

# PORT OF DAMPIER – PLANT AND EQUIPMENT FUELLING PROCEDURE

A661504



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## **1. OBJECTIVE**

To define the roles, responsibilities and minimum operational processes for fuelling plant and/or equipment.

## **2. SCOPE**

This procedure covers manual refuelling of landside plant e.g. cranes, generators, vehicles etc. at the following locations:

- Dampier Cargo Wharf (DCW)
- Dampier Bulk Liquids berth (DBLB)
- Laydown areas under Pilbara Ports Control
  - Wharf Services Area (WSA) Laydown
  - Pilbara Ports Laydown Areas

Only domestically available fuels, namely diesel and unleaded petrol are covered in this procedure. An SDS for the product will be kept with the delivery device. Use of any other type of fuel is not permitted without permission from Pilbara Ports.

Vessel bunkering and other bulk liquid transfers are to be conducted in accordance with Port of Dampier Bulk Transfer Procedure.

## **3. OCCUPATIONAL HEALTH AND SAFETY**

### **3.1 Personal Protective Equipment**

Mandatory PPE standards apply to all persons on Pilbara Ports sites as per site inductions and Pilbara Ports procedures.

Additional or specialised PPE requirements for the product being handled shall be mandated in accordance with the general spill response procedure or SDS relevant to that material. This PPE must meet or exceed Pilbara Ports minimum standard.

### **3.2 Fire Fighting Equipment**

Pilbara Ports's emergency plan specifies locations of all firefighting and other emergency equipment.

The DCW and DBLB has fire hydrants, hoses, and a nozzle available inside fire cabinets. There are dry powder fire extinguishers located adjacent to the cabinets.

WSA laydown has some fixed firefighting hydrants and select emergency equipment permanently installed. External laydown areas have no fixed firefighting hydrants or other permanently installed emergency equipment.

During all fuelling operations, the operator will ensure that an appropriate class and size of fire extinguisher is supplied and kept at the refuelling point.

### **3.3 Eye wash**

An eye wash kit supplied by the operator will be always kept at the fuelling point.

#### **4. ENVIRONMENTAL PROTECTION**

Companies carrying out fuelling operations should have their own spill kits and any specialised equipment required for the product being transferred. It is the responsibility of the company carrying out the transfer to clean and dispose of all waste correctly. Waste is not to be placed in Pilbara Ports bins nor left in Pilbara Ports spill kits.

Pilbara Ports provides oil spill kits with clean up gear at various locations around site. These spill kits are not intended to be used as a control for contractors conducting fuelling operations. These kits are for all port users in case of an emergency, unexpected minor spill or to supplement any clean-up effort. Any clean up gear used is to be replaced by the user.

Fuelling operations on unsealed ground will be considered on a case-by-case basis and require a method statement showing full compliance with this procedure and be accompanied by a JHA or similar.

#### **5. OPERATIONS**

Permission must be sought from Landside Operations for any planned fuelling operation. Prior to any request, operators must be able to demonstrate an operational need to refuel on either wharf. The duty Landside Operations Coordinator (LOC) will advise operators if they should proceed by way of permit application or if alternative arrangements should be considered.

Shipping, cargo and bulk transfer operations take priority over fuelling operations. If fuelling may impact other operations, the operator must obtain agreement from the effected party. The LOC should be advised.

##### **5.1 Dangerous Goods Permit**

Written permission to conduct refuelling operations is provided by way of permit application.

A completed [Dangerous Goods Permit application](#) should be submitted to Landside Operations as soon as an operational need is recognised. A JHA or equivalent must be prepared by the operator prior to application submission.

##### **5.2 Area preparation**

The area should be prepared to reduce risk of fire and to prevent any spills from reaching the marine environment or unsealed ground.

All loose combustible materials should be removed from the immediate area. No 'hot work' is to be conducted within 25m of the operation.

The deck of the DCW and DBLB is not fully banded. Any gaps, holes or drains within a nominal distance of 5 metres should be temporarily plugged.

Fuelling operations are strictly prohibited on the wharf if 'Dangerous Goods' as cargo are being handled, imported, exported or transported regardless of class.

### **5.3 Equipment**

Self-bunded fuel trailers with integrated pumps built to the Australian Standard are the only fuel storage tank and delivery appliances permitted on the DCW or DBLB.

The fuel will be delivered via a commercially available, hand operated auto-shut off nozzle. It is recommended that the spout is fitted with a splash guard.

Alternative equipment may be considered for fuelling operations in Pilbara Ports laydown areas on a case-by-case basis.

### **5.4 Roles and responsibilities**

The fuelling operation should be conducted with a minimum of 2 personnel. In most cases, a person will be in control of the nozzle and the other shall be positioned at the trailer emergency stop.

The person at the trailer will be the person in charge (PIC) and should observe all aspects of the operation, act as a spotter for any risks or hazards in the vicinity and be prepared to stop operations immediately should any spill or leak occur.

The person in control of the nozzle is responsible for ensuring that the fuel flows at a safe and effective rate and that the tank does not overflow.

### **5.5 Transfer instructions and restrictions**

- The PIC will ensure that any JHA, work instruction or similar is understood by all other persons involved in the fuelling operation and that they are competent with the equipment to be used.
- Drip trays will be positioned under the refuelling point of the plant or equipment of sufficient size to capture any unexpected splash, drip or minor spill.
- The person operating the nozzle will remain present at the fuelling point whilst it is open to ensure that the nozzle does not become dislodged or compromised regardless of whether fuel is flowing or not.
- The nozzle will not be latched or jammed open in any way.
- Absorbent cloths or similar shall be available to immediately wipe up any minor spills or drips.
- At the conclusion of fuelling, the receiving tank shall be closed and the nozzle returned to the trailer prior to any other work.
- Fuel captured by the drip tray shall be cleaned up and cleaning materials shall be disposed of offsite.

## **6. SPILL PROCEDURE AND NOTIFICATION**

An emergency response plan covering spills and how they will be cleaned up, including disposal details of the recovered spilled product is required. A written plan is preferred however any plan can be discussed and agreed to verbally with the PIC making notes that this requirement was completed.

Should a spill occur to the wharf deck or to ground, operations are to be stopped immediately and the agreed to emergency plan commenced.

In the event of a spill:

- to the Port's marine environment (irrespective of volume), Dampier VTS must be immediately contacted on VHF channel 11 / 16, or via telephone 9159 6556 or 0428 888 800.
- All spills (marine or otherwise) are to be communicated to the duty Landside Operations Coordinator on 9159 6533 immediately once spill has been isolated and contained.

An incident notification report is required to be submitted via the Pilbara Ports website for all spills. Pilbara Ports may require a detailed investigation report dependent on factors such as quantity, product or cause. Mandatory reporting of incidents to external agencies may be required. This includes reporting of spills to the marine environment to Department of Transport WA via PolRep.

Any clean up material used or disposed of is at the expense of the operator. All contaminated waste shall be disposed of by or via a licensed waste disposal operator.

## **7. REFERENCES**

- Occupational safety and health including PPE standards for Pilbara Ports sites - <https://pilbaraports.com.au/Home/Safety-and-security/Occupational-safety-and-health>
- Pilbara Ports permits, procedures and handbooks - <https://pilbaraports.com.au/Port-of-Dampier/Port-Operations/Permits,-procedures-and-handbook>
- Pilbara Ports emergency plans - <https://pilbaraports.com.au/Port-of-Dampier/Security-and-safety/Emergency-preparedness-and-response>
- Incident reporting - <https://pilbaraports.com.au/Home/Safety-and-security/Hazard-and-incident-reporting>
- AS 1692 – Tanks for Flammable and Combustible Liquids
- AS 1940 – Storage and Handling of Flammable and Combustible Liquids
- AS 2809 – Road Tank Vehicles for Dangerous Goods

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**8. DOCUMENT AMENDMENT TABLE**

| <b>VERSION</b> | <b>PREPARED BY</b>  | <b>DATE</b>   | <b>AMENDMENT</b> |
|----------------|---------------------|---------------|------------------|
| 1              | Landside Operations | April 2022    | New Document     |
| 2              | Landside Operations | December 2024 | Annual review    |

**9. DOCUMENT AMENDMENT TABLE**

The Port Manager - Dampier is responsible for this procedure.

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Approved by: GM Terminal Operations