



Gladstone Ports Corporation

Growth, Prosperity, Community.

Engineering Site Standard

GPC-GSS-008

Contractor Site Mobilisation & De-Mobilisation

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Brief description

This standard outlines the requirements for site mobilisation and de-mobilisation works carried out at GPC.

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Document Version Control

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1	06/11/2017	M Porter	Issued for use
2	06/03/2020	D Barnham	Reviewed and issued for use

1. Scope

The purpose of this Standard is to control the mobilisation of contractors coming to site in an orderly, predictable and standard way to ensure consistency and completeness and to minimise the impact on the site operations and to ensure that hazards are identified and managed to prevent any injury or incident from occurring.

The Contractor will produce a mobilisation to site plan in accordance with these guidelines as a pre-mobilisation deliverable that will provide information and notification to GPC of the nature and timing of the Contractor's mobilisation. It will contain procedures and check sheets.

2. References

The Services shall be in accordance with relevant Statutory Regulations and Codes including, but not necessarily limited to the following:

2.1. Codes and Standards

The Services shall be in accordance with relevant Statutory Regulations and Codes including, but not necessarily limited to the following:

- Workplace Health and Safety Act, 2011
- Workplace Health and Safety Regulation, 2011
- Workers Compensation and Rehabilitation, Act 2015
- ISO 14001 and ISO 14004 - Environmental Management Systems

2.2. GPC Standards and Procedures

- GPC Engineering Site Standards
- GPC Procedures
- GPC Emergency Response Plan

3. Definitions and Abbreviations

GPC	Gladstone Ports Corporation
GPC Representative	Gladstone Ports Corporation nominated representative
The Contractor	The company engaged in performing a portion of the works that requires bringing a workforce, equipment and materials to site to carry out supervised work.

4. Roles and Responsibilities

- The GPC representative is responsible to manage the contractor mobilising to site in accordance with these approved procedures and GPC standards and procedures.
- The GPC representative is responsible for ensuring these Procedures are implemented.

- When the contractor has mobilised to site the contractor is responsible for identifying and calling Emergency Services if it is required and to notify the appropriate GPC personnel as specified in the GPC Emergency Management Plan.
- The Contractor is responsible for providing access to the Medical Centre for First Aid and medical emergencies.
- The GPC representative is responsible for nominating suitable areas for the contractor to establish their temporary facilities, offices and lay down.
- The GPC representative Construction Manager is responsible for ensuring the Contractor conforms to and executes the Plan in accordance with this procedure.
- The contractor is responsible for the provision, installation and the maintaining of temporary facilities, offices, potable water, sewage systems, power, communications and waste disposal including the supply and disposal of waste bins to fulfil their duties onsite.

5. Contractor Mobilisation to Site Plan

The Contractor must supply a Contractor Mobilisation to Site Plan. It will describe procedures and processes that the Contractor will implement with details regarding the nature, location, timing and responsibility for the Plan to be implemented including a Traffic Management Plan where indicated. The Contractor must get the Plan approved by the GPC representative prior to mobilisation.

6. Contractor Offices and Facilities

Where Contractors are providing onsite facilities such as offices, crib rooms and facilities they will need to arrange the following:

- Approval from GPC representative for locations of temporary buildings
- Connection of site services e.g. plumbing/electrical etc.
- Provide own crib facilities or organise to use GPC Contractor lunch room
- It is the responsibility of the Contractor to supply own office for duration of works
- Cleaning of Contractor facilities to be organised by Contractor

7. Risk Assessment

Prior to mobilisation and finalising the Plan, the Contractor shall conduct a risk assessment of their proposed site establishment facilities. The Risk assessment shall be attended by stakeholders from relevant GPC areas. It will address at least the following items:

- Risk assessment for occupying offices and site sheds.
- Site layout plan showing relevant features.
- Access routes from offices, crib huts and ablutions to work areas.
- Location of fencing and barricading.
- Access around the work areas and lay downs for vehicle and pedestrian traffic.
- Traffic management plan showing car parking and detailing traffic interaction with construction and operations traffic.
- Arrangements for cleaning and janitorial of buildings.
- Arrangements for pumping out sewage tank arrangements.

- Arrangements for provision of rubbish skip and recycle bins.
- Emergency response and evacuation plan.
- Emergency contacts.
- Notification of occupation on site to GPC Security and Employee Relations team.
- Muster points and signage.
- Electrical registers and isolation points.
- Service connections, water power.
- Bus stop set down and pick up zones demarcated and signed.
- Bus routes and pick up times identified and approved.
- Provision of canteen and catering facilities.
- Provision of communications radio channels and call signs.
- Hours of work.
- Use of contractor's car park area.
- Lighting for site establishment.
- Designated smoking area with signage and waste disposal.
- Chemical storage facility.

A pre-mobilisation check list is given in Appendix 1.

7.1. Mobilisation and Induction

GPC Site Inductions are run online as per the GPC Contractors and Port Users Safety, Environment and Security Standard.

7.1.1. Equipment & Light Vehicle Pre-Mobilisation Inspections

Vehicle passes can be obtained as per the GPC Contractors and Port Users Safety, Environment and Security Standard.

7.1.2. Registers Required

The Contractor must establish and keep current the following Registers:

- Electrical Register for quarterly inspection. Inspections should be colour coded (RGBY). Tagging of all electrical equipment to be carried out provided prior to use of equipment on site.
- Electrical Register for RCD inspection in equipment and switch panels.
- Rigging Register to be recorded, inspected and tagged quarterly Inspections should be colour coded (RGBY). Tagging of all rigging equipment to be carried out provided prior to use of equipment on site.
- JSA Register.
- Risk Reviews Register.
- Work Packs Register.
- Safety Management Plan Register.
- Plant and Equipment Register.
- Safety Interaction Records.
- Workplace Inspections, daily, weekly, monthly, 3 month audits.

- Hazard and Incident register.
- MSDS Register.
- Mandatory Training Needs and Training Completion Register.

7.1.3. Delivery of Loads to Site

Refer to GPC Engineering Site Standard GPC-GSS-007 Packaging, Transport and Delivery of Goods.

7.2. Demobilisation

- Removal of all waste from site.
- Return area to original condition
- Disconnection of services to be organised by GPC representative.
- Final inspection with GPC Representative to ensure full demobilisation and housekeeping to relevant standards.

7.3. General Site Rules

In general, the following items will apply on GPC sites. Please refer to all relevant Engineering Site Standards for full list of requirements.

- All portable power tools must be fitted with a "dead man switch".
- No 9 inch (225mm) grinders are permitted on site. Maximum size is 7 inch (175mm) only with GPC representative.
- All rigging/ fall restraint equipment must follow the same inspection and colour tagging as electrical equipment.
- VOCs for equipment operation must be done on site using the specified equipment, in the intended conditions.
- Lift studies must be completed for all dual lift loads, or lifts over 80% of the crane capacity, or lifts over 20t or as specified by GPC e.g. wharf.
- Contractors and contractors head office personnel (dispatchers) are to be aware of site requirements with respect to containers of goods and equipment being delivered to site. i.e.: no 9 inch grinders, no tools without a dead-man switch, no box cutters.
- All containers will be quarantined by the GPC representative until they have been inspected and the contents approved.
- All welding machines must have VRDs fitted.
- All portable generators/lighting plants shall have lockable isolation points. Lighting plants are to comply with IP56.
- All oxy sets to be fitted with flashback arrestors both ends i.e. cylinder and handpiece.
- Contractors must supply all paperwork relating to equipment testing and inspections, with the equipment, prior to it coming onto site, i.e. plant registration/crane inspections and crane safe documents/compliance records etc.

Appendices

Appendix 1 – Contractor Mobilisation Check List

Item	Description	Yes	No	Initial
General				
1.	Request to Commence Work on Site form signed off by all parties			
2.	Kick Off Meeting held			
3.	Contractor Project Manager appointed and available to commence work on site to supervise mobilisation.			
4.	Contractor Safety professional appointed and available to commence work on site to supervise mobilisation.			
5.	Contractor Supervision appointed and available to commence work on site to supervise mobilisation.			
6.	Risk assessment workshop for mobilisation held with contractor and GPC representative.			
7.	Contractor submits mobilisation plan and work pack			
8.	Contractor Mobilisation plan approved and signed off by GPC Construction Manager.			
9.	Notification of impending mobilisation of contractor given to GPC Security.			
10.	Notification of impending mobilisation of contractor given to Security on Line 3 gate			
Employment, Training and Induction				
11.	Employment procedures being followed by contractor.			
12.	Contractor Site Organisation chart finalised and populated with names of people committed to the contracted works. All personnel registered in Rapid Global.			
13.	Suitability and Competency verified.			
14.	Preliminary Approval to mobilise staff given.			
15.	Medicals undertaken by all prospective employees.			

Item	Description	Yes	No	Initial
16.	Mobilisation approval gained.			
17.	Inductions booked.			
18.	GPC Site Induction completed.			
19.	Project swipe card issued.			
20.	Contractor Induction completed.			
21.	Verification of Competency carried out and signed off for equipment operators before commencing work.			
22.	Acceptable Industrial Agreement in place.			
Site Establishment				
23.	Contact details for GPC representative, Security and Contractor displayed.			
24.	Contractor PPE ordered.			
25.	Transport to site available for contractor.			
26.	Transport on site from contractors car park gate to work site and back available.			
27.	Contractor site vehicles approved and authorised for site.			
28.	Contractor site establishment layout approved.			
29.	Contractor traffic management plan approved			
30.	Contractor Emergency Evacuation Plan approved and emergency services notified to test.			
31.	Contractor Emergency Response Plan approved.			
32.	Contractor Equipment Registers approved and implemented.			
33.	Contractor MSDS register approved.			
34.	Correct ratio of First Aiders available.			
35.	Lay down areas identified and secured.			

Item	Description	Yes	No	Initial
36.	Facilities fenced delineated, barricaded and signed.			
37.	Access and egress points to Buildings set out and signed.			
38.	Fire Procedure established and communicated.			
39.	Fire warden for each Contractor donga/office facility.			
Third Party Services				
40.	Catering facilities available to contractor.			
41.	Waste management facilities available to contractor.			
42.	Sewage disposal facilities available to contractor.			
43.	Water available to contractor facilities.			
44.	Power available to contractor facilities.			
45.	Communications available to contractor facilities.			