Port of Melbourne Operations Pty Ltd

Health and Safety Management Plan – Tenant Guideline

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Port of Melbourne Operations Pty Ltd

Approvals

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Revision history

Date	Version	Name	Reason
22/08/2022	1.0	Damien Kook	Final Draft

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1. Purpose

This document provides high-level guidance on the construct of a health and safety management plan (**HSMP**). It aims to assist Port of Melbourne (the **Port**) tenants in preparing their HSMP with a view to maintaining minimum health and safety standards within the Port.

2. Context

In 2016, the Victorian Government awarded the Port of Melbourne Group (**PoM**) a 50-year lease of the Port. That lease and other arrangements entered into between Melbourne Port Lessor Pty Ltd (as representative of the Victorian Government) and PoM, impose obligations on how Port land is to be managed, operated, maintained and developed by PoM, including in relation to health and safety.

Additionally, under the *Port Management Act 1995* (Vic) (**PMA**), PoM must ensure that:

- a safety management plan and an environment management plan are prepared for the Port in accordance with specified criteria, including that those plans promote and facilitate the development, maintenance and implementation of systems that enable compliance with various safety and environmental duties that apply to the operation of the Port;

- tenants of the Port are involved in the implementation of those plans;

- the procedures in those plans for implementing, reviewing and revising those plans are followed;

- an annual report is provided to the Minister and other prescribed bodies on the safety and environmental performance outcomes of the Port; and

- the plans are audited in accordance with the PMA.

To enable compliance with these requirements in relation to health and safety and to facilitate safe working environments within the Port, PoM's precedent lease requires tenants to:

- prepare and at all times comply with a HSMP of their own which meets specified minimum requirements; and

- submit to PoM a copy of their HSMP and a statement signed by a suitably qualified person that their HSMP complies with the requirements of the lease, both prior to the commencement of the lease and at certain times during the term of the lease (for example, as soon as practicable after a change in activities undertaken by the tenant on their premises).

3. How to use this document

This document provides high-level guidance for Port tenants on what should be included in a HSMP, relevant as at the date of the document. It is general only and when preparing a HSMP tenants should consider their particular circumstances, check the particular requirements of their lease, and seek expert advice.

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4. Health and Safety Management Plan Design

A HSMP is a document that details the safety aspects of an organisation's operations and supports its overall safety management system. Its primary focus is to outline the practical implementation of treatments and controls that are in place to mitigate safety hazards or risks within an organisation's area of operations.

HSMPs can vary greatly in form, content, complexity and size. Port tenants should design their HSMP to align with their legislative requirements, lease obligations, operational activities and risk profile. Site-specific HSMPs should address issues associated with the entire lifecycle of operations. Accordingly, there is no one specific format for HSMPs.

5. Health and Safety Management Plan Development

PoM's precedent lease specifies minimum requirements for a tenant's HSMP, including without limitation that the HSMP:

- outlines the tenant's use, operation or activities in relation to the premises and identifies hazards, risks and treatment measures associated with those activities;

- aligns with a recognised safety management standard (including Australian Standard AS/NZS ISO 45001:2018);

- complies with all occupational health and safety (OHS) laws;

- includes a copy of the tenant's OHS policy;

- includes processes that support adequate communication and consultation with the tenant's employees and contractors; and

- provides for immediate reporting to PoM of any notifiable incident to a regulator.

However, a tenant's specific operations and risks may necessitate a more detailed HSMP.

The table below sets out a non-exhaustive list of requirements which PoM expects a Port tenant's HSMP would include.

Item	Requirement	Description
1.	Purpose	Short insight into the purpose of the HSMP.
2.	Operational Management	Description of the tenant's operations including: ▪ Location ▪ Hours of operation ▪ Key activities that are performed onsite
3.	Health and Safety Policy	A summary of the important aspects of the tenant's health and safety policy statement including management and employee responsibilities and overall commitment to safety.
4.	Health and Safety (or Integrated) Management System	Overview of the safety (or integrated) management systems framework including any key features / elements of the system.
5.	Key Performance Indicator	List of health and safety KPIs as defined by the safety management system and organisation's health and safety strategy.

Item	Requirement	Description
6.	Roles and Responsibilities	Outlines safety and leadership accountabilities for key site based management, safety and other employee roles.
7.	Management of Hazards and Risks	Overview of risk management framework and risk assessment processes. Summary of site based risks and risk controls as sourced from relevant risk registers. Include critical controls and plans of relevance e.g. site based traffic management plans (as required).
8.	Competence, Induction and Training	Outlines overall induction and training requirements including minimum competence and licensing requirements for workers.
9.	Communication and Consultation	Outlines the framework for the seamless communication of safety information throughout the organisation. Defines consultation mechanisms for the management of risk and change, and to meet OHS legislative requirements.
10.	Security	Where requirements are specified under the *Maritime Transport and Offshore Facilities Security Act 2003* (Cth) and *Maritime Transport and Offshore Facilities Security Regulations 2003* (Cth), key requirements of the plan and relevant security appointments should be detailed.
11.	Emergency preparedness and response	Provide an overview of emergency response plan and procedures that are consistent with the requirements of the Victorian Emergency Management Arrangements; AS3745-2010 'Planning for Emergencies in Facilities' and include contacts such as Melbourne VTS (9644 9777) for incidents requiring an emergency response (including land based events). Other relevant Port contact details for inclusion can be found on PoM's website here.
12.	Audit and Review	Outline of planning arrangements for the delivery of audits and review arrangements that will assure effective implementation and monitoring of the tenant's safety management system and supporting HSMP.

6. Further information

If you have any questions regarding this guideline, please contact your PoM Property Relationship Manager.