TABLE OF CONTENTS

1. OBJECTIVE .................................................................................................................. 2
2. SCOPE ........................................................................................................................... 2
3. DEFINITION .................................................................................................................. 2
4. RESPONSIBILITIES ....................................................................................................... 2
5. BACKGROUND ............................................................................................................. 2
6. HAZARD AND RISK ASSESSMENT .......................................................................... 3
7. SPOTTER / SPOTTER BOAT ....................................................................................... 3
8. COMMUNICATION ......................................................................................................... 3
9. BUOYANCY AIDS .......................................................................................................... 4
9.1 PERSONAL FLOTATION DEVICE (PFD) ............................................................... 4
9.2 RESCUE BUOY .......................................................................................................... 4
10. MAINTENANCE, CONSTRUCTION OR OTHER HIGH RISK WORK ................. 5
11. WORKING SUSPENDED OVER WATER ................................................................. 5
12. WORKING IN/UNDER WATER IN THE HARBOUR/ OCEAN ......................... 5
12.1 PORT OF PORT HEDLAND - DIVING PERMIT APPLICATION FORM ............. 6
12.2 PORT OF DAMPIER – DIVE PERMIT FORM ..................................................... 6
13. WORKING IN/UNDER WATER IN TANKS ............................................................ 6
13.1 TANK DIVING PERMIT CURRENCY ................................................................. 7
13.2 TANK DIVING PERMIT ISSUE AND TRANSFER ........................................... 7
13.3 TANK DIVING PERMIT CLOSE OUT ................................................................. 7
13.4 LOST TANK DIVING PERMIT ............................................................................. 7
14. TRAINING AND COMPETENCY ................................................................................. 8
15. REFERENCES ............................................................................................................... 8
16. PROCESS OWNER ....................................................................................................... 9
1. OBJECTIVE

The objective of this procedure is to outline the requirements to reduce the risk of drowning when working on, over, in, or near water.

2. SCOPE

All personnel accessing PPA controlled areas or undertaking PPA controlled works are required to comply with this procedure, including employees, contractors, licensees and visitors.

3. DEFINITION

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotter</td>
<td>A person who’s duty is to observe personnel working on, over, in or near water, and raise the alarm in the event of an emergency.</td>
</tr>
</tbody>
</table>

4. RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers, Superintendents and Supervisors</td>
<td>Personnel under their control are aware of, understand and comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Employees and contractors</td>
<td>Comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Licensees</td>
<td>Managers and those in supervisory positions must understand and comply with the requirements of this procedure, and seek advice from PPA’s Health and Safety Department should they not understand any of the requirements. They also must ensure their personnel comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Comply with all reasonable instructions given by your escort.</td>
</tr>
</tbody>
</table>

5. BACKGROUND

Activities that require work on, over, in, or near water may include:

- Diving activities in the harbour / ocean;
- Diving activities in tanks;
- Beacon maintenance;
- Erecting scaffold;
- Operation of water craft;
- Vessel transfers;
- Pile driving operations;
- Working in a work platform over water;
- Working in a workbox suspended by crane;
- Mooring and unmooring of a vessel;
- Stevedoring activities;
- Vessels crew reading ships draft.

6. HAZARD AND RISK ASSESSMENT

Prior to the execution of any work a risk assessment shall be carried out in accordance with the Hazard Management Procedure. The principles of the Hierarchy of Controls shall be used, that is, PPE is used as a last priority control measure. All personnel shall continuously monitor and review control measures to ensure that they remain effective in reducing the risk when conducting diving activities.

Environmental conditions must be considered in the risk assessment and prior to commencing work, e.g. wind speed, rainfall, significant swell/surge in the harbour. The risk assessment must be reviewed if conditions change. Work should not commence where the environmental conditions pose a significant risk to the health and safety of personnel.

7. SPOTTER / SPOTTER BOAT

A spotter should be present to raise the alarm where practicable, or as required under Section 6 of this procedure. When working over water in a workbox or a work platform a spotter boat shall be used to monitor personnel and to conduct a rescue in an emergency.

8. COMMUNICATION

A suitable method of communication should be established to raise the alarm in the event of an emergency.

All emergency events must be reported to the relevant emergency services organisation as required and PPA’s Vessel Traffic Services Centre (VTSC) by the most expedient means.
9. BUOYANCY AIDS

The use of buoyancy aids should play only a minor role in a water safety strategy, with greater emphasis on prevention. Buoyancy aids can include personal flotation devices and rescue buoys.

9.1 Personal Flotation Device (PFD)

An appropriately maintained PFD that meets AS4758.1 must be worn where there is a risk of falling into the water including:

- When within 2 metres of a berth face/edge where there is no barrier or fall prevention system in place;
- When working on a small vessel or pontoon in the harbour;
- When getting on or off a ship where there is a risk of falling into water;
- When working suspended over water in a workbox or platform;

There may be some instances where an auto inflatable PFD may be a risk, in these instances the use of a non-auto inflatable PFD should be considered.

Refer to Personal Flotation Device (PFD) Usage Guidelines for information on the operation, servicing and storage requirements of a PFD.

9.2 Rescue Buoy

A rescue buoy (life ring) that meets AS2261 should be in a location readily available from the work being undertaken. Other appropriate equipment to facilitate the retrieval of personnel from the water is to be available based on the risks identified with the job and the location.
10. MAINTENANCE, CONSTRUCTION OR OTHER HIGH RISK WORK

Where maintenance, construction or other high risk work is conducted over or near water, the following shall apply:

- Where possible, the risk of falling into the water is to be eliminated or at least minimised by conducting the work on land and then installing in position over water;

- Where work must proceed on or near water’s edge, a fall injury prevention system should be used in accordance with PPA Fall Prevention Procedure. Consideration shall be given to tide movements, water depth and objects which could cause injury below the water’s surface;

- Work should be conducted from a workbox where scaffolding is not feasible or the task is for a short duration.

11. WORKING SUSPENDED OVER WATER

The WorkSafe W.A. Commissioner has granted PPA an exemption from sections 4.53(2)(e) and 4.54(4) of the OSH Regulations. This exemption is in relation to personnel suspended in a workbox from a crane and in a EWP being attached via a harness while working over water during maintenance of wharves at PPA port workplaces. Under this exemption personnel suspended in a workbox from a crane are not required to be attached to the workbox via a harness subject to the following conditions:

- A spotter/dogger must be present at all times to guide the crane operator and monitor person working over water; and

- An appropriate flotation device must be readily available for use.

Similarly, personnel in a EWP are not required to be attached to the EWP via a harness subject to the following conditions:

- A dedicated spotter must be present at all times to monitor persons working over water; and

- An appropriate flotation device must be readily available for use.

The exemption conditions are applicable to all PPA workplaces.

Other uses of a workbox or EWP outside of these specific circumstances (e.g. when traversing to the water’s edge; on the wharf) require full protection as per relevant legislation, equipment manufacturer’s instructions, AS1891.1; AS2550; AS1418, AS4991, PPA’s Fall Prevention Procedure, and Crane and Hoist Operating Procedure.

12. WORKING IN/UNDER WATER IN THE HARBOUR/OCEAN

All diving operations shall be undertaken in accordance with AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice. All work in or under water in
the harbour / ocean shall have an authorised Dive Permit. Where a Dive Permit has been issued, the requirements under the Dive Permit must be followed and the following Contractor documentation must be kept on site and available for inspection:

- Log Books (Normally pre-printed hard back books showing all relevant dives);
- Diving Medical Certificates (12 month validity);
- Divers’ Competence Certificates;
- A formal Work Method Statement and risk assessment covering the tasks to be undertaken;
- A diving operations log;
- Verification of Divers current Senior First Aid qualifications;
- A Copy of the contractor’s employer’s liability Insurance Certificate
- Authorised Dive Permit.

12.1 Port of Port Hedland - Diving Permit Application Form

A Port of Port Hedland Diving Permit Application Form, Work Method Statement, risk assessment and Dive Plan must be completed and submitted to Shipping@pilbaraports.com.au for approval prior to any Dive work being undertaken in/under water. Applications are to be submitted a minimum of 24 hours prior to dive operations allowing time for review and amendment. Dive permits will only be issued during office hours between Monday 0730 – Friday 1630.

12.2 Port of Dampier – Dive Permit Form

All dives within 200m of a PPA facility including navigation aids, wharf facilities, and the like require a permit. Applicants shall complete section 1 and 2, and sign section 3 of the dive permit and submit for approval to the PPA Department contracting them or the Landside Operations Duty Coordinator via the email address wharfmanagers@pilbaraports.com.au.

13. WORKING IN/UNDER WATER IN TANKS

All diving operations shall be undertaken in accordance with AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice. All work in or under water in tanks shall have an authorised Tank Diving Permit. All details on the permit shall be filled out and submitted to a Permit Authoriser with a safe work method statement, emergency rescue plan and a JHA. The permit must be reviewed and approved by the Permit Authoriser before work can commence.
Diving work inside a water tank determined to be a confined space is exempt from complying with the requirements of the PPA Confined Space Entry Procedure.

13.1 Tank Diving Permit Currency

Each Tank Diving Permit shall be valid for a maximum of seven shifts. If the permit expires before the diving being performed is completed, a new permit shall be applied for.

13.2 Tank Diving Permit Issue and Transfer

The Tank Diving Permit must be approved by the Permit Authoriser and accepted by the Permit Holder before any person can commence diving activities. The Permit Authoriser and Permit Holder cannot be the same person.

13.3 Tank Diving Permit Close Out

A Permit Holder can return a Tank Diving Permit to the Permit Authoriser under three conditions:

- Not Completed – where diving works are incomplete, and the area is not yet safe to return to normal operations;
- Completed – where all diving works are complete and the area has been made safe to return to normal operations; or
- Cancelled – where diving works were not undertaken on this permit.

Prior to returning a Tank Diving Permit the Permit Holder must inspect the work area to confirm all person/s, equipment, and material have been removed. If any equipment or materials are present, or the work area is otherwise in a condition unable to be returned to service, this shall be noted on the permit before returning to the Permit Authoriser.

13.4 Lost Tank Diving Permit

In the event the Tank Diving Permit is lost the Permit Holder shall:

- Advise the work group that the Permit has been lost and request them to make the work area safe and stop any diving activities; and
- Carry out a thorough search for the Permit, including contacting all persons who may have had control of the permit since the time it was issued.

A new permit may be raised once a Permit Authoriser is satisfied the existing permit is lost and not likely to be found. The new permit shall be marked to indicate it is the replacement permit.
14. TRAINING AND COMPETENCY

Personnel performing diving activities shall be appropriately trained and competent in the use of equipment for the task that is been undertaken.

All personnel responsible for performing work, issuing permits, or spotting activities should be instructed in the Tank Diving Permit and this Procedure.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Authoriser</td>
<td>PPA Hazard Management Training.</td>
</tr>
</tbody>
</table>

15. REFERENCES

AS/NZS 1418 Cranes, hoists and winches – general requirements

AS/NZS 1891.1 Industrial fall-arrest systems and devices – harnesses and ancillary equipment

AS 2261 Rescue buoys

AS 2550 Cranes, hoists and winches – safe use

AS 4758.1 Personal flotation devices – general requirements

AS 4991 Lifting devices

Crane and Hoist Operating Procedure

Fall Prevention Procedure

Hazard Management Procedure

Occupational Safety and Health Regulations 1996

Personal Flotation Device (PFD) Usage Guidelines
16. PROCESS OWNER

The Health and Safety Manager has overall responsibility for this procedure

Date approved: 5 October 2018
Version: 4

Review date: 5 October 2020
Approved by: General Manager Corporate Affairs & Governance