

HPT STANDARD WORK INSTRUCTION

Version 3.0 (14 October 2024) Status: Approved Business Owner: BMA HPT PRD Superintendent Port Execution

Description:	HPT SWI Access to Vessel
Site:	Hay Point
Department:	Production

PPE Required	JSA/WRAC Reference
<p>Safety helmets must be worn in this area</p> <p>Ear protection must be worn</p> <p>Protective footwear must be worn</p> <p>Protective gloves must be worn</p> <p>High visibility clothing must be worn in this area</p> <p>Eye protection must be worn</p>	HPT PRD JSA - Access to Vessels Document ID# 012544511
	Other Relevant References
	HPT PRO Safe Vehicle Operation and Traffic Management - 012622279

Mandatory - Pre-start Actions		Required permits
<input checked="" type="checkbox"/> Complete BMA Safe	<input checked="" type="checkbox"/> Conduct work area inspection	Required permit number:
<input checked="" type="checkbox"/> Personal Isolation	<input type="checkbox"/> Multi Lock Isolation	Required permit number:
<input checked="" type="checkbox"/> Relevant OEM instructions & Specification available		Required permit number:

☑ People, Equipment, Materials and Tools Required ✂			
People	Equipment	Materials	Tools
Trained and competent personnel	2 way radio		



82e4a90e85573ca8

General Prestart and Inspection



BMA SAFE!

Complete a BMA Safe for every task. A BMA Safe must be completed when there is a change in work scope, conditions or when a new hazard is identified.



ISOLATION AND CHECKS!

Always apply your personal danger lock and tag and test for dead prior to conducting a prestart inspection, during servicing and maintenance activities. Conduct a thorough walk around and complete a Prestart Inspection Checklist. When a prestart inspection has been completed, prior to machine operation, ensure that the brakes, steering, lights and any other applicable safety features are functioning properly.



LIFE SAVING RULE!

All personnel must only operate equipment for which they are trained, assessed and authorised to do so.

Common Warnings, Cautions and Notes



Note

This is an example note, which should contain important information to be highlighted. Instead of bolding text in the main body of the document, place the information inside a note box, so that it stands out to the reader.




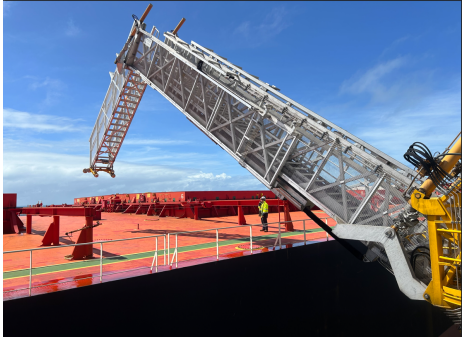




Caution








This is an example caution callout. These should contain information that will prevent damage to equipment or environment.



Warning

This is an example warning callout. These should contain information that will prevent possible injury to personnel. Since these highlight hazards, procedural steps should follow as controls.

Reminders	1 JOB STEPS	
 <p>Car 3 and or Car 10 can be contacted on 4943 5217 or site UHF radio Channel 2.</p>	<p>1.1 Person requesting access should contact the shift supervisor (car3) or leading hand (car 10) before access the berth. This could prevent lengthy delays, as unless it is an emergency loading will not be stopped to allow access to the vessel.</p>	 <p>Figure 1: Berth 2 Berth mounted access (B2 SAF)</p>
 <p>Avoid Snap back zones and vehicle/pedestrian interaction If behind the snap back barrier allow 1.5m between you and the chain mesh Always follow directions from production personnel.</p>	<p>1.2 Parking vehicles to access berths.</p> <ul style="list-style-type: none"> a Ensure vehicles are parked in designated parking bays on the landward side of the berth. b Use designated walk ways when walking from vehicle. When walking along the berth walk along the rear of the berth. c Ensure vehicle does not overhang into Shiploader long travel path. 	 <p>Figure 2: Car parking</p>
 <p>Never stand under a SAL while it is being deployed Take care when accessing the shiploader.</p>	<ul style="list-style-type: none"> 1.3 Berth 1 only has a Shiploader mounted access (SAL). 1.4 Berth 2 only has berth mounted access's (SAF) 1.5 Berth 3 has a SAF and SAL. 1.6 SAF's are operated from the berth level at the SAF. 1.7 SAL's are operated by the Shiploader operator. 	 <p>Figure 3: Berth 1 Ships Access Ladder (SAL)</p>

 <p><i>Avoid Snap back zones and vehicle/pedestrian interaction</i></p> <p><i>When leaving the vehicle, always walk on the rear of the berth as soon as possible, and ensure no high tension alarms are active before accessing the front of the berth for the SAF.</i></p>	<p>1.8 Competent person to operate ships access.</p> <p>1.9 Traverse the berth along the rear when walking from the vehicle to the Gangway.</p> <p>1.10 Assess weather conditions and how much ship is moving off the berth. Get lines tightened if needed.</p> <p>1.11 Inform Ship loader operator of your plan to access the ship so that they can coordinate the use of either the SAF or the SAL with Shiploader activities.</p>	 <p>Figure 4: Elevated line tension alarm point</p>
 <p><i>Stay at least 1.5m away from snapback barriers at all times when accessing the SAF.</i></p> <p><i>If you do not feel comfortable using the access, then do not use it and inform the operator.</i></p> <p><i>Follow the guidance of the Shiploader operator.</i></p>	<p>1.12 When the SAL is required the Shiploader operator will place on the ship when suitable.</p> <p>1.13 Assess weather conditions and how much ship is moving off the berth. Get lines tightened if needed.</p> <p>1.14 Shiploader operator will inform you when SAL is ready and unlock the SAL entry gate if on Berth 1.</p> <p>1.15 Berth 3 SAL you will need to press the release button and slide the latch to gain access once the access is landed on the vessel.</p> <p>1.16 Ensure all gates and latches are closed and put back to original position after use.</p>	 <p>Figure 5: SL3 SAL latch</p>  <p>Figure 6 : SL3 latch release button</p>
 <p><i>Use 3 point contact on all ships accesses as changing conditions can unexpectedly move gangway.</i></p>	<p>1.17 When the SAF is required an operator on the berth will coordinate with the Shiploader operator and will place access on the ship when suitable.</p> <p>1.18 SAF operator will inform you when the access is ready for use.</p>	 <p>Figure 7: Berth 1 access way behind snap back</p>



When gangway will not reach ship deck or if the operator feels it is safer it may be landed on the hatch cover after approval from the shift supervisor.

Only essential personnel to access the vessel if it must be landed on a hatch cover. Increased risk of person falling from heights.

If you don't feel comfortable do not use the access.



Float mode –

When the gangway access is lowered and lands on the deck or hatch cover and moves with the vessel.

Hover mode –

When the gangway access is lowered just off the vessel deck or hatch cover, the last step onto vessel will be larger than usual should not be greater than approximately 500mm lower step clearance to the vessel.

Ships Deck – *Top part of main vessel that forms a floor in the open air which you can walk on to traverse the ship bow to stern.*

Hatch Cover –

Solid structure covering a hatch see figure 5.

1.19 Access is to be landed on the ships deck whenever possible. However, from time to time with a near fully loaded vessel on a low tide or too much deck clutter the access may not be able to be landed on the ships deck and access is required to be landed on a hatch cover or hovered just above the deck with shift supervisor approval.

1.20 If the access is not landed on the vessel deck essential personnel only to use the access. Essential personnel requiring access to a vessel berthed alongside HPCT must only do so if they feel comfortable and safe. Where possible, the ship's deck will always be first preference, however if the access is not able to be landed on the deck, a suitable hatch cover, with safety features to aid the person's descent, can be utilised. All parties involved must ensure the hatch cover is fully closed, secured and clean. Preference for the method of access usage is:-

- a** SAF or SAL landed on the vessels deck in float mode. If not possible SAL or SAF in hover mode or landed on an agreed hatch cover.

1.21 Use agreed hatch cover, preferred a hatch with hand rails and access ladder, if possible land on the Helicopter hatch as this hatch generally has fold down hand rails and access ladder that are to be used.







1.22 Ensure hatch cover is fully closed, secured and clean.

1.23 All people using the access are to take the shortest safest route to point of hatch egress.

1.24 Risk Assessment must be completed.



Figure 8: Access landed on hatch cover

<p></p> <p><i>When leaving the vehicle, always walk along the rear of the berth as soon as possible, and ensure no high tension alarms are active before accessing the front of the berth for the SAF.</i></p>	<p>1.25 Operator to put the access on the ship when suitable.</p> <p>1.26 Assess weather conditions and how much ship is moving off the berth. Get lines tightened if needed.</p> <p>1.27 Inform Ship loader operator of your plan to access the ship so that there is no interaction.</p> <p>1.28 Inform the access operator one you are off the access so it can be packed away.</p>	 <p>Figure 9: SAF</p>
<p></p> <p><i>Traverse vessel on seaward side. Not under the Shiploader boom or over ships lines</i></p> <p><i>Do not stand under the access when it is not either fully packed away or secured on the vessel.</i></p> <p><i>Vessel may be slippery and have bits and pieces on the deck keep your eyes on path.</i></p>	<p>1.29 When walking on the vessel, walk in designated walkways and use steps/ramps over pipe works where provided by the vessel.</p> <p>1.30 Never step over a ships line, stay clear of ships lines and snap back zones on the deck, traverse vessel on seaward side. Not under the Shiploader boom or over ships lines.</p>	 <p>Figure 10: Preferred walking paths on vessel</p>
<p></p> <p><i>Follow the guidance of operations personnel</i></p> <p><i>Use 3 point contact on all ships accesses as changing conditions can unexpectedly move gangway</i></p> <p><i>Always stay clear of snap back zones either on or off the vessel.</i></p>	<p>1.31 Once you have completed your task and need to get back off the ship contact the operator and ask for the access. Follow all steps in this SWI in the reverse order, ensure all gates are closed.</p>	 <p>Figure 11: Extra caution at night as lighting can be limited on vessel</p>

REVIEW, APPROVAL AND NATURE OF CHANGES

- Evidence of review, approval, revision status and date of revision of this work instruction are found in the history link on the document details in Documentum.
- The nature of changes to this work instruction shall be identified when it is published as current in Documentum.

Employee,

I confirm that I have read & understood the work instruction for **HPT-SWI-0024, HPT SWI Access to Vessel**, which is available to me and I will follow in the event of undertaking this task.

Signature:

Date:/...../.....

2 Version History

Version	Details	Date
1.0	Initial release	31 July 2020
2.0	Changed to update pictures and wording. Version 1.2 saved with tracked changes.	13 May 2024
3.0	No Major changes just reworded at pilot's request	14 October 2024

Table 1: Version History