

# TASPORTS SITE RULES



## TasPorts Site Rules

All workers, including contractors, must comply with all reasonable and lawful directions by TasPorts.

The Site Rules are a condition of employment, must be followed at all times and apply to everybody.

If you determine that a task cannot be carried out safely, do not start or continue to perform the task.

If you observe someone else failing to follow a Site Rule, please intervene if it is safe to do so.

### a) INDUCTION, TRAINING AND LICENCES

- It is a requirement of all regular port users to complete the TasPorts online induction. Where you are entering a security regulated port, you must also hold a TasPorts approved Maritime Security Identification (MSIC)/ access card, or for non-regulated security controlled ports, a Site Access Pass.

- Not commence work until you have a site orientation with a TasPorts representative as required, and identify relevant site safety requirements (e.g. hazards, permits, confined space, asbestos register or other work activities).

- Hold the required competencies and licences for all work undertaken on site and comply with all regulatory requirements.

- Immediately advise TasPorts management of any change in status of any licences held, e.g. disqualification, expiry, pending offences or limitations.

### b) WORKPLACE BEHAVIOUR

- Maintain professional standards of behaviour at all times as per the TasPorts Code of Conduct. Non-adherence may result in disciplinary action or termination of your contract (for contractors).

- Respect TasPorts safety culture by actively intervening if you see a person putting themselves at risk, and respond respectfully if approached regarding your practices.

- I will take reasonable care for the health and safety of myself and others.

### c) SITE ACCESS

- Never enter an area for which you are not authorised, particularly tenanted areas.

- Minors (under 18 years of age) are not permitted in TasPorts operational areas without a valid operational need.

- Minors (under 16 years of age) are not permitted in TasPorts operational areas; however, they are permitted in administration buildings under their guardian's direct supervision.

- Family members of visiting ships' crew (under 18 years of age) are permitted escorted access to the vessel; however, they must transit directly from gate to gangway and gangway to gate.

### d) RISK MANAGEMENT

- Where relevant, use the STAR (Stop, Think, Assess, Respond) principle and Job Safety Environment Assessments (JSEA)/ Safe Work Method Statements (SWMS) to assess the hazards and risks associated with work tasks.

### e) MANUAL HANDLING

- Reduce the risk of sprains, strains, or overuse injuries by following safe manual handling techniques, observing scheduled breaks and varying work routines. If possible, avoid slippery surfaces.

### f) PERSONAL PROTECTIVE EQUIPMENT

- When in an operational area, wear high visibility vest and safety footwear that conforms to the relevant Australian Standards and Codes of Practice.

- Wear all additional Personal Protective Equipment as required by the task and conditions, e.g. hearing and eye protection, hard hats, harness, buoyancy vest, long pants, and long sleeve shirt.

### g) INCIDENT/HAZARD REPORTING

- Report all hazards, injuries, equipment damage and near misses immediately to a TasPorts Supervisor or Manager and ensure conditions are made safe to prevent harm.

- Report first signs of pain or injury relating to any work task to your manager or TasPorts site contact immediately.

### h) PERMIT TO WORK

- Obtain the appropriate TasPorts Permits for relevant high-risk work.

- Your Supervisor or TasPorts site contact will advise the Permits required depending on the job performed.

### i) PLANT AND EQUIPMENT

- Ensure all electrical power tools or equipment is operated through a fixed or portable industrial-quality Earth Leakage Circuit Breaker (ELCB)/ Residual Current Device (RCD) unit and are tagged and tested.

- Where relevant, ensure plant and equipment is appropriately isolated, and the TasPorts Lockout Tag Out guideline or equivalent contractor procedure is followed before starting any work.

- Only use compliant, well-maintained, and fit for purpose equipment and PPE that meets legal requirements. Any non-compliant or damaged equipment must be taken out of service, an Out of Service Tag applied to prevent use, and the issue reported.

### j) TRAFFIC MANAGEMENT

- Observe all speed limits/road signs and be mindful of mobile plant and equipment, and pedestrians.

### k) ENVIRONMENT

- Prevent harm to the environment by ensuring substances do not spill or otherwise enter waterways, dusty or noisy jobs are contained, and work or storage on unsealed ground does not cause soil or groundwater contamination.

### l) DRUGS, ALCOHOL AND SMOKING

- Not smoke in any building or boat cabin, within 3m of a doorway, or any TasPorts vehicle. Utilise the designated smoking areas.

- Never present for work or attend the workplace while under the influence of drugs, unless taking declared prescription or over the counter medication. Never present for work with a blood alcohol content exceeding 0.02% for general employees and Safety Sensitive Aviation Activities workers and 0.00% for commercial vessel operators and lines crews. You may be randomly tested at any time as a condition of your entry.

- If at any stage a Worker is required to take prescribed medication that may affect either their physical or mental capacity or work performance, they must immediately notify their supervisor or general manager.

- CEO approval is required prior to the consumption of alcohol on any TasPorts worksite. At work related functions, alcohol may be responsibly consumed by workers who are off duty and who have arranged provision for safe transport from the venue to home or overnight accommodation.

### m) HOUSEKEEPING

- Ensure work areas and work stations are kept clean and tidy, and access points kept clear.

- On completion of any work or when leaving a worksite, ensure the area is left in a safe/ secure manner, with appropriate warning signs displayed.

- Keep access to stairs, emergency exits and firefighting equipment clear and accessible at all times.

- Observe all warning/safety signs and other instructions displayed in the work environment in which you are visiting or working in.

### n) EMERGENCY EVACUATION

- Familiarise yourself with TasPorts emergency evacuation plans and muster points in the area you are working and follow instructions of Wardens if given to evacuate or remain inside in the event of an emergency.

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