

Wash Bay Use at Berth 18 -20

Work Instruction

1. Task

To ensure the safe operation of the wash bay at 18-20 Berth and to ensure environmental compliance. This work instruction applies to all Flinders Port Holdings (FPH) sites, workers, visitors and contractors who utilise the wash bay at Berth 18 to 20.

2. PPE Requirements

The following minimum requirements are required for use of the wash bay at Berth 18-20. Note additional PPE may be required as per task risk assessment.



3. Key Hazards + Key Risks

- Traffic management – risk of injury and damage from vehicle and mobile plant operations.
- Equipment maintenance – risk of injury and damage due to lack of maintenance of wash bay and associated equipment.

4. Critical Controls

Wash bay users will:

- Identify traffic hazards and potential points of collision between pedestrians and mobile plant/vehicles and complete a risk assessment to eliminate or minimise the risk.
- Inform workers, visitors and other third-party users what they need to do to stay safe.
- Pedestrians must wear high visibility clothing whilst on site.
- Adhere to the site speed limit and safety signage.
- Maintain an exclusion zone between pedestrians and vehicles/mobile plant when in operation.
- Establish clear communication between pedestrians and vehicles/mobile plant operators (e.g. radio, verbally, hand signals or eye contact).
- Operators must be trained and hold the relevant licence/ticket and training for the particular type of mobile plant/vehicle.
- Stop work and immediately report any concerns with equipment or site to FPH representative/contact and complete online Third-Party Incident Notification.

5. Work Instruction

5.1 Booking the Wash Bay

- Bookings must be made at least 24 hours in advance.
- Bookings are to be made by emailing berth18washbay@fphgroup.com.au This email is received by Cargo Manager & Shipping and Security Services Manager providing redundancy for leave.

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- Booking requests emails are to include all wash bay users. (Qube, Linx, Stevens Bulk Services, Aurizon).
- When the holding tank reaches near capacity an alarm will trigger on the security monitoring system, monitored by the Flinders Ports Security Monitoring Centre. Security will arrange pumping via the Flinders Ports waste contractor.
- Use of wash bay incurs a fee. Refer to the published Port Charges on the Flinders Ports website.

5.2 Safely Using the Wash Bay

- Wash bay users are responsible for completing a risk assessment prior to utilising the wash bay, which includes visual inspection of wash bay to ensure safe and ready for use and utilising wash bay equipment as per manufacturer instructions.
- If safety incidents or concerns are identified, wash bay users must immediately contact their FPH representative/contact and report safety incidents or concerns through the Flinders Ports third party reporting form. <https://live.cammsrisk.com.au/Cammsincident/Public/Index?Client=Flindersportholdings>

5.3 Environmental

- Wastewater from wash bays can be contaminated with detergents, oil, grease, and hydrocarbons, which are pollutants.
- Ensure all wastewater and residues produced during the washing process is contained within the wash bay.
- Wastewater (classified as waste oil/water, hydrocarbons/water mixtures or emulsions – J120) should be disposed of through collection by a licenced liquid waste provider or pumped into compliant, bunded tanks for disposal as soon as practical off-site by an EPA-licensed waste contractor. A waste tracking form should be received from the EPA-licenced waste contractor.
- No wastewater is to enter pavement, soil or stormwater drain systems outside of the wash bay. Water left to pool could cause a biosecurity issue due to exotic mosquitos.

5.4 Usage tips

- Water source is located behind the northern fence along the exit road, wash bay users are to use their own SA water leased standpipe
- Wash bay faults are to be reported via berth18washbay@fphgroup.com.au Cargo Manager or Shipping and Security Services Manager will triage maintenance.
- Reflective tape has been installed on the fence to help identify pit edge locations.

5.5 Inspections & Compliance

- Flinders Port will conduct regular inspections of the wash bay to ensure it is maintained and utilised in accordance with this document.

6. Training and Competency

- All persons engaged in washing operations must be Flinders Ports site inducted.
- Wash bay users are responsible for ensuring their workers are trained and utilising the wash bay as per their company's work instructions for washing operations.

7. Monitoring

- The port will conduct regular inspections of the wash bay to ensure it is maintained and utilised in accordance with this document.
- Maintenance inspections will be recorded in Maximo.

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8. Billing Process procedure

On receiving a booking request, Cargo Manager or Shipping and Security Services Manager (FP management) will respond with availability and include shipcargo@flindersports.com.au triggering an invoice to be generated.

FP management will advise shipcargo@flindersports.com.au of the user needing to be invoiced. Invoice will be generated per use in PortMis from the Account module screen. The tariff code is “WBC” and is billed at a daily rate per day.

A review of pricing will be initiated prior to end of FY26 to ensure cost are recovering operating costs.

9. Relevant procedures and Documentation

Not applicable.

10. Operating Instructions

1. Pre-Use Checks

- Alarm Panel: Verify both the 20 kL and 30 kL tank-level alarms are **OFF**.
 - If the **20 kL** alarm is ON → Notify FPH to schedule the vacuum truck, then proceed.
 - If the **30 kL** alarm is ON → **Do not use** the wash bay until the tank has been emptied.

2. Normal Operation

- Drive onto the pad and start your wash in accordance with your SOP/SWMS/JSEA.
- The sump floats will automatically:
 - **Start the pump** when the water rises to the “ON” float level.
 - **Stop the pump** when the water drops to the “OFF” float level.
- No further pump controls or switches are required.

3. Alarm Management

- **20 kL Alarm (Approx. ¾ full)**
 - Audible and visual alert at the tank.
 - Action: Notify FPH immediately to order the vac-truck. Bay use may continue.
- **30 kL Alarm (Full)**
 - Audible and visual alert, bay is locked/unusable.
 - Action: **Do not use** the wash bay until the tank is pumped out. Notify FPH immediately to order vac-truck.

4. Post-Use Tasks

- **Clean Bay**
 - Rinse away any remaining detergent, oil, sludge, or debris so the pad is clear.
- **Pump Observation**
 - If the pump continues to run with little or no water in the sump, or behaves abnormally, notify FPH **immediately**.