



## **APPLICATION FOR MAINTENANCE / WORK AUTHORITY FOR A VESSEL ON WATER**

### **GUIDE TO COMPLETING THIS APPLICATION**

In accordance with legislative requirements including the OHS Act, Port Management Act, Environment Protection Act, Marine Safety Act; vessel owners, agents or masters must complete this application process to have your request considered for approval to perform maintenance or other works on a vessel in Gippsland Ports waters that includes any of the following maintenance activities defined as *hazardous port activity* under the Port Management Act and also as *high risk work* under the OHS Act:

- Hotwork; including but not limited to electric welding, gas welding, abrasive cutting and grinding, gas cutting and any other activity that generates sparks and heat
- Abrasive blasting (must be at GP authorised site)
- Spray painting (must be at GP authorised site)
- Activities involving emissions or pollution or deposition of waste to land, air or water - examples include but are not limited to pumping bilges, grinding/sanding of external surfaces of vessel, painting, chemical washing of vessel
- Work with cranes and mobile plant – includes forklifts, elevated work platforms, scaffolding, etc
- underwater diving work

Maintenance or other work listed above is not permitted to commence on a vessel in Gippsland Ports managed waters until authorised in writing by Gippsland Ports. Where authorisation is given, all terms and conditions must be strictly complied with.

Use the following checklist as a guide to ensure that all of the required information is provided to avoid delays in considering your application.

1. Completed the application form (on following pages)	
2. Provide details of the maintenance or works to be performed	
3. Provide details of vehicles that will be accessing the site (make, model, registration for all cars, trucks, mobile plant)	
4. Hold a current Gippsland Ports Site Induction if working at a Gippsland Ports site where an induction is required  An induction can be completed either online or at a GP Depot Office	
5. Read and understand the Terms and Conditions (attached)	
6. Sign the Indemnity and Acknowledgement section of the Terms and Conditions	
7. Submit the form to GP	

Note: A copy of this completed application can be forwarded to you for your records if required.

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**Gippsland Ports safety goal is ‘Zero Harm’**

**You are responsible for your safety and the safety of others while working on your vessel at Gippsland Ports wharves and jetties and moorings**





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*Persons granted permission to conduct maintenance or works on their vessels, are required to read, acknowledge and comply with the following conditions.*

### **1. General**

- 1.1. All berth holders, vessel owners performing maintenance works are responsible for their employees, contractors and anyone they allow on to site. This includes the responsibility to ensure those other persons also comply with these conditions
- 1.2. All vessel owners performing maintenance works must be aware of potentially conflicting vessel works adjacent to their own vessel works, and other facility users and respond accordingly to control risks.
- 1.3. All berth holders, vessel owners performing maintenance works must ensure that any person engaged to perform any works is competent or licensed or both if required and the works are carried out in full compliance with applicable laws, regulations and standards.
- 1.4. Minors (under 18) are not permitted on wharves unless supervised and controlled by an adult berth holder / vessel owner who is responsible for them
- 1.5. Entry and exit to the wharves shall be via access systems GP have in place
- 1.6. Offensive behaviour and language is not permitted on GP sites
- 1.7. Staying overnight in vehicles on the wharves / jetties is not permitted
- 1.8. Animals are not permitted
- 1.9. Consumption of alcohol or illicit drugs or being under the influence of alcohol or drugs is not permitted on wharves and jetties.
- 1.10. GP accepts no liability for property and equipment owned by others or any injuries sustained
- 1.11. The person granted approval for the works is responsible for and must rectify any damage to the property of GP or any other entity or person resulting from their activities
- 1.12. Gippsland Ports reserves the right to change these terms and conditions at any time
- 1.13. Gippsland Ports reserves the right to vary or deny works or berth access for non-compliance with these conditions, in emergency situations or to support the safe and efficient operation of the Port.
- 1.14. High Visibility clothing must be worn by vessel maintenance crews carrying out works at Gippsland Ports maintenance berths.

### **2. Fees and charges**

- 2.1. Fees and charges apply to berthing and wharf activities. All fees and charges associated with berthing and wharf activities shall be paid in full when due

### **3. Access cards**

- 3.1. Access swipe cards will only be issued at GP sole discretion to vessel owners, berth holders and contractors with valid reasons to access sites where swipe cards are required
- 3.2. Issue of site access swipe cards will be limited to a maximum of two (2) cards per berth holder, vessel owner or contractor. Additional access card/s may be issued at GP sole discretion after application by berth holder, vessel owner or contractor with a valid business need for additional card/s
- 3.3. Replacement access cards (for damaged or lost cards) and additional access cards will be charged to the recipient at \$50 per card, non-refundable
- 3.4. Access cards are not transferrable to any other persons by the card holder

### **4. Vehicle Access and Across the Wharf Activities**

- 4.1. Vehicle access to the wharves is only allowed for vehicles with a current 'vehicle access permit' from GP
- 4.2. All wharf activities involving mobile plant, cranes, vehicles, trucks, etc require a GP permit issued for the activity before the activity commences. Permits may require additional conditions to be met
- 4.3. The speed limit for all types of vehicles and mobile plant on the wharves is walking pace (10km/hr max.)
- 4.4. All cargo manifests must be provided to the GP, Port Manager East Gippsland or South Gippsland.

### **5. Refuelling**

- 5.1. Refuelling must be conducted at an on water fuelling facility wherever practicable. Refuelling at other locations is conditional on obtaining a refuelling permit issued by GP

### **6. Insurance**

- 6.1. Public liability, vehicle, and mobile plant insurance policies applicable to the relevant authorised maintenance/works at the site must be maintained



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### **7. Emergency Procedures**

- 7.1. All persons on the site are required to familiarise themselves with the wharf/jetty/site layout; noting the location of all site emergency equipment and features
- 7.2. In the event of an emergency all persons are to leave the site if safe to do so or if directed by GP or emergency authorities

### **8. Environment, Health & Safety**

- 8.1. All persons are to comply with the OHS Act and Regulations, the Environment Protection Act and regulations and relevant codes and standards applicable to their maintenance / works
- 8.2. All maintenance / works must have relevant safety hazards and environmental impacts identified and appropriate controls put in place to protect people, property and the environment
- 8.3. All high risk work as defined in the OHS Regulations must have a JSA or SWMS completed in accordance with the Regulations prior to work commencing
- 8.4. Berth holders/vessel owners/contractors must provide all risk controls, Personal Protective Equipment (PPE) and First Aid resources appropriate to the risks of their activities being undertaken
- 8.5. All accidents, incidents, near misses and hazards are to be reported with all required details immediately to GP after the situation is made safe
- 8.6. All hazard awareness and other warning and direction signage must be complied with
- 8.7. Dangerous Goods and Hazardous Substances used on site are to be appropriately stored and correctly labelled and shall be recorded in the berth holders/vessel owners/contractors materials register (an example of a hazardous materials register is attached)
- 8.8. Unused Dangerous Goods and Hazardous Substances and any other materials must be removed from the site when work is completed
- 8.9. No abrasive blasting, spray painting or hot work activities to take place without GP specific permission and permits in place
- 8.10. GP will require works deemed to constitute a nuisance or unacceptable risk to stop immediately

### **9. Plant & Equipment**

- 9.1. All plant and equipment used on site is to be maintained in serviceable condition and comply with relevant laws, standards and OHS requirements
- 9.2. All plant and machine operators must have required licences with certified level of competency
- 9.3. GP reserves the right to inspect vessel owners and contractors plant and equipment for compliance and direct the removal of non-compliant equipment from site
- 9.4. No trucks greater than 5 tons or articulated vehicles or mobile plant to be operated on the net stretching area at Bullock Island Wharf

### **10. Housekeeping**

- 10.1. Berth users must maintain areas of the site they are using in a neat and tidy manner free from obstructions and hazards and with all wastes properly disposed of off site
- 10.2. No equipment, parts, materials or other items can be stored on the site without GP approval

### **Acknowledgement and Indemnity**

**I, as the vessel Owner / Agent / Master named below, by signing this document acknowledge that:**

- **Approval given by Gippsland Ports is without assumption of any responsibility by Gippsland Ports for the manner in which the works are carried out and I am obligated to ensure works are carry out safely and in full compliance with all relevant requirements**
- **I unconditionally indemnify GP for any and all damage to property and person/s that result from my actions or the actions of any person I engage or who I allow to enter Gippsland Ports sites**
- **I have read and understood the above conditions and agree that I will I comply with these conditions and I will ensure that any other persons I allow to enter Gippsland Ports sites will be under my supervision and control and will also comply with these conditions**

**Vessel Owner / Agent /Master name:** .....

**Vessel name:** .....

**Signed:** ..... **Date:** .....

**Gippsland Ports Representative:** ..... **Date:** .....

