



**“Safety”
Our Shared Goal
Our Shared Responsibility**

Occupational Health & Safety Procedures Manual

**Minimum Standards
for
Contractors / Consultants / Suppliers**

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OHS Procedure - Contractor Control

Purpose:	Provide Contractors, Consultants and Suppliers with the Gladstone Ports Corporation (GPC) Minimum Standards for Occupational Health and Safety, Environmental Management and Quality requirements engaged by GPC.
Scope:	All GPC activities and sites where Contractors, Consultants and Suppliers are engaged by GPC.
Obligations:	<p>General Statement</p> <p>The following conditions shall form the basis of all agreements with contractors, suppliers, consultants engaged on behalf of GPC to ensure a suitably safe work site, to minimise environmental harm, to protect the general public, employees, plant owners and occupiers of adjoining properties in accordance with the Workplace Health and Safety Act 1995, Workplace health and Safety Regulation 2008, Environmental protection Act 1994, Electrical Safety Act & Regulation 2002, Workers' Compensation and Rehabilitation Act 2003 and other related legislation as well as all Regulations, Australian Standards, Advisory Standards and Industry Codes of Practice called up by the Acts or pertaining to the work.</p> <p>In support of this commitment all contractors, consultants and suppliers conducting business at GPC have an obligation to comply with GPC Workplace Health & Safety Management System, Environmental Management System and Quality Policies and Procedures, and Engineering Standards.</p> <p>GPC documents are available from the GPC Contractor Supervision or appointed GPC representative.</p> <p>All personnel, contractors, consultants and suppliers shall comply with the requirements of the GPC Fit For Work Policy # 169939, Drug and Alcohol Policy #106901, Drug and Alcohol Testing Procedure # 163222, Fatigue Risk Management Policy # 163254.</p> <p>Employers & Self Employed Persons Obligations</p> <p>Employers shall safeguard the health and safety of employees, covering all activities, including the use of machinery, equipment, substances and appliances used in work on site.</p> <p>Employers and self employed persons shall ensure their own workplace health and safety and the workplace health and safety of others is not adversely affected by the way the employer or self employed person conducts their undertakings.</p> <p>Employers and self employed person/s shall ensure they comply with GPC Workplace Health & Safety Management System, Environmental Management System and Quality Policies and Procedures, and Engineering Standards.</p>

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<p>Obligations:</p>	<p>Suppliers Obligations</p> <p>Contractors and Suppliers must provide safe, tested articles and products with full safety information and instructions regarding its safe use. Evidence of compliance to any relevant Australian Standards, Regulations, Advisory Standards, Industry Codes of Practice and Design Codes is required prior to supply.</p> <p>Compliance to GPC specific design requirements and engineering standards must also be complied with prior to supply or purchase. The appointed GPC representative will supply details of these requirements upon request.</p> <p>Employee's Obligations</p> <p>Employees have an obligation to avoid injury to themselves and others, and must not wilfully place at risk the workplace health and safety of any person at the workplace. They must not interfere with or misuse and equipment, or site services, including those that provide protection for health, safety or welfare of employees or the public.</p> <ul style="list-style-type: none"> ▪ Employees have an obligation to report all injuries, incidents, near misses, hazards and environmental incidents to their supervision. ▪ Employees shall comply with the instructions given for workplace health and safety at the workplace by their employer and as directed by GPC management. ▪ They shall use the personal protective equipment supplied to them and maintain the equipment in an acceptable condition. ▪ Employees shall ensure they comply with GPC Workplace Health & Safety Management System, Environmental Management System and Quality Policies and Procedures, and Engineering Standards. <p>Contactors engaged in Maintenance, Capital Project Field Work and Construction Work, or Principal Contractor in Respect of a Construction Workplace</p> <p>For civil construction/building work at a “construction workplace”, other than general contract maintenance work, the GPC Manager should seek to appoint the intended contractor as the Principal Contractor. In the event that no appointment is made, the owner of the construction workplace, i.e. the GPC, is deemed to be the Principal Contractor, thereby assuming the duties and responsibilities under Section 31 of the Workplace Health and Safety Act 1995.</p> <p>Principle Contractors shall provide Construction Work Plans, Contractors shall provide Work Method Statements for all work covered by a GPC Construction Specification, and documented safe systems of work (JSA, SWP etc) for all activities to safeguard the health and safety of their own employees, sub contractors, and other people on site, and to minimise environmental harm. The documented safe systems of work will cover all activities, including the operation and use of machinery, equipment, appliances, plant and substance used in work on site.</p> <p>Contractors who wish to perform this work on the GPC site shall:-</p> <ul style="list-style-type: none"> • Provide evidence of their Safety Management Plan prior to commencement of works. • Submit a documented safe system of work to GPC Contracts Supervision and have it reviewed by this person before the work commences. • Submit Workplace Health & Safety, Environment Policy, Procedure and Quality Manual for desktop audit.
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<p>Obligations:</p>	<ul style="list-style-type: none"> • Take appropriate action to address improvement opportunities identified and considered necessary by GPC management before and/or after the work commences. • Provide Work Method Statements and Safe Systems of Work written in a way likely to be understood easily by those who may need to read the documents. • Work Method Statements for High-Risk and Prescribed Activities are required to be provided for all projects covered by GPC Construction Specification. • Report all injuries, incidents, near misses, hazards and environmental incidents to their supervision and to GPC Contract Supervision. • Discuss the health and safety issues relevant to the work before the work commences with GPC Contract Supervision, or if this is not possible, as soon as practicable after the work commences. <ul style="list-style-type: none"> ▪ Review the Principle Contractor Workplace Plan or part of the plan that pertains to the work with their management, employees, and sub-contractors before they commence work. ▪ Participate in systems and workplace audits and inspections if requested to do so. ▪ Ensure contractors, their employee's and their sub-contractors have successfully completed an appropriate GPC Induction and GPC Area Specific Induction as describe in this document under "Key Requirements", section 1 – "Access to GPC Sites" , and ▪ Ensure contractors, their employee's and their sub-contractors have successfully completed the "General Construction Induction" (formerly blue card), if required, prior to commencement of "construction work". (Refer to Workplace Health and Safety Queensland for the "new definition" of construction work and requirements for "general construction induction"). • Keep a written record and evidence of the date of attendance and description of the various inductions received for each employee • Ensure that employees are trained and competent, and have the required current licence, ticket, certificate of competency etc to perform all activities they are engaged in, including work in prescribed occupations, the operation and use of machinery, equipment, appliances, and use of substances used in the work on site, and written record and evidence of training documented and held on file for audit. • Ensure when working on/under GPC wharves or over water a Job Safety Analysis or Risk Assessment is to be conducted prior to works being commenced. • Conduct Job Safety Analysis (JSA) with the workgroup before the work commences and review JSA's and Risk Assessment's with the workgroup as changes in the work method, work scope, work schedule, or work area is identified. • Conduct a risk assessment and document the safe work method to be used and communicate its contents to those affected. This may refer to an existing documented JSA for the work, which may require revision, or a new JSA to be developed on the job by supervision and the work team and then documented. • Update the Work Method Statement if applicable and JSA where changes to the work method, scope, work schedule, or work area identified and communicate these changes to all workers and persons affected by the changes made, and give a copy of the update documents, to the Responsible Supervision for their review. • Advise GPC Contracts Supervision of any action, condition or circumstance that could have a detrimental effect on the progress of the work, the workers or others safety, or to the work area. • Conduct and document a housekeeping inspection of the area before the work commences and on completion, and have it signed of by the area representative. • At all times maintain housekeeping in work areas, compounds, vehicles, and other areas under the contractors control to a acceptable standard and as directed by their GPC Contracts Supervision. The standard will be maintained as the work progresses. The work will not be considered complete until all housekeeping issues the contractors
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Obligations:	<ul style="list-style-type: none"> • are responsible for have been rectified and the housekeeping inspection has been signed off by the area representative. • Remove safety locks and tags where required, as per the GPC Procedure "Regulations for the use of Danger Tag and Lock, complete housekeeping and remove their equipment and materials etc from the area. • Complete the work to the agreed schedule, specifications and quality standard and advise the GPC Contract Supervisor and Area Owner that the work is complete. • Ensure that only licensed plumbers are to connect into or add any additional connections into potable water and have authorisation from the GPC Contracts Supervisor. • If working around, over, under or beside live equipment, it must be included in the JSA prior to commencement of work, and provided and reviewed by the GPC Contracts Supervisor. • Safely and securely barricade the works area, wherever practical to do so, and shall limit access to that area to relevant GPC personnel and contractor's employees/agents. • Provide a list of equipment that is intended to be used on GPC sites and the safety requirements of that equipment, also the safety checklists for that equipment. • Ensure that no interruption occurs to GPC Operations without first obtaining the written permission from the relevant GPC Contracts Supervisor. <p>Proof of Insurance</p> <p>For all general contract work, proof of such insurance must be made available to the GPC Contracts Manager prior to the commencement of any work under the contract.</p> <ul style="list-style-type: none"> • Contractors shall fully comply with statutory obligations to insure themselves and to keep themselves insured against all sums for which in respect of any injury to a worker employed by them, they may become legally liable by way of: <ul style="list-style-type: none"> ○ compensation under the Worker's Compensation and Rehabilitation Act 2003, Worker's Compensation and Rehabilitation Regulations 2003; ○ damages arising under circumstances creating also, independently of the Act, a legal liability in the employer to pay damages in respect of the injury. <p>Monitoring of Contractor Activities</p> <p>The GPC Contracts Supervisor shall ensure the regular monitoring of contractor activities to ensure full compliance with all agreements and instructions related to workplace health and safety, and environmental protection.</p> <p>This shall include:</p> <ul style="list-style-type: none"> • Monitoring of unacceptable risks, to ensure that: <ul style="list-style-type: none"> ○ GPC personnel or other persons on site are not exposed to unacceptable risk as a result of the contractors' activities; and ○ GPC activities do not expose contractors' personnel to unacceptable risk. <p>Ensuring that Contractor personnel are complying with relevant requirements. Weekly audits shall be conducted for all work extending over 5 days.</p> <p>For work of less than 5 days duration, audits shall be conducted as necessary and records shall be maintained and kept for audit purposes.</p>
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<p>Key Requirements:</p>	<p>Service Contractors, Suppliers and Consultants</p> <p>Service contractors, suppliers and consultants will comply with the Workplace Health and Safety Act 1995, Workplace health and Safety Regulation 2008, Environmental protection Act 1994, Electrical Safety Act & Regulation 2002, Workers' Compensation and Rehabilitation Act 2003 and other related legislation as well as all Regulations, Australian Standards, Advisory Standards and Industry Codes of Practice called up by the Acts or pertaining to the work.</p> <p>1. - Access to GPC Sites</p> <p>1.1 - Maritime Transport and Offshore Facilities Security Act</p> <p>Contractors and visitors must be aware of the provisions of the Maritime Transport and Offshore Facilities Security Act whilst on Gladstone Ports Corporation owned or operated sites. Employees, Visitors, Contractors, Consultants and Suppliers are restricted in the following activities:-</p> <ul style="list-style-type: none"> • Certain areas within GPC facilities are under the provisions of the Maritime Transport and Offshore Facilities Security Act and access to these areas is restricted. • These restricted areas are sign posted. • Visitors and Contractors with temporary passes must be accompanied by a GPC Responsible Person at all times in these areas. • Should an elevated Security Level be in force at any time at any facility, access will be subject to further conditions of entry e.g. vehicle and baggage search. • Visitors and contractors requesting access to a Maritime Zone must be the holders of a Maritime Security Identification Card (MSIC) or be under the escort of a person holding a Maritime Security Identification Card (MSIC). <p>For additional information contact the Port Security Officer on 49761279 or ext 279.</p> <p>1.2 - GPC Site Visitors Induction</p> <p>Where a person is attending any GPC owned or operated site a Visitors Induction is required to be undertaken prior to entry to the site.</p> <ul style="list-style-type: none"> • The Visitor Induction is designed to provide a brief overview of GPC, what we do and what you may do during your visit. • Visitors are to be escorted by a GPC representative at all times. • Undertaking this induction does not permit a person to conduct any work whilst on site <p>If the person will be conducting any form of work during their visit, they must complete the appropriate Contractor Induction and Area Specific Induction.</p> <p>Whilst visiting GPC owned or operated sites, visitors are restricted in the following activities:-</p> <ul style="list-style-type: none"> • Visitors are not permitted to operate any mobile or stationary equipment, • Visitors are not permitted to touch any electrical apparatus, • Visitors must stay within designated areas, • For Security purposes the visitors card/tag shall be displayed clearly at all times, • Visitors must be aware of the hazards when near rail lines and conveyor belts, • Visitors are reminded that all mobile equipment have right of way at all times.
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<p>Key Requirements:</p>	<p>1.3 - Authorised Contractor Induction (Short Term)</p> <p>This induction is mandatory for any person performing work on-site at any GPC owned or operated site for a total duration of 3 days, or less.</p> <ul style="list-style-type: none"> • The authorised Contractor Induction is available at GPC security gates. • The Authorised Contractor Induction allows persons to enter GPC owned and operated sites however they must be escorted at all times by a GPC representative or a fully inducted, nominated person. <p>1.4 - GPC Contractor Induction (Long Term)</p> <p>GPC has two (2) specific Contractor Inductions depending on the location and type of work being performed:</p> <p>i. Contractors Performing Work In GPC Operational Areas</p> <ul style="list-style-type: none"> • This induction is mandatory for any person who will be on-site at any GPC owned or operated site for periods in excess of 3 days cumulative duration. It shall include Contractors, Sub-contractors and their respective employees. These 3 days will be accumulated regardless of the company employing the person named on the induction card. • Contractors performing work in GPC operational areas must undertake a Heavy Industry Generic Induction (HIGI) and GPC Site Specific Induction. (HIGI offered by local training providers includes GPC's Site Specific content). • Operational Areas are defined as any of GPC's Security controlled sites (i.e. requiring a GPC Identity Card to gain access) where work is performed in or around plant, equipment, machinery, stockpile areas, tunnels, wharves, conveyor systems, fuel bays, service bays and workshops. • The HIGI is not required if work is performed in Non-Operational areas, as defined below or if the nature of the activity does not pose any significant risk of to a person's health, safety and well being, will not cause any damage to plant, equipment or property or will not cause any disruption to GPC's business (e.g. conducting observations or undertaking audits). <p>ii. Contractors Attending GPC Non-Operational Areas</p> <ul style="list-style-type: none"> • This induction is mandatory for any person who will be on-site at any GPC owned or operated site for periods in excess of 3 days cumulative duration. It shall include Contractors, Sub-contractors and their respective employees. These 3 days will be accumulated regardless of the company employing the person named on the induction card. • Contractors attending GPC non-operational areas must undertake the GPC Contractor Induction. A Heavy Industry Generic Induction is not required. • Non-Operational Areas are defined as Administration buildings, Offices, Crib Rooms, Training Rooms, Amenities Buildings and any non-security controlled site. <p>1.5 - GPC Site Specific Area Inductions</p> <p>All contractor personnel will also be required to complete an Area Site Specific Induction for the area in which the work will be undertaken. The area specific induction is provided by a GPC representative, or other responsible person, upon commencement on site.</p>
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<p>Key Requirements:</p>	<p>1.6 - General Workplace Health & Safety Induction</p> <p>Contractors must ensure they, their employee's and their sub-contractors have successfully completed the "General Construction Induction" (formerly blue card) if performing "construction work" as defined by Workplace Health and Safety Queensland. Evidence thereof must be provided prior to commencement of construction work or a prescribed activity, such as the removal of asbestos materials.</p> <p>1.7 - Construction Site-specific Induction</p> <p>The principal contractor must ensure all personnel have been given a site-specific induction for the workplace before allowing the personnel to start construction work or a prescribe activity that is the removal of asbestos materials.</p> <p>1.8 - Training and Competency</p> <p>All persons working at GPC must be trained and competent, and have the required current licence, ticket, certificate of competency or other training certificate or record necessary to perform all activities they are engaged in, including work in prescribed occupations, the operation and use of machinery, equipment, appliances, and use of substance used in work on site.</p> <p><u>Trade papers, tickets and certificates of competency etc do not confirm competency. Competency assessment shall be documented and held on file for audit requirements.</u></p> <p>Employers, contractors, consultants and suppliers shall keep a written record and evidence of training completed for each employee and maintains training records, to be made available to GPC management for audit requirements.</p> <p>Contractors, consultants, suppliers shall ensure that personnel have attended initial training and refresher courses shall be conducted and may include but is not limited to. Isolation, Tag & Lockout, Confined Spaces, Work at Heights using Fall Restraint, Environment, Heat Stress & Sun Protection etc.</p> <p>1.9 - GPC Site Access</p> <p>Access to the GPC Site is via Security Gatehouse.</p> <ul style="list-style-type: none"> • Fully inducted persons who have a GPC Photo ID card may enter the site un-escorted. • Visitors and temporary contractors must report to the Security Gatehouse on arrival, complete and sign the required documentation and request to see the nominated person from GPC. • The Security Officer will issue a visitor or temporary contractor pass that must be displayed on personnel at all times. • Visitors and contractors who have temporary passes may enter the GPC site and must be escorted by an inducted GPC person for the entirety of their business on the GPC site.
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<p>Key Requirements:</p>	<p>1.10 - Entry Access Denied</p> <p>Personnel will be denied entry to the GPC site if they:</p> <ul style="list-style-type: none"> • Do not have the required GPC Photo ID or have not obtained the required Visitor or Temporary Contractor Pass. • Are in possession of, or under the influence of alcohol or inappropriate drugs. • Are in possession of explosives, weapons, firearms, or any other object or material that in the opinion of the Security Officer constitutes a danger to any person or property. • Are excluded for any other reason as determined from time to time (e.g. unsafe conditions) • Children and animals are never permitted on the GPC operated or owned sites, with the exclusion of the Marina and Spinnaker Park of which are public access areas and all properties leased from GPC, also with the exception of GPC conducted bus tours. • Any wildlife found on GPC sites are not to be harmed or interfered with in any way if at all possible. • Where relocation of wildlife is necessary contact the GPC Contracts Supervisor for advice. <p>1.11 - Vehicles & Mobile Equipment – Access to General Site Access Areas</p> <ul style="list-style-type: none"> • Vehicles and mobile equipment are not permitted on the GPC Site without authorisation from the Security Gatehouse, a vehicle tag is not required for general site access it is only if required to access the Wharf. • Vehicles and mobile equipment will be commercially registered unless exemption is given, all equipment must be maintained in a roadworthy or acceptable condition and be subjected to the appropriate maintenance programs and equipment inspections. • All mobile equipment must be up to machinery standard and have no visible leaks. • Daily vehicle pre-start inspections to be conducted, documented and on file. • Mobile equipment shall have roll over protection and seat belts fitted for each seat. • All mobile equipment must have flashing lights ON whilst being operated. • All vehicles SHALL have flashing lights ON when accessing stockpiles. • GPC is a seat belt site, the driver and all passengers SHALL wear seat belts. • Persons driving vehicle / mobile equipment shall be competent to do so and hold the applicable licence and / or certificate. • Speed Limits on RGTCT site is 35kms per hour, all wharfs are 20kms per hour wharf unless otherwise posted, Marina and Spinnaker is 40kms per hour unless otherwise posted, 40kms per hour then restricted areas are posted at 15kms per hour at Barney Point, 40kms per hour at Auckland Point. • Vehicles and mobile equipment SHALL always be driven at a SAFE SPEED regardless of the maximum speed limit displayed in the area. • No smoking in any vehicle operated on a GPC owned and operated site. • Vehicles and mobile equipment access other than to designated roads requires authorisation from GPC Parks and Gardens Superintendent and / or GPC Mariana Superintendent.
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<p>Key Requirements:</p>	<p>1.12 - Cranes – Access to General Site Access Areas</p> <ul style="list-style-type: none"> • Cranes are not permitted on the GPC Site without authorisation from the Security Gatehouse, a vehicle tag is not required for general site access it is only if required to access the Wharf. • The crane to be used must have passed a current twelve (12) monthly major inspection in accordance with AS/NZS 2550.1, and service records. • Crane work must be performed in accordance with AS/NZS 2550.1 and as directed by the responsible Supervisor. • The crane operator shall have completed and passed a competency based operational familiarisation test for the specific crane to be used. • Daily crane pre-start inspections to be conducted, documented and on file. • Before the task is performed, a Job Safety Analysis or Risk Assessment is to be completed and provided to the responsible Supervisor. • All cranes using outriggers must use appropriate dunnage at all times. • All mobile equipment must be up to machinery standard and have no visible leaks, and must have flashing lights ON whilst being operated. • All lifting equipment must have the periodic inspection and testing certification available upon request and register available. • The appropriate slings / chains are to be used for all lifts, all loads to be slung by certified personnel only. • Workboxes / dogboxes shall only be used when there is no other practical alternative means to access plant or equipment. • If the use of a workboxes / dogboxes is required, compliance to the GPC procedure Working at Heights Doc #123589 is mandatory. • Persons driving vehicle / mobile equipment shall be competent to do so and hold the applicable licence and / or certificate. • All workboxes / dogboxes must be certified. • No person shall enter or leave the workbox when elevated except in an emergency, UNLESS each and every condition is AS/NZS 2550.10 section 9.4 are met and there is a written safe working procedure based on a Risk Assessment for the action. • Detailed documented lift plans are to be carried out when an operator is expected to make decisions outside of their level of competence, e.g. Setting up over drains or where the driver is unsure of the support footings, complicated lifts, dual crane lifts. • Cranes access other than to designated roads requires authorisation from GPC Parks and Gardens Superintendent and / or GPC Marina Superintendent. <p>1.13 - Vehicles & Mobile Equipment – Access - Landside Restricted Zone (LRZ) Areas</p> <p>Site vehicle tags are required to access Wharf Landside Restricted Zones (LRZ) LRZ Boundary's are:</p> <ul style="list-style-type: none"> • RG Tanner Terminal is from the beginning of the approach of the wharf and the entire wharf itself. • Barney Point is from the beginning of the approach of the wharf and the entire wharf itself. • Fisherman's Landing is from the beginning of the approach of the wharf and the entire wharf itself. • Auckland Point is from the Gatehouse at Mark Fenton Drive, from the back of the calcite pile then behind the woodchip pile, down in front of the maritime museum
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<p>Key Requirements:</p>	<ul style="list-style-type: none"> fence line, the fence line in front of Patricks Container Terminal and then ends just before the Tug Berth building. <p>NOTE: GPC conducted bus tours will no longer be permitted access to LRZ areas, unless it is a site inspection by customers with authorised GPC personnel.</p> <p>1.14 - Vehicle Tags</p> <ul style="list-style-type: none"> Proof of registration will be required to be supplied when making application for a site vehicle tag. Where a vehicle pass is granted, it must be fixed to the rear vision mirror and be visible at all times. The vehicle pass will contain the REGO number and the pass expiry date, the number of the pass will be registered at the Security Gatehouse point. All vehicles that do not display the identification tag will be towed away at the owner's expense. All GPC vehicles that have GPC signage will have access to the wharf, all other GPC vehicles that do not have signage will have to obtain a vehicle tag from the Security Gatehouse. AQIS and Customs do not require a vehicle tag, all other relevant government vehicles are required to obtain a vehicle tag, if AQIS or Customs do not have the relevant AQIS or Customs signage they will have to obtain a vehicle tag. Emergency services, Fire, Ambulance and Police DO NOT require vehicle tags. All the tags are to be colour coded to the GPC ID tags. <p>1.15 - Emergency contact details.</p> <p>Evacuation / Assembly points</p> <p>Should an emergency arise whilst on site</p> <ul style="list-style-type: none"> Remain in the company of your designated GPC Representative Remain Calm. Follow their directions. Remain at the Assembly Point until you are advised that you have been accounted for on the manifest. Verify Locations <p>Communication Emergency</p> <p>The communications systems used on-site include internal and external telephone lines, area Public Address Systems and a two - way radio system with designated frequencies.</p> <p>In the case of an emergency you are required to contact Security. They will assess the incident and contact the necessary people, off-site if necessary, and then organise to have them directed to where the emergency is located.</p> <p>The procedure for reporting an emergency with the two – way radio systems that are fitted to most GPC vehicles and at designated places around site is;</p> <ul style="list-style-type: none"> Select Channel 1 or 2 on the radio. Depress the button on the microphone and state “THIS IS AN EMERGENCY” repeat this three times and then release the button. When answered, you will be asked what services are required and what the emergency consists of. Provide the information requested and follow the directions you are given by the
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<p>Key Requirements:</p>	<ul style="list-style-type: none"> • person responding to your call for help. <p>Internal Telephone System.</p> <ul style="list-style-type: none"> • Lift the hand piece and dial 222. • When the phone answers, tell the person that “THIS IS AN EMERGENCY” and explain the situation. • Provide the information requested and follow the direction you are given by the person responding to your call for help. <p>Area Public Address System.</p> <ul style="list-style-type: none"> • Depress the button on the microphone and state “THIS IS AN EMERGENCY” repeat this three times and then release the button. • When answered, you will be asked what services are required and what the emergency consists of. • Depress the button and provide the information requested and follow the directions you are given by the person responding to your call for help. <p>Mobile Telephones.</p> <p>If you are out and about on site and you have no access to the GPC communication systems, in the case of an emergency you should contact Security.</p> <ul style="list-style-type: none"> • To do this dial 49 761 222 • They will assess the incident and contact the necessary people, off-site if necessary, and then organise to have them directed to where the emergency is located. <p>1.16 - When calling Emergency Services:</p> <p>Ensure to give the correct work location so that the relevant Emergency Services will be able to find the address promptly, often the call is taken by a person outside of Gladstone who is unfamiliar with the city.</p> <p>EMERGENCY – from Telephone - Dial – “0” for outside line then “000” - from a Mobile Phone - Dial - “000”</p> <p>State the Emergency Fire – Police – Ambulance and the work location, then provide a detailed description of the emergency</p> <p>For each work location DO NOT give another name or shorten version BE CONCISE as lives may depend on the correct information being given.</p> <p>WORK LOCATION'S</p> <p>Gladstone Ports Corporation RG Tanna Coal Terminal, Bryan Jordan Drive, Gladstone</p> <p>Gladstone Ports Corporation Barney Point, Northern end of Barney Street, Gladstone</p> <p>Gladstone Ports Corporation Auckland Point, MacFarlan Drive, via Mark Fenton Drive Gladstone</p>
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<p>Key Requirements:</p>	<p>Gladstone Ports Corporation Kullaroo House, Cnr Goondoon Street & Cnr Yarroon Street, Gladstone</p> <p>Gladstone Ports Corporation Yarroon Street Office, 19 Yarroon Street, Gladstone</p> <p>Gladstone Ports Corporation Marina, Bryan Jordan Drive, Gladstone</p> <p>DO NOT HANG UP until told to by the Emergency Services Operator</p> <p>2. – GPC Policies</p> <p>2.1 - Code of Conduct</p> <p>All people entering our work environment have an obligation to abide by the policies and procedures that are a part of the Gladstone Ports Corporation way of life. One of these policies is the Code of Conduct.</p> <p>All Gladstone Ports Corporation Officers and employees of have a responsibility to each other, to our shareholders, our customers and to the community to conduct ourselves according to the highest standards of business behaviour.</p> <p>We take seriously our responsibility for reporting immediately any violation or suspected violation of our Code of Conduct. Persons undertaking work on any GPC site, have the same obligation. If you chose to disregard any of the Gladstone Ports Corporation policies or procedures you will be subject to disciplinary action which may include your removal and exclusion from site and in extreme cases, your employer’s exclusion from site as well.</p> <p>Whether you are a Visitor to our site, a Short Term Contractor, a Long Term Non-Permanent Employee or a Permanent Employee, Contractor, Consultant or Supplier you are required to comply with the all of the Policies and Procedures that are in place on our site.</p> <p>2.2 - Fit for Work</p> <p>All personnel, contractors, consultants and suppliers shall comply with the requirements of the GPC Fit For Work Policy # 169939, Drug and Alcohol Policy #106901, Drug and Alcohol Testing Procedure # 163222, Fatigue Risk Management Policy # 163254.</p> <p>Random testing will be conducted by GPC’s contracted service provider, for all personnel on the GPC sites. For self test purposes a hand held breathalyser and self test kits will be available at the Security Gatehouse.</p> <p>At present the GPC fit for work program only involves alcohol testing, we are currently researching fatigue management and drug testing for future implementation.</p>
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2.3 - GPC Smoking in the Workplace Policy

Smoking is prohibited by current legislation in the following areas:

1. Enclosed spaces – examples of which may be:- buildings, crib rooms, locker rooms, shower blocks, electrical substations, lifts, etc
2. Vehicles / mobile plant
3. Flammable Substances & Explosive Storage areas
4. Outdoor eating or drinking areas.
5. Four metre radius from any building entry or exit.
6. Prospective employees shall be advised of smoking restrictions.
7. Within 10 m of any part of children's playground equipment situated at a place that is ordinarily open to the public.
8. Stop smoking courses shall be offered to all employees.

All people have an obligation under the ACT to comply with the requirement of this policy. Individuals who ignore the Gladstone Ports Corporation's Smoking in the workplace Policy face large fines and possible disciplinary action.

2.4 - Equal Employment Opportunity (EEO)

All Contractors, consultants and suppliers are to promote Equal Employment Opportunities whilst working at GPC and to comply with its EEO Policy.

Equal Employment Opportunity (EEO) is the absence of both overtly discriminatory practices and behaviour, as well as the removal or policies, practices and procedures that may have a discriminatory effect on certain groups.

Legislation places an obligation on the employer to ensure that target groups receive equal employment opportunities.

The target groups are women, Aboriginal and Torres Strait Islanders, people from non-English speaking backgrounds and people with a disability.

The legislation provides for the targeting of other groups if they are found to be suffering unfair discrimination. A copy of the EEO Policy is available from the GPC Contracts Supervisor.

2.5 - Sexual and Other Forms of Harassment

Sexual harassment is a form of discrimination on the basis of sex and involves conduct of a sexual nature which is unwelcome and uninvited. It can occur at any level and can be experienced by both men and women although women are more often the subject of this type of behavior in the workplace.

Sexual harassment is any behavior of a sexual nature which is unwelcome, including physical, verbal and non-verbal actions. It is a form of sexual discrimination and is therefore unlawful under the Queensland Anti-discrimination Act 1991

Our policy also deals with other forms of harassment that can occur in the workplace e.g. offensive language, racial taunts, intimidation and discriminatory behavior. All complaints regarding harassment will be treated seriously, sensitively and confidentially.

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Key Requirements:	<p>2.6 - Workplace Bullying</p> <p>Workplace bullying is the ‘repeated less favorable treatment of a person by another or others, which may be considered unreasonable and inappropriate workplace practice’.</p> <p>Workplace bullying is behavior that can intimidate, offend, degrade or humiliate an employee. Such behavior can include, but not be limited to unwanted physical contact, yelling, swearing or abuse, personal insults or threats, tampering with personal effects or work equipment.</p> <p>It is an expectation that you will not tolerate unacceptable behavior of others, maintain confidentiality when providing information in an investigation and to report any incidence of workplace bullying.</p> <p>2.7 - Skylarking and Horseplay</p> <p>Skylarking and Horseplay is strictly prohibited on site. This type of behavior has resulted in many serious injuries and even fatalities throughout industry and will not be tolerated at Gladstone Ports Corporation owned and or operated sites.</p> <p>3. – Administrative, Documentation and Reporting Requirements</p> <p>3.1 - Risk Management</p> <p>It is expected that all risks will be managed in accordance with the principles of AS/NZS 4360:2004 and GPC Risk Management Standard, where hazards are identified and all risks shall be reduced to As Low As Reasonably Practicable (ALARP).</p> <p>In particular High Risk / High Complex tasks shall have a team based risk assessment performed facilitated by the GPC Contracts Supervisor of whom has had Team Base Risk Management Training.</p> <p>All tasks undertaken shall have a current valid JSA and they shall be reviewed each time the task is performed to ensure currency and validity.</p> <p>A PORT risk assessment shall be conducted immediately prior to conducting work to assess specific hazards on a specific day eg inclement weather, proximity of other work groups, mobile equipment.</p> <p>3.2 - Incidents / Accidents / Near Misses / Hazards</p> <p>Reporting of Incidents, Accidents, Hazards, Near Misses, Work Related Incidents or Dangerous Events is required as per the Workplace Health and Safety Act, Workplace Health and Safety Regulations and GPC Policy.</p> <p>This applies to all GPC personnel, Contractors, Consultants, Suppliers and Visitors whilst on GPC Sites.</p> <p>The GPC uses a Accident / Incident reporting and recording system “Site Safe” and it is used at all GPC’s Sites. In the event of the reporting of Incidents, Accidents, Hazards, Near Misses, Work Related Incidents or Dangerous Events, the GPC Contracts Supervisor shall be notified immediately and notify the relevant GPC personnel.</p>
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Key Requirements:	<p>All persons on the GPC Sites who are injured during their visit should be directed to the nearest First Aid Facility and treatment and details recorded.</p> <p>If the injury is of more serious nature or an electrical incident, transport should be made available to take them to their medical practitioner, in an emergency or an electrical incident an ambulance is to be called.</p> <p>When a “notifiable event” such as a serious bodily injury, work caused illness or dangerous event occurs, notice shall be provided to the “Chief Executive”, Division of Workplace Health and Safety, within 24 hours (note: 24 hours applies after becoming aware of the work-related illness).</p> <p>The GPC Contracts Supervisor shall be notified immediately and notify the relevant GPC personnel.</p> <p><i>“A person shall not move or otherwise interfere with any plant or other thing connected with the injury, illness or event without the permission of an inspector [WH&S] or, if an inspector is not available, a Police Officer, save where such movement or interference is necessary to save life or relieve suffering or to prevent damage to property or injury to persons”.</i></p> <p>3.3 - First Aid facilities and First Aid kits.</p> <p>Gladstone Ports Corporation utilizes the services of the Queensland Ambulance Service and the Queensland Fire and Rescue Service for any major occurrence.</p> <p>There is First Aid Room at RG Tanna Coal Terminal, and all other sites have a First Aid Kits available and numerous employees are trained to administer First Aid should it be required.</p> <p>The contractors shall be responsible for providing portable first aid kits for its employees. These facilities shall not be less than those required by the awards or as required by Queensland Law.</p> <p>You MUST report all accidents, incidents and injuries to your Nominated GPC Contracts Supervisor immediately.</p> <p>3.4 - Job Safety Analysis (JSA) and Safe Work Procedure (SWP)</p> <p>JSA’s are an important accident prevention tool that works by finding hazards and eliminating or minimising them <i>before</i> the job is performed, the <i>before</i> they have a chance to become accidents.</p> <p>Break the job down into steps, each of the steps of a job should accomplish some major task. It is important to note that when breaking the task into steps any deviation or alternative methods shall also be recorded for analysis. Identify the hazards and risks associated with each step, then find and identify hazards, actions, conditions and possibilities that could lead to exposure to risk.</p> <p>Recommendations for corrective actions should be in accordance with the hierarchy of controls. All personnel in the working group developing a SWP for a task shall carry out a JSA prior to undertaking the task using the Risk Management and Hazard Evaluation process.</p>
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Key Requirements:	<p>Personnel prior to performing work must have been trained for the work, reviewed and signed the JSA. Where a SWP has been developed, personnel must be trained in the work and SWP, and sign training records to that effect.</p> <p>3.5 - Toolbox Safety Meetings</p> <p>Toolbox safety meetings are a means of transferring information to employees, and employees raising issues with management, and is normal conducted by the supervisor accountable for the employees.</p> <p>Toolbox meetings shall be held with employees not less than once per month. The minutes of the toolbox meetings shall be recorded and filed for audit purposes.</p> <p>Any items from the toolbox meetings shall be put into an action plan and managed accordingly. Issues raised in the toolbox meetings may be raised in the Company committee safety meetings.</p> <p>3.6 - Pre-start Safety Meetings</p> <p>Pre-start safety meetings are to discuss the activities and tasks to be carried out for the shift ahead with employees, and this is normally conducted by the supervisor accountable for the employees.</p> <p>The Supervisor is to discuss any relevant technical aspects of the work and also what safety hazards may exist.</p> <p>Any incident that occurred during the previous day and what precautions the work group should take to prevent incidents or injuries occurring is also to be discussed.</p> <p>3.7 - Statistical Requirements</p> <p>The purpose is to provide information for safety and health performance data.</p> <p>Data is reported and analysed to provide a record of OHS performance and assist in benchmarking with others.</p> <p>Measurement in this way is an important component of the Plan, Do, Measure and Improve cycle</p> <p>Statistical requirements are for all GPC activities where contractors are engaged and this includes consultants as well as trades and construction contractors.</p> <p>Documentation to be provided to GPC</p> <ul style="list-style-type: none"> ▪ Initial Hazop Study / Risk Assessments prior to commencement of works ▪ Safety Management Plans ▪ Construction Workplace Plans ▪ Work Method Statements ▪ Hand over Maintenance documents <p>Statistics to be provided to GPC weekly and monthly</p> <ul style="list-style-type: none"> ▪ Prestart meetings ▪ Toolbox meetings ▪ Audits Conducted
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<p>Key Requirements:</p>	<ul style="list-style-type: none"> ▪ Risk Assessments ▪ List of Job Safety Analysis ▪ List of Safe Work Procedures ▪ First Aid Cases ▪ Medical Treatment Cases ▪ Lost Time Injury Cases ▪ Near Misses ▪ Hazards Identified ▪ Notifiable Dangerous Events ▪ Environmental Violations ▪ Investigations Completed <p>This is to include percentages completed and compliance where applicable</p> <p>GPC shall ensure that regular monitoring of contractor activities to ensure full compliance with all agreements and instructions related to workplace health and safety and environmental protection, this will be conducted by an objective evidence compliance audit for Workplace Health and Safety Systems at the worksite with the Contractor.</p> <p>3.8 - Work Method Statements</p> <p>Work Method Statements for High-Risk and Prescribed Activities are required for all projects covered by GPC Construction Specification.</p> <p>Contractors are to note that a JSA or SWP is not a Work Method Statement and they are not to be provided as a substitute.</p> <p>Work Method Statements assist a contractor to consider how certain activities will be carried out safely. They must be easy to understand, signed and dated and be prepared in accordance with Workplace Health and Safety Regulation 1997.</p> <p>Contractors are to provide evidence of authority to perform the prescribed activities that is demolition and Asbestos removal, and evidence of appropriate insurance for this work, if applicable.</p> <p>Note: – Some insurance policies exclude cover for this work.</p> <p>Work Method Statements shall be amended if new risks are identified or its risks are to be managed in another way. Work Method Statements shall be reviewed at least annually and amended if necessary.</p> <p>Contractors must prepare a Work Method Statement in the following high-risk activities:-</p> <ul style="list-style-type: none"> (a) Where a person is – <ul style="list-style-type: none"> • Required to enter a trench more than 1.5 metres deep: • Using explosives other than powder-actuated hand-held fastening tools: • Using a Confined Space: or • Using a hazardous substance. (b) If a person could fall 2.4 metres or more. (c) Working on a roof with a pitch greater than 26°. (d) The work involves the prescribed activity of demolition work. (e) The work involves the prescribed activity of asbestos removal work. (f) The Principle Contractor, reasonably concludes an activity could result in death or bodily harm.
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<p>Key Requirements:</p>	<p>For Demolition and Asbestos Removal Work, the Work Method Statement shall be prepared by the contractor or sub-contractor who holds the appropriate authority for the work, and must state:</p> <ol style="list-style-type: none"> The certificate number for the certificate to perform the activity; and The arrangements for appropriate training of workers allowed to perform the activity; and The arrangements for supervision of the performance of the activity by a competent person. <p>3.9 - Work Method Statements for Asbestos Removal Work.</p> <p>Work Method Statements and documented safe systems of work shall be reviewed by GPC Environmental Section representative before the work commences.</p> <p>GPC does not make distinction between the prescribed activity that is asbestos removal work, and the removal of asbestos based products, the higher requirements will apply, with the exceptions of removal of asbestos based packing, gaskets and jointing material and cables covered with asbestos based coatings, these activities required to have Safe Work Procedures.</p> <p>Asbestos removal must be conducted in accordance with;</p> <ul style="list-style-type: none"> Code of Practice for the Safe Removal of Asbestos 2nd Edition - [NOHSC:2002 (2005)] - April 2005 Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] April 2005-07-28 Regulation Impact Statement - Code of Practice and Guidance Note for Asbestos - April 2005 <p>4. – Systems of Work</p> <p>4.1 - Environmental Management</p> <p>An Environmental Management Plan (EMP) shall be provided to GPC and shall be the Contractors, Consultants and Suppliers plan of management to ensure that all works undertaken by the contractor (including all Subcontractors) shall have minimal impact on the environment and will not cause environmental harm, and shall comply with its EMP.</p> <p>Must comply with Environmental Protection Act 1994 – Reprint as in force 3rd March 2005</p> <p>Issues to be addressed in the EMP includes but is to limited to:</p> <ul style="list-style-type: none"> Hours of work Construction noise Dust Storage of hazardous goods eg. fuel, oil, chemicals and other potential contaminants Disposal of regulated wasted (fuel, oil, chemicals and sewage) Rubbish, general waste and site clean up Surface water runoff Sedimentation and erosion control Contaminated stormwater or waste water Impacts upon flora and fauna Prevention of land contamination Contingency plans / procedures for environmental incidents
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Key Requirements:	<p>The GPC Contracts Supervisor shall be notified immediately they become aware of any non-compliance with any Environmental Authority applying to the works or any environmental law or regulation relating to the works or the site on which the works are carried out.</p> <p>Notices received by the Principal for Contracts Works If the Principal Contractor receives any notice, direction order or requirement from any Responsible Authority concerning any aspect of the work undertaken by the Contract, the Contractor shall comply with such notice, direction, order or requirement at its expense.</p> <p><u>Garbage:</u> Contractors, Consultants, Suppliers are responsible, by contract for the collection, hygienic storage and subsequent disposal of garbage from their areas of responsibility. Garbage shall be removed from the project no less than twice per week and disposed of in a manner approved by the Local Authority. Garbage shall be kept in closed metal containers and is not to be disposed of as industrial waste.</p> <p><u>Rubbish:</u> Contractors, Consultants, Suppliers will be held accountable for the housekeeping standards in their area of control. All industrial rubbish and waste is to be collected into designated are and removed from the work site by the owner no less than once a fortnight and disposed of in a manner approved by the loca authority.</p> <p><u>Hazardous substance and specified dangerous goods,</u> including empty containers, must not be disposed of in garbage or as industrial rubbish.</p> <p>No substance is to be disposed of in the sewerage or released so that it may contaminate land or enter waterways. Hazardous substances and dangerous goods waste shall be disposed of as chemical waste in a manner approved by Local Authority.</p> <p>All disposal of rubbish shall comply with the GPC Environmental Management Plan.</p> <p>4.2 - Isolations and lockouts.</p> <p>It is a pre-condition of entering a GPC site that all persons commit to adhere to the GPC Procedure "Regulations for the use of Danger Tag and locks".</p> <p>The procedure has been developed to ensure that all personnel on GPC sites are able to protect themselves from harm, which could arise from the uncontrolled activation of equipment or release of energy, whilst they may be endangered by such activation or release.</p> <p>The GPC procedure details the correct use of Danger Tags, Lockout Devices, Restraining Devices, out of Service Tags, Isolation Tags, Information Tags, Blanket Isolation Tags and Under-Direct Control Tags, as well as the correct process steps to follow when carrying out an isolation.</p> <p>You are required to familiarise yourself with this procedure and to ensure that you comply with each of its parts at all times when working on plant or equipment which may move or release any form of energy which may endanger a person, or damage plant or equipment.</p> <p>The procedure is available from your GPC Contracts Supervisor.</p>
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<p>Key Requirements:</p>	<p>4.3. - Working at Heights</p> <p>Working at heights at GPC is a fall restraint site and any work at heights is to be conducted as per GPC procedures, if any person believes that the work can be ONLY be conducted using fall arrest systems, they must gain authority from the GPC Contractor Supervisor in writing prior to commencement of work.</p> <p>A Risk Assessment shall be conducted by competent persons prior to commencing work to identify potential hazards, and to select and implement appropriate control measures consistent with the hazards identified. However, regardless of the outcome of the Risk Assessment, it is a mandatory requirement to implement either fall prevention or fall protection controls for any work conducted at heights.</p> <p>All personnel working at heights must be competent in the use of fall restraint techniques and equipment, and will have to have objective evidence of training that meets or exceeds the GPC standard.</p> <ul style="list-style-type: none"> ▪ 114425 - Removal of Flooring Panels in Walkways ▪ 123539 - Working at Heights - Edge Protection ▪ 123548 - Working at Heights - Fall Protection Cover ▪ 123586 - Working at Heights - Portable Ladders ▪ 123550 - Working at Heights - Fixed Platforms, Walkways, Stairways and Ladders ▪ 123545 - Working at Heights - Elevating Work Platforms ▪ 123530 - Working at Heights - Controlled Areas ▪ 123526 - Working at Heights - Barricades ▪ 123589 - Working at Heights - Workboxes ▪ 123587 - Working at Heights - Temporary Removal of Flooring and/or Edge Protection ▪ 123588 - Working at Heights - Travel Restraint, Static Lines and Rail Systems ▪ 123583 - Working at Heights - Harnesses and Attachment Devices <p>Workplace Health and Safety recommend that the use of fall arrest systems are not the preferred method of managing the risks associated with working at heights, and as an organisation we are not prepared to accept the risk of the use of twin tailed fall arrest lanyards. The use of Twin Tailed Fall Arrest Lanyards are not to be used by any persons on any GPC sites.</p> <p>4.4 - Permit to Dig / Excavate</p> <p>It shall be a requirement of GPC that no person, firm or other organisation, other than a duly authorised employee or Applicant of GPC, make any opening, cut, trench or excavation in or under any surface of any land owned or controlled by GPC without first obtaining a written permit to do so from the GPC Relevant Superintendent.</p> <p>Due to the abundance of installed underground services located on GPC sites, permission must be granted prior to the breaking of ground for any purpose. The current underground services may include, but not be limited to;</p> <ul style="list-style-type: none"> • Telephone Lines • Optic Fibre Cables • Electrical Cables • Compressed Air Lines • Water Mains and Pipelines • Irrigation Lines • Oil and Diesel Lines • Sewerage Lines • Storm Water Drainage Lines
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<p>Key Requirements:</p>	<p>The person wishing to conduct an excavation shall make an application for a Permit to Dig / Excavate Doc #115171 in writing at least 24 hours prior to the execution of the work. This is to allow for the GPC Relevant Superintendent to access drawings of known installations that may be impacted by the excavation or digging. Prior to commencing any breaking of ground, a person wishing to excavate on GPC controlled land must complete the Clearance to Excavate Form Doc #123324 before the work can commence.</p> <p>4.5. - Confined Space Entry</p> <p>Confined Spaces on GPC sites may not be entered unless compliant to the GPC Confined Space Entry Procedure Doc #100251. A Confined Space Entry Permit (Appendix A) and the confined space checklist (Appendix B) is required to be completed and reviewed with all confined space team members by the Competent Person prior to the commencement of confined space work.</p> <p>The confined space permit must then be displayed at the entry point to the confined space. A permit has a life of one shift only. All confined space entry permits should be retained for one year to evaluate the effectiveness of the permit program.</p> <p>Training shall be conducted initially and annually thereafter for all Competent Persons and Stand by personnel. The training must include entry and rescue drills for each confined space configuration type, and training documentation must be kept on file.</p> <p>Before carrying out work involving entry into a confined space, a written assessment shall be conducted.</p> <p>A test for oxygen level, and Lower Explosive Limit (LEL) using a combination oxygen and combustible gas indicator must be made prior to entry into all confined spaces and continuously during the entry. If the oxygen level deviates from 20.9% oxygen prior to entry, the entry must not be permitted.</p> <p>All confined space operations require standby personnel.</p> <p>4.6 - Reclaim Tunnel Access</p> <p><u>For accessing the reclaim tunnels</u> All personnel must notify the GPC Operations Shift Supervisor by two-radio, or by verbal contact with the GPC Operations Shift Supervisor upstairs in the GPC Operations Administration building. All Contractors, Consultants and Suppliers must be escorted by a GPC person at all times when accessing Reclaim Tunnels.</p> <p><u>For Inspections ONLY</u></p> <ul style="list-style-type: none"> • Once entry has been permitted and the belt is not running, ensure the reclaim tunnel vent fan is on PRIOR to entry of the reclaim tunnel. • Once entry has been permitted and the belt is still running, there is no need to activate the vent fan. • When the inspection has been completed, notify the GPC Shift Supervisor that they have exited the reclaim tunnel and have turned the vent fan off if belt not running. <p><u>For any work to be conducted</u></p> <ul style="list-style-type: none"> • For any works to be conducted inside the reclaim tunnels, the belt must be static unless during commissioning, of which works must be conducted under supervision from the Contracts Supervisor accountable for the commissioning. • GPC Contracts Supervisor is required to obtain all the required permits for any works to be conducted in the reclaim tunnel, this includes if the belt is running or static.
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<p>Key Requirements:</p>	<ul style="list-style-type: none"> • A tunnel entry permit is required to be obtained prior to entry and given to the GPC Operations Shift Supervisor. • Once entry has been permitted, ensure the reclaim tunnel vent fan is activated prior to entry of the reclaim tunnel if the belt is static. • When the inspection has been completed, notify the GPC Shift Supervisor that they have exited the reclaim tunnel and have turned the vent fan off if the belt is static. <p>Return to the GPC Shift Supervisors and collect the tunnel entry permit and return it to the accountable GPC Contracts Supervisor of the works.</p> <p>4.7 - Stockpile access</p> <p>The CQPQ Operations Shift Supervisor must be consulted or by phoning 49761371 and 49761404 before accessing stockpile. If dozers are working on or in the vicinity of the stockpile the GPC Operations Shift Supervisor will notify the dozer operator of persons intending accessing the stockpile.</p> <p>GPC Operations Shift Supervisor is to use the two-way radio and contact the dozer operator notifying them of stockpile access and exit. Flashing amber lights are to be fitted to the vehicle and to be operating when entering the stockpile.</p> <p>Ensure to confirm with GPC Operations Shift Supervisor if the particular stock pile that is to be accessed is it a combustible stockpile, recent history of burning coal if high risk then not to access stockpile. If recent fire activity has been on the stockpile then a dozer is to prepare a clear access and work area, if unable to then vehicle access is denied.</p> <p>The Dozer is to prepare a clear access and work area prior to surveyors accessing stockpile, if unable to then vehicle access is denied. GPC Operations Shift Supervisor must be consulted on stability and condition of stockpile before accessing.</p> <p>4.8 - Oxy-Welding, Cutting, Grinding</p> <p>No employee or contractor can undertake any hot work operation such as welding, grinding or cutting outside a designated "Safe Work Area" without the issue of a "Hot Work Permit", the issue of such permits will be the responsibility of the GPC Contracts Supervisor or Works Inspector.</p> <p>Only appropriately trained and competent persons shall use this equipment. Evidence of training and competency shall be held on file for audit purposes.</p> <p><u>Gas Bottles</u></p> <ul style="list-style-type: none"> • Gas bottles mounted in trolleys shall not be towed by a vehicle unless the following is complied with: <ol style="list-style-type: none"> 1. The trolley is in good condition and is suitable for the purpose. 2. The trolley is hitched to an approved towing point & the appropriate safety chain is attached. • Gas bottles are to be transported by forklift, vehicles or cranes in the upright position and secured, and when being used in the workplace secured at all times. <p><u>Welding</u></p> <p>Work will be performed in accordance with AS 4839 'The safe use of portable and mobile Oxy-fuel gas systems for welding, cutting, heating and allied processes'.</p>
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<p>Key Requirements:</p>	<p>Each hose of portable or mobile equipment will be protected by Flash Back Arresters at each end. The maximum length of gas hose is 15 metres, hose joiners shall not be used.</p> <p>The minimum acceptable level of eye and face protection:</p> <ul style="list-style-type: none"> • Standard issue cotton or flame retardant clothing with long sleeves and long pants and Steel capped work boots. • Welding Helmet fitted with correct lens filter, Leather apron, Leather gloves and Leather spats. • Appropriate face mask may be required for specialist welding jobs. <p>To reduce incidents of electric shock:</p> <ul style="list-style-type: none"> • Voltage Reduction Devices (VRD's) shall be used on all welding machines utilising stick electrodes on site. <p><u>Grinders</u></p> <p>Hand held grinders shall be fitted with a hold to activate “dead man” switch. Lock on type switches shall be disabled if fitted, or equipment fitted with these switches not brought on site.</p> <p>Hand held grinders shall have a handle attached to the body of the machine unless it is a barrel type grinder and not designed for use with a handle.</p> <p>The handle will be grasped and the grinder held in both hands while in use to provide stability and control in vertical and horizontal directions.</p> <p>NOTE: The grinder shall be held in both hands while ever the disc is rotating.</p> <p><u>Arc Air Gouging and Thermal Lance work</u></p> <p>Arc air gouging and thermal lance work requires additional protection; Job Safety Analysis and Risk Assessment will assist in determining appropriate PPE to be used.</p> <p>4.9 - Registrable plant</p> <p>An owner of registrable plant must not use registrable plant, or allow it to be used, unless the plant is registered. Registrable plant is:</p> <ul style="list-style-type: none"> • Air conditioning units. • Specified amusement devices. • Boilers other than coil type forced circulation boilers having a rating less than 1 Mw. • Building maintenance units. • Cooling towers. • Cranes other than- • Cranes having the hoisting mechanism operated by hand power; or • Cranes having a safe working load less than 5 t; or • Truck mounted loading and unloading cranes having a moment capacity equal to or less than 10 metre tonnes. • Escalators • Industrial lift trucks having a capacity of more than 10 t. • Lifts other than lifts installed in a private residence within the meaning given by AS 1735 (lifts, escalators and moving walks). • Mobile elevating work platforms. • People movers and aerial funiculars. • Personnel and material hoists.
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Key Requirements:	<ul style="list-style-type: none"> • Unfired pressure vessels with a capacity greater than 500 L containing steam, gas or a flammable, poisonous or corrosive fluid, other than cylinders mentioned in AS 2030. • Vehicle hoists. <p>4.10 - Information Technology</p> <p>Administration Net working infrastructure is only to be worked on when under direct supervision from GPC IS Department. Net work certification is required to perform this type of work.</p> <p>Telephony services and all voice communications are only to be conducted under supervision and liaison with GPC IS Department. Certification for Austel and Ericsson is required to perform this type of work.</p> <p>Programming tasks are to be conducted under supervision and liaison with GPC IS Department. Programming skills are to be appropriate for the type of programming required.</p> <p>Fibre Optics Cabling and Copper Cabling is to be conducted under supervision and liaison with GPC IS Department. Certification in Panduit Structured Cabling is required to perform this type of work.</p> <p>4.11 - Electrical and Control Systems</p> <p>PLC Programming is only to be conducted when under direct supervision from GPC Control Systems Department. Skills and training are to be appropriate for the type of programming required and documented.</p> <p>Industrial Net working infrastructure is only to be worked on when under direct supervision from GPC Control Systems Department. Net work certification is required to perform this type of work.</p> <p>Fibre Optics Cabling and Copper Cabling is to be conducted under supervision and liaison with GPC Control Systems Department. Certification in Panduit Structured Cabling is required to perform this type of work.</p> <p>Access to switch rooms is restricted access and ONLY Non conductive ladders are ONLY to be used in switch rooms.</p> <p>Electricians and competent assistants must have current CPR and Low Voltage Rescue training and documented on file. All electricians have to be licensed to perform any works on GPC sites.</p> <p>Contractors are not to interfere with existing wiring or circuitry with out obtaining GPC authorisation of which is obtained from the GPC responsible supervisor for that works.</p> <p>All portable electrical equipment is required to comply with AS/NZS 3760:2003 and have attached to the equipment as a minimum, a tag stating the name of the person or company who performed the tests and the test or inspection date.</p> <p>All electricians are to adhere to GPC isolation, lockout and tag out procedures.</p> <p>All test instruments and safety equipment (multimeters, voltage testing equipment and insulated gloves) must conform to Electrical Safety Regulations 2002 Section 17 and Section 18 and be suitable for the task to be performed.</p>
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<p>Key Requirements:</p>	<p>All tools must be suitable to perform the required task, be in good condition, and have adequate insulation.</p> <p>4.12 - PPE requirements</p> <p>It is a requirement that you must comply with the GPC standards of dress and Personal Protective Equipment (PPE) to be worn in specified areas.</p> <p>Clothing</p> <p>In all GPC Owned and Operated Sites:</p> <ul style="list-style-type: none"> • Safety Shoes or Boots with steel caps – type 1 safety toe, must be AS/NZS 2210.3 approved - no specific styles. • <u>Shirts</u> are to be long sleeve and reflective tape on shirts across back and shoulders or high visibility. (Reflective tape on clothing is regarded as high visibility.) • long pants. • <u>High Visibility Vests</u> for on Wharf when not wearing high visibility clothing (vest must be done up and correctly fitted). • Where visitors or office personnel are to be frequenting an Operational area, the clothing worn must conform to the clothing requirements of that area. • Visitors must wear High Visibility Vests when entering Operational Areas. <p>Specified PPE for certain areas may include:</p> <ul style="list-style-type: none"> • <u>Safety Helmets</u> to be worn at all times when in and around stockpiles, conveyor belts, ship loaders and any location where there is work being conducted above normal ground level and there is a risk of items falling to a level below where you may be struck. Exceptions: Car parks, (unless overhead hazards exist), Crib Rooms, Training Rooms, Amenities, Vehicle and Machinery Cabins, Offices and Switch Rooms. • <u>Safety Glasses</u> to be medium impact rated at a minimum, clear or tinted (tinted not to be worn from dusk to dawn or in poorly lit areas, unless designed for the task – only clear to be worn) In all operational areas, workshops, stockpiles, ship loaders etc., with the exception of offices and vehicle cabins. • <u>Prescription Glasses</u> at least medium impact including frame or to use over glasses. • <u>Monogoggles</u> and face shields are only task specific. • <u>Hearing Protection</u> In all areas where signs have been erected advising of the need and any area where you need to raise your voice above what is considered normal to be heard. <p>Other items may include:</p> <ul style="list-style-type: none"> • <u>Air Wash Helmets</u> when conducting abrasive blasting operations. • <u>Approved Safety Harnesses with restraint attachment points (side and front D rings)</u> when working at heights refer to procedure Doc #123483 Working at Heights Standard • <u>Approved Fall Arrest Safety Harness and Shock absorbing lanyard</u> when working from a workbox or boom type elevated work platform refer to procedure Doc #123483 Working at Heights Standard. Persons SHALL NOT enter or exit a EWP whilst in the elevated position with out approval from the GPC Contracts Supervisor. (Refer to AS/NZS 2550.10 section 9.4) (refer to procedure #123589
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	<ul style="list-style-type: none">• Work Boxes.• <u>Specialised Respiratory Protection</u> when working with toxic substances and or task specific.• <u>Mono Goggles / Full Face Shields</u> when grinding or cutting.• <u>Flotation Devices / life jackets</u> to be worn whilst accessing or leaving vessels, berthing ships, accessing steps down to the dolphins, working on slung scaffolds under the wharf etc.• <u>Disposable Dust Masks</u> in all areas where levels of airborne dust may cause discomfort.
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