

SHSMS

Health, Safety & Sustainability Management Plan (Roles and Responsibilities) Darwin Port, Northern Territory

SHSMS-QP-07-PLN-DWN-0120

Version control

Version	Change from previous	Date	Comment
1.0	First release	01/08/15	First issue
2.0	Inclusion on environmental impacts and control measures	27/07/2017	Scheduled template review
3.0	Inclusion of Appendix 3 – Summary of needs and expectations of workers and other interested parties	19/02/2021	Align with ISO 45001:2018 requirements Update of Appendix 1
3.1		26/05/2021	Change in Management System title from SHEMS to SHSMS and HSE to SHS and update in appendix.
3.2	Addition of FFW & Communicable Diseases	02/09/2021	
4	Change of template combination of Safety, Health and Environmental Plans	19/02/2018	First issue
4.1	Update legislation to include Port Corporation Policies in reference to Dangerous Goods	21/03/2018	Updated Environmental legislation requirement
4.2	Update Scope of Works	03/09/2019	Inclusion of scope of works previously not mentioned
4.3	Update Authorised Roles and Responsibilities Org Chart	03/09/2019	Update Authorised Roles and Responsibilities Org Chart
4.4	Update of Implementation requirements Roles and Responsibilities	03/09/2019	Update of Implementation requirements Roles and Responsibilities
4.5	Update Audit and Review Roles and Responsibilities	03/09/19	Update Audit and Review Roles and Responsibilities
4.6	Update Environmental Implementation Requirements Roles and Responsibilities	03/09/2019	Update Environmental Implementation Requirements Roles and Responsibilities
4.7	Update Emergency Preparedness and Response Roles and Responsibilities	03/09/2019	Update Emergency Preparedness and Response Roles and Responsibilities
4.8	Update Risk Management Roles and Responsibilities	03/09/2019	Update Risk Management Roles and Responsibilities
4.9	Update Workers Induction Plan Roles and Responsibilities	03/09/2019	Update Workers Induction Plan Roles and Responsibilities
5.0	Update Certification and Competency or Workers Roles and Responsibilities	03/09/2019	Update Certification and Competency or Workers Roles and Responsibilities
5.1	Update Contractor Roles and Responsibilities	03/09/2019	Update Contractor Roles and Responsibilities

5.2	Update Drug and Alcohol Management Roles and Responsibilities	03/09/2019	Update Drug and Alcohol Management Roles and Responsibilities
5.3	Update First Aid Management Roles and Responsibilities	03/09/2019	Update First Aid Management Roles and Responsibilities
5.4	Update Hazardous Substances and Dangerous Goods Management Roles and Responsibilities	03/09/2019	Update Hazardous Substances and Dangerous Goods Management Roles and Responsibilities
6.0	Update High Risk Work Roles and Responsibilities	03/09/2019	Update High Risk Work Roles and Responsibilities
6.1	Update Manual Handling Roles and Responsibilities	03/09/2019	Update Manual Handling Roles and Responsibilities
6.2	Update Noise Management Roles and Responsibilities	03/09/2019	Update Noise Management Roles and Responsibilities
6.4	Update Personal Protective & Safety Equipment Roles and Responsibilities	03/09/2019	Update Personal Protective & Safety Equipment Roles and Responsibilities
6.5	Update Plant Safety Management Roles and Responsibilities	03/09/2019	Update Plant Safety Management Roles and Responsibilities
6.6	Update Workplace Behaviour Roles and Responsibilities	03/09/2019	Update Workplace Behaviour Roles and Responsibilities
6.7	Update Security Roles and Responsibilities	03/09/2019	Update Security Roles and Responsibilities
6.8	Update Declaration Roles and Responsibilities	03/09/2019	Update Declaration Roles and Responsibilities
6.9	Organisational up date and review	30/01/2020	
7.0	Changes to KPI's Appendix 1 Capture the Safety, Health and Sustainability Strategy FY21 Appendix 3	01/07/2020	SAO become Safety Engagement with same measure, Addition of 1 CRC themed tool box / per month measure and environmental licence review
8.0	Inclusion of Appendix 3 – Summary of needs and expectations or workers and other interested parties	19/02/2021	Align with ISO 45001:2018 requirements Update of Appendix 1
8.1	Update org chart new shift managers and review	25/05/2021	
8.1		26/05/2021	Change in Management System title from SHEMS to SHSMS and HSE to SHS and update in appendix.
8.3	Organisational update and Finacial Year Review	05/08/2021	Update HSE & Trainer Position
8.4	Addition of FFW & Communicable Diseases	02/09/2021	
8.5	Transfer legacy SHS Management Plan to New template	23/09/2021	Additional Authority and licences added to Appendix

8.6	Organisational Update	14/03/2022	Transport Manager and Administration Officer & Accounts Payable change
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Authorised

The following managers give authority to implement the information provided within this plan.

Name	Position	Signature	Date
David Wingate	Ports General Manager		
Scott Sims	Operations Manager		
John Sykes	Transport Manager		
Reg Ramage	SHS Advisor		

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1. Definitions

Term	Meaning
Common User	Where facilities have numerous tenants, sharing the workplace, amenities and/or some equipment.
Contractor	A person conducting business or undertaking (PCBU) who undertakes a contract to supply goods or service to Qube.
Facility controller	The entity with Management control &/or ownership of a site. E.g. Port Authority, Mining Company
ICAM	Incident Cause Analysis Method, standard for conducting formal investigations into incidents.
Line Manager	Line Managers are any Qube worker, who has management responsibility for subordinate staff. A range of job titles are applicable: Shift Manager, Foreman, etc. and inclusive to Site Manager level.
Notifiable incident	WHS legislation [WHS Act S35] refers to “Notifiable Incident” as (a) the death of a person, or (b) a serious injury or illness of a person, or (c) a dangerous incident.
Qube	Comprising Qube Logistics, Ports, and Bulk business units, inclusive of subsidiaries.
Reportable Incident	An incident having the potential or actual consequences of those categorised as Moderate (specific level 3 events only) all Major (level 4) and all Catastrophic (level 5). These ‘reportable Incidents’ are those which are required to be reported to Director level and, as applicable, parties external to Qube (see also Notifiable incident)
SCRIM	A web-based software system for the management of Health Safety and Environment functions, inclusive of: <ul style="list-style-type: none"> • Incident reporting and investigation • Near Miss reporting and investigation • Corrective Action Management
Site Manager	A specific line manager engaged to manage a site. Job titles include operations manager.
SHS	Internally identified as SHS (Health Safety and Sustainability). Legislatively known as WHS (Work Health and Safety) and also referenced as OHS/OSH (Occupational Health and Safety) according to the state.
Visitor	A person visiting site or someone such as customers or delivery people.
Worker	Anyone who carries out work for Qube, including employees, trainees, contractors and subcontractors.

2. Purpose and scope

PURPOSE

Site Safety Health and Environment (SHE) Management Plans exist at all Qube sites and comprise the implementation information, including site specific health and safety issues and the management of the environmental impacts associated with the operations.

This plan relates to operations and activities at:

- East Arm Wharf
- Fort Hill Wharf
- Transport Yard and Warehouse

SITE RESPONSIBILITY

The Site Manager and SHS Committee are the custodians of, and are responsible for the SHS Management Plan.

IMPLEMENTATION REQUIREMENTS

Refer to individual positions for implementation requirements of each.

RELATED DOCUMENTS

- Site Emergency Response Plan SHEMS-QP-13-PLN-DWN0125
- Site Traffic Management Plan SHEMS-QP-06-PLN-DWN0178
- Site Risk Register SHEMS-QP-06-PLN-DWN0079
- Site Cyclone Management Plan SHEMS-QP-06-PLN-DWN0275

SCOPE OF WORK

Qube provides a range of stevedoring, transport and logistics activities, operations particular for this site includes:

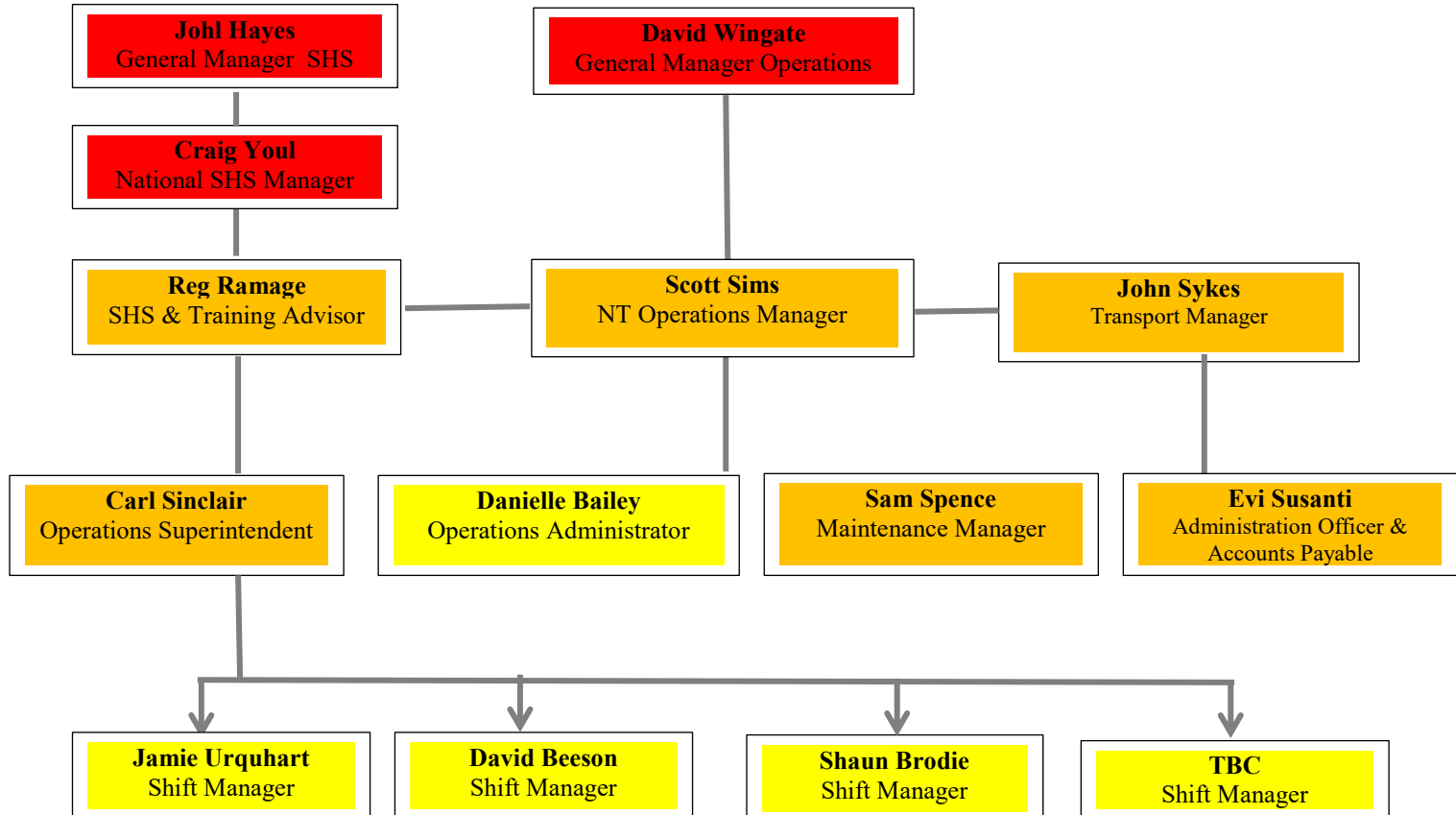
- Stevedoring
- Pure Car Carrier (PCC)
- Breaker Bulk
- Warehouse
- Quarantine Management
- Controlled Waste Transport
- High Risk Work activities
- Heavy Vehicle Transport

The significant environmental impacts identified at the site are as follows:

- Discharging bulk materials with ships grabs into hoppers
- Hazardous substance spills
- Contaminated Wastes
- Contaminated waste water
- Risk of plant or equipment fire
- Bulk Dangerous Goods Storage & Transport
- Vehicle emissions from site vehicles and plant (mobile)
- Noise created by Qube's workplace activities
- Disposal of plant waste (hydrocarbons and tyres)

ORGANISATION

Figure 1. Hierarchy of SHS Engagement



Key Darwin Port Positions:

National Management Team

Darwin Port Management Team

Darwin Port Shift Managers

3. Leadership Commitment & Policy

Safety Health & Sustainability Policy

Qube management is committed to providing a safe and healthy workplace, and ensures the protection of the environment.

Effective safety is a shared responsibility and critical component to a safe workplace is engagement at all levels of the business. Our commitment and encouragement of personal accountability is summarised by our program:

ZERO HARM

Zero Harm reflects our belief that we operate in an environment where risks are managed, and that work does not impact upon our people's health and well-being.

The Company demonstrates a commitment to ensuring the health and safety of all our Employees, contractors and visitors, and protection of the environment, by:

- Striving for continuous improvement by establishing safety and environment performance targets and then measure and monitor performance through effective audit programs.
- Providing resources which enable communication, the sharing of safety and environment knowledge and ideas, and effective consultation with Employees and other Stakeholders.
- Ensuring relevant legislative and regulatory compliance is achieved.
- Preventing injuries and environmental incidents through the implementation of the Qube Safety and Sustainability Management System based on hazard management principles (hazard identification, risk assessment, hazard control and review).
- Ensuring all incidents are reported and investigated to prevent recurrence and serious incidents are reported to relevant state authorities.
- Implementing effective injury management to reduce the personal and financial cost of work-related injuries.

PURPOSE

To establish a structure that demonstrates organisational commitment to the relevant aspects of Safety Health and Sustainability. SHS policies are to be clear in intent, and are endorsed by Qube senior management.

SITE RESPONSIBILITY

- The site shall ensure that the SHS policies are maintained to the current versions, communicated to employees, and displayed prominently in the workplace.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	SHS Policies displayed prominently in the workplace	SHS Advisor
2	SHS Policies maintained to latest version available on the SHSMS	SHS Advisor
3	Employees are familiarised with policies, and updated with any changes	SHS Advisor / Operations and Transport Manager

RELATED DOCUMENTS

- *QH-SHS-PO-012 Safety Health and Sustainability Policy*
- *QH-SHS-PO-016 Chain of Responsibility Policy*
- *QH-SHS-PO-015 Fatigue Management Policy*
- *QH-SHS-PO-014 Drug And Alcohol Policy*
- *QH-SHS-PO-007 Load Management Policy*
- *QH-SHS-PO-011 Return To Work Policy*
- *QH-SHS-PO-013 Security Policy*
- *QH-SHS-PO-008 Speed Policy*

4. Implementation and review

PURPOSE

To describe the plan and process for implementation and review of the SHS Management Plan.

SITE RESPONSIBILITY

- The Site Manager is responsible for implementing the SHS Management System in accordance with the implementation actions outlined in the Site SHS Management Plan.
 - The Qube Site Manager for this plan is Scott Sims
- The Qube SHS Manager/Advisor is responsible for assisting with the implementation of the SHS Management System and for the ongoing maintenance and continuous improvement of the Site SHS Management Plan.
 - The Qube SHS Manager/Advisor for this plan is Reg Ramage
- The Site Manager and Qube SHS Manager/Advisor are required to undertake annual management reviews or (as required if management or risks change on site) to update the plan.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure that the 'implementation requirement' actions set out in the Site SHS Management Plan are in place and are maintained by the person listed as having responsibility for each action	Ports Management Team/ SHS Advisor
2	Internal and external auditing is carried out at the site to ensure compliance and implementation for the SHS Management System	SHS Advisor/ Shift Managers
3	Follow-up of corrective actions	Ports Management Team & SHS Advisor
4	Forward copy of updated Site SHS Management Plan to the National SHS Manager within one month of completion of the review	SHS Advisor

RELATED DOCUMENTS

- SHSMS-QPB-07-PR-0050 Safety Health Sustainability Planning –Procedure

5. Strategy, Objectives & Targets

PURPOSE

To establish, communicate and review performance against the corporate SHS objectives and targets (SHS Strategy) in support of the organisations vision for Zero Harm.

The health and safety objectives and measurable targets have been established for relevant functions and levels within the organization. These are;

- consistent with the organisation's health and safety policy,
- appropriate to the organisation's activities and health and safety hazards and risks,
- incorporate legal requirements, standards and codes.

This is facilitated by Qube sites establishing operation specific targets that are consistent with, and align to, the corporate SHS Strategy. These targets are communicated to all relevant levels of the organisation, and reported on monthly to Senior Executive and Qube Holdings Board.

Qube strategic goals are as follows;

- Skills and Capability
- Corporate Governance
- Culture
- Leadership and Advocacy

SITE RESPONSIBILITY

- All workers are expected to assist the business in achieving the site-specific objectives and targets, in support of the corporate/ organisational SHS Strategy.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Establish site specific targets in alignment with corporate SHS Strategy	Operations Manager Transport Manger SHS Advisor
2	Communicate objectives and targets to relevant levels of the organisation	Operations Manager Transport Manger SHS Advisor
3	Report on progress to targets, and performance against objectives	Operations Manager SHS Advisor

RELATED DOCUMENTS

- Refer to Appendix 1 of this SHS plan for site SHS KPI Performance table

6. Document Control & Legislative Compliance

PURPOSE

To identify and communicate changes made to SHSMS documents and procedures, and notify those changes to the operational departments.

To establish site document control protocols for identifying, recording and storing SHSMS documentation.

To define the responsibilities for monitoring state-based legislation for updates and amendments.

SITE RESPONSIBILITY

- The SHS Advisor/Manager shall monitor and communicate legislative changes to the Corporate SHSMS controller.
- The SHS Advisor/Manager will implement and maintain a local document register for all SHS related documentation.
- The SHS Advisor/Manager shall, by way of SHSMS alerts, notify the relevant manager(s) of changes to SHSMS documentation.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Monitor intranet (SHSMS) for additions and modification to document library, communicate to relevant manager(s)	SHS Advisor
2	Establish "Alert Me" to receive notifications for SHSMS document changes	SHS Advisor
3	Monitor legislation for change and communicate to Corporate	Operations Manager SHS Advisor
4	Establish and maintain site document control register for SHS related documentation	SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-05-PR-0026 Document Control- Procedure](#)
- [SHSMS-QPB-05-TP-0177 Local SHSMS Document List](#)
- [SHSMS-QPB-02-PR-0013 Legislative and Regulatory Obligations](#)

7. Audits & Inspections

PURPOSE

AS/NZ ISO 45001:2018 requires the performance of the Safety, Health & Sustainability Management System (SHSMS) to be audited, monitored and reported on, which facilitates continual improvement and implementation of best practice risk management strategies. The site performance and implementation of the SHSMS is audited according to the internal audit procedures and tools.

The purpose of both the audit and inspection programmes is to identify where non-conformances/ system failures exist, and establish strategies and protocols to promptly address those items.

SITE RESPONSIBILITY

- The site shall implement the internal audit programme, comprising both AS/NZ ISO 45001:2018 and legislative compliance audits.
- The site shall establish inspection protocols for plant and equipment complying with relevant statutory obligations on inspection intervals.
- The site shall establish internal inspection processes whereby work environments are regularly monitored and inspected.

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Establish and implement internal audit schedule	National SHS Manager Operations Manager Transport Manager
2	Establish and implement a periodic inspection register, for both statutory and internal inspections, and monitor the progress to planned inspections	SHS Adviosr
3	Record and monitor progress on action items arising from audits and inspections	SHS Advisor
4	Action items arising from Inspections and audits	Operations Manager Transport Manager SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-10-FM-0071 Integrated SHS Management System Internal Audit](#)
- [SHSMS-QPB-14-RG-0150 Workplace Inspection and Testing Register](#)

8. Environmental Management

PURPOSE

The primary purpose is to ensure a minimum standard and consistent approach to environmental management throughout the operations. This will be achieved by ensuring specific environmental detail is captured and documented at all stages of the operation.

SITE RESPONSIBILITY

- All Qube employees are responsible for the maintenance of high environmental standards.
- The operations manager is responsible for site environmental performance.
- The operations manager is responsible for Identify environmental training needs.
- The operations manager is responsible for Communicate environmental performance requirements to nominated personnel.
- The operations manager is responsible for Investigate environmental incidents and implement corrective actions.
- The operations manager is responsible for Develop task specific environmental management procedures and work instructions.

LEGAL AND OTHER OBLIGATIONS

The relevant environmental legislation, standards and guidance applicable to the operations of Qube include:

- *NTEPA Licence Requirements (currently under application)*
- *Permit to possess nuclear material – Permit number PN134*
- *Dangerous Goods Act 1980*
- *Dangerous Goods Act 1998 Amendment Act 2003*
- *Dangerous Goods (Road and Rail Transport) Act 2003*
- *Darwin Port Corporation Legislation Amendment Act 2011*
- *Disasters Amendment Act 2007*
- *Environment Protection Authority Act 2007*
- *Environment Protection Authority Amendment Act 2010*
- *Environmental Assessment Act 1982*
- *Environmental Assessment Amendment Act 1994*
- *Fire and Emergency Amendment Act 2010*
- *Fish and Fisheries Act 1979*
- *Marine Act 1981*
- *Marine Pollution Act 1999*
- *National Environmental Protection Council (Northern Territory) Act 1994*
- *Prevention of Pollution of Waters by Oil Ordinance 1972*
- *Radiation Protection Act 2004*
- *Waste Management and Pollution Control Act 1998*
- *Water Act 1992*
- *Weeds Management Act 2001*
- *Work Health and Safety (National Uniform Legislation) Implementation Act 2011*
- *IMO Recommendations on the Safe Transport of Dangerous Goods Cargoes and Related activities in Port areas*
- *IMDG Code*
- *AS 3846-2005 The Handling of Dangerous Cargoes in Port Areas*
- *Darwin Port Corporation Act as amended*
- *Port By-Laws*
- *Darwin Port Minimum Environmental Expectation*

A full list of legislation relevant can be located at: <https://legislation.nt.gov.au/en/LegislationPortal/Index-and-Tables/Alphabetical-Tables>

Legal requirements are managed and maintained in accordance with the [SHSMS-QPB-02-PR-0013 Legislative and Regulatory Obligations Procedure](#).

Qube subscribes to an online Environmental Legal Obligations Directory which is accessible via the SHSMS SharePoint.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Report to board on environmental performance	National SHS Manager
2	Identify environmental training needs	SHS Advisor
3	Develop task specific environmental management procedures and work instructions	Operations Manager Transport Manager
4	Establish and review aspects and impacts register	Operations Manager SHS Advisor
5	Initiate and facilitate review and continual improvement process, including setting objectives and targets	Operations Manager SHS Advisor
6	Report environmental incidents	Operations Manager Transport Manager SHS Advisor

8.1 Site Specific Mitigation Measures

8.1.1 Air Quality

Qube will ensure that its activities do not impact on environmental air quality on sites under its control. Qube will also ensure that activities on site do not adversely affect the environmental air quality of surrounding sites.

Air emissions may be generated from the following sources/activities:

- Air emissions from bulk handling shall be managed by physical and operational management controls.
- When discharging by crane grab, the grab shall be held above the hatch until a good seal has been achieved and no leakage is visible. The crane operator shall receive visual confirmation. Only competent bulk deck crane operator shall be used.
- If abnormally excessive dust is generated operations shall cease and advice sought from the site SHS Advisor.
- Any spillages on the wharf shall be cleaned using sweeper truck to minimise potential for windblown dust. The wharf area shall be cleaned by sweeper truck after each bulk operation.

- When transporting bulk product on site or on public roads vehicles are to be fitted with a means of ensuring that dust and or product is not released during transport. The most effective means of ensuring that this does not occur is by covering loads.
- Air emissions as a result of plant and equipment operations onsite are controlled by scheduled maintenance and servicing. Scheduled, as well as unplanned maintenance is managed using the MAINPAC Maintenance Management System.
- Air emissions as a result of plant and equipment operations onsite are controlled by scheduled maintenance and servicing. Scheduled, as well as unplanned maintenance is managed using the MAINPAC Maintenance Management System.
- Qube's contractor management selection shall ensure that contractors are advised of requirements to have vehicles comply with prescribed standards or maximum permissible concentrations of emissions of the Motor Vehicle Act, Motor Vehicle (Standards) Regulations or other legislative requirements.

Qube will comply with all emission limits in the Environmental Protection Licence / Permit

8.1.2 Water Discharges

Water discharges may be generated from the following sources/activities [amend as appropriate]:

- Stormwater run-off
- Failed containment or transfer of contaminated waste water
- Vehicle/plant washing clean down

Qube will comply with all emissions limits in the Environmental Protection Licence / Permit / Trade Waste Agreement.

Stormwater contamination shall be prevented by minimising spillage of bulk product and/or other debris with the potential to enter the stormwater system. QUBE will comply with all emissions limits in the Environmental Protection Act 1970.

These emissions as far as reasonably practicable will be controlled by inspection of containment system, Fire Management and ER procedures, the provision of portable spill kits.

Qube's Safety Management system and emergency response are intended, as far as reasonably practicable, to identify potential system failures and manage outflow to mitigate environmental harm.

8.1.3 Land Contamination – Erosion

Land contamination and or erosion may be generated from the following sources/activities [amend as appropriate]:

- Machinery & Plant

Qube will comply with Darwin Port Minimum Environmental Expectation

8.1.4 Waste Management and Minimisation

Wastes generated at the facility include:

Qube has a current licence application pending approval with the NTEPA as a transport provider of controlled waste.

Qube shall comply with all licence requirements as defined in the licence conditions.

Waste avoidance and reducing generation at source is a key consideration for Qube Ports.

- Promote reduction in waste generation and reuse/recycle materials where possible.
- Not reuse, recycle, use as a source of energy, store, transport, treat or reprocess waste in any way or form that may result in an unfavourable environmental impact.
- Not establish any waste/refuse dump or other solid or liquid waste disposal on site.
- Ensure that all regulated waste transported from the site is done so in a licensed vehicle and disposed at a suitably authorised facility.
- Ensure prescribed waste is transported from site by an appropriately licensed waste transporter.
- Ensure prescribed waste certificates are issued for all transport off site and are held by the site Operations Assistant and recorded in the Environmental Controlled Waste Register.

Waste avoidance and reducing generation at source is a key consideration for Qube Ports Darwin

8.1.5 Dangerous Goods and Hazardous Chemicals

All dangerous goods and hazardous chemicals used by Qube will be stored in appropriate containers and provided with adequate secondary containment.

A Dangerous Goods and Hazardous Substance Register SHEMS-QP-06-REG-DWN0078 is maintained in accordance with the Qube *SHEMS-QH-11-FM-0079 Managing Dangerous Goods and Hazardous Substances Procedure and the Darwin Port Corporation Dangerous Goods and Cargoes policy*.

The condition of storage containers and bunding is included within the Dangerous Goods and Hazardous Materials Inspection Checklist.

8.2 Monitoring, Audit and Review

Environmental monitoring will be undertaken in accordance with the requirements of the Qube SHSMS-QPB-14-PR-0158 Workplace Inspection and Monitoring Procedure.

Key characteristics of the operations at *Qube Ports Darwin* that are monitored are:

Aspect	Criteria Monitored	Frequency
<i>NGER reporting</i>	<i>Energy & Fuel consumption</i>	<i>Annually</i>
<i>Environmental protection licence (application pending approval)</i>	<i>Waste Disposal</i>	<i>Annually</i>
<i>Soil / water contamination</i>	<i>Site inspection Fuel/chemical storage inspection</i>	<i>Monthly</i>
<i>Site objectives and targets</i>	<i>Quarterly Management Review</i>	<i>3 month / Annual Review</i>
<i>Incident reports</i>	<i>SCRIMS</i>	<i>Ongoing</i>
<i>Internal audit</i>	<i>Audit Report</i>	<i>As described in audit schedule</i>
<i>Workplace inspections</i>	<i>Monthly HSE Reports</i>	<i>2 per month</i>

9. Emergency Preparedness & Response

PURPOSE

To provide for a timely and effective response to emergency situations, whereby the impacts to workers safety, health and welfare are minimised. The response also serves to protect property and minimise disruption to business continuity.

SITE RESPONSIBILITY

- The site shall ensure the preparedness of the operations and facilities by;
 - Having an up-to-date Emergency Response Plan (ERP) which incorporates foreseeable & potential emergency situations, and which establishes an Emergency Control Organisation (ECO),
 - Develop a Spill Response Procedure, describing the actions to be taken in the event of a spill of fuel, oil or other product which may have an adverse impact on the environment.
 - Facilitating &/or participating in periodic emergency drills to ensure staff are able to respond,
 - Testing, maintaining and reviewing the emergency provisions on site, and
 - Ensuring compliance with AS 3745-2010 Planning for emergencies in facilities (or the latest version of standard available on the Legislative register)

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Develop and maintain the Emergency Response Plan (ERP), and ensure where a non-Qube ERP (e.g. client) is used at site, that ERP is integrated and assessed to Qube standard	SHS Advisor
2	Develop a Spill Response Procedure, which can be integrated to the site ERP	Operations Manager Transport Manager SHS Advisor
3	Schedule and conduct Evacuation drills; record results and communicate any areas for improvement to local management	Operations Manager Transport Manager SHS Advisor
4	Identify training needs for emergency response requirements and implement training	SHS Advisor
5	Ensure emergency response equipment and associated services are maintained for use	Transport Manager Operations Manager
6	Communicate results of Emergency drills to National Safety Manager	SHS Advisor
7	Spill kits are maintained on site and are included in the workshop inspection checklist	Operations Superintendent, Shift Managers SHS Advisor

RELATED DOCUMENTS

- *Site Emergency Response Plan*
- *Site Evacuation Plan*
- *Emergency Contact Numbers*

10. Risk Management Process

PURPOSE

To outline Qube risk management process for the identification, assessment and treatment of risk across the organisation.

SITE RESPONSIBILITY

- Site Manager has the responsibility to manage (identify, analyse, assess, treat, monitor, communicate and control) the risk of Qube operations and processes at the site.
- Line Managers have the responsibility to ensure workers are aware of the Program and of any identified hazards and controls and to report and communicate identified hazards and controls.
- Workers have the responsibility to participate in risk assessment processes, controls and training, and to communicate and report all hazards.
- Contractors are responsible for reporting and managing hazards and risks identified or associated with their activities.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure that a risk assessment is completed for the site and supported by JSA's where a task is identified as a potential hazard source	Operations Manager Operations Manager Transport Manager SHS Advisor
2	Allocated appropriate resources to assess and control identified risks	General Manager Operations Manager
3	Progress actions as documented to eliminate or control the identified risk	Ports Management Team SHS Advisor
4	Review risk register on an annual basis to ensure currency and adequacy	Ports Management Team SHS Advisor
5	Undertake a risk assessment for any new business, procedural change, etc. as outlined in the Risk Management Program	Ports Management Team SHS Advisor
6	Ensure risk assessments are undertaken by trained staff and facilitate by a person trained in risk management	Ports Management Team SHS Advisor
7	Communicate and report identified hazards and risks	All Ports and Transport personnel
8	Develop and maintain a Risk Register and Action Plan	Ports Management Team SHS Advisor
9	Monitor contractor's compliance in managing and accessing SHE risks in accordance with Contractor Safety Management Program	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- SHS Risk Management Procedure
- SHSMS-QPB-06-PR-0039 SWMS and SWIs Procedure
- SHSMS-QPB-06-TP-0033 SWI Template
- SHSMS-QPB-06-TP-0032 SWMS Template
- SHSMS-QPB-06-FM-0044 Job Safety Analysis (JSA) Worksheet
- *Risk Matrix*
- *Site Risk Assessment Records*
- *Critical Risk Control Reviews*

11. Worker Induction Plan

PURPOSE

To provide a plan for inducting workers to the site to ensure their safety while onsite and to inform them of Qube SHS policy.

SITE RESPONSIBILITY

- All new Qube workers prior to commencement of work must have completed Qube induction. This includes:
 - Qube General Induction
 - Qube SHS Induction
 - Site specific induction
 - Other applicable inductions i.e. MSIC, CoR
- All workers entering a wharf area must have a Maritime Security Identification Card (MSIC) as part of the Maritime Security Act
- Until you have received your MSIC you must be escorted at all times by the Qube worker
- Site-specific inductions e.g. mine site

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Develop and maintain a Worker Induction Checklist which includes any site specific requirements	SHS Advisor
2	Induct all new workers to the site by working through the Induction Checklist	SHS Advisor
3	Ensure all workers have completed Qube inductions	Operations Manager Transport Manager Shift Manager SHS Advisor
4	MSIC application completed and submitted	Operations Manager Transport Manager Shift Manager SHS Advisor

RELATED DOCUMENTS

- *Qube General Staff Induction Checklist*
- *Qube Site Induction Checklist*
- *Worker Induction Program (refer to Training Material)*
- *Site Induction Acknowledgement Form*

12. Certification and Competency of workers

PURPOSE

This Program describes the procedures required to manage Certificates and Licenses.

SITE RESPONSIBILITY

To ensure that all workers have current certificates and licenses to operate plant and equipment.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	<p>To ensure all site workers have current certificates and/or licenses.</p> <ul style="list-style-type: none"> Forklifts Motor Vehicles Trucks Ship's cranes & loaders Excavators Bull-dozers Bobcats Dogging and Rigging FEL Fatigue (for transport drivers) Locomotives 	<p>Operations Manager Operations Superintendent SHS Advisor</p>
2	<p>Ensure that all workers are qualified to operate plant and equipment per state and national legislation.</p>	<p>Operations Manager</p>

RELATED DOCUMENTS

- Training Skills Matrix*
- Competency Assessments*
- Personnel Files*

13. Site Visitors

SITE RESPONSIBILITY

- Qube is responsible for ensure that all visitors have read and understood conditions of entry.
- All visitors are responsible for complying with conditions of entry rules.
- Visitors must be escorted at all times.

Failure to comply with the conditions of entry may result in a visitors' right of entry being temporarily suspended or withdrawn.



Note

Contractors must undertake the Induction Program within the Contractor Safety Management Program.

14. Contractor Management

PURPOSE

This process sets out safety, health and environmental (SHS) guidelines for personnel responsible for engaging and managing contractors on behalf of Qube to ensure that contractors engaged fulfil their environmental, health and safety obligations and do not compromise the safety of our workers, their own workers, any other persons, property or the environment.

SITE RESPONSIBILITY

Site Manager and Line Managers are responsible for implementing the Contractor Management Procedure in areas under their responsibility.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Assess risks associated with a contract prior to engagement, as outlined in the Contractor Management Procedure.	Port Management Team SHS Advisor
2	Incorporate appropriate SHS conditions in all contracts and ensure that contractors are aware of and comply with the SHS Management System	Operations Manager Transport Manager
3	Promote awareness among managers and workers of the need to effectively manage contractor performance	Ports Management Team SHS Advisor
4	Regular contractors are to undertake Site induction	Ports Management Team SHS Advisor
5	Complete Contractor assessment and performance monitoring	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- SHSMS-QPB-12-PR-0111 Contractor Management - Procedure
- *Rapid Global Contractor Management System*

15. Register of site licences

PURPOSE

To provide a record of the licences held on site.

SITE RESPONSIBILITY

Site Manager has the responsibility to manage any licenses which may be required for Qube to conduct their operations at the site in accordance with legislative and regulatory requirements.

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Identify and ensure required licences are obtained and remain current	Operations Manager Equipment and Maintenance Supervisor
2	Ensure that all workers that are undertaking high risk work have high risk work licenses	Operations Manager
3	Record details and results of competency and training conducted as required	SHS Advisor QUBE Ports Darwin Admin
4	Provide reports to regulators or authorities as required.	Operations Manager SHS Advisor

RELATED DOCUMENTS

1. Australian Communications Authority – Apparatus Licences

Radio Channel	Licence No.	Call Sign	Transmit Frequency	Receive Frequency	Expiry Date
Channel 1	1954814/1	VZK781	509.925000	509.925000	21/09/2022
Channel 2	1991393/1	VZK781	509.850000	509.575000	21/09/2022

- Licences to Operate Plant** (e.g. WorkSafe, WorkCover) as training records
- Qube** high risk licences for operating mobile plant and equipment are available upon request from all Qube workers are located in Darwin G Drive 2 / Safety / Training / Personnel Files
- Licence to Produce Liquid Waste or Trade Waste Agreement** – NT EPA EPL245 Authority to Transport Waste

5. Environment Protection Authority Licences

Licence No.	Description
EPL245	NTEPA Authority to Transport Waste
34735	Harbour Crane, LHM 550 S NT Worksafe, Registration
34483	Harbour Crane, LHM 420 NT Worksafe, Registration
35442	Crawler Crane, LR1160, NT Worksafe, Registration

All copies are maintained on site and are located in the Transport Office

1. NT Worksafe approval to Store Dangerous Goods / Licence for the Keeping of Dangerous Goods

All copies are maintained at the Transport Office

2. Business Name Certificates

Management of the renewal of Registration of Business Name certificates is controlled by Corporate Office, (Sydney). Certificates are displayed in the principal place of business in each State.

16. Incident Management

PURPOSE

This Program outlines the responsibilities and objectives for managing incidents.

SITE RESPONSIBILITY

The following positions have responsibility for implementation of this Program:

- State Manager
- Site Manager
- Regional Trainers
- SHS Advisor/Manager

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Report all incidents to site management ASAP	All Qube personnel and contractors
2	Reporting of "Notifiable Incidents" to government agency in required timeframes	Ports Management Team SHS Advisor
3	All incidents are entered into SCRIM	Ports Management Team
4	Ensure that all incidents are investigated; followed-up and corrective actions are assigned to appropriate personnel.	Ports Management Team National HSE Manager SHS Advisor
5	Ensure all "Reportable incidents" (internal requirement) are escalated and notified in required timeframes	Ports Management Team SHS Advisor National SHS Manager

RELATED DOCUMENTS

- SHSMS-QPB-13-PR-0126 Incident Reporting and Management - Procedure
- SHSMS-QPB-13-FM-0129 Incident Report - Form
- SHSMS-QPB-13-TP-0187 Formal ICAM Report
- SCRIM

17. Change Management and Consultation Process

PURPOSE

The purpose of this Program is to communicate the requirements for the validation of safety, health and environment related issues associated with change to ensure compliance to SHS Management System.

SITE RESPONSIBILITY

State Manager / Site Manager are responsible and accountable for ensuring the consistent application of the change management program across all areas within their responsibility and to consult with the workers (via the HSRs if they exist in that workgroup) on all changes that may or will affect the health and safety of workers.

IMPLEMENTATION REQUIREMENTS

- Qube have an established SHS Committee and Health & Safety Representatives utilise their skills to assist with delivery of WHS/OHS and mentoring of workers in safe work practices.
- Toolbox Meetings are completed by the Line Manager. All workers are required to attend this meeting.
- Resolution of safety related issues shall be carried out by the Line Manager and the involved workers, safety committee members shall be consulted, if unable to reach resolution the Site Manager will be involved and potentially the State Manager.

Implementation Action		Person Responsible
1	Coordinate documentation required as part of SHS Management System	Ports Management Team SHS Advisor
2	Ensure risk assessments have been completed in consultation with SHS Committee and site Line Managers	Ports Management Team SHS Advisor
3	Documentation has been retained on site and signed off by Site Manager	SHS Advisor
4	Verification and validation process have been completed to ensure implementation of the change has occurred	Ports Management Team SHS Advisor
5	Tool box talk are completed, as required	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- SHSMS-QPB-06-PR-0041 SHSQ Change Management – Procedure
- SHSMS-QPB-09-FM-0060 Toolbox Form
- SHSMS-QPB-09-TP-0036 SHS Committee Charter
- SHSMS-QPB-02-FM-0015 SHS Committee Meeting Agenda / Minutes

18. SHS Committees Structure and Responsibilities

PURPOSE

Outline the process to ensure that risks and hazards are identified, assessed and controlled at all levels of the organisation.

SITE RESPONSIBILITY

- All workers have a responsibility for safety, health and environmental issues associated with their immediate area and to contribute to their local SHS Committee.
- The site must have a Site SHS Committee comprising elected, trained workers and nominated employer representatives to work together as a forum for consultation on health and safety matters in their workplace with the aim of helping to make it a safe and healthy workplace.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure that a SHS Committee is established for the site	Operations Manager
2	Scheduling of regular meetings	Operations Manager
3	Preparation of regular meetings	Operations Manager SHS Advisor
4	Closure and recording corrective actions	Operations Manager Transport Manager Shift Managers SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-09-TP-0036 SHS Committee Charter](#)

19. Communicating Safety Critical Information Program (Safety Alerts)

PURPOSE

The purpose of this Program is to communicate the method of communicating safety critical information within Qube to enable improvements to the safety of its operations by ensuring the timely and effective provision of both internal and external safety critical information to all applicable workers.

It will also enable Qube to comply with Regulators (Mainroads, AMSA, Roads and Traffic Authority, NHVR), and occupational health and safety regulatory requirements in establishing and maintaining the use of an appropriate communicating safety critical information program.

SITE RESPONSIBILITY

- Each State and Site Manager is responsible and accountable for ensuring the consistent application of the communicating safety critical information program across all areas within their responsibility inclusive of the timely distribution of received safety critical information to applicable workers.
- The Site Manager is responsible for issuing a Local Safety Alert in relation to any specific single local safety critical matter without wider Business Group or Corporate implications.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Distribute safety critical information as required	Ports Management Team SHS Advisor
2	Issue Local Safety Notices as required	Ports Management Team SHS Advisor
3	Distribute National Safety Alerts	National Manager SHS

RELATED DOCUMENTS

SHSMS-QPB-09-PR-0058 Consultation and Participation of Workers

20. Complaint Management

PURPOSE

This Program outlines the processes for managing complaints received by Qube.

SITE RESPONSIBILITY

- Each State and Site Manager is responsible for investigating and actioning any complaint which comes under their area of responsibility.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Report complaints to Site Manager when received	All personnel
2	Investigate complaint as required	Ports Management Team HR Department Appointed Investigator
3	Notify complainant of outcome of investigation	Ports Management Team HR Department Appointed Investigator
4	Update investigation outcomes and complainant response in the incident management system	Management Team HR Department Appointed Investigator

RELATED DOCUMENTS

- *Qube HR Handbook*
- *SHSMS-QPB-09-PR-0061 SHS Issue Resolution – Procedure*

21. Workers Compensation and Injury Management

PURPOSE

To enable workers with an injury or illness to return to work as quickly and as safely as possible, to ensure that injured workers are not disadvantaged while undertaking rehabilitation, and to manage all workers compensation claims fairly, through a consultative process and in accordance with legislative, licensing and Work Cover requirements.

SITE RESPONSIBILITY

- All Qube workers have a responsibility to report any injury as soon as possible after becoming aware of it, and preferably before leaving the workplace for the day.
- Injured workers have a responsibility to comply with Qube Workers Compensation and Injury Management program.
- Site Manager and Line Managers have a responsibility to report and investigate any incidents resulting in injuries and to implement any corrective actions necessary.
- The RTW is to liaise with the nominated treating doctor, Workers Compensation Case Worker and the worker to assist the worker to return to work as soon as possible, including the provision of suitable duties where possible.

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Report all injuries	All personnel and contractors
2	Investigate all incidents resulting in injuries and implement correct actions as required	Ports Management Team SHS Advisor
3	Participate and cooperate with the Injury Management Team in the establishment and maintenance of Injury Management Plans, ensuring the injured worker is not disadvantaged or victimised	Ports Management Team SHS Advisor National Health and Wellbeing Team
4	Identify and provide suitable duties where available	Ports Management Team SHS Advisor
5	Ensure all workers are aware of their responsibilities	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-13-PR-0126 Incident Reporting and Management](#)
- [SHSMS-QPB-13-PR-0130 Injury and Incident Recording – Procedure](#)

22. Fitness for Work Management

PURPOSE

To achieve the highest standards of safety and health by managing fitness for work through protocols to assess all workers, contractors and visitor's fitness for work.

SITE RESPONSIBILITY

- Operations/Site Manager are responsible for managing fitness for work and fatigue;
- The Operations/Site Manager is responsible to ensure that the maximum hours to be worked at site is 14 with a minimum of 10 hours rest break before recommencing and that any requirement outside of this need to be requested of the Operations/Site Manager and a fatigue management risk assessment is carried out, along with communication of implications to client.
- Workers, visitors and contractors to the Qube site are responsible for ensuring they are fit for work when performing work for Qube; and
- Ensure that all workers, contractors and visitors that enter a Qube facility are educated in the Qube Fitness for Work Procedure and Fatigue Management Policy.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure understanding and compliance with personal responsibilities in relation to fatigue management	Operations Manager
2	Assessing Fitness for Work and making a record	Shift Managers SHS Advisor
3	Ensure that appropriate breaks and length of shift does not exceed statutory requirements	Operations Superintendent Shift Managers
4	Ensure that assessment, request and communication to client is completed when potential for workers to exceed 14 hours	Operations Manager

RELATED DOCUMENTS

- [Fitness for Work – Procedure](#)
- [Fatigue Management Policy](#)
- [Health Surveillance Plan](#)
- [Fatigue Management Plan](#)

23. Drug and Alcohol Management

PURPOSE

To achieve the highest standards of safety and health by maintaining standards for drug and alcohol use and the permissible levels in the workplace. All Qube workers, contractors, and visitors are required to adhere to the Qube Drug and Alcohol Policy and Procedure.

SITE RESPONSIBILITY

- Site Manager and Line Managers are responsible for releasing workers for drug and alcohol testing by authorised testers.
- Workers, visitors and contractors to the Qube site are responsible for ensuring they are free from the influence of alcohol and drugs when performing work for Qube.
- Ensure that all workers, contractors and visitors that enter a Qube facility are educated in the Qube Drug and Alcohol Policy and Procedure.

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Authorised testing agency to conduct drug and alcohol testing	Operations Manager SHS Advisor
2	Ensure availability of workers to undergo drug/alcohol testing as required	Ports Management Team SHS Advisor
3	Conduct drug/alcohol testing post incident/accident	External Testing Agents SHS Advisor
4	Conduct D&A education sessions to all workers, visitors and contractors, as appropriate to Qube Standards	SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-15-PR-0159 Drug and Alcohol Management – Procedure](#)

24. First Aid Management

PURPOSE

To outline the requirements for first aid trained personnel and guidance on appropriate first aid equipment at the site.

SITE RESPONSIBILITY

- Site Manager to ensure suitably trained, equipped and responsible personnel are available onsite.
- Ensure that first aid kit is checked on a monthly basis
- Report all FAI (first aid injuries) and document in SCRIMS
- Qube Site Manager to ensure Line Managers at a minimum are certified in Senior First Aid.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure trained first aid personnel area available to treat injured workers	Ports Management Team SHS Advisor
2	Nominate a worker to be responsible for the first aid kit	Ports Management team
3	Develop and maintain system to ensure suitable first aid kits are provided, maintained and readily accessible, including to persons working in remote area or with limited access	Ports Management Team SHS Advisor
4	Clearly identify first aid facilities and provide a signage to indicate emergency and first aid contact details (names, contact numbers etc.)	SHS Advisor
5	Develop and implement procedures for disposal, collection and transportation of first aid waste and sharps	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-13-PR-0132 First Aid and Medical Emergencies – Procedure](#)
- [SHSMS-QPB-11-FM-0095 First Aid Identification Risk Assessment](#)

25. Hazardous Substances and Dangerous Goods Management

PURPOSE

To minimise risk associated with the purchase, transportation, storage, handling and use of hazardous substances and dangerous goods located at the site.

SITE RESPONSIBILITY

- Qube is responsible for the procurement, recording, tracking, hazard identification, risk assessment, licensing, handling, storage and transportation of hazardous and dangerous goods on site.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Develop emergency response plans to deal with hazardous substance or dangerous good emergencies	Ports Management Team SHS Advisor
2	Report incidents as required	All personnel Ports Management Team SHS Advisor
3	Identify and display correct signage	Ports Management Team SHS Advisor
4	Ensure that manifest for any stored DGS is available at entry gate for emergency services, in the event of emergency	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-11-PR-0078 Managing Dangerous Goods and Hazardous Substances - Procedure](#)

26. High Risk Work

PURPOSE

Outline the process to ensure that hazards associated with hazardous work are identified and assessed, and known risks are minimised or eliminated at our sites. Hazardous work includes confined spaces, hot work, working from heights, exposure to live electrical equipment and mechanical stored energy devices, excavation, use and transportation of dangerous goods and hot substances, disturbance of asbestos containing building systems and work requiring the isolation of fire detection and isolation suppression systems.

SITE RESPONSIBILITY

Site Manager and Line Managers are responsible for identifying and assessing risk from hazardous work and minimising or eliminating known risks from hazardous work at the site.

High risk activities include:

- Working at heights
- Hot work
- Working on electricity
- Working on plant and equipment

If Qube engages contractors they must have risk assessment, insurances, permits and procedures for the task they are completing.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Identify and assess risks from hazardous work and implement controls in accordance with the Risk Management Program in the SHS Management Manual	Ports Management Team SHS Advisor
2	Develop and implement a system for safe work for all hazardous work and ensure necessary permits are completed where required	Ports Management Team SHS Advisor
3	Comply with the requirements of relevant legislation, regulations and standards	All personnel and contractors Ports Management Team SHS Advisor
4	Ensure persons undertaking hazardous work are appropriately trained and/or qualified and hold Certificates of Competency as required	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-11-PR-0182 Permit to Work – Procedure](#)
- [SHSMS-QPB-12-FM-0114 Authority to Work Permit](#)

27. Manual Handling

PURPOSE

Outline the process for reducing incidents caused by manual handling tasks.

SITE RESPONSIBILITY

Site Manager and Line Managers are required to identify, assess and control risks associated with manual handling tasks conducted on site.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Identify and assess risks and implement controls of all manual handling tasks	Ports Management Team SHS Advisor
2	Ensure all personnel attend Manual Handling course. Outsource to back care management personnel	Ports Management Team SHS Advisor
3	Consult workers required to carry out manual handling tasks when introducing new or modified tasks, reviewing, identifying and assessing manual handling tasks, deciding and reviewing control measures, or when a manual handling incident has occurred	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [SHSMS-QPB-11-PR-0120 Manual Tasks - Procedure](#)
- [SHSMS-QPB-11-FM-0079 Manual Handling Hazard Identification and Risk Assessment Checklist](#)

28. Noise Management

PURPOSE

To identify, monitor and control environmental and workplace noise levels associated with Qube operations to protect worker health and meet regulatory requirements.

SITE RESPONSIBILITY

- Site Manager and Line Manager are responsible for managing workplace noise levels.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Ensure noise emission levels are specified and data is obtained before procurement of new plant or equipment	Ports Management Team SHS Advisor
2	Identify and assess risk of workplace areas and activities where noise limits could be exceeded, and where changes may increase noise levels	Ports Management Team SHS Advisor
3	Develop a workplace noise reduction strategy as part of the Risk Management Process	Ports Management Team SHS Advisor
4	Provide and monitor use of appropriate hearing protection	Ports Management Team SHS Advisor
5	Identify and signpost locations where noise levels exceed exposure limits	Ports Management Team SHS Advisor
6	Report identified noise hazards	All personnel Ports Management Team SHS Advisor

RELATED DOCUMENTS

- SHSMS-QPB-11-PR-0092 Noise Management – Procedure

29. Personal Protective & Safety Equipment Management

PURPOSE

Outlines the requirements for the availability and correct selection, use, fit and maintenance of personal protective equipment (PPE), and safety equipment to minimise injuries.

SITE RESPONSIBILITY

- Site Manager and Line Managers are responsible for managing the provision and use of PPE onsite in line with Qube standards and facility controller's requirements.
- Ensure compliance to Qube Standard as per mandatory PPE icons below

Additional PPE will be provided as required and in line with Australian standards:

- Safety Glasses working with bulk cargo/operation and cleaning of the Ships Loader
- Gloves when handling cargo
- Dust masks for scrap
- Knee pads for PCC / RoRo operations

IMPLEMENTATION MANDATORY PPE



IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Conduct risk assessments to ensure correct PPE is selected for the type of work performed onsite	Operations Manager Ports Management Team SHS Advisor
2	Purchase only Australian Standard approved PPE	Port Manager Ports Management Team SHS Advisor
3	Provide appropriate PPE for workers (and visitors where appropriate)	Port Manager Ports Management Team SHS Advisor
4	Monitor and enforce use of PPE by workers, contractors and visitors	Operations Manager Ports Management Team SHS Advisor
5	Signpost PPE requirements for each work location	Shift Managers SHS Advisor
6	Provide suitable PPE storage facilities	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- *Qube Human Resources Handbook*
- *SHSMS-QPB-11-PR-0090 Personal Protective Equipment - Procedure*

30. Plant Safety Management

PURPOSE

To minimise the risk of plant-related incidents and adverse environmental impacts associated with plant purchase, lease, maintenance and operations at the work site.

SITE RESPONSIBILITY

The responsibility for implementing this Program rests with:

- Qube management with direct or indirect responsibility for design, construction, installation, purchase, hire, maintenance, decommissioning and disposal of plant and/or equipment
- Line Managers who control plant operations and equipment, and
- All workers who use, operate and maintain plant and equipment
- All contractors who supply, use, operate or maintain plant and equipment at Qube facility (Contractor's obligations are covered in the Contractor Safety Management Program).

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Consider safety, health and sustainability issues associated with plant before purchase and during life cycle of plant	Ports Management Team SHS Advisor
2	Identify hazards, assess risks, provide appropriate training and implement control measures to reduce number and severity of impacts associated with plant and plant-related systems of work	Ports Management Team SHS Advisor
3	Comply with relevant legislation, regulations, standards and guidelines pertaining to plant design, purchase, installation, operation, maintenance, decommissioning, and registration	Ports Management Team SHS Advisor
4	Report any incidents involving installation, operation and maintenance of plant	All personnel
5	Operator's Checklist and Fault Log to be completed at the beginning of each shift. Qube maintenance coordinator to be immediately advised if fault with machine	Operators / Equipment and Maintenance Supervisor

RELATED DOCUMENTS

- [SHSMS-QPB-11-PR-0074 Managing Plant – Procedure](#)
- [SHSMS-QPB-14-PR-0136 Plant and Equipment Inspection and Testing – Procedure](#)
- [SHSMS-QPB-14-PR-0158 Workplace Inspection and Monitoring – Procedure](#)

31. Workplace Behaviour

PURPOSE

To eliminate violence in the workplace such as verbal abuse, threats, harassment, ganging up or bullying, intimidation and/or physical assault.

SITE RESPONSIBILITY

- State Manager, Site Manager and Line Managers are responsible for implementing the Workplace Behaviour Policy in their area of responsibility.
- All workers are responsible for ensuring that unacceptable workplace behaviour incidents do not occur and that if they do they are immediately reported.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Identify situations where workers and others may be subjected to workplace violence	Ports Management Team SHS Advisor
2	Report unacceptable workplace behaviour incidents to management	All personnel Ports Management Team SHS Advisor
3	Investigate where workers report unacceptable workplace incidents	Ports Management Team SHS Advisor

RELATED DOCUMENTS

- [QH-HR-PO-004 Workplace Behaviour Policy](#)

32. Security

PURPOSE

To provide a secure working environment that complies with all National and International legislation.

SITE RESPONSIBILITY

- State/General Manager, Site Manager and Line Managers are responsible for implementing the Security Policy in their area of responsibility.
- All workers have a responsibility to report any unusual occurrences, practices or persons that may pose a risk to Qube.

IMPLEMENTATION REQUIREMENTS

	Implementation Action	Person Responsible
1	Conduct risk and security evaluations	Operations Manager / Management team SHS Advisor
2	Establish security management plan as required	Operations Manager / Management team SHS Advisor
2	Implement security procedures where appropriate and monitor for effectiveness	Operations Manager / Management team SHS Advisor
3	Comply with security measures applied on third party/customer sites	Operations Manager/ Management team SHS Advisor

RELATED DOCUMENTS

- [QH-SHE-PO-013 Security Policy](#)

33. Communicable Diseases

PURPOSE

To provide a safe working environment that complies with State and Federal Legislation.

SITE RESPONSABILITY

The Operations/Site Manager and SHS Advisor are responsible for implementing the Management Plan with-in their area of responsibility.

All workers and Contractors have a responsibility to report any concerns or issues that may pose a risk to themselves and or others and follow COVID-19 protocols.

Managers and workers have a responsibility to ensure all hygiene standards are being adhered to.

Ensure compliance with Worksafe, AMSA, Boarder Force and the Health Departments latest versions and standards available.

IMPLEMENTATION REQUIREMENTS

Implementation Action		Person Responsible
1	Undertake risk management assessment	SHS Advisor
2	Define and prioritise critical business functions	General manager Ports
3	Detail immediate response to a critical incident	Operations Manager
4	Detail strategies and actions to be taken to enable you to stay in business	Operations Manager

RELATED DOCUMENTS

- Qube Ports Site Management Response Guide COVID-19
- Business Continuity Plan Pandemic Event SHSMS-PB-13-PL-0149PAN
- COVID-19 Risk Assessment V5 01 04 2020
- Internal Management Guidelines COVID 19 - professional standards...
- SHSMS-QP-TAS-06-SWI-1098 General COVID-19 Hygiene

34. Declaration

I have read and understand my responsibilities as outlined in this plan.

Position	Name (print)	Signature	Date
Operations Manager	Scott Sims		
Operations Superintendent	Carl Sinclair		
Transport & Equipment Manager	John Sykes		
Shift Manager	Samuel Spence		
Shift Manager	David Beeson		
Shift Manager	Shaun Brodie		
SHS and Training Advisor	Reg Ramage		
FirstAider/Area Warden	Zed Damjanovic		
First Aider/Area Warden	Matthew Cameron		
First Aider/Area Warden	Greg Westaway		
First Aider/Area Warden	Zac Mason		
First Aider/Area Warden	Ian Trimbell		

Appendix 1 Safety Health & Sustainability Key Performance Table

- Below is the list of SHS key performance indicators to drive consistent improvement in SHS and Training

Objective	Target	Measure	Responsible	Measurement Frequency
Zero Harm to Workers	< 1.0	CIFR	Operations Manager	Monthly
Zero Harm to workers	< 8.0 *Intervention Point > 20	TRIFR	Operations Manager	Monthly
Zero Harm to workers	< 1.0 *Intervention Point > 5	LTIFR	Operations Manager	Monthly
Correction action closure rate	> 95%	SCRIM data	Operations Manager	Monthly
Incident closure rate within 30 days	> 95%	SCRIM data	Operations Manager	Monthly
Training compliance	> 95%	Training matrix	Operations Manager	Monthly
Class 3 environmental incidents	Zero	SCRIM data	Operations Manager	Monthly
Consultation with the workforce	1 per month	Meeting records	Operations Manager	Monthly
Workplace inspection	1 workplace inspection per month	Inspection reports	Operations Manager	Monthly
Critical risk control review	1 CRC review per month	Inspection reports	Operations Manager	Monthly
Critical risk safety messages	1 themed toolbox per month	SCRIM data	Shift Managers	Monthly
Safety engagement	4 per month per management team member	Number of engagements per worker	Operations Manager and Supervisors	Monthly
Incident analysis	1 report per month	SHS report	SHS Advisor	Monthly
Zero uncontrolled risk exposures	Quarterly risk register reviews	Risk register submissions	Operations Manager	Quarterly
Management Review	Quarterly SHS management review	Management review reports	Operations Manager	Quarterly

Safety leadership tours	1 per month per Operations Manager level and above	Leadership tour records	General Manager/ Operations Manager	Quarterly
Emergency evac exercise	Bi – Annual	SCRIM data	Operations Manager	Quarterly
Reduction in carbon intensity	-3%	% reduction in CO2/ \$M rev	Operations Manager	Annually
Reduction in emissions	>85%	>85% trucking fleet EURO 5 & 6	Operations Manager	Annually
Environmental license compliance review	1 per year, per license	SCRIM data	Operations Manager	Annually
Zero Harm risk workshop	1	SCRIM data	Operations Manager	Annually
ISO 45001:2018 certification	1 per certification scheduled	SCRIM data	Operations Manager	2 yearly
Internal audit completion	1 per year	SCRIM data	Operations Manager	Annually
External environmental audits	1 per certificate scheduled	SCRIM data	Operations Manager	3 yearly

Appendix 2 Site Risk Register (High Risk Activities)

All activities conducted by QUBE Ports Darwin, risks have been reduced to a point as Low As Reasonably Practicable, beneath the threshold of "High Risk Activity".

Appendix 3 Summary of needs and expectations of workers and other interested parties

Interested Party	Need/expectation	Business Risk/ Opportunity	Risk to interested party	Monitoring & evaluation
Clients	<ul style="list-style-type: none"> On time, on budget, high quality Value for money 	<ul style="list-style-type: none"> Repeat business No repeat business Reputation Profit Market share 	<ul style="list-style-type: none"> No value for money Late delivery Poor standard 	<ul style="list-style-type: none"> Repeat business/ continuation of contracts Audits
Staff	<ul style="list-style-type: none"> Job satisfaction Professional development Adequate remuneration Safe working 	<ul style="list-style-type: none"> High turnover Loss of expertise Injury/illness Union influence High staff retention 	<ul style="list-style-type: none"> Loss of job Loss of skills injury/illness 	<ul style="list-style-type: none"> Staff surveys Internal SHS audits
Contractors	<ul style="list-style-type: none"> Clear scope of work On time payment Ongoing work 	<ul style="list-style-type: none"> SHS compliance Insurance not current Unexpected liabilities Ongoing relationship 	<ul style="list-style-type: none"> No future work Financial loss Reputation 	<ul style="list-style-type: none"> SHS certification On site monitoring/ auditing
Regulators	<ul style="list-style-type: none"> Compliance with Regulations 	<ul style="list-style-type: none"> Non-compliance Accidents Reputation Financial 	<ul style="list-style-type: none"> No Risk 	<ul style="list-style-type: none"> Internal SHS Audits
Professional Bodies	<ul style="list-style-type: none"> Compliance with certification requirements 	<ul style="list-style-type: none"> Non-compliance Maintain certification Increase market opportunities 	<ul style="list-style-type: none"> Inappropriate marketing of certification Misrepresentation of certification 	<ul style="list-style-type: none"> Third-party compliance audits

Appendix 4. Legal Reference List

Legal Reference
Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007
Dangerous Goods Safety (Security Risk Substances) Regulations 2007
Dangerous Goods Safety (General) Regulations 2007
Dangerous Goods Safety (Explosives) Regulations 2007
Electricity (Licensing) Regulations 1991
Environmental Protection and Biodiversity Conservation Act 1999
Environmental Protection Act 1986 (WA)
Environmental Protection Regulations 1987
Environmental Protection (Noise) Regulations 1997
Environmental Protection (Controlled Waste) Regulations 2004
Occupational Health and Safety Act 1984
Occupational Health & Safety Regulations 1996
Road Traffic Act 1974
Conservation and Land Management Act 1984
Workers' Compensation and Injury Management Act 1981
Workers' Compensation and Injury Management Regulations 1982
Workers' Compensation Code of Practice (Injury Management) 2005
Code of Practice – Manual Tasks 2010
Code of Practice – Prevention of Falls in the Workplace 2004
Code of Practice – Working Hours Risk Management Guidelines
Code of Practice - Fatigue Management for Commercial Vehicle Drivers 2004
Code of Practice - First Aid Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing and Equipment 2002
Guidance Note – Isolation of Plant 2010
Guidance Note – Alcohol and Other Drugs at the Workplace 2008
Port Authorities Act 1999
Port Authorities Regulations 2001
Environment Protection and Biodiversity Conservation Act 1999
Biosecurity Act 2015
Biosecurity Regulation 2016
Wildlife Conservation Act 1950
Wildlife Conservation Regulations 1970
National Greenhouse and Energy Reporting Act 2007
National Greenhouse and Energy Reporting Regulations 2008
Litter Act 1979

Litter Regulations 1981
Pollution of Waters by Oil and Noxious Substances Act 1987
Western Australian Marine Act 1982
Road Traffic (Vehicles) Regulations 2014
Water Services Act 2012
Water Services Regulations 2013
Health (Miscellaneous Provisions) Act 1911
Hazardous Waste (Regulation of Exports and Imports) Act 1989

Appendix 5. Mobile Crane, Worksafe NT Registration, LHM 420

NTWorkSafe

PLANT ITEM REGISTRATION

**Work Health and Safety (National Uniform Legislation) Act
and Work Health and Safety (National Uniform Legislation) Regulations**


Issued under Regulation 269

Plant Registration Number:	34483
Date Registration Granted:	30 July 2019
Expiry Date of Item of Plant:	29 July 2024
Name of registration holder:	JOHN ROIL QUBE PORTS PTY LTD PO BOX 23 BERRIMAH NT 0828
Business Name:	QUBE PORTS PTY LTD
Description:	MOBILE HARBOUR CRANE
Manufacturer:	LIEBHERR
Model Number:	LHM 420
Serial Number:	141137
Location of plant item:	WORKPLACE: QUBE PORTS PTY LTD LOCATION: EAST ARM WHARF BERRIMAH ROAD EAST ARM
Date first commissioned or registered by registration holder at this location:	17 April 2014

Regulator Signature: USA Taylor

Regulator Name: USA TAYLOR

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Government

Appendix 6. Mobile Crane, Worksafe NT Registration, LMH 550

NTWorkSafe

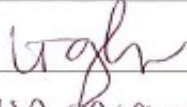
PLANT ITEM REGISTRATION

**Work Health and Safety (National Uniform Legislation) Act
and Work Health and Safety (National Uniform Legislation) Regulations**

Issued under Regulation 269

Plant Registration Number:	34735
Date Registration Granted:	5 August 2020
Expiry Date of Item of Plant:	4 August 2025
Name of registration holder:	JOHN ROIL QUBE PORTS PTY LTD PO BOX 23 BERRIMAH NT 0828
Business Name:	QUBE PORTS PTY LTD
Description:	HARBOUR MOBILE CRANE
Manufacturer:	LIEBHERR WERK NENZING GMBH
Model Number:	LHM 550 S
Serial Number:	141311
Location of plant item:	WORKPLACE: QUBE PORTS PTY LTD LOCATION: EAST ARM WHARF BERRIMAH ROAD EAST ARM
Date first commissioned or registered by registration holder at this location:	23 April 2015


Regulator Signature:



Regulator Name:

LISA TAYLOR

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Government


Appendix 7. Mobile Crane, Worksafe NT Registration, LR1160

NTWorkSafe

PLANT ITEM REGISTRATION


Work Health and Safety (National Uniform Legislation) Act
and *Work Health and Safety (National Uniform Legislation) Regulations*
Issued under Regulation 269

Plant Registration Number:	35442
Date Registration Granted:	16 October 2017
Expiry Date of Item of Plant:	15 October 2022
Name of Registration Holder:	MR JOHN ROIL QUBE PORTS PTY LTD PO BOX 23 BERRIMAH NT 0828
Business Name:	QUBE PORTS PTY LTD
Description:	MOBILE CRANE
Manufacturer:	LIEBHERR
Model Number:	LR1160
Serial Number:	134233
Location of plant item:	WORKPLACE: QUBE PORTS PTY LTD LOCATION: EAST ARM WHARF BERRIMAH ROAD EAST ARM
Date first commissioned or registered by registration holder at this location:	16 October 2017

Regulator Signature: 

Regulator Name: MR CAROL

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 Northern Territory Government

Appendix 8. DP Minimum Environmental Expectations



ENVIRONMENT

Minimum Environmental Expectations

SUMMARY

This document outlines the Minimum Environmental Expectations for any operations within any area of Darwin Port or its facilities.

These Minimum Environmental Expectations apply in addition to any activity or company-specific procedures that set out a higher standard or compliance obligation.

KEY PRINCIPLES

Port personnel and all Port Users are required to comply with the Minimum Environmental Expectations contained in this document.

Clarification or communications regarding these Minimum Environmental Expectations are to be directed to the Port Landside Officer, Wharf Manager or the Darwin Port HSE Team in the first instance.

MINIMUM ENVIRONMENTAL EXPECTATIONS

Refer to the table below for detailed Minimum Environmental Expectations and supporting comments / examples:

EXPECTATION	SUPPORTING COMMENT / EXAMPLE
Discharges to water – No discharge of any waste or material to water is to occur, except in accordance with a waste discharge licence or other approval.	Do not hose or wash dirty items or residues into the harbour, ponds or stormwater drains. Use appropriate wash down areas.
Waste – All Port Users must arrange disposal of waste they generate.	Port Users are responsible for providing and using garbage bags, bins, wheelie bins, skip bins or licensed waste contractors (for listed wastes).
Biosecurity – Do not interfere with biosecurity risk material or enter biosecurity areas unless authorised to do so.	Do not enter or interfere with quarantine wash bay, fumigation area, transit shed inspection area and biosecurity waste bins.
Litter – Discarded items and packaging must not be allowed to become litter by being left in open or public spaces.	Remove loose plastic wrap from cargo. Gloves to be placed in bins after use. Food and drink containers not to be left where they can be blown away by the wind.
Flora and Fauna – Protect and don't interfere with native flora and fauna. Report noxious or exotic flora and fauna.	The Migratory Bird protected area (Pond D) must not be disturbed. Weeds are to be sprayed and controlled in all areas of the port.
Dust – Dust and air emissions must be minimised to acceptable levels so that air, land and water is not contaminated, and other Port Users aren't adversely affected.	Use the appropriate dust control i.e. dust extractors, water sprays, etc.
Noise – Noise must be minimised to acceptable levels so that other port users and external parties aren't adversely affected.	In accordance with NTEPA Noise Guidelines.
Oil or Chemical Spill – Port Users must have suitable quantity of oil spill cleanup equipment on site for the risk of their activity. All spills must be cleaned up and reported to Darwin Port.	Carry suitably sized spill kits in vehicles or have onsite.
Storage of liquids – Liquids to be stored in secondary containment (e.g. bunded area). This does not apply to liquids being stored temporarily while being transported.	Use bunded pallets (for drums), bunded areas, self-bunded tanks, temporary bunds, etc as secondary containment.

Contact Darwin Port HSE Team – hse@darwinport.com.au

ISSUED November 2020



ENVIRONMENT

NON-CONFORMANCE

Darwin Port personnel or Port User observed non-conformance with Minimum Environmental Expectations:

- Communicate with the person at the time to make them aware of the non-conformance, if safe to do so;
- Ask the person to address the non-conformance in accordance with expectations;
- Record details of the non-conformance;
- Notify the persons supervisor or manager if possible;
- Supervisor or Manager is to ensure the non-conformance is addressed;
- Supervisor or Manager is to report to Darwin Port HSE Team;
- Repeat non-conformance will warrant an escalated response commensurate to the non-conformance.

EXPECTATIONS FOR ALL PORT USERS

Review this notification at your respective prestart / toolbox / safety meetings and feedback any comments or queries to the Darwin Port HSE Team in the first instance.

Appendix 9. NTEPA Environment Protection Licence



ENVIRONMENT PROTECTION LICENCE

(Pursuant to section 34 of the *Waste Management and Pollution Control Act*)

Licensee	QUBE PORTS PTY LTD
Licence Number	EPL245
Registered Business Address	QUBE PORTS PTY LTD 1 Berrimah Road Access Berrimah NT 0828
ABN	46 123 021 492
Anniversary Date:	18 June
Commencement Date:	18/06/2018
Expiry Date:	17/06/2023
Scheduled Activity	Collecting, transporting, storing, re-cycling, treating or disposing of a listed waste (as per Table 1) on a commercial or fee for service basis, other than in or for the purpose of a sewage treatment plant.
Description	Listed wastes, produced at various offshore rigs, are taken to the East Arm Wharf. The licensee will collect these listed wastes (as per Table 1) from the East Arm Wharf, and transport them to an appropriately licenced storage facility.

Appendix 10. Schedule 11 Hazardous Chemical Storage and Transport



Notification - Schedule 11 Hazardous Chemicals

This form is used for the notification of schedule 11 hazardous chemicals which exceed manifest quantities in accordance with Regulation 348 of the Work Health and Safety (National Uniform Legislation) Regulations.

Please refer to the guide to schedule 11 hazardous chemicals and abandonment of tank notifications and the guide to manifest requirements for hazardous chemicals for further information.

Notification type:

Notification of schedule 11 hazardous chemicals exceeding manifest quantities ☒
 Amendment (changes to details) ☐
 Ceased ☐

1. Reference number (ceasing/amendment only)

Reference number:

2. Applicant details

Business name:	Qube Ports Pty Ltd		ABN:	46 123 021 492	
Trading name:	Qube Ports Pty Ltd				
Contact person:	John Roil		Position:	Transport & Maintenance Manager	
Business address:	East Arm Wharf, Berrimah Road				
Suburb:	East Arm	State:	NT	Postcode:	0822
Is your postal address the same as above? (If no, complete below) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
Postal Address:	Po Box 23				
Suburb:	Berrimah	State:	NT	Postcode:	0828
Work number:	08 8922 2300	Mobile number:	0427 608 248		
Email address:	John.roil@qube.com.au				

3. Details of workplace (this is the details of the workplace to which the notifications relate)

Type of business or undertaking conducted:	Transport				
Workplace address:	18 Muramats Road				
Suburb:	East Arm	State:	NT	Postcode:	0822
Activities that involve using, handling or storing Schedule 11 Hazardous Chemicals: (Tick (✓) the appropriate boxes below)					
Fuel retailer / Service station <input type="checkbox"/>	Retailer/Retail distribution <input type="checkbox"/>	Storage <input checked="" type="checkbox"/>			
Chemical processing <input type="checkbox"/>	Decanting/Repackaging <input type="checkbox"/>	Blending/Mixing <input type="checkbox"/>			
Other (please specify): <input checked="" type="checkbox"/> Transport.					
Previous occupier of workplace details: (if known)					



5. Documents to be supplied (New & Amendment only)

(For information on completing a manifest and site plan refer to the Guide to Manifest Requirements for Hazardous Chemicals)

Site specific manifest attached	<input checked="" type="checkbox"/>
Site specific plan attached	<input checked="" type="checkbox"/>

6. Declaration of applicant

The information in this notification is true and correct to the best of my knowledge.

I consent to the Work Health Authority making enquiries and exchanging information with work health and safety regulators in other States, Territories and the Commonwealth regarding any matter relevant to this notification

I have submitted this form electronically (signature is not required)



Notifier signature:

Date:

18.03.2020

Checklist

Application form is complete and declaration signed	<input type="checkbox"/>
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Privacy statement

The Department of Attorney-General and Justice complies with the Information Privacy Principles scheduled to the Information Act.

Lodgement

Completed applications can be lodged in person, email or via post at a NT WorkSafe below:

Phone: 1800 019 115

Email: ntworksafe@nt.gov.au

Postal: GPO Box 1722, Darwin NT 0801

In person: Darwin Corporate Park, Building 3, 631 Stuart Highway, Berrimah NT