



Purpose

This procedure describes the Port of Melbourne works notification process for defined high risk works, so that:

- Hazards which PoM has knowledge, can be communicated to the contractor;
- Conflicts with regards to simultaneous operations can be appropriately coordinated; and
- Impacts to port operations, leased boundaries or other port users can be assessed and appropriately managed.

Scope

This procedure applies to the following scope of works:

- Ground penetration / excavation works;
- Under or over water within 20 metres of an Impressed Current Cathodic Protection (ICCP) system; or
- Defined high risks works occurring in common user areas such as pipeline corridors, common user berths and maintenance areas (i.e. does not include works occurring on a fully tenanted site or within defined project boundaries under the management control of a principal contractor).

References and Related Documents

Occupational Health and Safety Act (Vic) 2004
 Environmental Protection Act (Vic) 1970
 PoM Safety, Health, Environment & Community Guideline
 Non-Standard Load Procedure and Application Form
 Cathodic Protection – “Safe to Dive” Isolation Procedure
 Compliance Code – Excavation (WorkSafe Victoria) Edition 2 December 2019

Definitions

Term	Definition
Works	For the purposes of this procedure works are defined as a discrete task or activity. The tasks or activity may in terms of time vary in length but must not exceed 30 days before a new notification is required.
WorkSafe	WorkSafe Victoria
Defined High Risk Work	<ol style="list-style-type: none"> 1. Working at heights (in excess of 2 metres) 2. Demolition 3. The removal or likely disturbance of asbestos 4. Structural alterations that require temporary support to prevent collapse 5. Trenching or excavation in excess of 1.5 metres 6. Works on or near pressurized gas distribution mains or piping 7. Works on or near electrical installations or services 8. Works in an area that may have a contaminated or flammable atmosphere 9. Works that are adjacent to roadways or railways used by road or rail traffic 10. The movement of powered mobile plant 11. Works that are over or adjacent to water 12. Diving 13. Hot works 14. Works within the Rail Corridor
Simultaneous Operations	Or SIMOPS, refers to two or more work activities carried out within the same location at the same time.

Works Notification Requirements

PoM requires a works notification form to be submitted for any of the following works that planned within the defined Port of Melbourne boundaries:

Cathodic Protection Systems	Any under or over water works which is within 20 metres of an Impressed Current Cathodic Protection (ICCP) system.
Ground Penetration / Excavation	Consistent with the (WorkSafe Victoria) Compliance Code, excavation work generally means work involving the removal of earth (for example, soil or rock) 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.
Common User Areas and Wharfs / Berths	Any high risk works that has the potential to impact port operations, other port users and the potential for simultaneous operations, and any neighbours or activities on operational boundaries (i.e. other tenants, rail corridors). This is to include works occurring in any common user areas such as maintenance depots, pipeline corridors and bulk liquid terminals. This excludes work on tenanted sites or areas in management control of a Principal Contractor.

Non-Standard Load Review: In order to manage the risk of damage to Port Infrastructure posed by non-standard loads that exceed the Port Load Chart parameters a separate [non-standard load review process](#) is to be followed.

Hot Works: All hot works in the port must be processed in accordance with Ports Victoria Hot Procedural Guidelines and through their online [Noggin](#) portal. Land based hot works occurring in common user areas and wharfs / berths must still be notified to PoM, as a high risk activity occurring within a Common User Area and Wharfs / Berths.

Commercial Diving: All commercial diving works in the port must be processed in accordance with Ports Victoria Dive Permit through their website. Diving occurring under or within the 20 metres of common user areas and wharfs / berths must still be notified as a Common User Area and Wharfs / Berths notification.

Work Afloat: All work on water in the port must be processed in accordance with Ports Victoria Work Afloat Notification available through their website. Work on or adjacent to water common user areas and wharfs / berths must still be notified as a Common User Area and Wharfs / Berths notification

Works Notification Process

The works notification form is to be submitted at least two weeks prior to the conduct of the works to the email: worksnotification@portofmelbourne.com. **The only exception will be for unplanned or emergency works which may need to be submitted within this 14 day window.** A works notification is only valid for 30 days for each specific task / activity before an updated works notification is required. Subsequent notifications (following the initial 30 day notification) requires three (3) days' notice (rather than the initial two weeks). Specific information in support of each of the types of works is to be provided with the works notifications including but not limited to:

- For excavation activities: a geotechnical plan (if one has been developed) and Dial before you Dig plans, and any other existing services plans or As Built.
- For any dive activities: a dive plan that includes the actual days and location of diving.
- For all other high risk works occurring in common user areas and 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.

Works are only to proceed following a signed acknowledgement of the works notification form by the PoM safety department. This will occur after it has been reviewed by the relevant PoM subject matter expert (SME). Delivery of the works are then to be managed according to the contractor's own safety management system and safety coordination / management plan.

Roles and Responsibilities

Role	Works Notification Responsibility
Works Contractor	<ul style="list-style-type: none"> ▪ Submit works notification form 2 weeks prior to the conduct of works to worksnotification@portofmelbourne.com ▪ Subsequent submissions for works occurring longer than 30 days are to be made 3 working days prior to the commencement of the next 30 days of works. ▪ Delivery of the works are then to be managed according to the contractor’s own safety management system and safety coordination / management plan. ▪ PoM is to be advised by email of any deviations to the planned works including any change to the proposed finish date.
Port Safety Officer	<ul style="list-style-type: none"> ▪ Receipt works notification and record on the works notification register. ▪ Send to and source advice / information regarding the works form the relevant PoM SME (refer to PoM Maintenance Contract Managers and Engineering specialist listing here). ▪ Either source more information from contractor (as guided by the SME) or acknowledge the works notification form and send it back to the contractor, copying in the relevant PoM Project or Maintenance Contract Manager. ▪ For isolation of the ICCP inform the PoM Electrical Maintenance Engineer. ▪ Conduct inspections / audits of the works being carried out.
PoM Electrical Maintenance Engineer	Raise work order for the electrical contractor for isolation and reinstatement of ICCP.