

25.12.4 Rigging Activities

The rigging of loads is normally associated with the use of mechanical load shifting equipment such as cranes and load carrying vehicles and is managed under an Application for Land Based Crane Lift Permit.

Rigging not associated with ‘crane’ lifting activities may be managed without an Application for Land Based Crane Lift Permit by following the risk assessment process for the activity including the assessment of inspection requirements and the licencing / competency of personnel involved in the operation.

25.12.5 Load Restraint

Load Restraint Equipment includes all equipment used to restrain a load while being lifted, transported, or moved and typically includes items such as straps, webbing tensioners, ratchet handles, rated rope, chains, chain tensioners, load binders, hooks, latches, and nets.

Note: Load Restraint Equipment is designed for restraining loads / objects and is not approved for overhead lifting.

A competent person must ensure the following.

- Assess the load to be restrained.
- Select a suitable vehicle.
- Select a suitable restraint device / system and check its condition prior to applying it.
- Ensure the load is stabilised and secured based on the journey the load undertakes.

For further information refer to the National Transport Commission’s document – [‘Load restraint Guide 2018’](#).

25.13 RAIL TERMINAL ACCESS

MWPA operates a rail terminal and Personnel seeking access to enter into the rail terminal area are required to make contact with the Rail Operations Supervisor who will act as the MWPA Responsible Person for all activities within the rail terminal.

Personnel are prohibited from entering the rail corridor without authority from Rail Operations Supervisor.



Photo 5 – Loco and wagons in Geraldton Rail Terminal

Special conditions apply to working in the rail corridor – the Rail Operations Supervisor can provide information on permit and induction / license conditions. Office of the National Rail Safety Regulator (ONRSR) is the rail regulator for the rail terminal and MWPA’s safety management systems within the terminal comply with the ONRSR Act and Regs at all times.

Work that is to be conducted within 3 metres of the nearest rail shall be managed via the Application for Works in the MWPA Rail Corridor Permit and all personnel conducting rail works shall hold suitable qualifications – as a minimum a MWPA Track Access Permit

Additional detail is identified in:



Rail Terminal Procedure



Application for Works in the MWPA Rail Corridor Permit

25.14 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Personnel may not bring hazardous materials onto site without seeking prior authorisation from MWPA. Refer to your MWPA Responsible Person for further information regarding the authorisations process.

Most activities that require the use of hazardous substances are associated with Permit to Work activities and the requirement to provide risk assessments and/or Safety Data Sheets (SDS) is identified in individual permit application forms.

Where activity is not associated with permit applications, personnel using hazardous goods on a MWPA site shall ensure that:

- a risk assessment has been completed to determine safety requirements and suitability for use;
- Safety Data Sheets (SDS) are made available for each hazardous substance and this information is provided to MWPA for approved prior to arrival on site; and
- suitable storage / bunding / spill equipment / PPE is on site appropriate to the type and quantity of hazardous substance in use.

Additional detail is identified in:



Hazardous Chemicals and Dangerous Goods Procedure



Approved Hazardous Chemicals Register – ChemAlert

25.15 ELECTRICAL SAFETY

MWPA has both Low Voltage (voltage that exceeds extra-low voltage (ELV), but not exceeding 1000V A.C. or 1500V D.C.) and High Voltage (voltage in excess of 1000V A.C. or 1500V D.C.) Electrical Apparatus under its control. General requirements that apply to the management of electrical work are explained in more detail below.

Note: As per the current *Work Health and Safety (General) Regulations 2022*, MWPA does not operate as a mine site.

25.15.1 Low Voltage Electrical Activities

Electrical work shall only be undertaken by appropriately licenced and approved electrical workers. Personnel conducting electrical works shall ensure the following.

- All electrical installations and equipment must be in accordance with AS 3000 Electrical Installations – Wiring Rules, with additional specific standards referenced for specialised areas.
- All electrical tools and equipment are inspected and tagged by an approved licensed electrical worker at scheduled intervals in accordance with AS 3000, AS 3012:2010 and AS 3760.
- Electrical wiring or equipment belonging to MWPA shall not be removed from site unless authorised by the MWPA Project Manager / MWPA person supervising the works.
- A residual current device (**RCD**) must be used when using power tools on site.
- Equipment must be in good condition and must be within applicable test and tag date (three months in most cases).

- Portable electrical leads are to be placed to avoid or be protected from mechanical damage, being placed overhead wherever possible. 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.
- They contact the Electrical Superintendent with any queries related to electrical work requirements.

25.15.2 Low Voltage Electrical Isolation

Personnel requiring isolation of MWPA low voltage electrical equipment or services will need to contact their MWPA Responsible Person or MWPA Electrical Superintendent to discuss the proposed works. Refer to **Section 23.2 Isolation and Tag Out** for more detail on the isolation and tagging process including minimum training requirements for personnel participating in the activity.

Additional detail is identified in:



Isolation and Tagging Procedure

25.15.3 High Voltage Activities

Any activity that requires work on or in proximity to High Voltage Electrical Apparatus (mean voltage in excess of 1000V A.C or 1500V D.C.) shall be managed according to the requirements of the High Voltage Operations Procedure and associated High Voltage Permit / Authority / Switching Program Forms.

MWPA have appointed trained and authorised personnel to manage the High Voltage installations on site.

Personnel requiring access to High Voltage Electrical Apparatus must consult with the MWPA Electrical Superintendent to discuss their requirements.

Additional detail is identified in:



High Voltage Switching Operations Procedure



Authority to Work in the Vicinity of High Voltage Electrical Apparatus Form



High Voltage Electrical Access Permit



High Voltage Sanction to Test Permit



High Voltage Electrical Switching Program Form

25.15.4 High Voltage Overhead Conductors

There are currently NO aerial High Voltage Conductors located on MWPA controlled land. There are, however, aerial High Voltage Conductors located along Chapman Road that may impact on MWPA activities in the vicinity of those Conductors. Consult with the MWPA Electrical Superintendent for any activities that may be planned to occur in this area.

26 MWPA Contractor Requirements

As identified in earlier sections of this Handbook, a number of different classes of people conduct work on MWPA Controlled Premises and are collectively identified as Personnel. This information applies to Contractors who are identified as an entity who carries out works under a contract agreed directly with MWPA.

Note: For work that may be Subcontracted (if permissible under contract terms and conditions) it is the responsibility of the Contractor to ensure all relevant information related to legislative compliance, applicable policies, procedures and other document requirements are adhered to by the subcontractor.

26.1 WHS LEGISLATION – JURISDICTIONS

As per **Section 4 Legislative Requirements** of this Handbook, Contractors shall ensure they understand which work health and safety legal jurisdiction they are working under.

- *Rail Safety National Act* (when working within the rail terminal)
- *Work Health and Safety Act 2020* (for all other areas)
- *Navigation Act 2012* and corresponding Marine Orders (for stevedoring operations or vessel loading and unloading)

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

26.2 WHS – CODES OF PRACTICE

Contractors shall ensure they meet, as a minimum, the requirements set out in WorkSafe WA Codes of Practice which outline how to achieve compliance with duties in the relevant legislation. These include, but are not limited to:

- [Abrasive blasting](#)
- [Confined spaces](#)
- [Construction work](#)
- [Demolition work](#)
- [First aid in the workplace](#)
- [Hazardous manual tasks](#)
- [How to manage and control asbestos in the workplace](#)
- [How to manage work health and safety risks](#)
- [How to safely remove asbestos](#)
- [Labelling of workplace hazardous chemicals](#)
- [Managing noise and preventing hearing loss at work](#)
- [Managing risks of hazardous chemicals in the workplace](#)
- [Managing risks in stevedoring](#)
- [Managing risks of plant in the workplace](#)
- [Managing the risk of falls at workplace](#)
- [Psychosocial hazards in the workplace](#)
- [Violence and aggression at work](#)
- [Welding processes](#)
- [Work health and safety consultation, cooperation and coordination](#)
- [Workplace behaviour](#)

26.3 CONTRACT COMPANY AUDITING REQUIREMENTS

Depending upon the nature and scale of the contracted works, MWPA Contracting Companies may be required to provide or participate in compliance audit(s) on the implementation of their Work Health and Safety (and Environmental) management systems as they relate to the contracted works. MWPA contractual terms and conditions will advise when this is required and who bears the cost of such an audit.

If audit(s) are required, they must be carried out by a suitably qualified independent auditor or as otherwise agreed. A suitably qualified auditor would be someone who:

- is accredited to audit to ISO 45001;
- is accredited to audit to the WA WorkSafe Plan;
- holds appropriate safety practitioner qualifications, trained by an accepted and registered training organisation; or
- is a person with similar accreditation, as approved by MWPA.

Audit reports and supporting documentation, are to be submitted to MWPA within an agreed timeframe (normally seven days from completion of the audit). Corrective actions / improvements and expected completion timeframes. The status of any identified corrective actions is to be tracked and MWPA updated regularly on progress.

26.4 CONTRACT WORKS – SITE INSPECTIONS

Contracting Companies acknowledge and are aware that MWPA has the right at any time, without giving prior notice to the Contract Company / their workers, to conduct audits or inspections of the workplace to determine the compliance to all work health and safety and environmental conditions.

26.5 CONTRACT WORKS – MANAGEMENT PLANS

Contracting companies / their workers working within Geraldton Port area may be required to have a management plan unless work is of a minor nature.

The type and extent of a management plan will depend on the size, complexity, scope and type of project; however, plans that may be required include the following.

- Work Health and Safety Management Plan
- Work Health and Safety Management Plan (Construction Work)
- Work Health and Safety Management Plan (Marine Work)
- Environmental Management Plan – see **Section D – Environmental Requirements**

MWPA scope of work / tender / contract of service agreement should provide details around what document(s) are required. Clarify this with your MWPA Responsible Person contact if unclear.

26.5.1 Construction Work

Where work meets the criteria for ‘construction work’ as per the *Work Health and Safety Act 2020* and *Regulations 2022*, and that work requires or may require five or more people to carry out the work, it is a legislative requirement for a Work Health and Safety Management Plan (WHSMP) to be developed prior to the work commencing.

See extracts of r.309 of the *Work Health and Safety (General) Regulations 2022* below:

(2) A WHS management plan must include the following —

- (a) the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- (b) the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under the Act and these regulations;
- (c) the arrangements in place for managing any work health and safety incidents that occur;
- (d) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules.

Refer to the *Work Health and Safety (General) Regulations 2022* for full details including:

r.289 Meaning of construction work

r.290 Meaning of structure

r. 291 Meaning of high-risk construction work

r.292 Meaning of construction project

r.299 Safe work method statement required for high risk construction work.

26.6 CONTRACT WORKS – RISK AND HAZARD MANAGEMENT

Contracting Companies / their workers must formally identify hazards and risks associated with the work being undertaken and implement appropriate control. Hazard and risk documentation must be appropriate to the nature and scale of the work including formal risk assessments, Job Safety and Environmental Assessments (JSEA), Safe Work Method Statements (SWMS) for high-risk construction work, and Operating procedures.

All workers who are involved in the task must participate in the development of the risk assessment / JSEA and acknowledge their input and understanding of the risk by signing these documents prior to the commencement of the task.

A number of contract work tasks will involve activities that are managed via the Permit to Work system – refer to **Section 25 Authority to Work and Permit to Work process** for more detail.

26.7 CONTRACT WORKS – REPORTING

26.7.1 Reporting Incidents and Hazards

As with all Personnel that enter MWPA Controlled Premises, Contracting companies / their workers must report Incidents and are encouraged to participate in hazard identification and to notify their MWPA Project Manager / MWPA Responsible Person as they are identified.

Refer to **Section 10 Incident Reporting** for detail regarding incident reporting.

Incidents and hazards are recorded by MWPA so they can be assessed, and action taken to mitigate potential risks.

26.7.2 Prestart and Toolbox Meetings

MWPA requires Contracting companies / their workers to participate in and conduct health and safety meetings in accordance with site requirements to effectively discuss WHS-related issues and the planning of work activities, with minutes recorded and available for review as required.

MWPA may request to attend such meetings for the purpose of informing the workers of specific WHS matters identified by MWPA.

26.7.3 Insurance and Other Documentation

Contracting companies, subcontracting companies and any of their workers may be required to provide evidence of the following documentation and 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 MWPA)
- Third Party Insurance
- Work Health and Safety Policy and Environment Policy

The Contracting company is to ensure that each insurance policy required by MWPA is held with a company, approved by MWPA, and authorised to operate as an insurance company in Australia, carrying on insurance business in Australia.

MWPA scope of work / tender / contract of service agreement should provide details around what document(s) are required. Clarify this with your MWPA Responsible Person contact if unclear.

26.7.4 'As Constructed' Drawings

It is a condition of approval for any construction work at the Port that 'AS CONSTRUCTED' drawings (particularly survey) are promptly supplied to MWPA at completion of the project.

26.7.5 Project Safety Review

Project safety reviews may be held prior to any work commencing on the site in consultation with your MWPA Responsible Person. The Contracting company is to ensure that all their workers and sub-contracted workers employed by them are aware of all regulations, requirements, laws and standards pertaining to the work to be carried out.

Section D – Environmental Requirements

27 Environmental Framework

27.1 MWPA ENVIRONMENTAL POLICY

MWPA recognises its responsibility to manage the Port's environment in conjunction with progressing sustainable development. In doing so, MWPA has developed and implemented an Environmental Policy. The policy sets expectations around environmental management, sustainability, establishment of objectives and targets to ensure compliance with legislation and prevention of pollution.

All Personnel need to comply with the Environmental Policy when performing work within MWPA jurisdiction.

[The policy is available on the MWPA website.](#)

27.2 MWPA ENVIRONMENTAL LICENCE

MWPA operates under an Environmental Licence issued under Part V of the *Environmental Protection Act 1986* and administered by the Department of Water Environment Regulation (**DWER**). All activities undertaken within the licensed MWPA Prescribed Premises area (as defined in **Section 33 Definitions**) must comply with the Environmental Licence.

The licence contains conditions pertaining to the management of dust, cargo storage and handling, incident reporting, environmental monitoring and general pollution prevention requirements. The licence is available at: [DWER Licence](#)

All Personnel are responsible for ensuring their works comply with the Environmental Licence. Speak with the MWPA Environmental Team or your MWPA Responsible Person for assistance with identifying conditions which may pertain to your work scope.

Breaches of any licence conditions constitute a prosecutable offence under the *Environmental Protection Act 1986* and are required to be notified to DWER.

27.3 ENVIRONMENTAL LEGISLATION

Personnel must identify and comply with applicable environmental legislation (see section 6.2). There are many pieces of legislation that may apply to your operation. Please contact your MWPA responsible person or a member of the Sustainability / Environmental team for any further information on applicable environmental legislative requirements.

28 Contract Works – Environmental Management Plans

Environmental impacts and risks need to be identified and managed for all activities.

Depending on the scope of work, Contracting companies may be required to develop a project specific Environmental Management Plan (**EMP**) and/or procedures. Alternatively, Contracting companies may be directed to include environmental management requirements into an integrated WHSE Management Plan (**HSE Plan**). Contracting companies' management plans must be submitted to MWPA for approval prior to site mobilisation and commencement of works.

The purpose of an EMP is to identify risks and provide planned management strategies to minimise impacts. The minimum content requirements are set out within the MWPA **HSE Contract Management Plan**. A copy of this document can be obtained from your MWPA Responsible Person.

Additional detail is identified in:



WHS Contractor Management Plan

28.1 CONSTRUCTION RISK ASSESSMENT WORKSHOP

Where capital and engineering projects are being delivered by external resources engaged by MWPA, environmental aspects, impacts and risks specific to the scope must be assessed within a Contracting company led Construction Risk Assessment Workshop (**CRAW**). MWPA will provide available information to assist the Contracting company prepare for the CRAW. Where necessary, MWPA will provide WHS /environmental representation at the CRAW.

29 Environmental Controls

The following sections describe the minimum environment controls that must be implemented within MWPA land and waters to prevent environmental impacts and risks. Additional controls may be required depending on the scope of work. The WHSE Plan (or EMP) and related work procedures must identify the relevant controls that will be implemented to manage the environmental impacts and risks of the specific activity.

29.1 AIR QUALITY AND DUST CONTROL

Sensitive receptors to which impacts must be avoided include the MWPA workforce, port users, the Fishing Boat Harbour, residential and public spaces.

The MWPA Dust Management Plan outlines dust control measures that all port users must adhere to, in order to minimise impacts on receptors.

The Dust Management Plan is available on the website – [Dust Management Plan](#)

Where the potential for air quality impacts is moderate to significant, Personnel must develop management controls within the WHSE Management Plan (or EMP), as follows.

- Dust emissions must be suppressed with water from work areas where dust may be generated.
- Continual sweeping and containment of materials with potential to cause dust.
- All waste material to be cleaned up at the conclusion of each shift.
- Potential use of wind fencing for exposed work sites in proximity to other users.
- Abrasive blasting must be conducted in accordance with the *Environmental Protection (Abrasive Blasting) Regulations 1998* and an approved Application for Abrasive Blasting Permit (refer **Section 25.3**).
- Dust emission control measures for concrete cutting. Temporary enclosures and/or screening shall be used to contain dust within the work site.
- For activities within the MWPA Prescribed Premises area (**Section 33 Definitions**), air quality management conditions within the MWPA Environmental Licence must be complied with.

Where dust suppression is not considered possible, Personnel must establish alternative dust management strategies to control dust. Unacceptable emissions may result in works being shut down by MWPA until they are controlled. Weather conditions and prevailing wind directions should be considered when planning work and implementing emission controls.

Any community complaints regarding dust must immediately be reported to your MWPA Responsible Person for onwards reporting to the MWPA Environmental Team.

29.2 ABRASIVE BLASTING

Waste and emissions from abrasive blasting can potentially contaminate terrestrial and marine sediments with metals and chemical protective coatings. Personnel conducting abrasive blasting within MWPA Controlled Premises must ensure the following.

- The proposed activity/operation complies with the *Environmental Protection (Abrasive Blasting) Regulations 1998*. A copy of these regulations can be found [here](#):
- The activity is conducted under an approved Application for Abrasive Blasting Permit and in-line with the Abrasive Blasting Procedure. Abrasive blasting in or near marine environments has specific controls identified in the Abrasive Blasting Procedure and will only be approved by MWPA if it is impracticable to perform the blasting elsewhere.
- The potential environmental impacts of the activity are addressed in a JSEA or risk assessment, depending on the type of work.
- All waste material is captured, and the waste disposed of at a licenced facility, in accordance with *Environmental Protection (Abrasive Blasting) Regulations 1998*.

Additional detail is identified in:



Abrasive Blasting Procedure



Application for Abrasive Blasting Permit

29.3 NOISE MANAGEMENT

MWPA sensitive receptors for noise and vibration include the workforce, port users, residential and public spaces and protected marine fauna (such as the Australian Sea Lion).

Where noise impacts are considered moderate to significant, Personnel will manage the activity within an HSE Plan (or EMP) in accordance with relevant legislation and industry standards including:

- *Environmental Protection (Noise) Regulations 1997*;
- AS 2436-2010 Guide to noise and vibration control on construction, demolition and maintenance sites;
- AS 1269.2-2005 Occupational Noise Management – Noise Control Management, Part II;
- AS 2670.2-1990 Evaluation of human exposure to whole-body vibration; and
- AS 1055-1997 Acoustics – Description and measurement of environmental Noise.

A Noise Regulation Fact Sheet has been released by the regulator (DWER 2016). The fact sheet states noise must be managed in accordance with Section 4 of 'AS2436-2010: Guide to noise and vibration controls on construction, demolition and maintenance sites'.

If noise might constitute a hazard to the health and safety of operations, an adequate Noise Management Plan must be developed by an independent and qualified company to result in a system of noise monitoring and reporting to regulatory requirements.

Noise management control measures must also be implemented for activities with potential to generate moderate to significant underwater noise. Protected marine fauna can be highly sensitive to marine sound. Personnel should contact the Environment Team for applicable requirements for underwater noise.

29.4 WASTE MANAGEMENT

Sensitive receptors to which impacts from waste must be avoided include the MWPA stormwater system, the Fishing Boat harbour, Champion Bay and nearby public areas.

The minimum waste management expectations include that Personnel:

- are responsible for all wastes generated from their work site, laydown areas and amenities;
- comply with MWPA's [Waste Management Procedure](#) in regards to waste management;
- shall manage all wastes from their work site as part of their project;
- shall demonstrate that efforts have been taken to maximise segregation, reduction, reuse and recycling opportunities during the scope of works;
- shall use an appropriate licenced operator to remove waste from site. Alternative disposal methods shall be communicated and agreed with the MWPA Environment Manager;
- where storing waste temporarily onsite, shall do so in a neat and orderly manner with clear signage to mark the material as waste;
- shall ensure discharge of materials including liquid or solid wastes into the marine environment is prevented, including when working on or over water. For abrasive blasting over-water waste requirements **refer to Section 29.2 Abrasive Blasting**;
- shall not discharge any waste (liquid or solid) from vessels; and
- shall not litter at any time.

Additional requirements for solid wastes include:

- solid waste generated in bulk such as concrete, bitumen and demolition waste shall be managed by the Personnel and disposed of at a licenced landfill or approved recycling facility;
- disposal of any excavated material / soil must be undertaken in compliance with the requirements detailed in **Section 29.5 Land Contamination Prevention and Management**;
- windblown litter will be controlled by ensuring skips and bins are not overflowing and are covered when necessary, including all material in the back of tray vehicles;
- cigarettes shall be disposed of responsibly into suitable waste receptacle to prevent fire risk or litter;
- sharps are only to be disposed of within designated Sharps containers available within the Port and the Fishing Boat Harbour; and
- MWPA-provided bins shall only be used for office waste, crib waste and minor quantities oil contaminated materials. MWPA has designated standard colours for wheelie bin use.

Bin Colour	Designation
Green	General waste.
Blue	Recycling: <ul style="list-style-type: none"> Plastic bottles (plastic types 1 and 2) (1100 L bins) Paper / secure document destruction (office-based wheelie bins)
Burgundy	Oily rags and other hydrocarbon contaminated material.
Pale Blue	Concentrates contaminated PPE.
Yellow	Biosecurity waste. It is an offence to use these bins for any other purpose.
Orange	Oil spill response equipment.
Red	Biosecurity incident response kit



Additional Requirements for Liquid Wastes

- No liquid waste is allowed to enter the MWPA drainage system or marine environment.
- Concrete waste and wash water shall be contained (in lined bunds, for example). Containment facilities shall be established before concrete pouring commences. Concrete washout pits and waste shall be removed to a licenced facility when full or at the completion of the works. All spills of concrete shall be picked up and disposed of no later than the end of each shift.
- Personnel supplied amenities shall be equipped with suitable wastewater and sewage containment facilities. Personnel shall manage the facilities in a manner that prevents pollution.
- All wastewater spills or leaks shall be reported to MWPA regardless of volume.
- The integrity of any temporary liquid system shall be inspected twice weekly as a minimum to ensure the load capacity and system clean outs are at appropriate intervals.
- Holding tanks for freshwater supply shall have a volume not greater than the effluent tank for portable demountable units.
- A warning system such as alarms or flashing lights shall be fitted to all demountable toilet blocks to indicate that the facility is nearing capacity.

Additional Requirements Relating to Stormwater and Drainage

The majority of the MWPA stormwater system discharges to the marine environment therefore Personnel must contain surface water run-off from work activities to prevent pollution and erosion. Personnel shall ensure:

- no construction materials or wastes are stored within or impede the site drainage system;
- all materials are stored in a manner that avoids contamination of stormwater during rain;
- no washdown of vehicles and equipment occurs unless at a MWPA approved facility;

- servicing, refuelling and maintenance of vehicles and equipment must be conducted within a designated area or facility as approved by MWPA;
- contaminated and turbid water shall be contained and treated, prior to any discharge offsite; and
- all treated water must meet legal requirements and discharge limits.

29.5 LAND CONTAMINATION – PREVENTION AND MANAGEMENT

MWPA sensitive receptors for contaminated land and materials include the workforce, port users, residential and public spaces, and the marine environment.

Personnel are required to:

- provide due consideration to contaminants that may be present in the work areas. For example, contaminants may be associated with historical port material handling practices and/or reclamation;
- ensure work activities prevent contamination of soil;
- report and clean-up all spills with direction from the MWPA Environmental Team;
- ensure a MWPA approved Application for Excavation/Penetration Permit is in place prior to any excavations (see **Section 25.6 Excavation Penetration Activities**). The permit must detail the disposal method for surplus excavated material / soil;
- test all excavated surplus materials surplus, for composition. In accordance with the *Landfill Waste Classification and Waste Definitions 1996* (amended 2019), soil and waste stockpiles must be sampled and tested to determine disposal charges and what class of landfill may receive the material;
- only bring soil onto MWPA sites that meets the DWER criteria of ‘clean fill’;
- ensure disposal at a suitably licenced facility based on the waste composition and retain disposal records. Under the *Environmental Protection Regulations 1987*, soils that are potentially contaminated must be disposed at a licensed landfill;
- hold appropriate indemnification insurance to indemnify MWPA against claims incurred by MWPA or the Contracting company from contamination of works (including hazardous substance removal costs) to the extent that the same claim was caused or contributed to by the Contracting company, their workers / associates or any other subcontracting company / workers during the work.
- Develop project specific Acid Sulphate Soil (ASS) Management Plans where ASS are identified, consistent with regulatory guidance:

Additional detail is identified in:



Identification and investigation of Acid Sulfate Soils and Acidic Landscapes (DER 2015)



Treatment and Management of Soil and Water in Acid Sulfate Soil Landscapes (DER 2015)

29.6 FAUNA INTERACTIONS

The Port of Geraldton and nearby Champion Bay is home to several protected species including the Australian sea lion, bottlenose dolphin, osprey and other migratory sea birds.

Personnel shall ensure the following minimum fauna protection measures are complied with.

- Personnel are required to maintain a safe work environment that prevents harm to wildlife.
- All excavations, trenches or pits that remain open at the end of the shift will either have a fauna egress mat / ramp or be covered, so that no animals can become trapped.
- No pets or other animals are brought into the Port’s Secure Zone.
- Personnel should not feed, harm or harass fauna.
- Fauna that enters work areas should be left to leave naturally of their own devices. If the animal requires removal, such as a snake, personnel shall contact the MWPA Environmental team.
- All sightings of injured, sick, stranded, unusual or feral wildlife are to be reported to the MWPA Environmental Team; and Environmental Monitoring and Management Plan to be in place for all marine works/construction such as piling, dredging and rock walls.

29.6.1.1 Separation Distances for Marine Mammals

The *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018* make disturbing fauna without lawful authority and offence. To ensure that certain marine mammals are not affected by human activities the regulations include legally enforceable separation distances (below) which must be maintained. **The separation distances in the table below apply to sea lions, dolphins, whales and dugongs.**

Interaction	Separation	Rules
Personnel, vehicles or mobile plant, and a sea lion on land	10m	A person must not get closer to a sea lion on land than a distance of 10 metres. It is recommended that people do not approach sea lions on land. Where animals are hauled out in the vicinity of works, an exclusion zone of 10m should be established and monitored.
Person and a marine mammal in the water	50m	If a marine mammal approaches a person so that it is closer than the separation distance, the person must move away from the animal as soon as reasonably possible until the separation distance is established.
Vessel and a marine mammal in the water or on land	100m	If a marine mammal approaches a vessel so that it is closer than the separation distance, the person in charge of the vessel must ensure that the separation distance is established by: <ol style="list-style-type: none"> switching off the vessel, or putting the vessel into neutral, or otherwise disengaging any other means of propulsion, until the separation distance is established; or moving the vessel away from the sea lion at a speed not exceeding 6 knots until the distance between the vessel and the sea lion is at least the separation distance.
Aerial device (drones)	60m	A person in charge of an aircraft or aerial device must move the aircraft or aerial device away from the marine mammal until the separation distance is established.

29.6.2 When Do These Separation Distances Not Apply?

MWPA acknowledge that some activities within the Port may need to occur within the separation distances outlined above. The separation distances do not apply in the following circumstances.

- When observation of the separation distances creates a risk to the health and safety of people (protection of fauna is always a secondary priority as compared to human health and safety).
- During shipping movements into and out of the Port.
- When properly risk assessed and agreed with the MWPA Environment Team. Routine operations where this applies include:
 - the movement of maintenance punts near Berth 6; and
 - divers undertaking maintenance tasks underwater.

Further advice on the application of the separation distance can be found in Appendix B of the MWPA Sea Lion Management Plan. If in doubt, contact the MWPA Environment Team for advice on separation distances applicable to your scope of work.

29.6.2.1 Marine Fauna Observer Requirements for Certain Classes of Underwater Noise Producing Work

Marine Fauna Observers (**MFOs**) are required for marine construction tasks where the risk of impact extends beyond the separation distances outlined in Section 29.6.1.1. MWPA considers underwater noise impacts to be the primary hazard that may impact marine fauna beyond the separation distances.

MWPA has identified the following classes of marine construction work that carry a risk of underwater noise impacts to marine fauna and therefore require the use of MFOs during works.

Activity	Sea Lions, Dolphins and Dugongs		Whales
	Shutdown Zone* ¹	Observation Zone* ²	Shutdown Zone* ²
<ul style="list-style-type: none"> • Marine pile driving 	200m	700m	700m
<ul style="list-style-type: none"> • Backhoe (excavator) dredging • Rock wall construction & maintenance 	150m	650m	650m
<ul style="list-style-type: none"> • Trailing or cutter suction dredging • Seabed levelling 	50m	550m	550m

Notes: *1 **Shutdown zones do not apply to sea lions when hauled out.** Where sea lions are hauled out within a shutdown zone they are to be treated as being within the observation zone.

*2 Due to the low likelihood of encountering whales or dugongs in the vicinity of the Port, MWPA does not apply a routine observation zone for these species, however, any sighting of a whale approaching the observation zone must be treated as a trigger for operational shutdown of the noise producing work.

MFOs are properly trained and competent team members whose primary task is to maintain visual surveillance of the work area including nominated ‘Observation’ and ‘Shutdown’ zones. MFOs must inform the work crew of the presence or approach of marine fauna and the need to cease underwater noise producing work if fauna is observed entering, or about to enter, the shutdown zone.

As a minimum competency MWPA require all MFOs working at the Port to have completed the MWPA MFO Training Package. Speak to the MWPA Environment Team to arrange access to the training.

Further details on MFO requirements are provided in the MWPA MFO Guidelines.

29.7 BIOSECURITY

Under the *Biosecurity Act 2015* and *Biosecurity Regulation 2016*, Ports have specific requirements for managing biosecurity risks. Under *Regulation 58(4)*, all personnel working in Seaports shall be aware of the biosecurity risks posed by these operations and know how to report them. Personnel shall make sure their workforce (as applicable) are aware of the biosecurity risks and what their responsibilities are whilst working in the Port by completing the Seaports FPOE Biosecurity Awareness eLearning provided by the Commonwealth Department of Agriculture, Fisheries and Forestry (**DAFF**).

The [Seaports biosecurity awareness](#) eLearning can be freely accessed.

Whilst working in the Port precinct Personnel shall:

- identify and report biosecurity incidents;
- maintain vehicles free of mud, soil, weed and seed material;
- prevent the pooling of water;
- manage and remove rubbish regularly; and
- not add to or interfere with 'Biosecurity Controlled' wastes at stored in yellow quarantine bins.

Port Waste Reception Facilities for Waste

MWPA provides 'Biosecurity Controlled (Quarantine)' waste receptacles for vessel garbage including plastic and food waste and these bins are locked when not in use. Agents can plan directly with local waste management companies to arrange collection of any hazardous or liquid wastes.

In-water Cleaning of Vessels

In-water cleaning can facilitate the release of invasive marine species (**IMS**) into the environment. Any release of live-non endemic fish (including IMS) into or within WA would be a breach of the *Fish Resources Management Act 1994*. The Department of Primary Industries and Regional Development (**DPIRD**) is the lead authority for aquatic biosecurity in Western Australia.

At the planning stage of any in-water clean, Personnel shall:

- follow DPIRD guidance statement '[In-water Cleaning of Vessels in WA' Guidance Statement](#)' (DoF 2017) which outlines the steps that need to be taken for any in-water cleaning in Western Australia. The guidance includes that in-water cleaning must only be undertaken when the proposed cleaning activity for the particular vessel has been assessed to present an acceptable biosecurity risk by the relevant authorities; and
- obtain approval from MWPA and any other relevant regulatory bodies in advance.

Where in-water cleaning is being considered, Personnel should engage with the MWPA Environmental team early in the planning stage.

29.8 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Requirements for chemical use, storage, and spill response are outlined in **Section 25.14 Hazardous Substances and Dangerous Goods**.

Section E – Security Requirements

It is a primary and continuing policy of MWPA that in the conduct of all its activities it will endeavour to protect the security of all its property, equipment infrastructure and operations. MWPA will also endeavour to protect the security of workers, customers and others. It will also endeavour 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.

Since 1 January 2007, all persons entering a port security zone within any port in Australia are required to hold a current Maritime Security Identification Card (MSIC).

All MSIC holders have undergone relevant criminal history and background information checking by the Australian Security Intelligence Organisation (**ASIO**) and the Australian Federal Police prior to MSIC approval by the Department of Home Affairs.

Access to the Secure Zone as a visitor (none MSIC holder) is permitted up to five times. If access is required more than five times, the person must submit an MSIC application and provide evidence of this application to the Gatehouse security personnel. All visitors must be escorted and under constant supervision of a valid MSIC holder.

Additional detail is identified in:



Geraldton Port Security Zone Access Procedure



MWPA Port Access Application Form

30 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* (**MTOFS Act**) and the *Maritime Transport and Offshore Facilities Security Regulations 2003* (**MTOFS Regulations**) have been developed to implement the ISPS Code in Australia.

MWPA has a Maritime Security Plan approved by the Dept of Home Affairs and is a security regulated port as specified in the MTOFS Act.

31 Maritime Security Identification Card (MSIC)

Personnel entering the Port shall always conform to the requirements laid down in the MTOFS Act and MTOFS Regulations 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 of a port, ship or offshore gas facility to display an MSIC. An 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 an 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 two-year or four-year MSIC. Renewal of existing cards must be done at least six weeks prior to the expiry date on the MSIC.

31.1 MARITIME SECURITY IDENTIFICATION CARD – MSIC

MWPA is no longer an MSIC issuing body.

MSIC applications can be made via: mwp.msic.net.au.

MSIC must be registered with MWPA in order to gain authorisation to enter the secure zone. Details of this procedure can be found on the MWPA website under Port Access:

<https://www.midwestports.com.au/operations/working-in-the-port/port-access.aspx>

Applications are now made through Veritas. Applications can be made online via <https://mwp.msic.net.au>

The process entails completing an online form, gathering identification documents and then lodging your application through a company agent or an authorised Australia Post outlet.

31.2 PROOF TO WORK INSIDE MWPA SECURE ZONE

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

31.3 ONSITE SECURITY REQUIREMENTS

31.3.1 Carry and Display MSIC

Personnel must have an MSIC in their possession to enter 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 in inductions.

All personnel inside the Secure Zone must always have their card displayed correctly above waist height; at the front or side of your body; with the whole front of the MSIC clearly visible. Any person not carrying their card will be escorted from the Port area and may be charged and fined as required under the **MTOFS Act**.

31.3.2 Visitors

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

- obtain a visitor's card from MWPA reception or gatehouse;
- remain at all times under the constant supervision of the person granting them access;
- enter through the main security gate;
- have on their person photographic proof of identity (such as driver's licence or passport); and
- remain within the Port Secure Area for only as long as required and then must leave via the main Security Gate on Ian Bogle Road.

At no time may visitors be allowed to wander about the Port Secure Zone unescorted. If a visitor is asked for proof of identity, they must be able to produce it when requested and must also be able to indicate who is acting as their escort.

The escort must always remain with the visitor and if the escort has to leave, they are to wait until a suitably qualified relief has arrived and taken over. This action cannot be undertaken until the Security Gate has been informed of the change.

Visitors who are on site to undertake operational or construction activities will be required to have completed the Online Induction (on MWPA website under the MSIC and Port Access tab) prior to accessing the site as per the 'Visitor Management Work Instruction'.

If ongoing access is required (more than five visits), an MSIC will be required to be obtained.

32 Security Levels – ISPS Code Levels

32.1 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.

32.2 SECURITY LEVEL 2

The level for which appropriate additional security measures shall be maintained for a period 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 Secure Area may be limited for some personnel. Vehicle inspections would be stepped up to include all vehicles. Other pertinent security arrangements may be undertaken.

32.3 SECURITY LEVEL 3 – EXCEPTIONAL

The level for which further additional measures shall be maintained for a limited period 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 Secure Area would be closed and guarded. All personnel in the Port would be asked to leave and other critical security procedures would be actioned.

33 Security Incidents

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 personnel in, or near to the secure zone;
- 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;
- gates being left open;
- unauthorised boats entering the port harbour basin; and
- vehicles acting suspiciously.

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

34 Australian Border Force

All persons who enter the Maritime Secure Zone at Geraldton Port must also comply with Australian Border Force (**ABF**) Legislation.

As Geraldton Port is a Cargo Terminal Operator (**CTO**) under the *Customs Act 1901*, it is required to:

- have adequate physical security, which includes compliant fencing, alarm systems, controlled entry / exit points, security for goods stored at the terminal (including procedures and methods to ensure security, for example, key issue, swipe cards), provide adequate lighting and entry/exit security arrangements such as manned gatehouse or controlled and monitored access points;
- not interfere with any signage placed by Customs;
- notify Customs of any unauthorised goods movement, access to goods, access to information systems, any outside enquiries about goods, theft, loss, damage, break ins (or attempted) or changes to security in relation to goods under Customs control; and
- notify Customs of any unclaimed goods that have been at the terminal for more than 30 days (this does not include bulk export commodities).

Geraldton Port is also required to:

- keep records of each person entering the terminal;
- ensure workers are trained in both CTO and Cargo Handler obligations;
- respond to requests from Customs for assistance and access as well as maintenance of security which includes the use of CCTV;
- manage CCTV system as per customs requirements; and
- monitor via CCTV all entry / exit points, loading / unloading areas and storage areas.

Note:

There are significant corporate and personal penalties for failure to comply, such as infringement fines of \$10,200 for a CTO and \$2,550 for an individual.

As an MSIC holder, you are responsible for reporting to your Supervisor, or project manager, any:

- unauthorised access to the Port secure area (only MWPA employees and Personnel with a valid reason to be present should be in the Maritime secure zone);
- break-ins, theft, loss, damage to cargo, damage to security measures;
- any unauthorised goods movement, access to goods;
- unauthorised access to information systems;
- outside (non-MWPA workers or Personnel) enquiries about goods;
- unclaimed goods that have been at the terminal for more than 30 days; and
- you must comply with requests / directives from ABF officers.

35 Definitions

Contract	For the purposes of this document, a Contract is a comprehensive document which describes the Terms and Conditions under which the work is to be carried out, including any Special Conditions or Standard Purchase Order Terms and Conditions under which MWPA engages a Contractor.
Contractor	For the purposes of this document, a Contractor is the entity who carries out works under the contract agreed directly with MWPA. Most references to ‘contractors’ in this document have been changed to Contract company ‘workers’ to signify the duty owed to these workers under WHS legislation, where MWPA is recognised as the PCBU (Person Conducting a business or undertaking) or acting as an officer to the PCBU.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation, or which requires the coordination of a number of significant emergency management activities.
Hazardous situation	A situation where there is a likelihood of an incident.
Incident	An unplanned event whereby a person, facility, equipment or the natural environment suffers or could have suffered an injury or damage.
Infrastructure	Physical equipment and system, such as cables, pipelines, roads, railways, conveyors and pumps constructed, operated and maintained by a public authority or private sector body for the purposes of conveying, transmitting, receiving or processing water, sewerage, electricity, gas, drainage, communications, raw materials or other goods and services.
International Ship and Port Facility Security (ISPS) Code	ISPS Code is an amendment to the Safety of Life at Sea (SOLAS) Convention (1974/1988) on minimum security arrangements for ships, ports and government agencies.
Job Safety Environment Analysis (JSEA)	A written procedure developed to review work steps and their associated hazards in order to put in place correct solutions to eliminate or minimise the risk of those hazards.
Lease Area	Portion of land under MWPA jurisdiction that has been let by MWPA (lessor) to a second party (lessee) for the purpose of carrying out port-related activities under the conditions established in a Lease Agreement. Lessees have exclusive use and control of their lease area.
Mining Operation	Refer to the definition of Mining Operator in the <i>Work Health and Safety (Mines) Regulations 2022</i> . Note: MWPA does not meet the definition of a Mining Operation according to these criteria and areas under the control of MWPA are not operated as a mine site.

MWPA	Mid West Ports Authority – An authority to which the <i>Port Authorities Act 1999</i> defines their function, the areas that they are to control and manage, the way in which they are to operate, and related matters.
MWPA Controlled Premises	The areas of the Port under the control and management of MWPA, including Port waters, land, airspace, buildings, structures, roads, railways and vessels. This includes any premises, facilities, equipment or infrastructure owned, leased or managed by, or vested in, MWPA.
MWPA Responsible Person	MWPA person responsible for the management of third parties entering onto port controlled premises.
Near Miss	An event that had the potential to cause injury or harm to the person, property or to the environment but did not in this instance.
Personnel	For the purposes of this document, Personnel is the collective term used to include all classes of people who enter MWPA Controlled Premises and includes MWPA workers, officers, directors, consultants, agents, contractors and vendors.
MWPA Prescribed Premises	Industrial premises with potential to cause emissions and discharges to air, land or water are known as ‘prescribed premises’ and are regulated under the <i>Environmental Protection Act 1986 (WA)</i> .
Port User	Collective term for Workers or volunteers
Project Manager	MWPA worker responsible for managing the project or job for which the Contractor was engaged.
Risk Assessment	A written assessment of identifying hazards, evaluating the potential risks and implementing suitable control measures that may be involved in a task / activity.
Site	Lands and/or other places made available for the Contractor to carry out the works.
Work Health and Safety Management Plan	A Work Health and Safety Management Plan is a site-specific document that enables the hazards and risks associated with the work activity to be identified, managed and mitigated.
Worker	<p>A worker is any person who carries out work for a person conducting a business or undertaking (PCBU) under the <i>Work Health and Safety Act 2020 (WHS Act)</i>, including:</p> <ul style="list-style-type: none"> • an employee • a contractor • a subcontractor • a self-employed person • an outworker who works away from their employer’s premises • an apprentice or trainee • a work experience student • an employee of a labour-hire company placed with the host employer

Works under the Contract	The services and deliverables which the Contractor is required to carry out and complete under the Contract, including any variations, remedial work, construction plant and temporary works.
--------------------------	---

For the purposes of this document, the following abbreviations apply.

ABF	Australian Border Force
ALARP	As Low As is Reasonably Practicable
BHF	Bulk Handling Facility
CBH	CBH Group (formerly known as Co-Operative Bulk Handling)
DMIRS	Department of Mines, Industry Regulation and Safety
DWER	Department of Water and Environmental Regulation
FBH	Fishing Boat Harbour
HSE	Health, Safety, Environment
Karara	Karara Mining Limited
MEWP	Mobile Elevated Work Platform
MSIC	Maritime Security Identification Card
MWPA	Mid West Ports Authority
PCBU	Person Conducting a Business or Undertaking
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
WHS	Work Health and Safety

36 Associated Documents

Document Title
Abrasive Blasting Procedure
Application for Abrasive Blasting Permit
Application for Confined Space Entry Permit
Application for Excavation / Penetration Permit
Application for Hot Work Permit
Application for Land Based Crane Lift Permit
Application for Traffic Management Permit
Application for Working at Heights Permit
Application for Works in the MWPA Rail Corridor Permit
Approved Hazardous Substances Register – ChemAlert
Asbestos Management Plan
Asbestos Register
BHF Authority to Work Permit – Non Routine
Chute Entry Permit – Bulk Handling Facility Berths 4 and 5
Confined Space Entry Procedure
Confined Space Written Form
Contaminated Sites Management Procedure
Customer Feedback and Incident Procedure
Drone Operations over Port Lands and Waters Procedure
Drone Operations Permit
Environmental Controls to Manage Washdown Water from Berth 5 Shiploader Procedure
Environmental Policy
Explosive Substances Permit
Fitness for Duty Policy
Fitness for Duty Procedure
Fuel Transfer (Bunkering) Permit
Fumigation of Grain Vessels Procedure
Geraldton Port Security Zone Access Procedure
Group Isolation Competency Evaluation Form

Document Title
Group Visits / Tours Security Work Instruction
Hazardous Substances and Dangerous Goods Procedure
ICAM Lessons Learnt
Incident Reporting and Investigation Procedure
Isolation and Tagging Procedure
Isolation Certificate Form
Lightning Safety Plan
Loading Metal Concentrates Procedure
Loading Metal Concentrates via Container Procedure
Maritime Security Plan
MWPA Emergency Response Plan
Oakajee Land Site Inspection Checklist
Permit to Work Procedure
Rigging Equipment, Safe Use and Maintenance
Shiploading Radio Communications Berths 4, 5 and BHF
Traffic Management Procedure – Geraldton Port
Traffic Management Plan – Gillam Road
Transfer Tower 103 (TT103) Isolation of Equipment
Visitor Management Work Instruction
WHS Contract Management Plan
Work Afloat and Dive Permit
Working at Heights Procedure

37 References

Document	Title
Australian Standard	AS 1055-1997 Acoustics – Description and measurement of environmental Noise
Australian Standard	AS 1269.2-2005 Occupational Noise Management – Noise Control Management, Part II;
Australian Standard	AS 2380 Electrical Equipment for Explosive Atmospheres
Australian Standard	AS 2436-2010: Guide to noise and vibration controls on construction, demolition and maintenance sites – Section 4
Australian Standard	AS 2550.10 Cranes, hoists and winches – Safe use – Part 10: mobile elevating work platforms
Australian Standard	AS 2670.2-1990 Evaluation of human exposure to whole-body vibration
Australian Standard	AS 3000 2018 Electrical Installations – Wiring Rules.
Australian Standard	AS 3007.2 2004 Electrical installations – Surface mines and associated processing plant – General protection requirements
Australian Standard	AS 3007.5-2004 Electrical installations – Surface mines and associated processing plant – Operating requirements.
Australian Standard	AS 3012 2010 Electrical Installations
Australian Standard	AS 3760 2010 In-service safety inspection and testing of electrical equipment
Australian Standard	AS 4000-1997 General Conditions of Contract
Australian Standard	AS/NZ 4801 Safety Management Systems
International Standard	ISO 14001 Environmental Management Systems
International Standard	ISO 9001 Quality Management Systems

Location - SAI Global - <https://www.saiglobal.com/online/>

Act or Regulation	Detail
<i>Biosecurity Act 2015 (Cth)</i>	
<i>Biosecurity Regulation 2016 (Cth)</i>	Regulation 58(4)
<i>Contaminated Sites Act 2003</i>	
<i>Customs Act 1901</i>	
<i>Electricity Act 1945</i>	
<i>Environment Protection (Noise) Regulations 1997</i>	
<i>Environmental Protection (Abrasive Blasting) Regulations 1998</i>	
<i>Environmental Protection Act 1986</i>	

Act or Regulation	Detail
<i>Environmental Protection Regulations 1987</i>	
<i>Fish Resources Management Act 1994</i>	
<i>Health Act 1911</i>	
<i>Litter Act 1979</i>	
<i>Maritime Transport and Offshore Facilities Security Act 2003</i>	
<i>Maritime Transport and Offshore Facilities Security Regulations 2003</i>	
<i>Mines Safety and Inspection Act 1994</i>	
<i>Mines Safety and Inspection Regulations 1995</i>	
<i>Navigation Act 2012</i>	
<i>Pollution of Waters by Oil and Noxious Substances Act 1987</i>	
<i>Port Authorities Act 1999</i>	Section 30 (1) (a) to (f)
<i>Port Authority Regulations 2001</i>	
<i>Rail Safety National Act</i>	
<i>Rail Safety National Regulations</i>	
<i>Road Traffic Code 2000</i>	
<i>Worksafe (Exemption No. 11/2012, dated 26 June 2012)</i>	
<i>Work Health and Safety Act 2020</i>	
<i>Work Health and Safety (General) Regulations 2022</i>	

Western Australian – <https://www.legislation.wa.gov.au/> Commonwealth – <https://www.legislation.gov.au/>

Authority	Resource
SafeWork Australia	National Standard for Licensing Persons Performing High Risk Work
DECC	'Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and other related Activities' (2011)
DAFF	Seaports FPOE Biosecurity Awareness eLearning
Department of Water Environment Regulation	Environmental Licence
Department of Water Environment Regulation	Landfill Waste Classification and Waste Definitions 1996 (amended 2019)
DER	Identification and Investigation of ASS and Acidic Landscapes (2015)
DER	Treatment and Management of Soils and Water in ASS Landscapes (2015)

Authority	Resource
DPIRD	'In-water Cleaning of Vessels in WA' Guidance Statement (DoF 2017)
DWER	Noise Regulation Fact Sheet (2016)
International Maritime Organisation	International Ship and Port Facility Security Code
MARPOL	International Convention for the Prevention of pollution from ships 1973
National Occupation and Safety Commission	'Code of Practice for the Management and Control of Asbestos in Workplaces – NOHSC 2005'
WorkSafe	Exemption No. 11/2012, dated 26 June 2012

38 Monitoring, Evaluation and Review

This document is required to be reviewed **annually** from the last scheduled review date.

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

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

39 Administration

Document Custodian: Safety Manager
 Document Approver: Chief Environmental, Social and Governance Officer
 Approval Date: 06 February 2025
 Document Review Period: 1 year