

EXCAVATION AND PENETRATION PROCEDURE

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TABLE OF CONTENTS

1.	DOCUMENT AMENDMENT TABLE	2
2.	OBJECTIVE	3
3.	SCOPE	3
4.	RELATED DOCUMENTS.....	3
5.	PILBARA PORTS EXCAVATION AND PENETRATION PERMIT	3
6.	CANCELLATION OF PERMIT	4
7.	LEGISLATION REGULATIONS AND COMPLIANCE.....	4
8.	ENVIRONMENTAL	5
8.1	Environmental Requirements	5
8.2	Environmental Conditions	5
9.	COMPETENT PERSON.....	6
10.	RISK ASSESSMENT AND SAFETY WARNINGS.....	6
11.	INCIDENT REPORTING	6
12.	SITE INSPECTION AND AUDIT	7
13.	COMPACTION.....	7
14.	CLEAN-UP ON COMPLETION	7
15.	UNKNOWN SERVICES	7
16.	RESPONSIBILITY.....	8
17.	APPENDICES	8
17.1	Appendix 1A – Port of Port Hedland Lot 6098	9
17.2	Appendix 1B – Port of Port Hedland Utah BHF	10
17.3	Appendix 1C – Port of Dampier.....	11
17.4	Appendix 1D – Port of Ashburton Lots 238, 569 and 570	12
18.	DOCUMENT OWNER.....	13

1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT
1	Maintenance East Administration Officer	24/09/2015	Document updated
2	Maintenance East Administration Officer	20/01/2016	Document updated
3	Maintenance East Administration Officer	13/12/2016	Document updated
4	Maintenance East Administration Officer	28/05/2020	Document review and update
5	Executive Assistant Terminal Operations	18/08/2022	Document review and update
6	Maintenance Utah Mechanical Supervisor	30/10/2023	Document review and update
7	Terminal Operations	05/02/2024	Document review and update

2. OBJECTIVE

The objective of this procedure is to ensure all excavation work and the use of star pickets and survey pegs deeper than 0.15m is notifiable to relevant Pilbara Ports staff and all reasonable measures have been taken to reduce the risk of harm to persons undertaking excavation work, damage to Pilbara Ports underground utilities and outages to the business due to utility services being disturbed. This also includes penetration of walls, ceilings, and floors.

3. SCOPE

To ensure all Pilbara Ports personnel and contractors understand Pilbara Ports requirements in relation to any excavation work that has the potential to be deeper than 0.15m.

To provide a set of actions to approve and permit any excavation work deeper than 0.15m regardless of method.

To provide a set of actions to approve any penetration larger than 50mm diameter and 50mm in depth through walls, ceilings and floors, regardless of method.

To outline the requirements in carrying out the excavation, penetration, and related activities within the jurisdiction of Pilbara Ports.

This procedure applies to all Pilbara Ports staff, contractors and nominated lessees within the secure area of Port of Port Hedland and southern side of Gilbert Street, Utah Point Bulk Facility, Port of Dampier and the Port of Ashburton.

4. RELATED DOCUMENTS

- Work Health and Safety Act 2020
- Occupational Safety and Health Regulations 1996
- Western Australian Department of Environment Regulation Landfill Waste Classification and Waste Definitions
- Environment Protection (Control Waste) Regulations 2004
- Government of WA Department of Mines, Industry Regulation and Safety Code of Practice - Excavation
- Australian Standard 1319-1994: Safety Signs for the Occupational Environment
- Pilbara Ports Excavation and Penetration Permit (A436680)
- Pilbara Ports Job Specific Risk assessments
- Pilbara Ports Job Specific JHA
- Dial before you dig application if outside Pilbara Ports sites (Port of Port Hedland, Utah BHF, Dampier and Ashburton)

5. PILBARA PORTS EXCAVATION AND PENETRATION PERMIT

An Excavation and Penetration Permit must be approved by an authorised Pilbara Ports issuing officer prior to any excavation or penetration work being undertaken to a depth greater than 0.15m on any Pilbara Ports owned or leased land or walls, ceilings, and floors infrastructure.

A Pilbara Ports issuing officer shall hold the appropriate level of training and experience including Work Permit Issuer training, is sufficiently competent with service drawings and the area to be excavated / penetrated and appointed by area Port Manager.

Pilbara Ports staff, contractors and nominated lessees can obtain the permit from the Pilbara Ports website or Landside Operations Supervisor East, Utah and Dampier, Maintenance Supervisors East, Utah and Dampier and Port Manager East, Utah, and Dampier.

Prior to the Excavation and Penetration Permit being issued, underground services location drawings must be obtained from either Pilbara Ports Mapping and Data department via mapping.data@pilbaraports.com.au, or by contacting Dial Before you Dig.

Submit the Excavation and Penetration Permit by email to respective issuing officer or in person directly with the respective issuing officer.

The original approved Excavation and Penetration Permit shall be kept by the permit holder. A copy of the approved Excavation and Penetration Permit shall be given / kept by the permits issuing officer.

Approval from the respective Landside Operations Supervisor is required for any excavation permit in areas under their control.

Prior to the closing of an Excavation and Penetration Permit, the Permit Authoriser must ensure that any alteration to existing services, or addition of new services are located or surveyed and submitted to the Mapping & Data team, as per the Land Survey Standards and Deliverables at mapping.data@pilbaraports.com.au.

6. CANCELLATION OF PERMIT

Pilbara Ports can cancel an Excavation and Penetration Permit at any time if the permit holder is found violating the conditions of the approved permit.

Appropriate disciplinary actions may also be taken against the permit holder, if required.

7. LEGISLATION REGULATIONS AND COMPLIANCE

When carrying out works covered by this procedure, the permit holder is required to comply with all relevant legislation, code of practice, requirements and related documents. Therefore, when there is a risk of injury due to excavation or penetration, ensure that:

- Suitable barriers are erected between the person at risk and the likely cause of danger.
- Suitable signs that warn of the risk are erected at the place where the excavation work is to be done.
- Ensure that no loads are placed near the edge of excavations which may cause the excavation to collapse.

- Ensure that services in the vicinity of penetration work are positively identified using methods such as visual identification, x-ray or magnetic induction.

Unless a competent person has assessed the sides of the excavation or earthworks to be stable, ensure that:

- Shoring is provided to prevent material falling or dislodging on a person working in an excavation that is 1.5 meter's or more deep.
- Another person is in the immediate vicinity of a person working in an excavation that is at least 1.5 meter's or more deep.

8. ENVIRONMENTAL

8.1 Environmental Requirements

All environmental requirements listed in this procedure shall be applicable to all excavation works carried out within following Pilbara Ports areas:

- Pilbara Ports Lot 6098 (Port Hedland – Refer to Map in Appendix 1A)
- Prescribed Premises Boundary (Port of Port Hedland Utah BHF- Refer to Map in Appendix 1B)
- Port Lands Boundary (Dampier- Refer to Map in Appendix 1C)
- Lots 238, 569 and 570 (Ashburton – Refer to Map in appendix 1D)

All Pilbara Ports personnel and contractors planning to carry out excavation works and is seeking to specifically:

- undertake excavation of material and move the material from its current location and/or;
- move an existing stockpile of material to another location within or outside these lots, then the site Environment team must be notified immediately, and all environmental conditions will apply.

8.2 Environmental Conditions

Material must not be moved from the excavation location until all environmental conditions have been satisfied:

- A soil sampling and laboratory analysis plan must be developed by the applicant to demonstrate the contamination status of the material. This plan shall be prepared in accordance with the Western Australian Department of Environment Regulation *Landfill Waste Classification and Waste Definitions (as amended)* and *Environment Protection (Control Waste) Regulations 2004* (where relevant). As a minimum, the plan shall outline the total estimated volume of material, a site map showing the location of the material, the number of samples required and where/how they will be collected. The plan shall also state that sampling will be conducted by competent personnel, and all samples will be independently tested at a NATA accredited laboratory. The plan shall be submitted to the relevant Pilbara Ports Environment and Heritage team for review and written approval.

- The applicant shall send a written report to the Pilbara Ports for review and approval that summarises the outcomes of the material sampling and laboratory analysis, and the proposed destination of the material. The report shall be accompanied by suitable photos, and a copy of the NATA accredited laboratory results.

Note that all material removed from a Lot 6098 (Port Hedland) or Lot 471 (Dampier) is required to be disposed of at a licensed controlled waste facility (i.e., appropriate class landfill or private waste company) and that there is likely to be a cost associated with acceptance of this material.

Once the material has been moved from its current location, Pilbara Ports relevant site Environment team shall be presented with electronic copies of all waste tracking and/or landfill receipts (where relevant). These requirements exist as both the King Bay Industrial Estate (Lot 471) and Lot 6098 (Pilbara Ports Site and/or leased areas) are listed under the Contaminated Sites Act 2003.

9. COMPETENT PERSON

As the nature of excavation and penetration work varies from simple to complex, the approved permit holder shall ensure that excavation, penetration and/or related works are carried out or supervised by a competent person.

A competent person shall be defined as per section 1.3 of the Occupational Safety and Health Regulation 1996.

10. RISK ASSESSMENT AND SAFETY WARNINGS

This condition reiterates the importance of health and safety of its workers and the public in all areas within the Pilbara Ports.

Pilbara Ports expects that an approved Job Safety Analysis is in place prior to any excavation works taking place.

Throughout the duration of the approved works, the permit holder shall put in place all the appropriate signage on safe access and egress to the area to be excavated or the immediate area where penetration works are taking place. The signs shall be displayed to persons in or entering the area.

All excavations and penetrations that are to be left open overnight, must have additional warning devices such as flashing lights in addition to existing hard barricading, access tape and tags and signage. The appropriate signs shall comply with and be used in accordance with Australian Standard 1319-1994: Safety Signs for the Occupational Environment.

11. INCIDENT REPORTING

All near-misses, accidents, incidents or damage to in-ground or infrastructure services relating to the excavation / penetration covered by a Pilbara Ports permit must be reported immediately.

In case of an emergency at Port Hedland Eastern Harbour and Utah BHF site:

- Dial 000 for Police, Fire and Ambulance emergency services
- Pilbara Ports VTS Control Tower at Eastern Harbour by phone (08) 9173 9030
- Pilbara Ports VTS Control Tower Eastern Harbour by VHF Channel 12 or 16
- Security Gatehouse Eastern Harbour by phone (08) 9173 9043
- Utah BHF Gatehouse by phone (08) 9173 8911

In case of an emergency at Dampier and Ashburton site:

- Dial 000 for Police, Fire and Ambulance emergency services
- Security Gatehouse by phone (08) 9159 6584
- Pilbara Ports VTSC Control Tower by phone (08) 9159 6556
- Pilbara Ports VTS Control Tower by UHF Channel 17

12. SITE INSPECTION AND AUDIT

Pilbara Ports has the right to undertake inspection of the site with or without notice.

13. COMPACTION

Areas of large excavations and or excavations deeper the 0.5m are to be compacted. Compaction quantities will be determined by Pilbara Ports Engineering Services on a case-by-case basis.

14. CLEAN-UP ON COMPLETION

On completion, the permit holder shall return a copy of the approved permit to the Pilbara Ports issuing officer as acknowledgment that all works have been completed and the work site is left in a clean and safe condition.

Pilbara Ports has the option to inspect the site on completion and may require the permit holder to re-clean the site if left in an unsatisfactory condition.

15. UNKNOWN SERVICES

Pilbara Ports makes every effort to identify in-ground services to those undertaking excavation works. However, many of the drawings of services are old and their location may be approximates only. Additionally, older services may not be shown on any drawings.

All excavations and penetrations are to proceed with care. Where unknown services are found, work is to cease immediately, and the Pilbara Ports shall be advised to allow for further inspection.

Pilbara Ports Electrical Supervisor or Civil Supervisor is to be notified when in-ground or infrastructure service locating is required on the East Harbour and the Mechanical Engineer or Electrical Supervisor at Utah BHF and the Electrical Supervisor at the Port of Dampier and Port of Ashburton.

Pilbara Ports in-ground service drawings are available from the following areas:

- Pilbara Ports Mapping and Data department
- Pilbara Ports Port Maps
- Dial Before you Dig

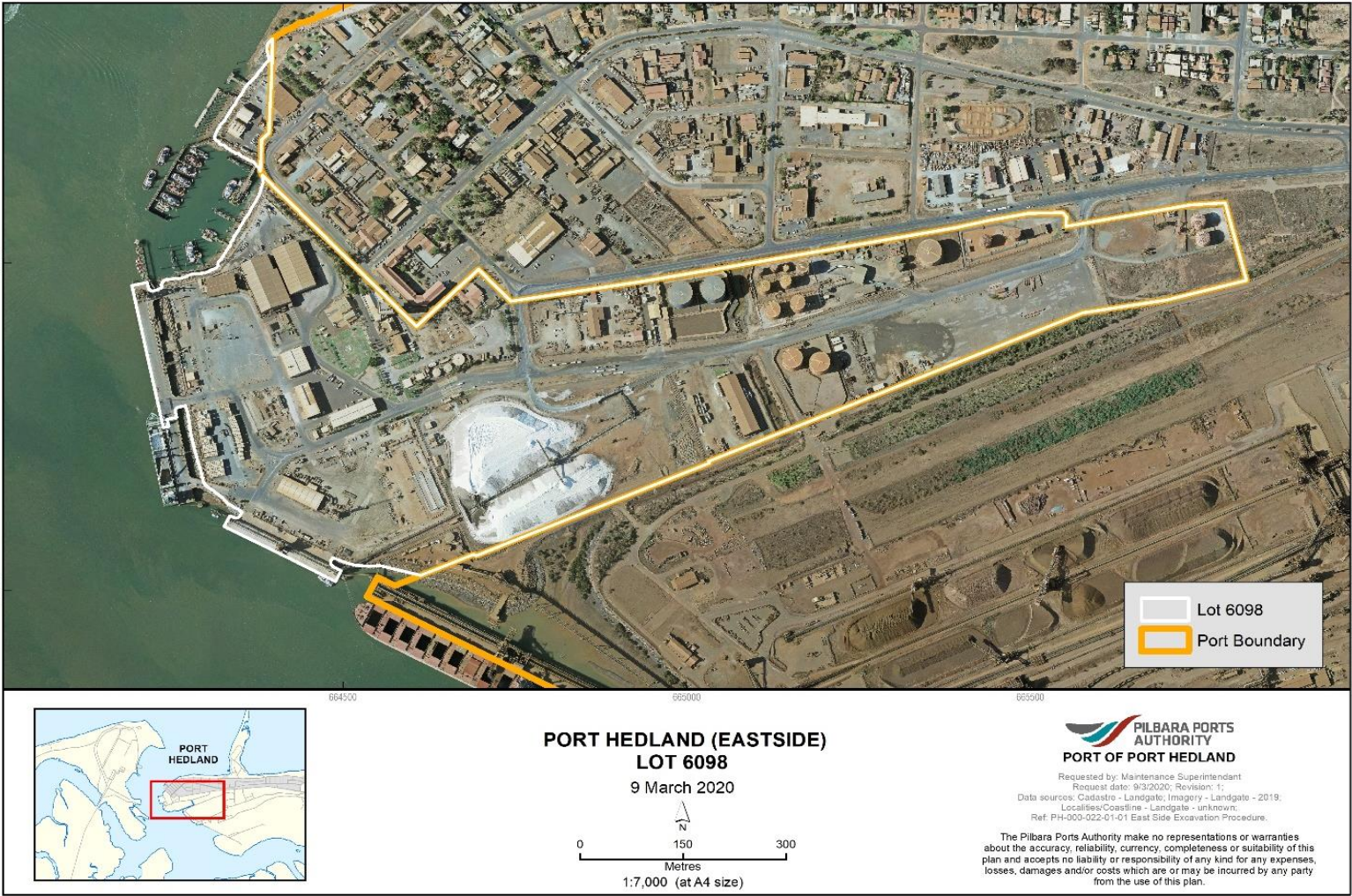
16. RESPONSIBILITY

The approval of excavation and penetration permits and monitoring of compliance to this procedure shall be the responsibility of the issuing officer.

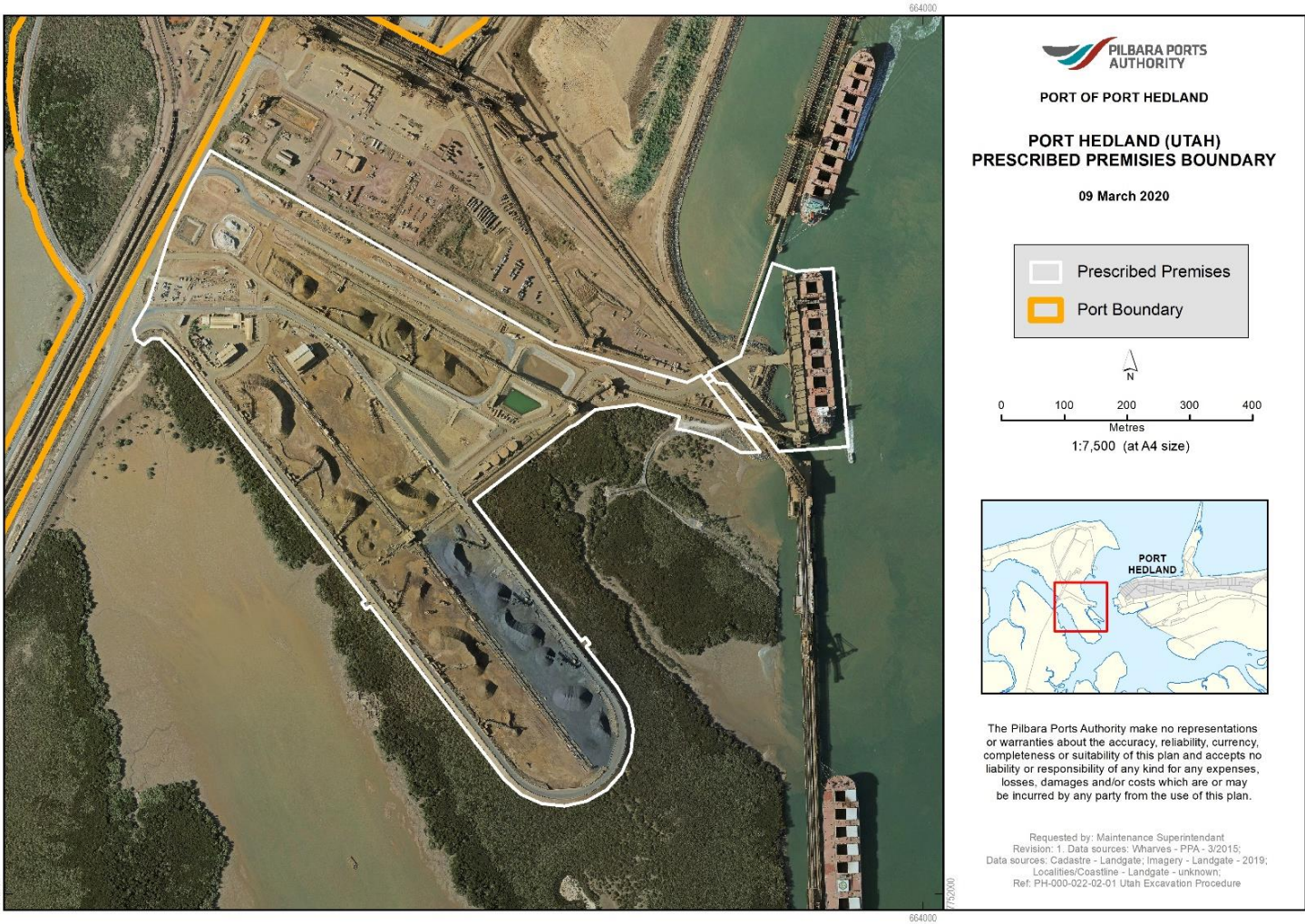
17. APPENDICES

- Port of Port Hedland – Lot 6098
- Port of Port Hedland – Utah BHF – Prescribed Premises Boundary
- Port of Dampier – Port Lands Boundary
- Port of Ashburton – Lots 238, 569 and 570

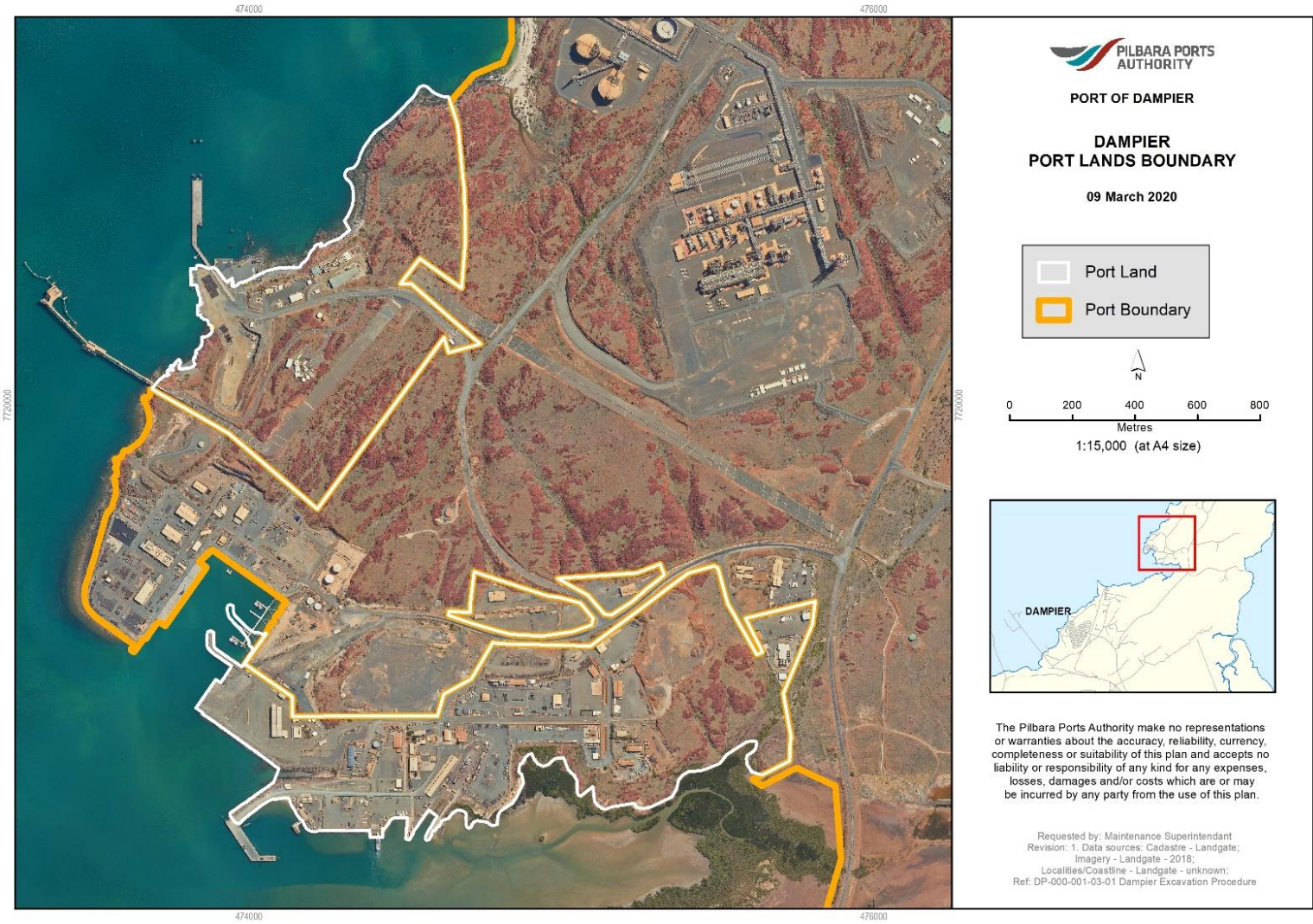
17.1 Appendix 1A – Port of Port Hedland Lot 6098



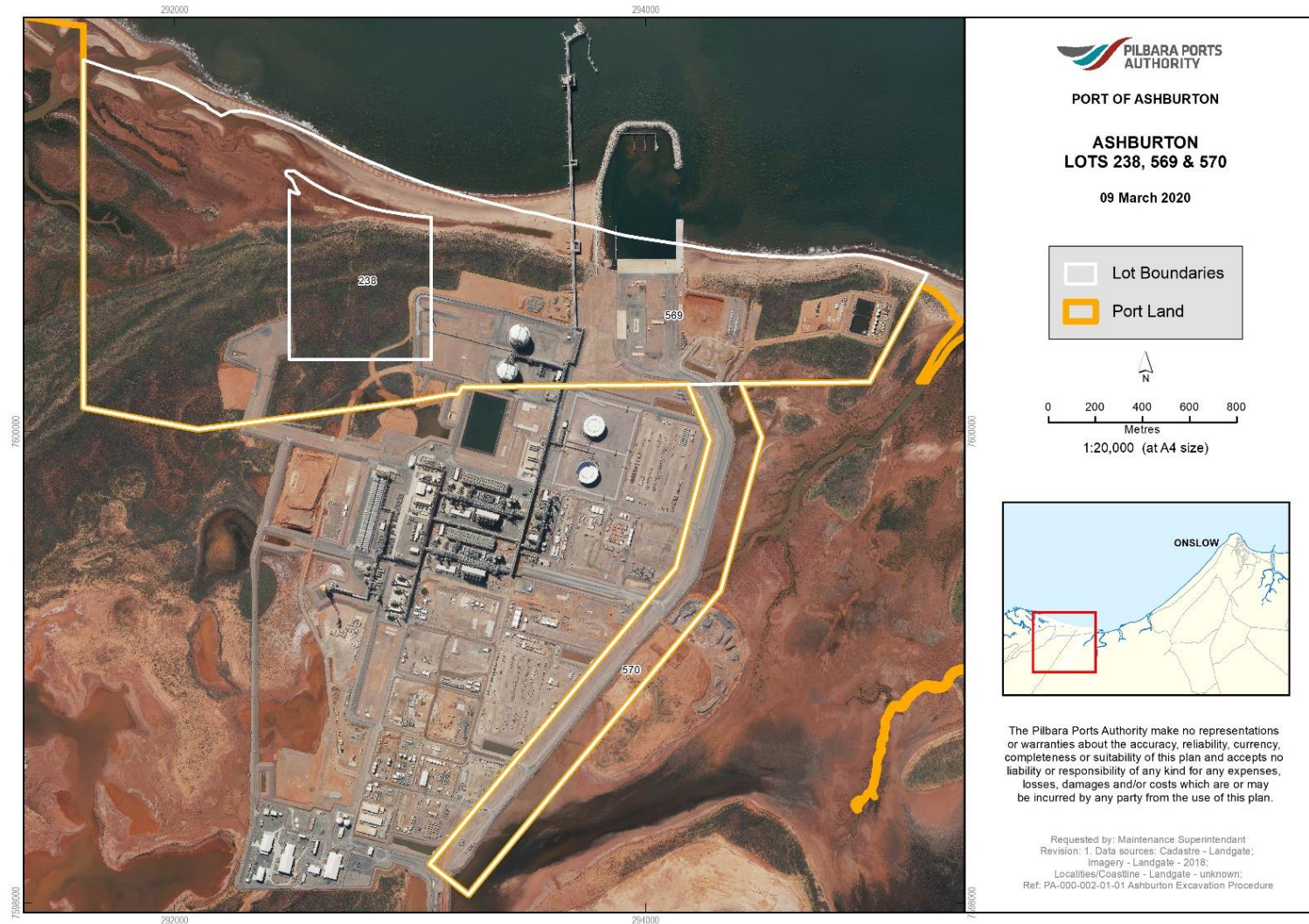
17.2 Appendix 1B – Port of Port Hedland Utah BHF



17.3 Appendix 1C – Port of Dampier



17.4 Appendix 1D – Port of Ashburton Lots 238, 569 and 570



18. DOCUMENT OWNER

The General Manager Terminal Operations is responsible for this Procedure.