



WORKING ON, OVER, IN OR NEAR WATER PROCEDURE

A311864



TABLE OF CONTENTS

- 1. OBJECTIVE 2
- 2. SCOPE 2
- 3. DEFINITION..... 2
- 4. RESPONSIBILITIES 2
- 5. GUIDANCE TO WORKING ON, OVER, IN OR NEAR WATER ACTIVITIES 3
- 6. MARINE OPERATIONS..... 3
- 7. RISK ASSESSMENT 3
- 8. SPOTTER / SPOTTER BOAT 4
- 9. EMERGENCY PREPAREDNESS 4
 - 9.1 Communication.....4
- 10. BUOYANCY AIDS..... 4
 - 10.1 Personal Flotation Device (PFD).....5
 - 10.2 Rescue Buoy5
- 11. MAINTENANCE, CONSTRUCTION OR OTHER HIGH RISK WORK 5
- 12. WORKING SUSPENDED OVER WATER..... 5
- 13. WORKING IN OR UNDER WATER WITHIN A HARBOUR AND PORT LIMITS 6
 - 13.1 Port of Port Hedland - Diving Permit Application Form.....6
 - 13.2 Port of Dampier – Dive Permit Form6
 - 13.3 Port of Ashburton – Dive Permit Form.....7
- 14. WORKING IN OR UNDER WATER IN TANKS 7
 - 14.1 Permit Authorisation.....7
 - 14.2 Tank Diving Permit Currency7
 - 14.3 Tank Diving Permit Issue and Transfer7
 - 14.4 Tank Diving Permit Close Out.....7
 - 14.5 Lost Tank Diving Permit.....8
- 15. TRAINING, COMPETENCY AND DUTIES..... 8
 - 15.1 Commercial Diver8
 - 15.2 Dive Supervisor.....8
 - 15.3 Spotter9
 - 15.4 Permit Holder.....9
 - 15.5 Permit Authoriser10
- 16. REFERENCES.....11
- 17. PROCESS OWNER.....12

1. OBJECTIVE

The objective of this procedure is to outline the requirements to reduce the risk of drowning when working on, over, in, or near water.

2. SCOPE

All personnel accessing Pilbara Ports Authority (PPA) controlled areas and/or undertaking works for PPA are required to comply with this procedure, including employees, contractors and visitors. Licensees, and lessees of lease sites where a PPA employee is the Registered Manager, are required to put systems in place to manage risks associated with working on, over, in or near water.

Helicopter operations are outside of PPA's core business expertise and subsequently PPA engages specialist contractors to undertake helicopter operations. It is the responsibility of these contractors to manage any risks relating to helicopters and working on, over, in or near water.

3. DEFINITION

TERM	DEFINITION
Permit Authoriser	A person appointed by their PPA Business Unit Manager or delegate to authorise work and issue associated permits.
Permit Holder	A person involved in the task who accepts the permit from the Permit Authoriser and ensures all details on the permit are implemented.
Port Limits	<i>Refer to Port of Ashburton Port Handbook, Port of Dampier Port Handbook, and Port of Port Hedland Port Handbook for details on Port Limits.</i>
PPA Controlled Area	Any area of land that is under the control and direction of PPA.
Spotter	A person whose duty is to observe personnel working on, over, in or near water, and raise the alarm in the event of an emergency.
Visitor	A person who is signed in as a visitor at a PPA site and typically has not completed the PPA induction program and who is not engaged to participate in any work activities. They are escorted at all times by inducted personnel.

4. RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Managers, Superintendents and Supervisors	Personnel under their control are aware of, understand and comply with the requirements of this procedure.
Employees and contractors	Comply with the requirements of this procedure.
Visitors	Comply with all reasonable instructions given by your escort.

5. GUIDANCE TO WORKING ON, OVER, IN OR NEAR WATER ACTIVITIES

Any activity that requires a person to work on, over, in or near water is required to comply with this procedure. For guidance, the below activities will typically have some component of working on, over, in, or near water, noting that this is not an exhaustive list:

- diving activities in the harbour / ocean;
- diving activities in tanks;
- beacon maintenance;
- erecting scaffold over or near water;
- operation of watercraft;
- vessel transfers;
- pile driving operations over or near water;
- working in a work platform;
- working in a workbox suspended by crane;
- mooring and unmooring of a vessel;
- stevedoring activities; and
- vessel's crew reading ships' draft.

6. MARINE OPERATIONS

All works conducted within Port Limits must be in accordance with the conditions of the contractor's licence, permit issued, PPA Port Development Guidelines and the below, as relevant:

- Port Handbook;
- Port User Procedures and Guidelines;
- Vessel Movement Protocols;
- Small Vessel Mooring Procedure;
- Emergency Response Procedures – Operational;
- Cyclone Procedures;
- Standards for Commercial Marine Operations (Port of Port Hedland);
- Navigation Act 2012 as amended;
- Marine Safety (Domestic Commercial Vessel) National Law Act 2012 as amended;
- National Standard for Commercial Vessels (NSCV) 2012 as amended;
- Port Authorities Act 1999 as amended; and
- Port Authority Regulations 2001 as amended.

Note: Australian registered vessels must comply with the requirements of the Marine Safety (Domestic Commercial Vessel) National Law and National Standard for Commercial Vessels. Foreign registered vessels will comply with the requirements of the Navigation Act 2012.

7. RISK ASSESSMENT

When there is potential for exposure for drowning, prior to the execution of any work, a risk assessment must be carried out in accordance with the Hazard Management Procedure. Environmental conditions must be considered in the risk assessment and prior to commencing work, for example, wind speed, rainfall, and significant swell and surge in the harbour.

8. SPOTTER / SPOTTER BOAT

A spotter should be present where practicable to monitor personnel, raise the alarm and to conduct a rescue in an emergency. Spotter/spotter boat requirements must be identified by risk assessment required under Section 7 of this procedure.

9. EMERGENCY PREPAREDNESS

A response plan must be established prior to work commencing, with consideration for the following:

- assessment of work area to deem as safe prior to commencing response;
- possible incidents and injuries that could occur whilst undertaking the task;
- emergency equipment required for each potential incident and injury;
- external emergency services that may be required and how to contact them;
- the role each person will play within the work group during a response;
- the training and competency of personnel in implementing the response plan and the use of relevant emergency equipment; and
- personal protection for personnel within the response team.

Consideration for response plans must be referenced in the risk assessment as a control.

9.1 Communication

A suitable method of communication must be established to raise the alarm in the event of an emergency.

All emergency events must be reported to the relevant emergency services organisation as required and PPA’s Vessel Traffic Services Centre (VTSC) by the most expedient means.

EMERGENCY COMMUNICATION	
Emergency Contact	Phone Number / Radio Channel
Emergency Services (fire, police, ambulance)	000
Port Hedland VTSC – 24 Hours	Landline: (08) 9173 9030 Mobile: 0438 303 708 Mobile: 0427 842 740 VHF Radio: CH12 / CH16
Dampier/Ashburton VTSC – 24 Hours	Landline: (08) 9159 6556 Mobile: 0428 888 800 VHF Radio: CH11 / CH16

10. BUOYANCY AIDS

The use of buoyancy aids should play only a minor role in a water safety strategy, with greater emphasis on prevention. Buoyancy aids can include personal flotation devices and rescue buoys.

10.1 Personal Flotation Device (PFD)

An appropriately maintained PFD that meets AS4758.1 must be worn where there is a risk of falling into the water including:

- When within 2 metres of a berth face/edge where there is no barrier or fall prevention system in place;
- When working on a small vessel or pontoon in the harbour;
- When getting on/off a ship where there is a risk of falling into water; and
- When working suspended over water in a workbox or platform.

There may be some instances where an auto inflatable PFD may be a risk, in these instances the use of a non-auto inflatable PFD should be considered.

Refer to the manufacturers' operating instructions for information on the operation, servicing and storage requirements of a PFD.

10.2 Rescue Buoy

A rescue buoy (life ring) that meets AS2261 should be in a location readily available from the area where the work is being undertaken. Other appropriate equipment to facilitate the retrieval of personnel from the water is to be available based on the risks identified with the job and the location in the risk assessment carried out pursuant to section 7.

11. MAINTENANCE, CONSTRUCTION OR OTHER HIGH RISK WORK

Where maintenance, construction or other high-risk work is conducted over or near water, the following applies:

- Where possible, the risk of falling into the water is to be eliminated or at least minimised by conducting the work on land and then installing in position over water;
- Where work must proceed on or near water's edge, a fall injury prevention system should be used in accordance with PPA Fall Prevention Procedure. Consideration must be given to tide movements, water depth and objects which could cause injury below the water's surface; and
- Work should be conducted from a workbox where scaffolding is not feasible, or the task is for a short duration.

12. WORKING SUSPENDED OVER WATER

The WorkSafe W.A. Commissioner has granted PPA an exemption from sections 4.53(2)(e) and 4.54(4) of the OSH Regulations. This exemption is in relation to personnel suspended in a workbox from a crane and in an EWP being attached via a harness while working over water during maintenance of wharves at PPA port workplaces. Under this exemption personnel suspended in a workbox from a crane are not required to be attached to the workbox via a harness subject to the following conditions:

- A spotter/dogger must always be present to guide the crane operator and monitor persons working over water; and
- An appropriate flotation device must be readily available for use.

Similarly, personnel in an EWP are not required to be attached to the EWP via a harness subject to the following conditions:

- A dedicated spotter must always be present to monitor persons working over water; and
- An appropriate flotation device must be readily available for use.

The exemption conditions are applicable to all PPA workplaces.

Other uses of a workbox or EWP outside of these specific circumstances (e.g. when traversing to the water's edge; on the wharf) require full protection and compliance with relevant legislation, equipment manufacturer's operating instructions, AS1891.1; AS2550; AS1418, AS4991, PPA's Fall Prevention Procedure, and Crane and Hoist Operating Procedure.

13. WORKING IN OR UNDER WATER WITHIN A HARBOUR AND PORT LIMITS

All diving operations within a harbour or Port Limits must be undertaken in accordance with AS/NZS 2299.1:2015 Occupational Diving Operations, Part 1 – Standard operational practice. Refer to section 13.1, 13.2 and 13.3, as relevant, for when a Dive Permit is required at each port. Where a Dive Permit has been issued, the requirements under the Dive Permit must be followed and the following documentation must be kept on site and available for inspection:

- log books showing all relevant dives;
- diving medical certificates (12-month validity);
- divers' competence certificates;
- a formal Work Method Statement and risk assessment covering the tasks to be undertaken;
- a diving operations log;
- verification of divers' current Divers' Senior First Aid qualifications;
- a copy of the employer's liability insurance certificate; and
- authorised Dive Permit.

13.1 Port of Port Hedland - Diving Permit Application Form

All dives within Port Limits must have an authorised Dive Permit. Applicants must complete all sections of the Dive Permit and be signed by the diving supervisor. The completed Dive Permit must be submitted to Shipping@pilbaraports.com.au. Applications must be submitted a minimum of 24 hours prior to dive operations to allow time for review and amendment. Dive permits will only be issued during office hours between Monday 0730 – Friday 1630.

13.2 Port of Dampier – Dive Permit Form

All dives within 200m of a PPA facility including navigation aids, wharf facilities, and the like require a Dive Permit. Applicants must complete sections 1 and 2 and sign section 3 of the Dive Permit. The completed Dive Permit must be submitted for approval to the PPA Department contracting them and the Dampier Marine team via the email address dampier.vts@pilbaraports.com.au.

13.3 Port of Ashburton – Dive Permit Form

All dives within 200m of a PPA facility including navigation aids, wharf facilities, and the like require a Dive Permit. Applicants must complete sections 1 and 2 and sign section 3 of the Dive Permit. The completed Dive Permit must be submitted for approval to the PPA Department contracting them and the Dampier Marine team via the email address landside.ashburton@pilbaraports.com.au.

14. WORKING IN OR UNDER WATER IN TANKS

All diving operations in or under water in a tank must be undertaken in accordance with AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice. All work in or under water in tanks must have an authorised Tank Diving Permit.

14.1 Permit Authorisation

The Permit Holder must complete all details on the Tank Diving Permit and submit it to the PPA Permit Authoriser, with a Work Method Statement, emergency rescue plan and risk assessment. The permit must be reviewed and approved by the Permit Authoriser, once they are satisfied with the permit details, before work can commence.

Note: Diving operations inside a water tank classified as a confined space is exempt from complying with the requirements of the PPA Confined Space Entry Procedure.

14.2 Tank Diving Permit Currency

Each Tank Diving Permit must be valid for the duration of the associated risk assessment (no greater than seven day or nights shifts). Where the activities are required to carry over from day shift to night shift or vice versa by a different workgroup, the oncoming workgroup must conduct a new risk assessment of the intended task and apply for a new permit accordingly.

14.3 Tank Diving Permit Issue and Transfer

The Tank Diving Permit must be approved by the Permit Authoriser and accepted by the Permit Holder before any person can commence diving operations. The Permit Authoriser and Permit Holder cannot be the same person.

A permit may be transferred from one Permit Holder to another eligible person, who would become the Permit Holder.

14.4 Tank Diving Permit Close Out

A Permit Holder can return a Tank Diving Permit to the Permit Authoriser under three conditions:

- not completed – diving works are incomplete, and the area is not yet safe to return to normal operations;
- completed – all diving works are complete and the area has been made safe to return to normal operations; or
- cancelled – diving works were not undertaken on this permit.

Prior to returning a Tank Diving Permit, the Permit Holder must inspect the work area to confirm all person/s, equipment, and material have been removed. If any equipment or

materials are present, or the work area is otherwise in a condition unable to be returned to service, this must be noted on the permit before returning to the Permit Authoriser.

14.5 Lost Tank Diving Permit

In the event the Tank Diving Permit is lost the Permit Holder must:

- Advise the work group that the Tank Diving Permit has been lost and request them to make the work area safe and stop any diving activities; and
- Carry out a thorough search for the Tank Diving Permit, including contacting all persons who may have had control of the Tank Diving Permit since the time it was issued.

A new Tank Diving Permit may be raised once a Permit Authoriser is satisfied the existing permit is lost and not likely to be found. The new permit must be marked to indicate it is the replacement permit.

15. TRAINING, COMPETENCY AND DUTIES

All persons involved in activities where a Dive Permit or Tank Diving Permit is required must meet the below requirements, as relevant.

15.1 Commercial Diver

The commercial diver must:

- be trained to a level equal to or exceeding that specified in the appropriate part of the AS/NZ2815 series, and have a certificate to that effect issued by the relevant regulatory authority or an occupational diver training establishment that is a registered training organisation (RTO), such as the Australian Diver Accreditation Scheme (ADAS);
- be assessed and certified as medically fit to dive within 12 months prior to diving;
- hold a current Divers' Senior First Aid qualification;
- not undertake diving operations without a Dive Permit or Tank Diving Permit (as relevant) having been issued to the Permit Holder;
- have approval from the Permit Holder to conduct the diving operation;
- comply with all controls on the permit, Safe Work Method Statement and associated risk assessments;
- Complete the Dive Permit or Tank Diving Permit (as relevant) sign on section; and
- understand their role in the emergency response plan and respond to an emergency accordingly.

15.2 Dive Supervisor

The dive supervisor must:

- be trained to a level equal to or exceeding that specified in the appropriate part of the AS/NZ2815 series, and have a certificate to that effect issued by the relevant regulatory authority or an occupational diver training establishment that

is a registered training organisation (RTO), such as the Australian Diver Accreditation Scheme (ADAS);

- be assessed and certified as medically fit to dive within 12 months prior to diving;
- hold a current Divers' Senior First Aid qualification;
- not undertake diving operations without a Dive Permit or Tank Diving Permit (as relevant) having been issued to the Permit Holder;
- have approval from the Permit Holder to conduct the diving operation;
- comply with all controls on the permit, Safe Work Method Statement and associated risk assessments;
- be present while any diver is in the water or under water in a compression chamber;
- maintain constant visual lookout for all vessel operations in the vicinity;
- hold a current record of all diver's names and diving times;
- monitor the relevant VHF channels (Port Hedland – 12 and 16, Dampier and Ashburton – 11 and 16) continuously;
- complete the Dive Permit or Tank Diving Permit (as relevant) sign on section; and
- understand their role in the emergency response plan and respond to an emergency accordingly.

15.3 Spotter

The spotter must:

- be trained to a level equal to or exceeding that specified in the appropriate part of the AS/NZ2815 series, and have a certificate to that effect issued by the relevant regulatory authority or an occupational diver training establishment that is a registered training organisation (RTO), such as the Australian Diver Accreditation Scheme (ADAS);
- be appropriately trained to carry out their spotter duties;
- Be assessed and certified as medically fit to dive within 12 months prior to diving;
- hold a current Divers' Senior First Aid qualification;
- not undertake diving operations without a Dive Permit or Tank Diving Permit (as relevant) having been issued to the Permit Holder;
- have approval from the Permit Holder to conduct the diving operation;
- always attend the nominated spotter position. Visual contact is required for all tank diving operations;
- comply with all controls on the permit, Safe Work Method Statement and associated risk assessments;
- complete the Dive Permit or Tank Diving Permit (as relevant) sign on section; and
- understand their role in the emergency response plan and respond to an emergency accordingly.

15.4 Permit Holder

The Permit Holder must:

- be trained to a level equal to or exceeding that specified in the appropriate part of the AS/NZ2815 series, and have a certificate to that effect issued by the relevant regulatory authority or an occupational diver training establishment that

is a registered training organisation (RTO), such as the Australian Diver Accreditation Scheme (ADAS);

- Complete all the details of the Dive Permit or Tank Diving Permit (as relevant) and submit to the PPA Permit Authoriser, with the Safe Work Method Statement, emergency response plan and associated risk assessment; and
- ensure compliance with all controls on the permit, Safe Work Method Statement and associated risk assessments.

The Permit Holder can hold other roles associated with the diving operations but cannot be the Permit Authoriser.

15.5 Permit Authoriser

The Permit Authoriser must:

- Be deemed competent in all aspects of diving operations and be conversant in all aspects of this procedure;
- Have the written delegation by the relevant PPA Business Unit Manager or delegate to approve diving operations and issue associated permits; and
- Review the Dive Permit or Tank Diving Permit (as relevant) details and ensure that it is completed correctly before approving a permit.

16. REFERENCES

AS 2261 Rescue buoys

AS 4758.1 Personal flotation devices – general requirements

AS 4991 Lifting devices

AS/NZS 1418 Cranes, hoists and winches – general requirements

AS/NZS 1891.1 Industrial fall-arrest systems and devices – harnesses and ancillary equipment

AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice

Crane and Hoist Procedure

Fall Prevention Procedure

Hazard Management Procedure

Occupational Safety and Health Regulations 1996

Port of Dampier – Dive Permit Form

Port of Port Hedland – Diving Permit Application Form

PPA Tank Diving Permit

Port of Ashburton Port Handbook

Port of Dampier Port Handbook

Port of Port Hedland Port Handbook

Port User Procedures and Guidelines

Vessel Movement Protocols

Small Vessel Mooring Procedure

Emergency Response Procedures – Operational

Cyclone Procedures

Standards for Commercial Marine Operations (Port of Port Hedland)

Navigation Act 2012 as amended

Marine Safety (Domestic Commercial Vessel) National Law Act 2012 as amended

National Standard for Commercial Vessels (NSCV) 2012 as amended

Port Authorities Act 1999 as amended

Port Authority Regulations 2001 as amended

17. PROCESS OWNER

The Health and Safety Manager is responsible for this procedure.

Date approved: 23 November 2020

Review date: 23 November 2022

Version: 6

Approved by: General Manager Corporate Affairs &
Governance