



**KIMBERLEY PORTS AUTHORITY**

**CONTRACTOR HSE HANDBOOK**

**Current version number: 4.0**

**File reference: OSH121/166866**

**Maintained by: HSE Manager**

**Original issue date: 8/11/2013**

**Last review date: July 2019**

**Next review date: July 2021**

**Procedure Designation: Non-Core**

**Review Period: 2 years**

**Audience: KPA Contractors**

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**VARIATION TABLE**

<b>Date</b>	<b>Rev</b>	<b>Revision Comment</b>	<b>Prepared</b>	<b>Reviewed</b>	<b>Approved</b>
8/11/2013	A	Issued for Review	VM	SB	
30/11/2013	B	Review Comments Included	VM	SB	
February 2014	2	Revision and minor changes made	VM	SB	VM
July 2014	2.1	Whole document review and minor changes made	VM	VM	VM
May 2017	3	Review of document and minor edits throughout. Changes included addition of HSE Commitments and Safety Rules, updates to online induction and update to maritime security zone.	VM	SB	VM
July 2019	4	Review of whole document with changes including additional definitions, safety reporting requirements, additional information in section 5.8 site specific hazard management and requirements, information on insurance requirements and access to site provisions.	VM	VM and TG Legal	VM

## 1. INTRODUCTION

The Kimberley Ports Authority (**KPA**) "*Contractor Health Safety and Environment and Security Handbook*" (**Contractor HSE Handbook**) has been developed to assist KPA Contractors to comply with KPA's OSH, environmental and security requirements. The Contractor HSE Handbook also advises Contractors of their obligations in ensuring their activities do not impact on KPA Port 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 Contractor 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 HSE Handbook covers all Works performed by Contractors at or within the Port.

The Contractor HSE Handbook is to be used as a supporting document to the KPA '*Ports Standards and Procedures*' and when appropriate the KPA '*Port and Terminal Handbook*'.

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

## 3. DEFINITIONS

**Contract** means a written contract between KPA and a Contractor to carry out Works at the Port (and may include a purchase order issued by KPA).

**Contractor** means a company or person who carries out Works 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 directly associated with the Contract and who are fit for work and suitably qualified and experienced to undertake and carry out the work they are allocated.

**HSE** means health, safety and environment.

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

**OHS** means occupational health and safety.

**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 and includes the:

- wharf;
- administration and Operations offices;
- roads;
- car parking areas;
- workshop yard;
- TMLB Supply Base 2 shed (sorghum shed);
- slipway;
- Entrance Point boat ramps; and
- all facilities, infrastructure, plant, equipment or fixtures at and within the Port, including, but not limited to, cables, pipelines, roads, conveyors and pumps, buildings constructed, operated and maintained by KPA or any third party.

Note: Appendix B contains drawings of the Port wharf.

Note: Appendix D is an aerial map of the Port and shows the above components of the Port and the Port limits.

**SOP** means safe operating procedure.

**Website** means [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au)

**Works** means the works described in the Contract and any other works carried out by the Contractor.

**Worksite** means any land or areas within the Port made available by KPA to the Contractor for the Contractor to carry out the Works.

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

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

### **4.1. Commonwealth Legislation**

- Australian Maritime Safety Authority National Plan to Combat Pollution of the Sea by Oil and other Noxious Substances;
- International Convention for the Prevention of Pollution from Ships (MARPOL 73/78 Consolidated Edition 1997);
- *Protection of the Sea (Prevention of Pollution from Ships) Act 1983*
- *Environmental Protection (Sea Dumping) Act 1981*;
- *Environment Protection and Biodiversity Conservation Act 1999*, and;
- *Navigation Act 1912*.

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

- *Port Authorities Act 1999*;
- *Port Authorities Regulations 2001*;
- *Pollution of Waters by Oil & Noxious Substances Act 1987*;
- *Occupational Safety & Health Act 1984*;
- *Occupational Safety & Health Regulations 1996*;
- *Environmental Protection Act 1986*;
- *Environmental Protection (Abrasive Blasting) Regulations 1998*;
- *Environmental Protection (Unauthorised Discharges) Regulations 2004*;
- *Environmental Protection (Noise) Regulations 1997*
- *Biodiversity Conservation Act 2017*; and
- *Biodiversity Conservation Regulations 2018*.

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

- Occupational Health and Safety Policy;
- Environmental Management Plan;
- Cyclone Contingency Plan;
- Port and Terminal Handbook;
- Port Standards and Procedures;
- Marine Oil Pollution Contingency Plan;
- Emergency Response Plan;
- Permit to Work SOP;
- Alcohol and Other Drugs Policy;

- Personal Protective Equipment SOP;
- Hazard and Incident Reporting SOP, and;
- Other relevant KPA Policies and SOPs as required for the Works. See Appendix A for a list of the Policies and SOPs that may be required.

All KPA documents, policies, plans and procedures (**KPA Policies & Procedures**) are available on the Website or on request from reception at the KPA Operations Building and are deemed to be communicated by KPA to Contractors as soon as they are published on the Website.

## **5. HEALTH AND SAFETY**

KPA is committed to providing a safe and healthy workplace for all employees, contractors, port users and visitors within the Port.

KPA has an OHS Policy Statement and Procedure (**OHS Procedure**) which Contractors (and Contractor's Personnel) must comply with. These can be accessed on [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au).

As outlined in the OHS Procedure, 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. These are covered in KPA's online induction and in KPA's OHS Procedure.

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

Contractors must have a safe system of work in place to carry out the Works. 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 the 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 this Contractor HSE Handbook on its own may not necessarily meet OHS legal obligations);
- c) Implementation of HSE contractual obligations;
- d) A clear structure for accountabilities and responsibilities including for all Contractor's Personnel;
- 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 Cyclone Contingency Plan (for Works carried out during the annual cyclone season (November to April));
- h) Outline communication protocols for all Contractor's Personnel involved as well as a link to the KPA Representative;
- i) All Contractor's 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) Management of specific hazards including, but not limited to, working at heights, fitness for work, noise and traffic management
- k) Ensure the provision of adequate equipment to meet control measures;

- l) 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.
- m) Identify emergency response requirements, which include KPA Harbourmaster requirements and communication protocols for identified emergencies;
- n) Establish a system of continual improvement appropriate for the organisation; and
- o) 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 (and Contractor's Personnel) working at the Port must complete a KPA Safety and Security Induction. The Contractor (and the Contractor's Personnel) 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 Website.

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

KPA has a PPE SOP which all Contractors (and Contractor's Personnel) must comply with. The SOP outlines the minimum PPE requirements when working at, on or within the Port which include:

**Safety shoes:** safety boots conforming to AS 2210.1-2010 (and any revision to this Australian Standard) are to be worn in KPA Port 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 1800-1998 and AS 1801-1997 (and any revisions to these Australian Standards) are to be worn by everyone in defined Port areas as designated by KPA safety signage and KPA Policies & Procedures.

**Safety glasses:** safety glasses are required and must be worn when working or moving within the Port.

**Safety gloves:** appropriate gloves must be carried at all times when working or moving within the Port 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 or moving within the Port.

**Personal flotation devices (PFD):** PFD's 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.

When accessing a vessel from the underdeck landings or wharf deck, if all safety rails are in place then a PFD is not required. 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**

Under the *Port Authorities Act 1999*, KPA is responsible for the safe and efficient operation of the Port, the preservation of property and the protection of the environment. Therefore, any emergency, accident, hazardous situation, near miss and/or any marine and/or land pollution incidents must be reported. The Contractor must report any incident that occurs when carrying out Works 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.
- c) Hazards - a situation where there is a likelihood of an accident/incident.
- 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, the Contractor's Personnel, KPA employees or other users of the Port 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

- d) 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.

The Contractor must cooperate with KPA and provide to KPA all and any information requested by KPA relating to any incident and the management and investigation of that incident.

#### **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 must 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 KPA's HSE Department no later than 24 hours after the incident occurred.

The Contractor when at the Port shall participate in KPA emergency response drills / testing including, but not limited to, fire, spill and evacuation drills / testing when KPA conducts regular testing of the effectiveness and readiness of KPA's Emergency Response Plan.

### **5.5. Other reporting to KPA**

Depending on the Works, KPA may require the Contractor to provide the following information:

- Hours worked on site per month
- Number of hazards and incidents reported
- Information on the number of audit and inspections completed
- Information on other safety activities

### **5.6. Signage**

The Contractor shall ensure where appropriate that the Worksite is barricaded and appropriately posted with safety signage (compliant with relevant Australian Standards) to prevent inadvertent or unauthorised access.

### **5.7. First aid**

The Contractor is to provide and maintain during the term of the Contract and while carrying out the Works, its own first aid equipment for all the Contractor's Personnel.

### **5.8. Site Specific Hazard Management and Requirements**

A list of KPA SOP's that Contractors need to comply with are outlined in Appendix A. Below is information on a range of site specific hazards that Contractors must be aware of:

#### **5.8.1. Working at Heights and near the edge**

All Works involving working at heights tasks must be compliant with KPA's Working at Heights SOP.

Contractors must have a fall prevention system in place (i.e. handrail or barrier) when Works are being carried out over the red hazard line on the Port wharf or where a Contractor's Personnel's centre of gravity could cause that person to fall over the edge. Only tasks approved by KPA can be undertaken without fall prevention (for example mooring and unmooring tasks). Note: a PFD is not for fall prevention.

Any Contractor (and Contractor's Personnel) undertaking Works involving working at heights tasks with a harness must have a current working at heights ticket obtained from a nationally accredited height safety training course provider.

#### **5.8.2. Asbestos**

KPA has an asbestos management plan and a site asbestos register. Contractors undertaking any Works where asbestos may be present, or requiring the removal of asbestos, must first comply with the requirements set out in KPA's asbestos management plan and sign on to the asbestos register to identify the location of that asbestos before commencing the Works. Any Contractors undertaking ground Works or nailing into walls, fencing or roofing materials must ensure they have checked the asbestos register prior to commencing Works.

#### **5.8.3. Underdeck Trolley**

Any Contractor accessing the underdeck trolley must have completed the following prior to use:

- Read and signed off on KPA's Underdeck Trolley SOP
- Completed an Underdeck Trolley Induction
- Completed a rope rescue drill if required by KPA

#### **5.8.4. Working in a Workbox – exemption**

When working in a workbox over water, KPA has an exemption to wear a PFD (instead of a harness). Any Contractor working in a workbox over water must wear and PFD in work in line with KPA's exemption and Workbox SOP. A current copy of the exemption and SOP can be provided on request.

#### **5.8.5. Noise**

Contractors will manage noise generated during Works by ensuring that noise emissions comply with the *Environment Protection (Noise) Regulations 1997* and relevant health and safety standards. If noise might constitute a hazard to the health and safety of KPA employees, other contractors, users of the Port and visitors within the Port, an adequate Noise Management Plan must be developed by an independent and qualified acoustic company to provide for appropriate noise monitoring, noise mitigation and minimization measures to achieve compliance and reporting to KPA.

Any noise creating Works must be controlled implementing the hierarchy of control so far as is reasonably practicable. Contractors are to take into consideration noise levels, proximity to other personnel and activities and timing of Works. Contractors must minimize noise emissions by using best available technology, maintaining equipment in good condition and carrying out noisy Works during the day where possible and practicable.

#### **5.8.6. SIMOPS**

Due to the restricted space on the Port wharf and the potential for a range of other activities and operations being conducted simultaneously (such as shipping, stevedoring and other contractor works) (SIMOPS), any hazards and risks associated with SIMOPS must be considered by Contractors in the planning and execution of the Works. Contractors must coordinate the Works with any SIMOPS and shall implement the following minimum requirements:

- regular meetings with all affected parties; i.e. involving the KPA Representative and representatives of parties carrying out the SIMOPS;
- appointing a designated Contractor's coordinator; and
- establishing an effective communications plan.

#### **5.8.7. Fitness for Work**

KPA has an Alcohol and Other Drugs Procedure which requires all Contractor's Personnel and Contractors to be, and present, fit for work to ensure that they do not put themselves or others at risk of harm when carrying out the Works.

The maximum concentrations for drugs and alcohol permitted by Contractor's Personnel and Contractors working or moving within the Port or on the Worksites are:

- alcohol concentration is 0.00% BrAC (0.00 grams of alcohol in 210 litres of breath); and
- limits for drugs are effectively zero with specific levels set out in AS 4760 and in Appendix A of the Alcohol and Other Drugs Procedure.

KPA's Fitness for Work program includes random alcohol and other drug screening. It is a condition of entry to the Port that all Contractor's Personnel and the Contractor must submit to random alcohol and drug screening if requested by an appropriately authorised KPA employee.

#### **5.8.8. Traffic Management and vehicles**

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

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

The Contractor must hold appropriate licenses to operate any vehicle or plant moving throughout the Port and on any roads within the Port limits. Contractors must comply with any speed limits sign posted within the Port.

Contractors 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 operations.

#### **5.8.9. 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 within the Port 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 for carrying out the Works.

## 6. SECURITY

### 6.1. Landside and Waterside Restricted Zones

The Port 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 Port 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 Works 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 Port 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 Port wharf.

Contractor's Personnel who do not hold a valid MSIC card will not be permitted on the Port 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 and insurance 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. INSURANCE**

Without limiting the Contractor's insurance obligations contained in the Contract, prior to commencing any Works, Contractors must at their own expense:

- a) obtain and maintain for the duration of the Contract; and
- b) provide evidence to the KPA Representative of,

The following insurances with reputable and financially sound insurers in, and carrying out insurance business in, Australia:

- Workers compensation insurance
- Motor vehicle comprehensive and third party liability insurance
- Public liability insurance
- Contractor plant and equipment insurance
- Professional Indemnity Insurance (where required by KPA).

The insurances must be to the amount agreed with KPA. The Contractor or Contractor's Personnel is not to do or permit to be done any act or thing to void any policy of insurance.

## **8. ACCESS BY KPA REPRESENTATIVE AND PROVISION OF INFORMATION**

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

Acknowledging KPA's functions and powers under the *Port Authorities Act 1999*, the Contractor must promptly provide (and must not withhold providing) KPA with all information requested by KPA in relation to any environmental matter and incident concerning the Contractor's execution of the Works.

## **9. ENVIRONMENT**

### ***9.1. KPA Environmental Management System***

KPA has an Environmental Management System (**EMS**) in accordance with AS/NZS ISO 14001:2016. 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 carrying out Works 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.

### ***9.2. 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 Works at the Port 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.

### ***9.3. 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.

#### **9.4. Clearing of native vegetation**

The clearing of native vegetation is regulated by the *Environmental Protection Act 1986* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. Contractors intending to clear any native vegetation within the Port must have the relevant permits to clear the vegetation under the Act and Regulations 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.

#### **9.5. Pollution**

##### **9.5.1. Port waters**

KPA is the Hazard Management Authority for oil pollution incidents within the 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 the Website.

All pollution or potential pollution spill 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 the Australian Maritime Safety Authority (AMSA) and the Department of Transport (DOT).

If it is safe to do so, the Contractor must make every attempt to stop the spill at its source and put in place barriers or deploy absorption and containment booms and materials as necessary to prevent the pollutants from entering or spreading further within the Port waters. The Contractor's nominated representative must, within a 24-hour period of the incident, provide KPA's Harbourmaster with a written report that complies with KPA's Incident Report SOP. A KPA Incident Report form is available from the Website or from Port Operations on 0417 173 679 (on call officer).

##### **9.5.2. Port land**

As above save that the Contractor must:

- make every attempt to prevent spills from entering drains and waterways within the Port as a priority; and

- place delineation/cones/barriers around the spill area extent and create bunds (use soil where appropriate) around drains and stop water flows off the Worksite or Port land so that no spill leaves the impacted area.

### **9.5.3. General**

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 the 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 KPA nominated representative prior to the commencement of the Contractor’s Works. If the equipment held by the Contractor is not considered appropriate, the Contractor may be required to provide additional equipment.

## **9.6. 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 the 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.

In general, KPA requires Contractors to:

- keep the Worksite clean and tidy
- not leave building waste material on the Worksite or on any area of the Port
- dispose appropriately of solvents, empty paint cans, oils, greases and any other such materials or containers which have contained chemicals

- not store any materials or dispose of any waste within the drainage system within the Port limits
- to store all materials and to dispose of all waste in a manner that avoids pollution or contamination to Port waters or stormwater during rain periods.
- take all reasonable and practical measures to minimise the generation of waste from its activities
- to remove all equipment, materials and tools from the Worksite at the completion of the Contract and to leave the Worksite free of scrap, rubbish and other debris

### **9.7. 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. The Contractor is advised that KPA may conduct dust (air quality) monitoring within the Port including by installing dust spotter devices to look for visible dust. Unacceptable emissions may result in Works being suspended until dust emissions are controlled and within acceptable limits.

### **9.8. Water discharges**

Contractors must prevent all water, if any, used in carrying out the Works discharging into Port waters or land or the Port drainage systems to prevent any adversely affect to the marine or terrestrial environment. The Contractors Environmental Management Plan and Safety Management System must address strategies for controlling water discharge as required.

### **9.9. 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.

The Contractor is advised that KPA may conduct noise monitoring within the Port including by installing acoustic measurement devices to monitor noise levels. Unacceptable emissions may result in Works being suspended until noise emissions are controlled and within acceptable limits.

### **9.10. Abrasive Cleaning and Painting**

Waste from abrasive blasting can potentially contaminate terrestrial and/or marine sediments and be a significant source of pollution. Contractors carrying out abrasive blasting / cleaning and painting Works must ensure that the Works comply 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 blasting /cleaning and painting, including at a minimum encapsulation.

### **9.11. Contamination matters**

Contractors must ensure that any hazardous substances or dangerous goods (including fuels, oils, pesticides, fertilisers, hydraulic fluids, cleaning fluids, drilling muds, acids, petrol, diesel or other hydrocarbon, oils, paints and whether classified under the Dangerous Goods Safety Act 2004 or not) used in carrying out Works are appropriately stored in bunded areas or receptacles on the Worksite and disposed of to prevent spills and discharges into, and causing pollution or contamination of, the Port waters or land.

Contractors must ensure that safety data sheets (**SDS**) are available for all hazardous substances or dangerous goods and maintained on the Worksite for the duration of the Contract.

The Contractor is to pay prompt attention to spills and the reporting of any spills to KPA (see section 7.5).

The Contractor must comply with all legislation with respect to hazardous substances or dangerous goods including without limitation:

- the *Environmental Protection (Unauthorised Discharges) Regulations 2004 (WA)*
- the *Dangerous Goods Safety Act 2004 (WA)*
- the *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007 (WA)*
- *Australian Standard 1940-2017: The storage and handling of flammable and combustible liquids*
- *Australian Standard 3780-2008: The storage and handling of corrosive substances*

In respect of any contamination to the Port caused or contributed to by the Contractor (or the Contractor's Personnel) in carrying out the Works, the Contractor, under and for the purpose of the *Contaminated Site Act 2003 (WA)*, shall indemnify and keep indemnified KPA against:

- all claims incurred by KPA arising from the contamination; and
- all the costs incurred by KPA in removing any contamination from the Port.

### **9.12. Interference with flora and fauna**

Contractors must ensure that neither it nor any of its Contractor's Personnel remove, kill, damage or otherwise interfere with any form of marine or terrestrial flora or fauna from anywhere in the Port without KPA's permission.

### **9.13. 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.

### **9.14. Fire prevention**

Contractors must:

- a) take all reasonable precautions to prevent an outbreak of fire when carrying out the Works (for example, measures to prevent fire breaking out due to sparks associated with welding, oxy-acetylene cutting and grinding operations or activities); and
- b) install and maintain firefighting and control equipment on the Worksite to KPA's reasonable satisfaction if there is a fire risk due to the Works being carried out.

## **10. 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 within the Port the Contractor should:

- determine whether or not a heritage approval is required;
- determine if a heritage approval is required then a copy of the approval should be obtained;
- ensure that all conditions of the relevant heritage approval should be complied with;
- ensure that the Works cause the minimum disturbance to the site, and;
- 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 (WA)*, 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 or observer engaged;
- b) The working areas are confined to zones away from any known Aboriginal or other heritage sites located close to the working area site boundaries;
- c) Rock-ballast and other materials will be stored away from any known Aboriginal or other 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 Works 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.

## **11. RADIO COMMUNICATIONS PROCEDURE**

Where a Contractor may be using a vessel in carrying out the Works, 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.

## **12. 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.

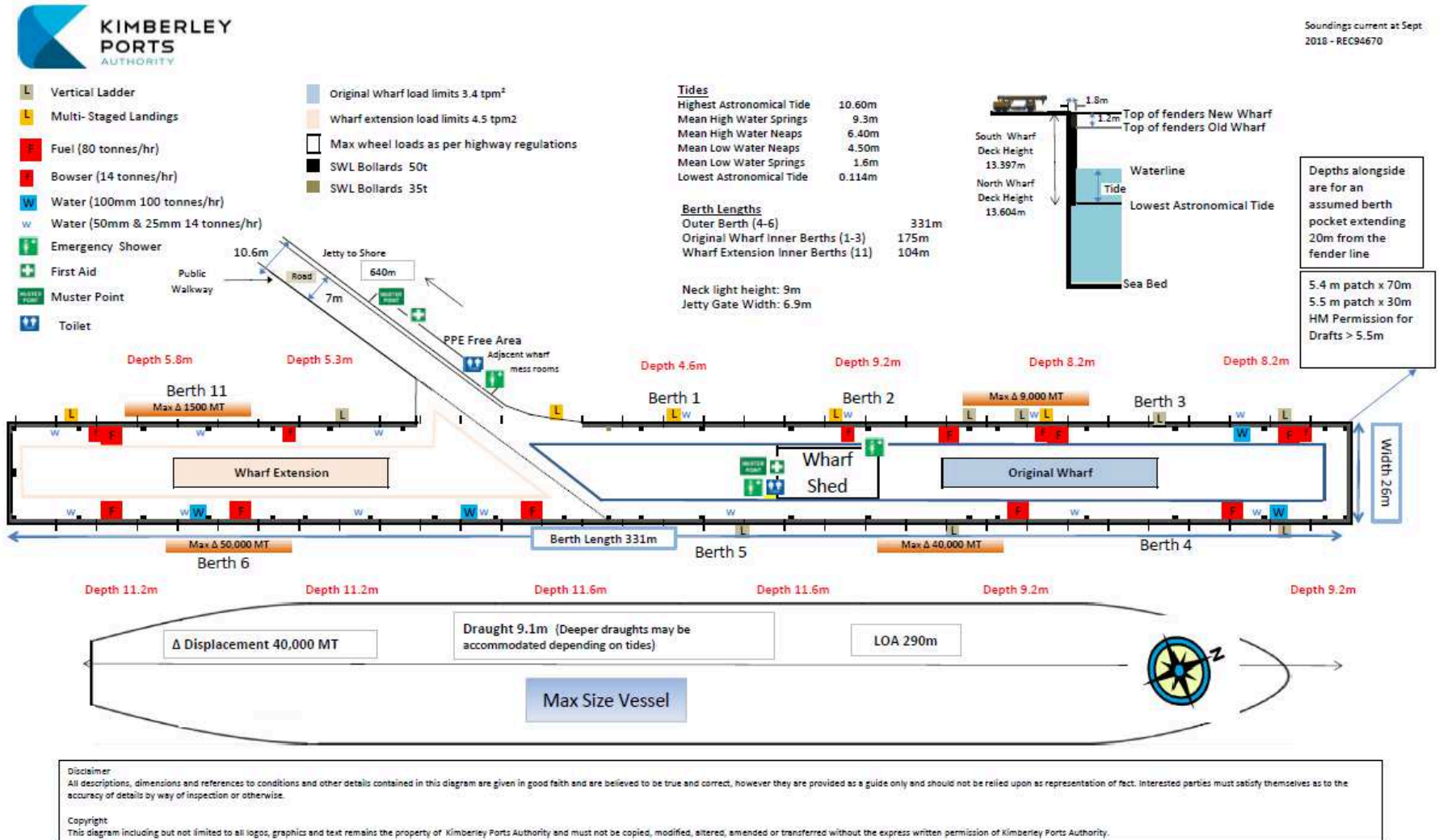
## **APPENDIX A – KPA POLICIES AND PROCEDURES**

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 – Workbox 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 Procedure
- t) OSH103 - Truck Loading and Unloading Operations
- u) OSH117 - Waste Oil Transfer
- v) OSH120 - Dogman Operations

and the KPA *'Ports Standards and Procedures'* and when appropriate the KPA *'Port and Terminal Handbook'*.

**APPENDIX B – WHARF DIAGRAM**



## **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 within or at the Port.
- Ensure that risk assessments are undertaken before Works commence within or at the Port 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.

- Ensure that staff completes KPA induction training before Works commence and obtain an induction card to carry on site.
- Act in accordance with this Contractor Handbook and the 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 Works (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 Water and Environmental 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 Works at Aboriginal 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 within or at the Port.
- Submit a Traffic Management Plan to the KPA and obtain KPA approval if the Works undertaken are likely to impede traffic movement and safety within the Port.
- If Works are carried out 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).

**APPENDIX D – AERIAL MAP OF PORT**

