



# Contractor Guidelines

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# Overview

## Port of Brisbane Pty Ltd

Port of Brisbane Pty Ltd (PBPL) manages and develops the Port of Brisbane under a 99-year lease from the Queensland Government. PBPL's role, as defined by the port lease, includes:

- the maintenance and development of the port and related facilities
- operation of the Brisbane Multimodal Terminal
- management of the Brisbane International Cruise Terminal (BICT) leasing and managing land for port-related services
- facilitation of the development approval process for developments on Brisbane core port land
- maintaining navigable access to the port for commercial shipping
- operating the Visitors Centre.

Other port operations, including stevedoring, towage and pilotage services, are carried out by private operators. Vessel traffic services are the responsibility of the Queensland Department of Transport and Main Roads.

PBPL is committed to ensuring the health and safety of workers and others, managing our environmental obligations and carrying out our business activities in a sustainable manner by pursuing continuous improvement in all aspects of our business. We require your assistance while working on the Port of Brisbane to follow these same guiding principles.

## Contractor Guidelines

These guidelines aim to provide clear guidance to Contractors on PBPL's requirements as well as the hazards and risks present at the Port of Brisbane which may be different to other sites which they may conduct work.

These guidelines cover all works under a Contract performed by Contractors in all areas directly controlled by PBPL. These requirements apply at all times the Contractor is on the site, within any of the PBPL's premises, or working on the PBPL's facilities plant or fixtures, whether or not within the boundaries of PBPL's premises.

**⚠ The requirements of this document forms part of any conditions of contract for work between PBPL and a Contractor.**

These guidelines should be read in conjunction with:

- Contract terms and conditions (Contract terms and conditions, or legislative requirements prevail over the requirements of this document).
- [Technical Standards](https://www.portbris.com.au/property/land-use-planning/) (https://www.portbris.com.au/property/land-use-planning/)
- [Port Security](https://www.portbris.com.au/security/) (https://www.portbris.com.au/security/)
  - [Reporting suspicious behaviour brochure](#)
  - [Checklist to report suspicious behaviour](#)

### DISCLAIMER

The information contained in this handbook is believed to be correct at the time of issue. However, PBPL does not guarantee the accuracy of the information and accepts no liability for any damage, delay or loss resulting from any such inaccuracy.

## Business management system (BMS)

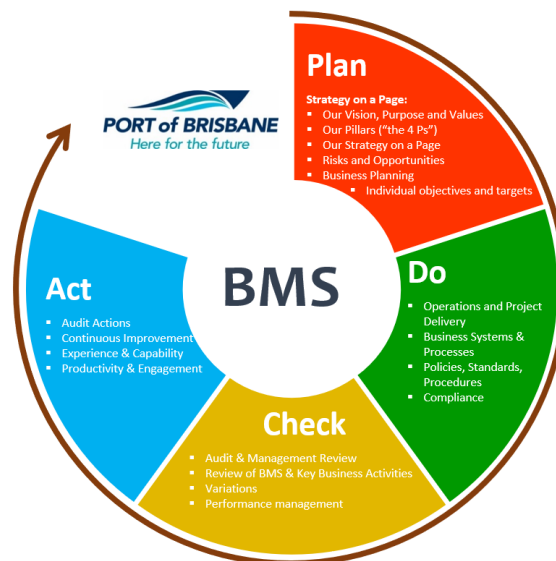
PBPL have in place, an externally certified BMS to manage:

- Quality
- Work health and safety
- Environment

These systems influence how work is performed on the Port of Brisbane.

The BMS contains policies, standards, procedures and other information which detail the way PBPL manages quality, health and safety, and protection of the environment in all that we do.

These documents provide you with the rules, forms, guidance and information which apply to all Contractors, visitors to PBPL's facilities and all our people.



**⚠ Contact your PBPL contact for more information on the BMS and how it relates to the work you will be performing.**

## Quality requirements

Contractors are responsible for managing the quality and workmanship of the goods or services provided. The Contractor shall use the materials and standards of workmanship required by the Contract. In the absence of any requirement to the contrary, the Contractor shall use suitable new materials. A Quality Management Plan may be requested depending on the scope, size and risks involved with the contracted works.

Where goods or services do not meet the quality requirements of PBPL, and this may result in a serious non-conformance, then PBPL may suspend the whole or part of the contracted work and the Contractor must immediately carry out any corrective and/or remedial action.

## Recording of infrastructure

A record of changes to infrastructure must be provided for all relevant works. All drawings as part of a project or engagement, including demolition, modification, for construction and as constructed, shall accord with the As Constructed deliverables, and either the [PBPL ADAC standards](#) or the [PBPL guideline for recording of infrastructure](#). Prior to commencing any relevant works, please contact the Spatial Data Services Team (☎3258 4888).

All design drawings must be certified by a Registered Professional Engineer of Queensland (or equivalent).

## Work health and safety requirements

This section outlines the minimum WHS requirements when working on PBPL sites.

As stated in the [Work Health and Safety \(WHS\) Policy](#), PBPL is committed to providing a healthy and safe workplace for all employees, Contractors and visitors to the company's sites, engaging with our workers

frequently to ensure that health and safety remains top of mind at all times and pursuing continuous improvement in all aspects of our business.

## Legislation

The legislation and their subordinate legislation and codes applicable to the health and safety management at the Port of Brisbane include but are not limited to the following.

- Work Health and Safety Act 2011 (Qld)
- Occupational Health and Safety (Maritime Industry) Act 1993 (Cth)
- Electrical Safety Act 2002 (Qld)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Seafarers Rehabilitation and Compensation Act 1992 (Cth)
- Public Health Act 2005 (Qld)
- Tobacco and Other Smoking Products Act 1998 (Qld)
- Heavy Vehicle National Law Act 2012 (Cth)
- Heavy Vehicle National Law (Queensland)
- Transport Operations (Road Use Management) Act 1995

## WHS obligations

### PBPL

PBPL is committed to maintaining a safe working environment. PBPL will:

- comply with its obligations under the WHS Act.
- give the Contractor information PBPL has in relation to hazards and risks at or in the vicinity of the workplace where the contracted work is to be carried out, as soon as reasonably possible.
- consult, cooperate and coordinate with the Contractor in relation to any health or safety matters arising out of or in connection with the workplace, the works or the contract.
- issue possession and control of the site to Principal Contractor's in accordance with the Contract and WHS Regs.

### Contractors

**⚠ All contractors are required to work in a manner which is professional and does not pose risks to themselves or others.**

Contractors must be familiar with, and comply with, all their obligations and exercise due diligence in discharging all their duties under the WHS Act, including the following:

- the duties of a person conducting a business or undertaking
- the duty to ensure all risks to health and safety are identified and eliminated, minimised or managed, considering the requirements and recommendations of relevant WHS legislation, codes of practice and industry standards
- the duties of a Principal Contractor (if relevant)
- the duties in relation to health and safety matters in relation to or connected with the Management and Control of the Workplace (if relevant), and

- any other duties, obligations, standards and requirements under the WHS Act which may be or become applicable in relation to or in connection with the contract or the contracted works.

Contractors must ensure that they and their workers (including subcontractors) are suitable and competent, shall retain evidence of that verification, and provide that evidence to PBPL on request. This includes ensuring workers are:

- appropriately qualified, licensed and competent
- given adequate training and supervision
- provided with and use adequately maintained equipment including personal protective equipment, and
- fit for work.

Contractors must also:

- consult, cooperate and coordinate with PBPL and other stakeholders before commencing the contracted works and then on an ongoing basis in relation to any matters arising out of or in connection with the workplace, the contracted works or the contract
- provide and respond to feedback on requested or required information i.e. evidence of insurance/licenses, in a timely manner
- perform contracted works as directed or detailed within the Contract
- facilitate and/or participate in site meetings, audits and inspections
- suspend work when directed
- submit contract variations for assessment in accordance with the Contract
- report injuries or incidents within 24 hours to the PBPL Contact, conduct their own investigation and provide PBPL with reports on request  
in the event of a notifiable incident, or work-caused illness, report the injury or incident to PBPL as soon as reasonably practicable
- respond to non-conformances, feedback, incident investigations or requests for information to the satisfaction of PBPL
- comply with PBPL's reasonable policies, procedures and directions in relation to WHS.

### **Subcontracting obligations**

If the Contractor is subcontracting work, it is the Contractor's responsibility to ensure all relevant information is passed on to the sub-contractor and that they comply with same. Subcontracting work does not relieve the Contractor of any of the above obligations. The name of your subcontractor/s must also be communicated to PBPL.

**⚠ Contractors are responsible for ensuring their subcontractors comply**

### **Design obligations**

Where the Contractor provides, commissions or alters any design of plant, substances or structures for the contracted works, the Contractor shall:

- ensure that it and any designer discharge all relevant duties as required under s22 of the WHS Act and Part 6.2 of the WHS Regulation
- obtain a design safety report from any designer in accordance with the WHS Regulation and provide a copy to the PBPL Contact. The design safety report must describe any departures to accepted standards, specifications or codes of practice

- ensure it obtains full details of all hazards and risks from any designer and incorporates corresponding methods of controlling these in the submitted WHS Management Plan.

## Key site WHS hazards

The following section details some hazards which may be encountered while working at the Port of Brisbane. It is not a definitive list and Contractors must familiarise themselves with the specific site conditions and hazards, assess the risks and determine suitable controls.

### Location of existing structures and services

Your PBPL Contact can provide you with available details regarding the approximate location of existing structures/services. The Contractor must take all necessary measures to check the details provided by PBPL with the relevant authority and become familiar with the site and positively locate any existing structure/service affecting the work or work area.

High voltage electrical distribution cables (11KV) are predominately located underground across the Port rather than traditional aerial cables on large pylons.

### Working over or near water

Contractors who are working in close proximity to water where there is a reasonable likelihood of falling into water, or outside of permanently installed walkways, platforms over a body of water, or aboard a vessel must:

- ensure an awareness of weather conditions and tide times is maintained
- provide and enforce the use of maintained Personal Flotation Devices and lanyards where required
- consider and minimise the need to work alone
- provide Oil Spill Response equipment, if relevant
- ensure all workers required to operate a boat hold the appropriate marine licence
- consider vessel wash. Even at slow speeds, boats will create a wash which can cause unexpected waves at the shoreline
- advise PBPL Security if working under or adjacent to wharves
- ensure hard hats are worn at all times under the wharves.

### Shiploaders and bulk handling facilities

Bulk handling facilities are operated by Lessees whose directions must be followed. Be aware of shiploaders, overhead gantries and conveyors in case of falling objects.

### Rock wall edges and sink holes

Large areas of the port are on reclaimed land or modified surfaces where undermining and sink holes can occur. When operating mobile plant such as elevating work platforms (EWP), consideration must be given to the proximity to rock walls or embankments as these areas can be prone to undermining from sea-state, tidal movements and also damage from stormwater runoff.

A minimum 3 metres is recommended to be maintained from the edge. A site-specific risk assessment must be undertaken to verify this exclusion zone is appropriate or to determine appropriate controls if work closer than 3m is required. Controls to ensure the exclusion zone is not breached i.e. a physical barrier should also be identified. PBPL will review proposed work methods and controls and provide feedback where appropriate. Documented justification and additional technical data may need to be supplied.

## Mooring lines

Parting mooring lines are a significant risk when working on wharves due primarily to surge and swell conditions. Other factors that can contribute to increasing risk of parted lines include poor quality lines, mooring configuration and lines that are poorly tended.

When a line parts, it generally makes a sound like a shot gun; however, there is no time to respond as the line lashes back in a split second, with serious consequences for anybody in the snap back zone. If the mooring line can travel back in a straight line, it will, striking anything or anybody in its path. If the line is around a bollard then it has the potential to whip round in a larger arc.

It is critical that personnel working on wharves stay out of snap-back zones if there is no need to be there. Contractors undertaking maintenance or repair work are to set up their equipment away from snap-back zones and should consider a barrier to protect workers if work in the snap-back zone cannot be avoided.

Multiline mooring configuration and resulting overloading of bollards can present additional hazards which are procedurally managed for each site.

## Working on or adjacent to a road

A high percentage of Port road users are heavy vehicles including B-Double, A-Double and over-dimensional vehicles. Consideration should be given to the type and number of vehicles accessing Port roads when developing traffic management plans. MUTCD compliant traffic management plans are to be submitted to PBPL for review.

## Hazardous areas

A hazardous area is a three-dimensional space in which an explosive atmosphere is or may be expected to be present or form. The BMT, Caltex Berth, Pinkenba Berth and Port North Common User Berth are designated hazardous areas.

**⚠ All workers entering hazardous areas must complete the Hazardous Area induction.**

Other Lessee sites may also be considered hazardous areas and their specific requirements must be followed.

When working in hazardous areas the following applies:

- no ignition sources
- no mobile phones
- only Intrinsically Safe Equipment is permitted
- radio call up/positive communication with vehicles and heavy equipment required before entering area.

## Brisbane Multimodal Terminal (BMT)

The Brisbane Multimodal Terminal (BMT) is the interface between rail, road and the container terminals at the Port of Brisbane. Special conditions apply to working in the rail corridor – contact your PBPL contact for more information.

The BMT is licenced as a major hazard facility under the Queensland Work Health and Safety (WHS) Act and Regulation (2011). Contractors must undergo additional inductions before working in or around the BMT.



## Brisbane International Cruise Terminal (BICT)

The purpose of the Brisbane International Cruise Ship Terminal (**BICT**) is to provide a dedicated cruise ship facility at the Port of Brisbane for the embarkation and disembarkation of cruise passengers. From time-to-time the Facility may also be utilised for wet bulk and navy vessels. Events may also be held in the terminal building.

All Contractors engaged by Port of Brisbane must complete an online Safety Induction and may be required to complete other permit or program requirements, depending on the work being undertaken. This includes work undertaken at the Brisbane International Cruise Terminal.

Where it is practical to do so, Contractors engaged to work at the BICT site by PBPL, the BICT café or retail operators or the cruise line operators must be scheduled on non-cruise days or outside of peak passenger times on cruise days.

On cruise days, additional health and safety requirements may be required to meet the cruise line operator's health and safety plans.

The Facility is managed by Port of Brisbane Pty Limited (**PBPL**) on a pre-booked common user basis and the Hirers of the Facility are required to execute a Licence with PBPL.

The Hirer is responsible for their own health and safety and that of their Contractors, crew, visitors and passengers and must adhere to the PBPL Workplace Health and Safety directions in conjunction with the terms and conditions of the Licence. These are listed on signs displayed around the facility detailing the following information:

- minimum (Personal Protective Equipment) PPE
- Site Plan with Emergency Equipment Locations and Muster Points
- Emergency Contact Information.

## Unexploded ordnances

Unexploded ordnance (UXO) is ammunition such as artillery shells, mortar bombs and grenades that did not explode when used. UXO is a potential safety risk because it may detonate if disturbed. UXOs may be found when excavating in reclaimed soil/sand, during dredging operations or working along shorelines. If you are unsure if the area you are working fits the above scenarios, discuss with your PBPL Contact.

If you come across an object suspected of being UXO you should:

- not touch or disturb the object
- take action, where appropriate, to prevent it being disturbed by another person
- note its approximate dimensions and general appearance
- note the route to its location, and
- advise your PBPL Contact, the Police and Army Bomb Squad as soon as possible.

## Electromagnetic radiation

A variety of radiofrequency transmitting apparatus which emit electromagnetic radiation are located throughout the Port i.e. mobile phone base stations, broadcast towers and radar facilities. Access to these apparatuses is restricted to trained and competent workers. Work may only commence on or within the restricted zone surrounding radiofrequency transmitting apparatus following the implementation of safeguards applicable to the work being undertaken. Exposure levels outside of restricted areas are monitored and fall well below the prescribed limits.

## Weather and climate conditions

### Ground conditions

The majority of Brisbane core port land has been reclaimed over marine silts and clays. Works on our land needs to be considerate of the geotechnical conditions (including settlements, variable thicknesses of compressible and soft soils or platform layers). Building works and use of heavy machinery which has the potential to "topple" (such as cranes, wicking machines and other high-mast equipment), must be managed appropriately.

### Wind

The Port of Brisbane is classified as Region B and Terrain Category 2 as outlined in AS1170.2 and frequently has strong wind conditions. Risk assessments/SWMS developed must assess the likely wind conditions, ensure materials are adequately secured and the wind loading on plant, equipment and structures is within the wind speeds which the design accommodates.

Wind-blown sand may also pose a hazard causing irritation to or foreign objects in the eyes.

### Lightning

Lightning is extremely dangerous, and unnecessary exposure should be avoided. Workers must continually monitor the surrounds for changes to weather conditions and consider the difficulty of seeing conditions change or hearing thunder in a busy operational environment. Workers must be prepared to respond to lightning immediately should an alert be received, thunder heard, or lightning observed.

### Salt air corrosion

The combination of salt accumulation on the surface and the high humidity common to many coastal areas significantly accelerates the corrosion rate of steel and other metals commonly used for connectors or other building materials. Where Contractors are performing building works or supplying materials, consideration for the use of marine grade materials including non-corrosive metals (i.e. marine grade aluminium, grade 316 or 316L stainless steel, 2205 duplex stainless steel etc.), hot-dipped galvanised or Colorbond products should be given. Please note, painted steel sheeting, galvanised sheeting or painted galvanised sheeting is not appropriate as a permanent solution but may be suitable for temporary structures.

## Asbestos

Some of PBPL buildings and vessels were built before 1990, and therefore may contain asbestos. PBPL has conducted asbestos surveys on its assets and has an asbestos register listing the location and type of materials that contain asbestos.

**⚠ Before starting work on any building, check with your PBPL contact to consult the Asbestos Register.**

To avoid contact with materials containing asbestos, ensure you:

- check the asbestos register for the particular building before performing any maintenance or demolition work
- report any suspect materials to your PBPL contact and the PBPL Health and Safety Team (H&S). H&S Team can be contacted through PBPL Reception on 3258 4888
- avoid impact on any asbestos-containing material unless you are licensed (removal licence) and an approved method (SWMS) has been provided
- read the PBPL Asbestos Management Plan.

## Combustible cladding

The potential for combustible cladding to pose a risk to the spread of fire and the safety of persons in the event of a fire is a significant risk. Some of PBPL buildings have been assessed and found to have combustible cladding installed.

 **Contact the Facilities Management Team (3258 4888) for more information prior to work commencing.**

## Airport zone

Due to the proximity of the Port to the Brisbane Airport, consideration must be given to Civil Aviation Safety Authority (CASA) requirements including the requirements not to fly drones within 5.5 km of an airfield, and ensure that lighting, objects and structures do not adversely affect aviation safety. No light should be directed more than 5 degrees above horizontal. Serious penalties apply if someone is injured or put at risk.

## Extended work hours or out of hours works

Although the Port is a 24/7 operation, extended work hours or work outside of normal business hours (including night works) must be preapproved in line with Contract requirements. Where planned extended hours (>60/week), reduced turn around hours (<10 hours between shifts), or night works are required, a risk assessment and management plan will be submitted to PBPL before commencing.

The Contractor shall ensure that fatigue is appropriately managed across all PBPL operations and shall ensure its employees, supervisors and managers are informed of factors contributing to fatigue so as to prevent accidents, incidents and illness.

**Fatigue is a state of impairment, which can have mental and physical impacts, that is associated with reduced alertness, safety and performance.**

Where extended work hours or night works occur on a PBPL project without prior notification, this will be reported as an incident to the PBPL contact.


## Site access

PBPL reserves the right to deny access or remove individuals from site.

## Entry into PBPL premises

Before starting work on a PBPL site, the Contractor must:

- have received a fully executed contract, tender acceptance letter, letter of authorisation, purchase or work order to complete the work
- have completed the PBPL Safety Online Contractor and other relevant inductions
- Inform their PBPL Contact of their arrival
- Have completed a worksite induction for the site they are working on.

 **Further information and online induction links can be accessed at <https://www.portbris.com.au/about/health-and-safety/induction-and-permits>**

## Onsite security requirements

Access to the Port of Brisbane must be approved prior to arrival. Visitors and Contractors are required to sign in and out when visiting a PBPL controlled building. Identification may be checked as part of this process. Where a pass is issued and must be displayed at all times.

Persons entering the Port must conform to the requirements laid down in the *Maritime Transport and Offshore Facilities Security Act* and Regulations 2003 and any amendments to these documents which may be issued from time to time by the appropriate authority.

**⚠ If you are signed in as a visitor, you must not carry out operational or construction activities and must be escorted at all times.**

When performing work at a site other than a PBPL controlled building, you must notify your PBPL Contact by phone of your arrival and departure. If your PBPL contact is not available, PBPL Duty Supervisor/Manager must be contacted by phone on 3258 4601.

Discuss with your PBPL Contact if you require:

- unaccompanied access to a secure area
- access to secure assets or IT infrastructure
- access within a maritime security zone.

PBPL may issue a site access card where regular access is required. If you are issued with a site access card, you must:

- take proper measures to ensure its safekeeping  
if your card is stolen or lost it must be reported to the 24/7 Port Security Control Centre (3258 4601) anytime so that it can be deactivated
- not allow another employee, Contractor or tenant to use your card
- return if requested or the card is no longer required.

**i For more information on requirements to access maritime security zones see <https://www.portbris.com.au/Operations-and-Trade/Apply-for-an-MSIC/>**

## Restricted Zones at the port

Access to the security regulated port is controlled by perimeter fencing, control points, identity cards, signage and CCTV. Signs are positioned to indicate land and waterside restricted zones. Penalties apply if anyone enters a restricted zone without authorisation.

Anyone working within a maritime security zone, even once a year, is required to have and display a Maritime Security Identification Card (MSIC).

**i More information regarding applying for a MSIC card is available on the PBPL website. <https://www.portbris.com.au/Operations-and-Trade/Apply-for-an-MSIC/>**

## Site specific personal protective equipment (PPE)

The Contractor is responsible for the provision and enforcement of appropriately maintained PPE, which is appropriate for the work being undertaken. Particular areas of the port have minimum PPE requirements as signed and detailed below.

Location	PPE Requirement
<b>Operations Base</b>	
Operations Base Wharf	Safety footwear and high visibility clothing. A Personal Flotation Device (PFD 150) where there is risk of falling in the water i.e. accessing vessels from the wharf or participating in mooring activities.
Hardstand Area	Safety footwear and high visibility clothing.
Maintenance Workshop	Safety footwear, high visibility clothing, PPE long pants or overalls and safety eyewear.
<i>Note: If you are parking inside the gate and do not have PPE, you will need to use one of the undercover car parks near the office.</i>	
<b>Port Office (whilst performing maintenance work)</b>	
All Areas	Safety footwear and high visibility clothing.
<b>BMT</b>	
Hardstand Area	Safety footwear and high visibility clothing.
<b>Support Craft vessels</b>	
All Support Craft vessels	Safety footwear and high visibility clothing A Personal Flotation Device (PFD 150) needs to be worn where there is risk of falling in the water i.e. accessing vessels from the wharf, participating in mooring activities, working on a deck or as instructed by the Master when weather conditions dictate.
<b>BICT (whilst performing maintenance work)</b>	
Hardstand and Terminal Area	Safety footwear and high visibility clothing.
Cruise Ship Wharf	Safety footwear and high visibility clothing. A Personal Flotation Device (PFD 150) where there is risk of falling in the water i.e. accessing vessels from the wharf or participating in mooring activities.
<i>Note: Additional controls maybe required on cruise days to meet the cruise lines Health and Safety Plans.</i>	
<b>TSHD Brisbane</b>	
Everywhere except Accommodation Zone	Safety footwear, high visibility clothing (Escorted visitors not carrying out any work, or not near work occurring may wear fully enclosed non-slip footwear instead of safety footwear).
Additional PPE Required	<ul style="list-style-type: none"> <li>▪ Hard hats are required anywhere on deck forward of the accommodation and in the pump room.</li> <li>▪ Personal Flotation Device (PFD) is required: <ul style="list-style-type: none"> <li>– on the main deck when handrails are not present or gates open.</li> <li>– when personnel transferring to/from tender launch.</li> <li>– as instructed by the Master when weather conditions dictate.</li> </ul> </li> <li>▪ Hearing protection and safety eyewear as sign posted.</li> </ul>
<b>Future Port Expansion (FPE)</b>	
All FPE Areas	Hard hats, safety footwear, high visibility clothing and safety glasses. A Personal Flotation Device (PFD 150) where there is risk of falling in the water i.e. accessing vessels from the wharf, participating in mooring activities or working beside water.
<b>Roadways, Temporary Worksites or High Traffic Movement Areas</b>	
All Areas	Safety footwear and high visibility clothing.

## Contractor vehicles

Access to Port of Brisbane roads for restricted access vehicles (RAVs) e.g. 4-TEU Super B-Doubles and 4-TEU A-Doubles, require a permit issued by the National Heavy Vehicle Regulator (NHVR). Access to Port of Brisbane roads for OSOM vehicles require a permit issued by Transport and Main Roads (TMR) on behalf of NHVR.

 For more information contact PBPL's Logistics Manager on (07) 3258 4888.

Contractors bringing work vehicles onto PBPL managed sites are to observe all normal road rules. This includes the requirement for vehicles and plant to be licensed to use these roads as normal road vehicles, prohibition of use of mobile phones and observance of work site speed limits where imposed and will not block any access or egress points to and from the premises.

Port roads are monitored with CCTV, licence plate recognition and speed cameras. All parking signage is to be adhered to where posted.

 **Parking is not permitted on road verges unless required for works being performed adjacent to roads.**

## Entry into Lessee premises or principal contractor-controlled sites


Lessees and Principal Contractors (PCs) are responsible for managing access to the site or work area they control. Contact must be made with the site supervisor or contact to determine access requirements. Additional requirements may be in place to allow access to these areas including but not limited to:

- gaining authorisation for access
- completing additional induction requirements
- signing in and out of the Lessee premises/PC site
- following site specific requirements including drug and alcohol testing, personal protective equipment, traffic management etc.

## Hazard, near miss and incident reporting

If you see an unsafe or dangerous situation, we request that you immediately:

- **stop and do not proceed with any work that is unsafe**
- warn others
- isolate the danger, if practical and safe to do so
- retreat to a safe place or evacuate if necessary or advised to do so, and
- notify your PBPL contact or if they are not available and assistance is required, the **PBPL Duty Supervisor/Manager on 3258 4601**.

 **Health and safety, environment, property and process hazards which may involve or impact PBPL or others, as well as incidents or near misses MUST be reported to the PBPL contact.**

All Contractors are encouraged to participate in hazard identification and reporting. When working on a PBPL controlled site, document and report worksite hazards beyond your control to your PBPL Contact.

Where applicable, the Contractor should address the hazard as soon as they are identified. Hazards shall be assessed, and action taken to mitigate potential risks to a level as low as reasonably practicable (ALARP).

PBPL may request copies of incident and/or investigation reports. The Contractor is obliged to proactively analyse the findings of all incident investigations and share lessons learned (positive and negative) with its personnel and PBPL as a means to prevent future incidents. Corrective and preventative actions must be tracked to completion.

If an incident occurs and the effects on a person may be delayed or hard to detect i.e. an electric shock, hazardous chemical or radiation exposure, the person is to be provided with first aid (if applicable) and is to be transported by ambulance or escorted to a medical provider for an assessment, further treatment and/or monitoring.

## Emergency procedures

If Contractors are working on a Principal Contractor (PC) controlled site, they must follow the PC's emergency procedures.

If Contractors cause or become aware of an emergency situation while working on a PBPL controlled site, they must:

- ensure an alarm has been raised by notifying the relevant emergency services – “000”, initiating the site or building alarm system and contacting your PBPL Contact
- follow the instructions of site emergency control organisation
- attempt to contain or respond to the emergency if their employer has trained them to do so, the required equipment is available, and it is safe to do so
- not leave site or return to work until advised to by emergency services or a member of the PBPL emergency control organisation.

Should an emergency evacuation drill, or other emergency response drill, be in progress while the Contractor is on-site, the Contractor must participate in the emergency evacuation drill and ensure that they follow all instructions communicated by fire wardens.

## Fire prevention and protection

Fire protection requirements must be considered before starting work. A Hot Work Permit is required for any activity likely to produce a source of ignition (refer Permit to work system section below). Contractors must take all reasonable steps and conduct work in a manner to prevent the spread of fire.

Fire extinguishers and fire hoses are located around the Port. Contractors are expected to have a suitable fire extinguisher nearby if there is a fire risk due to the type of work. Contractors must:

- know the location of fire escapes, emergency exits and fire equipment
- provide additional firefighting equipment where necessary
- keep fire escape routes and access to fire extinguisher equipment clear at all times
- identify any fire hazards in your SWMS or risk assessment.

## First aid facilities

Prior to the commencement of work, the Contractor is to ensure that provisions are available for prompt treatment in the event of an injury. Contractors must provide suitable first aid equipment for workers unless otherwise agreed with PBPL.



If an emergency situation occurs and the Contractor does not have access to a qualified first aid person, they can call the **PBPL Duty Supervisor/Manager on 3258 4601** and advise of the situation. PBPL has a number of trained personnel on site and may be able to assist.

Defibrillators are located in some areas of the Port as covered in worksite inductions.

**⚠ Always dial 000 if medical attention is required.**

## WHS documentation submission

### Insurance and other documentation

The Contractor is to ensure that they obtain insurance policies required by the PBPL is held with a reputable and authorised provider. Contractors and any sub-contractors may be required to provide evidence of the following insurances:

- Workers Compensation Insurance
- Public Liability Insurance
- Motor Vehicle Registration
- Property and Equipment (including motor vehicle or plant) Insurance
- Professional Indemnity Insurance.

Each insurance policy may be required to name PBPL as a loss payee, interested party and contain provision for cross liability in favour of the PBPL. Where this is required, the Contractor will be notified of this requirement by PBPL.

The Contractor is required to maintain each policy of insurance required to the amount agreed upon by PBPL. The Contractor must contact PBPL to advise them if a policy is updated, amended or expires. The Contractor is not to do or permit to be done any act or thing whereby any policy of insurance may become void or voidable.

### WHS Management plans

Contractors working within the Port may be required to submit a WHS management plan. Note that as per the WHS Regulation, this is a mandatory requirement for an appointed Principal Contractor for a construction project.

The type and extent of a management plan will depend on the size, complexity, scope and type of project. Other plans that may be required include:

- Construction environmental management plan
- Quality plan
- Traffic management plan
- Emergency response plan

PBPL's scope of work/tender/contract/service level agreement should provide details around what documentation is required to be submitted. Clarify this with your PBPL contact if unclear.

### Site specific safe work procedures

Contractors to PBPL need to supply a Risk Assessment or Safe Work Method Statement (SWMS) for all of their works. See Managing WHS hazards and risks section below.



## Managing WHS hazards and risks

**⚠ Before commencing work a **documented** risk assessment for the job, or a Safe Work Method Statement (SWMS) if the work involves a high-risk construction activity, must be submitted to the PBPL contact.**

Contractors must formally identify hazards and risks associated with the work being undertaken and implement appropriate controls. Appropriate documentation is required to demonstrate this – for example a SWMS, risk assessment or safe work procedure.

All personnel who are involved in the task shall participate in the development of the documentation and sign to acknowledge their input and understanding of the content prior to commencement of the task.

The use of generic or old documentation is not permitted on PBPL sites however may be used as a tool of reference and as a guide for the development of a new document which also considers any hazards that may have evolved since the task was last performed.

Active SWMS or risk assessments shall remain on the job for the duration of the job and may be requested to be viewed by a member of the WHS team or the PBPL Contact.

**⚠ When documenting safe work procedures the Key site WHS hazards, as detailed above, and the following hazards and risks must be considered.**

### High risk construction activities

The following activities are classified as High Risk Construction Activities (HRCA) and require a Safe Work Method Statement (SWMS) to be developed which must be submitted for PBPL review before work commences. HRCA which are not considered 'construction work' require a risk assessment to be submitted for review by PBPL before work commences.

HRCA means construction work that:

- involves a risk of a person falling more than 2m.
- is carried out on a telecommunication tower.
- involves demolition of an element of a structure that is loadbearing or otherwise related to the physical integrity of the structure.
- involves, or is likely to involve, the disturbance of asbestos.
- involves structural alterations or repairs that require temporary support to prevent collapse.
- is carried out on or near chemical, fuel or refrigerant lines.
- is carried out in an area in which there are artificial extremes of temperature.
- is carried out on or near pressurised gas distribution mains or piping.
- involves the use of explosives
- is carried out in or near a confined space.
- involves tilt-up or precast concrete.
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
- is carried out on or near energised electrical installations or services.
- is carried out in an area that may have a contaminated or flammable atmosphere
- is carried out in an area at a workplace in which there is any movement of powered mobile plant.
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel.
- is carried out in or near water or other liquid that involves a risk of drowning.
- involves diving work.

## Permit to work system

Note: Principal Contractors are responsible for having in place appropriate permit to work systems relevant to their works.

Certain jobs performed by PBPL's employees and/or General Contractors involve the performance of specified high-risk tasks e.g. **confined space entry, work at heights over 2 metres, hot work, excavation (including ground penetration deeper than 300mm), plant isolation, live electrical work**. These tasks involve inherent dangers that require adherence to stringent safety precautions.

**i** To find out if the work you are completing requires a permit, please answer seven quick questions by visiting <https://permittowork.portbris.com.au/>.

Before such work starts there are certain requirements to be met, including:

- completing the following forms:
  - a contractor risk assessment or safe work method statement
  - [a permit to work form](#)
  - control forms for each type of specified high-risk task involved with the activity are located on the [Inductions and Permits page](#) on the PBPL website.
- obtaining authorisation for the work from a PBPL authorised person
- ensuring that the work team is fully instructed in the control measures to be used in accordance with the risk assessment, procedures to be followed and the Permit Control Forms
- obtaining all work party members' signature on the Permit
- performing work as per the submitted risk assessment and PTW
- returning the Permit to the PBPL authorised person when the work is complete, all work party members are accounted for and have signed off on the PTW form to complete Section 9 of the PTW form to withdraw the permit
- returning all completed paperwork to the person who engaged the Contractor or PBPL contact when the PTW form is withdrawn.

## Other site WHS requirements

### Work at heights, falling objects

- All materials and debris must be lowered, not dropped from elevated locations.
- Where loads are mechanically lifted, for instance by crane, licenced, trained and competent operators must be used. Before lifting loads over work areas or structures not controlled by the Contractor approval from must be sought from the entity in control of the work area. This may be PBPL, a PBPL Lessee or another Contractor.
- Ladders must only be used for permitted work under the Work Health and Safety Regulation 2011.

### General

- General construction induction training is required for workers performing construction work. Workers must be able to present the relevant card to a PBPL representative when requested.
- Ensure risk assessments include an assessment of hazardous manual handling tasks. PBPL employees are not permitted to assist Contractors in performing hazardous manual tasks.
- Warning signs are placed for your protection. Read them and heed their warning. The removal, shifting or destruction of any warning sign or barrier is forbidden without authorisation.

- Control measures MUST be used if noise from work exceeds acceptable limits. Notify other workers if your noise will impact them so that they can use their hearing protection.
- Banners (including those of construction Contractors), bunting, sandwich boards or other promotional material are not permitted (unless specifically sanctioned by PBPL).
- Anyone undertaking work which requires an occupational licence (e.g. electrical workers licence) or a high-risk work licence will need to be able to provide evidence of it, on request.
- Ensure that the design and construction of infrastructure, utilities and services is considerate of the geotechnical conditions (including settlements, variable thicknesses of compressible and soft soils or platform layers) and the movement caused by the use of surrounding structures.
- Smoking is not permitted on site, except in designated smoking areas.
- Alcohol and other drugs are not permitted to be brought onto, or consumed on, any PBPL site without prior approval. Approval for prescribed medications or social events will not be unreasonably withheld. Any person suspected to be under the influence of, or in the possession of these substances will be requested to leave the site immediately. This is at PBPL's sole discretion and judgement, and reasons may not be provided.

## Electrical safety and services

- Detectable marker warning tape must be in place 300mm above all services (including electrical and communications conduits, PVC pipes etc).
- Extension leads and leads to electrical appliances must be tested and tagged and in good working order.
- Leads must be located and protected to prevent damage from vehicular traffic, hot equipment, falling objects, water etc.

## Hazardous chemicals and dangerous goods

- Where hazardous chemicals or dangerous goods are used, handled and/or stored on site, a list or register of the chemicals/goods, Safety Data Sheets (SDSs) and Risk Assessment must be sent to the PBPL Contact before starting work.
- Ensure that their workers have been provided with the appropriate equipment, including personal protective equipment, spill containment and training for the storage and handling of hazardous chemicals and dangerous goods.
- Disposal of chemicals must be in accordance with the relevant SDS and Local Government requirements (BCC).

## Housekeeping, waste management

- Maintain a high standard of housekeeping. It is the Contractors' responsibility to maintain their materials, tools and other equipment in an orderly manner.
- Prior to leaving site daily, all materials, tools and waste are to be located to reduce WHS risks.
- Remove all debris and waste resulting from Contractor or sub-contractor activity on site.
- Keep thoroughfares, walkways, stairways, pathways and emergency exits clear. Do not leave building waste material in public areas.
- Prior to handover all non-PBPL equipment, materials and tools are to be removed from the site and the area left free of scrap, rubbish and other debris.

## Plant and equipment

- Ensure plant and equipment which comes to site is appropriately maintained, operated by licenced personnel, and interactions with others including noise, vibration, emissions are controlled.
- Where items of PBPL plant have been identified as unsafe, requiring repairs or maintenance, identify and tag this item of plant as "Out of Service" and notify the PBPL Contact.

- When repairing or maintaining equipment which has been tagged “Out of Service”, ensure that the person who placed the tag either removes or is present when removing the tag.

## Management of site works

### Amenities

Contractors must provide for the general health and hygiene needs of their employees, as required by the WHS Act. Amenities must be provided to workers in accordance with these requirements.

PBPL supplied amenities may be made available to Contractors on a case by case basis.

### Public safety

The Contractor must take precautions, such as appropriate barriers or screens, to protect the safety and welfare of the public including PBPL workers and other trades. Contractors must ensure that the following aspects of public safety are managed throughout the works:

- unauthorised access to the work areas. Effective barricading, safety signs and/or the use of a spotter must be implemented as necessary
- pedestrian access when working on footpaths, loading and unloading
- internal pedestrian access
- falling objects from works at heights including overhead craning of loads, and
- separation of work zones from occupied operational areas.

### Project pre-start meeting

A project pre-start meeting is to be held prior to any work commencing on the site in consultation with your PBPL contact. For larger projects this may be a separate, scheduled meeting, for routine works this will form part of the Worksite Induction.

The Contractor is to ensure that all their employees and sub-contractors employed by them are aware of all regulations, requirements, laws and standards pertaining to the work to be carried out.

### Pre-start and toolbox meetings

PBPL requires the Contractor to participate in and conduct health and safety meetings in accordance with site requirements as a means to effectively discuss WHS related issues and the planning of work activities, with minutes or a record taken, and a copy forwarded to the PBPL Contact if required. PBPL may request to attend such meetings for the purpose of informing the Contractor and its personnel of specific WHS matters identified by PBPL.

## Inspections and audits

### Systems audits

PBPL Contractors may be required to provide or participate in compliance audit on the implementation of their safety management systems as it relates to the contracted works. PBPL will advise if and when this is required.

Where PBPL conduct audits, Contractors must provide access to all necessary work areas, resources, documentation and records. PBPL will provide feedback to the Contractor on observations and issues requiring action.

Where the Contractor is required to conduct audits, they must be carried out by a suitably qualified independent auditor or as otherwise agreed at the sole cost of the Contractor. The report, along with any

identified non-compliances, observations and recommendations, is to be submitted to PBPL within seven (7) days of the date indicated for completion of the audit. The resulting action list and expected completion dates for the recommendations are to be clearly identified.

The status of any identified corrective actions from either PBPL or Contractor completed audits are to be tabled at project meetings.

### Site inspections

The Contractor acknowledges that PBPL has the right, at any time, without giving prior notice to the Contractor to conduct audits or inspections of the Contractor works or workplace to determine the Contractor's compliance to all WHS and environmental conditions. This will be at no cost to PBPL.

## Contractor non-conformance

Individuals observed not meeting their WHS duties may be removed from site at the discretion of PBPL. Their employer will be informed, and any costs due to damage, delays etc. to complete the works will be borne by the Contractor.

Project works may be suspended where the Contractor is identified as not meeting their WHS duties under the WHS Act. The Contractor will be informed of the identified issues or concerns and work will be authorised to recommence once the cause of the suspension has, in the opinion of PBPL, been satisfactorily managed.

## Governance and legal requirements

PBPL strives to compete ethically and lawfully in all activities. Contractors are required to commit to:

- comply with all applicable laws and regulations.
- ensure personal activities and interests, and those of employees and sub-contractors, do not conflict with their responsibilities to PBPL.
- not commit, or become involved in, bribery or corruption of any form, including facilitation payments.
- maintain policies and practices to allow violations, misconduct, or grievances to be reported by workers and addressed without fear of retaliation.

## Environmental management requirements

Everyone (employers, employees, Contractors, visitors, members of the public) is responsible for taking all reasonable precautions to avoid harming the environment. Ignorance of the law is no excuse. PBPL has a number of operating procedures in place to minimise environmental harm, but it is everyone's responsibility to notify or report any environmental hazard or incident. It is important that Contractors are aware of PBPL's environmental management program and how it relates to you and your work environment.

Contractors must ensure all relevant aspects of State environmental legislation are adhered to. In this regard, the Contractor is encouraged to conduct an assessment of work activities and consult with PBPL and the Department of Environment and Science to ensure environmental aspects and impacts arising from the works are identified and suitably controlled and relevant approvals are obtained prior to works commencing.

### Air quality

Construction works and operational activities may impact neighbouring sites, environmentally sensitive areas and waterways through the release of, for example, dust, vehicle/machinery emissions or odours. Such releases must be controlled on site, and not leave the site boundaries.

Works must be managed to achieve the requirements of the Department of Environment and Science (DES) *Environmental Protection (Air) Policy 2019* as a minimum.

## Noise management

Noise from or associated with works must be controlled to prevent nuisance to surrounding sensitive areas. Environmental Management Plans must identify potential noise generating activities / equipment (e.g. pile driving, excavators, etc.) and how these will be managed.

While it is recognised that Brisbane core port land is not in close proximity to sensitive receptors (e.g. residential development), Contractors must act in accordance with Brisbane City Council's local laws and the *Environmental Protection Act 1994*.

## Waste management

All waste generated (both construction and general waste from onsite facilities) must be stored and disposed of to prevent release to the environment. The Contractor should provide waste receptacles of a scale and type appropriate to the works.

All regulated waste (e.g. waste oils, batteries, etc.) must be stored appropriately on site (e.g. bunded) and disposed of by a licensed Contractor. All wastes should be segregated as appropriate and emphasis should be placed on recycling wastes where practicable.

## Preventing contamination

No works shall result in the contamination of land or waterways, for example through spills of fuels or other chemicals or exposure of Potential/Actual Acid Sulfate Soils (PASS/AASS).

Contractors must consider where any existing contamination may be present and any proposed activities that may result in contamination (e.g. storage of fuels, refuelling, importation of fill, etc.). PBPL are to be advised of all hazardous chemicals and materials to be stored and used on site. Spill kits appropriate to these items and the site (e.g. provision of marine booms) should be provided.

The Contractor should contact the PBPL environment team to determine whether the site is listed on the Environmental Management register (EMR) or Contaminated Land Register (CLR). Where this is the case, management approaches will be required to prevent exposing contamination through excavations or other works or spreading contamination through the movement of materials off site. Contact your PBPL contact for more details regarding requirements for transporting soil onto and off site.

## Acid sulfate soils management

Potential and/or actual acid sulfate soils (PASS/AASS) may be encountered during excavation works undertaken on port land. Acid sulfate soils occur naturally in low-lying coastal areas and can cause environmental harm when disturbed and exposed to air. Oxidisation can cause the soil to become acidic (pH<6.5) and release metals such as iron, aluminium, manganese and other heavy metals, which can enter the environment.

Therefore, all excavation, dewatering and other works that interact with sub-surface soils must be managed to prevent the disturbance and/or release of PASS/AASS.

## Erosion and sediment control

Erosion and sediment issues may arise where soils, sands and other earthen materials are left exposed (i.e. following excavations, site clearing, during stockpiling or preloading). Measures must be implemented to

ensure that erosion is controlled, and that sediment is contained within the site and not released into the surrounding environment.

## Water quality

### Stormwater quality

Stormwater has the potential to convey sediments and contaminants to sensitive environmental areas such as mangrove habitats, tidal areas, waterways and groundwater, as well as neighbouring properties.

Overland flows across site must be managed. It is important to identify potential overland flow locations on site (i.e. high to low areas), and implement controls to slow, contain and control the release stormwater to prevent potential impacts.

### Groundwater quality

Groundwater may be encountered where excavations or other works are undertaken below ground level. The groundwater table at the Port of Brisbane and other Port Land is relatively high and can be variable across sites.

Where groundwater is exposed and requires dewatering, it is possible to release Potential or Actual Acid Sulfate Soils, minerals and other contaminants to either land or waterways. It is also possible to extract too much groundwater, effectively 'pulling' sea / river water from adjacent waterways.

## Water conservation

Contractors must identify the activities that will involve water use (e.g. dust suppression, pavement compaction and concrete curing), and approximate volumes required. PBPL encourages and can help facilitate the use of alternate sources to potable water such as imported bore water, harvested stormwater/rainwater, desalinated water, river water and recycled water.

## Flora and fauna

Contractors must identify and consider any sensitive environments or flora and fauna present, or likely to be present, where work is being performed or nearby, and identify how these will be managed to minimise impacts.

Important flora on site may include marine plants such as mangroves, salt couch or sea grass, for which an approval is required from Queensland's Department of Agriculture & Fisheries (<https://www.daf.qld.gov.au>) to disturb. Important fauna may include shore birds, nocturnal animals such as possums and sugar gliders or marine fauna. The disturbance of potential habitat for such fauna may require the presence of a fauna spotter or other management measures during any clearing or disturbance.

Disturbance to native vegetation may also require a Natural Assets Local Law approval from Brisbane City Council.

Changes to landscaping, i.e. cutting down trees, removing/replacing plants etc. should be discussed with your PBPL Contact.

## Biosecurity management

Introduced pest plant and animal species have the potential to significantly impact Queensland's environmental diversity and the commercial viability of many of our primary industries. All persons and organisations in Queensland have a General Biosecurity Obligation (GBO) to manage biosecurity risks.



Contractors must identify any activities that may pose a biosecurity risk (e.g. introducing, transporting or harbouring weed species or introduced insects like fire ants or mosquitos). They must also identify the relevant controls that will be implemented to ensure that these risks are appropriately managed in accordance with the Queensland government's *Biosecurity Act 2014* and *Biosecurity Regulation 2016* in order to meet the GBO. More information on meeting the GBO is available from Queensland's Department of Agriculture and Fisheries (<https://www.daf.qld.gov.au>).

## Cultural heritage (European and/or Indigenous)

Although remote, there is potential for elements of European and/or Indigenous cultural heritage to be encountered during construction works on Brisbane core port land / wet areas. The Contractor must comply with their responsibilities regarding their "cultural heritage duty of care" under the *Aboriginal Cultural Heritage Act 2003*, and the *Queensland Heritage Act 1992* regarding non-Indigenous heritage.

## Sustainability

Contractors should consider **sourcing materials locally** where possible to minimise energy consumption from transport where such materials feature a low level of embodied energy including but not limited to the use of:

- back-fill aggregate with recycled content
- concrete with fly-ash content < 25%, particularly for non-structural components
- carpet finishes and underlay containing recycled content
- recycled materials (e.g. timber, crushed concrete and cleaned bricks).

**Sustainable Timber** should be used by Contractors wherever possible. Any timber used should assist in reducing the destruction of rainforests and old growth forests. Where appropriate, timber used for structure and finishes must be recycled or sourced from environmentally certified plantations. Such certification should be independently provided in accordance with the Australian Standards (AS) provided by the Australian Forest Certification Scheme and/or the Forest Stewardship Council's (FSC) certification scheme. Rainforest and old growth timbers are not used.

Contractors should seek to **minimise building material toxins**. Materials and products requiring toxic chemicals for manufacturing processes should be avoided where possible. Timber with preservative treatment must be avoided where possible, or low-toxic timber preservative used. Low-toxic or no timber preservative treatments are used; for example, using pine treated with ammoniacal copper quaternary (ACQ) rather than with copper chromium arsenate (CCA).

Similarly, the use of products containing Volatile Organic Compounds is to be discouraged. Products with **low or no Volatile Organic Compounds (VOC)** must be used for floor finishes (e.g. carpet, linoleum) and paint finishes. Materials and products used should enable a high standard of indoor air quality to be achieved and maintained.

## Labour and Human Rights

PBPL is dedicated to upholding globally acknowledged human rights standards for international business and ensuring compliance with the Universal Declaration of Human Rights and the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work. We expect our suppliers to respect internationally recognised human rights by:

- working to implement core international business and human rights standards, including the UN Guiding Principles on Business and Human Rights



- not using forced or compulsory labour or any other form of modern slavery (as defined in the Australian Modern Slavery Act (Cth) 2018)
- preventing the use of child labour including checking all workers are of local legal age
- providing fair remuneration and work conditions for all workers
- respecting workers' rights to freedom of association
- promoting humane treatment and preventing harassment and unfair discrimination
- respecting the privacy of employees and customers and complying with all laws in the collection, use and protection of personal information.

## Media

### Photographs and filming at the port

The Port of Brisbane is a security regulated port and taking photographs in restricted port areas is not permitted. Restricted areas include waterside port operations like Patrick, DP World, AAT, Sunstate Cement, GrainCorp and QBH. If you would like to access these areas for photography or filming, you must approach the operator and seek their permission. It is the responsibility of Contractors to ensure the following have been obtained any required permissions or permits for any activities associated with recording progress, including UAV/drone use permissions of individuals in any photos/video or other social media use

### Social media guidelines for contractors

Contractors must not make any public statement in connection with the project or issue any information, publication, document or article for publication or advertising concerning the project in any media, including any social media, without prior approval of PBPL. PBPL has sole discretion in approving or otherwise any proposed media statement. Contractors must refer any media enquiries concerning the project or their works to their PBPL contact.

The following requirements are provided to assist Contractors in complying with the above.

#### General

Unless approved in writing by PBPL beforehand, Contractors must not:

- make public comments on behalf of PBPL or that may be viewed to be on behalf of PBPL (this includes using PBPL's branding in any media including social media platform)
- make any public comment about or disclose any PBPL information
- identify publicly any person as an employee of PBPL
- make any public comments that may negatively impact PBPL's reputation.

Any proposed public statement or social media post and relevant external communications material must first be provided to the PBPL contact for review who will obtain internal approval for its release.

### External announcements by PBPL

PBPL may wish to make external announcements via media, social media, its website or other channels relating to a project, activity or achievement. As such, PBPL requests that Contractors provide notice of at least 10 business days prior to project/work-related activities including milestone achievements or any other activity identified and requested by PBPL.

If Contractors wish to leverage these announcements, this request should be included with the notification submitted to PBPL. The request will be considered by PBPL and the Contractor will be advised in advance of any opportunities in this regard.

## Reporting concerns

If you have any concerns, or become aware of a breach or have a reasonable suspicion of a breach of these Guidelines, you are urged to speak up.

Please contact your PBPL contact, another PBPL Manager or Executive Leader, or a PBPL supporting function (Health and Safety, Procurement or a Contact Officer) to discuss any matters of concern.

Eligible Whistleblowers may also report disclosable matters to PBPL's Whistleblowing Officer or [STOPLine](#) (PBPL's externally managed service to receive whistleblowing disclosures), in accordance with PBPL's [Whistleblower Policy](#).

If a Contactor wishes to make a disclosure to STOPline, or request additional information before making a disclosure, the contact details are:

**Phone:** 1300 30 45 40

**Email:** Portbris@stopline.com.au

**Postal:** Port of Brisbane c/- Stopline, PO Box 403, Diamon Creek, VIC 3089

More information about STOPline can be found at <http://portofbris.stoplinereport.com/>

## Emergency contacts

ALL EMERGENCIES - FIRE, POLICE, AMBULANCE - CALL 000 (112 mobile)

<b>PBPL Head Office</b> .....	<b>3258 4888</b>
<b>PBPL Health and Safety (Head of Health, Safety &amp; Wellbeing)</b> .....	<b>0436 035 051</b>
<b>PBPL Environment (Environment Manager)</b> .....	<b>0401 144 394</b>
<b>Port Security Control Centre</b> .....	<b>3258 4601</b>
<b>PBPL Duty Supervisor/Manager</b> .....	<b>3258 4601</b>
<b>Ambulance</b> .....	<b>000</b>
<b>Redlands Hospital</b> .....	<b>000 or 3488 3111</b>
<b>Prince Charles Hospital</b> .....	<b>000 or 3139 4000</b>
<b>Royal Brisbane and Women's Hospital</b> .....	<b>000 or 3646 8111</b>
<b>Poison Information</b> .....	<b>13 1126</b>
<b>Wynnum Fire and Emergency Services</b> .....	<b>000 or 3396 3297</b>
<b>Wynnum Police</b> .....	<b>000 or 3308 8122</b>
<b>Port of Brisbane Water Police</b> .....	<b>3895 0333</b>
<b>Regional Harbour Master (Brisbane)</b> .....	<b>3632 7500</b>
<b>Port Control</b> .....	<b>3305 1701</b>
<b>Rail Incident</b> .....	<b>1300 139 959</b>
<b>Dial Before You Dig</b> .....	<b>1100</b>
<b>Underground Telstra Cables</b> .....	<b>13 22 03</b>
<b>Workplace Health &amp; Safety Qld</b> .....	<b>1300 369 915</b>
<b>Qld Coastal Marine Warnings</b> .....	<b>1300 360 427</b>
<b>Qld Tropical Cyclone Warnings</b> .....	<b>1300 659 212</b>
<b>Qld Land Weather and Flood Warnings</b> .....	<b>1300 659 219</b>
<b>Qld Coastal Marine Warnings</b> .....	<b>1300 360 427</b>
<b>Qld General Warnings</b> .....	<b>1900 969 922</b>
<b>Australian Tsunami Threat Information (1300 TSUNAMI)</b> .....	<b>1300 878 6264</b>

**Facebook:** @PortBrisPtyLtd

**Twitter:** @port\_brisbane

**LinkedIn:** Port of Brisbane Pty Ltd

**Instagram:** portofbrisbane



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