

1. General

- This procedure establishes requirements for the safe setup, handling, and storage of heavy loading systems at GeelongPort berths and hardstands, specifically for the handling of bulk cargo and break bulk cargo. This ensures that port infrastructure is not overloaded and that all operations comply with GeelongPort standards and safety regulations.

1.1. Responsibilities

Role	Responsibility
Contractor / Berth User	<ul style="list-style-type: none">• Ensure that cargo loading are within wharf load limits, and have been approved by GeelongPort Infrastructure Delivery.
GeelongPort Infrastructure Delivery	<ul style="list-style-type: none">• Review submitted applications.• Assess structural stability and infrastructure impacts.• Approve or deny permits and issue special conditions if required.• Conduct site inspections for complex or high-risk loading operations.

2. Procedure

2.1. General

- Contractors must submit an email to infrastructuredelivery@geelongport.com.au with the following minimum information:
 - Location of operation
 - Load type (e.g., bulk cargo, break bulk units)
 - Dimensions and weights of cargo
 - Lifting details (e.g., vessel crane, shore equipment)
 - Storage procedure (e.g., dunnage, stacking method)
 - Dates of operation
 - Company and contact information

2.2. Scope

- This procedure applies to all operations involving the use of heavy loading systems—such as clamshell grabs, ship loaders, conveyors, forklifts, and similar equipment at GeelongPort berths and hardstands for the handling of bulk and break bulk cargo. It covers the assessment, approval, and operational requirements necessary to ensure that loading activities do not exceed the structural limits of wharf and pavement infrastructure. The procedure is relevant to all contractors and operators conducting heavy loading activities, regardless of the size or complexity of the cargo.

2.3. GeelongPort Infrastructure Delivery Assessment

Once the information under section 2.1 has been received, GeelongPort Infrastructure Delivery will:

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2.3.1. Review the Application

- Examine all submitted details, including the location, type of cargo, dimensions, weights, lifting methods, storage procedures, and operational dates.
- Ensure all required information is present and request clarification or additional details from the applicant if necessary.

2.3.2. Check Against Wharf Load Limits

- Compare the proposed cargo weights and equipment loads with the established wharf and hardstand load limits (both point load and uniformly distributed load limits).
- Assess whether the planned operation will remain within the safe structural capacity of the berth or hardstand area.

2.3.3. Assess Current Structure Conditions

- Review the latest asset condition reports for the nominated berth or hardstand area.
- Consider any recent maintenance, repairs, or known issues that may affect the load-bearing capacity.
- Consider any simultaneous activities or environmental factors (such as weather or tidal conditions) that could impact structural integrity.

2.3.4. Determine Need for Additional Controls

- If the proposed loads approach or exceed limits, recommend or require load spreading measures (such as bogmats, steel plates, or beams with packers).
- Specify any operational restrictions or special conditions necessary to protect the infrastructure.

2.3.5. Document and Communicate the Outcome:

- Record the assessment findings and decision.
- Respond to the applicant via email, confirming approval with any conditions, or explaining reasons for denial and suggesting corrective actions if applicable.

After review, the application is either approved or denied.

2.4. Timeframes

- Permit applications must be submitted at least five (5) business days prior to the planned commencement of work to allow sufficient time for assessment, coordination, and approval by GeelongPort Infrastructure Delivery.

2.5. Approved

- If the load is found compatible with the berth, an approval is granted, and any conditions are communicated to the applicant.
- For complex or high-risk operations, GeelongPort Infrastructure Delivery will arrange a site inspection to verify that the actual setup matches the approved plan and that all controls are in place before loading commences.

2.6. Denied

- Applicant informed of outcome.

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3. References

Legislation, Standards & Codes

- ISO45001 OH&S Management System (or equivalent)
- OH&S Regulations 2017
- Victorian OH&S Act 2004
- Legal Compliance Register - OH&S
- Legal Compliance Register - Industry Specific

Procedures

- Contractor Management Procedure
- Work Permit System Procedure
- Communications Procedure