

Permit to Work East Arm and Fort Hill Wharf

Port Notice

PN/026

Work Safe. Live Safe.

VERSION CONTROL

VERSION	DATE	POSITION	NAME	REASON FOR CHANGE
0.1	12/07/2017	WH&S Manager	Katie Brown	Initial Version
0.2	17/01/2018	LHSER Manager	Russell Churchett	Review
0.3	13/02/2018	GML	Sarah-Jane Archdale	Legal Review
0.4	13/02/2018	GMO	Ian Niblock	Review
0.5	01/03/2018	WH&S Manager	Katie Brown	Feedback Review
0.6	01/03/2018	GMO	Ian Niblock	QA Content
0.7	07/03/2018	Executive Assistant	Alleen Breward	Branding & Format Review
1.0	07/03/2018	CEO	Terry O'Connor	Approval

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1. TITLE

Permit to Work System East Arm Wharf and Fort Hill Wharf

2. REFERENCE LEGISLATION

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

3. PREFACE

This Darwin Port (DP) Permit to Work System Port Notice is issued pursuant to Section 57 of the Ports Management Act 2015 (NT).

4. PURPOSE

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

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

- Hot work (please refer to separate Port Notice ‘Vessel Hot Work at EAW & FHW’ available on the DP web page) 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.

Stakeholder participation is required and involvement at the earliest opportunity minimises change concerns, operational conflicts and maximises hazard and risk identification and mitigation.

A **Permit to Work form** will be issued by DP for all work where the permit process is to be undertaken. In some instances, where specialised or higher risk work is required a **Permit to Work form** and a ‘Specialised Permit to Work’ form will be issued. Guidance on the conditions you are required to fulfil for a DP permit to be issued are illustrated in the matrix available on the internet.

Under special circumstances, in consultation with DP, permits 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.

5. PERMIT TO WORK FORM

A Permit to Work form is required:

- When DP workers, contractors, port users, tenants and licensees are required to work in a certain area, work on certain infrastructure, plant and equipment that has the potential to or will adversely affect the health and safety of people and/or the environment or;
- When a ‘Specialised Permit to Work’ is required as detailed in part 6 below or;
- If the DP permit owner determines a permit is required or another port user requests a permit or;
- As illustrated in the matrix available on the internet.

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6. SPECIALISED PERMIT TO WORK FORM

Specialised permits are required for specific or higher risk work and will accompany a Permit to Work form. They are to be completed on site immediately prior to commencing the job.

Types of specialised permits include:

- Confined space entry
- Hot works
- Hot work in a confined space
- Excavation, digging and penetration work
- Electrical work substation and work on or near exposed and energised electrical installations (by risk assessment)
- Fire system impairment work
- Working at heights including over water (e.g. tower, roof)
- Crane operations
- Diving operations (commercial)
- High risk construction work
- Environmental emissions / impacts which includes the following activities;
 - Abrasive blasting
 - Water blasting
 - Spray painting
 - Pesticide spray (not herbicide)
 - Earth works / importing fill
 - Major maintenance / refurbishment
 - Works near / in Pond D bird sanctuary
 - Storm water system alteration
 - Equipment wash down (excluding a wash bay)
 - Discharge of any liquid, water, waste water to the harbour or could enter harbour
 - Concrete / diamond saw cutting

7. ISSUING OF PERMITS

The first section of the permit form will be completed online and submitted prior to worksite attendance, in preparation for the impending work.

DP Cargo Operations operate 24/7 and are responsible for reviewing the permits to ensure that the requirements of the permit are complied with. DP Cargo Operations are contactable on mobile 0488 527 136.

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

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8. REVIEW STATEMENT

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

A handwritten signature in black ink, appearing to read 'Terry O'Connor'.

TERRY O'CONNOR
Port Operator
Darwin Port
7 March 2018

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