



CONTRACTORS MINIMUM SAFETY REQUIREMENTS HANDBOOK

CONTENTS

1	INTRODUCTION	4
2	DEFINITIONS	5
3	RESPONSIBILITIES	6
	3.1 FREMANTLE PORTS' RESPONSIBILITY	6
	3.2 CONTRACTOR'S RESPONSIBILITY	6
	3.3 SUBCONTRACTOR MANAGEMENT	7
	3.4 GENERAL STANDARDS OF BEHAVIOUR	7
4	SAFETY INDUCTION	8
5	HOURS OF OPERATION	8
6	RISK MANAGEMENT	9
	6.1 SAFETY MANAGEMENT PLANS (SMP)	9
	6.2 WHS METRICS	10
	6.3 TRAINING & COMPETENCY	10
7	CRITICAL RISKS	11
	7.1 PEDESTRIAN SAFETY	11
	7.2 MOBILE EQUIPMENT	11
	7.3 HANDLING LOADS	12
	7.4 WORKING AT HEIGHTS	12
	7.5 VESSEL OPERATIONS	13
	7.6 ISOLATION	13
8	PERMIT TO WORK	13
	• HOT WORKS (E.G. WELDING, NAKED FLAMES & DEMOLITION)	14
	• CONFINED SPACE ENTRY	14
	• EXCAVATION (REGARDLESS OF DEPTH)	14
	• ISOLATION (ELECTRICAL)	14
	• HIGH VOLTAGE WORK	14
	• DIVING	14
	OTHER WORK AS DEFINED IN PERMIT TO WORK PROCEDURES	14
	8.1 HOT WORK CERTIFICATE	14
	8.2 CONFINED SPACE CERTIFICATE	14
	8.3 EXCAVATION LICENSE	14
	8.4 ISOLATION CERTIFICATE	14
	8.5 HIGH VOLTAGE CERTIFICATE	15
	8.6 DIVING CERTIFICATE	15
9	OTHER HIGH RISK ACTIVITIES	15
	9.1 ELECTRICAL WORKS	15
	9.2 WORKING OVER OR NEAR WATER	16
	9.3 WORKING UNDER BERTHS	16
	9.4 MOBILE COMMUNICATION DEVICES	16
	9.5 WORKING NEAR DANGEROUS CARGOES	16
	9.6 HAZARDOUS SUBSTANCES	16
	9.7 SAFETY IN DESIGN	17
	9.8 ASBESTOS MANAGEMENT	17
	9.9 TOOLS, MACHINERY & EQUIPMENT	17
	9.10 PPE	17
	9.11 TREATED TIMBER	18
	9.12 CLEANING UP & REMOVAL OF DEBRIS	18
10	BREACHES OF WHS	19

11	EMERGENCY MANAGEMENT	19
	11.1 EMERGENCY EVACUATION	19
12	INCIDENT MANAGEMENT	20
13	FIRST AID AND AMENITIES	20
	13.1 FIRST AID AND MENTAL HEALTH FIRST AID	20
	13.2 AMENITIES	21
	13.3 INJURY MANAGEMENT	21
14	FITNESS FOR WORK	21
	14.1 ALCOHOL, DRUGS AND SMOKING	21
	14.2 CHILDREN AND ANIMALS	21

1 Introduction

This handbook outlines Fremantle Ports' general safety requirements and applies to all contracts. The current version of this handbook is available from the Port Safety page at <https://www.fremantleports.com.au/environment-safety/port-safety>

The purpose of this handbook is to provide contractors, subcontractors and their workers with information on health, safety and appropriate conduct while working at Fremantle Ports, in addition to the terms and conditions listed in their formal contract. All Fremantle Ports contractors must comply with all legislated WHS requirements in addition to Fremantle Ports' minimum requirements as outlined in this handbook.

All contractors must comply with the instructions and procedures listed within this handbook. Non-compliance may result in contractors receiving a stop-work order, removal from site and being removed from Fremantle Ports' Contractors List.

All workers are asked to stop work whenever there is an unsafe condition or behaviour; this is called the Stop Work Authority. The Stop Work Authority is designed to eliminate unwanted events and Fremantle Ports encourages all workers, including contractors and subcontractors to use the Stop Work Authority to correct safety hazards and halt potential unsafe actions before they happen.

Michael Parker
Chief Executive Officer

2 Definitions

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
FPR	Fremantle Ports representative is the person(s) nominated to the contractor for the purposes of the contract work or the supervisor of the works where no contract is involved
Hazard	Something that has the potential to cause injury or harm to any person or property
IH	Inner Harbour (Fremantle)
JA	Job Analysis
KBT	Kwinana Bulk Terminal
KBJ	Kwinana Bulk Jetty
MSIC	Maritime Security Identification Card
OH	Outer Harbour (KBT & KBJ)
PFD	Personal flotation device
PPE	Personal protective equipment
SDS	Safety Data Sheet
VOC	Verification of Competency

For the purpose of this handbook, the term “must” is used to indicate that something is **mandatory** and not optional. The term “should” is used to describe something that is optional after agreement with Fremantle Ports.

3 Responsibilities

3.1 Fremantle Ports' responsibility

Fremantle Ports must, so far as reasonably practicable:

- (a) provide contractors with details of project or site-specific WHS risks that Fremantle Ports is aware of during the tender process or when issuing work
- (b) inform contractors of any changes to scope of works
- (c) monitor contractor compliance with contract requirements, the Safety Management Plan and requirements in this handbook
- (d) provide relevant Fremantle Ports Safety Management System documents as required.

3.2 Contractor's responsibility

The Contractor **must**, so far as reasonably practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, but not limited to, the contractor must:

- (a) advise their workers to comply with the instructions and procedures provided within this handbook
- (b) have appropriate systems, procedures, and processes in place to support compliance with relevant legislation, including, but not limited to *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996*, *Mines Safety and Inspection Act 1994* and *Mine Safety and Inspection Regulations 1995*
- (c) provide training and instruction relevant to the tasks being undertaken by competent workers, including white card construction safety awareness training for all construction projects
- (d) comply with all aspects of Fremantle Ports' procedures as relevant to the services provided
- (e) have appropriate systems, procedures and processes in place to identify hazards, assess the associated risks with those hazards and apply appropriate

control measures, with a focus on “above the line” controls prior to the start of work

- (f) obtain a Permit to Work with an associated JA/SWMS or similar risk assessment prior to the start of work
- (g) review SDS documents with relevant workers and implement appropriate controls when using chemicals and hazardous substances.

3.3 Subcontractor management

The use of subcontractors must be agreed with the Fremantle Ports representative (FPR) during the tender process or prior to undertaking work. 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, the competency of workers engaged, and frequency of use.

Contractors are responsible for the appropriate selection, management, supervision, monitoring and review of their subcontractors, and Fremantle Ports will audit these processes. Fremantle Ports will only authorise contractors to subcontract work where the subcontractor has been assessed as having a suitable and sufficient safety management system in place.

3.4 General standards of behaviour

Fremantle Ports places importance on its reputation and all workers, including contractors and subcontractors, must adhere to the requirements of the *Fremantle Ports Code of Conduct* and behave and dress professionally in accordance with all Fremantle Ports safety standards at all times.

4 Safety induction

Contractors, subcontractors and their employees are required to take part in a safety induction prior to starting any work at Fremantle Ports. The safety induction involves an online presentation and a questionnaire. There are four types of safety inductions at Fremantle Ports depending on the type of services supplied, and the locations services are supplied. These inductions are:

1. Operational Induction: for Fremantle Ports operational employees and contractors working on a Fremantle Ports site. This work can include repair, maintenance, installation, construction work or work involving operating plant and equipment. If you need to pick up a tool, you need to do this induction.
2. Face-to-face specific site inductions: These must be conducted for all contractor workers in the Inner Harbour to address site specific requirements.
3. Face-to-face specific site inductions: These must be conducted for all contractors and their employees working in the Outer Harbour to address site-specific requirements
4. Port User: for workers who are visiting port sites, e.g. surveyors, truck drivers, biosecurity workers, etc.
5. Administrative Induction: for Fremantle Ports and contracted administrative employees.

5 Hours of operation

If a contractor requires access outside normal business hours, they must:

- (a) receive prior approval in writing from the FPR (must be required to show the approval to Security) and access will also have to be arranged
- (b) ensure Permit to Work requests have been submitted to the appropriate FPR and approved.

6 Risk management

The identification of hazards and the assessment and management of associated risks is of the highest priority at Fremantle Ports, with a focus on ensuring controls are “above the line”, see Figure 1 below. Contractors must have an appropriate risk management process to identify and control hazards effectively. As a minimum, this must include a project/contract risk register.

Figure 1



6.1 Safety Management Plans (SMP)

- A contractor must prepare a site or project specific Safety Management Plan prior to work starting on a Fremantle Ports site. This plan must be monitored, maintained and updated during the course of the contract.
- Before any work starts, the Contractor must have identified all hazards associated with the work, assessed the risks, and developed appropriate controls. A risk register detailing specific controls **must** be provided to the FPR prior to starting
- Job Analysis or Safe Work Method Statements must be developed for all work activities during the project or contract. Generic JAs are not acceptable.

6.2 WHS Metrics

All contractors must adopt lead and lag safety measures, which will be reported on at quarterly meetings and may consist of:

- Lost time Injuries (LTIs)
- medical (MTIs) and first aid (FAIs) injuries
- Take 5s completed
- Job Analysis completed
- percentage compliance to the Permit to Work system
- pre-start meetings conducted
- workplace inspections conducted
- documented “tool-box” talks or
- any other metric as nominated by the contractor.

Safety metrics must include subcontractor activities.

6.3 Training and competency

Contractor and subcontractor workers must have the required competencies (and VOCs), qualifications, skills and hazard and risk management awareness relative to the work being undertaken. Contractors must verify their workers have suitable and sufficient information, instruction, training and supervision specific to the work undertaken and address the risks that may be encountered.

Contractors and subcontractors must maintain training records that are regularly updated and available for audit purposes.

7 Critical risks

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. All contractors must incorporate critical-risk controls into their safety management plans.

7.1 Pedestrian safety



Traffic management plans must be established as appropriate, taking into consideration the scope of proposed activities. Traffic Management Plans must consider the hierarchy of controls focussing on “above the line” controls, the work environment, simultaneous operations, mobile equipment and pedestrian interface.

7.2 Mobile equipment



- (a) All operators of equipment must hold a current certificate of competency and VOC, as appropriate.
- (b) All plant and mobile equipment brought onto site must be inspected prior to start of works to ensure compliance with the relevant standard.
- (c) All cranes brought onto site must be assessed through a third-party assessor to ensure statutory compliance.
- (d) Mobile equipment and lifting gear registers must be established and maintained and made available for audit as required.
- (e) Wharf loadings must have to be taken into consideration for specific classes of mobile equipment in consultation with the FPR.

7.3 Handling loads



- (a) Only qualified dogman and riggers with a current High Risk Licence will be permitted to direct or sling loads in line with statutory requirements.
- (b) Lifting gear registers must be established and maintained on site and made available for audit as requested.

7.4 Working at heights



- (a) All contractors required to work at heights must be required to have a current industry-recognised training competency issued by a recognised training organisation.
- (b) A risk assessment must be completed, and steps taken to eliminate or minimise the risk of falling through the application of the hierarchy of controls, with a focus on “above the line” controls.
- (c) The use of static lines and harnesses must be the last option in determining working at heights controls.
- (d) All working at heights must be managed through the Fremantle Ports permit to work system.

7.5 Vessel operations



- (a) All contractors utilising any type of craft over water must ensure that all personnel have appropriate level of competency-based training.
- (b) Securely moor craft when not in use.
- (c) The Vessel Traffic Station (VTS) must be notified of movement and work areas.

7.6 Isolation



- (a) All isolations must be managed through Fremantle Ports Permit to Work system.

8 Permit to Work

Fremantle Ports has a Permit to Work system which is mandatory for all contractors to comply with. This is a formal documented 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.

All works supervisors must undergo specific training in relation to the use of the Permit to Work system. Fremantle Ports requires a Permit to Work and certificates to be completed before starting:

- hot works (e.g. welding, naked flames and demolition)
- confined space entry
- excavation (regardless of depth)
- isolation (electrical)
- high voltage work
- diving
- other work as defined in Permit to Work procedures.

8.1 Hot Work Certificate

Prior to starting any hot work, it is required that a Hot Work Certificate must be obtained and completed. All contractors must comply with requirements set out in the certificate.

8.2 Confined Space Certificate

Prior to any entry into a confined space, the contractor must seek a Confined Space Certificate from the FPR. Only persons trained and competent in confined space entry can undertake such work.

8.3 Excavation License

Before any digging or breaking of ground occurs, the contractor must seek an Excavation License from the FPR for completion and approval.

8.4 Isolation Certificate

An isolation certificate is required when isolation of an electricity, data and communication source is disconnected from the service, plant or equipment prior to servicing, repair, or routine maintenance, etc.

The approved certificate must be followed in relation to isolation, lockout devices and tags must be completed correctly when installed and on completion of the work. The contractor must arrange for the FPR to observe the removal of tags/lockout devices, as required.

8.5 High Voltage Certificate

Electrical certificates are required for:

- Electrical Access areas
- Authority to Work in the Vicinity of Electrical Apparatus
- Sanction to Test.

8.6 Diving Certificate

All non-recreational diving within the port waters must require a Permit to Work and certificate.

9 Other high-risk activities

9.1 Electrical works

- (a) All electrical workers must provide a copy of a current electrical licence when signing in for the job.
- (b) All electrical work must be performed in accordance with statutory requirements for electrical work.

9.2 Working over or near water

- (a) All works within 2 metres of the wharf or other unprotected edge must require controls to be adopted including the use of PFDs (150) as a minimal control.

9.3 Working under berths

- (a) Prior to working underneath berths contractors must complete a Job Analysis and a rescue management plan which will be issued and returned to the most appropriate FPR.
- (b) A minimum of 2 people are to be working under the berths at any given time.

9.4 Mobile communication devices

- (a) All contractors must establish protocols for the safe use of mobile communication devices including phones and radios.
- (b) The use of any mobile communication device is prohibited while operating any plant or equipment.

9.5 Working near dangerous cargoes

- (a) Contractors must be made aware by a FPR of the “Exclusion Zones” around areas in which dangerous cargoes are being handled.
- (b) Contractors are prohibited from entering these areas at all times without permission.

9.6 Hazardous substances

- (a) The SDS for any hazardous substance to be used at Fremantle Ports must be provided to the FPR in advance of the start of the work.
- (b) Contractors must identify any substances which are classified as hazardous substances or dangerous goods and have controls in place to protect workers from adverse effects due to exposure.
- (c) SDS must be made available to all workers.

9.7 Safety in design

Safety in design must be taken into consideration when planning, construction, maintaining or deconstructing any plant, equipment or infrastructure.

9.8 Asbestos management

Asbestos has been identified at various Fremantle Port locations. Where contractors undertake work that may disturb asbestos, the asbestos register must be consulted and a FPR will advise the contractor of the location of any known asbestos at the worksite in relation to the works.

If a contractor comes across any other material that contains or is suspected of containing asbestos, they must report it to the FPR immediately and stop work.

9.9 Tools, machinery and equipment

Tools, machinery, and equipment to be used for the contracted work are to be supplied by the contractor and must be adequately designed for the task to be undertaken.

Such tools, equipment and machinery must be maintained in good condition and inspected/calibrated or registered in accordance with appropriate statutory requirements or standards.

Where appropriate, the operator must hold an appropriate current licence or certificate of competency issued by a recognised training organisation.

9.10 PPE

The use of personal protective equipment (PPE) is the last line of defence in the hierarchy of controls for controlling risks to safety and health and should be used in conjunction with other controls. Contractors must identify PPE requirements for tasks being undertaken and provide sufficient information, instruction, training and supervision in its use and application.

PPE must comply with Australian Standards as appropriate; some common PPE items are listed below:

- | | |
|---|-----------------------------|
| ▪ Safety helmet | AS/NZS 1801 |
| ▪ Eye protection | AS/NZS 1337 and AS/NZS 1338 |
| ▪ Gloves | AS/NZS 2161 |
| ▪ Footwear | AS/NZS 2210 |
| ▪ Skin protection & sunscreen | AS/NZS 2604 |
| ▪ Clothing to protect against burns | AS/NZS 2375 |
| ▪ Clothing to protect against chemicals | AS/NZS 3765 |
| ▪ Hearing protection | AS/NZS 1269 |
| ▪ Respiratory protection | AS/NZS 1715 |
| ▪ Personal flotation device | AS/NZS 1512 |
| ▪ High visibility clothing | AS/NZS 4602 |

Contractors must wear site-specific protective equipment. Protective clothing and equipment must be maintained in good condition. Protective clothing must include long-sleeved shirts and long pants as a minimum. A hard hat must be always worn in operational areas at KBT and KBJ.

9.11 Treated timber

When handling treated timber at Fremantle Ports, contractors must refer to the Fremantle Ports procedures for Safe Handling, Working with and Disposal of Redundant Wharf Timber and Treated Timber Products.

9.12 Cleaning up and removal of debris

The Contractor must provide suitable containers for removal of rubbish and surplus materials and waste must be kept in a secure location to avoid potential escape causing littering or pollution.

It is the responsibility of a contractor to safely remove or dispose of rubbish or any leftover materials from the worksite unless otherwise specified by the FPR.

10 Breaches of WHS

In the event a contractor is observed or reported to be operating in an unsafe manner, an incident report will be raised and investigated by the FPR and Safety Representative. The FPR must instruct the contractor to cease work until the situation has been rectified and the work can continue safely.

Non-compliance with FPR's directive or failure to comply with the requirements of this handbook may result in:

- Stop Work Order
- removal off site
- termination of the contract due to a breach of contract
- removal of the contractor from the Fremantle Ports Contractor List
- reporting to WorkSafe WA and or Department of Mines, depending on the severity of the breach.

11 Emergency management

Contractors must have emergency plans in place to address foreseeable health and safety emergency situations, where the contractor is in control of a site. Where contractors are working on a site under the control of Fremantle Ports, they will be provided with an induction that describes Fremantle Ports' emergency response procedures.

11.1 Emergency evacuation

- (a) Observe the established emergency procedure.
- (b) Identify the location of the nearest emergency exit in the work area.
- (c) Identify the nearest assembly area.
- (d) Follow all instructions by the chief warden or floor wardens.
- (e) Respond to the alarm and leave the building/area immediately. Electrical/gas appliances/tools, etc. must be switched off but not removed.

- (f) Contractors must not return to the building/work area until instructed to by the Chief Warden or FESA.
- (g) Contractors must report immediately all matters which may affect the safety and health of people who may be involved in or affected by a life-threatening emergency by dialling 000 and the Fremantle Ports Security Centre on 9335 1300.
- (h) Emergency exits and routes leading to them and away from them must be kept free of obstructions at all times.

12 Incident management

An incident is any undesirable, unplanned event which either had the potential to (near miss) or did result in an injury or damage to plant, equipment or property.

Incidents must be notified to the FPR and Safety representative as soon as possible, but no later than end of shift. Specific incident reporting requirements are detailed in the contract, and the following applies:

- (a) The contractor must be responsible for reporting and recording hazards, near-misses, incidents, and injuries that occur on the worksite in accordance with statutory provisions and Fremantle Ports direction.
- (b) All incidents must require the completion of a Fremantle Ports incident report and be investigated in accordance with the potential or actual risk and as directed by the FPR or Safety Representative.

13 First aid and amenities

13.1 First aid and mental health first aid

- (a) Contractors must be responsible for supplying their own first aid equipment and must carry an appropriately stocked first aid kit in their vehicles.

- (b) Contractors will conduct a first aid risk assessment applicable to the contract or project and meet all recommendations of the risk assessment, including the requirement for trained first aiders and mental health first aiders.

13.2 Amenities

- (a) Contractors must, unless otherwise stipulated in the contract, be responsible for the provision of amenities on site.

13.3 Injury management

Contractors must maintain suitable and sufficient workers compensation insurance, as required in the contract, and must comply with all legislative requirements.

Contractors must have processes in place to manage injured or ill employees with medical restrictions to support them to return to work.

14 Fitness for work

14.1 Alcohol, drugs and smoking

- (b) Contractors are required to have processes in place to ensure workers are fit for work and not affected by fatigue, drugs or alcohol as well as being in a fit emotional and mental state to perform tasks.
- (c) Contractors must comply with Fremantle Ports' Drugs and Alcohol Policy and may be subject to fitness for work testing in accordance with this policy.
- (d) Fremantle Ports is a smoke-free workplace and smoking is restricted to designated locations.

14.2 Children and animals

Under no circumstance are contractors allowed to bring children or animals onto a Fremantle Ports work area.