

STANDARD OPERATING PROCEDURES TRAFFIC MANAGEMENT

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VARIATION RECORD:

Version No.	Version Date:	Brief Description of Change:
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"> added information on requirements for oversize loads, changed the title from Traffic and Vehicle Access Control to Traffic Management SOP removal of wharf security access requirements from this SOP and creation of a new Port Access Requirements SOP
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.
3.4	May 2017	Full review, minor changes only including update to speed limit on jetty neck to 20km/hr and a reference to traffic controller guidelines added.
3.5	July 2017	Capture Vehicle refusal at Gatehouse 5.4 slight grammatical change and addition of refusal traffic handling process.
3.6	Oct 2018	Update AS references to include dates and change of name (Audit Action ID 2259)
3.7	February 2019	Full review, minor changes only including edits and title changes for roles.

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 SET-2014 Traffic Control Devices
- AS 1743:2018 Road Signs - Specifications

KPA Documentation:

- Truck Loading and Unloading SOP
- Specific vessel Job Hazard Analysis (JHA's)
- KPA Approved Maritime Security Plan
- Traffic Controller Guidelines (Appendix 4)

Other documentation:

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

2. RESPONSIBILITIES

General OSH responsibilities are outlined in the KPA OSH Policy.

Specific duties relating to this procedure are for 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.

2.1. 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 Induction Card: A KPA induction 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 Induction 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 Access 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. In addition activities on the wharf such as maintenance work on the jetty neck require additional traffic controls, such as KPA traffic controllers, all vehicles and port users must comply with the traffic controller requests. See Appendix 4 for the traffic controller guidelines.

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 arranged 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 beneath any suspended loads or a ships 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 minimize wharf and operational congestion.

If a Light Vehicles is denied access for any of the above causes the security guard will serve as a spotter and assist the vehicle in reversing clear of the boom gate and facilitating a turn round, this may require several vehicles needing to be reversed if there is congestion at the gate. The security guard will direct all traffic operations to clear the offending vehicle. In the event of a larger vehicle or road train being denied access where reversing is not practical or safe the vehicle is to be initially held at the gate and assistance sought by the security guard from operations to provide an escort. Once a suitable escort is available the vehicle is to be escorted to the jetty to turn around and exit the port. The security guard should in this instance advise queuing vehicles of the situation and seek their patience while the matter is dealt with.

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 Induction 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 20 kilometers per hour on the jetty neck and 10km per hour on the wharf head and entry near the gatehouse. 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 the KPA Induction 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:

- ☐ a) 25 kph ☐ b) 20 kph
☐ c) 15 kph ☐ 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.

- ☐ True ☐ False

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.

- ☐ True ☐ False

5. Access to the jetty must be closed during transport of oversize items on and off jetty whilst this movement is in place.

- ☐ True ☐ False

**STANDARD OPERATING PROCEDURES
TRAFFIC MANAGEMENT**

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6. What is the maximum number of trucks per cargo vessel permitted in the Maritime Security Zone?

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?

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 2 – KPA PPE requirements

The following outlines the Kimberley Ports Authority's (KPA) Personal Protective Equipment (PPE) requirements for the Port of Broome wharf. The KPA PPE Standard Operating Procedure (SOP) provides further information on PPE requirements for KPA employees and contractors.

Minimum PPE Requirements on the Wharf

The following have been set as the **Minimum PPE Requirements** for all KPA employees, contractors and port users entering the maritime security zone and working on the wharf:

- Hard hat;
- High visibility clothing;
- Safety footwear (ie steel cap boots);
- Full length clothing (long shirt and long pants); and
- Safety glasses.

In addition, specific tasks may require the following PPE:

- Gloves: for KPA employees, contractors and port users involved in activities and working on the wharf or underdeck, then gloves must be carried at all times.
- Personal Flotation Devices (PFD):
 - When working over the red line on the wharf, or where your centre of gravity could go over the edge, you must have a fall prevention system in place i.e. handrail or harness. If a fall prevention system is not possible then another control i.e. a PFD must be worn and the risk documented in a procedure / job hazard analysis (JHA);
 - A PFD must be worn when undertaking mooring and unmooring activities, when standing inside of the red hazard line on the wharf where there is no barrier or fall prevention system in place (and the task has been risk assessed) and when accessing a vessel from the landings without a gangway. A PFD is not required when accessing the underdeck landings with all safety rails in place.

Other PPE may be required as per signage, Standard Operating Procedure (SOP) or relevant JHA.

Exceptions to the Minimum PPE Requirements

The only persons who are not required to comply with the Minimum PPE Requirements when on the wharf are:

- KPA employees and contractors who are transferring directly from a vehicle to the wharf lunch room or lumpers mess area, for example, for a meeting. These persons are not permitted to walk around the wharf.
- Vessel crew or passengers who are transiting directly from a vehicle to a vessel or directly to a designated PPE free zone, for example, the lumpers mess. Note: vessel crew or passengers are not permitted to walk around on the wharf unless they are wearing the Minimum PPE Requirements and displaying their MSIC.
- Passengers who are transferring between wharf and vessel or vice versa and are waiting in a designated PPE free area for transport. These passengers must stay within the designated area and be supervised by a port pass holder who is wearing the Minimum PPE Requirements. If passengers are accessing the underdeck they shall meet the PFD requirements detailed above. It is the responsibility of the charter vessel to ensure passengers accessing the underdeck wear appropriate footwear and if required gloves.
- Taxi or bus drivers who remain in the immediate proximity of their vehicle, gangway or designated PPE free area are not required to wear the Minimum PPE Requirements.

Appendix 1 – Broome Port Traffic Map

Port of Broome Traffic Plan





**KIMBERLEY
PORTS**
AUTHORITY

Broome Port Services

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Appendix 3 – Broome Port Berthage Locations Map

Broome Wharf Information



Soundings current at Sept 2018 - REC94670

- Vertical Ladder
- Multi-Staged Landings
- Fuel (80 tonnes/hr)
- Bowser (14 tonnes/hr)
- Water (100mm 100 tonnes/hr)
- Water (50mm & 25mm 14 tonnes/hr)
- Emergency Shower
- First Aid
- Muster Point
- Toilet
- Original Wharf load limits 3.4 tpm²
- Wharf extension load limits 4.5 tpm²
- Max wheel loads as per highway regulations
- SWL Bollards 50t
- SWL Bollards 35t

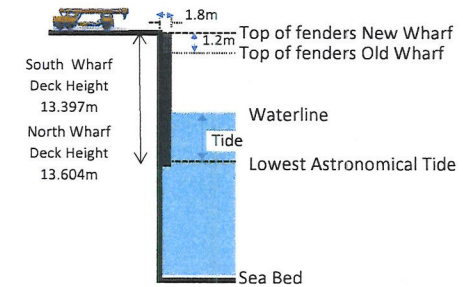
Tides

Highest Astronomical Tide	10.60m
Mean High Water Springs	9.3m
Mean High Water Neaps	6.40m
Mean Low Water Neaps	4.50m
Mean Low Water Springs	1.6m
Lowest Astronomical Tide	0.114m

Berth Lengths

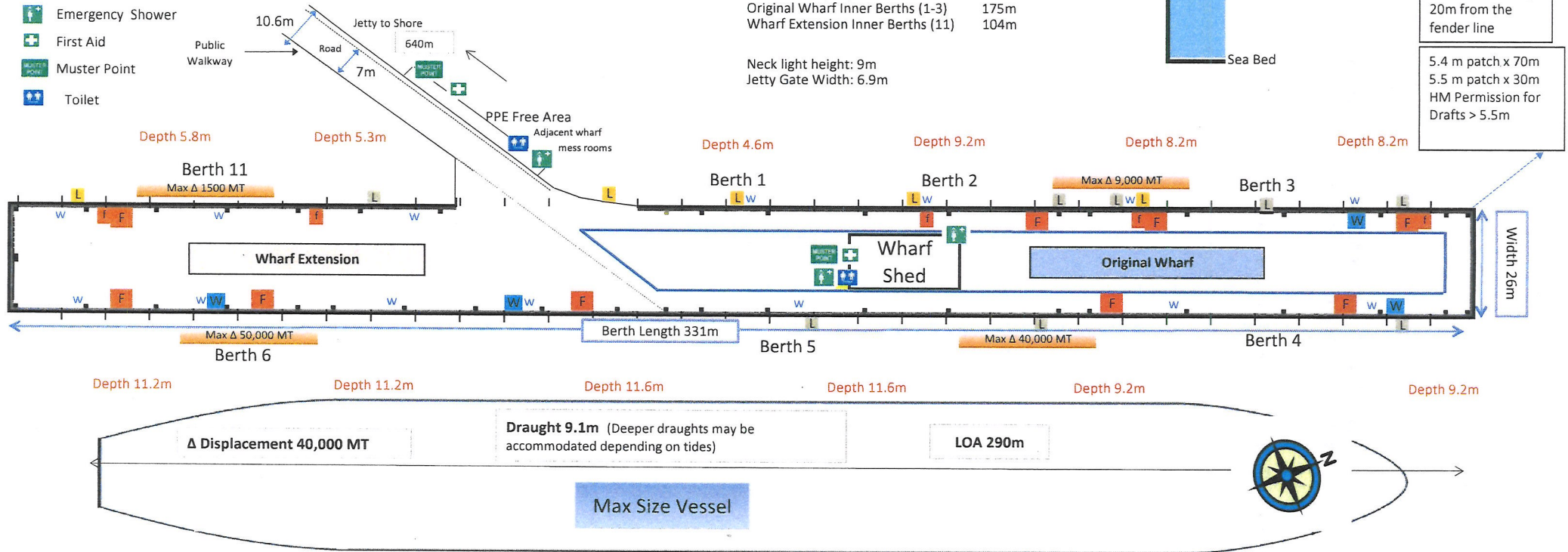
Outer Berth (4-6)	331m
Original Wharf Inner Berths (1-3)	175m
Wharf Extension Inner Berths (11)	104m

Neck light height: 9m
Jetty Gate Width: 6.9m



Depths alongside are for an assumed berth pocket extending 20m from the fender line

5.4 m patch x 70m
5.5 m patch x 30m
HM Permission for Drafts > 5.5m



Disclaimer

All descriptions, dimensions and references to conditions and other details contained in this diagram are given in good faith and are believed to be true and correct, however they are provided as a guide only and should not be relied upon as representation of fact. Interested parties must satisfy themselves as to the accuracy of details by way of inspection or otherwise.

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Appendix 4 – Traffic Controller Guidelines REC104213

Introduction

There are times when, in the interest of maintaining a safe place of work, a traffic controller/s is required to assist with operations. A traffic controller may be required to restrict access to the jetty neck, control traffic on the wharf, or restrict public vehicle access on port roads due to cargo ops, site works, maintenance, crew movement, vehicle movement or personal access/egress requirements.

Traffic Controller's scope

- Manage traffic conditions between KPA and port users / third parties;
- Work in accordance with all relevant KPA policies and SOPs;
- Maintain and enforce work zone delineation (i.e. barricades).

Traffic Controller's Authority

- Stop, slow, direct, instruct all pedestrian and vehicle traffic using a STOP/SLOW sign. This may include guiding vehicles as the designated spotter if authorised by the driver;
- Use hand signals to advise traffic in conjunction with the STOP/SLOW sign;
- Refuse entry or remove any unauthorised or surplus users/vehicles to ensure traffic congestion is kept at a minimum;
- Instruct any personnel to start, stop or move their work and/or equipment if safety may be compromised due to risk associated with traffic movement; and
- Radio communications with those involved to assist with traffic flow sequencing;

Traffic Controller's Responsibility

The Traffic Controller must ensure the following:

- The safety of themselves;
- The safety of fellow workers and port users;
- Enabling works at the Port of Broome to be conducted safely by minimising the risk associated with traffic movement;
- Controlling traffic in a professional manner to enable drivers to negotiate through, past or around the designated work zone safely;
- Ensuring that indication given to the traffic is clear and consistent;
- Maintaining traffic control in emergency situations;
- Minimise traffic delays for all users.

Traffic controller Equipment

- STOP/SLOW sign as required;
- UHF communications for example between other traffic controller, KPA Shift Supervisor and/or Gatehouse.