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ACCIDENT OR EMERGENCY CONTACTS

Notify in all cases Mid West Ports Authority Emergency Number:

9964 0500

If required ring emergency services on:

000

You will be asked “Do you want Police, Fire or Ambulance?”
Stay calm, don’t shout, speak slowly and clearly.
Tell operator exactly where to go - give an address or location.

Emergency Muster Points: Refer to Emergency Evacuation Plan and Equipment drawing over page.

MID WEST PORTS AUTHORITY CONTACT DETAILS

Telephone ........................................................................................................ (08) 9964 0520
Facsimile ........................................................................................................ (08) 9964 0555
Web .................................................................................................................. www.midwestports.com.au
Physical Address ............................................................................................ 298 Marine Terrace, Geraldton WA 6530
Postal .................................................................................................................. PO Box 1856, Geraldton WA 6531

Landside Operations
Port Operations Manager, Geoff Mackin ............................................................ 0408 939 279
Engineering Manager, Paul Blundell ............................................................... 0418 152 635
Superintendent Landside Operations, Mike McQuie ....................................... 0408 930 677
Landside Operations Supervisors Bulk Handling Facility (BHF) 24/7 ......... 0407 797 311
(Chris Watson, Wayne Gould, Matthew Schewtschenko, Phil Tazewell)
Rail Operations Supervisors 24/7 ................................................................. 0407 173 504
(Gary Pardoe, Kim Holdsworth, Robert Fraser, Kim Rogers)
Maintenance Planner BHF, Bob Norris .......................................................... 0417 141 123
Maintenance Planner MWPA, Tony Dickson .................................................. 0447 540 579
Maintenance Supervisor Mechanical BHF, Jimmy Greenlees ....................... 0408 904 802
Maintenance Supervisor, Noel Martion ...................................................... 0408 930 642
Electrical Supervisor BHF, Graeme Clarke ................................................... 0409 697 794
Electrical Supervisor, Tony Blackwell ........................................................... 0427 428 475
Plumber, Nathan Gummery ............................................................................ 0428 214 971

Marine
Assistant Marine Manager, Stan Corneille ..................................................... 0499 499 033
Wharf Supervisors - Phil Patience, Damien Healy, Harrison Francis .............. (08) 9964 0510
Security for Geraldton Port ............................................................................. 0448 939 008
Security Officer, Stan Corneille .................................................................... 0499 499 033

Health, Safety, Environment & Quality
HSEQ Manager, Russell Stevens .................................................................... 0447 640 534
OHS Officer, Ric Randall .................................................................................. 0409 089 048
OHS Officer, Kathryn Wade ............................................................................ 0400 527 470
Environmental Officer, Erin Gibbens ............................................................. 0409 818 187
SECTION A – SPECIFIC SAFETY REQUIREMENTS

1. INTRODUCTION

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

MWPA is made up of the following ports:

- The Port of Geraldton and the proposed port of Oakajee which are governed by the Port Authorities Act 1999; and
- the privately owned ports of Cape Cuvier and Useless Loop which are governed by the Department of Transport.

The Geraldton Port is located in the heart of the City of Geraldton. Geraldton is 424 kilometres north of Perth, 1340 kilometres south of Port Hedland and 990 kilometres west of Kalgoorlie.

Geraldton Port has created somewhat of a niche market for the export of iron ore in smaller ships to shallow draft ports in China. Geraldton Port is able to cater for ships up to Panamax size with a 12.8m draft and a maximum cargo capacity of up to 75,000 tonnes. The proximity of Geraldton to Asia has also made the port an attractive option for exporters.

MWPA has seven berths used for the following purposes:

- Berth 1 - no infrastructure and used for mooring of small vessels.
- Berth 2 - no infrastructure with a multi-purpose/general cargo use and livestock.
- Berth 3 - shiploader operated by Co-Operative Bulk Handling dedicated to loading of grain
- Berth 4 - shiploader operated by MWPA dedicated to loading of talc, mineral sands, zinc, copper, garnet and other minerals.
- Berth 5 - shiploader operated by MWPA dedicated to loading of iron ore.
- Berth 6 - no infrastructure utilised and used for fertilizers and mineral sands imports, fuel, rotainer loading, general cargo and livestock.
- Berth 7 - shiploader operated by Karara Mining Ltd dedicated to loading iron ore.

One of the Geraldton Port's greatest strengths is its diversity. In addition to catering for exports of grains, minerals and livestock and imports of fertiliser, mineral sands, project/general cargo and fuels. The Port welcomes cruise ships, oil rig tenders and many different exhibition craft. The Port also supports Geraldton's lucrative fishing industry, providing berthing facilities, maintenance, waste disposal and security services to the Fishing Boat Harbour.

Furthermore, MWPA acts as a landlord by leasing or licensing the land comprising the Port of Geraldton and the proposed port of Oakajee to customers for many purposes such as construction of facilities to store products awaiting export, construction of infrastructure to enable receipt of products or for smaller facilities in the Fishing Boat Harbour to support the marine industry.

The MWPA operates under the Port Authorities Act 1999 (PAA). The MWPA’s function as defined by PAA can be summarised as (Section 30 (1) (a) to (f)):

- To facilitate trade within and through the Port and plan for future growth and development of the Port.
- To 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.
- To control business and other activities in the port or in connection with the operation of the Port.
• To be responsible for the safe, secure and efficient operation of the Port.
• To be responsible for the maintenance and preservation of vested property and other property held by it.
• To protect the environment of the Port and minimise the impact of port activities on that environment.

The MWPA is committed to protecting and promoting the safety and security of people, assets, environment and trade within the Mid West. The health and safety of individuals at work is essential to the successful operation of the MWPA for the benefit of all and the effective management of Occupational Health and Safety in the workplace is vital in the prevention of injuries and illness to employees, contractors and visitors.

2. PURPOSE

The purpose of this Contractor's Handbook is to ensure that a safe and healthy working environment is provided when works are carried out within MWPA land and waters. In addition, this document provides a framework that allows MWPA to consistently identify and control health, safety and environmental risks, reduce the potential for accidents, aid legislative compliance and improve overall performance.

This handbook should be read in conjunction with Procedure 4.1 Permit to Work.

MWPA welcomes and appreciates your feedback. Please do not hesitate to contact the MWPA with any comments regarding this handbook.

Email: HSEQStaff@midwestports.com.au

2.1 DISCLAIMER

The information contained in this handbook is believed to be correct at the time of issue. However, the MWPA does not guarantee the accuracy of the information and accepts no liability for any damage, delay or loss resulting from any such inaccuracy. For more recent information, please contact the individual personnel as indicated above.

3. SCOPE

This document covers all works under Contract performed by Contractors in all areas directly controlled by the MWPA, including:

• Port Secure Zone
• Mineral Storage Area
• Administration areas
• Fishing Boat Harbour
• Roads under MWPA jurisdiction
• Harbour and associated waters.

The requirements of this document forms part of any conditions of contract for work between MWPA and Contractor. These requirements apply at all times during which the Contractor is on the site or within any of the MWPA’s premises, or working on the MWPA’s facilities plant or fixtures, whether or not within the boundaries of the MWPA’s premises.

The MWPA is committed to providing a safe and healthy workplace and for the protection of the environment. Management systems are certified to ISO 9001 Quality Management Systems, AS/NZ 4801 Safety Management Systems and ISO 14001 Environmental Management Systems.
4. **DEFINITIONS**

| **Contract** | As defined in AS 4000-1997 General Conditions of Contract, ‘documents evidencing the parties consensus’. For the purpose of this document, a Contract can be either a comprehensive document which describes the general and special conditions under which the MWPA engages a Contractor, or a Purchase Order. |
| **Contractor** | As defined in AS 4000-1997: “the person bound to carry out and complete work under the contract”. For the purpose of this document, a Contractor is the person who carries out works under a contract agreed directly with the MWPA. |
| **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. |
| **Lease Area** | Portion of land under MWPAs jurisdiction that has been let by the MWPA (lessor) to a second party (lessee) for the purpose of carrying out port-related activities under the conditions established in a Lease Agreement. |
| **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. |
| **Project Manager** | MWPAs staff responsible for managing the project or job for which the Contractor was engaged. |
| **Site** | Lands and/or other places made available for the Contractor to carry out the works. |
| **Works under the Contract** | As defined in AS 4000-1997,‘the works which the Contractor is or may be required to carry out and complete under the contract and includes variations, remedial work, construction plant and temporary works’. |
For the purpose of this document, the following abbreviations apply

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALARP</td>
<td>As low as is reasonably practicable</td>
</tr>
<tr>
<td>ABF</td>
<td>Australian Border Force</td>
</tr>
<tr>
<td>BHF</td>
<td>Bulk Handling Facility</td>
</tr>
<tr>
<td>DEWR</td>
<td>Department of Water and Environmental Regulation</td>
</tr>
<tr>
<td>DIRD</td>
<td>Department of Infrastructure and Regional Development</td>
</tr>
<tr>
<td>DMP</td>
<td>Department of Mines, Industry Regulation and safety</td>
</tr>
<tr>
<td>EWP</td>
<td>Elevated Work Platform</td>
</tr>
<tr>
<td>FBH</td>
<td>Fishing Boat Harbour</td>
</tr>
<tr>
<td>HSEQ</td>
<td>Health, Safety, Environment and Quality</td>
</tr>
<tr>
<td>MWPA</td>
<td>Mid West Ports Authority</td>
</tr>
<tr>
<td>MSIC</td>
<td>Maritime Security Identification Card</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>PFD</td>
<td>Personal Flotation Device</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
</tbody>
</table>

5. **POLICIES AND PROCEDURES**

At all times persons on site must comply with legislative requirements as well as MWPA requirements. Check with your MWPA contact to confirm you have identified all relevant permits, policies and procedures. Should you sub-contract the work, it is your responsibility to ensure all relevant information is passed on to the sub-contractor and that they comply with same. The name of your subcontractor must also be communicated to MWPA.

6. **TRAINING AND COMPETENCY**

The Contractor shall ensure that its personnel 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.

Individuals 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 to provide evidence of their competencies.

6.1 **Mandatory Training and Inductions**

The MWPA has facilities located within a restricted area which the Contractor may need to access to perform work. Access to the Secure Zone is controlled in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003*, and will be granted by the MWPA if:

- The Contractor has been MWPA-inducted and holds a valid Maritime Security Identification Card (MSIC); or
- If the Contractor is a visitor, the Contractor is able to provide photograph identification in order to be granted a visitor pass and is accompanied at all times by a MWPA-inducted and valid MSIC holder. Access the Secure Zone as a visitor is permitted up to 3 times. If access is required more than 3 times, the person must submit a MSIC application and complete the MWPA online site induction.
- MSIC or visitor pass must be displayed by the holder, on their person above the waist at all times.
All Contractors accessing MWPA's sites are required to complete a MWPA Port Induction, which can be completed online by visiting MWPA website at https://www.midwestports.com.au/ and following the links. Further inductions may be required as listed in Table 5.1.

**Table 5.1 – General Induction Requirements for Geraldton Port**

<table>
<thead>
<tr>
<th>People coming to site</th>
<th>HSEQ Online Induction</th>
<th>Working in the Port - Contractor Induction</th>
<th>BHF Induction (Requires site specific walk around)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor working for MWPA</td>
<td>✓</td>
<td>✓</td>
<td>Required if working in the BHF (MWPA Mine site)</td>
</tr>
<tr>
<td>MWPA Employee</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Any other persons working on Port land</td>
<td>✓</td>
<td>Recommended</td>
<td>Required if working in the BHF (MWPA Mine site)</td>
</tr>
</tbody>
</table>

7. **CONSULTATION AND COMMUNICATION**

7.1 **DAILY WORKS UPDATE**

The MWPA publishes a Daily Works Update to assist 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 (08) 9964 0510.

8. **KEY SITE HAZARDS**

This section outlines some of the key hazards at Geraldton Port.

8.1 **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. When operating mobile plant such as elevating work platforms (EWP), **never work in close proximity to rock walls or embankments** as these areas can be prone to undermining from sea-state, tidal movements and also damage from stormwater runoff.

A minimum 3 metres must be maintained from the edge. If for practical reasons this cannot be achieved, approval from MWPAs engineers must be obtained and additional control measures may be imposed. Documented justification and additional technical data may need to be supplied. A physical barrier should be used during operations to ensure the exclusion zone is not breached.

Photo 8.1 shows an incident which occurred in 2012 where an EWP being operated close to a rock wall edge tipped due to instability of the ground surface. Photo 8.2 shows sinkhole that appeared in the rail corridor.
8.2 MOORING LINES

Parting mooring lines are a significant risk at Geraldton Port due primarily to surge and swell conditions. Other factors that can contribute to increasing risk of parted lines include poor quality lines, mooring configuration and lines that are poorly tended by the ship’s crew.

When a line parts, it generally makes a sound like a shot gun; however, there is no time to respond as the line lashes back in a split second, with serious consequences for anybody in the snap back zone.

Figure 8.1 shows the number of parted lines recorded at Geraldton Port over the past five years. This is a significant number compared with other Australian ports. A number of control measures have been trialled at Geraldton Port to reduce the risk of parted lines, including mooring threshold limits based on swell period and surge height.

Geraldton Port has to date, not experienced any serious injuries; however, there are many other well reported instances where parted lines have caused horrific injuries such as amputation of limbs, broken bones and death.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total No. of Parted Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>105</td>
</tr>
<tr>
<td>2012/13</td>
<td>86</td>
</tr>
<tr>
<td>2013/14</td>
<td>71</td>
</tr>
<tr>
<td>2014/15</td>
<td>52</td>
</tr>
<tr>
<td>2015/16</td>
<td>30</td>
</tr>
<tr>
<td>2016/17</td>
<td>31</td>
</tr>
</tbody>
</table>

**Figure 8.1 - Parted Mooring Lines at Geraldton Port 2011/12 to 2016/17**
It is critical that personnel working on wharves stay out of snap-back zones if there is no need to be there. Contractors undertaking maintenance or repair work are to set up their equipment away from snap-back zones and should consider a barrier to protect workers if work in the snap-back zone cannot be avoided.

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 8.2.

Figure 8.2 - Snap Back Zone (sourced from MCA Code of Safe Working Practice for Merchant Seamen)

Be vigilant when working on wharves, stay out of the snap-back zone, visually monitor lines and listen out for creaking and singing lines. Where there is uneven distribution of weight on lines, poorly tended lines or poor quality lines, the risk may increase. Report any safety concerns to your supervisor. Notify MWPA's Duty Wharf Supervisor if you have any concerns about poor quality lines, poorly tended lines, or if you witness a parted line. Contact details are at the front of the handbook.

Photo 8.3 – Damaged mooring line

Photo 8.4 – Poorly tended lines (laying in water)

8.3 RAIL TERMINAL

A Rail Terminal forms part of the Port facility. 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 twelve connecting turnouts to provide for operating flexibility.
Karara own and operate a dual wagon tipper and separate rail line for their operation and CBH similarly have a grain unloading facility.

MWPA has in place 24-hour Rail Operations Coordinators (ROC) to manage the Rail Terminal (refer to the list of key contacts at front of handbook). Special conditions apply to working in the rail corridor – contact the ROC for more information on permit and license conditions.

**DO NOT** enter the rail corridor without authority from the RTC. **NEVER** climb between wagons.

![Loco and wagons in Geraldton Rail Terminal](image)

8.4 **SHIPLOADERS AND BULK HANDLING FACILITIES**

Permanent shiploaders are located on Berths 3, 4, 5 and Karara’s Berth 7. Apart from approved MWPA personnel, vehicles are not to drive along berths or under shiploaders. Access to Berth 3 (CBH) and Berth 7 (Karara) shiploaders must only be with authorisation.

Avoid walking under overhead gantries and conveyors in case of falling objects.

An Authority to Work permit (F4.1m BHF Authority to Work permit) is required to work on shiploaders, berths 4 and 5 or other bulk handling equipment such as conveyors, transfer towers, etc. See the contacts list at the front of the handbook to contact the Operations Supervisor and to arrange required site specific induction.

![Berth 5 shiploader](image)

9. **MARINE OPERATIONS – SHIPPING HAS PRIORITY**

Shipping has highest priority at all times. Contractors working in the berth areas are required to work to shipping movements and activities. In the event of a vessel movement taking place at a berth, the Contractor and their staff will be required to clear the berth until the activity is complete and the ‘all clear’ is given.

Contractors using vessels as a work platform are to ensure the vessel is securely stowed and moored for the duration of their activities. On completion of the work, if the vessel is to remain in the water, the Contractor will ensure the vessel is adequately stowed and moored to ensure it does not break...
free overnight. A Work Afloat permit (F4.1l Work Afloat and Dive Permit) is required to work on water.

Scaffolding placed under wharves must be securely fastened and required to withstand strong tidal surges.

10. LEGAL REQUIREMENTS HEALTH AND SAFETY

10.1 LEGISLATION (ACTS AND REGULATIONS)

Four different legal jurisdictions can apply to Occupational Health and Safety (OHS) at the Geraldton Port depending on the type of work and the location. These jurisdictions could be one or a combination of the following:

- Rail National Safety Law Act 2015 and Regulations 2015
- Australian Maritime Safety Authority Marine Orders.

Refer to the drawing over page. Check with an OHS Officer if you are not clear which legislation applies where.


Work to the requirements of the highest applicable standard.

10.2 AUSTRALIAN STANDARDS/NEW ZEALAND STANDARDS (AS/NZS)

Legislation sometimes requires compliance with particular AS/NZS. These can be purchased from [http://infostore.saiglobal.com/store](http://infostore.saiglobal.com/store)

Codes of Practice and Other Requirements

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


Ask your Port contact if there is any variation to your works.
11. ENTRY INTO MWPA PREMISES

Arrangements must be made with a MWPA representative prior to work commencing on site and upon completion of the job. Persons shall not enter or attempt to enter the site or other facilities other than by recognised gates or other entrances as directed by the MWPA officer supervising the works.

No persons shall enter any other part of the site, other than the permitted location of their work, except with the prior permission of the MWPA officer supervising the work.

Refer MWPA Procedure 3.13 Geraldton Port Security Zone Access.

11.1 OAKAJEE

Entry onto the Oakajee Port site is via communication and consultation with the MWPA Oakajee Manager (contact the main reception for details).

Refer MWPA Procedure 2.23 Oakajee Land Management (available from the Oakajee Manager), outlines all access requirements for the Oakajee Port site.

12. WORK EXECUTION

12.1 HEALTH AND SAFETY EQUIPMENT

The Contractor shall ensure that all equipment used to meet health and safety requirements are regularly calibrated and maintained in a serviceable condition.

All health and safety equipment shall comply with all applicable laws, standards and regulations.

12.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All Personal Protective Equipment (PPE) shall comply with the respective Australian Standards, will be appropriately maintained and replaced where it becomes defective.

Persons in the maritime secure zone, the rail terminal, bulk handling facilities and bulk minerals storage shall wear the PPE outlined in Table 11.1.

Table 11.1 – Mandatory PPE

<table>
<thead>
<tr>
<th>Worker/Contractor</th>
<th>Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High visibility long sleeve shirt with retro-reflective</td>
<td>Long sleeved shirt (high visibility with retro-reflective strips or vest</td>
</tr>
<tr>
<td>strips (AS4602:1999 Class N garment)</td>
<td>with same that meets Class N garment)</td>
</tr>
<tr>
<td>Long pants with retro-reflective strips (AS4602:1999 Class</td>
<td>Long pants</td>
</tr>
<tr>
<td>N garment)</td>
<td></td>
</tr>
<tr>
<td>Steel capped lace up/zip footwear</td>
<td>Enclosed footwear</td>
</tr>
<tr>
<td>Safety glasses medium impact protection or better –</td>
<td>Safety glasses OR fitovers if wearing prescription glasses</td>
</tr>
<tr>
<td>prescription glasses may be worn where side shields are</td>
<td></td>
</tr>
<tr>
<td>fitted and the lenses are of toughened glass</td>
<td></td>
</tr>
<tr>
<td>Safety helmet (with retro-reflective strips if working in</td>
<td>Safety helmet (with retro-reflective strips if visiting in hours of</td>
</tr>
<tr>
<td>hours of darkness)</td>
<td>darkness)</td>
</tr>
<tr>
<td>Gloves – of an appropriate type shall be carried on the</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>person at all times.</td>
<td></td>
</tr>
</tbody>
</table>
**Worker/Contractor** means anyone whose regular duties requires them to be in the Port secure zone, the rail terminal, bulk handing facilities or bulk minerals storage.

A **Visitor** is someone who is not involved in routine operations or operational activities such as construction or maintenance work, project work, shiploading activities, driving a truck, operating plant, etc. For example, a visitor may inspect the site or liaise with someone on site as a visitor. A ‘visitor’ will be escorted by a worker/contractor.

When working on or within 3 metres of the rail corridor fence, high visibility shirts are to be **ORANGE** in colour.

Hard hats are to be worn throughout the Port except when inside buildings or vehicles. This includes traversing from your parked vehicle.

Safety eye protection is to be worn at all times (including inside warehouses), unless inside office and amenities buildings or vehicles.

A shaded hard hat brim or neck shade and gloves to protect the back of the hands are strongly recommended if working outdoors for longer than 15 minutes. Sunscreen is available throughout the Port.

PPE is required to be used correctly (i.e. shirt sleeves rolled down, unless inside an office building). When in the field it is preferable for shirts to be tucked in to avoid the risk of being caught on, or by something.

Where applicable, the Contractor shall ensure that its personnel have been trained in the correct use and application of PPE.

Refer MWPA Procedure 2.5 Personal Protective Equipment.

### 12.3 WORKING ON, OVER OR NEAR WATER

A personal flotation device (PFD) is to be worn where there is a risk of falling into the water. Where the risks associated with wearing a PFD outweigh the risks of not wearing one, alternate measures can be implemented in lieu of wearing a PFD provided the person is not working alone. This must be approved by your MWPA contact and must be documented, for example in a JSEA.

A yellow delineation line is painted on the ground on all berths. If personnel are working on the water side of the yellow line then they are required to wear a PFD unless an alternate measure has been approved. For brief visual inspections near the wharf edge in teams, where there is little to no risk of falling into the water, a PFD is not required, provided the person is not working alone.

A rescue buoy (life ring) should be available not more than 25m from the location of work. Other appropriate equipment to facilitate water retrieval is to be available based on the risks of the job and the location. Check the location of the closest life ring before commencing.

Refer MWPA Procedure 4.6 Working On, Over or Near Water

### 12.4 ADDITIONAL PPE –LOADING OF METAL CONCENTRATES

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

Refer MWPA Procedures 4.4 Loading Metal Concentrates and 4.4D Loading Metal Concentrates via Containers.
12.5 AUTHORITY TO WORK

In order to ensure that all ‘non-routine’ works conducted on MWPA controlled sites are conducted in a manner which are safe and comply with all relevant legislation, standards, codes of practice or relevant industry best practice as a minimum, the MWPA has established a number of work permits in accordance with the nature of the works to be performed.

The Contractor shall apply for the respective permit(s) prior to the commencement of the work, which will be issued and managed as described below.

Obtain Permit Applications from the MWPA website (www.midwestports.com.au) by clicking on Health, Safety, Environment and Quality and then Permit System.

Applications must be received at least 48 hours prior to the works being carried out. For permits that require additional signoff, ensure at least two business days are allowed for approval. For weekend and public holiday works, submit permits by close of business on the Thursday prior.

Applications can be emailed to permits@midwestports.com.au or faxed to (08) 9964 0595.

Table 11.2 – Activities requiring a permit

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Permit Form</th>
<th>Examples of related work activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHF Authority to Work</td>
<td>F4.1m</td>
<td>Any work by an external contractor in the bulk handling facility.</td>
</tr>
<tr>
<td>Abrasive Blasting</td>
<td>F4.1f</td>
<td>Any abrasive blasting on any infrastructure, plant and equipment in the Harbour Basin, on the berths, within the BHF or Fishing Boat Harbour.</td>
</tr>
<tr>
<td>Chute Entry (BHF)</td>
<td>F4.1n</td>
<td>For work conducted inside chutes at Berth 4 and 5</td>
</tr>
</tbody>
</table>
| Confined Space             | F4.1e       | Any work in an enclosed or partially enclosed space which is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:  
(a) An oxygen concentration outside the safe oxygen range.  
(b) A concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation.  
(c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion.  
(d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. [NB “engulfment” is defined as ‘the immersion or envelopment of a person by a solid or liquid (e.g. grain, sand, fertilizer) that is stored within the confined space.”] |
<p>| Work Afloat and Dive       | F4.1l       | Any work carried out below the surface of the water either by a professional dive company, MWPA divers or the Contractor’s own divers. This will include divers using self-contained breathing equipment, surface supplied air system or snorkel, mask and fins type equipment. Any activities undertaken either over the face of a berth, under a berth, on the water in the basin or on the water in the channel, and utilising any vessel, pontoon, floating platform or barge as a means of transport and working platform. |
| Excavate/Penetrate         | F4.1c       | Any disturbance and or removal of earth by digging. This can be by utilising manual means (shovel, spade), or machinery (loader, skid steer vehicle, backhoe, or excavator). |
| Fuel Transfer (Bunkering)  | F3.6a       | All transfers of bulk petroleum products (e.g.: fuels and oils) particularly over or near water or in areas where spilled product is likely to enter the marine environment. |
| Fumigation                 | F2.19a      | Fumigation of a grain vessel, including in-transit fumigation of cargo. |</p>
<table>
<thead>
<tr>
<th>Work Type</th>
<th>Permit Form</th>
<th>Examples of related work activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Work</td>
<td>F4.1d</td>
<td>Any work in a restricted area or on equipment which has contained petroleum products, or in areas where flammable gases or dusts may be present, or by the nature of its location, requires the permit to be issued. Hot work such as welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations that may increase the risk of fire or explosion.</td>
</tr>
</tbody>
</table>
| Crane Lift                   | F4.1g       | The operation of any shore or vessel based crane. For vessel based crane lifts, a crane lift permit is not required for:  
• A uniformly distributed load of 3 T/m² on any concrete deck  
• Any loads up to 14 T which are spread over a 1m² bearing pad with a minimum spacing of 7m c/c except for a 1m strip at the back of Berth 4 dolphins.  
To determine loading capacity on wharf decks a current copy of the MWPA Wharf Specification Booklet can be obtained via request to the Duty Wharf Supervisor on (08) 9964 0510 or to permits@MWPA.wa.gov.au. |
| Traffic Management           | F2.20a      | Where normal road conditions will be affected.                                                                                                                                                                                          |
| Works within the MWPA rail corridor | F4.1k       | When any work is undertaken within three (3) metres of, above, or on a rail.                                                                                                                                                           |
| Explosive Substances         | F2.8b       | For all vessels handling or carrying explosives at the Port of Geraldton                                                                                                                                                               |
| Working at Height            | F4.1p       | Working at height within the Port.                                                                                                                                                                                                    |
| Immobilisation of plant      | F4.1q       | Permission requested to immobilise plant                                                                                                                                                                                               |
| Drone operations             | F4.1r       | Any operations that use an unmanned aerial vehicle or remotely piloted aircraft as per CASA guidelines for works such as photography or videography over MWPA sites                                                                 |

12.5.1 Exceptions

For leaseholder activities undertaken on land that is leased from the MWPA, a permit is not required for work (apart from excavation/penetration work) on the condition that work:

1. Has no impact whatsoever on other port users.
2. Will not impact on any MWPA services, for example power, water, etc.
3. Will not impact on any MWPA infrastructure, buildings, plant, equipment, etc.
4. Is unlikely to create a risk to any other person or property; and
5. Is conducted within the confines of the lease.

NOTE: An excavation/penetration permit is always required for any type of work due to the risk of exposing or damaging critical services including high voltage power.

12.5.2 Responsibilities of Permit Applicant

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

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

12.5.3 Work on Berth 4 and Berth 5 Bulk Handling Facilities

You will need to obtain an Authority to Work (F4.1m BHF Authority to Work Permit) to work on Berth 4, Berth 5 and the BHF as outlined in Table 11.2 above.
12.5.4 Gas Free Certificate

Before working on or in tanks or vessels or in excavations/open drains, sumps, etc., which may have contained hydrocarbon liquids or vapours, the Contractor must obtain a Gas Free Certificate from a qualified person.

Refer MWPA Procedure 4.1 Permit to Work

12.6 ISOLATION AND TAG OUT

Any breach of the isolation and tag out procedure and/or supporting process shall initiate a formal incident investigation.

Valve and tank tag outs are to be carried out using the correct procedures at all times. Contractors are to ensure that their employees and sub-contractors are aware of the procedures and are to ensure that these procedures are followed. The MWPA officer supervising the work is to be advised if any tanks or valves are to be left open while the Contractor is off site for any length of time.

If the Contractor requires MWPA equipment on berths or yards to be isolated, then the contractor must place their own tag on the equipment then request the MWPA officer supervising the works place their tag over the top of the contractors. Prior to activation of any tagged equipment, the MWPA officer supervising the works must first be requested to remove their tag, and then the contractor may remove his/her tag.

On Berth 4, Berth 5 and the bulk handling facility, a group isolation must be applied before work on any item of fixed plant unless personnel are trained as Individual Isolators. Requests for group isolations can be made through the Operations Supervisor.

Anyone participating in isolation work on the bulk handling facility must have first completed training of the MWPA isolation tag out process.

Refer MWPA Procedure 4.8 Isolation and Tagging

12.7 WELDING AND CUTTING

The Contractor shall comply with site specific standards and procedures for welding and allied processes such as grinding. Where abrasive blasting is required on any MWPA sites, legislative requirements shall be met.

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

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

Leads and hoses are to be maintained in a correct and safe condition and inspected prior to commencement of work. In line flash back arrestors or in torch arrestors are to be checked each day. Leads and hoses must be placed so as not to create a tripping hazard, and should be protected from mechanical damage. They are not to be laid across roadways unprotected.

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

In elevated areas where falling sparks could cause a fire or injury, fire proof blankets shall be used to isolate the work from surrounding areas. This applies to work such as welding, oxy-acetylene
cutting and grinding operations. Where welding or cutting is to be carried out at ground level, welding screens are to be used to minimise risk of fire and injury to nearby workers.

Appropriate fire-fighting equipment must be available at all times.

Gas cylinders are to be stored in an upright position and adequately secured. Oxygen and combustible gas cylinders must be stored at least 3 metres apart, or separated by a wall with at least a fire rating of 1 hour. Cylinders are to be adequately secured when being transported about the site and must only be used in an upright position. Cylinders being lifted from one elevation to another shall be lifted only in racks or containers designed for that purpose. Slings are not to be used to lift cylinders.

12.8 PLANT, VEHICLES AND EQUIPMENT

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

Plant and vehicles must be licensed when traversing on Port roads. If plant and equipment are not licenced and require to move throughout the Port, a traffic management plan must be submitted and escorts arranged for the duration of the move.

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

Do not block any entry, gateway or access so as to prevent the free access of other vehicles, obstruct fire hydrants, hose boxes or other safety equipment or obstruct any berth operations, ship loading or ship discharging.

Do not ‘pick and carry’ with cranes or forklifts while on roads open to the public. Inside the Port secure zone, this is permissible with traffic management in place.

Refer to Procedure 2.20 Traffic Management Geraldton Port.

12.8.1 Maintenance of Plant and Equipment

Plant and equipment shall be maintained utilising a scheduled maintenance program to ensure the safety and integrity of equipment and ultimate safety of personnel.

12.8.2 Plant and Equipment Pre-start Inspections

All mobile plant shall undergo a documented pre-start inspection prior to its use. Where critical components of the mobile plant are found to be defective, the plant shall be taken out of service until deemed safe to operate by a competent and authorised person.

12.8.3 Elevated Work Platforms

Elevated Work Platform’s (EWP) must be maintained, inspected and operated in accordance with the manufacturer written instructions. A pre-start check is to be made and a logbook must be maintained on each EWP.

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

A minimum 3 metres must be maintained from the edge. If for practical reasons this cannot be achieved, approval from MWPA’s engineers must be obtained and additional control measures may
be imposed. Documented justification and additional technical data may need to be supplied. A mechanical barrier should be used during operations to ensure the exclusion zone is not breached.

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

Geraldton frequently has strong wind conditions. The JSEA must assess the likely wind conditions and ensure the wind loading does not exceed the manufacturer’s instructions.

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

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

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

A traffic management plan is required where EWP’s are used on a roadway or road shoulder where interference with traffic is likely. If an EWP encroaches on a laneway, the lane must be diverted around the EWP if sufficient room. If the laneway must be closed down to one lane, traffic controllers would generally be required.

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

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

12.8.4 Working Suspended Over Water – Harness

An exemption from wearing a harness when working over water in an EWP has been issued to MWPA by Worksafe for maintenance of wharves (Exemption No. 11/2012, dated 26 June 2012). Harnesses used for working over water should have a built in personal flotation device (PFD) - the alternative is to wear a separate harness and PFD. The harness must be attached until the EWP basket is over water at which time it can be unclipped. The harness must be reattached before moving over land or any hard surface.

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

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

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

Similarly to the EWP harness exemption, MWPA has been exempted by Worksafe from the requirement to wear a harness in a work box subject to the following conditions:
- a spotter/dogger must be present at all times to guide the crane operator and monitor persons working over water;

- an appropriate flotation device must be readily available for use.

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

12.8.5 Explosive Power Tools

Contractors, their employees and sub-contractors are not to use, nor allow any other person to use any explosive powered tool unless that person has been correctly trained in all aspects of its usage. The user must hold the appropriate licence or be able to prove and provide evidence of training. Proper safety signs must be erected and correct warnings given prior to firing.

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

12.8.6 Machine Safety Guards

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

12.8.7 Wharf Deck Load Limits

All berths within the MWPA area are designed to withstand a designated deck-loading.

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

Berth deck-loading specifications are available on request from the MWPA engineering section. Except for ship mounted cranes, permit requirements apply for most crane work.

Refer to Procedure 4.1 Permit to Work System.

12.8.8 Compressed Air and Pressure Vessels

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

Airline hoses, used for tools and other equipment must be secured to prevent uncontrolled ‘whIPPING’ in the event of a coupling becoming separated while under pressure. Air supply lines shall be protected from damage and are to be inspected at the start of each shift/day for leaks, damage, faulty couplings etc. All air fittings are to be maintained in a correct, safe condition.

Pressure vessels must comply with WorkSafe WA Regulations in respect to inspection and testing. Evidence of certification should be retained with the equipment.
12.8.9 Supplied Air Respirators

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

12.9 CRANES, RIGGING AND DOGGING

12.9.1 Cranes

Cranes must be used in accordance with legislative requirements and the manufacturer’s instructions.

The Contactor acknowledges that contractor personnel involved in the operation of cranes and associated rigging equipment are required to hold a current nationally accredited licence in accordance with the National Standard for Licensing Persons Performing High Risk Work.

The Contractor shall ensure that cranes owned or leased by the Contractor carry the current log book and manufacturer’s operation and maintenance manuals at all times. Details of maintenance history and all modifications shall be entered into the plant log book.

Once a crane is made ready for work, the working radius will be barricaded to identify that only those involved in the lift are to enter the area. Spotters shall be used to ensure persons not associated with the lift are kept clear. A certified rigger or dogman shall direct all crane lifts/load movements.

No load shall be left suspended unless the crane operator is inside the crane cab and in complete control of the crane.

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

12.9.2 Rigging equipment

The use of lifting equipment shall be in accordance with legislative requirements, applicable Australian Standards and Codes of Practice. The Contractor acknowledges that contractor personnel involved in all dogging and rigging activities are required to hold a current nationally accredited licence in accordance with the National Standard for Licensing Persons Performing High Risk Work.

All rigging and lifting gear shall be inspected prior to each use by a competent person for the purposes of determining its suitability for safe use.

Refer Procedure 4.10 Rigging Equipment, Safe Use and Maintenance

12.10 WORKING AT HEIGHT

Personnel who work in areas where there is a risk of falling from one level to another, shall mitigate risks utilising a documented risk management process to identify and control hazards.

Hard barrier prevention shall take precedence over fall restraint. Fall restraint shall take precedence over fall arrest.

All work carried out at heights must comply with legislation, standards and Codes of Practice. All equipment utilised in work at heights is to be operated and maintained to correct standards by competent trained personnel.
While carrying out work above ground level, all tools and equipment are to be correctly and adequately restrained and secured. Kickboards should be utilised to ensure nothing is free to fall to the ground.

Refer Procedure 2.33 Working at Heights

12.11 SCAFFOLDING

The erection and dismantling of all scaffolding is to be undertaken by an appropriately qualified scaffolder. Scaffolding must meet required standards.

12.12 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Contractors may not bring hazardous materials onto site without seeking prior authorization from MWPA.

The Contractor 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 chemical.
- This information is provided to MWPA for approved prior to arrival on site.

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

A copy of the SDS for hazardous substances or dangerous goods are to be maintained on site by the Contractor for the duration of the work. The Contractor is to ensure their employees and subcontractors adhere to the SDS including storage and handling, wearing of the correct PPE and disposal requirements.

The Contractor is to pay prompt attention to spills, as well as the reporting of any hydrocarbon hazards to MWPA.

Ref: MWPA Procedure 2.8 Hazardous Substances and Dangerous Goods

12.13 ELECTRICAL SAFETY

Electrical work shall only be undertaken by appropriately licenced and approved electrical workers. The Contractor shall ensure that all its electrical tools and equipment are inspected and tagged by an approved licensed electrical worker at scheduled intervals in accordance with the Mines Safety Inspection (MSI) Regulations 1995 Section 5.27 and AS 3000, AS 3012:2010 and AS 3760.

Electrical wiring or equipment belonging to MWPA must not be removed from site unless authorised by the MWPA officer 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 test date (3 months in most cases).

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

MWPA electrical cables are now underground within the secure zone; however in other areas, always be mindful of the potential for overhead powerlines – Look Up and Live. The MSI Regulations 1995 and the OHS Regulations 1996 prescribe slightly different requirements for working under overhead powerlines, so it is important you understand whether or not you are working on a mine site.

Minimum clearances are specified in Table 11.3, although allowance needs to be made for the possible sag and swing of the line. Where vehicles or machinery are operated in the vicinity of overhead lines and the height of the vehicle or machinery means that the minimum vertical clearance cannot be maintained, a horizontal clearance not less than the vertical value must be maintained.

Table 11.3 – Overhead Powerlines and Powerline Corridors Minimum Clearances

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insulated line not more than 1,000 volts</td>
<td>-</td>
<td>0.5 metres</td>
</tr>
<tr>
<td>Uninsulated line not more than 1,000 volts</td>
<td>-</td>
<td>1 metre</td>
</tr>
<tr>
<td>Less than or equal to 1,100 volts</td>
<td>1 metre</td>
<td>3 metres</td>
</tr>
<tr>
<td>&gt;1,100 but ≤ 33,000 volts</td>
<td>2.3 metres</td>
<td></td>
</tr>
<tr>
<td>&gt;33,000 but ≤66,000 volts</td>
<td>2.5 metres</td>
<td></td>
</tr>
<tr>
<td>&gt;66,000 but ≤110,000 volts</td>
<td>3 metres</td>
<td></td>
</tr>
<tr>
<td>&gt;110,000 but ≤220,000 volts</td>
<td>4 metres</td>
<td></td>
</tr>
</tbody>
</table>

On a mine site, these minimum clearances can be reduced where:

- vehicles or machinery move in a defined path, e.g. train;
- where the movement of vehicles or machinery is under the supervision of an instructed or skilled person; or
- where the measures for protection against indirect contact specified in AS 3007.2 Electrical installations – Surface mines and associated processing plant - General protection requirements are applied to the vehicle or machinery.

The following activities are not to be carried out in a powerline corridor on a mine site (area under an overhead powerline or the area of 10 metres on each side) unless the minimum clearances in Table 11.3 can be assured:

- drilling, excavating, loading, hauling or dumping;
- construction, fabrication, maintenance or storage of buildings, structures, machinery and equipment;
- operation of vehicles or machinery with elevating parts that do not afford the required clearance when fully raised.

For further guidance on mines sites, refer to the Part 5 of the MSI Regulations 1995 and to AS 3007.5-2004 Electrical installations – Surface mines and associated processing plant – Operating requirements.

1 On a non-mine site the minimum clearances specified in Table 11.3 do not need to be met if the overhead powerline has been adequately insulated and effectively cordoned off to protect the safety of persons or otherwise made safe; or the person carrying out the work is authorised to carry out electrical work under the Electricity Act 1945.
Consult with the site’s Electrical Supervisor if the site is a mine site or otherwise with MWPA’s Electrical Supervisor (contact details at front of handbook).

12.13.2 Isolation and Tag Out

Contractors, their employees and sub-contractors are to ensure isolation and out procedures as per MWPA Procedure 4.8 Isolation and Tagging are used at all times. Any failure to tag out equipment, circuits or machinery correctly could mean dismissal from site.

If the Contractor requires any MWPA equipment or services to be isolated, contact needs to be made with MWPA’s Electrical Supervisor who is an Authorised Isolator. The Authorised Isolator will ascertain the scope of works being proposed in order to identify all suitable isolation points. A Job Safety Environment Analysis (JSEA) will be required before the isolation is enacted.

The Authorised Isolator will ensure the isolation of plant or equipment to prevent deliberate or inadvertent starting of the plant or equipment causing personal injury, injury to others, damage to the plant or equipment, or release of contaminant. An Authorised Isolators Group Isolation Lock and Isolation Tag will be the first installed and the last removed in all isolations.

12.13.3 Mine Site Electrical Installations and Equipment

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

The design, construction and testing of any electrical equipment to be installed or used in a hazardous area must be certified by the manufacturer as being in accordance with AS 2380 Electrical Equipment for Explosive Atmospheres or an equivalent standard in another country that has been approved in writing by the WA State Mining Engineer.

12.13.4 Switching on or Cutting off Electrical Supply at Mine Site

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

12.13.5 Electrical Supervisor at Mine Site

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

12.13.6 Log Book – Electrical work on Mine Site

All electrical installation work on a mine site is to be recorded in the mines electrical log book. The log book must contain up to date details and the location of all:

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

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

12.13.7 High Voltage Installations at Mine Sites

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

13.1 OHS LEGISLATION – JURISDICTIONS

As per Section 9 of the handbook, ensure you understand which occupational health and safety legal jurisdiction you are working under:

1. *Mines Safety and Inspection Act 1994*: Berth 4, Berth 5, bulk minerals storage area and any berth where mining materials are being stored or handled.
2. *Navigation Act 1912* (superseded by *Navigation Act 2012* from 1 July 2013) and corresponding Marine Orders for stevedoring operations or vessel loading and unloading.
4. *Occupational Safety and Health Act 1984* for all other instances.

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

13.2 AUDITING REQUIREMENTS – PROJECT WORK

MWPA contractors may be required to provide or participate in a compliance audit on the implementation of their safety management systems as it relates to the contracted works. MWPA will advise if and when this is required. Where this is a contractual requirement, the cost of such an audit would be borne by the Contractor.

If an audit is required, it 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 AS/NZS 4801; or
- is accredited to audit to the WA WorkSafe Plan; or
- holds appropriate safety practitioner qualifications, trained by an accepted and registered training organisation; or
- a person with similar accreditation, as approved by the MWPA.

The report, along with any identified non-compliances, observations and recommendations, is to be submitted to the MWPA within seven (7) days of the date indicated for completion of the audit. The resulting action list and expected completion dates for the recommendations are to be clearly identified. The status of any identified corrective actions is to be tabled at project meetings.

13.3 SITE INSPECTIONS

The Contractor acknowledges that MWPA has the right, at any time, without giving prior notice to the Contractor to conduct audits or inspections of the Contractor workplace to determine the Contractor’s compliance to all occupational health and safety and environmental conditions.

13.4 MANAGEMENT PLANS

Contractors working within the Geraldton Port area may be required to have a management plan unless work is of a minor nature. Note that this is mandatory under the *Occupational Health and Safety Act 1984* where the work is construction work and there will be five or more persons on site at the same time.

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:

- Occupational health and safety management plan
- Environmental management plan
- Quality plan
- Traffic management plan
- Construction execution plan
- Construction works marine safety plan.

MWPA’s scope of work/tender/contract of service agreement should provide details around what document is required. Clarify this with your MWPA contact if unclear.

Where work is of a routine or minor nature a JSEA or other similar hazard identification and control document is suitable along with standard safe work procedures. If in doubt, please discuss with your MWPA contact.

13.5 RISK AND HAZARD MANAGEMENT

Contractors must formally identify hazards and risks associated with the work being undertaken and implement appropriate controls. Appropriate documentation is required to demonstrate this – for example a JSEA, risk assessment or safe work procedure.

All personnel who are involved in the task shall participate in the development of the JSEA and sign to acknowledge their input and understanding of the JSEA content prior to commencement of the task.

The use of generic or old JSEAs are not permitted on MWPA sites. An old JSEA may be used as a tool of reference and as a guide for the development of a new JSEA which shall consider any hazards that may have evolved since the task was last performed.

Active JSEAs shall remain on the job for the duration of the job and may be requested to be viewed by a member of the HSEQ team or the Project Manager.

13.5.1 Reporting Hazards

All Contractors are encouraged to participate in hazard identification.

Worksite hazards shall be documented and reported to the Project Manager. Where applicable, hazards shall be addressed as soon as they are identified. Hazards shall be assessed and action taken to mitigate potential risks to a level as low as reasonably practicable (ALARP). Corrective and preventative actions shall be tracked to completion.

13.5.2 Work Method Statements for High Risk Construction Work

If working under the Occupational Health and Safety Regulations 1996, “high-risk construction work” (as defined in these Regulations) must have a work method statement.

The JSEA can serve this purpose, but must contain information on:

- the high-risk construction activity that is a hazard or includes a hazard to which a person at the construction site is likely to be exposed;
- the risk of injury or harm to a person resulting from such hazards;
- the safety measures to be implemented to reduce the risk, including the control measures to be applied to the activity or hazard;
- a description of the equipment used in the work activity;
- emergency contact number of MWPA (08 9964 0500);
- the qualifications and training (if any) required for persons doing the work to do it safely.

Work must be carried out in accordance with the work method statement/JSEA.
13.5.3 Pre–start and Toolbox Meetings

MWPA requires the Contractor to participate in and conduct health and safety meetings in accordance with site requirements as a means to effectively discuss OHS related issues and the planning of work activities, with minutes taken and a copy forwarded to the MWPA Project Manager if required. MWPA may request to attend such meetings for the purpose of informing the Contractor and its personnel of specific OHS matters identified by MWPA.

13.5.4 Insurance and Other Documentation

Contractors and any sub-contractors 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
- Company Safety and Health and Environment Policy.

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

Each insurance policy may be required to name the MWPA as a loss payee, interested party and contain provision for cross liability in favour of the MWPA. Where required, the Contractor will be notified of this requirement by the MWPA.

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

13.5.5 ‘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.

13.5.6 Project Safety Review

A project safety review is to be held prior to any work commencing on the site in consultation with your MWPA contact. The Contractor is to ensure that all their employees and sub-contractors employed by them are aware of all regulations, requirements, laws and standards pertaining to the work to be carried out.
SECTION B – SPECIFIC SAFETY REQUIREMENTS

14. ADDITIONAL SAFETY INFORMATION

14.1 FITNESS FOR DUTY

MWPA has procedures to address drug and alcohol use in the workplace and the management of fatigue and other fitness for duty issues.

In meeting its obligations, Contractors shall:

- 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.
- Discuss with prescribing medical practitioners the nature of their duties to ascertain any potential risks that prescription or non-prescription medication may have on their ability to safely perform their work.
- Notify their Supervisor of any prescription or non-prescription medication they are taking which could affect their safety and/or performance at work.

14.1.1 Alcohol and Drugs

The MWPA drug and alcohol program is mandatory and will be in addition to any program that the Contractor may have in place. The program addresses the legal obligations of all parties to ensure that the workplace is safe and free from hazards including those associated with people adversely affected by drugs and/or alcohol. As such, MWPA enforces a zero tolerance drug and alcohol policy on all its work sites.

Alcohol cannot be consumed, possessed or stored within the MSIC Security Area and Mineral Storage Area of the Port due to the operations at these sites. Workers must not consume, use or possess illegal drugs in the workplace.

MWPA reserves the right to carry out random alcohol and drug testing on all persons on site. It is a condition of entry to a MWPA worksite that all employees, contractors and subcontractors will submit to random alcohol and drug testing if requested by an appropriately authorised MWPA representative. Non-negative results will be treated in accordance with MWPA’s fitness for duty procedure.

14.1.2 Fatigue

The Contractor shall ensure that fatigue is appropriately managed across all MWPA operations and shall ensure its employees, supervisors and managers are informed of factors contributing to fatigue so as to prevent accidents, incidents and illness.

Refer MWPA Procedure 2.16 Fitness for Duty.
14.2 INCIDENT / ACCIDENT REPORTING

Under the *Port Authorities Act 1999*, 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, accident, hazardous situation, near miss and/or any marine and/or land pollution incidents must be reported.

The Contractor is responsible for ensuring that the MWPA is notified as soon as an incident occurs. This notification can be made to either the MWPA HSEQ team or your MWPA contact.

The Contractor is responsible for preparing a written incident report, which is to be submitted to MWPAs HSEQ team as soon as is possible but no later than 72 hours after the incident occurring. The Contractor is obliged to proactively analyse the findings of all incident investigations and also share lessons learned (positive and negative) with its personnel and MWPA as a means to prevent future incidents.

Refer MWPA Procedure 2.3 Incident Reporting and Investigation

14.3 MINE SITE REQUIREMENTS

A number of areas in the Geraldton Port are used for storing or handling of mining materials; accordingly, these areas are deemed to be ‘mine sites’ and the *Mines Safety and Inspection Act 1994* applies. A mine site has a number of specific requirements when compared with the *Occupational Health and Safety Act 1984*, most notably in regards to electrical installations and equipment.

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

(a) manage and control the operation of the mine in accordance with the *Mines Safety and Inspection Act 1994* (the Act);

(b) ensure that every person who is appointed to perform any duty under the Act understands the nature and scope of that duty; and

(c) ensure that every person performs all duties imposed on them under the Act.

When operating on a mine site you must comply with any directions of the Mine Manager for that site.

14.4 EMERGENCY MANAGEMENT

In the event of an emergency situation occurring within MWPAs land and waters, the following procedure is to be adopted by all personnel and Contractors.

1. Notify MWPA immediately on 9964 0500
2. Notify the relevant emergency services – “000”
3. Depending on the circumstances provide assistance if capable.
4. Stop work and proceed in an orderly manner to the nearest Muster Point. Site Muster Points are located on Page 3. There is also a map at Gates 1 and 2 identifying these points.
5. Await instructions from the designated MWPA’s 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 and radio.

The Contractor shall ensure that its personnel have been instructed in the MWPA emergency management process. In the event of an emergency, the Contractor shall adopt the MWPA Emergency Response Plan.
The Contractor shall 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.

14.5 HOURS OF WORK

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

- You have approval from your MWPA contact.
- Fatigue is managed.
- Noise restriction requirements are met, for example Environmental Protection (Noise) Regulations and City of Greater Geraldton requirements.
- Workers have the ability to call any required emergency services should the need arise.
- MWPA security requirements are met
- All PPE requirements are met.

14.6 SMOKING

MWPA smoking policy and procedure has designated smoking areas for use and preference is that smokers use these on their breaks. The procedure also specifies that smoking is not permitted:

- Inside any building including offices, amenities, workshops, conveyor galleries, shipping galleries, transfer towers, etc.
- In any vehicle or plant including forklifts, cranes, trucks, work boats, etc.
- Within 5 metres of any entrance to a building.
- Within 5 metres of any open window to a building.
- On any verandah or building lean to, that is 50% or more enclosed.
- Within 5 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 combustible substance.
- In areas not designated as smoking areas by signage within the BHF.

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

14.7 RADIO COMMUNICATIONS

Radio communications are used at the Port for a number of activities including marine vessel communication, shiploading at Berth 4 and 5, rail operations and emergency situations.

Radios should only be used if they are necessary. In some situations other forms of communication are sufficient and could be more effective. It is important to follow the standard procedure for speaking on the radio. Only one person can speak at one time and while doing so they prevent anyone else from speaking.

Basic radio protocols include:

- Do not use the radio like a telephone.
- Ensure no-one else is transmitting at the same time.
- Wait for ongoing discussions to finish completely before beginning transmission.
• Identify yourself, your location and who you are calling properly when you make a call.
• 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 Procedure 4.14 Shiploading Communications Berth 4 and 5 BHF.

14.8 WEATHER CONDITIONS

14.8.1 Lightning

When lightning and thunder is seen and heard, the following needs to be applied to ensure the safety of all workers at the Geraldton Port.

30 Second Rule: 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, 3 seconds equals 1 km. If the counted time is less than 30 seconds (10 km) then suspend works.

Suspension of Activity: You should seek a safe location whenever the Flash to Bang time interval is less than 30 seconds (or 10 km distance) to the lightning activity.

Resumption of Activity: All persons must remain undercover until thirty (30) minutes after the final flash of lightning or clap of thunder, as trailing storm clouds can still carry a lingering charge.

So remember the 30/30 rule. Less than 30 seconds between lightning and thunder suspend works. Wait 30 minutes after the last thunder bang to restart work.

Safe Locations – Do not remain outdoors. The following locations would normally regarded as the most appropriate to seek shelter.

• Small structures or sheds
• Open areas in close proximity to the tallest localised structure (e.g. shiploader)
• Persons should also refrain from contacting metal objects or using the telephone, computers or any other devices connected to electrical/phone lines.

14.9 HOUSEKEEPING

Keep your work area clean and tidy. Keep thoroughfares, walkways and pathways clear. Do not leave building waste material in public areas. 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.

Dispose appropriately of solvents, empty paint cans, oils, greases and any other such materials or containers which have contained chemicals.

Crib rooms and eating areas are to be kept clean and free of all food scraps, wrappers, paper cups and other disposable items.

At the completion of the contract, all non-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.
14.9.1 **Storage of Tools and Equipment**

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

14.9.2 **Fire Prevention and Protection**

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

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

14.10 **WORK SITE BARRICADE AND SIGNAGE**

Ensure your work site is barricaded and signed to prevent inadvertent or unauthorised access.

14.11 **HYDROCARBON/HAZARDOUS MATERIAL SPILL**

If there is a spill:

1. Control the flow.
2. Contain the product.
3. Prevent the spill entering stormwater or the harbour.
4. Keep others out.
5. Switch off electrical equipment in the area if there is a risk of explosion and avoid mobile phone use near spill.
6. Clean up the spill.

Refer to the Safety Data Sheet.

Call MWPA Emergency number (9964 0500) and advise location, type of spill, product, quantity and persons involved if necessary.

14.12 **ROAD RULES**

While all Port roads are private roads, all normal road rules are to be applied. This means that vehicles and plant must be licensed to use these roads as normal road vehicles.

14.13 **MOBILE PHONES WHILE DRIVING**

Contractors and their employees 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* section 265. A mobile phone may only be used while the vehicle is moving if:

- it is affixed to a mounting while being used; or
- if not secured in a mounting affixed to the vehicle, is not being held by the driver and does not require the driver at any time to press anything on the body of the phone itself (for example blue tooth).
14.14 SPEED LIMIT

Speed limits on MWPA sites are indicated via signage. The speed limit within the secure zone is primarily 40 km/h although there are areas which have been identified as 20 km/h where pedestrians are likely to traverse.

Please ensure these speed limits are observed.

14.15 FIRST AID

Contractors are to provide and maintain their own first aid equipment. If an emergency situation occurs and the Contractor does not have access to a qualified first aid person, call the Port Emergency Number on (08) 9964 0500 and advise of the situation. MWPA has a number of trained personnel on site and may be able to assist. There are at least seven (7) defibrillators located throughout the Port. Always dial 000 if medical attention is required.

14.16 PEDESTRIAN SAFETY

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

14.17 SAFETY SIGNAGE

Safety signs are provided for the protection of all personnel. They are to be obeyed, preserved and maintained at all times. No person is to recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety. Contractors are to provide additional safety signage as required for the work being carried out.

14.18 PRACTICAL JOKES/SKYLARKING

Practical jokes and skylarking are not permitted at any time on a MWPA site.

14.19 LADDERS

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

14.20 AMENITIES

Employers are at all times to provide for the general health and hygiene needs of their employees, as required by WorkSafe. Amenities must be provided to workers in accordance with WorkSafe requirements.

14.21 ASBESTOS

Asbestos containing materials are on site. An Asbestos Management Plan is in place as required by the National Occupation and Safety Commission “Code of Practice for the Management and Control of Asbestos in Workplaces – NOHSC 2005”. Before undertaking any work where asbestos may be present, ask your MWPA contact to check the MWPA Asbestos Register and identify its location.
SECTION C - ENVIRONMENTAL REQUIREMENTS

15. ENVIRONMENTAL POLICY

The MWPA recognises its responsibility to manage the Port’s environment in conjunction with progressing sustainable development. In doing so, the MWPA has developed and implemented an Environmental Policy, which needs to be complied with by any Contractor carrying out work within MWPA’s jurisdiction. This policy is available at https://www.midwestports.com.au/.

MWPAs environmental management system is a continual improvement process. Key issues are included in the induction; more specific details can be sourced from the Environmental Officer.

Procedures relating to various operations have been compiled and approved by the Chief Executive Officer (CEO). Some of these procedures relate to minimising environmental impact and they must be adhered to at all times. You should speak with our MWPA contact to identify any specific procedures that apply to work you are carrying out.

16. ENVIRONMENTAL LICENCE

The 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). The licence contains many 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 https://www.midwestports.com.au/.

Breaches of any licence conditions constitute a prosecutable offence under the Environmental Protection Act 1986 and are required to be notified to DWER. Please familiarise yourself with the licence conditions and how they may pertain to your work at the Port.

17. ENVIRONMENTAL LEGISLATION

There are many pieces of legislation that may apply to your operation including, but not limited to:

1. Environmental Protection Act 1986
2. Environmental Protection Regulations 1987 including:
   - Environmental Protection (Unauthorised Discharges) Regulations 2004
   - Environmental Protection (Controlled Waste) Regulations 2004
   - Environmental Protection (Noise) Regulations 1997
   - Environmental Protection (Abrasive Blasting) Regulations 1998
3. Pollution of Waters by Oil and Noxious Substances Act 1987
5. Management of Sewage Discharges from Vessels into the Marine Environment.
7. Health Act 1911
8. ANZECC Guidelines for Groundwater Protection in Australia 1995
18. ENVIRONMENTAL RISK ANALYSIS

Depending on the type of work, an Environmental Management Plan or a JSEA shall be prepared by the Contractor and submitted to the MWPA for approval prior to commencing of works.

The purpose of the document is to identify environmental risks and provide planned management strategies to minimise impacts. They will also include information on how wastes generated by the activity will be contained, cleaned-up and disposed of appropriately.

19. AIR QUALITY AND DUST CONTROL

The Contractor is required to comply with the Environmental Licence Conditions for air quality and dust control (please see Section 21 for dust control specific to abrasive blasting). The Environmental Management Plan or JSEA must describe strategies planned by the Contractor for controlling dust emissions site activities. Unacceptable emissions may result in works being shut down until they are controllable.

20. NOISE MANAGEMENT

Contractors will manage noise generated during construction works by ensuring that noise emissions comply with the Environment Protection (Noise) Regulations 1997 and relevant health and safety standards. 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.

21. ABRASIVE BLASTING

Waste from abrasive blasting can potentially contaminate terrestrial and/or marine sediments and be a significant source of pollution. Any Contractor conducting abrasive blasting within MWPA lands must ensure that:

- The potential environmental impacts of the activity are addressed in a JSEA or risk assessment, depending on the type of work.
- The activity is conducted under an approved MWPA permit.

Every practical and reasonable attempt must be made by the Contractor to perform blasting operations to contain the product.

Abrasive blasting in or near marine environments will only be approved if it is impracticable to perform the blasting elsewhere. Blasting next to the marine environment requires strict operating procedures to protect the environment and to ensure that no heavy metals from protective coatings enter the water. All waste material must be captured and the waste disposed of according to the Environmental Protection (Abrasive Blasting) Regulations 1998.
22. WASTE MANAGEMENT

The Contractor shall not store any materials or dispose of any waste within the site drainage system within the Port area. It is the responsibility of the Contractor to store all materials in a manner that avoids contamination or stormwater during rain periods.

All reasonable and practical measures shall be taken by the Contractor to minimise the generation of waste from its operational activities. MWPA has waste management strategies in place to ensure that waste collection, disposal and recycling activities are conducted in an appropriate manner.

All waste and recyclable materials produced by the Contractor shall be segregated and disposed of in appropriately marked skip bins located on site.

MWPA has designated standard colours for wheelie bin use:

- Green - General rubbish
- Yellow - Quarantine rubbish
- Pale Blue – Concentrates contaminated PPE
- Burgundy – Oily rags
- Orange – Oil spill response equipment.

General waste may ONLY be placed into green bins.

Yellow quarantine waste bins are provided to ships for disposal of their rubbish. It is an offence to interfere with quarantine waste or to use these bins for any other purpose. Quarantine waste is managed by Wharf Supervisors.

The Port provides a number of amenities for common use, many of which direct toilet and sink waste through a vacuum mains sewage facility to the Water Corporation. It is an offence to deposit any item other than human waste and associated items into the wastewater streams of these facilities.

23. LAND CONTAMINATION

The Contractor shall comply with all environmental legislation (including without limitation The Contaminated Site Act 2003) and shall indemnify and keep indemnified MWPA against:

- All claims incurred by the MWPA arising from contamination of the works to the extent the same was caused or contributed to by the Contractor, or any of the Contractor's employees and associates, or any subcontractor or any other person claiming through or under the contactor, during work.

- The costs incurred by MWPA in removing any hazardous substance or contamination from the work or any adjacent land or waters, to the extent that the presence of the hazardous substance or contamination was caused or contributed to by the Contractor or any of the Contractor’s employees and agents, or any subcontractor or any other person claiming through or under the Contractor, during the works.

Any soil brought onto MWPA site, must be free of contaminants.
SECTION D - SECURITY REQUIREMENTS

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

Effective from 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 the issue of the MSIC by the Department of Infrastructure and Regional Development (DIRD).


24. SECURITY ACTS, REGULATIONS AND CODES

Following 11 September 2001, the international community resolved to implement a system to secure the maritime transport sector against the threat of terrorism. The International Ship and Port Facility Security (ISPS) Code, developed by the International Maritime Organisation (IMO) was the result.

The Maritime Transport and Offshore Facilities Security Act 2003 and the Maritime Transport and Offshore Facilities Security Regulations 2003 have been developed to implement the ISPS Code in Australia.

The MWPA has a Maritime Security Plan approved by the DIRD and is a security regulated port as specified in the Act.

25. MARITIME SECURITY IDENTIFICATION CARD (MSIC)

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

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

Having a MSIC does not automatically entitle a person entry to any or all security zones but it does show that they have successfully completed the background checking process required to enter these zones. The person will also need to have a genuine work related reason to be in the secure zone.
Individuals have the option to purchase a 2-year or 4-year MSIC. Renewal of existing cards must be done at least 6 weeks prior to the expiry date on the MSIC.

25.1 APPLICATION FOR A MSIC

The MWPA is an authorised issuing body for MSICs. Application forms are available from the MWPA or downloaded from the MWPA website www.midwestports.com.au. Completed MSIC Application Forms are to be returned to MWPA for lodgement. Contact the MSIC issuing officer on 9964 0582 to arrange an interview.

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

25.2 PROOF OF IDENTITY

Applicants are required to show proof of identity to the MWPA interviewing officer. This will be by producing one (1) primary and one (1) secondary identification document, or one (1) primary and two (2) tertiary documents.

Primary Identification:
- A registered birth certificate.
- A citizenship or naturalisation certificate.
- A current passport; or
- A current passport of another country proving citizenship and containing a stamp showing you have the right to work in Australia.

Secondary Identification:
- A valid driver’s licence with your photograph and signature.
- A valid Government employee identification card; or
- A valid tertiary student identification card.

Tertiary Identification:
- A signed statement by your employer or former employer.
- A rates notice showing your name and address; or
- A certified copy of a record issued under law about land titles.

25.3 PROOF OF NEED TO HOLD AN MSIC

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

25.4 BACKGROUND CHECKS

Applicants are required to complete the AusCheck background check form as part of their MSIC application. AusCheck is a unit of the Attorney General’s Department, responsible for coordinating background checks of MSIC applicants. The background checking process includes an assessment of a criminal records check, undertaken by the Australian Federal Police, which is used to determine whether an applicant has an adverse criminal record. A security assessment is also conducted by ASIO, and if the applicant is not an Australian citizen, confirmation will also be obtained that the applicant has a right to work in Australia via the Department of Immigration.

25.5 APPLICANT IS UNDER 18 YEARS OF AGE

If the applicant is under 18 years of age they will still require a provisional MSIC to work inside the MWPA Secure Zone. Once the applicant turns 18 they will be required to complete a full application,
including AFP and ASIO checks. The interview process takes about 15 minutes. It may take up to three weeks for cards to be issued.

25.6 CARD ISSUE

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

Prior to collecting your MSIC card you must complete the MWPAs Online Induction. You must produce a copy of the certificate at the end of the induction prior to being issued with your MSIC card.

25.7 ADVERSE CRIMINAL HISTORY CHECK

If the applicant receives an adverse check they will not be issued a card nor will they be allowed escorted entry into the MWPA Secure Zone. The applicant will receive information on the appeals process if they receive an adverse check.

25.8 CONFIDENTIALITY

The results of all background checks are in total confidence and are between the applicant and the Attorney Generals Department.

25.9 ONSITE SECURITY REQUIREMENTS

25.9.1 Carry and Display MSIC

Personnel must have an MSIC in their possession to gain entry into the Port. They must abide by all the rules and regulations while inside the Secure Zone, as laid down in the various documents, procedures and discussed at inductions.

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

25.9.2 Visitors

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

- Obtain a visitors card from MWPA reception or gatehouse.
- Remain at all times under the control of the person granting them access.
- Enter through the main Security Gate.
- Have on their person photographic proof of identity (e.g. Driver’s Licence, Passport); and
- Remain within the Port Secure Area for only as long as is 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.
Visitors who are on site to undertake operational or construction activities will be required to have completed the Online Induction (on the MWPA website under the Port Security tab) prior to accessing the site.

If ongoing access is required (more than three (3) visits), an MSIC will be required to be obtained.

26. SECURITY LEVELS – ISPS CODE LEVELS

SECURITY LEVEL 1 – Normal
This is the level at which standard security measures shall be maintained.

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

SECURITY LEVEL 2
The level for which appropriate additional security measures shall be maintained for a period of time as a result of heightened risk of a security incident.

At this level, some additional security measures may take place and access to the Port 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.

SECURITY LEVEL 3 – Exceptional
The level for which further additional measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

If the Port was at Level 3, access would be denied to all but essential personnel. The Port 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.

27. SECURITY INCIDENTS

All security incidents or suspected security incidents are to be reported to the Security Personnel as soon as possible. Incidents could include but are not restricted to:

- Unusual or unexpected personnel in 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 along Ian Bogle Road being left open.
- Unauthorised boats entering the Port harbour basin.
- Vehicles acting suspiciously.

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

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

As the Geraldton Port is a Cargo Terminal Operator (CTO) under the Customs Act 1901, they are 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 e.g. key issue, swipe cards), provide adequate lighting and entry/exit security arrangements such as a 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.
- Notify Customs of any unclaimed goods that have been at the terminal for more than 30 days (this does not include bulk export commodities).

The Geraldton Port is also required to:

- Keep records of each person entering the terminal.
- Ensure staff are trained in both CTO and Cargo Handlers 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.
- 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 e.g. 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 employees and contractors 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 staff or contractors) enquiries about goods.
- Unclaimed goods that have been at the terminal for more than 30 days.
- You must comply with requests/directives from ABF officers.
29. REFERENCES

ANZECC Guidelines for Groundwater Protection in Australia 1995
Australian Maritime Safety Authority Marine Orders
Contaminated Sites Act 2003
Customs Act 1901
Environmental Protection Act 1986 and Regulations Regulations 1987
Environmental Protection (Abrasive Blasting) Regulations 1998
Environment Protection (Noise) Regulations 1997
Health Act 1911
Litter Act 1997
International Convention for the Prevention of pollution from ships 1973
Mines Safety and Inspection Act 1994 and Regulations 1995
Navigation Act 1912
Pollution of Waters by Oil and Noxious Substances Act 1987
Port Authorities Act 1999
Rail Safety National Law Act 2015 and Regulations 2015
Worksafe (Exemption No. 11/2012, dated 26 June 2012)

AS 2380 Electrical Equipment for Explosive Atmospheres
AS 4000-1997 General Conditions of Contract
AS 3000 Electrical Installations – Wiring Rules.
AS 3007.2 Electrical installations – Surface mines and associated processing plant - General protection requirements
AS 3007.5-2004 Electrical installations – Surface mines and associated processing plant – Operating requirements.
AS 3012 Electrical Installations
AS 3760 In-service safety inspection and testing of electrical equipment