



AGILITY PROJECT LOGISTICS

ONSLOW MARINE SUPPLY BASE

OPERATOR HANDBOOK

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1. INTRODUCTION

1.1. DISCLAIMER

The information presented in this handbook was correct at the time of issuing. There is no guarantee of accuracy of the information and Agility accepts no liability for any damage, delay or loss as a result of inaccuracy.

1.2. AGILITY OPERATOR HANDBOOK

Agility Australia operates the Onslow Marine Support Base (OMSB), which is located within Beadon Creek approximately 2.5 km east of the town of Onslow on the Pilbara coast of Western Australia.

This handbook provides a general guide to operations, the facilities and services provided by Agility within the OMSB facility. More detailed information can be found by visiting Agility's website

<http://www.agilityonslow.com/>

This document should be read in conjunction with the Department of Transport guide to using Beadon Creek located at http://www.transport.wa.gov.au/mediaFiles/marine/MAC_G_Boating_Onslow.pdf

1.3. DEPARTMENT OF TRANSPORT

The Department of Transport (DoT) is the Controlling Authority for the Beadon Creek and State Waters in accordance with the Shipping and Pilotage Act 1967 (WA).

DoT manages common/recreational user infrastructure and DoT-specific activities through the appointed Harbour Master and Harbour Coordinator via a series of procedures available on the DoT website <http://www.transport.wa.gov.au/imate/onslow-facility.asp>

In addition to the existing developments Onslow Marine Support Base will be undertaking the Outer Harbour (Capital dredge, Turning Basin, Training Wall and Channel Delineation) construction works, set to be completed in 2018. The significant investment to develop, manage and maintain the infrastructure developed will see Port Charges applied to users of the facility, the charges will be in line with the Port Charges within Dampier. These charges will be administered through Agility as the facility operator and is separate from the site charges noted in the rate schedule on the website (i.e. [agilityonslow.com](http://www.agilityonslow.com)).

1.4. PORT OF ONSLOW

The approach to Beadon Creek forms part of the designated Port of Onslow and DoT, DoT applies the standards set out in the Shipping and Pilotage Act 1967 (WA).

1.4.1. MEDICAL

The Onslow Public hospital is located at 73 Second Ave, Onslow WA 6710 (08) 9184 3200. There is a pharmacy located at 32 Second Ave, Onslow WA 6710 (08) 9184 6482.

1.4.2. BANKING FACILITIES

Banking facilities are limited in Onslow with no major banks having a presence in town. ATM access is available at Beadon Bay Hotel – 22 Second Ave Onslow

1.4.3. SHORE LEAVE

All crew moving through OMSB must follow the designated pedestrian safety paths as defined by the green markings or buntings. Generally, crew on foot must traverse to the perimeter fence closest to the creek entry, whilst at all times remaining 2 meters away from the wharf edge.

Any crew transfers undertaken via vehicle, the driver must be inducted to OMSB prior to attempting to gain entry.

Agility performs 100% breath testing on all people wishing to enter the facility. Any crew found under the influence of alcohol shall be detained at the Agility offices and will be required to be escorted by the Vessel Master (or his delegate).

Entry to the facility after hours is restricted and charges will apply.

1.4.4. AIRPORT

The Onslow airport is located 3.1 km from OMSB. It is serviced daily by Virgin Australia but it has limited seat capacity. Booking flights well in advance is recommended.

There is alternate airports at Karratha (306km or 3 hours drive) or Exmouth (Learmonth 391km or 4 hours drive).

1.5. CONTACT DETAILS

OMSB is operated by Agility Project Logistics. All berth booking requests must initially be performed through the online booking system at <http://www.agilityonslow.com/>

Generally - Hours of operation are 6:30am to 4:30pm. Work outside these times by prior arraignment.

Please see 12.6 for telephone contacts.

1.6. ABBREVIATIONS

DoT	Department of Transport
OMSB	Onslow Marine Support Base
HLP	Heavy Lift Permit
SMS	Safety Management System
AED	Automated external defibrillator
DFES	Department of Fire and Emergency Services
AMSA	Australian Marine Safety Authority

1.7. IMPORTS & EXPORTS

The OMSB is NOT designated to accept import nor process exports. There is neither Customs nor Border Force present at the Port. However should the need arise for such services an application to the appropriate authorities can be made.

1.8. SHIP ACCEPTANCE

All vessels calling at OMSB must comply with all IMO guidelines and all Australian legislation and regulations applicable to its operations. Vessels may be refused access if they are unable to comply.

1.9. QUARANTINE

Western Australia has strict quarantine laws to prevent the introduction of foreign species from other parts of Australia. For any vessels that use OMSB as the first port of call from an interstate location must comply with these laws. Agility provides ballast water collection services as part of waste collection. Those vessels requiring this service shall advise Agility as part of the booking process. Failure to provide advance notice may delay the operations and vessel departure.

1.10. AUSTRALIAN MARITIME SAFETY AUTHORITY

All vessels may be subject to Port State Control Inspections by Australian Maritime Safety Authority surveyors. Any deficiencies may result in the vessel being detailed whilst repairs are carried out.

1.11. SCHEDULE OF FACILITY CHARGES

Facility Charges are payable by vessels using the facility. Agility is the agent for the levy of the Port Charges on behalf of OMSB (as per section 1.2) for the purposes of single invoice generation.

2. SHIPS SERVICES

2.1. BUNKERING

Bunkering is available at both the Landback Berths and the LCT ramps. Baileys Marine Fuel Services is the only authorised supplier of bunkers at OMSB. Only Marine Diesel is available.

Baileys Marine Fuels Site Contacts: Aaron Wiggins - Michael Coumbe

Phone: 1300 224 539 Email: baileysbunkers@caltex.com.au

Fuel tankers are not permitted in Agility without prior approval.

Permits are required for bunkering operations to be carried out. Permit application forms are available on the Agility Onslow booking website. Bunkering may only occur during daylight hours, unless there is prior approval through the permit process.

Bunkers are paid via a Baileys Marine Fuel Card at the fuel cabinet. These are available from Baileys direct. For vessels that do not have access to a Fuel Card, Agility has a fuel card for use and on charging as part of the vessel call invoice.

2.2. POTABLE WATER

Potable water available on request.

2.3.WASTE DISPOSAL

Waste services are provided at OMSB by Agility.

The following types of waste are able to be pumped into Agility ISO tanks;

- Sewage
- Bilge Water
- Dill mud
- Waste oils

With prior notice, Agility is able to accept class 4 and NORM's.

2.4.SHIPPING AGENTS

There are several local shipping agents that a vessel may use, including agents that are located in Dampier.

2.5.SPARE PARTS AND PROVISIONS

Spare parts are available locally in Onslow. Agility works in conjunction with local service providers to facilitate repairs. If parts are required ex Perth, utilization of the Agility Perth warehouse is available for onward transport to OMSB.

Agility is able to source and transport any provisions a vessel may need and have it waiting at OMSB for when the vessel calls.

2.6.REPAIRS

Vessels wishing to carry out repairs and maintenance at OMSB whilst alongside must do so under their own controls and must first obtain the Agility Permit to Work to ensure the interaction of simultaneous operations is managed. Notice must be given upon applying at the online portal, no later than [48] hours before the relevant vessel berths if a vessel wishes to conduct maintenance or repairs whilst alongside, with final confirmation to be provided 24 hours prior to arrival.

3. LOCATION AND METEOROLOGICAL CONDITIONS

3.1.LOCATION

Beadon Creek is a tidal inlet approximately 2.5 km east of the town of Onslow on the Pilbara coast of Western Australia. The position of the northern point of the rockwall/breakwater entrance to Beadon Creek is 21°31.18'S 115°07.58'E.



3.2. LOCAL TIME

Local time, known as Western Australian Standard Time (WST) is UTC plus 8 hours. Daylight savings is NOT observed in Western Australia

3.3. CLIMATE

Onslow has a tropical climate, which is wet in summer and dry in winter. The mean daily temperature range is 24–36°C in summer (December–February) and 12–27°C in winter (June–August). Mean rainfall is ~60 mm/month in summer and ~28 mm/month in winter. The heaviest rainfalls are often associated with the passage of tropical cyclones, which typically occur between November and April and can cause extensive flooding.

3.4. WINDS

The 18-year (1997 to 2015) wind record from Onslow Airport indicates that the predominant direction for winds is between W and S; a large portion can be expected from the S-SW direction.. The data indicates the prevailing wind direction is from the W in summer and the S in winter. Approximately 95% of the measured wind speeds are less than 36km/hr. Maximum measured wind speed was 128km/h. Wind speed exceeded 100km/h during six years of the 18-year record. In all cases these extreme winds are associated with tropical cyclones.

3.5. CYCLONES

During the summer months, Onslow and the surrounding areas may be affected by tropical cyclones. The official cyclone season is from November to April. During periods of regional cyclonic activity, the storms can be intense, with wind speeds in excess of 200 kilometres per hour. Cyclones cross the coast at Onslow with a frequency of about 1-in-10 years. Furthermore, approximately 1-in-3 years, cyclones approach the coast sufficiently close to cause structural damage in Onslow.

The Onslow (Beadon Creek) Maritime Facility Cyclone Contingency Plan can be found here, http://www.transport.wa.gov.au/mediaFiles/marine/MAC_PL_CycCont_2016_17_OnslowBeadonCk.pdf

3.6. SEAS AND SWELL

There is generally low wave-energy offshore from Onslow because the coastline is sheltered from the prevailing south-west swells by the North West Cape and nearby islands, and from the northeast swells by a series of islands and attenuation resulting from the long, shallow continental shelf. A West-North-West sea breeze occurs during most of the year, causing a short-period sea to develop most afternoons.

Readings from the DoT Acoustic Waves and Currents (AWAC) instrument in the Beadon Creek channel indicate that waves are generally of small heights, with 95% of sea waves being less than 0.5m and 95% of swell waves less than 0.2m. The dominant direction of sea and swell is from the NW. There is a consistent low swell (T>8sec) from NW.

3.7. TIDES

The tide at Onslow is predominantly semi-diurnal with currents flowing along the coastline in the near shore area; these are generally easterly during flood tides and westerly during ebb tides. Local wind-driven currents interrupt this flow causing net currents that propagate along the coastline; in shallow water these flows can be significant. These wind-driven currents often dominate over the tidal currents.

Tidal values for Beadon Creek and surrounding areas;

Area	HAT	MHWS	MLWS	MHWN	MLWN
Beadon Creek	3.0m	2.5m	0.6m	1.8m	1.2m
Port of Onslow	3.0 m	2.5	0.6 m		
Port of Ashburton	2.58m	2.14	0.45 m		
Thevenard Island	2.9m	-	0.5 m		

Tidal streams and rates for the Port of Onslow and surrounding areas:

Area	FLOOD	EBB
Port of Onslow	East North East at 1.5 knots	West South West at 1.5 knots
Port of Ashburton	East at 1.5 knots	West at 1.5 knots

4. NAVIGATION

4.1. CHARTS AND PUBLICATIONS

It is the vessel's responsibility to obtain and maintain the latest editions of the charts and publications related to the Onslow marine area.

- AUS 64 – Approaches to Onslow
- AUS 69 – Plans of Port Ashburton and Onslow
- AUS 743 – Barrow Island to Onslow
- AUS 744 – Exmouth Gulf and Approaches

4.2. CHANNEL, BERTH AND SWING BASIN PARTICULARS

Vessel masters shall refer to

http://www.transport.wa.gov.au/mediaFiles/marine/MAC_G_Boating_Onslow.pdf for specifics on the approach to the channel.

Agility as operator has allocated three berths along side the landback wharf of approximately 70metres in length and two LCT slots. For clarity berth one is designated as the closest to the LCT ramps, LCT slot one is located closest to the creek entrance

4.3.NAVIGATION AIDS

Please refer to http://www.transport.wa.gov.au/mediaFiles/marine/MAC_G_Boating_Onslow.pdf for navigational aids information.

5. COMMUNICATIONS

5.1.RADIO CHANNELS

Vessel radio contact with OMSB shall follow marine conventions with contact made on VHF Channel 16 and then switch to Channel 8

5.2.NOTICE OF ARRIVAL

All vessels must confirm with Agility the arrival time 48 and then 24 hours prior to original estimated arrival.

5.3.ARRIVAL REQUIREMENTS

All vessels operators must have placed a booking on the online booking system as previously noted.

Prior to entering the Port limits, all commercial vessel(s) Master(s), irrespective of size, are to report to and inform the OMSB that the vessel(s) navigation, steering, propulsion, AIS and critical equipment is fully operational (and declare what is not fully operational). In addition, vessel(s) Master(s) are required to report to the OMSB any conditions that may affect, or is affecting, the seaworthiness of the vessel(s).

5.4.OMSB ARRIVAL REPORTING & BERTH APPLICATION

Berthing applications are made via the website at agilityonslow.com

6. BERTHING / MOORING OPERATIONS

6.1.BERTHING PARAMETERS

All vessel(s) operating within the Port shall at all times ensure they maintain an adequate Under Keel Clearance. As a minimum, an UKC of 1 metre, or 10% of draft, whichever is the greater, should be maintained unless other arrangements with the Base Manager have been agreed to. When calculating the appropriate UKC vessel Master(s) and Port Facility Operator(s) should consider the range and height of the tide, especially at low tide, the effect of sea and swell, especially long period swell, the draft and trim of the vessel being loaded, squat effect and the effect of the vessel rolling, pitching and yawing.

- a) Smaller vessel(s), less than 24 metres in length, when operating in Beadon Creek, may consider reducing their UKC to no less than 0.5 metres once all factors have been considered and the risk fully assessed and mitigated; and Landing Craft vessel(s) operating within the Port may consider reducing their UKC to no less than 0.2 metres as they approach

the intended ramp or surveyed landing place. This may be considered once all factors have been taken into account and the risk fully assessed and mitigated.

- b) The Master(s) of vessel(s) within the Port shall maintain the vessel in a state of readiness to manoeuvre at all times. In particular, vessel(s) engines and other essential machinery shall remain fully operational and the vessel's draft, UKC, trim and stability shall be maintained within safe limits.
- c) Vessel(s) within the Port, or in the adjacent State waters to the Port, may not immobilise their main engine(s) without the prior written permission of the Base Manager

6.2.PILOTAGE

Pilotage service for OMSB is contracted to a service provider by Agility. The commercial pilotage service for OMSB facilities is currently provided by West Coast Pilots. The requirements for pilots follow the same as for access to the Dampier Port and each request will be risk assessed on a case by case basis.

A "Request for Pilot Form" available at <http://www.agilityonslow.com/> must be completed and submitted to the OMSB Port Captain. The OMSB Port Captain will acknowledge the request prior to confirming Pilot availability.

Pilotage is compulsory for all craft exceeding 35m LOA or if engaged in towing, the combined LOA of tug and tow together exceeding 35 meters unless a valid Pilotage Exemption Certificate is held by the Master.

Notice of the estimated time of arrival and request for a pilot must be made to Agility not less than 3 days before ETA for vessels that have previously berthed at OMSB or 7 for vessels that have not.

6.3.BERTHING PRIORITY AND ALLOCATION

Berthing priority and allocation shall be at the sole discretion of Agility as the operator of OMSB and in line with confirmed booking via the online booking system. Any request for a berth slot is subject to confirmation by Agility, at its sole discretion.

Allocation of dedicated berths or laydown area's must be negotiated and agreed in sufficient time to allow for relevant approvals from OMSB and DoT. Agility will not be liable for any costs, delays or damage as a result of a failure to allow sufficient time for approvals.

Vessels shall berth at their allocated berth communicated to them by the base coordinator.

6.4.BERTH CHANGES OR CANCELLATIONS

Berth cancellations must be received prior 24 hours prior to last confirmed ETA. Failure to adhere to this 24 hours' notice will mean the applicable berthing fees will be applied.

6.5.MOORING EQUIPMENT

Vessel winches must always be in good working condition. All roller leads must be free.

Vessels may be requested to provide a mooring plan to the Base Manager if required.

6.6.MOORING LINE REQUIREMENTS

All mooring lines shall comply with the following requirements;

- Good condition with no joints, splices, knots, bends or shackles in them
- Be of non wire construction
- Standing lines and lines to winch drums must be deployed symmetrically fore and aft
- To be kept tight and the vessel kept firmly along side and parallel to the fender line
- Tended 24 hours per day unless otherwise agreed.

6.7. MOORING LINE SIZE

Mooring lines are handled manually by Agility personnel, lines shall be of a size suitable for such handling.

6.8. DEPARTING THE BERTH

Vessels must have dropped the last line and be clear of the berth by the end of their booked time. Failure to meet this requirement will see charges levied relative to the additional time along side.

6.9. VESSEL MOVEMENTS AT OMSB

From time to time a vessel may be required to reposition from one berth to another. If during positioning activity all lines are required to be let go, then if applicable pilotage requirements will apply.

7. ENVIRONMENTAL MANAGEMENT

7.1. ENVIRONMENTAL INCIDENTS

Facility users shall refer to Agility's Environmental Management Plan available on the booking website

7.1.1. Spill Response

Any individual, group or company that causes a spill of oil, chemical or other noxious substance at OMSB must immediately respond to the spill by:

- Controlling the spill - attempt to stop or stem the loss if it is safe to do so
- Containing the spill – minimise the spread of the spill and prevent it from entering creek waters.
- Cleaning up the spill – recover the spill using the appropriate spill response equipment provided by your employer and / or Agility
- Communicate to Agility – notify Agility Yard Supervisor immediately and submit an incident report form.

Agility provides a yellow mobile spill kits. The spill kits contain sorbent kitty litter, socks, deck plugs as well as brooms and shovels and basic PPE.

The spill kits can be used by anyone. However, if the spill has entered the waterway Agility has appropriately trained resources on standby to manage a water board spill.

Agility will inspect and replenish the mobile spill kits as required, on a routine basis. However, it is the expectation of Agility that if the mobile spill kit is used, the Yard Supervisor is notified immediately.

Further information may be found in the Oil Spill Response Plan on <http://www.agilityonslow.com/>.

7.1.2. Incident Notification

Any actual or suspected spill of oil, noxious substance or product (irrespective of volume) at OMSB must be immediately reported to Agility's Yard Supervisor whom will complete an incident report.

For all environmental incidents from vessels, Agility requires an initial report that outlines what happened and actions that have been undertaken to prevent a recurrence.

7.1.3. Spill Prevention Measures

To assist with the prevention of spills directly entering into the creek waters, it is a requirement that a spill kit is readily accessible and where practicable, the area immediately surrounding the area of risk is sealed or banded during bunkering or bulk waste transfer operations.

7.2.FLORA AND FAUNA

If any injured, distressed or dead native wildlife are found on or adjacent to OMSB, notify Agility's Yard Supervisor immediately.

The introduction of non-native organisms to the local area has the potential to significantly impact the environment. If any non-native fauna such as birds, lizards and mice/rats are observed, please notify the Yard Supervisor immediately. They will notify the appropriate agency to investigate. If you are unsure if the observed fauna is native or non-native, it should be reported to Agility regardless.

7.3.WASTE MANAGEMENT AND HOUSEKEEPING

There is a lidded general waste bin situated at the warehouse. This bin is located for general waste only and is solely for the use of Agility and its contractors.

Lids should be kept shut at all times to prevent waste being remobilised by wind and accessed by birds and feral animals. Quarantine waste from vessels must be managed by a licenced waste service provider and must not be placed in the general waste bins provided.

Controlled wastes such as oily rags and oil filters must not be placed within the general waste stream – it is the responsibility of the waste originator to appropriately package and dispose of such items offsite. Controlled waste from the clean-up of small spills(e.g. oiled kitty litter) should be placed in the heavy duty plastic bags provided in the large yellow mobile spill kits and sealed with cable ties to prevent further spread of contamination.

All loose items and litter have the potential to be carried directly into the marine environment by wind and rainfall. Wastes must not be released, or placed in a location where they may potentially be released into the marine environment. Note that this applies to all vehicle loads (e.g. utes / trucks) and waste receptacles.

7.4.FISHING

Fishing from OMSB or from any vessel berthed is strictly prohibited. If you see fishing being undertaken, notify the Agility Yard Supervisor immediately.

7.5.VESSEL CLEANING

A salt water deck washer is available from Agility for vessels that may wish to wash down decks of dust and salt build up whilst alongside the OMSB Wharf provided that;

- There are no hydrocarbons or any other contaminants on the surface to be washed
- No cleaning chemicals are to be used, irrespective of biodegradability without approval from the Agility HSE Management team.

7.6. TRANSFERS OF HAZARDOUS SHIPS STORES AND CARGO

Hazardous materials such as lube oils, cleaning products and paints may be delivered to site prior to vessel arrival and must be stored in the bunded DG transit area.

Storage of these containers, full or empty, on the wharf deck creates an increased and unnecessary risk to the environment. Containers of hazardous material destined for a vessel, once positioned, should be immediately loaded onto the vessel. If due to other loading/discharge activities this action is not possible, permission is to be sought from the Yard Supervisor for the containers to be temporarily stored on the wharf until operations allow for them to be placed onto the vessel.

At no time are containers of hazardous material either full or empty, to be left on the wharf deck without the approval of the Yard Supervisor. The contents of the containers are not to be transferred to another container on the wharf deck. Transfer must be done on the vessel deck and only where spill kits and spill recovery equipment is readily available.

8. INCIDENT REPORTING

8.1. SHIP OR SHORE BASED INCIDENTS

All incidents and near misses that occur prior to the vessel presenting along side the wharf must follow the processes set down in the Agility HSE Management System available online at <http://www.agilityonslow.com/>

8.2. REPORTING GUIDELINES

8.2.1. Vessel Incidents and Near Misses

Any vessel incidents and near misses must follow the process set down in the Agility HSE Management plan

8.2.2. Landside Incidents and Near Misses

All landside incidents and near misses must be reported to the Agility yard supervisor as soon as practical. Agility will apply the processes contained within its HSE Management Plan when responding to any incident or near miss.

9. SAFETY, HEALTH AND SECURITY

9.1. OCCUPATIONAL SAFETY AND HEALTH POLICY

Agility is committed to achieving a safety and healthy work environment for its employees, contractors and visitors.

All visitors have the right to stop operations at any time should the operation be deemed to be unsafe to personnel, property or the environment.

This “**Stop Work Authority**” overrides any written or verbal plan, instruction or procedure that has been previously agreed to.

Operations will not recommence until all parties agree.

9.2. SAFE WORK PROCEDURES

9.2.1. Alcohol/Drugs

Agility maintains a strict no tolerance policy for all its workers and visitors to the OMSB Facility.

There is a 100% testing regime in place for all that cross the gate or disembark a vessel.

Heavy vehicle drivers are to pull up to the left on the approach road and proceed to the site office for clearance to enter the facility. All employees whom leave the gates, even during the day will be required to be tested on reentry to the facility.

All crew disembarking a vessel whom intend to travers the grounds on foot will require to be tested. A crew member that tests positive during disembarkation will be required to remain on the vessel until:

- Appropriate vehicular/escorted arraignments can be put in place. EG Fully inducted bus driver or taxi service.
- Agility may escort a crew member and fees and charges will apply as per the rate schedule.
- Crew members presenting with the desire to board the vessel whom fail a test will be required to proceed no further than the site office until the vessel captain has been informed. A crew member that fails a test may only board the vessel under direct supervision of the vessel master.

9.2.2. Crew Change, Contractors and Visitors

Crew changes must be carried out in accordance with the shipping company's safety management system.

Crew changes should be limited when crane operations are in place.

Incoming or outgoing crew must abide by the Base's drug and alcohol policy.

Incoming or outgoing crew must abide by the Base's PPE policy. Crew unable to meet the PPE policy must be collected or dropped off directly at the ships gangway. That crew must not loiter on the wharf.

9.2.3. Electronic Equipment

There is no requirement to turn off electronic equipment whilst on OMSB, however the following restrictions apply:

- No mobile electric equipment allowed within 5 meters of a bunkering operation with the exception of intrinsically safe hand held radios.

- No mobile electric equipment allowed within 5 meters of the dangerous goods store with the exception of intrinsically safe hand held radios.
- Headphones are not allowed anywhere on base

See the attached map locating these zones.

9.2.4. Mobile phones

The use of mobile phones in operational areas of OMSB is discouraged due to the reduced awareness and attention by the user that they tend to create. Agility does recognise the need for communications from time to time so if a call must be made or taken you should;

- Move to a designated driver safety zone prior to answering/making a call and remain stationary whilst on the phone
- Keep the calls as short as possible. If you expect to be making multiple or lengthy phone calls, you should leave the operational area and move to a dedicated pedestrian zone or driver safety zone.

Never use a mobile phone while operating a vehicle, plant or equipment. Anyone observed using a mobile phone whilst driving will have their port entry pass revoked.

9.2.5. First Aid

There are first aid kits available in every Agility vehicle and MHE. Additionally there is a comprehensive kit available at the site office.

The AED is also located in the site office denoted by appropriate signage for easy location.

9.2.6. Gangway

A Master of any vessel berthed at OMSB must ensure that a safe means of access and egress is available at all times. Agility currently has a 10m gangway available for use at the rates per the standard rate schedule.

The Master is to ensure that the access remains safe at all times. Gangways should be removed if at any time the situation is deemed to be unsafe. The Master should ensure he is able to have gangways repositioned or removed at short notice. Tidal movements can be large and particular care and attention should be paid to gangways because of this.

Where gangways are landed, they must be marked with high visibility traffic control markers.

9.2.7. Lighting

OMSB is fitted with permanent security perimeter lighting only. Supplementary portable flood lighting will be provided by Agility for specific operations as required for the type of work being conducted or deemed necessary through risk assessment and/or by procedure. If portable lighting is provided, every effort must be made to ensure that the light beams don't interfere with other operations or cause a danger to vessel or vehicle traffic by obscuring vision.

9.2.8. Protective Clothing and Safety Equipment

PPE must be worn at all times on the Supply Base, designated areas and other spaces designated by signage. PPE includes, as a minimum;

- Hard hat
- High visibility vest or clothing
- Long sleeve shirt and long pants
- Safety boots, and
- Safety glasses
- Safety gloves must be available on your person for when required
- Personal Flotation Devices (PFD's) are required when within 2m of the unprotected wharf edge, or conducting work below the wharf deck level.

9.2.9. Working alone

Any personnel working either alone or out of sight of other personnel must ensure their own personal safety. Some suggestions include;

- Wear all required PPE.
- Ensure a call back or check in procedure is in place.

9.2.10. Smoking

Smoking is only permitted in the designated smoking area adjacent to the visitor car park.

9.2.11. Traffic Management

OMSB is a multi-user facility with many and varied vessels, cargoes and transport requirements. The dynamic nature of operations does not allow for vehicle and pedestrian traffic to be managed the same way, every day.

Agility has developed a Traffic Management Plan for the base which can be located at <http://www.agilityonslow.com/>. As a minimum reference, the following rules should be followed at all times;

- Unless otherwise indicated, normal Western Australian road rules (Road Traffic Code 2000) should be strictly adhered to. The WA Road Traffic Act applies to all roads on the port site and any breaches may result in loss of access to the site.
- 10km/h is the maximum speed limit for ALL vehicles. Drivers are expected to drive to the conditions and congestion which may mean reducing their speed further.
- Seatbelts will be worn at all times when operating vehicles or powered mobile plant.
- Drivers will obey all traffic control signs temporary and permanent.
- Drivers will obey directions from Agility staff or other personnel conducting traffic control duties by signs or hand signals.
- Vehicles should only park in designated car parking areas.

9.3. SECURITY

Agility maintains 24 hours electronic security over the entire OSMB. This includes CCTV monitoring of the entire water front, including the LCT ramp and electronic perimeter security over the entire boundary.

Electronic perimeter security is maintained along the wharf front to alert Agility of any unauthorised access to the berth face. Authorisation is required to disengage the waterfront electronic security when operations are planned, even during normal operating hours. These will be arranged by the Agility Yard Supervisor.

10. EMERGENCY PREPAREDNESS

10.1. EMERGENCY PROCEDURES

For Marine emergency that occurs prior to commencement of mooring operations shall follow the procedures detailed within the vessel emergency procedures.

For any other emergency raise the alarm by contacting the onsite Yard Supervisor or Agility Management. Agility will enact its Emergency and Response Management Plan, a copy of which can be obtained from <http://www.agilityonslow.com/>.

10.2. MEDICAL EMERGENCY

Call 000 immediately to activate the medical services. As soon as possible notify Agility Management on 0418 664 658 so they can assist with the coordination of help to your location.

Agility has a defibrillation unit available in the base office for use as well as a first aid kit. Vehicle based first aid kits are available in all vehicles and MHE operated by Agility

For a full list of emergency telephone numbers, see Table 1 on the back page.

10.3. GENERAL PRECAUTIONS

Vessels moored at OMSB shall at all times retain sufficient officers and crew on board to deal with any emergency that may arise and if necessary to move the ship from the wharf.

Repairs and other work that may impair the safety of the ship and/or its ability to maneuver are only permitted by authority of the Base Manager

10.4. DRILLS AND EXERCISES

From time to time vessel Masters or other personnel and companies working at OMSB may wish to conduct emergency drills and exercises. Agility understands and encourages emergency preparedness however 'no-notice' drills are discouraged to prevent confusion to persons not involved.

Agility requests that any company or vessel wishing to conduct an exercise contact the HSE Manager in the first instance to assist with coordination and required notifications.

10.5. FIRE

The following instructions and requirements will be complied with, in conjunction with ships emergency plans, Port emergency plans and AMSA & DFES requirements.

10.5.1. Fire precautions

Firefighting appliances on the vessel including the main and emergency fire pumps must be kept ready for immediate use. The international ship/shore connection shall be readily available. Vessels hoses, nozzles, fire extinguishers and firefighting equipment generally, should be in good condition and ready for use.

10.5.2. Fire appliances on shore

The following firefighting appliances are located at OMSB. Refer diagram 1 in the appendices for locations.

- Fire hose cabinets are located adjacent to the Bailey's fuel cabinets and at the base office.
- Portable fire extinguishers are located in the base office and warehouse.

The wharf can accommodate local fire and emergency service vehicles.

10.5.3. Fire alarm

If a fire is discovered that can't be contained as per the Safety and Response Plan, available on <http://www.agilityonslow.com/>. The alarm should be raised with the Agility Yard Supervisor or if the fire is serious a call placed to 000.

Further action will be taken in accordance with the Agility Safety and Response Management Plan.

11. OPERATIONS

11.1. PERMIT SYSTEM

Agility has a permit system in place for non-operational works. The full permit procedure and permit flowcharts can be found on <http://www.agilityonslow.com/>. The permit flowchart gives a minimum notice requirement however lengthier time frames may be required for more intricate or logistically challenging works.

Below is specific information relating to the more common permits issued for operations. This list is not exhaustive and it is the masters/agents/contractors responsibility to ensure that all required permits are in place.

Agility has the right to stop all operations pertaining to a particular vessel if a required and valid permit is not in place or if a breach of permit conditions is noted.

11.1.1. Heavy load permits

Any single item of cargo, equipment, bulk product or other load exceeding 20 tons requires a Heavy Load Permit (HLP) to be applied for and approved prior to either being brought on to site or discharged from a vessel.

In addition, any single crane lift exceeding 20 tons will require a lift study to be completed and submitted at the same time the HLP is applied for.

The Agility HSE team may request one or both of these documents to be completed for loads of a weight less than that specified.

Should a load or lift be near to permissible load limits on site, the application will be referred to engineers for approval. Engineers may require more detailed information.

11.1.2. Oversize Load Permits

Any vehicle or vehicle combination exceeding 19m long, 2.5m wide and/or 4.3m in total height must apply for an oversize permit at least 24hours prior to requirement. This may be in addition to a HLP as per 11.1.2.

A movement study may be requested to prove that a certain vehicle/load combination can negotiate all wharf and approach roads.

11.1.3. Hot work permits

Any process that can be a source of ignition when flammable material is present or, can be a fire hazard regardless of the presence of flammable material in the workplace requires a hot work permit. Common hot work processes are, but not limited to, welding, drilling, cutting and grinding.

Hot work permits are issued by the Agility HSE team. These permit applications must be submitted in person by a person directly responsible for or involved with the work being conducted. The application must be submitted with a copy of the fire ban status of the day. A JHA or equivalent should already be prepared prior to application. A copy of the JHA may be requested.

Hot works undertaken on board a vessel are to be performed in accordance with the requirements of the vessel safety management system. No Agility permit is required however Agility Management Team is to be notified, via the berth booking system, by the vessel master of any intended hot works prior to berthing.

11.1.4. Diving permits

Dive permits are required when any diving operations are to be conducted. The permit approval process for a dive permit is extensive and as a minimum the below will be required;

- An extensive JHA covering the complete scope of works
- A complete dive plan
- Emergency evacuation procedures
- Copies of divers qualifications including on site supervisor
- Contact numbers and radio channels for the dive supervisor and the master of the vessel engaged

11.1.5. Working at heights permits

Working at heights permits are issued by the Agility HSE Manager on site and should be requested 7 days prior to requirement.

Due to the unnecessary risk of interaction between a moving vessel and a fixed platform, permits will not be issued for personnel to work on a vessel from a shore based EWP or equivalent.

WAH permit applications are not required from vessels conducting work on board. Masters are to manage works conducted under their own SMS and permit system.

11.2. DANGEROUS GOODS

At least 24 hours prior to a vessel's proposed time of entry or the proposed time of delivery of goods to a berth, the Master, his agent or their representative must lodge details of dangerous goods being carried or intended for carriage on the vessel with the port in order to apply for and be granted a Dangerous Goods approval.

Applications for approval to transport or handle dangerous goods are made via a berth application and a Dangerous Goods application. A correctly filled out and signed Dangerous Goods Form or equivalent for each type of DG is to be attached to the Dangerous Goods Permit application.

Irrespective if dangerous goods and explosives are being delivered, a vessel transporting "through cargo" dangerous goods must declare same. Ships equipment e.g. flares, do not need to be declared.

Certain conditions or logistical circumstances may necessitate a berth closure.

It is a requirement to ensure that the Dangerous Goods are labeled in accordance with standards. Operators must ensure that all Dangerous Goods and Explosives are segregated from other Explosives and Dangerous Goods in accordance with the IMDG code.

11.2.1. Dangerous Goods (Class 1) – special requirements

OMSB is not classed as a special berth nor is the base licensed for the storage of Class 1 DG. As such, there are strict limitations on how and what can be handled. If an approval is issued (see section 11.1) to load or unload dangerous goods from a vessel and those goods are Class 1 explosives, in addition to requirements in AS3846-2005, the following additional specific handling and transport requirements must be met;

- Class 1 items will be the first items unloaded from a vessel immediately after arrival.
- Class 1 items when unloaded must be immediately removed from site utilising approved transport.
- Class 1 items will not be stored anywhere on the base
- Class 1 items being loaded, will not be brought on to site and loaded until immediately prior to vessel departure.
- The multimodal for the Class 1 goods must show the Net Explosive Quantity (NEQ) for that item.
- The maximum NEQ permitted at the DCW (Except for Class 1.4S12) is 25kg total.

11.2.2. Dangerous goods storage

On site storage of DG cargo is not permitted. All classes of DG (except class 1, see section 11.2.1) may be brought on to site for immediate loading to a vessel at any time. Placement and storage of any DG is not permitted except in the course of normal loading/transshipping operations.

11.3. BERTH SIDE LAYDOWN

Agility offers laydown for vessels that are required to stage and store cargo prior to arrival. Please refer to the rate card for such services.

11.4. ADDITIONAL LAYDOWN AREA

There is additional laydown available in Onslow for a longer period, please contact Agility Management to discuss the requirements.

11.5. MOBILE PLANT & EQUIPMENT

Outside normal bunkering and Agility refueling operations, no refueling of non-Agility equipment may be conducted at OMSB.

11.6. PARKING

Visitor parking is provided in the designated area as per Agility's Traffic Management Plan, available at <http://www.agilityonslow.com/>. LV exit shall only be allowed via the entry gate through the designated lane.

Parking of vehicles (commercial or private) is not permitted in the operational areas of OMSB unless authorised. Only vehicles that are an integral part of vessel operations being conducted at the time will be authorised. Vehicles that are authorised to park must;

- Never park in a truck transit lane.
- Leave car unlocked with vehicle keys in ignition.
- Ensure vehicles not identified by a company name and phone number shall leave a contact name and number clearly displayed on the dashboard of the vehicle.
- Never park within 2 meters of the wharf edge
- Keep clear of all emergency appliances including emergency showers.
- Keep clear of waste bins.
- Understand that the vehicle may be moved or removed by Agility staff without notice

11.7. CRANES

The entire OMSB site is rated to handle 25kpa pressure for MHE operations.

Additionally there is a lift pad located centrally that is able to operate a 700ton crane. Bookings for the 700 ton crane must be made in advance.

Any crane requirements shall be noted during the berth booking process.

See Diagram 4 for the heavy lift pad location and dimensions.

11.8. HEAVY VEHICLES

If there is congestion at the OMSB entry gate, trucks can wait on the access road on the left hand side.

11.9. BUNKERING OPERATIONS

Fixed bunkering points are located at two locations on the wharf (see diagram 1) and this bunkering service is provided by Bailey's Fuels. The bunkering cabinets have 3 connection types;

- 4" high flow connection – upto 1000lpm
- 2" medium flow connection – upto 800lpm
- 1.5" low flow nozzle – upto 200lpm

Baileys maintain a tank farm holding approx. 300kl of Marine Diesel. Vessels that require more than this amount will require 3 days notice so that additional fuel may be organized.

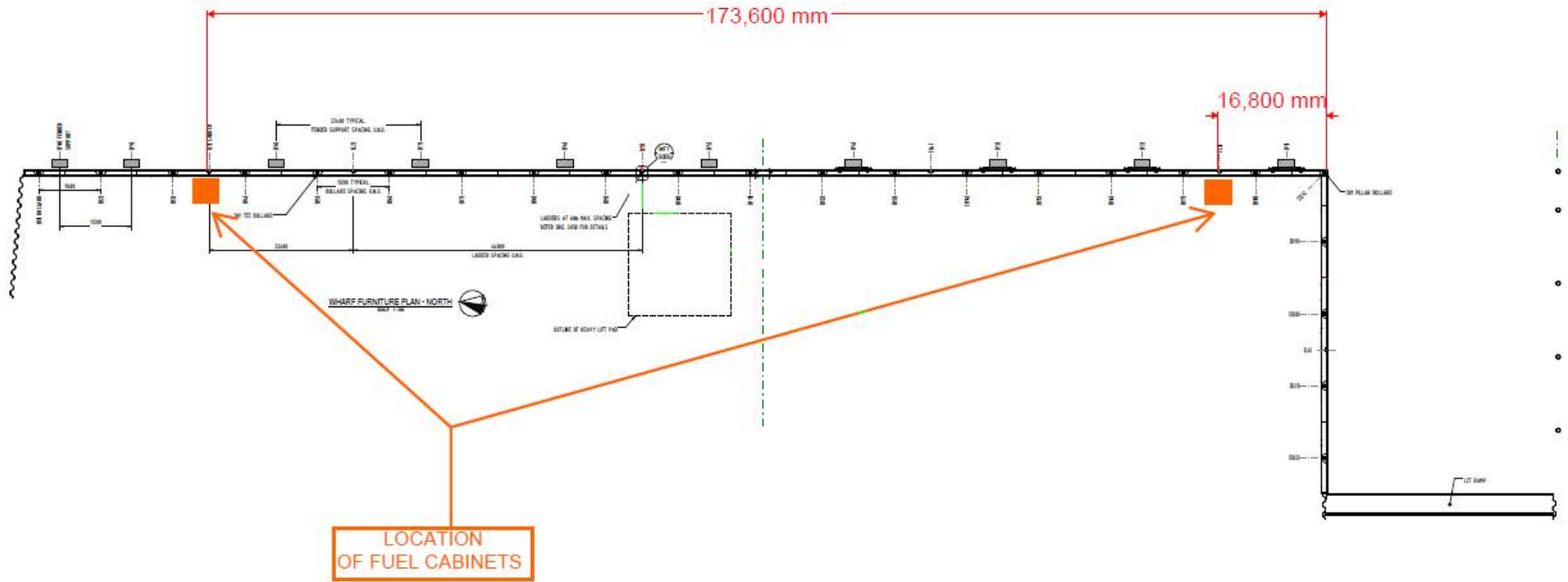
Bailey's require that all vessels wishing to receive bunkering services via fixed line will have a 4" dry break coupling hard fixed (Welded Flange) and fitted to their receiving manifold. Not having such a fitting will result in refusal to supply from the fuel provider. Important points in the bunkering process are:

- Prior to ordering bunkers, masters should ensure that a berth has been allocated to their vessel at the scheduled time.
- Bunkering and loading cargo may take place concurrently, if all parties agree, but under no circumstances can cargo be lifted directly over the bunker point, the hose or the operator.
- Every endeavor should be made to position the vessel correctly and the shore equipment, including cranes, to allow load/discharge operations to take place in an efficient and safe manner. Bunkering will cease if the operator considers any aspect of the process unsafe.
- Vessels should have their own supply of pollution response, containment and recovery equipment on board. This equipment should be strategically placed to assist in the immediate action to prevent environmental harm. This equipment, especially absorbents booms, pads and floor sorbent granules should be kept in good condition and replaced if deteriorated.
- Scuppers on board all vessels shall be blocked and sealed during the bunkering process. Save-alls are another way to prevent small spills as well as providing breather bags or buckets to capture small overflows. Vessels with large freeing ports and/or vessels not fitted with proper containment should deploy absorbent material or booms on deck near the filling point and bunkering vents
- While refueling a crew member must be assigned to the vessel refueling operations at all times. One assigned to the dry break connection or fuel nozzle at the vessel and the Agility person at the fuel cabinet to activate the "Dead Man Switch" when using the bunker hose, control the flow rate, check the volume dispensed and activate the "Emergency Stop Button" should an emergency occur.
- The pump will only start when a Baileys Marine Fuel Card is swiped in the card reader.
- Always read the "Recommended Refueling Procedures" displayed on the fuel cabinet before commencing refuelling. Also remember only inducted persons are authorised to use BMFA's refueling equipment.

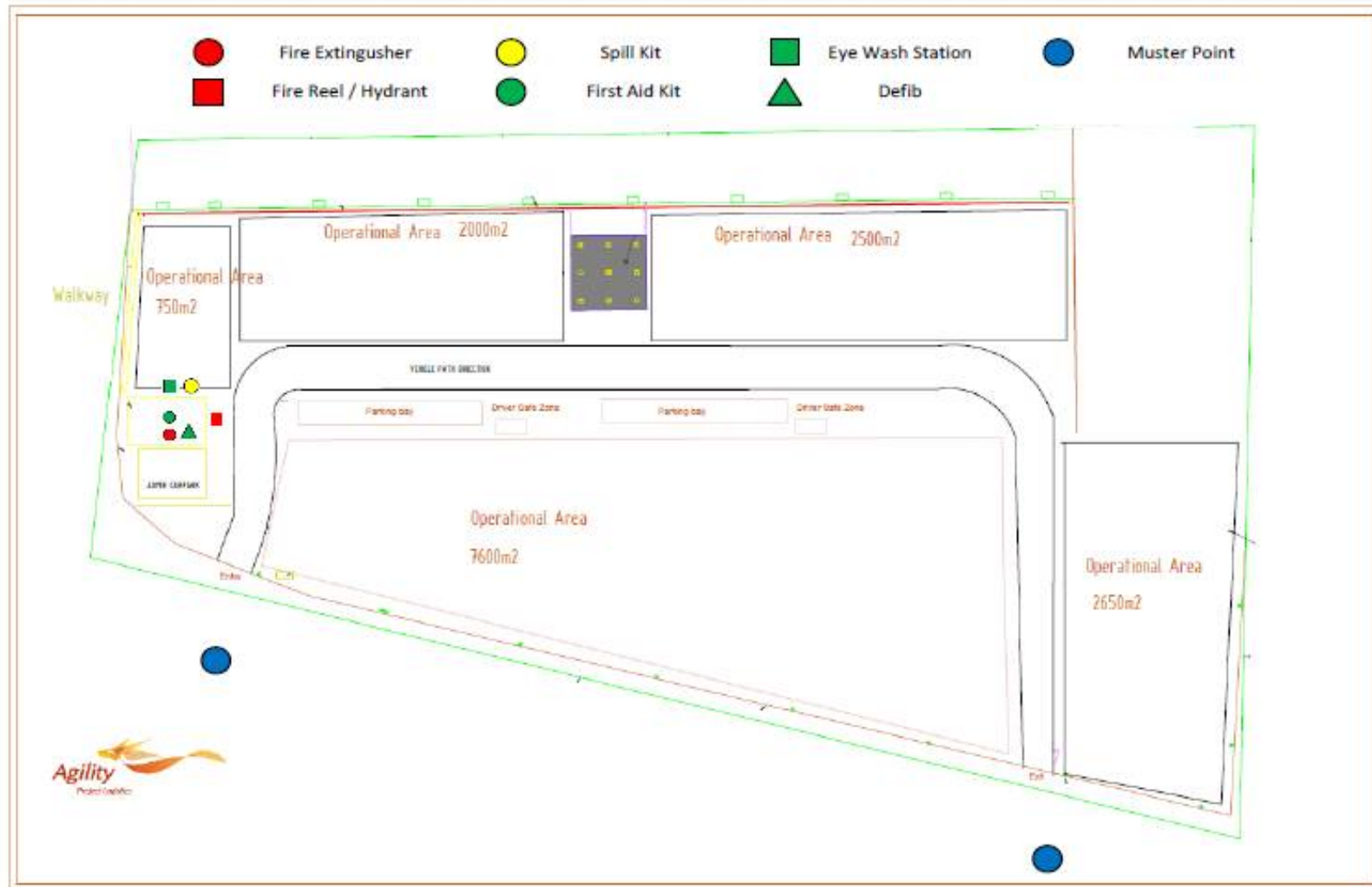
12. APPENDICES AND DIAGRAMS LIST

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12.1. DIAGRAM 1: OMSB SERVICES DIAGRAM



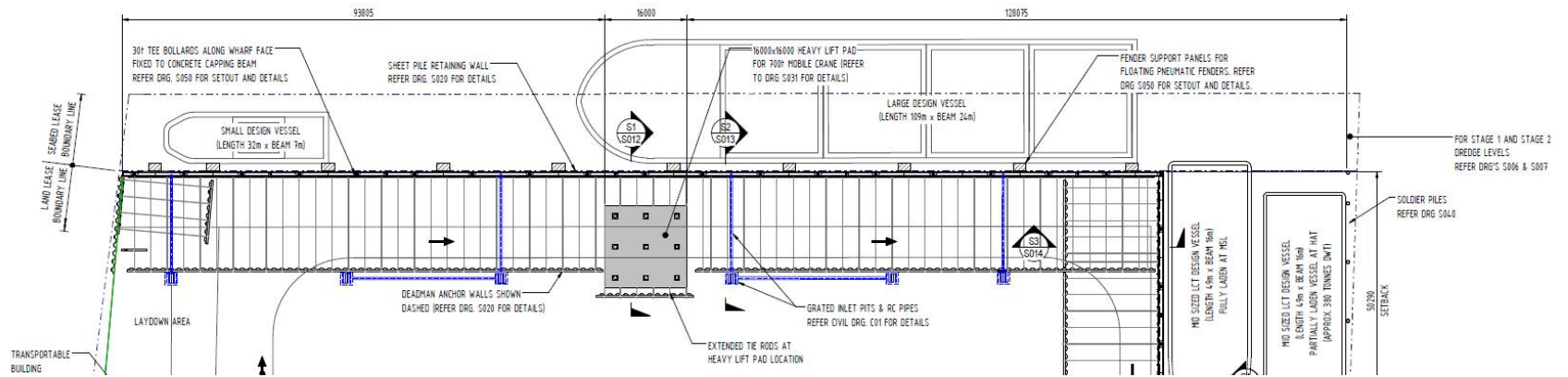
12.2. DIAGRAM 2: EMERGENCY RESPONSE PLAN MAP



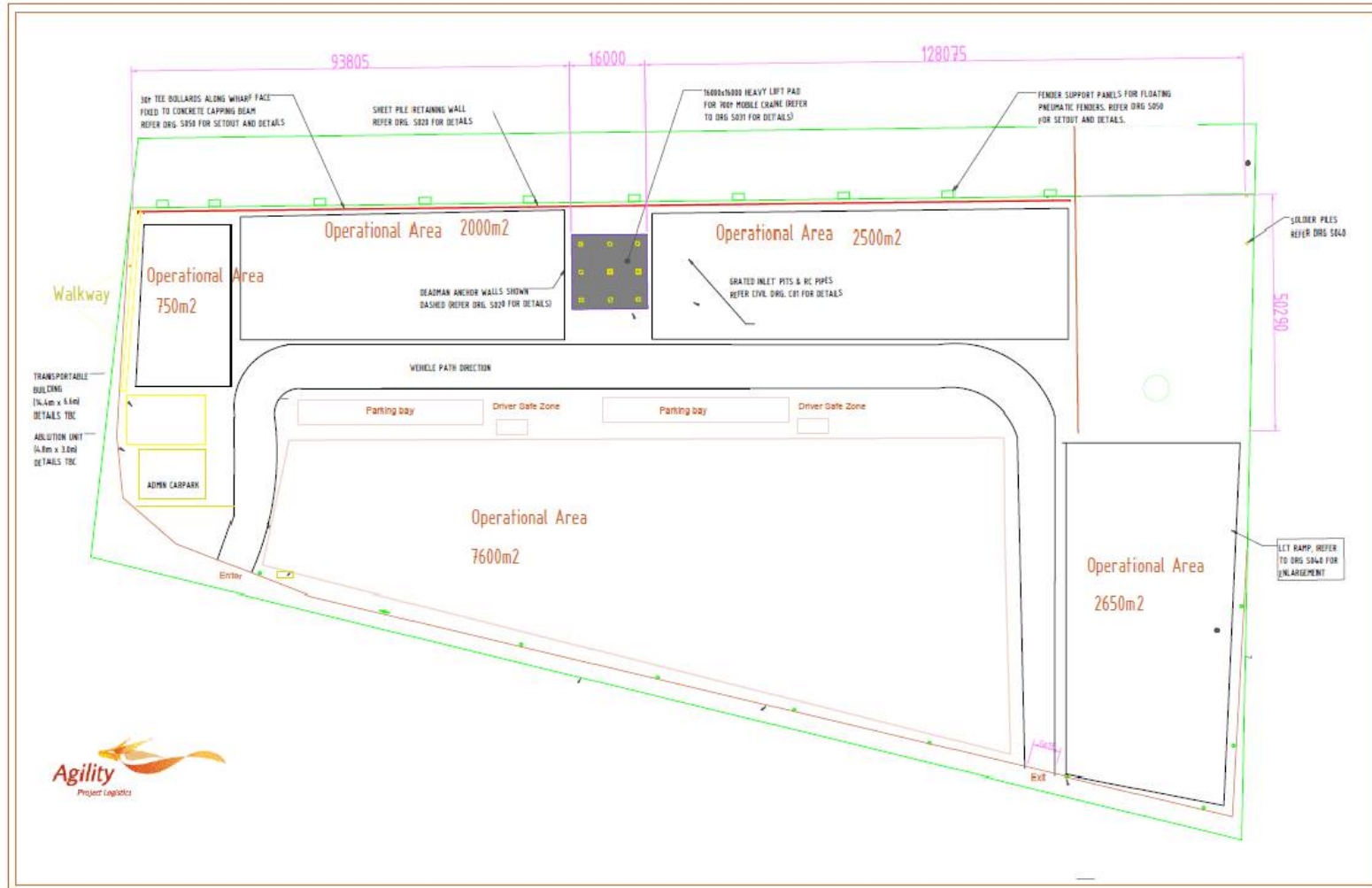
12.3. DIAGRAM 3: PPE REQUIREMENTS



12.4. DIAGRAM 4: HEAVY LIFT PAD LOCATION



12.5. DIAGRAM 5: TRAFFIC MANAGEMENT PLAN



12.6. TABLE 1: KEY CONTACTS

Name		Position	Contact Number
Steve O'Donnell	sodonnell@agility.com	Agility General Manager Projects	0419 155 990
Alan Chapman	alchapman@agility.com	Agility Base Manager	0418 664 658
		Agility Yard Supervisor	
Leonie Makin	Lmakin@agility.com	Agility HSE Manager	0422 771 975
Brett Gundry	bgundry@agility.com	Business Development Manager	0448 271 027