

## APPENDIX E: INSTRUCTIONAL POSTERS

The following items are intended to highlight important terminal policies, procedures and information to vessel crew in a poster format. The PWCS Person in Charge will tear out these pages and discuss with the Master of the Vessel upon berthing. Consider cutting the posters from the Handbook and placing on notice boards or discussing with your crew in briefings.

The Receipt of PWCS Handbook shall be signed and retained by the PWCS Person in Charge.

Item	Title
E.1	Receipt of PWCS Handbook
E.2	Carrington wharf access
E.3	Kooragang wharf access
E.4	Transport arrangements at wharf facilities
E.5	Hydraulic interaction between vessels
E.6	Personal Protective Equipment (PPE) for vessel crew
E.7	Air draught limit - CCT
E.8	Air draught limit - KCT
E.9	Cargo hold access requirements during loading
E.10	Communications
E.11	Access on deck during loading
E.12	No Smoking Signage
E.13	Examples of Unacceptable Mooring Line Conditions
E.14	Emergency Contact Procedure for Vessels

## E.1: RECEIPT OF PWCS HANDBOOK



### ACKNOWLEDGMENT OF RECEIPT OF THE PORT WARATAH COAL SERVICES LIMITED COAL TERMINAL INFORMATION HANDBOOK

The Coal Terminals Information Handbook, (Revision 5.4) was issued to:

Name: .....

Vessel: .....

I am the Master of the Vessel or Vessel Representative.

I acknowledge receipt of the Port Waratah Coal Services Limited Coal Terminals Information Handbook and understand and agree to comply with its contents (unless otherwise agreed in writing with PWCS).

I acknowledge that as the Master of the Vessel for each return trip I will be required to understand and agree to comply with the Port Waratah Coal Services Limited Coal Terminals Information Handbook contents (unless otherwise agreed in writing with PWCS). This will be confirmed at vessel sign up.

I acknowledge that from time to time PWCS may vary or produce addendums to the Port Waratah Coal Services Limited Coal Terminals Information Handbook and that it is a requirement that any addendums be complied with and kept with the Handbook itself.

It is the responsibility of the Master or Vessel Representative to visibly display the Coal Terminal Information Handbook tear out sheets and to ensure all vessel crew and visitors are informed, understand and comply with the health and safety information provided.

I acknowledge that I am responsible for the safe loading of the vessel.

Date of Issue:

.....

Signature:

.....

## E.2: CARRINGTON WHARF ACCESS

### FOR SAFE ACCESS TO CARRINGTON WHARF VESSEL CREW MUST:



Follow all PWCS safety policies

Wear Personal Protective Equipment (PPE)

Ride from ship to entry gate by accredited vehicle only – no walking

Be escorted by PWCS inducted person when accessing areas away from the vessel

Only access the wharf for operational purposes

Minimise exposure to tensioned mooring lines

No access to gangway and lower wharf deck while a vessel is passing



## E.3: KOORAGANG WHARF ACCESS

### FOR SAFE ACCESS TO KOORAGANG WHARF VESSEL CREW MUST:



Follow all PWCS safety policies

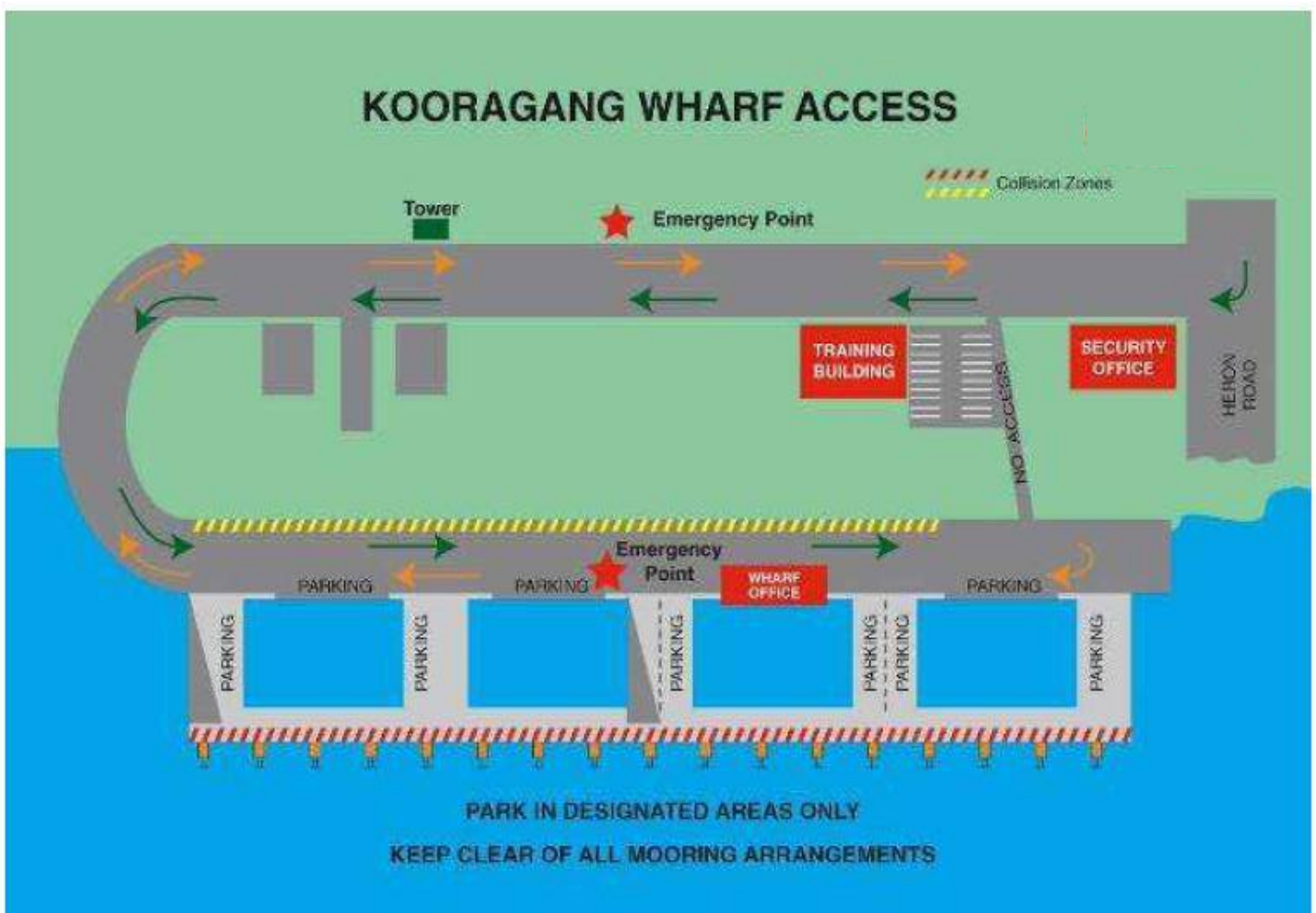
Wear Personal Protective Equipment (PPE)

Ride from ship to entry gate by accredited vehicle only – no walking

Be escorted by PWCS inducted person when accessing areas away from the vessel

Only access the wharf for operational purposes

Minimise exposure to tensioned mooring lines



## E.4: TRANSPORT ARRANGEMENTS AT WHARF FACILITIES

ONLY ACCREDITED TRANSPORT PROVIDERS  
CAN ACCESS PWCS WHARF FACILITIES.



At present, they are:



*Newcastle Hire Cars (02) 4960 1800*



*Mission to Seafarers (02) 4961 5007*

Pick up and drop off must be from the Vessel

PPE must be worn when boarding or exiting Vessel

PPE can be stored at the Wharf Security gate until person(s) return

PWCS will not provide transport to any person(s) dropped off at the Wharf Security

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK'  
SECTION 6.2

## E.5: HYDRAULIC INTERACTION BETWEEN VESSELS

### INTERACTION WITH PASSING SHIPS

When vessels pass PWCS berths moored vessels can move significantly. Parted mooring lines, disconnection of gangway and damage to the wharf and brow can occur.

It is the Masters responsibility to ensure:

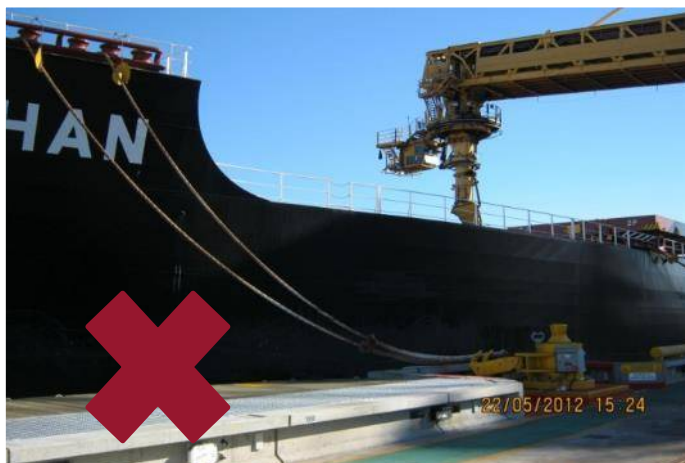
- Lines are tight at all times.

- Winches are in 'brake' mode. Auto-tension mode is prohibited.

- At Carrington Terminal (Dyke 4/5) no access to gangway or lower wharf deck while a vessel is passing.

Non-compliance may result in suspension for future visits to PWCS Terminals.

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 9.6.2



At Carrington Terminal:  
Do not access  
gangway/brow while a  
vessel is passing

## E.6: PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR VESSEL CREW

### MINIMUM PPE REQUIREMENTS FOR VESSEL CREW

- Safety Helmet
- Eye Protection
- Hi-Visibility Clothing or Vest
- Life Vest must be worn on gangway and wharf
- Enclosed Footwear



PPE must be provided for crew boarding and exiting vessel during visits and shore leave.

Equipment can be stored at Wharf Security gates during leave.

PWCS will NOT provide PPE.

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 5.2



## E.7: AIR DRAUGHT LIMIT - CCT

CARRINGTON TERMINAL AIR DRAUGHT LIMIT IS 18.5 METRES FROM CHART DATUM TO HATCH COVERS

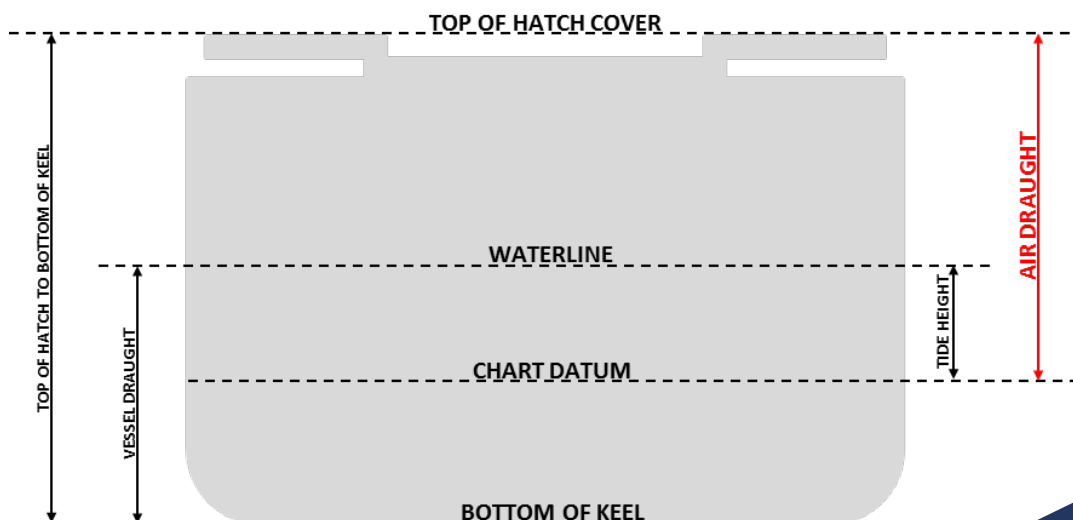
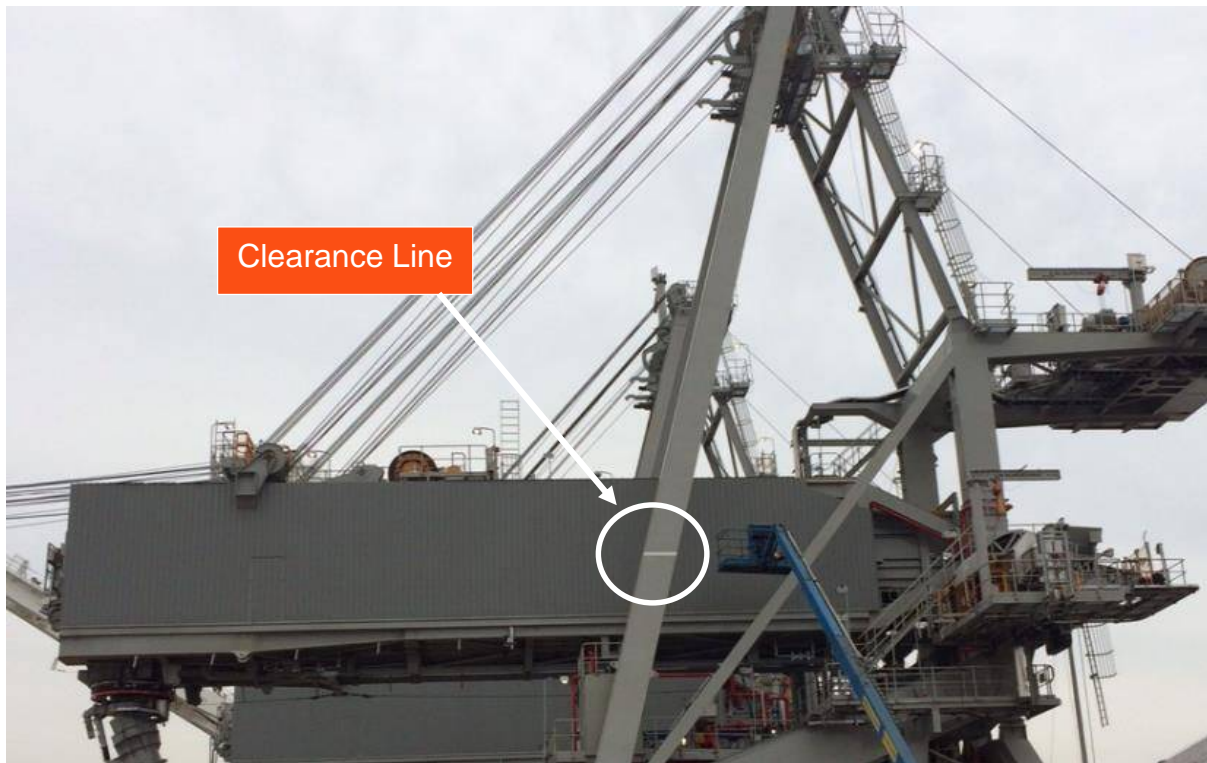


WHILE AT BERTH THE TIDE MUST BE TAKEN INTO CONSIDERATION

To perform any loading, the top of hatch covers (of the hold to be loaded) must stay below the clearance line marked in white on the Ship Loaders.

When within 1 metre of the air draught limitation vessels should maintain trim by the stern of at least 1% of LOA.

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 9.8





## E.8: AIR DRAUGHT LIMIT - KCT

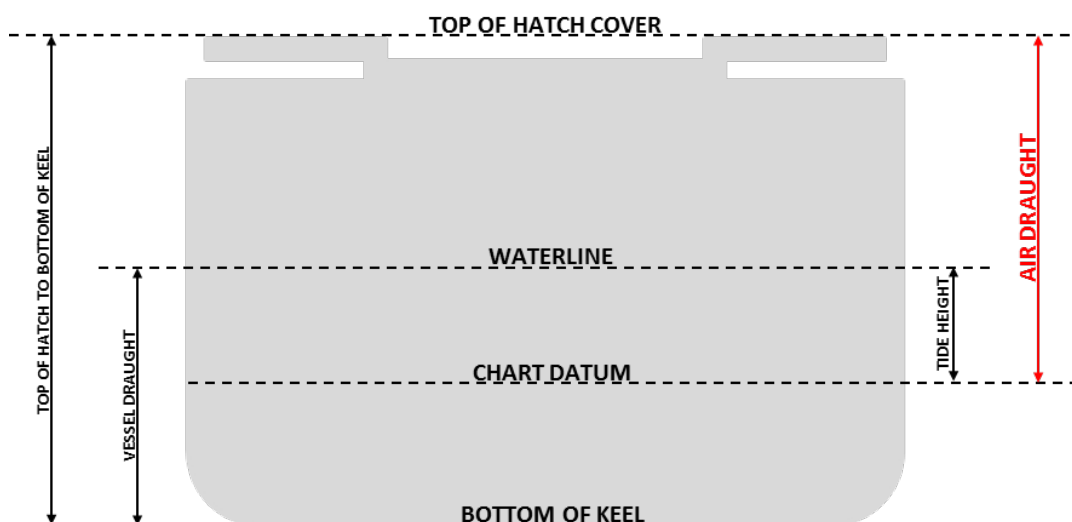
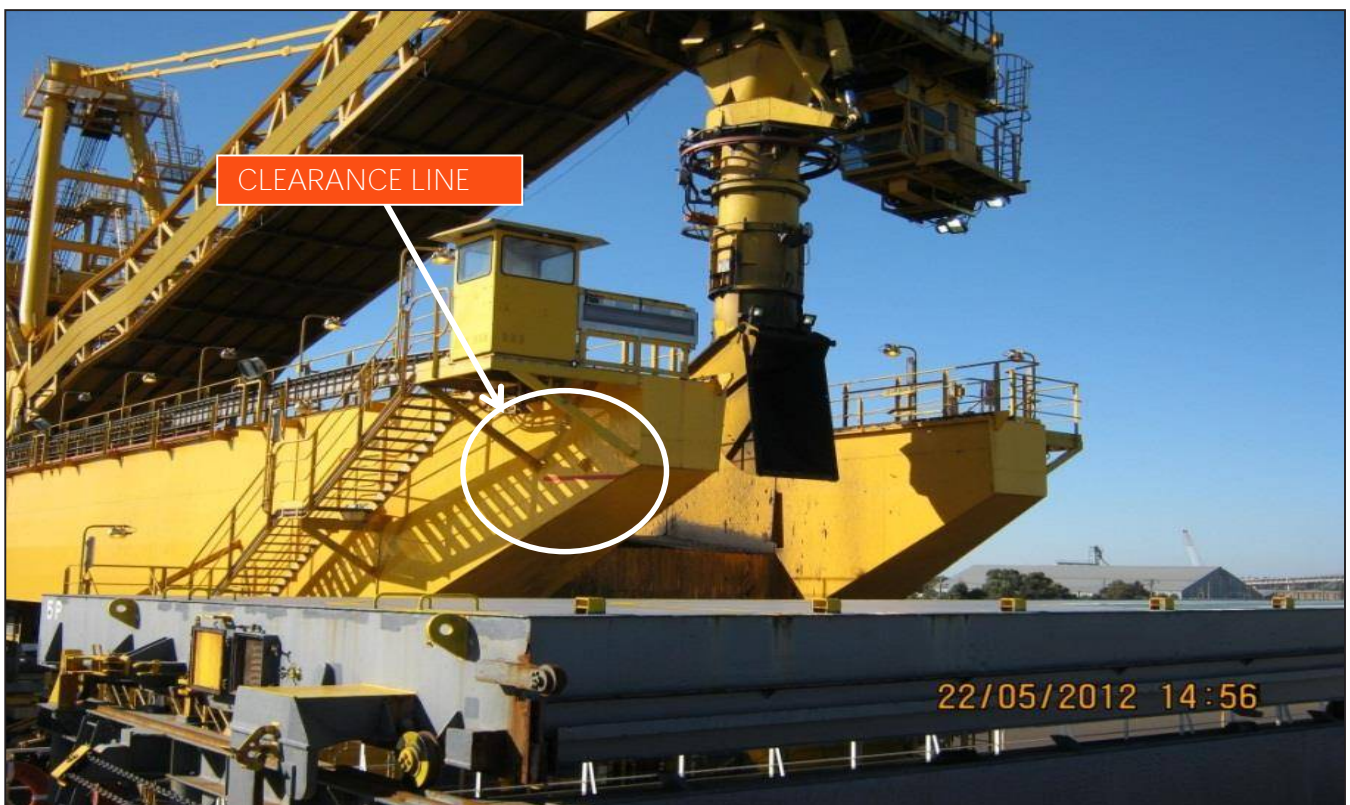
KOORAGANG TERMINAL AIR DRAUGHT LIMIT IS 20.5 METRES FROM CHART DATUM TO HATCH COVERS



WHILE AT BERTH THE TIDE MUST BE TAKEN INTO CONSIDERATION

To perform any loading, the top of hatch covers (of the hold to be loaded) must stay below the clearance line marked in red on the Ship Loaders.

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 9.8



## E.9: CARGO HOLD ACCESS REQUIREMENTS DURING LOADING

### NO PERSON IS TO ENTER ANY HATCH ONCE LOADING HAS COMMENCED

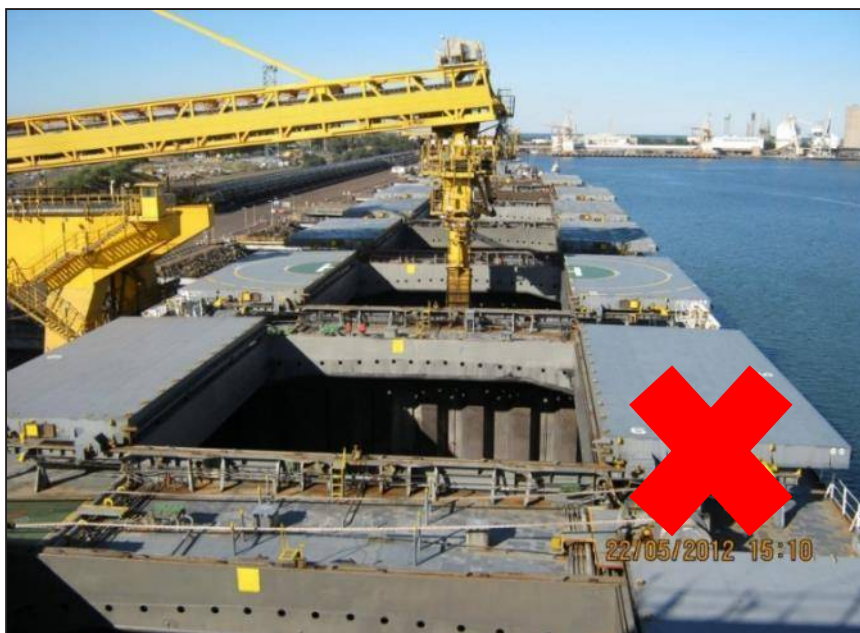
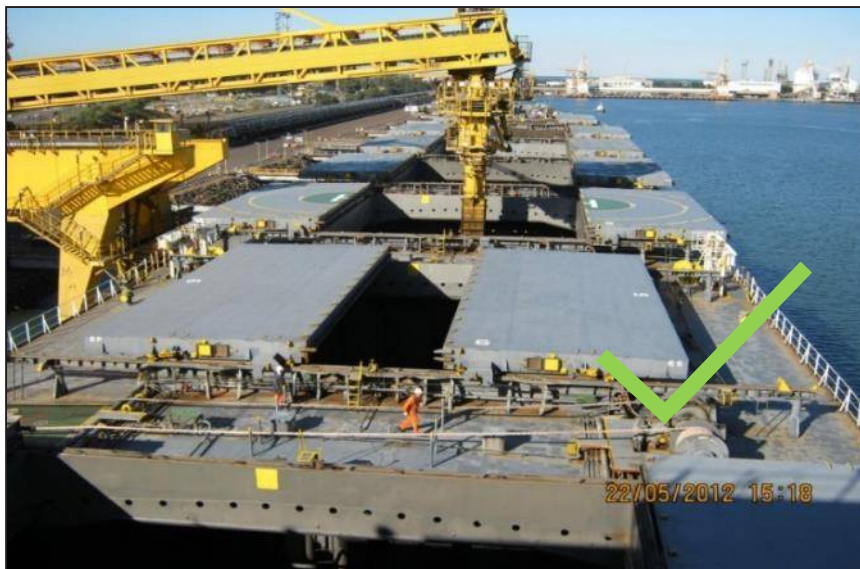


Any variation to this requirement must be authorised by agreement between the Terminal Representative and Master of the Vessel.

Entry must be supervised by an Officer of the Vessel.

The hatch must be partially closed prior to entry to indicate crew are working in the hatch.

FOR FURTHER INFORMATION, SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 5.3 & 6.3



## E.10: COMMUNICATIONS

### TERMINAL CONTACT DETAILS



#### CARRINGTON TERMINAL

D4 BERTH

D5 BERTH

---

PWCS PERSON IN CHARGE:	0417 271 255
	0437 997 612
TERMINAL REPRESENTATIVE:	(02) 4907 3287
PWCS RADIO:	CCT CHANNEL 2
WHARF SECURITY GATE:	(02) 4907 3352
EMERGENCY:	(02) 4907 3222

.. or if no answer notify 'Newcastle Harbour' on VHF CH.9

---

#### KOORAGANG TERMINAL

K4 BERTH

K6 BERTH

K5 BERTH

K7 BERTH

---

PWCS PERSON IN CHARGE:	0423 884 136
	0423 884 137
TERMINAL REPRESENTATIVE:	(02) 4907 2361
PWCS RADIO:	KCT CHANNEL 2
WHARF SECURITY GATE:	(02) 4907 2190
EMERGENCY:	(02) 4907 2111

.. or if no answer notify 'Newcastle Harbour' on VHF CH.9

---

FOR FURTHER INFORMATION SEE 'COAL TERMINALS INFORMATION HANDBOOK'

Page 1: Emergency Contact Procedure for Vessels

Section 9.1: Communication

## E.11 ACCESS ON DECK DURING LOADING

### NO PERSON TO STAND UNDERNEATH CHUTE DURING MOVEMENT OF SHIPLOADING



No person is to stand underneath the chute during movement of shiploading due to risk of falling hang-up during loading (i.e during hatch changes).

FOR FURTHER INFORMATION, SEE 'COAL TERMINALS INFORMATION HANDBOOK' SECTION 5



## E.12: NO SMOKING SIGNAGE



All vessels loading at PWCS must ensure that a non-smoking area on the vessel is supplied to PWCS personnel to allow their duties to be performed in a smoke free environment as required by Work Health and Safety Act 2011 (NSW).

## E.13: EXAMPLES OF UNACCEPTABLE MOORING LINE CONDITIONS

Fraying/Chafing/Abrasion  
or Poor Splicing



Cut Strands



Poorly spooled Winch  
Drums and/or Buried  
Turns



# EMERGENCY CONTACT PROCEDURE FOR VESSELS

- 1) USE VESSEL SATELLITE PHONE OR ANY OPERATING MOBILE PHONE TO CALL:

LOCATION OF VESSEL	COUNTRY CODE	AREA CODE	PHONE NUMBER
CARRINGTON (BERTHS D4, D5)	61	02	4907 3222
KOORAGANG (BERTHS K4, K5, K6, K7)	61	02	4907 2111

- 2) STATE:

VESSEL NAME

TERMINAL LOCATION & BERTH NUMBER

TYPE OF EMERGENCY

TYPE OF ASSISTANCE REQUIRED

- 3) ALSO NOTIFY 'NEWCASTLE HARBOUR' ON:  
VHF CHANNEL 9

- 4) ADVISE PWCS PERSON IN CHARGE AND CLEAR ALL PERSONNEL FROM AREAS OF DANGER.