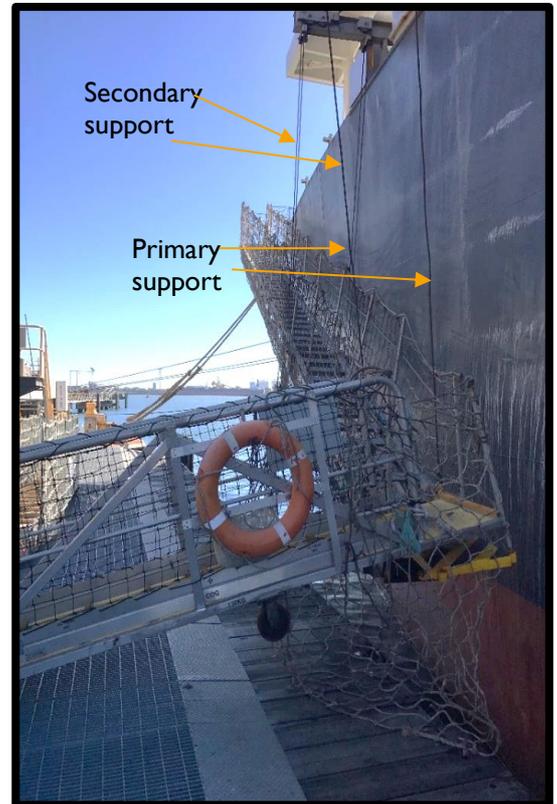




PRE-ARRIVAL GENERAL INFORMATION

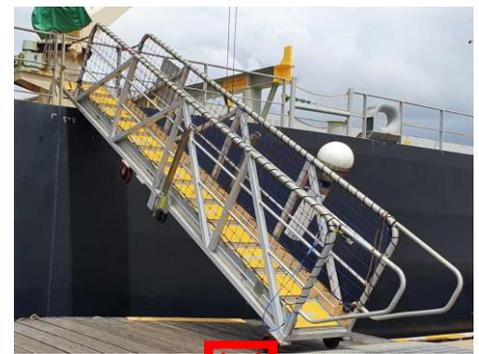
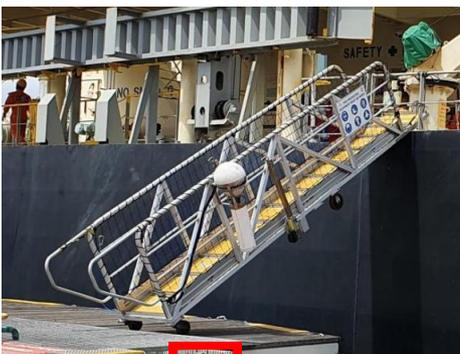
GANGWAY ACCESS

- The gangway is to be supported at the top and must not be resting on the wharf.
- The gangway will be securely connected to a brow (brow is supplied by terminal). Ensure the connection between the gangway and brow is secure with adequate stanchions and/or rope barrier.
- Rig gangways with safety nets at handrail height and on the gangway underside to reduce the risk of a person falling. Rigging work is not permitted while under pilotage.
- Utilise a 'secondary support' that can hold the weight of the gangway should the main gangway support fail. The secondary support may utilise the stores crane, a strong wire/rope tied on a secure fixture, a purpose-built device or other solution as determined by the vessel.
- The main gangway support should take the weight of the gangway, not the secondary support.
- The safe working load (SWL) of all components of the secondary support arrangement must be greater than 2 tonnes. This includes all ropes, wires, pulleys, fittings, davits and vessel cranes which form the arrangement.
- The secondary support may be temporarily removed upon the approval of the Terminal Representative. Access between the vessel and shore shall be suspended and appropriately barricaded until the secondary support is reinstalled.



BROW ONLY ACCESS

- The brow **MUST NOT** be placed directly on the vessel handrails.
- The brow is to be placed and secured on the vessel deck apron (gunnel) where handrails are removed.
- The brow gradient is not to exceed 30 degrees from horizontal.



Images: **UNACCEPTABLE** Setup for Brow on Gunnel

PRE-ARRIVAL GENERAL INFORMATION

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum PPE to be worn whilst accessing wharf areas is:

- Safety helmet
- Eye protection
- Steel Cap Enclosed footwear
- Long sleeve shirt and long trousers
- High-visibility safety vest or clothing
- Personal floatation devices (lifejackets) to be worn when accessing the gangway and wharf apron area
- Any other safety equipment that may be required in the area being visited or as directed by a Port Waratah employee



VESSEL SIGN UP PROCESS (COVID-19)

- The Port Waratah Terminal Representative will only access the vessel in exceptional circumstances and with the approval of the Operations Supervisor.
- We require the Vessel Representative to report to the wharf office (demountable building of wharf deck), with the supplied coal loading plan as soon as the gangway is safety rigged to begin the ship/shore safety checklist.

CARGO HOLD ACCESS

- The Terminal Representative must be made aware during the ship/shore checklist of any cargo hold access requirements. This includes vessel crew and other parties such as Marine Surveyors.

GENERAL SECURITY ACCESS (COVID-19)

- Crew members are only to disembark a vessel to undertake essential tasks or in the event of an emergency. Essential tasks include the vessel sign up process and reading draught marks.
- The Vessel Agent can provide further details of authorised activities under Public Health (COVID-19 Maritime Quarantine) Order 2021 [NSW].

VESSEL MANOMETER REQUIREMENTS

- Coal ships visiting the Port of Newcastle are not to utilise rope ladders for reading draught marks.
- Vessels are required to have a functioning and accurate manometer to determine the list of the vessel and hence calculate the outboard midship draught by reference to the wharf side reading.
- Marine Surveyors will utilise a remotely viewed camera to read the outboard midship draught marks.
- Design criteria for an accurate and reliable manometer are available in the Port Waratah Coal Terminal Information Handbook.