



# Safety and Environment Induction Handbook

Record: I523067

This document is current at the time of printing.

The guidelines, information, policies and procedures contained in this booklet may have changed. If you have any doubts, please refer to the current policies and procedures. Alternatively, please email your enquiry to [mail@fremantleports.com.au](mailto:mail@fremantleports.com.au)

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**IN THE EVENT OF AN EMERGENCY IN THE PORT AREA,  
TELEPHONE EMERGENCY SERVICES ON **000**  
AND THEN FREMANTLE PORTS ON **9335 1300** FOR**

- CHEMICAL SPILLS
- OIL SPILLS
- SECURITY ISSUES
- EXPLOSIONS
- PERSONAL INJURIES
- WASTE SPILLS
- FIRES

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# Introduction

## Welcome!

This handbook contains details of essential safety and environmental policies, procedures and practices. This information is applicable to all people (e.g. employees, contractors, subcontractors, tenants, visitors) while they are within Fremantle Ports' limits, including port waters and land including Kwinana Bulk Terminal, Kwinana Bulk Jetty and the Fremantle Inner Harbour.

Individuals and teams need to observe all policies, procedures and practices in this handbook, and employers and employees must exercise a duty of care.

The contents of this handbook are not intended to replace any statutory requirements and it is imperative that the requirements of the Department of Health, Department of Mines, Industry Regulation and Safety, Department of Water and Environmental Regulation and other statutory bodies are fully complied with.

An online version of the induction is available on the Fremantle Ports website for inductees required to complete a formal induction.

## Site addresses

**Inner Harbour - Fremantle**  
1 Cliff Street  
Fremantle WA 6160

**Postal address (all sites)**  
PO Box 95  
Fremantle WA 6959

**Kwinana Bulk Terminal**  
1 Riseley Road  
Naval Base WA 6165

**Kwinana Bulk Jetty**  
Port Road  
Kwinana Beach WA 6167



# Our commitment to safety, environment and quality

Fremantle Ports is committed to sustainability, good governance and continuous improvement through its Business Plan and its safety, environment and quality management systems.

In all areas our focus is to:

- continually strive for excellence and improve our systems to achieve excellent outcomes
- perform beyond compliance
- sustain the port's social licence to operate
- maximise opportunities and minimise risk

We are committed to:

## Safety

- Continually strive for a safer workplace
- Care for and support the well-being of our people
- Provide safe and healthy working conditions to prevent work related injury and ill-health

## Environment

- Minimise environmental risk
- Protect the environment and prevent pollution

## Quality

- Consistently meet and work to exceed customer, community and other stakeholder expectations

Fremantle Ports is the strategic manager of the Port of Fremantle in Western Australia. Our mission is to create value by connecting Western Australia to global markets.

Our services include port planning, shipping and wharf-side services, bulk and container logistics, trade facilitation, emergency response, strategic asset management, property services and project management.

We recognise that excellence in managing our occupational safety and health, environmental and quality responsibilities is essential to our business success, and we strive to meet these responsibilities through our Business Plan, and through our management systems which are closely aligned to the Australian Business Excellence Framework and certified to the following standards:

- Occupational Health and Safety Management System AS/NZS 4801/ ISO 45001
- Environmental Management System ISO 14001
- Quality Management System ISO 9001.

These systems contribute to the sustainability of our business by ensuring that we:

- apply sound risk management
- consistently provide excellent internal and external customer service
- comply with our legislative obligations and wider commitments
- consult and engage with our employees and their representatives, customers, port users, tenants, contractors and suppliers
- build and maintain positive links with our community
- possess the necessary skills, knowledge and resources
- make open and transparent decisions based on data, information and knowledge
- avoid errors, incidents and duplication
- monitor, measure and record our performance against targets
- continually improve, innovate and apply best practice principles

This policy has been developed and is reviewed in consultation with Fremantle Ports' employees, our community and other stakeholders.

The Board and the Executive Team set the direction and are responsible for providing the leadership and resources to support the development and implementation of this policy. Our managers and supervisors are responsible for demonstrating visible leadership in safety, environment and quality to ensure this policy is effectively applied.

All Fremantle Ports' employees and contractors are responsible for following this policy and the associated directions, procedures and systems, and for challenging non-compliant or ineffective practices.

**Chris Leatt-Hayter**  
Chief Executive Officer

*(Policy - Safety, Environment and Quality  
- Record: 94374)*



## Safety for Life

The Safety for Life program encapsulates Fremantle Ports' vision for health and safety at all levels of the organisation. In particular, Safety for Life serves to see the realisation of no injuries, no harm and no damage at all levels within Fremantle Ports through the adoption of safety as the organisation's core value.



- Safety for Life is about protecting our most important asset – our people.
- Our purpose is to drive safety through every part of Fremantle Ports – ultimately, we all exist to support our families.
- Production and safety are both important but we need to ensure safety is the highest priority.

**Safety for Life is achieved when safety is adopted as a core value at work and at home.**

## Employer duty of care

Fremantle Ports will, as far as practical, provide and maintain a working environment in which its employees are not exposed to hazards. Fremantle Ports will ensure it:

- provides and maintains plant and systems of work so employees are protected from hazards
- provides information, instruction, training and supervision to enable employees to perform their work in such a manner that they are not exposed to hazards
- consults and cooperates with employees in regard to safety and environment at the workplace
- where not practical to avoid hazards, provides at no cost to the employees, personal protective equipment as is necessary to protect them from hazards.

## Employee responsibilities and duties

To prevent personal injury or illness to people, damage to property and to maintain a healthy and ecologically sustainable port environment, everyone must:

- take reasonable care for their safety and health at work
- perform all work and associated functions in a safe and environmentally responsible manner
- comply with all statutory requirements
- follow all of Fremantle Ports' policies, procedures and practices
- obtain and correctly use all necessary personal protective equipment
- act to eliminate risks within the workplace and/or to report those risks that the individual cannot correct
- establish and maintain the highest possible standards of housekeeping and cleanliness in individual work areas and on Fremantle Ports' property generally
- report all incidents, complaints and improvements no matter how small
- assist with the investigation of incidents as required
- strictly follow all procedures for the task being performed
- be familiar with emergency and evacuation procedures and the location of first aid points and equipment and fire protection facilities
- use the correct tools and equipment for the job and use them safely
- only use, alter or repair tools or equipment when authorised and trained to
- ensure that no task is performed if considered unsafe.

## Work area behaviour and conduct

In addition to the previously mentioned responsibilities and duties, it is also a condition of entry to the port that behaviour and conduct are consistent with the following:

- Consumption of alcohol or drugs (unless in accordance with a prescription from a medical practitioner) is not allowed as it adversely affects work performance, personal safety, safety of others or official conduct.
- Anyone under the influence of alcohol or under the influence of a drug (unless in accordance with a prescription from a medical practitioner) must not enter or remain in a workplace.
- To protect the health of all from the effects of cigarette and e-cigarette smoke, smoking in all enclosed work areas, and Fremantle Ports' buildings and vehicles is prohibited. Smoking is also prohibited in the vicinity (within five metres) of all air conditioner intakes, external doorways, flammable gases, flammable liquids and windows.
- Acting in a disruptive, abusive, violent, sexist, discriminatory, bullying or belittling manner is not allowed.
- No behaviour in a manner that offends or intimidates another person is allowed. This includes any unwelcome, offensive comment or action concerning a person's race, colour, language, ethnic origin, sex, marital status, pregnancy, impairment, disability, political/religious conviction, age, family responsibilities/family status, physical or mental health status, etc.
- Any behaviour likely to cause injury to or endanger people or cause damage to property or the environment is prohibited.
- The unauthorised borrowing, private use or removal from the premises of Fremantle Ports' material and consumables is prohibited.
- People may only access those parts of the Fremantle Ports computer system that they are authorised to access and must not:
  - misuse information on the system
  - copy licensed software
  - send unwanted, unsuitable, incorrect or unauthorised material to another person or organisation or store such material on Fremantle Ports' computing resources.

People who are directly employed by Fremantle Ports should refer to the **Fremantle Ports Code of Conduct 2017** (Record: I196497) for further information on the items mentioned above and in regard to other important issues.

Also under national model work, health and safety legislation, discriminatory, coercive and misleading conduct is an offence when it relates to any work, health and safety issue.



# Safety and environmental management

Fremantle Ports is an environmentally responsible port manager that provides a safe workplace for all employees. All staff should be aware of **Our Commitment to Safety, Environment and Quality Policy**. Copies are on display at key locations, including noticeboards and foyers.

Fremantle Ports has adopted the ISO 45001 Standard for its occupational health and safety management system and the ISO 14001 Standard for its environmental management system. These standards assist Fremantle Ports in having a systematic approach to safety and environmental management based on the Plan–Do–Check–Act cycle.

## The benefits of adopting the ISO 45001 and ISO 14001 Standards include:

- demonstrating we are achieving externally accepted and measurable standards
- reducing our risks and liabilities
- meeting legal requirements
- employee satisfaction – improved morale as well as improved operations
- having a proactive rather than reactive approach – actions are planned, meaning less disruption and a focus on preventing problems rather than mitigating them after they happen
- meeting community and customer expectations
- working towards ensuring the Port of Fremantle is sustainable into the future.

## All staff have a role in safety and environmental management:

- Report any incidents, near misses and complaints. (This is important so that Fremantle Ports can minimise any impacts and improve its systems and practices, besides being considered an 'employee duty' under State safety and environment legislation.)
- Suggest any improvement ideas – ways Fremantle Ports could do things better.
- Follow procedures.
- Participate in writing procedures and risk assessments, including use of Take 5 Hazard ID or any other activities as required.

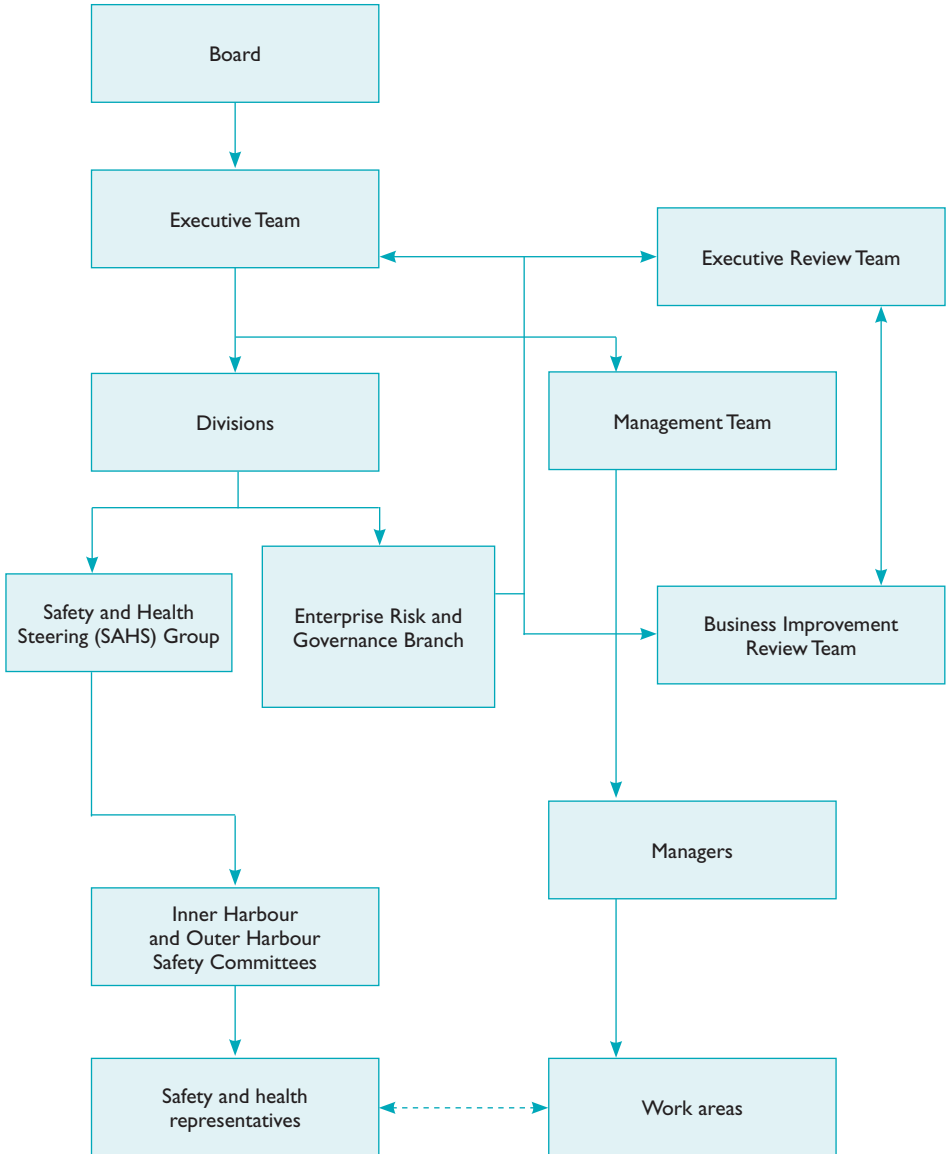
Non-conformance with ISO 45001 and ISO 14001 Standards (and failure to take steps to identify and correct non-conformance) may result in loss of Fremantle Ports' certification for its safety and environment systems.

## Fremantle Ports has implemented a process for the elimination of hazards and reduction of safety and environment risks using the following hierarchy of controls:

- Eliminate the hazard.
- Substitute with less hazardous processes, operations, materials or equipment.
- Use engineering controls and reorganisation of work.
- Use administrative controls, including training.
- Use adequate personal protective equipment.



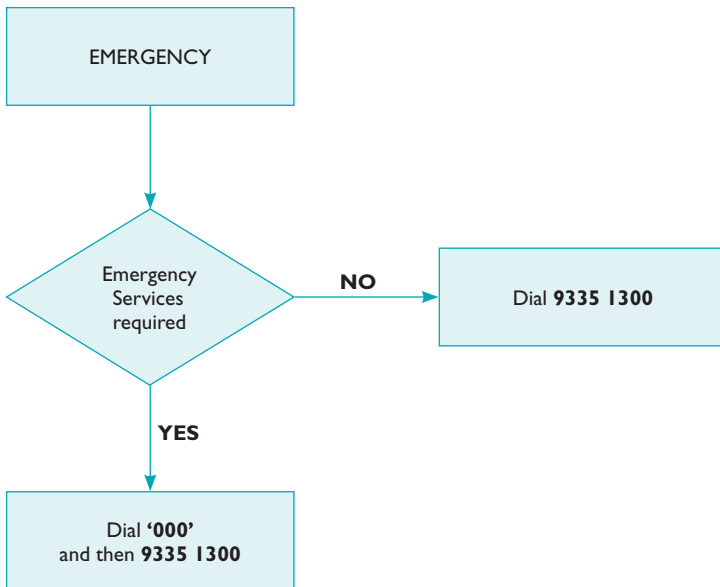
Fremantle Ports’ safety and environmental management structure:





# Emergency

IN AN EMERGENCY, TELEPHONE **'000'** EMERGENCY SERVICES  
AND FREMANTLE PORTS' SECURITY CENTRE **9335 1300**



The **EMERGENCY NUMBER** must be used for all issues relating to:

- chemical spills
- explosion
- fire
- oil spills
- personal injury (medical assistance required)
- security issues
- waste spills.

Please do not use other Fremantle Ports phone or mobile numbers in these circumstances.

# Telephone numbers

Emergencies only	9335 1300
Port Security Centre	9430 3315
Emergencies - Electrical/Maintenance after-hours paging service	9482 4899

## Inner Harbour

Electrical Services Manager	0419 908 593
Environmental Manager	0400 474 363
First Aid (24 hours)/Port Services Team Leader	0418 945 209
Manager Marine and Equipment Maintenance	0448 048 609
Manager Port Operations	0418 954 362
Manager Port Safety	0477 114 115
Port Environmental Advisor	0457 837 248
Port Safety Coordinator (IH)	0408 938 404
Project Supervisor	0418 911 659
Small Craft Team Leader	0419 966 203
Signal Station (24 hours)	9431 6333

## Outer Harbour

Electrical Supervisor	0437 882 307
First Aid (24 hours)/Bulk Services Team Leader	0417 171 419
KBJ Coordinator	0414 426 043
KBT Security Gate	9410 8322
Maintenance Manager	0419 909 936
Maintenance Supervisor (OH)	0437 880 185
Manager Bulk Business	0437 517 458
Manager Operations (OH)	0407 027 594 or 0419 909 934
Environmental Advisor	0419 812 246
Port Safety Coordinator (OH)	0437 057 988
Project Supervisor	0438 984 001
Stevedore's Office	9410 8391



# Evacuation/fire procedures

## Fremantle Ports Administration Building

The Fremantle Ports Administration Building alarm system is tested monthly by an external contractor and the test is announced over the PA system. (If the alarm sounds at this time, no action is required.)

### First alarm (alert alarm):

- Stop work and muster within your work area.

### Second alarm (evacuation alarm):

- Evacuate the building. Follow the Area Warden's instructions about which emergency exit and assembly area to go to.
- The three emergency assembly areas (identified by green and white signs) located outside the Administration Building are:
  - Emergency assembly area 1 is between A and B Sheds.
  - Emergency assembly area 2 is near the railway line behind the E Shed Markets.
  - Emergency assembly area 3 is the Arthur Head car park near the Round House.
- Ensure you have your name checked on with the Warden at your work area and checked off when you arrive at the emergency assembly area. (All personnel must be accounted for in an emergency.)
- Always wait for the 'all clear' from the Chief Warden before re-entering the building.

## Alarm response procedures - business hours

### On hearing the alert tone (beep beep):

- Secure any sensitive documents.
- Gather any small personal items that can be carried from the building, e.g. wallet, keys, handbag, etc.
- Assemble in your work area (or in the area you are visiting at the time).

### On hearing the evacuation tone (whoop whoop):

- Follow the instructions of the Area Warden and evacuate the building via the closest safe fire exit and proceed to the designated exterior emergency assembly area.
- Assist other occupants on the floor if necessary.
- Remain at the designated external emergency assembly area with the Warden until advised by the responding authorities.

## Procedures for a fire

- Close nearby doors if possible and evacuate immediate danger zone.
- Ensure the alert alarm has been raised (if not, activate the nearest break glass alarm).
- Follow instructions from the Chief Warden, Area Warden or Deputy Warden and evacuate the building.
- Do not combat the fire but ensure your safety and the safety of others. If you have first-attack firefighting skills, you may attempt to extinguish the fire, if safe to do so.

**Note:** Mobility impaired people should be reported to the Area Warden for communication to the Chief Warden.

The procedures above should be used as a guide and not necessarily be rigidly adhered to as incidents are very unpredictable; during an incident there may be a more appropriate course of action. Where practical, procedures should be followed to avoid confusion.

**DO NOT USE LIFTS IN AN EMERGENCY**

### Alarms after hours

If you hear the alert or evacuation alarm or discover a fire after hours:

- Evacuate immediately via the closest safe fire exit.
- Never assume it is a false alarm even if there is no evidence of fire.
- Proceed to the front of the building (if safe to do so) to meet the Fire Services. If unable to wait safely outside the front of the building, move away from the building to a safe distance.

**Note:** The Department of Fire and Emergency Services (DFES) will normally respond automatically, however; it is advisable to check and ensure it has received the alarm.

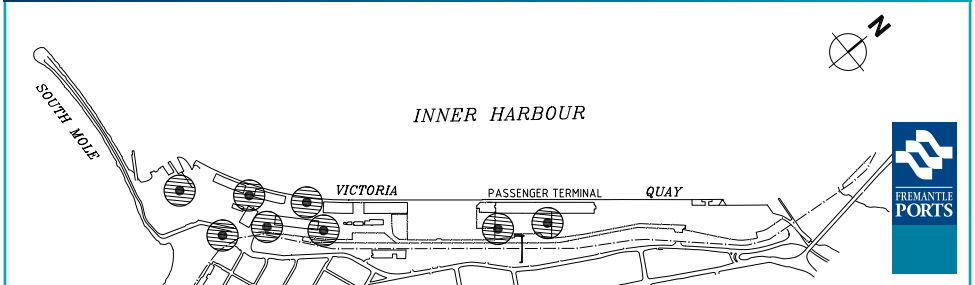
- Do not re-enter the building unless the responding authority advises it is safe to do so.

**DO NOT USE LIFTS IN AN EMERGENCY**

These procedures should be used as a guide and not necessarily be rigidly adhered to as incidents are very unpredictable; during an incident there may be a more appropriate course of action. Where practical, procedures should be followed to avoid confusion.

**DIAL '000'**  
**FIRE & EMERGENCY SERVICES**  
**AND PORT SECURITY CENTRE**  
**9335 1300**

### Victoria Quay Emergency Assembly Areas





# North Quay

The North Quay alarm is tested at about 07:10 on Fridays. (If the alarm sounds at this time, no action is required.)

## Alarm response procedures

On hearing the alert tone (beep beep):

- Remain in the area.
- Prepare to evacuate.

On hearing the evacuation tone (whoop whoop):

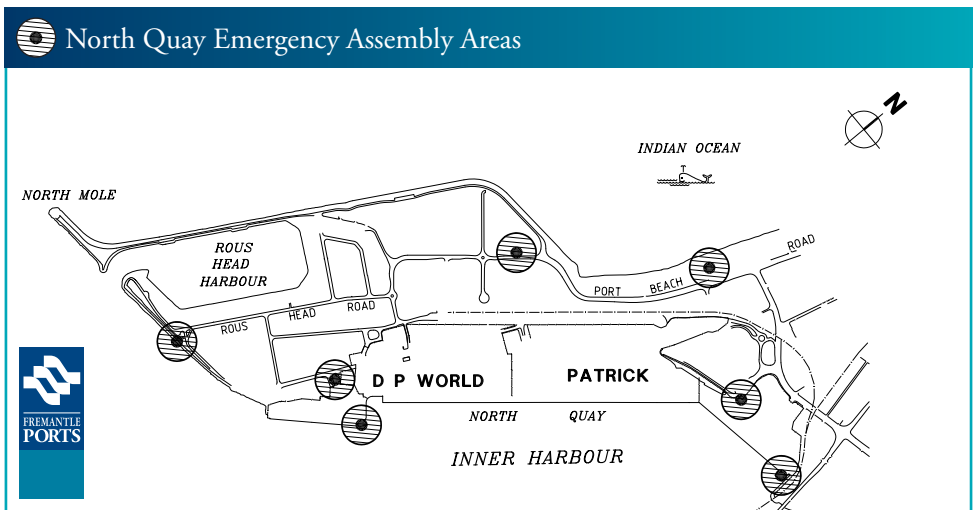
- Evacuate port area, moving across or upwind.
- Assemble at the nearest safe evacuation area or as directed by the Shipping Terminal Supervisor.
- Do not re-enter the area until authorised to do so.

If a ship alarm/horn sounds continuously, this indicates an emergency. Evacuate the area as above.

These procedures should be used as a guide and not necessarily be rigidly adhered to as incidents are very unpredictable; during an incident there may be a more appropriate course of action. Where practical, procedures should be followed to avoid confusion.

**Note:** An incident that requires full evacuation will most likely occur between Berths CT1 - CT4 because most of the dangerous cargoes handled in the Inner Harbour are over these berths. Containers holding chemicals, including toxic liquids and toxic gases, are handled through the container terminals at North Quay. In the event of a chemical leak, the area potentially affected by the release will be evacuated. With a toxic gas release, the wind direction is important as you want to remain upwind of the release. If you are in the path of the release, go across and then upwind.

If you hear the evacuation alarm going continuously, note the wind direction and contact the Port Security Centre for more information on the alarm. If there is a likelihood of your area being affected, start evacuation through the closest security gate.



## Kwinana Bulk Terminal

### Refuge points

The Kwinana Bulk Terminal (KBT) emergency alarm is tested on Fridays at 10:00. (If the alarm sounds at this time, no action is required.)

If the alarm sounds at any other time:

- Stop work immediately and return machinery or equipment to a safe state.
- Make your way to the nearest refuge and report to the person in control.
- Stay inside the refuge until the 'all clear' is given.

There are four refuge points at KBT:

- Maintenance Workshop lunch room
- Administration Building lunch room
- Security Gatehouse
- KBB2 Stevedore lunch room.

If the site is to be evacuated, the Bulk Business Manager (or delegate) will inform you of an **off-site** emergency assembly area.

Use these gates to evacuate the site:

- Security gate
- Air Liquide gate
- BP KIMA emergency gate.

The 'all clear' will be given once the area has been deemed safe by emergency services or by the head warden.

### Emergency assembly areas

KBT's Maintenance Workshop and Administration Building fire alarm system is tested monthly by an external contractor and the test is announced over the PA system. (If the alarm sounds and a test is announced, no action is required.)

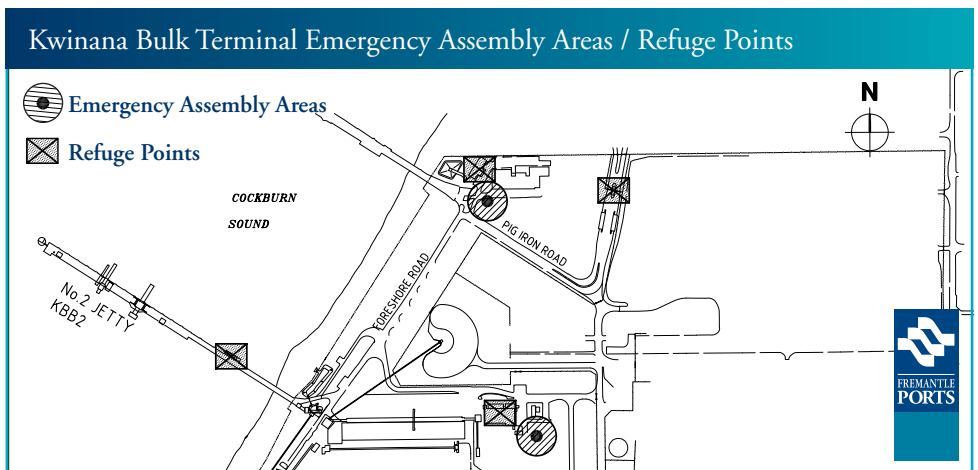
If the alarm sounds at any other time:

- Stop work immediately and return machinery or equipment to a safe state.
- Make your way to the closest on-site emergency assembly area and await further instructions from the fire warden. (Emergency assembly areas are identified on the map below.)

For more information please refer to: PRI441: Emergency Evacuation Outer Harbour

### In the event of a fire:

- Do not lock any doors.
- Do not re-enter the building.
- Close doors behind you (if room is unoccupied).
- Listen to the Warden and follow instructions.





## Kwinana Bulk Jetty

The Kwinana Bulk Jetty (KBJ) emergency alarm is tested at 07:00 on Mondays. (If the alarm sounds at this time, no action is required.)

If the alarm sounds at any other time:

- Stop work immediately and return machinery or equipment to a safe state.
- Leave the jetty immediately and report to the emergency assembly area just outside the main gate.

If there is an emergency involving a vessel at berth the master of the vessel should sound its siren to raise the alarm. If a vessel sounds its whistle or siren for seven short blasts followed by one long blast you should:

- Stop work immediately and return machinery or equipment to a safe state.
- Leave the jetty immediately and report to the emergency assembly area just outside the main gate.
- Look to a Stevedoring Supervisor or the Kwinana Bulk Jetty Coordinator for further directions.

If you are told to evacuate, follow these procedures:

- Immediately evacuate to the emergency assembly area at the KBJ roadway front gates.
- Use motor vehicles on the jetty to evacuate, depending on conditions.

- Close all doors and windows and turn off air conditioning in a vehicle, if travelling through any toxic gas clouds, smoke or fumes.

**NO ATTEMPT SHOULD BE MADE TO EXTINGUISH FIRES INVOLVING EXPLOSIVES**

Only appropriately trained and authorised people should make immediate attempts to extinguish the fire if it is near explosives. If the fire spreads to involve or impact on the explosives, evacuate as above.

Do not re-enter the area until authorised to do so.

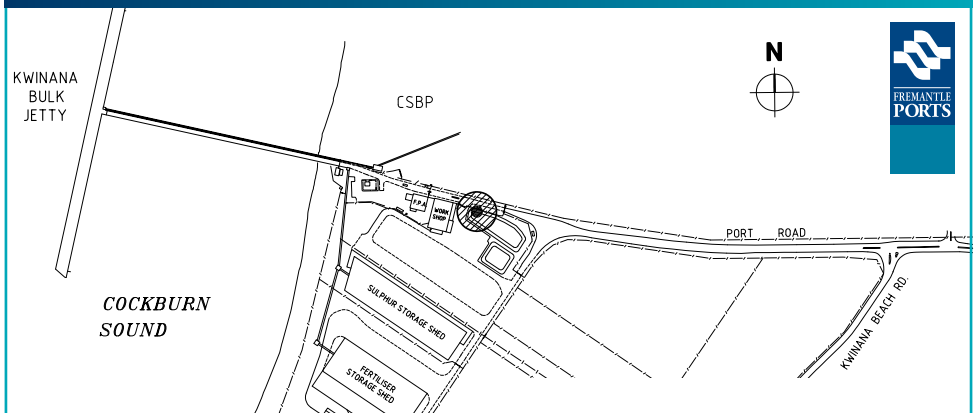
If a ship alarm/horn sounds continuously, this indicates an emergency. Evacuate your area as above.

These procedures should be used as a guide and not necessarily be rigidly adhered to as incidents are very unpredictable; during an incident there may be a more appropriate course of action. Where practical, procedures should be followed to avoid confusion.

**Note:** There is a specific plan for the handling of anhydrous ammonia at KBJ. This plan is administered by CSBP Limited.



### Kwinana Bulk Jetty Emergency Assembly Area





## Firefighting equipment

- Do not obstruct access to hydrants, hose boxes, fire extinguishers or any other firefighting equipment.
- Do not operate water main isolation valves without the permission of the Port Services Team.
- Report any defects or damage to firefighting equipment to the Port Services Team immediately.

All firefighting equipment supplied by Fremantle Ports is checked and serviced in accordance with the relevant Australian Standards.

**INNER HARBOUR  
PORT SERVICES TEAM  
0418 945 209**

**OUTER HARBOUR  
PORT SERVICES TEAM  
0417 171 419**

## Bomb threat procedures

### Telephone threats

Remain calm and ask these questions:

- When is the bomb going to explode?
- Where is the bomb?
- Why did you place the bomb?
- What is your name and address?

Note these other details:

- Caller's voice
- Threat language
- Background noises
- Caller's gender (male/female)
- Date, time, duration of call, recipient's name

If possible, alert a co-worker of the call while still on the phone.

**DO NOT HANG UP THE PHONE**

- Immediately notify:  
Police 000

If in the **Administration Building**:  
Chief Warden 9430 3575  
Deputy Warden 9430 3360  
Area Warden Notify warden on your floor

- Follow Area Warden's instructions.
- Cease operation of all mobile phones and two-way radios.

### Written threats

- Immediately notify:

Police 131 444

If in the **Administration Building**:  
Chief Warden 9430 3575  
Deputy Warden 9430 3360  
Area Warden Notify warden on your floor

- Place the threat document in a plastic envelope or transparent folder to preserve its condition and prevent contamination. Do not photocopy.
- Give threat document to Chief Warden.
- Follow Area Warden's instructions.
- Cease operation of all mobile phones and two-way radios.

### Suspicious objects

If a suspicious object is discovered:

- Evacuate the immediate danger area.

**DO NOT CLOSE DOORS**

- Immediately notify:  
Police 131 444

If in the **Administration Building**:  
Chief Warden 9430 3575  
Deputy Warden 9430 3360  
Area Warden Notify warden on your floor

- Follow Area Warden's instructions.
- Cease operation of all mobile phones and two-way radios.



# Medical emergency procedures

**DIAL '000' FOR AMBULANCE/EMERGENCY SERVICES  
AND PORT SECURITY CENTRE 9335 1300**

This procedure is designed to ensure that staff react quickly and effectively in the event of medical emergencies such as collapse, heart attack, injury, etc.

### If you are the first person at a scene that requires first aid attention:

- Stay calm.
- Ensure area is safe; check for danger – employ DRSABCD (trained first aiders see below).
- Check casualty.
- If an ambulance is required ring '000'.
- Send for a first aid officer (Port Services) and supervisor. For first aid assistance call 9335 1300.
- Where safe to do so, ensure all sources or items that could inflict further injury are removed or neutralised.
- If injured person is in no danger; do not move them – wait for First Aid Officer.
- First Aid Officer or senior person is to take control of the situation.

The site of any serious accident should be left intact. Nothing should be removed or tampered with until an investigation has been carried out. Photographs and/or measurements may need to be taken.

The immediate supervisor and either the Inner Harbour or Outer Harbour Safety Coordinator (as applicable) should be notified as soon as possible.

## DRSABCD action plan

In an emergency call triple zero (000) for an ambulance

**D DANGER**  
Ensure the area is safe for yourself, others and the patient.

**R RESPONSE**  
**Check for response**—ask name—squeeze shoulders  
**No response**  
 • Send for help.  
**Response**  
 • make comfortable  
 • check for injuries  
 • monitor response.



**S SEND for help**  
**Call Triple Zero (000)** for an ambulance or ask another person to make the call.

**A AIRWAY**  
**Open mouth**—if foreign material is present:  
 • place in the recovery position  
 • clear airway with fingers.  
**Open airway** by tilting head with chin lift.



**B BREATHING**  
**Check for breathing**—look, listen and feel.  
**Not normal breathing**  
 • Start CPR.  
**Normal breathing**  
 • place in recovery position  
 • monitor breathing  
 • manage injuries  
 • treat for shock.



**C CPR**  
**Start CPR**—30 chest compressions : 2 breaths  
 Continue CPR until help arrives or patient recovers.



**D DEFIBRILLATION**  
**Apply defibrillator** if available and follow voice prompts.

© St John Ambulance Australia. St John encourages first aid help to be given on the understanding that it is a substitute for first aid training.

Learn First Aid | 1300 360 455 | [www.stjohn.org.au](http://www.stjohn.org.au)

## First aid

Fremantle Ports provides a 24-hour first aid service to all areas of the port.



**GET MEDICAL TREATMENT HOWEVER SMALL THE INJURY**

First aid boxes are provided in all Fremantle Ports workplaces and are the responsibility of the workplace manager/supervisor.

Managers/supervisors of contractors and subcontractors need to ensure that they provide adequate first aid equipment for their employees especially when working at more isolated locations.

Ensure you know where your nearest first aid box is situated.

Make sure all injuries are reported to your supervisor and that the incident is reported into the the incident reporting computer system.

If medical treatment is required/sought, except for life-threatening situations (where ambulance transportation to hospital is required), you can arrange to visit a doctor of your choice.

Fremantle Ports' preferred medical practitioners:

### **Sonic HealthPlus**

#### **Closest clinics:**

165 Bannister Road  
Canning Vale  
Telephone: 9455 2403

9 Brown Avenue  
Naval Base  
Telephone: 9437 1665

15-17 William Street  
Perth  
Telephone: 9321 9332

24 Pedlar Circuit  
Rockingham  
Telephone: 9550 7000

### **Independent Practitioner Network Pty Limited (IPN)**

#### **Closest clinics:**

322 Canning Highway  
Bicton  
Telephone: 9319 2333

1 Sutherland Parade  
Parmelia  
Telephone: 9439 4411

**FOR ALL SERIOUS INJURIES CALL FOR AN AMBULANCE ON '000'  
AND THEN THE PORT SECURITY CENTRE 9335 1300**



# Critical Risk Standards



## Critical Risk Standards are our rules to live by

A review of the most serious incidents and fatalities occurring in our industry in recent years has highlighted a number of recurring fatality potential risks. The Critical Risk Standards have been developed to reduce fatality potential risk in our workplace.

To assist us in achieving Safety for Life, minimum controls for the management of these critical risks have been defined within the relevant standards for mandatory adoption by all of Fremantle Ports. If you are in any doubt, stop work. It could save you or your workmates' lives. Please also seek clarification from your supervisor.

**Chris Leatt-Hayter**  
Chief Executive Officer



### Pedestrian Safety

1. Always wear high visibility clothing where required.
2. Be familiar with any No Walk Zones at the site and never walk into them.
3. Keep clear of moving equipment and stay where the driver can see you or knows where you are.
4. Use mobile communication devices only in predetermined safe zones.
5. When working around mobile equipment:
  - identify and use safe zones
  - be aware of your surroundings.



### Mobile Equipment

1. Check that mobile equipment and the safety features are in good working order before use.
2. Only use equipment:
  - you are trained and authorised to use
  - for its intended purpose.
3. Always drive safely:
  - Look out for pedestrians.
  - Adhere to speed limits.
  - Obey all signs and traffic plans.
  - Wear seat belts.
  - Secure loads.
  - Never use mobile phones while driving.
  - Don't leave unattended equipment idling.
  - 'No seat, no ride.'



## Handling Loads

1. Position yourself safely – never walk or stand under a suspended load and never stand in a position where you could be pinned by a swinging load.
2. Make sure all people in the work area are positioned safely before starting the lift.
3. When in doubt, do not lift.
4. Always handle loads safely:
  - Check lifting gear is in good working order and within the safe working limit (SWL).
  - Make sure the load is slung/secured correctly.
  - Make sure there are no loose items on the load.
  - Have only one person directing operations at any time.



## Working at Heights

1. Know which jobs require fall protection and fall prevention controls. Where required, use:
  - PFDs when working over water
  - elevated work platforms and scaffolding
  - harnesses and other fall protection systems
  - ladders.
2. Check all your equipment is OK and correctly fitted before you start working at height.
3. Use the equipment correctly – if in doubt ask your supervisor:



## Vessel Operations

1. Ensure that pre-operational safety inspections are completed prior to starting work:
  - Ensure safe access to/from ship and work places.
  - Always identify a safety zone.
2. Keep clear of mooring lines under tension.
3. Wear PFDs and other safety equipment when mooring.
4. Ensure lifting equipment is fit for purpose and safe for use.
5. Always position yourself safely - never work under suspended load - never work near an open hatch or unprotected edge.
6. Be aware of changing work environments, including:
  - vessel design
  - cargo and equipment on the wharf
  - weather conditions
  - lighting.



## Isolation

1. Identify and recognise power sources.
2. Never work on live power sources:
  - electrical
  - hydraulic
  - pneumatic
  - other stored energy.
3. Ensure staff are competent in isolation procedures:
  - Know which tasks require isolation.
  - Only authorised personnel are to work on power sources.
4. Ensure all isolation procedures are adhered to.
5. Always follow Permit to Work protocols.



# Permit to Work system

Fremantle Ports has a Permit to Work system which operates across all its sites. This is a formal written system to control certain types of work identified as potentially hazardous. It assists authorised and qualified personnel to determine the best way to carry out a job safely, without impacting on property or the environment. Be aware that the Inner Harbour and Outer Harbour have separate and unique Permit to Work systems and forms.

The system ensures that personnel have completed these tasks before starting work:

- planned the work
- inspected the work site
- identified the hazards
- implemented control measures
- gained operational approval or release of the plant to be worked on.

The system ensures that personnel carrying out the work clearly understand the job.

All employees and contractors working for Fremantle Ports must comply with the Permit to Work system. Berth operators who operate their own approved Permit to Work systems are exempt from the Fremantle Ports system. Those that do not have their own systems must adopt the Fremantle Ports system. Vessels at anchor or at the wharf are also bound under the Fremantle Ports Permit to Work system.

In general, a Permit to Work is required for (but not limited to):

- all work conducted by contractors
- all work unless a risk-based procedure or work instruction has been developed
- all non-routine activities except for:
  - office-based work
  - office-based maintenance using hand tools, i.e. changing light globes, servicing photocopiers, etc.
  - visual site/plant inspections
  - office/facility cleaning activities.

**Any activity or inspection that requires the use of tools, machinery or equipment is considered work, so a Permit to Work is required.**

All employees and contractors conducting work at a Fremantle Ports site must report to their relevant supervisor requesting a Permit to Work be issued prior to starting. Never start a job unless you have an authorised Permit to Work form and all members of your work team have 'signed on' to the permit.

As part of the Permit to Work system there are work certificates that are required for particular tasks that require more detailed documentation.

While the Permit to Work form accounts for the job as a whole, work certificates are presented with this form to describe different tasks that may be undertaken as part of the same job.

The following activities require a work certificate:

- **Confined space entry** – for any entry into and work in a confined space, e.g. the cement clinker silos, waste storage tanks, transfer chutes, navigational buoys
- **Diving** - for any non-recreational diving within port waters
- **Electrical** - for any work being conducted within a substation, including high-voltage switching
- **Excavation** - this includes the breaking of any ground surface by person or machinery for any purpose, including driving in of steel or wooden pickets
- **Hot work** - for any work that introduces ignition sources, e.g. welding, grinding
- **Working at height** - for any work that occurs at height.

These certificates specify conditions that need to be met, such as assessing the fire risk when conducting hot work and ensuring appropriate firefighting equipment is available.

Always ensure you have read the Permit to Work, associated job analysis and work certificates and clearly understand the controls put in place to manage the job safely.

A job analysis is generally used for activities categorised as inherently high risk. This includes non-routine tasks or tasks that do not have a risk-based standard procedure. A copy of the job analysis must be kept on site while you undertake the task and be available for review upon request.

# Isolation and danger tagging

Fremantle Ports operates a 'lock out' and 'danger tagging' system. All energy sources (such as electrical, mechanical, pneumatic, air and water) must be isolated prior to work starting on them. Isolations are identified and documented on the Fremantle Ports Permit to Work form.

Three types of control locks and tags are used at the port:

## Isolation locks and tags

The isolation lock and tag is the primary isolation device used by authorised Fremantle Ports personnel to isolate energy sources. Isolation locks and tags can only be placed on and removed by authorised Fremantle Ports personnel.

## Personal danger locks and tags

The personal danger lock and tag is designed to protect people by providing personal protection when working on or near energy sources. The tag must be completed with your name, contact number and date clearly written, and attached to your personal danger lock, which is then attached to a lock-out box, isolation switch or switches, valves or equipment. Each person on the job must attach their own lock and tag and must remove their own lock and tag at the end of each shift or on the completion of the job.

Any time you remove your personal danger lock and tag you must ensure the tag is appropriately destroyed and disposed of.

If, at the end of the shift, the job has not been completed and the piece of plant or equipment cannot be operated, an out of service tag must be placed on the isolation lock. This should include a statement about why the piece of equipment is not available for service.

If you leave site without removing your personal danger lock and tag, you will be called back to site to remove it at no cost to Fremantle Ports.

## Out of service tags

The out of service tag is designed to protect plant and equipment. It does not provide you with specific personal protection. If any piece of plant or equipment is unsafe to operate, an out of service tag must be placed on the isolation lock, switch or switches, valves or equipment. Anyone can place an out of service tag on a piece of plant or equipment, but only a competent person authorised to repair that plant or equipment can remove the out of service tag.

If you ever find a personal danger or out of service tag lying on the ground, you must immediately report it to a Fremantle Ports supervisor.

If you accidentally remove and/or destroy another person's personal danger tag or out of service tag, you must immediately replace it with a tag of your own. You must not replace another person's tag. Fill out a tag in your name and attach it to the isolator, stating that this tag replaces the tag applied by ... (inserting their name) ... which has been accidentally removed.

After placing the substitute tag, immediately contact your supervisor or the person concerned for them to attach a new tag. When they have attached a new tag, you must then remove your substitute tag. If you are unable to contact the person, inform your supervisor immediately.

Remember, prior to starting work, all energy sources must be isolated and your personal danger lock and tag must be placed on all isolation points.



# Incident reporting

An incident is a condition, practice or event that has the potential to result in, or has, resulted in:

- personal injury or illness to people
- environmental harm
- damage to property
- loss to business.

## What events should be reported?

Report any substandard practices or conditions that have the potential to cause personal injury/illness, including:

- Substandard practices:
  - not following agreed procedure or practices
  - operating equipment without authority or the appropriate licence
  - using defective equipment
  - failing to use appropriate personal protective equipment
  - improper lifting.
- Substandard conditions:
  - inadequate barriers/guarding
  - inadequate warning signs
  - fire and explosion risks
  - hazardous environmental conditions; gases dusts, chemicals, fumes
  - inadequate illumination
  - inadequate ventilation.
- Any occurrence that has the potential to impact on the environment:
  - any spills/leaks/discharges (regardless of size) that can cause pollution, e.g. fuel, chemicals, animal waste, contaminated water (i.e. not rainwater)
  - excessive noise/odour
  - excessive/abnormal use of water, electricity, fuel.

## Why report incidents?

Whenever an incident occurs, one of the most valuable lessons that can be learnt is how to prevent, or at the very least, reduce the probability of a recurrence. However, the opportunity to learn is severely limited if the occurrence is not reported in the first place. It is important, therefore, that personnel understand the need and take the trouble to report all incidents.

Similarly, by failing to investigate such reports properly, equally valuable opportunities are wasted. Without a proper investigation, the true causes of the occurrence could well remain hidden and any preventative actions taken may not be effective.

Only by correctly reporting and properly investigating incidents can maximum benefit be gained from the experiences.

**All incidents no matter how small must be reported as follows:**

1. Report it to your supervisor immediately.
2. Complete the appropriate report in the incident reporting system, which is in Fremantle Ports' intranet system.

For contractors and others without access to Fremantle Ports' systems, please refer to your contractor supervisor or Fremantle Ports contact who will assist you in raising the required incident report.



# Workers' compensation and injury management

## What is workers' compensation?

Workers' compensation insurance protects employers and injured workers from financial costs when a worker sustains a work-related injury or disease.

## When can you claim workers' compensation?

You are entitled to claim workers' compensation if you have a work-related injury or disease and:

- you need medical treatment or
- you cannot work for a certain length of time because of the disability.

## Workers' compensation provides you with:

- medical expenses
- vocational rehabilitation expenses
- compensation for loss of wages
- travelling expenses
- lump sum settlements in certain situations.

You are not covered for injuries occurring on journeys between home and work, or vice versa.

The insurance company must, within 14 days of receiving your claim, advise you in writing if your claim has been accepted, rejected or whether more time is needed to make a decision.

## How do you claim?

If you believe you have been injured at work, inform your manager/supervisor as soon as possible and complete an incident report in the incident reporting system.

If medical treatment is required/sought, except for life-threatening situations (where ambulance transportation or hospital admission is required), you can arrange to visit a doctor of your choice and ask for a first medical certificate as soon as possible.

Fremantle Ports' preferred medical practitioners:

### Sonic HealthPlus

#### Closest clinics:

165 Bannister Road  
Canning Vale  
Telephone: 9455 2403

9 Brown Avenue  
Naval Base  
Telephone: 9437 1665

15-17 William Street  
Perth  
Telephone: 9321 9332

24 Pedlar Circuit  
Rockingham  
Telephone: 9550 7000

### Independent Practitioner Network Pty Limited (IPN)

#### Closest clinics:

322 Canning Highway  
Bicton  
Telephone: 9319 2333

1 Sutherland Parade  
Parnellia  
Telephone: 9439 4411

The doctor will issue you with a first medical certificate that will state if you are fit to return to work. You must bring the first medical certificate into the People and Culture Branch and complete the Workers' Compensation Claim Form 2B no later than the following day or contact the Human Resources Officer (Telephone: 9430 3443) to make other arrangements. If the first medical certificate issued by the doctor states that you are unfit for normal duties for a period of time, then Fremantle Ports has return-to-work strategies in place and will try to accommodate your medical needs. We will liaise with the doctor or specialist and yourself to assist in your return to pre-injury duties as soon as practicable.

Take a Workers Compensation Pack with you when visiting the doctor; this will inform the treating practitioner about the work duties you normally do and alternative duties available.

## What is injury management?

Injury management is about managing workers' injuries in a manner that is directed at enabling injured workers to return to work. You should be involved with decisions regarding your return to work.

It is important for you to keep in touch with your doctor and other treatment providers. You should submit medical certificates as soon as possible and on a regular basis to help keep your manager/supervisor and the People and Culture Branch informed of your medical condition and your level of fitness for work. If your treating medical practitioner finds that you are partially fit to return to work in some capacity, a written return to work program will be developed to ensure that you can safely return to work. This plan will be agreed and signed off by all relevant parties.



# Risk identification

To assist in preventing personal injury or illness, to prevent damage to property and to prevent harm to the environment, the following risk identification checklist has been developed.

CONSEQUENCES	CAUSES
<b>PERSONAL INJURY</b> Back injury Burns Electric shock Fractures Sprains/strains	<ul style="list-style-type: none"><li>• Digging/excavations</li><li>• Excessive noise</li><li>• Exposure to heat/dust/gas/chemicals</li><li>• Fire/explosion</li><li>• Lifting/carrying heavy objects</li><li>• Slips/trips/falls</li><li>• Working from heights</li><li>• Working in confined spaces</li><li>• Working on/near water</li><li>• Working with or near electrical cables or equipment</li><li>• Working with plant or equipment</li><li>• Working with quarantine/domestic rubbish</li></ul>
<b>ENVIRONMENTAL HARM</b> Air pollution Soil pollution Water pollution	<ul style="list-style-type: none"><li>• Chemicals spillage/leaks</li><li>• Disposal of wastes</li><li>• Emission of gas/dust</li><li>• Excessive noise</li><li>• Excessive odour</li><li>• Fire/explosion</li><li>• Use of resources</li></ul>
<b>FINANCIAL LOSS</b>	<ul style="list-style-type: none"><li>• Damage to equipment</li><li>• Impact on other port operations</li><li>• Lack of efficiency</li></ul>
<b>DAMAGE TO REPUTATION</b> Complaints	<ul style="list-style-type: none"><li>• Community nuisance</li><li>• Loss of customers</li><li>• Non-compliance with legislation and licences</li><li>• Not meeting needs of customers</li></ul>

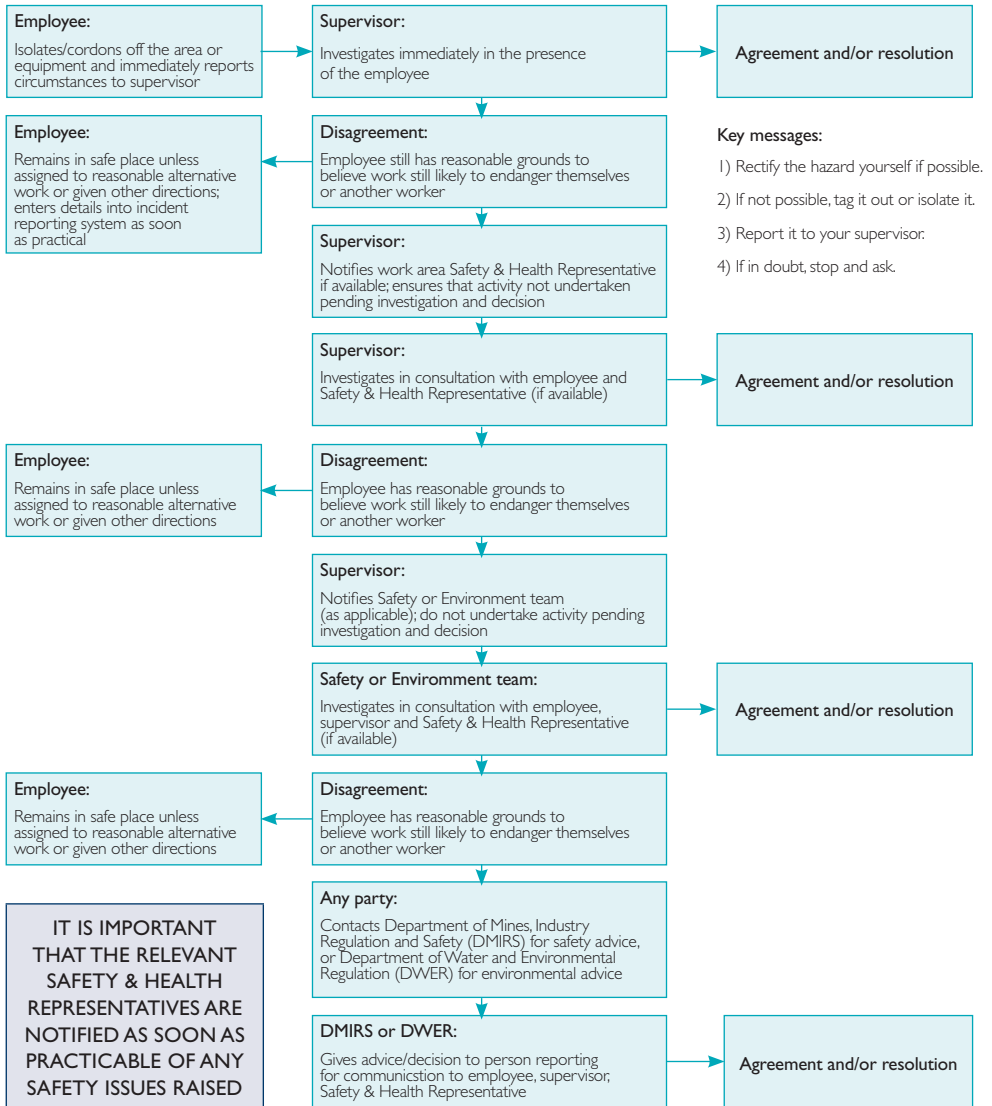
If a risk has been identified you must:

1. Stop work until it has been eliminated, or adequate controls put in place.
2. Report it to your supervisor.

# Safety and environmental concerns at work

## - Hazard resolution flowchart (Record: I63243)

If an employee has reason to believe work is likely to endanger themselves or another person or result in harm to the environment or damage to property (and has not been able to rectify the hazard themselves), the following procedure should be followed:





If any employee or contractor has reason to believe that their work may endanger themselves or others, or may result in harm to the environment or damage to property, Fremantle Ports encourages, and will support the employee or contractor, to cease work immediately and report the issue to their supervisor.

The supervisor will investigate the problem and will either resolve it or call for assistance from Port Safety and Environment teams. We don't want you to continue with the job until the issue has been satisfactorily resolved.

If necessary, we will find you some alternative duty to perform until this time.

**Remember, if you're not sure, ask someone who knows before going any further.**

At Fremantle Ports we are serious about your safety and wellbeing because we want you to go home from work as well as when you arrived.

## Stop work authority

It is an employee and contractor responsibility to stop work if individuals see an unsafe act or believe:

- the task will endanger you or anybody else
- the task you are performing is unsafe
- the conditions in which you are working are unsafe.

A stop work authority red card and guide to stop work is in the Take 5 Hazard ID notebook.

## Environmental management system (EMS)

Fremantle Ports' environmental management system (EMS) applies to all Fremantle Ports operations, assets, services and processes. The physical boundary of the EMS includes port waters and Fremantle Ports-owned land, including our facilities at Kwinana Bulk Terminal, Kwinana Bulk Jetty and the Fremantle Inner Harbour.

Fremantle Ports maintains an Environmental Management Plan that is designed to address the scope of Fremantle Ports EMS and guide Fremantle Ports' approach to effectively manage risks and minimise impacts to the Port of Fremantle's environmental assets. The Environmental Management Plan is available from the Environment team.

## Environmental licences

Our bulk-handling facilities (Kwinana Bulk Terminal and Kwinana Bulk Jetty) have specific environmental site licences issued under the **Environmental Protection Act 1986**.

These environmental licences have set conditions which Fremantle Ports is obliged to meet when handling bulk materials. Conditions are set to help reduce any potential impact from operations on the environment (e.g. from dust or spillage into Cockburn Sound).

All Fremantle Ports employees, stevedores and contractors are responsible for ensuring licence conditions within their work area are met. Failure to comply with the conditions of an environmental licence is considered an offence under Section 58 (1) of the **Environmental Protection Act 1986** and may involve prosecution, penalty and/or permanent loss of licence to operate.

Additionally, all Fremantle Ports employees and contractors are responsible for taking reasonable steps to comply with environmental legislation and regulatory standards, and prevent environmental incidents from occurring. The implications of personnel not exercising environmental due diligence, not complying with environmental legislation and/or failing to meet environmental compliance obligations may involve prosecution and/or penalty for both the individual and Fremantle Ports.

Copies of the environmental licences are available in Fremantle Ports' records system or from the Environment team.

## Energy management

Fremantle Ports strives to operate in the most efficient manner to minimise energy consumption. Our energy management program is based on national standards and criteria.

### Our approach

Fremantle Ports started by conducting a baseline greenhouse inventory and has investigated and implemented a wide range of initiatives to reduce greenhouse emissions. These initiatives include areas such as air conditioning, electricity, lighting, materials handling, office equipment, vehicles and waste. Exciting opportunities, including the sourcing of renewable electricity, are being investigated. Site-wide performance indicators have been established to measure progress.

### Simple ways you can help reduce energy consumption in the workplace:

- Turn off unnecessary lights.
- Switch off your computer when leaving work.
- Carpool/use public transport or walk/ride to work.
- Use the SmartRider available at Fremantle reception to catch the train to Perth for meetings.
- Carpool when possible between Fremantle and Kwinana sites.
- Use couriers only when necessary.
- Use stairs instead of the lift.
- Make the last agenda item of meetings a reminder to turn meeting room lights off.
- Turn individual air conditioning units off at night unless office is being used.
- Minimise paper waste, e.g. use duplexing and multi-paging; print only when required.
- Maximise recycling, e.g. co-mingled bins for plastics, cans, scrap metal recycling, etc.

### Transport

To offset the impact of vehicle emissions from our fleet, Fremantle Ports has signed up to the Carbon Neutral Charitable Fund program. Under this program, our total fleet emissions are calculated and trees are planted to absorb the equivalent amount of greenhouse gases.



## Waste disposal and recycling

- Unauthorised discharge of solid or liquid wastes into port waters is prohibited.
- All Fremantle Ports employees, tenants and contractors are obliged to dispose of waste materials responsibly and in accordance with all regulations.
- Wherever possible, reduce waste and recycle or re-use.
- Dedicated waste paper, battery, printer cartridge and commingled recycling bins are provided in all office areas.
- Systems are in place to recycle waste oil, scrap metal, car batteries, cardboard, electronic waste, fluorescent tubes and other items.
- Waste from livestock loading activities is collected and sent offsite for recycling.
- Quarantine waste from ships is collected separately from other wastes in yellow, clearly marked bins.
- Redundant equipment is lodged with the Supply Branch and sent to auction.
- At KBJ, solid waste collected from the berths is returned to the customer as product. Liquid waste contained on the berth is disposed of by the customer by engaging a suitable waste disposal contractor. Waste product stockpiles at KBT are sampled to ensure appropriate disposal options are followed. Please refer to PR2092: KBT Waste Stockpile Management, Sampling and Disposal.
- Re-use of fill onsite requires authorisation from the Environment team.
- Removal of chemicals and other hazardous substances must only be undertaken by licensed contractors in accordance with the Environmental Protection (Controlled Waste) Regulations 2004.

For further advice on waste and recycling systems, please refer to PR2034: Waste Disposal and Recycling or contact the Environment team.

### Bitou bush management at KBT

Bitou bush is an environmental weed known to occur at KBT. Fremantle Ports is required by law to control the spread of this weed and undertake eradication of it from site. Bitou bush previously occurred widely across KBT, therefore, all areas may be contaminated with the seed. To ensure bitou bush is not removed from site (via seed or vegetation matter) it is prohibited to remove soil or vegetation matter from KBT without approval from the Environment team. Soil excavated from KBT is to be placed in the designated soil storage area and vegetation matter is to be stored in the designated compost area.

## Statutory certificates and licences

People engaged in the following activities need to ensure that they have a current certificate or licence (including high-risk work licence as applicable) issued by the relevant authority. You should also be aware of any relevant standards if engaged in any of the following activities:

- operators of elevating work platforms, e.g. cherry pickers, suspended stages, etc.
- crane operators
- doggers and riggers
- operators of lifting equipment, e.g. hoists, etc.
- erectors of scaffolding
- activities involving asbestos
- operators of vehicles, e.g. forklift trucks, front-end loaders, etc.
- activities involving pressure vessels, pressurised lines, etc.
- activities involving electricity, gas and water supply.

This list is not exhaustive and is provided for guidance purposes only. If you are unsure about your training or believe that you may not have the correct certification/licence or authorisation to conduct an activity, check with your manager/supervisor.

## Personal protective equipment (PPE)

While Fremantle Ports is committed to identifying and reducing hazards, sometimes it is not practical to avoid the presence of hazards at the workplace. In these cases, appropriate personal protective equipment (PPE) will be provided to protect employees against these hazards.

Managers or supervisors will instruct you on how to use your PPE safely and correctly and you must use it in the way in which you have been instructed. Any damage or malfunction must be reported to your supervisor as soon as possible.

PPE that must be worn in various areas of the port:

Port area PPE required	Inner Harbour operational areas	Kwinana Bulk Jetty & Kwinana Bulk Terminal
High visibility clothing (AS/NZS 4602)	Yes	Yes
Long-sleeved shirt and long trousers or overalls	Yes	Yes
Safety footwear (AS/NZS 2210)	Yes	Yes
Safety glasses with side shields (AS/NZS 1337 & 1338)	Yes	Yes
Safety helmet (AS 1801)	Yes	Yes

Depending on the tasks, there may be a requirement for additional PPE, such as:

- **Hearing protection** – must be worn in all areas of excessive noise, in designated (signposted) areas and when using power tools
- **Dust masks or respirators** – to be worn when exposed to dust, fumes, vapours, smoke, mist or gas in dusty areas like transfer towers; the type of mask must be appropriate to the dusts or chemicals present on site
- **Safety gloves** – when handling sharp or hot objects, or handling chemicals; the type of glove must be appropriate to the work undertaken
- **Safety goggles or a full-face shield** – when there is a risk of facial injury
- **Safety harness** – when working at heights, fall arrest equipment must be worn when there is a risk of falling from a height (generally, but not always limited to, any work over two metres)
- **Self-inflating life jackets** – when working under the wharf or over/near water or on the deck of small craft when at sea
- **Appropriate PPE** – to be worn when handling chemicals (refer to Safety Data Sheet)
- **Sunscreen** – when working outdoors. Sunscreen is available in all Fremantle Ports workshops and from the stores. It is recommended (mandatory in operational areas) that all people wear long-sleeved shirts and long trousers or overalls. Sunblock (sun protection factor 50+), zinc cream and lip balm are recommended for skin exposed to the sun. Ensure that sunscreen is applied liberally to affected areas and about 20 minutes prior to being exposed to the sun.

**Note:** Employees and visitors will be provided with all necessary PPE. Contractors, tenants, consultants and all other port users must ensure that their employer provides the necessary PPE.

It is a legal requirement that if a person is provided with PPE they must:

- use the PPE they way they have been instructed to use it
- not misuse or damage the equipment
- notify their manager/supervisor as soon as possible after becoming aware of any damage to, malfunction of, or need to clean or sterilise the equipment.

The examples of mandatory safety signs shown on the following page are used to indicate what personal protective equipment/clothing must be worn in a particular area.



## Symbolic safety signs



### **PROHIBITORY (do not)**

**Red**

A regulatory sign prohibiting an action, which may endanger life or cause injury.

All prohibition signs are identified by a red ring with a diagonal red line.

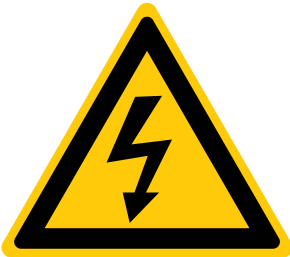


### **MANDATORY (must use)**

**Blue**

A regulatory sign ordering the use of specific personal protective equipment.

All mandatory signs are identified by a blue circle (disc).



### **CAUTION (be careful)**

**Black/yellow**

Risk of danger. A sign, which warns of risks present in the environment and that care must be taken.

All caution signs are identified by a yellow triangle with a black border.

Please learn these warning signs and wear the right PPE.



## Security and site access

Security is everyone's responsibility. Everyone in the port, employees and visitors, should look out for suspicious people or behaviour and report all occurrences to the Port Security Centre. Federal law requires that all suspicious activities are reported. We need your help to protect the port against unlawful intrusion or interference.

Fremantle Ports maintains a comprehensive network of cameras and detection equipment, as well as operating a 24-hour Security Centre which monitors all activities in the port.

The Port Security Centre phone number is **9335 3315**.

### Maritime Security Identification Card (MSIC)

You must be in possession of a valid MSIC before you can be considered for access to Berths 1&2 and 11&12 on North Quay, Berths C to J on Victoria Quay (excluding the Passenger Terminal), the Small Craft Pens, Kwinana Bulk Terminal (jetty only) and Kwinana Bulk Jetty.

The MSIC is an identification card only and identifies that the holder has been cleared by ASIO/AFP.

The MSIC must be worn above the waist at all times and be clearly identifiable from the front while within the port area, and must be produced on request.

Always ensure your MSIC is kept in a safe place. It is a Federal offence to allow another person to use your card. If your card is lost or stolen, immediately report this to the MSIC Service Centre.

### Access

If you have purchased your MSIC from Fremantle Ports and you have Fremantle Ports access, it can also be used as an access card.

If you have not purchased your MSIC from Fremantle Ports, you will be issued with a separate access card.

At electronic gates:

- On arrival you must present your combined MSIC/Access card. If you have a separate access card, please swipe this card at the reader and then present your MSIC to the camera for verification.
- Observe the Progress Display Sign for access information. If there is more than one person in the vehicle, or if the vehicle is performing an escort, the driver must not swipe the MSIC, but call and advise the security operator by pressing the red button on the intercom.

At staffed gate:

- On arrival you must present your MSIC and Access Card to the Fremantle Ports Security Officer and follow their instructions.

It is an offence to tailgate another vehicle when entering or exiting the port facilities. Offenders will be denied future access.

If you have been approved to enter the Kwinana Bulk Terminal Facility as a visitor, you will need to provide photographic proof of identity prior to receiving a visitor's pass. This card must be returned to the security gatehouse officer on departure. As the Kwinana Bulk Terminal is a mine site, it is important to know who is on site at all times in case of emergency.

An issued visitor pass does not entitle a visitor to access the Maritime Security Zone. Visitors must apply separately if they wish to be escorted into a Maritime Security Zone.



All vehicles entering operational areas must have an amber flashing alert light and headlights switched on.

Personal vehicles are not permitted in the operational areas at Kwinana Bulk Terminal. In non-operational areas of Kwinana Bulk Terminal, if you do not have an amber flashing light, use your vehicle's head and tail lights to increase your visibility.

When entering the operational areas in the Inner Harbour and Kwinana Bulk Jetty, if you do not have an amber flashing light, use your vehicle's head and tail lights to increase your visibility

The maximum speed limit within all Fremantle Ports operational areas is 30 km/h. This should be reduced to 15 km/h in the vicinity of all entry and exit gates.

When driving within the port area always consider the conditions. The wharf can become very congested.

Always park in the designated car park areas. Vehicles must be parked to allow forward travel when leaving a parked area at the Kwinana Bulk Terminal.

Always be aware of the port area you are entering. For instance, at Kwinana Bulk Terminal there are bulk material sheds where front-end loaders are used. The operators of these machines work in dusty environments and may not easily see pedestrians and light vehicles inside these sheds or near their doorways. Please take extreme care around these areas.

When walking on site always stay on the designated walkways, which are indicated by yellow markings on the ground.

Seatbelts are mandatory within all Fremantle Ports sites.

If you require access to DP World and Patrick Terminals, you must enter via their front gates and fulfil the correct entry requirements to these areas.

Media, contractors and union officials must obtain approval for access to any restricted area from Fremantle Ports and/or shipping terminal operators.

# Barricades

All barricading at Fremantle Ports is to be controlled via PCS procedure PR1317: Barricading procedure - Whole of Port.

The following information is from the procedure. When in doubt always refer to this procedure in PCS.

## Barricade selection

The severity and nature of the hazards identified in an area will determine whether **Hazard Danger** or **Hazard Caution** barricading is used. Examples of areas requiring barricading include:

- stockpile areas
- restricted access areas
- hot work where there is a potential hazard created by that hot work
- crane work near roads or thoroughfares
- demarcation for temporary storage of plant or equipment
- demarcation for slips, trips and spill hazards
- working at heights
- excavations
- high pressure cleaning.

**Hazard Danger** must be used for the barricading of any floorings or handrails that have been temporarily removed, or any excavations which present a fall hazard. Barricading must be placed (where possible) at least two metres from the hazard. Where this is not possible, fall prevention guardrails (e.g. scaffolding tube) must be put in place in addition to the barricading.

## Barricade use and signage

1. Where the hazard(s) may not be obvious to those entering a **Hazard Caution** barricaded area, **signs/information tags** must be used to clearly indicate the hazard or reason for the barricade and, where possible, be placed at all approaches to the barricaded area.
2. Barricading must not be used for any purpose other than to prevent unauthorised or unintended access to hazardous areas.
3. Appropriate measures must be taken to ensure that barricading is visible under normal (day and night) operating conditions. This may require the use of flashing lights at night.
4. Barricading and barricading signage must be kept in good order and, when not in use, stored in a clean, secure designated storage area.
5. Barricades and barricade equipment must comply with the relevant Australian Standards.
6. Barricades are to be completely removed immediately the hazard no longer exists and, where appropriate, communicated to site personnel.

**Specific managerial or Port Services authorisation (see PR1317) is required where emergency access is required or where a roadway or emergency access is obstructed.**



# Potentially hazardous activities

Before starting any potentially hazardous activity you must ensure:

- a job analysis (and possibly a procedure) has been completed
- all applicable statutory certificates and licences for people, vehicles and equipment have been obtained and are up-to-date
- all people involved in the activity are appropriately trained
- all necessary work permits have been issued by Fremantle Ports
- all personal protective equipment is provided and is in sound condition
- the activity is conducted in accordance with all statutory requirements, sound industry practice, equipment/vehicle manufacturers' instructions, etc.

The list of hazardous activities below is not exhaustive and is supplied for guidance purposes only. The associated precautions, although mandatory, are not meant to be a substitute for documented procedures.

## Using tools and equipment

- Only use tools that are in good condition and only for the purpose for which they are designed.
- Use tools correctly.
- Keep tools in a safe place. Do not carry sharp tools in pockets or leave them in toolboxes with the sharp side exposed.
- Tools which develop defects while in use must be removed from service and not used again until repaired.
- Hammers, shovels and similar tools must not be used if the handles are loose, cracked or splintered.

## Using portable power tools

- Always disconnect the source of power before changing accessories.
- Do not hang cords or hoses over sharp edges. Keep them away from oil, hot surfaces, chemicals and water.
- Do not leave tools in positions where they may fall.
- Operate equipment only as designed and using manufacturers' instructions.
- All portable tools and their associated equipment must be protected through a core balanced earth leakage protection (RCD) device.
- Multiple adapters must not be used unless overload protected.
- When using an explosive power tool or nail gun ensure:
  - you hold all necessary certificates/ permits/licences
  - notices and observers are posted to alert other people of potential dangers
  - the tool is only to be loaded at the place it is going to be fired and immediately prior to its use.

## Machinery

- Do not start any machine unless safety guards are in place and are working properly.
- Start machinery only if authorised and by following approved safety procedures.
- Always stop machinery, isolate and attach danger tags before making repairs or removing obstructions. Use appropriate lockout systems.
- Never reach or lean over work in such a way that your hair or clothing may become caught in moving machinery.
- If operator has long hair, a hair net must be worn or the hair tied back.

## Using welding equipment

- Ensure hot work permit is obtained before starting (except in Fremantle Ports workshops).
- Do not use welding equipment unless you are qualified and competent in its use.
- Do not use damaged equipment – repair equipment at the first sign of damage or excessive wear.
- Use protective safety equipment such as goggles, shields, lenses, welding gloves, etc.
- Minimum clothing is shirt (with long sleeves and collar) and long trousers, and leathers as required.
- Ensure that the equipment, flexible cords and plugs are well maintained.
- Ensure maintenance checks by an electrician as required by Australian Standards have been completed.
- Earth leads are to be taken to the job and not to be connected to metal adjacent to the welder.
- Adequate ventilation is to be provided in areas where fumes are likely to accumulate.

## Using gas cylinders

- Inspect heat tags.
- All cylinders must be secured and used in an upright position.
- Do not allow oil or grease to come into contact with oxygen cylinders or fittings.
- Turn off cylinders when not in use to ensure that there are no leaks.
- When transporting gas cylinders which are not fixed to a trolley, remove the regulators.

## Using compressed air

- Do not use compressed air for blowing dust off clothing.
- Do not direct compressed air towards any part of the body or any other person.
- When using compressed air or high-pressure hoses, always ensure that hoses are in good condition.
- Always wear appropriate PPE including safety eyewear.
- Do not use compressed air for cleaning brake drums.
- Please also note the existence of, and need to comply with, PR1107: Guidance for Using Compressed Air & Associated Tools & Equipment.

## Using chemicals

All chemical products can be used safely providing the necessary precautions and procedures are followed:

- Information concerning hazardous chemical products can be found in the relevant Safety Data Sheet (SDS). Your supervisor will provide this SDS to you before you use a particular chemical. It provides information such as physical properties, flammability, toxicity, special precautions, storage and transport information, etc.
- Fremantle Ports maintains a Chemical Management System (ChemAlert).
- No matter how safe a chemical product may appear, you should always protect the route of entry of a chemical into your body by:
  - Absorption – avoiding contact with the skin; wear appropriate clothing
  - Inhalation – avoiding vapours; ensure adequate ventilation and if necessary wear a respirator; etc.
  - Ingestion – not siphoning liquids by mouth; washing your hands before eating, drinking or smoking
  - Not splashing chemicals
  - Using a barrier cream to protect your skin if you work with chemicals regularly
  - Knowing the emergency procedures for dealing with a spill or an accidental poisoning
  - Injection – certain activities such as work on hydraulic systems can create chemical injection risks. Take precautions through procedures and risk assessments like job analysis.



## Using electrical equipment

- All installation, repair and maintenance work involving electrical equipment and wiring is to be conducted **only** by people who are appropriately licensed by the Office of Energy.
- Report all electrical hazards such as damaged leads or equipment to your supervisor or contact the Electrical Services team in the Inner or Outer Harbour.
- All portable electrical equipment must be checked every three months and have attached a current Inspection Tag. Fixed electrical equipment must generally be checked every 12 months.
- Never work near exposed electrical conductors without first having them isolated and declared safe by Electrical Services team in the Inner or Outer Harbour.
- All portable tools and their associated equipment must be operated through a core balanced earth leakage protection (RCD) device or through an isolating transformer.
- Electrical items brought from home, e.g. heaters, fans, etc., must be approved by the Electrical Services team prior to operating at Fremantle Ports.
- Turn off unused electrical items such as heaters, urns, etc.
- Do not overload power points.

## Using ladders

- Only use ladders that are in good condition.
- Place ladders in a proper position, on a firm and level surface with the base one fourth of its length from the wall, that is, one (1) metre out for every four (4) metres up.
- Ladders must be tied off at the top and should be held ('footed') by a second person while securing.
- Always use both hands and face the ladder when going up and down (do not carry loads up and down the ladder).
- Always try to have three points of contact on the ladder when going up and down.
- Ensure that no tools are placed on ladder steps.

## Erecting and using scaffolding

- Scaffolding must only be erected by people holding an appropriate High Risk Work Licence.
- All scaffolds must have a 'Scafftag' attached by the Licensed Scaffolders at or near the point of access. The 'Scafftag' indicates whether the scaffold is complete and safe, plus the safe working load, or whether it is not available for use.
- Hand rails and toe boards must be provided and mounted at the edge of every scaffold that exceeds two (2) metres in height.
- Access ladders must be provided for each scaffold and protrude at least one (1) metre beyond the working platforms. All ladders must be secured to the scaffold.
- Objects must not be dropped from or thrown up to scaffolding.

## Using mobile cranes

- All cranes must comply with statutory requirements.
- All operators of mobile cranes, doggers and riggers must hold the appropriate High Risk Work Licence.
- No part of any crane must operate within three (3) metres of any power line for voltages up to 33 KV and within six (6) metres for voltages above 33 KV. (For more information, see the section on **Working near overhead power lines.**)
- Tag lines must be used when walking loads and a dogger must accompany the load being walked.
- Cranes carrying loads must not travel faster than walking speed.
- Ensure that no-one walks underneath a suspended load and avoid lifting over all operating plant. Never lift over people.
- Refer also to section on **Using vehicles and mobile plant.**

## Using vehicles and mobile plant

- All vehicles and mobile plant within the operations of Fremantle Ports must be:
  - registered
  - insured
  - in good working order
  - in safe condition
  - display a Fremantle Ports vehicle sticker/pass at all times.
- All drivers of vehicles and mobile plant must possess relevant and valid certificates or licences.
- A maximum speed of 30 km/h must be adhered to in all operational areas of the port; sometimes the speed limit is less than 30 km/h – obey all speed signs.
- All WA road traffic rules apply within the Port of Fremantle.
- Drivers, and passengers being carried in vehicles, must use the seating and seat belts where provided.
- Generally, all vehicles entering operational areas must display an amber flashing light.
- Vehicles and mobile plant must not obstruct fire hydrants, access clear ways or electrical substations.
- For driving and operating mobile plant at KBT, please refer to PRI603: Kwinana Bulk Terminal Traffic Management.

## Using forklift trucks

- Only people with a valid High Risk Work Licence (Forklift Certificate of Competency) and with area supervisor's permission may operate a forklift truck.
- Forklift trucks travelling on public roads must be escorted by a Fremantle Ports vehicle fitted with an amber flashing light.
- Forklift operators must face in the direction of travel, even on short backups. It could be that a pedestrian or another truck has come up behind you.
- On ramps, carry loads on upgrade side. Loads will rest more securely, won't spill or 'nose over' if you make a quick stop. Also gives a better traction on large wheels for braking.
- Always carry empty forks between 5 cm and 15 cm from the ground.
- Refer also to section on *Using vehicles and mobile plant*.

## Under wharf maintenance

When carrying out berth face and under wharf maintenance:

- The manager/supervisor must inform Fremantle Ports' Signal Station on Ext 400.
- Working alone is not permitted.
- All electrical power must be isolated under wharf.
- The manager/supervisor must be told when work starts.
- The manager/supervisor should monitor tidal levels.
- Personal protective equipment is to be worn, e.g. safety hard hat/bump hats, self-inflating life jackets, etc., wherever there is a risk of a hit to the head or fall into the water.
- Lifebuoys must be kept in an accessible position above and below the wharf/jetty.
- First aid box must be kept within five metres.
- Emergency procedures must be explained, and be in place, prior to work starting.
- Procedures must be adhered to.
- There must be adequate lighting to undertake the work under wharf.
- There must be sufficient scaffolding or planking provided prior to work starting.
- If there is a risk of falling into the water; a rescue plan must be developed.

## Working on water

The following must be observed when working on the water within the port limits:

- Check weather conditions before starting work each day. No work is to be undertaken in unsafe weather conditions.
- All vessels navigating within the port limits or at an anchorage within the port must maintain a continuous listening watch on VHF Channel 12
- When shipping movements occur; shipping channels must be clear. All activities above and below water must cease and all floating craft, underwater anchors, markers and divers must be clear before the vessel arrives.
- If any work is undertaken on Fremantle Ports property (buoys, beacons, etc.) the appropriate personal protective equipment must be worn (e.g. self-inflating life jackets) together with communications with the vessel.



- All people must have completed training in the elements of shipboard safety before working on water.
- Vessel masters are responsible to induct all people prior to working on water.
- Shipping has priority at all times.
- Fremantle Ports employs its own emergency service personnel. Any call to emergency services should be made via the Signal Station by VHF radio or the Port Security Centre on 9335 1300.

## Using elevated work platforms

- Operators must be trained and deemed competent to operate elevated work platforms.
- When the elevated work platforms can reach above 11 metres, operators must have a Certificate of Competency issued by the State authority.
- No part of any elevated work platform must operate within three (3) metres of any power line for voltages up to 132 KV and within six (6) metres for voltages above 132 KV.
- Do all safety pre-use checks before operating the elevated work platform.
- Check that the elevated work platform is stable and the ground it is sitting on is firm.
- Always wear a safety harness with lanyard and energy absorber; and attach the safety line to the basket anchor point before raising the basket.
- Always work from within the confines of the basket.
- Keep your tools and equipment within the basket.
- Do not exceed the Safe Working Load (SWL) of the machine.

## Working near overhead power lines

Refer to the following Regulation from Occupational Safety and Health Regulations 1996:

### 3.64. Restrictions on working in vicinity of overhead power lines

- (1) In this regulation –  
**danger zone** means anywhere that –
  - (a) is within 0.5 metres of a live insulated overhead power line or aerial bundled conductor line of a voltage of not more than 1 000 volts;

- (b) is within 1.0 metre of a live uninsulated overhead power line of a voltage of not more than 1 000 volts;
- (c) is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1 000 volts but not more than 33 000 volts; or
- (d) is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33 000 volts;

**overhead power line** means an overhead line for the transmission of electrical energy.

- (2) Subject to subregulation (3), without limiting clause 2.5.5 of AS/NZS 3012, a person who, at a workplace, is an employer; the main contractor; a self employed person or a person having control of the workplace must ensure that an employee or any plant or material used or controlled by an employee does not enter the danger zone of an overhead power line.

Penalty: the regulation 1.16 penalty.

- (3) A person does not commit an offence under subregulation (2) if, proof of which is on the person –
  - (a) the overhead power line has been adequately insulated and effectively cordoned off to protect the safety of persons or otherwise made safe, as the case requires; or
  - (b) the employee is authorised to carry out electrical work under the *Electricity Act 1945*.



## Screen-based equipment

Fremantle Ports ensures all employees required to use screen-based equipment are instructed and educated to use this equipment in a safe and healthy manner.

All new employees required to use screen-based equipment as their primary form of work will be contacted by the People and Culture Branch and an appointment will be made for an ergonomic assessment.

All employees at Fremantle Ports can request an ergonomic assessment at any time if they require one.

### SOME ERGONOMIC TIPS FOR WORKING WITH VDUs

To work comfortably and efficiently with VDUs (video display units), adjust your:

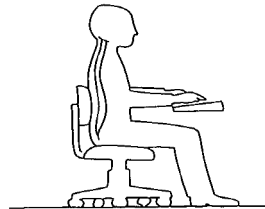
#### WORK SURFACE

- Allow leg room underneath.
- Use a document holder to keep any documents you're using at the same height and distance as the screen.



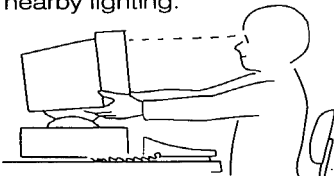
#### CHAIR HEIGHT AND BACKREST

Feet should be flat on the floor, knees level with hips, lower back supported. Avoid positions in which your body is twisted.



#### SCREEN HEIGHT, ANGLE AND CONTRAST

- Sit about arm's length away, with screen tilted back slightly.
- The top line of the screen should be just below eye level when you're sitting upright.
- To reduce glare, change the position of the screen or any nearby lighting.



#### KEYBOARD POSITION

Arms should rest at sides, with elbows at a right angle and wrists straight.



It helps to sit up straight as you work, too.



# Manual handling

Manual handling of materials is the largest single cause of industrial accidents.

## General rules with lifting

Lift the correct way by standing close to the load with your feet solidly placed and slightly apart. With knees bent, grasp the object firmly then lift by straightening the legs, keeping the back as near to vertical as possible. If the load is too heavy get assistance or use mechanical or hydraulic lifting equipment.

### Correct lifting technique

1. Place feet close to the load – keep them shoulder width for balance.
2. Take a firm hold with palms to use all forearm muscles.
3. Breathe in and straighten the back.
4. Lift using your leg muscles.
5. If you are unable to breathe out during the lift, the load is too heavy – put it down.
6. Use your body weight and mechanical advantage to reduce muscle strain and fatigue.
7. When carrying the load, move your feet and do not twist your spine.
8. Lift in stages if required, e.g. from floor to bench to vehicle, etc.
9. Use others to assist in the lift (i.e. team lifting).

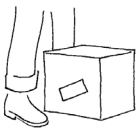
## MOVING MATERIALS BY HAND



In addition, always wear hard pads or gloves when handling sharp-edged or rough materials and exercise caution when carrying long materials that can obscure your vision.

### HOW TO LIFT THINGS SAFELY

**STAND CLOSE TO LOAD**  
Be sure footing is firm, feet slightly apart.



**SQUAT DOWN**  
Bend at knees, keeping back straight.



**GRIP LOAD FIRMLY**  
Place hands where they won't slip.



**BREATHE IN BEFORE LIFTING**  
Inflated lungs help support the spine.



**LIFT WITH LEGS**  
Keep back straight, and straighten up slowly.



**HOLD LOAD FIRMLY**  
Keep it close to body. Exhale.



**LIFT SLOWLY AND SMOOTHLY.** Avoid jerking motions.





## Fremantle Ports

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