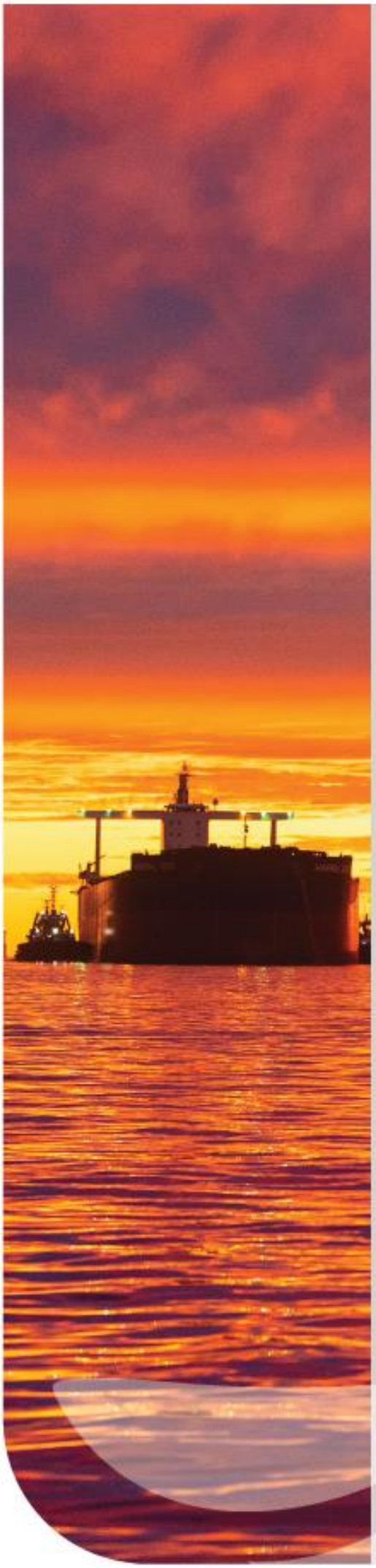

PILBARA PORTS

LUMSDEN POINT CONSTRUCTION WHS MANAGEMENT PLAN

A1524594

Version 6 – 3/06/2025

SITE RULES

The Lumsden Point General Cargo Facility and Logistics Hub construction project (**the Project**) Site Rules have been developed to manage key work, health and safety (**WHS**) risks associated with the Project. They are presented in the forward of this Work Health and Safety Management Plan (**WHSMP**) for easy access by readers and must always be followed by everyone accessing the Project site.

1. **Inductions and site access** – Prior to accessing or undertaking any work at the Site, visitors and workers must complete Pilbara Ports' site inductions. Unescorted access will only be granted when a person has obtained a site access card, see Pilbara Ports' Induction Portal for details. Workers must also complete inductions as required by their employer and/or the Contractor they are engaged under, prior to commencement of work. Workers must also hold a general construction induction card (or white card). See Section 7.1 for further details.
2. **Site familiarity** – When accessing the Site for the first time, returning to work after and absence (i.e. rest break between swings), or returning to the Site after an extended absence (30 days or more) a worker's supervisor must ensure that:
   - 2.1 **Prior to entering the site** – Workers are aware of any changes to the site Traffic Management Plan and any risks or hazards associated with accessing their work area.
   - 2.2 **Prior to commencing work** – Workers are aware of any changes at the Site or within their work area which may impact upon their health and safety and that they understand the controls to manage these risks.
3. **Entering another organisation's work area** – Workers must identify and comply with access requirements prior to entering another organisation's work area including but not limited to notification of entry, inductions, minimum PPE requirements and traffic management plans.
4. **Segregation of heavy vehicles and plant** – Controls must be in place to ensure segregation of heavy vehicles and plant and manage potential hazards associated with interaction with light vehicles and/or pedestrians
5. **Managing project interfaces** – All interfaces between different work groups and Contractors must be managed. Pilbara Ports runs a weekly Lumsden Contractor WHS Interface Meeting, which is a mechanism to assist in managing project interfaces. All Contractors working at the Site, or planning to mobilise to the site, are required to provide appropriate representation at these meetings. Representatives are responsible for disseminating information back to their organisations.

6. **More than one workgroup in an area** – Where more than one workgroup is working in an area each worker must review all task-based risk assessments and ensure they are aware of any hazards and controls associated with other workgroup's work activities.
7. **High risk construction work** – A Safe Work Method Statement (SWMS) must be developed and submitted to Pilbara Ports for review prior to undertaking any high-risk construction work. Systems must be in place to ensure that the SWMS is implemented, and that inspections and audits are undertaken to confirm compliance with the SWMS. Work will be stopped if it is not in compliance with the SWMS.

The Site Rules only provide an overview of controls for key safety risks, further information and requirements are provided throughout this WHSMP. All workers and visitors to the Site must ensure they have a thorough understanding of the WHSMP requirements related to their activities.

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FIGURES

Table 1: Version Register

VERSION	STATUS	AUTHOR	REVIEWER	CHANGES	AUTHORISED FOR RELEASE (Name and Date)
Version 1	First Release	M. Logue	J. Freimanis K. Forcier	-	T. Brewer 19/08/2024
Version 2	Minor Amendment	M. Logue		Correction to security phone number.	T. Brewer 4/09/2024
Version 3	Minor Amendment	M. Logue	T. Brewer	Clarification in relation to notification of airport of crane operations.	T. Brewer 21/03/2025
Version 4	Review and Update	M. Logue	T. Brewer	Changes or updates to: • Minimum requirements for vehicles • Pilbara Ports roles and responsibilities table & contact information • Training needs analysis • Site Access requirements with swipe cards once solar boom gates are installed • Audits and inspections	T. Brewer 22/04/2025

VERSION	STATUS	AUTHOR	REVIEWER	CHANGES	AUTHORISED FOR RELEASE (Name and Date)
				New sections: • Ad Hoc delivery vehicles • Site familiarity • Management of Change Procedure • Drone operations • Use of mobile phones and electronic equipment • Escorting emergency services vehicles	
Version 5	Minor Amendment	M. Logue	T. Brewer	Minor correction.	T. Brewer 20/05/2025
Version 6	Minor Amendment	M. Logue	T. Brewer	Minor correction.	T. Brewer 3/06/2025

DEFINITIONS AND TERMINOLOGY

Table 2: Definitions and Terminology

TERM	DEFINITION
AS/NZS	Australian Standard/New Zealand Standard
CB	UHF CB is a class-licensed citizen band two-way radio service intended for short-distance communications. The UHF CB band radio service is available for public access
CEMP	Construction Environmental Management Plan
Contractor	A party engaged under a contract to perform services, works, or supply goods to Pilbara Ports.
Contractor WHSMP	A contractor's Work Health and Safety Management Plan
CRAW	Construction Risk Assessment Workshop
DMMA	Dredge Materials Management Area
DMS	Document Management System – This is Pilbara Ports corporate records management system and is accessible by Pilbara Ports staff.
DoH	Department of Health
ECO	Emergency Control Organisation
HSE	Health, Safety and Environment
IMS	Integrated Management System
ISO	International Organisation for Standardisation
JHA	Job Hazard Analysis. Pilbara Ports standard task-based risk assessment. The template has been designed to meet the requirements of a SWMS.
LPP	Local Planning Policy

TERM	DEFINITION
Management	In this document the term Management refers to senior representatives from both Pilbara Ports and Contractors who have decision making responsibilities, delegated authority as managers in their respective organisation structures, and have line management or supervisory responsibilities.
MOF	Materials Offloading Facility
MS 967	Ministerial Statement 967 contains the conditions under which approval to construct the Lumsden Point General Cargo Wharf under Part IV of the Environmental Protection Act 1986.
Personnel	Pilbara Ports employees, licensees, and contractors.
PHIA	Port Hedland International Airport
Pilbara Ports Workplace Health and Safety Policy	Pilbara Ports' statement of commitment to the provision of safe and healthy work environments.
PMC	Plausible Maximum Consequence
Port. The,	The Port of Port Hedland
PPE	Personal Protective Equipment
Project	Construction of the Lumsden Point General Cargo Facility and Logistics Hub.
SHRep	Safety and Health Representative
Site	The Lumsden Point General Cargo Facility and Logistics Hub construction site as shown in Figure 1 and Figure 2.
SWI	Standard Work Instruction
SWMS	Safe Work Method Statement. Required under the WHS Regulations for any high-risk construction work.
ToPH	Town of Port Hedland

TERM	DEFINITION
UHF	Ultra-High Frequency describes the radio frequency range of 476.4250–477.4125MHz used by the CB radio service.
VHF	Very High Frequency Marine Radio is used for two-way radio communication between vessels.
Visitor	A person who is signed in as a visitor at a Pilbara Ports site and typically has not completed the Pilbara Ports induction program and who is not engaged to participate in any work activities. They must be escorted by inducted personnel.
VTS	Vessel Traffic Service
VTSO	Vessel Traffic Service Officer
WHS	Work Health and Safety
WHSMP	Lumsden Point Construction Work Health and Safety Management Plan
WHSMS	Work Health and Safety Management Systems
Worker	The definition of a 'worker' covers: • full-time workers on a wage or salary; • part-time, casual, and seasonal workers; • workers on commission; • piece workers; and • contractors and sub-contractors.

1. INTRODUCTION

Pilbara Ports is the developer of the Lumsden Point General Cargo Facility and Logistics Hub (**the Project**) at Lumsden Point (**the Site**) at the Port of Port Hedland (**the Port**). The safe delivery of the Project is the focus of Pilbara Ports' Lumsden Point Project Team.

The Lumsden Point Work Health and Safety Management Plan (**WHSMP**) has been developed to manage risks associated with construction activities associated with the development of the Project**.**

2. CONTEXT AND SCOPE

2.1 Scope

This WHSMP relates to all activities undertaken in any area of the Site (see Section 2.4) while Pilbara Ports is the Principal Contractor for that area. See Section 3 for further details on Principal Contractor arrangements at the Site. Where another party has been designated as Principal Contractor for a specific area, their WHSMP will apply.

The scope of this WHSMP includes matters of WHS, 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.

2.2 Management Framework

This WHSMP is intended to supplement the existing management systems that Pilbara Ports and Contractor personnel work under, rather than to be an exhaustive list of all requirements. It fits into Pilbara Ports WHS management framework underneath the organisations overarching WHSMP:

1. WHS Policies (see Section 2.5);
2. Pilbara Ports Overarching Organisational WHSMP (link[1]);
3. Lumsden Point Construction WHSMP.

Pilbara Ports personnel are required to follow all Pilbara Ports standard processes when working at the Site even if those requirements are not referred to in this plan. Where there is a deviation in the requirements of

[1] Found under the heading "Occupational safety and health management plans"

this WHSMP with Pilbara Ports overarching organisational WHSMP then this WHSMP applies when works are completed at the Site.

2.3 Construction Project

Pilbara Ports is progressing the development of a new multi-user facility and logistics hub at Lumsden Point in the Port of Port Hedland. The Project includes dredging of channel access and turning basins, construction of two new multi-user berths, and a central access road and service corridor connecting to the Great Northern Highway. Pilbara Ports will also construct common user infrastructure for handling of bulk mineral concentrates including a shiploader, conveyor system and common user storage shed.

The Project includes both common user infrastructure, which Pilbara Ports is delivering under several Works Packages, as well as proponent infrastructure, construction of which will be carried out by the proponents.

This WHSMP has been developed for the implementation of all remaining construction associated with the project including dredging, causeway widening, construction of the berths, construction of the access roads and development of the landside logistics hub which will be constructed on the footprint of Dredge Material Management Area (**DMMA**) C. Implementation of these works will be a multi-year project commencing in 2024.

2.4 Project Site

The Project is located at Lumsden Point, which is situated at the junction of Southeast Creek and South Creek within the inner harbor of the Port (Figure 1). The approved Development Envelope under Part IV of the *Environmental Protection Act 1986* is shown in Figure 2 the Project includes construction within DMMA C, the Heavy Duty Access Corridor, the General Cargo Wharf Area and the Dredge Area (referred to as the **Site**).

The construction footprint incorporates existing infrastructure at the Site including:

- DMMA C; and
- A temporary Materials Offloading Facility (**MOF**) and Causeway.

The Site is located approximately five kilometres (**km**) south of the Port Hedland town site and adjoins the existing light industrial area of

Wedgefield. The FMG Anderson Point port facility, iron ore stockpiles and offloading facilities are to the west of the project and DMMA B, DMMA B-North, DMMA B-South and DMMA C are located to the south.

Works or access to areas outside of the approved Project Site are prohibited.

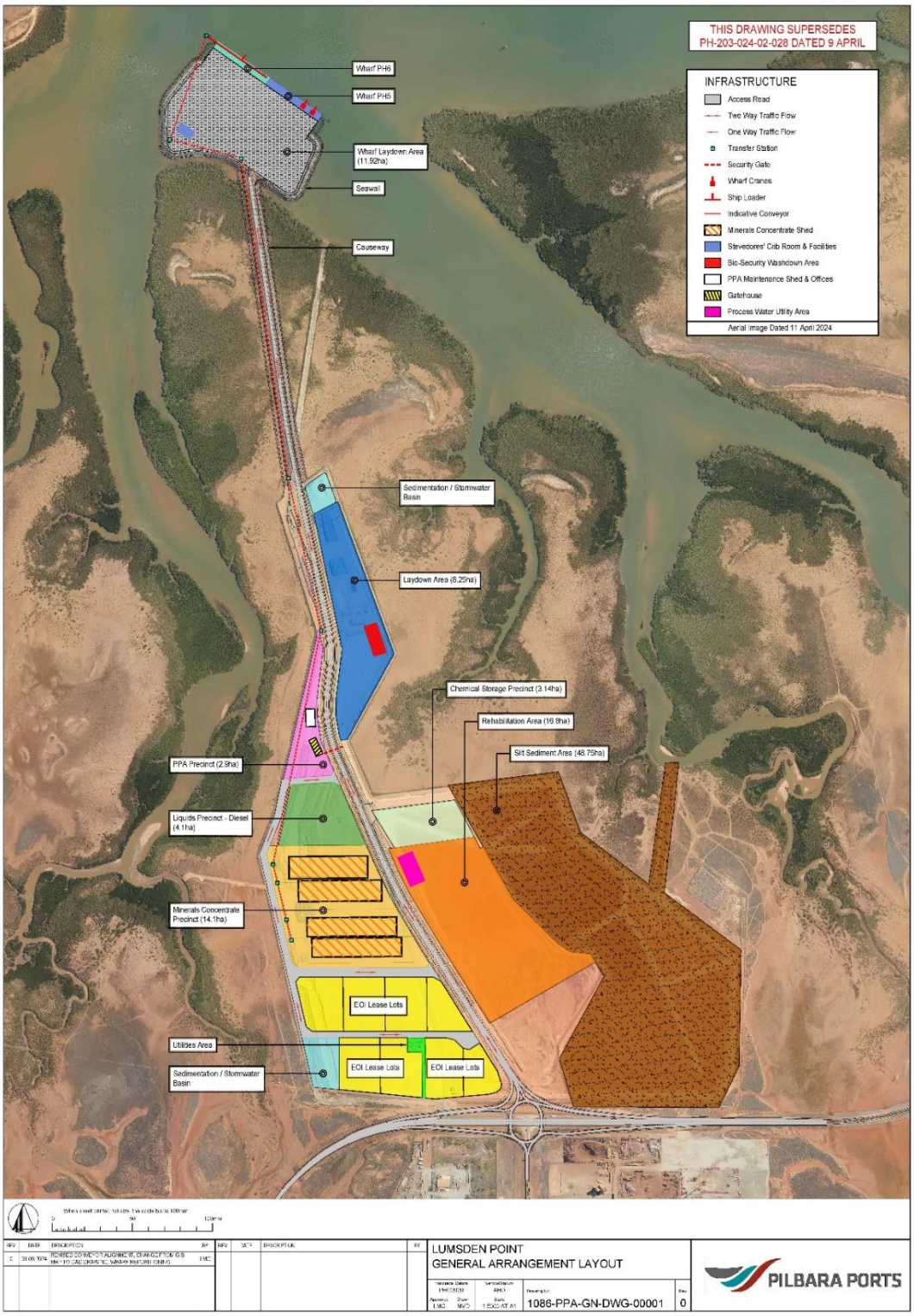

Figure 1: Indicative Planned Lumsden Point General Arrangement

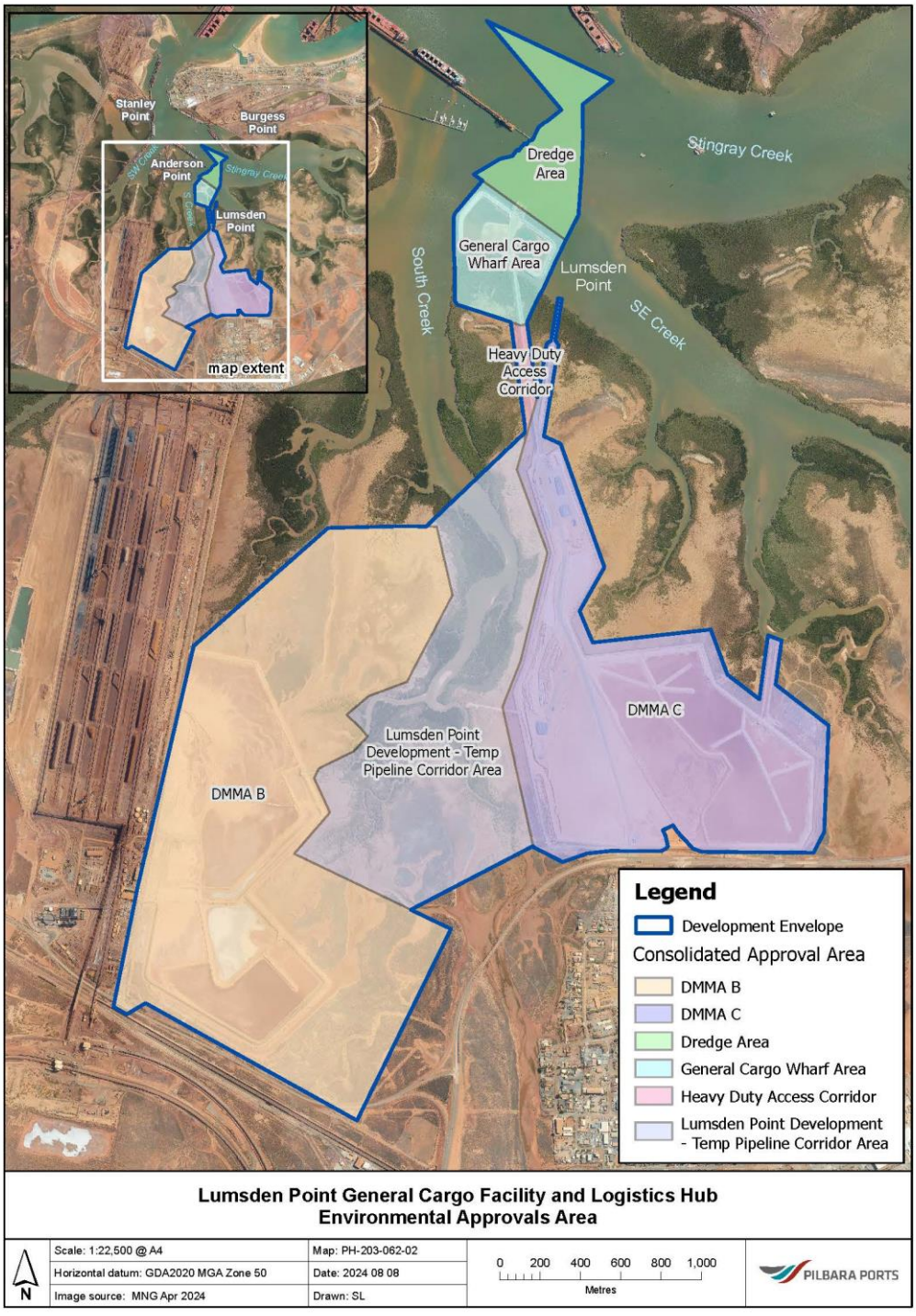

Figure 2: Lumsden Point General Cargo Facility and Logistics Hub Environmental Approvals Area

2.5 Workplace Health and Safety Policy

Pilbara Ports' policies can be found on our website (link). Policies relevant to Workplace Health and Safety can be found under the following headings:

- Health and Safety:
  - Fitness for duty – drug and alcohol policy;
  - Fitness for duty – fatigue management policy;
  - Injury Management Policy;
  - Occupational Noise Policy; and
  - Workplace Health and Safety Policy.
- Risk and Governance:
  - Risk Management Policy; and
  - Security Policy.

2.6 WHS Management System

This WHSMP is supported by documentation which is intended to provide a coordinated and consistent approach to managing WHS 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 WHS.

The WHSMP is established and implemented under the requirements of AS/NZS ISO 45001:2018 for Work Health and Safety Management Systems (**WHSMS**). It has been developed to include procedures and systems for the continued maintenance and development of the WHSMP in a continuous improvement cycle.

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

2.6.1 Accessing Pilbara Ports WHS Documentation

Where supporting documentation to this WHSMP are available publicly via Pilbara Ports' website links are provided. For documents that are not publicly available directions have been provided on where to access these documents on Pilbara Ports' Document Management System (**DMS**). If Contractors wish to

access these documents, please contact your Pilbara Ports representative.

2.7 Pilbara Ports Integrated Management System

Pilbara Ports has established an Integrated Management System (**IMS**) which ensures effective interaction between core elements, including the continual review of compliance to AS/NZS ISO 45001.

Refer to the Integrated Management Systems Procedure (found on DMS under “Enterprise Risk/Procedures”) for further information on the Pilbara Ports IMS.

3. PRINCIPAL CONTRACTOR

Pilbara Ports is the default Principal Contractor, as defined in the WHS Regulations, for the Project.

During the Project, Pilbara Ports may appoint a Contractor as the Principal Contractor for a specific area within the Site. There may be multiple Principal Contractors operating within the Site at any one time, but only one Principal Contractor per work area. Requirements and conditions for this are described in Section 3.1.

3.1 Contractors as Principal Contractor

Pilbara Ports may designate a Contractor as Principal Contractor for a work area where:

- The Contractor controls site access to that area, and all workers accessing the area are engaged by that Contractor;
- Signage is in place which clearly indicates who the Principal Contractor is and access requirements; and
- Pilbara Ports has agreed to the Contractor acting as the Principal Contractor for the area and has communicated the arrangement to all other contractors working on the site.

The Principal Contractor must have a Contractor WHSMP in place which meets or exceeds the requirements of this WHSMP and has been approved by Pilbara Ports.

Where a Contractor has been designated as Principal Contractor for a work area a map will be provided on the project page on Pilbara Ports website (link).

4. CONTRACTOR WORK HEALTH AND SAFETY MANAGEMENT PLANS

Contractors may work under their own Work Health and Safety Management Plan (**Contractor WHSMP**) where:

- Pilbara Ports has approved for work to be undertaken under the Contractor WHSMP; and
- The controls in the Contractor WHSMP meets or exceeds the equivalent requirements this WHSMP.

Prior to submitting a Contractor WHSMP to Pilbara Ports for review Contractors are required to self-assess their management plan using Pilbara Ports Health and Safety Management Plan Assessment Tool (see forms at link). A copy of the completed assessment tool must be submitted along with the management plan.

Contractor WHSMP's should be submitted to Pilbara Ports well in advance of the intended commencement of works to allow sufficient time for review and to prevent potential delays, with the minimum review period by Pilbara Ports being ten business days.

5. SITE RULES

The Site Rules have been developed to ensure a consistent approach to managing the key health and safety risks associated with the Project and must be adhered to by everyone accessing the site. The Site Rules are not intended to be an exhaustive list of controls and must be applied in conjunction with the other requirements of this Work Health and Safety Management Plan (**WHSMP**).

This WHSMP provides additional context and details in relation to the Site Rules, as well as other requirements that apply.

6. LEGAL AND OTHER REQUIREMENTS

Legal and other requirements applicable to the Project are listed in Table 3.

Table 3: Legal and other requirements

REQUIREMENT	APPLICATION TO PROJECT
Work Health and Safety Act 2020 (**WHS Act**)	The WHS Act covers all workplaces within Western Australia and provides a framework to protect the health, safety and welfare of workers in Western Australian workplaces, and of other people who might be affected by the work.
Work Health and Safety (General) Regulations 2022 (**WHS General Regulations**)	WHS General Regulations specify the way in which some duties under the WHS Act must be met and prescribes procedural or administrative requirements to support the WHS Act.
Work Health and Safety Commission, Construction Work: Code of Practice (**Construction Work COP**) (DMIRS, 2022)	Codes of practice provide practical guidance on how to meet the standards set out in the WHS Act and the WHS Regulations. Codes of practice are admissible in proceedings as evidence of whether a duty under the WHS laws has been met. This WHSMP has been developed to align with the Construction Work COP.

7. SITE ACCESS

7.1 General Site Access

Minimum requirements including inductions and site access cards for accessing the Project Site are detailed on Pilbara Ports' website (link).

7.1.1 Induction

All workers accessing the Site must complete, at minimum, the following inductions:

- Health and Safety Induction;
- Take 5 and JHA Induction;
- Environment Induction; and
- Security Induction.

Once finalised the "Site Specific Induction – Lumsden Point", which is currently under development, will also be required.

Inductions must be completed on the Online Induction Portal (link).

7.1.2 Access Card

Inducted workers must obtain a site access card prior to entering the Site.

When entering or exiting the Site through a swipe card operated boom gate[2] the driver of the vehicle must ensure that:

- All passengers in the vehicle have a valid access card; and
- The driver must collect all of the passengers' access cards and swipe all of the cards before passing through the boom gate.

If an alarm sounds from the card reader when swiping a card for any person in the vehicle then that person must present to the security gate house and not enter the site. Access cards expire after two years after which you will need to recomplete your minimum site inductions and apply for a replacement card to maintain site access. The expiration date is displayed on the front of your access card.

7.1.3 Construction White Card

All Workers engaging in construction work at the Site must hold a general construction induction training card, commonly referred to as a White Card. Information on inclusions and exclusions to this requirement can be found on the Department of Energy, Mines, Industry Regulation and Safety website (link).

7.1.4 Site Familiarity

Contractors are responsible for ensuring that their personnel are familiar with current site conditions before accessing the Site. Further details are described in the Site Rules.

Pilbara Ports security system automatically deactivates swipe card site access for any personnel who have not accessed the site using their Access Card in the previous six months. Where this occurs, you will need to organise with the Contractor you are engaged with for someone familiar with the site to undertake a site familiarisation

[2] Once installed. Anticipated installation date is late April or early May 2025.

tour and to complete a Site Familiarisation Form, which are available at the Security Gatehouse. When attempting to access the gate with a deactivated card an alarm will sound to notify you that your card has not been swiped successfully.

7.1.5 Minimum PPE Requirements

Minimum PPE requirements at the Site are:

- Full length personal protective clothing with fluorescent material;
- Safety glasses;
- Foot protection; and
- Hard Hat.

For manual tasks appropriate gloves must be worn unless, by risk assessment, it is determined that use of gloves introduce more risk.

For nighttime work protective clothing must also have a reflective strip.

Additional minimum PPE requirements as identified by signage or task risk assessment apply.

See Pilbara Ports PPE Procedure (link) for more details.

7.1.6 Exemptions

Exemptions apply for:

- workers who only access the Pilbara Ports' site offices; and
- workers who access the site in a vehicle and do not exit the vehicle.

Exempt workers must, at minimum, wear footwear which is firm fitting, covered and with non-slip soles (open sandals and thongs are not acceptable).

Exemptions may be granted for Contractor site offices by agreement with Pilbara Ports.

Additional exemptions may apply as detailed in Pilbara Ports PPE Procedure (link).

7.1.7 PPE Map

A map showing the boundary of minimum PPE requirements can be found on Pilbara Ports' website (link).

7.2 Minimum Requirements for Vehicles

All vehicles accessing the Site must have:

- a two-way UHF Radio and monitor the radio channel for the work area they are in as per site signage;
- a flashing beacon mounted on the roof and switched on; and
- a reverse alarm (beeper or squawker).

Where a vehicle is used for nighttime work a reflective strip is also required.

The following exemptions apply:

- Vehicles only driving directly to and from the Pilbara Ports administration area car park; and
- Vehicles accessing the visitor's car park.

Personnel using the visitor's car park who want to access areas of the site beyond the security gatehouse must organise with the contractor they are working for to be picked up in a site vehicle. Pedestrian access through the security gatehouse is not permitted[3].

7.3 Ad Hoc Delivery Vehicles

Drivers of delivery vehicles that access the site for one off or infrequent ad hoc deliveries may enter the site as a visitor. The Contractor who has organised the delivery is responsible for:

- Meeting the Ad Hoc delivery vehicle outside the gatehouse;
- Signing the driver in as a visitor at the security gatehouse and acting as their escort while onsite;
- Driving their site compliant vehicle immediately in front of the delivery vehicle to escort it through site;
- Ensuring the driver does not do any work while onsite apart from:

[3] Exemptions may apply where Pilbara Ports have granted permission for a vehicle/machine to be parked at a designated location inside the gatehouse to allow an operator to walk from the carpark to their machine at the start and end of their shift.

- Assisting with releasing of load tie downs;
- Operating the controls of the truck; and
- Securing loads on their truck.

7.4 Cranes and Mobile Plant

All cranes accessing the site must meet the minimum specifications as defined in Pilbara Ports' Crane and Hoist Procedure (see Section 21).

Cranes and mobile plant must be mobilised in accordance with Pilbara Ports' Classified Plant and Itinerant Classified Plant entry and inspection procedures. Contact your Pilbara Ports representative for requirements and to organise an inspection prior to mobilising cranes and mobile plant to site.

The Site is located within the Port Hedland International Airport (**PHIA**) obstacle limitation surfaces area (see Section 21.5). A "Temporary Crane/Obstacle Notification Form" (link) must be completed and submitted to the PHIA compliance manager at compliance@phia.com.au at least 48 hours prior to any proposed crane activity. Contractors must contact PHIA directly if they which to negotiate for longer approvals or pre-approvals for ongoing crane activities.

7.5 Contractor Work Area Site Access

Additional site access, induction, PPE and other requirements may apply for designated Contractor's work site. Workers must ensure that they understand and follow these requirements before accessing a Contractor's work site.

Any Contractor requirements are in addition to Pilbara Ports minimum site requirements.

7.6 Public Safety

Only Workers and escorted Visitors are permitted to access the Site. Members of the public, children and domestic animals are not permitted to access the Site. Unauthorised access to the Site constitutes a security incident and must be reported (Section 25). On top of normal incident reporting requirements anyone who identifies a security incident must immediately notify the Eastern Harbour security gatehouse (+61 418 362 460) or, if unable to contact security, contact your site contact from Pilbara Ports or the HSE Superintendent.

If a member of the public is in any area where construction activities could result in imminent danger to them, such as entering an area where heavy vehicles are working, action needs to be taken to remove the risk. This could include:

- Contacting workers to stop operations until the situation is resolved; and/or
- Approaching the person and asking them to wait in a safe location for an escort to safely lead them offsite (if safe to do so).

Public safety also needs to be considered when planning works that involve removing or making breaks in the Site security fence. A risk assessment must be undertaken and, if required, controls implemented to address any hazards to members of the public.

8. ROLES AND RESPONSIBILITIES

All Contractors must ensure that they have defined roles and responsibilities in relation to WHS and that this information is available to their workforce. This must include the names, positions and health and safety responsibilities of persons at the workplace whose positions or roles involve specific health and safety responsibilities, for example, site supervisors, project managers, first aid officers.

Pilbara Ports personnel with roles and responsibilities in relation to WHS are listed in Table 4.

Table 4: Pilbara Ports Roles and Responsibilities

NAME	CONTACT	RESPONSIBILITIES
Project Sponsor		
Nick Dawe	+61 427 933 704	• Promote a safety culture within the Project that addresses physical and psychosocial safety. • Empower the Lumsden Project team to enact a strong safety culture.
Project Director		

NAME	CONTACT	RESPONSIBILITIES
John Freimanis	+61 428 353 552	• Overall control and responsibility for the project. • Promote positive safety behaviours and encourage cultural change. • Provide visible safety presence at the Project Site. • Ensuring that WHS processes are established and embedded in the Project. • Ensuring that budget and resources are allocated to WHS management. • Review significant incident and hazard investigations.
Health, Safety and Environment		
Todd Brewer (Director Health and Safety)	+61 428 323 505	• Ensure resources are available to provide WHS support the implementation of the Project. • Overall responsibility for organisational WHS management systems which support the Project.
Mark Logue (HSE Superintendent)	+61 447 259 528	• Support the implementation, review and development of the WHSMP throughout the Project. • Facilitate WHS Communication, Consultation and Cooperation. • Ensure that Contractor WHSMP's are reviewed and meet the requirements of this WHSMP. • Coordinate audits and inspections to ensure that workers comply with this WHSMP, SWMS and the controls detailed on their task risk assessments. • Model safety behaviours and promote a positive safety culture. • Encourage workforce to support the mental health and wellbeing.
Abdur Rehman (HSE Officer)	+61 418 779 585	
Project Managers		

NAME	CONTACT	RESPONSIBILITIES
Mark Truscott (Marine Civil Works)	+61 461 296 248	• Ensure safety is appropriately resourced within their teams. • Ensure Contractors do not commence work without effective WHS Management Systems in place. • Promote positive safety behaviours and encourage cultural change. • Provide visible safety presence at the Project Site. • Ensure Contractors have access to this WHSMP. • Ensure Contractors meet minimum site access requirements. • Ensure that SWMS are collected and reviewed prior to high-risk construction taking place.
Previn Munjoma (Mechanical Materials Handling)	+61 447 734 823	
Luke Thompson (Harbour Cranes)	+61 437 175 465	
Site Representatives		
Athol Webb	+61 438 171 155	• Ensure Contractors comply with approved WHS Management Systems. • Ensure Contractors have access to this WHSMP. • Ensure Contractors meet minimum site access requirements. • Ensure that SWMS are collected and reviewed prior to high-risk construction taking place. • Investigate incidents and hazards associated with their area of responsibility. • Model safety behaviours and encourage workers to support their mental health and wellbeing.
Gary Randall	+61 484 613 521	
Security		
Ricky Hall	+61 407 442 863	• Overall responsibility for managing Pilbara Ports' security contractor for the site.

NAME	CONTACT	RESPONSIBILITIES
Eastern Harbour Security	+61 418 362 460	• After hours security contact.
Lumsden Gatehouse	+61 409 282 307	• Provide first aid services. • Provide access control.

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

- complying with the Pilbara Ports WHS Policy and this WHSMP;
- being responsible for their own health and safety and that of others in the workplace;
- keeping the workplace in a clean and tidy condition;
- being fit for work always at all times;
- 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 Pilbara Ports procedures and requirements which have been provided, to ensure the health and safety of all workers and others;
- complying with the requirements of all statutory safety legislation where applicable; and
- understanding this WHSMP as it applies to their work activities, whereby no item of safety is ignored or deferred.

8.1 Vendor Management

Vendor Management is the coordinated business process that assists Pilbara Ports to seek advantages of and manage the introduced risks of external party engagement to provide labour, to construct assets, deliver goods or provide services. Pilbara Ports promotes a clear and consistent approach to Vendor Management.

Pilbara Ports' Vendor Management System Manual and Vendor Management Framework (found on DMS under Health and Safety) outline how Pilbara Ports manages its vendors (contractors and licensees).

9. TRAINING AND COMPETENCY

All workers at the site must have the training, experience and qualifications necessary to safely undertake their work.

9.1 Training Needs Analysis

Contractors must undertake an assessment of the training needs of their workforce including but not limited to training in safe work procedures, use of PPE and any other training required to safely complete their work.

9.2 Licences, experience and qualifications

Contractors must ensure that their workers have the relevant licences, experience and qualifications to undertake their work. Records to verify that workers have the required licences, experience and qualifications must be maintained and made available to Pilbara Ports upon request.

9.3 Verification of Competency

Systems should be in place to verify workers competency to complete their job tasks safely. Where workers are involved in high-risk construction work or operate heavy vehicles and mobile plant this requirement is mandatory.

9.4 Training Records.

Records of all training in WHS management systems must be maintained and provided to Pilbara Ports upon request.

9.5 Subcontractors

Contractors are responsible for ensuring their subcontractors meet the requirements of this WHSMP and for obtaining and maintaining records to verify competency.

10. CONSULTATION, COOPERATION AND COORDINATION

10.1 Pilbara Ports' Staff Health, Safety and Environment Committee and Safety and Health Representatives

For Pilbara Ports' personnel working on the Project the Port of Port Hedland Staff HSE Committee and Safety and Health Representative

(**SHRep**) arrangements apply. Refer to Pilbara Ports overarching WHSMP (found on DMS under "Health and Safety/Plans") for further information.

The Project's site SHRep will be responsible for sharing relevant information raised at Staff HSE Committee meetings with other members of the Project team at the following Toolbox meeting.

10.2 Pilbara Ports' Toolbox Meeting

Pilbara Ports will hold regular toolbox meetings to convey safety information to Pilbara Ports site-based project personnel. Toolbox topics may include specific job safety instructions, changes in job procedures and work practice, changes in rules and regulations, and any other relevant information.

10.3 Pre-commencement WHS meetings with contractors and subcontractors

All Contractors are required to have a pre-commencement, or kick-off meeting, with Pilbara Ports prior to mobilising their workforce to the Site. This may be held either concurrently with a Construction Risk Assessment Workshop (**CRAW** see Section 18.1) or as an additional meeting following the CRAW and immediately prior to mobilisation to site.

Topics to be discussed should include:

- Key contacts and agreed communication channels;
- Confirmation that all pre-mobilisation documentation has been provided and any pre-mobilisation deliverables have been achieved;
- Project schedules, work areas and potential interfaces; and
- Attendance of key project safety meetings (Section 10.4).

10.4 Regular contractor/subcontractor WHS meetings

10.4.1 Lumsden Contractor WHS Interface Meeting

The Contractor WHS Interface Meeting is a regular meeting to discuss:

- High level update on upcoming work activities and work locations by all contractors;

- Identification of any potential interfaces between work groups for offline discussion and risk assessment by the involved parties (Section 12);
- Any key safety issues, incidents or hazards;
- Updates to Traffic Management Plans;
- Updates to the Emergency Contacts and WHS Distribution List (Section 10.4.2).

All Contractors who are currently working at the Site or preparing to the mobilise to the Site must be represented at this meeting. It is expected that attendance should be at a site superintendent level (or similar) and that only one or at most two representatives will attend from each Contractor. The representative is responsible for disseminating any relevant information to the Contractors workforce.

The meeting will be chaired by the HSE Superintendent (Lumsden) or their proxy.

10.4.2 Emergency Contacts and WHS Distribution List

Each Contractor working onsite must nominate and provide contact details to Pilbara Ports for a primary and secondary contacts who:

- Can be contacted to alert the Contractor of an emergency (see Section 24) and will be responsible for initiating the Contractors emergency response procedures; and
- Will be responsible for receiving emails updates and information in relation to WHS. The contacts will be responsible for disseminating this information (as appropriate) within their workgroup.

Where Contractors have more than one shift per day a set of contacts must be provided for each shift.

The Emergency and WHS Distribution list will be maintained and updated through the Lumsden Contractor WHS Interface Meeting.

10.5 Toolbox WHS meetings

All contractors and work groups must have regular toolbox meetings and/or prestart meetings which include discussion of WHS issues and/or

risks. Records of these meetings must be maintained including, at minimum, date and time of the meeting, attendees and topics discussed. Records must be made available to Pilbara Ports upon request throughout the Project and provided to Pilbara Ports, as a consolidated document, upon completion of works.

10.6 Handover

Management must ensure that processes in place are to ensure handover between different shifts and for workers returning after being absent from the Site. At minimum the handover should include:

- Updates in WHS management;
- New or updated information in relation to hazards at the Site;
- Changes in traffic management;
- Significant incidents or new learnings from incidents; and
- Any new or changed interface risks.

10.7 Contractor Safety Meeting

A Contractor Safety Meeting may be called from time to time if it is identified that more detailed consultation is required than can be achieved in the Lumsden Contractor WHS Interface Meeting. If called this meeting would be intended as a forum for WHS personnel from all Contractors working on the Project to share safety information or learnings from incidents that have occurred onsite. The frequency of these meetings will be based on the number of incidents and volume of information that needs to be discussed.

11. SAFETY COMMUNICATION

11.1 Pilbara Ports Website

An information for workers page has been established on Pilbara Ports website under “Current Projects” and “Lumsden Point” (link).

11.2 Changes in Site Conditions and Risks

Changes in site conditions and risks will be communicated through the WHS Distribution List (Section 10.4.2). It is expected that all organisations working at the Site will implement a collaborative approach to managing WHS risks and that Contractors will share any changes to site conditions or risks that can impact other workers through the WHS Distribution List.

11.3 WHS Newsletter

Safety bulletins and/or newsletters will be distributed to the WHS Distribution List.

11.4 WHS Information Board

All site offices at the Site must have a WHS information board where key safety information such as policies, bulletins, safety alerts, safety shares and other information is displayed.

12. INTERFACES BETWEEN WORK GROUPS

Where an interface between two or more work groups is identified, potential risks associated with the interface must be assessed and controls put in place to mitigate these risks. Representatives from all work groups affected by the interface must be involved in this risk assessment.

Where work groups are operating under different work health and safety management plans, then consideration must be given to any risks that could potentially arise from inconsistencies between controls.

13. TOOLS AND EQUIPMENT

Risks associated with the use of tools and equipment must be identified and assessed before they can be used at the Site. All tools and equipment must be:

- Fit for purpose;
- Maintained in accordance with the manufacturer's best recommendations, applicable guidelines and standards;
- Inspected in line with regulatory requirements and the manufacturer's best recommendations; and
- Inspected prior to use for signs of damage or wear that could create health and safety hazards.

All electrical equipment must be tested and tagged in accordance with Pilbara Ports Electrical Testing and Tagging Procedure (found on DMS under "Maintenance/Procedures"). Quarterly testing is required for all electrical equipment used on construction sites and annual testing for electrical equipment used in offices this includes Class I and Class II equipment, cord sets, cord extension sets and electrical portable outlet devices (EPODs). Residual Current Devices (RCD) at portable offices must also be tested quarterly. Testing tag colours shall be:

- Red – December to February;
- Green – March to May;
- Blue – June to August;
- Yellow – September to November; and
- Black – Annual.

Contractors undertaking work which requires specialist equipment, such as rigging and lifting, working over water, working at height and working in confined spaces much check the relevant procedures (see Sections 16.2 and 21) and follow the requirements for any testing and tagging of this equipment.

14. TRAFFIC MANAGEMENT

Conditions may change regularly at the Site throughout the life of the Project and, as such, workers must ensure they understand the latest traffic management plan (**TMP**) prior to accessing the Site. Advance notification of updates to TMPs are to be communicated through the Lumsden Contractor WHS Interface Meeting (Section 10.4.1) and updated TMPs are to be distributed via the Emergency Contacts and WHS Distribution List (Section 10.4.2).

Pilbara Ports is responsible for maintaining the overarching TMP for the Site. Contractors are responsible for construction TMPs for works carried out within their designated work areas or for works carried out within Pilbara Ports' managed areas or common areas. Where a TMP is applied to a common area it must be submitted to and approved by Pilbara Ports prior to being implemented.

Pilbara Ports' requirements for development of TMPs can be found on our website under Port Planning and Development (link) which contains our:

- Construction Traffic Management Plan – Guide (link); and
- Operational Traffic Management Plan – Guide (link).

15. FACILITIES

All site facilities must:

- be assessed to identify potential hazards and to ensure that controls are implemented to manage any identified hazards;
- have and emergency and evacuation plan and muster point and that personnel are familiar with and can implement the plan;

- meet the requirements of relevant legislation and standards to manage potential WHS risks (i.e. electrical safety and emergency equipment);
- are hygienic and are maintained in a clean state and are free from hazards related to poor housekeeping;
- have systems in place to ensure waste (general refuse, garbage and sewerage) is removed from site to an appropriate disposal facility;
- where facilities are plumbed, potable and non-potable water sources must be identified, risk assessed and labelled; and
- If it is intended that drinking water will be supplied by bulk cartage of drinking water, systems must be in place to prevent biological contamination and Department of Health (**DoH**) Guidelines for the bulk cartage of drinking water (link) must be followed and water sampling (link) must be undertaken to confirm water meets Australian Drinking Water Guidelines.

16. HAZARDS AND HAZARDOUS WORK

16.1 High Risk Construction Work

The WHS Regulations place additional requirements on how hazards are managed for work activities which are defied as high-risk construction work. A list of these activities is presented in Annexure A of Pilbara Ports' Hazard Management Procedure (link) or can be found in the WorkSafe guidelines (link).

For work on the Project a SWMS must be prepared prior to undertaking any high-risk construction work and submitted to the Principal Contractor for review (Section 18.2).

16.2 Work Requiring High Risk Work Permits

Pilbara Ports requires that a high-risk work permit is completed and approved prior to undertaking certain activities. Each activity which requires a high-risk work permit has a procedure, and all requirements of the high-risk work permit and procedure must be complied with.

See Table 5 for a list of high-risk work permits, their associated procedures and the responsible Pilbara Ports department. Copies of the permits and procedures can be found on Pilbara Ports Website either under the Health and Safety Section (link) or under Work Requiring a Permit (link) or, if unavailable online, obtained through your Pilbara Ports representative.

Table 5: Activities Requiring Permits

PROCEDURE	PERMIT	DEPARTMENT
Confined Space Entry Procedure	Confined Space Entry Permit	Health and Safety
Fall Prevention Procedure	Working at Height Permit	Health and Safety
Working On, Over, In or Near Water Procedure	Tank Diving Permit	Health and Safety
	Port of Port Hedland – Diving Permit Application Form	Marine Operations
Isolation and Tagging Procedure	Isolation Permit	Maintenance
Hot Work Procedure	Hot Work Permit	Maintenance
Excavation and Penetration Procedure	Excavation and Penetration Permit	Maintenance
High Voltage Procedure	High Voltage Access Permit	Maintenance
Abrasive Blasting Permit Procedure	Abrasive Blasting Permit Application Form	Environment and Heritage

Personnel approving risk assessments must be conversant with the requirements of the relevant procedures.

17. HAZARD EXPOSURE

Pilbara Ports employees and all Contractors must ensure that systems are implemented to ensure that all personnel are provided with the highest level of protection as far as reasonably practicable.

Pilbara Ports' Hazard Management Procedure (link) provides guidance on:

- Reasonably Practicable – determining what level of control is reasonably practicable;
- Duty of Care – the responsibilities of all personnel towards their own safety and the safety of others;

- Psychosocial Hazards – management of risks of harm to psychological (mental) health;
- Imminent Hazards – what to do when a person identifies a potential or actual unsafe act or condition which puts personnel, equipment or the environment at serious risk of injury. This includes issuing a Stop Work Authority and the Right to Refuse Work.

All Pilbara Ports personnel and Contractor personnel working under this WHSMP must comply with the Hazard Management Procedure. Contractors implementing their own Contractor WHSMP must ensure that it meets or exceeds the requirements of this procedure.

18. HAZARD IDENTIFICATION AND CONTROL PROCESSES

Pilbara Ports minimum processes for hazard identification and control at the Site are detailed in Pilbara Ports' Hazard Management Procedure (link). This includes processes for:

- Provisional Improvement Notices – under what circumstances they can be issued;
- Consultation; and
- Hazard and Risk Identification Tools and Methods – including:
  - Selection of an appropriate method;
  - Ongoing hazard and risk assessment during tasks;
  - Informal risk assessments;
  - Personal risk assessments (Take 5);
  - Task based risk assessment (JHA & SWI);
  - Vendor related hazard and risk assessments;
  - Project risk assessments;
  - Required actions upon task completion;
  - Record keeping; and
  - Review.

All personnel working at the Site must meet at minimum the requirements of the Hazard Management Procedure for hazard identification and control.

Prior to mobilising to Site Contractors are required to complete a Construction Risk Assessment Workshop (see Section 18.1). Where high risk construction work (see Section 16.1) is proposed a Safe Work Method Statement (**SWMS**) must be prepared and approved prior to commencing work (see Section 18.2).

18.1 Construction Risk Assessment Workshop

Each Contractor is required to undertake a project level risk assessment, such as a Construction Risk Assessment Workshop (**CRAW**), prior to commencing works at the Site.

The CRAW should be developed in consultation with management and workers. It must identify high level risks associated with the Project and identify controls to address these risks.

As a minimum, the risk assessment must identify the key risks associated with the Contractor's mobilisation to the Site, delivery of the works packages that they will complete on the Project, interfaces with other activities at the Site, seasonal and weather risks associated with the proposed schedule of works, and demobilisation.

The CRAW must be facilitated by the Contractor and must involve appropriate Pilbara Ports' representatives.

Prior to holding the CRAW (minimum 10 business days), the Contractor must develop and circulate to Pilbara Ports a construction risk assessment register, the Contractor's WHSMP, Construction Environmental Management Plan (**CEMP**) and Work Methodology.

The CRAW must be scheduled well in advance of the proposed commencement of works (minimum 10 business days), to allow adequate time for review, discussion and updating of documentation following the CRAW.

Following the CRAW, the Contractor must circulate the revised risk assessment register to all CRAW participants for further comment and to ensure all outcomes have been captured, prior to commencing work.

The risk assessment register remains a live document throughout the works.

Controls identified in the CRAW must be included in the relevant task-based risk assessments.

18.2 Safe Work Method Statement (SWMS)

A SWMS must be developed prior to commencing high risk construction work (see Section 16.1) and submitted to the Principal Contractor for review.

The Principal Contractor must:

- Obtain a copy of the SWMS and ensure it is fit for purpose prior to the works commencing;
- Ensure work being undertaken does not conflict with control measures being used by other contractors or subcontractors working in the same location or create extra risks for others; and
- Monitor the works to ensure the SWMS is being followed.

Any high-risk construction works being conducted without a SWMS in place, or where the SWMS is not being followed must be ceased, reported as an incident and no work allowed to continue until an investigation has been completed. The Principal Contractor must be satisfied that controls are in place to prevent reoccurrences prior to work recommencing.

19. HAZARD MANAGEMENT – ELIMINATING OR REDUCING RISK

Controls must be put in place to eliminate or manage any identified hazards at the Site or associated with work activities until the risk is managed such that it meets Pilbara Ports' risk tolerability. The minimum requirements are detailed in Pilbara Ports' Hazard Management Procedure (link) including:

- Risk tolerance;
- The hierarchy of controls;
- The use of Codes of Practice and other sources to determine appropriate levels of control;
- Assessing the suitability of controls;
- Cost of control implementation; and
- Reviewing hazards.

All personnel working at the Site must meet at minimum the requirements of the Hazard Management Procedure for eliminating and reducing risk.

20. RISK ASSESSMENT

Pilbara Ports has developed a Risk Management Procedure which aligns to AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines.

Risks are rated (Table 6) based on the plausible maximum consequence (**PMC**) (Table 7) and likelihood (Table 8) of occurrence and risk tolerability criteria have been developed based on the PMC, risk rating and control effectiveness.

Table 6: Pilbara Ports Risk Matrix

		CONSEQUENCE RATING				
		Insignificant	Minor	Medium	Major	Catastrophic
LIKELIHOOD RATING	Almost Certain	Moderate	Moderate	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	High	Extreme
	Possible	Low	Moderate	Moderate	High	Extreme
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Moderate	Moderate	High

Table 7: Pilbara Ports' Consequence Matrix

	CATASTROPHIC	MAJOR	MEDIUM	MINOR	INSIGNIFICANT
Life / Health	• Fatality.	• Disabling injury / illness[4] (non-recoverable).	• Lost time injury / illness[1] (recoverable); or • Restricted work injury.	• Medical treatment injury / illness[1].	• Injury / illness not requiring treatment; or • First aid treatment required.
Environment / Heritage	• Significant impacts (>10 years) to biota, ecosystems or environmental harm; • Impacts resulting in significant or total loss of cultural features of high significance and/or items of National Heritage Value; or • Loss of statutory approval and / or prosecution.	• Major impacts (up to 10 years) to biota, ecosystems or environmental harm; • Extensive impacts to cultural features of significance; or • Regulator issued fine or prosecution.	• Moderate impact (up to 2 years) to biota & ecosystems; • Moderate impact to cultural features of low significance; or • Regulator issued notice and / or investigation.	• Minor impact (up to 1 year) to biota and ecosystems; • Minor / repairable impacts to cultural features; or • Regulator issued warning.	• Negligible impact to biota and ecosystems (less than 1 year); or • Negligible impact to cultural features.
Business Interruption[5]	• 1 month or more interruption to business-critical operations; or • Non-achievement of strategic objective(s).	• 1 week to 1 month interruption to business-critical operations; or • Non-achievement of key deliverables / services / objectives.	• 2 days to 1 week interruption to business-critical operations; or • Delays in major deliverables / services.	• 1 to 2 days interruption to business-critical operations; or • Inconvenient delays to business operations.	• Minor interruption to business; or • Negligible impact to business operations.
Financial Impact[3]	• The greater of: • ≥50% of budgeted net profit after tax; or • ≥$95M	• The greater of: • ≥25% of budgeted net profit after tax; or • $45M – $95M	• $10M - $45M	• $2M - $10M	• <$2M
Reputation and Confidence	• Prolonged high-profile public, state or national adverse reaction.	• High profile adverse reaction at public, state or national coverage[6].	• Moderate profile adverse reaction by regional media.	• Low profile scrutiny by media and/or regulator; or • Formal local complaints received.	• Low profile interest by media and/or regulator; or • Temporary informal local concern noted
Shareholder /Government Impact	• Loss of Chair and CEO; or • Significantly adverse finding from a Parliamentary inquiry or a Ministerial audit of specific functions.	• Loss of Chair or CEO; or Loss of multiple Board / Executive Members; or • Other adverse findings from a Parliamentary inquiry	• Loss of Board Member / multiple Executive Members; or • Adverse findings from Chair/CEO being called to immediately explain.	• Loss of Executive Member; or • Parliamentary questions; contentious issue briefing.	• Briefing note or verbal briefing required.

[4] Includes a physical injury or a psychological stress event

[5] Includes damage to / loss of business-critical assets / data / information

[6] Includes changes to Major Capital funding by Treasury or failure to meet Major Capital Project requirements

	CATASTROPHIC	MAJOR	MEDIUM	MINOR	INSIGNIFICANT
		or a Ministerial audit of specific functions.			
Legal Impact	• Serious; wilful breach; criminal negligence or act; criminal prosecution and liability for offence(s); dismissal.	• Deliberate breach or gross negligence; litigation; disciplinary action; ministerial involvement.	• Negligent breach; lack of good faith evidence; formal investigation performance review initiated.	• Breach: objection/complaint lodged; minor harm with investigation.	• Unintentional procedural breach; evidence of good faith. Low level legal issue.
Project Budget Impact	• >30% increase in cost	• 10%-30% increase in cost	• 5%-10% increase in cost	• 2%-5% increase in cost	• < 2% increase in cost
Project Schedule Impact (Remaining to completion)	• >75% delay	• >40% to 75% delay	• >20% to 40% delay	• >10% to 20% delay	• Less or equal to 10% delay

Table 8: Risk Likelihood Table

RATING	RARE	UNLIKELY	POSSIBLE	LIKELY	ALMOST CERTAIN
TIMEFRAME Could be experienced	• >20-year time frame.	• 5–20-year timeframe.	• 2–5-year timeframe i.e. strategic planning timeframe.	• 1–2-year timeframe i.e. budget timeframe.	• Once or more during the next year.
EXPERIENCE History of the occurrence	• Almost unheard of in Industry or in projects.	• Has occurred in Industry but not in Pilbara Ports and rarely in projects.	• Has occurred once or twice in Pilbara Ports and in <5% of Projects.	• Has occurred frequently in Pilbara Ports and <20% of projects.	• Has occurred frequently at the location and in Pilbara Ports and is common in projects.
PROBABILITY Single activity	• <5% per annum.	• 5% - 10% per annum.	• 10% - 50% per annum.	• 50% - 80% per annum.	• 80%-100% per annum.

For further details see the Risk Management Procedure (found on DMS under "Enterprise Risk/Procedures").

21. PILBARA PORTS HAZARD MANAGEMENT PROCESSES AND PROCEDURES

All personnel working at the Site must meet at minimum the requirements of Pilbara Ports general and task based WHS procedures which are either available on Pilbara Ports' website (link) or detailed in this section and its sub-sections. A list of Pilbara Ports procedures available on the website is provided in Table 9 along with links to any additional requirements or site-specific information that apply at the Site.

Table 9: Pilbara Ports General and Task Based WHS Procedures

PROCEDURE	SITE SPECIFIC REQUIREMENTS
Demarcation and Barricading Procedure	
Fitness for Duty Alcohol and Drugs Procedures	Section 21.1
Fitness for Duty Fatigue Management Procedure	
Hazardous Substances and Dangerous Goods (Minor Quantities Procedure)	

PROCEDURE	SITE SPECIFIC REQUIREMENTS
Lightning Preparedness and Response Procedure	Section 21.4
Personal Protective Equipment Procedure	Section 0
Management of Change Procedure	
Smoking Procedure	Section 21.3
Working Alone Procedure	
Working On, Over, in or Near Water Procedure	
Crane and Hoist Procedure	Section 21.5
Heat Management Procedure	

21.1 Fitness for Duty

Prior to accessing the Site and assessment must be undertaken to ensure that workers are medically fit to perform their role. Pilbara Ports achieves this through pre-employment medical assessments.

Fitness for duty incorporates (but is not limited to) the promotion of physical, mental and emotional health.

Whilst working at the Site, workers 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. Work activities must not be undertaken which are likely to aggravate a disclosed injury or illness or impact the safety and health of the workplace. A medical assessment may also be required to determine associated risks or limitations.

Where practicable alternate, modified or restricted duties must be identified.

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

21.2 Alcohol and Drug Testing

All personnel accessing the Site shall be subject to Pilbara Ports alcohol and drug testing program in addition to any requirements of their employer. Pilbara Ports program 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.

Workers entering or working in a Contractor's work area much comply with any alcohol and drug testing requirements of that Contractor. Contractors must report any positive results or refusal to undertake testing to Pilbara Ports.

21.3 Smoking Areas

No smoking (including electronic cigarettes and vapes) is permitted at the Site unless in a designated smoking area. Contractors who wish to allow smoking within their work sites must establish a designated smoking area(s) in a location approved by Pilbara Ports which meets the minimum requirements of Pilbara Ports' Smoking Procedure, being:

- 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.

21.4 Weatherguard Lightning Alert System

Pilbara Ports subscribes to Weatherguard, which is a system that generates lightning alerts via either email, SMS or through an app. Custom alerts have been set up that align with Pilbara Ports' Lightning Preparedness and Response Operational Procedure. Contractors may contact their Pilbara Ports' contact to organise access to this service.

21.5 Port Hedland International Airport – Obstacle Limitation Surfaces

The Project is located within the flight path for planes taking off and landing at the Port Hedland International Airport (**PHIA**). Restrictions apply on both temporary and permanent structures that have the potential to endanger aircraft. See the Town of Port Hedland (**ToPH**) Local Planning Policy 8 (**LPP/08**) for more details and approval processes for using cranes at the Site (link).

21.6 Drone Operations

Helicopter operations form an essential part of Pilbara Ports operating environment at the Port of Port Hedland. As such approval is required to operate drones within the Site, see the Port of Port Hedland Port Handbook for details on the approval process (link).

21.7 Use of Mobile Phones and Electronic Devices

Mobile phones and electronic devices must not be used:

- When operating vehicles, mobile equipment and/or plant, including in hands free mode;
- While undertaking high risk work activities including but not limited to any activities requiring a high-risk work licence or acting as a spotter for high-risk work activities;
- When use of the electronic device could cause a distraction to yourself or other people, including when walking around site, where inattention could result in increased risk of trips and slips.

21.8 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.

Suitable powered mechanical plant or equipment and lifting aids are to be provided to enable personnel to avoid heavy manual tasks.

21.9 Ergonomics

An assessment of ergonomic risks must be undertaken for all personnel working at an office workstation. Ergonomics must be considered when designing or arranging workstations, products and systems so that they fit the personnel who use them.

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.

21.10 Hygiene and Sanitation

Suitable facilities must be available for all 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 ensure their own hygiene and must not intentionally pollute work areas or misuse or damage any sanitation or hygiene facilities provided.

Contractors are responsible for providing facilities for their workers.

21.11 Infectious Diseases

Workers must not access the Site if unwell or displaying the symptoms of an infectious disease. For more detailed information see Pilbara Ports Infectious Disease Preparedness and Response Guideline (link) which includes requirements in relation to:

- Management of the potential impacts to the health and wellbeing of personnel associated with significant infectious disease outbreaks; and
- Minimising the spread of seasonal illnesses within the workplace.

21.12 Occupational Hygiene

Contractors must ensure that they have procedures and processes in place to manage and monitor risks associated with aspects of occupational hygiene relevant to their work activities and environment including:

- Airborne contaminants;
- Noise;
- Potable drinking water;
- Non-potable water exposure;
- Biological contaminants

Procedures and processes should be meet applicable codes of practice, standards and guidelines.

21.13 Hand Tools

Where personnel are required to use hand tools during their job, they shall be inspected before use to check for damage.

21.14 Safety Signs

Sufficient safety signs must be 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 conform 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.

Contractors are responsible for safety signage within their designated work areas.

21.15 Marine Operations

Pilbara Ports operates and manages marine operations under the PA Act and *Port Authorities Regulations 2001* as amended. The Port of Port Hedland has an approved Port Marine Safety Plan and operates a 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 Port of Port Hedland Port Handbook (link). All operations shall be conducted in accordance with the requirements of the license or contract.

21.16 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.

21.17 Excavation and Earthworks

Personnel conducting excavations and ground penetrations 150mm or greater in depth (including installation of star pickets) require a Pilbara Ports Excavation and Penetration Permit (see Section 16.2).

21.18 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 manage risk.

21.19 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.

21.20 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.

21.21 Driving Safety

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

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

See Section 14 for more information on Traffic Management Plans.

22. PERFORMANCE EVALULATION

22.1 Monitoring, Measurement, Analysis and Performance Evaluation

22.1.1 Health Surveillance

Health assessments are carried out for 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 worker may be related to the exposure;
- there is a reasonable likelihood that the disease or adverse effect may occur under the 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 exceeding 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 workers may be exposed to an occupational hazard at levels exceeding accepted values, health monitoring must be conducted to assess actual exposures and the effects of these exposures on personnel.

Refer to Health Surveillance Procedure (found on DMS under “Health and Safety/Procedures”) for health surveillance requirements.

22.2 Internal Audits

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

Contractors are required to determine their own audit schedules and keep records of their findings.

22.3 WHSMS Audits

Pilbara Ports has established and implements an audit program and procedure for periodic WHSMS audits to confirm that it:

- conforms to AS/NZS ISO 45001;
- is in line with Pilbara Ports WHS Policy; and
- meets the objectives and targets for continual WHS improvement.

Contractors are required to have systems in place to monitor their WHSMS and ensure that they maintain independent certification to AS/NZS ISO 45001.

22.4 Management Review

Contractors must ensure they have

- internal systems to establish and review WHS performance indicators; and
- that performance indicators are monitored and communicated to personnel.

22.5 Material Risks and Control Verification Checks

Contractors must ensure that they have systems in place to manage material risks associated with tasks.

Pilbara Ports achieves this through control verification checks. For more information about control verification checks, refer to the control verification checks booklet.

22.6 Workplace Monitoring

22.6.1 Workplace Inspections

Management must ensure that each work area under their control is inspected regularly to ensure the work area is safe in accordance with the WHS 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 eliminating or reducing risks. They shall be documented.

Refer to Workplace Inspection Procedure (found on DMS under “Health and Safety/Procedures”) for the types and frequencies of workplace inspections required.

22.7 Calibration of Equipment

All equipment must be maintained, inspected and calibrated in accordance with the WHS Act.

22.8 Key Performance Indicators

Pilbara Ports reviews our key performance indicators (**KPI**) for WHS on annually. All contractors must establish, monitor, report and communicate on WHS KPIs associated with the Project. At minimum KPIs need to meet the requirements of the monthly OHS reporting requirements to Pilbara Ports (Section 22.9).

22.9 Monthly OHS Report Form

All Contractors are required to submit a Monthly OHS Report Form to Pilbara Ports. The forms are available on Pilbara Ports website (link).

23. IMPROVEMENT

23.1 Continual Improvement

All contractors must have systems in place to ensure the continual improvement of WHS management at the project. Including but not limited to:

- Periodic scheduled review of WHS documentation;
- Reviews and updates of WHS documentation in relation to
  - new hazards being identified; or
  - changes in the management or understanding hazards; or
  - changes in the risk rating of hazards;
- Reviews following a significant incident or identification of a trend in hazards or incidents.
- Integrating the outcomes and findings of audits and inspections; and
- Issues and/or improvements identified by personnel.

Suggestions for improvement in Pilbara Ports WHSMS can be submitted to the Integrated Management System committee for review and action by completing an Improvement Form. Contractors wishing to make suggestions to Pilbara Ports should do so through the Pilbara Ports site representative of the HSE Superintendent.

24. EMERGENCY PREPARENESS AND RESPONSE

Pilbara Ports' Port of Port Hedland Emergency Response Plan is available on our website (link) or via DMS (Pilbara Ports' employees only). It applies to operational emergencies within the Port of Port Hedland and adjacent controlled waters. Operational emergencies covered by the plan are categorised as:

- Marine incidents
- Landside operations incident; and
- Aircraft incidents.

Refer to the Emergency Response Plan for more details. Site specific emergency preparedness and response requirements are discussed under subheadings to this section.

24.1 Site Emergency Notification

When required to communicate in an emergency, workers are to use whatever communication method is available, with radio communications as per the procedures described below, being the priority.

Emergency communications must:

- Start with “EMERGENCY, EMERGENCY, EMERGENCY”;
- Be given priority; and
- Be answered immediately.

If there is an emergency message over a two-way radio channel, then all other users of the channel must stop transmission immediately.

Unless answering the emergency or aiding the emergency call, workers must not transmit unless they are certain no interference will result.

24.1.1 Site Emergency Two-Way Radio Channel

The designated channel for whole of site emergency notifications on the Project is ultra-high frequency (**UHF**) citizens band (**CB**) Channel 5.

All contractors onsite must have a person who is familiar with this WHSMP responsible for monitoring the site emergency channel.

24.1.2 Marine Emergency Two-Way Radio Channel

Initial emergency reporting for marine emergencies must be made to (**VHF**) Channel 12/16 following which the VTS Officer (**VTSO**) will allocate a suitable Port Emergency VHF channel for the emergency.

24.1.3 Emergency Radio Communications

When making an emergency announcement you must:

- transmit: “EMERGENCY, EMERGENCY, EMERGENCY. This is (Worker’s identification)”;
- give brief details about the Emergency;
- if there is no immediate answer, pause;
- repeat “EMERGENCY, EMERGENCY, EMERGENCY. This is (Worker’s identification)” and details about the Emergency, and keep repeating until answered by the receiver;
- give the Location and the Emergency message; and
- exchange the necessary information and directions.

24.1.4 Emergency Contact List

Pilbara Ports will maintain a site emergency contacts list throughout the Project. Updates to this list will be a standard agenda item of the Contractor Interface Meeting (see Sections 10.4.1 & 10.4.2). All contractors and subcontractors working at the Site are responsible for ensuring that they provide updated emergency contact details at this meeting and that they have procedures in place to pass on emergency notifications to workers under their control.

24.1.5 Emergency Notifications Protocol

Where a person identifies an emergency, they must:

1. Make a site emergency notification via two-way radio (Section 24.1.1); then
2. Notify the Pilbara Ports emergency contact, who will relay the details of the emergency to the VTS and emergency services (if appropriate) and all other organisations’ nominated emergency contacts; then
3. Implement their Contractor Emergency Response Protocols.

When contractors are notified of an emergency, they must implement their own emergency response procedures (See Section 24.1.7).

24.1.6 Reporting and Investigation

Emergencies should be reported and investigated as an incident (see Section 25).

24.1.7 Contractor Emergency Response Protocols

All contractors working on the Project must have:

- procedures in place to notify workers under their control of emergencies;
- designated Emergency Control Organisation (**ECO**) officers; and
- procedures to respond to emergencies which meet at minimum the requirements of the Site requirements listed in Section 24.2.

24.2 Site Emergency Procedures

During an emergency all workers must:

- stop work;
- follow the directions of the ECO Officer for their work area;
- follow their work areas evacuation procedures;
- proceed to the nearest muster point.

All drivers of vehicles must:

- pull over at the nearest safe location;
- secure the vehicle from uncontrolled movement; and
- monitor the emergency via UHF radio.

The only vehicle movements permitted in an emergency are:

- Emergency services vehicles attending the emergency;
- Pilbara Ports' security personnel attending to assist with the emergency;
- Contractor personnel with designated roles in managing the emergency (i.e. to provide first aid);
- To act as an escort to emergency services vehicles;
- As directed by Pilbara Ports emergency site contact;
- Where there is an imminent risk to health and safety by not moving the vehicle.

If a muster point or vehicle is threatened by a hazard and becomes unsafe then workers should contact their ECO Officer for directions, or where a threat is imminent, move away from harm and then notify their ECO Officer.

Workers must wait in place at their muster point or in their vehicle for directions from Pilbara Ports. Do not return to work without being given an all clear.

24.3 Escorting Emergency Services to the Scene

Where emergency services need to attend an emergency, arrangements need to ensure that emergency response vehicles are escorted through the site to the scene of the emergency. Options of personnel to escort emergency services, in order of preference, include:

- Pilbara Ports contracted security guard;
- Pilbara Ports project personnel; or
- Site based contractor personnel involved in the emergency response.

Where an emergency is being managed by Pilbara Ports site-based personnel this decision will be made by the ECO Officer. If the emergency occurs out of hours, or Pilbara Ports personnel are uncontactable, the ECO of the Contractor involved in the emergency must organise one of their personnel as an escort.

The escort must wait at the site entrance and hail the emergency services vehicle when it presents to site then proceed to escort it through site. Visitor sign in is not required for emergency services.

24.4 Cyclone Preparedness and Response

Cyclone events may be experienced within Port Hedland during cyclone season, which runs from November to April. In the event of a cyclone impacting the area, regular briefings are posted to Pilbara Ports' website.

See the Port of Port Hedland Port Cyclone Procedure for more details:

Emergency preparedness and response - Pilbara Ports

All contractors working on the Project are responsible for ensuring that they have plans in place to prepare for and respond to cyclone events.

24.5 Muster Points

Pilbara Ports will maintain a map of muster points throughout the Project. Contractors are responsible for ensuring they have designated muster

points and evacuation procedures for areas under their control. Changes in muster points are to be communicated through the Lumsden Contractor WHS Interface Meeting and distributed through the WHS Distribution List.

24.6 Emergency Equipment

All contractors onsite must ensure that they have the necessary emergency equipment available to manage any risks and meet legal requirements for their work activities and designated work areas. Pilbara Ports will maintain a map of any Pilbara Ports emergency equipment installed at the Site.

25. INCIDENT AND INJURY MANAGEMENT & REPORTING

All hazards and incidents associated with the Project must be reported to Pilbara Ports. Notification is to occur:

- Immediate verbal notification to the relevant Pilbara Ports site supervisor; and
- Followed up by reporting into Pilbara Ports online incident and hazard reporting system as soon as practicable and by the end of your shift at the latest.

Contractors can report incidents and hazards into Pilbara Ports online reporting system via our website (link). Pilbara Ports personnel must use the link provided on our intranet page.

All injuries, including first aid only, are reportable incidents. First aid services can be provided by:

- Site security staff at the gatehouse; or
- The relevant employers first aid staff, for contractor personnel and their sub-contractors.

All incidents must be investigated, and the investigation report must be provided to Pilbara Ports. Contractors must ensure that the investigation is completed, and report supplied within 7 days. For complex or serious incidents requiring a detailed investigation this timeframe may be extended, contact your Pilbara Ports representative to discuss.

See the Incident Management Procedure (link) for more details.

26. AUDITS AND INSPECTIONS

26.1 Pilbara Ports Audits

Pilbara Ports will undertake routine audits and inspections throughout the Project. Where an audit or inspection is of a Contractor's workplace or workforce the findings will be shared directly with that Contractor. Where a hazard or learning is identified of significance to other Contractors working on the Project it will be shared through regular Contractor WHS Meetings (Section 10). As a minimum, Contractors will be subject to the following audits:

- Post-mobilisation Health and Safety Checklist, approximately one week after mobilisation to site;
- Initial WHS Management Systems Audit, approximately six weeks after mobilisation to site;
- Biannual WHS Management Systems Audits, approximately six monthly thereafter; and
- Additional audits as deemed necessary based on outcomes of audits or investigations into incidents or hazards.

Pilbara Ports will provide at least 10 working days' notice in advance of scheduled audits.

26.2 Contractors Audits

All Contractors must ensure that they undertake regular audits and inspections of their workplaces and work activities, including activities of their sub-contractors, to ensure compliance with the requirements of this WHSMP, controls listed in risk assessments relevant to the task and with their Contractor WHSMP.

Contractor's auditing systems shall;

- Measure and verify the effectiveness of their management system processes;
- Measure and verify the effectiveness of any Sub-Contractor
- management system processes;
- Verify personnel compliance with management system requirements;
- Identify opportunities for improvements; and
- Develop action plans and corrective actions where appropriate.

27. REFERENCES

DMIRS (2022) Work Health and Safety Commission, Construction Work: Code of Practice

28. DOCUMENT OWNER

The HSE Superintendent – Lumsden Point is responsible for this Plan.