

1. OBJECTIVE

To preserve infrastructure assets by prevention of wharf overloading on Port of Newcastle (PON) controlled sites.

2. SCOPE

This procedure is for all mobile cranes entering a Port of Newcastle gatehouse. Each crane intending to operate on Port of Newcastle land / wharf; accessing via a gatehouse, **MUST** following this procedure to obtain a crane permit.

2.1 EXCLUSIONS

The scope of this Procedure is to inform users of cranes and / or crane operators of:

- allowable load limits for nominated PON controlled infrastructure;
- notification process for proposed crane load operations; and
- sites which this Procedure covers.

Load types covered by this procedure are crane loads on PON owned wharf structures. Wharves controlled by PON where **notification is required** for crane operations are:

Table 1: PORT OF NEWCASTLE WHARF LOCATIONS

Precinct Location	Wharf Name	Comments
Mayfield	Mayfield 4 Mayfield 4 west	Note: Western Wharf forming part of BHP 6 will require access via Western end of Mayfield 4 berth only – via Mayfield 4 gatehouse.
Carrington	West Basin 3 and 4 Dyke 1 and 2 Channel Berth East Basin 1 & 2	Dyke 1 & 2 and Channel Berth road bridges are restricted to pedestrian loads only
Walsh Point	Kooragang 2 Kooragang 2.5 Kooragang 3	Kooragang 2.5 is not designed for any vertical crane loading.

2.2 EXCLUSIONS

This procedure excludes the management of other wharf structures vertical loadings such as axle and point loads. Operators using PON wharves can be guided on the vertical load limit capacities via adjoining loadings or via the Port of Newcastle website: www.portofnewcastle.com.au . Hardstand areas have not been assessed for vertical loads.

2.3 ACCOUNTABILITIES

- The PON Asset Manager is accountable to approve changes to this document. This procedure will be reviewed every two years.
- The PON Infrastructure Engineer – Marine is responsible for ensuring the maximum allowable vertical load limits are assessed regularly and reflective of the assets current condition and capacity to operate,
- The PON Works Supervisor is responsible for approving and issuing crane permits under the terms and capacities indicated within this procedure

3. DEFINITIONS

PON	Port of Newcastle Operations Pty Limited as trustee of Port of Newcastle Unit Trust (trading as Port of Newcastle)
Wharf user	Person responsible for the loading and heavy lifts on PON wharves (e.g. licence holder, foreman, and Crane Company)
Operator	Person operating the Crane / plant performing the load / lift WLL Working Load Limit (wharf loading)
Dunnage	Material placed below outrigger pads to spread load from crane outriggers over a larger area to transfer localised stresses to wharf
Procedure	This document titled “Wharf Load Notification - Cranes” - WHS – 0710

4. PROCEDURES

4.1 ACCESS AND NOTIFICATION

All operators and site personnel engaged or employed by the Wharf user must be inducted to access and work on PON property. PON Inductions are organised via www.portofnewcastle.com.au

A copy of the Wharf Load Notification – Cranes Procedure and Form FM 0710-I can be accessed via web link www.portofnewcastle.com.au

4.2 WHARF WORKING LOAD LIMITS

Wharf users undertaking crane operations on PON wharf structures listed in this procedure must adhere to the working load limits in Table 1.

If loads proposed are at risk (90% of allowable limit) of exceeding the wharf load rating, the wharf user **must** provide a load plan to verify imposed loads comply with the Working Load Limit and follow the wharf loading assessment process shown in Table 2.

Table 1: WHARF WORKING LOAD LIMITS (WLL) FOR CRANE OUTRIGGERS

Berth Location	Crane Outrigger (Tonnes)		
	Slab Mid-Span	Beam Mid-Span	Over Piles
Channel Berth	9	40	80
West Basin 3 and 4	50	70	140
East Basin 1 and 2	30	55	60
Kooragang 2	20	35	100
Kooragang 3	40	50	115
Mayfield 4	100	100	100
Mayfield 4 West wharf	9	12	45

(Note: All outrigger loads are to be loaded on 1.2m by 1.2m of suitable dunnage)

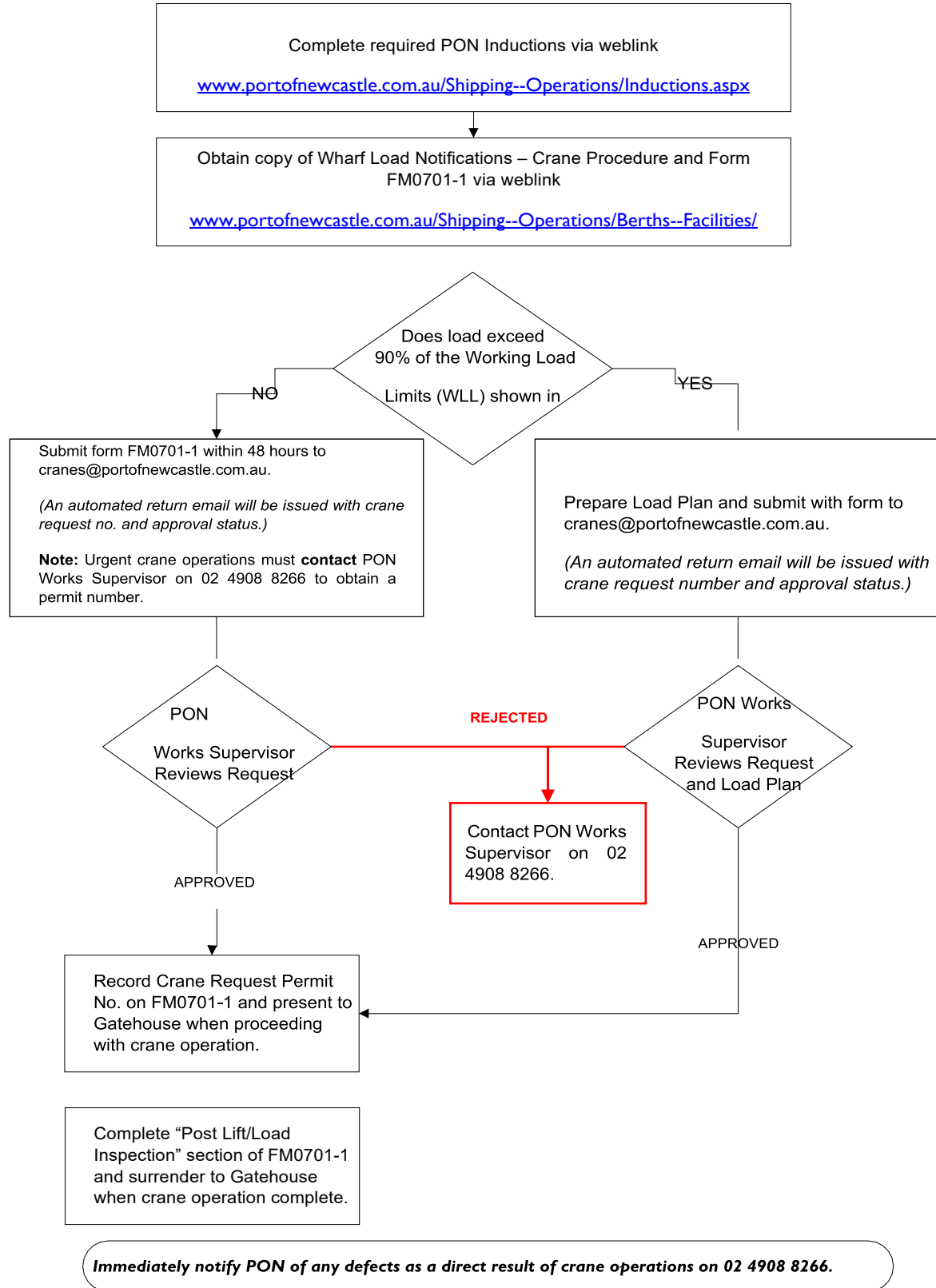
4.3 NOTIFICATION PROCESS

The notification process for any Wharf user operating a crane on PON controlled sites, the operator must:

1. Complete a Notification of Crane Operations on PON Controlled Sites form FM0710-I from PON website www.portofnewcastle.com.au
2. For planned lifts email the completed FM 0710-I form , to cranes@portofnewcastle.com.au; (a responding email will provide a specific PON crane request number,
3. For reactive lifts phone the on call PON Works Supervisor 02 4982 8266 to obtain a verbal permit number, then complete a notification form at the gatehouse location,
4. **retain** a copy of this form during **crane operations**;
5. ensure the completed FM 0710-I form is signed at the gatehouse upon entry;
6. complete the post lift/load questions at the bottom of form FM 0710-I; and
7. Surrender the form to the gatehouse upon departure of the port area.

For urgent reactive or unscheduled activities, the crane operator must notify the PON Works Supervisor on 02 4908 8266 to obtain a verbal permit number. The crane operator **must** complete a form FM 0710-I prior to being allowed through each gatehouse displaying the permit number.

Figure 1 WHARF LOADING NOTIFICATION ASSESSMENT PROCESS



WORK HEALTH & SAFETY PROCEDURE	 PORT of NEWCASTLE
Wharf Load Notifications	WHS - 0710

4.4 POST LIFT DAMAGE INSPECTION

Where a wharf or other PON infrastructure has incurred damage as a result of crane operations, the Operator must immediately notify the PON Works Supervisor on 02 4908 8266.

Additionally, an incident report form **MUST** be completed and left at the gate house on departure. Failure to report damage may result in the responsible operator being denied access to PON sites.

5. INCIDENT REPORTING

An incident is an unplanned or uncontrolled sequence of events resulting in injury, illness, property damage, environmental impact or has the potential to do so.

All incidents (including near misses) are to be reported to the Port Wide Emergency Number on 02 4929 3890.

Completing an Incident Report Form ensures that remedial action is taken to prevent a recurrence of similar incidents.

Completed Incident Report Forms must be forwarded immediately to the PON Security Gatehouse or the PON Works Supervisor via email cranes@portofnewcastle.com.au.

6. DOCUMENTATION

Form FM 0710-I “Notifications of Crane Operations on PON Controlled Sites”.