



# Contractor Safety & Environmental Handbook

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## 1 Introduction

### 1.1 Purpose

The purpose of this Handbook is to set out GeelongPort procedures that must be followed by contractors that have been engaged to perform work on behalf of GeelongPort.

It is a condition of every contract that Contractors comply with every requirement set out in this Handbook which is applicable to all activities by Contractors on any GeelongPort site.

### 1.2 Business Introduction

GeelongPort is Victoria's second largest port located within Victorian's largest regional city, Geelong. Managing close to 12 million tonnes of cargo and 600 vessel visits per year, GeelongPort supports the agriculture, construction, energy and tourism sectors.

Situated on Corio Bay, GeelongPort is located 75 kilometres southwest of Melbourne in Geelong. Operating over 90 hectares of land and comprising of 15 berths over two primary precincts, Corio Quay and Lascelles, GeelongPort land, infrastructure and services to facilitate trade for some of Victoria's largest businesses.

GeelongPort is uncompromising in its commitment to providing a safe workplace for all employees, contractors and other port users. GeelongPort also undertakes all activities with care and respect for the environment, and continually seeks to improve safety and environmental outcomes.

This handbook seeks to ensure all contractors meet GeelongPort's Health, Safety and Environmental Standards by following GeelongPort's Contractor Management Program, and in doing so, ensure every goes **Home Safely Every Day**.

### 1.3 Statutory and Other Obligations

GeelongPort is subject to many statutory and other obligations, with some examples listed below:

- a) **Statutory OH&S, Environmental & Other Legislation**
  - Victorian Occupational Health and Safety Act (2004) and associated Regulations and Codes of Practice.
  - Port Management Act (1995)– particularly Part 6A Port Management Plans
  - Environment Protection Act (2017)
  - Chain of Responsibility (CoR) legislation
  
- b) **Accreditation Requirements**
  - ISO45001 (2018) - Occupational Health and Safety Management System
  - ISO14001 (2015) - Environmental Management System
  - ISO9001 (2015) - Quality Management System

## 2 GeelongPort Health, Safety and Environment Commitment

### 2.1 Health and Safety Policy

The GeelongPort Health and Safety policy expresses in succinct terms the commitment towards ensuring a safe working environment for everyone who interacts with our business.

This policy is communicated to workers through induction training and general communication methods and is displayed in prominent locations at all sites. Contractors are required to perform their work in accordance with this policy.



### Health & Safety Policy

GeelongPort Pty Ltd is committed to the provision and maintenance of a safe working environment to ensure the health and safety of everyone who interacts with our business, including the public. GeelongPort will seek continuous improvement in safety performance through the development and maintaining of a positive safety culture as a key priority in all aspects of business activities. To achieve this, GeelongPort will:

- Implement Health and Safety Management Systems tailored to the specific risks in each of our businesses;
- Hold executives, managers, supervisors and employees accountable and responsible for their individual actions concerning health and safety performance whilst recognising that senior executives are ultimately accountable;
- Ensure corporate and local policies and procedures apply to employees, contractors and other persons at our sites;
- Report, incidents, conduct investigations (including independent investigations where required under our investigations procedures), identify relevant causal factors and take action to prevent recurrence within a context or organisational learning;
- Focus on identifying and controlling our highest risks as a priority;
- Establish measurable objectives and targets for health and safety to seek and ensure continual improvement aimed at reducing risk and work-related injury and illness;
- Provide maintenance programs that ensure healthy and safe work areas and plant and equipment that is fit for purpose;
- Establish effective consultation and participation processes, and ensure all affected stakeholders are included in matters impacting on their workplace health and safety;
- Provide such information, instruction, training and supervision as may be necessary to allow our employees to safely and competently carry out their work;
- Ensure that adequate specialist HSE resources are available where needed;
- Fulfil all legal health, safety and rehabilitation requirements;
- Leadership to actively promote incident reporting or raising of concerns, free of any barrier that may prevent employees, contractors, port users or visitors, from doing so;
- Encourage employees to always remove themselves from any work situation that they consider themselves to be in present and imminent danger, while ensuring arrangements for protecting against undue consequences are in place for doing so;
- Audit based program based on risk to ensure compliance with this policy; and
- Provide access to this Health and Safety Policy within the workplace.

Yours Sincerely



**Brett Winter**  
CEO GeelongPort

## 2.2 Environmental Policy

The GeelongPort Environmental Policy expresses in succinct terms the organisations commitment towards appropriately managing the environment in which we operate the business.

This policy is communicated to workers through induction training and general communication methods and is displayed in prominent locations at all sites.

Contractors are required to perform their work in accordance with this policy.



## Environmental Policy

The Environmental Vision of GeelongPort is to become Australia's most environmentally sustainable bulk port.

GeelongPort is committed to conducting business activities in a way that protects the environment, prevents pollution, minimises adverse environmental impacts and delivers continual improvement in environmental performance. We will ensure environmental responsibility remains at the core of our business approach.

Given the significant economic and employment impact of the Port of Geelong, GeelongPort has:

- An obligation to the Geelong region and to Victoria to continually improve the sustainability of our operations;
- A responsibility to understand and manage our environmental values;
- A duty to cooperate with our neighbours, community, industry groups and government; and
- An opportunity to lead environmental progress for our industry and region.

Health Safety and Environmental Excellence is a supporting pillar of the GeelongPort Business Strategy. Under this pillar, GeelongPort commits to:

- Integrating environmental sustainability throughout our business;
- Operating responsibly at all times;
- Ensuring we fulfil our compliance obligations; and
- Working towards environmental benchmarks.

GeelongPort operates within an Environmental Management System (EMS) certified to ISO14001:2015 and which incorporates the principles of EcoPorts SLC.

Significant environmental aspects identified for GeelongPort using the ISO14001:2015 framework are dust emissions, stormwater quality and water quality in Corio Bay and historical legacy land and groundwater contamination. These aspects are linked to our own operational activities, and those of our port users including tenants, as well as historic land uses. We will systematically identify and control environmental aspects using a risk-based approach based upon the ISO 31000:2018 Risk Management standard.

GeelongPort is committed to ensuring sustainable environmental management through the development of environmental outcomes in line with the four focus areas:

- Minimising resource use
- Eliminating waste and emissions
- Nurturing our port land
- Supporting an appealing and healthy Corio Bay and environs

**To achieve our environmental outcomes, we are committed to:**

- Working to maintain our social licence to operate;
- Engaging and collaborating actively with our workforce, tenants, port users and stakeholders;
- Ensuring compliance with all relevant legislation, regulation and other requirements to which GeelongPort subscribe and proactively supporting initiatives that go beyond compliance obligations;
- Identifying and managing material environmental risks, opportunities and impacts;
- Setting objectives, targets and management programs based on material environmental aspects including sustainable resource use, decarbonisation, environmental noise, improved air quality, climate change mitigation and adaptation, hazardous chemicals, legacy contamination, biodiversity and cultural heritage protection, and demonstration of environmental leadership;
- Measuring and reporting on our environmental performance to our internal and external stakeholders;
- Actively contributing to local environmental initiatives;
- Investing in infrastructure to prevent environmental impacts;
- Communicating to our employees the importance of effective environmental management and conforming to the EMS requirements;
  
- Reporting and appropriately managing all environmental hazards, incidents, community complaints and legacy conditions;
- Incorporating environmental considerations into decision-making and procurement processes;
- Ensuring effective obligations and controls are included in all commercial agreements;
- Implementing verification processes to ensure compliance with this policy and to drive continuous improvement of our environmental performance; and
- Delivering training and awareness programs to ensure our employees and contractors:
  - Understand the significant environmental aspects for GeelongPort,
  - Know their environmental accountabilities and
  - Have the necessary skills to minimise the environmental risks of our operations.

GeelongPort is committed to the continual improvement of our EMS and will maintain and resource it adequately through allocation of people, finances, assets, and knowledge. We will review the effectiveness of our EMS on an annual basis and implement actions to continuously improve both the EMS and our environmental performance and ensure the EMS meets its intended outcomes.

This policy will be reviewed every two years by the GeelongPort Leadership Team and approved by the Chief Executive Officer.



**Brett Winter**

CEO GeelongPort



## 2.3 Sustainability Policy

The GeelongPort Sustainability Policy expresses in succinct terms the organisations commitment towards appropriately managing the environment in which we operate the business.

This policy is communicated to workers through induction training and general communication methods and is displayed in prominent locations at all sites.

Contractors are required to perform their work in accordance with this policy.



## Sustainability Policy

This policy outlines GeelongPort Pty Ltd and Ports Pty Ltd (GeelongPort) commitment to sustainable business practices and the standards to which we expect to be judged by our stakeholders. The policy also addresses the issues that are of most importance to our internal and external stakeholders and provides our Board, management and employees with a clear articulation of what sustainability means for GeelongPort.

GeelongPort's sustainability ambition is to provide sustainable logistic solutions that are economically, environmentally and socially viable. We will do this by proactively managing the economic, environmental and social developments that create value to stakeholders.

### Our Marketplace

We are committed to responsible and ethical business practices. We aim to:

- Provide excellent service to our customers;
- Work in partnership with our customers for mutually beneficial outcomes;
- Achieve the highest corporate governance and ethical standards;
- Maintain transparent communication and engagement with our stakeholders;
- Make a valuable contribution to Australia's economies in which we operate;
- Positively influence our procurement processes and supply chain to understand and reduce modern slavery risks; and
- Ensure our Board maintains oversight over our sustainability performance.

### Our People

We are committed to providing a safe, healthy, fair and rewarding workplace for all our employees. We aim to:

- Ensure our employees arrive 'Home Safely Every Day';
- a workplace where the physical and mental health and wellbeing of our peoples is respected;
- Embrace diversity and enable all our people to fully contribute to our business;
- Provide our people with opportunities for development and career growth;
- Actively engage with our people and seek their feedback to become a workplace where people feel they belong; and
- Ensure our procurement processes capture and mitigate health & safety risks to our people and suppliers.

### Our Environment

We are committed to minimising our environmental footprint. We aim to:

- Work towards becoming Australia's most environmentally sustainable bulk port;
- Minimise our environmental risks;
- Maintain an environmental management system to minimise the risk of environmental incidents; and
- Adopt processes and technologies that improve resource efficiency and reduce our carbon footprint.

### Our Stakeholders & Community

We are committed to connecting with neighbours in the communities in which we operate. We aim to:

- Engage & encourage local employment opportunities within our community;
- Develop and maintain strategic partnerships with community organisations;
- Understand and respond to the needs and expectations of our customers and stakeholders;
- Deliver programs that help build sustainable communities; and
- Understand and respond to the needs and expectations of our customers and stakeholders.

Yours Sincerely



**Brett Winter**  
CEO GeelongPort



## 3 Overall Responsibilities

GeelongPort will take all reasonably practicable measures to ensure the safety of any persons working on sites it owns or occupies.

Contractors have a responsibility for ensuring their own safety and the safety of their employees and subcontractors. This includes:

- Providing and maintaining a safe working environment and safe systems of work;
- Ensuring all plant and equipment is safe and in good condition and is used in a manner which is safe and without risks to safety and health; and
- Ensuring all contractors, subcontractors and employees are appropriately engaged, qualified, trained and supervised in relation to any work they perform.

GeelongPort reserves the right to remove from its site any person who is found to be acting in a manner which is dangerous or offensive to our employees, contractors or members of the public, or in a manner which is likely to cause harm to the environment.

### 3.1 GeelongPort Contractor Works Supervisor

The primary point of contractor management, communications, instruction and site supervision for GeelongPort will be the nominated GeelongPort Contractor Works Supervisor.

The GeelongPort Contractor Works Supervisor will be a GeelongPort employee trained in Contractor Works Supervision and assigned responsibility to project manage the Contractor deliverables and work practices.

The GeelongPort Contractor Works Supervisor will be a sufficiently experienced person to undertake the duty of a Works Supervisor and assigned to manage the Contractor for the duration of the works.

### 3.2 Contractors

#### The GeelongPort Essential Requirements:

Contractors undertaking work for GeelongPort, entering its premises or workplaces must:

- Maintain insurances – provide copies as requested:
  - Public Liability minimum of \$20M
  - Motor Vehicle – bodily injury and damages minimum of \$20M
  - Professional Indemnity if providing consultancy services
  - Workers compensation insurance if contractor has employees. Note: Contractors who are directors, partners or business owners who perform the work personally are not required to hold Workers Compensation Insurance which is not available to directors and partners etc.;
- Require a purchase order to be in place before starting the work;
- Ensure all sub-contractors are approved before starting the work;
- Ensure no person begins the work scope until an Authority to Commence Works has been issued by the GeelongPort Contractor Works Supervisor;
- As directed, undertake a risk assessment of the work scope and to provide a copy to the

GeelongPort Contractor Manger (The risk assessment must be in the appropriate format for the works, for example SWMS, JSA, Risk Register).

- Comply with this Handbook, GeelongPort Health & Safety Policy, Environmental Policy and any other HSE Management Plans, procedures or safe work instructions that have been brought to the contractors attention;
- Undertake and ensure all sub-contractors and workers undertake a GeelongPort Induction, including all personnel who join the project after the initial contractor induction;
- Nominate a representative to hold discussions with GeelongPort regarding environmental, health and safety matters prior to commencement of work, during its progress and at its completion;
- Comply with all legal obligations, including but not limited to Acts, Regulations, common law requirements or any other statutory requirement;
- Obtain, comply with and maintain all necessary licenses, permits or accreditations as applicable to the contracted scope of work;
- Ensure contractor workers and all subcontractors understand and comply with safe working requirements;
- Comply with safety guidelines, notices and safety signs located on the site and follow all reasonable (lawful) instructions regarding environmental, health and safety as provided by GeelongPort personnel;
- Take responsibility for workers and any subcontractors on site at all times;
- Ensure all workers or sub-contractors are supervised and adequately trained, capable of performing their work, aware of the hazards and risks associated with their work and are familiar with the information contained in this Handbook, task specific risk assessments and all applicable safe work instructions;
- Take all necessary measures to ensure the safety of your workers and sub-contractors, GeelongPort employees and any other persons who could be affected by the Contractor work activities;
- Accept responsibility for your own work activities and undertake corrective actions to remedy any adverse effects they have on the safety of any persons, the local environment or GeelongPort property;
- Immediately advise the GeelongPort Contractor Works Supervisor of, and address to GeelongPort's satisfaction, any accidents, incidents, hazards or dangerous occurrences;
- Permit GeelongPort representatives adequate access to the work site to monitor and audit the environmental, health and safety aspects of the work;
- As directed, conduct safety observations, inspections or reviews of the environmental, health and safety aspects of contractor work and undertake all necessary or desirable corrective actions as soon as practicable;
- Contractors are expected to undertake their own company HSE inspections and safety observations while working on GeelongPort sites;
- On request, GeelongPort must be provided with the results of any safety observations, audits or

investigations completed on the site by the contractor;

- GeelongPort may at any time conduct additional independent safety audits, inspections or safety observations at its discretion, with or without notice;
- Request daily High Risk Permits for all activities deemed by the site to require a High-Risk permit, and ensure contractor workers do not perform these high-risk work activities without the appropriate permits being in place;
- Communicate these GeelongPort Contractor Safety handbook requirements to all contractor's employees and sub-contractors; and
- Utilise the GeelongPort Reporting Hotline (1800 961 549) or website link: [geelongport.ethicspoint.com](http://geelongport.ethicspoint.com) as soon as practicable in relation to any anti-bribery or corruption concerns that have not been resolved satisfactorily with the Contractor Works Supervisor.

### **Regular Contractor Service Contracts:**

The nominated GeelongPort Contractor Works Supervisor must agree with the contractor / principal contractor as to protocols in relation to site access and entry, how the work will be done safely, use of a common pool of people and any other relevant matters such as site demarcation, plant and equipment storage, operations and maintenance etc.

## 4 Authority to Commence Works

GeelongPort Contractors must receive a signed 'Authority to Commence Works' before the project work activities may begin. This is the single point of control where contractors will know if they are allowed or not allowed to begin a project.

There are multiple aspects of planning and preparation that must be completed prior to receiving a signed 'Authority to Commence Works'.

The contractor and their workers, including any sub-contractors, must complete a GeelongPort Induction before work can occur.

Contractors must also provide all information reasonably required by GeelongPort in order to complete the planning process.

Contractors will be required to supply further records of trade qualifications, High Risk Work Licenses, Verification of Competency, permits or other organisation licenses.

Where any significant change occurs during the project, the work must stop and an application for 'Authority to Commence Works' must be resubmitted. Situations where this may apply include but are not limited to:

- Change of Contractor site supervisor;
- Material change of work scope;
- Significant change in site conditions;
- A delay in site works which may lead to simultaneous operational risks.

### 4.1 Risk Assessment and Work Planning

When making an application for 'Authority to Commence Works' all contractors must provide a suitable risk assessment or multiple risk assessments to demonstrate job safety planning for the various work scopes of the contracted work.

- Identify and record all risks and hazards related to their proposed work, the working environment, plant or substances used or working arrangements;
- Assess the risks associated with these hazards;
- With respect to each hazard identified: identify, record and implement sufficient controls for each risk as related to the hazards identified (in accordance with the following hierarchy of controls:
  - eliminate the risk;
  - substitute the hazard with a hazard giving rise to a lesser risk;
  - isolate people from the risk;
  - minimise the risk through engineering controls;
  - minimise the risk through administrative controls; and
  - use personal protective equipment.

The risk assessment process must be undertaken in accordance with the contractors documented procedures, which shall be applied to all work processes undertaken by the Contractor throughout the life of any scope of works.

Where appropriate, written safe work instructions or other documented procedures may also be supplied along with the work task risk assessments.

GeelongPort HSE Management Plans may also be requested by the GeelongPort Contractor Works Supervisor if deemed necessary to ensure effective HSE management and communication for the project.

The provided risk assessments and any documented procedures and plans will be discussed with the GeelongPort Contractor Works Supervisor during review of the contractors 'Application for Authorisation to Commence Works'.

Project works are not permitted to commence until the Authorisation to Commence Works has been signed and issued by the GeelongPort Contractor Works Supervisor.

HSE Management Plans will be required for some work scopes. In this case, prior to commencement of the contract work, the nominated GeelongPort Contractor Works Supervisor will liaise with the contractor to negotiate agreement on the GeelongPort HSE Management Plan content.

## 4.2 GeelongPort Site Induction

### 4.2.1 Who needs to Attend GeelongPort Site Inductions?

Prior to commencing any work, all contractors, their workers and subcontractors shall be formally inducted by GeelongPort for the site at which they will perform the work.

In emergency response situations, or where it is impossible to conduct the complete induction program before the work, GeelongPort will provide a modified induction program, plus will provide continuous GeelongPort escort of persons who have not received the complete GeelongPort induction.

### 4.2.2 What Topics Will the Induction Cover?

All The GeelongPort site induction will include an overview of the site, its activities and the ways in which HSE hazards are controlled. Site amenities, access and emergency arrangements, rules, procedures and communication mechanisms must be understood by the contractors.

It remains the contractors' responsibility to brief, train and supervise their workers and subcontractors. For complex or large projects, the contractor may also need to provide an additional work site induction being additional to the GeelongPort site induction.

## 4.3 Permits to Work for High-Risk Tasks

Permit to Work is a formal process used by GeelongPort to ensure the safety and health of personnel undertaking 'high risk' tasks. Contractors and subcontractors must comply with the Permit to Work system.

Daily Permit to Work requirements must be understood and agreed to prior to the commencement of any work.

Contractors will be briefed on the Permit to Work system during by GeelongPort which includes the following:

- How and when to initiate permits;
- Who issues and controls permits; and
- Permit to Work forms.

### 4.3.1 What Type of Tasks Need a Permit to Work

Situations where Permits to Work are required include:

- Confined space entry;
- Hot work;
- Work at heights;
- Entry to restricted areas;
- Excavation work;
- Work on or near overhead power-lines or other energy sources; and
- Work on 'high voltage' electrical equipment including on or near overhead traction wiring and associated equipment.

It is important to remember that the 'Authority to Commence Works' certificate ***is not a Permit to Work***.

The Authority to Commence Works simply authorizes the contractor project to begin. From the beginning point forward, a separate Permit to Work must be obtained daily for each of the above listed high-risk work activities, or other high-risk activities as identified by the GeelongPort Contractor Works Supervisor.

## 5 Communications

### 5.1 Contractor Communications Responsibilities

The contractor or their nominated representative will:

- Establish contact with the nominated GeelongPort Contractor Works Supervisor immediately upon arriving on site and maintain such contact as and when required, but no less than daily;
- Fully inform contractor workers and any subcontractors of the relevant safe working arrangements as agreed with GeelongPort;
- Inform the nominated GeelongPort Contractor Works Supervisor of any risk associated with the work and the manner in which it is proposed to control those risks. This includes the coordination of Permits to Work (if appropriate); and
- Inform nominated GeelongPort Contractor Works Supervisor as soon as practicable of any spill, release, injury, near miss or other incidents that may impact the environment or safety of personnel at any of our operations.

### 5.2 GeelongPort Contractor Works Supervisor Communications Responsibilities

The GeelongPort Contractor Works Supervisor will:

- Inform the contractor of any site-specific hazards likely to be encountered when carrying out the contracted work;
- Develop effective communication processes between other GeelongPort workers, other stakeholders, the contractor and their workers;
- Include contractors and their workers in applicable team toolbox meetings and site HSE Committees;
- Communicate relevant safety critical information to the contractor and its workers such as safety alerts, safety lessons learnt or Take 3 toolbox topics; and
- Nominate a delegated person to act in his/her absence and advise the contractor of any such arrangement.

Note, it is critical that adequate communications are deployed on contractor activities to the wider business to ensure simultaneous activities between contractors, GeelongPort personnel and other port users, do not result in an incident. If in doubt, do not proceed and ensure “all relevant personnel” are informed of works that are occurring.

### 5.3 Community Liaison

Whenever requested, relevant contractors must assist the nominated GeelongPort Contractor Works Supervisor in community liaison activities prior to, during and after the contract is completed.



## 6 Rules and Conditions

This section outlines the minimum essential safe working requirements that apply to contractor work activities and should be used as a guide when conducting risk assessments, developing safe work instructions or GeelongPort HSE management plans.

### 6.1 Life Saving Rules

All contractors and their workers are required to adhere to our Life Saving Rules:

## GeelongPort's Life Saving Rules



#### CONFINED SPACE ENTRY

- You must be trained and competent to enter a Confined Space.
- You must be identified on an approved Confined Space Entry Permit to enter a Confined Space.



#### MOBILE PLANT

- You must use mobile plant in accordance with the Original Equipment Manufacturers specifications and recommendations.
- You must wear a seat belt in mobile plant while it is operating (unless seat belts are not capable of being fitted).



#### WORKING AT HEIGHTS

- You must be trained and competent and authorised to work where there is potential to fall, to use fall restraint equipment, an EWP, Boom or Scissor Lift.
- You must work from dedicated work platforms, unless you can maintain 3 points of contact at all times and, if a portable ladder is used, it is tied off or supported below.



#### MAINTENANCE AND INSPECTION

- You must only perform maintenance work that you are trained and authorised to do.



#### HAZARDOUS CHEMICALS

- You must comply with signage and Safety Data Sheet requirements when handling chemicals.



#### LIFTING

- You must ensure lifted items do not pass over people, occupied buildings or manned vehicles.
- You must keep clear from a suspended load (that is not pinned or secured) and not be under the load or in the line of fire.



#### ENERGY ISOLATION

- You must isolate before you remove a guard, other safety device, or perform repairs and maintenance tasks on equipment.
- You must use an appropriate isolation device and not use control circuit devices (e.g E stops, lanyards etc.) for energy isolation.



#### TRAFFIC MANAGEMENT

- You must comply with GeelongPort's Traffic Management Plan.
- You must use mobile phones (or similar personal devices) in hands free mode or not at all during vehicle operation.
- You must adhere to road rules including the wearing of seat belts at all times when operating a heavy vehicle.

## Life Saving Rules Compliance

At GeelongPort, we must demonstrate "don't walk by" approach to non-compliance of our Life Saving Rules.

Breaches to Life Saving Rules are deemed to be a "Near Miss" incident and are to be reported and investigated. Each incident will be assessed on its merit. All "Near Miss" incidents are serious matters that should be well documented and embedded in our business.

The required response is to stop the activity, task or process immediately. The incident is to be reported to the Team Leader/Manager, the Operations/Maintenance General Manager and/or the HSEQ Manager. Work is NOT to recommence until all identified safety breaches have been controlled and approved by the Operations/Maintenance General Manager.

Failure to comply may result in disciplinary action for employees involved and Managers and Team Leaders who fail to enforce or tacitly accept them. Managers and Team Leaders who have a breach occur in their area will be expected to show evidence of the management of these issues via toolbox talks, engagements, or as a last resort warning letters and diary notes.

Thank you for your co-operation to ensure we all go Home Safely Every Day.

## 6.2 Critical Risk Controls

All GeelongPort is focused on preventing harm towards our people, with our biggest priority being the prevention of permanently disabling injuries or fatalities.

The GeelongPort Critical Risk Controls (CRCs) have been developed after a review of permanent incapacity injuries and potentially fatal incidents across industry consistent with GeelongPort activities. The CRC's represent minimum controls for 8 key risks that have potential for fatality and permanently disabling injury.

- For each of the 8 key risks, minimum systemic controls have been identified, along with the associated behaviours (Life Saving Rules) that support them, to ensure no one is fatally or permanently injured at GeelongPort.
- These controls (both Critical and Life Saving Rules) apply to everybody; employees, contractors, service providers and visitors.
- Where you consider a task cannot be carried out safely, do not commence and/or do not continue to perform the task.

All CRCs require supporting behaviours. The behaviours that support these CRCs have been documented as GeelongPort "Life Saving Rules."

All rules are important, but some are more important than others. These Life Saving Rules are expected to be visibly displayed, learned by all, and supported by everyone in the workplace. They exist to ensure all of our people **Go Home Safely Every Day**.

## 6.3 Site Access and Security

The contractor must ensure their workers and sub-contractors entering GeelongPort premises acknowledge, accept and fulfil the following requirements as a condition of entry:

- Informing the nominated GeelongPort Contractor Works Supervisor or their nominated representative of intended site entry/egress times;
- As instructed, entering through the main site entrance of GeelongPort property and all contractors either swiping in and out of the gate controlled system (means they all fully inducted and issued with a gate pass) and entered into the 'Site Daily Works ATCW and Permit to Work Coordination Register' as applicable to the site;
- As instructed, display the issued entry pass at all times while on site and return these to the issuing administration office on exiting the premises each day;
- Not going outside the designated area in which they are authorised to carry out work. Persons required to work outside the designated area should contact the GeelongPort Contractor Works Supervisor to obtain clearance to extend the designated area;
- Following all signs and any HSE directions given by GeelongPort personnel;
- Leaving all vehicles in the general car park unless they are transporting goods or equipment;
- Ensuring all vehicles on site are fully insured, safe, roadworthy and that all loads are secured and safely loaded;
- Ensuring vehicles do not impede access to general walkways and emergency exits;
- Alerting the GeelongPort Contractor Works Supervisor immediate upon becoming aware of any unmanaged risk to health and safety; and
- Addressing any security issues raised by GeelongPort immediately and fully.

Contractors and their workers including any sub-contractors may be subject to bag/vehicle/tool box searches at any time. This may occur without prior notice.

Work conducted after hours or at weekends must be approved by the nominated GeelongPort Contractor Works Supervisor prior to commencement of such work. Contractors must ensure that persons working outside of regular hours are adequately supervised. Contractors carrying out after hours work must provide a mobile telephone contact to the GeelongPort Contractor Works Supervisor.

Security of contractor equipment against theft and unauthorised use is the contractors' responsibility. Borrowing of GeelongPort equipment will only be permitted if allowed for in the contract and if the contract provisions are complied with.

Permission must be sought to store equipment on site.

## 6.4 Consultation

Where appropriate, contractors and their workers may be required to participate with GeelongPort consultation arrangements on site and contractors must comply with legislative requirements in relation to consulting with their own workers and sub-contractors.

## 6.5 House Keeping and Amenities

Contractors will ensure amenities are maintained in a hygienic, safe and serviceable condition, including an inspection regime and having regard to the gender of persons on site.

Contractors must also ensure good housekeeping is always maintained. On a work site, this includes:

- Continuous removal of rubbish and excess building materials;
- Ensuring that plant and equipment is stored away from footpaths and roadways; and
- Debris from upper story's and high areas is removed in an appropriate manner (for example with a hoisting device or dedicated rubbish chute).

## 6.6 First Aid

Contractors will ensure that their workers have access to first aid facilities and qualified first aid personnel, in accordance with legislation.

First aid equipment and facilities must be of an adequate level to respond to the immediate treatment of injuries and illnesses that may arise at work, and to ensure such facilities and services are communicated to workers and are identified by appropriate signage.

## 6.7 Fatigue

Contractors and their workers must not be fatigued when they attend work for GeelongPort. The Contractor must have in place an appropriate fatigue management program when undertaking work that may involve fatigue risks e.g. work conducted during afternoon and night shifts, extended periods of work greater than 12 hours duration or continuous work arrangements including work patterns requiring shift lengths of 6 consecutive days or more.

## 6.8 Alcohol and Other Drugs

The contractor shall ensure that no workers are impaired at any time while on site by alcohol or other drugs.

GeelongPort reserves the right to conduct random and / or post incident testing for alcohol and other drugs.

## 6.9 Signs

The contractor and its workers must:

- Comply with all existing signs, notices and instructions; and
- Provide signs where necessary to ensure the health and safety of others.

## 6.10 Vehicles / Motorised Equipment

Contractors must ensure drivers of vehicles; motorised equipment and material handling equipment (e.g. forklifts) hold all appropriate licenses, permits or certificates of competency. Site traffic management plans and rules, including speed limits and direction of traffic flow must be observed at all times.

## 6.11 Licenses and Qualifications

Where any jurisdiction requires a specific license or qualification for specific works, the contractor shall ensure that all applicable licenses and / or qualifications are held by each of the persons involved in that work activity.

## 6.12 High Risk Licenses

High Risk Work Licenses are regulatory requirements for certain activities. Where the Contractor will undertake these activities, the Contractor must demonstrate that all personnel hold the required High-Risk Work License.

These regulated activities include but are not limited to the following:

- Crane Operation,
  - Including telehandler if used for lifting
  - Including earth moving equipment if used for lifting
- Rigging
- Dogging
- Forklift and material handling machine operation
- Scaffolding
- Boom type elevated work platforms > 11m
- Boiler operation
- Any other licenses not listed above.

## 6.13 Mechanical Plant and Equipment

Contractors must ensure that all mechanical plant and equipment (either supplied or used) is safe for use, registered if required, and machine guarded in accordance with statutory requirements and relevant Standards.

Security of equipment against theft and unauthorised use is the contractor's responsibility. Borrowing of GeelongPort equipment will only be permitted if allowed for in the contract and if the contract provisions are complied with.

## 6.14 Safe Working at Height

All work at height must be undertaken safely and in accordance with industry standards and best practice.

A High-Risk Permit to Work must be issued to the Contractor before the commencement of any work at heights.

Personnel who perform work at height must be formally trained in safe work at height.

For all work at height, there must be an appropriate rescue plan in place in case of any potential fall resulting in a worker being suspended from the safety lanyard and safety harness. Any equipment listed in the rescue plan must be available at the work at height location.

All precautions must be taken to protect pedestrians and other workers from falling objects. Suitable signs and safeguards must be erected where there is danger of potential falling objects to other persons in the work area.

No material is permitted to be thrown or dropped from heights under any circumstance.

## 6.15 Scaffolding, Ladders and Height Safety Equipment

State based statutory regulations, standards and any associated codes of practice relating to scaffolding, walkways, ladders and work at heights, must be observed for all of the following:

- Scaffolding, walkways, ladders and stairs;
- Access towers;
- Elevated work platforms.;

Ladders must be securely fastened at the top, where practicable, or secured by other safe means. Ladders, which may cause obstruction, should be taken down and stored when not in use. When used in "traffic" areas, signage should be considered to warn of the ladder in use. Non-aluminium ladders are to be used when electrical work is involved and on all sites with overhead traction wiring.

All scaffolding must be erected, inspected and maintained in accordance with AS/NZS 1576.

Suitable protective safety equipment such as safety harnesses, lanyards, self-retracting lanyards etc. must be used when working on roofs, on top of tanks, or in other high locations, as is appropriate to the task.

Defective ladders, scaffolding equipment or height safety equipment must not be used on site.

## 6.16 Compressed Air

Air hoses or temporary air lines are to be placed in such a manner that no hazard will be created to persons in the area. Compressed air must not be used for cleaning work areas or for 'blowing down' clothing. Appropriate personal protective equipment must be used at all times by the operator and persons in the vicinity of the work whenever compressed air is in use.

Portable compressors shall be placed in a location where noise or diesel fumes do not pose health and safety risk to others on site.

## 6.17 Dust

Contractors must ensure that any operation which generates dust or fragments of stone or metal, is fully controlled by wetting down the source or by erecting an effective dust screen.

Contractors must comply with relevant legislation relating to generating dust and exposing humans to dust.

## 6.18 Personal Protective Equipment

Contractors must supply, maintain and supervise the use of personal protective equipment (PPE) by their employees and sub-contractors. This includes training employees and sub-contractors to select, use and maintain PPE.

The purchase and use of PPE must as a minimum comply with relevant standards and must also meet GeelongPort requirements where applicable. For additional guidance refer to Safety Site Rules section of this handbook.

The following PPE requirements are provided as a guide:

- **High Visibility Clothing** – AS4602 compliant high visibility long sleeve shirt and long trousers must be worn at all GeelongPort sites. This requirement does not apply in our offices and amenity areas.
- **Foot Protection** – AS2210.3 compliant steel cap toe footwear must be worn on all GeelongPort operational areas - yards, terminals, berths, maintenance facilities and vehicles.
- **Eye Protection** – GeelongPort has determined a need for eye protection for operational areas and require all personnel to wear AS1337.1 compliant safety eyewear.

- **Head Protection** -An AS1801 compliant safety helmet must be worn in all operational areas.
- **Personal Flotation Device (PFD)** – An AS4758.1 compliant PFD must be worn on any floating plant or within 1m of an unprotected wharf edge.
- **Hearing Protection** - Suitable hearing protection must be worn where high noise levels are being generated and where sign posts warn of high noise levels.
  - Contractors need to be aware of the legislation, which specifies safe and hazardous levels for personal exposure to noise, and details noise pollution limitations.
  - Hearing protection is recommended when operating plant and equipment and use hand tools as appropriate.
- **Hand Protection** - Wherever hazards to hands exist, including the potential for skin contact to occur with any substance that is likely to be harmful, appropriate hand protection (i.e. gloves) must be worn.
- **Respiratory Protective Equipment** - Suitable respiratory protective equipment must be worn where any hazards to breathing exist, including where dusts, fumes, mists or vapours are generated as a result of work conducted. Contractors must be trained in correctly fitting and using the respirators and filters provided.

## 6.19 Fire Prevention

Contractors must be aware of and comply with the Site's fire prevention procedures.

The contractor shall plan and manage their work so as to eliminate the risk of fires.

All hot work involving the use of ignition sources such as grinding, cutting and open flames shall be subject to a daily Hot Work high risk permit.

## 6.20 General Construction

Contractors undertaking construction work (including demolition, installation and excavation work) must comply with all requirements of the Victorian Occupational Health and Safety Regulations 2017.

## 6.21 Excavations, Underground Services, Electrical Cables and Gas Mains

Before carrying out any works that could involve potential interaction with underground services, electrical cables and gas mains, permission must be obtained from the GeelongPort Contractor Works Supervisor. Where applicable GeelongPort will mark or flag the location of underground services, electrical cables or gas mains etc.



Prior to commencement of any excavation work, the contractor must obtain an excavation permit that is issued by GeelongPort Engineering.

The contractor must erect and maintain adequate fencing or other security protection around excavations and other openings. The contractor must also provide adequate signage, barricading or other indications of the excavation hazard and place sufficient illumination at such places for times of darkness or poor visibility.

Trenching must only be carried out by competent persons and with proper shoring in compliance with relevant standards or codes of practice applicable to the local jurisdiction.

## 6.22 Hot Work

A Permit to Work must be issued before the commencement of any hot work.

Hot work includes, but is not limited to, welding, oxy-cutting and heating with a welding torch, use of open flames, grinding and any potentially spark producing operations in any area outside of designated engineering workshops.

Due to the nature of these operations, and the risk of fire, the post work clean up and site checks are essential.

Oxy-acetylene cylinders and torches shall have flash back arrestors fitted at both ends. Voltage Reducing Devices shall be used on all electric welding machines.

## 6.23 Confined Spaces

A Permit to Work is required to enter any confined space, including open topped tanks, transport containers, pits, sewers or ducts or similar spaces.

All work in confined spaces must be conducted in compliance with all appropriate statutory requirements, and AS/NZS 2865.

If any doubt about whether or not a particular space is deemed a confined space, always apply to GeelongPort for a Permit to Work for Confined Space Entry.

## 6.24 Work Near Overhead Power Lines

A Permit to Work is required for any work near overhead power lines and must only be carried out with the prior approval of the nominated GeelongPort Contractor Works Supervisor.

Primary responsibility will be with the contractor to assure a safe system of work is established. Further advice may be obtained from the Contract Manager.

Refer to Permit to Work principles – Section 4.3.

Cranes must comply with all aspects of AS/NZS 1418 and associated standards.

## 6.25 Electrical Safety

Electrical work must only be performed by a qualified electrician.

Electrical extension leads must be kept clear of the floor or be suitably taped to the floor to eliminate any potential trip hazard and shall not obstruct walkways or stairs.

Portable electrical equipment shall be inspected and tagged with the date of inspection being within the contractor's inspection cycle.

- All portable electrical equipment must be protected with suitable earth leakage core balance devices (ELCBs).
- No electrical work may be conducted on live equipment other than ELV.
- Electrical testing and fault-finding equipment must be Cat 3, and live electrical testing shall be undertaken without touching anything except the test equipment.
- Work on "High Voltage" equipment requires the use of Permit to Work system.

## 6.26 Electrical Isolations Procedures

Contractors must ensure that all electrically powered equipment is de-energised to a zero-energy state, and then isolated, locked and tagged before undertaking any electrical work (except for extra low voltages).

The GP\_RSK\_11 Lock Out / Tag Out Isolation Procedure must be followed when:

- Performing work on electrically powered equipment other than to operate the equipment normally or to conduct electrical testing.
- Doing building and construction work that may affect electrical supplies or switchgear.
- Doing any work that could potentially cause inadvertent contact with live electrical wires or conductors.
- As directed by GeelongPort for other reasons.

Contractors must apply all electrical isolations under direct supervision of a nominated GeelongPort representative and adhere to GeelongPort's Lock-Out-Tag-Out procedure. The nominated GeelongPort representative authorizes commencement of work when isolation has been achieved and equipment has been appropriately locked and tagged.

Contractors are to ensure that all persons conducting electrical isolations are trained (for example being a qualified electrician, or having completed other appropriate training).

Failure to comply with this electrical isolation requirement may result in immediate removal from site and termination of the contract or supply agreement.

## 6.27 Tools and Equipment

The contractor must:

- Only use tools and equipment which are safe and suitable for the work involved (including being properly maintained), and which comply with all regulatory requirements and relevant standards and codes of practice. Such matters must be verified by the contractor prior to using tools and equipment;
- Protect all portable electrical equipment with suitable earth leakage core balance devices;
- Use only intrinsically safe equipment in any circumstance where flammable gases, vapours or particulate matter may be found;
- Ensure all lifting equipment is of sound condition, properly rated and suitable for the purpose and compliant with statutory requirements, relevant standards and codes of practice;
- Provide low voltage intrinsically safe electrical equipment for use in confined spaces; and
- Subject all equipment to a formal maintenance and inspection system.

GeelongPort reserves the right to inspect equipment and, where necessary, to prohibit the use of any equipment deemed to be unsafe.

## 6.28 Isolated and Outdoor Work

Contractors must take precautions and implement controls to limit as far as practicable the health and safety risks of outdoor work.

For those working in isolation, safe working also requires the establishment of regular, reliable and adequate communication system to ensure that workers have access to assistance if required.

## 6.29 Asbestos

Asbestos work must be undertaken only by licensed and authorised personnel, and in compliance with statutory requirements, relevant standards and codes of practice. If any unexpected asbestos or asbestos-like material is found or suspected by the contractor, work must be immediately suspended and the nominated GeelongPort Contractor Works Supervisor is to be notified. Contractors must

always refer to the site Asbestos register for further details before performing any drilling, cutting or removal of building materials work.

## 6.30 Hazardous Substances

The contractor must inform the GeelongPort Contractor Works Supervisor of any hazardous substances and dangerous goods used. In relation to each hazardous substance, the contractor must supply a Safety Data Sheet (SDS) for the substance and complete a risk assessment in relation to its use, storage, transport and disposal.

The contractor is responsible for ensuring the appropriate storage of any dangerous goods brought onto site. All dangerous goods must be stored and handled in accordance with relevant statutory requirements, standards and codes of practice.

## 6.31 Chemical Storage / Bunding

Contractors All storage of chemical liquids must be banded. Bunds must be of a compatible, impervious material and be sized to hold:

- **Tanks** – the bund must contain at least 100% of the liquid capacity of the largest tank, plus 10% of the second largest tank, plus any other major displaced volume below the bund crest, including other tanks and raised foundations.
- **Drums** – the bund must contain at least the liquid capacity of 25% of the maximum design number of drums to be stored up to 10kL, plus 10% of any volume in excess thereof. If empty drums are stored with other drums, the bund should be provided with a height that assumes all drums are full.

## 6.32 Noise and Vibration

Plant and equipment brought to site by the contractor must comply with the requirements of the relevant legislation, standards and codes of practice for noise and vibration.

The contractor must inform the GeelongPort Contractor Works Supervisor of any anticipated high noise or vibration related activities which may present an industrial or community environmental concern.

## 6.33 Licenses, Permits, Approvals and Notification

The contractor is responsible for obtaining, maintaining and complying with permits or approvals when required (e.g. from EPA, WorkCover, local government). When a licensed facility is being constructed, unless otherwise specified, the contractor is responsible for obtaining such license(s) as a condition of contract. Copies of all licenses must be provided to the nominated GeelongPort

Contractor Works Supervisor. The contractor is also responsible for notifying work performed to the relevant OHS regulator.

### 6.34 Flora and Fauna

Contractors must be sensitive to flora and fauna protection. Permission must be sought from the GeelongPort Contractor Works Supervisor prior to clearing, removing or pruning any vegetation. Any damage or injury to fauna must be reported to the GeelongPort Contractor Works Supervisor or his nominated representative. Any work that involves further risk must be suspended until the situation is rectified.

### 6.35 Soil Management

Contractors must ensure that any off-site soil disposal is conducted in accordance with the requirements of the Victorian Environmental Protection Act 2017 and Environmental Protection Regulations 2021. Any on-site retention of contaminated soil must be approved by the General Manager – Sustainability.

### 6.36 Air Pollution

Contractors must not release anything into the atmosphere that is potentially harmful, involves nuisance odours or may present any other risk or concern to the site and surrounding community. Accidental releases must be reported as soon as practicable to the GeelongPort Contractor Works Supervisor.

Contractors are required to address any consequences of air pollution they have caused.

### 6.37 Water Quality

Activities that may adversely affect water quality in storm water drains, nearby waterways, or underground watercourses will not be tolerated. Activities that may damage the balance of septic systems or operation of pollution control plants will not be permitted.

### 6.38 Contaminated Land

Contractor activities must not contaminate land. Contractors must be aware of and comply with any procedures on site concerning preventing or managing risks from contaminated land.

### 6.39 Smoking

Each site has designated smoking areas that must be adhered to.

## 6.40 Incidents, Emergency Procedures and Security

The contractor or their representative must immediately report any incident involving personal injury, property damage, hazardous conditions, 'near miss' occurrences or environmental exposures related to any contractor activities to the GeelongPort Contractor Works Supervisor who will determine if any incident requires investigation.

Contractors must agree that incidents may be investigated jointly by an appointed GeelongPort representative and a contractor representative.

Legislative requirements for reporting of incidents to statutory authorities shall be observed at all times by the contractor in conjunction with GeelongPort.

Contractors must be aware of and understand the emergency procedures as related to any incident that may occur on site.

Contractors must be aware of and comply with the security plan for the Site.

## 7 Accountabilities and Responsibilities

Accountabilities and Responsibilities	
Role	Requirement
<b>GeelongPort Contractor Works Supervisor</b>	<ul style="list-style-type: none"> <li>Lead the contractor through the Authority to Commence Work application.</li> <li>Assess the Authority to Commence Work declarations and attachments provided by contractor.</li> <li>Conduct extensive validation of all required aspects necessary for Managed Contractors (per the ATCW form requirements).</li> <li>Issue Authority to Commence Work when all criteria have been achieved by the contractor.</li> <li>Establish and maintain systems of work for management of contractors in accordance with this procedure.</li> <li>Maintain communication between contractors and GeelongPort employees.</li> <li>Ensure that daily Pre-Task Safety Briefings are completed with contractors.</li> <li>Ensure that daily safety engagements are completed with contractors.</li> <li>Ensure that all contractors are familiar with the proposed method of work, the risks, and the risk control systems to be implemented.</li> <li>Ensure adequate supervision of contractor, according to the supervision plan.</li> </ul>
<b>Contractor</b>	<ul style="list-style-type: none"> <li>Work closely with GeelongPort Contractor Works Supervisor in planning and managing the work activity.</li> <li>Follow directions issued by GeelongPort.</li> <li>Comply with the GeelongPort Integrated Management System (including HSE Standards and Procedures).</li> <li>Comply with the Contractor Safety Handbook.</li> <li>Comply with relevant safety critical procedures and or safe work instructions, site procedures.</li> <li>Act responsibly and keep GeelongPort informed of work planning, safety requirements and environmental implications of their work.</li> </ul>