

# **PORT NOTICE**

## **Permit to Work System**

### **PN/026**

**OPS-LEG-26**

**General Manager, Operations**

## PREFACE

This Port Notice is issued pursuant to Section 57 of the *Ports Management Act 2015 (NT)*.

## SCOPE

The Permit to Work System is an important component to assist in planning work, managing communication between Port Users, deconflicting simultaneous work activities and determining potential hazard control mechanisms to support safe systems of work at East Arm Wharf, Fort Hill Wharf and within commercial shipping channels. This includes vessels that intend to conduct work on the external parts of the vessel using plant and equipment operated from the wharf deck.

Port User participation is required and involvement at the earliest opportunity minimises health and safety risks, change concerns, operational conflicts and maximises hazard and risk identification and mitigation.

## DEFINITIONS

Term	Definition
<b>DP</b>	Darwin Port
<b>Hazardous Area</b>	An area where flammable or combustible substances (liquids, gases, fumes, vapours etc. or ignitable fibres/materials) are present, or that may be released either during normal operation or if malfunctions occur.
<b>High Risk Work</b>	Those works or activities identified on the Permit Requirements Matrix.
<b>Permit to Work Requirements Matrix</b>	The matrix available on the DP website or attached to this Port Notice.
<b>Permit to Work</b>	A permit to work issued to a Port User by DP in relation to High Risk Work.
<b>Permit to Work System</b>	DP's permit to work system applicable to all Port Users and available on the DP website.
<b>Port User</b>	Any person or company undertaking works or activities or utilising facilities, services or infrastructure at Fort Hill Wharf, East Arm Wharf or within the commercial shipping channels
<b>Tenant</b>	A port user who has entered into a sublease with DP for the exclusive use of a non-common user area of land at East Arm Wharf or Fort Hill Wharf.

## PROCESS

### Permit to Work Form

A Permit to Work form is required for all High-Risk Work.

Any Port User undertaking High Risk Work and who does not have a dispensation (see "Dispensations" below) must complete the online Permit to Work form available on the DP website.

Section 1 of the Permit to Work form must be completed by the Port User and submitted not less than 2 business days prior to worksite attendance, in preparation for the impending work. This notification requirement may be waived under special circumstances after discussion with Darwin Port Facilities Management.

DP Landside Operations operate 24/7 and are responsible for completing the requirements of the permit reviewer as detailed within Section 2 of the Permit to Work form. The permit reviewer's primary role is to

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assess potential simultaneous operations and to ensure that planned activities do not conflict with each other. The Wharf Manager is contactable on 8919 0857 or 8919 0856.

DP Facilities department are responsible for completing the requirements of the permit issuer as detailed within Section 3 of the Permit to Work form. DP Facilities department will issue permits during normal business hours unless prior arrangements have been made for issue outside those hours. DP Facilities department are contactable on 08 8919 0832.

DP Landside Operations will issue permits outside business hours in a breakdown situation.

### **Specialised Permit to Work Form**

On submission of the Permit to Work form an additional 'Specialised Permit to Work' form will be issued to the Port User by DP.

The Specialised Permit to Work form accompanies the Permit to Work form and must be completed on site immediately prior to commencing the work.

## **DISPENSATIONS**

### **General**

Under special circumstances, in consultation with DP, and where confirmed in writing, the requirement for a Permit to Work may be waived, and some organisations may have a full dispensation granted for specific activities. This will only occur after thorough planning and communication between DP and all parties has taken place. Such waiver may be subject to the Port User complying with certain conditions specified by DP.

### **Vessels**

Vessels undertaking work strictly onboard are not required to complete a Permit to Work form unless the work is:

- Hot work (Port Users must refer to Port Notice 'Vessel Hot Work at EAW & FHW' PN/016 available on the Darwin Port web page);
- Commercial diving operations (please refer to separate 'Commercial Harbour Dive Notification Form' available on the Darwin Port website); or
- Any other work that has the potential to, or will, adversely affect the health and safety of people and/or the environment at East Arm Wharf and Fort Hill Wharf.

### **Tenant Dispensation**

Where a Tenant is undertaking works within their subleased area, the Tenant should use its own permit to work system on the condition that:

- the **Permit to Work Requirements Matrix** does not specify that a Darwin Port permit is required;
- it only applies to works within the sublease area;
- the system must be maintained and implemented at all times in accordance with industry best practice and, at a minimum, to a standard that is equal to or exceeds the standards adopted by Darwin Port in its Permit to Work System and the Darwin Port Safety Plan;
- when a high risk work permit is issued under a permit to work system, advance notice to Darwin Port via email must be provided, such notice should be submitted to [ptw@darwinport.com.au](mailto:ptw@darwinport.com.au); and

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- Darwin Port may audit the Tenant's permit to work system at any time and, when requested in writing by Darwin Port, the Tenant must provide such information as is necessary to satisfy Darwin Port that the above conditions are being met and the Tenant is operating a safety system of work.

Where a Tenant does not have its own permit to work system or where the Tenant's permit to work system does not meet the conditions set out above, the Tenant is required to use the Darwin Port Permit to Work System as if the works or activities were to be carried out outside of the sublease area.

## **NON-COMPLIANCE**

Darwin Port reserves the right to remove persons from its facilities if it is found their actions or anticipated actions may reasonably cause a safety, environment, security or operational incident. A Darwin Port Enforcement Officer may, at any time, confiscate a port pass or certificate.

## **REVIEW STATEMENT**

This Port Notice will be reviewed biennially by the Port Management Officer.

## **REFERENCES**

- *Port Management Act 2015 (NT)*
- *Work Health and Safety (National Uniform Legislation) Act (NT)*

A handwritten signature in black ink, appearing to read 'D. Lambourn'.

**DARREN LAMBOURN**  
Port Operator  
Darwin Port  
23 August 2021

High Risk Work / Activity	Port Users – Landside (except Tenants within sublease area)	Port Users Seaside	Tenants within sublease area only
Excavations 150mm or deeper	✓	✗	✓ (DP Assets only)
Penetrations into buildings, structures and blind surfaces	✓	✗	✓ (DP Assets only)
Work in any confined space	✓	✗	✗
Floor plate / hand rail removal (above grade)	✓	✗	✗
Diving	✓	✓	✗
Crane hoisted work box (man cage)	✓	✗	✗
Critical crane lifts (i.e. dual lifts, lifting over line service)	✓	✗	✗
Working at Heights	✓	✗	✗
LV Electrical and mechanical isolations	✓	✗	✗
Fire Protection Impairment	✓	✗	✓ (DP Assets only)
Disabling of emergency alarms / sirens	✓	✗	✗
HV Switching	✓	✗	✓
HV Vicinity / Access	✓	✗	✓ (DP Assets only)
Work Over Water	✓	✗	✗
Hot Works in a defined Hazardous Area	✓	✓	✗
Any high risk construction work as defined in the NT WHS Regulation(s) – 291 to 303	✓	✗	✓