

FORM

VISITOR ACCESS REQUEST (DMSB)



Applicant Details	
Full Name:	
Company Name:	
Phone:	
Purpose for Access:	
Date Access Required:	
Escorting Person:	

NOTE: In accordance with Australian Border Force Cargo Terminal Operator regulations a photo will be taken and Photographic ID e.g. Driver's license/MSIC/Passport will be required to be shown to finalise the induction process.

Visitors

- All visitors must follow the below site polices, failure to abide with these directions may result in removal from site.
- Always remain with your escort person.
- Visitors are not allowed to undertake any kind of operational work activities.
- Vehicle parking is available in DMSB car park or under direction from ASCO/DMSB security if quayside access is required.
- Clearly display visitor passes whilst on site at DMSB.

HSSEQ Responsibility

- Report any incident, hazard or near miss to ASCO Management Team / DMSB Security.
- Visitors are to conduct themselves in a manner that will not affect health, safety or security.
- Follow all health, safety and security conditions on site.
- Always remain vigilant.

Drugs and Alcohol Policy

- Zero tolerance; Drugs and Alcohol Policy applies to all personnel and sub/contractors on site.
- Testing may be incident, random, for cause or blanket.
- Non-compliance may result in removal of the DMSB Site Access

Mobile Phones

- Where it is essential to make / receive an operational call, move to **designated safe area** i.e. Ablution block, Stevedores safe zone, Non-Operational areas.

Smoking

- Smoking is only permitted in the designated smoking area at the rear of ablution block and SW corner of administration building.
- Smoking areas have signage posted.

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Mandatory PPE Requirements

- Follow all PPE guidelines including hi vis long/long clothing, hard hat, safety footwear, glasses and hard hats.
- PFD's to be worn when working within the redline, 1 metre back from the wharf face (concrete capping beam).

Walkways/ Premises Layout

- Keep to walkways whilst moving around the DMSB, keep clear of vehicles, forklifts and any operational zones.
- **Do not approach forklift drivers** without ensuring they have stopped operations and given clear communication to approach.
- Adhere to walkways and use three points of contact whilst ascending /descending stairs/no running on stairs or walkways.

First Aid Incidents

- Should you require **first aid** report to a First Aid Officer for assistance or DMSB Security.
- First Aid kits are available at the kitchen and security Office

Emergency Evacuation

- **Follow instructions** from the DMSB Security / ASCO Management Team.
- **Muster Point located** outside the wide load (entrance to MSB) and on the western boundary fence line (Behind Warehouse). You should remain there until advised safe to leave
- The evacuation alarm system is tested weekly (**every Thursday at 10.30am**).
- If the alarm commences outside this time, please treat this as an emergency and evacuate to the master point immediately.

Stop Work Authority / Intervention

- All personnel have the right to use a Stop Work Authority.
- If you see an unsafe act and/or condition while at our facility report it so that it can be rectified

Declaration (to be completed by applicant receiving access card)

I confirm that I have reviewed and understood the conditions of entry requirements as outlined above. I understand that lending this card to other individuals to gain access and will result in my pass/access being immediately terminated and potentially not granted in the future. I confirm adherence to the site procedures and other regulations enforced by Darwin Port.

Signature:

Date:

Office Use Only

Govt Issued ID Type: License <input type="checkbox"/> MSIC <input type="checkbox"/> Other (please specify) _____	Number:	Visitor Pass Number Issued	Date: Time:
Issuing Person:			
Pass Returned (Date & Time):			