Fremantle PORTS

Contractors Minimum Work Health and Safety Standard

Record 2087642

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Version History

Version	Description of Changes	Custodian	Approved	Date
1	Original	Port Safety	Manager Port Safety	14/05/2013
2.0	Minor Changes	Port Safety	Manager Port Safety	17/07/2014
3.0	Major changes to content	Port Safety Co-ordinator (OH)	Manager H&S	2023
4.0	Update to ensure alignment and currency to Fremantle Ports requirements	Principal H&S	Manager H&S	31/10/2024
5.0	Finalise alignment and name change from 'Handbook' to 'Standard'	Principal H&S	Manager H&S	09/04/2025
6.0	Addition of 8.8 Drones and context around Weatherguard in 8.10 Section 7 Hot Works amended to include 'no ignition sources are permitted within 30 metres of bunkering operations'.	Principal H&S	Manager H&S	10/04/2026

1. Abbreviations and Definitions

TERM	DEFINITION
ALARP	As Low As Reasonably Practicable
Banned	Is prohibited from being used on any Fremantle Ports Site.
CGR	HSE and Risk Management software system used at Fremantle Ports to report and manage incidents, hazards, and risks.
Construction Work	Is any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.
Contractor	A person or persons, partnership, or corporation, other than an employee of Fremantle Ports, who provides goods or services to Fremantle Ports. The contractor is wholly responsible for control of the works so as to ensure the work is undertaken as specified in the contract.
CoP	Code of Practice
FPR	Fremantle Ports Representative - i.e., Fremantle Ports' designated works superintendent or project manager assigned as the primary point of contact for work conducted by contractors or other third parties.
Hazard	Something that has the potential to cause injury or harm to any person, environment, or property.
Hot Works	Any activity which has the potential to create a source of ignition, for example: Welding, cutting, grinding, or using equipment or tools which may generate heat or sparks
IH	Inner Harbour
JHA	Job Hazard Analysis
KBJ	Kwinana Bulk Jetty
KBT	Kwinana Bulk Terminal
MSIC	Maritime Security Identification Card
OH	Outer Harbour (KBT & KBJ)
Operational Area	Operational Area includes the following: ▪ all MSIC areas within the Inner Harbour (VQ / NQ) ▪ all of Kwinana Berth Jetty (KBJ) designated Operational Points 1-4 at Kwinana Bulk Terminal (KBT) as per Appendix A

PFD	Personal Floatation Device
Restricted	A risk assessment must be completed prior to using the item
Risk Assessment	May include but not limited to: ▪ Operational Risk Assessment, ▪ Job Hazard Analysis (JHA), ▪ Take 5 or equivalent
SDS	Safety Data Sheet
May	Used to indicate an optional course of action.
Must	The words 'must,' 'requires' or 'mandatory' indicate a legal requirement exists and must be complied with.
Should	Indicates a recommended course of action.
SIMOPs	Simultaneous Operations
SMP	Safety Management Plan
SWMS	Safe Work Method Statement
VOC	Verification of Competency
Working Day	Excludes weekends and public holidays. Typically, 7 a.m. to 5 p.m. Monday to Friday.

2. General Information

2.1 Purpose

To provide general information relating to the health and safety procedures and standards which are required to be complied with by all personnel on any Fremantle Ports site. The standard must be used by all contractors or sub-contractors associated with any

works performed. This standard is not a comprehensive list of obligations in relation to health and safety issues.

Compliance with the terms of this document in no way relieves the contractor of any or its obligations under a contract.

Further information is available in specific procedures and guidance notes.

2.2 Scope

The Standard outlines minimum Work Health and Safety (WHS) requirements applicable to all contractors, subcontractors, consultants, and other vendors (contractors) directly engaged by and working at a Fremantle Ports controlled workplace.

Nothing in this standard override legislated WHS obligations, including but not limited to: Acts, Regulations, approved Codes of Practice etc.

If conflict exists between this document and any Fremantle Ports standards, procedures etc. then Stop Work and consult your Fremantle Ports Representative before continuing the work.

2.2.1 Out of Scope

The following groups are considered out of scope for this Standard:

- contractors engaged by Fremantle Ports tenants.
- contractors engaged by third parties with infrastructure on Fremantle Ports land e.g., Water Corporation, Western Power, Telstra etc.
- other port users and their contractors working at but not directly for Fremantle Ports e.g., event management organisations, logistics operators, state, and federal agencies etc.

NB: *Parties that are deemed out of scope, while working on a Fremantle Ports site, still have an obligation under Section 46 of the WHS Act to 'consult, cooperate and coordinate' their activities with all other WHS duty holders at or near that workplace, including Fremantle Ports. This consultation, cooperation and coordination must be done well before any onsite activities commence (i.e., delivery of materials, site setup etc.).*

NB*: Where a principal contractor is to be appointed in accordance with Regulation 292 of the WA WHS Regs 2022, a determination as to whether this standard applies will be made after reviewing the principal contractor's safety management system.*

2.3 Responsibilities

Contractor's Responsibility

As required under WA's WHS legislation, the contractor must ensure:

- as far as it is practicable, the health and safety of workers and other persons at the workplace or affected by the work.
- they consult, cooperate and coordinate with other WHS duty holders.

The contractor must:

- inform themselves of all Fremantle Ports' standards and procedures relevant to the scope of work.
- provide workers with appropriate information, instruction, and supervision regarding the requirements of this standard, applicable Fremantle Ports standards and procedures, and Permit to Work (PTW) system.
- comply with all applicable provisions of federal, state, and local statutory laws, Australian Standards and building codes.

Nothing in this standard relieves the contractor from fully understanding and complying with the safety, environmental, health and industrial relations requirements and practices required by the relevant authorities or industry codes of practice.

2.4 Prior to mobilizing/commencing works

Prior to undertaking contracted works, contractors must work with their Fremantle Ports Representative (FPR) to ensure the following steps are completed:

- understand the contract and confirmed scope of work.
- liaise with the assigned FPR to understand the requirements, timeframes, and key personnel for the contracted works.
- attend handover and kick-off meetings.
- develop a risk register/risk assessment for review by the FPR.
- develop a project health, safety and environmental management plan and/or other safety management documentation such as SWMS, JHA etc. for review by the FPR.
- complete relevant Fremantle Ports and contract specific Inductions (refer to Section 3.6.1.5 Induction)
- if not deemed high-risk construction work (refer to Section 5.1), then develop Work Instructions / JHA or equivalent.
- if deemed high-risk construction work (refer to Section 5.1.1), develop Safe Work Method Statement (SWMS) specific to works and receive FPR approval.
- licences, competencies, and qualifications specific to the works provided to the FPR for verification.

Contractors must be compliant with the following Fremantle Ports WHS requirements and standards as part of contract execution.

***NB**: This standard contains links to other Fremantle Ports WHS documents e.g. procedures, forms. Should you require copies of these please contact your Fremantle Ports Rep.*

Reference:

Document ID & Link	Owner
PR1859 - Contractor Health and Safety Selection, Review, and Implementation Process	Fremantle Ports

3. Work Health and Safety System

3.1 Fremantle Ports Values

Contracting teams are to be familiar with and work in partnership with Fremantle Ports values, which are represented by **CARE**, and stands for:

Collaboration
Achieving together: We work together, building trusting relationships, and consider the impact of our actions. We look for ways to contribute to a better future for our people, our communities, and the environment.

Accountability
Owning it: No matter where we work, our role or where we are from, we have standards to which we hold ourselves and each other accountable. We strive to make the right choices every time. We do what we say we are going to do and take responsibility for our actions.

Respect
Valuing everyone, always: We value each other and create an environment where everyone's voice is heard and respected.

Excellence
Delivering our best: We strive for excellence in everything we do, to optimise performance and productivity. In doing so, we deliver for our teams, our customers, our organisation, and ourselves. We learn from the past while embracing innovation and change.

Reference:

Document ID & Link	Owner
Workplace behaviour: Code of practice	WorkSafe WA
Code of Conduct 2023	Fremantle Ports

3.2 Health and Safety Management System Requirements

Contracting teams must have a health and safety management system. Ideally this will be aligned to the requirements of AS/NZS ISO 45001.

Contractors that are shortlisted during the tendering process will have their health and safety management systems audit (prequalification audit).

Operational site base audits (surveillance) will be conducted periodically.

3.3 Communication and Consultation

Contractor employees will be required to actively participate in the development of risk-based procedures, task specific Job Hazard Analysis (JHA), and incident investigations.

The contractor will ensure that all relevant safety information is provided to their workforce. This information will be conveyed through toolbox meetings, pre-start discussions, safety alerts and / or displayed around site on notice boards.

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Work health and safety consultation, cooperation, and coordination.

Reference:

Document ID & Link	Owner
Work health and safety consultation, cooperation, and coordination: Code of practice	WorkSafe WA

3.4 Change Management

The contracting team must ensure the risks associated with planned or unplanned changes to processes, systems, plant and equipment, technology, and key people, whether permanent or temporary are assessed, managed, and have been approved by the FPR prior to the implementation of any change. The potential impacts of the change must be communicated to relevant personnel and other stakeholders that may be affected by the change. These stakeholders must be given the opportunity to comment on the impacts of the change and outcomes of this consultation must be considered.

Reference:

Document ID & Link	Owner
PR1401 - Management of Change (on the job)	Fremantle Ports

3.5 Sub-Contractor and Visitor Management

The use of **subcontractors** must be approved during the tender process or prior to a subcontractor being engaged. The FPR must be informed of all the relevant details in regard to subcontractors including, but not limited to:

- details of the company
- the work being undertaken.
- frequency and timings of use.

Subcontractors must comply with all requirements applicable to the contractor they are engaged by.

Contracting teams must ensure that **Visitors**:

- adhere to site entry conditions (including inductions, MSIC, Fremantle Ports Access, Escort approval) and are briefed on emergency response requirements and the location of amenities.

- are accompanied unless they are in office areas / amenities.
- are accounted for in the event of an emergency.
- report incidents and hazards via the FPR.

Contractors are responsible for the appropriate selection, management, supervision, monitoring and review of their subcontractors, and Fremantle Ports may audit these processes.

3.6 Hazard and Risk Management

The Contractor must ensure there is a process of health and safety risk management and hazard analysis at all stages of the project.

Hazard identification and risk management ensure risks are managed according to their classification which is established using the approved Fremantle Ports 5x5 risk matrix evaluation tool. Risks can be classified as low, moderate, high, or extreme and must be controlled and reduced to appropriate levels that are deemed to be As Low As Reasonably Practicable (ALARP) utilising the following hierarchy of control.

- Eliminate
- Substitute
- Isolate
- Engineering
- Administrative
- Personal Protective Equipment

3.6.1 Risk Management

The Contractor must compile and maintain a risk register for the project for which they are responsible. The risk register must be reviewed annually, or following any incident or change, for accuracy and risk reduction plan.

3.6.1.1 Stop Work Authority

A Stop Work Authority can be used to 'not' start a task or to stop a task (and bring it to a safe condition). If a Stop Work Authority has been used, discuss the situation with your supervisor and FPR to determine how the work can be safely completed.

It is everyone's responsibility to stop work if:

- The work task poses an unacceptable risk to people, the environment or property.
- The conditions in which you are working are unsafe or have changed.
- You have insufficient knowledge or training for the work task.
- Fremantle Ports' minimum safety requirements are not in place.

Those that exercise the Stop Work Authority in good faith will always have Fremantle Ports' full support, and it should be recorded through Fremantle Ports' safety reporting system.

3.6.1.2 Permits & Work Certificates / Licenses

The 'Permits & Work Certificates / Licenses' system is made up of the following:

- Permit to Work (PTW) - a formal written system used to control certain types of work which are identified as potentially hazardous and used to authorise a contractor to commence work on a Fremantle Ports site.
- Work certificates / licences - used to identify and control hazards/risks associated with the following higher risk activities:
    - hot work (e.g., welding, naked flames, and demolition)
    - confined space entry
    - excavation (regardless of depth) / penetration into walls, ceilings etc.
    - electrical access (any work being conducted within a substation, including high voltage switching)
    - diving (any non-recreational diving within port waters)
    - working at heights

Due to the nature of work environments, how PTWs and certificate/license are requested and authorised is different at the inner and outer harbour.

Where a contracting company will be operating under Fremantle Ports PTW and certificate/license system, their supervisors are required to complete Fremantle Ports permit to work training.

All Permits, licenses and certificates must only be issued to the principal contractor's nominated person in charge / supervisor of the worksite.

3.6.1.3 Safety Critical Risks

If contracted works include any of Fremantle Ports 8 Safety Critical Risks (CR) depicted in the table below, then the listed controls, and/or any other control deemed appropriate, must be properly implemented, otherwise works are to stop before the task continues and rectified by the following actions:

Correct the situation / behaviour.

Obtain the required tool/permit/authorisation/tag.

Replace with verified competent person/rated tool.

NB: For more information on how to manage these Safety Critical Risks, consult your FPR.

 **Key Controls** ▪ Confined Spaces Code of Practice ▪ Safe atmosphere verification ▪ Isolation of Services Connected to Confined Space ▪ Continuous atmospheric monitoring ▪ Confined Space rescue plan ▪ Stand-by person. **Key References** Code of Practice: Confined spaces Fremantle Port: PR1157 - Confined space entry procedure	 **Key Controls** ▪ Certified lifting equipment ▪ Exclusion zone ▪ Tool, equipment, and material drop prevention. **Key References** Fremantle Port: PR1688 - Working at Height Standard Fremantle Port: PR2237 - Cranes, lifting and rigging Standard	 **Key Controls** ▪ Excavation and penetration authorisation ▪ Electrical work authorisation ▪ Electrical isolation ▪ Residual Current Devices (RCD) ▪ Overhead powerlines safe distances **Key References** Fremantle Port: PR1258 - Persons working on or near exposed energised electrical installations	 **Key Controls** ▪ Managing the risk of falls at workplaces Code of Practice ▪ Exclusion zones ▪ Fall prevention and/or fall arrest systems. ▪ Rescue Plan **Key References** Fremantle Port: PR1688 - Working at Height Standard Code of Practice: Managing the risk of falls at workplaces

Key Controls

- Flammable and dangerous goods storage
- Compliance with hazardous area classification
- Hot work permits.
- Management of ignition sources
- Management of flammable material
- Emergency response plan

Key References

Code of Practice - Managing risks of hazardous chemicals in the workplace

Code of Practice - Labelling of workplace hazardous chemicals

Fremantle Port: PR966 - Working with Hazardous Chemicals

Australian Dangerous Goods Code | National Transport Commission (ntc.gov.au)

Key Controls

- Managing risk of hazardous chemicals in the workplace Code of Practice
- Appropriate ventilation
- Storage and segregation of hazardous substances
- Personal Protective Equipment
- Emergency Response Plan
- Exclusion Zones

Key References

Code of Practice - Managing risks of hazardous chemicals in the workplace

Code of Practice - Labelling of workplace hazardous chemicals

Fremantle Port: PR966 - Working with Hazardous Chemicals

Key Controls

- Excavation and penetration authorisation
- Appropriate isolations
- Exclusion Zones
- Energy release containment system
- Emergency Response Plan

Key References

PR2001 - Out of Service, Danger, Isolation and Commissioning Tag System at FP

PR881 - Issuance of an Excavation License

Key Controls

- Training and competency management
- Appropriate isolation
- Emergency response plan
- Exclusion Zones
- SIMOPS management

Key References

Code of Practice - Managing the risks of plant in the workplace

3.6.1.4 Training and Competency

Fremantle Ports may request training and competency records and/or conduct site checks for relevant licenses, tickets etc.

Workers performing high risk work (as defined in the WHS Act) must carry their high-risk work license at all times and present it for inspection to the FPR or Safety team.

Contractor teams must:

- Have a mechanism for confirming that workers have the required competencies (and VOCs), qualifications, licenses, and skills.
- Prior to commencing work and not less than 12 monthly, provide Fremantle Ports with a training matrix of all competencies, qualifications, licenses, and skills necessary for the scope of work.

Those supervising the work must also be competent and received the training depending on the nature of the work (workers exposed to a risk of fall or working in a confined space to be adequately supervised by a competent person).

Reference:

Document ID & Link	Owner
PR2125 - Requesting Fremantle Ports Verification of Competency (VOC)	Fremantle Ports

3.6.1.5 Inductions

Contracting groups and their subcontractors are required to complete relevant health and safety induction(s) prior to starting any work at Fremantle Ports.

Inductions required at Fremantle Ports will depend on the type of services supplied, the location of works and will be either:

- Administration.
- Operational, or
- Port User.

Contractor teams must:

- complete the relevant online safety and environment induction every four years.

NB: An induction must be completed every two years for a two-year MSIC (Maritime Security Identification Card).

- complete the online safety and environment induction prior to attending the IH / OH 'face to face' inductions.
- bring confirmation of completion of the online safety and environment induction, otherwise they will not be able to attend the IH / OH 'face to face' inductions.

Contracting groups and their subcontractors must liaise with their FPR to ensure that all workers are properly inducted prior to starting any work at Fremantle Ports.

Reference:

Document ID & Link	Owner
PR323 - Safety and Environment Inductions	Fremantle Ports
Safety Induction Bookings	Fremantle Ports

3.6.2 Hazard Management

Hazard management involves establishing a process to encourage the identification, evaluation and treatment of hazards and the implementation of actions and supports the development of a culture where employees take responsibility for issues and first act to correct hazards in their control, or if not immediately report the hazards to the appropriate team leader for action.

Hazard identification and risk management tools include:

- **Safe Work Method Statements (SWMS)** - outlines the high-risk work activities to be carried out at a workplace, the hazards associated with these activities, and the measures to put in place to control the risks.
- **Job Hazard Analysis (JHA)** - a process used to identify and control hazards associated with specific job tasks. Developed on site before starting the job and involves breaking down a job into its individual steps, identifying potential hazards and control measures.
- **Work Instructions (WI)** - specific, technical, and detailed instructions on how to accomplish a particular task and should include a chronological step-by-step list of instructions that covers every aspect of the task (from beginning to end).
- **Take 5's** - a quick and simple safety tool used to identify and control hazards before starting a task.
- **Fremantle Ports' HSE field book** - a guide used to assist workers and ensure (HSE) compliance on Fremantle Ports sites.

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - How to manage work health and safety risks.

Reference:

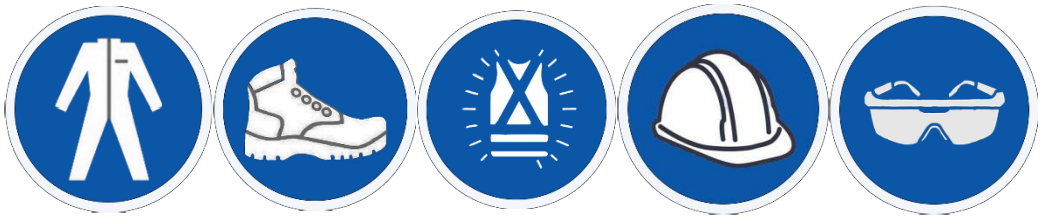
Document ID & Link	Owner
How to manage work health and safety risks: Code of practice	WorkSafe WA
Fact Sheet – Safe Work Method Statements	Office of the Federal Safety Commissioner
Information Sheet: Safe Work Method Statement for High-Risk Construction Work	Safe Work Australia

3.6.2.1 Personal Protective Equipment

All PPE used at Fremantle Ports sites must comply with Australian Standards.

Contractors are to complete risk assessment to identify correct PPE for each task. The necessary PPE must be made available, including the provision of necessary information, instruction, training, supervision, fit testing, cleaning, maintenance, and disposal.

Minimum PPE for Fremantle Ports locations are as shown below.

Inner Harbour	
KBT & KBJ	
All Sites	**Additional or different PPE dependent on the task performed or risk profile.**

Reference:

Document ID & Link	Owner
PR1287 - Personal Protective Equipment	Fremantle Ports

3.7 Incident Management

Contracting groups must notify the FPR of all significant health and safety incidents (i.e., those requiring medical treatment or above, or near miss equivalents) within 2 hours of occurrence and all other health and safety incidents as soon as possible, but no later than end of shift.

3.7.1 Incident Reporting

Contracting groups must have a documented process to notify, report, and investigate any incidents and near misses. All incidents, near misses, and complaints will be recorded in Fremantle Ports Corporate Governance Risk (CGR) online database.

Any incident that meets the criteria of a 'notifiable incident' as set out by the WA WHS regulator must be reported to WorkSafe WA and Fremantle Port in accordance with

legislation and contractual requirements. Where an incident is notifiable to a Safety Regulator (e.g., WorkSafe, AMSA, ONRSR, Western Power), the FPR and FP Manager safety must be consulted prior to notifying the Regulator.

Where appropriate, Fremantle Ports will share incident learnings across the business and relevant industry parties.

Reference:

Document ID & Link	Owner
External - CGR Incident Report Form	Fremantle Ports
External - CGR Hazard Report Form	Fremantle Ports

3.7.2 Incident Investigation

Contracting groups are responsible for providing adequate resources to facilitate and/or participate in the investigation process, and to ensure notifications and reports are provided as per Fremantle Ports standards and timeframes.

Fremantle Ports reserves the right to lead, participate in or observe any incident investigation. Significant incidents will require an Incident Cause Analysis Method (ICAM), or similar investigation and all other incidents may use a simpler investigation tool or technique.

The level of investigation will align to the actual or the potential consequence of an incident or non-conformance. Investigation methodology may involve either a basic investigation (use of the '5 Whys' method and/or a mini ICAM investigation, or a full ICAM investigation (formal investigation).

The outcome of the investigation must be documented and communicated to relevant personnel.

Reference:

Document ID & Link	Owner
PR416 - Procedure for hazard and incident reporting, and investigation	Fremantle Ports

3.8 Injury Management

Contracting teams must:

- Establish and maintain an injury management program as part of their duty of care and alignment to legislation for their workers, including but not limited to:
    - injury prevention
    - injury management and return to work.

    - workers compensation insurance and claim management.
    - vocational rehabilitation
    - alignment with medical practitioners and physicians
- provide information, instruction, training, and supervision for personnel regarding management of injuries and/or illnesses.

Reference:

Document ID & Link	Owner
PR1266 - Injury Management Procedure	Fremantle Ports
Workers: Understanding your rights, obligations, and entitlements	WorkCover WA

3.9 Emergency Preparedness and Management

Emergency scenarios applicable to a project or scope of work are to be identified, documented (e.g., Risk Register, Emergency Management Plan (EMP), Incident Response Procedure etc.) and communicated (e.g., inductions, training, drills etc.) prior to mobilisation or commencement of work. This should include the provision of adequate first aid equipment and trained first aiders.

Reference:

Document ID & Link	Owner
Crisis Management Plan 2024	Fremantle Ports
Incident Management Plan 2024	Fremantle Ports

3.10 First Aid and Fire Fighting

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - First aid in the workplace and WorkSafe WA Code of Practice - Managing the work environment and facilities.

3.10.1 First Aid

Contracting teams must:

- ensure an adequate number of workers are trained to administer first aid.
- the workplace and first aid kits used on site must be suitable for the immediate first aid attention of a person injured, based on what could be expected to occur.
- provide first aid facilities during mobilisation, site set up, de-mobilisation, etc.
- the first aid trained person will be known or identified to all employees on site.

3.10.2 Fire Protection and Prevention

Contracting teams must:

- determine the fire extinguishers or other fire retarding material needs aligned to their Scope of Work
- provide fire protection/fighting equipment during mobilisation, site set up, de-mobilisation, etc.
- ensure that the fire equipment supplied is serviced regularly and accessible in the workplace at all times.

Reference:

Document ID & Link	Owner
First aid in the workplace: Code of practice	WorkSafe WA
Section 43: Work Health and Safety (General) Regulations 2022	WorkSafe WA
PR1378 - First Aid / First response to a person incident	Fremantle Ports

4. Health and Hygiene - Minimum Requirements

4.1 Asbestos Disturbance and Removal

Asbestos Containing Material (ACM) may be present at Fremantle Ports sites, including in buildings or in the soil and contractors must liaise with their FPR during the works planning process to ensure that the risk posed by asbestos is appropriately managed.

Before any work is conducted which may disturb ACM (e.g. cutting, drilling, removing wall cladding, removing floor coverings, etc.) you must:

- inspect the work area for warning signs or stickers.
- consult the relevant asbestos register/report.

If you identify ACM, or suspected ACM, which is not recorded in the Fremantle Ports asbestos register/reports, then you must immediately:

- pause the work (Stop Work Authority)
- isolate the area to prevent anyone from inadvertently accessing the area.
- inform your supervisor/FPR who will arrange for an assessment.

The Asbestos Plan and Register/Reports are the most up to date and reliable source of information regarding asbestos containing material (ACM) at Fremantle Port. Contact your FPR for further information.

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - How to manage and control asbestos in the workplace and WorkSafe WA Code of Practice - How to safely remove asbestos.

Reference:

Document ID & Link	Owner
How to manage and control asbestos in the workplace: Code of practice	WorkSafe WA
Asbestos Management Plan 2024	Fremantle Ports
IH Asbestos Materials Management Report 2022	Fremantle Ports
KBJ - Asbestos Materials Management Report 2024	Fremantle Ports
KBT - Asbestos Materials Management Report 2024	Fremantle Ports

4.2 Contaminated Atmospheres

Contracting teams must:

- identify contaminated or potentially contaminated atmospheres and required risk controls associated with their scope of work, including but not limited to:
    - nuisance dust
    - respirable and/or inhalable crystalline silica
    - asbestos,
    - lead
    - diesel particulate
    - volatile organic chemicals etc.
- develop and implement necessary emergency procedures.
- provide information, instruction, training, and supervision for personnel regarding management of contaminated atmospheres.

4.3 Biological hazards

Contracting teams must:

- identify biological hazards (biohazards) and required risk controls associated with their scope of work, including but not limited to.
    - food and other organic waste
    - marine biofouling
    - zoonoses
    - mould and fungi in humid environments.
    - water borne contaminants (e.g., legionella)
    - toxins etc.
- adhere to the latest information and rules to manage infectious diseases in WA.
- consider any known workers' sensitivities and allergies in emergency planning.
- provide information, instruction, training, and supervision for personnel regarding management of biohazards.

Reference:

Document ID & Link	Owner
Australian biofouling management requirements V2	Department of Agriculture, Fisheries and Forestry
Workplace-zoonoses	Department of Energy, Mines, Industry Regulations and Safety
Q-fever risk at Inner Harbour: WHS Guidance	Fremantle Ports

4.4 Fitness for Work

Contracting teams must:

- identify fitness for work (FFW) risks and required risk controls associated with their scope of work, including but not limited to:
    - workers' physical capabilities matched to their job demands.
    - workers' psychological capabilities matched to their job demands.
    - fatigue (rosters and working hour arrangements (including travel) should be assessed and conform to the relevant government guidelines and requirements)
    - drugs and alcohol
    - prescribed or over the counter medication taken by a worker.
    - injury and/or illness management etc.
- provide information, instruction, training, and supervision for personnel regarding management of FFW.

***NB:** Contracting teams on Fremantle Ports sites will be required to participate in periodic AOD screening using saliva and/or urine sampling.*

Reference:

Document ID & Link	Owner
PR1534 - Alcohol and Other Drugs (AOD) Safety Management Procedure	Fremantle Ports

4.5 Psychological Health

4.5.1 Psychosocial hazards

Psychosocial hazards are aspects of work that can cause psychological or social harm to employees. These hazards can arise from the way work is designed, organized, and managed, as well as from the social context of the workplace.

The contracting team must:

- regularly assess the workplace for potential psychosocial hazards through surveys, consultations, and workplace assessments.
- foster a supportive work environment by promoting open discussions about mental health and providing resources for employees to seek help.
- provide training to all employees on recognizing and managing psychosocial hazards.

Addressing psychosocial hazards is crucial for maintaining a healthy and productive workplace.

Reference:

Document ID & Link	Owner
Psychosocial hazards in the workplace: Code of practice	WorkSafe WA

4.5.2 Mental Health

Fremantle Ports aims to create a workplace environment that supports and promotes the mental wellbeing of all employees and encourages and supports employees to take responsibility for their own mental health and wellbeing.

The contracting team must:

- take reasonable care of their own mental and physical health and wellbeing and ensure that their actions do not affect the health and safety of other people in the workplace.
- attend appropriate training and awareness sessions as directed by their supervisor or manager.
- report hazards and incidents relating to both physical and mental health.

Contracting teams as a minimum to meet the WorkSafe WA Code of Practice - Psychosocial hazards in the workplace (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Mentally healthy workplaces: Code of practice	WorkSafe WA
24 Hr Mental Health Emergency Response Line	Mental Health Commission

4.6 Manual Handling

Manual Handling tasks cover a wide range of activities within Fremantle Ports with some manual tasks identified as being hazardous and may cause musculoskeletal disorders (MSD).

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Hazardous manual tasks (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Hazardous manual tasks: Code of practice	WorkSafe WA

4.7 Ergonomics

Contracting teams must:

- identify ergonomics and human factors risks and required risk controls associated with their scope of work, including but not limited to:
    - human / machine interface e.g., workstation setup, control room layout
    - workspace layout
    - materials handling arrangements etc.
- provide information, instruction, training, and supervision for personnel regarding management of ergonomics and human factor risks.

4.8 Noise.

All work areas, including plant and equipment which pose a noise hazard must be managed as designated hearing protection areas including PPE requirements, signage, access control etc.

Contracting teams must:

- meet as a minimum the WorkSafe WA Code of Practice - Managing noise and preventing hearing loss at work (see link in supporting reference below)
- provide information, instruction, training, and supervision for personnel regarding management of noise.

Reference:

Document ID & Link	Owner
Managing noise and preventing hearing loss at work: Code of practice	WorkSafe WA

4.9 Radiation

Radiation risks may include:

- ionising radiation e.g., radiography, density measuring, etc.
- non-ionising radiation e.g. microwaves, mobile phones, and other radio frequency emissions.

Contracting teams must:

- provide information, instruction, training, and supervision for personnel regarding management of radiation.
- Meet the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) requirements (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Codes and standards | ARPANSA	ARPANSA

4.10 Thermal Stress

Contracting teams must:

- identify the risks of thermal stress (including hot and cold) and required risk controls associated with their scope of work, including but not limited to:
    - sun exposure
    - radiated heat from hot plant and equipment.
    - cold exposure e.g., working in water, work in refrigerated environment etc.
    - heavy and/or prolonged physical work
- provide information, instruction, training, and supervision for personnel regarding management of thermal stress.

4.11 Ultraviolet Radiation

Contracting teams shall:

- identify the Ultraviolet (UV) radiation risks and required risk controls associated with their scope of work.
- provide information, instruction, training, and supervision for personnel regarding management of thermal stress.

5. Safety - Minimum Requirements

5.1 Construction Work

Regulation 289 of the WHS Regulations 2022 defines 'Construction work' as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure. This includes:

- any installation or testing carried out in connection with an activity referred to in the above definition.
- the removal from the workplace of any product or waste resulting from demolition.
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work.
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure
- the installation, testing, or maintenance of an essential service in relation to a structure.
- any work connected with an excavation.
- any work connected with any preparatory work or site preparation including landscaping as part of site preparation carried out in connection with an activity referred to in the above definition, or
- an activity referred to in the above definition, carried out on, under or near water including work on buoys and obstructions to navigation.

Reference:

Document ID & Link	Owner
Construction work: Code of practice	WorkSafe WA

5.1.1 High Risk Construction Work (HRCW)

High risk construction work (HRCW) means construction work that:

- involves a risk of a person falling more than 2 metres.
- is carried out on a telecommunication tower.
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure.
- involves, or is likely to involve, the disturbance of asbestos.
- involves structural alterations or repairs that require temporary support to prevent collapse.
- is carried out in or near a confined space.
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres.
- a tunnel
- involves the use of explosives.
- is carried out on or near pressurised gas distribution mains or piping.

- is carried out on or near chemical, fuel, or refrigerant lines.
- is carried out on or near energised electrical installations or services.
- is carried out in an area that may have a contaminated or flammable atmosphere.
- involves tilt-up or precast concrete.
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
- is carried out in an area at a workplace in which there is any movement of powered mobile plant.
- is carried out in an area in which there are artificial extremes of temperature.
- is carried out in or near water or other liquid that involves a risk of drowning.
- involves diving work.

Reference:

Document ID & Link	Owner
Safe Work Method Statement for High-Risk Construction Work	Safe Work Australia

5.1.2 Construction Project

Construction work is a project that involves construction work where five or more persons are, or are likely to be, working at the same time.

The principal contractor for a construction project must ensure that signs are installed, that:

- show the principal contractor's name and telephone contact numbers (including an after-hours telephone number).
- show the location of the site office for the project, if any.
- are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.

Contracting teams must:

- identify whether their scope of work is or includes **construction work** (refer to Code of Practice (CoP) and if so:
    - identify if any ***high-risk construction work*** will be undertaken (refer to CoP)
    - identify whether the work is a **construction project** (refer to CoP)
- provide information, instruction, training, and supervision for personnel regarding management of construction work, including Safe Work Method Statements (SWMS), safety management plans etc.

For all HRCW, the FPR must liaise with the Contracting group to ensure:

- Safe Work Method Statements (SWMS) are prepared (the principal contractor or those conducting the work) for each HRCW activity as required by r299, r302, r312 of the WHS Act
- The SWMS have identified 'project specific' risks and not of a 'generic' nature.

- The SWMS are made available to all stakeholders before the HRCW activity commences.

Reference:

Document ID & Link	Owner
Work Health and Safety (General) Regulations 2022	WA Government

5.2 Crane Operation and Lifting Equipment

Contracting teams must:

- identify the risks associated with crane and lifting operations and required risk controls associated with their scope of work, including but not limited to:
- all lifting gear and equipment used on Fremantle Ports sites must have evidence of current inspection and testing.
- crane operators, dogman, and riggers must hold current High Risk Work Licence(s) complete a lift plan and/or SWMS specific to the work site prior to the lift commencing and authorised by a competent person.
- lift plan is required for critical lifts (greater the 75% rated capacity), multiple crane lifts, lifts handled outside of operator's view, engineered lifts, lifts with technically difficult rigging arrangements etc.
- provide information, instruction, training, and supervision for personnel regarding management of crane operations and lifting equipment.
- assess all cranes brought onto site through a third-party assessor to ensure statutory compliance.

Reference:

Document ID & Link	Owner
PR1363 - Crane operation	Fremantle Ports
PR2237 - Cranes, lifting and rigging Standard	Fremantle Ports
PR2240 - Operating a telehandler	Fremantle Ports

5.3 Working at Height

Working at Height is where there is the potential for personnel or materials to fall from one level to another.

5.3.1 Fall Prevention

Where possible, work activities at height must be done via a safe manner that provides personnel with a work platform and edge protection that is fixed or in-situ. This may include and is not limited to:

- eliminating the need to work at height
- an existing work platform or stairway access
- an elevating work platform, such as a scissor lift or boom lift
- fixed scaffold, mobile scaffold, or temporary work platform.
- Fixed covers over holes and openings.

5.3.2 Fall Protection

Where fall prevention is not practical, fall protection controls must be implemented. This may include and is not limited to.

- travel restraint systems,
- fall restraint systems,
- individual fall arrest systems,
- industrial rope access systems
- safety nets / safety mesh.

Prior to any person working at height, they must be trained, assessed, and deemed competent to the nationally accepted framework by an accredited trainer. Any person who uses a harness is required to undertake this training.

Contractors must ensure:

- all tools and consumables must be secured to ensure they do not fall from height.
- equipment and trained personnel are available at all times that working at heights is being conducted for emergency response.

Reference:

Document ID & Link	Owner
PR1688 - Working at Height Standard	Fremantle Ports
PR2008 - Working at Heights	Fremantle Ports

5.3.3 Working On, Over, In or Near Water

Contracting teams must:

- plan works (scope of work, team communications, SWMS where applicable, condition assessment)
- compete pre-task risk assessment (SWMS where applicable, PTW, JHA, Take 5)
- observe weather forecast (during planning and work execution)
- liaise with the FPR to check simultaneous operations (Maintenance and Project work schedules, Tomorrow on Site, Vessel Schedule)
- consider feasibility of edge protection and fall restraint.
- use a PFD when working within 1.5 metres (or as marked) of an unprotected edge over water.
- restrict access to others e.g., members of public via signage, demarcation, fencing etc.
- prepare an emergency management plans, equipment, and personnel.
- review of lone working arrangements on, over, in or near water
- identify the risk associated with working on, over, in or near water at Fremantle Ports and the required risk controls.
- provide information, instruction, training, and supervision for personnel regarding the management of working on, over, in or near water.

Contracting teams to meet as a minimum the requirements of the Fremantle Ports Standard for Safe Work On, Over, In or Near Water.

Reference:

Document ID & Link	Owner
PR2234 - ST52001 - Safe Work On, Over, In or Near Water	Fremantle Ports
PR1360 - Person falling into water from Wharf	Fremantle Ports
PR226 - Under wharf access	Fremantle Ports

5.3.4 Scaffolding - General Requirements

The contractor must:

- provide a risk assessment for FPR to review before beginning the task.
- ensure that no equipment or material will be intentionally dropped, `bombed', or thrown up or down the structure during the erection, modification and dismantling of scaffolds.
- complete a handover certificate prior to use and it is available on site.
  NB. *Handover certificate is not a substitute for a Scafftag.*
- ensure outdoor scaffolding >2m high has been designed for fit for potential adverse weather incl. strong such as extreme winds conditions (i.e. fitted with appropriate outriggers, counterweights, wall ties etc.)

- prevent unauthorised access to the scaffold while the scaffold is incomplete or unattended - WHS (r)225 (5)
- all Scaffolding must meet the requirements of Australian Standard 1576, and they must be built for purpose (i.e. light, medium, or heavy duty).
- ensure all specialty scaffolds (i.e. cantilever, swing stage, suspended, birdcage, etc.) have an approved design plan and are certified as fit for use by an engineer or appropriately qualified scaffolder who is not involved in the design or assembly of the scaffold.

5.3.5 Scaffold and Adverse Weather

Fremantle Ports sites are located in areas that encounter adverse weather conditions, adverse weather condition include:

- high wind events
- gusty wind events
- high tides and rough seas
- lightning
- storm events
- heavy rain and Hail

The following must be conducted pre-and-post adverse weather (including high tides or rough seas impacting on a scaffold) for any scaffold on FP sites:

- if adverse weather has been forecast, the contractor must ensure that all parts of the scaffold system are secure before the event.
- after adverse weather, the Scaffold is to be taken out of service until it has been reinspected and re-certified by a qualified Scaffolder.

5.3.6 Elevated Work Platforms (EWP)

When working with elevated work platforms, fall arrest PPE including self-retracting lanyards must be used whenever the machine is running, and workers are in the basket.

- self-retracting lanyards must be designed for use in 360°aplications when used in elevated work platforms.
- elevated Work Platform users must attach to the lowest possible manufacturer's approved anchor point.
- the operator of any EWP must be trained, assessed, deemed competent to operate the machine and hold a National High Risk Work Licence and site competency where required.

NB: Before working in an EWP over water, a risk assessment must be completed to determine whether personnel in the basket must wear a harness or a PFD.

A standby person must be present whenever any person is elevated in an EWP.

- the standby person must be accountable for the safety of the people operating the machine by warning the operator of any hazards, maintaining a safe work area

while the basket is elevated and initiating the emergency response plan in the event of an emergency.

- the standby person must be trained, assessed, and deem competent to operate the EWP and hold a National High Risk Work Licence and site competency where required.
- the standby person must not perform any other task while assigned to the role.

5.3.6.1 Entering or Leaving EWP Basket While Elevated

Personnel must not enter or leave the basket of an EWP while elevated (except in an emergency) unless all steps of (s) 5.9 of AS2550.10 2006 are met.

Reference:

Document ID & Link	Owner
PR1623 - Operating elevating work platform	Fremantle Ports

5.3.7 Ladders

Ladders should be selected to suit the work to be carried out and consider.

- the duration of the work,
- the physical surroundings of where the work is to be carried out,
- and the prevailing weather conditions.

Platform Ladders. Fremantle Ports require that platform ladders should be used as they provide an improved level of fall protection over traditional step or single ladders.

Ensure all portable ladders:

- are erected at a ratio of 4:1
- has slip-resistant bases
- only be used for their load rating
- complies with the AS-1892 series
- extends at least 1m above point of embarkation/disembarkation.

Caution - only use a portable ladder where it is not practicable to provide a secure working area.

5.3.8 Working from a Conveyor

When working from a conveyor, the following applies:

- conveyors are not designed or intended to be used as a work platform or means of access/egress
- accessing a conveyor belt is working from height
- before working from a conveyor is approved, all other options (i.e. scaffold, EWP, work basket, etc.) must be considered

- if working from a conveyor belt cannot be avoided, then:
    - the conveyor must be isolated and locked out, and
    - a working from height certificate must be approved.

Reference:

Document ID & Link	Owner
PR1688 - Working at Height Standard	Fremantle Ports
Managing the risk of falls at workplaces: Code of practice	Safe Work Australia
Reg 225(5): Work Health and Safety (General) Regulations 2022	WorkSafe WA

5.4 Confined Space

For a space to be classified as a Confined Space (CS) it must be an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

- oxygen concentration outside the safe oxygen range
- concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation
- concentration of flammable airborne contaminant that may cause fire/explosion
- engulfment in free-flowing solid or rising level of liquid that may cause suffocation or drowning.

CS entry is when a person's head or upper body is within the boundary of the CS. For example, inserting an arm to conduct atmospheric testing is not considered CS entry. All persons entering a CS must obtain a CS entry certificate by doing the following:

- obtain permission from Operations and/or person in control of work area
- print out, review and complete CS Risk Assessment for the specific CS
- prepare the associated PTW and CS Entry Certificate
- issue supervisor with a copy of FP PTW and CS Risk Assessment
- obtain CS Entry Certificate containing a record of each person required within the CS and each person required for standby.

Caution - while a CS is occupied, a copy of the CS Entry Certificate must be available at the CS entry point.

Document ID & Link	Owner
PR1157 - Confined space entry	Fremantle Ports
Code of Practice: Confined spaces	WorkSafe WA

5.5 LOTO (Lock Out and Tag Out)

Contracting teams must:

- manage all isolations (e.g. electrical, mechanical, gravitational etc.) through Fremantle Ports Permit to Work system and relevant Work Certificate / License.
- ensure the approved work certificate / license is followed in relation to isolation, lockout devices and tags must be completed correctly when installed.
- isolate all energy sources and test isolations before commencing work.

- arrange for the FPR to observe the removal of tags / lockout devices at the completion of the work, as required.

5.5.1 Tagging

At Fremantle Ports the following tags are used:

- **Personal Danger Tag** - The personal danger tag and personal safety lock is used to provide protection to workers when there is a risk of personal injury when working on plant or equipment.
- **Isolation Tag** - An isolation tag must be placed on equipment that has been isolated from an energy source by a person authorised to undertake the task.
- **Out of Service Tag** - The Out of Service Tag is designed to prohibit the use of plant or equipment as necessary in the interests of safety or operational requirements.
- **Commissioning Tags** - The Commissioning Tag is used by the Senior Authorised Person (SAP) for some tests on High Voltage equipment.
- **Information Tags** - Information tags are used to provide additional information, advice or warnings to workers and visitors, including whom to contact for further advice. They may be placed in conjunction with the other tags described above or on barricading, equipment controls, etc.

Reference:

Document ID & Link	Owner
PR2001 - Out of Service, Danger, Isolation and Commissioning Tag System at FP	Fremantle Ports
PR1533 - Commissioning of Plant and Equipment in the Outer Harbour	Fremantle Ports

5.6 Electrical

5.6.1 General Requirements

Contracting teams must:

- ensure only licensed electricians are authorised to carry out any electrical work under a permit process.
- ensure all electrical equipment is tested and tagged quarterly as per legislative requirements.
- positively identify overhead or underground electrical services when working within their vicinity (Before You Dig Application, cable locating, potholing)
- maintain minimum safe approach distances to control/mitigate arc flash/explosion risks.

- ensure Residual Current Devices (RCD's) are fitted to all circuits at the power source that may supply portable, mobile, or movable equipment on FP sites, and are tested prior to use.
- ensure flexible extension cords should not be used while in a coiled or reeled configuration.
- all leads must be off the ground or protected from interactions with plant, equipment, vehicles, pedestrians etc.
- temporary leads, plugs etc. must be IP rated for the work environment.

Reference:

Document ID & Link	Owner
Electrical Installations - Construction and Demolition Sites	AS/NZS 3012:2019

5.6.2 Isolation - Electrical

Contracting teams must:

- identify electrical energy hazards associated with or near their scopes of work and implement required risk controls, including work in accordance with an approved electrical isolation certificate / license.
- ensure any high-voltage isolations and switching is only be carried out as per PR644 - High Voltage Electrical Isolation.
- provide information, instruction, training, and supervision for personnel regarding management of electrical energy hazards.

Reference:

Document ID & Link	Owner
PR1277 - Isolation of Low Voltage Electrical Equipment at FP	Fremantle Ports
PR644 - High Voltage Electrical Isolation	Fremantle Ports

5.6.3 Portable Generators

Portable generators must not be used on FP sites without FP's electrical team approval.

To request approval the contracting team must:

- complete Form A51 - Application for Permit to Use Private Portable Generators on FPA Property (to be provided by the FP representative)
- have it endorsed by an FPA authorised representative.

Generators used must:

- have overcurrent and earth fault protection.
- have an output isolator.

- be operated per the manufacturer's recommendation, provided that these recommendations do not conflict with FP requirements.

If conflict exists, then contact Electrical Engineering (08 94303510) for further advice.

Contracting teams must meet the requirements of **Procedure for Use of Portable Generators** on Fremantle Ports Property - PR2261.

Reference:

Document ID & Link	Owner
PR2261 - Procedure for Use of Portable Generators On Fremantle Ports Property	Fremantle Ports
1834313 Application for Permit to use private portable generators on FPA property	Fremantle Ports
Electricity (Licensing) Regulations 1991	WA Government

5.7 Plant and Equipment (including Light Vehicles)

5.7.1 Mobile Plant & Equipment

Contracting teams must ensure:

- mobile plant and equipment are driven/operated by operators who are fit for work, licensed, and/or are trained and deemed competent to Fremantle Ports requirements.
- All parked mobile plant and equipment are stable and secure (park on flat ground, attachments such as forks, buckets are grounded, keys removed etc.).
- there are established exclusion zones around a mobile equipment operating area.
- escorts/spotters are used when travelling outside an exclusion zone.
- Communications established and maintained between operators and spotters.
- flashing amber lights are used in all operational areas.
- they have the vehicle headlights on while driving in any MSIC area.
- adherence to the 30km speed limit (or posted limits).
- to never use hazard lights as a substitute for a beacon.
- they do not tailgate at MSIC gates.
- all WA road traffic rules apply within the Port of Fremantle.

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Managing risks of plant in the workplace.

Reference:

Document ID & Link	Owner
PR2157 - Heavy vehicle maintenance	Safe Work Australia

5.7.2 Light Vehicles

Light Vehicles must be fitted with:

- flashing amber light for all operational areas
- first aid kit
- seat belts for driver and all passengers
- reversing alarm

Contracting teams must:

- identify the risks associated with the use of light and heavy vehicles, and the risk controls required for but not limited to:
    - vehicle collision
    - vehicle rollover
    - uncontrolled movement of vehicles
    - defects and maintenance etc.
- provide information, instruction, training, and supervision for all personnel involved in the use or maintenance of vehicles.

Contracting teams must ensure vehicles:

- when parked, they are stable and secure (hand brake engaged, wheels to kerb, park on flat, in gear, engine off, consider chocks).
- are reverse parked if required by local site requirements.
- have an amber flashing beacon and/or headlights on when driving in operational areas.
  NB. hazard lights must not be used as a substitute for a beacon.
- adhere to the posted speed limit)
- do not tailgate at security gates.

Reference:

Document ID & Link	Owner
Managing the risks of plant in the workplace: Code of practice	Safe Work Australia

5.7.3 Isolation - Fixed and Mobile Plant and Equipment

Contracting teams must:

- identify non-electrical energy hazards associated with work on or near fixed plant and equipment. This may include, but is not limited to:
    - gravity
    - hydraulic / pneumatic
    - springs
- ensure there is no unintended operation or movement of plant and equipment.
- select and implement required risk controls.
- provide information, instruction, training, and supervision for personnel regarding management of energy hazards.

Reference:

Document ID & Link	Owner
PR1069 - Mobile Equipment Maintenance Isolation & Tagging Procedure	Fremantle Ports

5.7.4 Loading, Unloading and Load Restraint

Various load clearance restrictions for height, width and length may exist at an FP location. Prior to any material/equipment being brought to site the contractor must seek the relevant information from the FPR to identify an appropriate safe site access route.

At all times, the contractor must be aware of vehicle / pedestrian interface issues and put systems in place (i.e. spotters, Traffic Management Plan, barricading, etc.) to reduce the potential for injury, particularly where it is necessary for vehicles to reverse.

Contracting teams must:

- identify the risk associated with loading and unloading of vehicles, and load restraint and the required risk controls.
- provide information, instruction, training, and supervision for personnel regarding the management of loading, unloading and load restraint.
- ensure any loading / unloading of vehicles must comply with the compliance requirements of the HV and LV Load Restraint Guide.

Reference:

Document ID & Link	Owner
National Transport Commission - HV and LV Load Restraint Guides	National Transport Commission

5.7.5 Refuelling Vehicles, Plant and Equipment

When refuelling vehicles, plant, or equipment on Fremantle Ports sites, contracting groups must ensure they:

- manage the risks associated with refuelling on Fremantle Ports sites. (E.g. smoking, spillage, overfill etc.)
- park and switch off the vehicles, plant, or equipment.
- are not smoking or have open flames.
- place fuel containers on the ground before filling with flammable liquid. This will discharge any static electricity prior to refuelling.
- do not re-enter the vehicle while refuelling is in progress. If the driver must re-enter the vehicle, any static electricity must be discharged before touching the refuelling nozzle by first touching the metal on the outside of the vehicle.
- secure portable fuel containers against transit damage.

- ensure in the event of a refuelling fire, leave the nozzle in the vehicle's filler neck, back away from the vehicle and notify a Supervisor and FPR.
- provide information, instruction, training, and supervision for personnel regarding management of refuelling activities, including incident response.

5.7.6 Traffic Management

A Traffic Guidance Scheme (TGS) or Traffic Management Plan (TMP) must outline the requirements for controlling light vehicle, mobile equipment, and pedestrian interactions. The TGS/TMP assists in providing a consistent approach and standard to traffic management.

Contracting teams must:

- identify and manage the risk associated with traffic, the movement of mobile plant and equipment, and interactions with other traffic and/or pedestrians on Fremantle Ports sites.
- provide information, instruction, training, and supervision for personnel regarding the Traffic Management Plan.

Reference:

Document ID & Link	Owner
PR1986 - Kwinana Bulk Jetty Traffic Management	Fremantle Ports
PR1603 - Kwinana Bulk Terminal Traffic Management	Fremantle Ports
PR1805 - IH Common User Berths Traffic Management Plans	Fremantle Ports
PR1849 - Landside Traffic Operations IH	Fremantle Ports
PR2283 - Landside traffic management at Fremantle Ports	Fremantle Ports

5.8 Excavations and Ground Disturbance

A Fremantle Ports' **Excavation Licence** is required for all work that involves breaking or penetrating the ground surface at Fremantle Ports, including:

- surface excavations
- penetration by star pickets
- drilling by mechanical device
- trenching by mechanical device (for example, a backhoe, ditch witch, or excavator)
- tunnelling &/or shaft building

⚠ **Caution** - When planning an excavation, be aware that all FP sites may have legacy contamination (metal concentrates, PFAS, asbestos, lead & hydrocarbons) and all soil should be considered as potentially contaminated.

Contracting teams must:

- obtain current underground essential services information before excavation commences - Before You Dig Application.
- hold a valid Fremantle Ports excavation licence before commencing excavation or ground disturbance work.
- provide information, instruction, training, and supervision for personnel regarding management of excavation and ground disturbance.
- meet as a minimum the WorkSafe WA Code of Practice - Excavation.

Reference:

Document ID & Link	Owner
Excavation: Code of practice	WorkSafe WA
PR881 - Issuance of an Excavation License	Fremantle Ports

5.9 Penetration of walls, floors, etc.

Contracting teams must:

- identify the risk associated with works involving penetration (e.g., drilling into walls, chasing, etc.) and the required risk controls.
- comply with Fremantle Ports PTW certificate / licence requirements.
- provide information, instruction, training, and supervision for personnel regarding management of penetration work.

⚠ **Caution** - ACM is present at some FP sites. Prior to commencing any penetration work at FP, the applicable Site Asbestos Materials Management Report must be checked and if necessary appropriate asbestos exposure controls implemented. (See Section 4.1)

6. Hazardous Chemicals & Dangerous Goods

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Managing risk of hazardous chemicals in the workplace and WorkSafe WA Code of Practice - Labelling of workplace hazardous chemicals.

Contracting teams must:

- provide a list of all hazardous chemicals and/or dangerous goods to be held on Fremantle Ports' sites to the FPR and Safety team. List to include name, quantity (and/or quantity typically held on site), if applicable DG class, storage location, and Safety Data Sheet (SDS)
- ensure unused, decanted or waste hazardous chemicals and/or dangerous goods are correctly stored, labelled, and disposed of in accordance with local hazardous waste requirements.

- provide information, instruction, training, and supervision for personnel regarding management of hazardous chemicals and/or dangerous goods.

Reference:

Document ID & Link	Owner
Managing risks of hazardous chemicals in the workplace: Code of practice	WorkSafe WA
Labelling of workplace hazardous chemicals: Code of practice	WorkSafe WA
Australian Dangerous Goods Code | National Transport Commission (ntc.gov.au)	National Transport Commission
PR966 - Working with Hazardous Chemicals	Fremantle Ports

7. Hot Works

Hot work is any activity or process that generates a source of ignition, such as a flame, heat, or a spark.

Hot work performed outside of workshops or other designated areas must comply with the following:

- no ignition sources are permitted within **30 metres** of bunkering operations
- identify and manage risks associated with any hot works.
- complete a PTW and Hot Work Certificate
- not conduct Hot Works on 'Total Fire Ban Days'
- a designate competent person (basic fire extinguisher training) to be Fire Watch with fire-fighting equipment during hot work activities.
- clear surrounding areas of combustible materials
- minimise hazardous fumes and provide adequate ventilation.
- provide information, instruction, training, and supervision for personnel regarding management of hot works.

Reference:

Document ID & Link	Owner
PR508 - Hot Work Certificate (Process)	Fremantle Ports

8. General H&S Requirements

8.1 Housekeeping

The Contractor must keep all work areas, laydowns, and adjacent areas in a tidy and good condition, in order to:

- ensure public pavements and/or roadways in the vicinity of the site are clean, tidy and in a safe condition.
- maintain security of the worksite of all tools, equipment, and materials, as per WHS (R) 298 - Security of workplace.
- always maintain clear entry and exit routes.
- clean up all areas affected by the ongoing work, at least daily, and regularly remove rubbish from the site.
- store all rubbish (including demolished material, sweepings, dust, and all other debris) in securely covered bins.
- store liquids (waste and supply materials) in watertight containers.
- clean spills immediately

Housekeeping checks should be conducted regularly and typically not less than weekly.

Reference:

Document ID & Link	Owner
Reg 298: Work Health and Safety (General) Regulations 2022	WorkSafe WA

8.2 Restricted & Banned Items

The following items are Restricted (R) or Banned (B) from being used on Fremantle Ports sites:

- 9-inch grinders (B)
- Any grinders without a clutch and a 'deadman' switch (B)
- Step ladders (R)

8.3 Site Access / Security

Contracting teams requiring access to controlled areas and/or Landside Restricted Zone (LRZ), should liaise early with their FPR to ensure that access is available prior to commencement of works, this includes applications for escorted visitors.

Maritime Security Identification Card (MSIC) are required for access to a LRZ and may take several weeks to be issued.

Fremantle Ports comprises of the following sites:

- Inner Harbour at Fremantle, including a combination of:
    - Public access areas

    - Access controlled areas requiring Fremantle Ports access card.
    - LRZ requiring MSIC.
- Outer Harbour
    - Kwinana Bulk Terminal (KBT) at Naval Base
        - Access controlled areas requiring Fremantle Ports access card.
        - LRZ requiring MSIC.
    - Kwinana Bulk Jetty (KBJ) at Kwinana
        - LRZ requiring MSIC.

Fremantle Ports maintains a comprehensive network of security cameras and detection equipment which may also be used to assist safety management.

The Port Security Centre (Control Room) can be contacted on the following:

- 9430 3315 (Non-emergencies)
- 9335 1300 (Emergencies)

8.4 Out of Hours Access

Should a contractor require access outside previously agreed working hours, they must:

- receive prior approval in writing from the FPR (must be required to show the approval to Security) and access arranged.
- ensure Permit to Work and any associated Work Certificate(s) requests have been submitted to the appropriate FPR and approved.

8.5 Working Alone

Contracting teams must:

- identify the 'lone worker' risk associated with their scopes of work and the required risk controls.
- not permit a 'lone worker' to perform work that requires a Fremantle Ports PTW certificate / license.
- ensure the 'lone worker' is trained in first aid.
- equip their vehicle with a first aid kit.
- ensure an emergency contact list is available.
- agree to a scheduled communication process for continuous welfare checks.
- provide information, instruction, training, and supervision for personnel regarding management of working alone.

Reference:

Document ID & Link	Owner
PR757 - Working alone Procedure - KBT and KBJ	Fremantle Ports

8.6 Smoking

Fremantle Ports is a smoke-free workplace and smoking is restricted to designated locations.

Inner Harbour. Other than public areas and designated smoking areas, the Inner Harbour is a smoke free site.

KBT. Other than designated smoking areas, KBT is a smoke free site.

KBJ. Due to the nature of products handled, e.g., flammables and explosives, KBJ is entirely smoke-free. A designated smoking area is outside the main gate.

8.7 Mobile Phones

Persons working close to mobile plant / traffic must move to a safe area, clear of all moving vehicles and mobile plant, before placing or receiving a mobile phone call.

Due to being on the phone and not having full situational awareness, personnel should stay stationary and not walk around whilst using the mobile phone.

8.8 Drones

Fremantle Ports requires private and commercial drone operators to seek approval before operating drones in the port area, including over vessels or port land, including tenanted properties. Fremantle Ports' boundary includes the Fremantle Inner Harbour (including Rous Head, North Mole, South Mole and Victoria Quay), Kwinana Bulk Terminal, Kwinana Bulk Jetty and port waters controlled by Fremantle Ports under the *Port Authorities Act 1999.*

If you seek to operate a drone over any part of the port, Fremantle Ports will request flight plans and license details to be confirmed before approval is given. Any drone operations over shipping requires a specific risk assessment.

Fremantle Ports Operations staff are advised of approved drone operations and will intervene if there are unapproved drone operations at the Port.

Reference:

Document ID & Link	Owner
Filming, Photography & Drone Application Form	Fremantle Ports

8.9 Amenities

Contractors may request approval to establish offices, workshop and/or storage areas which must include details of building type and size of the proposed facilities, which may include providing temporary construction toilet facilities in some work locations.

The Contractor may only establish site offices, workshops, and/or storage areas if the buildings are designed to AS1170.2:2021and approved by Fremantle Ports.

These facilities must be maintained in a clean, sanitary condition at all times.

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Managing the work environment and facilities.

Reference:

Document ID & Link	Owner
Structural design actions	AS/NZS 1170.2
Managing the work environment and facilities: Code of practice	WorkSafe WA

8.10 Climatic / Natural Events

Contracting teams must:

- identify the risk of climatic / natural events and the required risk controls associated with their scope of work, including but not limited to:
    - lightning
    - storms / strong winds
    - tidal currents
    - sun / solar radiation.
    - heavy rain
    - fog or reduced visibility e.g., smoke.

- provide information, instruction, training, and supervision for personnel regarding management of climatic/natural events.

8.10.1 Monitoring and responding to lightning

Fremantle Ports personnel monitor the risk of lightning through the Weatherguard app. Weatherguard will raise alerts across three Fremantle Ports locations - Inner Harbour, Outer Harbour North (AMC) and Outer Harbour South (ORJ).

Alert Level	*Action Required*
Blue Alert	**Lightning has been detected within a 30 km radius** ▪ All workers should be aware and monitor conditions
Yellow Alert	**Lightning has been detected within a 20 km radius** ▪ Workers commence making their work area safe in preparation for an immediate move to shelter in the event of a Red Alert (lower crane booms, pack away equipment, etc.)
Red Alert	**Lightning has been detected within a 10 km radius** ▪ Bring the job to a safe condition and cease operations ▪ All exposed workers must seek shelter for 30 minutes from the time of a red alert being issued
All Clear	▪ Workers can return and continue normal work activities

Contracting teams engaged by Fremantle Ports can gain access to Weatherguard during the procurement process via the steps below:

- During contract setup, include the requirement for Weatherguard to contract conditions for those requiring lightning alerts
- Fremantle Ports Reps / Project Managers contact Weatherzone Support to add a contractor email to a whitelist for the duration of the project
- Once the project is complete, Fremantle Ports Reps / Project Managers will need to advise Weatherzone Support to remove the contracting company email from the whitelist

In addition to the Weatherguard app, all workers should use the 30/30 rule to count the seconds between seeing lightning and hearing thunder.

This rule works on rule of thumb that for every 3 seconds of delay between seeing a flash of lightning and hearing the corresponding thunder equates to 1 km, so if less than 30 seconds, lightning is within 10km. Workers should seek shelter immediately.

Reference:

Document ID & Link	*Owner*
2032006 - HMOP 04 - Adverse weather monitoring and management procedure (Marine Operations)	Fremantle Ports

8.11 Issue Motivated Groups

Issue motivated groups are coalitions of people drawn together by a common interest (an issue) who seek to either or both:

- increase awareness of their issue e.g., media attention
- affect an immediate outcome e.g., impede operations.

Contracting teams must:

- identify the risk of 'Issue Motivated Groups' associated with their scope of work, and if a risk is identified, liaise with your FPR who will contact the Fremantle Ports Security Team to develop appropriate risk controls.
- where necessary provide information, instruction, training, and supervision for personnel regarding management of issue motivated groups.

9. Monitor and Control

9.1 Audits

9.1.1 Audits by Fremantle Ports

In addition to any pre-qualification audits conducted prior to contract award or placing a contractor on an approved vendor list, Fremantle Ports will conduct periodic safety management audits (Surveillance audits). The frequency of these audits is determined by the WHS risk level of the contracted works, or in response to contractor incidents and/or safety performance and in alignment with internal references below.

9.1.2 Audits by the Contractor

Contractors on approved vendor lists or delivering projects which take greater than 12 months, may be required to conduct internal safety management audits as aligned to the internal references below.

Reference:

Document ID & Link	Owner
1711010 - Contract Management Framework	Fremantle Ports
1545145 - P&CM POLICY Framework	Fremantle Ports

9.2 Breaches

Breaches of health and safety minimum requirements and expectations (separate from health and safety incidents) must be reported to Fremantle Ports as soon as reasonably practicable and within 1 working day.

Fremantle Ports may participate in a joint investigation into the breach or require the contractor to conduct an internal investigation.

Reference:

Document ID and Link	Owner
PR416 Procedure for hazard and incident reporting, and investigation	Fremantle Ports
External - CGR Incident Report Form	Fremantle Ports
External - CGR Hazard Report Form	Fremantle Ports

9.3 Safety Inspections

The Contracting team is required to undertake safety inspections of their work sites and storage/laydown areas on Fremantle Ports sites to confirm compliance with:

- legislative requirements.
- requirements of this standard.
- the Contractor's own management plans

These must be completed in accordance with the contracting team's safety management plan or not less than monthly. Findings, corrective and/or preventative actions must be reported to the FPR and Safety team within 5 working days of completion.

Fremantle Ports will conduct scheduled and un-scheduled inspection of worksites, laydown areas etc. throughout the contract term.

9.4 Management Reviews and Improvements

The contracting team are to conduct management reviews in accordance with their safety management plan and to coincide with Supplier Meets/Quarterly Contract review meetings (see Contract Management Framework).

Outcomes, including improvement opportunities, are to be reported to FPR and Safety team and briefed at the subsequent Supplier Meet/Quarterly Contract review meeting.

9.5 Performance Management and Reporting

Performance indicators for Health and Safety management will be confirmed during contractor onboarding and may be updated from time to time. Minimum health and safety performance indicators are shown on the FP 'Contractor Monthly Health and Safety Reporting Form' which must be submitted to the Safety team (portsafety@fremantleports.com.au) by close of business on the second working day of the new month.

Reference:

Document ID & Link	Owner
499062 - Fremantle Ports Contractor Health and Safety Reporting Form	Fremantle Ports

10. Completion of Works

10.1 Close-out and Lessons Learned

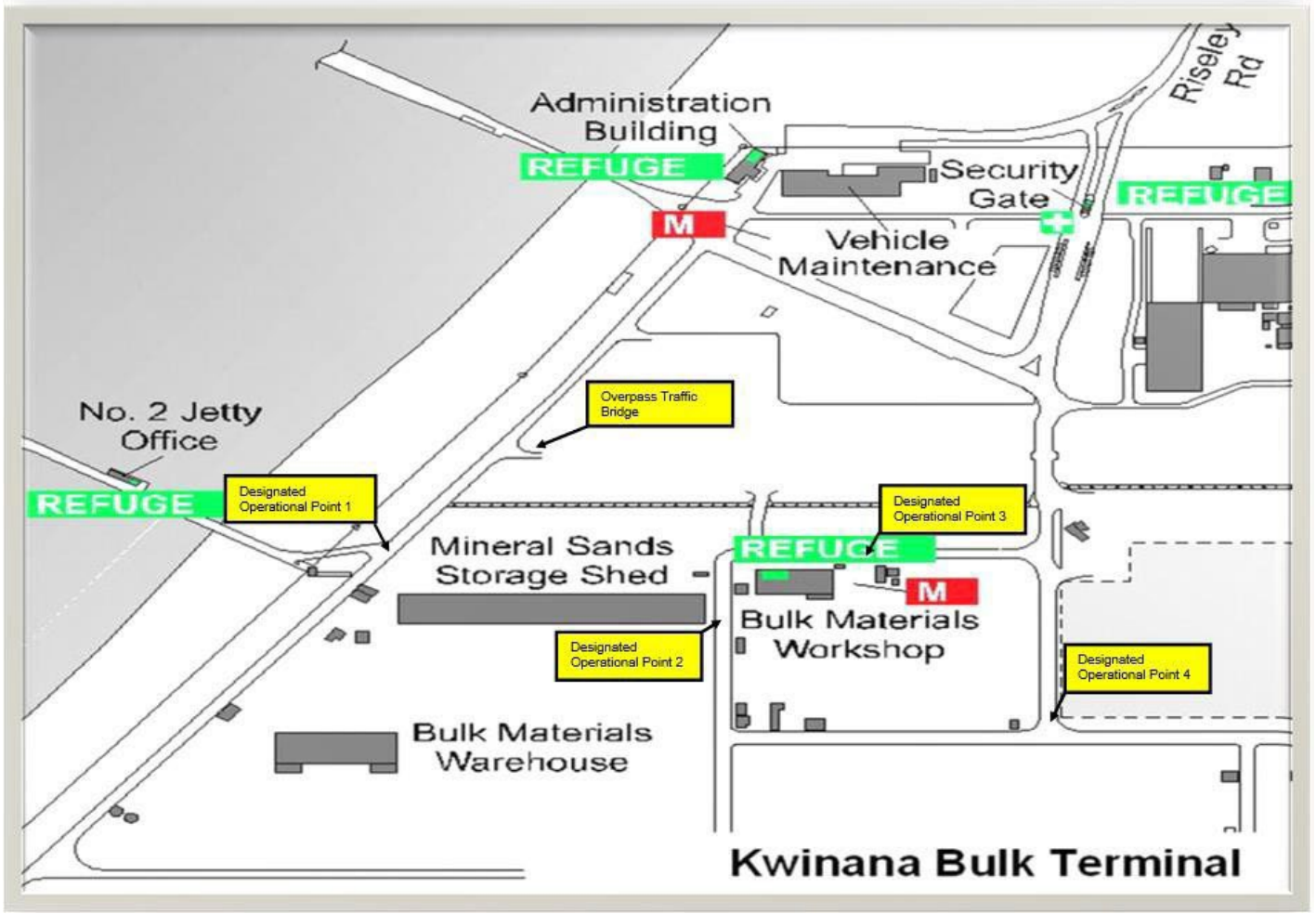
In addition to any requirements included in the contract terms or as specified at regular contract review meetings, the Contracting team is to ensure the site area/s are closed out by the project team including:

- close out of project functional areas
- review final project metrics.
- complete a close out review and lessons learned.
- complete/monitor close out actions.

Reference:

Document ID & Link	Owner
1711010 - Contract Management Framework Jan 2024	Fremantle Ports
1545145 - P&CM POLICY Framework	Fremantle Ports

Appendix A - KBT Operational Areas



Appendix B - Minimum Reporting Requirements

Section Reference	Requirement	To	Frequency
4.28 Incident Reporting & Investigation	Significant health and safety incidents (i.e., those requiring medical treatment or above, or near miss equivalents)	FPR	Within 2 hours of occurrence
4.28 Incident Reporting & Investigation	All other health and safety incidents	FPR	As soon as possible, but no later than end of shift
4.28 Incident Reporting & Investigation	Notifiable.	Safety Regulator (e.g., WorkSafe, ONRSR, Western Power) *The FPR and FP Manager Safety must be consulted prior to notifying the Regulator.	Immediately after becoming aware, it has happened, by the fastest possible means
4.5.2 Breaches	Breaches of health and safety minimum requirements and expectations (separate from health and safety incidents)	FPR	Within 1 working day
4.5.3 Safety Inspections	Findings reported, including plans for corrective and/or preventative action.	FPR and FP Safety Team	Not less than once each month.

	*Number of Safety Inspection are to be recorded on the "Contractor Monthly Health & Safety Form' (See below).		
4.5.4 Manager Reviews and Improvements	Outcomes including improvement opportunities.	FPR and FP Safety Team	Briefed at Supplier Meet/Quarterly Contract review meeting(s).
4.5.5 Performance Monitoring and Reporting	Minimum health and safety performance indicators are shown on the 499062 - Fremantle Ports Contractor Health and Safety Reporting Form.	FP Safety team	Submitted by close of business on the second working day of the new month.
5.1 Close-out and Lessons Learned	Complete a close out review and lessons learned. Complete/monitor close out actions.	FPR	In consultation with FPR on completion of works.