

PORT OF PORT FAIRY

SAFETY AND ENVIRONMENT
MANAGEMENT PLAN
2015



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1. Summary

1.1 Aim of the Safety and Environment Management Plan (SEMP)

The aim of this Safety and Environment Management Plan (SEMP) is to present an integrated system for managing and improving environmental and safety performance at the Port of Port Fairy and to promote best practice safety and environment risk management across all aspects of port activities.

Beneficiaries of the plan will be port employees, users, visitors and the wider Victorian community.

1.2 Description of the Port and Key Activities

The Port of Port Fairy encompasses an area bounded by the footbridge over the Moyne River to the mouth of the river, a river length of approximately 1300 metres.

The designated port area (refer Appendix V) includes both side river banks from the footbridge to the river mouth and the land area known as Battery Hill reserve. Battery Hill is an important historic site providing an insight into the colonial settlement of Port Fairy. This area is under the control of the port as access is required to Battery Hill for inspection and maintenance of training walls and jetties.

Prior to 1995, the State Government-appointed Board for the Port of Portland managed the Port of Port Fairy. Following privatisation of the commercial Port of Portland in 1995, the State Government appointed the Moyne Shire Council as Committee of Management under the *Crown Land (Reserves) Act 1978* and as a local authority under the *Marine Safety Act 2010*.

In accepting this appointment the Council saw the port as both a significant contributor to the township and integral to Port Fairy and its future development. In addition, it acknowledged that Local Government was the most logical and well-equipped body to undertake such a management role.

A management agreement, held by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) as of 1 July 2010, establishes the roles and responsibilities for the management, funding and operation of the port. The daily operation of the port is overseen by the Port Supervisor, Max Dumesny, and the Council uses the Port of Port Fairy Board as an advisory body. The Board consists of Councillors and external business and industry members.

Port infrastructure includes wharves, jetties, itinerant berthing facilities, refuelling facilities, jetty links (large and small), slipways, mooring jetties, training walls and the yacht club wharf and marina. There are private and public jetties and a number of buildings including a substantial works depot, a former fishing co-operative building (now a commercial restaurant), a yacht club and the Griffiths Island lighthouse.

Port services comprise primarily of port administration and the maintenance program. Port maintenance consists of channel maintenance and dredging operations; rock training wall reconstruction and maintenance; berthing facility maintenance, including replacement of decking planks and ensuring deck spikes do not protrude from the decking; replacement and painting of whalers, fenders and hand railing as required; slipway maintenance; and navigational aids maintenance which includes maintenance of the lighthouse, speed limit buoys, Martins Point Light and Griffith Island beacon.

Griffiths Island is a small island close to the entrance of the port and access is available to port staff for beacon maintenance works etc. The island contains significant archaeological sites as well as the historic Griffith Island Lighthouse. In addition, the island is one of the only colonies of the Short Tailed Shearwater (Mutton Bird) and is home to the rare Rufous Bristle Bird.

Moyne Shire employees allocated to the port comprise:

- Port Supervisor (Max Dumesny)
- Port Assistant (Terry Lynch)

Both are full-time equivalent positions working a 38-hour week.

Major plant and equipment available in carrying out port services include:

- 1 x dredge (*Cormorant*)
- 1 x backhoe
- 1 x Tadano 16t slewing all-terrain mobile crane (extendable jib)
- 1 x BHB 8t mobile crane (extendable jib)
- 1 x 6m aluminium work boat (*Belfast*)
- 3 x trailers (one tandem and two single axle)
- 1 x 6m work barges
- 1 x dredge booster pump
- 1 x utility vehicle
- 1 x wagon
- Assorted power tools

1.3 Major Tenants, Licensees and Service Providers

The Port of Port Fairy's only commercial tenant operating under a formal lease arrangement is The Wharf Commons fish and chip shop which occupies the former fisherman's co-operative building. Plans for a new commercial building

have been drawn up and are currently under discussion. Public consultation is ongoing with submissions accepted and two public meetings held to date.

A tenancy licence agreement is held with the Port Fairy Yacht Club for occupancy of the Yacht Club building and a user agreement with All Fresh Seafood for occupancy of the 'Bait Shed' storeroom.

Three charter boat businesses also operate at the port, all of which occupy permanent berths at the port wharf.

A commercial fishing fleet also operates from the port with the vessels also occupying permanent berths at the wharf.

The commercial operations carried out by the port include mooring for the commercial fishermen and tour operators, slip usage and mooring for recreational vessels. The general public activities carried out within the boundaries of the Port of Port Fairy include recreational boating, yachting, walking and fishing from wharves and jetties. The port is part of the Port Fairy township tourist precinct and attracts many visitors daily.

1.4 Slipway Activity

Slipway activity is an important periodic activity within the port and is an activity requiring shared responsibility between the port staff and slipway users.

A documented slipway maintenance procedure is available to users and forms part of the Port Operations Manual.

The procedure includes detail of the key responsibilities of the port and slipway users whereby it outlines the maintenance program responsibilities of the port including:

- cable replacement frequency
- slip wheel greasing
- annual equipment inspections
- slipway journal entries
- slipway arm settings

Similarly, user responsibilities are outlined including:

- provision of size of vessels to be slipped
- user to sign acknowledgement of usage conditions
- all users, staff or contractors working in the slipway area must complete an induction before starting work
- prohibition of sandblasting whilst vessel on slipway
- detailed slipway operation requirements including vessel depth requirements, slipway brake operations, unslipping procedures and specific procedures for yachts.

Slipway procedures for both the large and small slips are documented and are available in the Port Operations Manual.

1.5 Significant Safety Hazard and Environmental Impact Risk Contributors and Associated Controls

The Port of Port Fairy has used the SEMP process to identify safety hazards and environmental impacts that occur within the port area. In the first versions of this management plan, the SEMP identified a great many possible risks to safety and environment. More recently, a different approach has been taken to detail risks involved in the day to day operation of the port; the actions of staff, commercial operators and the visiting public and to make the SEMP more suited to perform as the management tool it was designed to be.

The hazards and impacts identified are associated with all aspects of the port activities – commercial, operational and public. One risk which has both safety and environmental implications relates to the ongoing sand silting of the port's entrance and river mouth. Without significant dredging at certain times of the year the port entrance could become untraversable and silt accumulation could result in altered tidal patterns for the port surrounds and environment.

Additional safety hazards include potential for tidal variations and water turbulence, inclement weather, inexperience, carelessness and slips, trips and falls.

Additional environmental impacts relate to potential for wastes or contaminants entering the port area and immediate coastal environment and to the incursion of marine pests into port waters.

A number of measures have been identified to control hazards and impacts such as a Port Operations Manual, a Port Quality Plan, a Port Business Plan, a Shire Environmental Sustainability Strategy, Port Operations Manual, slipway induction process, education strategies, environmental and safety patrols and ongoing monitoring regimes.

The remainder of safety hazards and environmental impacts refer generally to emergency situations such as collisions with boats and infrastructure, explosions and fire, alteration or disturbance of coastal processes, a lack of planning or training and inadequate local knowledge / experience.

The measures listed to control these hazards and impacts include the above mentioned plans and strategies as well as various other Shire risk management procedures and plans which apply to the port and establishment of safety and environmental management criteria for permits, licences and lease agreements and the establishment of safety boating charts.

All these proposed controls are additional to or enhancements of existing controls and together these measures will improve safety hazard and environmental impact risk management.

1.6 Triggers for Review

The currency of this SEMP will be maintained through the plan being reviewed annually. The Port Manager also commits to conducting more frequent revisions in response to any medium to extreme incidents or 'near miss'

incidents occurring and in response to any changes to related key legislation or regulations or changes to port operations, activities or functions.

1.7 Accountable Contact Persons within Port Organisation

The accountable contact persons for the Port of Port Fairy SEMP and for managing queries in relation to the plan are:

- | | | | |
|---|---|---|--|
| 1 | Mr Max Dumesny
Port Supervisor
Port Fairy Port
Griffith Street
PORT FAIRY VIC 3284
Phone: (03) 5568 1108
Mobile: 0408 529 190 | 2 | Mr Mitchell Rowe
Manager Corporate Business
Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284
Phone: (03) 5568 0535
Mobile: 0409176308 |
|---|---|---|--|

2. Introduction

In early 2000 the Minister for Ports announced that Professor Bill Russell was to undertake a review of Victorian port reform. The subsequent report, *The Next Wave of Port Reform in Victoria 2001*, recommended a number of changes aimed at improving the efficiency of Victorian ports. The Government's response to the Russell Report was to commit to a range of actions across aspects of port management including safety and environmental management.

The *Port Services Act 1995* (now *Port Management Act 1995*) was amended in 2003 and included in part 6A the requirement for port managers to prepare Safety Management Plans and Environment Management Plans. The Port of Port Fairy prepared both together in this Safety and Environment Management Plan (SEMP).

The *Ministerial Guidelines: Port Safety and Environment Management Plans* were revised in November 2012 and required the addition of Key Performance Indicators (KPIs) and an annual SEM Report from the Port Managers.

As of July 2010 responsibility for local port management rests with the Department of Economic Development, Jobs, Transport and Resources (DEDJTR). Moyne Shire Council remains the local port manager for Port of Port Fairy and the daily operation of the port is overseen by the Port Manager, Max Dumesny.

The SEMPs were written to be working documents, identifying all significant risks involved in the spectrum of port activities and detailing the Port's actions to control them. This enabled smoother integration of the different safety and environment regulatory regimes that currently apply.

The SEM is updated annually and is intended to be reviewed externally every three years. The Port of Port Fairy has undergone DEDJTR audits in 2008 and 2013 to assess the extent to which the implementation of the management plan achieved the safety and environment management planning objectives set out in the *Port Management Act 1995*.

The Port of Port Fairy has taken reasonable steps to involve all tenants, licensees and service providers in the SEM process as participation of organisations is a key element in the successful development and implementation of the SEMs.

2.1 Port Functions

Moyne Shire was appointed under the *Port Management Act 1995* to be the port manager for the Port Fairy Port and under this Act has the following functions:

- To manage the operations of the port, particularly with respect to shipping and boating activities in the port, with a view to ensuring that those operations are carried out safely, efficiently and effectively

- To provide, develop and maintain port facilities, including wharves, jetties, slipways, breakwaters, moorings, buildings and vehicle parks
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety Victoria, navigation aids in the port
- To carry out the functions and powers of a local authority in respect of any State waters within the port
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety Victoria, navigational channels in the port
- To manage the operations of the port, and the construction and operation of port facilities and navigation channels in a manner that minimises the risk of environmental damage.
- To participate in the control of marine and land pollution in the port as a relevant statutory authority under the Victorian component of the National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances
- To allocate and manage moorings and berths in the port
- To exercise any other functions of the port manager of a local port under the *Port Management Act 1995* or any other Act
- To undertake dredging as per Section 44E of the *Port Management Act 1995*
- To control and direct vessels entering and leaving the waters for which he or she has been engaged, including the time and manner of doing so
- To control and direct the navigation and other movement of vessels in those waters
- To control and direct the position where and the manner in which any vessel may anchor or be secured in those waters
- To control and direct the time and manner of taking in or discharging from any vessel of cargo, stores, fuel, fresh water and water ballast in those waters
- To control and direct the securing or removal of any vessel in those waters in, from or to any position the harbour master thinks fit
- Any other functions that are conferred on harbour masters by or under the *Marine Safety Act* or any other Act

The *Port Management (Local Ports) Regulations 2004* give the port manager the power to authorise activities such as:

- Setting aside areas for certain purposes
- Fuelling operations
- Activities on or adjacent to navigation aids

- Movement of explosives through a local port
- Discharge of explosives or fireworks
- Vehicle access to designated areas
- Commercial or industrial activities e.g. private jetty development over port waters
- Special events e.g. triathlons, yachting regattas and the like
- Electrical installations on port structures
- Mooring and berthing of vessels in local port waters

Port of Port Fairy is not responsible for:

- Private, commercial, industrial, council or other government agency related infrastructure that may be located within port waters and/or port land.

2.2 Port Safety and Environmental Policies

Port of Port Fairy commits to a Safety and Environment Policy that incorporates key safety and environment management goals. The Policy will articulate:

Port of Port Fairy is committed to operating in a safe manner for the benefit of present and future generations and in a manner that is environmentally sustainable.

To achieve this Port of Port Fairy will:

- Establish, maintain and continually improve the Safety and Environment Management Plan for the port and ensure policies, objectives and targets for performance are relevant and appropriate
- Endeavour to meet all applicable safety and environmental legislation, regulations and other requirements to which the organisation subscribes
- Conduct activities and operations with the aim to eliminate work-related injuries and illness and which aim to eliminate or minimise waste, prevent pollution, promote efficient use of resources and reduce environmental impacts
- Encourage staff, tenants, licensees, service providers and the community to participate in the development and implementation of the Safety and Environment Management Plan; and
- Communicate and make available the Safety and Environment Management Plan and Policy to staff, tenants, licensees, service providers and the community.

The Port of Port Fairy also recognises the safety and environmental planning objectives stated in the *Port Management Act 1995* S91CA. The objectives are:

- promoting improvements in safety and environmental outcomes at Victoria's ports;
- promoting and facilitating the development, maintenance and implementation of systems that enable compliance with the various

- safety and environmental duties that apply to the operation of the port;
and
- promoting an integrated and systematic approach to risk management in relation to the operation of the port.

2.3 Port Safety and Environmental Management Objectives, Key Performance Indicators and Annual Report

Port of Port Fairy has established eight key safety and environmental objectives to meet the proposed requirements of its policy and to manage the significant safety and environmental hazards listed in the risk registers (sections 5.9 and 5.11). The objectives are:

1. To undertake or participate in the planning and management of sustainable port safety and environmental outcomes
2. To provide a safe port environment for all users
3. To eliminate work-related injuries and illness arising from its operations
4. To encourage tenants, service providers and port users to eliminate work-related injuries and illness arising from their activities and operations
5. To communicate educate and inform commerce, industry, relevant agencies and the public of port related safety and environmental management issues
6. To encourage tenants, service providers and port users to minimise waste, prevent pollution, utilise resources efficiently and reduce environmental impacts.
7. To prevent or minimise pollution arising from its operations
8. To maintain and continually improve the Safety and Environment Management Plan

The Ministerial Guidelines: Port Safety and Environment Management Plans were revised late in 2012 and required the addition of Key Performance Indicators (KPIs) from the Port Managers. The KPIs are used by the port managers to assess the extent to which implementation of the management plan achieves the safety and environment management planning objectives set out in section 91CA of the *Port Management Act 1995*.

The overall effectiveness of this management plan in achieving the safety and environmental performance outcomes will be assessed from 2013 in an annual SEMP report to the Minister and any bodies prescribed by the regulations as directed by the *Port Management Act 1995* S91HB.

The KPIs for the Port of Port Fairy are:

	KPI	Management Strategy
1	Attempt to maintain 2 metres depth of water in the river by carrying out dredging in a planned and effective manner	<ul style="list-style-type: none"> Carry out maintenance dredging (high number of tourists and visiting boats makes dredging very difficult in the tourist season - between Christmas and mid-March) Depth checked with leadline and, when needed, with hydrographic survey. The last survey was conducted in 2011.
2	Ensure proper functioning of Navigation Aids – 95% of the time or greater	<ul style="list-style-type: none"> Nav aids are checked visually fortnightly by port staff and documented in PM’s work diary. One channel marker light in the river was out for two days while waiting for new batteries. Diving checks on the red buoy’s tackle every nine months Replace the red buoy’s tackle every 18 months
3	Timely completion of Incident Form – within 24 hours or next working day	<ul style="list-style-type: none"> Complete Incident Report Ensure signature of Port Officers Carry out rectification measures Report to DEDJTR monthly, sooner if major incident
4	Monthly inspection of assets for preventative maintenance works	<ul style="list-style-type: none"> Monthly inspections carried out at the end of month or nearest working day
5	SEMP consultation with key users	<ul style="list-style-type: none"> Berth holders provided with berthing conditions requiring they comply with SEMP process Slipway user’s induction includes SEMP information Copies of SEMP kept available for public perusal Port Board kept informed of SEMP progress
6	No workplace death	<ul style="list-style-type: none"> Appropriate selection of staff and equipment Staff training Equipment servicing Safe operating procedures and JSEAs / SWMSs

2.4 Role of the SEMP in the Port’s Management of Safety and Environmental Matters

The role of this plan is to act as an overarching instrument to guide, equip and direct staff, organisations, tenants, licensees, service providers, agencies and community members to fulfil outcomes for effective and efficient safety and environmental management within the Port of Port Fairy.

The plan does not intend to displace or supersede past or proposed day to day operational activities and documentation such as audits, assessments, controls or other safety and environmental programs. Instead it encapsulates and compliments current and future safety and environmental management practices.

Port Management will use the SEMP as an ongoing guide to risk management performance and regularly review matters with safety and environmental implications.

3. Port Description

A map of the Port of Port Fairy, its boundaries and facilities is provided at Appendix 5 of this report.

3.1 Physical Boundaries and Area of Management

The Port of Port Fairy encompasses the area of the Moyne River bounded by the footbridge at the northern boundary of the port to the river mouth at the ocean. It is located within the township of Port Fairy on the south west coast of Victoria.

The length of the river within the port boundary is approximately 1,300 metres and the port area includes both sides of the river bank and the land area known as Battery Hill reserve.

3.2 Identification and location of Key Tenancies located within the Port Boundary

Formal lease tenancies within the port are held by the Yacht Club and by The Wharf Commons fish and chip shop which is located in the former fisherman's co-operative building on the north western side of the main port wharf.

All Fresh Seafood has a user agreement with Port Management to utilise the Bait Shed storeroom and the Port Fairy Professional Fishermen's Association is in the process of negotiating a user agreement.

3.3 Dangerous Goods or Hazardous Materials Storage Facilities

The Port of Port Fairy has no designated licensed dangerous goods or hazardous materials or associated storage facilities.

Small quantities (< 200 litres) of flammable materials are stored in the port workshop. These may include oils, solvents, paints and two stroke fuel.

A diesel fuel tank of about 28 000 litres is located in the port depot. The diesel bowser is on the refuelling jetty providing access to port users.

3.4 Slipways

The Port of Port Fairy includes two slipways referred to as the large and small slipways respectively.

The large slipway is located on the eastern side of the Moyne River within the port area between Rogers Place and Battery Lane. This slipway is capable of catering for vessels of up to 40 tonnes maximum in displacement weight.

The small slipway is also located on the eastern side of the Moyne River within the port area approximately 250 metres north of the large slipway, just south of the port footbridge which crosses the river. The small slipway caters for vessels of up to seven tonnes maximum in displacement weight.

The two slipways are available to both commercial and recreational vessels. Vessel owners wishing to use either of the slipways are required to complete the slipway induction and the required documentation. Port staff are responsible for the operation and maintenance of the slipways. A slipway journal contains reference and guidance in relation to the correct settings of the slip arms etc. relative to the size of the vessel being slipped. Once a vessel has been successfully slipped by port staff, vessel maintenance can be undertaken by the vessel operator, contractors and/or support personnel.

Scaffolding is supplied by Port Management. Any additional scaffolding must be erected and dismantled by licensed scaffolders.

3.5 International Vessel Quarantine Requirements

There are only four proclaimed ports of entry into Victoria for international vessels. These are Melbourne, Geelong, Portland and Western Port. There should be no vessels landing at Port of Port Fairy that have come directly from an international port. Any contravention should immediately be reported to the Australian Quarantine and Inspection service (AQIS) 24 hr Melbourne airport office Number – (03) 8318 8200.

3.6 Management of Ballast Water

Boat owners and masters should be aware of their ballast water responsibilities prior to entering Victorian State waters and must manage their domestic ballast water in accordance with the *Protocol for Environmental Management: Domestic Ballast Water Management in Victorian State Waters*.

Moyne Shire as port manager will assist, when required, with the dissemination to port users of relevant information regarding the statutory responsibilities for domestic ballast water management and provide advice to EPA regarding expected vessel arrivals that may be carrying domestic ballast water. This, however, is not expected to occur with any frequency at Port Fairy.

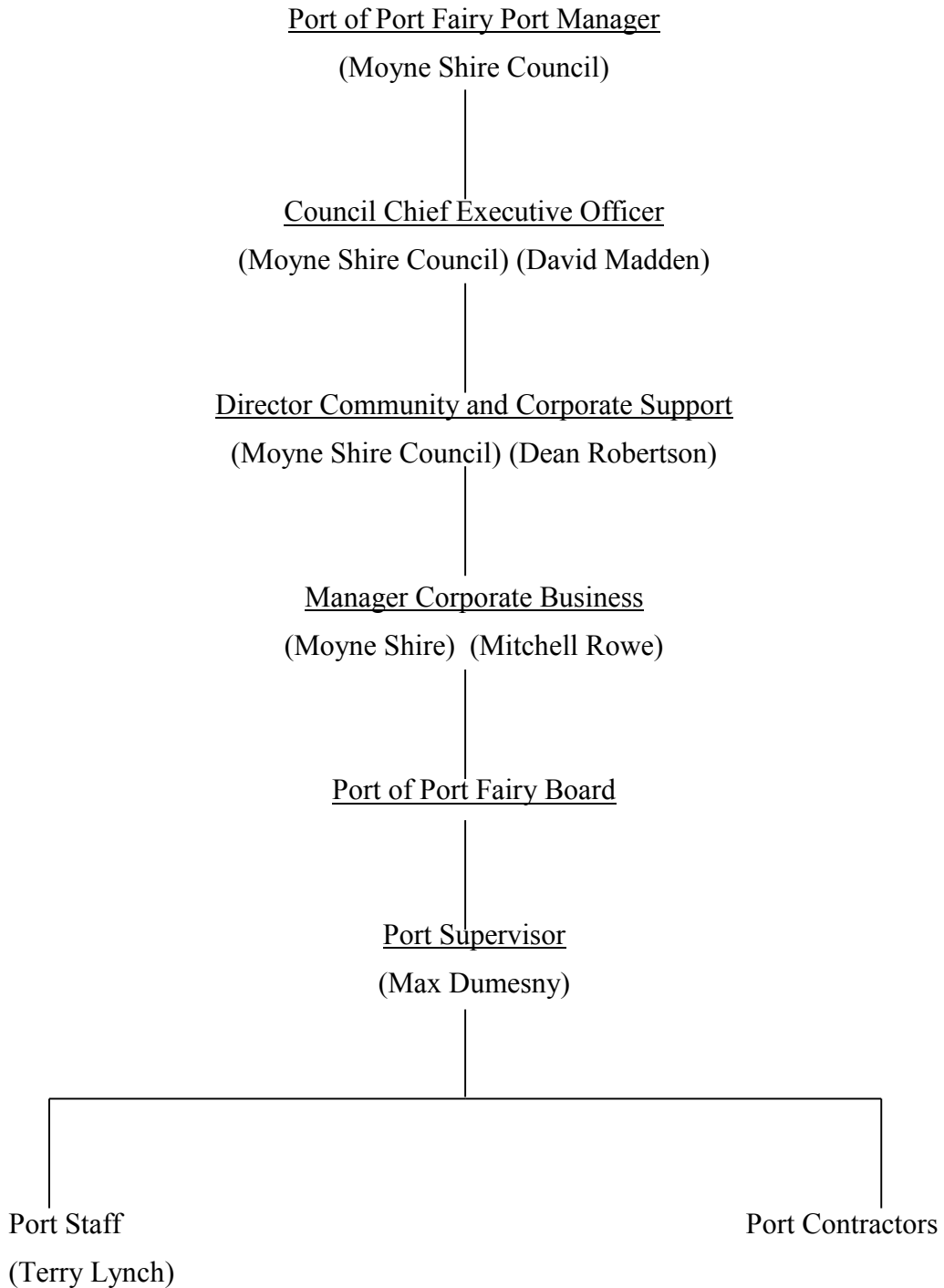
Further information can be obtained at all hours from EPA Victoria:

Telephone: (03) 9695 2547
Facsimile: (03) 9695 2520
Email: ballast.water@epa.vic.gov.au
Website: www.epa.vic.gov.au

4. Organisational Functions

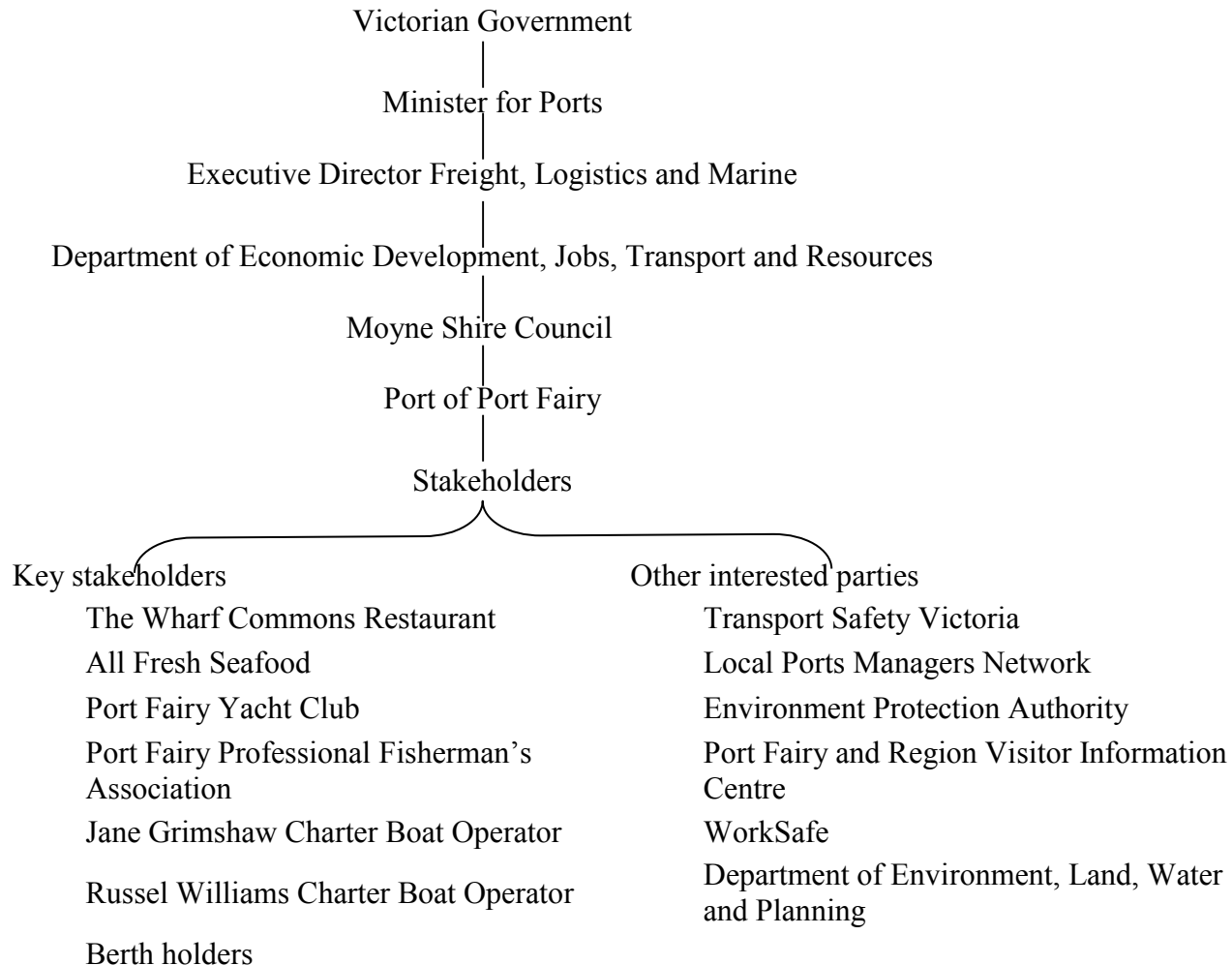
4.1 Internal Port Structure and Interactions

The following chart represents the Port's organisational structure:



The Port of Port Fairy Board comprises two Shire of Moyne Councillors and five local industry/business representatives – a local boat builder, a local professional fisherman and three community representatives.

4.2 External Port Structure and Interactions



4.3 Persons Responsible for Safety and Environment Management

Port Fairy Port believes that all port and associated users, temporary visitors through to permanent residents including staff, associated organisations, tenants, licensees, service providers, agencies and community members are responsible for safety management. This plan is not exclusive to Port Fairy Port nor is it a final document. This plan will develop and continually evolve and improve over time to act as an overarching instrument to guide, train, inform and provide direction to Port Fairy Port staff, associated organisations, tenants, licensees, service providers, agencies and community members for

participation in fulfilling the outcomes for effective and efficient safety and environmental management within the Port Fairy Port.

Port of Port Fairy will allocate human resources and forecast budgets to assist in the implementation of this plan, in conjunction with the DEDJTR.

5. Risk Assessment

Effective management of safety hazards and environmental impacts and their associated risks involves a structured and systematic approach to analysing and assessing risk which enables controls to be targeted to provide efficient, cost-effective solutions which achieve the desired safety and environmental outcomes.

5.1 Risk Assessment Framework

The development of the Port of Port Fairy Risk Assessment Framework was based on the application of the following Australian-New Zealand and International Standards:

- *AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines*
- *AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use;*
- *AS/NZS ISO14001:2004 Environmental management systems – Requirements with guidance for use; and*
- *AS/NZS ISO14004:2004 Environmental management systems -General guidelines on principles, systems and support techniques.*

The framework was presented to the DEDJTR for comment and appraisal. After consideration the framework was endorsed and became effective.

5.2 Risk Assessment Process

Risk assessment or risk evaluation involves comparing the level of risk found during the analysis process with previously established risk criteria. The assessment involves comparison of alphanumerical levels of risk against criteria which is then expressed as a value of Very High, High, Medium or Low risk. The output list of risk (or risk register) is a prioritised list of risks requiring action. Focus is placed on Very High and High risks which are deemed to be significant. Low and Medium risks may fall into an acceptable level of risk category though these are monitored and periodically reviewed to ensure they remain acceptable. A hierarchy of controls is used to minimise risk. These include elimination, substitution, engineering controls, administrative controls and PPE.

A review of all risks is to be conducted annually or if there is a major change in the nature of an activity conducted at the port and significant new hazards or impacts are identified or introduced.

Port of Port Fairy has established the following risk qualitative measures (Tables 5.3 – 5.6 below) to assess safety hazards and environmental impacts associated with key activities, products and services within port. The matrix was drawn from the *Ministerial Guidelines: Port Safety and Environment Management Plans* November 2012 S4.6.

The risk assessment process involves Port of Port Fairy management, staff and stakeholders taking a unified approach towards relating safety hazards and environmental impacts to applicable consequence and likelihood descriptors to finally obtain a level of risk. Working examples of how this is achieved are set out below.

5.3 Table of Safety Hazard Consequence Descriptors

1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 – Catastrophic
<ul style="list-style-type: none"> Minor injuries immediately treated on-site with first aid treatment No need to contact regulatory authorities No fines or prosecution 	<ul style="list-style-type: none"> Moderate injuries requiring medical treatment but without hospital admission Need to contact regulatory authorities due to potential non-compliance Possible fines 	<ul style="list-style-type: none"> Serious and / or extensive injuries requiring medical treatment with hospital admission Need to contact regulatory authorities due to non-compliance Possible fines and prosecution 	<ul style="list-style-type: none"> Paraplegia, quadriplegia, brain damage or death Need to contact regulatory authorities due to non-compliance Fines and prosecutions likely 	<ul style="list-style-type: none"> Multiple deaths Need to contact regulatory authorities due to non-compliance Severe fines and prosecutions likely and/or employees/directors jailed

5.4 Table of Safety Hazard Likelihood Descriptors

	A	B	C	D	E
Indicative frequency	<ul style="list-style-type: none"> Almost certain 1 or more incidents in 1 month 	<ul style="list-style-type: none"> Likely 1 or more incidents in 1 year 	<ul style="list-style-type: none"> Moderate 1 or more incidents in 5 years 	<ul style="list-style-type: none"> Unlikely 1 or more incidents in 10 years 	<ul style="list-style-type: none"> Rare 1 or more incidents in 100 years
General definition	<ul style="list-style-type: none"> Is expected to occur in most circumstances 	<ul style="list-style-type: none"> Will probably occur in most circumstances 	<ul style="list-style-type: none"> Should occur at some time 	<ul style="list-style-type: none"> Could occur at some time 	<ul style="list-style-type: none"> May occur at some time but only in exceptional circumstances

5.5 Table of Environment Impact Consequence Descriptors

Components	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 – Catastrophic
Species	No observable impacts to local viability of non-endangered species	Short term impacts to local viability of non-endangered species	Long term impacts to local viability of non-endangered species	Impacts likely to result in upward change in status of one or more endangered and threatened species	Extinction of one or more species or life cycle of species impaired
Environmental Stress	Effects not transmitted and not accumulating	In most cases, effects not transmitted or accumulating	Effects can be transmitted or accumulate	Effects are transmitted and/or accumulate	Effects are synergistic or cumulative, and/or are easily transmitted and/or accumulate
Ecosystems	Localised temporary effects on environment within natural variability	Localised temporary effects on environment beyond natural variability	Alteration or disturbance of a component of an ecosystem but sustainability unaffected	Alteration or loss of sustainability of one or more ecosystems or several components of these systems	Irreversible damage to one or more ecosystems or landforms
Sustainability (& Resources)	No effect on resources or sustainability	Demands placed on selected resources with no observable effect on sustainability	Limitations placed on selected resources with long term sustainability affected	Loss of sustainability of unique habitats, landforms or selected resources	Loss of sustainability of most resources
Bio-regional Outcomes	Area of <500 m ² of limited environmental significance affected	Area of >500 m ² and <1,000 m ² of limited environmental significance affected	Area of >1,000 m ² and <10,000 m ² of limited environmental significance affected	Relatively widespread impacts of area >10,000 m ² and <10 square kilometres	Area affected is >10 square kilometers or any area of international, national, state or local significance is affected
Commercial & Legal Relationships	May need to contact regulatory authorities to notify of situation	Need to contact regulatory authorities due to potential non-compliance	Need to contact regulatory authorities due to non-compliance	Need to contact regulatory authorities due to non-compliance	Need to contact regulatory authorities due to non-compliance
Commercial & Legal Outcomes	No fines or prosecution	Possible fines	Possible fines and/or prosecution	Fines and/or prosecution impending	Fines and prosecution impending and/or employees/directors jailed

5.6 Table of Environmental Impact Likelihood Descriptors					
	A	B	C	D	E
Indicative frequency	<ul style="list-style-type: none"> • Almost certain • 1 or more incidents in 1 month 	<ul style="list-style-type: none"> • Likely • 1 or more incidents in 1 year 	<ul style="list-style-type: none"> • Moderate • 1 or more incidents in 5 years 	<ul style="list-style-type: none"> • Unlikely • 1 or more incidents in 10 years 	<ul style="list-style-type: none"> • Rare • 1 or more incidents in 100 years
General definition	<ul style="list-style-type: none"> • Is expected to occur in most circumstances 	<ul style="list-style-type: none"> • Will probably occur in most circumstances 	<ul style="list-style-type: none"> • Should occur some time 	<ul style="list-style-type: none"> • Could occur at some time 	<ul style="list-style-type: none"> • May occur at some time but only in exceptional circumstances

5.7 Risk Assessment Matrix						
Consequence						
		1	2	3	4	5
Likelihood	A	MEDIUM	HIGH	HIGH	VERY HIGH	VERY HIGH
	B	MEDIUM	MEDIUM	HIGH	HIGH	VERY HIGH
	C	LOW	MEDIUM	HIGH	HIGH	HIGH
	D	LOW	LOW	MEDIUM	MEDIUM	HIGH
	E	LOW	LOW	MEDIUM	MEDIUM	HIGH

Key Outcomes:	Very High (Significant) High (Significant) Medium Low	Immediate action required Detailed research and management planning required Management responsibility must be specified Management by routine procedures
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5.8 Safety Hazard Risk Assessment Example

The example activity ‘boat operations’ can involve many safety hazards. One safety hazard includes the scenario of the boat operator slipping, tripping or falling into the water.

To assess the level of risk for this safety hazard one would firstly match it to the most relevant and practical consequence descriptor category from Table 5.3 above. During this process many questions and scenarios may be raised that will add to the determination. In this case they may include: what would generally be the outcome if someone fell off a boat and entered the water? Would the person survive? Would they be conscious? Is there always a second person on the boat to assist or raise the alarm?

During this process, it is important to maintain an objective viewpoint. One critical point is to ensure that safety hazards are assessed without controls. Assessing with controls undervalues the risk. Controls are processes, systems

and mechanical devices that are put in place to prevent or reduce the severity of the safety hazard. In our case, sample safety hazard controls may include training and lifejackets. Controls themselves come with inherent risks and should be evaluated for their effectiveness over time and not at this stage. Therefore, as part of the assessment, one must assume a worst-case scenario that the person is not trained for the situation and did not wear a lifejacket.

Therefore under these circumstances, the person may die. This may classify the consequence as major (4).

The next step is to identify the likelihood of this safety hazard occurring. This is done by choosing the appropriate definition listed in Table 5.6 and further asking: what is the likelihood of this occurring? Have there been any past incidents and/or near misses?

An example for the likelihood of this occurring may be moderate (D) as records show that this has occurred in the last ten years.

Extrapolating from Table 5.7, a consequence of 4 and a likelihood of D will intersect and give us medium risk outcome, meaning management must be specified. All high and very high risk outcomes will be deemed as significant and therefore must incorporate detailed research, management planning and action.

5.9 Safety Hazard Risk Register

To improve the efficiency of the development and implementation of this management plan, Port of Port Fairy has developed a safety hazard risk register (below). Risks are rated twice, before controls and after the controls are in place i.e. residual risk.

The register documents all significant land and water based activities that are conducted within the port, including those undertaken by tenants, licensees and service providers, and further identifies and rates associated safety hazards.

#	Activity	Hazards and risks	Consequence	Likelihood	Risk Rating	Consequence	Likelihood	Risk Rating
			Before controls			After controls		
SAFETY								
1	Fish loading / unloading	Vehicle movement Conveyor use	3	D	M	3	E	M
2	Jumping / diving off jetty	Hit submerged object Diving in shallow water Collision with a swimmer Struck by vessel	4	B	H	4	B	H

3	Swimming / snorkeling / diving (interaction with vessels / infrastructure)	Struck by vessel	4	B	H	4	B	H
4	Use of ladders	Falls from ladders	4	E	M	4	E	M
5	Promenading / cycling (on jetty)	Hit pedestrians / infrastructure Slip, trip, fall	2	C	M	2	C	M
6	Vandalism / trespass on vessels	Breakage of safety equipment Removal of life buoys Damage to signage	2	C	M	2	C	M
7	Boating / fishing from boat / sailing / PWC use (inc charter, commercial fishing)	Casting injury Collision with another vessel / infrastructure / swimmer Boat running aground	4 1	D B	M M	4 1	D D	M L
8	Owner DIY vessel maintenance on slipway	Slip, trip, fall, personal strain Explosion or fire on vessel Electrocution Chemical burn Injury from hand tools	4	C	H	4	D	M
9	Vehicle operations and movement	Collision with pedestrians	4	E	M	4	E	M
10	Dredging	Slip, trip, fall on dredge or training walls Vessel may strike pipes/ anchor/ cables Entanglement	4	D	M	4	E	M
11	Navigation aid maintenance	Diving – inclement weather, entanglement	4	D	M	4	E	M
12	Slipping (inc set up) – Little slip	Slip, trip, fall Vessel may tip Public access to area	4	D	M	4	E	M
13	Slipping (inc set up) – Large slip	Slip, trip, fall Vessel may tip Public access to area	4	C	H	4	E	M
14	Port maintenance (inc training walls, wharves, depot, pedestrian access of work sites)	Injury associated with manual handling Slip, trip or fall Electrocution Chemical burn Injury associated with crane use	3 3 4 3 4	C C E D D	H H M M M	3 3 4 3 4	D D E E E	M M M M M

15	Plant maintenance (inc dredge, boat,	Slip, trip or fall Strains / sprains / pinches Burns	4	D	M	3	D	M
	Plant maintenance crane, backhoe)	Crushes Strains / sprains / pinches Burns	4	D	M	4	D	M
16	Fishing	Casting injury to people	2	E	L	2	E	L
17	Boat ramp use	Slip, trip or fall	3	C	H	3	D	H
18	Fuelling	Spillage – exposure to contaminants	1	B	M	1	B	M

5.10 Environment Hazard Risk Assessment Example

The example activity of “boat operations” can also involve many environmental impacts. Examples include the contamination of soil, water or air which may originate from the spillage of fuel during fuelling or if the boat’s fuel tank ruptures or leaks.

To assess the level of risk for this environmental impact one would firstly match it to the most relevant and practical consequence descriptor category from Table 5.5 above. During this process many questions and scenarios may be raised that will add to the determination. In this case they may include: The size of the spill? What would generally be the outcome if fuel leaked from the boat or the pump? Would it pollute not only the water but also the nearby beach or the air? Would it affect fish, birds or even humans? Is the area affected of international, national or state significance?

During this process, it is important to maintain an objective viewpoint. Again, one critical point is to ensure that the environmental impacts are assessed without controls as assessing with controls undervalues the risk. In this case, environmental impact controls may include training, containment devices, fuel cutoff switches and valves. Controls themselves come with inherent risks and should be evaluated for their effectiveness over time and not at this stage. Therefore as part of the assessment one must assume a worst-case scenario, that the person is not trained for the situation, the fuel could not be contained, there is no fuel isolation switch in sight and 100 litres of diesel fuel entered the waters of a National Park.

Depending on the size of the fuel spill (in our case <100 litres), humans may not be directly affected but other organisms such as endangered or threatened fish and birds possibly will, even though the impacts are localised and short term, the spill occurred in a National Park and authorities (e.g. EPA and Parks Victoria) will need to be contacted immediately. This may classify the consequence as Catastrophic (5).

The next step is to identify the likelihood of this environmental impact occurring. Choosing the appropriate definition listed in Table 5.6 and further asking what would be the likelihood of this occurring? Have there been any past incidents and/or near misses?

An example for the likelihood of this occurring may be unlikely (D), as records show a spill of this type has occurred once in the last ten to twenty years.

Extrapolating from Table 5.7, a consequence of 5 and a likelihood of D will intersect and give us a high risk outcome. All high and extreme-risk outcomes will be deemed as significant and therefore must incorporate detailed research, management planning and action. If the above scenario did not occur in a National Park but rather in open coastal waters with some distance from significant areas, then the consequence attained may be 3. With likelihood unchanged at D, a medium-risk outcome is then achieved. Low and medium risk outcomes may not be classified as significant but they still must be

managed appropriately to prevent these risks from escalating and becoming significant.

5.11 Environment Hazard Risk Register

To improve the efficiency of the development and implementation of this management plan, Port Fairy Port has developed an environmental impact risk register (below). Risks are rated twice, before controls and after the controls are in place i.e. residual risk.

The register documents all significant land and water based activities that are conducted within the port, including those undertaken by tenants, licensees and service providers and further identifies and rates associated environmental impacts.

#	Activity	Hazards and risks	Before controls			After controls		
			Consequence	Likelihood	Risk Rating	Consequence	Likelihood	Risk Rating
ENVIRONMENT								
1	Marine pest incursion	Loss of biodiversity	5	C	H	5	C	H
2	Slipway runoff	Contamination of waterway	3	A	H	1	B	M
3	Storm water runoff	Contamination of waterway	1	A	M	1	A	M
4	Fuelling - not from fixed installation	Spill contamination of waterway	3	D	M	3	E	M
5	Fuelling - from fixed installation	Spill contamination of waterway	3	D	M	2	D	L
6	Littering	General waste – entanglement / ingestion by fauna General waste – contamination waterway	1	A	M	1	B	M
7	Port maintenance (inc training walls, wharves, depot, pedestrian access of work sites)	General waste – contamination of waterway	1	D	L	1	D	L
8	Plant maintenance (inc dredge, boat, crane)	General waste – contamination of waterway	1	D	L	1	D	L
9	Dredging	Oil and fuel leak – contamination of waterway	2	A	H	2	B	M

6. Risk Treatment and Management

6.1 Significant Safety Hazard Control Register

All high and very high risk outcomes are deemed as significant and therefore must be further examined. The following table outlines those activities with significant residual risk i.e. remain at high or very high after controls are in place. The table also examines the current control measures associated with the risk and outlines any further controls that may be required. Time frames for the implementation of proposed new controls and the responsible person for the implementation of these controls are also outlined.

Activity	Risk Rating	Current Controls	Additional Control	Time frame/ targets	Responsible person	Monitoring of control measures
SAFETY						
Jumping / diving off jetty - drowning	H	Signage (EC) Ladders (EC) Life buoys where possible (EC) Police enforcement (E) Education (A)	Enforcement of Local Port Regulations (E)	N/A	Port Manager Enforcement Officers	Regular inspections by port staff
Swimming / snorkeling / diving (interaction with vessels / infrastructure) - drowning	H	5 knot limit in port waters (EC) Signage at boat ramp (EC) Life buoys where possible (EC) Ladders (EC)	Enforcement of Local Port Regulations (E)	N/A	Port Manager	Regular inspections by port staff
Boat ramp incidents (slipping) – medical emergency	H	Signage (EC) Lighting (EC)		N/A	Port Manager	Regular inspections by port staff
Port maintenance (inc training walls, wharves, depot, pedestrian access of work sites) - medical emergency	H	Staff training (A) Safe operating procedures for equipment (A) Pedestrian barricades (EC) PPE (PPE) Use of spotters (EC)		N/A	Port Manager	Training records Induction records Template JSEAs Equipment logs Equipment regular servicing

6.2 Significant Environment Hazard Control Register

All high and very high risk outcomes are deemed as significant and therefore must be further examined. The following table outlines the environmental activity with significant residual risk i.e. remained at high after controls were in place. The table also examines the current control measures associated with the risk and outlines any further controls that may be required. Time frames for the implementation of proposed new controls and the responsible person for the implementation of these controls are also outlined.

Activity	Risk Rating	Current Controls	Additional Control	Time frame/ targets	Responsible person	Monitoring of control measures
ENVIRONMENT						
Marine Pest Incursion – marine pest sighting	H	Communication with Port Manager’s network (A)	Inform DSE of incident (A)	N/A	N/A	Slipway area checked by diver every 9 months

6.3 Risk Treatment and Emergency Management

Port of Port Fairy recognises that the development of this plan will not completely eliminate risks associated with port operations and activities. The risks that remain are known as ‘residual risk’. The significant residual risks – drowning, medical emergencies and marine pest sightings are included in the port’s Emergency Management Plan.

To counteract this, Port of Port Fairy has developed a draft Emergency Management Plan to ensure that response and recovery arrangements are in place in the event of emergency situations.

7. Implementation, Review and Revision

7.1 Management Systems

Over the years, Port of Port Fairy has established various procedures, plans and protocols to manage issues pertaining to safety and environmental management. Port of Port Fairy is proceeding to formalise its management systems by progressively reviewing existing practices and procedures and incorporating these into the development and implementation of an integrated SEMP Operations Manual.

The manual includes standard operating procedures and the following documents:

- Safety and Environment Policy Guide
- Safety and Environment Policy Review Procedure
- Risk Assessment Framework
- Safety and Environment Hazard Identification and Review Procedure
- Legal and Other Requirements Procedure
- Safety and Environment Objectives and Targets Procedure
- Safety and Environment Management Program Procedure
- Structure and Responsibility Procedure
- Training, Awareness and Competence Assessment Procedure
- Safety and Environment Training Matrix
- Training Attendance Record
- Communications Procedure
- Safety Committee Procedure
- Safety and Environment Documentation Procedure
- Safety and Environment Documentation Control Procedure
- Document Control Register
- Obsolete Document Register
- Operational Control Procedure
- Operational Control Procedure Register
- Safety and Environment Emergency Preparedness and Response Procedure
- Safety and Environment Monitoring and Measurement Procedure
- Safety and Environment Monitoring and Measurement Plan
- Incident Report Procedure
- Incident Register
- Injury Report Procedure
- Injury / Incident Report (Register of Injury or Incident form)
- Injury Register
- Safety and Environment Records Procedure
- Safety and Environment Audit Procedure
- Safety and Environment Audit Program
- Safety and Environment Management Review Procedure
- Fuel Tank Operating and Maintenance Guidelines

7.2 Regulatory Compliance Register

The register below outlines key safety legislation, agreements, conventions, standards and other related documentation that Port of Port Fairy must comply with. Highlighted rows indicate documentation pertaining to day-to-day activities. Legislated acts and regulations are in italics.

International
International Convention for the Safety of Life at Sea (SOLAS) 1974
International Maritime Organisation Dangerous Goods Code (IMDG Code) 2004
The United Nations Convention on the Law of the Sea (UNCLOS) 1982
International Association of Lighthouse Authorities (IALA) Maritime Buoyage Guidelines
Commonwealth (National/Federal)
National Standards for the Control of Major Hazard Facilities 2002
<i>Occupational Health and Safety (Maritime Industry) Act 1993</i>
<i>Occupational Health and Safety (Maritime Industry)(National Standards) Regulations 2003</i>
<i>Occupational Health and Safety (Maritime Industry) Regulations 1995</i>
<i>Quarantine Act 1908</i>
<i>Quarantine Regulations 2000</i>
<i>Road Transport Reform (Dangerous Goods) Act 1995</i>
<i>Road Transport Reform (Dangerous Goods) Regulations 1997</i>
State (Victoria)
<i>Building Act 1993</i>
<i>Building Regulations 1994</i>
<i>Dangerous Goods Act 1985</i>
<i>Dangerous Goods (Explosives) Act 1988</i>
<i>Dangerous Goods (Storage and Handling) Regulations 2012</i>
<i>Emergency Management Act 1986</i>
<i>Emergency Management Regulations 2003</i>
<i>Equipment (Public Safety) Act 1994</i>
<i>Equipment (Public Safety) (General) Regulations 2007</i>
<i>Equipment (Public Safety) (Incident Notification) Regulations 1997</i>
<i>Freedom of Information Act 1982</i>
<i>Freedom of Information Regulations 2009</i>
<i>Gas Industry Act 1994</i>
<i>Gas Industry Act 2001</i>
<i>Gas Safety Act 1997</i>
<i>Gas Safety (Gas Installation) Regulations 2008</i>
<i>Health Act 1958</i>
<i>Health (Pest Control) Regulations 1992</i>
<i>Landlord and Tenants Act 1958</i>
<i>Land (Surf Life Saving Association) Act 1967</i>
<i>Major Events (Crowd Management) Act 2003</i>
<i>Marine Safety Act 2010</i>
<i>Marine Safety Regulations 2004</i>
<i>Occupational Health and Safety Act 2004</i>
<i>Occupational Health and Safety (Asbestos) Regulations 2003</i>
<i>Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 2004</i>
<i>Occupational Health and Safety (Confined Spaces) Regulations 1996</i>

<i>Occupational Health and Safety (Hazardous Substances) Regulations 1999</i>
<i>Occupational Health and Safety (Incident Notification) Regulations 1997</i>
<i>Occupational Health and Safety (Issue Resolution) Regulations 1999</i>
<i>Occupational Health and Safety (Lead) Regulations 2000</i>
<i>Occupational Health and Safety (Major Hazard Facilities) Regulations 2003</i>
<i>Occupational Health and Safety (Manual Handling) Regulations 1999</i>
<i>Occupational Health and Safety (Mines) Regulations 2002</i>
<i>Occupational Health and Safety (Noise) Regulations 2004</i>
<i>Occupational Health and Safety (Plant) Regulations 1995</i>
<i>Occupational Health and Safety (Prevention of Falls) Regulations 2003</i>
<i>Ombudsman Act 1973</i>
<i>Pipelines Act 1967</i>
<i>Port Management Act 1995</i>
<i>Port Management (Local Ports) Regulations 2004</i>
<i>Road Safety Act 1986</i>
<i>Road Transport (Dangerous Goods) Act 1995</i>
<i>Seafood Safety Act 2003</i>
<i>Water Act 1989</i>
<i>Water Industry (Waterways Land) Regulations 2002</i>
<i>Whistleblowers Protection Act 2001</i>
<i>Whistleblowers Protection Regulations 2001</i>
Associated Guidelines and Standards
Aquatic and Recreational Signage Style Guide (Life Saving Victoria)
AS 1657:2013 Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation
AS 1940 Storage and Handling of Flammable and Combustible Materials 1993
AS/NZS 4360:2004 Risk Management
AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
Australian Code for the Transport of Dangerous Goods by Road and Rail (6 th Edition) 1998
Code of Practice – Confined Spaces (VWA) 1997
CS FP 001:1995 Fire Emergency Response
Framework for Undertaking Work Near Overhead and Underground Assets (VWA) 2004
Guidance on OHS Reporting in Annual Reports (NOHSC) 2004
Guidelines for Powered Mobile Plant (VWA) 1997
HB 76:2004 Dangerous Goods – Initial Emergency Response Guide
Industrial Equipment Requiring Certificates of Competency to Use or Operate (VWA) 1996
Industry Standard for Concrete Cutting and Drilling (VWA) 1999
Managing Safety in Your Workplace (VWA) 2003
Officewise – A Guide to Health and Safety in the Office (VWA) 1997
Prevention of Bullying and Violence at Work Guidance Note (VWA) 2003

International
Agreement between the Government of Australia and the Government of Japan for the Protection of Migratory Birds in Danger of Extinction and their Environment 1974
Agreement between the Government of Australia and the Government of the People's Republic of China for the Protection of Migratory Birds and their Environment 1986
Basle Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, 1989 (Basle Convention)
Convention for the Protection of the Natural Resources and Environment of the South Pacific Region 1986
Convention for the Protection of the World Cultural and Natural Heritage 1972
Convention of Biological Diversity, Rio de Janeiro, 1992
Convention on International Trade in Endangered Species 1973
Convention on the Conservation of Migratory Species of Wild Animals, Bonn 1979
Convention on the Conservation of Nature in the South Pacific 1976
Convention on the Wetlands of International Importance (RAMSAR), Iran 1971
Food and Agriculture Organisation of the United Nations International Code of Conduct for Sustainable Fishing 1995
Guidelines for the Control and Management of Ships' Ballast Water to Minimise the Transfer of Harmful Aquatic Organisms and Pathogens (IMO) 1997
International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78
International Convention on Prevention of Marine Pollution by Dumping of Wastes and other Matter, London 1972
Kyoto Declaration and Plan of Action on the Sustainable Contribution of Fisheries to Food Security 1997
South Pacific Regional Environment Program Protocol Concerning Co-Operation in Combating Pollution Emergencies in the South Pacific Region 1986
South Pacific Regional Environment Program Protocol for the Prevention of Pollution of the South Pacific Region by Dumping 1986
The Jakarta Mandate on Marine and Coastal Biological Diversity 1995
The United Nations Convention on the Law of the Sea (UNCLOS) 1982
United Nations Agreement on Straddling Fish Stocks and High Migratory Fish Stocks 1992
United Nations Commission on Environment and Development (UNCED) 1992
Agenda 21, chapter 17 (covering the protection and use of oceans seas and coastal areas) 1992
United Nations Framework Convention on Climate Change 1992
Commonwealth (National/Federal)
<i>Aboriginal & Torres Strait Islander Heritage Protection Act 1984</i>
Australia's Ocean Policy 1998
Australian Ballast Water Management Requirements (AQIS) 2001
<i>Endangered Species Protection Act 1992</i>
<i>Environment Protection and Biodiversity Conservation Act 1999</i>
<i>Environment Protection and Biodiversity Conservation Regulations 2000</i>
<i>Environment Protection (Sea Dumping) Act 1981</i>
<i>Environment Protection (Sea Dumping) Regulations 1983</i>
<i>Historic Shipwrecks Act 1976</i>
<i>Historic Shipwrecks Regulations 1978</i>

<i>National Environment Protection (Assessment of Site Contamination) Measure 1999</i>
<i>National Environment Protection Measures (Implementation) Regulations 1999</i>
<i>National Greenhouse Strategy 1998</i>
<i>National Standards for the Control of Major Hazard Facilities 2002</i>
<i>National Strategy for Ecologically Sustainable Development 1992</i>
<i>National Strategy for the Conservation of Australia's Biological Diversity 1986</i>
<i>Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</i>
<i>Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995</i>
<i>Protection of the Sea (Prevention of Pollution from Ships) Act 1983</i>
<i>Protection of the Sea (Prevention of Pollution from Ships) (Orders) Regulations 1994</i>
<i>Quarantine Act 1908</i>
<i>Quarantine Regulations 2000</i>
<i>Whale Protection Act 1980</i>
State (Victoria)
<i>Archaeological & Aboriginal Relics Preservation Act 1972</i>
<i>Archaeological & Aboriginal Relics Preservation Regulations 2003</i>
<i>Catchment and Land Protection Act 1994</i>
<i>Catchment and Land Protection Regulations 2002</i>
<i>Coastal Management Act 1995</i>
<i>Conservation, Forests and Lands Act 1987</i>
<i>Conservation, Forests and Lands (Contracts) Regulations 2000</i>
<i>Conservation, Forests and Lands (Infringement Notice) Regulations 2002</i>
<i>Crown Land (Reserves) Act 1978</i>
<i>Emergency Management Act 1986</i>
<i>Emergency Management Regulations 2003</i>
<i>Environmental Effects Act 1978</i>
<i>Environment Protection Act 1970</i>
<i>Environment Protection (Fees) Regulations 2001</i>
<i>Environment Protection (Prescribed Waste) Regulations 1998</i>
<i>Environment Protection (Residential Noise) Regulations 1997</i>
<i>Environment Protection (Scheduled Premises & Exemptions) Regulations 2007</i>
<i>Environment Protection (Vehicle Emissions) Regulations 2003</i>
<i>Fences Act 1968</i>
<i>Fisheries Act 1995</i>
<i>Fisheries Regulations 1998</i>
<i>Flora and Fauna Guarantee Act 1988</i>
<i>Flora and Fauna Guarantee Regulations 2011</i>
<i>Freedom of Information Act 1982</i>
<i>Freedom of Information Regulations 1998</i>
<i>Health Act 1958</i>
<i>Health (Pest Control) Regulations 1992</i>
<i>Heritage Act 1995</i>
<i>Heritage (General) Regulations 2005</i>
<i>Heritage (Historic Shipwrecks) (General) Regulations 2001</i>
<i>Heritage (Infringement Notice) Regulations 2002</i>
<i>Heritage Rivers Act 1992</i>
<i>Industrial Waste Management Policy (Prescribed Industrial Waste) 2000</i>
<i>Industrial Waste Management Policy (Protection of the Ozone Layer) 2001</i>
<i>Industrial Waste Management Policy (National Pollution Inventory) 1998</i>

Industrial Waste Management Policy (Waste Acid Sulfate Soils) 1999
<i>Land Act 1958</i>
<i>Land Act Regulations 1996</i>
<i>Landlord and Tenants Act 1958</i>
Landscape Setting Types for the Victorian Coast 1998
<i>Litter Act 1987</i>
<i>Marine Safety Act 2010</i>
<i>Marine Safety Regulations 2004</i>
<i>National Environment Protection Council (Victoria) Act 1995</i>
<i>National Parks Act 1995</i>
<i>National Parks (Park) Regulations 2003</i>
<i>Ombudsman Act 1973</i>
<i>Pipelines Act 1967</i>
<i>Planning and Environment Act 1987</i>
<i>Planning and Environment Regulations 1988</i>
<i>Pollution of Waters by Oil and Noxious Substances Act 1986</i>
<i>Pollution of Waters by Oil and Noxious Substances Regulations 2002</i>
<i>Port Management Act 1995</i>
<i>Port Management (Local Ports) Regulations 2004</i>
State Environment Protection Policy (Waters of Victoria) 1988
State Environment Protection Policy (Groundwaters of Victoria) 1997
State Environment Protection Policy (The Air Environment) 1988
State Environment Protection Policy (Air Quality Management) 2001
State Environment Protection Policy (Ambient Air Quality) 1999
State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No N-1 1989
State Environment Protection Policy (Prevention and Management of Contaminated Land) June 2002
Victoria's Biodiversity: Directions in Management 1997
Victoria's Biodiversity: Our Living Wealth 1997
Victoria's Biodiversity: Sustaining Our Living Wealth 1997
Victorian Coastal Strategy 2002
Victorian Heritage Strategy 2000-2005, 2000
Victorian Heritage Strategy: Shipwrecks 2000-2005, 2000
<i>Water Act 1989</i>
<i>Water Industry (Waterways Land) Regulations 2002</i>
Waste Management Policy (Ships' Ballast Water) 2004
<i>Whistleblowers Protection Act 2001</i>
<i>Whistleblowers Protection Regulations 2001</i>
<i>Wildlife Act 1975</i>
<i>Wildlife Regulations 2002</i>
<i>Wildlife (Whales) Regulations 1998</i>
Local/Regional Colac
Moyne Shire Planning Scheme
Planning Guidelines
Associated Guidelines & Standards
A Guide to the Measurement and Analysis of Noise (EPA Victoria) 1991
A Guide to the Sampling and Analysis of Waters, Wastewaters, Soils and Waste (EPA Victoria) 2000
Aquatic and Recreational Signage Style Guide (Life Saving Victoria)

AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines
AS/NZS ISO 14001:2004 Environmental Management Systems – Specifications with guidance for use
Australian and New Zealand Guidelines for Fresh and Marine Water Quality (Environment Australia) 2000
Best Practice Guidelines for Waste Reception Facilities at Ports, Marina & Boat Harbours in Australia and New Zealand (ANZECC)
Bunding Guidelines (EPA Victoria) 1992
Cleaner Marinas: EPA guidelines for protecting Victoria marinas (EPA Victoria)
Code of Practice for the Control of Effluent from Service Stations (AIP) 1992
Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Tanks (AIP) 2002
Code of Practice for the Removal and Disposal of Underground Petroleum Storage Tanks (AIP) 1994
Code of Practice – Septic Tanks On-Site Domestic Wastewater Management (EPA Victoria) 1996
Construction Techniques for Sediment Pollution Control (EPA Victoria) 1991
Control of Erosion and Construction Sites (Solid Conservation Authority) 1987
CS FP 001: 1995 Fire Emergency Response
Disinfection of Treated Wastewater – Guidelines for Environmental Management (EPA Victoria) September 2002
Dutch Guidelines 1986
Environment Auditor (Contaminated Land) – Guidelines for Issue of Certificates and Statements of Environmental Audit (EPA Victoria) June 2002
Environment Guidelines for Major Construction Sites (EPA Victoria) 1996
Groundwater Sampling Guidelines (EPA Victoria) 2000
Guidelines for Dredging 2001 (EPA Victoria) 2001
Guidelines for the Assessment and Management of Contaminated Sites (ANZECC) 1992
Guidelines on the Design, Installation and Management of Contaminated Sites (ANZECC) 1992
Guidelines on the Design, Installation and Management Requirements for Underground Petroleum Storage Systems (EPA Victoria) 2003
HB 76.2004 Dangerous Goods – Initial Emergency Response Guide
Identification of PCB Containing Capacitors (ANZECC) 1997
National Pollution Inventory Guide) Environment Australia) 2000
Noise Control Guidelines (EPA Victoria) 1992
Protocol for Environmental Management – Domestic Ballast Water Management in Victorian State Waters (EPA Victoria) 2004
Protocol for Environment Management – Greenhouse Emissions and Energy Efficiency in Industry (EPA Victoria) 2002
Protocol for Environment Management: Minimum Control Requirements for Stationary Sources (EPA Victoria) 2002
Siting and Design Guidelines for Structures on the Victorian Coast (Victorian Coastal Council) 1998
Use of Reclaimed Water – Guidelines for Environmental Management (EPA Victoria) 2002

7.3 Internal / External Review and Update of Management Plans

Port of Port Fairy will undertake an internal review of the Safety and Environment Management Plan on an annual basis (scheduled to be completed by the end of each financial year).

The internal review will address the following:

- General currency of SEMP contents
- Progress in implementation of risk reduction measures
- Adequacy and performance of current controls
- The need to update any or all sections of the plan
- Assessment of changes to associated legislation and industry guidelines

Additional reviews will be considered whenever any of the following occur:

- Incidents and near miss incidents
- Changes to key legislation or regulations
- Changes in the nature, scale or extent of port activities
- The annual review process will also involve liaison with tenants, licensees and key user groups as applicable.

Port of Port Fairy will undertake an external, third party review of the Safety and Environment Management Plan on a triennial basis (every three years). This review will provide an independent assessment of the plan, drawing attention to any areas of concern and /or opportunities for improvement.

Port of Port Fairy will establish an audit procedure outlining the programme and methodology for undertaking annual internal and triennial external reviews to ensure that planned arrangements are being implemented and participating staff are appropriately trained. Tenants, licensees and service providers will be encouraged to participate in the triennial review process.

7.4 Incident Management Register

Incidents in the port area are recorded in the Port Manager's "Incident Book" aka "Incident Management Register" with follow up actions. An Incident Report Procedure is included in the front of the book. A report is sent to the DEDJTR detailing any incidents. The incidents are kept on file for a minimum of 7 years and reviewed as part of the annual internal review process.

The Port of Port Fairy staff use a "Register of Injury or Incident" notification form (Appendix 2) to record injuries in the workplace and an "Environmental Incident Report" (Appendix 8) to report environmental incidents.

8. Plan Endorsement

This Port Fairy Safety and Environment Management Plan is endorsed by:

1. MANAGER CORPORATE BUSINESS
MOYNE SHIRE COUNCIL

Name Mitchell Rowe

Signature 

Date 30 / 10 / 2015

2. PORT OF PORT FAIRY SUPERVISOR

Name Max Dumesny

Signature 

Date 30 / 6 / 15

The above signatories commit to the implementation of the plan and to the conduct of periodic reviews of the plan.

They also commit to co-operation and participation in the annual audit of the plan.

9. Consultation Process Outline

Ports throughout Australia and the world are under increasing pressure from urban communities to address safety, environmental and amenity impacts of port operations both within the port and at the port interfaces. Improved communication and understanding between Victoria's ports, their communities and stakeholders is essential for the ongoing operation and sustainable long term development of Victoria's ports.

For the purposes of the Port of Port Fairy SEMP, people affected by the plans are considered to be those persons and organisations that are or may potentially be impacted by port operations.

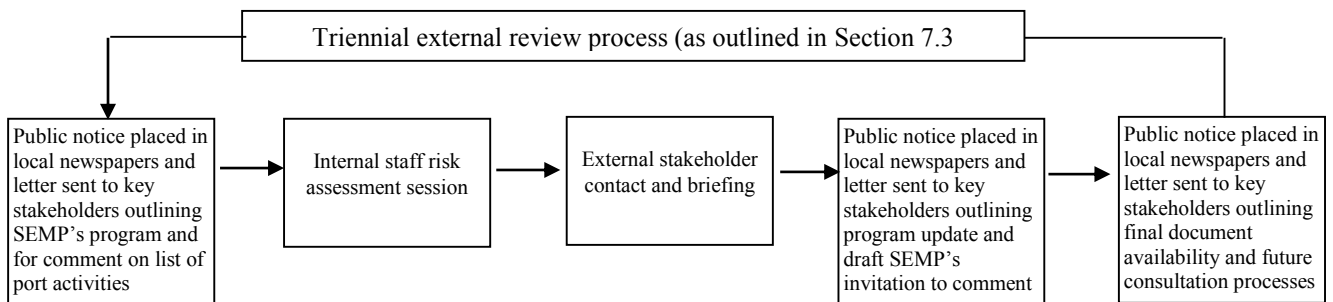
Examples include:

- Residents living near the port
- Community groups with an interest in port matters
- Moyne Shire Council
- Interested members of the public
- Adjacent sporting clubs and businesses
- Services providers, such as police and emergency service organisations

Appropriate community consultation is an important ingredient in the effective management of potentially hazardous facilities, such as ports.

Consultation methods need to be appropriate to the scale and nature of a port's operation.

Moyne Shire, as the designated Port Fairy Committee of Management, implemented the following consultation process during the establishment of the SEMP:



9.1 Initial Consultation

During initial consultation, the draft SEMP was summarised and presented to the Port user consultative group and the Port of Port Fairy Board for review and comment.

The Board representation included five local industry/business representatives who represented key user interests including boat building, professional fishing

and local business. These members broadly represented the major commercial and recreational users or tenants of the port.

Copies of the SEMP were made available at the following community centres:

Moyne Shire Offices, Port Fairy

Port Fairy Library

Staff risk assessment sessions were conducted during the development of the SEMP with significant input sought from both the Port Manager and Port Assistant.

A public notice was placed in locally circulating newspapers and newsletters and key stakeholders notified of the final document availability and information regarding future consultation.

Copies of the draft SEMP were circulated to the following for review and feedback:

- Moyne Shire Council
- Port Fairy Tourist Association
- Victoria Police, Port Fairy
- Port Fairy Professional Fisherman's Association
- Department of Transport, Planning and Local Infrastructure
- Department of Environment and Primary Industries
- Parks Victoria
- Victorian WorkCover Authority
- Transport Safety Victoria
- Port Fairy CFA

All comments received through the consultation process were assessed against the Ministerial Guidelines for Port Safety and Environment Management Plans (February 2005) for relevance, inclusion or omission.

All consultation mechanisms have been undertaken with reference to the "Public Participation Spectrum" as outlined in the Ministerial guidelines. To this end, all feedback received through the consultation process has been analysed and considered in the SEMP.

9.2 Ongoing Consultation

This management plan is used by port managers as a working document, to be reviewed in the face of changing port activities, legislation, internal appraisals and stakeholder feedback.

During its periodic reviews, input is sought from stakeholders through a variety of forums. Quarterly updates are issued in the Moyne Shire Council newsletter *Coast to Coast* providing information on Port works, changes and events and providing an avenue for feedback by encouraging comment. More formal input from stakeholders was sought by Moyne Shire Council through a Port specific

survey conducted in June 2007. The aim of this survey was to discover stakeholder perception of safety and environmental risk in the Port area.

Comment will also be sought when significant changes have been made to the SEMP document itself. Notices will be placed in the *Port Fairy Gazette*, *Warrnambool Standard*, *Port Talk* newsletter and on the Moyne Shire website seeking comment from interested parties.

10. Publication and Availability of SEMP

Copies of the SEMP are available for inspection and referral at:

- Port of Port Fairy Depot, Griffiths Street, Port Fairy
- Port of Port Fairy Slipway shed, Griffiths Street, Port Fairy
- Moyne Shire Council, Customer Service Office, Port Fairy
- Moyne Shire Council, Port Fairy Library
- Moyne Shire Council, Website- www.moyne.vic.gov.au

Appendix I – Definitions

Consequence

The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range or possible outcomes associated with an event.

Control

The process of elimination or minimization of risks.

Event

An incident or situation, which occurs in a particular place during a particular time interval.

Environment

Surroundings in which an organisation operates, including air, water, land and natural resources, flora, fauna, humans and their interaction.

Environment aspect

Element of an organisation's activities, products or services that can interact with the environment.

Environmental impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Environmental impact risk assessment

Overall process of identifying activities, products or services and estimating the magnitude and significance of risk and deciding what actions will be taken.

Environmental objective

Overall environmental goal, arising from the Environmental Policy that the organisation has set itself to achieve and which is quantified where practicable.

Environmental target

A detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Frequency

A measure of the rate of occurrence of an event expressed as the number of occurrences of an event in a given time.

Likelihood

Used as a qualitative description of probability or frequency.

Probability

The likelihood of a specific event or outcome, measured by the ratio of specific events or outcomes to the total number of possible events or outcomes.

Risk

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.

Risk management

The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk management process

The systematic process of management policies, procedures and practices as applied to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Safety hazard

A source or a situation with a potential to cause harm or loss in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Safety hazard risk assessment

Overall process of identifying activities, products or services and estimating the magnitude and significance of risk and deciding what actions will be taken.

Safety objective

Overall environmental goal, arising from the Safety Policy that the organisation has set itself to achieve and which is quantified where practicable.

Safety target

A detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the safety objectives and that needs to be set and met in order to achieve those objectives.

Appendix II – Register of Injury or Incident form

REGISTER OF INJURY or INCIDENT		66904
COMPANY NAME ADDRESS Postcode..... Section / Department.....		
INJURED / INVOLVED EMPLOYEE DETAIL - (must be completed)		
Surname Given names Home Address Postcode..... Age yrs Male <input type="checkbox"/> Female <input type="checkbox"/> Job Title		
IF INJURED - PLEASE GIVE DETAILS - If NO injury tick here <input type="checkbox"/>		
Nature of injury (eg. strain/cut etc)..... Part of Body..... Is this injury a recurrence of a previous injury YES <input type="checkbox"/> NO <input type="checkbox"/> If so, give detail.....		
ACCIDENT/ INCIDENT DETAIL - (must be completed)		
Location in workplace where injury / incident occurred How did injury / incident occur What were you doing at the time of injury / incident..... What was the cause of the injury / incident..... Detail any property damaged.....		
MEDICAL ATTENTION Given by - (leave blank if NO injury)		
First Aider Name Hospital..... Doctor Name..... Address.....		
OTHER INFORMATION (must be completed)		
Injury / Incident Date / / Time am/pm If Ceased Work Date / / Time am/pm Reported to Date / / Time am/pm Witness to Accident / Incident 1. Name 2. Name		
ENTRY BY - Injured worker to sign if completing form - otherwise by person completing		
Name (print) Signature Date / /		
NOTICE ACKNOWLEDGED ON BEHALF OF COMPANY (Designated Manager to sign)		
Name (PRINT)..... Signature..... Date / /		
Top copy - Company File	Second Copy - Signed by management and given to employee	Third copy remains in book
AMENDED3007/01 Copyright © 2000 Harry Austen Employer Services 03 9747 9011		

Appendix III – Orders and Appointments

Gazettal Notice of Council’s Appointment as Port Manager

- Available upon request.

Appendix IV – Related Documentation

Port of Port Fairy Operations Manual 2013

Moyne Shire Council Environmental Sustainability Strategy 2005

Moyne Shire Council OH&S Policy 2013

Moyne Shire Council Safety Management Plan 2010

Port of Port Fairy Business Plan

Port of Port Fairy Annual Report 2013

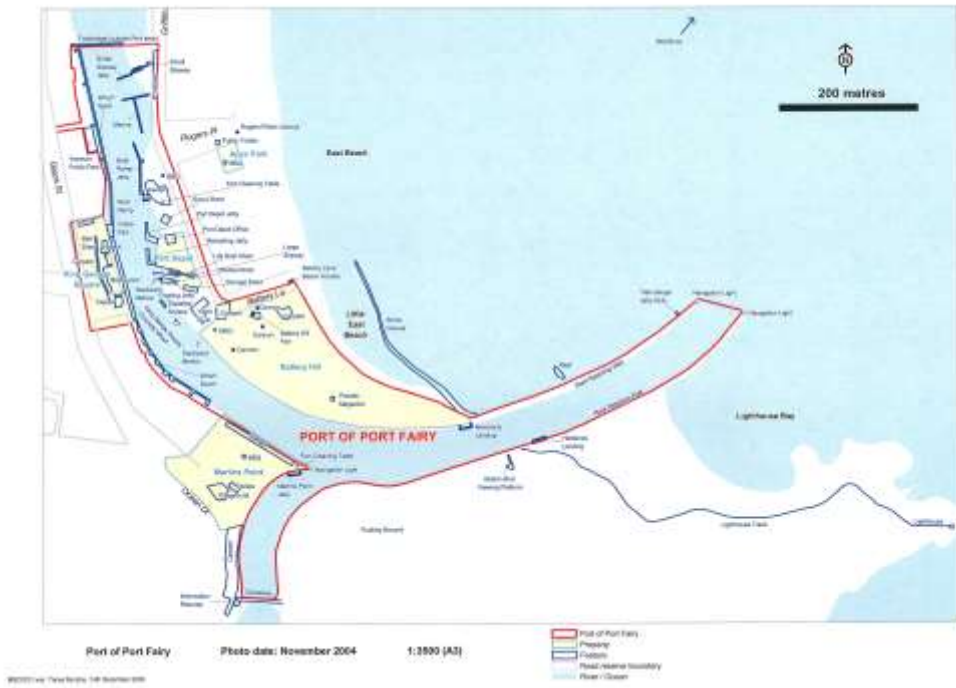
Port of Port Fairy Annual SEMP Report 2013 - 2014

Port of Port Fairy Master Plan 2008


Port of Port Fairy Slipway Induction

Port of Port Fairy SafetyMap Report 2012

Appendix V – Port of Port Fairy Map



Appendix VI – Certificates of Compliance

<p><u>PORT SAFETY MANAGEMENT PLAN</u></p> <p>CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE <i>PORT SERVICES ACT 1995</i></p>	
PORT:	Port Fairy
PORT MANAGER:	Moyne Shire Council
CERTIFIED BY:	Paul Fridell
<p>In accordance with Section 91E of the <i>Port Services Act 1995</i> (the Act), I hereby certify that the port manager nominated above has prepared a Safety Management Plan for the port or the part of the port, also nominated above, for which it is the responsible port manager under the Act, that:</p> <ol style="list-style-type: none">1. Adequately provides for the matters required by s.91D of the <i>Port Services Act 1995</i>; and2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the <i>Port Services Act 1995</i>.	
<p>Certifier's Signature: </p> <p>Date: 26/09/05</p>	
1	

PORT ENVIRONMENT MANAGEMENT PLAN

CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE
PORT SERVICES ACT 1995

PORT: Port Fairy

PORT MANAGER: Moyne Shire Council

CERTIFIED BY: Paul Fridell

In accordance with Section 91E of the *Port Services Act 1995* (the Act), I hereby certify that the port manager nominated above has prepared an Environment Management Plan for the port or the part of the port, also nominated above, for which it is the responsible port manager under the Act, that:

1. Adequately provides for the matters required by s.91D of the *Port Services Act 1995*; and
2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the *Port Services Act 1995*.

Certifier's Signature:



Date: 26/09/05

Appendix VII - Job Safety and Environmental Analysis

PPF 33	Job Safety and Environmental Analysis		
Authorisation: SEMP OFFICER	Date of Current Issue: 5 DEC 2010 Version Number: 1	Date of Next Review: 30 JUNE 2011 Function: VERSION 1	
<u>FORM TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK</u>			
JOB DESCRIPTION:	CONTRACTOR COMPANY NAME:		
DATE:	CONTRACT SUPERVISOR:		
LOCATION:	RESPONSIBLE PERSON:		
EXPECTED DURATION OF WORKS:	SIGNATURE		
<u>PARTICIPANTS</u>			
Name:	Signature:		
Name:	Signature:		
Name:	Signature:		
Name:	Signature:		
<u>INDUCTION REQUIRED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No Type of induction..... Date.....			
<u>NATURE OF WORKS</u> <input type="checkbox"/> Construction <input type="checkbox"/> Mechanical <input type="checkbox"/> Boat repairs & maintenance <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing			
<input type="checkbox"/> Cranage <input type="checkbox"/> Stabilisation <input type="checkbox"/> Other..... Comments:.....			
<u>HAZARDS</u>			
<input type="checkbox"/> Height	<input type="checkbox"/> Dust	<input type="checkbox"/> Sharp objects	<input type="checkbox"/> Toxic fumes <input type="checkbox"/> Congestion <input type="checkbox"/> Equipment
<input type="checkbox"/> Hot work	<input type="checkbox"/> Fire	<input type="checkbox"/> Slips / trips	<input type="checkbox"/> Weather conditions <input type="checkbox"/> Cranes / hoisting <input type="checkbox"/> Ergonomics
<input type="checkbox"/> Plant	<input type="checkbox"/> Noise	<input type="checkbox"/> Object falling	<input type="checkbox"/> Dangerous material <input type="checkbox"/> Chemicals <input type="checkbox"/> Machinery
<input type="checkbox"/> Grinding	<input type="checkbox"/> Burns	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Repetitive actions <input type="checkbox"/> Flammables <input type="checkbox"/> Entanglement
<input type="checkbox"/> Heat	<input type="checkbox"/> Traffic	<input type="checkbox"/> Congestion	<input type="checkbox"/> High pressures <input type="checkbox"/> Material handling <input type="checkbox"/> Unauthorised actions
<input type="checkbox"/> Electricity	<input type="checkbox"/> Poor lighting	<input type="checkbox"/> Ground openings	<input type="checkbox"/> Manual handling <input type="checkbox"/> Air pollution <input type="checkbox"/> Water pollution
<input type="checkbox"/> Water waste	<input type="checkbox"/> Littering	<input type="checkbox"/> Sediment runoff	<input type="checkbox"/> Other:.....
<u>CONTROL MEASURES</u>			
<input type="checkbox"/> Isolations	<input type="checkbox"/> Extinguishers	<input type="checkbox"/> Competent people	<input type="checkbox"/> Ventilation <input type="checkbox"/> Screens <input type="checkbox"/> Spotters <input type="checkbox"/> Spill kit
<input type="checkbox"/> Ladders	<input type="checkbox"/> Lifting devices	<input type="checkbox"/> Fall arrest	<input type="checkbox"/> Signage <input type="checkbox"/> Cranes <input type="checkbox"/> Lighting <input type="checkbox"/> Bins
<input type="checkbox"/> Respiratory	<input type="checkbox"/> Protective equipment	<input type="checkbox"/> Engineering	<input type="checkbox"/> EWPs <input type="checkbox"/> SOPs <input type="checkbox"/> Covering loads
<input type="checkbox"/> Barricades	<input type="checkbox"/> Testing & tagging	<input type="checkbox"/> Sediment capture	<input type="checkbox"/> Scaffolding <input type="checkbox"/> Other.....
Hazards <i>For each task list the hazards that could cause injury or damage to the environment when task is performed</i>	Risk control measures <i>List the control measures required to eliminate or minimise the risk of injury or environmental damage</i>	Who <i>is responsible?</i>	When <i>will it occur?</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Legend:	COP (Code of practice)	EWP (Elevated work platform)	
	MSDS (Material safety data sheet)	PPE (Personal protective equipment)	
	SOP (Safe operating procedure)		

Appendix VIII – Environmental Incident Report Form

PPF 30	Environmental Incident Report	
Authorisation: SEMP OFFICER	Date of Current Issue: 11 NOV 2010 Version Number: 1	Date of Next Review: 30 JUNE 2011 Function: VERSION 1
Involved employee detail (if any)		
Name and Position		
Name and Position		
Incident detail		
Exact location of incident.....		
Date and time of incident.....		
Incident description.....		
Incident cause.....		
Observed damage to land, flora and fauna within the area.....		
How the incident was brought to the attention of management.....		
Witness contact details.....		

Appendix VIII – Environmental Incident Report Form

Response information	
Person responsible for incident response.....	
Position.....	
Procedures initiated to localise hazard, marine bodies informed and actions instigated	
Estimate of loss or damage: (\$).....	
Details of outcome and proposed further monitoring.....	
Proposed amendments to the SEMP (if any).....	
Contact information	
Name of contact if further information on incident is required.....	
Phone no	Fax no
Mobile no	E-mail.....
Entry details	
Form completed by	
Position.....	
Date and time.....	