



Contractors and Port Users Safety, Environment and Security Standard

Brief description

This Standard outlines GPC's expectations of contractors and Port Users accessing or undertaking work on GPC land and facilities.

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If you require any further information, please contact the Custodian.

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The current version of this Standard is available on GPC's Intranet.

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1 Terms and definitions

In this Standard:

“**Audit**” means a formal, documented examination of systems, Procedures and practices to verify their compliance with the requirements of GPC’s Management Systems.

“**Construction Work**” means under the WHS Regulation 2011:

Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.

Construction work includes the following:

- (a) any installation or testing carried out in connection with an activity mentioned in subsection (1);
- (b) the removal from the workplace of any product or waste resulting from demolition;
- (c) the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- (d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- (e) the installation, testing or maintenance of an essential service in relation to a structure;
- (f) any work connected with an excavation;
- (g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned in subsection (1);
- (h) an activity mentioned in subsection (1), that is carried out on, under or near water, including work on buoys and obstructions to navigation.

“**Contract Owner**” means Person Appointed by GPC as the Principal’s Representative under the contract

“**Contract Delegate**” means Person Appointed by Contract Owner to exercise any functions of the Principal’s Representative under the contract under the contract

“**Contract Supervisor**” means Person Appointed by Contract Owner or Contract Delegate to operate under the direction of the Contract Owner or Contract Delegate. In relation to the contract is responsible for:

- managing all aspects of health, safety, environment (HSE) and quality, and compliance with GPC systems
- managing the contract’s scope and specification and related changes
- contract handling activities such as:
 - contract implementation
 - measurement of completed work and calculation of payments
 - monitoring the contract relationship and addressing related problems

- incorporating necessary changes or modifications in the contract
- ensuring both parties meet or exceed each other's expectations
- actively interacting with the vendor to achieve the contract's objective
- expediting performance of the contract
- ensuring all documentation is completed.

“Environmental harm” Has the same meaning as that given in the Environmental Protection Act 1994 (Qld).

“Escort” means a person who escorts, or continuously monitors, another person in a maritime security zone.

“Fire Wardens” are nominated GPC WORKERS who have received training regarding fire safety and are capable of assisting in facility evacuation in the event of a fire alarm or other emergency event.

“Harm” means injury, ill-health, environmental harm, damage to property or other loss.

“Hazardous Manual Task” as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- (a) (a) repetitive or sustained force;
- (b) (b) high or sudden force;
- (c) (c) repetitive movement;
- (d) (d) sustained or awkward posture;
- (e) (e) exposure to vibration.
- (f) These factors (known as characteristics of a Hazardous manual task) directly stress the body and can lead to injury.

“Incident Controller” means an onsite leader controlling the scene of an emergency incident, or a person appointed by a facility manager who will coordinate the emergency response who forms the liaison between the Crisis Management Team and Emergency Services.

“Inspection” means a viewing of an area, activity or equipment to proactively identify hazards.

“Investigation” means a formal review of an INCIDENT or event to identify causal factors and make recommendations to support learning and mitigate future likelihood of occurrence or impact of consequences. Regulatory authorities may also conduct investigations or request GPC investigation reports.

“Management Plan” provides comprehensive information and context on the activity/process. It also provides information of how objectives and obligations are met and should reference associated Procedures.

“Monitor” means an examination of the effectiveness, suitability and efficiency of the business compliance against legal requirements and its elements and components.

“Non-conformity” means non-fulfilment of a requirement.

“Notifiable Incident” means an Incident that must be notified to a Regulatory Authority.

“**PEER**” means GPC’s Pollutants, Emissions and Energy Reporting Tool (PEER) provided to contractors required to report pollutant, emissions and energy data to assist GPC to meet its regulatory reporting requirements.

“**Persons**” Includes but is not limited to all contractors, sub-contractors and service providers and a reference to a person includes a corporation, trust, partnership, unincorporated body or other entity whether or not it comprises a separate legal entity.

“**Port activities**” means all activities carried out on PORT LAND, other than shipping, marine vessel and other water-based activities.

“**Port User**” means parties requiring access to GPC’s facilities to undertake work, but who are not engaged by GPC.

“**Procurement**” means the overarching activities and processes to acquire goods and services.

“**RISK control**” means taking action to eliminate RISK so far as is reasonably practicable, and if that is not possible, minimising the RISKS so far as is reasonably practicable. Eliminating a HAZARD will also eliminate any RISKS associated with that HAZARD.

“**Security Regulated Ship**” means a regulated Australian ship or a regulated foreign ship.

“**Social Responsibility**” means the responsibility of an organisation for the impacts of its decisions and activities on society and the environment through transparent and ethical behaviour that:

- (a) contributes to sustainable development, including health and welfare of society;
- (b) takes into account the expectations of stakeholders;
- (c) is in compliance with applicable law and consistent with international norms of behaviour; and
- (d) is integrated throughout the organisation and practiced in relationships.

“**Visitor**” means any person who is legitimately on-site and not a WORKER.

“**Workplace**” means a place where work is carried out for a business or undertaking and includes any place where a WORKER goes, or is likely to be, while at work. It also includes a vehicle, vessel, aircraft or other mobile structure; and any waters and any installation on land.

Terms that are capitalised and not otherwise defined in this Standard are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

GPC has obligations to ensure that activities undertaken by, or on its behalf, do not present unacceptable risks to workplace health and safety, the environment and the maintenance of a compliant security regime.

GPC also has obligations for contractors and Port Users entering its sites to carry out work even if that work is not for, or on behalf of, GPC.

In this Standard, contractors are defined as, parties engaged by GPC to provide goods or services. Port Users are defined as parties requiring access to GPC’s facilities to undertake work, but who are not engaged by GPC. This includes, but is not limited to; the employees and contractors of:

- State and Commonwealth Government Agencies
- Coal customers
- Shipping agents
- Provedores
- Surveyors
- Rail operators
- Coal samplers
- Taxi drivers
- Truck drivers

2.2 Scope

This Standard applies to all contractors and Port Users (including third parties engaged by Port Users) who enter or carry out work on land, infrastructure or other areas which GPC manages.

2.3 Objectives

This Standard aims to:

- Clearly document minimum requirements for contractors and Port Users while performing activities within port areas that GPC manages.
- Ensure that GPC meets its regulatory obligations.
- Establish the accountabilities of key stakeholders involved in managing the safety, environment and security risks associated with contractors and Port Users' activities.

3 Principles and requirements

This Standard is available:

- on the GPC website;
- from the GPC Supply team;
- from the Contract owner / delegate or Port User Representative.

All contractors or Port Users must have a designated GPC employee as a primary point of contact.

Key legislation that supports this Standard is referenced in Appendix 1 - Related Documents.

3.1 Management Plans / Risk Assessments

All contractors and Port Users entering onto GPC sites must, as indicated throughout this Standard, provide documentation for review that is suitable to the scale, scope and risk associated with the task. This documentation may include the following:

- Safety Management Plans;

- (b) Environmental Management Plans (template as a guideline is available in Appendix 2);
- (c) Emergency Response Plans;
- (d) Project Management Plans;
- (e) Work Method Statements and / or RISK Assessments.

All relevant information required will be detailed through the tendering process for contractors and the induction approval process for Port Users. This will be determined by the Contract owner / delegate or Port User Representative in consultation with the Safety, Environment and Security Teams.

3.2 Licenses / competencies / qualifications

Contractors and Port Users must have the appropriate licences, evidence of competencies and qualifications to operate plant, equipment and vehicles or to conduct specific activities i.e. asbestos removal, scaffolding, crane operation, rigging etc., regulated waste removal, demolition work or operation of heavy vehicles.

Contractors and Port Users must provide the relevant licence, competency or qualification prior to mobilisation, and when requested by the Contract owner / delegate or Port User Representative for audit purposes.

3.3 Inductions

All contractors and Port Users entering GPC sites must have completed the appropriate GPC access and area inductions prior to entering the site. Refer to Section 5 of this Standard for further details.

3.4 Incident and Emergency Management

Contractors and Port Users need to be aware of incident and emergency response requirements in their work area and will be expected to participate in testing, response, evacuation, notification and investigation activities as required. The Contract owner / delegate or Port User Representative is responsible for ensuring that contractors and Port Users are aware of these requirements.

3.5 Event Reporting

All Hazards, Incidents, near misses, injuries or illnesses must be notified to the Contract owner / delegate or Port User Representative as soon as practicable. These details will be recorded in the INCIDENT Management System (SAI360) by the Contract owner / delegate or Port User Representative. The Contract owner / delegate or Port User Representative will follow GPC's Incident Management and Investigation Procedure.

Any emergency must be reported immediately to 000 to mobilise the required Emergency Services. If in doubt about whether to contact 000, seek advice from the Contract owner / delegate or Port User Representative.

The Contract owner / delegate or Port User Representative, once notified of an emergency, must in turn notify their Line Manager and General Manager so a decision can be made about whether to enact an Emergency Management Team and appoint an Incident Controller.

Note: On operational sites, the security hut must also be notified of the emergency to ensure that the emergency services have rapid access to the site.

- RGT – 49 761 222

- Port Central – 49 761 215

3.6 Event Response

Response to any event must be conducted within an individual's levels of training and capability. Actions are not to be undertaken that would further expose people, the environment, property, systems and processes.

External expertise (Emergency Services: 000) must be requested for all emergency events or when a response requirement is beyond the available capability as determined by the GPC Incident Controller.

3.7 Evacuations

Contractors and Port Users must be provided with relevant evacuation information by their Contract owner / delegate or Port User Representative. In the event of an evacuation, the site or building evacuation process must be followed. Contractors and Port Users must follow directions provided by the GPC Incident Controller and Fire Wardens.

3.8 Notifiable Events

Regulatory authorities must be advised promptly of all 'notifiable' incidents. Contractors and Port Users should inform their Contract owner / delegate or Port User Representative of their intention to notify regulatory authorities as soon as is reasonably practical. Further requirements are outlined in the Incident Management and Investigation Procedure.

In accordance with the *Environmental Protection Act 1994* (Qld) any person undertaking an activity who becomes aware of an incident that causes or has the potential to cause serious or material environmental harm has a duty to notify the Department of Environment and Science.

In addition any person undertaking an activity has an obligation to notify the owners or occupiers of any affected land of any event which causes, or has the potential to cause, environmental harm. Notification should be made to the Contract owner / delegate or Port User Representative as soon as reasonably practicable after becoming aware of the issue.

3.9 First aid facilities and first aid kits

GPC relies on the Emergency Services such as the Queensland Ambulance Service and the Queensland Fire and Rescue Service as the primary response agencies for emergencies at its sites.

In cases of emergency, GPC first aid resources are available for use. However, contractors and Port Users are responsible for providing adequate first aid resources to their employees in accordance with the *QLD First Aid Code of Practice*.

3.10 Spill response facilities

Contractors and Port Users must provide spill response resources when conducting activities on GPC land or facilities where the potential to spill contaminants to land or water has been identified.

Spill kits are available across GPC in locations where there is potential that a spill may occur, such as refuelling bays and workshops. A number of GPC employees are trained in the use of Spill Kits and First Strike Oil Response.

In the event of a spill to the marine environment, the response is managed under the First Strike Oil Response Deed between GPC and Maritime Safety Queensland.

4 Health, Safety and Environment

4.1 Fit for work

All contractors and Port Users entering GPC workplaces must present themselves in a *fit for work* condition in accordance with the GPC Fit for Work Standard to access a GPC site.

Drug and alcohol

It is a condition of entry that any person entering a GPC site must comply with the GPC Testing for Alcohol and Other Drugs Procedure.

Fatigue

Contractors and Port Users must identify fatigue risks and impose suitable management controls of those risks through their risk management processes. These assessments and management controls must be available to the Contract owner / delegate or Port User Representative when requested.

Additional requirements for Contractors are outlined in GPC's Fatigue Risk Management Procedure.

Smoking

Smoking at GPC Workplaces must only occur in accordance with the Smoking at GPC Procedure.:

4.2 Traffic management

The Queensland road rules as stated in the Transport Operations (Road Use Management—Road Rules) Regulation 2009 apply at GPC sites, unless otherwise specified.

Additional requirements for operation of light vehicles and mobile equipment are outlined in the GPC Safe Operation of Mobile Equipment Procedure. Area specific requirements around safe parking locations (e.g. on the wharf) are outlined in Area Inductions.

All vehicles, mobile plant and equipment that require access to GPC parklands, need authorisation from the GPC Parks and Recreation Superintendent.

Traffic management plan

Any work that will disrupt normal traffic flow within a security gate controlled operational site (such as RGT) will require a traffic management plan that is to be reviewed by the Contract owner / delegate or Port User Representative and communicated to relevant personnel by the Contract owner / delegate or Port User Representative. This traffic management plan must identify appropriate controls to address the risks identified through the risk assessment.

GPC has Land Use Plans (LUPs) for all strategic and operational port lands under our management. Depending on the type and scale of new developments, traffic management plans may be required for the construction and/or operational phases. The GPC Planning and Port Infrastructure Asset teams are to be consulted in relation to this.

For work being performed on public accessible roads, the level of traffic management may depend on a variety of factors including the location, duration and complexity of the works. Personnel involved in the design and implementation of temporary traffic management plans for work on public roadways, or within a road reserve, must be trained and competent in the application of the relevant guidelines. These guidelines include:

- Austroads Guide to Temporary Traffic Management (AGTTM)

- Transport and Main Roads QLD Guide to Temporary Traffic Management (QGTMM)
- Transport and Main Roads QLD Manual of Uniform Traffic Control Devices (QLD MUTCD)
- AS1742 – Manual of Uniform Traffic Control Devices (MUTCD)
- WHS QLD – Traffic Management for Construction or Maintenance Work Code of Practice.

All controls required through any traffic management plans must be implemented prior to starting work.

4.3 Cranes and lifting operations

All cranes used for work on GPC sites must be registered, operated and maintained in accordance with the relevant requirements of the *QLD WHS Regulations* and *Mobile Crane Code of Practice*,

Operations involving cranes and associated activities, such as rigging, slinging, and controlling a load, must be performed by licensed and competent personnel in accordance with the *QLD WHS Regulations*.

Further requirements, including process for permits to conduct lifting operations on GPC wharves, are outlined in GPC's Lifting Operations Procedure.

4.4 Authorised access requirements

Contractors and Port Users must obtain the appropriate permit and authorisation from their Contract owner / delegate or Port User Representative prior to accessing and commencing work at the following:

- (a) High voltage access – refer to GPC High Voltage Isolation and Access Procedure
- (b) Accessing stockpiles – refer to GPC Stockpile Access Procedure
- (c) Accessing dump stations and / or reclaim tunnels
 - The Contract owner / delegate or Port User Representative must obtain the appropriate permission from the Operations Control room prior to commencement of work.
 - Comply with entry instructions, including activating the lighting and ventilation where relevant.
- (d) Work around rail lines
 - Personnel conducting work around rail lines are required to hold current SARC training competencies.
- (e) Overside maintenance work to vessels
 - refer section 4.15.1
- (f) Accessing Ticor Quarry
 - Contractors and Port Users must complete Ticor Quarry area induction and be approved for access by the Operations Auxiliary Superintendent.

4.5 Removal of flooring and or permanent edge protection

A floor/edge protection removal permit must be obtained from the Contract owner / delegate or Port User Representative prior to creating any unprotected edge or opening in flooring (e.g. removing handrails, sections of flooring etc.). The Contract owner / delegate or Port User Representative must ensure that requirements within the GPC Temporary Removal of Flooring and/or Edge Protection Procedure are met, including approval of the permit.

The re-installation of the flooring or handrail must be checked by the relevant GPC personnel in accordance with the GPC Temporary Removal of Flooring and/or Edge Protection Procedure.

4.6 Hot work

All welding work must be performed in accordance with the *QLD Welding Processes Code of Practice*.

A Hot Work Permit must be completed by the Contract owner / delegate or Port User Representative and implemented prior to commencement of the work activity. Contractor or port user hot work procedures must meet the minimum requirements in the GPC Hot Work Procedure.

4.7 Confined space

Confined spaces must be managed in compliance with *QLD Confined Space Code of Practice*.

The Contract owner / delegate or Port User Representative must complete the Confined Space Entry Permit and communicate with the contractors to ensure all requirements are understood. All confined space work must be performed in accordance with the GPC Safe Work in Confined Spaces Procedure.

4.8 Excavation and penetration

All excavation work at GPC managed sites must be conducted in compliance to the *QLD Excavation Code of Practice* and *Managing the Risk of Falls at Workplaces Code of Practice*.

An Excavation/Penetration Permit (including for building penetrations) must be obtained where the conditions within the GPC Excavation and Penetration Procedure are met. The Contract owner / delegate or Port User Representative will assist in obtaining and issuing the permit. All requirements to be followed are outlined in the GPC Excavation and Penetration Procedure.

Note: Refer to section 4.25 Cultural Heritage for additional requirements.

4.9 Isolation and lockout

All potentially hazardous energy sources shall be identified, removed and/or isolated and verified for de-energisation before commencing work.

All plant being worked on that has potential hazardous energy sources must be isolated by an approved and competent GPC Isolation Officer and be performed in accordance with the GPC Isolation and Lockout Procedure.

The Contract owner / delegate or Port User Representative must ensure that all people working on the plant complete the relevant GPC isolation and lockout training, complete all relevant documentation and apply their personal red lock or a general GPC red isolation lock with a corresponding personal lock identification tag to the corresponding isolation lock box. Locks and identification tags can be obtained through the Contract owner / delegate or Port User Representative.

4.10 Demolition work

All demolition work must be conducted in accordance with the *QLD Demolition Work Code of Practice*.

Contractors are responsible for the appropriate disposal of all waste generated by demolition activities as per section 4.23 Waste and resource management.

4.11 Asbestos

All activities that involve asbestos containing materials or removal of asbestos must be managed in accordance with the *QLD How to Manage and Control Asbestos in the Workplace Code of Practice* and *How to Safely Remove Asbestos Code of Practice*. Further information is also outlined in the GPC Asbestos Management Procedure.

The Contract owner / delegate or Port User Representative is required to provide the relevant sections of the GPC asbestos register to the contractor.

A risk assessment must be provided by the contractor to the Contract owner / delegate or Port User Representative for any activities that will disturb or potentially disturb asbestos containing material and be approved by the GPC Safety Team.

If the asbestos work is classed as licensed asbestos removal work then the licensed asbestos worker must provide an asbestos removal control plan to the Contract owner / delegate or Port User Representative.

A licensed asbestos removalist must give written notice to WHS QLD at least 5 days before the licensed asbestos removal work commences and provide a copy to the Contract owner / delegate or Port User Representative.

Asbestos waste must be disposed of at an appropriately licenced facility and a copy of the waste transport certificate and clearance documentation must be provided to the Contract owner / delegate or Port User Representative.

4.12 Chemical management

Contractors and port users are to manage chemicals on GPC owned and operated sites in accordance with the GPC Hazardous Chemical Management Procedure.

(a) Refuelling

The refuelling of equipment must be undertaken with containment and spill management appropriate of the activities risk. Whenever possible refuelling should occur at one of GPC's permanent refuelling locations (note: this may require the approval of the site manager). Appropriate containment can include: using drip trays, and temporary bunding.

No refuelling should occur within 10m of a drain, pond or other water body where it is practical. If this is not practical then a risk assessment must be undertaken and a work method developed to prevent spilt materials entering water. The risk assessment and work method must be available to be reviewed by a Contract owner / delegate or Port User Representative.

(b) Bunkering

The activity of bunkering at GPC facilities is only allowed at approved locations unless under an emergency, an abnormal situation, or a legitimate business need exists. In this case, bunkering will only be approved after a risk assessment is completed and appropriate management actions are put in place to address any areas of concern. The risk assessment and the adequacy of proposed management

actions must be reviewed and approved by the Contract owner / delegate or Port User Representative in consultation with the Safety and Environment Sections.

The approved bunkering locations are:

- 1 Port of Gladstone:
 - a) Auckland Point Berth 3 (bundled area) and waterside by an approved marine operator (preferred options)
 - b) Auckland Point Berth 1, 2 & 4
- 2 Port Alma Shipping Terminal – Berths 1, 2 & 3.
- 3 Port of Bundaberg – Tug Berth and Bulk Sugar Berth.

Bunkering activities carried out at approved locations still require documented risk assessment/ procedures to ensure adequate control measures are implemented to prevent risk to environment, health and safety. Such documentation must be available on request by a contract owner / delegate or Port User Representative.

4.13 Falls (including working at heights)

All work at heights must be performed in accordance with the *QLD WHS Regulation and Managing the Risk of Falls at Workplaces Code of Practice*. GPC specific requirements are outlined in the GPC Work at Height Procedure.

4.14 Scaffolding

All scaffolding activities shall be performed in accordance with the *QLD WHS Regulation and Scaffolding Code of Practice*. GPC specific requirements, including for tidal zone scaffolds, are outlined in the GPC Safe Use of Scaffolds Procedure.

Prior to the erection of any scaffold, approval must be obtained from the Contract owner / delegate or Port User Representative to ensure the scaffold or equipment placed on the scaffold will not interfere with moving or operating plant.

4.15 Working over or near water

Prior to conducting any work over or near water a risk assessment must be undertaken by the contractors and Port Users to determine suitable controls and an appropriate rescue plan. Requirements within the GPC Work at Height Procedure, including when working in EWP or workbox over water must be met.

The risk assessment must also give consideration to potential environmental impacts such as spills to water. The risk assessment and the adequacy of any control measures must be reviewed and approved by the Contract owner / delegate or Port User Representative in consultation with the Safety and Environment Sections.

(a) Vessel Requirements

All vessels must comply with *Transport Operations (Marine Safety) Act 1994* (TOMSA) and the National Standard for Commercial Vessels (NSCV).

All vessels must adhere to relevant 'Notice to Mariners' issued by Marine Safety Queensland (MSQ).

The NCSV provides standards for vessel survey, construction, equipment, design, operation and crew competencies for domestic commercial vessels.

The TOMSA imposes a general safety obligation on all vessel owners and operators, masters and crew to operate vessels safely at all times. This responsibility includes making sure the ship is:

- Safe
- Properly equipped and maintained
- Operated in a safe manner

All have a vessel safety management plan (VSMP), which can be produced on request and vessel master can demonstrate compliance with the VSMP

(b) Over-side maintenance works and in-water hull cleaning of vessels at berth

For environmental reasons, there are strict guidelines for undertaking over-side maintenance work on vessels as well as in-water hull cleaning.

Overside maintenance work includes, but is not limited to, re-painting of the load line or vessel name.

In accordance with the Department of Transport and Main Roads *Port Procedures and Information for Shipping, Port of Gladstone*, ships wishing to undertake overside maintenance work whilst at berth must seek permission from the on-shift Production Supervisor to undertake over-side work. The request must be made a minimum 48 hours prior to arrival at the berth and be accompanied by a risk assessment and/or management plan that has identified the environmental hazards and risks associated with the work and the controls that will be implemented to mitigate the risks.

The Ship's Agent is responsible for coordinating any request for conducting overside maintenance work or in-water hull cleaning and submitting a risk assessment/management plan.

As with over-side work, in-water hull cleaning is acceptable at GPC berths with the same permission requirements as well as evidence from the Ships Agent that the activity meets the *Antifouling and In-water Cleaning Guidelines* and the party conducting the activity has the appropriate environmental approvals as required.

(c) Protection of *EPBC Act* marine megafauna species

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) states that a person must not take an action that:

- (i) has, or will have, a significant impact on a listed threatened species included in the critically endangered, endangered or vulnerable species categories; or
- (ii) is likely to have a significant impact on a listed threatened ecological species included in the critically endangered, endangered or vulnerable species categories.

The species of marine megafauna most susceptible to vessel strike in the Port of Rockhampton; Port of Gladstone and Port of Bundaberg are turtles, dugongs and inshore dolphins.

Contractors and Port Users undertaking vessel operations should reduce disturbance to these marine megafauna species by:

- Avoiding travel over seagrass meadows and shallow water;
- Keeping a look out for surfacing dugongs, turtles and inshore dolphins;

- Operating off the plane over seagrass meadows and shallow water;
- Avoiding disturbing the bottom over seagrass beds and in shallow water; and
- Obeying speed limits within Port areas.

4.16 International Vessels and Cargo

The Port of Gladstone (PoG), Port of Bundaberg (PoB) and Port of Port Alma are First Points of Entry (FPOE's) for international vessels and cargo. To help protect Australia from foreign pests and disease, it is a requirement under the *Biosecurity Act 2015* (Cth), that persons who assist in receiving international vessels must be aware of their FPOE obligations.

The FPOE Biosecurity Standards (Ports) describe what operators within FPOE need to do to meet these regulatory requirements, namely the *Biosecurity Regulation 2016* (Cth) s 58.

All entities operating at an FPOE are responsible for meeting the standards relevant to their part of the port's operations. These entities include port authorities, third-party operators leasing berth space, stevedores, shipping lines and other logistical agents.

The standards ensure all operators facilitating international arrivals at the port have the procedures and infrastructure in place to:

- 1 manage the biosecurity risks associated with arriving vessels, travellers and cargo
- 2 respond to and report biosecurity or human biosecurity incidents
- 3 manage biosecurity waste appropriately
- 4 support biosecurity officers to safely and effectively assess, inspect and treat goods under biosecurity control
- 5 manage the environment around the port of entry to reduce its receptivity to pests and diseases of biosecurity concern.

All who assist in receiving international vessels at FPOE must complete the awareness package to achieve compliance with regulatory requirements and keep a record of the training.

The standards and awareness package can be located at <http://www.agriculture.gov.au/biosecurity/avm/vessels/first-point-entry-and-non-first-point-entry> and <https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/biosecurity/>

4.17 Barricades

Barricades must be implemented to protect people from hazards, such as, but not limited to, falling objects, moving plant, falls from height, exposure to hazardous energy sources / work processes, unauthorised entry to a work area. All barricading, including signage, must be in accordance with the GPC Barricades Procedure.

4.18 Remote or Isolated Work

Remote or isolated work, in relation to a Worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work.

Contractors and Port Users must ensure that they have a suitable communication plan in place for any activities that involve remote or isolated work in line with the *WHS Regulation*.

The communication plan must be routinely tested for its ongoing effectiveness.

A risk assessment for the task must detail suitable first aid and emergency response actions, and be available for review by the Contract owner / delegate or Port User Representative.

4.19 Manual handling

Risk assessments must determine all manual handling risks associated with the task to be performed in line with the *QLD Hazardous Manual Tasks Code of Practice*.

The hierarchy of controls should be applied for manual handling tasks, with the aim to eliminate, substitute or engineer the risk.

Where manual lifting is required then safe lifting techniques, team lifts, stretching / warming up, assessing the loads weight, and knowledge of the travel path must be implemented.

4.20 Abrasive blasting

All abrasive blasting activities must be performed in accordance with *QLD Abrasive Blasting Code of Practice* and GPC Abrasive Blasting Procedure.

4.21 Construction activities

Construction work related RISKS must be managed in accordance with *QLD WHS Regulation*.

Construction safety management plans and work method statements for all high risk construction activities must be reviewed by the Contract owner / delegate or Port User Representative prior to the Contractor mobilising to site.

An Environmental Management Plan (EMP) will be required for any construction activity where an EMP is triggered through the assessment by GPC of the Contractor's Environmental Questionnaire.

4.22 Personal protective equipment

The minimum PPE requirements for entering or working on a GPC site are outlined in the GPC Personal Protective Equipment (PPE) Procedure. Depending on the task specific hazards, supplementary PPE may be required as identified in the risk assessment.

Contractors and Port Users must perform risk assessments to determine any additional task specific PPE that is required.

Contractors and Port Users must provide PPE to their personnel.

4.23 Waste and resource management

(a) General

Waste must be managed in accordance with the Environmental Protection Act 1994 (Qld), Environmental Protection Regulation 2019 (Qld), Waste Reduction and Recycling Act 2011 (Qld) and the Waste Reduction and Recycling Regulation 2023 (Qld).

It is the responsibility of contractors and Port Users to identify, store, handle and dispose of all waste generated as a result of their activities, in a safe, and environmentally responsible manner. Waste generated as a result of contractor activities must be managed according to the contract terms and conditions, or as directed by the Contract owner / delegate or Port User Representative.

Contractors and Port Users should consider the efficient use of natural resources such as energy and water and waste minimisation following the waste and resource management hierarchy in the management of their works and/or service provision.

(b) Biosecurity Waste

GPC's Ports in Gladstone, Port Alma, and Bundaberg have all been determined as First Point of Entry Ports (FPOE). Under the *Biosecurity Regulations 2016* (Cth) s 58, GPC is required to ensure that there is 'appropriate procedures in place providing for biosecurity measures to be taken to manage the level of biosecurity risk associated with operations carried out at the port'. The Department of Fisheries and Forestry (DAFF) *First Point of Entry Standards (port) – Guide to meeting section 58 of the Biosecurity Regulation 2016* is used by GPC to set the minimum requirements to meet its FPOE obligations.

Under the Standards Biosecurity Waste management required by GPC is set out in Table 1.

Table 1 – Waste Goods Management Standard*

Standard	Evidence	Responsibility
Waste goods – collection and treatment (onshore)	<p>Arrangement for the collection and treatment of waste goods subject to biosecurity control from the port and berth precincts:</p> <p>1) Arrangement with department approved waste management provider: or</p> <p>2) If option 1 is not viable, an alternative arrangement approved by the DAFF.</p>	<p>Entities that operate physical areas within the first point of entry where goods and conveyances subject to biosecurity control are managed, for example:</p> <ul style="list-style-type: none"> • port authority • berth operators. <p>Not required at berths that do not land goods</p>

*Taken from the *First Point of Entry biosecurity standards (ports) – Table 2*

DAFF's FPOE (Ports) standard set out measures GPC is required to abide by to ensure it meets its FPOE obligations. In relation to the management of waste GPC holds an Approved Arrangement (AA) Q1385 (#1737267) issued under the *Biosecurity Act 2015* (Cth) by the Department of Fisheries and Forestry (DAFF). GPC's AA Classes are;

- 10.2 Biosecurity Waste Collection
- 10.5 Biosecurity Waste Storage
- 10.6 Biosecurity Waste Transport

GPC also holds the Environmentally Relevant Activity (ERA) 57 for Regulated Waste Transport (of which biosecurity waste is a category) issued under the *Environmental Protection Act 1994* (Qld) by the Department of Environment and Science (DES).

(c) Port of Gladstone

The Port of Gladstone is a First Point of Entry (FPOE) operating under the *Biosecurity (First Point of Entry—Port of Gladstone) Determination 2019* (Cth) issued by the Department of Fisheries and Forestry (DAFF).

Under the determination all berths excluding WICET can receive waste.

It should be noted that the Marina can only receive waste from non-commercial vessels (being a vessel that is used, or is intended to be used, wholly for recreational purposes (whether or not crew are employed on the vessel (Biosecurity Regulations 2016 (Cth))).

Waste is defined under the determination to be goods:

- (i) that are subject to biosecurity control; and
- (ii) that are intended, by the person in charge of the vessel on which the goods are carried, to be disposed of.

The *Biosecurity Act 2015* (Cth) 'goods' are defined as:

- (i) an animal;
- (ii) a plant (whether moveable or not);
- (iii) a sample or specimen of a disease agent;
- (iv) a pest;
- (v) mail;
- (vi) any other article, substance or thing (including, but not limited to, any kind of moveable property).

Waste collection from vessels is to be undertaken by vendors who hold the appropriate State and Commonwealth Approvals.

Collection is to be arranged by shipping agents.

(d) Port of Port Alma

The Port of Port Alma is a First Point of Entry Port (FPOE) operating under the *Biosecurity (First Point of Entry—Port of Port Alma) Determination 2019* (Cth) issued by the Department of Fisheries and Forestry (DAFF).

Under the determination all berths can receive waste.

Waste is defined under the determination to be goods:

- (i) that are subject to biosecurity control; and
- (ii) that are intended, by the person in charge of the vessel on which the goods are carried, to be disposed of.

The *Biosecurity Act 2015* (Cth) 'goods' are defined as:

- (i) an animal;
- (ii) a plant (whether moveable or not);
- (iii) a sample or specimen of a disease agent;
- (iv) a pest;
- (v) mail;
- (vi) any other article, substance or thing (including, but not limited to, any kind of moveable property).

Waste collection from vessels is to be undertaken by vendors who hold the appropriate State and Commonwealth Approvals.

Collection is to be arranged by shipping agents.

(e) Port of Bundaberg

The Port of Bundaberg is a First Point of Entry Port (FPOE) operating under the *Biosecurity (First Point of Entry—Port of Bundaberg) Determination 2019* (Cth) issued by the Department of Fisheries and Forestry (DAFF).

Under the determination two waste types have been defined:

- (i) waste, and
- (ii) non-commercial vessel waste

Non-commercial waste applies only to the Bundaberg Port Marina. The Bundaberg Port Marina is not under GPC's operational control, so this standard does not apply to this location.

Under the determination waste can be received at the:

- (i) John T. Fisher Wharf; and
- (ii) Sir Thomas Hiley Wharf

Waste is defined under the determination to be goods:

- (i) that are subject to biosecurity control; and
- (ii) that are intended, by the person in charge of the vessel on which the goods are carried, to be disposed of.

The *Biosecurity Act 2015* (Cth) 'goods' are defined as:

- (i) an animal;
- (ii) a plant (whether moveable or not);
- (iii) a sample or specimen of a disease agent;
- (iv) a pest;
- (v) mail;
- (vi) any other article, substance or thing (including, but not limited to, any kind of moveable property).

Waste collection from vessels is to be undertaken by vendors who hold the appropriate State and Commonwealth Approvals.

Collection is to be arranged by shipping agents.

4.24 Energy efficiency and reporting

GPC has implemented an organisation-wide energy and resource efficiency program to reduce its energy consumption and improve the efficiency of energy consuming processes and plant. In addition, GPC has mandatory regulatory reporting requirements under:

- National Pollutant Inventory (NPI) (*Environmental Protection Act 1994*); and,
- *National Greenhouse and Energy Reporting Act 2007* (NGERs).

To meet its regulatory requirements, GPC must collect data on resource and material use, and associated pollutants and emissions data, for each of its facilities. This includes data from contractors operating at sites under GPC management.

A Pollutants, Emissions and Energy Reporting Tool (PEER) is provided to contractors where it is deemed necessary for them to provide pollutants, emissions and energy data. Responsibilities for the provision of PEER data will be outlined in contract documentation.

Contractors must provide PEER data to GPC on a monthly basis throughout the life of their contract and in the format prescribed.

4.25 Cultural heritage

GPC recognises the significance and importance of managing activities in accordance with the *Aboriginal Cultural Heritage Act 2003* (Qld) and *Torres Strait Islander Cultural Heritage Act 2003* (Qld).

When conducting activities such as vegetation clearing, earthworks, dredging and reclamation, contractors and Port Users must be aware of their obligations under this legislation.

4.26 Weed and Seed transfer

The use of machinery on GPC sites has the potential to transfer weeds and seeds. The *Biosecurity Act 2014* places obligations on all to manage and control invasive weeds and the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth), has identified *Weeds of National Significance* (WONS) that require a coordinated effort from all to bring under control.

All persons who bring machinery onto GPC land that could potentially contain weeds (e.g. tracked machinery), will ensure that a weed certificate is available to prove cleanliness upon request.

4.27 Environmental nuisance

Activities that have the potential to cause an environmental nuisance, as defined under the *Environmental Protection Act 1994* (Qld), must be managed in accordance with the legislation. This may include, but is not limited to:

- aerosols, fumes, light, noise, odour, particles (dust) or smoke; or
- an unhealthy, offensive or unsightly condition because of contamination.

5 Security

Gladstone Ports Corporation Limited (GPC) is committed to ensuring the protection of workers, visitors and infrastructure through the implementation of a robust security regime.

This Standard clearly identifies GPC's expectations around compliance with site security measures and applies to all GPC staff, port users, visitors and contractors undertaking work at sites controlled by GPC. This Standard does not extend to matters relating to cyber security.

This Standard has been developed to:

- a) Ensure GPC meets its legislative obligations under a number of acts including:
 - i. Customs Act 1901;
 - ii. Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA) and Maritime Transport Offshore Facilities Security Regulations 2003 (MTOFSR);
 - iii. Security of Critical Infrastructure Act 2018;

- iv. Transport Infrastructure Act 1994.
- a) Specify GPC's security systems and processes designed to achieve security outcomes.
- b) Identify security obligations, responsibilities and expectations of staff, port users, visitors and contractors accessing GPC facilities; and
- c) Outline the process for persons who fail to meet the minimum security requirements.

5.1 Security Principles and requirements

(a) GPC Security Department Responsibilities

The GPC Security Department is responsible for the delivery of security services at GPC. These responsibilities include:

- Managing and maintaining the card access system, processing access approvals and site specific arrangements;
- Issuing of security restricted keys;
- Maintaining security infrastructure including gates, fences, card readers, intercoms, keys and cameras;
- Developing and implementing security arrangements in compliance with maritime security plans and relevant legislation;
- Coordinating contracted security provider services;
- Overseeing compliance of provedores and transport providers;
- Actioning approved requests for information from security operated systems;
- Investigating security breaches.

(b) Conditions of Entry

Conditions of entry to GPC sites are located within the GPC induction and on signage located at entry points to GPC sites and facilities.

(c) Security Obligations for Persons Entering GPC Sites and Facilities

All persons entering GPC sites and facilities must comply with the following security rules. A failure to comply with these rules may constitute a security breach.

Security rules are outlined within the online induction with the exception of the below:

- never intentionally interfere with or alter security infrastructure unless otherwise approved by GPC Security Department;
- report any damaged, inoperable or compromised security infrastructure immediately to the GPC Security office or nearest Security Guard Hut;
- completion of an induction for a particular facility does not automatically mean a person will be authorised to have direct entry to that facility or parts of that facility. Access will be only be granted where there is an operational need to access an area;
- contractors and port users must advise the GPC Security Department of any change of profile or status of employment to ensure the integrity of records;
- comply with Port Notices including Security Restricted Zones at Port of Gladstone and Port of Rockhampton and Safety Exclusion Zones at LNG facilities. – for more information visit <https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/port-notices-and-rules/> ;
- report all suspicious activity to their GPC supervisor or nearest security personnel; and
- co-operate with any investigation into a security related breach.

(d) Access Control

GPC has obligations under the MTOFSA and the Customs Act 1901, to implement and maintain security systems that control access to site to authorised persons and detect and deter unauthorised access.

To ensure GPC meets these obligations, all staff, contractors, port users and visitors who attend GPC facilities must comply with security protocols and procedures. Failure to do so, may result in an individual or company being refused access to site.

(e) Induction

All contractors and port users wishing to enter GPC facilities to undertake work are required to complete an induction through Rapid Global. GPC staff will conduct their induction during the on-boarding process. Companies not registered in Rapid Global can contact their Contract owner /delegate or Port User Representative to commence the Rapid Global registration process. Re-induction is required every two (2) years.

A list of Port User Representatives can be found at <http://www.gpcl.com.au/security-and-site-access>. Companies registered in Rapid Global can then issue induction keys to their staff to enable them to undertake the online induction.

The Department of Home Affairs mandate that GPC provide Security Awareness Training to all persons accessing GPC facilities, this content is included within the induction.

Area inductions for specific site locations that contractors and port users will work at are also required to be completed before work commences.

(f) Induction process

The induction process is outlined in the rapid global flow chart located at <https://www.gpcl.com.au/rapidglobal>

To launch Rapid Global visit <https://my.rapidglobal.com/Web/Account/FederatedLogOn?domain=gpcl.com.au>

GPC will authorise access for urgent and unforeseen situations under the following arrangements:

(i) Authorised Contractor (AC) Card

- Will only be granted in exceptional circumstances and only once for a period of one (1) day to perform works before a full site induction is required to be undertaken. For a period longer than one (1) day, approval is required from the relevant Department Executive General Manager;
- Persons granted access via this process will be required to be under the supervision of a suitable GPC employee or duly inducted Contractor at all times.

(ii) Temporary Contractor (TC) Card

- Must have undertaken the full site induction and authorised by Contract owner /delegate or Port User Representative;
- Issued to persons with lost/misplaced cards or those who cannot obtain their card prior to entering site;
- Escort is not required.

(g) Collection of Induction Cards

Printed induction cards will be available for collection at either:

- RG Tanna Guard Hut located Brian Jordan Drive (24hr collection point);
- Auckland Point Guard Hut located at Mark Fenton Drive (24hr collection point);
- Port Alma Guard Hut located at Port Alma Road (upon request);
- GPC Security Office located at 44 Goondoon Street (during office hours only).

(h) Lost/Stolen Access Cards

If a GPC ID Card is lost or stolen immediately contact the GPC Security Department so that the card can be deactivated - phone 07 4976 1350 or 07 4976 1213 after hours.

(i) Inductee de-activations

Companies are responsible for deactivating inductees in Rapid Global that no longer require access to site or work for their organisation. GPC Security Department will be notified of deactivations daily and ensure the inductee's access is removed.

(j) Transferring existing inductees

Inductee profiles can be transferred between companies at any time by the Contract owner /delegate or Port User Representative or by the GPC Security Department. Once this has occurred the Contract owner /delegate or Port User Representative will be required to re-authorise the inductees profile under the new company. The GPC Security Department will then amend the profile, re-activate or print a new card and advise the company of the status of the inductee's card.

(k) Fisherman's Landing Site Specific Induction

Fisherman's Landing tenants are responsible for conducting site specific inductions and issuing Fisherman's Landing access cards to their contractors. If a contractor holds a current GPC issued site access card the tenant can liaise with the GPC Security Department to add access to the card.

5.2 Visitors

A visitor is a person who is not performing work and is attending or traversing a GPC site for the purpose of a meeting, tour or visiting a vessel. All visitors must complete the appropriate visitor induction, and nominated escorts must also complete the visitor escort induction form. For further details relating to visitors, please contact the GPC Security Department during business hours on 07 4976 1350. .

All visitors wishing to gain access to GPC owned and operated sites must comply with the following requirements:

- Provide photo identification and a mobile contact number;
- Clearly display the visitor pass at all times and swipe the card at relevant card reader locations;
- Obey GPC site access requirements as detailed on the GPC website and displayed at entry to site (including compliance with GPC policies and procedures);

The responsible escort must attend a security hut or reception area to collect and escort the visitor. The visitor must remain in close proximity and under constant surveillance of their escort at all times whilst in non-publically accessible areas of all GPC facilities. The escort is responsible to return the visitor pass at the conclusion of the visit.

There are extra requirements for visitors attending a tour or traversing directly to a vessel. For more information and access to relevant forms refer to the GPC website <https://www.gpcl.com.au/visitors>.

(a) Visitors attending a tour

Contract owner /delegate or Port User Representative are required to contact GPC Security Department with the following information:

- Nature of the tour including location;
- A list of attendees;
- Mode of transport (external bus company, GPC vehicle);
- Name of escorting person/s.

GPC Security Department will then provide further advice based on the information provided.

(b) Visitors attending directly to a vessel

A visitor to a security regulated ship must first be approved by the master or agent of the ship. All visitors must be included in the Shipping Visitor Access Authorisation Form.

5.3 Maritime Security Identification Card (MSIC)

A MSIC is a nationally recognised identification card which demonstrates that the cardholder has met the necessary background requirements to work unescorted in a maritime security zone. A MSIC is not an access control card, and possession of an MSIC does not provide a right of entry to any facility within a maritime security zone.

(a) Proper Display of MSIC

When within a Maritime Security Zone (MSZ) MSIC holders are required to properly display an MSIC by:

- Attached, at or above the waist, to the front or side of his or her clothing; or
- On a band around his or her upper arm; and
- The whole of the front of the MSIC must be clearly visible at all times that it is being worn.

Note: A person may commit an offence under MTOFSR if a person is not appropriately displaying, a MSIC and the liability for any offences rests with the individual.

(b) Escorting persons without an MSIC

An MSIC holder who is escorting a person in a MSZ must, continuously monitor that person, and be able to influence their behaviour. The requirements to escort are contained in Section 6.07I of MTOFSR.

It is GPC policy that an MSIC holder can escort up to four people who do not hold an MSIC at any one time.

Note: A person may commit an offence under MTOFSR if a person is not appropriately escorting a person without an MSIC and the liability for any offences rests with the individual.

5.4 Maritime Security Zones (MSZ)

MSZ including landside restricted zones (LRZ) and waterside restricted zones (WRZ) are specified areas in the maritime environment that are subject to higher security requirements than other areas. Unauthorised entry into an established maritime security zone is an offence under MTOFSA and financial penalties may apply.

(a) Landside Restricted Zones

The LRZ's for GPC managed facilities may include the wharves and wharf approaches. The LRZ will be in force one hour prior to a Security Regulated Ship berthing at a facility, and will remain in force until the Security Regulated Ship has intentionally let go its moorings and has cleared the berth by no less than 400 metres. The zone may be in force at all maritime security levels.

(b) Waterside Restricted Zones

The WRZs for berths operated by GPC extend a distance of 60 metres from the wharves and wharf approaches. Persons and vessels wishing to enter a WRZ must have prior approval of GPC before entry. At Maritime Security Level 1, WRZs at GPC operated berths are only active during the operations of Passenger Ships. At all other times, GPC restricts entry to the berth infrastructure through the use of a Port Notice under the Transport Infrastructure Act 1994. Details of security Port Notices are located on the GPC website at <https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/port-notice-and-rules/>

(c) Access to MSZ's by Contractors and Port Users

(i) Access to MSZ's by Contractors

Contractors seeking access to a MSZ must submit a Request for Contractor to Enter a MSZ form which are located on the GPC website <https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/security-forms/>.

The completed Request for Contractor to Enter a MSZ form must be submitted to the GPC Security Office at least three days prior to entry. Contractors who do not hold an MSIC may enter a MSZ but must be accompanied at all times by a current MSIC holder. Contractors

wishing to work on vessels will only be allowed to access the wharf after the vessel is at berth and has completed tie up.

(ii) Access to MSZ's by Port Users

Port Users who hold a current MSIC and GPC site access card have authorisation to enter into a MSZ. The Request for Contractor to Enter a MSZ form is not required, however, access is only granted if an operational need exists.

Note: A list of Port User Representatives can be found on the GPC website <https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/visitors-and-inductions/>

(d) Maritime Security (MARSEC) Levels

MTOFSA establishes three (3) MARSEC levels (level 1, 2 and 3), which are based on three (3) security levels defined under the International Ship and Port Facility Security Code (ISPS) and supplied below:

- Security level 1 (MARSEC level 1) - default operational working level, when standard security measures are required to be in place;
- Security level 2 (MARSEC level 2) - general elevated threat where additional security measures will be required
- Security level 3 (MARSEC level 3) - highest threat level, where a terrorist attack may be imminent, state and federal security forces will be deployed.

The Department may declare that the MARSEC level be raised from MARSEC level 1 to MARSEC level 2 or 3, depending on the nature and severity of the threat. Heightened security measures may include an increased security presence, searches of vehicles and persons or restricting access to site.

3.9 Contracted Security Provider

To assist GPC meet its security requirements, GPC engages an appropriately qualified and experienced contracted security provider. The contracted security provider delivers the following services to GPC:

- Maritime Security Guards (MSG) performing mobile and static guard duties;
- Mobile security patrols;
- Passenger ships security;
- Waterborne security.

Contracted Security Providers act for and on behalf of GPC in matters of security. All persons are required to comply with all reasonable directions of contracted security personnel.

5.5 Provedores

A Provedore is a person or business whose primary responsibility is to deliver or remove customs controlled goods to or from security regulated ships. Provedores operate at all GPC facilities under a written agreement. All provedore companies and employees must read and sign the Provedore Agreement prior to operating on a GPC site, the agreement is available by contacting the GPC Security Department.

5.6 Transport Providers

There are a number of entities or individuals authorised by GPC and the Department of Transport and Main Roads to transport persons to and from vessels berthed at GPC facilities. Transport Providers operate at all GPC facilities under a written agreement. All transport companies and employees must read and sign the Transport Agreement prior to operating on a GPC site, the agreement is available by contacting the GPC Security Department.

5.7 Management of Security Information

GPC Security Department obtains information through a variety of sources including CCTV, electronic access control systems, contractor management systems, asset management systems and MSIC systems.

GPC obtains, manages and reports information in accordance with the Information Privacy Act 2009 (Qld), the Privacy Act 1988 and GPC Information Privacy Procedure.

Any requests for release of these records must be provided in writing to the Security Superintendent.

(a) Video and Audio Surveillance

GPC uses images from CCTV recording devices to investigate and prevent crime, corrupt conduct, misconduct and breaches of the Code of Conduct and for disciplinary and prosecution purposes. GPC will endeavour to ensure that staff, contractors, port users and visitors to GPC facilities and parklands are aware of the existence and location of CCTV recording devices in and around GPC sites and the potential for CCTV images to be used in relation to disciplinary matters or for the purpose of taking management action against staff, contractors and port users.

GPC uses both static, mobile and body worn CCTV cameras to capture images and audio.

5.8 Keys and Locks

Key and lock solutions

- There are numerous keying systems in use at GPC;
- GPC uses only trusted vendors who are accredited locksmiths;
- Where possible, GPC will endeavour to install only those keying systems that are endorsed by the Commonwealth Governments Security Construction Equipment Committee (SCEC).

(a) Ordering additional keys

Only an approved signatory can order a security restricted key from an approved vendor.

- Where a GPC Department or Representative requires additional security restricted keys, they are to contact the GPC Security Department for authorisation.
- The GPC Security Department reserves the right to reject any request for additional keys on security grounds.

(b) Obligations for key holders

All GPC staff, contractors, port users and others have the following obligations with respect to keys at GPC:

- only use the key for the purpose in which it is intended
- do not use any key to access any door or lock unless they are approved to do so;
- never supply GPC keys to any person without the approval of the GPC Security Department;
- never duplicate or remove any GPC key or key tag without approval of the GPC Security Department;
- keys are to be returned within the approved time limit (each key has a different rule or time limit applied) or when directed by GPC Security Superintendent (or delegate), GPC manager or contracted security officer;
- surrender keys when they no longer have an operational need to use it or when directed to do so by GPC Security Department, GPC manager, GPC supervisor, Contract owner /delegate or Port User Representative or Contracted Security personnel;
- if any keys are lost or stolen, immediately report this to the GPC Security Department and their GPC manager, GPC supervisor, Contract owner /delegate or Port User Representative or Contracted Security personnel;
- do not leave security restricted keys in unsecure locations where they can be accessed by unauthorised persons e.g. unsecure offices, desk drawers, bags, lockers, vehicles etc.
- always replace padlocks back on the gate/location where it belongs.

(c) Lost or Damaged keys

- As outlined previously, all keys holders (staff, contractors or port users - whether permanent or temporary issue) must report any lost or damaged keys to the GPC Security Department or GPC's contracted security provider.
- GPC reserves the right to charge any contractor, port user or member of the public who loses a GPC key with the cost of replacement.
- Furthermore, where a key is lost as a result of negligence on behalf of the key holder, GPC reserves the right to charge for the cost of replacing or rekeying all relevant cylinders/locks effected.

5.9 Drones

Rules exist for the use of both commercial and recreational drones operating over GPC facilities and parklands. Information regarding the operation of drones is located on the Civil Aviation Safety Authority (CASA) website at <http://www.casa.gov.au>. Any person who wishes to operate a commercial drone or RPA over GPC facilities and parklands should contact GPC's Security Office at PFSO@gpcl.com.au and GPC's contracted security at Contracted_Security@gpcl.com.au at least 48 hours before conducting the operation.

Matters relating to unsafe drone operations can be reported to CASA by visiting <http://www.casa.gov.au/drones/report-unsafe-drone-operations>

The Regional Harbour Master does not allow flights close to vessels, whether underway, alongside or at anchor without approval and informing the vessel and Vessel Traffic Services (VTS). This would need to be coordinated through the shipping agent for the vessel being captured in the footage and VTS.

5.10 Reporting Security Incidents and Suspicious Behaviour

Suspicious activity can refer to any incident, event, individual or activity that seems unusual or out of place.

To continually improve its security culture, GPC requires staff, contractors, port users and visitors to immediately report suspicious behaviour to either their supervisor, the GPC Security Department, the nearest security personnel or the National Security Hotline 1800 123 400.

5.11 Remedies and Breaches

GPC takes all security breaches seriously. All security breaches will be the subject of an investigation and GPC will take any action it deems necessary to address the breach. It is an expectation that all persons involved in a security incident will fully co-operate and assist in any investigation. GPC reserves the right to immediately suspend or revoke access for any person or company who GPC reasonably suspects has committed a security breach or breached GPC's policies and procedures. When considering a course of action, GPC will consider the severity of the breach and the history of security breaches.

GPC will report all allegations of criminal activity and breaches of any Port Notice to the Queensland Police Service. All breaches of the Customs Act 1901 or Maritime Transport and Offshore Facilities Security Act 2003 will be reported to the Australian Border Force.

GPC will also comply with their obligation to report security incidents and security events to the Department of Home Affairs.

6 Roles and responsibilities

To assist Contract Owner / delegates and Port User Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Contractors and Port Users	<ul style="list-style-type: none"> • Take all reasonable and practicable steps to undertake their activities in a manner which avoids harm to people, the environment, and property and in compliance with this Standard. • Perform work within the general duty of care requirements of the <i>Work Health & Safety (WHS) Act 2011</i>. • Perform risk assessments of all tasks, detailing all relevant hazards and required control measures in accordance with <i>WHS Act 2011</i>. • Manage their risks in accordance with the requirements set out in this Standard. • So far as practicable comply, with any reasonable instruction that is given by GPC. • Conduct work in accordance with all relevant legislation, Regulations, Australian Standards, Advisory Standards and Industry Codes of Practice; and any management plans, work method statements and the like, approved by GPC for the work to be conducted. It is the responsibility of contractors and Port Users to be aware of, and comply with, all legislation relevant to their activities. • Wharf Users on multiuse GPC wharves to develop and implement a Biosecurity Incident Response Procedure. Refer to http://gpcl.com.au/Pages/Biosecurity.aspx • If working with international vessels and cargo arrivals, undertake the <i>DAWR Sea Ports Biosecurity Awareness e learning module</i>. A link can be found on GPCL webpage and DAWR webpage under Biosecurity, A record of completion must be kept. • Report all health and safety, environment, biosecurity and security hazards, near misses and incidents to their Contract owner / delegate or Port User Representative or Contract Supervisor as soon as practicable. • Undertake or participate in incident investigations, as required. • Ensure that equipment, materials or substances brought onto GPC sites are supplied in a safe state and with full safety information and instructions regarding their safe use. • Ensure that all work is conducted in a manner which makes the most efficient use of resources supplied by GPC i.e. energy and water.

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure that any subcontractors engaged by them are aware of and comply with the requirements of this Standard. • Provide all documentation* required by this Standard to GPC prior to the commencement of any work (*Regulators and Emergency Services are exempt).
<p>Port User Representative</p>	<p>As the person with the primary accountability for a Port User:</p> <ul style="list-style-type: none"> • Provide Port Users with relevant safety, environment and security communications related to the nature and operations of their work, and information about associated hazards and risks. • Perform inspections of work to ensure it is being conducted in accordance with GPC Standards. • Ensure details of all reported incidents are entered into SAI360 and follow the GPC Incident Management and Investigation Procedure. • Ensure that all requirements of this Standard are applied and are being met. • GPC’s representatives with primary accountability for Port Users are outlined on the GPC website - https://www.gpcl.com.au/ports-and-trade/port-access-and-safety/visitors-and-inductions/
<p>Contract Owner</p> <p>GPC positions that can undertake this role:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Departmental General Manager • Manager 	<ul style="list-style-type: none"> • Verify that inspections and audits are carried out at a frequency appropriate to the risk of the project. • Conduct inspection and interactions at a frequency appropriate to the risk of the project. • Ensure that the requirements of this Standard are met. • Partake in any breach of contract conditions meeting.
<p>Contract Delegate</p> <p>GPC positions that can undertake this role:</p> <ul style="list-style-type: none"> • Contract Owner • Project Manager • Superintendent • Lead Engineer • Specialists 	<ul style="list-style-type: none"> • Ensure that contractors are provided with relevant safety, environment and security communications related to the nature and operations of their work, as well as information about associated hazards and risks. • Ensure the contractor has a system in place to ensure that all equipment, materials or chemicals brought onto site for use by the contractor are supplied in a safe and where applicable, tested state and with full safety information and instruction regarding their safe use.

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure the contractor has a system to ensure that ticketed and competent personnel are engaged to perform the work. • Ensure the required work method statements / risk assessments are reviewed prior to works commencing, using GPC subject matter experts to assist as required. Review needs to ensure compliance with: <ul style="list-style-type: none"> ○ Relevant GPC specific design requirements; ○ GPC engineering standards; ○ Regulations; ○ Advisory Standards; ○ Industry Codes of Practice (COP) and Design Codes; and ○ GPC Safety and Environment Standards. • Ensure required safety, environment and security documentation is reviewed and approved prior to works commencing, using subject matter experts to assist as required. • Perform inspections / interactions / audits of work at a frequency appropriate to the risk of the project to ensure work is being conducted in accordance with this Standard. • Ensure details of all reported incidents are entered into SAI360 and investigated as necessary. • Escalate reported incidents as required. • Ensure that all requirements of this Standard are being met.
<p>Contract Supervisor</p> <p>GPC positions that can undertake this role:</p> <ul style="list-style-type: none"> • Contract Owner or Delegate • Construction Supervisor/ Engineer/ Technical Supervisor/ Technical Specialist / Officer / Executive Assistant / Administration Assistant 	<ul style="list-style-type: none"> • Provide contractors with relevant safety, environment and security communications related to the nature and operations of their work, as well as information about associated hazards and risks. • Review the contractor's system to ensure that all equipment, materials or chemicals brought onto site for use by the contractor are supplied in a safe and where applicable, tested state and with full safety information and instruction regarding their safe use. • Conduct audits on the contractors training records to ensure personnel are appropriately ticketed and competent. • Review required work method statements / risk assessments prior to works commencing, using GPC subject matter experts to assist as required. Review needs to ensure compliance with:

Role	Responsibilities
	<ul style="list-style-type: none"> ○ Relevant GPC specific design requirements; ○ GPC engineering standards; ○ Regulations; ○ Advisory Standards; ○ Industry Codes of Practice (COP) and Design Codes; and ○ GPC Safety and Environment Standards. <ul style="list-style-type: none"> • Review safety, environment and security documentation prior to works commencing, using subject matter experts to assist as required. • Perform inspections / interactions / audits of work at a frequency appropriate to the risk of the project to ensure work is being conducted in accordance with this Standard. • Enter details of reported incidents into SAI360 and investigate as required. • Escalate incidents as required. • Ensure that all requirements of this Standard are being met. • Be the primary point of contact for contractors. • Perform relevant approvals in Rapid Global.
<p>Contract Administrator</p> <p>GPC positions that can undertake this role:</p> <ul style="list-style-type: none"> • Contract Owner, Delegate or Supervisor • Executive Assistant/ Document Controller 	<ul style="list-style-type: none"> • Perform administration duties associated with the contract (e.g. Manage the recording and storage of all documents and communications) as instructed by the Contract Owner, Contract Delegate and Contract Supervisor.
<p>Supply Officer</p> <p>GPC positions that can undertake this role:</p> <ul style="list-style-type: none"> • Supply Superintendent • Contract Advisor / Contract Specialist / Contract Specialist – Lead / Procurement Advisor / Procurement Officer / Contract Administration Officer / Supply Administration Officer 	<ul style="list-style-type: none"> • Facilitate any breach of contract conditions meetings.

Role	Responsibilities
Managers and Supervisors	<ul style="list-style-type: none"> • Manage and support personnel to perform the roles as detailed in this Standard for each contractor and each Port User. • Ensure GPC personnel receive suitable training to fulfil the roles detailed in this Standard. • Oversee the use of resources to ensure the full intent of this Standard is consistently applied.
Executive General Managers	<ul style="list-style-type: none"> • Allocate competent personnel to perform the roles as detailed in this Standard for each contractor and Port User. • Provide sufficient resources to ensure the full intent of this Standard is consistently applied. • Ensure a robust system is established, and maintained for managing the safety of contractors and Port Users. • Ensure a robust system is established to monitor the activities of contractors and Port Users ensuring the safety of GPC personnel.
CEO	<ul style="list-style-type: none"> • Provide resources to ensure the full intent of this Standard is consistently applied.

7 Appendices

7.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation/guidelines
Federal Acts	<i>Environmental Protection and Biodiversity Act 1999</i> <i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> <i>Aboriginal Cultural Heritage Act 2003</i> <i>Biosecurity Act 2015</i> <i>Biosecurity Regulation 2016</i>

Type	Legislation/regulation/guidelines
	<p><i>National Greenhouse and Energy Reporting Act 2007</i></p> <p><i>Maritime Transport and Offshore Facilities Security Act 2003</i></p> <p><i>Maritime Transport and Offshore Facilities Security Regulations 2003</i></p> <p><i>Customs Act 1901</i></p>
State Acts	<p><i>Environmental Protection Act 1994</i></p> <p><i>Environmental Protection Regulation 2019</i></p> <p><i>Transport Operations (Marine Pollution) Act 1995</i></p> <p><i>Water Act 2000</i></p> <p><i>Nature Conservation Act 1992</i></p> <p><i>Nature Conservation (Protected Area Management) Regulation 2017</i></p> <p><i>Transport Infrastructure Act 1994</i></p> <p><i>Waste Reduction and Recycling Act 2011</i></p> <p><i>Waste Reduction and Recycling Regulation 2023</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p><i>Work Health and Safety Regulation 2011</i></p> <p><i>Building Act 1975</i></p> <p><i>Building Fire Safety Regulation 2008</i></p> <p><i>Electrical Safety Act 2002</i></p> <p><i>Electrical Safety Regulation 2013</i></p> <p><i>Heavy Vehicle National Law Act 2012</i></p> <p><i>Heavy Vehicle (General) National Regulation</i></p> <p><i>Plumbing and Drainage Act 2002</i></p> <p><i>Plumbing and Drainage Regulation 2003</i></p> <p><i>Standard Plumbing and Drainage Regulation 2003</i></p> <p><i>Recreation Areas Management Act 2006</i></p> <p><i>Recreation Areas Management Regulation 2007</i></p>

Type	Legislation/regulation/guidelines
	<p><i>Transport Operations (Road Use Management) Act 1995</i></p> <p><i>Transport Operations (Road Use Management—Road Rules) Regulation 2009</i></p> <p><i>Workers' Compensation and Rehabilitation Act 2003</i></p> <p><i>Workers' Compensation and Rehabilitation Regulation 2003</i></p>
Other	<p>Port Procedures and Information for Shipping, Port of Gladstone (2012), Department of Transport and Main Roads, Maritime Safety Queensland</p> <p>Environmental Protection (Air) Policy 2019 (Qld)</p> <p>Environmental Protection (Noise) Policy 2019 (Qld)</p> <p>National Air Quality Standard</p> <p>Environmental Protection (Water) Policy 2009 (Qld)</p> <p>ANZECC Water Quality Guidelines</p> <p>National Pollutant Inventory (NPI)</p> <p>ISO 5000:2011 Energy Management Standard</p> <p>ISO 26000:2010(E) Guidance on Social Responsibility</p> <p>Abrasive Blasting Code of Practice</p> <p>Children and Young Workers Code of Practice</p> <p>Confined Spaces Code of Practice</p> <p>Concrete Pumping Code of Practice</p> <p>Demolition Work Code of Practice</p> <p>Excavation Work Code of Practice</p> <p>First Aid Code of Practice</p> <p>Formwork Code of Practice</p> <p>Hazardous Manual Tasks Code of Practice</p> <p>How to Manage and Control Asbestos in the Workplace Code of Practice</p> <p>How to Safely Remove Asbestos Code of Practice</p> <p>How to Manage Work Health and Safety Risks Code of Practice</p>

Type	Legislation/regulation/guidelines
	Managing Electrical Risks in the Workplace Code of Practice
	Managing Noise and Preventing Hearing Loss at Work Code of Practice
	Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements Code of Practice
	Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
	Managing Risks of Plant in the Workplace Code of Practice
	Managing the Risk of Falls at Workplaces Code of Practice
	Managing the Risk of Psychosocial Hazards at Work Code of Practice
	Managing the Work Environment and Facilities Code of Practice
	Mobile Crane Code of Practice
	Occupational Diving Work Code of Practice
	Scaffolding Code of Practice
	Spray Painting and Powder Coating Code of Practice
	Steel Construction Code of Practice
	Traffic Management for Construction or Maintenance Work Code of Practice
	Welding Processes Code of Practice
	Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice

(b) Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
Tier 1: Policy	#336016 Environment Policy
	#365624 Safety Policy

Type	Document number and title
Tier 2: Standard/Strategy	#809151 Environmental Management Framework Standard
	#1356248 Safety Management Framework Standard
	#1331115 Fit for Work Standard
Tier 3: Specification/ Procedure/Plan	#1075526 GPC Incident Management and Investigation Procedure
	#1092822 High Voltage Isolation and Access Procedure
	#154111 Hot Work Procedure
	#123483 Work at Heights Procedure
	#1268891 Temporary Removal of Flooring and/or Edge Protection Procedure
	#1528257 Safe Use of Scaffolds Procedure
	#1774581 Isolation and Lockout Procedure
	#1293169 Safe work in Confined Spaces Procedure
	#1204873 Excavation and Penetration Procedure
	#1086240 Hazardous Chemical Management Procedure
	#1497376 Lifting Operations Procedure
	#123526 Barricades Procedure
	#1516450 Safe Operation of Mobile Equipment Procedure
	#1169443 PPE Procedure
	#1331120 Fatigue Risk Management Procedure
#163222 Testing for Alcohol and Other Drugs Procedure	
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
Other	

Environmental Management Plan

Template for Port Users/Contractors

GUIDELINES FOR AN ENVIRONMENTAL MANAGEMENT PLAN

Use of Guidelines

The guidelines below represent a template that can be used prior to work commencing when management of potential environmental impacts is required.

For projects with a relatively low environmental impact, a significant number of the elements will not be relevant and therefore not be required to be addressed. GPC Environmental staff will assist a project proponent to refine the list below to determine which issues are appropriate for an individual project.

For some small scale projects, involving minor risks, GPC may consider the project proponent to incorporate their environmental risk assessment and controls into a sub-tier document such as a *Job Safety and Environment Analysis (JSEA)* or *Job Risk Analysis (JRA)* or suitable equivalent.

In all cases, the proponent is responsible for undertaking an environmental risk assessment to identify potential environmental risks and controls relevant to their scope of works.

These steps must be undertaken prior to commencement of works.

1. Introduction

1.1. Scope of EMP

(Describe where and what activity the EMP covers.....for exampleThis EMP has been developed for abrasive blasting activities to be done at the Barney Point Coal Terminal)

1.2. Objectives of EMP

(What is the EMP trying to achieve? For example.....The objective of this EMP is to describe what systems and controls are in place to provide effective environmental management for the works.....)

1.3. Overview

(Provide a detailed summary of the works within the scope of this EMP)

1.4. Boundaries and land use (include map)

(The physical footprint of the activity)

1.5. Facility infrastructure and activities

(Provide a description of site infrastructure such as stormwater systems....)

1.6. Key stakeholders

(Who are the key stakeholders involved in these works? For example...sub-contractors, Regulatory Authorities, neighbouring works which may be affected by these works etc.)

2. Environmental Management System

2.1 Policy

(How is the company Environmental Policy developed and implemented?)

2.2 Environmental aspects

(How are environmental risks (aspects and impacts) in relation to the scope of the EMP identified and documented?)

The following environmental receptors have been considered in the risk identification process:

Table x. Environmental receptors

Receptor	Type
Water	Marine waters
	Stormwater/ Surface waters
	Groundwater
	Process waters
Air	Dust and smoke
	Chemical pollutants
	Greenhouse gas emissions
	Noise and vibration
	Light
Land	Contaminated land

	<p>Cultural heritage</p> <p>Erosion and sediment control</p> <p>Land ownership and use</p>
Biodiversity	<p>Flora</p> <p>Fauna</p> <p>Habitat</p> <p>Biosecurity</p>
Resource use and waste management	<p>Raw materials use</p> <p>Energy use</p> <p>Water use</p> <p>Solid waste</p> <p>Liquid waste and effluent</p> <p>Hazardous substances handling and storage, including hazardous waste.</p>
Community	<p>Social amenity</p> <p>Public facilities</p> <p>Public perception and acceptance</p> <p>Social responsibility</p>

2.3 Environmental legal and other obligations

(How are the legal and other obligations for these works identified and managed?)

2.4 Environmental objectives and targets

(What are the environmental objectives and targets for the scope of this EMP?)

2.5 Environmental roles and responsibilities

(What are the specific roles and responsibilities for these works?)

Example

Title	Contact numbers	Environmental Responsibilities
<i>General Manager</i>	<p><i>Office:</i></p> <p><i>Mobile:</i></p>	<i>Responsible for overall management.....</i>
<i>Site Manager</i>	<p><i>Office:</i></p> <p><i>Mobile:</i></p>	<p><i>Responsible for the day to day environmental management and implementation of the EMP.</i></p> <p><i>Ensure environmental management, reporting and auditing responsibilities are met. Responsible for ensuring work practices and activities comply with legal and other obligations.</i></p>
<i>Supervisors/Managers</i>	<i>Office:</i>	<i>Responsible for ensuring works are planned based on the level of risk they present. Comply with and maintain an</i>

	<i>Mobile:</i>	<i>awareness of policies and procedures, respond to and immediately report incidents, near-misses and hazards; and participate in training.</i>
<i>Workers</i>	<i>Office: n/a</i> <i>Mobile: n/a</i>	<i>Responsible for complying with and maintaining an awareness of policies and procedures, responding to and immediately reporting incidents, near-misses and hazards; and participating in training.</i>

2.6 Environmental competency, training and awareness

(How does this occur specifically for these works?)

2.7 Environmental documentation and records

(Describe how documentation and records are managed)

2.8 Environmental monitoring

(How is the performance of the activity monitored?)

2.9 Environmental audits and inspections

(What are the scheduled and ad-hoc audits and inspections and how are corrective actions managed?)

2.10 Incidents and Complaints

(Describe how incidents and complaints are recorded, reported and managed including corrective actions)

2.11 Emergency Preparedness and Response

(What contingencies are in place in the event of an emergency? i.e. Emergency Plans, spill kits etc.)

2.12 EMP Review process

(How and when is the EMP reviewed for accuracy and currency?)

3. Environmental Risk Management

Identify activities, potential impacts and operational controls specific to the scope of the EMP.

Activity			
Sub activity:	Potential impacts:	Current controls:	Responsibilities:
Sub activity:	Potential impacts:	Current controls:	Responsibilities:
Summary of the key RISKS			

Examples

Chemicals			
Storage, use and disposal of hazardous chemicals, cleaning products, flammable gases and liquids, corrosives.	<p>Potential Impacts:</p> <p>Spill or leak of hydrocarbons or toxic chemicals onto land or into waterways.</p> <p>Waste chemicals – cost associated with storage, disposal and permits.</p>	<p>Current Controls:</p> <ul style="list-style-type: none"> • Design of workshops and storage areas. • Bunded storage areas. • Waste management plan. • Spill response equipment with trained personnel. • Incident management. 	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Manager • Maintenance Supervisor • Safety Advisor • Manager
Refuelling	Potential Impacts:	Current Controls:	Responsibilities:
Abrasive blasting	<p>Potential Impacts:</p> <p>Release of abrasive blasting wastes to waters</p>	<p>Current Controls:</p> <ul style="list-style-type: none"> • Encapsulation 	Responsibilities:
Summary of the key risks			
The risk of the incorrect application, storage or disposal of hazardous chemicals resulting in the contamination of land and water.			

Waste			
General	<p>Potential Impacts:</p> <p>Increase to landfill</p> <p>Spillage or leach of waste to stormwater, groundwater and/or land.</p> <p>Cost of disposal.</p>	<p>Current Controls:</p> <ul style="list-style-type: none"> • Waste management system • Dedicated bins - Recycling • Contracted waste removal 	Responsibilities:
Sewerage	<p>Potential Impacts:</p> <p>Overflow from ablution facilities resulting in contamination.</p>	<p>Current Controls:</p> <ul style="list-style-type: none"> • Waste management system • Design of facilities • High level alarms 	Responsibilities:
Regulated	<p>Potential Impacts:</p> <p>Incorrect handling, storage and disposal of regulated waste contaminating stormwater, groundwater and/or land.</p> <p>Potential for waste to be transported without sufficient tracking.</p>	<p>Current Controls:</p> <ul style="list-style-type: none"> • Waste management system • Contracted waste removal • Bunded/approved storage area 	Responsibilities:
Summary of the key risks			

The risk of inappropriate or unlawful handling of waste causing contamination of land and waterways, and possibly resulting in fines.

Earthworks and excavation activities			
Land Use	Potential Impacts: <i>Unapproved activities – no environmental controls.</i> <i>Possibility for multiple impacts.</i> <i>Disturbance of underground services.</i>	Current Controls: <ul style="list-style-type: none"> • Permits • Licensing • Management Plans • Operating Procedures 	Responsibilities: <ul style="list-style-type: none"> • Manager
ASS & PASS	Potential Impacts: <i>Acidification of soil.</i> <i>Impact on water quality.</i>	Current Controls: <ul style="list-style-type: none"> • Known locations of PASS/ASS 	Responsibilities: <ul style="list-style-type: none"> • Manager
Erosion and sediment control	Potential Impacts: <i>Sediment runoff into stormwater.</i> <i>Non-compliant discharges.</i> <i>Cost to repair.</i>	Current Controls: <ul style="list-style-type: none"> • Design of facility for ESC • Drainage systems and settlement infrastructure 	Responsibilities: <ul style="list-style-type: none"> • Manager
Cultural Heritage	Potential Impacts: <i>Disturbance of cultural heritage sites/items.</i>	Current Controls: <ul style="list-style-type: none"> • Construction Cultural Heritage Management Plan 	Responsibilities: <ul style="list-style-type: none"> • Manager
Summary of the key risks			
<p>The risk of earthworks and excavation activities:</p> <ul style="list-style-type: none"> • being undertaken without the necessary approvals in place (clearing) • resulting in the disturbance of ASS/PASS • causing sediment runoff into waterways • causing the disturbance of cultural heritage sites or items. 			

Contractors and Visitors			
Contractor Management	Potential Impacts: <i>All environmental receptors have the potential for impact, depending on the contractor activity.</i>	Current Controls: <i>Site inductions</i> <i>Security control systems</i>	Responsibilities: <ul style="list-style-type: none"> •
Summary of the key risks			
<p>The risk of the actions of contractors conducting works for, or on behalf of, GPC causing environmental harm or breaching EA limits.</p>			

Biodiversity			
Flora	Potential Impacts:	Current Controls:	Responsibilities: •
Fauna	Potential Impacts:	Current Controls:	Responsibilities: •
Biosecurity	Potential Impacts:	Current Controls:	Responsibilities: •
Summary of the key risks			
Emergencies			
Vehicle accident	Potential Impacts: <i>Spill of fuels/oils to land and water.</i>	Current Controls:	Responsibilities: •
Emergency plant shut down	Potential Impacts: <i>Product spill to waterways (stormwater and marine)</i> <i>Dust</i>	Current Controls:	Responsibilities: •
Fire (inc. bush fires)	Potential Impacts: <i>Burning materials causing particulate loading on the air (generation of smoke and other air borne contaminates)</i> <i>Complaints</i> <i>Firefighting foam (FFF) – land and water contamination.</i>	Current Controls:	Responsibilities: •
Inclement weather i.e. flooding caused by rain	Potential Impacts: <i>Erosion</i> <i>Sediment runs off into stormwater/drainage/marine waters.</i> <i>Non-compliant discharges</i>	Current Controls:	Responsibilities: •
Summary of the key risks			
<i>The risk of an emergency situation resulting in environmental harm.</i>			

7.3 Appendix 7 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
07/09/2023	v17 Document review to update currency. Full review of contractor and port user HSE management is part of SEP initiatives.	Kirsty Iszlaub, Safety & Environment Systems Lead	Richard Haward, EGM Safety and ESG	Craig Haymes, CEO