

Contractors Minimum Work Health & Safety Requirements Handbook



Record 1743593 Ver 4

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1. Scope

The Handbook outlines minimum work health and safety (WHS) requirements applicable to all contractors, subcontractors, consultants, and other vendors (Contractors) directly engaged by and working at a Fremantle Ports controlled workplace.

Nothing in this handbook overrides legislated WHS obligations, including but not limited to: Acts, Regulations, Approved Codes of Practice etc.

1.1 Out of Scope

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

- Contractors engaged by Fremantle Ports tenants
- Contractors engaged by third parties with infrastructure on Fremantle Ports land e.g., Water Corporation, Western Power, Telstra etc
- Other Port Users and their Contractors working at but not directly for Fremantle Ports e.g., event management organisations, logistics operators, State and Federal agencies etc.

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

NB: Where a Principal Contractor is to be appointed in accordance with Regulation 292 of the WA WHS Regs 2022, a determination as to whether this handbook applies will be made after reviewing the Principal Contractors Safety Management System.

2. Responsibilities

Contractor's Responsibility

As required under WA's WHS Legislation, the Contractor must ensure:

- so far as is reasonably practicable, the health and safety of workers and other persons at the workplace or affected by the work
- they consult, cooperate and coordinate with other WHS Duty Holders

The Contractor must:

- inform themselves of all Fremantle Ports' standards and procedures relevant to the scope of work

- provide workers with appropriate information, instruction and supervision regarding the requirements of this handbook, applicable Fremantle Ports standards and procedures, and Permit to Work system.

3. Getting Started

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

- Understand the Contract and confirmed scope of work
- Liaise with the assigned FPR to understand the requirements, timeframes and key personnel for the contracted works
- Attend handover and kick-off meetings (inclusive of provision of project schedules, resource plans, designs, drawings, methodologies, key risks and opportunities etc)
- Develop a Risk Register/Risk Assessment for review by the FPR
- Develop a Health and Safety Management Plan and/or other safety management documentation such as SWMS, JHA etc for review by the FPR
- Complete relevant Fremantle Ports and Contract specific Inductions (refer to Section 5.3.10 Induction)
- If not deemed high-risk construction work (refer to Section 5.2), then develop Work Instructions / JHA or equivalent
- If deemed high-risk construction work (refer to Section 5.2), develop Safe Work Method Statement (SWMS) specific to works and receive FPR approval
- Licences, Competencies and Qualifications specific to the works provided to the FPR for verification.

NB: This handbook contains links to other Fremantle Ports WHS documents e.g. procedures, forms. Should you require copies of these please contact your Fremantle Ports Rep or Safety team member.

Reference:

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

4. Undertaking the Contracted Works

Contractors must be compliant with the following Fremantle Ports WHS Requirements and Standards as part of Contract Execution.

4.1 Fremantle Ports Safety Critical Risks

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

Correct the situation / behaviour

Obtain the required tool/permit/authorisation/tag

Replace with verified competent person/rated tool

NB: For more information on how to manage these Safety Critical Risks, consult relevant procedures, the HSE Field Book and contact your supervisor or your FPR.

<div data-bbox="217 284 434 478" data-label="Image"> </div> <p data-bbox="235 491 416 517">Confined Space</p> <p data-bbox="96 588 264 617">Key Controls</p> <ul data-bbox="96 652 560 911" style="list-style-type: none"> ▪ Confined Spaces Code of Practice ▪ Safe atmosphere verification ▪ Isolation of Services Connected to Confined Space ▪ Continuous atmospheric monitoring ▪ Confined Space rescue plan ▪ Stand-by person <p data-bbox="96 946 297 975">Key References</p> <p data-bbox="105 1010 477 1038">Confined spaces Code of Practice</p> <p data-bbox="96 1091 495 1152">PR1157 - Fremantle Ports - Confined Space Entry</p>	<div data-bbox="728 279 943 474" data-label="Image"> </div> <p data-bbox="741 483 929 509">Dropped Objects</p> <p data-bbox="586 596 754 625">Key Controls</p> <ul data-bbox="586 660 1061 788" style="list-style-type: none"> ▪ Certified lifting equipment ▪ Exclusion zone ▪ Tool, equipment and material drop prevention <p data-bbox="586 935 788 963">Key References</p>	<div data-bbox="1243 272 1480 486" data-label="Image"> </div> <p data-bbox="1301 502 1422 531">Electricity</p> <p data-bbox="1113 588 1281 617">Key Controls</p> <ul data-bbox="1113 652 1601 847" style="list-style-type: none"> ▪ Excavation and penetration authorisation ▪ Electrical work authorisation ▪ Electrical isolation ▪ Residual Current Devices (RCD) ▪ Overhead powerlines safe distances <p data-bbox="1113 946 1314 975">Key References</p> <p data-bbox="1113 994 1597 1090">PR1258 - Fremantle Ports - Working in close proximity to exposed live electrical equipment</p>	<div data-bbox="1765 272 2002 486" data-label="Image"> </div> <p data-bbox="1756 491 2018 552">Fall From Height (Including into Water)</p> <p data-bbox="1641 604 1809 633">Key Controls</p> <ul data-bbox="1641 668 2083 860" style="list-style-type: none"> ▪ Managing the risk of falls at workplaces Code of Practice ▪ Exclusion zones ▪ Fall prevention and/or fall arrest systems ▪ Rescue Plan <p data-bbox="1641 962 1843 991">Key References</p> <p data-bbox="1641 1029 2072 1090">Managing the risk of falls at workplaces Code of Practice</p>

<div data-bbox="217 225 441 424" data-label="Image"> </div> <p data-bbox="224 432 434 459">Fire and Explosion</p> <p data-bbox="96 536 264 563">Key Controls</p> <ul data-bbox="96 600 560 890" style="list-style-type: none"> ▪ Flammable and dangerous goods storage ▪ Compliance with hazardous area classification ▪ Hot work permits ▪ Management of ignition sources ▪ Management of flammable material ▪ Emergency response plan <p data-bbox="96 959 300 986">Key References</p>	<div data-bbox="723 233 954 440" data-label="Image"> </div> <p data-bbox="770 451 911 504">Hazardous Substances</p> <p data-bbox="586 544 754 571">Key Controls</p> <ul data-bbox="586 608 1072 898" style="list-style-type: none"> ▪ Managing risk of hazardous chemicals in the workplace Code of Practice ▪ Appropriate ventilation ▪ Storage and segregation of hazardous substances ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Exclusion Zones <p data-bbox="586 970 790 997">Key References</p> <p data-bbox="586 1042 1050 1106">Code of Practice - Managing risks of hazardous chemicals in the workplace</p> <p data-bbox="586 1161 1088 1225">Code of Practice - Labelling of workplace hazardous chemicals</p> <p data-bbox="586 1297 1061 1361">PR966 - Fremantle Ports - Working with Chemicals and Hazardous Substances</p>	<div data-bbox="1252 237 1476 437" data-label="Image"> </div> <p data-bbox="1240 448 1491 501">Uncontrolled Release of Energy</p> <p data-bbox="1115 544 1283 571">Key Controls</p> <ul data-bbox="1115 608 1597 799" style="list-style-type: none"> ▪ Excavation and penetration authorisation ▪ Appropriate isolations ▪ Exclusion Zones ▪ Energy release containment system ▪ Emergency Response Plan <p data-bbox="1115 946 1319 973">Key References</p>	<div data-bbox="1762 245 1980 437" data-label="Image"> </div> <p data-bbox="1778 456 1966 509">Fixed and Mobile Plant</p> <p data-bbox="1641 531 1809 558">Key Controls</p> <ul data-bbox="1641 595 2011 786" style="list-style-type: none"> ▪ Training and competency management ▪ Appropriate isolation ▪ Emergency response plan ▪ Exclusion Zones ▪ SIMOPS management <p data-bbox="1641 954 1845 981">Key References</p>
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4.2 Work Health & Safety System and General Requirements

4.2.1 Amenities

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Managing the work environment and facilities (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Code of Practice - Managing the work environment and facilities	WorkSafe WA - Work Health and Safety Commission

4.2.2 Change Management

The contracting team must ensure the risks associated with planned or unplanned changes to processes, systems, plant and equipment, technology, and key people, whether permanent or temporary are assessed, managed and have been approved by the FPR prior to the implementation of any change.

Reference:

Document ID & Link	Owner
PR1401 - Change management - Technical and People	Fremantle Ports

4.2.3 Communication and Consultation

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - Work health and safety consultation, cooperation, and coordination (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Code of Practice - Work health and safety consultation, cooperation and coordination -	WorkSafe WA - Work Health and Safety Commission

4.2.4 Emergency Preparedness and Management

Emergency scenarios applicable to a project or scope of work are to be identified, documented (e.g., Risk Register, Emergency Management Plan (EMP), Incident Response Procedure etc) and

communicated (e.g., inductions, training, drills etc) prior to mobilisation or commencement of work. This should include the provision of adequate first aid equipment and trained first aiders.

Reference:

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

4.2.5 Hazard Identification & Risk Management

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - How to manage work health and safety risks (see link in supporting reference below).

Reference:

Document ID & Link	Owner
Code of practice - How to manage work health and safety risks	WorkSafe WA - Work Health and Safety Commission

4.2.6 Health & Safety Management System

Contracting teams should have a Health and Safety Management System. Ideally this will be aligned to the requirements of AS/NZS ISO 45001.

Contractors that are shortlisted during the tendering process may have their health and safety management systems audit (prequalification audit). Operational site base audits will be conducted periodically.

During the onboarding process, a determination will be made as to whether the contractors or Fremantle Ports health and safety management system takes priority. If there is any uncertainty, contractors should initially contact their FPR.

4.2.7 Housekeeping

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

- Minimise the risk of slip/trip and fall hazards
- Allow for easy access and egress for workers especially in an emergency
- Allow easy access for emergency services / responders
- Allow for easier monitoring for hazards
- Minimise the risk to the public and others passing through or adjacent to the worksite
- Maintain a professional appearance
- Improve efficiency by allowing materials to be accessed in the correct sequence

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

Reference:

Document ID & Link	Owner
WHS Guideline - Housekeeping	Fremantle Ports

4.2.8 Incident Reporting & Investigations

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

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

Contracting groups must have a documented process to notify, report and investigate any incidents and near misses.

Fremantle Ports reserves the right to lead, participate in or observe any incident investigation. Significant incidents will require an ICAM or similar investigation. All other incidents may use a simpler investigation tool or technique.

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

Reference:

Document ID & Link	Owner
PR416 - Incident Reporting and Investigation	Fremantle Ports

4.2.9 Inductions

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

Reference:

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

4.2.10 Issue Motivated Groups

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

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

Contracting teams must:

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

4.2.11 Out of Hours Access

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

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

4.2.12 Permits & Work Certificates

The system is made up of the following components:

- Permit to Work - used to authorise a contractor to commence work on a Fremantle Ports site

- Work certificates / licences - used to identify and control hazards/risks associated with the following higher risk activities:
 - hot work (e.g., welding, naked flames and demolition)
 - confined space entry
 - excavation (regardless of depth) / penetration into walls, ceilings etc
 - isolation (electrical)
 - high voltage work
 - diving (including surface swimming)
 - other work as defined in Permit to Work procedures.

Due to the nature of work environments, how PTWs and certificate/license are requested and authorised is different at the Inner and Outer Harbour.

Typically contracting teams will be required to comply with Fremantle Ports PTW and certificate/license system. The requirement for Fremantle Ports certificates / license may be waived for principal contractors appointed in accordance with WHS Regulations Chapter 6.

This should be confirmed with the FPR during work planning.

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

Reference:

Document ID & Link	Owner
PR1777 - Permit to Work - Inner Harbour	Fremantle Ports
PR1838 - Permit to Work - KBJ	Fremantle Ports
PR713 - Permit to Work - KBT	Fremantle Ports

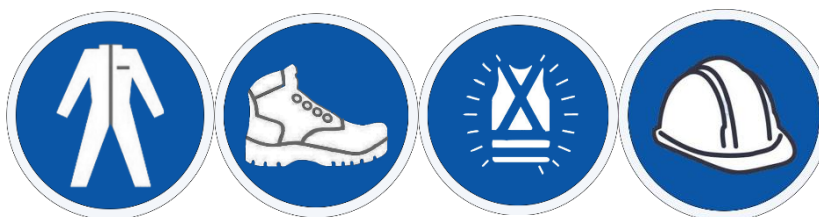
4.2.13 Personal Protective Equipment

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

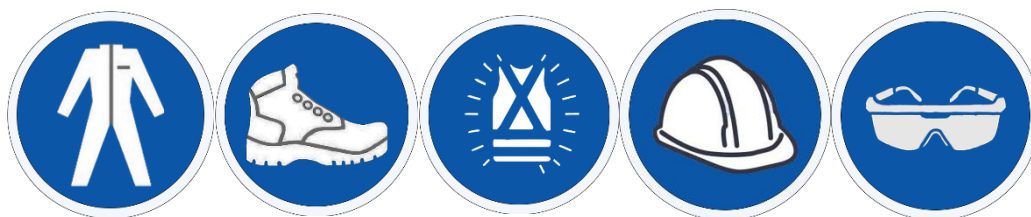
Minimum PPE for Fremantle Ports locations are as shown below.

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

Inner Harbour



KBT & KBJ



Risk & task
dependent



Reference:

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

4.2.14 Restricted & Banned Items

The following items are banned from being used on Fremantle Ports sites:

- 9 inch grinders
- Any grinders without a clutch and a 'deadman' switch.

4.2.15 Site Access / Security

Fremantle Ports comprises of the following sites;

- Inner Harbour at Fremantle, including a combination of:
 - Public access areas
 - Access controlled areas requiring Fremantle Ports access card
 - Landside Restricted Zone (LRZ) requiring Maritime Security Identification Card (MSIC).
- Outer Harbour
 - Kwinana Bulk Terminal (KBT) at Naval Base
 - Access controlled areas requiring Fremantle Ports access card
 - LRZ requiring MSIC
 - Kwinana Bulk Jetty (KBJ) at Kwinana
 - LRZ requiring MSIC.

Contracting teams requiring access to controlled areas and/or LRZ, should liaise early with their FPR to ensure that access is available prior to commencement of works, this includes applications for escorted visitors. MSIC are issued under the Maritime Transport and Offshore Facilities Security Act 2003 and may take several weeks to be issued.

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

The Port Security Centre (Control Room) can be contacted on 9335 1300 or 0418 902 758.

4.2.16 Smoking

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

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

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

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

4.2.17 Stop Work Authority

Our most important responsibility at Fremantle Ports is to ensure our work is completed safely. Whether you work for or are visiting Fremantle Ports our standards and expectations are the same for everyone, everywhere. You will always have Fremantle Ports full support for decisions made to maintain a safe workplace so everyone can return home safely at the end of the day.

A key element of this is the Stop Work Authority. It is everyone's responsibility to stop work if:

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

Stop work authority can be used to not start a task or to stop a task (and bring it to a safe condition). If a stop work authority has been used, discuss the situation with your supervisor and FPR to determine how the work can be safely completed. The Stop Work should be recorded through Fremantle Ports safety reporting system.

Those that exercise the Stop Work Authority in good faith will always have Fremantle Ports full support.

4.2.18 Training and Competency

Contractor teams must:

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

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

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

4.2.19 Values

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

Collaboration

We work together, build trusting relationships, and consider the impact of our actions.

Accountability

We strive to make the right choices every time. We do what we say we are going to do and take responsibility for our actions.

Respect

We value each other and create an environment where everyone's voice is heard and respected.

Excellence

We strive for excellence in everything we do, to optimise performance and productivity. We learn from the past while embracing innovation and change.



Reference:

Document ID & Link	Owner
Code of Practice - Workplace behaviour	WorkSafe WA - Work Health and Safety Commission
Fremantle Ports - Code of Conduct 2023	Fremantle Ports

4.2.20 Visitor and Sub-Contractor Management

Contracting teams must ensure that **Visitors**:

- adhere to site entry conditions (including inductions, MSIC, Fremantle Ports Access, Escort approval) and are briefed on emergency response requirements and the location of amenities
- are accompanied unless they are in office areas / amenities
- are accounted for in the event of an emergency;
- report incidents and hazards via the FPR.

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

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

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

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

4.3 Health - Minimum Requirements

4.3.1 Asbestos Disturbance & Removal

Contracting teams to meet as a minimum the WorkSafe WA Code of Practice - How to manage and control asbestos in the workplace and WorkSafe WA Code of Practice - How to safely remove asbestos (see link in supporting reference below).

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

Reference:

Document ID & Link	Owner
Code of practice - How to manage and control asbestos in the workplace	WorkSafe WA - Work Health and Safety Commission
Code of practice - How to safely remove asbestos	WorkSafe WA - Work Health and Safety Commission
PR553 - Asbestos Management within the boundary of the Port of Fremantle	Fremantle Ports
PR2075 - Asbestos - Management of Potential Exposure	Fremantle Ports

4.3.2 Biological

Contracting teams must:

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

Reference:

Document ID & Link	Owner
Australian biofouling management requirements.pdf	Department of Agriculture, Fisheries and Forestry
Workplace-zoonoses	Department of Energy, Mines, Industry Regulations and Safety
Q-fever-Guidance	Fremantle Ports

4.3.3 Contaminated Atmospheres

Contracting teams must:

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

4.3.4 Ergonomics

Contracting teams must:

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

4.3.5 Fitness for Work

Contracting teams must:

- identify fitness for work (FFW) risks and required risk controls associated with their scope of work, including but not limited to:
 - worker physical capabilities matched to their job demands
 - worker psychological capabilities matched to their job demands
 - fatigue
 - drug and alcohol
 - prescribed or over the counter medication taken by a worker
 - injury and/or illness management etc
- provide information, instruction, training and supervision for personnel regarding management of FFW.

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

Reference:

Document ID & Link	Owner
PR1534 - Alcohol and other drugs procedure	Fremantle Ports

4.3.6 Injury Management

Contracting teams must:

- Establish and maintain an injury management program as part of their duty of care and alignment to legislation for their workers, including but not limited to:
 - injury prevention
 - injury management and return to work
 - workers compensation insurance and claim management
 - vocational rehabilitation
 - alignment with medical practitioners and physicians
- provide information, instruction, training and supervision for personnel regarding management of injuries and/or illnesses.

Reference:

Document ID & Link	Owner
PR1266 - Injury Management Process	Fremantle Ports
Understanding your workers compensation and injury management rights, obligations & entitlements	WorkCover WA

4.3.7 Manual Handling

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

Reference:

Document ID & Link	Owner
Code of practice - Hazardous manual tasks	WorkSafe WA - Work Health and Safety Commission

4.3.8 Mental Health

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

Reference:

Document ID & Link	Owner
Code of Practice - Psychosocial hazards in the workplace	WorkSafe WA - Work Health and Safety Commission

4.3.9 Noise

Contracting teams must:

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

Reference:

Document ID & Link	Owner
Code of Practice - Managing noise and preventing hearing loss at work	WorkSafe WA - Work Health and Safety Commission

4.3.10 Radiation

Radiation risks may include:

- Ionising radiation e.g., radiography, density measuring, etc
- Non-ionising radiation e.g., radio frequency emissions, microwaves, mobile phones, etc.

NB: UV radiation is covered separately.

Contracting teams must:

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

Reference:

Document ID & Link	Owner
Codes and standards ARPANSA	ARPANSA

4.3.11 Thermal Stress

Contracting teams must:

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

4.3.12 Ultraviolet Radiation

Contracting teams must:

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

4.4 Safety - Minimum Requirements

4.4.1 Climatic / Natural Events

Contracting teams must:

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

Reference:

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

4.4.2 Construction Work

Contracting teams must:

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

Reference:

Document ID & Link	Owner
Code of practice - Construction work	Work Safe WA - Work Health and Safety Commission
Work Health and Safety Regulations 2022 - WHS Regulations 2022	Western Australia Government

4.4.3 Crane Operation & Lifting Equipment

Contracting teams must:

- identify the risks associated with crane and lifting operations and required risk controls associated with their scope of work, including but not limited to:
 - all lifting gear and equipment used on Fremantle Ports sites must have evidence of current inspection and testing
 - crane operators, dogman and riggers must hold current High Risk Work Licence(s)
 - **lift plan** is required for critical lifts (greater the 75% rated capacity), multiple crane lifts, lifts handled outside of operators view, engineered lifts, lifts with technically difficult rigging arrangements etc
- provide information, instruction, training and supervision for personnel regarding management of crane operations and lifting equipment.

Reference:

Document ID & Link	Owner
PR1363 - Safe Use of Cranes on Fremantle Ports Sites	Fremantle Ports

4.4.4 Excavations & Ground Disturbance

Contracting teams must:

- meet as a minimum the WorkSafe WA Code of Practice - Excavation (see link in supporting reference below)
- Hold a valid Fremantle Ports excavation license before commencing excavation or ground disturbance work
- provide information, instruction, training, and supervision for personnel regarding management of excavation and ground disturbance.

Reference:

Document ID & Link	Owner
Code of Practice - Excavation	WorkSafe WA - Commission for Occupational Safety and Health
PR881 - Issuance of an Excavation License	Fremantle Ports

4.4.5 Hazardous Substance & Dangerous Goods

Contracting teams must:

- identify any hazardous substances and/or dangerous goods associated with their scope of work
- meet as a minimum the WorkSafe WA Code of Practice - Managing risks of hazardous chemicals in the workplace (see link in supporting reference below)
- provide information, instruction, training and supervision for personnel regarding management of hazardous substances and/or dangerous goods
- Provide a list of all hazardous substances and/or dangerous goods held on Fremantle Ports' sites to the FPR and Safety team. List to include name, quantity (and/or quantity typically held on site), if applicable DG class, storage location
- Ensure SDS are available to all worker's using the hazardous substances and/or dangerous goods held on Fremantle Ports' sites
- Ensure unused or waste hazardous substances and/or dangerous goods are correctly stored, labelled and disposed of in accordance with local hazardous waste requirements.

Reference:

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

4.4.6 Hot Works

Contracting teams must:

- Identify any hot works and required risk controls associated with their scope of work, including but not limited to:
 - work in accordance with an approved Hot Work Certificate
 - no hot work on 'Total Fire Ban Days'
- provide information, instruction, training and supervision for personnel regarding management of hot works.

Reference:

Document ID & Link	Owner
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PR508 - Hot Work Certificate	Fremantle Ports
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4.4.7 Loading, Unloading & Load Restraint

Contracting teams must:

- identify the risk associated with loading and unloading of vehicles, and load restraint and the required risk controls
- provide information, instruction, training, and supervision for personnel regarding the management of loading, unloading and load restraint.

Reference:

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

4.4.8 Lone Worker

Contracting teams must:

- identify the lone worker risk associated with their scopes of work and the required risk controls
- not permit lone workers to perform work that requires a Fremantle Ports PTW certificate / license
- provide information, instruction, training, and supervision for personnel regarding management of lone working.

Reference:

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

4.4.9 Mobile Plant & Equipment

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

Reference:

Document ID & Link	Owner
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Code of Practice - Managing risks of plant in the workplace	WorkSafe WA - Work Health and Safety Commission
PR1394 - Classified Plant and Equipment	Fremantle Ports
PR1533 - Commissioning of Plant and Equipment in the Outer Harbour	Fremantle Ports
PR1430 - Itinerant Plant and Equipment	Fremantle Ports
PR1601 - Operating Fremantle Ports owned plant and equipment controlled Civil Maintenance Section IH	Fremantle Ports

4.4.10 Penetration

Contracting teams must:

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

4.4.11 Refuelling

Contracting teams must:

- identify the risk associated with refuelling (e.g., vehicles, vessels, plant and equipment) on Fremantle Ports sites and the required risk controls
- provide information, instruction, training, and supervision for personnel regarding management of refuelling activities, including incident response.

Reference:

Document ID & Link	Owner
PR232 - Refuelling Small Craft Vessels	Fremantle Ports

4.4.12 Tagging & Isolation

4.4.12.1 Tagging

At Fremantle Ports the following tags are used:

- Out of Service Tags
- Danger Tags

- Isolation Tags
- Commissioning Tags.

Document ID & Link	Owner
PR2001 - Out of Service, Danger, Isolation and Commissioning Tag System at FP	Fremantle Ports

4.4.12.2 Isolation - Fixed & Mobile Plant & Equipment

Contracting teams must:

- Identify non-electrical energy hazards associated with work on or near fixed plant and equipment. This may include, but is not limited to:
 - gravity
 - hydraulic / pneumatic
 - springs
 - unintended operation or movement of plant and equipment
- Select and implement required risk controls
- provide information, instruction, training, and supervision for personnel regarding management of energy hazards.

Document ID & Link	Owner
PR2001 - Out of Service, Danger, Isolation and Commissioning Tag System at FP	Fremantle Ports
PR1069 - Mobile Equipment Maintenance Isolation & Tagging Procedure	Fremantle Ports

4.4.12.3 Isolation - Electrical

Contracting teams must:

- Identify electrical energy hazards associated with or near their scopes of work and implement required risk controls, including work in accordance with an approved electrical isolation certificate
- provide information, instruction, training, and supervision for personnel regarding management of electrical energy hazards.

Document ID & Link	Owner
PR2001 - Out of Service, Danger, Isolation and Commissioning Tag System at FP	Fremantle Ports
PR1277 - Isolation of Low Voltage Electrical Equipment at FP	Fremantle Ports
PR644 - High Voltage Electrical Isolation	Fremantle Ports

4.4.13 Traffic Management

Contracting teams must:

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

Reference:

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

4.4.14 Vehicles (Light and Heavy)

Contracting teams must:

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

4.4.15 Working On, Over, In or Near Water

Contracting teams must:

- identify the risk associated with working on, over, in or near water at Fremantle Ports and the required risk controls
- comply with the requirements of the Fremantle Ports Standard for Safe Work On, Over, In or Near Water
- provide information, instruction, training, and supervision for personnel regarding the management of working on, over, in or near water.

Reference:

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

4.5 Monitor & Control

4.5.1 Audits

4.5.1.1 Audits by Fremantle Ports

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

4.5.1.2 Audits by the Contractor

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

Reference:

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

4.5.2 Breaches

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

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

Reference:

Document ID & Link	Owner
PR416 - Incident Reporting and Investigation	Fremantle Ports

4.5.3 Safety Inspections

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

- legislative requirements

- requirements of this handbook
- the Contractor's own management plans, and
- alignment to the Fremantle Ports frameworks referenced below.

These must be completed, and findings reported, including plans for corrective and/or preventative action, to the FPR and Safety team, not less than once each month.

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

Reference:

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

4.5.4 Management Reviews & Improvements

The contracting team are to conduct management reviews to coincide with Supplier Meets/Quarterly Contract review meetings (see Contract Management Framework).

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

Reference:

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

4.5.5 Performance Management & Reporting

Performance indicators for Health and Safety management will be confirmed during contractor onboarding and may be updated from time to time. Minimum health and safety performance indicators are shown on the FP 'Contractor Monthly Health and Safety Reporting Form' (see Appendix 1) which must be submitted to the Safety team by close of business on the second working day of the new month.

Reference:

Document ID & Link	Owner
1711010 - Contract Management Framework Jan 2024	Fremantle Ports
1545145 - P&CM POLICY Framework	Fremantle Ports
499062 - Fremantle Ports Contractor Health and Safety Reporting Form	Fremantle Ports

5. Completion of Works

5.1 Close-out & Lessons Learned

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

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

Reference:

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

6. Abbreviations & Definitions

TERM	DEFINITION
ALARP	As Low As Reasonably Practicable
CGR	HSE and Risk Management software system used at Fremantle Ports to report and manage incidents, hazards, and risks.
Construction Work	
Contractor	A person or persons, partnership, or corporation, other than an employee of Fremantle Ports, who provides goods or services to

	Fremantle Ports. The contractor is wholly responsible for control of the works so as to ensure the work is undertaken as specified in the contract.
CoP	Code of Practice
FPR	Fremantle Ports Representative - i.e., Fremantle Ports' designated works superintendent or project manager assigned as the primary point of contact for work conducted by contractors or other third parties.
Hazard	Something that has the potential to cause injury or harm to any person or property.
Hot Works	
IH	Inner Harbour
JHA	Job Hazard Analysis
KBJ	Kwinana Bulk Jetty
KBT	Kwinana Bulk Terminal
MSIC	Maritime Security Identification Card
Must	is used to indicate that something is mandatory and not optional
OH	Outer Harbour (KBT & KBJ)
PFD	Personal Floatation Device
Risk Assessment	May include but not limited to: <ul style="list-style-type: none"> ▪ Operational Risk Assessment, ▪ Job Hazard Analysis (JHA), ▪ Take 5 or equivalent
SDS	Safety Data Sheet
Should	used to describe something that is optional after agreement with Fremantle Ports
SIMOPs	Simultaneous Operations
SMP	Safety Management Plan
SWMS	Safe Work Method Statement
VOC	Verification of Competency

7. Appendices

Appendix 1 - Monthly Data Form (revised 16 May 2024)

FREMANTLE PORTS					CONTRACTOR MONTHLY HEALTH & SAFETY REPORTING FORM			
Instructions: Submit monthly data to PortSafety@fremantleports.com.au by close of business on the 2nd working day of the following month.								
NAME OF CONTRACTOR				DATE				
Month reported								
HOURS WORKED				Fremantle	KBT	KBJ	Total	
				0	0	0	0	
INJURIES				OCCUPATIONAL ILLNESSES				
LTIs				LTIs				
0				0				
MTI				MTI				
0				0				
FAI				FAI				
0				0				
Near misses				Near misses				
0				0				
Inspections completed				Hazards reported				
0				0				
Leadership site visits				Pre-start / Toolbox mtgs held				
0				0				
Guidance Notes:								
<p>Hours Worked: The total number of hours worked by direct contractors at the site during the reporting period.</p> <p>Lost Time Injury / Occ. Illness: Includes any work related injury or illness which results in a person not being able to undertake suitable duties on their next rostered shift. This does not include the shift during which the event occurred.</p> <p>Medical Injury / Occ. Illness: A serious work related illness, injury or condition requiring medical treatment by a Registered Medical Practitioner, which is beyond the scope of normal first aid</p> <p>First Aid Injury / Occ. Illness: Those illnesses, injuries or conditions that were not LTI's or MTI's, that required treatment from a first aid qualified attendant. Note that for reporting purposes first aid treatment may occur at any time period after the actual injury.</p> <p>* An injury or illness must be recorded in only one Monthly Report eg. if a person sustains a serious injury in January and is not able to undertake their normal duties for the months of January and February, this incident should be recorded only once in the January Monthly Report. It should not be recorded again in the February Report.</p> <p>**Contractors are responsible for the reporting safety KPIs for any sub contractors performing work on their behalf.</p>								

Appendix 2 - Minimum Reporting Requirements

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

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