



WORKS NOTIFICATION FORM

<ul style="list-style-type: none"> • Works notification to be submitted no less than 2 weeks prior to the commencement of works. • A new notification is to be provided after every 30 days or when work exceeds the proposed finishing date. • Subsequent notifications require submission 3 days prior to the commencement of the next 30 days of works. • Forms are to be submitted to worksnotification@portofmelbourne.com 			
Works:		Works No: <small>(PoM to Complete)</small>	
Company:			
Company Representative:		Proposed Start Date:	
Phone:		Proposed Finish Date:	
Email:			

Site Supervisor

Name:		Company:	
Email:		Phone:	

Nature of Works (Select all items applicable to the work)

Cathodic Protection	Any under or over water works which is in close proximity to installed Impressed Current Cathodic Protection (ICCP) systems.	<input type="checkbox"/>
Ground Penetration / Excavation	Consistent with the (WorkSafe Victoria) Compliance Code, Excavation work generally means work involving the removal of earth from a site to form an open face, hole or cavity using hand tools, machinery or explosives and involves the relocation of earth from one position to another.	<input type="checkbox"/>
Common User Areas / Wharfs / Berths	Working at heights (in excess of 2 metres)	<input type="checkbox"/>
	Demolition	<input type="checkbox"/>
	The removal or likely disturbance of asbestos	<input type="checkbox"/>
	Structural alterations that require temporary support to prevent collapse	<input type="checkbox"/>
	Trenching or excavation in excess of 1.5 metres	<input type="checkbox"/>
	Works on or near pressurized gas distribution mains or piping	<input type="checkbox"/>
	Works on or near electrical installations or services	<input type="checkbox"/>
	Works in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/>
	Works that are adjacent to roadways or railways used by road or rail traffic	<input type="checkbox"/>
	The movement of powered mobile plant	<input type="checkbox"/>
	Works that are over or adjacent to water	<input type="checkbox"/>
	Diving	<input type="checkbox"/>
	Hot works	<input type="checkbox"/>
Works in the Rail Corridor	<input type="checkbox"/>	

Description of Works

Describe the Works:

Precinct / Location

APPLETON	<input type="checkbox"/>	COODE ISLAND	<input type="checkbox"/>	HEAD OFFICE	<input type="checkbox"/>	HOLDEN DOCK	<input type="checkbox"/>
SOUTH WHARF	<input type="checkbox"/>	SWANSON DOCK	<input type="checkbox"/>	PORT WATERS	<input type="checkbox"/>	WEBB DOCK	<input type="checkbox"/>
WILLIAMSTOWN	<input type="checkbox"/>	YARRAVILLE	<input type="checkbox"/>	VICTORIA DOCK	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
Provide specific details of location, wharf, common user area etc.							

Risk and Safety Documentation

The initiator is responsible for the safety management of the operation. Please provide details of how the initiators safety system and processes will manage the risk and provide any documents of relevance:

Works	Documentation	Y	N
Cathodic Protection (ICCP)	A dive plan that includes the actual days and location of diving.	<input type="checkbox"/>	<input type="checkbox"/>
Ground Penetration / Excavation	A geotechnical plan (if one has been developed) and Dial before you Dig plans, and any other existing services plans and / or As Built.	<input type="checkbox"/>	<input type="checkbox"/>
Common User Areas / Wharfs / Berths	Relevant SWMS for the works being performed. If there is an impact to broader port operations other relevant document may include a traffic and / or emergency management plan.	<input type="checkbox"/>	<input type="checkbox"/>
Other Relevant Information	As relevant.	<input type="checkbox"/>	<input type="checkbox"/>

PoM Acknowledgment

PoM Representative Name	
Signature of PoM Representative	
Date of Acknowledgement	

Note: PoM is to be advised of any deviations to the planned works including any change to the proposed finish date.