



**KIMBERLEY  
PORTS**  
AUTHORITY

## **KIMBERLEY PORTS AUTHORITY**

### **CONTRACTORS HANDBOOK**

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## **CONTRACTOR’S HANDBOOK**

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## 1. INTRODUCTION

The Kimberley Ports Authority (**KPA**) Contractors' Health Safety and Environment (**HSE**) and Security Handbook (**Contractors' Handbook**) has been developed to assist KPA contractors to comply with KPA's OSH, environmental and security requirements. This document also advises Contractors of their obligations in ensuring their activities do not impact Operations.

### 1.1. *Disclaimer*

The information contained in this handbook is believed to be correct at the time of issue. However, the KPA does not guarantee the accuracy of the information and accepts no liability for any damage, delay or loss resulting from any such inaccuracy. The KPA may revise and reissue the Contractors' Handbook from time to time and it is the Contractor's responsibility to ensure reference is made to the current handbook. For more recent information, please contact the KPA Representative.

This document is not a statutory document. All Contractors must perform the works in compliance with the conditions of the Contract under which the Contractor has been engaged.

## 2. SCOPE

The Contractor's Handbook covers all work performed by Contractors on land and infrastructure controlled by KPA. This includes, but is not limited to the:

- a) Port of Broome Wharf;
- b) Administration and Operations offices;
- c) KPA roads;
- d) Workshop yard;
- e) TMLB Supply Base 2 shed (sorghum shed);
- f) Slipway; and
- g) Entrance Point boat ramps

Note: Appendix B contains drawings of KPA lands and wharf details

The Contractors Handbook is to be used as a supporting document to the Ports Standards and Procedures and when appropriate the Port and Terminal Handbook.

If there is any inconsistency between anything in the Contractors' Handbook and anything in the Contract, then the Contract will prevail to the extent of the inconsistency.

## 3. DEFINITIONS

**Contract** means a contract between KPA and a Contractor to carry out works at the Port.

**Contractor** means a company or person who carries out work pursuant to a contract with KPA.

**Contractor's Personnel** means all employees, agents, sub-contractors or invitees of the Contractor who enter areas in the Port for purposes associated with the Contract or the Contractor's business.

**KPA Representative** means a KPA employee or nominated representative who is responsible for managing the works under the relevant Contract.

**Port** means the Port of Broome in Western Australia and any land, water or seabed that is owned by, vested in, occupied or controlled by the KPA from time to time.

#### **4. APPLICABLE LEGISLATION, POLICIES AND PROCEDURES**

Without limiting their obligations to comply with all relevant legislation, laws and regulations, Contractors must ensure that they comply with the following legislation and KPA policies and procedures at all times:

##### ***4.1. Commonwealth Legislation***

- a) Australian Maritime Safety Authority National Plan to Combat Pollution of the Sea by Oil and other Noxious Substances Act 2007;
- b) International Convention for the Prevention of Pollution from Ships (MARPOL 73/78 Consolidated Edition 1997);
- c) Environmental Protection (Sea Dumping) Act 1981;
- d) Environment Protection and Biodiversity Conservation Act 1999, and;
- e) Navigation Act 1912

##### ***4.2. Western Australian Legislation***

- a) Port Authorities Act 1999;
- b) Port Authorities Regulations 2001;
- c) Western Australia – WA Marine (Sea Dumping) Act 1981;
- d) Pollution of Waters by Oil & Noxious Substances Act 1987,
- e) Occupational Safety & Health Act 1984;
- f) Occupational Safety & Health Regulations 1996;
- g) Environmental Protection Act 1986;
- h) Environmental Protection (Abrasive Blasting) Regulations 1998;
- i) Environmental Protection (Unauthorised Discharges) Regulations 2004, and;
- j) Wildlife Conservation Act 1950

### **4.3. KPA Policies and Procedures**

- k) Occupational Health and Safety Policy;
- a) Environmental Management Plan;
- b) Cyclone Contingency Plan;
- c) Port and Terminal Handbook;
- d) Port Standards and Procedures;
- e) Marine Oil Pollution Contingency Plan;
- f) Emergency Response Plan;
- g) Permit to Work SOP;
- h) Alcohol and Other Drugs Policy;
- i) Personal Protective Equipment SOP;
- j) Hazard and Incident Reporting SOP, and;
- k) Other relevant KPA Policies and Safe Operating Procedures (SOP's) as required for the work for example underdeck trolley SOP. See Appendix A for a list of the Policies and SOPs that may be required.

All KPA documents, policies, plans and procedures are available on [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au) or from reception at the KPA Operations Building.

## **5. HEALTH AND SAFETY**









Kimberley ports Authority (KPA) is committed to providing a safe and healthy workplace for all employees, contractors, port users and visitors within KPA lands and operated sites.





KPA has an OHS Policy which Contractors must comply with. The Policy can be accessed from the KPA website.

As outlined in the OHS Policy, KPA has five HSE commitments (HEART) to ensure safety remains a top priority for KPA in its planning, decision making and operations:

1. **Health & Safety** is the primary consideration in every facet of our business;
2. **Explore and champion** new safety initiatives that will improve safety for all employees and challenge traditional thinking in order to find new and safer ways to operate;
3. **Always keep** within our legislative obligations to minimise harm to the environment and ensure all incidents are reported and acted upon;
4. **Relentlessly pursue** a safer and healthier workplace and be uncompromising with those who are unwilling to commit; and
5. **Transparent and consultative** with our colleagues and partners on all matters relating to health and safety.

KPA also has safety rules for high risk and significant safety issues in the workplace which all contractors must to adhere to.

No.	Safety Rule	Symbol
1.	Report any incident that you witness or are involved in	
2.	Wear the correct PPE	
3.	Never begin a skilled task or operate equipment and machinery unless you are qualified and have a current competency	
4.	Never drop a mooring line without communicating with your team	
5.	Never walk or travel under a suspended load	
6.	Never remove another person's Danger Tag	
7.	Never cross the hazard line without a safety control in place (i.e. PFD, safety handrail installed or harness) and never sit or rest within the hazard zone	
8.	Work hands free in line with KPA's hands free guidelines	

No.	Safety Rule	Symbol
9.	Do not use your phone or exceed speed limits while driving vehicles or operating plant or equipment	
10.	Wear a seatbelt when in a vehicle or operating plant or equipment	
11.	Only use a mobile phone in a safe zone when on the wharf	
12.	Smoking must only occur in designated smoking areas	

### **5.1. Contractor's Safety Management System**

Contractors must have a safe system of work in place to carry out their work. Contractors must submit an OSH management plan to their KPA representative/HSE Department 7 days prior to the Contractor commencing any works at the Port. The Contractor must ensure that any works are carried out and completed in accordance with their OSH management plan.

The Contractor's OSH management plan shall include, as a minimum:

- a) A safe system of work including plant and equipment, which is to include the completion of a Job Hazard Analysis (JHA), Take 5 or a similar hazard identification process. The process must address the :
  - i) Identification of hazards and risks;
  - ii) elimination of the risks for harm to personnel or the environment; and
  - iii) mitigation of the risks to as low as reasonably practicable using the hierarchy of risk controls;
- b) Compliance with relevant international, national and state legislation and Australian industry standards (Please note that compliance with these standards on its own may not necessarily meet OHS legal obligations);
- c) Implementation of Health, Safety and Environment contractual obligations;



- d) A clear structure for accountabilities and responsibilities including subcontractors;
- e) Provision of emergency procedures and equipment (where required) specific to the task including:
  - i) firefighting equipment;
  - ii) spill response equipment
  - iii) alarms;
  - iv) communication systems;
  - v) muster points; and
  - vi) evacuation procedures;
- f) Accident and incident reporting protocols.
- g) Preparation of cyclone contingency plans consistent with KPA's plan (for operations during the cyclone season (November to April));
- h) Outline communication protocols for all involved parties including employees and subcontractors as well as a link to the KPA;
- i) All personnel are to be suitably qualified and competent to perform their designated tasks and receive training including KPA inductions, site specific inductions and equipment familiarisation;
- j) Ensure the provision of adequate equipment to meet control measures;
- k) Ensure all equipment is in good working order and is properly maintained. All electrical equipment must be tested and tagged. Any testing/calibration certificates required must be current and made available on request. In the event that equipment at the Port is faulty, KPAs tag out system must be used.
- l) Identify emergency response requirements, which include KPA Harbourmaster requirements and communication protocols for identified emergencies;
- m) Establish a system of continual improvement appropriate for the organisation; and
- n) Set out how the Contractor will implement a management work culture to promote and encourage safety and environmental awareness.

## **5.2. KPA Induction**

All Contractors working on KPA controlled lands or the wharf must complete a KPA Safety and Security Induction. The individual will then be issued with a Port Induction Card.

KPA Safety and Security Inductions are valid for two years from date of induction. The induction is on-line and accessed through the KPA website: <http://www.kimberleyports.wa.gov.au/>

### **5.3. Minimum PPE Requirements**

KPA has a PPE Standard Operating Procedure (SOP) which all Contractors must comply with. The SOP outlines the minimum PPE requirements when working on Port Lands and on the wharf which include:

**Safety shoes:** safety boots conforming to AS 2210.1 are to be worn in KPA operational areas and off site work locations. These areas include, are but not limited to the jetty facilities, maintenance work shop yard and hard stand area.

**Safety helmets:** safety helmets conforming to AS 1800 and AS 1801 are to be worn by everyone in defined areas as per Safety signage and KPA regulations.

**Safety glasses:** safety glasses are required when on the wharf and working on port lands.

**Safety gloves:** appropriate gloves must be carried at all times when on the wharf and worn at all times when undertaking manual handling activities

**High vis and long sleeve clothing:** high visibility long sleeved clothing must be worn when working on Port Lands and on the wharf.

**Personal flotation devices (PFD):** when crossing the red line around the perimeter of the wharf, a safety control must be in place ie a PFD, safety rail or be attached/restrained to a suitable anchorage point. In addition, a PFD shall be worn whenever there is the possibility of falling into the water for example on the underdeck trolley and when in a tender in port waters.

The only exception to the requirement to wear a PFD over the red line is if the person is accessing a vessel from the underdeck landings or wharf deck with all safety rails in place. For example, if a person is accessing a vessel from the landings which has an appropriate gangway, then a PFD is not required. However, if a suitable gangway is not being used then a PFD must be worn.

See KPA's Working at Heights SOP for additional information when working at heights or over the side of the wharf.

### **5.4. Incident Reporting**

Any incident that occurs when working for KPA must be reported to the KPA Representative. KPA has an emergency response plan which will be activated as required.

The following types of incidents must be reported:

- a) Emergency - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

- b) Accidents/Incidents - any unplanned event whereby a person, vessel, vehicle, equipment or the natural environment suffers or could have suffered an injury or damage. Usually the result of contact with a source of energy above the threshold limit of the body or structure.
- c) Hazards - a situation where there is a likelihood of an accident.
- d) Near Miss - An undesired event that had the potential to become an incident or accident.

Reports may be categorised as relating to:

- a) Damage: this may include damage to equipment, facilities and infrastructure
- b) Injuries: this may include injuries sustained by the Contractor, KPA employees or port users and may include first aid injuries and injuries requiring medical treatment,
- c) Health injuries: which may include illness relating to work for example exposure to chemicals
- f) Environmental: this may include dust emissions, spills (both minor and major), noise and contaminated lands.

#### **5.4.1. Management of incidents**

The Contractor responsible for any incident (as determined by KPA) will undertake an investigation of a high standard and after discussing the proposed remedial action with KPA's Representative and/or HSE Officer, implement appropriate remedial action.

If KPA considers the Contractor's investigation or remedial action to be inadequate, KPA may, without prejudice to its other rights, direct the Contractor to conduct another investigation or take further remedial action. Additionally, KPA reserves the right to require the incident to be investigated by an independent third party at the Contractor's cost if the KPA deems it necessary.

#### **5.4.2. Who Must Report and When**

The Contractor is responsible for ensuring that the KPA is notified as soon as an incident occurs. This notification can be made to the KPA's Representative.

The Contractor is responsible for preparing a written incident report, which is to be submitted to the KPA's Representative or HSE Department no later than 24 hours after the incident occurred.

### **5.5. Permit to Work System**

KPA has a Permit to Work System which is outlined in the Permit to Work Procedure. This procedure can be obtained from the KPA Representative or on the website. It defines a minimum safe work system for work being performed at sites controlled by KPA to ensure a high standard of protection for people, environment and property. The procedure specifies the permits required by KPA to conduct various activities and outlines the process for applying for and issuing permits. It is still up to the Contractor to ensure that they comply with all relevant legislation and standards.

Routine tasks, such as inspections, and calibrations of some instruments etc, are not subject to a Work Permit. Please check with the KPA Representative to confirm whether a Work Permit is required.

### **5.6. Traffic Management**

If the Contractor's works are likely to impede traffic movement and safety within the Port then the Contractor must first submit to KPA a Traffic Management Plan and obtain KPA approval of the Plan before the Contractor mobilises. This plan should include:

- a) A full risk and hazard identification process;
- b) Safety awareness and signage requirements in accordance with AS1742;
- c) Communication linkage to Government agencies (Shire of Broome & Main Roads);
- d) Vehicle scheduling and flow diagrams;
- e) Community consultation;
- f) Existing road capacity and traffic system study;
- g) Continual monitoring and control process;
- h) Oversize transport requirements; and
- i) Environmental impact prevention strategies.

More information can be found in the KPA traffic management plan.

### **5.7. Asbestos**

KPA has an asbestos management plan and a site asbestos register. Contractors undertaking any asbestos removal works must comply with the requirements set out in KPA's plan and sign on to the asbestos register.

## **6. SECURITY**

### **6.1. Landside and Waterside Restricted Zones**

The Port of Broome Wharf is a designated Landside Restricted Zone (LRZ). The LRZ extends from the jetty abutment near the security gate encompassing the jetty and the wharf to water level excluding the public walkway. There is a 60 metre Waterside Restricted Zone (WRZ) encompassing all water within that 60 metre zone and beneath the wharf to the sea bed.

Figure 1 Security Zone

## PORT OF BROOME VESSEL EXCLUSION ZONE

Unauthorised vessels are not permitted within the 60 metre exclusion zone



Access to the wharf is controlled by a manned security gate at the jetty abutment. The gate is manned 24 hours a day, 7 days a week.

If a Contractor is required to carry out work within the LRZ then each of the Contractor's Personnel working in the zone must hold a:

- a) KPA Port Induction Card; and
- b) Maritime Security Identification Card (**MSIC**).

Contractor's Personnel working on the wharf must display their MSIC and carry their Port Induction Card at all times. Failure to display the MSIC or produce both cards upon request by a member of KPA staff will result in the Contractor's Personnel being escorted from the wharf.

Contractor's Personnel who do not hold a valid MSIC card will not be permitted on the wharf unless they are accompanied by an escort who has a valid MSIC. Contractors shall obtain a MSIC card for their Personnel at their own cost.

### **6.2. Security of Contractor's Worksite**

Contractors are responsible for the security of their own worksite and equipment when in the Port.

### ***6.3. Emergency contact details***

In the event of an emergency, contact your KPA representative in the first instance.

Alternatively, the KPA on-call officer can be contacted on 0417 173 679.

The gatehouse is also manned 24/7 and can be contacted on mob: 0419 044 765.

## **7. ENVIRONMENT**

### ***7.1. KPA Environmental Management System***

KPA has an Environmental Management System (EMS) in accordance with AS/NZS ISO 14001:2004. The EMS covers the environmental management of all activities, products and services that KPA controls or can have an influence over. The EMS therefore applies to all Contractors working for KPA at the Port.

While Contractors do not need to know the details of the EMS, a list of contractor requirements under the EMS is provided in Appendix C.

The following sections cover the main activities that could have an effect on the environment and are likely to be carried out by Contractors.

### ***7.2. KPA Environmental Management Plan***

KPA's Environmental Management Plan (**EMP**) provides strategies to manage and retain a pristine environment on KPA lands and waters. All Contractors completing work within Port limits must ensure that they adhere to this plan and all relevant environmental laws and regulations.

It is the Contractor's responsibility to contact the KPA HSE Department if the Contractor has any concerns or queries about the EMP or environmental management of their activities.

### ***7.3. Contractor's Environmental Management Plan***

For certain works Contractors may be requested to submit an Environmental Management Plan specific to their works. The Contractor's Environmental Management Plan shall identify environmental risks associated with the works and how these risks will be controlled.

The Contractor's Environmental Management Plan, if required, shall be submitted for KPA approval prior to the Contractor commencing any works at the Port and preferably before mobilisation.



#### **7.4. Clearing**

The clearing of native vegetation is regulated by law. Contractors intending to clear any native vegetation on KPA land must have the relevant permits to clear the vegetation in addition to having authority from KPA to clear. KPA will advise whether a permit has already been obtained for the intended clearing. The Contractor must comply with all conditions of the permit and any other legal obligations.

Any clearing must be kept to a minimum. For example, if the use of a smaller front end loader would mean that less land has to be cleared, then a smaller front end loader should be used.

Without in any way limiting the Contractor's liability in relation to unauthorised clearing, the Contractor must indemnify the KPA against all fines, penalties, loss, harm or damage suffered by the KPA as a consequence of the Contractor carrying out unauthorised clearing.

#### **7.5. Marine Pollution**

KPA is the Hazard Management Authority for oil pollution incidents within Port limits. All Contractors carrying out marine side works should familiarise themselves with the KPA Marine Oil Pollution Management and Contingency Plans, which can be obtained from [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au).

All pollution incidents or potential pollution incidents must be immediately reported to the Harbourmaster via Port Operations by either telephone (9194 3100) or VHF channel 14, or the on call officer 0417 173 679. KPA with the assistance of the Contractors, operating staff and other port users will respond accordingly. The response will include raising a Polrep for AMSA and DPI.

If it is safe to do so, the Contractor must, make every attempt to stop the pollution at its source and put in place barriers as necessary to prevent the pollutants from entering or spreading further within the environment. The Contractor's nominated representative must within a 24-hour period of the incident furnish KPA's Harbourmaster with a written report that complies with KPA Accident/Incident Report Guidelines. A KPA Incident Report form is available at [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au) or from Port Operations on 0417 173 679 (on call officer).

KPA relies on a "whole of Port" focus on managing emergencies and may provide Oil Pollution Response Training for port users. Contact the KPA Operations Office (9194 3100) for future training information or to gain familiarisation with the Oil Pollution Response Equipment held at this Port.

KPA requires Contractors to provide oil pollution contingency equipment commensurate with the risk of their operations. This will be assessed by the Harbourmaster or other nominated representative prior to the commencement of the Contractor's operations. If the equipment held by the Contractor is not considered appropriate, the Contractor may be required to provide additional equipment.

### **7.6. Waste Management**

Contractors should establish and actively maintain a Waste Management Plan commensurate with their statutory obligations and their risk assessment process. The Waste Management Plan shall be capable of handling all waste associated with their works. The plan should:

- a) address both marine and onshore activities;
- b) identify local authority regulations;
- c) determine suitable onshore and marine waste disposal sites and methods;
- d) address containment issues (Marine Oil Pollution);
- e) address contingency planning;
- f) address support facilities; and
- g) Address organisational arrangements.

The Waste Management Plan shall be submitted for KPA approval prior to the Contractor commencing any works at the Port.

### **7.7. Air Quality and Dust Control**

The Contractor must ensure that air quality and dust control associated with their works complies with the applicable regulations and standards. Visible dust or dust that may be harmful shall be controlled using appropriate measures. The Contractor's Environmental Management Plan and Safety Management System must address strategies for controlling dust emissions and monitoring air quality as required.

### **7.8. Erosion**

Contractors must ensure storm water discharge associated or influenced from their work does not adversely affect the marine or terrestrial environment. The Contractors Environmental Management Plan and Safety Management System must address strategies for controlling storm water discharge as required.

### **7.9. Noise Management**

Although generally remote from residential areas, KPA land incorporates existing businesses and three residences. Contractors activities may result in excessive noise levels and Contractors must be aware that excessive or tonal noise can be harmful to humans and disruptive to the local fauna, particularly at night.

All noise must be managed in accordance with the *Environmental Protection (Noise) Regulations 1997*. Construction works must be conducted in accordance with Section 6 of Australian Standard



2436:2010 "Guide to Noise Control on Construction, Maintenance and Demolition Sites". The equipment used will be the quietest reasonably available.

The Contractors Safety Management System must address strategies for controlling noise as required.

### **7.10. Abrasive Cleaning and Painting**

Contractors carrying out abrasive cleaning and painting must ensure that their work complies with the applicable regulations, standards and industry guidelines. Of particular relevance to these activities are the Environment Protection (Abrasive Blasting) Regulations 1998 and the Environment Protection (Metal Coating) Regulations 2001. The Contractor's Safety Management System and Environmental Management Plan must address strategies for controlling potential OHS and Environmental risks associated with abrasive cleaning and painting.

### **7.11. Contractor works in Port Waters**

Any works conducted in Port Waters must be in compliance with the Port and Terminal Handbook and the Permit to Work System.

## **8. CULTURAL HERITAGE**

Contractors carrying out works which may alter the natural environment (including clearing and trenching), must first notify KPA of their intention to carry out the works and seek information as to whether there are any heritage sites in the vicinity.

Before any works commence on any KPA lands the Contractor should:

- a) determine whether or not a heritage approval is required;
- b) determine if a heritage approval is required then a copy of the approval should be obtained;
- c) ensure that all conditions of the relevant heritage approval should be complied with;
- d) ensure that the works cause the minimum disturbance to the site, and;
- e) consult with all relevant indigenous groups during the pre-planning and construction phases.

The Contractor should employ strategies to comply with relevant statutory requirements at areas of cultural or historical significance including:

- a) Ensuring that all works comply with the requirements of the Aboriginal Heritage Act 1972, and;
- b) Ensuring that changes to the biological and physical environment resulting from the project do not adversely affect cultural associations within the area.

Contractors should also ensure that:

- a) Aboriginal representatives are consulted prior to and during construction to ensure that areas outside of the project area are not impacted and that sites are protected from flying rock and dust emissions. This is normally achieved by having a cultural monitor;
- b) The working areas are confined to zones away from any known sites located close to the site boundaries;
- c) Rock-ballast and other materials will be stored away from heritage site;
- d) Access roads will be routed to avoid Aboriginal heritage sites, and;
- e) Any new aboriginal heritage sites or potential sites are reported immediately to KPA. The Contractor's site supervisor will then ensure that all work within the immediate vicinity of the site is ceased until the appropriate people are notified in accordance with the requirements of the Aboriginal Heritage Act.

The Contractor's site supervisor will at all times ensure that all employees and sub-contractors are made aware of sensitive Aboriginal heritage sites within the project area, and ensure that all activity avoids such areas.

## **9. RADIO COMMUNICATIONS PROCEDURE**

Where a Contractor may be using a vessel for the purpose of receiving communications from the Harbourmaster, the Contractor must:

- a) when the vessel is approaching the Port - maintain a listening watch on VHF Radio Channel 16 (156.8 MHz); or
- b) When the vessel is in the Port - maintain a listening watch on VHF Radio Channel 14 (156.70 MHz).

VHF Radio Channel 16 is an internationally recognised Emergency calling frequency and KPA expects all masters of vessels in need of emergency assistance to make their initial call on this channel. VHF 16 is continuously monitored by all vessels for emergency calls and is monitored by KPA during working hours.

The Harbourmaster can approve the use of specific VHF working channels for construction operations.

## **10. COMPLIANCE**

Contractors are subject to KPA audit, however to meet KPA's statutory responsibilities within the Port, the Chief Executive Officer reserves the right to request an independent audit of the Contractor's activities, for which all associated costs will be covered by the Contractor.

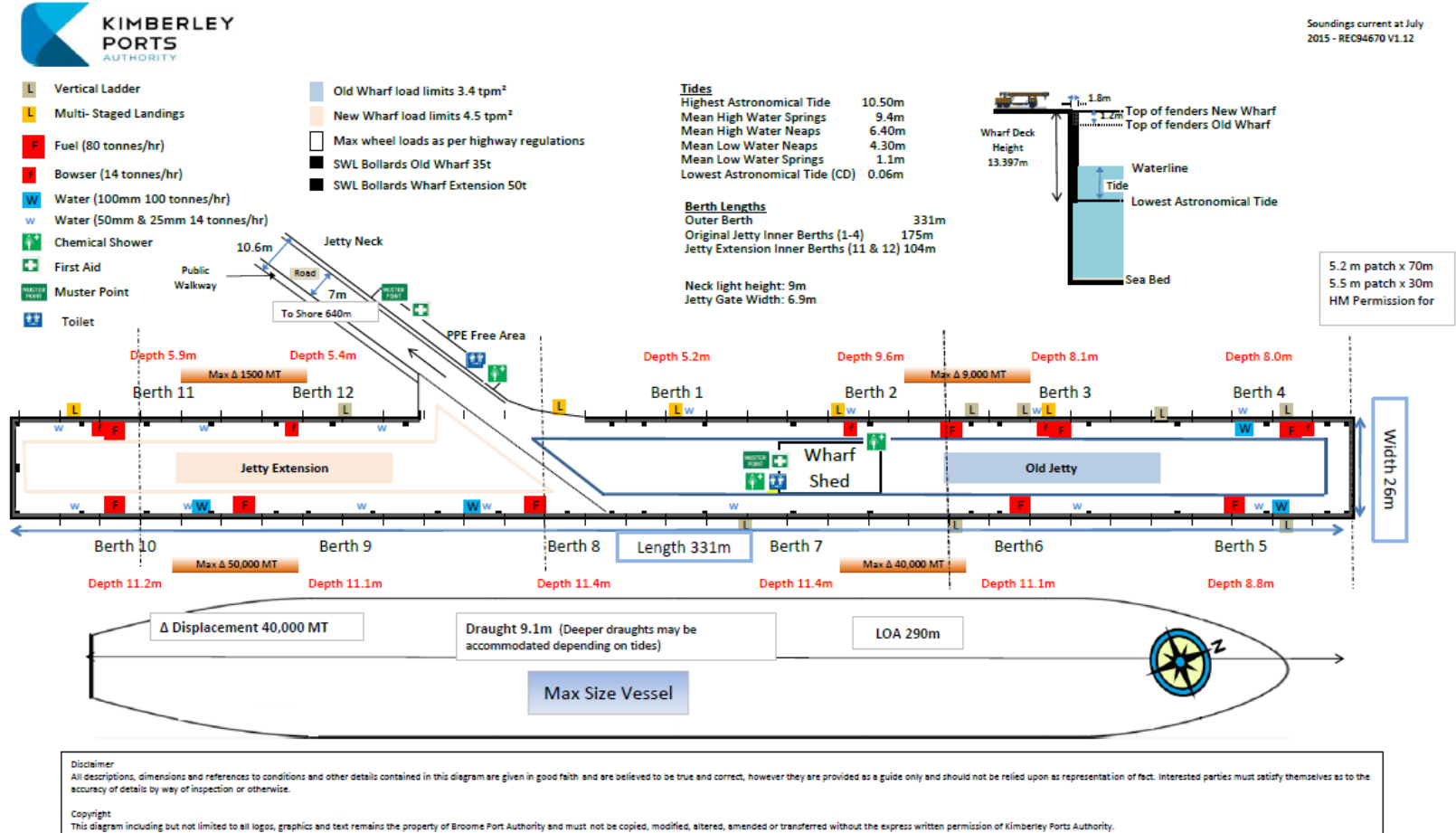
## **APPENDIX A – KPA POLICIES AND PROCEDURE**

The following is a complete list of internal KPA policies, procedures and SOP's.

- a) OSH034 – Crane Operating Procedures
- b) OSH035 – Hazardous Substances & Chemicals Handling & Storage
- c) OSH038 – Equipment Testing, Inspection and Maintenance
- d) OSH040 - Forklift Operations
- e) OSH041 – Isolation and Tag Out Procedure
- f) OSH042 – Lifting Equipment
- g) OSH045 – Manacage Operations
- h) OSH046 – Manual Handling Procedures
- i) OSH047 – Permit to Work System
- j) OSH049 – Safety Harness Use and Care
- k) OSH051 – Underdeck Trolley
- l) OSH055 – Personal Protective Equipment
- m) OSH056 – Housekeeping & Rubbish Skips
- n) OSH057 – Fatigue Management
- o) OSH058 – Traffic & Access Control
- p) OSH064 - Working at Heights - Over The Side
- q) OSH075 - Ammonium Nitrate Handling
- r) OSH081 - Incident Reporting Investigation Procedures
- s) OSH094 - Alcohol & Other Drug Screening & Validation Procedures
- t) OSH103 - Truck Loading and Unloading Operations
- u) OSH117 - Waste Oil Transfer
- v) OSH120 - Dogman Operations

**APPENDIX B – WHARF DIAGRAM**

**Broome Wharf Information**



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## **APPENDIX C – KPA EMS RESPONSIBILITY SUMMARY – CONTRACTORS**

### **EMS RESPONSIBILITIES OF CONTRACTORS**

This section lists the responsibilities specific to contractors under each of the EMS procedures. Some responsibilities may not be applicable to every contractor in every situation.

#### ***Environmental Aspects and Impacts***

- Be aware of KPA's significant environmental aspects and impacts.
- Adhere to the requirements of KPA management systems and procedures in order to minimise the environmental impacts of KPA's activities, products and services.
- Alert immediate supervisor, the HSE Officer or the Operations Manager to any environmental aspect of KPA's activities, products and services that is causing or likely to cause an environmental impact.

#### ***Legal and Other Requirements***

- Be aware of KPA's legal requirements and voluntary commitments.
- Adhere to the requirements of KPA management systems and procedures in order to maintain compliance with KPA's legal requirements and voluntary commitments.
- Alert immediate supervisor, the HSE Officer or the Operations Manager to any environmental aspect of KPA's activities, products and services that is causing or likely to cause a potential non-compliance with KPA's legal requirements and voluntary commitments.

#### ***Objectives and Targets***

- Undertake activities, products and services consistently with the achievement of objectives and targets.
- Input into the development and review of objectives and targets.

#### ***Internal and External Communications***

- Provide feedback through their immediate supervisor or the HSE Officer on issues that could impact the environmental performance of KPA.
- Direct external environmental enquiries to their immediate supervisor or to the HSE Officer.

#### ***Induction, Training and Competency***

- Attend and participate in environmental induction and training programs and demonstrate competence to undertake designated work activities at completion of the training.
- Undertake all work activities in accordance with the guidance provided in the environmental induction and training programs.

- Provide feedback to their immediate supervisor and/or the HSE Officer in relation to the content and relevance of environmental induction and training programs.

### ***Monitoring and Measuring***

#### **All Contractors**

- Be aware of, and not to interfere with, any monitoring and measuring underway in the workplace.
- Report to immediate supervisor and/or the HSE Officer any non-conformity with monitoring and measuring programs, or observed potential environmental hazards.
- Take corrective action to control those non-conformities or hazards where it is safe to do so.

#### **Contractors Conducting Monitoring and Measuring (including equipment calibrations)**

- Demonstrate that they are suitably skilled, qualified and/or trained so that they are competent to complete monitoring and measuring.
- Conduct monitoring and measuring in accordance with any legislative or other requirements.
- Conduct monitoring and measuring in accordance with the requirements of relevant KPA procedures, work instructions or JHAs.
- Provide feedback to their immediate supervisor and/or the Operations Manager, Harbourmaster or Engineer (as appropriate) in relation to any non-conformity identified during monitoring and measuring.
- Provide feedback to their immediate supervisor and/or the Operations Manager, Harbourmaster or Engineer (as appropriate) in relation to the need to amend the content of relevant KPA procedures, work instructions or JHAs.
- Provide feedback to their immediate supervisor and/or the Operations Manager, Harbourmaster or Engineer (as appropriate) in relation to any malfunctions of equipment used for monitoring and measuring.

#### ***Environmental Nonconformity Identification and Mitigation***

- Report all recognised nonconformity or potential nonconformity to their immediate supervisor and/or the Manager or HSE Officer.
- Report all environmental incidents or near misses to their immediate supervisor and/or the Manager or HSE Officer.
- Report all deviation from their contract requirement or agreed scope of work to their immediate supervisor and / or the Manager or HSE Officer.

#### ***Contractor Management***

- Ensure that systems, work procedures, environmental management plans and JHAs are prepared in a way that adequately address the environmental requirements of KPA prior to any works commencing on site.

- Ensure that risk assessments are undertaken before work commences at the Port of Broome to ensure that processes are in place to adequately manage all environmental aspects and impacts.
- Ensure that only adequately trained contract staff are deployed at the Port of Broome.
- Ensure that staff completes KPA induction training before work commences and obtain an induction card to carry on site.
- Act in accordance with the KPA Contractor Manual and KPA EMS, all relevant environmental statutory requirements plus any other regulatory requirements.
- Report all environmental incidents to the KPA Contractor Manager or HSE Officer within 24 hours.
- Provide the KPA's Commercial Manager with adequate and sufficient information regarding the Contractor identification and insurance before commencing work (e.g. public liability, professional indemnity insurance, and financial structure).
- Familiarise themselves with the KPA Marine Oil Pollution Management and Contingency Plans.
- Undertake proper investigation and implement appropriate remedial action in conjunction with KPA HSE Officer, in the case of the Contractor responsible for any incident.
- Establish and actively maintain a Waste Management Plan commensurate with their statutory obligations and their risk assessment process, that is capable of handling all manner of waste associated with their operations.
- Endeavour to prevent dust clouds and dust impacts on the environment and within work operations. Preparation of a dust management plan if KPA or the Department of Environment Regulation considers dust to be a major risk within a specific operation.
- Ensure that an Erosion and Sediment Control Plan is implemented during a construction phase.
- Manage noise generated during operations and ensure that noise emissions comply with all relevant health and safety standards and requirements of law and meet all EPA and/or DER guidelines. If noise might constitute a hazard to the health and safety of local operations, then the contractor must retain qualified consultants to provide a noise management plan which complies with all relevant legislative obligations.
- Employ a cultural heritage management plan and include aboriginal representation wherever possible when engaged in contract works at heritage-sensitive sites.
- Ensure that they provide adequate (task specific) lighting to the required standards to suit their intended operations.
- Ensure they manage the security requirements for their own worksite, facilities and equipment when operating on KPA land.
- Submit a Traffic Management Plan to the KPA and obtain KPA approval if the work undertaken is likely to impede traffic movement and safety within the Port.
- If working on vessels, ensure that the vessel systems and onboard management requirements are adhered to.
- Ensure that the master of a commercial vessel:



- Maintains a listening watch on VHF radio channel 16 (156.80 MHz) when the vessel is approaching the Port.
- Maintains a listening watch on VHF radio channel 14 (156.70 MHz) when the vessel is in the Port.

### ***Internal Audit***

#### **Contractors Participating in an Internal Audit**

- Understand that internal audits are used to achieve KPA's environmental policy's stated goals of improving its environmental performance and reporting honestly and openly on its environmental performance.
- Participate in the internal audit process where the internal audit's scope relates to the roles or responsibilities of the employee or contractor concerned.
- Cooperate with the auditor to the fullest extent possible in providing accurate, complete and objective information on issues raised by an auditor.
- Ensure that any environmental concerns, hazards or incidents continue to be reported as soon as possible – that is, personnel should not wait to be prompted by an auditor to report any hazard/incident they are aware of (although reports of incidents/hazards can be raised through or during the audit process).