ALBANY

PORT AUTHORITY

CONTRACTORS’ HANDBOOK

(REQUIREMENTS OF CONTRACTORS)

Including

Occupational Safety and Health, Security and Environmental Procedures
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### PROJECT CHECKLIST FOR CONTRACTOR

Contractors should use this checklist to ensure that they have the necessary paperwork in place for the project/work.

#### Hierarchy of Permit Requirements

The basis on which Contractors must obtain permits for works within the port area and on port land or equipment is that every contractor has a responsibility to obtain all required permits from the organisation that the Contractor has a contractual relationship with.

Contractors working for APA must obtain permits for activities detailed in the section “Permits” and which involve work within the Port Secure Area (red bounded area shown on plans in Attachment D). Leaseholders which engage contractors to work within the Port Secure Area, have a responsibility to provide to the Albany Port SSO copies of all permits that the leaseholder issues to its contractors.

Albany Port requirements for permits and works plans and procedures are summarised in the following checklist. The checklist is for the assistance of Contractors and APA staff in the management of Contractor works at Albany port.

<table>
<thead>
<tr>
<th>Project/ Job Name:</th>
<th>Date:</th>
<th>APA Representative:</th>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA PERMITS ARE IN PLACE</td>
<td></td>
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<tr>
<td>Permit To Work</td>
<td>Diving</td>
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<td>Confined Space Entry</td>
<td>Scaffolding</td>
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<td>Crane Lift</td>
<td>Abrasive Blasting</td>
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<td>Excavation</td>
<td>Work Afloat</td>
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<td>Fumigation</td>
<td>Work at heights</td>
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<td>Hot work</td>
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</tbody>
</table>

| CBH PERMITS ARE IN PLACE IF WORK IS ON BERTH 3 SHIP LOADER | |
| ABH PERMITS ARE IN PLACE IF WORK IS ON BERTH 6 SHIP LOADER | |

| ELECTRICAL PERMITS ARE IN PLACE | |
| Isolation | |
| Other (TBA) | |

| REGULATORY | |
| Purchase Order in place | Insurance |
| Equipment Certificates | Licenses |
| Personnel Certificates/Quals | BCITF |
| Australian Standards | |

| SAFETY AND SECURITY | |
| Maritime Security Identification Card | Identification of Mine Manager (Austsand) |
| ABH Health + Safety Induction | Signed in with APA Site Supervisor |
| Austsand Health & Safety Induction | Signed in with CBH (berth 3 ship loader) |
| CBH Health + Safety Induction | Signed in with ABH (berth 6 ship loader) |
| Safety Management Plan (if required) | Tags + locks for isolations |
| Job Safety Analysis | |

| ENVIRONMENTAL | |
| Environmental Management Plan | Dust Control Measures |
| Waste Management Plan | Hazardous substances approved for use on site |
| Dewatering Permit (DEC) | Spill control and container measures |
| Soil Curtains | |
JOB SAFETY ANALYSIS (JSA) - SUGGESTED FORMAT
ALBANY PORT AUTHORITY JOB SAFETY ANALYSIS (JSA)

LOCATION:

JOB:

AUTHORISED BY:

Date:

Others: please specify ______________________________________

1 – Negligible Risk
2 – Low Risk
3 – Moderate Risk
4 – High Risk
5 – Extreme Risk

Virtually Harmless
Little likelihood of any harm.
Some potential for harm
Clear potential for serious harm.
Likely cause very serious harm

Continue Work
Monitor to ensure risk remains low
Control & ensure controls work
STOP and find better way
DON’T START THE JOB

All persons must be familiar with the Standard Operating Procedure (SOP - if applicable) for the task before completing the JSA.

EACH person working on the job must review the JSA and sign their name on the bottom acknowledging their understanding of the risks, controls and their responsibilities.

HAZARD IDENTIFICATION REVIEW LIST [(*) may require a permit]

1. Ergonomic Hazards
   a) Manual handling
   b) Restricted access/egress
   c) Sharp surfaces/protrusions
   d) Slips/Trips
   e) Poor lighting
   f) Poor visibility
   g) Communication difficulty
   h) Potential for difficult rescue
   i) Working at heights/depths (*)
   j) Confined space (*)
   k) Wall/ground penetration (*)

2. Dangerous Goods
   Substance being used (name & class): -

3. Electricity
   a) Single Phase
   b) Three Phase
   c) Intrinsically Safe
   d) Transformer
   e) Incorrect isolation

4. Atmospheric Hazards
   a) Heated Atmospheres
   b) Explosive atmosphere
   c) Toxic/Poisonous
   d) Oxygen Deficient/Enriched
   e) Smoke/Suspended Particles

5. Physical Conditions
   a) Removal of safety guards/grids
   b) Flying particles
   c) Falling objects
   d) Suspended loads
   e) High noise levels
   f) Personnel risk of falling
   g) Working alone
   h) Hot or cold surfaces
   i) Working near large plant
   j) Working near vehicles
   k) Personnel working above/below
   l) Proximity to service pipelines
   m) Repetitive/mundane work

6. Mechanical Hazards
   a) Operating plant - check qualifications
   b) Operating vehicles
   c) Compressed air
   d) Hydraulics
   e) Pressure
   f) Drilling/boring
   g) Power tools

7. Environmental Hazards
   a) Air pollution (dust, fumes, gasses)
   b) Potential spills to drains/ watercourse
   c) Potential spills to ground
   d) Hazards to flora/fauna
   e) Biting insects

8. Specialist Hazards
   a) Radiation
   b) Demolition
   c) Chemical hazards
   d) Contaminated waste
   e) Biological hazards
   f) Biting insects
   g) Poisonous reptiles
   h) Deep water
   i) Adverse weather conditions
   j) Allergenic plants

Form: Job Safety Analysis
<table>
<thead>
<tr>
<th>PROCEDURE (In Steps):</th>
<th>POSSIBLE HAZARDS (What Can Hurt You)</th>
<th>INITIAL RISK: (How You Stop It Hurting You)</th>
<th>END RISK</th>
<th>Signed and Checked by the Authorised Officer</th>
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<td>PROCEDURE (In Steps):</td>
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<td>INITIAL RISK: (How You Stop It Hurting You)</td>
<td>END RISK</td>
<td>Signed and Checked by the Authorised Officer</td>
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</table>
ACCIDENT OR EMERGENCY CONTACTS

NOTIFY IN ALL CASES
APA EMERGENCY LINE
0488 929 095

THEN IF REQUIRED

POLICE AMBULANCE FIRE BRIGADE
000 or 000 or 000
Or Through Police

EMERGENCY MUSTER POINTS

Berths 1, 2, 3 Grassed area west of Gate 2
Berths 6 On land at western end of berth
Administration Office Car park at southern side of building

OTHER APA CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbour Master</td>
<td>Captain Sean Bolt</td>
<td>0427 479 016</td>
</tr>
<tr>
<td>Deputy Harbour Master</td>
<td>Captain Sumanth Surendran</td>
<td>0439 921 589</td>
</tr>
<tr>
<td>Safety and Security Officer</td>
<td>Scott Macaulay</td>
<td>0467 502 602</td>
</tr>
<tr>
<td>Wharf Manager</td>
<td>Eric Norman</td>
<td>0427 192 099</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>Ray Woonings</td>
<td>0428 306 342</td>
</tr>
<tr>
<td>Port Engineer</td>
<td>Graeme Poole</td>
<td>0419 919 949</td>
</tr>
<tr>
<td>Administration Office</td>
<td></td>
<td>(08) 9892 9000</td>
</tr>
</tbody>
</table>
SECTION A – GENERAL INFORMATION

The objective of this document is to provide Port users with a summary of Albany Port Authority’s (APA) site rules, conditions of entry and other requirements.

It is the responsibility of Contractors, employers and persons entering Albany Port (the Port) to know APA’s site requirements and to comply with all relevant legislation. Readers of this document should note that there are a number of different legal jurisdictions that would potentially apply to occupational health and safety at Albany Port depending on the type of work being undertaken and the location of the work. These jurisdictions could be one or a combination of the following:

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

Legislation (Acts and Regulations)

Australian Standards/New Zealand Standards (AS/NZS)
Legislation sometimes requires compliance with particular AS/NZS. These can be purchased from http://infostore.saiglobal.com/store/

Codes of Practice and Other Requirements
Codes of Practice, guidelines and other helpful information can be obtained from:

APA COMMITMENT
APA is committed to providing a safe and healthy workplace and for the protection of the environment. APA has in place management systems for Occupational, Safety and Health (OSH) and Environment.

DOCUMENT SCOPE
Albany Port is structured according to the “Landlord Model” according to which APA owns the channel, seawalls, berths and some minor assets in the form of buildings and equipment to provide facilities for the maintenance of Port assets. APA leases land to leaseholders which own storage and handling facilities including unloaders and ship loaders.
The requirements of this document form part of any contract between Albany Port Authority and a Contractor for work to be performed at any Albany Port Authority site which is defined as within the Albany Port area (including land owned and/or managed by the APA and port waters) eg this would include Navigation Aids located at Robinson, King Point and Emu Point.

These Requirements shall apply at all times during which a Contractor, contracted to APA is in connection with the works on the site within any of the Albany Port Authority’s premises. There are particular requirements relating to permits in cases where leaseholders engage contractors to work on the leaseholder's assets located within the Port Secure Area (see following section).

These requirements take precedence over a Contractor’s standard terms and conditions that a Contractor may use in the course of its normal operations.

In the event that a Contractor does not comply with these requirements, sanctions against non-complying Contractors could include suspension of work, expulsion from the Port Area, improvement notice and/or penalty applicable to relevant legislation.

**Contractors working for leaseholders within leased areas**

Contractors contracted by a leaseholder to undertake works within a leased area which falls within the Port Secure Area, must work in accordance with permits issued for high risk work which are in accordance with leaseholder requirements.

If any of the work types for which Port permits exist are carried out by a Contractor, then a copy of a leaseholder permit or a Port permit must be provided to the Port Safety and Security Officer (SSO). If the leaseholder or contractor permit has more onerous requirements than the Port permit, then the Contractor should provide copies of the Contractor/leaseholder permit to the SSO.
DEFINITIONS

Authorised Equipment means equipment covered by a Work Permit or Checklist, which is considered by the APA to be suitable for use on site for the defined activity and the use of which an APA representative has given approval in writing. The term also means equipment which has had any ignition sources modified so that they will not ignite flammable vapours and the use of which an APA representative has given approval in writing.

Berth(s) means 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 has the meaning as defined in AS/NZS 2865:2009 Safe working in a confined space.

Confined Space Entry means the entering of any confined space or working with any part of the body projecting into the confined space.

Dangerous Goods means substances or articles that, because of their physical, chemical (physiochemical) or acute toxicity properties, present and immediate hazard to people, property or the environment. In Western Australia, these are defined in the Dangerous Goods Safety Act 2004 and subsidiary legislation, which are administered by Resources Safety.

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

Gas Free Certificate means the written certificate provided by the APA 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 means an area that is normally safe, but has become hazardous because of some performance or operation. This situation may be temporary (eg where a vessel is discharging fuel at berth) or permanent (eg in the vicinity of fuel tanks).

Hazardous Substances means those that, following exposure, can have an adverse effect on health. Examples of hazardous substances include poisons, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Many hazardous substances are also classified as dangerous goods.

Job Safety Analysis (JSA) means a documented report in summary format of a process of analysis of the hazards to health and the environment that could occur when an activity were carried out.

Loading/Discharge Facilities means all areas where a vessel may carry out loading or discharging of cargo activities. This includes:
- Bulk Handling facility for mineral sands servicing berth 3;
- Bulk Handling Facility for grain servicing berth 3;
- Bulk Handling Facility for woodchips servicing berth 6;
- Fuel products discharge area at berth 2;
- Tug Harbour facilities;

Non Routine work is any work requiring additional permits not covered by the procedures in the Contractors’ Handbook, work which is performed under a contract between a Contractor and the APA or work which has the potential to have safety, health or environmental impacts on other port users. The APA contact will have discretion in all cases in relation to “routine” or “non routine” works.

Site means the land or water 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 unfenced and may or may not be owned or leased by APA.

Restricted Area means the area in which APA exercises control over all movements and operations eg. the area within the port boundary fence (see plan of Restricted Area in Attachment C).

Routine Works means normal work operations including those that can be carried out in accordance with an APA permit.

Contractor means the entity that is contracted to APA to complete a scope of works defined in a Contract or Purchase Order;

Contract means the agreement made between APA and the Contractor to execute the works described therein, and includes Purchase Orders or other written agreements.

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

Work Permit means a written instruction entitled “Work Permit” provided by APA (or a Port leaseholder or another Contractor operating on behalf of APA) to the Contractor specifying the conditions under which particular work must be done.
# PORT FACILITIES

The Port Area (Land & Waters) is shown in Attachment B. Major assets owned and managed by APA include the channel, navigation aids, seawalls and berths.

<table>
<thead>
<tr>
<th>Berth 1 plus Berth 1 Extension</th>
<th>General: Berth 1 is aligned with the Transit Shed’s long axis and is located as detailed on the Port plan on the Albany Port Authority website. Berth 1 is used for general use including Cruise Ships, Navy vessels and fertiliser vessels; Berth 1 Extension is the western most berth in the Port and is contiguous with the western end of Berth 1 as detailed on the plan entitled “Albany Port Authority – Pile Bent Locations”; Berth 1 Extension is most often used in the capacity of additional berth length for Berth 1, but it is occasionally used to berth short vessels like rigs; Special Procedures: These apply to restrictions to Contractor activities during unloading of fertilizer in the form of the positioning of spill plates alongside a vessel and hoppers on the berth to receive unloaded product,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berth 2</td>
<td>General: Berth 2 is located next to and east of Berth 1. Berth 2 is used for receival of Fertilizer, fuel and cruise vessels. Special Procedures: These apply to restrictions to Contractor activities during unloading of fuel in the form of electrical isolation and a buffer zone around the vessel;</td>
</tr>
<tr>
<td>Berth 3</td>
<td>General: Berth 3 is located next to and east of Berth 2. Berth 3 is mainly used for exporting grain which is loaded by the CBH ship loader. Break bulk cargo like wind farm components is also received or sent out through this berth; Special Procedures: These apply to restrictions to Contractor activities during fumigation of grain and logs in the form of a buffer zone around a vessel,</td>
</tr>
<tr>
<td>Berth 6</td>
<td>General: Berth 6 is located at the easternmost point in the port and is used for the export of woodchips and biomass. Berth 6 is a dolphin berth with a fixed ship loader owned and operated by Albany Bulk Handling; Special Procedures: These apply to restrictions to activities on the berth during warping of a vessel;</td>
</tr>
</tbody>
</table>
MARINE OPERATIONS

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 shipping movement taking place at a berth, the Contractor and its staff will be required to clear the berth until the shipping movement activity is complete and the “all clear” is given by the mooring supervisor.

In the case of long and/or complex works, APA may enter into an agreement with a Contractor to coordinate contract works with normal port shipping operations. In cases of emergency or necessity the Harbour Master may instruct the Contractor to change work activities for the purposes of facilitating required port operations.

Vessel Security
Contractors using vessels as work platforms are to ensure that such vessels are securely stowed and moored for the duration of the Contractors’ activities. Before the works commence and after completion of the works, if the vessel must be in the water the Contractor must ensure that the vessel is adequately stowed and moored to ensure it does not break free at any time. At the Harbour Master’s discretion the Contractor may be required to move the vessel off the berth during adverse weather events. The Contractor must also ensure that the vessel cannot be readily accessed by vandals, thieves or persons intent on mischief.

Contractors must ensure that any watercraft used are compliant with WA survey requirements and that persons in charge hold appropriate certificates and licences for the craft they are operating.

Depending on the size of the craft, an exemption to operate in the Port may be required to be issued by the Harbour Master (HM) or Deputy Harbour Master (DHM).

Contractors should contact the HM or DHM to clarify requirements.

Oil Spills
In the event of an oil spill Contractors must immediately report the incident to the HM or Environment Manager.

INDUCTION
Personnel employed by the Contractor will be required to participate in induction training provided by Albany Port Authority which covers health, safety, environment and security matters. It is the Contractor’s responsibility to ensure that its employees and all subcontractors have completed an
Albany Port Authority induction. See also Section C “Security”, sub section “Before Commencing Work in the Port” for more information.

Contractors may complete inductions on-line via the APA website http://www.albanyport.com.au

PERSONAL PROTECTIVE EQUIPMENT(PPE) AND CLOTHING

Normal Operational PPE
As a general rule, persons working at Albany port must wear the following:
Mandatory PPE:
- Safety footwear;
- High visibility vest;

Recommended PPE
- Long sleeved shirt;
- Long pants;

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

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. A PFD must be worn at all times when working outside the wooden kerbing on berths 1, 2 & 3, when working on or around fenders on berth 6, when working on finger jetties (excluding transiting), all work under the berths unless on a completed and enclosed scaffold, all work conducted from boats and all mooring activities. Where the risks of wearing a PFD outweigh the risks of not wearing one, alternative measures can be implemented by Contractors in lieu of wearing the PFD provided the person is not working alone. This arrangement must be approved by the Contractor’s supervisor or manager and documented, for example in a JSA.

Additional PPE
In the case of other lease areas Contractors should wear the required PPE required by the relevant leaseholder.

The following PPE in addition to the above-mentioned personal protective equipment and clothing is to be worn by all personnel when working in particular areas of the port.

When these requirements apply signs will be displayed to warn personnel. Note that these are minimal additional requirements and the Contractor may
choose to adopt more or different PPE (of a higher standard). Contractors must always refer to the relevant Material Safety Data Sheet (MSDS) and its hazardous substance risk assessment for guidance on PPE requirements.

The following are typical examples of additional PPE requirements:
- Protective clothing must be worn;
- Dust mask must be worn;
- Hand protection must be worn;
- Eye protection must be worn;
- Hearing protection must be worn;

Safety helmets must be worn:
- Berth 1, 1 Extension, 2 – when overhead lifts or other works are in progress;
- Berth 3 – when loading grain or sand or other overhead work is in progress;
- Berth 6 – when on the jetty at all times; Safety helmets to be worn at all times under ABH ship loader and conveyor system whilst ship loading or maintenance activities are in operation, during stevedoring activities or when overhead hazards exist. (This area is signposted as a hard hat area).

**CONTRACTUAL REQUIREMENTS**
An APA officer will have responsibility for supervising the works. The scope of supervision by the APA supervisor of works shall include ensuring that the Contractor meets the requirements of this handbook.

**OSH Legislation - Jurisdictions**
The Contractor shall inform itself in relation to all Statutory Legislation including Regulations and shall comply with the same governing the work area and the work to be done.

The relevant source of information relating to ports is the Port Authorities Act (WA) 1999 and APA Regulations 2001.

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. When silica sand is being loaded at berth 3, the operation is defined as mining operations and the area encompassing the sand conveyor and ship loader fall under the Mines Safety and Inspection Act 1994 and subsidiary legislation;
2. All berths are subject to the requirements of the Navigation Act 1912 and corresponding Marine Orders for Stevedoring Operations or vessel loading and unloading;
3. The vicinity of the railway line is subject to the requirements of the Rail Safety Act 2010;
4. All areas of the Port are subject to the requirements of the Occupational Health and Safety Act 1994 and subsidiary legislation;

Safety Management Plan
All Contractors working within the Albany port area are required to have a Safety Management Plan unless work is of a minor nature.

Contractors should note that under the Occupational Health and Safety Act, 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.

In cases where work is of a routine or minor nature a Job Safety Analysis (JSA) or other similar hazard identification and control document is suitable along with standard safe work procedures. If a Contractor is in doubt about requirements he should discuss the matter with the APA contact person.

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

Auditing Requirements
A Contractor undertaking major works may be required to have an audit carried out on the implementation of a Safety Management Plan as it relates to the contract works to ensure compliance to all aspects of the submitted Safety Management Plan. APA will advise if and when such an audit would be required.

If an audit were required it must be carried out by a suitably qualified independent auditor or as otherwise agreed between the Contractor and APA. A suitably qualified auditor would be someone who:

- Is accredited to audit to AS/NZS 4801; or
- Is accredited to audit the WA WorkSafe Plan; or
- Holds appropriate Safety Practitioner qualifications, trained by an accepted and registered training organisation; or
- Has similar accreditation to the standard detailed above, as approved by APA;
Site Inspections/Audits
The Contractor shall upon request by APA allow APA representatives access at any time to plant, equipment, personnel and records to enable APA to inspect or audit any aspect of the Contractor’s operations relevant to occupational safety, health and environment.

Managing Hazards and Risks
Contractors must formally identify hazards and risks associated with the work being undertaken and implement appropriate controls. Appropriate documentation known as a “safework document” is required to demonstrate this – examples of appropriate safework documents are 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 JSA; and
- Sign off on the document to show they have been instructed and trained in its implementation;

Work Method Statements for High-Risk Construction Work
Contractors should note that the Occupational Safety and Health Regulations 1996 prescribe that all “high-risk construction work” must have a work method statement. The JSA can serve this purpose, but it must contain information on:

- The high risk construction activity 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 the work safely;

Work classified as high-risk construction work must not be carried out accept in accordance with the work method statement or JSA.

Pre-start and Toolbox Meetings
Contractors are to ensure that Pre-start and/or Toolbox meetings are held on a regular basis and that minutes are taken. A copy of the minutes is to be forwarded to the APA project manager for record keeping purposes.

Insurance and Other Documentation
The Contractor and any 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 Registration;
- Property and Equipment Insurance;
- Professional Indemnity Insurance (where required by APA);
- Third Party Insurance;
- Company Safety and Health and Environment Policy;

The Contractor is to ensure that each insurance policy required by the APA is held with a company authorised to operate as an insurance company in Australia to carry out insurance business in Australia and is approved by APA.

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

The Contractor is required to maintain each policy of insurance required to the amount specified and agreed upon by APA. The Contractor is not to do or permit to be done any act or thing that causes any policy of insurance to become void or voidable.

**Contract Kick-Off Meeting**

The Contractor is to attend a contract kick-off meeting prior to any work commencing on the site. This meeting is to be facilitated by and attended by the APA officer supervising the works. 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.

**PERMITS**

A permit to work must be obtained from APA prior to undertaking any of the following activities within the Port area as defined in Attachment D, with the exception of leased areas which are treated separately (see below), but including port waters and the Main Roads and Brunswick Road road reserves relating to APA assets.

In cases where Contractors perform activities for leaseholders to the APA, Contractors should obtain permission from the relevant leaseholder to perform any activity. Work activities performed for APA leaseholders relating to APA assets may be subject to permits eg. crane lifts from berth 3 for activities relating to CBH ship loader.
### Activities Requiring APA Permits

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Examples of related work activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive Blasting</td>
<td>Any abrasive blasting on any infrastructure, plant and equipment in the port including leaseholders’ assets that are associated with APA assets eg ship loaders</td>
</tr>
</tbody>
</table>
| Cranes Lift       | Any shore based crane lift that involves a lift that is:  
• A multiple crane lift;  
• Over operating facilities where they may endanger personnel;  
• Over or close to power lines;  
• Using a work box (man cage);  
• Exceeding 85% of the rated maximum loads;  
• Over an occupied building;  
• From a berth deck or jetty; or  
• Adjacent to a sheet pile edge;  
• May impact other port users;                                                                                             |
| Excavation        | Any disturbance or removal of earth by digging. This can be by utilising manual means (shovel, spade) or machinery (loader, skid steer vehicle, backhoe or excavator)                                                                                      |
| Fumigation        | Fumigation of a grain or log vessel including in-transit fumigation of cargo.                                                                                                                                                           |
| Hot Work          | 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 or other fire producing or spark producing operations that may increase the risk of fire or explosion. |
| PTW Diving        | Any work carried out below the surface of the water either by a professional dive company, APA 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 equipment. |
| Scaffolding       | Any work that meets the definition of scaffolding according to the relevant Australian Standards.                                                                                                                                       |
| To Work           | All work done under contract, excluding normal, regular operational activities.                                                                                                                                                         |
| Work Afloat       | Any work 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.                  |
| Work at Heights   | All work that takes place involving a person(s) working at a height of greater than the limiting distance above the ground.                                                                                                              |
Activities Requiring Special Procedures

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Examples of related work activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works adjacent to rail</td>
<td>When any work is undertaken within three (3) metres of, above, or on a rail; Contractor to provide a copy of permit to work adjacent to rail (Brookfield Rail regulates)</td>
</tr>
<tr>
<td>Traffic management</td>
<td>Where normal road conditions will be affected; Contractor to provide a copy of traffic management plan where relevant.</td>
</tr>
<tr>
<td>Fuel Transfer (Bunkering)</td>
<td>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. Approval to be obtained from HM or WM.</td>
</tr>
<tr>
<td>Confined Space</td>
<td>Approval is to be obtained from the Port Engineer for any work that could be considered to be in a confined space.</td>
</tr>
<tr>
<td>Building Works</td>
<td>A council permit may be required for building works; it is the responsibility of the Contractor and leaseholder to ensure necessary permits are obtained;</td>
</tr>
</tbody>
</table>

Exceptions

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

APA approval for any type of excavation work is required because of the risk of exposing or damaging critical services including high voltage power or impacting port users. In certain cases an excavation permit would be required. A crane lift permit is always required to ensure that underground services and where relevant, load ratings, are identified (eg CBH or PPT).

Where there is any doubt about the need for a permit, the Contractor should contact APA.

Process for Applying

The Contractor should obtain Permit Application Forms from the APA website (www.albanyport.com.au). Hard copies of Permit Application Forms are also available from the APA Administration Office.

Applications must be submitted by the Contractor to APA at least 48 hours prior to the work being carried out. Applications can be handed in at the Administration Building, emailed to permits@albanyport.com.au or faxed to (08) 9841 7566 during office hours.

Work Permits can be withdrawn by APA without notice if any of the requirements or protocols are not followed by the Contractor.
Responsibilities of Permit Applicant
The Contractor which is issued with the Permit to Work is responsible for ensuring:

1. only skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the Work Permit;
2. all hazards are identified and precautionary work practices are put in place;
3. the Work Permit is available at all times on site for inspection by an APA officer;
4. the work area or equipment is made safe prior to handover, this includes inspection of the area for any hazards and clean-up of waste materials;
5. All plant and equipment has current registration if applicable and is fit for the task being performed.

Southdown Joint Venture (SDJV) – Work on Berth 7
Berth 7 is to be developed by SDJV for the purposes of exporting magnetite.

During the construction phase for berth 7 and related marine works, Contractors are to be employed directly by Southdown Joint Venture (SDJV). APA is in the process of making an agreement with SDJV known as the Infrastructure Agreement detailing SDJV’s obligations in relation to construction works.

In cases where matter were not dealt with by the Infrastructure Agreement then the requirements of this Contractors’ Handbook would apply to SDJV.

Work on Fuel Pipeline or Fuelling Equipment
APA is the owner of the fuel pipeline that links berth 2 with Caltex’s fuel facility on Brunswick Road. Caltex is responsible for maintenance of the fuel pipeline. Where the pipeline and fixtures are located within the Port area the Contractor undertaking works for Caltex is bound by the requirements of this Handbook.

In general Caltex is responsible for issuing required permits for works carried out on the fuel pipeline. In these situations the Contractor must inform APA of the requirements of the permits. The Contractor must obtain an APA permit (as an overarching document) to validate any other permits provided by Caltex to the Contractor. For works carried out on the pipeline situated within the Port area the APA permit requirements apply.

In the event that APA engages a Contractor to undertake maintenance works on the fuel pipeline, the Contractor would be bound by the requirements of this Handbook.
Excavation Work – Dial Before You Dig
Contractors must contact Dial Before You Dig (ring 1100) in addition to contacting APA to ensure that all underground services (some of which may belong to external regulatory bodies) are identified.

Confined Space Entry
All confined space entry is to comply with AS /NZS 2865:2009 Safe working in a confined space.

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.

APA POLICIES AND PROCEDURES
At all times when work within the port area continues the Contractor, its employees and sub-contractors must comply with relevant legislative requirements and APA requirements.

Contractors must check with their APA contact to confirm that they have identified the requirements for undertaking the work activities in the form of policies, procedures and all relevant permits.

If a Contractor should sub-contract any aspects of the work, it is the responsibility of the Contractor to ensure that all relevant information is communicated to the sub-contractor and that the sub-contractor complies with the same.

INCIDENT/ACCIDENT REPORTING
The Contractor must as soon as practicable report to the APA SSO any incident, near miss, loss or damage, injury or accident relating to any person, equipment or property belonging to the Contractor, a third party or the APA. The APA incident reporting form is available from the APA website or in hard copy form from the Administration Office.

HOURS OF WORK
Normal working hours for Contractor activities are 7.30am to 5.00pm Monday to Friday.

Although port operations may continue on a 24 hour basis, restrictions may apply to Contractors’ works for reasons of noise minimisation, port activities or safety considerations.
Contractors may work inside the port at times agreed between the Contractor and APA under the following conditions:

The Contractor is to:
1. conform with all requirements of the WorkSafe fatigue management standards;
2. conform to all noise restriction requirements as laid down in council regulations;
3. comply with WorkSafe requirements for working alone if any worker is required to work alone within the Port;
4. ensure that Contractors’ workers have the ability to contact any required emergency services should the need arise;
5. ensure that Contractors’ workers conform to all security requirements as set out in the Security section of this document;

**ENTRY INTO APA PREMISES**
The Contractor must make arrangements with an APA representative covering entry to the site prior to work commencing on site and covering final departure from the site upon completion of the job.

Persons shall not enter or attempt to enter the site or other APA facilities other than through designated gates or other entrances as directed by the APA officer supervising the works. The Contractor must notify an authorised APA officer before entering the site at the commencement of contract works and thereafter as instructed by APA representatives.

**ALCOHOL AND OTHER DRUGS**
APA is committed to providing the safest possible workplace and as part of this policy APA employees are expected to be free from the influence of alcohol or other drugs whilst at work.

Contractors must be free from the influence of alcohol or other drugs whilst working for APA or when on an APA site.

APA undertakes random tests for alcohol and/or drugs on all persons entering or working within the port area.

Persons found to be under the influence of alcohol or drugs as defined in the “Albany Port Authority Drug and Alcohol Policy – April 2010” will be instructed to stop work and leave the port area. Contractors would be responsible for the well being of personnel who fail alcohol or drugs tests.

All persons entering the APA secure area must comply with the APA Drug and Alcohol Policy (copies available from APA).
SMOKING
APA smoking policy specifies that there is no smoking:
- inside any Port Authority buildings (including amenities, workshops, offices etc;
- inside any Port vehicles, including boats, forklifts, cranes etc;
- within 5 metres of an entrance to any building;
- within 5 metres of any open window to a building;
- on berth 3 when a grain ship is loading;
- on berth 2 when there is a petroleum tanker discharging;
- anywhere that signage indicates it is prohibited.
Cigarette butts must be disposed of in a suitable receptacle and not thrown onto the ground, gardens, or into the water.

MINE SITE REQUIREMENTS
Areas within Albany 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 to activities within these areas. A mine site has a number of specific requirements when compared with the Occupational Health and Safety Act 1984, most notably in relation 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:

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

When operating on a mine site the Contractor must comply with any directions of the Mine Manager for the site.
SECTION B – SAFETY REQUIREMENTS

PLANT VEHICLES AND EQUIPMENT

Licences, Certificates of Competency
All personnel working on an APA site are to have current Licences, Certificates of Competency, Certificates 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 licences, certificates or proof of training are to be supplied to the APA SSO when Contractors’ personnel carry out the APA induction or; provided to the APA contracting Officer at the “kick off meeting” also attended by the SSO.

Vehicles Plant and Equipment
Only vehicles, plant and equipment required for the execution of the works are allowed on the site or work area.

All vehicles entering an APA site are to be correctly registered, licensed, insured and certified for the operations they will be carrying out. This requirement covers cranes, forklifts, loaders, tractors, trucks, work vehicles, scissor lifts, snorkel lifts, skid steer loaders and any other vehicle brought onto the site for the duration of the work.

Vehicles other than personal vehicles and mobile plant and equipment are to:
1. have fully comprehensive insurance;
2. meet the requirements of the Road Traffic Act 1974 (as amended);

Cranes are to carry a current copy of the Certification of Inspection for Classified Plant (WorkSafe WA). This Certificate is to be shown to the APA officer supervising the works.

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.

If vehicles, plant or equipment that in the opinion of the APA supervisor are unsafe or unserviceable the Contractor must stop the relevant vehicle, plant or equipment from working and arrange for an inspection and report on the condition of the vehicle, plant or equipment to be provided to the APA supervisor. The inspection shall be carried out and a report provided by a qualified machinery agent or mechanic.

Contractors, their employees and sub-contractors are not allowed to ride on mobile equipment or vehicles not fitted with approved safe passenger
accommodation. If driver restraint devices are fitted to the plant, then the driver must wear them.

The Contractor must obtain permission from the APA supervisor to use any APA owned vehicle, plant or equipment. In an emergency, Contractors, their employees and sub-contractors are allowed to operate APA owned vehicles, plant or equipment, but only to move them to safety.

**Explosive Power Tools**
In cases where personnel of Contractors or sub-contractors use explosive powered tools those personnel must be trained in the use of those tools. The user must hold the appropriate licence for the particular tool or be able to prove that he has been trained in the use of the tool (eg through the provision of documentary evidence)

Eye and hearing protection shall be used in all cases when using explosive power tools. PPE shall include a full-face shield. Other workers in the vicinity may also be subjected to a hazard, therefore the Contractor must include for this risk in any JSA and if warranted must notify the APA supervisor of the works of the requirement for similar standards of PPE.

**Machine Safety Guards**
As a general rule machinery is not to be run with any guards removed. The Contractor shall not remove any safety guard on any machine unless authorised to do so by the APA officer supervising the works. If a guard is removed the Contractor must ensure that it is securely replaced on completion of the job. Isolation and tagging procedures are to be applied in cases where any guard is removed.

**Isolation and Tag Out of Valves and Tanks**
When work is required on valves and tanks Contractors must carry out Valve and Tank Tag Outs using correct procedures at all times. Contractors are to ensure that their employees and sub-contractors are aware of and implement these procedures.

The Contractor is to advise the APA officer supervising the works if any tanks or valves are to be left open while the Contractor is off site for any length of time.

**Isolation and Tag Out of APA Equipment**
APA maintains procedures for tagging out of equipment and electrical circuits. Contractors are to consult with their Port Supervising Officer to obtain copies of these procedures, if required, prior to commencement.
Fuel Pipeline
Caltex is the terminal operator for fuel transfer activities. Caltex or its subcontractor is to provide details of its procedures and any checklist prior to operation and following the completion of fuel transfer operations.

Heavy Machinery on Berth
**Berths 1 (including 1 Extension), 2 & 3**
Berths 1 (including 1 extension), 2 and 3 are comprised of reinforced concrete decks supported on beams which in turn are supported on piles driven into the seabed.

Similarly, the axle load of a conventional four-axle trailer must not exceed 12 tonnes when it is travelling on any of the berths.

Fork lifts which operate on any of the berths are also subject to restrictions on wheel loads.

Suitably configured platform trailers may be used to transport heavy loads on these berths as long as they are first assessed by the Port Engineer.

**Berth 6**
Berth 6 is a dolphin berth and access to the dolphins is restricted by the capacity and width of access ways. Cranes must operate from the back of the seawall.

Hand, Air and Electrical Tools
All tools must be fit for purpose and electrical tools must be tested and tagged prior to bringing on site.

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

Air line 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.

Pressure Vessel Compliance
All pressure vessels shall comply with Worksafe WA Regulations in relation to inspection and testing. The Contractor is to provide copies of the Pressure Vessel Compliance Certificates to the SSO when such equipment is brought onto site.
Air Supplied Respiration Equipment
Marks, filters, safety cut-outs, dead man valves or switches, hoses and couplings are to be safe, properly maintained and operated in the correct manner. The correct PPE is to be worn at all times while operating air supplied respiration equipment.

CRANES

Crane Requirements
Contractors must obtain Crane Lift permits for crane lifts.

All cranes used on APA sites are to be used in a safe and correct manner, as specified by WorkSafe WA and as laid down in the manufacturer’s manual. Crane drivers, riggers and doggers are to be appropriately licensed. Proof of such licences may be requested by the APA supervisor prior to the commencement of the work.

For shore based crane lifts on berth 1 (including 1 Extension), 2 and 3 steel mats, supplied by the APA, must be placed under each crane outrigger in order to spread the outrigger load over a wide area of deck.

Any truck-mounted mobile crane which undertakes a lift on any of these berths is subject to the following restrictions:
1. Axle loads are limited;
2. Outrigger loads must not exceed a limiting value;
3. Steel mats, supplied by the APA, must be placed under each crane outrigger in order to spread the outrigger load over a wide area of deck;

Crane Lift Permits
Because there are restrictions on loading of berths 1, 2 and 3 and operational restrictions apply to berth 6 it is necessary for Contractors to obtain Shore Based Crane Lift permits for any crane lifts required on all berths.

The Contractor should refer to the information about Crane Lifts in the section on Permits and the following details about crane usage at Albany Port.
APA Land backed berths 1, 2, & 3 - Maximum allowable loads from mobile crane axle loads and truck mounted crane outrigger loads

<table>
<thead>
<tr>
<th>Berth 1 Mooring Extension</th>
<th>Berth 1 Extension</th>
<th>Berth 1 &amp; Extension</th>
<th>Berth 1</th>
<th>Berth 1 &amp; 2</th>
<th>Berth 2</th>
<th>Berth 2 &amp; 3</th>
<th>Berth 3</th>
<th>Berth 3 Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Activities</td>
<td>Access to small boat landing</td>
<td>Fertilizer Import</td>
<td>NO CRANES</td>
<td>Fertilizer Import</td>
<td>NO CRANES</td>
<td>Fuel Imports</td>
<td>NO CRANES</td>
<td>Grain Exports</td>
</tr>
<tr>
<td>From Chainage</td>
<td>00m</td>
<td>12m</td>
<td>40m</td>
<td>42m</td>
<td>208m</td>
<td>242m</td>
<td>381m</td>
<td>383m</td>
</tr>
<tr>
<td>To Chainage</td>
<td>12m</td>
<td>40m</td>
<td>42m</td>
<td>208m</td>
<td>242m</td>
<td>381m</td>
<td>383m</td>
<td>579m</td>
</tr>
<tr>
<td>Maximum Truck Crane Outrigger Load</td>
<td>30t</td>
<td>30t</td>
<td>30t</td>
<td>30t</td>
<td>50t</td>
<td>60t</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum setback for centre of seaward outriggers from fenderline</td>
<td>3.2m</td>
<td>3.2m</td>
<td>3.9m</td>
<td>3.9m</td>
<td>3.9m</td>
<td>3.9m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum setback for centre of landward outriggers from fenderline</td>
<td>9.6m</td>
<td>9.6m</td>
<td>11.2m</td>
<td>11.2m</td>
<td>No restriction</td>
<td>No restriction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Mobile Crane Axle Load</td>
<td>10t</td>
<td>10t</td>
<td>7.6t</td>
<td>7.6t</td>
<td>17t</td>
<td>17t</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum setback of centreline of front axle from fenderline</td>
<td>2.8m</td>
<td>2.8m</td>
<td>3.3m</td>
<td>3.3m</td>
<td>3.45m</td>
<td>3.45m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td>Drive through with road legal loads only.</td>
<td>Drive through with road legal loads only.</td>
<td>Drive through with road legal loads only.</td>
<td>Priority to grain shipping</td>
<td>Priority to grain shipping</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APA requires the wharf deck load capacities to be assessed against the possible loads imposed by all cranes proposed to operate on the wharf by the ports Structural Engineer. Most locally operated cranes available through the local crane hire companies have already been assessed. On average it costs approximately $5000 to partly assess a truck mounted crane, and $4000 to almost fully assess a mobile crane, depending on the level of permutations of boom length and counterweights available. This assessment could take up to 2 weeks to complete depending on the availability of the Structural Engineer. Cranes that have already been assessed by the Structural Engineer are then able to have individual lift permits assessed by the Wharf Manager or Port Engineer within an hour, depending on notice given. Cranes that have not been assessed may be able to have individual lifts assessed by the Structural Engineer, each assessment of which can cost between $1500 to $2000 for each individual lift. If a crane other than those already assessed is proposed for use, the APA may wish to recover the assessment costs from the applicant. It is therefore preferable that only cranes that have already been assessed by the Structural Engineer be used.

**List of Cranes Models already assessed (and available locally)**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Maximum Capacity (t)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linmac</td>
<td>10-16</td>
<td>10</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Linmac</td>
<td>LM12</td>
<td>12</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Terex Franna</td>
<td>AT12</td>
<td>12</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Ranger</td>
<td>AT15</td>
<td>15</td>
<td>4 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Terex Franna</td>
<td>AT16</td>
<td>16</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Terex Franna</td>
<td>AT18</td>
<td>18</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Terex Franna</td>
<td>AT20</td>
<td>20</td>
<td>3 part hydraulic boom, articulated</td>
</tr>
<tr>
<td>Terex Franna</td>
<td>Mac25</td>
<td>25</td>
<td>TBA</td>
</tr>
<tr>
<td>Kato</td>
<td>NK-450</td>
<td>45</td>
<td>3 part hydraulic boom, truck mounted</td>
</tr>
<tr>
<td>Liebherr</td>
<td>LTM 1050-3.1</td>
<td>50</td>
<td>TBA</td>
</tr>
<tr>
<td>Kato</td>
<td>NK-550 VR</td>
<td>55</td>
<td>5 part hydraulic boom, truck mounted</td>
</tr>
<tr>
<td>SCC new one</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Liebherr</td>
<td>LTM 1070-4.2</td>
<td>TBA</td>
<td>6 part hydraulic boom, truck mounted</td>
</tr>
<tr>
<td>Krupp</td>
<td>KMK 4080</td>
<td>TBA</td>
<td>5 part hydraulic boom, truck mounted</td>
</tr>
<tr>
<td>Liebherr</td>
<td>LTM 1100-5.2</td>
<td>TBA</td>
<td>6 part hydraulic boom, truck mounted</td>
</tr>
<tr>
<td>Liebherr</td>
<td>LTM 1130-5.2</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Barricades
In cases when a JSA deems it to be appropriate, proper barricading is to be erected around the swing radius of cranes and other lifting equipment.

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

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

All slings are to conform to Australian Standards, are to be certified and in good condition. The APA supervisor of 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 (or sent to the third world).

Licensed riggers or doggers must 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 (PPE) at all times.

OTHER GENERAL SAFETY MATTERS

Speed Limit
The maximum speed limit on all APA sites is 30 km/hr unless otherwise signposted and all road rules apply. Any Contractor, their employees or sub-contractors who contravene this speed limit may be given an infringement notice or be removed from and barred from, the site.

Working at Heights (permit required)
All work carried out at heights will be governed by WorkSafe WA regulations and all appropriate Australian 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, Contractors are to ensure that all tools and equipment are to be correctly and adequately restrained and
secured. Where required by WorkSafe WA, kickboards must be utilised to ensure nothing can fall to the ground.

**Scaffolding (permit required)**
All scaffolding used on APA sites or for APA works, is to comply with legislated standards and regulations and with WorkSafe Regulations at all times. The erection and dismantling of all scaffolding is to be undertaken by an appropriately qualified scaffolder.

**First Aid**
A Contractor is to have at least one person available who is trained in first aid; Contractors are to provide and maintain their own first aid equipment. If an emergency occurs and the Contractor does not have access to a qualified first aider, the Contractor should call the Port Emergency Number on (0488 929 095) and report to the Security Staff the details of the situation.

The Contractor is to note the location of the nearest first aid room and if appropriate transport any injured person there for medical attention.

APA has a number of trained personnel on site and may be able to assist the Contractor. Always dial 000 if medical attention is known to be required.

**Hazardous substances**
The Contractor must maintain on site for the duration of the works Material Safety Data Sheets (MSDS) for any hazardous substance or dangerous good and copies of risk assessments conducted on the use of these goods.

The Contractor must ensure that their employees and sub-contractors adhere to the requirements of any MSDS including storage and handling requirements.

Contractors, their employees and sub-contractors are to avoid contact with dust, fumes, gas or vapours relating to any known hazardous substance or dangerous good. The correct PPE is to be provided by the Contractor and worn by Contractors’ personnel in the event that such hazards may be or are encountered.

**Safety Hazards**
Any hazards encountered by Contractors, their employees or sub-contractors are to be reported to the APA supervisor of the works or the SSO as soon as practicable after sighting of the hazard. If warranted, barriers are to be erected to make the situation safer or a person placed on watch until the hazard has been neutralised.
Pedestrian Safety
Contractors, their staff and sub-contractors are to 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.

Safety Signs
Contractors are to take into account the safety of other port users in the development of JSA’s for work activities. In cases where work sites are identified as potentially hazardous to normal port users the Contractor must erect safety signs and/or barriers to identify work site hazards and to delineate unsafe areas. Such signage and barricades have the purpose of protecting the safety of both workers and port users.

All signage and barricades erected for the purposes described in this clause are to be preserved and maintained at all times. No person including Contractor personnel is to recklessly or in any way intentionally interfere with or misuse any device provided in the interests of health and safety.

Horseplay
Horseplay, practical jokes and skylarking are not allowed at any time on a APA site.

Ladders
All ladders used on an APA site are to conform to WorkSafe WA regulations and requirements. Ladders are to be used in accordance with correct procedures and are to be maintained in a safe and correct manner.

Amenities
Contractors are at all times to provide for the general health and hygiene needs of their employees and sub-contractors’ employees as required by WorkSafe WA. Amenities must be provided to workers in accordance with WorkSafe requirements.

**ELECTRICAL SAFETY**

General Electrical Safety

No electrical wiring or equipment belonging to APA must be dismantled or removed from site unless authorised by the APA supervisor of the works.

All power tools used by the Contractor must be double insulated and a residual current device used. Equipment must be in good condition and must be within the validity period of testing (3 months in most cases).
Contractors’ extension cords and leads must be in good repair at all times. Electrical leads are to be placed so as to avoid mechanical damage; where possible to do so placement overhead is recommended. If not possible then additional means should be used to protect leads. Under no circumstance are electrical leads to be placed on the ground across roadways; leads must be run as supported aerial leads or buried underground.

The following devices are not allowed to be used on site:
1. electrical socket outlet adaptors;
2. board adaptors;
3. double adaptors; and
4. any other multiplier other than power boards fitted with an RCD;

**Overhead Powerlines**

Care must be taken when working under overhead powerlines or in a powerline corridor (area under an overhead powerline or the area of 10 metres on each side of the powerline).

The Mines Safety and Inspection Regulations 1995 and the Occupational Health and Safety Regulations 1996 prescribe slightly different requirements for working under overhead powerlines, so it is important the Contractors understand whether or not work is classified as work on a mine site.

Minimum clearances are specified in Table 1. In addition to the clearances allowances must be made for possible sag and swing of the line. Where Contractors operate vehicles or machinery 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>
<thead>
<tr>
<th></th>
<th></th>
<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>1 metre</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 &lt;=33,000 volts</td>
<td>2.3 metres</td>
<td>2.5 metres</td>
</tr>
<tr>
<td>&gt;33,000 but &lt;=66,000 volts</td>
<td>2.5 metres</td>
<td>3 metres</td>
</tr>
<tr>
<td>&gt;66,000 but &lt;=110,000 volts</td>
<td>3 metres</td>
<td>6 metres</td>
</tr>
<tr>
<td>&gt;110,000 but &lt;=220,000 volts</td>
<td>4 metres</td>
<td></td>
</tr>
</tbody>
</table>

¹ On a non-mine site the minimum clearances specified in Table 1 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.
On a mine-site these clearances can be reduced where:
- vehicles or machinery move in a defined path eg 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 AS3007.2 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 clearance in Table 1 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 mine sites, refer to the Part 5 of the Mines Safety Inspection Regulations and to AS3007.5-2004 Electrical Installations- Surface Mines and associated processing plant – Operating requirements.

You should consult with the site’s electrical supervisor if the site is a mine site or otherwise with APA’s electrical supervisor (contact details at front of handbook).

**Isolation and Lock-out**

Contractors, their employees and sub-contractors are to ensure that isolation and tag-out procedures are used at all times. Any failure by the Contractor, his employees or sub-contractor to tag out equipment, circuits or machinery correctly could lead to the APA supervisor of works dismissing the Contractor from the site.

If the Contractor requires any APA equipment or services to be isolated, the Contractor should contact APA’s Works Supervisor who is an Authorised Isolator. The Authorised Isolator will ascertain the proposed scope of works in order to identify all suitable isolation points. If there are no written procedures relating to the task, the Contractor shall prepare a Job Safety Analysis (JSA) 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 that could cause personal injury, damage to the plant or equipment or release of contaminant. An Authorised Isolator’s “Personal Isolation Lock” and “Personal Danger Tag” will be the first installed and the last removed in the case of all isolation activities.
Mine Site Electrical Installations and Equipment
All electrical installations and equipment must be in accordance with AS 3000 Electrical Installations – Wiring Rules.

Where Contractors ensure that the design, construction testing of any electrical equipment to be installed in a hazardous area is 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.

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.

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 Mines Safety and Inspection Regulations 1995.

Log Book – Electrical Work on Mine Site
All electrical installation work on a mine site is to be recorded in the mine’s 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 site;
- main switches provided at the mine site;
- 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.

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.
HOUSEKEEPING

Tidy Workplace
The Contractor is to keep work areas 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 rubbish and debris generated by construction activity. Storage areas are to be kept clean, and the 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 APA equipment, materials and tools are to be removed from the site. The site is to be left free of scrap, rubbish and other debris prior to handover to APA.

Storage of Tools and Equipment
Under certain circumstances the APA 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 APA officer supervising the works will designate a storage area for the Contractor’s use. The APA will take no responsibility for the tools and equipment stored on its sites.

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 Contract kick-off meeting and the Contractor is to make sure all personnel are aware of them.

Work activities should be conducted in such a manner as to preclude the potential for fire hazard or fire itself. 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.
During the “No Burning” and “Restricted Burning/Permit” period between 1 November and 28 April the Contractor must observe the relevant procedures relating to naked flames and potential for causing fires. In certain circumstances when the risk of fire is at or above “Very High”, Contractors are required to provide additional fire fighting equipment.

It is most important for Contractors to remain observant and if they notice that a fire has started anywhere within the immediate area of the Port, the Contractor should report the matter to the SSO.

WORK SITE BARRICADING AND SIGNAGE

Barricading
If a Contractor’s JSA or an inspection by the Contractor or the APA supervisor of the works finds that it is necessary to lace protection around a work area or to physically isolate a section of the site, barricades and or signage must be erected that complies with the correct standards of WorkSafe WA or the relevant Australian Standard or Code of Practice.

Appropriate Warnings
The Contractor is to prominently display appropriate warnings and set up correct barriers as required by WorkSafe WA. This requirement applies for works at any level ie above ground level, at ground level and below ground level.

In-ground Openings
All floor openings or excavations are to have appropriate barriers in place that conform to legislative requirements.

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 degassed and declared gas free.

HYDROCARBON AND OTHER HAZARDOUS MATERIALS SPILLS

Contractors should carry out the following actions if it is safe to do so, on discovering or being involved in a spill of petroleum product or other toxic substance;

- If possible stop or 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 machinery in the vicinity of the spill is switched off;
• Call APA Emergency no. 0488 929 095 and advise location, type of spill, product quantity and persons involved.

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

APA 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

GENERAL SECURITY POLICY
The APA will endeavour to protect the security of all of its property, infrastructure, operations and people as well as the ongoing protection of international maritime transport. All persons and organisations wishing to access the Port are required to adhere to the rules and regulations set out in the APA Port Security Plan, the Maritime Transport and Offshore Facilities Security Act (2003) and the MTOFS Regulations (2003), as well as the Port Authorities Act (WA) 1999.

RATIONALE FOR MARITIME SECURITY
The Australian Commonwealth 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.

SECURITY ACTS, REGULATIONS AND CODES

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.

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

Security arrangements in place at Albany port include:
1. A Port Secure Area has been established protected by a security perimeter fence (see plan at Attachment C);
2. Automatic gates provide controlled and limited access to the port secure area;
3. Personalised security card access system operates the gates;
4. Closed circuit television is used for monitoring purposes;
5. Port security staff are trained in the undertaking of security duties and managing the implementation of port regulations through infringement notices;
Security Plan
Albany Port is a security regulated port as defined in the Maritime Transport & Offshore Facilities Security Act 2003.

APA has implemented a Maritime Security Plan which is approved by the Department of Infrastructure and Transport – Office of Transport Security.

BEFORE COMMENCING WORK IN THE PORT

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.

Maritime Security Identification Card
From 1 January 2007, the Australian Government requires anyone working within the secure areas of a port, ship or offshore oil and gas facility to hold and display an MSIC.

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

Having an MSIC does not automatically entitle a person to entry to any or all security zones but it does show that the holder has successfully completed the background checking process required to enter these zones. The holder would also need to have a genuine work-related reason to be inside the secure zone.

Application for an MSIC
APA is an authorised Issuing Body for MSICs and can issue MSIC’s for people wishing to access Albany Port to conduct legitimate business activities. Application forms are available from the APA or can be downloaded from the website www.albanyport.com.au.

Call the Albany Port Authority MSIC issuing Officer on 08 98 929000 to arrange a time to lodge your application, along with the relevant documentation.

Further information on the requirements for applying for an MSIC can be obtained from the Albany Port Authority website or by calling the administration centre on the above telephone number.

The process of applying for an MSIC can take several weeks so please ensure applications are lodged in a timely manner.
ONSITE SECURITY REQUIREMENT

Access to the Port Secure Area
Personnel must have an MSIC issued to them in their possession to gain entry into the Port. Persons entering the port secure area must obey all the rules and regulations whilst inside the Secure Zone, as detailed in the various documents, procedures and as highlighted in discussion at inductions.

Wearing the MSIC
All personnel inside the Port Secure Area must display their card correctly at all times as per part 6.07J of the Maritime Transport and Offshore Facilities Security Regulations 2003. Failure to properly display an MSIC can be punishable with a $550 fine. Any person not carrying their card will be escorted from the Port area.

Visitors
All visitors to Albany Port are required to complete the on-line visitor induction prior to coming on site.

All visitors are to be escorted at all times by an MSIC holder who will be responsible for their conduct whilst inside the Port Security Zone.

Permission must be sought from the APA before bringing visitors on site and the visitors names and reason for visiting must be supplied to the Safety/Security Officer.

All visitors are required to wear the minimum APA personal protective equipment (i.e. Hi Visibility vest and sturdy enclosed shoes)

SECURITY LEVELS – ISPS CODE LEVELS
SECURITY LEVEL 1 - Normal
This is the level at which standard security measures shall be maintained

SECURITY LEVEL 2
The level for which appropriate additional security measures may be implemented for a period of time as a result of heightened risk of a security threat.

At this level, some additional security measures may be implemented and access to the port Secure Area may be limited for some personnel. Vehicle inspections would be increased to include all vehicles. Other necessary security arrangements may be implemented.
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.

CONCLUSION ON SECURITY
Every person entering the Port has some responsibility for preserving the integrity of Port Security. All actual or suspected security incidents are to be reported to Port Security Personnel as soon as possible.

Incidents could include, but are not restricted to:
1. Unusual or unexpected personnel in the Port Secure Zone;
2. Equipment out of place or having the appearance of having been tampered with;
3. Unusual items observed in odd places (briefcase left lying on the wharf, suitcases tucked away in corners);
4. Someone with a camera taking photographs and possibly taking notes;
5. Fences or gates having been tampered with or cut;
6. Locks broken;
7. Security gates being left open;
8. Unauthorised boats entering the Port Marine Security Zone;
9. Person(s) in a vehicle acting suspiciously;

It is critically important to the security of Albany port that all Contractors pay attention to detail in relation to security.
SECTION D – ENVIRONMENTAL REQUIREMENTS

OVERVIEW OF THE ENVIRONMENTAL MANAGEMENT APPROACH

Albany Port is a working port, mostly, located in and around Princess Royal Harbour and it forms part of the Albany environment. Princess Royal Harbour is one of six gazetted waterways that comes under the direct management of Department of Water (DoW). APA works with DoW to help preserve the high environmental values of the harbour’s waters. Generally, the activities carried out on port land are covered by the Environment Protection Act, 1986 that is implemented by the Department of Conservation and Environment (DEC).

APA actively supports the regulators, both, the DoW and the DEC in carrying out inspections and monitoring of activities that occur within port areas under their various legislative instruments.

ENVIRONMENTAL COMPLIANCE REQUIREMENTS

Licencing Arrangements
The DEC may licence operators on the basis of the products that they store and handle and their operational activities.

Some products are identified by government and business as Dangerous Goods. Such goods are defined as Dangerous Goods because of their potential to affect human health and safety and/or cause damage to the environment in the event of mishandling and/or incidents or accidents.

Management of such goods is achieved through the identification of such goods in a schedule included in Dangerous Goods Safety Act 2004, administered by the Resources Safety Division of the Department of Mines and Petroleum (DMP). The Dangerous Goods schedule is revised from time to time. Fuel is an example of Dangerous Goods the DMP Regulations are either subject to licence conditions or to the conditions detailed in the relevant legislation or codes.

Operators and contractors that carry out works at Albany port have responsibilities to manage all products including Dangerous Goods in such a way that there are no detrimental affects on the health of their employees or third parties and that there is no damage to the environment.

The greatest control of environmental aspects of port activities is in the form of DEC regulations. In cases in which it deems it necessary to do so, APA requires contractors and operators to have documented environmental management plans to comply with all such aspects.
Environmental Law
There are many acts of legislation that apply to Contractors’ activities or operations including:

1. Environmental Protection Act, 1986;
2. Environmental 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;
5. Management of Sewage Discharges from Vessels into the Marine Environment;
6. Litter Act 1997;
7. Health Act 1911;
8. ANZECC Guidelines, 2002;
9. Contaminated Sites Act 2006;

APA Environmental Procedures
Procedures relating to various operations have been compiled and approved by the Albany Port’s Chief Executive Officer. Some of these procedures relate to minimising environmental impact and Contractors must adhere to them at all times. Contractors should speak with the APA Environment Manager to identify any specific procedures that apply to work that is proposed.

Hazardous Substances
If a Contractor plans to store any hazardous substances or dangerous goods on site, it should present an MSDS to APA’s Environment Manager for review and approval. Some products are particularly toxic to the marine environment and should be substituted for more suitable products.

Pollution Not Tolerated
Pollution will not be tolerated within the Port area. This includes contaminated stormwater runoff. The Contractor must ensure that it has measures in place to collect any waste product or materials and to ensure that any runoff will not become contaminated.
ENVIRONMENTAL INCIDENTS AND REPORTING

Contractors are required to report all environmental incidents to the APA Environment Manager. The Environment Manager will assess the circumstances of the incident and may require the Contractor to provide further details in the form of a report. The Contractor is responsible for all clean up activities that may be required to restore the site to its previous condition.

ABRASIVE BLASTING

As required under Environmental Protection (Abrasive Blasting) Regulations 1988 abrasive blasting operators must have up to date registration with DEC. Registered contractors wishing to undertake abrasive blasting at the port must also obtain an Abrasive Blasting Permit from APA. The permit requires the Contractor to state the details of methods of control of dust, shrouding and spillage and outlines the APA’s requirements for over-water abrasive blasting. The Contractor should refer to and complete the abrasive blasting checklist and approval permit for information about how to obtain approval for abrasive blasting work. Copies of the checklist/permit are found in the Permits Section.

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 waste).

Quarantine waste receptacles are provided to ships for disposal of their rubbish. Quarantine rubbish bins are blue and appropriately marked. It is an offence to interfere with quarantine waste or to use receptacles for any other purpose. Quarantine waste is managed by an accredited Quarantine waste contractor.

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 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.

DUST, NOISE & ODOUR EMISSIONS

There are a range of requirements relating to emissions management that are dependant on the size, scale, location and timing of the proposed activities. If the proposed activities are likely to have any substantial emissions then the contractor should contact the Environment Manager to discuss the matter and required management arrangements prior to commencement of any such work.
ATTACHMENT A – OSH POLICY
OCCUPATIONAL HEALTH & SAFETY

POLICY STATEMENT

The Albany Port Authority facilitates trade through the Port of Albany and plays a key role in international trade between exporters in the Great Southern Region and their international customers. The Port is a major exporter of grain and woodchips and also facilitates trade in mineral sands and biomass fuel pellets.

This policy recognises that the health and safety of all employees and contractors within the Albany Port Authority is the responsibility of the Authority’s management and that this organisation is committed to providing a work environment that is, as far as reasonably practicable, free of hazards that may cause personal injury.

In fulfilling this responsibility, the Albany Port Authority is committed to the guiding principles of Australian and New Zealand Standards AS/NZS 4801:2001 Occupational Health and Safety Management Systems, to ensure the promotion and constant improvement of Safe Working Procedures, safety awareness and a commitment to safety by all Port users through:

Identifying and mitigating hazards involved with the operational running of the Port; and

- Ensuring relevant safe practices and procedures are developed and maintained through consultation with the workforce; and
- Ensuring compliance with relevant Occupational Health and Safety Legislation, Standards, Codes of Practice and Guidelines; and
- Ensuring appropriate emergency procedures are in place and that all staff are aware of them and regular drills are conducted; and
- Providing adequate information, training and supervision for all employees to enable them to work in a safe manner; and
- Ensuring an appropriate reporting and investigation procedure is in place for hazard identification and incident/accident reporting; and
- Providing appropriate Personal Protective Equipment (PPE) to meet the relevant needs of the workplace; and
- Providing measurable objectives and targets to ensure continual improvement in regard to prevention of work related injury; and
- Providing consultative opportunities for all staff through regular meetings and open lines of communication.
- Provide an Injury Management and Return To Work policy for all staff.
The Board, Chief Executive Officer and senior management of the Albany Port Authority are responsible for the implementation and monitoring of this policy.

All staff of the Albany Port Authority have a responsibility to display a commitment to all elements of the Safety Management System.

______________________________________  __/__/____
Brad Williamson, CEO  ____/____
ATTACHMENT B – PORT AREA (LAND & WATERS)
ATTACHMENT C – PORT SECURE AREA
This map shows the boundaries of the security regulated port for the purposes of the Maritime Transport & Offshore Facilities Security Act 2003. The map is not intended for navigational purposes. Further information can be obtained from the Office of Transport Security (OTS), GPO Box 594, Department of Transport & Regional Services, Canberra ACT 2601, or phone the OTS Operations Centre on 1300 307 288.

Boundary descriptions are intended to help clarify the related Security Regulated Port Boundary map. In the event of inconsistency between the written description and the map, the map prevails.

SCALE 1:25 000 (approximate)
Geographic Projection, Datum WGS84
Port of Albany
Security Regulated Port Boundary
This map shows the boundaries of the security regulated port for the purposes of the Maritime Transport & Offshore Facilities Security Act 2003. The map is not intended for navigational purposes. Further information can be obtained from the Office of Transport Security (OTS), GPO Box 594, Department of Transport & Regional Services, Canberra ACT 2601, or phone the OTS Operations Centre on 1300 307 288.

Boundary descriptions are intended to help clarify the related Security Regulated Port Boundary map. In the event of inconsistency between the written description and the map, the map prevails.

05-113-187
ATTACHMENT D – PORT SECURE AREA – APA PERMIT REQUIREMENTS

- In port area bounded by the red line APA permits are required by Contractors contracted to APA;
- Copies of permits that leaseholders require of Contractors for works within the Port Secure Area must be provided to APA (relates to ABH, CBH; Austsand);
ALBANY PORT LAND USE PLAN 2010

PLAN 2
LEASE AREAS

Lessee Area

Port Secure Area
Permits

PLEASE REFER TO TABLE 4.3 OF THE REPORT FOR LEASE AREA DETAILS
ATTACHMENT E – SAMPLE WORK PERMITS
This document must be lodged with, and approved by, the Albany Port Authority before contractors can conduct non-routine work on site. Non-routine work performed by contractors must be planned so that hazards are identified and control measures put in place to protect personnel, plant and equipment and the environment. Please refer to the Contractors Handbook to clarify the meaning of Non Routine.
Non-routine work may include, but is not limited to: excavation, hot work, diving operations, construction, scaffolding, confined space work, abrasive blasting and any work under the berths.
Please contact the APA if you are unsure as to whether you need a permit.

Section 1: Application Details

<table>
<thead>
<tr>
<th>Contractor’s Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Company Name</td>
<td>Date</td>
</tr>
<tr>
<td>Company Phone#</td>
<td>Mobile</td>
</tr>
<tr>
<td>APA Representative</td>
<td>Work Order</td>
</tr>
</tbody>
</table>

Section 2: Description of Scope of Work (include times and location)


Section 3: Checklist of Permits or Procedures to be completed

Please tick the appropriate boxes to show consideration of necessary procedures, refer to Contractors Handbook if unsure.

<table>
<thead>
<tr>
<th>Procedures</th>
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<tbody>
<tr>
<td>1 Isolation &amp; Tag Out Procedure?</td>
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<tr>
<td>2 Job Safety Analysis (or equivalent) Completed?</td>
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<tr>
<td>3 Port Inductions Completed?</td>
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<td>4 All staff have MSIC’s as required?</td>
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<td>5 Will Traffic Management be required?</td>
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Activity

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1 Confined Space – Contractor to provide</td>
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<tr>
<td>detailed plan as per Australian Standard 2865-</td>
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<td>2009</td>
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<tr>
<td>2 Excavation – see APA Excavation Permit</td>
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<td>3 Hot Work – See APA Hot Work Permit</td>
<td></td>
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<tr>
<td>4 Working at Heights - APA Working At Heights</td>
<td></td>
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<tr>
<td>Permit</td>
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<tr>
<td>5 Crane Lift – APA Lift Permit</td>
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</tr>
<tr>
<td>6 Diving – See APA Dive Permit</td>
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<tr>
<td>7 Abrasive Blasting – See APA Blasting Permit</td>
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Section 4: Applicant’s/Contractor’s Regulatory Requirements

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</tr>
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</table>

Section 5: Contractor Representative Statement of Acknowledgement

I acknowledge the requirements of the Albany Port Authority to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.

Company Representative Signature

Date & Time

Position in Company

Section 6: APA Representative Statement of Acknowledgement (APA Use Only)

I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed in Part 7 below.

APA Representative Signature

Date & Time

Position

Section 7. Specific Conditions / General Comments

Note: The applicant must hold a copy of this form at all times while on site.

The APA may withdraw this permit at any time if unsafe practices are observed.

Section 8: Notifications

<table>
<thead>
<tr>
<th>Engineer</th>
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</tr>
</thead>
</table>

**Section 2: Applicant Details**

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<tr>
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<th>Contact No</th>
</tr>
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</table>

<table>
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<th>Company</th>
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<th>Description / Duration of Works</th>
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<tr>
<th>Equipment</th>
<th></th>
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**Section 3: Please tick yes or no to the following**

<table>
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<th>YES</th>
<th>NO</th>
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<tr>
<td>1. Has a JSA been completed and submitted (use APA form if you don’t have your own)?</td>
<td>☐</td>
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<td>7. Do you have an appropriate VHF marine band radio for communications?</td>
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<tr>
<td>8. Will you maintain observations of weather and sea conditions to ensure a safe working environment?</td>
<td>☐</td>
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</table>

**Section 4: Applicant / Contractor Statement of Acknowledgement**

I acknowledge the requirements of the Albany Port Authority to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.

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<table>
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<th>APA Representative Signature</th>
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<tr>
<td>Position</td>
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SPECIAL CONDITIONS FOR APPROVAL (IF ANY)

<table>
<thead>
<tr>
<th>SPECIAL CONDITIONS</th>
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<tr>
<td>PROCEDURE (In Steps):</td>
<td>POSSIBLE HAZARDS (What Can Hurt You)</td>
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*Form: Job Safety Analysis*
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<th>INITIAL RISK: (How You Stop It Hurting You)</th>
<th>END RISK</th>
<th>Signed and Checked by the Authorised Officer</th>
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## REVISION RECORD

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<td>Prepared/Amended By:</td>
<td>Scott Macaulay</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>22nd February 2012</td>
</tr>
<tr>
<td>Revision:</td>
<td>0</td>
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<tr>
<td>Authorized By:</td>
<td>Eric Norman</td>
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<th>Section or Pages Revised</th>
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Section 2: Applicant Detail's

<table>
<thead>
<tr>
<th>Name of Applicant</th>
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Section 3: Please tick yes or no to the following

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
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Signature: Position: Date: / /
Section 5: APA Representative Statement of Acknowledgement (APA Use Only)

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SPECIAL CONDITIONS FOR APPROVAL (IF ANY)

SPECIAL CONDITIONS

The APA may withdraw this permit at any time if unsafe work practices are seen

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Port of Albany

Security Regulated Port Boundary

Sheet 1 of 2

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Geographic Projection, Datum WGS84

SCALE 1:25 000 (approximate)
This document must be lodged with, and approved by, the Albany Port Authority before contractors can conduct non-routine work on site. Non-routine work performed by contractors must be planned so that hazards are identified and control measures put in place to protect personnel, plant and equipment and the environment. Please refer to the Contractors Handbook to clarify the meaning of Non Routine. Non-routine work may include, but is not limited to: excavation, hot work, diving operations, construction, scaffolding, confined space work, abrasive blasting and any work under the berths. Please contact the APA if you are unsure as to whether you need a permit.

Section 1: Application Details

<table>
<thead>
<tr>
<th>Contractor's Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Date</td>
</tr>
<tr>
<td>Company Phone#</td>
<td>Mobile</td>
</tr>
<tr>
<td>APA Representative</td>
<td>Work Order</td>
</tr>
</tbody>
</table>

Section 2: Description of Scope of Work (include times and location)

Section 3: Checklist of Permits or Procedures to be completed

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
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<td>5</td>
<td></td>
<td></td>
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</tbody>
</table>

Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
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</tbody>
</table>
Section 4: Applicant’s/Contractor’s Regulatory Requirements

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>High Risk Work licences – Forklift, EWP, Rigging, Crane, etc (Individual Operator)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>Heavy Vehicle Licences (Individual Operator)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Classified Plant &amp; Heavy Vehicle valid certificates/registration</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>Valid Insurances – Public Liability &amp; Workers Compensation</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>MSDS – HAZCHEM</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>PPE appropriate for Scope of Work (APA Mandatory PPE is a minimum)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>Marine Qualifications (Coxswain, Restricted Coxswain, Master Class 5 etc)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Other (e.g. working at heights)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Section 5: Contractor Representative Statement of Acknowledgement

I acknowledge the requirements of the Albany Port Authority to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.

Company Representative Signature

Position in Company

Date & Time

Section 6: APA Representative Statement of Acknowledgement (APA Use Only)

I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed in Part 7 below.

APA Representative Signature

Position

Date & Time

Section 7. Specific Conditions / General Comments

Note: The applicant must hold a copy of this form at all times while on site.

The APA may withdraw this permit at any time if unsafe practices are observed.

Section 8: Notifications

<table>
<thead>
<tr>
<th>Engineer</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Safety</td>
<td>Environment</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Security</td>
<td>Pilots</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Port of Albany

Security Regulated Port Boundary

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