

Mooring Operations Guideline Station Pier

August 2023

Revision history

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Approval history

Date	Name and title
Aug 2023	Peter Mannion - Chief Operating Officer

Document location

The most up-to-date document and central source for referenced forms and additional guidelines can be located on the Ports Victoria website at www.vicports.vic.gov.au

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1. Introduction

1.1. Application

The purpose of this Ports Victoria document is to assist all parties involved with planning of mooring operations and the delivery of mooring services during scheduled or emergency berthing and/or unberthing of ships at Station Pier, to carry out their responsibilities aim for safe operation, environmental protection, and regulatory compliance in the port of Melbourne.

This guideline covers all mooring operations and mooring crews attending the arrival or departure of any ship at Station Pier and includes the use of lines boats working from the water.

All aspects of this Mooring Guideline are applicable to and should be read with any Ancillary Services Provider (ASP) license application and ASP license issued, to a Licensee to provide berthing and mooring services at Station Pier. It provides guidance for the Licensee and stipulates that all the Licensees' staff/personnel shall be properly and adequately supervised by the Licensee at all times when carrying out the berthing and mooring services. All mooring services shall be carried out in compliance with the Federal and Victorian legislation including the Occupational Health and Safety legislation.

2. Definitions

Ancillary Service Provider (ASP)

Ancillary Service Provider means a person or entity which is authorised pursuant to an Ancillary Service Provider Licence Agreement to provide Ancillary Services (also referred to in this Guideline as Licensee).

Berth

Any dock, pier, jetty, quay, wharf, marine terminal or similar structure (whether floating or not) at which a vessel may tie up. It includes any plant or premises, other than a vessel, used for purposes ancillary or incidental to the loading or unloading of cargoes.

Harbour Master

Harbour Master includes an Assistant Harbour Master, authorised under Section 220 and 229 of the Marine Safety Act.

Health & Safety

A division of Ports Victoria charged with the responsibility to audit compliance with this manual.

Guideline

Means this document and the provisions contained in it.

Master

Master in relation to a vessel means a person having command or charge of the vessel.

Melbourne VTS

The Port Authority responsible for safe navigation in the port waters of the port of Melbourne.

Mooring Company

The mooring services provider company responsible for the provision of mooring services, lines handling (landside and/ or waterside)

Mooring Plant and Equipment

Equipment used in the conduct for facilitating mooring operations including capstans, quick release hooks, and vehicles.

Responsible Person

A responsible person is defined by regulation as the Master or person in charge of the ship, the owner or operator or the agent, or a pilot who has duties on board the ship.

Shipping Agent

Shipping Agent means the shipping agent (if any) set out in the Application, who is authorised by the Owner to manage the Vessel on behalf of the Owner.

Shall

Indicates that a statement is mandatory.

Should

Indicates a recommendation.

Ports Victoria

Ports Victoria is a statutory authority. Its statutory objects, powers and functions are carried out under the *Transport Integration Act 2010 (Vic)* and are the combined objects, powers, and functions of the former Victorian Ports Corporation (Melbourne) and Victorian Regional Channels Authority.

Ports Victoria Duty Port Authorised Officer (DPAO)

A Ports Victoria officer tasked with issuing authorities for and monitoring Hazardous Port activities on port land and in port waters, seeing to it that they are carried out in accordance with the conditions of authorities in accordance with the Marine Safety Act and Port Management Act.

Ports Victoria Safety and Environment Management Plan means Ports Victoria's safety and environment management plan, which can be located at <https://www.vicports.vic.gov.au/publications/Pages/SEMP.aspx>, as amended from time to time.

Ports Victoria Policies and Procedures includes any policy, procedure, publication or guideline of Ports Victoria (as amended from time to time), including but not limited to the policies and procedures of Ports Victoria that are publicly available and relevant to the carrying out of Ancillary Services under this Licence Agreement on Ports Victoria's website at: <http://www.vicports.vic.gov.au/Pages/default.aspx>.

Ports Victoria Representative

An authorised person working on behalf of Ports Victoria to oversee the berthing of a ship.

Vessel / Boat

Vessel includes every description of watercraft, including non-displacement craft, WIG craft (a multimodal craft which, in its main operational mode, flies in close proximity to the surface by utilising surface-effect action) and seaplanes, used or capable of being used as a means of transportation on water.

3. Risk management approach

PV requires that a risk management approach be undertaken, when mooring operations are conducted that considers the shoreside workers' Occupational Health and Safety (Victoria) legislative requirements, as well as the IMO's requirements for safe mooring operations. (see links in Risk Management and Training Reference Documents below).

Mooring operations can include the use of a domestic commercial vessel (DCV) to facilitate the lines' handling from the waterside. Mooring services providers must follow the Australian Maritime Safety Authority's requirements for DCV operations, as well as comply with the National Standard for Commercial Vessels. The requisite risk management processes to be followed are defined in the standard: AS/NZS ISO 31000:2018 Risk Management Principals and Guidelines (the Standard).

Mooring Companies who hold an approved ASP license should note that Occupational Health and Safety legislation in Victoria requires risks to health and safety be eliminated or reduced as far as reasonably practicable by the adoption/introduction/use of systems, measures and or processes (e.g. personal protective equipment).

Ports Victoria's Occupational Health and Safety Policy objectives require integrating risk management principles with decision making and determining treatments to a standard of "as low as reasonably practicable".

Ports Victoria require ASP's providing mooring services to follow this approach, the Standard (where relevant) and comply with this Guideline, Ports Victoria's OH&S Policy and Safety and Environmental Management Plan, as well as the Risk Management Reference documents referred to below.

3.1. Hazard identification

Before a mooring operation commences, the entire process needs to have been examined by all parties involved in conducting the mooring operation to identify any hazards associated with the operation being planned, mooring lines being handled and the method of lines transfer being employed. The hazards may include but are not limited to the following:

- Manual handling
- Snap Back zones
- Entering water
- Lines boat operations
- Operating where overhead works are occurring
- Trip Slip Fall, and
- Vehicle usage in confined spaces.

Other hazards also need to be considered which may be external to the process. These hazards can include:

- Prevailing weather conditions
- Proximity of other operations at the terminal, plant equipment and people
- Proximity of activities and facilities on board the vessel and at Station Pier
- Allision, Collision, Breakaway event, overhead work from gangways, fire, explosion, environmental impact

Risk assessment

There are various methods of carrying out a risk assessment. The purpose of the risk assessment is to determine the threats to a safe and effective operational outcome:

- likely injury to people
- likely damage to property
- likely pollution to the environment
- the risks that need to be controlled
- the order in which the risks need to be controlled.

The parties responsible for doing the risk assessment are those involved in the mooring lines handling. Other parties such as terminal managers, berth allocators, PV Representatives or specific experts in other related area can be used to contribute to the risk identification and treatments. A generic assessment can be used to minimise duplication and to streamline the process, however the risk assessment shall be:

- Valid for the specific mooring operation, (i.e.: vessel specific)
- Reviewed post incident or at regular intervals
- Support the risks and hazards addressed in the Safe Work Methods Statements prepared and submitted with the ASP license application.

3.2. Risk Management Reference Documents:

- Occupational Health and Safety Act Victoria (2004)
- Australian Standard AS/NZS ISO 31000:2018 - Risk Management: Principles and Guidelines
- Ports Skills and Safety Guidance on Mooring (UK)
- [SiP005 - GUIDANCE ON MOORING for printed publication .pdf \(portskillsandsafety.co.uk\)](#)
- AMSA, [Domestic commercial vessels \(amsa.gov.au\)](#)

4. Training and inspection programs

4.1. Training

Based on risk assessments and the complexity of the task, mooring service providers should ensure that all staff involved in mooring operations are provided with a formal training program.

The training should aim to ensure that each person who may be involved with the operation demonstrates the requisite knowledge and competencies required to undertake the operation safely and that this training must be ongoing. New staff shall be provided with adequate direct supervision until they can demonstrate they are competent in mooring operations in a safe manner.

Responsible parties should select training courses that cover the theoretical aspects of mooring lines handling, communicating with ships' crews, risk identification such as snap back zones, checking mooring work areas for obstacles and obstructions, personal protective equipment use and requirements, equipment inspections and correct use of equipment and emergency stop procedures.

All mooring companies applying for an ASP license to operate at Station Pier shall provide a copy of their training program in accordance with a structured safety and operational training programme appropriate to the services they will be providing. As a minimum, training for each mooring staff member carrying out berthing and mooring services shall include:

1. Instruction on working safety on and around water,
2. Be deemed competent by the mooring services provider, having received formal instruction on the correct manual handling techniques to prevent injury,
3. Instruction on knot tying, capstans and working with lines
4. Instruction on communicating with other mooring services workers, the mooring supervisor and the ship's crew using the internationally recognised hand signals, and correct operation of VHF radios.
5. Instruction for waterside mooring crews on boat handling, with emphasis upon the dangers of positioning a lines boat between a ship and a tug, a ship and a quay wall, under an anchor or in the vicinity of a vessel's propellers,
6. Participating in or delivering toolbox talks to the full extent required by good industry practice and applicable laws relating to environmental protection and health and safety.
7. Emergency response procedures and safety equipment use for the types of emergencies the company's risk assessment has identified as relevant to the operation.

Ongoing supervision of all mooring operations should be a feature of the company's risk assessment and safe work method statements. This ongoing supervision should also include any continuous training that is delivered to ensure retention of core skills.

Training reference documents:

- IMO – Safe Mooring Safe Mooring (imo.org)
- Australian Government Mooring Training package [MARC062 – Perform Mooring Operations](#), and MAR20121- Certificate II in Maritime Operations (Linesperson), Certificate II in Maritime Operations (Linesperson)

4.2. Training outcomes

Landside and waterside staff undertaking mooring operations should:

- Proficient in lines handling process including knot tying, capstan and quick release hook use noting the risks of lines handling in snap back zones, working on or around water and working in areas where non compatible operations may exist.
- Have knowledge of the hazards that may arise from the mooring operations and how to minimise these.
- Conversant with the site safety requirements and personal protective equipment requirements
- Conversant with the requirements of the relevant guidelines and regulations
- Conversant with the process for reporting hazards and incidents at each work location and to the port authority.
- Capable of responding to any emergency and assist till emergency assistance arrives.
- Demonstrate that they have completed the Station Pier induction modules.
- Audits and Inspections

Mooring companies should develop and implement a comprehensive audit and inspection program of the sites at which they deploy staff to work and well as their staff compliance to their work instructions and safe work method statements to ensure that the training system remains appropriate and contemporary. Regular inspections can identify faults and potential failures in the processes before incidents occur. Audits and inspections should be regularly undertaken and recorded. Audit and inspections results are required to be provided to ports Victoria on an annual basis or as requested.

5. Knowledge of port and terminal

The Mooring company is required:

1. To have a comprehensive knowledge of current berth names, mooring bollard numbering sequences and load bearing capacity, safety ladder, safety chain locations, and life-buoy locations for the port and specifically for those at Station Pier,
2. Take receipt of a mooring plan and discuss this with the Ports Victoria representative prior to mooring operations. Any changes to the mooring plan must be done with the agreement of the Ports Victoria representative.
3. To have a working understanding of general marine terminology in order to carry out the berthing and mooring services,
4. Have completed and have up to date inductions for the terminal/site,
5. Be fully conversant with the safety equipment and emergency procedures on site as it relates to the mooring services providers and ancillary services providers operation, and
6. Be aware of the notification requirements for damage or incident reporting at Station Pier and within the vicinity of it.

6. Mooring boats

All mooring boats will be commercially registered and be operated in accordance with the Australian Maritime Safety Authorities requirements including the Domestic Commercial Vessel and National Standard for Commercial Vessel requirements and Ports Victoria's Harbour Masters' Directions.

7. Personal Protective Clothing and Equipment

The Licensee shall ensure that, at all times while at work on Station Pier, each of its operatives providing berthing and mooring services wear appropriate PPE, which shall as a minimum include:

1. A hard hat with chinstrap conforming to current Australian Standards
2. Safety shoes or boots with steel toe caps
3. Safety glasses
4. A high visibility vest or jacket
5. Gloves
6. A self-inflating buoyancy aid of not less than 150 Newton (180+ preferred to account for heavy clothing) based upon company's risk assessment. The Licensee shall supply a portable marine VHF radio with multichannel selection. Radios shall be capable of transmitting and receiving on all port operational channels for which the mooring services is licensed where relevant.

8. Ports Victoria representative interactions

The mooring crew's supervisor will liaise with the nominated Ports Victoria's representatives and will take direction and instructions from them as required.

9. Pre-arrival inspections

The mooring crews will arrive at the terminal at least twenty (20) minutes prior to the scheduled arrival or departure of the vessel to conduct a pre operation inspection of the site. During the inspection the mooring crew will ensure that the area is made safe and that there are no incompatible operations occurring in the works area. The mooring services provider will as far as reasonable, have exclusive use of the berth to ensure they have a safe working environment for the berthing/unberthing of a vessel to occur. In the case of cruise vessel mooring operations the berth allocator will retain control of the site.

10. Transfer of site control

Once the mooring operation is complete the mooring company will inform the Ports Victoria representative. The Ports Victoria representative will confirm the mooring operation is complete and hand control of the site/berth over to the Stevedore Supervisor. The mooring crew should only depart the site after the Ports Victoria representative releases them.

11. Incident and damage notification reporting procedures

The Mooring Services provider shall have procedures for incident reporting and investigation in place and shall report all damage, accidents, incidents, near misses, and hazards of which they become aware to the relevant parties including Station Pier Security, Station Pier Management and Melbourne VTS.

All incidents, damage, hazards and near misses must be reported as soon as practical to,

Melbourne VTS (03) 9644 9777.

The Mooring services provider are required to provide full details of incidents, near misses and damage to Ports Victoria including investigation reports and other supporting information. Mooring services providers are required to actively participate in investigations with Ports Victoria where required to do so.

Important contact numbers

Police, Fire, Ambulance	000
Ports Victoria Melbourne VTS Emergency	03 9644 9777 / VHF 12
Ports Victoria Melbourne VTS General (24/7)	03 9644 9700 / VHF 12
Berth Allocator	VHF Ch12 or Ch allocation by VTS
Station Pier Security	03 9681 9729
Station Pier Management	03 8698 5301
Ports Victoria Authorised Officer	03 9644 9744 portsafety@ports.vic.gov.au

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