

WHARF LOAD NOTIFICATIONS – CRANE

1. WHAT YOU MUST KNOW

- Call 000 in the event of an emergency – further emergency steps are at 6.5
- There are allowable load limits for wharves controlled by PON (see 6.1)
- There is a notification process for proposed crane load operations for wharves controlled by PON (see 6.3)
- If loads proposed are at risk of exceeding the wharf load rating (90% of allowable limit), the wharf user must provide a load plan to verify that proposed loads comply with the Working Load Limit (see 6.2)

2. PURPOSE

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

3. SCOPE

This document applies to all wharf users at PON.

This document details Port of Newcastle’s procedure relating to wharf load notifications.

4. DEFINITIONS

Term	Definition
Dunnage	material placed below outrigger pads to spread load from crane outriggers over a larger area to transfer localised stresses to wharf
Officer	a person who makes, or participates in making, decisions that affect the whole or a substantial part of the business of the organisation
Operator	Person operating the crane/plant performing the load/lift
PCBU	a person conducting a business or undertaking. This is a broad term used throughout work health and safety legislation to describe working arrangements, commonly businesses. The PCBU has a primary duty of care to workers and others concerning work health and safety
PON	Port of Newcastle
Wharf user	person responsible for the loading and heavy lifts on PON wharves (e.g. licence holder, foreman, and crane company)
WLL	Working Load Limit (wharf loading)
Worker	a person who carries out work for a business or employer. They can be an employee, trainee, apprentice, work experience student, volunteer, outworker, contractor/subcontractor (or an employee of one), or an employee of a labour hire company. This includes people in formal leadership roles, contractors, and visitors at PON

5. ACCOUNTABILITIES

Wharf loading is a responsibility that is shared by PON officers and workers, including contractors. Everyone involved is responsible for taking reasonable care for their own health and safety and those of others by managing wharf loading risks, and people in a formal leadership role have additional responsibilities regarding ensuring everyone’s health and safety as far as is reasonably practical. In addition, all workers must follow reasonable directions of the PCBU.

5.1 *CEO and All Executive Managers*

- Acquiring, applying throughout PON, and keeping up to date their knowledge of WHS matters in relation to wharf load as is relevant to their role
- Gaining an understanding of the nature of PON operations and generally of the hazards and risks associated with wharf loading as is relevant to their role
- Ensuring that PON has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from wharf loading activities carried out as part of the conduct of the business or undertaking as is relevant to their role
- Ensuring that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Ensuring that PON has and implements processes for complying with any duty or obligation of the person conducting the business or undertaking under the *Work Health and Safety Act 2011* as relates to wharf loading, as is relevant to their role
- Verifying the provision and use of the resources and processes referred to above

5.2 *Executive Manager Corporate Services*

As per 5.1, and in addition:

- Implementing, monitoring, and reviewing the procedure
- Ensuring that timely wharf loading training is conducted for all applicable workers and refresher courses are conducted as appropriate

5.3 *People in formal leadership roles*

- Ensuring that the procedure is understood, applied, and observed across all sites, acting on any breaches or instances of non-compliance
- Supporting workers to attend wharf loading training
- Enabling workers to work safely within the requirements of this procedure, including by encouraging workers to discuss wharf loading and consulting with them about how to proceed

5.4 *WHS Manager*

- Providing advice and support for wharf loading
- Ensuring that wharf loading is accounted for in the WHS Management System

5.5 *Workers*

- Ensuring that they personally are compliant with wharf loading requirements as relevant to their role
- Raising any concerns about wharf loading with their supervisor or manager
- Raising any concerns about another person's fitness for work relating to wharf loading with that person and escalate this concern if required
- Attending and participating in scheduled training activities that provide education about wharf loading as relevant to their role

6. PROCESS

6.1 Overview

Who undertakes this step: workers and wharf users

There are allowable load limits for wharves controlled by PON. There is a notification process for proposed crane load operations for the following wharves:

Precinct Location	Wharf Name	Comments
Mayfield	Mayfield 4 Mayfield 4 West	Note: Western Wharf has a different load capacity to the main wharf.
Carrington	East Basin 1 and 2 West Basin 3 and 4 Dyke 1 and 2 Channel Berth	Includes road bridges, dolphins, and hardstand areas. Note: PON controlled Dyke 1 & 2 Road bridges are restricted to pedestrian loads only.
Walsh Point	Kooragang 2 Kooragang 3	Includes Kooragang 2.5.

The wharf user must ensure that all workers complete a PON access induction in order to familiarise themselves with these requirements.

An overview of the requirements for notifications follows:

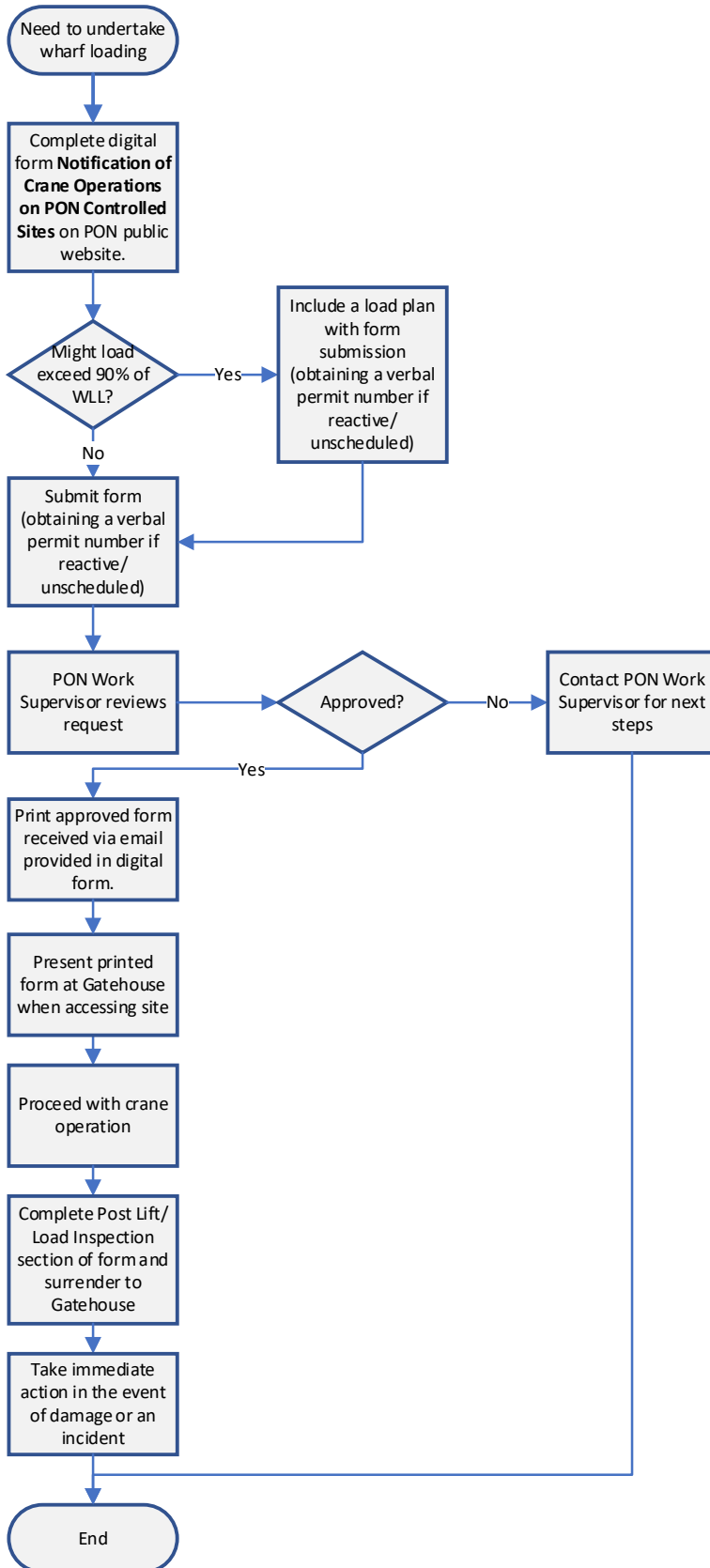


FIGURE I WHARF LOADING NOTIFICATION ASSESSMENT PROCESS

6.2 Wharf working load limits

Who undertakes this step: wharf users

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

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
East Basin 1 and 2	30	55	100
West Basin 3 and 4	50	70	140
Kooragang 2	20	35	100
Kooragang 3	40	50	115
Mayfield 4	100	100	100
Mayfield 4 West	9	12	45

If loads proposed are at risk of exceeding the wharf load rating (90% of allowable limit), the wharf user must provide a load plan to verify that proposed loads comply with the Working Load Limit.

All outrigger loads are to be loaded on 1.2m by 1.2m of suitable dunnage.

6.3 Notification process

Who undertakes this step: operators

For any crane operations by wharf users, the operator must:

1. Complete and submit a digital **Notification of Crane Operations on PON Controlled Sites form**, via 'Crane Loading' page on PON public website. You must include a load plan if your load is at risk of exceeding the wharf load rating (see step 6.2).
2. Your request will be reviewed by PON, with the following next steps:
 - a. If your request is approved, you will receive a PDF version of the approved form to print and present to the PON gatehouse on entry;
 - b. If your request is rejected, contact the PON Work Supervisor on 02 4982 8266 for the next steps.
3. Present the printed form at the gatehouse prior to crane operation.
4. Retain a copy of the form during crane operation.
5. At the completion of lift operations, complete the post lift/load questions at the bottom of the form.
6. Surrender the form to the gatehouse upon departure of the port area.

6.4 Post lift damage inspection

Who undertakes this step: operators

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

Additionally, the wharf user's own company incident report form must be completed and left at the gatehouse on

departure. Failure to report damage may result in the responsible operator being denied access to PON sites.

6.5 Incident reporting

Who undertakes this step: wharf users

In the event of an emergency, wharf users shall:

1. Phone 000, describe the emergency and location, and request the applicable emergency services
2. Phone the Port Wide Emergency Number on 02 4929 3890, who will then contact Port of Newcastle's on-call manager and any required external services
3. Phone Port of Newcastle Work Supervisor on 02 4908 8266

**Emergency
steps here**

An incident is an unplanned or uncontrolled sequence of events resulting in injury, illness, property damage, or environmental impact, or which has the potential to do so. All incidents (including near misses and hazards) are to be reported to the PON Work Supervisor on 02 4908 8266.

Completed Incident Report Forms must be completed and forwarded immediately to the PON Security Gatehouse or the PON Supervisor via email at cranes@portofnewcastle.com.au. Completing an Incident Report Form (wharf user's own company incident report form) supports remedial action to be taken to prevent a recurrence of similar incidents.

7. DOCUMENTATION

Document to fill out	Who fills it out	When to fill it out	Where to file it
Notification of Crane Operations on PON Controlled Sites digital form	Crane operator	Prior to undertaking crane operations	Submit digitally.

8. REFERENCES

- **Cranes and Lifting WHS 0611**
- [Mayfield 4 Safety Management System WHS 0050](#)
- [Kooragang 2 & 3 Safety Management System WHS 0051](#)
- [West Basin Common User Berths Safety Management System WHS 0053](#)
- [David Allan Safety Management System WHS WI 0641](#)
- [Event Reporting WHS 0901](#)
- [Notification of Crane Operations on PON Controlled Sites FM 0710-1](#)

9. REVISION HISTORY

This document shall be reviewed every 3 years or sooner in the event of a change in legislation or otherwise approved.

Version	Release date	Modified by	Comment
1	13/01/2017	A.Walton	Revision E
2	21/02/2022	LKS Quaero Pty Ltd, T.Butler	Review of document as part of PON Safety Strategic Initiative Plan. For full changes please see <i>LKS procedures review February 2022</i> .

Version	Release date	Modified by	Comment
3	20/10/2022	S. Turner	Updated to reflect digitised process.
Last Review Date:		21/02/2022	
Next Review Date:		21/02/2025	