



# POLICY



Title: **Control of Entry to and Exit from the Site**

Policy No: <b>P001.010</b>	Issue: <b>2</b>	Revision: <b>5</b>	Operative Date: <b>15/09/2016</b>
Department: <b>Company</b>	Sect./Classification: <b>Company/HSEC</b>	Author:: <b>D Steel</b>	Approver Role: <b>General Manager</b>

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### 1.0 PURPOSE

To define the requirements for control of entry to and exit from the site.

### 2.0 SCOPE

This procedure applies to all people entering or leaving the site. This policy also applies to all people responsible for vehicles and materials, with the exception of bulk raw materials and deliveries to the Warehouse, entering or leaving the site.

### 3.0 RESPONSIBILITIES

**Plant Protection** are responsible for controlling entry to and exit from the site.  
**Supply Superintendent** is responsible for controlling access through the Distribution Centre gate.  
**Supply Superintendent** is responsible for controlling access through the Purchasing Building gate.  
**Human Resources Superintendent** is responsible for controlling access through the HR Building gates.  
**Residue and Environmental Projects Manager** is responsible for controlling access through the Red Mud Dam gate.

### 4.0 REFERENCES

- P301.065 Policy – Stealing
- P302.026 Right of Entry
- P314.414 Procedure – Cranes and Lifting
- P401.003 Policy - Personal Use of Company Portable Equipment
- P403.036 Procedure - Loan of Portable Tools and Equipment

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P403.064 Procedure - Miscellaneous Shipping Orders  
 P403.070 Procedure - Authority to Photograph, Film and Record  
 P703.018 Procedure – Training & Induction  
 Maritime Transport & Offshore Facilities Security Act  
 QAL Maritime Security Plan  
 PP081 – Request for SITE ACCESS PASS to be extended Portal/SDA/Forms/Health & Safety/Plant Protection & First Response Forms

## 5.0 DEFINITIONS

Site	All property owned or leased by QAL
Operational Area	Includes all areas of the Refinery bounded by the perimeter fence and the Residue Disposal Area

## 6.0 POLICY

### 6.1 General

The primary entry and exit point to the operational area is the main gate with secondary access ways at the eastern, western and northern sides of the operational area. Access to the Red Mud Dam is controlled through a security gate at the entrance. The Administration, Information Services Building and Training Centre are located outside the operational area of the refinery. Access is gained through a personal identity card. The process is described in P703.018 Training & Induction.

Plant Protection staff shall control the primary access way and monitor people and vehicular traffic movements at secondary access ways so that unauthorised people or vehicles do not gain entry and materials or equipment are not removed without the appropriate authority. No person or vehicle shall be allowed entry to the operational area and no material or equipment shall be permitted to enter or leave the operational area without the appropriate authority.

Other access ways including those through the Supply, HR Buildings and Salvage Yard shall not be used as access ways to the operational area other than by persons attached to those Sections/Departments.

Plant Protection may conduct random checks on bags, ID/Access cards or passes and vehicles. A record of such checks shall be maintained.

Plant Protection shall refuse admittance to any person who, in their opinion, may constitute a danger to themselves or to others or to Company property, or are not wearing appropriate personal protective attire. This includes persons suspected of being under the influence of alcohol or a drug. In these cases the person's supervisor shall be called to the main gate. With the supervisor's approval, a taxi shall be called to take the person home.

Plant Protection shall conduct regular patrols of fenced areas to the site ensuring fences are in good condition, there is no evidence of forced entry and appropriate signage is in place.

Debt collectors or other commercial credit agencies shall not be allowed entry to the operational area under any circumstances nor will employees be called to the main gate to see these people.

### Primary and Secondary Access Ways

Vehicular gates at primary and secondary access ways shall be in the closed position and only opened for authorised traffic movements. Pedestrian traffic at these access points shall enter/egress via turnstiles where provided. Passengers of vehicles seeking to enter/exit the operational area shall do so via turnstiles located at the access points.

### Authorised Access

People authorised to have access to the operational area shall be issued with ID/Access cards. Access cards will only be issued to Contractor employees where the employee is inducted and the company the employee works for has a contract with QAL. The only other way to gain access to the operational area is via the Visitor's Pass system.

ID/Access cards shall be carried at all times and shall be produced if requested by Plant Protection Officers or other authorised staff for the purposes of proving identity. ID/Access Cards are not an authority to allow vehicular access on to site, specific vehicle authorisation is required including the driver requiring a current Competency to Operate for the class of mobile equipment.

Vehicle passes as approved shall be issued by Plant Protection and shall be clearly displayed for identification purposes. A register of passes on issue shall be maintained by Plant Protection.

#### **Access to Secured Rooms**

The ID/Access card is used for access to secured rooms such as computer and termination rooms. Access to these rooms is approved by the Plant Protection Supervisor for Security personnel, the Electrical/Instrument Superintendent for maintenance personnel and the Info and Control Systems Superintendent for all others.

A time limit will be placed on card access for contractors covering the duration of the work scope. Access to secure rooms shall be audited every 12 months.

#### **Prohibited Materials**

Firearms, explosives, illicit drugs, and alcohol are prohibited on the site unless authorised by the Managing Director.

Exemptions apply to authorised law enforcement officers. ie Police (state & federal), Customs officers, AQIS and military personnel in the performance of their duty.

#### **Electronic Recording Devices**

Electronic recording devices including audio taping, cameras and other image capturing devices are permitted on the site but may not be used unless authorised in accordance with P403.070 Procedure - Authority to Photograph, Film and Record.

#### **Materials**

Passage of materials through authorised access ways, whether entering or leaving the site, shall be controlled by Plant Protection staff in accordance with the following –

- P401.003 Policy - Personal Use of Company Portable Equipment
- P403.036 Procedure - Loan of Portable Tools and Equipment
- P403.064 Procedure - Miscellaneous Shipping Orders

Passage of materials through the Distribution Centre gate shall be controlled by Distribution Centre staff. Passage of materials through the Red Mud Dam gate shall be controlled by Red Mud Dam staff. Passage of materials through all other gates shall be controlled by Plant Protection staff.

#### **Unauthorised Possession**

When a person is found in possession of goods which are Company or QAL Contractor property, or which are suspected of being Company or QAL Contractor property, Plant Protection staff shall take possession of the goods and report the matter to the person's manager in accordance with policy P301.065.

#### **Disciplinary Action**

Plant Protection staff are not authorised to take disciplinary action directly against people but shall report breaches of security to an employee's manager or in the case of Contractors to the Contract Administrator and in all other cases to the Police Department.

#### **Confidentiality of Information**

Documents and information held at the Main Gate or accessible from the Main Gate are part of the Company records. Employee's addresses or any other information shall not be given to persons enquiring at the Main Gate or by telephone. Should an enquiry be made by a Police Officer, or a reasonable demand for disclosure made, it shall be referred to the Plant Protection Supervisor.

**6.2 Company Employees**

Employees are required to be in possession of their personal ID/Access Card at all times. These ID/Access cards are issued by Plant Protection at the time of commencing employment. Lost or damaged cards can be replaced by Plant Protection.

Employees not in possession of their ID/Access card, wanting to gain entry to the site, may be “signed in” for the day and issued with an Access Card after Plant Protection have verified their identity.

Employees shall not be allowed access to the site for non-work related activities without first having obtained their supervisor’s approval.

Employees on shift work shall not leave the site during the shift without their supervisor’s approval. Where such departures are noted by Plant Protection staff they shall be reported to the manager concerned. Such notifications shall also apply in cases of medical emergencies.

Permanent vehicle passes for site access may be issued to employees for work purposes only subject to approval of the Plant Protection Supervisor.

Restricted vehicle passes for employees located at South Trees Island and Raw Materials may be issued on request subject to the approval of the Plant Protection Supervisor.

**6.3 Contractors**

Contractors are required to be in possession of their personal ID/Access cards at all times. Upon completion of the QAL Site Specific Induction and **red** lock tag out training (if required), contractors are issued with access cards with a two year validity. Attendees at the bi-annual re-induction will have their cards re-validated for two years.

Provisions applying to Company employees as detailed at 6.2 paragraphs 1 and 2 shall apply to Contractors and their employees.

When a contractors medical or induction renewal date has expired they will be required to provide evidence of an appointment for a new Medical Examination. Additionally a “Request for SITE ACCESS PASS to be extended” form (PP-081) is to be completed and authorised by the H&S manager or Safety Specialist.

When a Contractor and their employees will not be on the site for a period of six consecutive months, site access shall be limited to the period of the contract only.

Where Contractors and their employees are on site for emergency work only, Emergency access cards must be authorised by the appropriate QAL Manager. The Contract Administrator is also responsible for safety induction in these cases.

Contractors who terminate employees are responsible for ID/Access Card recovery and forwarding such documents to Plant Protection on termination.

Contractor employees who are to commence employment with other companies on site are to ensure their new employer confirms in writing the employment arrangements with Plant Protection prior to the date of commencement.

**6.4 Police Department**

If a Police Officer wishes to contact an employee at work, the employee’s supervisor shall be requested to send the employee to the Main Gate. In the case of Contractors and their employees, any request should be referred to the Contract Administrator.

In emergency situations when Police require access to the site they shall first be issued with the required personal protective equipment and then be accompanied by Plant Protection who shall act as a guide.

Any other police enquiries shall be referred to the Plant Protection Supervisor.

## 6.5 Visitors

People visiting the Site for business purposes shall be allowed entry only after obtaining the necessary approvals or having their credentials verified as defined below -

Technical representatives/Consultants and Statutory Boards/Authorities -	Company employees responsible for that particular business activity
VIPs/Media -	HSEC Manager or his delegated representative
Union Officials -	HR Development staff
Vendors -	Supply staff

Visits should be prearranged to allow Plant Protection staff time to expedite approvals, prepare and issue visitors' access cards and personal protective equipment.

All visitors to the site shall be met by their contact at the Main Gate and run through the Visitor Induction before being issued with a Visitor access card. They shall be escorted at all times while on the site and returned to the Main Gate at the completion of their business/visit. Visitor contacts are responsible for their visitors at all times when they are on site, particularly in the case of site emergencies.

Plant Protection shall ensure that visitors have in fact left the site and that Visitor access cards and loaned PPE including any Diphoterine is returned at the completion of all visits. A record must be kept of all visitor access to the site and the duration of the visit.

## 6.6 Vehicle Passes

Contractor and visitor vehicles including cranes, low loaders or other special purpose vehicles shall not be granted access to the site unless they are necessary for work associated with the contract.

There are three (3) categories of vehicle passes:

Category 1 – Contractor Annual Vehicle Pass, valid for that calendar year.

Category 1A – To Obtain a Vehicle Pass for Mobile Cranes

All mobile cranes require a current annual major inspection. This inspection must comply with the Australian Standard AS 2550.1. A copy of this report must be presented to the QAL Crane Base Supervisor upon request for a vehicle pass.

In addition, all mobile cranes shall be inspected and site approved by the Crane Base Supervisor for conformity of lifting devices and winches.

Mobile cranes requiring access without a current Category One pass must produce a "Mobile Crane Inspection Report" for inspection by Plant Protection. A Temporary Vehicle Pass shall be issued for such cranes who have produced inspection reports to the satisfaction of Plant Protection and have a site approval sticker issued by the Crane Base Supervisor.

Category 2 – Contractor Temporary Vehicle Pass, valid for the term of the contract.

Category 3 – Temporary Vehicle Pass, valid for day of issue only.

Category 1 and 2 type passes are approved by the Plant Protection Supervisor. Category 3 passes may be issued where Plant Protection deem it necessary that vehicle access is warranted for the performance of work.

Drivers of mobile equipment issued with a category 1, 2 or 3 vehicle pass must have a current Competency to Operate.

**6.7 South Trees Island - Shipping Traffic**

For the purpose of conducting business associated with shipping at South Trees Island, representatives of Government Departments, Statutory Boards, Authorities and Shipping Agents and Providers shall be issued with ID/Access cards after attending the Maritime Induction to the Raw Materials Wharf Area.

When Statutory Authority members have not undergone induction, their official photographic identification must be produced in order to enter the facility.

All people requiring unescorted access to the Landside Restricted Zone must have an MSIC (Maritime Security Identification Card). This card must be on display while in the Landside Restricted Zone. Visitors must be escorted by a person holding a valid MSIC.

Records shall be kept of all vehicle and pedestrian movements to and from the wharf facility in order to satisfy the regulatory requirements under the Maritime Transport & Offshore Facilities Security Act.

Vehicles and pedestrian baggage may be subject to search under the provisions of the Maritime Transport and Offshore Facilities Security Legislation.

Access for vehicles shall be restricted to the vehicles on the authorised list. The list shall be amended with the approval of the Raw Materials Superintendent or the Plant Protection Supervisor.

Shipping Agents should give Plant Protection notice of any family members of Ships Crew wishing to visit the ship. These people are to be escorted to and from the ship and must carry photographic identification in order to gain access via the electronic controlled gates. Plant Protection will log this access.

Persons other than family of Ships Crew who wish to take children to the ship must gain authorisation from the Ships Master prior to receiving access. Such people are to be escorted onto the ship and again upon their departure.

All crew of vessels who wish to join the vessel at berth must provide notice to Plant Protection via the Shipping Agent. Photographic identification must be produced in order to gain access. Crew of vessels who wish to leave the vessel to visit Gladstone will be managed by the Shipping Agent who will loan the crew member an electronic access badge (foreign vessel card) after establishing that the person has the necessary clearance.

All vehicles carrying crew members shall be authorised by the Shipping Agent – no private vehicles shall be granted access.

Pedestrian or bicycle access is prohibited along the island and Harbour Roads.

Personal protective equipment shall be as below:

AQIS Customs Telstra GPA Emergency Services	Uniform with hard hat and safety glasses
Ships Contractors – ASP Induction	Clothing / footwear as required for working on the ship with a hard hat and safety glasses
Seamen / Visitors	Normal clothing, enclosed footwear, with a hard hat and safety glasses. It is the responsibility of the person being visited that the PPE is worn.
Caustic Unloading Operations	During caustic unloading operations everybody in the operational area shall be wearing monogoggles, hard hat, trousers, fully enclosed footwear and long sleeved collared shirts.

**6.8 Providing access to infrastructure located on Easements (water, gas, power, rail)**

*On occasions Infrastructure owners will require access to their property for the purpose of inspection and maintenance.*

*The following steps are required to facilitate access to the Easements. Prior to entry:*

- **Infrastructure owner**
  - *will advise their QAL contact of the need to access their equipment*
- **QAL Contact**
  - *will advise the Plant Protection Supervisor (CC Plant Protection teams: PPT1, PPT2, PPT3, PPT4) via email of the need for access*
- **Infrastructure Employees will**
  - *Present their Company photo ID to the Main Security gate stating the purpose of their visit and the easement/infrastructure area to be accessed.*
  - *Wear PPE appropriate to the work area*
- **QAL Contact (or Shift Controller afterhours) will**
  - *provide a Visitor Induction to all Infrastructure Employees*
  - *advise of any requirement for a Permit to Work*
  - *advise of specific PPE requirements*
  - *escort infrastructure employees to their work area if it is inside the plant boundary or the West Gate.*

*On completion of work (or at the end of shift):*

- **Infrastructure Employees will**
  - *Ensure Easement/work area is house-kept*
  - *Return all Visitor badges to the Plant Protection main office.*

**7.0 ATTACHMENTS**

Nil

**8.0 REVISION HISTORY**

Issue	Revision	Revision date	Change Reason
2	5	15/09/2016	Additional information added 6.8 - Providing access to infrastructure located on Easements (water, gas, power, rail)