

HEALTH, SAFETY & ENVIRONMENTAL SITE RULES

The following equipment is PROHIBITED for use on Tasports property:

- Double Adaptors
- Personal unauthorised portable electrical equipment
- Portable 9 inch angle grinders

All workers (incl. Contractors) must:

Comply with all reasonable and lawful directions by Tasports.

Induction, Training and Licences:

- Complete a Tasports induction, and wear and display a Tasports PIP card.
- Not commence work until they have had a site orientation with a Tasports representative and identified 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 etc.

Workplace Behaviour:

- Maintain professional standards of behaviour at all times as per the Tasports Code of Conduct. Not adhering to the Tasports Code of Conduct may result in disciplinary action and/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 positively if approached.

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 permitted in administration areas under the direct supervision of their guardian.
- Family members of visiting ships' crew (under 18 years of age) are permitted escorted access to Tasports operational port areas from gate to gangway and gangway to gate.

Risk Management:

- Where relevant, utilise the STAR Principle (Stop, Think, Assess, Respond) and/or Job Safety and Environment Assessments (JSEA's) to assess the hazards and risks associated with work tasks.

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.

Personal Protective Equipment:

- When in an operational area wear high visibility vest and safety foot wear that conforms to the relevant Australian Standards and/or 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.

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 in relation to any work task to your manager/supervisor or Tasports site contact immediately.

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 being performed.

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 Lock out Tag Out Procedure 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, a danger tag applied to prevent use, and the issue reported.

Traffic Management:

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

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.

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 under the influence of drugs or alcohol and understand that you may be randomly tested at any time as a condition of entry. The blood alcohol limit 0.00 for commercial vessel operators, moorings crew, airside workers and any person undertaking high risk work, and 0.02 for all other workers.
- Not possess or consume alcohol or illegal drugs at the workplace. Consumption of alcohol at the workplace is only allowed at official Tasports functions approved by the CEO.

House Keeping:

- 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.

Emergency Evacuation:

- Familiarise yourself with Tasports emergency evacuation plans and muster points in the area you are working.

IN ADDITION TO THE ABOVE, IF YOU ARE A PCBU (PERSONS CONDUCTING A BUSINESS OR UNDERTAKING) YOU MUST:

- Hold current comprehensive vehicle insurance policies for any vehicles you need to bring onto Tasports' facilities.
- Hold a current Workers Compensation Insurance Policy for your workers or appropriate Personal Insurance coverage for yourself and provide evidence of such to your Tasports representative.
- Hold Public Liability Insurance, the level of insurance should be appropriate to the identified risk exposure.
- Ensure Tasports is provided with updated copies of all relevant certificates of currency as they are renewed.
- Where work is being carried out on behalf of Tasports, you must provide the following:
 - Completed and signed Tasports Contractor Acknowledgement and Evaluation forms including evidence of all relevant licenses, certificates and policies.
 - Copies of risk assessments and/or JSEA's for all tasks being conducted and all plant and equipment being brought onsite.
- Conform to all relevant Tasports safety policies and procedures as a minimum.
- Give prior notice to your Tasports representative of any chemicals being brought onsite and supply Safety Data Sheets (SDS's) no older than 5 years to ensure storage, handling and use is compliant.
- Not bring Mobile Cranes onto Tasports property unless a Mobile Crane Permit has been completed and authorised by a Tasports representative.

Paul Weedon
Chief Executive Officer