



AUTHORITY TO WORK PROCEDURE

(A1569641)

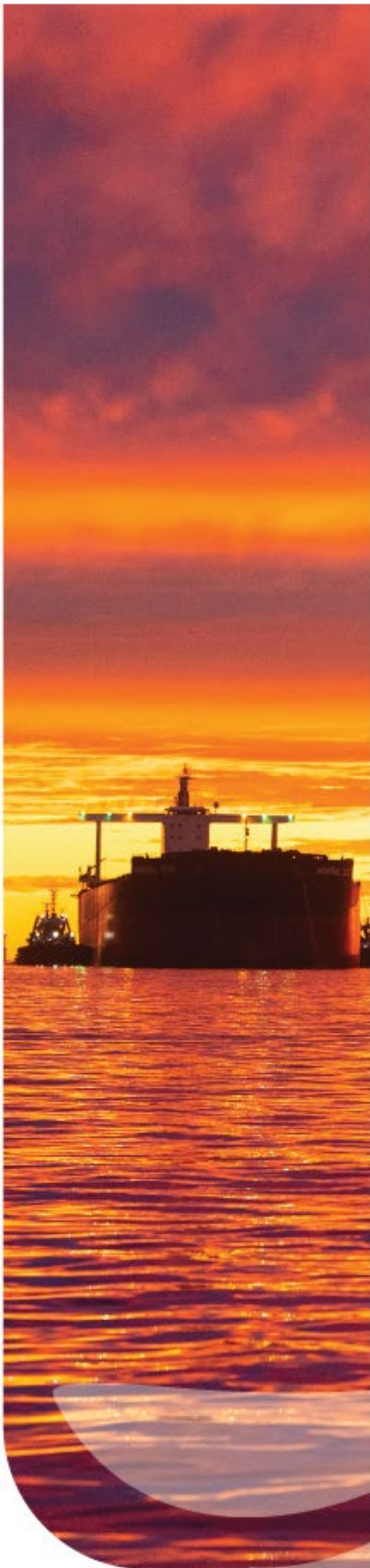


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1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
1	Health & Safety Team and Terminal Operations Team	17/10/24	Creation of Procedure

2. OBJECTIVE

The objective of this procedure is to detail the Pilbara Ports to Work process.

The aim of having an Authority to Work process in place is to ensure Pilbara Ports are aware of all works and services that are being undertaken and subsequently exercise duty of care requirements.

3. SCOPE

This procedure applies to anyone performing any works or services for Pilbara Ports or for 3rd parties engaged in works, on Pilbara Ports controlled areas including laydown yards, either directly or indirectly. Inclusive of Pilbara Ports contractors and their sub-contractors, surveyors engaged by vessels etc.

An Authority to Work is **not** required where:

- Work or services are conducted at Lumsden Construction Project
- Work or services are prescribed under a Licence Management Framework
- You are a Pilbara Ports authorised Principal Contractor and/or conducting works on behalf of an authorised Principal Contractor under a Contracted Works Agreement, have possession of the work area and approval to work under your own Health and Safety Management System and/or that of the Principal Contractors.
- Pilbara Ports Maintenance employees and contractors working directly for them
- Work or services are being undertaken on Pilbara Ports tenanted lease areas whereby lease holders have engaged work within that leased area
- Delivery of items to stores etc.
- Passenger and/or Stevedore transfers, Taxi drop off's etc.
- Working within a Pilbara Ports workshop
- Personnel completing office/administrative work. This includes anyone conducting training in and office environment.
- Helicopter operations
- The worker(s) are Pilbara Ports Employee's

4. AUTHORITY TO WORK PROCESS STEPS

Prior to accessing or conducting work or services on Pilbara Ports controlled work areas or laydown yards, the following steps must be followed:

4.1 Step 1 – Complete an Authority to Work Form

Complete an Authority to Work Form in consultation with the Pilbara Ports Contract Owner/Coordinator or Company that has requested you to conduct the works or services.

This form can be obtained by:

- Contacting the Pilbara Ports Representative or Contractor that has requested you to conduct works or services
- On the Pilbara Ports website <https://www.pilbaraports.com.au/>
- Pilbara Ports Document Management System (DMS)
- Contacting the appropriate Landside Operations as per below table

Note: The Authority to Work form should be submitted in a reasonable timeframe (*more than 48 hours prior to works or services, where possible*) to allow Landside Operations to review.

AREA	EMAIL	PHONE
Ashburton	landside.ashburton@pilbaraports.com.au	(08) 9181 3602
Dampier	landside.dampier@pilbaraports.com.au	(08) 9159 6533
Eastern Harbour	landside.operationseast@pilbaraports.com.au	(08) 9173 9108
Utah	landside.west@pilbaraports.com.au	(08) 9173 8901

4.2 Step 2 – Submit the Authority to Work Form

Forward the Authority to Work Form to the appropriate Landside Operations contact in the above table.

4.3 Step 3 - Landside Operations Review the Authority to Work form

Upon receipt of an Authority to Work form, Landside Operations will review the request against, health and safety, operational, contractual and other considerations and advise if the works is able to proceed.

4.4 Step 4 - Landside Operations Authority to Work form approval

If the Authority to Work form is approved, Landside Operations will provide a copy to the applicant. Landside Operations should communicate special instructions/conditions on the form.

An approved Authority to Work form validity period is subject to the Landside Operators discretion.

4.5 Step 5 – Location of Authority to Work form

Once the Authority to Work form has been issued. Copies must be kept in the following locations:

- One copy will be provided to the applicant. This copy shall be held at the works or services site accompanying the Risk Assessment and/or other Permits in a prominent and accessible location and/or as directed by Landside Operations
- One copy will be held by Landside Operations, if appropriate

4.6 Step 6 – Conduct works or services

Carry out the works or services safely in compliance with the Authority to Work conditions and any other permits connected to the Authority to Work.

4.7 Step 7 – Relinquish Authority to Work Permit

On completion of works or cancellation and in the first instance, the applicant must contact Landside Operations to identify mode of closure:

- By returning the completed and signed authority to work form to the Landside Operations office; or
- Confirming via phone call/email that the permit is now closed

5. DOCUMENT OWNER

The Executive General Manager Terminal Operations is responsible for this Procedure.