Hot Work Procedural Guidelines Port Waters of Port of Melbourne

DECEMBER 2024

PORTS VICTORIA

Revision history

Date	Version	Name	Reason
July 2022	1	C Morris	1st Ports Victoria issue
December 2024	2	C Morris	Scheduled review

Approval history

Date	Name and title	Signature
July 2022	C Strawbridge, GM Safety, Emergency Management and Business Continuity	
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Document Location:

The most up-to-date document and central source for referenced forms and additional guidelines can be located on the Ports Victoria website at http://www.vicports.vic.gov.au

Contents

1. Introduction

1.1. Purpose and scope

The aim of these Ports Victoria hot work procedures is to develop a safe work environment with respect to hot work within the port to minimise accidents that may lead to personal injury or property damage.

These procedures specify precautions to be taken before, during and after hot work, to prevent the possibility of fire or explosion, which may result in harm to persons or property within the port of Melbourne precinct.

These procedures apply to all port users i.e., ships' masters, leaseholders and contractors who wish to undertake hot work in any area of the port.

1.2. Reference documents

The following documents are referred to in this document:

AS 1674.1:1997	Safety in Welding and Allied Processes: Fire precautions
AS 1674.2:2007	Safety in Welding and Allied Processes: Electrical
AS 1940:2017	Storage and Handling of flammable and combustible liquids
AS 2865:2009	Safe working in confined spaces
AS 3846:2005	The handling and transport of dangerous goods in port areas
AS ISO 31000:2018	Risk Management – Principles and Guidelines
AS/NZS 60079.29.26:2016	Explosive atmospheres: Gas detectors – Selection, installation, use and maintenance of detectors for flammable gases and oxygen
AS 4839:2001	The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes
AS/NZS 1335:2020	Gas welding equipment – Rubber hoses for welding, cutting and allied processes
	Occupational Health and Safety Act 2004
	Occupational Health & Safety Regulations 2017
	International Maritime Dangerous Goods Code (IMDG) as amended
	International Safety Guide for Oil Tankers and Terminals (ISGOTT)
	Compliance code – Confined spaces 2019
	The Port Management Act 1995 (Vic) and Port Management (Port of Melbourne Safety and Property) Regulations 2020

1.3. Definitions

Competent person

A person who has, through a combination of training, education, and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.

Contaminant

Any dust, fume, mist, vapour, biological matter, gas or other substance in a liquid or solid form, the presence of which may be harmful to health and safety.

Hot work

Grinding, welding, thermal or oxygen cutting or heating, and other related heat- producing or spark-producing operations that may increase the risk of fire or explosion.

Port of Melbourne Operations (Port of Melbourne)

The private operator of the port of Melbourne commercial operations following the conclusion of the Port of Melbourne Lease Transaction in 2016.

Port of Melbourne Duty Port Authorised Officer (PoM DPAO)

A Port of Melbourne employee authorised to monitor Hazardous Port Activities on Port of Melbourne controlled areas confirming work is carried out in accordance with the conditions of the issued authority.

Shall

Indicates that a statement is mandatory

Should

Indicates a recommendation

Ports Victoria

Established on 1 July 2021, Ports Victoria is a statutory authority. Its statutory objects, powers and functions are carried out under the *Transport Integration Act 2010* (Vic) and are the combined objects, powers, and functions of the former Victorian Ports Corporation (Melbourne) and the Victorian Regional Channels Authority.

Ports Victoria Duty Port Authorised Officer (Ports Vic DPAO)

A Ports Victoria officer tasked with issuing authorities and monitoring that Hazardous Port activities on port land and in port waters are carried out in accordance with the conditions of the issued authority.

2. Roles and responsibilities

2.1. Ships' masters, leaseholders, and contractors Authority Holders

Hot work shall be carried out under the control of a person who is responsible for the safe execution of all operations and has the authority to enforce the requirements of this procedure and all other relevant and applicable legislation.

This person will be herein referred to as the 'Authority Holder' and is responsible for the following:

- Apply to Ports Victoria for a Hot Work Authority.
- Notify Ports Victoria of any changed conditions/circumstances that may affect the hot work authority.
- Carry out hot work only at the times specified on the authority.
- Ensure that the work meets the special conditions specified in section 3 and any additional requirements of section 4.

A Duty Port Authorised Officer (DPAO) may audit any hot work site as deemed necessary.

2.2. Ports Victoria

Ports Victoria is responsible for the following:

- The receipt of all applications for a Hot Work Authority anywhere in the port area.
- Assess the application for all relevant information
- For Ports Victoria managed areas, determine if all requirements of the application have been met and issue or refuse the application, advising the applicant accordingly.
- For Port of Melbourne tenanted areas e.g., stevedores etc, advise the applicant accordingly and provide a copy of the Authority to the Port of Melbourne.
- For Port of Melbourne controlled areas e.g., Common User Berths, refer to Port of Melbourne for endorsement:
    - On receipt from Port of Melbourne of endorsement of the application, issue the Hot Work Authority to the applicant and copy the Authority to Port of Melbourne.
    - If the Port of Melbourne refuses to endorse the application, Ports Victoria will notify the applicant to contact the Port of Melbourne directly.
- Monitoring of Hot Works carried out on any site in the Port for which an Authority has been issued.

2.3. Port of Melbourne Operations (Port of Melbourne)

Port of Melbourne Operations (Port of Melbourne) is responsible for the following:

- On receipt of an application for a Hot Work Authority from Ports Victoria that requires Port of Melbourne endorsement, assess the location of what works are to be carried out, against any known risk or hazard.
- Respond to Ports Victoria, with endorsement of the application including any applicable conditions, or denial of the application summarising a reason for refusal.
- Undertake assurance activities of Hot Works carried out on Port of Melbourne controlled land and report any non- conformance of the Authority directly to Ports Victoria.

3. General requirements,

3.1. Identification and security

The port is a restricted area and secured against unauthorised entry. Entry into port areas is controlled by:

- For security Regulated areas, a Maritime Security Identification Card (MISC); and
- Inductions to local berths or terminal.

Escorted entry into the port areas may be permitted by:

- a valid identification card with a photo ID and signature (eg – driver's licence); or
- a valid passport.

Additionally, some terminals require access permission sent to the gatehouse 24 hours before entry. This may be sent via:

- the ship master or their appointed agents.
- the duty Security Officer; or
- leaseholder or the licence holders.

3.2. Inductions

Inductions are a process of familiarising staff with the hazards and safety controls on the site that they are coming to work in. The inductions may be of a general nature, site or task specific. In either case, it is the first step in the consultation process aimed at:

- familiarisation of staff with the necessary information to prevent injuries
- knowing key contacts in normal and emergency situations
- being aware of the emergency equipment and emergency procedures of the site
- understanding the requirements of the sites Quality, Health, Safety and Environmental policies and procedures.

Task and operational specific inductions are encouraged when working on specialised plant or equipment.

3.3. Consultation

In implementing the requirements of these guidelines, consultation shall take place between the stakeholders or their representatives, in accordance with the relevant provisions of the Occupational Health & Safety Act 2004 (Vic) (The Act).

The Act requires employers to consult, so far as reasonably practicable, with employees, who are, or likely to be, directly affected by the hazards that they may be exposed to.

Examples of consultation process

The consultation process may include one or more of the following:

- Toolbox Meetings
- Job Safety Analysis (JSA)
- Work method statement or procedures (SWMS)
- Hot work permits or checklist

Consultation means that employers shall share information with employees, give them reasonable opportunity to express their views and take those views into account.

Procedures for consultation that have been agreed on shall be adhered to.

Guidance on the minimum compliance requirements for consultation is available from WorkSafe Victoria.

3.4. Supervision and inspection

Hot work shall be carried out under the control of a person who is responsible for the safe execution of all operations and has the authority to enforce the requirements of this procedure and all other relevant and applicable legislation. This person will be herein referred to as the Authority Holder.

The authority holder shall control the following:

- compliance with the prevailing safe work practices
- work force access and security requirements
- fire prevention methods and equipment are in place (i.e., fire blanket, barriers)
- fire-fighting equipment is serviceable
- Emergency management procedures are in place.

Before hot work is started in any location, the authority holder shall:

- apply to Ports Victoria to receive a hot work authority
- thoroughly inspect the site and adjacent areas for hazards
- ensure a risk management process is applied and the hazards are identified
- have procedures or processes to eliminate the hazard or reduce the hazards
- ensure the equipment being used is compatible with the work undertaken
- locate equipment so that, in the event of a malfunction a dangerous situation is not created, and a safe entry/exit is maintained.

During hot work, the authority holder shall ensure:

- containment of sparks and slag
- no changes to work environment alter post safety planning
- work is not carried out in isolation
- all hazard precautions identified are taken.

On completion of hot work, the authority holder shall:

- inspect the site and the adjacent area
- ensure no smouldering material is on site
- wet down timber structures and decking.

Note: The hot work area shall be monitored for at least four hours after the job is completed. Throughout the first hour, the fire watch continuously monitors the work site and adjacent areas. The areas should then be checked throughout the next three hours by appropriate means based on risk.

4. Risk management

4.1. Risk management process – Safe Work Methods

The risk management process to be undertaken by the Authority Holder shall consider:

- the work activity (practices and processes) being undertaken
- the presence of hazards (dangerous goods, hazardous substances, dust, fibres, asbestos) within 25 metres of the work area
- the general work environment outside the 25-metre zone
- compatibility of work in the area
- the working limitations such as working at heights and over water
- working in or adjacent to a confined space or fuel tank
- the possibility of changing circumstances and environments during the progress of work
- the size and limitations of the work force
- the control measures prevailing such as isolation of systems, barricading of area
- the availability of control measures within the vicinity of the work area such as fire screens, fire blankets and firefighting equipment

Each stage of the risk management process should be recorded and documented appropriately.

Assumption's methods, data sources, analyse results and reasons for decisions should all be included.

The documented records of such processes are important and shall be kept on site and accessible where the works are taking place.

4.2. Hazard identification

The risk management process should identify all hazards, for example:

- a single hazard (mooring ropes or dangerous goods in vicinity)
- multiple hazard (cargo operations in progress, working adjacent to fuel tanks)
- cumulative hazard (Fire, explosion).

Other hazards also need to be considered which may be external to the process. These hazards include:

- working at heights
- working over water
- prevailing and changing weather conditions

- proximity of other cargoes on board the ship
- flammable and combustible material within 25 metres of the hot work
- proximity of sensitive activities and equipment on board
- hazards that may exist in the area outside or in adjacent compartments
- equipment location on site as well as equipment malfunction
- inherent hazard (a hazard that may develop from the process)
- changing circumstance that may render the area unsafe

- interaction with other activities
- prevailing work conditions such as cargo transfer, bunker transfer
- access to medical services
- safe access to and from the work area
- maintaining a safe atmosphere in the work area.

Examples of flammable and combustible material

- rags used for cleaning and wiping the area
- timber structures and decking
- grass, leaves and bushes
- ropes such as:

  - mooring ropes
  - supporting and scaffolding ropes
  - load ropes for equipment and material

Examples of changing circumstance

- smoke and fumes from the equipment being used
- consumption of oxygen from the equipment being used
- vapours entering through the ventilation system
- vapours developing from sludge and scale present
- vapours from refuelling or fuel tanks or fuel vents
- sources of leaks such as:

  - relief valves and bleeder valves operating
  - sewer traps and drain traps losing seal
  - glands and sample points

The information for identifying hazards can be obtained from internal sources such as:

- company procedures

- International Ship Management (ISM) Code.

Or external sources such as:

- Australian Standards
- Compliance codes of Practice
- Industry guidelines
- WorkSafe Victoria Website or advisory line.

4.3. Risk assessment

There are various methods of carrying out a risk assessment. The purpose of the risk assessment is to determine the probability and consequences if exposed to identified hazards. The aim is to eliminate or reduce risks of:

- possible injury to people from the work being undertaken
- possible damage to property from the work being undertaken
- prevailing unsafe work practices
- the work force being unsupervised
- the hazard in place that need to be controlled
- the order in which the risks or work need to be controlled.

A generic assessment can be used to minimise duplication and to streamline the process. However, the Authority Holder or the vessel Master (or his appointed crew member) will be held responsible to ensure that the risk assessment:

- is valid for the work being undertaken
- is reviewed and current
- has a work permit and a work method statement.

4.4. Risk control

Risk control is the process of determining and implementing appropriate measures to eliminate or reduce the risk associated with the work being undertaken.

Risk controls shall be applied to high levels of risk. This should not, however, preclude attention to lesser risks that can be easily dealt with.

All risk with unacceptable consequences requires immediate action. Risk control measures shall be reviewed to ensure that any action taken to correct one risk does not itself initiate into another risk.

The main aim is to eliminate the risk or reduced to as far as is reasonably practicable. A hierarchy of controls is in place commencing with elimination when determining the most effective risk control.

Effective risk control

Eliminate some of the risk by:

- barricading area of operation
- stopping cargo operations in the short term
- delaying hot work operations till cargo work is completed
- working during breaks such as meal breaks

4.5. Risk control measures – Hierarchy of Control

Risk control measures have a preferred priority sequence of application which are:

1. Elimination

This is the removal of the risk at the source. As work, especially hot work, shall take place, complete elimination of all risks is not a likely solution, but some of the associated activities that may give rise to a risk may be eliminated.

Type of elimination

- Work after the discharge of dangerous cargo
- Work in an empty hold or cargo space

2. Substitution

Substitute the hazardous activities by less hazardous ones.

Type of substitution

- Repair and assemble in workshop instead of repairing on site
- Prefabricate and bolt on instead of welding

3. Isolation

Isolation is the separation of dangerous activities from people, property or another dangerous activity.

Type of isolation

Isolate the area by:

- Barricading area of operation
- Inserting blank flanges in the system
- Tagging out operating systems such as valves and fuses

4. Engineering controls

Engineering Controls use measures to change the physical characteristics of equipment or process to reduce the risk associated with the transfer operation. SCADA (System Control & Data Acquisition) are the most common engineering controls used in present day transfer. However, over reliance on equipment, lack of test, calibration and intermediate use has led to system failures.

Engineering controls

Engineering controls are:

- Gas monitors and alarms
- Interlocking valves and switches
- Ventilation units

5. Administrative controls

Administrative controls are systems of work that eliminate or reduce the risk. They consist of appropriately designed and implemented work practices and procedures used in supporting other control measures.

Administrative controls

Administrative controls are:

- Work method statements, Instructions and checklist
- Permits to work systems.
- Training and supervision
- Workplace monitoring

6. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) consists of devices and clothing that provide the individual with a level of protection from the hazard. It should not be used as a sole control measure, more so complementary to other controls, where a residual risk still exits and there are no other practicable measures.

PPE shall be selected to ensure that:

- the devices are suitable for the individual
- provides the level of protection for the intended task
- complies with the Australian Standards or other recognised standards
- it is clean, functional and ready for deployment
- it is maintained by trained staff with a recognised service program
- there are clear instructions on the proper use of the equipment
- the use is enforced by the employer.

Personal Protective Equipment

Personal protective equipment is:

- Full length working apparel, safety footwear, gloves, eyeglasses or face shields, hard hats
- Safety harness and fall arrest systems
- Air and gas personal monitors

4.6. Implementation of risk control

Implementation of risk control and treatment measures needs to be recorded, monitored, and reviewed. They shall be:

- specific for the work, task, person, and hazard
- accompanied by an action plan and training in the correct use and fitment

- cost effective and
- eliminate or reduce the health and/or safety risk.

4.7. Monitor and review

The risk management process shall be recorded to monitor the effectiveness of the process and as a tool for continuous improvement. The monitoring and review process can be done at all levels of the process which shall include the planning level, strategic level, and the operational level.

During the monitor and review process, changing circumstances should be considered so that the priorities and the control measure are adapted to the changing circumstances.

5. Additional requirements

The risk management process should consider the following:

- confined spaces
- dangerous goods
- fire protection
- Total Fire Bans
- transfer operations – cargo and bunker
- working at heights
- working over the water
- working in trenches and open pits
- timber structures and decking
- asbestos cladding and roofing
- medical condition and fitness for work of personnel

- Emergency Response Plans.

Documenting the hazards, may be achieved through a:

- work permit
- safe work method statement (SWMS) or
- job safety analysis.

5.1. Confined spaces

A confined space as defined in Appendix B of Compliance code – Confined spaces 2019 (WorkSafe Victoria) is:

A space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench, or tunnel or other similar enclosed or partially enclosed structure, if the space:

- is, or is intended to be, or likely to be, entered by any person
- has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space

- is, or is intended to be, at normal atmospheric pressure while any person is in the space; and
- contains, or is intended to contain, or is likely to contain:
    - an atmosphere that has a harmful level of any contaminant
    - an atmosphere that does not have a safe oxygen level, or
    - any stored substance, except liquids, that could cause engulfment - but does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

Any work in a confined space shall:

- comply with the requirements of AS 2865 (Safe work in a confined space) and the Compliance code – Confined spaces 2019 (WorkSafe Victoria).
- have a Confined Space Entry Permit" issued by a competent person
- be well ventilated and constantly monitored for minimum safe oxygen levels and Lower Explosive Limits (LEL)
- also be monitored for other airborne contaminants such as carbon monoxide and hydrogen sulphide
- be sufficiently illuminated around the work area as well as the route to the entry/exit points
- have a lock out and tag out system in place
- have as a minimum one stand-by person outside of, and in close proximity to the space, capable of being in continuous communication with, and to observe, those in the space
- have an ELSA (emergency lifesaving appliance) on hand or rescue equipment available for immediate deployment
- have an authority issued by the DPAO if the work involves hot work
- Atmosphere in a confined space shall be tested for:
    - oxygen content (shall be greater than 19.5 %)
    - airborne concentration of flammable contaminants (shall be less than 5% LEL)
    - airborne concentration of potentially harmful contaminants such as carbon monoxide and hydrogen sulphide

5.2. Dangerous goods

Means dangerous goods within the meaning of the Dangerous Goods Act 1985 (VIC) and as listed in chapter 3 of the Australian Code for Transport of Dangerous Goods by Road and Rail (7.5th edition).

Hot work shall NOT be conducted within 25 metres of dangerous goods. If hot work must be conducted within 25 metres of dangerous goods, the following precautions apply:

- the Authority Holder shall inform the relevant Ports Victoria or Port of Melbourne Duty Port Authorised Officer who will inspect the site prior to issuing the authority
- if dangerous goods have the capacity to generate explosive vapours the area shall be continuously monitored with approved gas detecting equipment
- if the work is likely to react with the dangerous goods when exposed, the use of separation barriers or screens shall be employed
- all flammable and combustible material including sparks and slag shall be contained and protected e.g., fire blanket over oily bilges, oily rags shall be contained and disposed of in a rigid metal container
- appropriate fire extinguishing equipment shall be immediately available.

5.3. Fire protection

All precautions shall be taken to ensure that any incendiary sparks, heated materials, or hot slag do not cause any potential risk to nearby materials or dangerous goods. Fire precautions include:

- a fire watch (as prescribed in AS 1674.1) shall be present to oversee works in the advent of a fire outbreak or hazard
- inspection and monitoring of adjoining compartments, if heat transfer is possible
- those conducting hot work shall:
  - be able to raise the alarm
  - be able to locate the fire-fighting equipment as well as proficiently use it
  - be able to control the situation till assistance arrives
- removal of combustible material such as timber, rope and debris from the vicinity of the work area
- suitable fire-fighting equipment shall be readily available for immediate use
- combustible material that cannot be removed should be covered with a safely secured non-flammable cover, e.g., fire blanket
- use of barriers, isolating flanges, tag out procedures as well as signposting the work area
- stop all work, secure equipment in a safe position and evacuate to the emergency muster point if:
  - the alarm sounds
  - a hazardous situation has developed

On completion of the work, inspections of the work area and the adjacent areas shall be carried out to ensure that the areas have been left in a safe condition.

5.4. Total fire ban

The state of Victoria experiences very hot windy days which may be declared as Total Fire Ban Days by the states fire services.

On days of total fire ban, no hot work is to be carried out in the open. Fire Danger Period Permits can be obtained from the Check Apply Notify website Check. Apply. Notify - Fire Permits Victoria.

Total Fire Ban Days are announced on the attached link: http://www.cfa.vic.gov.au/

Ports Victoria will not issue a hot work authority for work in open areas on Total Fire Ban days.

5.5. Transfer operations – cargo and bunker

Hot work is not permitted in any area or hold where cargo transfer (loading and/or discharging) is being carried out. If hot work must be carried out, cargo operations shall be stopped, or the hot work shall be carried out during meal breaks or on completion of cargo operations.

Similarly, if bunker transfer operations are planned, the hot work is not permitted during the transfer operation. If hot work is to be carried out, then it shall be at least 25 metres from the nearest vent pipe or flange during bunker transfer.

5.6. Working at heights

When working at elevated levels, prevention of falls shall be observed by using:

- platforms or walkways on scaffolds with stairways and ladders
- trolleys or work boxes

- boom lifts or scissor lifts
- body harness with fall arrest systems when carrying out work near an unprotected edge.

5.7. Working near or over water

When working near or over water, the risk of falling into the water may be eliminated by considering the use of a fall prevention device.

When working near or over water, all personnel shall use a Personal Floatation Device (PFD).

5.8. Working in trenches and open pits

Working in trenches and open pits is like working in a confined space, as mentioned in section 4.1.

Consideration should be given to shoring of trenches once the depth exceeds 1.2 metres.

Pipeline and cable location including dial before you dig shall be undertaken prior to trenching.

5.9. Timber structures and decking

Timber structures and decking exist in many parts of the port. Before starting any hot work, the timber structures and decking shall be wetted down and preferably kept wet during the work. The timber structure and decking shall be wetted down again on completion of any hot work.

5.10. Asbestos cladding and roofing

Asbestos cladding and roofing exist in many parts of the port. All asbestos related work shall be done by an approved licence holder. The transport and disposal of asbestos contaminated material shall be done in accordance with all relevant Environment Protection Authority (EPA) and WorkSafe Victoria requirements.

5.11. Personnel

Personnel participating in hot work are as follows:

Authority holder

The role and responsibility of the authority holder is described in section 3.4 of this procedure.

Firewatch

A fire watch (as prescribed in AS 1674.1) shall be present to oversee works in the advent of a fire outbreak or hazard.

A fire watch shall be ready to take immediate action to combat any outbreak of fire that may occur.

Fire watching does not consist of periodic checks, but is:

- a continuous and thorough inspection of the area
- present in the area and its vicinity
- attentive to the work, new developments and changing circumstances.

The fire watch shall not leave the job unless properly relieved by a competent person.

Operating and maintenance personnel

These are personnel who are responsible for the safe conduct of the job. Their roles may be as follows:

- welder, fitters and turners fabricating the job
- riggers and scaffolders building staging for the job

- operators looking after plant and equipment. Personnel involved in hot work shall not work alone.

Training

All personnel involved in work including hot work shall be suitably trained in the performance of the tasks they are to carry out including where required:

- Certificates of competency
- Licences

Proof of suitable training shall be available at site for all personnel involved in the work

5.12. Notification of Accidents, Damage, Injury or Contamination Compliance

Under the Port Management (Port of Melbourne Safety and Property) regulations 2020 (the Regulations) and through the Ports Victoria's Harbour Master's Directions for port of Melbourne there are mandatory obligations placed on all those involved in hot works within the port of Melbourne for the reporting of all incidents, damage, hazards and near misses as soon as practical to, Melbourne VTS. If a vessel is involved in the incident the owner/Master is required to report an incident to Melbourne VTS or Lonsdale VTS, as applicable, as soon as reasonably practicable. All commercial vessels involved in a marine incident in Australian waters must submit an AMSA Form 19 within 72 hours of becoming aware of the incident to the Australian Maritime Safety Authority (AMSA). Please refer to the following website for further details Australian Maritime Safety Authority (amsa.gov.au). A copy of the incident report must also be forwarded to the Harbour Master at NavigationServices@ports.vic.gov.au.

5.13. Emergency Response Plan

The emergency response plan shall take into consideration the requirements of the Ports Victoria Melbourne Port Emergency Management Plan and should include:

- The nearest POM emergency marker number
- Emergency contact numbers - 000 and Melbourne VTS (9644 9777 or VHF Ch.12)
- An approved firefighting appliance (Fire extinguisher, Fire Hose, Fire bucket) shall be on hand and for at least 30 minutes after the completion of work.

6. Appendices

6.1. Appendix 1

6.1.1. Approvals and Authorities

The Port Management Act 1995 (Vic) and the Port Management (Port of Melbourne Safety and Property) Regulations 2020 provide for hot work to be a "Hazardous Port Activity".

This requires a mandatory application for authorisation and notification of proposal to carry out any hot work. All hot work within the port boundaries shall be authorised by a Ports Victoria DPAO. The Ports Victoria DPAO can be contacted on:

Tel.: 9644 9745

Email: portsafety@ports.vic.gov.au

6.1.2. Emergency Works

When work is of an urgent or unplanned emergency nature the Ports Victoria DPAO may give verbal authorisation to commence hot works based on questioning of the applicant until such time as the Ports Victoria DPAO is able to issue the authority.

In the case of a notification the 24-hour timeframe will not be applied to genuine urgent or unplanned works of an emergency nature.

6.1.3. Emergency contacts – 24 hours

Emergency Services	000
Melbourne VTS	03 9644 9777
Ports Victoria DPAO	03 9644 9745
Port of Melbourne Land Assets	03 9612 3619
Port of Melbourne Security Officer	03 9612 3646
Port of Melbourne Security Monitoring Control Centre	03 9689 0224

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