PILBARA PORTS AUTHORITY

Port of Dampier Public Berths and Facilities Handbook

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INTRODUCTION

1.1 Dampier Public Berths and Facilities Handbook

This document is intended to provide information to owners, operators, charterers, agents and masters of vessels regarding safety & security regulations, general conditions, port facilities and available services at the Dampier Cargo Wharf (DCW) and the Dampier Bulk Liquids Berth (DBLB) and the surrounding arc of wharves and facilities. Detailed marine information for vessels arriving, departing, navigating and any other marine matters generally within the port can be located within the Port of Dampier Handbook published on the PPA website. All marine and navigation information within this Public Berths and Facilities handbook is of a general nature only and is given to provide and assist shore-based personnel and logistics chains with some basic information for planning purposes.

1.2 Pilbara Ports Authority

Pilbara Ports Authority was formed on 01 July 2014 following the amalgamation of the existing Dampier (DPA) and Port Hedland Port Authorities (PHPA) and is governed under the Port Authorities Act 1999.

1.3 Port of Dampier Public Berths

The public berths at the Port of Dampier consist of the Dampier Cargo Wharf, the Dampier Bulk Liquids Berth, the Heavy Load Out facility and the Alternate Load Out Facility.

1.4 Dampier Cargo Wharf

The Dampier Cargo wharf was built in 1983 as a Materials Offloading Facility (MOF) to support the construction phases of the NW shelf project.

It was renamed the Dampier Cargo Wharf (DCW) shortly after being handed over to Pilbara Ports Authority (Previously Dampier Port Authority) on the 16 February 1990.

The DCW has been extended in length to be able to continue to service the needs of the offshore industry that operates out of Dampier whilst maintain its core function of cargo handling.

- *The DCW has a proposed wharf extension to be constructed to the South and when completed the DCW will become known as DCW North and DCW South. Details of the wharf, berth pockets and usage will be provided on completion of construction.*

The term DCW refers to both wharves throughout this handbook. All protocols, requirements, procedures and directions in this handbook may be applicable to both DCW North and the proposed DCW South facilities.

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1.5 Dampier Bulk Liquids Berth

The Dampier Bulk Liquids Berth was officially opened in December 2005, and the first consignment of anhydrous ammonia was exported in June 2006.

The DBLB was constructed to promote and support the downstream gas processing industry on the Burrup Peninsula.

The facility was designed to handle other bulk liquid products which future industry may require, including but not limited to, anhydrous ammonia, dimethyl ether, diesel and methanol.

Provision has been made for a staged expansion of the facility to accommodate an additional two berths, with the dredging for the second facility already completed.

1.6 Heavy Load Out Facility and the Alternate Load Out Facility

The heavy load out facility is not currently available for use due to structural issues. Enquiries may be made to the Landside Operations Contact listed below.

The Alternate Load Out facility is used for small craft and limited work only. Enquiries may be made to the Landside Operations Contact listed below.

1.7 Dampier Private Facilities

The Dampier facilities area also includes the Dampier Barge Facility (Floating Deck Transhipment System - FDTS), a private facility operated by Qube Ports.[1]

1.8 Contact details

The Dampier Public Berths are managed by the Landside Operations team within PPA. All initial and general inquiries may be directed to this office.

Hours: 0600-1800 daily

Telephone: +61 427 770 859

Email: landside.dampier@pilbaraports.com.au

Location: Wharf Services area, Port of Dampier. See Appendices Diagram 1

1.9 Abbreviations

ABBREVIATIONS	
Dampier Cargo Wharf Handbook	
AMSA	Australian Maritime Safety Authority

[1] http://www.qube.com.au/ports-and-bulk/facilities/dampier-barge-facility

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ABBREVIATIONS	
DBLB	Dampier Bulk Liquids Berth
DCW	Dampier Cargo Wharf
DAWR	Department of Agriculture & Water Resources (Quarantine)
DFES	Department of Fire and Emergency Services
HM	Harbour Master
IALA	International Association of Lighthouse Authorities
IMO	International Maritime Organisation
LOC	Landside Operations Coordinator
LOP's	PPA Landside Operations
MSIC	Maritime Security Identification Card
PPA	Pilbara Ports Authority
VTS	Vessel Traffic Services

1.10 DCW General Information

- The DCW lies in a North/South orientation in unprotected waters.
- The wharf has a total of 7 (approx 50m long) berths. Berths 1,3,5 & 7 are on the Western face with 2,4 & 6 on the East. See Diagram 1. ** Larger Offshore Support and General Cargo vessels will occupy multiple or at times the entire combined berth length*.
- The Western face is 209.65m long with access to a mooring dolphin that lies approximately 30m to the South of the wharf end. The maximum displacement for a vessel utilising the Western face berths is 35,000 tonnes.
- The Eastern face is 143.2m long. There is a dedicated Navy landing at the Southern end of the wharf face. The maximum displacement for a vessel utilising the eastern face berths is 15,000 tonnes.
- A small craft landing for vessels up to 20t displacement is located on the East side of the DCW South of the Navy landing.
- The bollards on the DCW are a combination of 50mt, 30mt and 20mt T-top and kidney bollards.
- The DCW Western face has been declared a Special Berth for the handling of Ammonium Nitrate (DG Class 5.1) cargoes of up to 3,600 tonnes.
- No other 'Special Berths' declarations for the purpose of handling dangerous goods as per AS3846-2005 are in place.
- Bookings and allocation of berths are released daily up to 1 week in advance. Basic information is available from the website or alternatively you

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can subscribe to receive detailed information via email by contacting the LOC at landside.dampier@pilbaraports.com.au

1.11 DBLB General Information

- Berthing basin has a maintained depth of 13 metres and an approach depth of 11 metres. Check local notices for declared depths[2]
- Vessels within a displacement range of 20,000 to 55,000 tonnes are acceptable.
- 500 metre long jetty, comprising 15 spans of 32 metres and a 20 metre access bridge
- A 37 metre x 34 metre loading platform constructed using precast concrete pile caps, beams and planks
- A cast in-situ concrete deck and four mooring and four berthing dolphins constructed as open hollow precast boxes infilled with in-situ concrete
- An 850 metre long access road to the wharf, and adjacent services corridor including services - electrical and communications, hydraulics and fire protection systems.

Bookings and allocation of berths are released daily up to 1 week in advance. Basic information is available from the website or alternatively you can subscribe to receive detailed information via email by contacting the LOC at landside.dampier@pilbaraports.com.au

1.12 Imports & Exports

The DCW is currently used for general cargo imports, exports and to support the offshore oil and gas industry.

Due to DCW size constraints, geographical position and the local road network, specialised, oversize or unusual cargoes must be approved to land prior to arrival. Potential charterers, agents or purchasers should contact PPA Landside Operations prior to booking berth space at the DCW.

For cargo ship arrivals at the DCW, a pre-arrival cargo briefing will normally be convened prior to final confirmation of berthing approval. Agents, Stevedores, transport coordinators and all other key parties are required to be in attendance. The PPA representative will advise final actions, requirements and approvals to berth at the meeting. The DBLB is not available for general cargo operations and has limited access for crane and vehicle operations. Commercial use is subject to agreement between the PPA, the Western Australia State Government and interested parties.

[2] https://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/Local-marine-notices

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The DBLB is currently used to export Anhydrous Ammonia (Liquid Ammonia) on a 12 inch line and to import Marine Grade Diesel Oil on a separate 12 inch line.

1.13 Ship acceptance

All ships calling at the Port of Dampier must comply with all IMO guidelines and all Australian legislation and regulations applicable to operations.

The Port may refuse entry or berth requests to vessels that cannot show or prove compliance upon request.

1.14 Biosecurity

Dampier is a *First Point of Entry (FPOE)* as declared under the Biosecurity Act 2015 for certain types of cargo including containerised cargoes. Please refer to the Department of Agriculture web site for full details of the Dampier Cargo Wharf "*Biosecurity First Point of Entry (FPOE) Summary of Regulatory Compliance*"

Masters are to ensure compliance with Australian Biosecurity arrival and port entry requirements and make every attempt to prevent the introduction of biosecurity hazards in to Australia. The Department of Agriculture & Water Resources (DAWR) in conjunction with the PPA have strict requirements and procedures in place to ensure compliance with the Biosecurity Act 2015.

Australia has a strict ballast water management system. The DAWR is responsible for the day to day management of ballast water requirements and conducts regular inspections on vessels arriving in the Port of Dampier.

1.15 Schedule of port charges

The current schedule of port charges is available from the PPA website.[3]

Charges levied for the DBLB are currently calculated under the commercial arrangement for the use of the terminal.

1.16 Disclaimer

The information contained in this handbook is believed to be correct at the time of issue however, the PPA does not guarantee the accuracy of the information and accepts no liability for any damage, delay or loss resulting from any such inaccuracy.

[3] http://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/

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2. SHIPS SERVICES

2.1 Bunkering

Bulk marine diesel fuel is available at the DCW via a PPA authorised and licensed supplier.

- Viva Energy – Shore side wharf infrastructure with flow rates up to 110m³/h.

This licensee is currently the sole provider of fuel services to vessels at the DCW. Fuel road tankers are not permitted on the DCW without written approval from PPA Landside Operations.

Permits are required for bunkering operations to be carried out. Permit application forms are available on the PPA website for submission to the LOPs office. Fuel providers typically submit permits on behalf of the vessel however; Masters/Agents are to ensure that all appropriate permits are in place prior to refuelling commencing.

Operational details and procedures can be obtained from the chosen supplier. See section 12.12 *Bunkering Operations* for further general information.

Bunkering is not available at the DBLB.

2.2 Fresh water

Fresh water is available at every DCW berth. Fresh water is dispensed at a rate of up to 90m³ per hour. Ship/shore connection and hose is to be supplied by vessel or agent. The connection at the DCW is a 4-inch male camlock. Water meters are located at the southern end of the DCW for comparison to ships soundings.

Fresh water is available at the DBLB. Fresh water is dispensed at a rate of approximately 50m³ per hour. Shore connection is to be supplied by the agent or terminal operator.

Ships own water quality testing regime should be used if water taken on is to be used for drinking without further treatment. The water supplied is provided by the (State Government) Water Corporation however the PPA makes no guarantee as to the water quality at the bunkering points.

Vessels are to report total quantity taken upon departure from the DCW/DBLB to Dampier VTS on VHS Channel 11.

Vessels planning to take on significant amounts of fresh water (>500m³) should ensure, via the PPA duty Landside Operations Coordinator, that sufficient water is available and that no restrictions are in place.

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2.3 Waste disposal

Vessel, industrial or construction waste is to be disposed of in an appropriate manner by utilising a professional licenced waste disposal company.

Biosecurity waste from international vessels must be managed by a licenced waste service provider and must not be placed in the general waste bins provided on the DCW.

Biosecurity waste is to be placed in the appropriately identified and lockable "Biosecurity Bins", (large blue Cleanaway bin and smaller yellow Sulo bin) after approval from the appropriately trained PPA Landside Operations Coordinator or Stevedore Shift Manager has been granted.

Biosecurity waste can only be removed from site by a DAWR approved and licensed waste management company ("Veolia Waste Management Services" and "Cleanaway" are currently licensed and approved) or in accordance with a specific written directive from the Biosecurity Officer. Refer to Port of Dampier – Biosecurity Incident Response Procedure (BIRP) and the associated Biosecurity Incident Response Instructions. (BIRI)

For detailed information regarding waste management at the port please refer to section 8.4 Waste Management and Housekeeping.

2.4 Shipping agents

It is recommended that any vessel visiting the DCW engage the services of a local shipping agent. There are several shipping agents available in Dampier. The choice and appointment of an agent is purely at the ship owner or charterer's discretion.

A list of agents is available in Appendices, Table 1 – Key Contacts

2.5 Repairs

The option to undertake repairs of vessels is limited whilst alongside the DCW or the DBLB. Approval of requests is dependent on requirement, berth availability and available labour.

Repairs that will immobilise propulsion or steering or in any other way prevent the vessel leaving at short notice are not permitted whilst alongside the DCW or the DBLB without HM permission.

Requests for main engine immobilisation should be made via email to dampier.vts@pilbaraports.com.au utilising the 'Engine Immobilisation Request Form' on the PPA website.

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2.6 Shore / Berth Access

Ship's crew that hold a valid MSIC, have completed a PPA site induction and have an operational need have full unescorted access to the PPA site. Crew without one or both requirements must be escorted by a qualified person, bus driver, taxi driver or ships agent. Those personnel must also report to the security gate upon leaving or entering the port.

There is a seafarer's centre in Dampier (www.dampierseafarers.org) which can be contacted on +61 8 9183 1424 or via you ships agent.

The following activities are strictly prohibited at the PPA

- Swimming
- Beach and foreshore access
- Fishing
- Collection of marine life, flora or fauna from anywhere on the PPA site

The PPA understands the needs of seafarers and their right to shore leave however, please be aware that the PPA has a zero tolerance policy to alcohol affected person/s on site. Any person may be randomly selected for alcohol testing and may be refused site entry if affected. Disorderly behaviour will not be excused or tolerated because of the effects of alcohol and any incidents of such behaviour on site may result in shore access being revoked for the entire ships complement.

Further information on the PPA's fitness for work policy may be found on the PPA website.[4]

3. LOCATION

3.1 Location

The DCW is located in the Port of Dampier at position 20°36'47.9"S 116°44'55.8"EThe DBLB is located in the Port of Dampier at position 20° 37.1' S, 116° 45.1'E.

3.2 Local time

Local time, known as Western Australian Standard Time (WST) is UTC plus 8 hours. Daylight saving time (summer time) is currently not observed in Western Australia.

3.3 Winds

The DCW and the DBLB lie in unprotected waters so operations are constantly reviewed in the event of strong winds. Vessels may be required to depart the wharves if conditions are deemed likely to cause stress or damage to any of the

[4] https://www.pilbaraports.com.au/Home/About-PPA/News-and-Publications/Publication-Search?section=-1&year=Select%20year&classification=-1&keyword=fitness

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structure – berthing, sailing, loading plus numbers of tugs are dependent on the wind strength status. See Port of Dampier Handbook.

3.4 Cyclones

During the summer months, the Port and surrounding areas may be affected by tropical cyclones. The official cyclone season is from 1st November to 30th April.

The Port of Dampier may be evacuated in accordance with the Harbor Master's directions should a cyclonic event be predicted to impact the region.

Further information on cyclones can be found at the Bureau of Meteorology website http://www.bom.gov.au/cyclone or DFES www.dfes.wa.gov.au

The Port of Dampier's cyclone emergency response plan can be located on the PPA website[5].

3.5 Seas and Swell

Berthing and cargo transfer operations are subject to swell conditions.

The DCW is exposed to the north through Mermaid Sound and exposed to the West through Mermaid Strait. Vessels may be asked to depart the wharf at any time should the sea state and vessel size combination have the potential to damage wharf infrastructure.

3.6 Tides

- MHWS 4.4 m
- MHWN 3.1 m
- MSL 2.7 m
- MLWN 2.2 m
- MLWS 0.9 m

(Ref: ANTT 2015)

Refer to the latest Admiralty Tide Tables and Australian National Tide Tables for further information. Flood tide flows to the West and ebbs to the East at up to 1.5 knots.

4. NAVIGATION

4.1 Port Handbook

Detailed information for vessels arriving, departing, navigating and any other marine matters generally within the port can be located within the *Port of Dampier Handbook*[6] published on the PPA website.

[5] http://www.pilbaraports.com.au/Port-of-Dampier/Security-and-safety/Emergency-preparedness-and-response
[6] https://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/Permits,-procedures-and-handbook

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All marine and navigation information within this Public Berths and Facilities handbook is of a general nature only and is given to provide and assist shore based personnel and logistics chains with some basic information for planning purposes.

4.2 Channel, berth and swing basin particulars

LOCATION	LENGTH	DESIGNED DEPTH	DECLARED DEPTH	WIDTH
Facilities Channel	-	11m	11m	-
DCW East Channel		-	5.6m	-
Berth Pocket DCW West	235 m	10m	10m	40 m
Berth Pocket DCW East	147 m	6.5m	6.7m	42 m
DBLB Berthing Pocket	330 m	13m	12.9m	53 m

Refer to latest Marine Notice for updated declared depth[7].

4.3 Small Craft Landing

The DCW has a small craft landing (SCL) for crew and pilot transfers and other necessary small craft work. The SCL is located on the eastern side of the DCW at the southern end of the wharf. The landing has no bollards and vessels must push up with caution. The SCL has a 20 tonne displacement limit. Transferring personnel must be wearing a PFD when using the SCL.

5. COMMUNICATIONS

5.1 Radio Channels

All marine radio channels in use can be located in the Port of Dampier Handbook.

Landside users of the DCW & DBLB should be aware of the following radio channels in use:

- DCW/DBLB operations VHF73
- Pilots VHF9
- During an emergency PPA will be listening and using UHF17 to communicate with vehicles.

[7] https://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/Local-marine-notices

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5.2 Phone & email contacts

Most departments within the PPA have direct landline or mobile numbers and email addresses. The most common required by DCW/DBLB users are listed in Table 1 in the appendices of this manual.

5.3 Notice of Arrival

Masters of all vessels arriving at the Port of Dampier should keep their agents and terminal operators informed of their ETA to port limits and berth.

The Master and / or agent is required to provide notices of arrival in accordance with PPA regulations. Further information is available in the Port of Dampier Handbook.

Dampier VTS should also be informed if there is a variation of more than one hour, so that the shipping schedule can be updated.

Vessels intending to berth at the DCW or the DBLB should note the berth allocation protocols in Section 6 .

5.4 Arrival Requirements

All vessels arriving from overseas at the Port must comply with Border Force (Customs) and Biosecurity (Quarantine) requirements. The Port may request verification of these clearances.

Cargo vessels, other international arrivals as well as most domestic vessels are required to provide cargo manifests, packing lists, stowage plans and any other paperwork as is required by the PPA to ensure all regulations are met. A checklist is available for agents and vessel masters on request.

Any Port permit requirements (see Section 9) identified must have an approval prior to the specified work commencing.

5.5 DCW/DBLB Arrival, Reporting & Berth Application

The below arrival reporting procedures are required for every vessel intending on utilising the DCW/DBLB.

Berth applications for every vessel expected at the berth should be submitted seven (7) days prior to the vessel's arrival at the port when practicable. Berth applications are accepted up to 21 days in advance.

Special Case Priority Berth Vessels accessing either the current DCW or the proposed DCW South facility shall submit arrival and reporting details in accordance with the Port User Agreement. Refer 6.7 for further requirements.

Prior to submission of a berth application, vessel agents should first make contact with PPA Landside Coordinators on the duty phone number (0600-1800) to ensure

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that space is available. Advice and availability is given using information to hand at the time of the inquiry.

A berth will not be scheduled for a vessel without a berth application being properly submitted.

A daily DCW/DBLB shipping schedule is issued by email every day at 1600hrs.This schedule includes berth planning and allocations for the following 7 days. To be included in this mailing list, please make request via email to the Landside Coordinators. Alternatively, a live schedule is available on the PPA website.

5.6 Anchorage

It may not always be possible for vessels to berth on arrival at the DCW/DBLB due to other vessels, weather conditions, ongoing maintenance etc. If required to anchor, the ship's agent or Dampier VTS will inform vessels of anchorage position prior to arrival.

Tankers are not permitted to anchor outside designated anchorages except in an emergency. Refer the Port of Dampier Handbook.

6. BERTH BOOKING PROCESS AND PRIORITIES

6.1 Introduction

This procedure is established under the provisions of the Port Authorities Act 1999 and is designed to maximise Port efficiency and meet customer service levels. All vessels using and accessing the DCW (DCW North and/or the proposed DCW South) and DBLB berths must follow the protocols and requirements contained in the Port of Dampier Public Berths and Facitlies Handbook and the Port of Dampier Handbook.

6.2 Governing Guidelines

At all times, berth allocation and the order in which vessels are allowed to proceed to, or be asked to vacate from, any berth will be decided entirely at the discretion of the PPA Dampier Harbour Master.

PPA reserves the right to:

- order the removal of any vessel for any legitimate reason including a vessels failure to maintain the requirement of continuous cargo operations
- change, cancel or reschedule any berth allocation or the order in which vessels are allowed to proceed to berth at any time
- ensure that any directions or orders given by PPA concerning berthing be complied with as soon as possible

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PPA will not be liable in any way for any delays, demurrage or other costs or losses of any kind that may arise as a consequence of any directions or orders that are given.

6.3 Berth Allocation and Priority

The overarching principle governing the allocation of berths is to maximise Port efficiency consistent with safety and as far as practicable manage that process in a manner that over time can be seen to be fair and equitable.

In general terms, the allocation of berths and the order in which PPA allows vessels to proceed to berth is based on the order of a vessel's arrival at the Port limits. In considering berth allocations and the order in which vessels are allowed to proceed to berth, PPA will also take into account:

i. The timely reception of the berth application available on the PPA website
ii. The berth application form submitted a minimum of 5 days prior to arrival
iii. Vessel Arrival and Mooring Compliance form completed and returned by the Master 24 to 48 hours prior to arrival to Landside Operations. Forms available from LOPs at landside.dampier@pilbaraports.com.au
iv. The ability to undertake continuous cargo operations whilst alongside the public berths
v. The suitability of an available berth for the vessel and the cargo to be handled, this includes factors such as vessel dimensions, proposed drafts, the nature of the cargo, whether vessel is geared or requires a shore side crane and other safety considerations
vi. The vessel's readiness and its capability to commence loading or unloading, of its nominated cargo on a continuous basis
vii. The vessel providing sufficient evidence that arrangements have been made for stevedores and suitable logistics/transport to attend to the vessel upon berthing and to discharge or load cargo in an expeditious manner
viii. Type of work to be carried out i.e. cargo operations, bunkers, tank cleaning, repairs, etc.
ix. Vessels that occupy multiple berths will need to be considered due to their length. Vessels of this length impact on the occupancy of adjacent berths and may lead to a vessel being held out or the berthing order modified
x. In the event of conflicting adjacent arrival times and if all criteria are equal, the HM or delegate will decide which ship will berth first based on information supplied from the vessels Master and the Ports AIS monitoring system. Ships Masters will be required to provide accurate eta to port limits (sea buoy) including current position and ships speed. Vessels AIS systems must be functioning. This information must be supplied 24 hours before the expected arrival to port limits (sea buoy)

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PPA may, without limiting its other rights or powers in any way, depart from the general position at any time including circumstances where arrangements are made between PPA and particular vessels or their agents or connections in regard to changing the general order of berth allocations or the general order in which vessels are allowed to proceed to berth. PPA's Landside Operations office will release the berth allocation schedule each day at 1600 hours.

6.4 Priority Berthing Order

The order of priority may be varied in the following circumstances:

- in the event that the vessel is a passenger cruise vessel
- Special Case Priority Vessels in accordance with Paragraph 6.7
- that agreement between relevant parties is reached in order to change the berthing order
- a vessel arriving first is not scheduled to work cargo immediately
- a hold condition survey (where required) has not been passed
- tide and/or weather conditions may provide unsafe conditions for berthing a vessel,(berthing and un-berthing of vessels during severe weather conditions is at the Harbour Master's discretion. Once a decision to cease berthing/un-berthing operations has been made, PPA will advise all affected parties. It should be noted that under certain climatic conditions it may not be possible to berth/un-berth certain vessels. Such decisions are made at the discretion of the Harbour Master):
    - in support of overall port efficiency as decided by the Harbour Master
    - to avoid conflicting logistical requirements at adjacent berths
    - a ministerial direction provides guidance for berthing priority, or
    - a vessel is restricted to working at a particular berth

6.5 Notification of Changes

The PPA Landside Operations office must be promptly notified of any variations to any information provided in the berth pro forma documentation.

The Landside Operations office is to be advised 72, 48 and 24 hours prior to the vessels scheduled arrival of:

- the estimated time of arrival
- any variation to the vessel's estimated time of arrival, and
- any variations to the vessels manifest

A vessel that for any reason other than natural causes or a safety issue, orders cargo work to be suspended or which the Australian regulatory authorities detain, may remain alongside provided that another vessel is not competing for the same

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berth. If a vessel wants to exceed its booked berth time by more than 4 hours and another vessel is waiting for that berth, then PPA may, at its discretion, order the berthed vessel to be removed to an anchorage or another suitable berth if available. All costs associated with extending a berth time alongside and/or moving a vessel from a berth will be charged to the agent, owner or the principal of the vessel.

6.6 Berth changes or cancellations

Should you no longer require a booked berth, the PPA expects the booking agent to notify the Port in writing as soon as possible to allow the berth to be released to other parties.

Changes to arrival and departure times can be accommodated if availability allows. Any significant changes (>1hr) should be communicated to the Port as soon as possible.

Agents should be aware that when you request a berth for a ship you have not booked a berth; rather, you have booked a ship. If the ship is cancelled a new berth application will be required for a proposed change of vessel. Booked vessels may negotiate changes between each other however, the PPA must be notified of this change in berthing arrangement by both parties in writing. Any proposed change requires PPA approval.

6.7 Special Case Priority Vessels

All vessels using and accessing the berths (DCW North and the proposed DCW South) must follow the protocols and requirements contained in the Port of Dampier Public Berths and Facitlies Handbook and the Port of Dampier Handbook.

PPA may determine from time to time that vessels involved in new and diversified trades should be treated as Special Case Priority Vessels and may enter into User Agreements or apply certain conditions relating to berth priority on a trial basis in order to support such trades.

7. BERTHING / MOORING OPERATIONS

7.1 Berthing parameters

Refer to Port of Dampier Handbook.

7.2 Vessel displacement limits

Refer to Section 1.10 and 1.11 general information and to the Port of Dampier Handbook.Hours of operation

Arrivals and departures to all berths at the DCW/DBLB are permitted at all hours.

7.3 UKC at Berth

Refer to Port of Dampier Handbook

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7.4 Departing the Berth - DCW

Vessels departing the DCW are expected to have dropped last line and be clearing the berth by the end of their booked time alongside. For example, a vessel booked to be alongside the DCW from 0600 to 1800 should be clear of the berth by 1800hrs. Masters, stevedores, agents and pilots should plan operations around this premise.

7.5 Mooring requirements

Prior to arrival in Dampier, Masters are to confirm in writing, through their agents, their vessel complies with the Pilbara Ports Authority, Port of Dampier mooring requirements as set out below.

- All mooring lines used by vessels berthed at PPA facilities are to be in good condition with no joins (splices, knots, bends or shackles) in them.
- The use of wire mooring lines is prohibited on all berths except where powered capstans are provided (DBLB only) and then, only where nylon tails are in use.
- Under no circumstances is wire line to be made fast to a bollard or mooring hook.
- Standing lines and lines to winch drums must be deployed symmetrically fore and aft.
- Mooring lines are to be kept tight and the ship kept firmly alongside and parallel to the fender line.
- Ships will comply with and be responsible for any extra berthing requirements as imposed by the HM or their delegate (e.g. the use of Yokohama fenders)
- Masters are to monitor and take every effort to prevent damage to the wharf fenders or structure. Any noted damage should be reported immediately to the PPA.

Ships mooring lines are to be properly tended 24 hours per day by a competent person whilst a vessel is moored alongside.Any vessel moored alongside a PPA berth in the Port that fails to tend or maintain her mooring lines adequately may be issued an infringement notice under the Port Authorities Act 1999 and liable to a fine of $20,000.00.

7.6 Mooring line size at DCW

Due to the manual nature of mooring line handling at the DCW, those lines which are excessive in size and weight may not be handled by the Stevedores.

The Stevedores or PPA staff may refuse to accept a ship to the berth if these requirements are not met.

If a vessel or agent is in doubt regarding this requirement, they should contact their engaged stevedore company.

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The Stevedore company in turn is required to ensure sufficient staff are rostered to take lines that would be considered acceptable.

7.7 Vessel movements at DCW (Warping)

From time to time a vessel may be required to reposition on the DCW. Where the repositioning requires all lines to be let go then a pilotage or pilot exempt master is required.

If the movement can be achieved by warping, permission must be sought from the HM via the Landside Coordinator to warp the vessel in to the new position. Landside Operations will advise of any conditions or restrictions to the operation imposed by the HM should the move be approved.

7.8 Mooring Equipment on DBLB

Ships winches must always be in good working condition. All roller leads must be free. It is of upmost importance that correct and sufficient moorings are used to prevent the vessel ranging at the berth.

Vessels may be requested to provide a mooring plan to the HM prior to arrival.

The ship will make fast to combination manual/automatic quick release hooks. There are 4 berthing dolphins and 4 mooring dolphins detailed in Appendix 2 – DBLB Technical Drawing. Mooring points consist of a combination of 60mt and 75mt single, double and triple hooks.

Vessels arriving at the BLB terminal are to ensure that they can meet the mooring line policy as shown in section 7.6. Mooring ropes should be adjusted as dictated by changing tidal height and the vessels' condition.

It is a Port requirement that mooring lines are checked and tended to 24 hours per day but at least physically checked no less than hourly to ensure they remain effective and ranging is minimised.

8. ENVIRONMENTAL MANAGEMENT

The DCW and the DBLB are situated within a coastal area of the Pilbara that has some exceptional environmental values. This facility is located right next to completely undisturbed natural environments, where quite often no human impacts are evident.

Under the *Port Authorities Act 1999*, one of the functions of PPA is to: "*to protect the environment of the port and minimise the impact of port activities on that environment*". PPA achieves this by maintaining an Environmental Management System to ISO14001 standard and has a published Environmental Management Plan, which is available from the PPA website.[8]

[8] https://www.pilbaraports.com.au/Port-of-Dampier/Environment-and-heritage

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This section outlines important environmental controls and requirements that set the minimum standard for operating on or alongside the DCW and or the DBLB.

8.1 Environmental Incidents

8.1.1 Spill Response

Any individual, group or company that causes a spill of oil, chemical or other noxious substance on the DCW must immediately respond to the spill by:

- **Controlling the spill** - attempt to stop or stem the loss if it is safe to do so
- **Containing the spill** – minimise the spread of the spill and prevent it from entering Port waters.
- **Cleaning up the spill** – recover the spill using the appropriate spill response equipment provided by your employer and / or PPA.
- **Communicate to PPA** – notify PPA Landside Operations Coordinator immediately and submit an incident report form.

PPA provides yellow mobile spill kits on the DCW and the DBLB. The spill kits contain sorbent kitty litter, socks, absorbent pads as well as brooms and shovels and basic PPE.

The PPA mobile spill kits can be used by anyone. However, it is PPA's expectation that licensed Stevedores and contractors using the wharf also use their own spill response equipment and resources for any larger spills.

PPA will inspect and replenish the mobile spill kits as required, on a routine basis. However, it is the expectation of the PPA that if the mobile spill kit is used, the LOC is notified immediately.

8.1.2 Incident Notification

Any spill of oil, noxious substance or product (irrespective of volume) to the wharves must be immediately reported to PPA's Landside Operations team. If the spill also enters the Port waters, then Dampier VTS must also be notified immediately on (08) 9159 6556.

8.1.3 Incident Report

For all environmental incidents, PPA requires an initial incident report within 24 hours that outlines what happened and actions that have been undertaken (or planned) to prevent a recurrence of the incident.

8.1.4 Spill Prevention Measures

To assist with the prevention of spills directly entering into the Ports waters from the public berths, it is a requirement that a spill kit is readily accessible and where practicable, the area immediately surrounding the area of risk is sealed or bunded during the following operations;

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- Bunkering operations
- Liquid product transfers
- Liquid waste transfers

This requirement does not remove the responsibility of operators maintaining a robust internal spill prevention and action plan. Such plans may require review by PPA before operations will be permitted.

8.2 Flora and Fauna

If any injured, distressed or dead native wildlife are found on or adjacent to the DCW, the DBLB or any port waters, notify PPA's LOC or PPA's 24-hour Security team immediately. There are several licenced fauna handlers onsite or available to the PPA, which can assist with handling and relocating wildlife.

8.3 Introduced Fauna / Biosecurity

The introduction of non-native organisms to the Port of Dampier has the potential to significantly impact the environment. If any non-native fauna such as birds, lizards and mice/rats are observed on the DCW/DBLB, please notify the LOC immediately. They will notify PPA's Environment and Heritage team and the appropriate state or federal biosecurity agency to investigate. If you are unsure if the observed fauna is native or non-native, it should be reported to PPA regardless.

8.4 Waste Management and Housekeeping

There is a lidded general waste bin situated at the Southern end of the DCW. This bin is for general waste only and is solely for the use by the PPA, its contractors and Stevedores. Lids should always be kept shut to prevent waste being spread by wind or accessed by birds and feral animals.

There is no general waste bin located on the DBLB. Ships should make arrangements through their agents or operators to have the waste collected and removed from site immediately.

Quarantine/Biosecurity waste from international vessels must be managed by a licenced waste service provider and must not be placed in the general waste bins provided on the DCW.

Biosecurity waste is to be placed in the appropriately identified and lockable "Biosecurity Bins", (large blue Cleanaway bin and smaller yellow Sulo bin) after approval from the appropriately trained PPA Landside Operations Coordinator or Stevedore Shift Manager has been granted.

Biosecurity waste can only be removed from site by a DAWR approved and licensed waste management company ("Veolia Waste Management Services" and "Cleanaway" are currently licenced and approved) or in accordance with a specific written directive from the Biosecurity Officer.

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Controlled wastes such as oily rags and oil filters must not be placed within the general waste stream – it is the responsibility of the waste originator to appropriately package and dispose of such items offsite.

Controlled waste from the clean-up of small spills on the DCW/DBLB (e.g. oiled kitty litter) should be placed in the heavy-duty plastic bags provided in the large yellow mobile spill kits and sealed with cable ties to prevent further spread of contamination.

All loose items and litter on the DCW/DBLB have the potential to be carried directly into the marine environment by wind and rainfall. Wastes must not be released or placed in a location where they may potentially be released from the DCW or the DBLB into the marine environment. Note that this applies to all vehicle loads (e.g. utes / trucks) and waste receptacles on the DCW or the DBLB.

8.5 Fishing

Fishing from the Public Berths, approach-bridges or from any vessel berthed at the Public Berths is strictly prohibited.

8.6 Vessel Cleaning

Vessels may wash down decks of dust and salt build up whilst alongside the DCW provided that;

- PPA Harbour Master or delegate and or the Landside Operations Coordinator is advised and gives permission
- Only ships own water and pumps may be used (salt or fresh)
- There are no hydrocarbons or any other contaminants on the surface to be washed
- No cleaning chemicals are to be used, irrespective of biodegradability without approval from the PPA environment team.
- For more information refer to the Port of Dampier Handbook.

8.7 Transfers of Hazardous Ships Stores and Cargo

Hazardous materials such as lube oils, cleaning products and paints may be delivered to a vessel as arranged by the agent, owner or master as ship stores.

Storage of these drums, full or empty, on the wharf deck creates an increased and unnecessary risk to the environment.

Containers of hazardous material delivered to a vessel, once removed from the truck, should be immediately loaded onto the vessel. If due to other loading/discharge activities this action is not possible, permission is to be sought from the Landside Operations Coordinator for the containers to be temporarily stored on the wharf until operations allow for them to be placed onto the vessel.

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At no time are containers of hazardous material either full or empty, to be left on the wharf deck without the approval of the Landside Operations Coordinator.

The contents of the containers are not to be transferred to the vessel from the wharf deck. Transfer must be done from the vessel deck and only where spill kits and spill recovery equipment is readily available.

9. INCIDENT REPORTING

Refer to the Port of Dampier Handbook.

10. SAFETY, HEALTH AND SECURITY

10.1 Occupational safety and health policy

The PPA is committed to achieving a safe and healthy work environment for all employees, contractors and visitors to the port.

The PPA will maintain the right to stop any operation at any time should those operations be deemed to be unsafe to personnel, property or the environment. This is irrespective of whether any written or verbal plan, instruction or procedure has been previously agreed to. Operations will not recommence until all parties agree the safety issue has been addressed.

10.2 SAFE WORK PROCEDURES

10.2.1 Alcohol/Drugs

PPA is committed to maintaining a safe and healthy workplace and managing the effects of factors including fatigue, alcohol consumption, drug use and general fitness and wellbeing (Fitness for duty).

Alcohol and illicit drugs are prohibited within the Port. Any person found under the influence, or in possession of either alcohol or illicit drugs will be refused admittance and/or removed from the premises. This section should be read in conjunction with the PPA - Drug & Alcohol Policy. Frequent random alcohol and drug testing is carried out on the PPA site.

10.2.2 Crew Change, Contractors and Visitors

Crew change activities must be carried out in accordance with the shipping company's safety management system.

Crew changes are not permitted during hook-up or disconnection of bulk transfer equipment and should be limited when cranes are in use.

Incoming and outgoing crew who are unable to comply with PPE requirements when arriving or departing their vessel must be collected or dropped off directly at the ships gangway. Those crew are not permitted to loiter on the wharf deck.

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All crew and contractors must have photo ID and proof of being required to attend the vessel on wharf.

For visitors to ships at the DBLB. - General visitors to the ship will only be allowed on board with permission from the Harbour Master or the DBLB user at the time.

10.2.3 Electronic Equipment

There is no requirement to turn off electronic equipment on the DCW however you should;

- Turn off electronic equipment when near a vessel bunkering
- Turn off electronic equipment when Dangerous Goods are being handled (See 12.2 Dangerous goods)
- Obey any signs or instructions regarding electronic equipment
- Headphones are not permitted to be used in areas requiring PPE.

Only intrinsically safe electronic equipment, including radios, can be used at the DBLB terminal whilst a vessel is conducting operations alongside. Mobile phones and pagers must only be used inside the ship's accommodation or within the DBLB Control room.

10.2.4 Mobile phones

The use of mobile phones on the DCW and on the DBLB when no ships are alongside is discouraged due to the reduced awareness and attention by the user that they tend to create. The PPA does recognise the need for communications from time to time so if a call must be made or taken you should;

- Move to a safe area away from vehicles and cargo operations prior to answering/making a call and remain stationary whilst on the phone
- Keep the calls as short as possible. If you expect to be making multiple or lengthy phone calls, you should leave the DCW/DBLB and enter a safe area.
- Never use a mobile phone while operating a vehicle, plant or equipment. Anyone observed using a mobile phone whilst driving will have their port entry pass revoked.

10.2.5 First Aid

A first aid kit is available in the Wharf Services Building and the DBLB control room (crib room) and at other key locations around the site. An increased range and quantity of equipment is stored at the security gatehouse. Refer to Emergency Response Plan Map at Appendices, Diagram 2.

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The nearest defibrillator is in the DCW Wharf Services building crib room directly below the first aid box. Look right upon entry.

10.2.6 Gangway

(a) DCW

A Master of any vessel berthed at the DCW must ensure that a safe means of access and egress is available at all times. Stevedores are able to supply shore gangways if required and, in some cases, may be the easiest and safest option.

The Master is to ensure that the access remains safe at all times. Ships or Stevedore provided shore gangways should be removed if at any time the situation is deemed to be unsafe. The Master should ensure he is able to have gangways repositioned or removed at short notice.

Tidal movements can be large at the DCW and particular care and attention should be paid to gangways because of this.

Where gangways are landed on the DCW, they will be marked with high visibility traffic control markers as per **Error! Reference source not found.**. as a minimum.

Figure 1: Gangway markers

(b) DBLB

An automated Ship to Shore gangway provides safe access to and from the ship. It is 18m long (fully extended), 11m long (fully retracted), has a range of motion of 195 degrees horizontally, 26 degrees vertically up and 45 degrees vertically down. The vessel's Master or the jetty operator in consultation with the vessel's Master is responsible to ensure that this access remains safe at all times whilst alongside and to remove the gangway should the situation become unsafe.

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Only personnel trained in its use should operate the equipment. The gangway must be left with the control handle located to “in operation” mode when not in use

10.2.7 Hazardous Materials

The DCW and the DBLB are utilised for the transfer of hazardous substances in bulk quantities between ship/shore/ship and incidents have the potential to result in a major accident involving:

- Fire
- Explosion
- Release of a toxic substance
- Release of a corrosive substance or
- Release of a marine pollutant

Due to the potential for a significant incident, terminal operators, ships, Stevedores and contractors are to have emergency plans in place. These plans are to be used in conjunction with the PPA’s emergency response plans.

Please refer to the Dangerous Goods section (12.2) of this handbook for specific operational and administrative requirements.

10.2.8 Lighting

The DCW and the DBLB are fitted with permanent lighting stations that provide light for the whole wharf and deck area. Supplementary portable flood lighting may have to be provided by the operators for specific operations as required for the type of work being conducted or deemed necessary through risk assessment and/or by procedure.

On the DCW, if portable lighting is provided by a contractor or operator, every effort must be made to ensure that the light beams don’t interfere with other operations or cause a danger to vessel or vehicle traffic by obscuring vision.

On the DBLB portable lighting must be ex rated and not positioned so as to interfere with other operations or cause a danger to vessel or vehicle traffic by obscuring vision

10.2.9 Protective Clothing and Safety Equipment

PPE must be worn at all times on the DCW, DBLB, designated areas and other spaces designated by signage. PPE includes, as a minimum;

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- Hard hat
- High visibility vest or clothing
- Long sleeve shirt and long pants
- Safety boots, and
- Safety glasses
- Personal Flotation Devices (PFD's) are required when within 2m of the unprotected wharf edge, on the Southern dolphin, accessing the Navy stairs or conducting work below the wharf deck level.

10.2.10 Working alone

Any personnel working on the DCW or the DBLB either alone or out of sight of other personnel must ensure their own personal safety. Some suggestions include;

- Wear all required PPE.
- Ensure a call back or check in procedure is in place.
- Carry a Personal Locater Beacon (PLB) if available.

No personnel are to work below the DCW or DBLB wharf deck surface without the correct permits and a JHA or equivalent being in place. A permit will not be issued for any below deck works without a spotter being required in a JHA.

10.2.11 Permit system

Refer Section 12.1

10.2.12 Smoking

Smoking is not permitted anywhere on the DCW. The nearest designated smoking area to the DCW is in the wharf services car park located about 400m from the DCW.

Smoking is prohibited anywhere on the DBLB or in the control room.

Smoking may be permitted in designated smoking areas aboard vessels as long as all on board protocols are complied with. Further details of this policy can be obtained from the PPA Health and Safety department.

10.3 Security

10.3.1 DCW

The DCW lies within a *Boating Safety Exclusion Zone* established under the Port Authorities Act. Port security zones at MARSEC level 1 can be found in the Port of Dampier Handbook.

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CCTV cameras with 24-hour monitoring are located throughout the area. Port security conducts regular patrols of all areas of the Port including the DCW.

Australian Border Force, AMSA, Police, DAWR and Port Security all have certain rights and obligations under law. Employees, baggage, cargoes, vessels and vehicles may be inspected and/or searched at any time. DCW users are expected to comply with any request from a Government authority.

Any person/s requiring unescorted access to the DCW i.e. maintenance personnel or ships agents, must have completed all PPA requirements for such access including inductions and MSIC cards. Further information can be obtained from the PPA MSIC office.

10.3.2 DBLB

There is a 200-metre exclusion zone for unauthorised commercial vessels and recreational craft around the berth at all times. Please report any breaches of this zone to Port Security immediately.

CCTV cameras with 24-hour monitoring are located throughout the area. Port security conducts regular patrols of all areas of the Port including the DBLB.

All Marine Industry Participants using the terminal must be signatories to the Port of Dampier Maritime Security Plan. The proponent using the DBLB has, by agreement, responsibility for terminal security whilst their vessel is using the terminal.

Any crew members embarking or disembarking for shore leave or crew change must proceed directly to designated transport vehicles. No crew should loiter on the wharf.

Any person/s requiring unescorted access to the DBLB i.e. maintenance personnel or ships agents, must have completed all PPA requirements for such access including inductions and MSIC cards. Further information can be obtained from the PPA MSIC office.

10.4 Unions & Right of Entry

The facilitation of port entry for any union representatives accessing all PPA facilities in accordance with Right of Entry Notices (ROE) issued under the Fair Work Act 2009 is being undertaken in a uniform manner.

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The relevant visiting union has certain rights to visit members and potential members on visiting vessels and/or employees of certain companies within the PPA landside restricted zone.

To maintain uniform compliance, ensure personal safety and minimise delays by personnel on arrival at the Security Gate, ROE users are to follow the below process:

A copy of the ROE is to be forwarded to the following Security and Operations areas at least 24 hours prior to planned entry:-

- The Operations Manager of the host facility or vessel as detailed within the ROE.
- The PPA LOPs team at landside.operations@pilbaraports.com.au and landside.dampier@pilbaraports.com.au
- The Security Gatehouse securitygate@pilbaraports.com.au (Dampier)
- The PPA Security Superintendent ricky.hall@pilbaraports.com.au and the Security Supervisor david.thoms@pilbaraports.com.au.

On arrival at the Security Gatehouse the host facility/vessel Operations Manager or delegate is to be contacted (if not already present) to provide an escort for the ROE holder to and from the stated facility.

It is a PPA requirement that the employer provides, at its cost, an escort to and from its vessel/facility when a permit holder is exercising a right of entry.

It is a PPA requirement that the visiting union when requesting entry to a vessel must ensure that the named vessel is actually berthing at the DCW/DBLB prior to submitting an ROE.

11. EMERGENCY PREPAREDNESS

11.1 Emergency procedures

For any emergency (other than a medical emergency) raise the alarm and then contact Dampier VTS on VHF channel 11 or 16 or alternatively with radio at the southern call point. Give the port officer as much information as possible regarding the incident. The port officer will then contact the appropriate authority to deal with the situation.

Dampier VTS: 9159 6556

Dampier VTS backup mobile: 0428 888 800

Security: 9159 6584

For a full list of emergency telephone numbers, see Table 1 on the back page.

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11.2 Medical emergency

Call **000** immediately to activate the medical services. If possible, have another person notify VTS as per section 11.1 so they can assist with the coordination of help to your location. The port has placed several defibrillation units around the site for use. Refer to Emergency Response Plan Map at Appendices, Diagram 2.

The preservation of life is the priority and difficult decisions between communications and seeking aid or assisting the casualty will need to be made. As such companies and individuals should regularly discuss and plan actions as part of their daily routines.

Dampier VTS: 9159 6556

Dampier VTS alternate: 0428 888 800

Karratha Health Campus: 9144 7777

For a full list of emergency telephone numbers, see Table 1 on the back page.

11.3 DCW alarm and call points

There are 2 call points located on the DCW to assist personnel working on the wharf raise an alarm and make others aware of an emergency. The points are located at either end of the DCW.

Figure 2: Southern call/alarm point

Figure 3: Northern alarm point

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11.4 Fire

The following instructions and requirements will be complied with, in conjunction with ships emergency plans, Port emergency plans and AMSA & DFES requirements.

11.4.1 Fire precautions

(a) DCW

Firefighting appliances on the vessel including the main and emergency fire pumps must be kept ready for immediate use.

The international ship/shore connection shall be readily available.

Vessels hoses, nozzles, fire extinguishers and firefighting equipment generally, should be in good condition and ready for use.

(b) DBLB

Due to the nature of the DBLB and the potential for catastrophic consequences because of fire the following instructions and requirements will be complied with, in conjunction with ships emergency plans, Port emergency plans and DFES requirements.

- Firefighting appliances on the vessel including the main and emergency fire pumps must be kept ready for immediate use.
- Fire hoses shall be connected to the fire main on the main deck and adjacent to the manifolds ready to be run out. Foam monitors adjacent to the manifolds should be ready for immediate use.
- The international ship/shore connection shall be readily available.
- At least two portable fire extinguishers of the dry powder / foam type shall be kept adjacent to the manifold.
- The use of matches and lighters is prohibited except in designated smoking areas. Personnel outside these areas should not carry matches, lighters or other sources of ignition and must use intrinsically safe equipment.
- Fire hydrants should be tested by terminal operators prior to connecting the wharf to the vessel for the loading or discharge of any product. Fire hydrants should be run for at least 30 seconds with the valve fully opened to ensure all supply valves are open.

11.4.2 Fire appliances on shore

(a) DCW

The following firefighting appliances are located on the DCW. Refer diagram 1 in the appendices for locations.

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- Fire hydrants and hose connection points are located at both ends of the wharf deck area.
- Fire hose cabinets containing hoses and nozzles are located at or near hydrants.
- Portable fire extinguishers are located near emergency shower points.
- 2 manual alarm points.

The wharf can accommodate local fire and emergency service vehicles. PPA staff regularly check serviceability of all items however it is the responsibility of DCW users to ensure they are conversant with location and use of all equipment and any outstanding maintenance items that may affect their use.

Additional firefighting equipment (skids and boosters) will be utilised for Ammonium Nitrate (DG Class 5.1) cargoes in accordance with Special Berth Declaration requirements.

The PPA will tag any equipment that is not fully functional.

(b) DBLB

As a minimum, the listed firefighting equipment and precautions shall be in place and in working order prior to any bulk transfers. Refer Diagram 7 in Appendices for locations.

- Fire hydrants and hose connection points are spaced at intervals along the length of the wharf.
- Fire hose cabinets containing hoses, branches and fog spray nozzles are strategically placed.
- Portable fire extinguishers in service.
- 2 manual alarm points.

The jetty can accommodate local fire and emergency service vehicles. PPA staff regularly check serviceability of all items however it is the terminal operator's responsibility to ensure they are conversant with location and use of all equipment and any outstanding maintenance items.

11.4.3 Fire alarm

Vessels discovering a fire on board shall follow the vessel SMS and report fire immediately to Dampier VTS.

Persons discovering a fire on shore or the DCW will activate the fire alarm at the call points if possible and/or use every other available means to report the fire to other personnel.

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In the event of a fire on the PPA site, an alarm or bell will sound.

Advice of any drill or exercise that requires the use of the alarm or bell outside of this time will be promulgated in advance.

11.4.4 DBLB – Terminal Action - fire on board

The critical safety issue is to contain the fire to the vessel and to avoid damaging the piers and loading equipment. The Terminal control room will shut down loading / discharging immediately and isolate the jetty.

Tugs may be used to assist with boundary cooling or other logistical functions as directed by the Harbour Master and/or hazard management agency Incident Controller.

11.4.5 Fire Fighting Foam AFFF / PFAS

PFASs (per- and poly- fluoroalkyl substances) are manufactured chemicals that have been used widely in a range of specialty applications, including some types of fire-fighting foams. The release of PFASs into the environment is an emerging concern globally, because these chemicals are highly persistent, bioaccumulate, can move long distances in the environment, and are linked to adverse impacts on some plants and animals. Recently, PFAS contamination has been found at a number of sites, including where fire-fighting foams containing PFAS have been used. At some sites, PFASs have moved over time from the contaminated soil, and contaminated surface and ground water, and migrated into adjoining environments. PPA is currently undertaking a formal review of PPA and leaseholder fire-fighting foam stocks to determine presence of PFAS substances, and (where applicable) implement a program to phase-out the use of these products on PPA's lands. Further information on PFAS is available in the PFAS National Environmental Management Plan, available at: http://www.environment.gov.au/protection/chemicals-management/pfas

11.5 Ammonia

Anhydrous ammonia is a highly toxic chemical and is exported from the adjacent bulk liquids berth terminal west of the DCW. Comprehensive emergency plans are in place for the DBLB terminal however the following points should be noted.

11.5.1 Warning system

There are numerous ammonia detectors on the PPA site. If ammonia is detected or there is some other indication of a suspected leak the Ports emergency siren will be sounded.

The Ports emergency siren is an oscillating air raid tone. The siren is tested at 0900 every Tuesday and is always preceded by a P.A. message.

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11.5.2 Mitigating measures

In the event of an ammonia gas release personnel should take note of the following key points and follow the requirements as outlined in the Port of Dampier Anhydrous Ammonia Procedure.

As described in the Port of Dampier site induction, there are 3 Ammonia Muster Points (AMP) with refuge chambers on site. See Diagram 2, Emergency Response Plan Map for the locations of the AMP facilities.

(a) DCW

The closest AMP to the DCW is in the Landside Operations building. It is available to all and its use should be included in any emergency response plan for each company or contractor using the DCW. Directions on how to use the refuge are available from the PPA Security Supervisor and are also located inside the chamber. Please see Diagram 2, Emergency Response Plan Map for the locations of the AMP facilities.

(b) DBLB

There is an Ammonia Muster Point Refuge Chamber located on the DBLB adjacent to the Control Room. This facility is available to all and its use should be included in any emergency response plan for each company or contractor using the DBLB. Directions on how to use the refuge are available from the PPA Security Supervisor and are also located inside the chamber. See Diagram 2, Emergency Response Plan Map for the locations of the AMP facilities.

Stay indoors and await instruction from area wardens.

Site evacuation: An evacuation will only be conducted when ordered by the Chief Warden.

12. OPERATIONS

12.1 Permit System

The PPA has a permit system in place for most non-operational works and typically oversize and heavy loads. The full permit procedure and permit flowcharts can be found on the PPA website[9]. The permit flowchart gives a minimum notice requirement however lengthier time frames may be required for more intricate or logistically challenging works.

Below is specific information relating to the more common permits issued for operations at the DCW and the DBLB. This list is not exhaustive, and it is the

[9] http://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/Permits,-procedures-and-handbook

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masters/agents/contractor's responsibility to ensure that all required permits are in place.

The PPA has the right to stop all operations pertaining to a particular vessel or task if a valid permit is not in place or if a breach of permit conditions is noted.

12.1.1 Dangerous Goods Permits

Dangerous goods permits are required when loading, discharging or transporting DG on the port site irrespective of other permits or licences held outside of the PPA. DG must also be declared regardless if it is classified or considered as but will be remaining on board. Please see section 12.2 for more detailed information.

The DCW Western face has been approved under a Special Berth Declaration for the handling of ammonium nitrate shipments up to 3,600 tonnes. Please refer to the Port of Dampier Ammonium Nitrate Handling Procedure for specific information.

12.1.2 Heavy load permits

Any single item of cargo, equipment, bulk product or other load exceeding 20 tons requires a PPA Oversize Load Permit to be applied for and approved prior to either being brought on to site or discharged from a vessel.

In addition, any single crane lift exceeding 30 tons will require a lift study to be completed and submitted at the same time the HLP is applied for.

The Landside Operations team may request one or both of these documents to be completed for loads of a weight less than that specified should they believe that wharf load limits may be exceeded i.e. excessive reach with the crane.

Should a load or lift be near to permissible load limits on site, the application will be referred to engineers for approval. Engineers may require more detailed information.

12.1.3 Oversize Load Permits

Any vehicle or vehicle combination exceeding 19m long, 2.5m wide and/or 4.3m in total height must apply for an Oversize Load Permit at least 24hours prior to requirement. This may be in addition to an OLP as per 12.1.2 and is in a separate section on the same permit.

A movement study may be requested to prove that a certain vehicle/load combination can negotiate all wharf and approach bridge infrastructure and furniture and also the 45° turn at the junction of the bridge to the DCW.

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12.1.4 Hot work

Any process that can be a source of ignition when flammable material is present or, can be a fire hazard regardless of the presence of flammable material in the workplace, requires the hot work section of the Wharf Work Permit to be completed and the permit to be approved by the PPA Landside Operations team. Common hot work processes include, but are not limited to, welding, drilling, cutting and grinding.

Wharf work permits for the DCW, DBLB and other Landside Operations managed areas are issued by the PPA Landside Operations team. These permit applications must be submitted in person by a person directly responsible for or involved with the work being conducted. The application must be submitted with a copy of the fire ban status of the day. A JHA or equivalent should already be prepared prior to application. A copy of the JHA may be requested.

Hot works to be carried out on the DBLB at any time require the Harbour Masters approval as well as Landside Operations. No hot work is to be carried out on the DCW, DBLB or on a vessel when bulk liquid transfer operations are underway.

Hot works undertaken on board a vessel are to be performed in accordance with the requirements of the vessel Safety Management System. No PPA permit is required however the PPA Landside Operations team is to be notified by the vessel master of any intended hot works prior to berthing.

12.1.5 Diving permits

Dive permits are required to be lodged with the PPA Marine Operations team when any diving operations are to be conducted within a 200m radius from any point on the DCW or the DBLB. The Marine team may be reached using the email address HM.DHM@pilbaraports.com.au or 91596562.

The permit approval process for a dive permit is extensive and as a minimum the below will be required;

- An extensive JHA covering the complete scope of works
- A complete dive plan
- Emergency evacuation procedures
- Copies of divers qualifications including on site supervisor
- Contact numbers and radio channels for the dive supervisor and the master of the vessel engaged

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12.1.6 Working at heights permits

Working at heights and all required permits shall be carried out in accordance with the PPA Fall Prevention Procedure[10].

Due to the unnecessary risk of interaction between a moving vessel and a fixed platform, permits will not be issued for personnel to work on a vessel from a shore-based EWP or equivalent without PPA approving a completed risk assessment indicating all risks are fully mitigated.

WAH permit applications are not required from vessels conducting work on board. Masters are to manage works conducted under their own SMS and permit system.

12.2 Dangerous goods

12.2.1 Dangerous Goods (Class 1) – special requirements

The DCW **is not** classed as a special berth nor is the PPA site licensed for the storage of Class 1 DG. As such, there are strict limitations on Class 1 DG volumes and handling requirements. If a permit is issued (see section 11.1) to load or unload dangerous goods from a vessel and those goods are Class 1 explosives, in addition to requirements in AS3846-2005, the following additional specific handling and transport requirements must be met;

- Class 1 items will be the first items unloaded from a vessel immediately after arrival.
- Class 1 items when unloaded must be immediately removed from site utilising approved transport.
- Class 1 items will not be stored anywhere on the PPA site
- Class 1 items being loaded, will not be brought on to site and loaded until immediately prior to vessel departure.

[10] https://pilbaraports.com.au/Home/About-PPA/News-and-Publications/Publication-Search?sort=F

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- The multimodal for the Class 1 goods must show the Net Explosive Quantity (NEQ) for that item.
- The maximum NEQ permitted at the DCW (Except for Class 1.4S[11]) is 25kg total.

12.2.2 DG Class 5 Special Requirements (Ammonium Nitrate)

A Special Berth Declaration applies to the Western face of DCW for the handling of ammonium nitrate cargoes. Specific PPA Ammonium Nitrate Handling Procedures apply, refer Port of Dampier – Ammonium Nitrate Handling Procedure. No on-site Ammonium Nitrate storage is permitted.

12.2.3 DG Handling and Reporting

At least 24 hours prior to a vessel's proposed time of entry or the proposed time of delivery of goods to a berth, the Master, his agent or their representative must lodge details of dangerous goods being carried or intended for carriage on the vessel with the port in order to apply for and be granted a Dangerous Goods Permit.

Applications for approval to transport or handle dangerous goods at the DCW are made via a berth application and a Dangerous Goods Permit application. A correctly filled out and signed Multimodal Dangerous Goods Form or equivalent for each type of DG is to be attached to the Dangerous Goods Permit application.

Irrespective if dangerous goods and explosives are being delivered to the DCW, a vessel transporting "through cargo" dangerous goods must declare same on a PPA Dangerous Goods Permit form. Ships equipment e.g. flares, do not need to be declared.

Certain conditions or logistical circumstances may necessitate a berth closure.

It is a requirement to ensure that the Dangerous Goods are labelled in accordance with standards. Operators must ensure that all Dangerous Goods and Explosives are segregated from other Explosives and Dangerous Goods in accordance with the IMDG code. Dangerous goods on the DCW shall be treated and segregated as per table 5.2 in the Australian Standard, *The handling and transport of dangerous cargoes in port areas AS3846-2005.*

[11] Explosives of division 1.4S are not restricted in terms of quantity at an ordinary berth

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12.3 Traffic Management

The DCW is a multi-user facility with many and varied vessels, cargoes and transport requirements. The dynamic nature of operations does not allow for vehicle and pedestrian traffic to be managed the same way, every day.

The PPA has a comprehensive Traffic Management Procedure (TMP) for the entire Damper site which can be located on the PPA website[12]. Specific operations may be handled in accordance with a Daily Traffic Control Plan (DTCP) approved by the Landside Operations team.

The Dampier Cargo Wharf has some special requirements within the traffic management plan. Full details can be found within the TMP located on the website. Below are some key points from those special requirements

- For all vessels alongside the DCW, a Daily Traffic Control Plan (DTCP) specific to the operation will be prepared by Landside Operation and distributed to and managed by the engaged Stevedoring company.
- All personnel involved in the operation must be fully briefed on the DCTP prior to commencing operations.
- Positive communications will be established between Stevedores and transport providers.
- If no cargo operations are taking place, LOPs will provide a DCTP for vessels to assist with traffic management at their vessel for the duration of the stay.

12.4 Vessel Footprint and Cargo Management

The dimensions of the DCW mean the available space for all services, cargoes, vehicular traffic and personnel is required to be maximised to maintain efficiency and safety for all.

The DCW is not to be used for the prepositioning or storage of cargo or equipment outside of the immediate vicinity (within reason) of the vessel that is actually loading or discharging same. Well considered alternative plans, arrangements and management will always be considered however all requests to deviate from *normal* operations must be approved by the Landside Operations team.

This requirement applies irrespective of what other vessels (if any) are alongside other berths, what works are being done or if there are one or two stevedore companies working on the wharf. Each vessel is considered a separate entity and will be treated as such.

[12] http://www.pilbaraports.com.au/Port-of-Dampier/Port-Operations/Permits,-procedures-and-handbook

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12.5 Laydown on DCW

No cargo is permitted to be pre-positioned or stored on the DCW. Plant and equipment will not be left on the DCW without permission from LOP's.

12.6 Laydown Area

The Port of Dampier has approximately 30,000m² of unsealed laydown. The area will be used in a manner that will increase the effectiveness and efficiency of movements on the DCW if sufficient area is available or for other projects as decided by the PPA.

Upon request, some of the area may be made available for short term laydown storage for incoming or outgoing cargo or equipment for vessels using the DCW. Costs and conditions can be provided by PPA LOP's on request. Requests are reviewed on a case by case basis.

The area may be further utilised to preposition equipment, trailers and or vehicles for transport requirements of vessels being serviced at the DCW. Contact should be made with Landside Operations to discuss options and availability. Entry is not permitted in to the laydown area without PPA authorisation.

12.7 Mobile Plant & Equipment

All plant (including cranes and forklifts) in use by personnel on or around the DCW must be fully tested and compliant with any testing or tagging requirements in place for that type of plant. PPA staff may request proof of compliance at any time. Please refer to the PPA Crane and Hoist Procedure and Classified Plant Management Procedure

Only personnel properly trained and/or licensed (if required) in plants use may use such equipment.

Refuelling of equipment or plant is only to be conducted as per the PPA - Plant and Equipment Fuelling Procedure[13]

Landside Operations may allocate laydown area for plant refuelling away from the DCW upon request

12.8 Parking

Parking of vehicles (commercial or private) is not permitted on the DCW or the DBLB unless authorised. Only vehicles that are an integral part of vessel operations being conducted at the time will be authorised.

Vehicles that are authorised to park on the DCW/DBLB must;

[13] https://pilbaraports.com.au/Port-of-Dampier/Port-Operations/Permits,-procedures-and-handbook

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- For the DCW - reverse park to the wharf edge in the first instance or alternatively parallel to the edge in a manner that allows forward movement. Contractors, agents and any other persons authorised to visit the vessel shall keep the number of vehicles parked on the DCW to a minimum.
- Never park in a truck turning area.
- Leave car unlocked with vehicle keys in ignition.
- No vehicle is permitted to park where a no parking zone is established. These areas are established to allow large vehicles turning and loading area on the DCW and are repositioned regularly
- For the DBLB - Contractors, agents and any other persons required to visit the vessel shall keep the number of vehicles parked at the DBLB control room to a minimum. No vehicle is permitted beyond the control room during loading/discharge operations. Any vehicle parked on the DBLB at any time of the day shall be reverse parked, left unlocked with the keys in the ignition. Unmanned vehicles must be switched off.
- For DCW & DBLB - Ensure vehicles not identified by a company name and phone number shall leave a contact name and number clearly displayed on the dashboard of the vehicle.
- Keep clear of all emergency appliances including emergency showers.
- Keep clear of waste bins.
- Understand that the vehicle may be moved or removed from the DCW by Stevedores or PPA staff without notice.

.

Figure 4: No parking zones on the DCW

12.9 Stevedoring Services

The Port is currently serviced by two licensed stevedore companies. Linx Port Services and QUBE Ports - Refer to Appendices Table 1: Key Contacts

All cargo handling is performed by the nominated Stevedoring company. All cargo handling will conform to Work Safe and Australian Standards practices, the

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Stevedoring companies' safety management systems and within the PPA's own safety systems.

12.10 Cranes

The operation of mobile cranes on the DCW and BLB, specifically the requirement to monitor and ensure point load reactions do not exceed the limits on the attached wharf load limit drawing (Diagram 4), is the responsibility of the operator of the crane and the stevedoring company that contracts or hires the crane. Please ensure that prior to lifting any load by crane on the DCW that;

- point loads are calculated and do not exceed the limits as shown in the attached drawing.
- the correct type and size of load bearing pads are placed under the outrigger feet as noted in the attached drawing. *Lifts will be halted if the pads do not meet the requirements in the Wharf load limit drawing.*

Unless pre-approved by LOP's, cranes moving on the DCW, Mof Road and approaches will comply with counterweight restrictions. Road legal cranes must be configured for movement on the main roads (boom down and no counterweights). Rough terrain cranes are not designed to be moved on public roads, so may move on the wharf with booms raised, but must not have counterweights added.

12.11 Heavy vehicles

Combination and heavy rigid trucks are permitted on the DCW for the purpose of loading or discharging cargo and supplies to vessels. Due to the limited size of the DCW, load limits, proximity to personnel and other operations the following applies;

- Only prime mover and single trailer combinations are permitted on the DCW, DCW causeway and approach bridge (unless approved by Landside Operations).
- Only 1 (one) truck is to be within a vessel's footprint, for the purpose of load or discharge, at a time. Cargo vessels may have 2 trucks operating (1 loading, 1 waiting) if this can be done without interfering with any other operation on the DCW.
- Trucks waiting to enter the DCW must do so at the marked crosswalk on the approach bridge located just prior to the land/sea transition point. Trucks waiting must not park on the soft shoulder or block access to the HLO area. See traffic management plan
- Heavy vehicles required to wait for extended periods or due to congestion on the approach bridge should park on the marked shoulders of Mof Road.

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PPA Landside Operations may modify, change or implement further rules to improve overall efficiency at the DCW on a case by case basis.

12.12 Bunkering operations

Fixed bunkering points are located at four locations on the wharf (see diagram 1) and this bunkering service is provided by Viva Energy Ltd.

Viva require that all vessels berthing at the DCW and wishing to receive bunkering services via fixed line have a 4" dry break coupling hard fixed (Welded Flange) and fitted to their receiving manifold. Not having such a fitting may result in refusal to supply from the fuel provider.

Important points in the bunkering process are:

- Bunkering (combustible/flammable liquid) requires a PPA Dangerous Goods Permit, which is applied for via the Landside Operations office.
- Prior to ordering bunkers, masters should ensure that a berth has been allocated to their vessel at the scheduled time.
- The ship to shore or ship to ship bunkering checklist must be completed and signed off by the fuel company representative and the Master of the vessel before commencing. This checklist may be audited and verified by the PPA.
- Bunkering and loading cargo may take place concurrently, if all parties agree, but under no circumstances can cargo be lifted directly over the bunker point, the hose or the operator.
- Every endeavour should be made to position the vessel correctly and the shore equipment, including cranes, to allow load/discharge operations to

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take place in an efficient and safe manner. Bunkering will cease if the operator considers any aspect of the process unsafe.

- Vessels should have their own supply of pollution response, containment and recovery equipment on board. This equipment should be strategically placed to assist in the immediate action to prevent environmental harm. This equipment, especially absorbents, booms, pads and floor sorbent granules should be kept in good condition and replaced if deteriorated.
- Scuppers on board all vessels shall be blocked and sealed during the bunkering process. Save-alls are another way to prevent small spills as well as providing breather bags or buckets to capture small overflows. Vessels with large freeing ports and/or vessels not fitted with proper containment should deploy absorbent material or booms on deck near the filling point and bunkering vents

12.13 Ship to shore bulk liquid transfer

Bulk liquid transfers at the DCW are a common necessity and will be carried out in accordance with the Port of Dampier – Bulk Transfer Procedure. Most processes are controlled by this procedure and established procedures typically managed by the vessel, supplier or a combination of both.

13. DOCUMENT OWNER

The Landside Operations Manager has responsibility for this document

Date approved:	15/09/2021	Review date:	15/09/2022
Version:	4	Approved by:	Landside Operations Manager

VERSION	PREPARED BY	DATE	AMENDMENT
1	Bruce Young	29 January 2020	Combining DCW and BLB Handbooks into the one document and updating with new information.
2	Bruce Young	03 February 2021	Amending various paragraphs to reflect new procedures and responsibilities.
3	Bruce Young	05 August 2021	Adding various requirements as a result of the proposed construction of DCW South
4	Landside Admin	15 September 2021	6.7. Special case priority Vessels

Note: Previous versions are in Objective.

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DIAGRAM 1: DCW SERVICES DIAGRAM

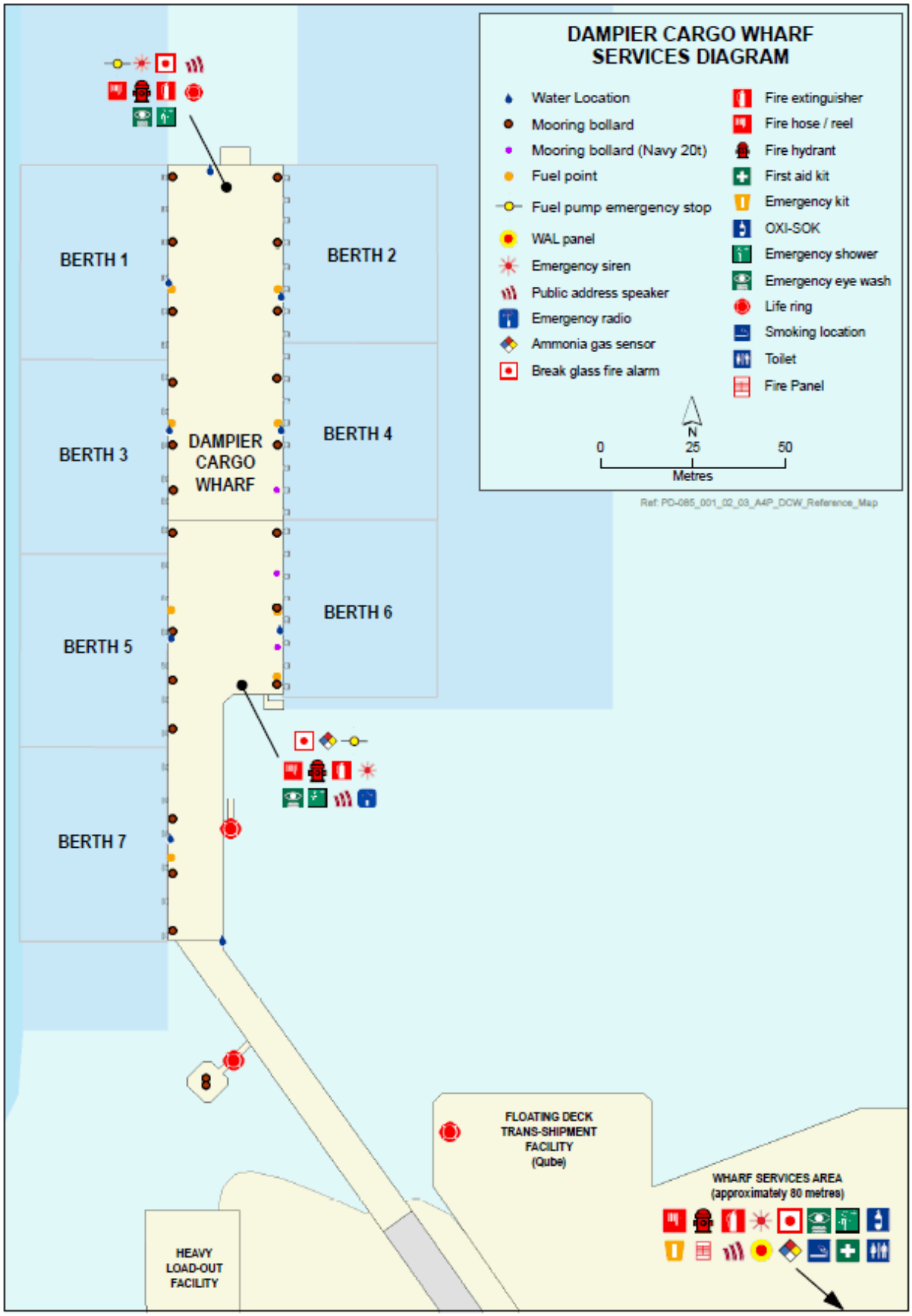

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DIAGRAM 2: EMERGENCY RESPONSE PLAN MAP

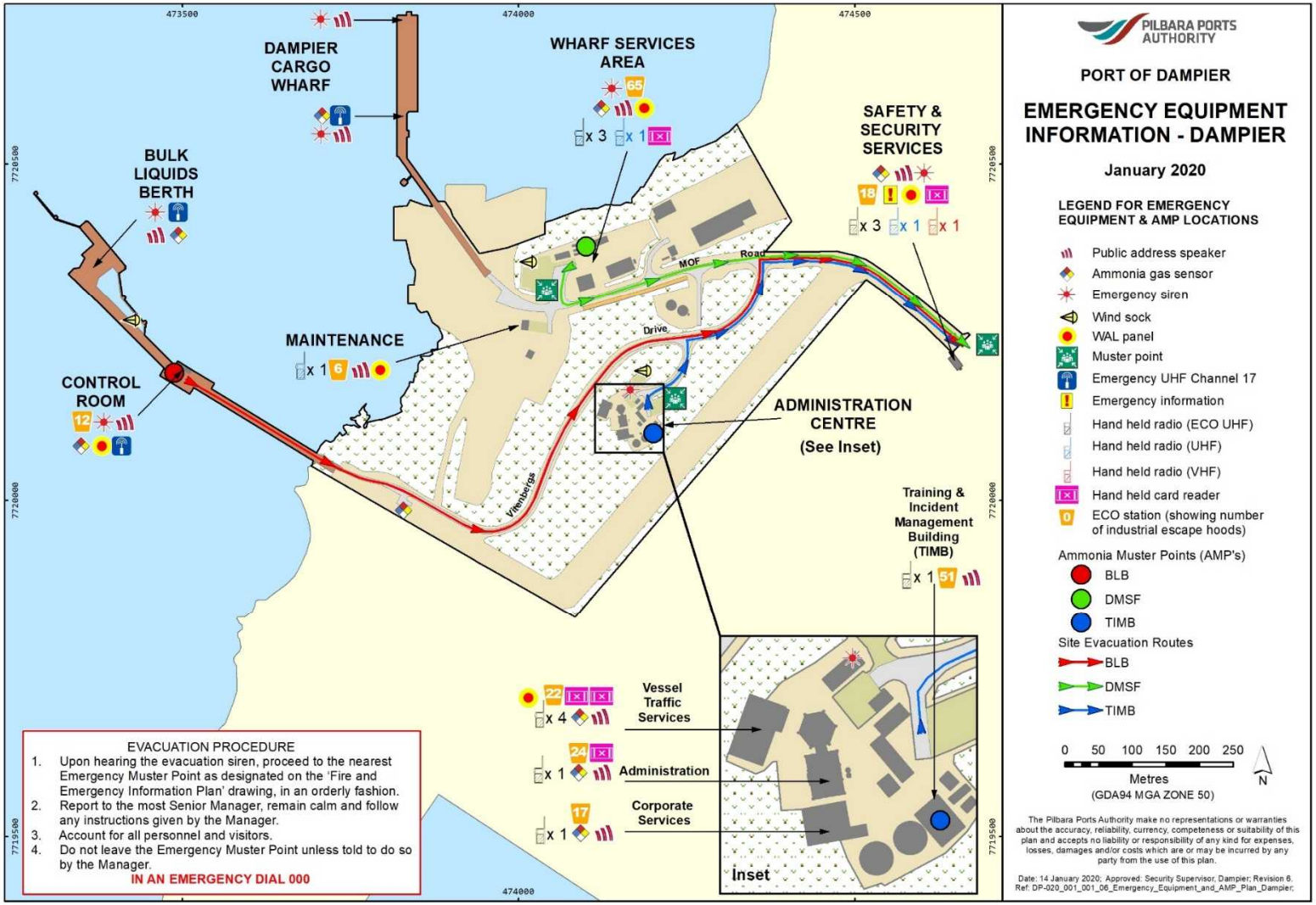

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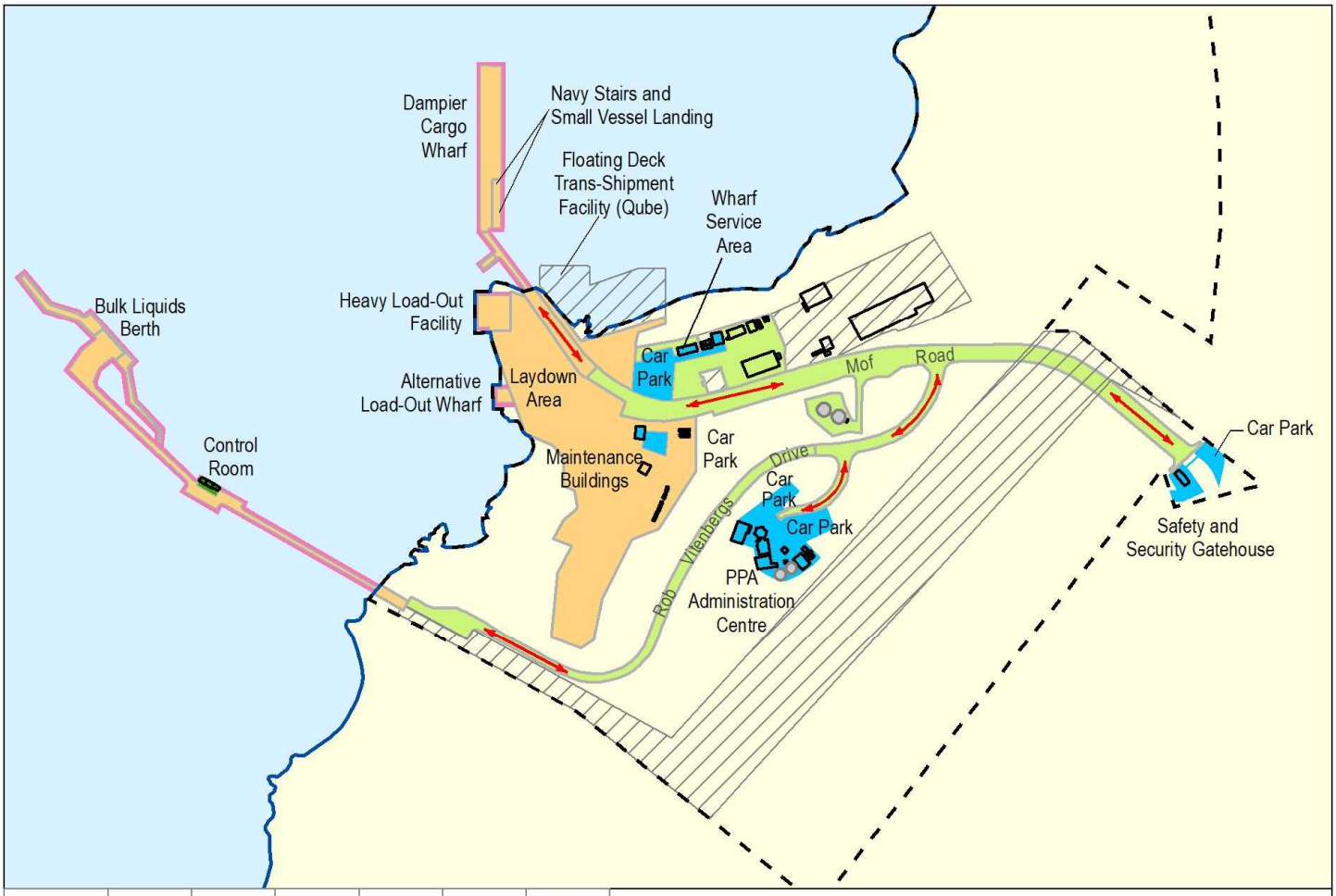
DIAGRAM 3: PPE REQUIREMENTS



	HIGH VISIBILITY CLOTHING	SAFETY BOOTS	EYE PROTECT-ION	LONG CLOTHING	HARD HAT	PERSONAL FLOTATION DEVICE
	✓	✓		✓		
	✓	✓	✓	✓		
	✓	✓	✓	✓	✓	
*	✓	✓	✓	✓	✓	✓
	PPE as per lessee requirements					
	Appropriate office dress standard. Footwear must be firm fitting, covered, and with non-slip soles.					

All personnel exiting vehicles must be wearing the PPE requirements for that area.

* Personal Flotation Device (PFD) within 2 metres of exposed berth edge.

All other areas - minimum PPE requirements as sign posted, for specific work conditions, or lessee obligations.

NOTE: Any lashing or truck/cargo preparatory works undertaken on the Mof Road verge also requires a hard hat to be worn.

PILBARA PORTS AUTHORITY

PORT OF DAMPIER

MINIMUM PPE REQUIREMENTS

22 January 2020

N

0 75 150 225 300
Metres

Port Boundary
Port Land
Building

PD-088-001-09-01 Report Size 160mm PPE Requirement Areas - LMF Removed

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DIAGRAM 4: DCW LOAD LIMIT DRAWING

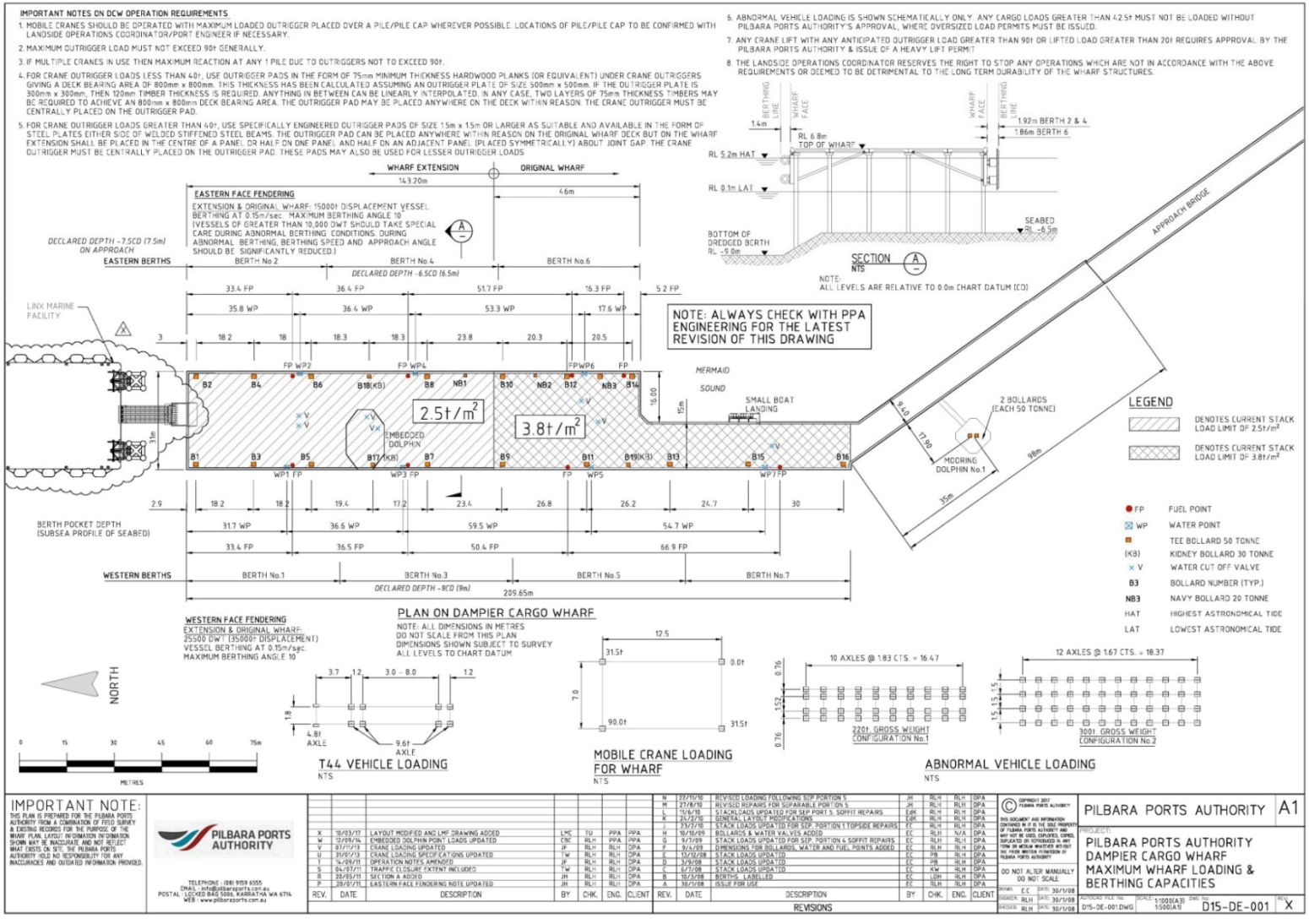

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DIAGRAM 5: TRAFFIC MANAGEMENT PLAN

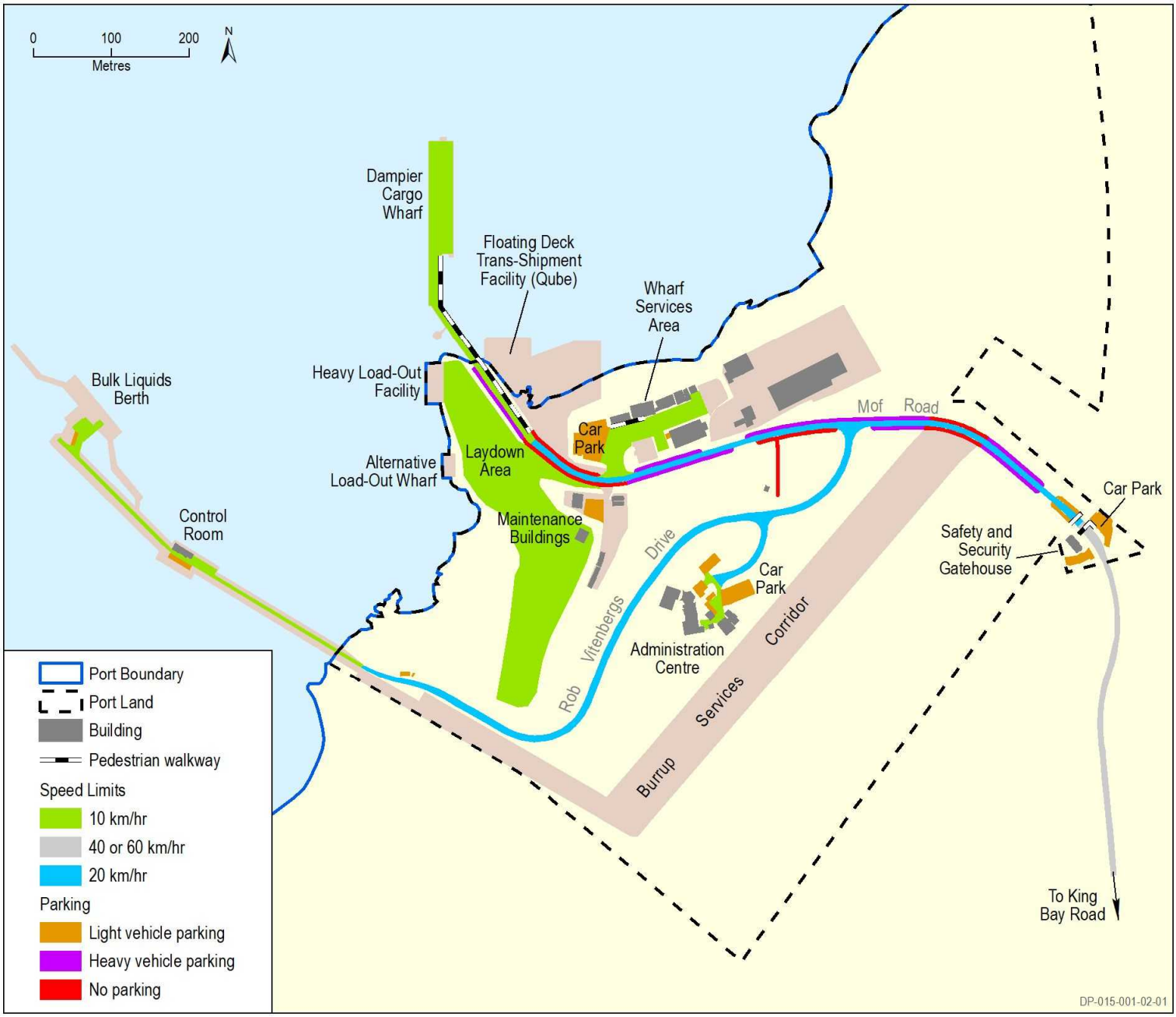

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DIAGRAM 6: DAMPIER BULK LIQUIDS BERTH (DBLB)

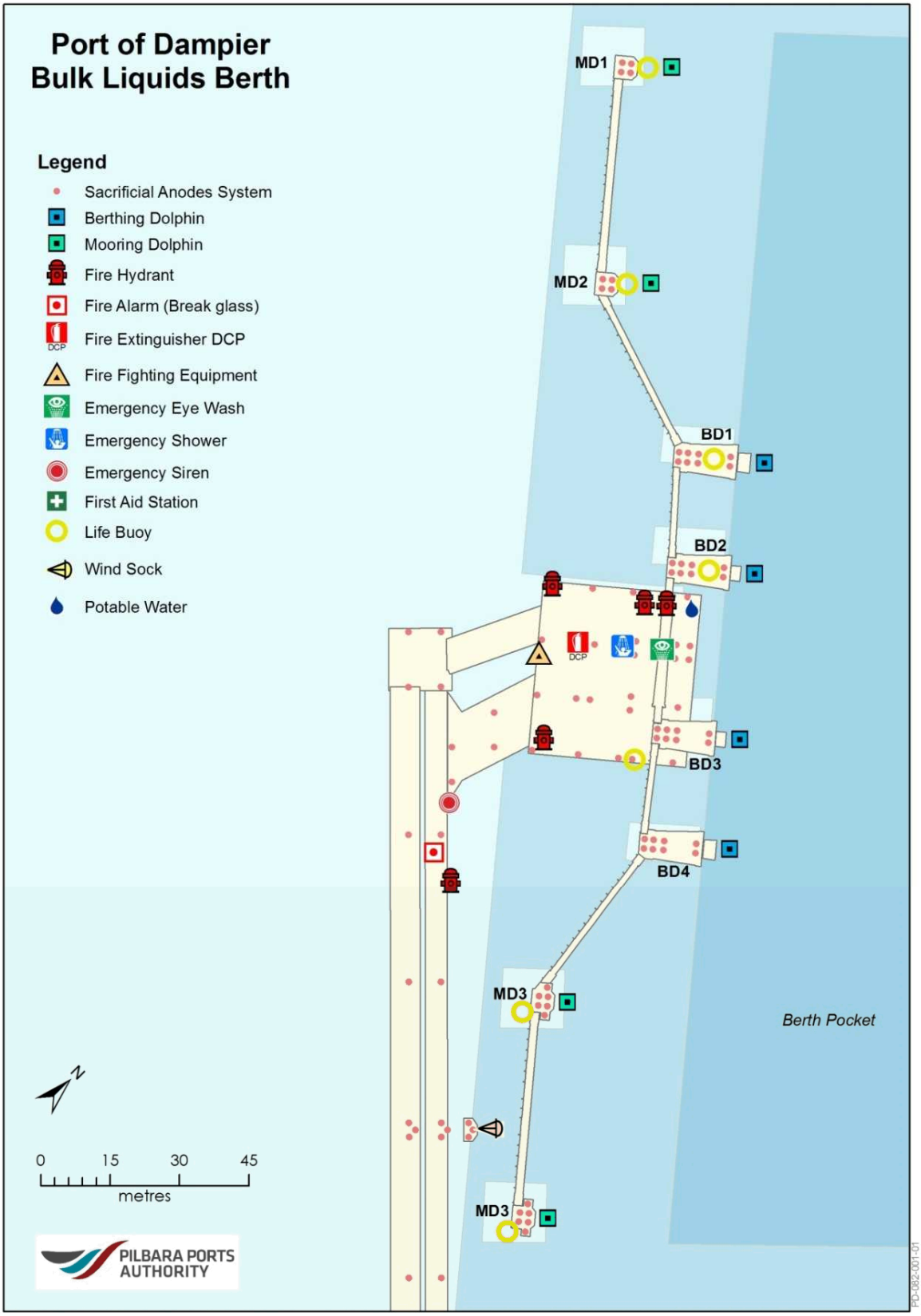

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DIAGRAM 7: DBLB SERVICES DIAGRAM

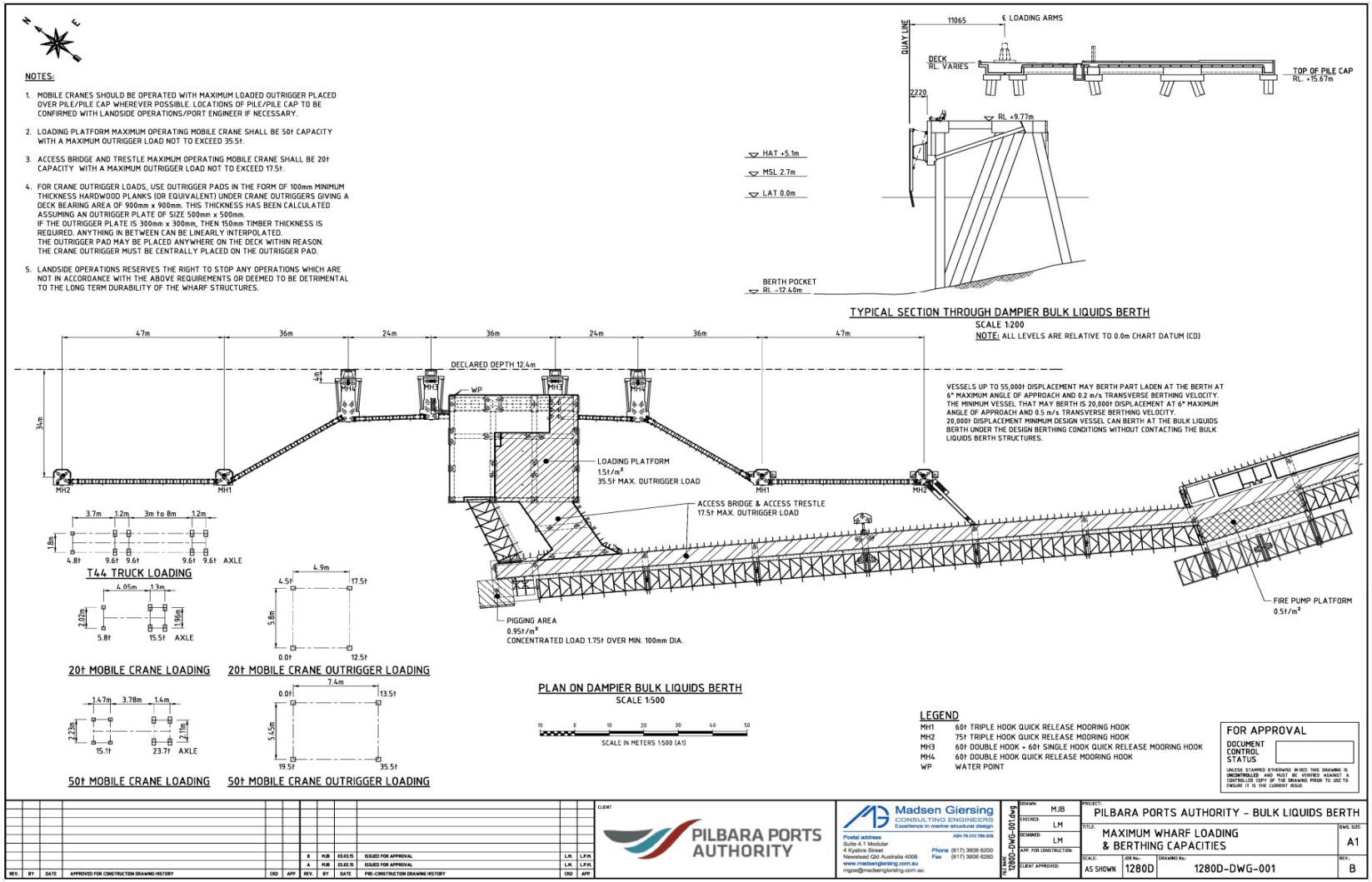

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TABLE 1: KEY CONTACTS

TABLE 1 - KEY CONTACTS		
EMERGENCY SERVICES	**Call 000 FIRST for all Emergency situations**	
FIRE	000	
AMBULANCE	000	
POLICE - Emergency POLICE – General	000 131 444	
NICKOL BAY HOSPITAL	(08) 9143 2333	
DEPARTMENT OF TRANSPORT – ACCIDENTS/INCIDENTS	(08) 9431 1000	
PPA PERSONNEL	**OFFICE**	**MOBILE**
Dampier VTS Dampier.VTS@pilbaraports.com.au	(08) 9159 6556	0428 888 800
Harbour Master	(08) 9159 6565	0427 299 645
Deputy Harbour Master (Operations)	(08) 9159 6508	0400 468 724
Deputy Harbour Master (Traffic)	(08) 9159 6546	0448 871 085
Health & Safety Coordinator	(08) 9159 6503	0428 461 232
Security Supervisor	(08) 9159 6520	0447 924 896
Duty Landside Operations landside.dampier@pilbaraports.com.au	(08) 9159 6516	0427 770 859
Security Gatehouse	(08) 9159 6584	0407 904 226
STEVEDORE COMPANIES	**DUTY PHONE**	**OPERATIONS MANAGER**
Linx Port Services dampierops@linxcc.com.au	(08) 9185 5491 24hr duty phone	0419 230 276
QUBE Ports dampier.operations@qube.com.au	0427 492 804 – 24hr duty phone	0417 283 352
SHIPPING AGENTS	**OFFICE**	**MOBILE**
GAC Shipping Dampier shipping.dampier@gac.com	08 9183 8627	0420 962 080
Monson Agencies karratha@monson.com.au	08 9197 2555	0456 966 674

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TABLE 1 - KEY CONTACTS		
Indian Ocean Shipping Agencies ops@iosa.com.au	08 9430 6266	0411 229 346
Sturrock Grindrod Maritime Karratha@sturrockgrindrod.com	08 9185 2955	0418 937 932
Wilhelmsen Ships Service wss.dampier@wilhelmsen.com	08 9144 2311	0467 773 675
Monson Offshore karratha@monsonoffshore.com.au	08 9144 2075	0419 902 882
ASIAWORLDMAZU Shipping ops.fremantle@asiaworld.com.au	08 9335 3800	0407 704 969
Inchcape Shipping Services dampier@iss-shipping.com	08 9185 6319	0427 991 683

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