



OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT PLAN

A330686



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1. PURPOSE AND SCOPE

1.1 Occupational Safety and Health (OSH) Philosophy

The Pilbara Port Authority (PPA) OSH philosophy is based upon the PPA Values of Respect, Courage, Care, Integrity and Excellence, and concepts of collaboration, participation, trust, individual responsibility and accountability. The success of OSH performance at PPA depends upon the combined capability and contribution of all personnel, and PPA promotes a highly visible, supportive and positive safety leadership style.

1.2 Summary

The PPA Occupational Safety and Health Management Plan (OSHMP) documents the responsibilities of PPA in meeting relevant statutory requirements, specifications and standards. It defines the OSH objectives for port operations, and provides a framework for the implementation of the PPA Occupational Safety and Health (OSH) Policy.

This OSHMP relates to all activities undertaken in port owned and controlled areas, and excludes those port facilities operated under State Agreements, and port owned lands and facilities leased or operated by third parties.

The scope includes matters of OSH, emergency preparedness and response, incident and disaster management, the prevention, management and rehabilitation of injuries and illnesses, and specific hazards and risks associated with the workplace.

This OSHMP is supported by documentation which is intended to provide a coordinated and consistent approach to managing OSH risks. The documentation has been developed to comply with relevant legislation, Australian and International Standards and Codes of Practice where applicable to provide a minimum standard for the management of OSH.

PPA has general oversight of the health and safety of licensees, predominantly through ongoing auditing, monitoring and evaluation of activities to ensure compliance with this OSHMP. For all other stakeholders who operate within the boundaries of the ports, PPA seeks to proactively influence OSH performance and practice as far as practicable.

The governing legislation applicable to safe operations at the port is the *Port Authorities Act 1999* (PA Act), *Occupational Safety and Health Act 1984* (OSH Act), *Mines Safety and Inspection Act 1994* (MSI Act), *Australian Maritime Safety Authority Act 1900* (AMSA Act), and *Dangerous Goods Safety Act 2004* (DG Act).

PPA places a high value on the health and safety of personnel, and OSH is to be regarded as of the utmost importance in all port activities. OSH must be factored into the engineering and design of any projects, equipment or plant.

2. DEFINITIONS AND TERMINOLOGY

TERM	DEFINITION
Contractor	A person or entity bound to execute the works under a contract.
Licensee	A person or entity that has been issued a license by PPA to provide a service for or on behalf of PPA.
Management	Senior representatives with decision making responsibilities at a general management level, or a direct report to a general manager, or anyone with line management responsibilities within both PPA and port user organisations.
Personnel	PPA employees, licensees and contractors.
Visitor	A person who has not completed the PPA induction program and who is not engaged to participate in work activities. They are escorted at all times by inducted personnel.
PPA Occupational Safety and Health Management System	Part of the Integrated Management System (IMS) which outlines PPA requirements for organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the PPA OSH Policy, and so managing the OSH risks associated with the business of PPA.
PPA Occupational Safety and Health Policy	PPA's statement of commitment to the provision of safe and healthy work environments for all persons within port controlled areas.

3. COMMITMENT AND POLICY

3.1 Management Commitment

The PPA Board, Executive and senior management are committed to the provision of a safe and healthy work environment.

The PPA recognises that, so far as is practicable, the provision of a safe and healthy workplace is the responsibility of PPA management.

PPA is committed to comply with the OSH Act, MSI Act and to the standards of AS/NZS 4801: 2001 Occupational health and safety management systems (AS/NZS 4801).

While ultimate accountability for achieving these objectives lies with the Chief Executive Officer (CEO), for practical purposes the responsibility for implementation of the PPA OSH Policy is delegated to appropriate areas and levels of the business in accordance with PPA Corporate Authorisations Policy. PPA is committed to allocating resources to ensure that its health and safety obligations are met.

3.2 PPA Safety Policy

OCCUPATIONAL SAFETY AND HEALTH POLICY

Pilbara Ports Authority (PPA) provides a safe and healthy work environment for all persons within PPA controlled areas. PPA aims to prevent all work related injuries and occupational illnesses.


PPA:

- complies with occupational safety and health legislation specific to its operations;
- establishes measurable objectives and lead indicators aimed at eliminating work-related injury and occupational illness;
- provides an appropriate work environment, equipment, information and training on safety and health related work practices;
- provides an occupational health and safety management system certified to AS/NZS 4801:2001 for identifying, assessing, controlling, and reviewing hazards, incidents and risks;
- regularly reviews its occupational health and safety management system as part of its commitment to continual improvement;
- conducts systematic audits and addresses any issues or non-conformances in a timely manner; and
- communicates relevant information and outcomes of management reviews on occupational safety and health.

This Policy applies to PPA's Board, all employees, other personnel as specified in PPA's procedures, and otherwise at the direction of PPA.

The General Manager Corporate Affairs and Governance has overall responsibility for the implementation of this Policy.



Roger Johnston
CHIEF EXECUTIVE OFFICER

Ken Pettit
CHAIRMAN

Date approved: 28 June 2018

Review date: 28 June 2020

Version: 7

Reviewed by: General Manager Corporate Affairs and Governance

3.3 Objectives, and Targets, 2018/2019

OBJECTIVE	MEASURE
Safe Working Environment	Lost Time Injury Frequency Rate (LTIFR) Target LTIFR: 1.55 by June 2019
	Safety Critical Controls Develop and implement a critical controls program
	Anhydrous Ammonia risks understood and controlled Emergency procedures are in place
Provision for Port Expansion and New Ports	Operational Readiness Health and safety operational readiness assessment is completed for Ashburton asset handover
Successful Project Realisation (PPA and proponents)	Projects Safety performance on projects is appropriately monitored
Reliable and Efficient Services	Contractor Management Findings from the Contractor Safety Management Audit are implemented in accordance with plan
Strong Stakeholders Relationships	Continue Communications & Stakeholder Engagement Strategy Safety meetings are held in line with schedule Support the establishment of a Ports WA WHS Working Group
Enterprise Wide Risk Management	ISO Certification 9001, 14001, 4801 (AS) and 27001 Maintain certification status.

4. LEGISLATIVE REQUIREMENT AND RESPONSIBILITIES

4.1 Legislative Requirements

The OSH Act, MSI Act, and AMSA Act clearly establish the principals of control and duty of care as key foundations for safety responsibility. This OSHMP has been developed to meet these legislative requirements and is in accordance with AS/NZS 4801.

PPA subscribes to relevant Safety Law and Mines Law databases with an automated notification function to indicate relevant changes.

Refer to Compliance Policy, Compliance Management Manual, Legal Compliance Register and Health and Safety Legal Requirements Review Guideline for further information.

4.2 Structure and Responsibility

The structure of PPA is represented in the PPA Organisation Chart. OSH responsibilities and authorities of relevant functions are documented in individual Job Description Forms (JDF's).

The successful implementation of this OSHMP requires a commitment from all personnel accessing port controlled areas, who shall be aware of their roles and responsibilities in relation to OSH, as well as the risks and potential significant impacts related to their jobs.

The PPA Registered Mine Manager (RMM) is directly responsible for the health and safety of all personnel involved in or exposed to hazards associated with mining operations in port controlled designated mine site areas.

All personnel have a responsibility for their own health and safety and for the health and safety of those around them. In addition to this, the CEO has delegated specific duties and responsibilities to a number of personnel to assist in ensuring the health and safety of all.

PPA Staff Health, Safety and Environment (HSE) Committee's convene on a regular basis to assist in furthering the safety objectives of PPA.

PPA engages regularly with various users to ensure OSH objectives are achieved.

4.3 Key Safety Responsibilities

The PPA Health and Safety Manager, as the process owner of this OSHMP and a member of the IMS Committee, must ensure compliance of the OSHMS with AS/NZS 4801 by:

- Ensuring that the OSHMS requirements are clearly established, implemented and maintained in accordance with AS/NZS 4801; and

- Reporting on the performance of the OSHMS to the Executive and Board, to allow for transparent review and the identification of potential improvements to the OSHMS.

Management must provide and maintain a workplace where personnel are not exposed to hazards by:

- Promoting and requiring commitment and compliance with the PPA OSH Policy and this OSHMP from all personnel;
- Providing and maintaining safe work places, plant and systems of work;
- Providing information, training and supervision to personnel to enable them to perform their work in a safe manner;
- Communicating with all personnel on OSH matters in the workplace;
- Providing personnel with personal protective equipment (PPE) to protect them against hazards that cannot be eliminated;
- Providing for the safe maintenance, use and disposal of all plant;
- Providing for the safe storage, use and disposal of hazardous substances;
- Complying with the requirements of all statutory safety legislation where applicable; and
- Understanding and enforcing the OSHMP, ensuring safety risks are identified and reduced to as low as reasonably practicable (ALARP).

Personnel at all levels shall assist in the prevention of incidents by:

- Complying with the PPA OSH Policy and this OSHMP;
- Being responsible for their own health and safety and that of others in the workplace;
- Keeping the workplace in a clean and tidy condition;
- Not interfering with or misusing either personal or mechanical protective equipment that has been provided or installed for the purposes of health and safety;
- Using personal or mechanical protective equipment issued or supplied as instructed, and seeking advice as needed;
- Identifying, controlling and reporting all hazards in the workplace;
- Reporting all incidents to the appropriate supervisor immediately;
- Working in accordance with those relevant PPA procedures and requirements which have been provided, to ensure the health and safety of all employees and others;
- Complying with the requirements of all statutory safety legislation where applicable; and

- Having an understanding of the OSHMP as it applies to their work activities, whereby no item of safety is ignored or deferred.

4.4 Licensees and Contractors

Licensees have day-to-day control and authority over their working area as defined by their scope of works. Each Licensee must:

- establish and maintain an OSH Policy and safe system of work;
- provide appropriate training and supervision to their personnel;
- purchase and maintain safe plant and equipment, and
- provide a safe workplace.

This OSHMP outlines responsibilities of PPA management and personnel, with the expectation that licensees meet the same standard as a minimum.

Contractors will be informed during contract negotiations of the requirement to submit their OSHMP and associated documentation for review prior to commencing work. PPA will assess the supplied documentation for compliance with the requirements of this OSHMP.

Contract Management Guidelines provides PPA personnel with an overview of the requirements for contract development and management.

Refer to PPA Procurement Procedure for further information about the requirement for potential suppliers to demonstrate compliance to relevant provisions of AS/NZS 4801:2001, and particularly that they are systematically controlling risks to the OSH of their own business, and to PPA.

5. COMMUNICATION AND CONSULTATION

5.1 Safety and Health Communication with Key Stakeholders

Communications between key stakeholders including PPA, contractors and licensee personnel and management is facilitated through regular formal meetings.

Methods of communication include:

- Pre-Start/Handover Meetings;
- Toolbox Meetings;
- PPA Staff HSE Committee Meetings;
- Strategic Risk Review Meetings;
- Integrated Management System Committee Meetings;
- Contract Management Meetings;

- Operations Meetings; and
- Planning Meetings.

Refer to PPA Stakeholder Engagement and Communications Strategy for information on PPA's framework for communications and stakeholder engagement planning and PPA Communications Procedure for further information about the frequency and participants for meetings.

5.2 Change Notification

Management must ensure consultation with affected personnel or their representatives where there are any changes that affect workplace health and safety.

5.3 Staff Health, Safety and Environment Committee

PPA Staff HSE Committee's provide a consultative forum to effectively address HSE matters, with particular reference to the OSH Act, MSI Act, Environmental Protection Act 1986 (EP Act), AMSA Act, and any other legislation relevant to the port's operation.

Refer to PPA Staff HSE Committee Charter for further information regarding the arrangements and functions of PPA HSE Committee.

5.4 Safety and Health Representatives

PPA provides for the representation of workgroups by an elected colleague, or Safety and Health Representative (SHRep), as defined in the OSH Act and MSI Act. Workgroups shall be consulted to establish the demand for such representation, and elections, terms of office and functions of SHReps shall be carried out in accordance with the applicable legislation.

Refer to PPA Safety and Health Representatives Terms of Reference for further clarification regarding SHReps and their functions within the HSE Committee.

6. TRAINING AND COMPETENCY

PPA is committed to providing employees with the necessary training to perform their work safely and effectively.

PPA requires that training arrangements for all personnel take into account the best approach to learning for the intended audience, such as reading and writing ability, learning style, the suitability of the learning environment, and considerations for differing abilities, backgrounds, cultures, religious beliefs and ethnicity.

Refer to the Training and Competency Awareness Procedure for further information about the identification, coordination and management of training for PPA personnel.

6.1 OSH Induction

All personnel working in port controlled areas are required to complete the PPA OSH Induction. This induction informs participants of the minimum safety, environmental and security requirements to gain access to PPA ports.

6.2 Site Specific Induction

On completion of the OSH Induction, personnel shall be suitably inducted to their work area. They shall be informed of the hazards and controls, the location of firefighting and first aid equipment, and emergency response and evacuation procedures as a minimum.

6.3 Training Needs Analysis

A Training Needs Analysis shall be conducted on each individual role to identify mandatory training requirements, with consideration for the relevant Job Description Form and legislative requirements of the role or appointment.

6.4 Training Register and Records

The HR Department administers a training register which includes the mandatory training required for each position, as well as a record of training undertaken by each employee and the expiration dates of licenses and competencies.

7. RECORDS AND RECORDS MANAGEMENT

7.1 Integrated Management System

PPA has established an Integrated Management System (IMS) which ensures effective interaction between core elements, including the continual review of compliance to AS/NZS 4801.

Refer to Introduction to the IMS Manual for further information on the PPA IMS.

7.2 Record Keeping

Management adopts a systematic approach to capture and manage all records.

PPA OSH records shall be stored in accordance with the *State Records Act 2000* (SR Act).

Refer to Recordkeeping Plan for instruction in the management of PPA records.

Refer the Sector Disposal Authority for Port Authorities: SD 2012021/1, located on Objective for the relevant provisions to destroy PPA records in accordance with the State Records Office's (SRO) general disposal authorities.

7.3 Document Control

Management employs a Document Control Procedure to manage all controlled documents, including but not limited to policies, procedures, standard work instructions, forms, manuals, plans and reports related to activities carried out.

PPA documents are assigned a Process Owner within PPA who is responsible for the adequacy and currency of the content, and ensuring periodic review. They are accountable for notifying external parties affected by changes to documents within their responsibilities.

Refer to Document Control Procedure for further information on the processes for managing controlled PPA documentation.

8. HAZARD IDENTIFICATION AND RISK MANAGEMENT

The identification and communication of Hazards is the responsibility of all personnel who access port controlled areas. Management must ensure that hazards with potential to harm personnel are identified, risk assessed and controlled to reduce the risk to ALARP.

Refer to Hazard Management Procedure for the requirements for Hazard Identification and Risk Management.

8.1 Hazard Identification tools and methods

PPA provides a range of tools to assist in the identification, assessment and control of hazards and risks pertaining to activities within the port.

Risk assessment framework is in place to provide for the efficient assessment of risks, and allow for the implementation of controls commensurate with the level of risk identified. PPA provides a range of tools to assist in the identification of Hazards prior to commencing a task, including Take 5 (Personal) Risk Assessment, Job Hazard Analysis (JHA) Risk Assessment, and Standard Work Instruction (SWI).

Hazards and risks identified through other means such as:

- throughout the course of a work activity;
- during workplace inspections;
- during pre-start inspections of equipment;
- through Incident Analyses;
- during auditing activities; and
- via a range of other methods.

Identified hazards or risks are reported, assessed, communicated and controlled in accordance with PPA procedures.

Refer to Hazard Management Procedure and the Risk Register in Complispace for further information.

9. INCIDENT MANAGEMENT

Management must ensure immediate response to and timely reporting, analysis and communication of all incidents which occur in areas under the control of PPA.

All personnel have a responsibility to report all incidents regardless of severity, to their supervisor as soon as practicable.

All incidents shall be recorded in the approved incident reporting system, and be analysed to a level commensurate with the actual consequence or potential risk rating, whichever is higher.

Corrective Actions must be determined with consideration for the Hierarchy of Controls.

Refer to Incident Management Procedure for further information.

10. INJURY MANAGEMENT

PPA's commitment to prevent injury and occupational illness in the workplace and to manage both work related and non-work related injuries and illnesses is outlined in the Injury Management Policy. PPA is committed to return workers to meaningful and productive employment at the earliest possible time and to comply with the requirements of *the Western Australian Worker's Compensation and Injury Management Act 1981* (WC Act).

Refer to Injury Management Procedure for requirements for the early reporting, rehabilitation and implementation of Return to Work strategies to assist an injured PPA Worker to make a timely and safe Return to Work.

Refer to Worker's Compensation Procedure for the process for case management of Worker's Compensation for PPA personnel.

11. FITNESS FOR DUTY

PPA's commitment to fitness for work is documented in the Fitness for Duty - Drug and Alcohol Policy, and Fitness for Duty - Fatigue Management Policy. Fitness for duty incorporates (but is not limited to) the promotion of physical, mental and emotional health.

At the time of engagement, PPA employees undergo a medical assessment to ensure they are medically fit to perform their role.

Whilst working at PPA, employees must advise their supervisor of any pre-existing injury or illness which may affect their performance, or has the potential to impact on safety and health in the workplace. A medical assessment may also be required to determine associated risks or limitations.

PPA will ensure work activities do not aggravate a disclosed injury or illness, or impact the safety and health of the workplace. Where practicable PPA will identify alternate, modified or restricted duties.

Where alternate, modified or restricted duties are not practicable, a person may be instructed to take an absence from work in accordance with leave provisions, until medical clearance is obtained.

Licensee and Contractor Management shall ensure the implementation of measures to comply with the PPA Fitness for Duty Policies.

Refer to sections 11.2 and 11.3 for relevant Policy and Procedure references.

11.1 Health Surveillance

Management must ensure that health assessments are carried out in respect of all personnel who engage in specific tasks with the potential for occupational exposure, if:

- an identifiable disease or other adverse effect on the health of the employee may be related to the exposure;
- there is a reasonable likelihood that the disease or adverse effect may occur under the particular conditions of work; and
- there are recognised techniques for detecting indications of the disease or adverse effect.

OR

- personnel are exposed, or likely to have been exposed, to a hazardous substance in excess of the exposure standard for that hazardous substance.

Health Surveillance is carried out to monitor for possible health effects that may arise following occupational exposures at concentrations above accepted exposure standards. Where a risk assessment determines there is a reasonable likelihood that employees may be exposed to an occupational hazard at levels exceeding accepted values, management shall conduct specific health monitoring to assess actual exposures and the effects of these exposures on personnel.

Refer to Health Surveillance Procedure for Health Surveillance requirements for over-exposure to hazardous substances.

11.2 Alcohol and Drugs

All personnel are required to undergo a pre-employment drug and alcohol test prior to commencing work with PPA or in PPA controlled areas. Personnel must not commence work if they are not fit for duty or if they are impaired by alcohol, illicit drugs or medication.

All personnel accessing port controlled areas shall be subject to the PPA alcohol and drug testing program, which incorporates random, blanket, for cause and for concern testing.

Refusal to submit to testing shall be treated as a positive result, and disciplinary action taken accordingly.

Any personnel taking medication, including prescription and over-the counter medications which may cause impairment, must inform their supervisor of the potential effects that medication may cause. Supervisors must monitor the person's fitness for duty and assign alternate duties wherever appropriate.

Refer to Fitness for Duty – Drug and Alcohol Policy and Fitness for Duty Alcohol and Drugs Procedure for further information.

11.3 Fatigue Management

Fatigue is defined as an impaired physical and/or mental condition that arises from an individual's exposure to physical and mental exertion and inadequate or disturbed sleep.

PPA recognises that fatigue may arise from hours and patterns of work and activities, and travel/commute time. As it is also influenced by factors outside of work, such as family responsibilities, stress, lifestyle, personal health etc., the management of fatigue is a shared responsibility between management and the individual.

Refer to Fitness for Duty - Fatigue Management Policy and Fitness for Duty Fatigue Management Procedure for further information.

12. GENERAL HAZARD PREVENTION

PPA acknowledges the risk associated with port operations, and provides for the reporting and rectification of hazards. ALARP principles shall be applied in the consideration of controlling hazards and associate risks.

Refer to Hazard Management Procedure for further information.

12.1 Working Alone

Where personnel are required to work alone, the activities and conditions shall be risk assessed and a safe system of work developed.

Refer to Working Alone Procedure for further information.

12.2 Manual Handling

Where a manual handling task is required a risk assessment shall be completed to identify the Hazards. The risk of injury should be assessed for each hazard, and appropriate controls implemented, including manual handling training as appropriate.

Management must ensure suitable powered mechanical plant or equipment and lifting aids are provided to enable personnel to avoid heavy manual tasks.

Employees shall undertake manual handling training biennially.

12.3 Ergonomics

All personnel must consider ergonomics when designing or arranging workstations, products and systems so that they fit the personnel who use them.

Management shall ensure that where ergonomic hazards are identified and pose a threat to personal safety, a risk assessment is completed by a competent person. Personnel shall be informed of the risks, and provided with the necessary equipment and information to reduce the risk.

Special consideration should be given to ergonomics in confined spaces, awkward or difficult to access spaces, using heavy or awkward tools and equipment, and using repetitive or high force actions.

All personnel working at an office workstation should complete a Workstation Risk Assessment Form upon commencement with PPA.

12.4 Hygiene and Sanitation

Management must supply suitable facilities for personnel including:

- toilet facilities within a reasonable distance from each workspace;
- sanitation and hygiene facilities that are properly maintained;
- eating places that are dry, clean, well ventilated and have adequate seating, tables, hand washing and waste disposal facilities; and
- potable water supplies available to all personnel.

Personnel must not intentionally pollute work areas or misuse or damage any sanitation or hygiene facilities provided.

12.5 Occupational Hygiene

Management must ensure commitment to monitoring and reporting of occupational health hazards and hazardous occupational environments, and implement controls to reduce risk in accordance with all applicable regulations and, wherever practicable, with regard to accepted best practices.

Specific occupational hygiene assessments must be conducted with reference to approved methodologies and applicable standards. Ongoing assessments shall be conducted and, as required, controls implemented for the following occupational health hazards:

- airborne contaminants such as metal dusts, respirable silica and asbestos fibres; and

- occupational noise exposure.

Risk assessment, evaluation and control of occupational hazards may be undertaken in consideration of the following broad hazard categories:

- chemical hazards – such as fumes and vapours;
- physical hazards – those related to heat, cold, noise, vibration, ionizing radiation, ultra-violet light and workplace lighting;
- biological hazards – including mosquito borne viruses, potable water contaminants and other water borne hazards such as legionella; and
- ergonomic hazards – including manual handling hazards.

PPA has implemented a Noise Control Plan under the direction of the PPA Noise Committee, chaired by the RMM.

The variety of bulk products handled at PPA requires that proponents and lease holders assess and communicate to PPA, all potential occupational health hazards related to their products, prior to these products arriving at PPA facilities, and on an ongoing basis by arrangement.

PPA reserves the right to withhold access to facilities should occupational health risks associated with handling of particular products be unacceptable. The anticipation, recognition, evaluation, communication and control of occupational health hazards underpin the PPA objective to protect personnel from occupational related injury, illness and impairment.

Refer to Occupational Noise Policy for details of PPA's commitment to the prevention of noise induced hearing loss.

12.6 Hazardous Substances

Management must ensure the safe control of hazardous substances and reduce the level of exposure to personnel, property and the environment in accordance with the MSI Act, OSH Act and DG Act.

A risk assessment must be undertaken to assess the health risks to personnel. Health Surveillance may be required to monitor the health of personnel who are at significant risk of exposure to hazardous substances.

Refer to Hazardous Substances and Dangerous Goods (Minor Quantities) Procedure for the requirements for managing the risks associated with hazardous substances and dangerous goods.

12.7 Smoking

Management must provide a safe working environment by reducing the effects of Environmental Tobacco Smoke (ETS) to all personnel in accordance with the MSI Act, the OSH Act and the *Tobacco Products Control Act 2006*.

Smoking in port controlled areas is only permitted in designated smoking areas, identified with sign posts. Designated smoking areas must be:

- located outdoors;
- in well ventilated areas with no possibility that the redundant smoke will contaminate indoor areas;
- located (where possible) away from pedestrian traffic areas and where personnel may be required to work; and
- provided with cigarette butt bins to control litter and reduce potential fire risk.

Refer to Smoking in Designated Areas Procedure for further information.

12.8 Heat Stress

Management must undertake all necessary measures and precautions to ensure that employees do not suffer harm to their health from the adverse effects of extreme heat or cold.

If conditions in any workplace are, or are likely to be, hot and humid, supervisors must ensure that:

- all employees are provided with instruction on measures to be taken to avoid any harmful effects from those conditions;
- appropriate workplace environmental controls such as ventilation, and monitoring are implemented; and
- if appropriate, a program for monitoring the health of employees in the workplace is implemented.

Refer to Heat Management Procedure for further information.

12.9 Lightning

Management must manage risks associated with personnel being exposed to lightning. Lightning is extremely dangerous, and unnecessary exposure should be avoided.

Personnel must continually monitor the surrounds for changes to weather conditions, and factor the difficulty of seeing conditions change or hearing thunder in a busy operational environment. Personnel must be prepared to respond to lightning immediately should an alert be received, thunder heard, or lightning observed.

Refer to Lightning Response Procedure for further information.

12.10 Personal Protective Equipment (PPE)

Management must ensure that all personnel and visitors wear or use personal protective clothing or equipment provided if it is necessary to protect them from harm. Personal protective clothing or equipment must be properly fitted, and users instructed in their use.

All personal protective clothing and equipment supplied must conform to an applicable Standard, be properly maintained and, if it becomes defective, replaced.

All personnel must wear or use personal protective clothing and equipment where a sign is displayed to do so or as identified by risk assessment. All personnel must ensure that loose clothing, personal adornments and hair are confined to prevent entanglement with machinery, electrical equipment or other devices.

Refer to Personal Protective Equipment (PPE) Procedure for further information.

12.11 Hand Tools

Where personnel are required to use hand tools in the course of their job, they shall be inspected before use to check for damage. Certain hand tools are prohibited from been used on PPA sites, refer to the Prohibited Tools Register for further information.

12.12 Safety Signs

Management must ensure that sufficient Safety Signs are posted in workplaces and travel ways to prevent incidents, identify hazards, indicate the location of safety and fire protection equipment, and provide guidance and instruction in emergency procedures.

Safety Signs must confirm to AS 1319:1994 - Safety Signs for the Occupational Environment, and must be placed so that they can be readily seen and maintained in a clean and readable condition. Personnel must not damage, deface or obscure a Safety Sign or remove a Safety Sign unless authorised to do so by management.

12.13 Demarcation and Barricading

Management must ensure that hazards are sufficiently demarcated where the use of permanent fixtures are not practicable.

Refer to Demarcation and Barricading Procedure for further information.

12.14 Marine Operations

Pilbara Ports Authority operates and manages marine operations under the Port Authorities Act 1999 and Port Authorities Regulations 2001 as amended. Each port has an approved Port Marine Safety Plan and operates an authorised Vessel Traffic Service (VTS) Centre to oversee the safe conduct of marine operations within the VTS area.

All vessels shall comply with the requirements relevant to the vessel under the Navigation Act 2012 or the Marine Safety (Domestic Commercial Vessel) National Law Act 2012 as amended.

For information on the conduct of marine operations in each port refer to the relevant Port Handbook and additionally for the Port of Port Hedland the Standards for Commercial Marine Operations. All operations shall be conducted in accordance with the requirements of the license or contract.

12.15 Fall Prevention

Management must ensure that all personnel undertaking activities where there is a risk of a person falling from one level to another do so in a controlled manner to reduce the risk of personal injury.

Specific regulations set out certain mandatory methods that are required to control the risk such as fall prevention systems, edge protection, and protection of holes and openings.

Refer to Fall Prevention Procedure for further information.

12.16 Working On, Over, In or Near Water

Management must manage the risk of drowning when personnel are required to work on, over, in or near water.

Refer to Working On, Over, In or Near Water Procedure for further information.

13. TASK SPECIFIC HAZARD PREVENTION

13.1 High Risk Work

Management must identify High Risk Work, as detailed in the MSI Act and OSH Act, and implement a procedure or risk assessment specific to that task to ensure hierarchical controls are in place to eliminate, prevent or control the risk to ALARP.

Management must ensure that personnel performing High Risk Work requiring a High Risk Work Licence, do hold a current Licence in that particular class, and are competent in that particular High Risk Work.

13.2 Electrical Work

Management must ensure compliance with legislative requirements when undertaking electrical work as outlined in The OSH Act, MSI Act, *WA Electrical (Licensing) (WAE) Regulations* 1991 and relevant Australian Standards.

All personnel required to carry out electrical work must be authorised to do so by a Licence or permit under the WAE Regulations. Suitably qualified electrical supervisors must be appointed in writing by the RMM, and carry out their duties as outlined in the MSI Act.

An electrical log book must be kept at each operational site to record plans, work carried out and other relevant information.

Electrical equipment must be provided with full current isolating devices capable of being secured in the isolating position wherever practicable. Where such features are not practicable, a risk assessment shall be conducted to establish suitable alternative controls, and outcomes communicated to impacted personnel.

Refer to Minimum Requirements for Electrical Contractors for minimum requirements for electrical work.

Refer to PPA Isolation and Tagging Procedure for the process for electrical isolations.

Refer to PPA Electrical Testing and Tagging Procedure for maintenance, testing and tagging information.

13.3 High Voltage Installations and Overhead Powerline Access

Management must ensure compliance with legislative requirements for works in proximity of High Voltage (HV) Installations and Overhead Powerlines, as outlined in the OSH Act, MSI Act, WAEL Regulations, *Electricity Regulations* 1947, and relevant Australian Standards.

The RMM must appoint, in writing, one or more HV operators to be responsible for HV installations in designated mining areas.

Management must ensure minimum clearances for the movement of vehicles and machinery under and in the vicinity of overhead powerlines, and for activities in powerline corridors, are in accordance with AS 3007.5:2013: Electrical equipment in mines and quarries – Surface installations and associated processing plant.

Personnel must not work or operate plant in close proximity to HV installations and overhead powerlines unless authorised in writing by a HV operator nominated by the asset owner. In addition to PPA requirements, personnel shall abide by the requirements of the asset owner where applicable.

Refer to PPA High Voltage Access Procedure when working or operating plant in close proximity to HV installations and overhead powerlines, and for circumstances requiring the use of High Voltage Access Permit and Application to Work in The Vicinity of High Voltage Apparatus.

13.4 Conveyor Systems

Management must manage risks to health and safety associated with the design, installation and guarding of conveyors and conveyor systems in accordance with the MSI Act and AS1755:2000 Conveyors – Safety Requirements, with consideration for ALARP principles.

13.5 Diving

Management must ensure that all diving and diving construction operations are carried out in accordance with AS/NZS 2299 Occupational Diving Operations. Personnel required to conduct diving work must be appropriately qualified and undertake operations in accordance with the standard.

Refer to Working On, Over, In or Near Water Procedure when undertaking diving activities.

13.6 Scaffolding

Scaffolding may be used for the purpose of supporting access or working platforms, personnel, plant or other material.

All personnel must comply with AS/NZS 1576.1:2010 Scaffolding – General Requirements when erecting, using or dismantling any scaffolding. Any erection or dismantling of scaffolding must only be carried out by a licensed person with a current Scaffolding Licence of the appropriate class.

Personnel erecting scaffold must ensure that an area where scaffold is to be erected is clear of rubbish and material or equipment not required for immediate use.

Management must ensure personnel are not required to use incomplete scaffold. Where incomplete scaffold is to be left unattended, danger tags, warning signs or other appropriate measures must be used to alert personnel and deter them from unauthorised access.

Management must ensure that welding of lugs and saddle pieces to steel structures that support a scaffold is done in accordance with AS/NZS 4576:1995 Guidelines for Scaffolding. Formal inspections and recordkeeping shall be in accordance with the same standard.

13.7 Confined Space

Management must ensure that existing and new infrastructure is inspected for the purpose of identifying a confined space in accordance with Section 3.2.1 of AS 2865:2009: Confined Spaces. A risk assessment and rescue plan must be completed prior to entry.

Management must ensure that personnel do not enter or work in a confined space unless another person is present in the immediate vicinity outside the confined space for the purpose of undertaking the duties of a stand-by person.

Personnel entering or working in and around confined spaces and the manager or supervisor supervising and or approving the tasks must be competent.

Refer to Confined Space Entry Procedure for instruction on the competency requirements and processes associated with confined space entry and the management of associated hazards.

13.8 Excavation and Earthworks

Management must ensure installation or provision of protective systems to protect employees from earth collapse or ground movement while working in and around excavations.

Personnel conducting excavations and ground penetrations 150mm or greater in depth (including installation of star pickets) require a PPA Excavation Permit.

The permit holder must ensure that the excavation and or related earth works are carried out in accordance with Code of Practice: Excavation, with consideration for identification for underground services, minimum benching requirements and appropriate barricading and safety signage.

Refer to PPA Excavation Procedure for excavation permit and process information.

13.9 Concrete Work

All concrete works must be carried out in accordance with the Australian Building Code and AS 3850 Tilt-up Concrete Construction.

Management must ensure identification of all hazards associated with concrete work and implement appropriate controls to minimise risk to ALARP.

13.10 Hot Work

Management must ensure that all personnel undertaking hot work activities do so in a controlled manner to reduce the risk of personal injury or damage to plant or facilities resulting from fire and explosion.

PPA employs a Permit process for Hot Work activities conducted outside of designated hot work areas.

Hot Work performed on board vessels shall be in accordance with the vessel's Safety Management System.

Refer to Hot Works Procedure for hot work permit and process information.

13.11 Spray Painting

Management must ensure that spray painting is done inside a booth that is designed, constructed, installed and maintained in accordance with AS/NZS 4114.1:2003 Spray painting booths, designated spray painting areas and paint mixing rooms – Design, construction and testing, and with consideration for the appropriate Codes of Practice.

Where it is not practical to carry out the works inside a booth or the task is only minor, the task shall be risk assessed and alternative controls employed.

13.12 High Pressure Water Cleaning

Management must ensure all relevant hazards associated with high pressure water cleaning are identified, controlled and communicated to personnel in accordance with WorkSafe Code of Practice – High Pressure Water Jetting.

13.13 Abrasive Blasting

Management must implement controls to reduce the risks of hazardous chemicals, airborne contaminants and plant, as well as other hazards associated with the Abrasive Blasting activities such as noise and manual tasks.

Blasting cabinets must be used where possible and comply with requirements outlined in the OSH Act. Where blasting cabinets cannot be used, alternative controls must be put in place to reduce the risk of exposure of abrasive blasting to personnel and the environment.

Management must supply personnel undertaking abrasive blasting with an air-fed respirator which is fitted with an inner bib and shoulder cape, jacket or protective suit. Personnel must wear supplied PPE equipment when undertaking abrasive blasting.

Refer to Port of Port Hedland - Abrasive Blasting Permit Application Procedure for information on abrasive blasting at the Port of Port Hedland.

Refer to Port of Dampier Abrasive Blasting Checklist for information on abrasive blasting at the Port of Dampier.

13.14 Driving Safety

Management must ensure that personnel permitted to drive either a vehicle in PPA controlled areas or a PPA vehicle on public roads, hold a current drivers Licence as per *WA Road Traffic Act 1974* and comply with the relevant road rules for that class of vehicle.

All personnel driving vehicles on PPA land must obey all traffic directions, drive to conditions, and in accordance with relevant Traffic Management Plans.

Refer to Port of Port Hedland – Traffic Management Plan (Eastern Harbour Operations), Port of Port Hedland – Traffic Management Plan (Western Harbour Operations), or Port of Dampier – Traffic Management Plan for further information on driving on site.

Refer to the Travel Procedure for information on remote driving.

13.15 Plant and Equipment

Management must ensure all equipment, which in order to work requires a supply of energy, is managed in accordance with the MSI Act and the OSH Act. Hazards arising from design, manufacture, erection and use of plant to which personnel who install, erect,

use or dismantle plant are exposed to must be identified, recorded and controls implemented to reduce the risk to ALARP.

Records detailing tests, maintenance, inspection, commissioning or alteration of plant must be kept for all classified plant, industrial lift trucks, presence-sensing safeguarding systems, vehicle hoists and any plant posing high risk hazards.

Management must ensure personnel are free from the risk of harm resulting from the uncontrolled release of energy. Plant and equipment must, wherever practicable, be positively isolated and stored energy released in a controlled manner by a competent person prior to inspection, repair, maintenance or cleaning.

Where isolation is not practicable, operational controls that permit controlled movement must be documented and approved in writing by the RMM or delegate (for designated mining areas), or the relevant department manager as appropriate, before commencing that task.

All classified plant which accesses or is used in designated mining areas must be registered with the Department of Mines and Petroleum and managed in accordance with the MSI Act. All personnel operating classified plant must hold a current high risk work Licence as prescribed in the OSH Act, for the particular high risk work performed.

Refer to PPA Isolation and Tagging Procedure for requirements for isolating plant and equipment.

Refer to Plant and Equipment Maintenance Procedure for the processes for maintenance of plant and equipment.

Refer to Crane and Hoist Procedure for requirements for mobilising and utilising cranes, hoists and associated equipment.

13.16 Domestic Animals and Pets

Due to the strict quarantine, health, safety and security requirements, domestic animals and pets are not to be bought onto site under any circumstances.

14. EMERGENCY MANAGEMENT

Management must identify all material potential emergency situations, assess the risk of such emergencies occurring and document emergency response procedures for preventing and mitigating associated injury or harm, in accordance with the requirements of the following legislation:

- *Western Australia Port Authorities Act 1999 and Regulations*
- *Western Australia Emergency Management Act 2005*
- *Western Australia Occupational Safety and Health Act 1984*
- *Western Australia Mines Safety and Inspection Act 1984*

- *Western Australia Dangerous Goods Safety Act 2004*
- *Maritime Transport and Offshore Facilities Security Act 2003*
- *Navigation Act 1912*

Emergency response procedures shall be reviewed periodically.

Refer to SharePoint for Emergency Plans and Procedures.

15. MEASUREMENT AND EVALUATION

15.1 Systematic Monitoring

15.1.1 PPA OSH Performance

The PPA Board establishes and reviews OSH Performance indicators on an annual basis. These performance indicators are monitored and communicated to personnel through regular meeting forums and in writing.

15.1.2 Internal OSH Audit

Internal health and safety audits are conducted in accordance with the Health & Safety Internal Audit Schedule, which is developed annually. Audit evidence is documented, and findings recorded in the Health & Safety Audit Report Form.

15.1.3 PPA OSHMS Audit

PPA has established, implemented and maintains an audit program and procedure for periodic OSHMS audits. Audits are carried out by a competent person, in order to determine whether the OSHMS:

- conforms to AS 4801; and
- is in line with the PPA OSH Policy; and
- meets the objectives and targets for continual OSH improvement.

The results of audits are communicated to management and employees.

This OSHMP and associated procedures lie within the PPA Integrated Management System (IMS).

Refer to Introduction to the IMS Manual for details of the various procedures which contribute to conformance with each clause of AS/NZS 4801.

Refer to Internal Audit Procedure for the scope, frequency and methodologies of OSHMS and IMS auditing activities, and the competencies, responsibilities and requirements for conducting audits and reporting results.

15.2 Workplace Monitoring

15.2.1 Workplace Inspections

Management must ensure that each work area is inspected regularly to ensure the work area is safe in accordance with the MSI Act and the OSH Act.

Workplace Inspections must be undertaken to identify and rectify hazards, communicate hazard types and controls put in place, monitor the effectiveness of controls and identify means of reducing risks to ALARP. They shall be documented.

Refer to Legal Compliance Procedure and Workplace Inspection Procedure for the types and frequencies of workplace inspections required.

15.2.2 Calibration of Equipment

Management must ensure that equipment is maintained, inspected and calibrated in accordance with the MSI Act and the OSH Act.

Refer to Equipment Calibration Procedure for the process for the calibration of monitoring and measuring equipment.

16. SYSTEM AND PROCESS IMPROVEMENT

16.1 Preventative and Corrective Actions

Management monitors and measures on a regular basis the key characteristics of the operation and activities that can cause illness and injury, in accordance with AS/NZS 4801.

Refer to Non-Conformity Procedure for processes to be followed for improvement actions and prevention of reoccurrence of non-conformances.

16.2 Continual Improvement

Management regularly reviews and continually improves the PPA OSHMS with the objective of improving OSH performance in accordance with AS/NZS 4801.

Refer to Document Control Procedure for the requirements for process owners to periodically review approved documents to improve procedures and ensure compliance with current legislation.

Refer to External Document Control Procedure for the functions of subscriptions to legislative databases which provide management with automatic updates of relevant legislation.

Suggestions for improvement can be submitted to the Integrated Management System committee for review and action by completing an Improvement Form.

17. PROCESS OWNER

The Health and Safety Manager has overall responsibility for this document.

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