



BULK TRANSFER PROCEDURE – DAMPIER CARGO WHARF

A639212



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1. OBJECTIVE

To define the responsibilities and requirements for bulk transfer operations at the Dampier Cargo Wharf (DCW).

2. SCOPE

This procedure covers operations including, but not limited to;

- loading or unloading bulk products via suction or pressure between tankers and ships
- removal of oily sludge from ships and small craft
- bunkering of ships and small craft via road tanker

This procedure should be used in conjunction with the [Port of Dampier – Public Berth and Facilities Handbook](#) and where required, local Marine Notice [D7/2016](#).

When transfer of bulk liquids is undertaken from a vessel to a road tanker using the vessels pumps, the requirements of the Port Of Dampier Marine Notice [D7/2016](#) shall apply. Where the requirements of the Marine Notice differ from this procedure, the Marine Notice shall take precedence.

3. OCCUPATIONAL HEALTH AND SAFETY

3.1 Personal Protective Equipment

Mandatory PPE standards apply to all persons on the PPA site. These requirements are in place to enhance the safety of personnel. The following minimum PPE standards must be adhered to when conducting transfer operations.

- Long Sleeve Hi-Visibility cotton shirt (sleeves to remain rolled down).
- Full Leg Cotton pants, alternatively Hi-Visibility Cotton Overalls.
- Hard Hat.
- Safety Glasses.
- Steel Cap Boots,
- Gloves
- PFD when working within 2m of the wharf face.

Extra or specialised PPE requirements for the product being handled shall be mandated in accordance with the general spill response procedure or MSDS relevant to that material. This PPE must meet or exceed PPA minimum standards listed above.

3.2 Fire Fighting Equipment

The DCW has fire hydrants, hoses, and a nozzle available inside fire cabinets at the northern and southern end of the wharf. There are also dry powder fire extinguishers located adjacent to the cabinets. Break glass fire alarm panels, an emergency radio, safety showers and eye wash stations are also located in this area.

Task specific safety and firefighting equipment required for the bulk transfer operation by the operator is to be supplied by the operator. Use of PPA equipment should not be considered until PPA equipment is checked and approved by the operator. Positioning of task specific safety and firefighting equipment on the DCW will be by agreement with Landside Operations. This equipment is to be removed immediately after completion of the transfer.

4. ENVIRONMENTAL PROTECTION

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

PPA oil spill bins with clean up gear are located at the northern and southern end of the wharf in yellow bins. These spill kits are not intended to be used as a control for contractors conducting transfer operations. These are for all DCW users in case of an emergency or unexpected minor spill or to supplement any clean-up effort. Any clean up gear used is to be replaced by the user.

5. OPERATIONS

Prior to conducting the operation, the Company carrying out the transfer shall meet with Landside Operations to discuss PPA's requirements.

The appropriate regulatory requirements (e.g. Worksafe / Department of Transport / Department of Environment Regulation) shall be maintained at all times.

5.1 Set Up of Berth for Transfer Operation

Ships berthed at the DCW may have one truck alongside carrying out operations at any time. This includes trucks carrying cargo, stores or ships spares. Operators shall adhere to the heavy vehicle policy described in the [Port of Dampier – Public Berths and Facilities Handbook](#). Any increase in this number will require approval by Landside Operations.

Positioning of trucks and trailers conducting transfer operations shall be as directed by the Landside Operations team. Parallel and as close as practicable to the vessel is the preferred method.

On completion of the task, the area surrounding the tanker is to be cleaned and all equipment removed from the wharf. No trailers or ancillary equipment is to remain on the wharf.

5.2 Pre-start meeting and documentation

The task is to be carried out in accordance with the company Task Specific Operating Procedure, Standard Operating Procedure, Standard Work Instruction or an alternative acceptable to the PPA.

Prior to commencing each transfer, a task-based risk assessment such as a JHA, JSA, SWI, Take 5, checklists etc. is required.

Risk assessments must consider wharf conditions on the day and differences in road tanker design for each operation.

An emergency response plan covering spills, how they will be cleaned up, and including disposal details of the recovered spilled product is required. Copy of this plan is to be available at the truck / tanker.

Control features such as toolbox meetings and demarcation of work areas must be identified and carried out prior to the start of the task.

An emergency stop procedure is to be identified.

Where there is more than one road tanker load, each road tanker is a separate transfer operation, and the above steps are to be repeated.

5.3 Roles and responsibilities

Roles, responsibilities, and operational control over the task, needs to be identified prior to work commencing.

The Master of the vessel is responsible for all operations on the vessel. The Master may appoint a vessel Person in Charge (PIC).

A suitably qualified and experienced person from the company carrying out the tanker operation, known as the Bulk Transfer Person in Charge (BTPIC) is to be appointed to oversee the full operation from start to finish, until all recommendations are in place and it is agreed that the risk has been removed and the individual is no longer required.

The BTPIC must not have any responsibility for completion of any tasks within the operation. Their responsibility is to provide oversight over the task and ensure compliance with the proposed transfer process.

The BTPIC and the Tanker Operator shall meet with the ships Master or appointed vessel PIC for a Pre-Start meeting.

The Tanker Operator is responsible for;

- Carrying out the operation and to carry out the task in accordance with the company Task Specific Operating Procedure.
- Continuously monitoring pump pressure and enforcing line of fire exclusion zones.
- Continuously monitoring total product being transferred versus available tank capacity. This applies to both the ships tank capacity and the road tanker tank capacity. The total product level in the road tanker is to be continuously monitored.

5.4 Tanker equipment

The company tanker supplying or receiving bulk product shall have the equipment or meet the standards detailed as a minimum.

- 5.4.1 Whip stops or checks or stored energy arresters are to be used on all transfer hoses.
- 5.4.2 Spill mats, drip trays or similar, capable of containing minor spills from hoses or components when disconnected or laid out shall be placed in such a position as to catch, contain and ensure no product leaks on to the wharf.
- 5.4.3 Companies carrying out transfer operations on the DCW should have on, or accompanying the tanker, their own spill kits suitable for the product being transferred. Any additional specialized equipment required to carry out spill containment and clean up should be available to site within 30mins.
- 5.4.4 All components of the transfer assembly shall be specified, be uniquely identified and meet the required standards. The safe work limit (SWL) of all components and of the overall transfer assembly is documented and available on request.
- 5.4.5 The SWL limit of the transfer assembly shall not exceed 75% of the lowest rated component.
- 5.4.6 The components of the transfer assembly shall have a company preventative inspection and maintenance program. Records and or Tagging requirements to demonstrate pressure rating and last formal inspection date shall be available and or displayed.

5.5 Communications

There shall be a dedicated radio communication channel established for the task with no concurrent operations on the same channel.

All persons involved in the task are to be provided with their own handheld radios to ensure communication is possible throughout the transfer operation. Coordination and communication between road tanker operator and vessel personnel shall be maintained at all times.

5.6 Blockages

If during the loading of a dry bulk cargo a blockage occurs necessitating the blow through of a line and this action risks product escaping to the atmosphere, the job should be stopped. PPA (via Landside Operations) and the vessel Master will be alerted to the issue. The Vessel Master in conjunction with PPA will then confer to identify and risk assess possible solutions prior to work continuing.

6. SPILL PROCEDURE AND NOTIFICATION

An emergency response plan covering spills, how they will be cleaned up, including disposal details of the recovered spilled product is required. Copy of this plan is to be available at the truck / tanker.

The deck of the DCW is not fully bunded. The PPA requires the contractor to have in place a plan to prevent spillage into the sea. To assist with the prevention of spills directly entering into the Ports waters from the DCW, it is a requirement that a spill kit is readily accessible (as per 5.4.3) and where practicable, the area immediately surrounding the area of risk is sealed or bunded.

The nature of the bulk product, SDS(s) and the general spill response procedure relevant to the product is to be identified.

In the event of a spill;

- to the Port's marine environment (irrespective of volume), Dampier VTS must be immediately contacted on VHF channel 11 / 16, or via telephone 9159 6556; 0428 888 800.
- All spills are to be communicated to the duty Landside Operations Coordinator on 9159 6533 and by email at the first opportunity or within 24hrs to landside.dampier@pilbaraports.com.au
- An incident notification report is required for all spills. PPA may require a detailed investigation report dependent on factors such as quantity, product or cause.

Mandatory reporting of incidents to external agencies may be required.

7. AUDITS

PPA will conduct routine audits and inspections to ensure transfers are carried out in accordance with this procedure.

8. REFERENCES

- Occupational safety and health including PPE standards for PPA sites - <https://pilbaraports.com.au/Home/Safety-and-security/Occupational-safety-and-health>
- PPA permits, procedures and handbooks - <https://www.pilbaraports.com.au/ports/port-of-dampier/port-operations>
- PPA emergency plans - <https://pilbaraports.com.au/Port-of-Dampier/Security-and-safety/Emergency-preparedness-and-response>
- Incident reporting - <https://pilbaraports.com.au/Home/Safety-and-security/Hazard-and-incident-reporting>

9. PROCESS OWNER

The Landside Operations Manager is responsible for this procedure instruction.

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