



# GERALTON PORT AUTHORITY

## Requirements of Contractors

### Occupational Safety and Health, Security and Environmental Procedures

Version 8.3 - August 2009

## TABLE OF CONTENTS

PROJECT CHECKLIST FOR CONTRACTOR  
HAZARD LIST AND SAMPLE CONTROL STRATEGIES  
ACCIDENT OR EMERGENCY CONTACTS

<b>SECTION A - GENERAL INFORMATION.....</b>	<b>1</b>
1.0 GPA COMMITMENT .....	1
2.0 DOCUMENT SCOPE .....	1
3.0 DEFINITIONS.....	1
4.0 PORT FACILITIES.....	2
5.0 MARINE OPERATIONS .....	3
5.1 Shipping.....	3
5.2 Vessel Security .....	3
6.0 INDUCTION.....	3
7.0 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING.....	4
7.1 Normal Operational PPE .....	4
7.2 Additional PPE – Berth 4 and 6 During Loading of Mineral Concentrates .....	4
8.0 CONTRACTUAL REQUIREMENTS .....	4
8.1 Statutory Requirements .....	4
8.2 Safety Management Plan .....	5
8.3 Building and Construction Industry Training Fund (BCITF).....	5
8.4 Auditing Requirements .....	5
8.5 Site Inspections/Audits .....	5
8.6 Managing Hazards and Risks.....	6
8.7 Work Method Statements for High-Risk Construction Work .....	6
8.8 Pre-start and Toolbox Meetings.....	6
8.9 Insurance and Other Documentation.....	6
8.10 Project Safety Review.....	7
9.0 PERMITS .....	7
9.1 Exceptions .....	8
9.2 Process for Applying.....	9
9.3 Responsibilities of Permit Applicant.....	9
9.4 Patrick Ports - Work on Berth 4, Berth 5 and their Bulk Handling Facilities.....	9
9.5 Work in Tank Farm, Fuel Discharge Infrastructure or Fuelling Equipment .....	9
9.6 Excavation Work – Dial Before You Dig .....	9
9.7 Confined Space Entry.....	9
9.8 Gas Free Certificate.....	10
10.0 GPA POLICIES AND PROCEDURES .....	10
11.0 INCIDENT / ACCIDENT REPORTING.....	10
12.0 HOURS OF WORK.....	10
13.0 ENTRY INTO GPA PREMISES .....	11
14.0 ALCOHOL AND OTHER DRUGS.....	11
15.0 SMOKING .....	11
<b>SECTION B - SAFETY REQUIREMENTS .....</b>	<b>12</b>
16.0 PLANT, VEHICLES AND EQUIPMENT .....	12
16.1 Licenses, Certificates of Competency .....	12
16.2 Vehicles, Plant and Equipment.....	12
16.3 Explosive Power Tools .....	12
16.4 Machine Safety Guards .....	13
16.5 Isolation and Tag Out of Valves and Tanks.....	13
16.6 Isolation and Tag Out of GPA Equipment .....	13
16.7 Heavy Machinery on Berth .....	13
16.8 Hand, Air and Electrical Tools .....	13
16.9 Compressed Air .....	13
16.10 Pressure Vessel Compliance.....	14
16.11 Air Supplied Respiration Equipment.....	14

17.0	CRANES .....	14
17.1	Crane Requirements.....	14
17.2	Barricades.....	14
17.3	Inspections.....	14
17.4	Rigging.....	14
17.5	Riggers and Doggers.....	14
18.0	OTHER GENERAL SAFETY MATTERS .....	15
19.0	ELECTRICAL SAFETY.....	16
20.0	HOUSEKEEPING.....	17
21.0	FIRE PREVENTION AND PROTECTION.....	17
22.0	WORK SITE BARRICADING AND SIGNAGE .....	18
23.0	GAS AND ELECTRIC WELDING AND CUTTING .....	18
24.0	HYDROCARBON AND OTHER HAZARDOUS MATERIAL SPILLS.....	19
<b>SECTION C - SECURITY REQUIREMENTS .....</b>		<b>20</b>
25.0	GENERAL SECURITY POLICY.....	20
26.0	RATIONALE MARITIME SECURITY .....	20
27.0	SECURITY ACTS, REGULATIONS AND CODES.....	20
27.1	ISPS Code .....	20
27.2	The Australian Act and Regulations .....	20
27.3	Security Plan.....	20
28.0	BEFORE COMMENCING WORK IN THE PORT .....	21
28.1	Conformance to Act and Regulations.....	21
28.2	Maritime Security Identification Card (MSIC) .....	21
28.3	Application for an MSIC.....	21
28.4	Proof of Identity.....	21
28.5	Proof of Need to Hold an MSIC .....	22
28.6	Background Checks.....	22
28.7	Applicant is under 18 Years of Age .....	22
28.8	Card Issue.....	22
28.9	Adverse Criminal History Check.....	22
28.10	Confidentiality .....	22
29.0	ONSITE SECURITY REQUIREMENTS.....	22
30.0	SECURITY LEVELS – ISPS CODE LEVELS.....	23
31.0	CONCLUSION ON SECURITY.....	24
<b>SECTION D - ENVIRONMENTAL REQUIREMENTS .....</b>		<b>25</b>
32.0	OVERVIEW OF THE ENVIRONMENTAL MANAGEMENT SYSTEM.....	25
33.0	ENVIRONMENTAL COMPLIANCE REQUIREMENTS .....	25
33.1	Department of Environment and Conservation Licence .....	25
33.2	Environmental Acts and Regulations.....	26
33.3	Environmental Procedural Requirements.....	26
33.4	Storage of Hazardous Goods – Environmental Licence.....	27
33.5	Pollution Not Tolerated .....	27
34.0	ENVIRONMENTAL MANAGEMENT PLAN .....	27
34.1	Environmental Policy and Compliance .....	27
34.2	Environmental Risk Assessments .....	27
34.3	Review .....	27
34.4	Liaison with GPA .....	27
35.0	ENVIRONMENTAL INCIDENTS AND REPORTING .....	28
36.0	ABRASIVE BLASTING .....	28
37.0	WASTE – DISPOSAL OF SOLID AND LIQUID WASTE .....	28
ATTACHMENT A - ENVIRONMENTAL POLICY.....		29
ATTACHMENT B - OCCUPATIONAL SAFETY AND HEALTH POLICY .....		30

## PROJECT CHECKLIST FOR CONTRACTOR

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

Project / Job Name: .....Date: .....

GPA Representative: ..... Contact No.: .....

GPA PERMITS ARE IN PLACE

- |                                            |                                                 |
|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Hot work          | <input type="checkbox"/> Excavation             |
| <input type="checkbox"/> Lift permit       | <input type="checkbox"/> Confined space entry   |
| <input type="checkbox"/> Work afloat       | <input type="checkbox"/> Works adjacent to rail |
| <input type="checkbox"/> Abrasive blasting |                                                 |

PATRICK PERMITS OBTAINED IF WORK IS ON BERTH 4 OR BERTH 5  
(WORK PERMITS AND ACCESS PERMITS)

ELECTRICAL PERMITS ARE IN PLACE

- Electrical access EL002
- Authorised Person Certificate IV Operations EL-001
- Requisition for Additional Electrical Equipment EL-007
- Electrical Authority to Work in Vicinity Permit EL-003
- Electrical Handover Certificate EL-004
- Switching Program Form EL-009
- Equipment Status Form EL-005
- HV Switching Request EL-006
- Sanction to Test EL-008
- Sign Off When Work is Complete

REGULATORY

- |                                                                  |                                    |
|------------------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Purchase Order in Place                 | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Equipment Certificates                  | <input type="checkbox"/> Licenses  |
| <input type="checkbox"/> Personnel Certificates / Qualifications | <input type="checkbox"/> BTCIF     |
| <input type="checkbox"/> Australian Standards                    |                                    |

SAFETY AND SECURITY

- GPA Health, Safety and Environment Induction
- Patrick Health and Safety Induction (if work is on Berth 4 or Berth 5)
- Maritime Security Identification Card (MSIC)
- Safety Management Plan (depending on size of job)
- Job Safety Analysis
- If work is on a Mine Site you have identified who the Mine Manager is
- Signed in with GPA Site Supervisor
- Signed in with Patrick if work is on Berth 4 or Berth 5
- Tags and Locks for Isolations
- Traffic Management
- Prestart Meeting

ENVIRONMENTAL

- |                                                        |                                                                        |
|--------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Environmental Management Plan | <input type="checkbox"/> Dust Control Measures                         |
| <input type="checkbox"/> Waste Management Plan         | <input type="checkbox"/> Hazardous Substances Approved for Use on Site |
| <input type="checkbox"/> Dewatering Permit (DEC)       | <input type="checkbox"/> Spill Control and Containment Measures.       |
| <input type="checkbox"/> Soil Curtains                 |                                                                        |

## HAZARD LIST AND SAMPLE CONTROL STRATEGIES

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

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

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

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

## ACCIDENT OR EMERGENCY CONTACTS

**NOTIFY IN ALL CASES  
GPA EMERGENCY LINE**

**9964 0500**

**THEN IF REQUIRED**

POLICE	AMBULANCE	FIRE BRIGADE
000 or 9923 4555	000 or 13 12 33	000 or through Police

### EMERGENCY MUSTER POINTS

Security Gate	Ian Bogle Road (outside gate)
Operations Building	Ian Bogle Road (near Pilot Boat Office)
Workshop Area	Adjacent to Amenities Block (Berth 1)
Administration Office	Shepherds Park (West of Office)

### OTHER GPA CONTACT NUMBERS

Port Operations Manager Currently Vacant	0409 089 048
Duty Wharf Operations Supervisor Geoff Mackin, Phil Patience, Chris Watt or Shane Lovell	(08) 9964 0510
Security Officer Ray Pead	0409 112 169
Safety Officer Sue Mischke	0409 640 539
Environmental Officer Andy Darbyshire	0408 640 540
Maintenance Supervisor Noel Martion	(08) 9964 0571 (work hours only)
Electrical Supervisor Grant Shaw or Ian Walls	0437 640 584 or 0407 471 360
Plumber Marshall May	0407 471 604
Administration Office	(08) 9964 0520

## SECTION A - GENERAL INFORMATION

### 1.0 GPA COMMITMENT

It is a primary and continuing policy of Geraldton Port Authority that in the conduct of all its activities it will endeavour to protect the health and safety of its employees, customers and others who may be affected by these activities, and endeavour to limit adverse effects on the physical environment in which its activities are carried out.

### 2.0 DOCUMENT SCOPE

The requirements of this document form part of any contract for work between Geraldton Port Authority and a contractor for work to be performed at any Geraldton Port Authority site. This document is supplementary to Geraldton Port Authority's Minor Works and Services – Short Form Agreement and the General Conditions of Contract.

These Requirements shall apply at all times during which the Contractor is in connection with the works on the site or within any of the Geraldton Port Authority's premises or working on the Geraldton Port Authority's facilities plant or fixtures, whether or not within the boundaries of the Geraldton Port Authority's premises.

### 3.0 DEFINITIONS

**Authorised Equipment** shall mean equipment covered by a Work Permit or Checklist, which is considered in writing by the Geraldton Port Authority not to constitute a hazard in the particular area in which the Work Permit or Checklist covers. It shall also mean equipment, which has had any ignition sources modified so that they will not ignite flammable vapours and which a GPA representative has given approval in writing.

**Berth/s** mean all areas where a vessel may lay alongside for loading or discharging; refit or repair; bunkering; or laying up in out-of-season times. Berths include wharves, jetties, walk-ashores and temporary berthing facilities.

**Confined Space** is any tank, or compartment of a tank, vessel, manhole, sewer pump, pit or any excavation as defined in AS/NZS 2865:2001 *Safe working in a confined space*.

**Confined Space Entry** shall refer to the entering of any Confined Space, or working with any part of the body projecting into a manhole or opening of a tank or pit.

**Gas-Free** means non-explosive atmosphere, but not necessarily a lead free atmosphere. For example, fuel tanks, fuel storage areas.

**Gas Free Certificate** shall mean the written certification given by the Geraldton Port Authority Issuing Authority indicating that the equipment described on the form is free of flammable vapour and suitable for the work described on the form.

**Hazardous Area** is an area that is normally safe, but has become hazardous due to some performance or operation. This may be temporary (for example when a tankship is discharging at berth 5 or any other berth where a vessel is bunkering with fuel) or permanent (for example the tank farm when a truck is discharging into the tanks).

**Loading/Discharge Facilities** mean all areas where a vessel may carry out loading or discharging activities. This includes the:

- Bulk Handling Facility for mineral sands, talc, etc at number 4 Berth;
- Bulk Handling Facility for grain at Number 3 Berth;
- Petroleum Product Discharge area at Number 5 Berth and Number 6 Berth;
- Minerals loading and discharge area at Berth 6
- Livestock loading area at Number 6 Berth; and
- Fishing Boat Harbour berths.

**Site** means the land or other places to be made available to the Contractor for the purpose of doing the work described in the Contract or Purchase Order. It may be fenced or un-fenced and may or may not be owned or leased by Geraldton Port Authority.

**Restricted Area** is that in which the Geraldton Port Authority exercises control over all movements and operations, e.g. the area within the boundary fence of berths and yards operated by the Geraldton Port Authority.

**The Contractor** shall be defined in the Contract covering the works, including his employees and subcontractors, and has written approval from the Geraldton Port Authority.

**The Contract** shall mean the agreement made between Geraldton Port Authority and the Contractor to execute the works described therein, including Purchase Orders or Agreements.

**Toxic Product** is any product, whether a product in its own right, or a by-product of the work being carried out, which could be harmful or fatal to personnel.

**Work Permit** shall mean a written instruction entitled Work Permit given by Geraldton Port Authority (or other contractor operating on behalf of Geraldton Port Authority) to the Contractor specifying the conditions under which particular work must be done.

## 4.0 PORT FACILITIES

**Berth 1** Berth 1 is the eastern most berth in the Port and is used for general use. At times ships requiring cleaning have been placed here to undertake that activity. Visiting warships, sail training vessels and rig tenders also use this berth on an occasional basis.

**Berth 2** Berth 2 is also a general use berth. At times ships requiring cleaning have been placed here to undertake that activity. Visiting warships, sail training vessels and rig tenders also use this berth on an occasional basis. A proposed future use for this berth, is for the discharge of Heavy Mineral Concentrates.

**Berth 3** Berth 3 is the grain exporting terminal. All grain exported through the Port of Geraldton go through this berth and its related infrastructure. CBH operates the storage terminal which feeds the grain to the berth.

- Berth 4** Berth 4 is the Bulk Handling Facility for minerals. The berth and minerals infrastructure is operated by Bulkwest for the Port. Minerals sent through Berth 4 are SREP, rutile, ilmenite, zircon, zinc, copper concentrate, heavy precious metal concentrate, talc, and garnet. Berth 4, as part of the minerals lease, is regarded as part of a mine-site and mine-site rules apply through out the lease holdings, on the berth and if a ship is alongside, on the ship.
- Berth 5** Berth 5 is used as the Ports main Iron Ore loading facility. A new state-of-the-art Ship Loader purchased from China is now fully operational. The dedicated use of Berth 5 Iron Ore allows Berth 4 to be free for loading of other minerals without the need for time consuming wash downs. Berth 5 still maintains the opportunity to be used a petroleum tanker berth although Berth 6 is the primary berth for this function.
- Berth 6** Berth 6 is the main petroleum products berth, with tank-ships being regular visitors to discharge their cargoes. Inbound cargoes have been fertilisers, general cargoes and equipment. Outbound cargoes have been talc, garnet, stock (cattle, goats, sheep), oil rig equipment and general cargoes. Berth 6, as part of the minerals lease, is regarded as part of a mine-site and mine-site rules apply through out the lease holdings, on the berth and if a ship is alongside, on the ship. Talc and mineral sands loading is via the use of a portable ship loader.

## 5.0 MARINE OPERATIONS

### 5.1 Shipping

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.

### 5.2 Vessel Security

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. The contractor is to also ensure the vessel cannot be readily accessed by vandals, thieves or persons intent on mischief.

## 6.0 INDUCTION

Personnel employed by the Contractor will be required to participate in induction training provided by Geraldton Port Authority which covers health, safety, environment and security matters. It is the contractor's responsibility to ensure its employees and all sub-contractors have completed a Geraldton Port Authority induction. See also Section B "Security", article 2.1 for more information.

## 7.0 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

### 7.1 Normal Operational PPE

It is mandatory to wear the following minimum personal protective equipment in the Port area:



Other PPE may be required depending on the tasks being undertaken, and subject an assessment of the risks. Personal protection equipment must:

- meet the relevant Australian Standard;
- for high visibility clothing, be suitable for day or night work; and
- for safety footwear, incorporate a reinforced toecap to Australian Standards.

Protective clothing and equipment required to carry out the work and to meet safety requirements of Geraldton Port Authority shall be provided and maintained by the Contractor.

The Contractor is responsible for ensuring that employees and sub-contractors wear or use the clothing or equipment and are properly instructed in its use, maintenance and storage.

### 7.2 Additional PPE – Berth 4 and 6 During Loading of Mineral Concentrates

The following PPE in addition to that above is to be worn by all personnel when working on Berths 4 and 6 if mineral concentrates are being loaded. These are minimal additional requirements – always refer to the relevant Material Safety Data Sheet and your hazardous substance risk assessment for guidance on PPE requirements.



## 8.0 CONTRACTUAL REQUIREMENTS

### 8.1 Statutory Requirements

The Contractor shall comply with all Statutory Regulations governing the work area and the work to be done. Where State or Federal Codes of Practice apply to work, The Contractor shall be guided by such Codes of Practice.

It is important to note that health and safety requirements at the Port can fall under a number of different jurisdictions:

1. Berth 4, Berth 5, the bulk minerals storage area and Berth 6 when minerals are being loaded are defined as mining operations and hence fall under the Mines Safety and Inspection Act 1994 and subsidiary legislation.
2. Navigation Act 1912 and corresponding Marine Orders for stevedoring operations or vessel loading and unloading.
3. Occupational Health and Safety Act 1984 and subsidiary legislation

## **8.2 Safety Management Plan**

All Contractors working within the Geraldton Port area will be required to submit a Safety Management Plan for the works to be undertaken unless work is of a minor nature. Where the work is construction work and there will be five or more persons on site at the same time a Safety Management Plan is mandatory (S3.142 OSH Regulations 1996). The Safety Management Plan will form part of the submitted tender documents.

Where work is of a routine or minor nature a Job Safety Analysis or other similar hazard identification and control document may be approved in lieu of a formal Safety Management Plan. Please discuss the requirements with your GPA representative.

## **8.3 Building and Construction Industry Training Fund (BCITF)**

For any commercial or civil engineering construction project construction a levy (currently 0.2%) must be paid to the BCITF. The builder/contractor is liable to ensure this levy is paid. Refer to the Building and Construction Industry Training Fund website for further information [www.bcitf.org](http://www.bcitf.org).

## **8.4 Auditing Requirements**

Contractors may be required to have an audit carried out on the implementation of their Safety Management Plan as it relates to the contract works to ensure compliance to all aspects of the Safety Management Plan submitted. Geraldton Port Authority will advise if and when this is required. 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 audit would be someone who:

- is accredited to audit to Australian Standard AS 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 GPA.

Where an audit is required, this would generally be required one week after commencement of the contract and then three monthly thereafter. The report, along with any identified non compliances, observations and recommendations, is to be submitted to GPA within seven 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 non compliance items, observances and recommendations is to be tabled at the Weekly Contractor's Safety Meetings.

## **8.5 Site Inspections/Audits**

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

## 8.6 Managing Hazards and Risks

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 Job Safety Analysis (JSA), Risk Assessment or Safe Work Procedure. Contractors are to ensure that all personnel undertaking works are covered by the safe work document and:

- are instructed and trained in the implementation of the JSEA; and
- sign off on the document to show they have been instructed and trained in its implementation;
- GPA are provided with a copy of the safe work document.

**NOTE:** A safe work document must be provided for every task where a permit is required.

## 8.7 Work Method Statements for High-Risk Construction Work

It should be noted the *Occupational Safety and Health Act 1994* prescribes that all “high-risk construction work” must have a work method statement. The work method statement must be in writing, be kept up to date and set out:

- 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; and
- the risk of injury or harm to a person resulting from such hazards; and
- the safety measures to be implemented to reduce the risk, including the control measures to be applied to the activity or hazard; and
- a description of the equipment used in the work activity; and
- the qualifications and training (if any) required for persons doing the work to do is safely.

Work must not be carried out except in accordance with the work method statement. Where this is not occurring work must cease and will not resume until the work method statement is complied with.

## 8.8 Pre-start and Toolbox Meetings

Contractors are to ensure that Pre-start and/or Toolbox Meetings are held on a regular basis, with minutes taken. A copy of the minutes are to be forwarded to the GPA project manager or contact for filing.

## 8.9 Insurance and Other Documentation

The Contractor and any subsequent Sub-Contractors are required to provide evidence of the following documentation and certificates and accreditation:

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

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

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

The contractor is required to maintain each policy of insurance required to the amount agreed upon by GPA.

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.

### 8.10 Project Safety Review

A Project Safety Review is to be held prior to any work commencing on the site. This is to be attended by the GPA officer supervising the works, the GPA Safety Coordinator, the Contractor, and sub-contractors if required. Once the PSR is complete, 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.

## 9.0 PERMITS

A permit to work must be obtained from GPA prior to undertaking any of the following activities within the Port area, including the fishing boat harbour, port waters and lease sites (note some exclusions apply on leaseholder lands – refer below). Patrick permits must be obtained for work on Berth 4 and Berth 5 – refer to section 9.4).

All permit applications and approvals are administered by the Wharf Supervisors. Penalties can apply under the Port Authorities Act 1999 for failure to comply.

Work Type	Examples of related work activities
Hot Work	<ul style="list-style-type: none"> <li>Any work in a restricted area or on equipment which has contained petroleum products, or in areas where flammable gases or dusts may be present, or by the nature of its location, requires the permit to be issued.</li> <li>Hot work such as welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations that may increase the risk of fire or explosion.</li> </ul>
Excavation	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).
Dive	Any work carried out below the surface of the water either by a professional dive company, GPA 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.

Work Type	Examples of related work activities
Work Afloat	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.
Shore Based Crane Lift	Any shore based crane lift that involves at lift that is: <ul style="list-style-type: none"> <li>• A multiple crane lift;</li> <li>• Over operating facilities where they may endanger personnel;</li> <li>• Over or close to power lines;</li> <li>• Using mancages;</li> <li>• Exceeding 85% of the rated maximum loads;</li> <li>• Over an occupied building;</li> <li>• From a Berth Deck or jetty; or</li> <li>• Adjacent to a sheet pile edge.</li> </ul>
Works Adjacent to Rail	When any work is undertaken within three (3) metres of, above, or on a rail.
Abrasive Blasting	Any abrasive blasting on any infrastructure, plant and equipment in the Harbour Basin, on the berths, within the Bulk Handling Facility or Fishing Boat Harbour.
Confined Space	When required to work in an enclosed or partially enclosed space which is not intended or designed primarily as a place of work and may have restricted means of entry and exit. Examples would include storage tanks, process vessels, silos, other tank like compartments, open topped spaces such as pits or degreasers, pipes, sewers, shafts, ducts and any ship board spaces entered through a small hatchway or access.
Fuel Transfer (Bunkering)	All transfers of bulk petroleum products (eg: Fuels and oils) particularly over or near water or in areas where spilled product is likely to enter the marine environment.

## 9.1 Exceptions

For leaseholder activities undertaken on land that is leased from GPA, a Permit is not required for work (apart from excavation work or a shore based crane lift) on the condition that work:

1. has no impact whatsoever on other port users;
2. will not impact on any GPA services (for example power, water, etc.);
3. will not impact on any GPA 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 permit is always required for any type of work due to the risk of exposing or damaging critical services including high voltage power. A crane lift permit is always required to ensure that underground services and where relevant load ratings are identified.

Where there is any doubt about the need for a permit, contact should be made with GPA.

## 9.2 Process for Applying

Obtain Permit Applications from the GPA website ([www.gpa.wa.gov.au](http://www.gpa.wa.gov.au)) by clicking on Health, Safety and Environment and then Permits. Copies are also available from the GPA permit co-ordination centre in the foyer of the Operations Building.

Applications must be received at least **48 hours prior to the works being carried out**. Applications can be handed in at the Administration Building, emailed to [permits@gpa.wa.gov.au](mailto:permits@gpa.wa.gov.au) or faxed to (08) 9964 0555.

NOTE: Work Permits can and may be withdrawn without notice if any of the protocols are not followed.

## 9.3 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 GPA officer;
- the area and/or equipment is made safe prior to handover.

## 9.4 Patrick Ports - Work on Berth 4, Berth 5 and their Bulk Handling Facilities

An Access Permit will be required from Patrick for general access to Berth 4 and Berth 5.

A Work Permit is also required from Patrick for any work in a Patrick Ports controlled area or facility (Berth 4 bulk handling facility and Berth 5 bulk handling facility).

This is to ensure that Patrick are aware of who is on site and what work is being undertaken.

## 9.5 Work in Tank Farm, Fuel Discharge Infrastructure or Fuelling Equipment

Work Permits will also be required if carrying out work on equipment in the tank farm, fuel discharge infrastructure, or fuelling equipment. These permits would need to be accessed from BP or Shell as the case may be. In these situations the GPA must be informed of the requirements of the permits. A GPA permit will be required to overarch fuel company permits.

## 9.6 Excavation Work – Dial Before You Dig

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

## 9.7 Confined Space Entry

All Confined Space Permits shall be accompanied by a valid, current Gas Free Certificate, which must be issued by a qualified person. The Gas Free Certificate is only current for the duration of the shift or for one day. It must be renewed or revalidated before commencement of work at the next shift or the next day. In some defined situations, it may be necessary to continuously monitor the air quality in a confined space.

### 9.8 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.

## 10.0 GPA POLICIES AND PROCEDURES

The GPA officer supervising the works will require the contractor to comply with relevant GPA policies and procedures. Applicable requirements will be advised to the Contractor.

At all times, the Contractor, their employees and sub-contractors will abide by any Rules and Regulations as required by WorkSafe WA, the Department of Minerals and Petroleum Resources (Dangerous Goods), in relation to any work, task or maintenance being undertaken.

The Contractor, their employees and sub-contractors will abide by any Rules and Regulations as laid down in this document and any other document as required by Geraldton Port Authority, at all times.

*All Contractors are to ensure that they, their employees and any sub-contractors they employ read and are aware of all requirements in these Requirements of Contractors.*

## 11.0 INCIDENT / ACCIDENT REPORTING

The Contractor will report to the Geraldton Port Authority Safety Coordinator any accident, incident, injury, loss or damage, or near miss to any person equipment or property belonging to their workforce, or any person or property of a third party, or to the property of the Geraldton Port Authority.

Initial report must be by telephone, fax, and email or in person, as soon as is practicable after the accident or incident. This must be followed no later than 24 hours later by a written Accident/Incident Report preferably using Geraldton Port Authorities Incident Report Form – available on the internet.

Where an incident investigation is required, it must be undertaken by a suitably competent person and the results forwarded to Geraldton Port Authority without delay.

## 12.0 HOURS OF WORK

The Geraldton Port is a 24 hour operations port. Contractors may work inside the Port at any time as agreed between the contractor and the Port, as long as the contractor and their employees are within the following parameters:

- conform to all requirements of the WorkSafe fatigue management standards;
- conform to all noise restriction requirements as laid down in council regulations;
- comply with WorkSafe requirements for working alone if any workers is required to work alone within the Port;
- workers have the ability to call any required emergency services should the need arise; and

- workers conform to all security requirements as laid down in the Security section of this document.

### **13.0 ENTRY INTO GPA PREMISES**

Arrangements must be made with a GPA 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 GPA officer supervising the works. The Contractor must report to an authorised person before entering the premises.

Neither the Contractor nor any of his employees or sub-contractors shall enter nor be upon any part of the site, other than the permitted location of their work, except with the prior permission of the GPA officer supervising the works.

### **14.0 ALCOHOL AND OTHER DRUGS**

The GPA has a “zero” tolerance to alcohol and other drugs. No alcohol or other drug shall be brought onto the site or other facilities. Any person reporting for duty under the influence of alcohol or other drugs will be requested to leave the site.

GPA reserves the right to carry out random alcohol and drug testing on all persons on site. It is a condition of entry to a GPA worksite that all employees, contractors and subcontractors will submit to random alcohol and drug testing if requested by an appropriately authorised GPA representative.

### **15.0 SMOKING**

Geraldton Port Authority smoking policy and procedure 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; or
- within any area sign posted as a non-smoking area (such as fuel bowsers) or near any flammable or combustible substance.

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

PLEASE NOTE: Patrick Ports and other leaseholders may have more stringent smoking requirements. Please check with other relevant organisations.

## SECTION B - SAFETY REQUIREMENTS

### 16.0 PLANT, VEHICLES AND EQUIPMENT

#### 16.1 Licenses, Certificates of Competency

All personnel working on a GPA site are to have current Licenses, Certificate of Competency, Certificate of Training, or proof of training, as required, for any work task, or class of vehicle they may operate during the execution of their work.

Copies of all licenses, certifications or proof of training are to be supplied to the GPA Safety Coordinator when carrying out the GPA Induction.

#### 16.2 Vehicles, Plant and Equipment

Vehicles, plant and equipment other than required for the execution of the works are not permitted on the site or work areas.

All vehicles entering a GPA site are to be correctly registered, licensed and certified for the operations they will be carrying out. This includes cranes, forklifts, loaders, tractors, trucks, work vehicles, scissor lifts, snorkel lifts, skid steer loaders, and any other vehicle brought onto the site during the duration of the work. Cranes are to carry a current copy of the Certification of Inspection for Classified Plant (WorkSafe). This Certificate is to be shown to a GPA officer supervising the works or official on request.

Vehicles, plant or equipment must 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.

Vehicles, plant or equipment may be required to undergo a safety check by the GPA officer supervising the works or his representative, who will reject any equipment found to be unsafe.

Contractors, their employees and sub-contractors are not permitted to ride on mobile equipment or vehicles not fitted with approved safe passenger accommodation.

GPA owned vehicles, equipment, or machinery must not be used unless authorised by the GPA officer supervising the works. In an emergency, Contractors, their employees and sub-contractors are permitted to operate vehicles and equipment, but then only to move them to safety.

#### 16.3 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.

#### **16.4 Machine Safety Guards**

Do not remove any safety guard unless authorised by the GPA 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.

#### **16.5 Isolation and Tag Out of Valves and Tanks**

Valve and Tank Tag Outs are to be carried out using the correct procedures at all times. Any failure to tag out correctly could result in dismissal from site. Contractors are to ensure that their employees and sub-contractors are aware of the procedures and are to ensure that these procedures are followed. The GPA officer supervising the works 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.

#### **16.6 Isolation and Tag Out of GPA Equipment**

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

#### **16.7 Heavy Machinery on Berth**

All berths within the GPA 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 GPA Asset Management Officer. See also the permit requirements of Shore Based Crane Lifts in the Permits section.

#### **16.8 Hand, Air and Electrical Tools**

Workers are to report damaged, worn, unsafe or incorrect tools to their supervisors. Damaged or worn tools are to be taken out of service and tagged appropriately. They should then be dealt with accordingly.

All tools are to be used correctly so as to abide by the manufacturers specifications, and are not to be altered or changed in any way.

#### **16.9 Compressed Air**

Compressed air is to be used only for air driven tools and other such uses that are acceptable by Work Safe WA in the workplace.

Airline hoses, used for tools and other equipment shall be secured and restrained 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.

## **16.10 Pressure Vessel Compliance**

All pressure vessels shall comply with Work Safe WA Regulations in respect to inspection and testing. Pressure Vessel Compliance Certificates are to be provided to the Safety Coordinator when such equipment is brought onsite.

## **16.11 Air Supplied Respiration Equipment**

Masks, filters, safety cut-outs, deadman valves or switches, hoses and couplings are to be safe and correct, and operate in a safe and correct manner. All maintenance on air supplied respiration equipment is to be carried out in a timely fashion, to WorkSafe Regulations, by a competent person.

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

## **17.0 CRANES**

### **17.1 Crane Requirements**

All cranes used on the Geraldton Port Authority site are to be used in a safe and correct manner, as specified by WorkSafe and as laid down in the manufacturer's manual. Crane drivers, riggers and doggers are to be appropriately licensed (proof of licence may be requested prior to commencement of the work).

### **17.2 Barricades**

Proper barricading is to be erected around the swing radius of cranes and other lifting equipment as and when appropriate.

### **17.3 Inspections**

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

### **17.4 Rigging**

All rigging activities are to be carried out by qualified, competent, riggers. All rigging equipment used on site is to be used in a safe and correct manner as required by WorkSafe WA. It is to be maintained in a correct and safe manner as required by the legislation.

All slings are to conform with Australian Standards, are to be certified and in good condition. The GPA officer supervising the works may inspect any slings prior to commencement of any lifting on the site. Any slings, chains or wire ropes found to be defective shall be removed from service, have an "Out of Service" tag applied and be disposed of.

### **17.5 Riggers and Doggers**

Licensed Riggers or Doggers will operate with each crane as required by WorkSafe WA. All personnel operating with a crane are to ensure they are wearing the correct personal protective equipment at all times.

## 18.0 OTHER GENERAL SAFETY MATTERS

### 18.1 Speed Limit

The speed limits on the Geraldton Port Authority sites vary from 20 - 40 km/hr. Any Contractor, their employees or sub-contractors who contravene these speed limits may be removed or barred from the site.

### 18.2 Working at Heights

All work carried out at heights will be governed by WorkSafe regulations, and all appropriate 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. Where required by Work Safe WA, kickboards will be utilised to ensure nothing is free to fall to the ground.

### 18.3 Scaffolding

All scaffolding used on the Geraldton Port Authority sites, or for Geraldton Port Authority work, is to comply correctly with Government Standards and Regulations, and WorkSafe WA Regulations at all times. The erection and dismantling of all scaffolding is to be undertaken by an appropriately qualified scaffolder.

### 18.4 First Aid

Contractors are to provide and maintain their own first aid equipment. If an emergency situation occurs and the contractor does not have access to a qualified first aid person, call the **Port Emergency Number on (08) 9964 0500** and apprise the Security Staff of the situation. GPA have a number of trained personnel on site and may be able to assist. Always dial 000 if medical attention is required.

### 18.5 Hazardous Substances

Material Safety Data Sheets for any hazardous substance or dangerous good is to be maintained on site by the contractor for the duration of the work. The Contractor is to ensure that their employees and sub-contractors adhere to the MSDS including storage and handling requirements.

Contractors, their employees and sub-contractors are to avoid contact with dust, fumes, gas or vapours. The correct PPE is to be provided by the Contractor in the event that these hazards may or are encountered.

### 18.6 Safety Hazards

Any hazards encountered by Contractors, their employees and sub-contractors are to be reported to the GPA officer supervising the works or the Port Safety Coordinator as soon as is practicable after sighting. If required, barriers are to be erected or a watch person put in place until the hazard is rectified.

### **18.7 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.

### **18.8 Safety Signs**

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

### **18.9 Practical Jokes**

Practical jokes and skylarking are not permitted at any time on a Geraldton Port Authority site.

### **18.10 Ladders**

All ladders used on the project are to conform to WorkSafe regulations and requirements. They are to be used in accordance with correct procedures and are to be maintained in a safe and correct manner.

### **18.11 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.

## **19.0 ELECTRICAL SAFETY**

Electrical wiring or equipment belonging to GPA must not be removed from site unless authorised by the GPA officer supervising the works.

All power tools must be double insulated and a residual current device used. Equipment must be in good condition and must be within test date (3 months in most cases).

Extension cords and leads are to be in good repair at all times. . Leads are to be placed so as to avoid mechanical damage, being placed overhead 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.

Contractors, their employees and sub-contractors are to ensure isolation and tag-out procedures 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 GPA equipment or services to be isolated, contact needs to be made with GPA'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. If there are no written procedures relating to the task, a Job Safety and 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 Personal Isolation Lock and Personal Danger Tag will be the first installed and the last removed in all isolations.

## **20.0 HOUSEKEEPING**

Work areas are to be kept as clean and as tidy as possible for the duration of the work. Thoroughfares, walkways and pathways are to be kept clear of materials, tools and equipment.

Under no circumstances is building waste material to be left 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.

Solvents, empty paint cans, oils, greases and any other such materials or containers which have contained chemicals, hazardous or toxic substances shall be disposed of in accordance with state or local government legislation.

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

At the completion of the contract, all non Geraldton Port Authority 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.

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

If it is deemed necessary, the GPA 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 GPA officer supervising the works will designate a storage area for the Contractor's use. The Geraldton Port Authority will take no responsibility for the tools and equipment stored on its sites.

## **21.0 FIRE PREVENTION AND PROTECTION**

Contractors, their employees and sub-contractors are to familiarise themselves with the location of fire escapes, emergency exits and fire equipment locations. Fire escape routes and access to fire extinguisher equipment are to be kept clear at all times. Fire hazards are to be discussed at the Site Project Safety Review, and all personnel are to be made aware of them.

Work activities should be conducted in such a manner as to preclude the potential of fire hazard or fire. Contractors are to provide instruction to their workers on safe working practices in relation to fire prevention and protection. Work areas must be kept clean and free of combustible and scrap materials at all times.

GPA have installed fire extinguishers and fire hoses at various locations around the Port. Whilst contractors are expected to supply their own fire fighting equipment, in an emergency situation GPA's fire equipment may be used.

## **22.0 WORK SITE BARRICADING AND SIGNAGE**

### **Barricading**

If it is deemed necessary to place protection around a work area, or to isolate a section of the site, the correct standards are to be met as required by WorkSafe WA. Members of the public are to be denied access to worksites at all times.

### **Appropriate Warnings**

Appropriate warnings are to be prominently displayed and correct barriers set up as required by Work Safe WA. This will apply to above ground level, at ground level and below ground level.

### **In-Ground Openings**

All floor openings or excavations are to have a barrier in place, which conforms to relevant legislative requirements.

## **23.0 GAS AND ELECTRIC WELDING AND CUTTING**

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 at all times, and water for burns irrigation is to be available at all times.

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

### **Gas Cylinders**

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.

## 24.0 HYDROCARBON AND OTHER HAZARDOUS MATERIAL SPILLS

On discovering or being involved in a spill of petroleum product or other toxic substance, carry out the following actions, only if it is safe to do so:

- If possible stop or at slow the flow of the product;
- Contain the product;
- Try to prevent the spill entering any drains, sumps, soak wells etc;
- Ensure no person enters the area of the spill;
- Ensure all electrical equipment in the vicinity is switched off;
- Call the GPA Emergency number (9964 0500) and give the following information:
  - Position of spill;
  - Type of product spilled;
  - Estimated quantity of spill;
  - Personnel involved; and
  - Follow the information given.

**NOTE:** *If using a mobile phone to report a petroleum product spill, ensure you are at least 15 metres upwind of the spill before operating the phone.*

GPA will, if required, deploy workers to commence the clean up. If the spill requires a large response, contractor's employees may be seconded to help in the recovery.

## **SECTION C - SECURITY REQUIREMENTS**

### **25.0 GENERAL SECURITY POLICY**

It is a primary and continuing policy of Geraldton Port Authority that in the conduct of all its activities it will endeavour to protect the Security of all its property, equipment infrastructure and operations. The GPA 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'.

### **26.0 RATIONALE MARITIME SECURITY**

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.

### **27.0 SECURITY ACTS, REGULATIONS AND CODES**

#### **27.1 ISPS Code**

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.

#### **27.2 The Australian Act and Regulations**

The Maritime Transport & Offshore Facilities Security Act 2003 and the Maritime Transport & Offshore Facilities Security Regulations 2003 have been developed to implement the ISPS Code in Australia. Leading up to 01 July 2004, the Geraldton Port Authority was required to upgrade its security and to implement new security arrangements. These have included:

- A Security perimeter fence separating the berths and berth activities from the port logistical infrastructure and public accessible areas;
- Limiting the access to the port using one gate providing both access and egress;
- Installing closed circuit television for monitoring purposes;
- Installing a personalised security card access system; and
- Training for certain port personnel in the undertaking of security duties.

#### **27.3 Security Plan**

The GPA was required to develop and submit a Maritime Security Plan to the Department of Transport and Regional Services (DOTARS), for approval prior to 1 July 2004. The Geraldton Port is a security regulated port as specified in the Act.

## 28.0 BEFORE COMMENCING WORK IN THE PORT

### 28.1 Conformance to Act and Regulations

Personnel entering the Port shall at all times conform to the requirements laid down in the Maritime Transport & 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.

### 28.2 Maritime Security Identification Card (MSIC)

From 1 January 2007, the Australian Government requires anyone working within the secure areas of a port, ship or offshore gas facility to display a MSIC.

An MSIC is a nationally consistent identification card which is issued to identify a person who has been the subject of a background check. It shows that the holder has met the minimum security requirements and needs to 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.

### 28.3 Application for an MSIC

Geraldton Port Authority is an authorised issuing body for MSICs. Application forms are available from the GPA or downloaded from the GPA website [www.gpa.wa.gov.au](http://www.gpa.wa.gov.au). Completed MSIC Application Forms are to be returned to GPA 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.*

### 28.4 Proof of Identity

Applicants are required to show proof of identity to the GPA 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 certified copy of a birth certificate;
- A valid copy of 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.

### **28.5 Proof of Need to Hold an MSIC**

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

### **28.6 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.

### **28.7 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 GPA Secure Zone. Once the applicant turns 18 they will be required to complete a full application, including AFP and ASIO checks.

**NOTE: The interview process takes about 15 minutes. It may take up to 14 days for cards to be issued..**

### **28.8 Card Issue**

The Department of Transport and Regional Services (DOTARS) make the final decision on whether an applicant is eligible for an MSIC. GPA will be informed when the checks have been successful and the card may be issued. Once the card arrives at the GPA the applicant will be contacted to complete the procedure.

### **28.9 Adverse Criminal History Check**

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

### **28.10 Confidentiality**

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

## **29.0 ONSITE SECURITY REQUIREMENTS**

### **29.1 Access to the Port Secure Area**

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.

## 29.2 Wearing the MSIC

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.

## 29.3 Visitors

Visitors may be brought into the Port Secure Area under escort by a duly inducted and legally carded person. A visitor must:

- Obtain a visitors card from GPA reception or gatehouse;
- Remain at all times under the control of the person granting them access;
- Enter through the main Security Gate on the western end of Ian Bogle Road;
- 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.

## 30.0 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.

### 31.0 CONCLUSION ON SECURITY

Every person entering the Port will be expected to act as a *de-facto* security officer. All security incidents or suspected security incidents are to be reported to the Security Personnel as soon as possible. Incidents could include but are not restricted to:

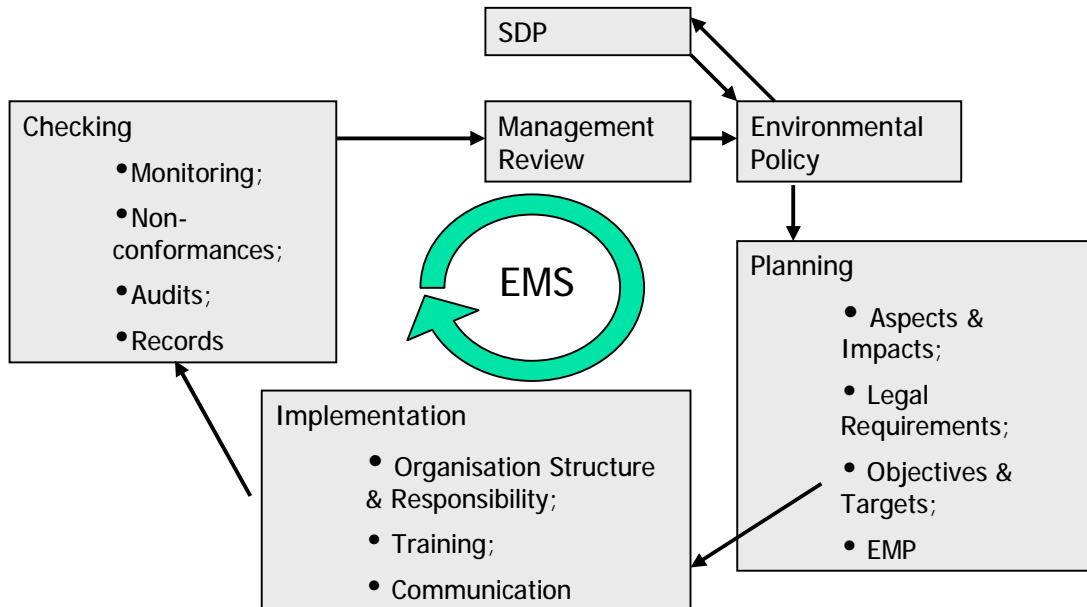
- Unusual or unexpected personnel in the Secure Zone;
- Equipment out of place or having the appearance of having been tampered with;
- Unusual items observed in odd places (briefcase left lying around on the wharf, suitcases tucked away in corners);
- Someone with a camera taking a lot of photograph 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*

## SECTION D - ENVIRONMENTAL REQUIREMENTS

A copy of Geraldton Port Authorities environmental policy is attached as Attachment B.

### 32.0 OVERVIEW OF THE ENVIRONMENTAL MANAGEMENT SYSTEM



The Port Authority's Environmental Management System is a process of continual improvement of environmental improvement. The process forms part of the Authority's core business and includes aspects such as environmental policy, identification of environmental aspects and impacts, outlining legal requirements, development of Environmental Management Plans, monitoring and reviewing.

The Authority's environmental policy and other key elements of the management system are discussed at GPA inductions. More specific details can be sourced from the Environmental Officer.

### 33.0 ENVIRONMENTAL COMPLIANCE REQUIREMENTS

#### 33.1 Department of Environment and Conservation Licence

The Geraldton Port Authority operates under an *ENVIRONMENT PROTECTION ACT 1986* licence, (otherwise known as the Port Environmental Licence). This licence is issued annually by the Department Of Environment and Conservation (DEC). The licence covers all aspects of cargo storage and handling, incident reporting, as well as environmental monitoring and general pollution prevention requirements.

The licence is applicable to all persons operating in the Port and shall be adhered to in every instance. In the event of an environmental incident occurring immediately contact the Port Authority on its Emergency Number (08) 9964 0500.

A copy of the licence can be obtained from the Port Authority WebSite or from the Department of Environment and Conservation. Ask your Port Authority contact for copy of the current licence or request one during your induction.

Breaches of the licence will not be tolerated and may result in further action by the Authority and Department of Environment.

### 33.2 Environmental Acts and Regulations

The Port Authority operates under various Acts, Regulations and other guiding documents. Key Acts and Regulations related to the environmental management include:

1. Port Authorities Act and Regulations
2. Environmental Protection Act and Regulations 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
4. International Convention for the Prevention of pollution from ships 1973
5. Management of Sewage Discharges from Vessels into the Marine Environment.
6. Litter Act 1997
7. Health Act 1911
8. ANZECC Guidelines for Groundwater Protection in Australia 1995
9. Contaminated Sites Act.

Ensure you comply with relevant Acts and Regulations applicable to your operations and the activities of the Port.

### 33.3 Environmental Procedural Requirements

Procedures relating to various operations have been compiled and approved by the CEO. Some of these procedures relate to minimising environmental impact and they must be adhered to at all times. These procedures are reviewed regularly and input relating to their content is always welcomed. Some of the GPA operational activities that have procedures with an environmental component include:

1. Control of Hydrocarbons, Dangerous and Hazardous Goods
2. Waste Management
3. Working on over or near water
4. Abrasive Blasting
5. Berth 4 and BHF Preparation for loading mineral concentrates
6. Cleaning of Mobile Shiploader
7. Emergency Preparedness and Response
8. Incident Reporting and Investigation
9. Fuel and Chemical Spill Control and Cleanup
10. Hazard Control
11. Job Safety and Environmental Analysis
12. Risk Management

Ensure you comply with relevant Procedures or other Industry Codes of Practice applicable to your operations and the activities of the Port.

### **33.4 Storage of Hazardous Goods – Environmental Licence**

The Geraldton Port Authority operates a hazardous goods register. Notify your Port Authority contact if you need to use a hazardous good in the Port. Likewise make yourself aware of the environmental licence conditions that relate to the storage and use of hazardous goods.

### **33.5 Pollution Not Tolerated**

As mentioned previously, pollution of the Port will not be tolerated. Incidents are to be immediately reported and breaches may attract further penalty from the Authority and regulating agencies.

## **34.0 ENVIRONMENTAL MANAGEMENT PLAN**

The Port Authority operates under an Environmental Management Plan. This plan is reviewed annually on the basis of the Authority's Environmental Policy, current environmental aspects and impacts, strategic plan and monetary considerations. The Environmental Management Plan has a detailed action plan component that outlines that item required, person responsible and timeframes for completion

### **34.1 Environmental Policy and Compliance**

The Environmental Management Plan includes the environmental policy which must be adhered to by all staff and users of the Port. This policy governs environmental performance and stance on environmental conformance and improvement.

### **34.2 Environmental Risk Assessments**

As part of the Port Authority environmental management system, environment aspects and impacts are identified. There may however be matters that are overlooked or not known by the Authority. It is for this reason that Contractors are required to conduct a comprehensive risk assessment of their operations, identifying significant aspects, identify and developing controls and to compile Operational Plans to minimise those significant aspects. All Risk Assessments and Control Plans are to be forwarded to the HSE Manager as early in the life cycle of any project as possible. Major Projects may be subject to a GPA HSE Assessment whereby all aspects of the project will be examined and Risk Assessed by Port Authority Staff.

### **34.3 Review**

The Port Authority's environmental management system and all its components are reviewed to incorporate changes in the organisations direction, changes in industry practice, legislative changes and changes in work practices.

### **34.4 Liaison with GPA**

Should you have any queries regarding environmental aspects and the details contained in this document or the induction then please do not hesitate to contact the Port's Environmental Officer on 99640534.

## **35.0 ENVIRONMENTAL INCIDENTS AND REPORTING**

### **35.1 Breaches**

Breaches of the Port Environmental Licence or other relevant legislation will not be tolerated at the Port of Geraldton. All Environmental Incidents are required to be investigated to Industry Standards and the Investigations are to be provided to the GPA As soon as practicable. Continuing Incidents may require further explanation and be subject to further action by the Authority or regulating agencies.

### **35.2 Reporting**

In the event of an environmental incident contractors shall immediately contact the Port Authority on the Emergency Number (08) 9964 0500 or the Environmental Officer on 99640534. Incidents shall be investigated, documented and included as part of the Port's incident reporting database submitted annually or as required to DEC.

Incidents shall be reported to the Department of Environment and Conservation as required under the Port's Environmental Licence.

## **36.0 ABRASIVE BLASTING**

As required under Environmental Protection (Abrasive Blasting) Regulations Abrasive Blasting Operators must have up to date registration with DEC. Registered contractors wishing to undertake abrasive blasting must also first complete a GPA Abrasive Blasting Permit. The form requires details on control of dust, shrouding and spillage and outlines the stance on in-water abrasive blasting.

Independent of Registration the GPA is also Licenced to undertake Abrasive Blasting on its premises. Refer to the section on Permits for how to obtain approval for abrasive blasting work.

## **37.0 WASTE – DISPOSAL OF SOLID AND LIQUID WASTE**

Disposal of solid and liquid waste should be carried out in accordance with relevant legislation. At no time should waste be disposed of in the Port unless it is in accordance with facilities provided (eg. Waste Oil, General Rubbish, Quarantine). Quarantine waste receptacles are provided to Ships for disposal of their rubbish. Quarantine Rubbish Receptacles are yellow and appropriately marked. It is an offence to interfere with Quarantine waste or to use the receptacles for any other purpose. Quarantine Waste is managed by Wharf Supervisors.

The Port provides a number of Amenities for employee and contractor comfort throughout the Port, many of which direct toilet and sink waste through a vacuum mains sewage facility to the WA Water Corporation. It is an offence to deposit any item other than human waste and associated items into the waste water streams of these facilities.

## ATTACHMENT A - ENVIRONMENTAL POLICY

### Policy No. 7 Environmental Policy

The Geraldton Port Authority facilitates trade through the Port of Geraldton on Western Australia's mid-west coast. The Port is a major exporter of grains and minerals. The Geraldton Port Authority is committed to environmental management. The Geraldton Port Authority will maintain and review measurable objectives and targets to ensure continuous improvement, pollution prevention and compliance with environmental regulations through the guiding principles of the Australian and New Zealand Standards for environmental management systems AS/NZS ISO 14000 series.

Key principles of Geraldton Port Authority's environmental policy include:

1. Minimise the negative impacts on the environment through the use of technology and training;
2. Work with port leaseholders to identify and management environmental aspects associated with their operation;
3. Minimise the use of raw materials, energy and water through better work practices and education of staff, leaseholders, port users, and guests;
4. Prevent pollution through compliance with legislative requirements and industry standards, including the Geraldton Port's Environmental Licence;
5. Conduct regular monitoring of water, biota and sediment quality, seagrass population dynamics, shoreline status and air emissions to ensure the activities of the Port are not impacting on the environment;
6. Communicate openly with the community, government and industry on environmental issues, predicting and acting on concerns regarding environmental matters; and
7. Seek continual improvement in our environmental performance through active identification and response to environmental issues.

The key responsibilities relating to the Geraldton Port Authority's Environmental Policy include:

1. The responsibility for developing and implementing Geraldton Port's Environmental Policy is with the Board and Management of the Geraldton Port Authority and the Port's Environmental Coordinator; and
2. The responsibility for committing to this Environmental Policy and the element of the environmental management system rests with all employees of the Geraldton Port Authority.

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**Ian King**  
Chairman

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Date

*Version 6.0 – October 2008*

\_\_\_\_\_  
**Peter Klein**  
Chief Executive Officer

\_\_\_\_\_  
Date

*Document Review: October 2009*

## ATTACHMENT B - OCCUPATIONAL SAFETY AND HEALTH POLICY

### GPA Policy No 10 Occupational Safety and Health

*The Geraldton Port Authority facilitates trade through the Port of Geraldton on Western Australia's Mid-West coast. The Port is a major exporter of grains and minerals*

The Geraldton Port Authority places the highest emphasis on safety and health in conducting its daily business. The organisation is committed to ensuring all employees and contractors are adequately informed and trained, and shall work in an environment that is free of hazards that may cause personal injury.

The Geraldton Port Authority believes that commitment and adherence to the guiding principles of Australian and New Zealand Standards AS/NZS 4801: 2001 Occupational Health and Safety Management Systems will ensure this objective is readily achievable.

The Geraldton Port Authority believes in the key principles of constant promotion, improvement of safe working practices, safety awareness and a commitment to safety on the part of each and every person involved. Meeting these objectives will be to the benefit of all Geraldton Port Stakeholders.

To achieve these Key Principles the Geraldton Port Authority shall:

1. Identify and mitigate all hazards associated with the operational requirements of the Geraldton Port;
2. Ensure safety practices and procedures are implemented and maintained throughout the organisation, that they are relevant to the operational activity, and promote the involvement of all personnel in the maintenance of a safe working environment;
3. Comply with all relevant Occupational Safety and Health, contractual and industry related legislative requirements;
4. Maintain and review measurable objectives and targets to ensure continual improvement towards the prevention and reduction of work related injury and illness;
5. Ensure appropriate emergency procedures exist in all work locations and that personnel understand the procedures relevant to their location and the greater work area;
6. Continuously improve the working environment throughout the Port area;
7. Provide the training, instruction and supervision necessary to support the implementation of Occupational Safety and Health in the various areas of Port operations;
8. Ensure appropriate procedures are maintained for the reporting and review of all safety incidents and situations likely to be hazardous to a safe working environment; and
9. Provide appropriate protective equipment in compliance with statutory requirements, to meet the relevant needs of each area of work activity.

The key responsibilities relating to the Geraldton Port Authority's Occupational Safety and Health Policy include:

1. The development and implementation of the Geraldton Port Authority's Occupational Safety and Health Policy rests with the Board, CEO and Senior Management of the Geraldton Port Authority.
2. Commitment to this Occupational Safety and Health Policy and the elements of the Safety Management System rests with all employees of the Geraldton Port Authority.

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**Ian King**  
Chairman

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**Peter Klein**  
Chief Executive Officer