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**Original issue date: July 2000      Last review date: June 2014      Next review date: May 2016**

**VARIATION RECORD:**

<b>Version No.</b>	<b>Version Date:</b>	<b>Brief Description of Change:</b>
1.0	July 2000	
2.0	August 2007	
2.1	October 2008	Formatting updated as per the Port’s document style conventions – content remains unchanged.
2.2	June 2009	Minor modifications to content.
2.3	August 2010	Minor amendments to text.
2.4	March 2011	Insert acknowledgement slip.
3.0	April 2014	Total review with changes including: <ul style="list-style-type: none"> <li>• added information on requirements for oversize loads,</li> <li>• changed the title from Traffic and Vehicle Access Control to Traffic Management SOP</li> <li>• removal of wharf security access requirements from this SOP and creation of a new Port Access Requirements SOP</li> </ul>
3.1	June	Minor changes in relation to bus/taxi access and management
3.2	July 2, 2014	Minor change to incorporate restrictions on triple road trains
3.3	May 2015	Formatting changes in line with KPA SOP template. Changes made to Section 5.8, clarifying that heavy vehicles are permitted to temporarily stand on the jetty neck.

**1. INTRODUCTION**

**1.1. Purpose**

To provide guidance on Port wide traffic management at the Port of Broome with the aim of reducing road congestion, ensuring a safe passage of travel and improving efficiency of available road ways and work zones.

**1.2. Scope**

This procedure applies to all Kimberley Ports Authority (KPA) employees, KPA contractors and port users involved in activities requiring access to the wharf. It also provides general guidelines for traffic management on Port controlled roads.

This procedure does not cover recreational use of Port facilities.

### **1.3. References**

Australian standards:

- AS 1742 Traffic Control Devices
- AS 1743 Traffic Control Signage

KPA Documentation:

- Truck Loading and Unloading SOP
- Specific vessel Job Hazard Analysis (JHA's)
- KPA Approved Maritime Security Plan

Other documentation:

- Loading, Unloading Exclusion Zones Guidelines (LUEZ) V1 November 2010.
- Maritime Transport and Offshore Facilities Security Act 2003

## **2. RESPONSIBILITIES**

### **2.1. HSE Coordinator**

- ensuring this procedure is developed and reviewed with adequate consultation; and
- authorising approval and amendments to this procedure.

### **2.2. Harbour Master & Operations Manager**

- ensuring this procedure is aligned with maritime security requirements and current access control processes; and
- periodically reviewing this procedure.

### **2.3. Operations Superintendent, HS Officer and all KPA Managers**

- implementing this procedure and ensuring information relating to this procedure is communicated to supervisors, employees and relevant port users;
- monitoring compliance with this procedure;
- periodically reviewing of this procedure; and
- investigating reported non-compliances with this procedure

### **2.4. Supervisor/person in charge**

- ensuring they and their team members comply with this procedure;

- ensuring adequate and appropriate instructions regarding this procedure are provided;
- relaying information to gate house and vehicles with regard to this SOP;
- reporting non-compliances with this procedure to their Manager and through the hazard and incident reporting process; and
- participating in periodic reviews of this procedure.

### **2.5. Employees**

- complying with this procedure;
- reporting non-compliances with this procedure to their Supervisor and through the hazard and incident reporting process; and
- following instructions from the supervisor or person in charge regarding this procedure.

### **2.6. Gatehouse Employees**

In addition to their responsibilities as an employee, the Gatehouse employee is responsible for:

- controlling the site access;
- checking and verifying persons entering the maritime security zone;
- communicating with supervisors with regards to the traffic wanting to enter their zone; and
- reporting any breaches of this SOP to the Operations Superintendent.

### **2.7. Port Users**

- All port users are to comply with this procedure; and
- To comply with directions from KPA employees in regards to this procedure.

## **3. DEFINITIONS**

**KPA Access Card:** A KPA access card will only be issued once a KPA Health Safety Environment and Security induction has been successfully completed and the person holds a valid MSIC card.

**Maritime Security Zone:** An area declared under the KPA Maritime Security Plan where access is strictly controlled.

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

The MSIC is not an access card by itself and still requires the holder to have a valid KPA Access Card and an operational need to enter the maritime security zone.

**Operational Need:** is required to enter the Maritime Security Zone. A person must have a valid business reason to enter the KPA Maritime Security zone.

**Port facility:** refers to the area in the maritime security zone including jetty and wharf.

**Port user:** a person who has an operational need and is authorised by KPA to access the maritime security zone.

**Spotter:** A person acknowledged by the equipment or vehicle operator to provide assistance for maneuvering and in particular reversing the equipment or vehicle.

#### **4. GENERAL TRAFFIC AND ACCESS ON PORT LANDS**

The roads on Port Lands (except for the Jetty/Wharf) are under the control of Main Roads regulations and general road rules apply. Exceptions to this are oversize loads and/or unregistered vehicles with controls in place (See section 6 of this SOP). These roads are accessible to the public including car parks and boat ramps. The speed limits on Port lands are marked by standard traffic control speed signage.

The general public does not have vehicle access to the jetty/wharf facility.

#### **5. VEHICLE ACCESS AND TRAFFIC MANAGEMENT ON THE WHARF**

The KPA wharf is a security regulated wharf under the Maritime Transport and Offshore Facilities Security Act (MTOFSA) therefore all security requirements need to be complied as per the approved security plan when entering and/or on the wharf. The following section provides guidelines on the traffic access and management requirements for the wharf.

##### **5.1. Wharf Access**

The Wharf is a restricted area for vehicles and persons. Wharf Entry is via the Gatehouse and the gatehouse has an electronically activated security gate and 24 hour monitoring by a KPA Gatehouse Operator. Vehicles accessing the wharf must comply with the Port Security access requirements.

All persons entering the wharf must have appropriate PPE. Please see Appendix 2 for KPA PPE requirements.

##### **5.2. Traffic Conditions on the Wharf**

Due to the changing nature of the cargo operations on the wharf, traffic management may need to be modified on a daily basis to suit operational need. Modifications may include traffic flow, parking and the number of vehicles accessing the jetty. Signage and barricading will also be used to mark work zones and safe zones.

Information regarding traffic management will be provided via KPA operations, KPA Supervisors and/or discussed at toolbox meetings.

### **5.3. Mobile Phones**

Mobile phones must not be used when driving a vehicle or operating any equipment or machinery on Port controlled roads, the jetty and the wharf. Mobile phones must not be used in the work zone.

### **5.4. Approved Vehicles**

Where operationally possible, KPA will transfer Port users onto the wharf via the KPA shuttle bus. Transport on the KPA Shuttle bus can be organised through the Operations Office or Gatehouse. Pick up areas include the Public Parking area, the Operations Building car park and the Port maintenance yard. Other locations within Broome Port may be arranged as required.

For KPA employees, no personal vehicles are allowed into the Maritime Security Zone unless pre-approved by the Port Security Officer.

Port users can drive approved vehicles into the Maritime Security Zone for operational needs only i.e. service vehicles, trucks. All vehicles accessing the Maritime Security Zone must be fitted with working reversing lights, indicators and horn. Ideally vehicles should also be fitted with a working reversing audio alarm/beeper in order to minimise the potential for incident. When driving onto the wharf the drivers MSIC card must be clearly visible and preferably on the dash board.

Vehicles must not turn or travel underneath a gangway as the gangway may accidentally become dislodged and fall.

At times determined by KPA, vehicles may be restricted from accessing the wharf due to security or safety reasons, or to minimise congestion for operational congestion.

### **5.5. Buses and Taxis**

All Bus or Taxi operators shall ensure that drivers, who are entering the port security controlled areas, hold a current MSIC and Port Access Card.

On approach to the security gate the driver shall ensure they are aware of the vessel name and details of passengers. The gate will then let the driver know the berth of the vessel and give instruction as to where to wait. See Appendix 3 for the Port of Broome Berth locations map. This may be in the designated parking area next to the cargo shed where the driver will wait for further instruction as to when it is safe to proceed to the gangway. Alternatively it may be to proceed direct to the gangway. This will be determined by operational need and passenger readiness.

Buses and taxis are permitted to stand only near the vessels gangway to undertake crew/personnel transfer to and/or from the vessel. Buses and taxis are not permitted to stop or wait for extended periods unless authorised in the traffic management plan i.e. for cruise buses. Due to operational reasons buses and taxis may be required to wait off the wharf at a designated parking area until called or passengers are transferred to them via the Port Bus.

## **5.6. Parking**

There are limited designated parking spaces on the wharf and port users are encouraged to use the KPA shuttle bus to limit vehicles on the wharf. At times, for operational and security reasons, KPA will restrict the number of vehicles permitted to access and park on the wharf.

Approved vehicles requiring access to the Maritime Security Zone are to park in designated parking areas. Vehicles are to be kept unlocked and keys left in the ignition to ensure that they can be moved in the event of an emergency or for operational requirements.

Only personnel who have an operational requirement which cannot be met by the KPA shuttle bus may park a vehicle on the wharf. All other vehicles are to be parked off the wharf in designated car parking areas and are parked entirely at that individual's risk.

Vehicles are not to be parked alongside vessels or gangways and left unattended. For activities such as embarkation and disembarkation or unloading heavy/awkward items the vehicle may be permitted to stand alongside the vessel, however, cannot be left unattended.

Drivers of vehicles using designated parking areas must proceed directly to the relevant vessel or operational area. They must maintain awareness of moving vehicles and must not walk into a marked operational work zone, unless authorised by a KPA Supervisor.

KPA will not accept responsibility of any kind for any loss harm or damage suffered by the vehicle while it is on the wharf.

## **5.7. Speed limit on the jetty and wharf**

The speed limit for all vehicles on the jetty neck and wharf head is 10 kilometers per hour and KPA reserves the right to carry out speed surveys on all Port Lands.

## **5.8. Trucks, multi trailer road trains and cranes (heavy vehicles)**

Heavy vehicles require extra space and need most of the width of the wharf to turn. KPA Operations, the shift supervisor and/or the wharf supervisor may regulate the heavy vehicle traffic to ensure loading/unloading is conducted in an efficient manner, while maintaining a minimum number of heavy vehicles on the jetty.

Truck drivers should remain with their vehicles at all times to minimise pedestrian traffic on the wharf and around loading zones.

The following guidelines are in place to assist with minimising traffic congestion:

- Before a shift or prior to being called to load/unload, trucks are to wait off the wharf, for example at the truck lay down area, until called for by the KPA Shift Supervisor;
- No more than 2 trucks per cargo vessel are to be on the wharf;

- Where possible heavy vehicles should drive forward into position. Reversing of heavy vehicles is to be minimised and a spotter is required to assist when a heavy vehicle is reversing. It is the responsibility of the heavy vehicle driver to arrange the spotter;
- Heavy vehicles are permitted to temporarily stand on the jetty neck before the Lumpers Mess, however, the driver must stay in the cab. Heavy vehicles are not permitted to park on the jetty neck as this results in traffic congestion and limited visibility for other drivers. The only exception to parking on the jetty is when crane or maintenance operations are required on this roadway, then a safe system of work will be implemented;
- One bulk product truck per vessel is permitted on the wharf; and
- Trucks for bulk operations are to wait off the wharf until the vessel is ready for pumping.
- Triple road trains are not permitted to pass each other on the Jetty neck and drivers are to communicate with each other to ensure this does not occur.

Bulk truck coordination needs to be planned along with the cargo operations on the previous day.

Refer to the Truck Loading and Unloading SOP for details regarding procedures for truck loading and unloading, load restraint requirements, work zones and safe zones.

### **5.9. *Vessel Specific Traffic Requirements***

Specific traffic requirements to safely handle particular cargoes may be implemented and this will be conveyed through Operations. For KPA employees, further information for vessel specific traffic requirements can be found in vessel specific Safe Operating Procedures, the relevant JHA or Vessel Loading and Unloading Procedure.

## **6. MOVING OVERSIZE LOADS WITHIN PORT LANDS**

Any vehicle or load wider than 2.5m will require additional controls as outlined below.

### **6.1. *Oversize and unregistered Items being transported within Port Lands***

Access to the jetty neck must be closed during transport of oversize items on and off jetty whilst this movement is in place. This includes the KPA 100T and 250T mobile cranes. KPA unregistered oversize equipment/loads travelling on Port controlled roads will be moved following the Moving Oversize Items JHA. For all licensed oversize vehicles travelling onto or off the jetty, if the road is accessible to the public, a relevant Oversize Permit must be obtained from Main Roads WA.

When travelling on and off the jetty and on port lands the guidelines below will apply.

Unregistered vehicles not oversize eg, 7T forklift traveling within Port Lands:

- Block road to ensure no public access

Unregistered vehicles oversize eg, Cattlebox within Port Lands:

- Block jetty neck
- Block road to ensure no public access

Registered oversize (ie wider than 2.5m or overlength) eg, general freight:

- Block jetty neck (this is not required for overlength items)
- Relevant Oversize Permit and controls as per Main Roads WA if roads are accessible by public.

## **7. BREACHES OF THIS PROCEDURE**

Breaches may result in removal of KPA access card by the Harbourmaster or delegate. For KPA employees, disciplinary action may be taken. Maritime Security breaches may result in the matter being reported to the Office of Transport Security (OST).



## ACKNOWLEDGEMENT

This written assessment must be completed by KPA employees and Port users requiring access to the wharf to ensure a good understanding of the procedure.

**INSTRUCTIONS:** All questions **MUST** be answered correctly; incorrect answers will require you to demonstrate your understanding to the HSE Officer or delegate. Read each question carefully and tick the answer that is **CORRECT** and fill in where indicated. Pass mark is 100% correct.

## QUESTIONS:

1. The speed limit for all vehicles on the jetty neck is:  

<input type="checkbox"/> a) 25 kph	<input type="checkbox"/> b) 20 kph
<input type="checkbox"/> c) 15 kph	<input type="checkbox"/> d) 10 kph
  
2. KPA Operations, the shift supervisor and/or the wharf supervisor will regulate the vehicle traffic to ensure loading/unloading is conducted in an efficient manner, while maintaining a minimum number of trucks on the jetty.  

<input type="checkbox"/> True	<input type="checkbox"/> False
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3. List 3 things you will require to drive a vehicle into the Maritime Security Zone:  
1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_
  
4. Approved Vehicles are to park in designated parking areas in the Maritime Security Zone.  

<input type="checkbox"/> True	<input type="checkbox"/> False
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5. Access to the jetty must be closed during transport of oversize items on and off jetty whilst this movement is in place.  

<input type="checkbox"/> True	<input type="checkbox"/> False
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6. What is the maximum number of trucks per cargo vessel permitted in the Maritime Security Zone?

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7. Are you permitted to park your vehicle at the gangway and leave it unattended?

- Yes  No

8. When parking an approved vehicle in a designated parking area within the Maritime Security Zone you are required to do which of the following: (tick correct actions)

- Have an operational need to access the wharf  
 Keep vehicle unlocked and keys left in the ignition  
 Have MSIC displayed  
 Wear appropriate PPE  
 All of the above

9. To assist in minimising wharf congestion what is the preferred method of access to the Maritime Security Zone?

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10. 10. When driving a vehicle you need to come to a complete stop when entering and exiting the Maritime Security Zone at the Gatehouse.

- True  False

**End of Assessment**

***I have read and understood the content of the Policy/Procedure and agree to be bound by the Policy/Procedure.***

Full Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

**Appendix 1 – Broome Port Traffic Map**

**Appendix 2 – KPA PPE requirements**

**Appendix 3 – Broome Port Berthage Locations Map**