



# Working Over or Near Water Procedure

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## Authority

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## History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document re-numbered supersedes WI-OHS-028
1.0	23/06/2017	Anthony Gollan	Document reviewed with minor amendments
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## 1 Purpose

The purpose of this Procedure is to inform and educate SCEE employees of the risks and control measures that shall be implemented when working near or over water in marine phases of selected projects.

## 2 Scope

This procedure is to apply to all SCEE employees, subcontractors, visitors or members of the public working on or visiting sites under the control of SCEE.

## 3 Definitions

Term	Definition
AS	Australian Standard
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform a specified task correctly.
Employee	Any person on the Project who is not a Visitor.
Hazard	Anything that has the potential to cause injury, illness, damage or harm
Hot Work	Any work generating heat or sparks capable of causing combustion and includes electrical welding, gas cutting, grinding, heat shrinking and use of cut-off machines.
JHA	Job Hazard Analysis
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
Risk	An uncertain event or condition that, if it occurs, will affect the achievement of objectives. It is measured in terms of likelihood and consequence
Shall	Shall is to be understood as mandatory.
Should	Should is to be understood as recommended but not mandatory

## 4 Responsibilities

Role	Responsibility
Project Manager	The Project Manager shall be responsible for ensuring resources are available to enable the implementation of this procedure and for the accountability of person's responsibilities as defined.
Site Manager	Ensure full compliance with the requirements of this procedure Ensure the effective implementation of this procedure.
Employee	Employees shall comply at all times with the procedure
HSE Advisor	Audit and monitor compliance with this procedure. Assist in undertaking inspections in accordance with this procedure
Supervisor	Ensure the application of this procedure. Execute the requirements of this procedure.

### 5 Flowchart

N/A

### 6 Working Over or Near Water

All personnel shall be made aware and have read this procedure prior to carrying out any activities involving work over or near water.

A Job Hazard Analysis (JHA) shall be completed prior to work commencing and shall compliment this procedure when identifying and controlling hazards associated with the scope of work being undertaken. JHA shall include specific procedures for any emergency that may arise and specific contact details for marine rescue personnel where provided.

As a minimum, reference is to be made with the clients Occupational Health and Safety and Environmental plans and procedures.

#### 6.1 Working Under the Wharf

The following points shall be complied with when carrying out under-wharf activities:

- a) Daily brief to the Site Manager or nominee of intended work;
- b) Permit obligations complete where required;
- c) Sufficient lighting installed to enable illumination of work areas and access/egress;
- d) Sufficient access and egress to and from proposed work areas, including alternative routes if appropriate;
- e) Working alone is not permitted at any time, (shall be in full view of another person at all times);
- f) Electrical power must be isolated. Cathodic protection anodes and cables must be protected and where necessary isolated;
- g) Specific PPE must be worn by all personnel at all times where required (e.g. life jackets);
- h) Emergency equipment and tenders vessels must be manned at all times at a suitable position as required and in accordance with the JHA/permit; and
- i) No work is to be conducted under or adjacent to live ship mooring or loading operations, including work on dolphins;
- j) No working is to be conducted under the wharf whilst work is being conducted directly overhead e.g. Hot Work, Abrasive Blasting.

#### 6.2 Working Over Water

Where people are required to work near or over a body of water, an adequate barrier or other form of separation shall be the first measure implemented to minimize the risk to personnel.

At least two people shall be present when required to work near or over a body of water and they must remain within sight and sound of each other at all times. If working on a floating pontoon, they will require constant access to a moored vessel or life raft.

A personal flotation device (PFD) shall be worn whenever people are required to work close to a body of water or within 2 metres of an exposed edge.

The following must be observed whilst working on or over water:

- a) Check weather and tidal conditions prior to commencing work. Note: No work is to commence in unsafe or hazardous weather conditions;
- b) Check and confirm shipping schedule with client prior to work commencing:
  - Shipping departure channel must be clear and free of obstacles when shipping movements are scheduled; and
  - All activities above and below water are to cease immediately and all floating craft, water anchors, markers and divers must be cleared prior to vessel movement or as directed by Port Control.

All crane activities from a barge or vessel must undergo a formal assessment of qualified operators for competencies whilst working over/on water. All work over water must take into account wharf recovery procedures and processes. A Lift Study is to be completed and approved prior to commencing work.

### 6.3 Electrical Equipment

All electrical tools and equipment used over or near water shall be:

- Connected to an earth leakage safety switch or residual current device;
- Prevented as far as practicable from falling into water or being inadvertently splashed (tool lanyards to be used);
- Isolated or prevented from making live contact with steelwork;
- Checked daily for damage to leads and tools;
- Inspected and tested by a competent person in accordance prescribed legislation and manufacturers specifications; and
- Used in accordance with safe work guidelines for such equipment.

In the event a power tool falls into water or becomes wet, provided it is safe to recover the tool, the tool shall be tagged out of service and returned to a competent person to be dried and tested before being returned to service. Do not attempt to recover equipment which could be unsafe to handle.

As a minimum, electrical installations outlets are to meet IP66 rating including all sockets, plugs and connections unless deemed otherwise by a risk assessment endorsed by the Construction Manager or nominee.

### 6.4 Fuel Powered Plant and Storage

All fuel powered plant (e.g. diesel-powered welders/generators) shall be placed in bunded containers or utilize double skinned fuel tanks. If a bund is to be used then it shall have sufficient capacity to contain 110% of the possible contaminants (fuel, oil, etc.) stored within the device as per AS 1940.

Site specific guidelines for fuelling and spillage control are to be developed.

Refuelling or servicing items of plant while situated over water is to be conducted in a manner that will minimize the risk of spillage. A person shall be present at the outlet and inlet end at all times, to ensure that nozzles and service attachments do not become dislodged from the particular plant during the refuelling or servicing process.

All refuelling and servicing shall be carried out in a responsible and appropriate manner.

### 6.5 Emergency Situation

When an emergency situation arises it is important that personnel:

- Remain calm;
- Don't panic;
- Respond quickly and decisively;
- Do not put themselves or others at risk.

For all emergencies, personnel must:

- Stop work;
- Warn others who may be at risk;
- Raise the alarm;
- Notify the Supervisor.

If it is safe to do so personnel should:

- Administer first aid – if trained to do so;
- Make the area safe;
- Extinguish ignition sources if trained to do so;
- Disconnect electrical equipment.

If you are notified to evacuate, personnel are instructed to:

- Move in an orderly way;
- Do not run;
- Go directly to the muster point;
- Have name checked off;
- Remain at the muster point until "all clear" is given or instructed otherwise.
- Only return to normal duties when directed by the Supervisor.

### 6.6 Emergency Procedures

The following scenarios are examples of potential emergency situations.

#### 6.6.1 Rope Rescue

Rope rescue is to be conducted by trained and competent personnel only.

Raise the Alarm: Use radio/telephone or send assistant to call for help. Use site emergency contact details.

Make contact with the suspended person, request them to:

- Keep moving in the harness;
- Try to rest legs against wall or object;

Monitor the person to ensure they remain conscious. If casualty becomes unconscious, where possible open their airways by tilting the head back.

Set up rope rescue kit or source a sling or rope to make a leg strap for the suspended person (if they are conscious).

Remain in constant communication with the casualty – provide continued reassurance.

Isolate potential hazards that may impact on rescue procedure

Secure area to ensure that non-essential personnel do not approach.

Await arrival Paramedic – all rescued personnel must be assessed by the Paramedic.

### 6.6.2 Person Overboard

Raise the Alarm: Use radio/telephone or send assistant to call for help. Use site emergency contact details

Deploy a life buoy or other buoyancy device if needed, consider wind and tide movements. Life buoys are located along the Wharf/Dolphin's in green or red plastic enclosures.

Nominate a person as spotter; this person is to maintain constant eyesight of the person overboard until rescued.

Works in the immediate vicinity are to cease to enable persons to be of assistance if required.

Once the person is retrieved – transfer them to the shore or to a location nominated by the paramedic for medical treatment if required.

### 6.6.3 Medical Emergency or Illness

**All personnel:**

First person on the scene should:

- Ensure no danger to themselves or others;
- Raise the alarm – contact paramedic;
- Administer first aid if trained to do so;
- Stay with the person until assistance arrives;
- Do not move the person unless the person is at risk of further injury;
- Arrange traffic control / guide for the emergency services ;
- Vacate the area when assistance arrives.

**Supervisor:**

- Ensure the paramedic is contacted;
- Works in the immediate vicinity are to cease to enable persons to be assisted if required;
- Nominated person to be sent to the access point, to guide the emergency vehicle;
- Wait for the paramedic, ensuring that incident scene is not disturbed; and
- Liaise with paramedic and provide assistance as directed.

## 7 References

*Documents, both internal and external, that are referenced within the content of this procedure, including Australian and International Standards and legislation.*

Document ID	Document Title
AS1940-2004	The storage and handling of flammable and combustible liquids

## 8 Related Documents

*Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.*

Document ID	Document Title
SCEE-BS-HS-PRO-0013	Personal Protective Equipment Procedure
SCEE-BS-HS-GUI-0004	SCEE Minimum PPE Matrix
SCEE-BS-HS-GUI-0005	SCEE Glove Matrix
SCEE-BS-HS-PRO-0001	Job Hazard Analysis Procedure
SCEE-BS-HS-TEM-0008	JHA Template