



# Facility Specific Supplier HSEQ Requirements

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Austal Services Darwin

This Facility Specific Supplier HSEQ Requirements document is supplementary to the information contained in the Austal Australia Supplier HSEQ Requirements Manual (ABMS-500-184) and should be read in conjunction with the same.

## ABMS-901-4604 – Facility Specific Supplier HSEQ Requirements

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## ABMS-901-4604 – Facility Specific Supplier HSEQ Requirements

### 1. FACILITY DESCRIPTION

This document is a site work guideline for trades and subcontractor staff when working on HMAS Coonawarra, Darwin.

The purpose of this guideline is to assist new incumbent personnel with the day to day process and forms part of a series of documents that need to be reviewed and understood prior to commencement of work. It outlines day to day aspects and requirements for personnel working on Armidale Class Patrol Boats while in the water or on the Hard Stand.

### 2. SCOPE OF WORK

Repair and maintenance activities in support of the Armidale Class Patrol Boat and Cape Class Patrol Boat In Service Support contract.

### 3. SITE CONTACTS

| Title           | Name        | Location                  | Contact Details |
|-----------------|-------------|---------------------------|-----------------|
| General Manager | Nico Noppen | East Arm Workshop/Office  | 0428 948 896    |
| Project Manager | Mick Holmes | Larrakeyah Naval Precinct | 0447 445 251    |
| HSE Advisor     | Gary Sutton | Larrakeyah Naval Precinct | 0417 214 629    |

### 4. SITE ACCESS REQUIREMENTS

To enter HMAS Coonawarra, contractors must present a current base pass, or arrange to be signed in by an Austal employee with escort authorisation. All personnel without a base pass must have photo ID in the form of a valid driver's licence or valid passport to obtain a visitors pass to enter the base. All visitors' passes must be returned to the site security office each time the holder leaves the facility. Visitor passes are not to be taken off site on any occasion.

Visitors must be escorted at all times. Visitors found without an escort may be removed from site, along with their nominated escort.

#### 4.1 PPE

Any contractors conducting work for Austal must have correct PPE – long pants, long sleeve high visibility shirt, steel cap boots; and a hard hat if working on the hard stand, in the main shed or if crane ops are being conducted.

## **4.2 Inductions**

Site specific project inductions shall be given to subcontractors and Austal Australia Employees prior to them working on a specific project.

No employees or subcontractor's employees will carry out any work until they have received the Austal Australia HSEQ Induction and if applicable the project site-specific inductions for the site they are going to work at.

Any contractor or employee of Austal must complete the Thales Site Specific induction before boarding any vessel and conducting any work in the Larrakeyah Naval Precinct. This powerpoint induction can be completed offsite, although a walkaround checklist will have to be conducted on site to complete the induction. Please pre-arrange with the Austal HSEQ officer to arrange a time for this also. Under no circumstances is a contractor to conduct work without a valid induction. A valid white card and ID is also needed to complete this induction.

Any qualifications needed to perform the task being undertaken must be presented i.e. fire sentry, trade certificate, high risk license etc Please allow 1 hour to complete.

## **4.3 Standard Activity**

All personnel involved in the task must review and understand the Job Control Sheet (standard activity). This must be reviewed with guidance from your leading hand or Supervisor to ensure complete understanding prior to commencing works.

## **4.4 Job Packs**

Job packs are available from the trade supervisor or Austal project manager in the operations office. This pack must contain the JCS (job control sheet) and a task specific JSEA which is to be written by the contractor carrying out the task. Also, if there are any chemicals being used for the job, all relevant SDS (safety data sheets) must accompany the chemicals before boarding any ACPB vessel. Also check what permits are required for the task and if isolations are required. i.e Confined Space, Working at Height and Hot Work permits require 24 hours notice.

## **4.5 Escort**

If driving to the wharf, a nominated escort is needed. The vehicle must be parked in an allocated parking space facing toward the exit, with keys in the ignition and a contact number and company name in sight on the front window.

## **4.6 Sign on**

When boarding the vessel, you must go directly to the bridge to sign into visitors log and receive a contractors' brief /safety brief from ship staff. At various times on the hardstand there will be a ships' sign-on register at the bottom of the access stairs to the vessel.

#### **4.7 JSEA and Permits**

Liaise with Thales ship manager for JCS review and JSEA review and sign off as well as information regarding isolations and permits. Eg.hot works, working at heights, confined space. No work is to be conducted or started until the JSEA has been approved and signed by all personnel involved in the task.

Undertake work as per standard activity / JCS and ensure to keep the job pack on board as safety officers may want to review.

#### **4.8 Sign Off**

When work is complete, sign off any permits that were raised and liaise with the ship manager on board and ship staff regarding the status of the job and remove isolations if needed.

Sign off vessel with nominated escort if applicable and return to Austal operations office to relay information regarding the task undertaken to the Austal operations manager or project manager.

#### **4.9 Leaving Site**

Exit site via main security gate ensuring to hand back visitors pass upon exit with nominated escort.

### **5. OPERATIONAL REQUIREMENTS**

#### **5.1 Work Permits**

All personnel must provide all required permits e.g confined space, working at heights, hazardous works etc, to the vessel Senior Technical Officer. All tasks that require a work permit must be signed off by a Thales representative.

#### **5.2 Isolation General**

There are known potential hazards on board the Armidale Class Patrol Vessels that require an isolation lock out and tag process prior to working on energised equipment. Some of these known hazards are:

- Electricity (including batteries and capacitors)
- Hydraulic Pressure
- Compressed Air
- Potable Water System
- Septic Treatment Plant
- RADHAZ
- Diesel and Lube Oil System
- Man-Aloft

All isolations are to be carried out in accordance with Austal, Thales and RAN procedures.

### 5.2.1 Electrical

All assemblies shall be isolated, disconnected and physically removed from the impacted area and safely mechanically secured to avoid damage or physical injury. All electrical isolations on board will be done using the “double tagging” method. For example, to isolate a breaker you will:

- Consult vessels Senior Technical Officer (STO)
- Raise a contractor isolation / danger Tag
- The STO will complete the RAN Isolation / Tag
- Both Tags will be attached to the equipment

**Note** – Isolation / Danger Tags can ONLY be removed by the vessels STO and the person who raised the Contractor Danger Tag. No other person is authorised to remove these tags.

Electrical Isolation points should be fitted with control mechanisms that prevent electrical equipment from being inadvertently re-energised. The control mechanism should require a deliberate action to engage or disengage the device and may include switches with built in lock and lock outs for switches, circuit breakers, fuses and safety lock out jaws (hasps).

**Note** – Testing for dead must be carried out to confirm the relevant circuits have been de-energised and the status of any other relevant conductors in the work area.

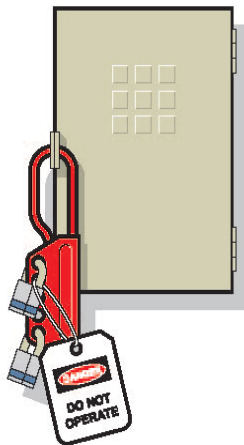


Figure 1: Danger tagged circuit breaker locking off devices

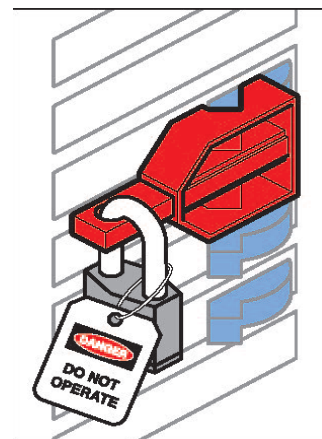


Figure 2: Danger tagged locking off hasp

Out of service, caution or danger tags are used to identify electrical equipment that is not safe to use or fit for purpose. These tags should:

- Be durable and securely attached
- Clearly state the nature of the defect or reason why the electrical equipment is unsafe
- Be attached on a prominent position on each isolation point
- Only be removed by a competent person after fixing



### 5.2.2 Mechanical

All pipework and assemblies opened or breached undergoing or affected by repair shall be blanked and mechanically secured by industry compliant caps, plugs, bolted gasketed blanks, blinds or flanges to avoid or seepage, leakage and discharges from system. Industry best practice is to follow a double isolation system wherever possible and all ball, gate, sluice, butterfly valves need to be closed with outlets blanked off.

All mechanical isolations on board will be done using the “double tagging” method. For example, to isolate a system you will:

- Consult the vessels Senior Technical Officer (STO)
- Raise a contractor isolation / danger Tag
- The STO will complete the RAN Isolation / Tag
- Both Tags will be attached to the equipment

**Note** – Isolation / Danger Tags can ONLY be removed by the vessels STO and the person who raised the Contractor Danger Tag. No other person is authorised to remove these tags.

### 5.3 Confined Space Entry

On the APCB Vessels there are identified confined spaces. These are Voids 3,4,5,7 and 8. Ships Staff must declare a confined space area as safe before entry can be made.

Any person entering a confined space must hold a current confined space entry qualification (2 year expiry date) and completed all necessary training for that activity, and ensure all atmospheric monitoring equipment has been bump tested prior to commencing activities.

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Armidale Class Patrol Boat Confined Spaces

