

## SECURITY PLAN AND RISK ASSESSMENT

*Security-sensitive Dangerous Substances Act 2005*

### Reason of Notification

- ☐ Information to support new / renewal application (S01) for a SSDS Permit
- ☐ Information to amend an existing SSDS Permit
- ☐ New (or updated) site map and manifest attached

Registered Company Name		
Business Numbers	ABN	
	ACN	
Date Prepared		
SSDS Permit No.: (Existing permit holders only)		

### Security Plan / Risk Assessment prepared by:

Name		Position	
		Email	
Alternative Contact Person		Contact No	
		Email	

- Please ensure all information provided is clear and legible.
- If required, for larger more complex facilities, add attach pages.
- A brief explanation should be provided where any part of this template is deemed not relevant or applicable to you situation.

#### PERSONAL INFORMATION PROTECTION STATEMENT

Personal information we collect from you for Permit and Identity Card processes will be used by WorkSafe Tasmania for that purpose and may be used for other purposes permitted by the *Security-sensitive Dangerous Substances Act 2005* and associated laws. Failure to provide this information may result in your application not being processed or records not being properly maintained. Your personal information may be disclosed to contractors or agents of WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service.

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# I. Description of Company's Business Activity

(Restricted Activities with SSE / SSAN)

## Business Activity

- ☐ Importing      ☐ Exporting      ☐ Transporting      ☐ Storing
- ☐ Selling or supplying      ☐ Manufacturing      ☐ Using or disposing      ☐ Buying

In this document, reference to **SSDS** means:

SSE: (Security-sensitive explosives) and/or

SSAN: (Security-sensitive ammonium nitrate)

## Types of SSAN usually handled

<b>Ammonium Nitrate (SSAN)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx. annual volume handled		
<b>AN Blends</b> (greater than 45% AN)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx. annual volume handled		
<b>Describe the purpose for which you you require the storage and handling of SSAN</b>		
<b>Major Clients</b>		
<b>Supplier (if Applicable)</b>		
<b>Import/Export details (if applicable)</b>	<b>Quantity (Tonnes)</b>	<b>Frequency (Per financial year)</b>
<b>Import</b>		
<b>Export</b>		

## Types of Explosives (SSE) usually handled

<b>Packaged explosives</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx annual volume handled		
<b>ANFO (Manufactured onsite)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Boosters</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx annual volume handled		
<b>Detonators</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx annual volume handled		
<b>Other</b> e.g.: Propellant / Black Powders Fireworks (Type 3 - professional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product name		
Approx annual volume handled		
<b>Describe the purpose for which you require the storage and handling of SSE.</b>		
<b>Major Clients</b>		
<b>Supplier (if Applicable)</b>		
<b>Import/Export details (if applicable)</b>	<b>Quantity (Tonnes)</b>	<b>Frequency (Per financial year)</b>
<b>Import</b>		
<b>Export</b>		

## 2. Security Risk Assessment - Sites (if applicable)

<b>ASSESS RISKS</b>				
<b>Storage / Handling Site/s Vulnerability of:</b>	<b>H</b>	<b>Likelihood M</b>	<b>L</b>	<b>Measures to Prevent or Mitigate / Additional Comment</b>
<b>Site/s to unauthorised access</b>				(See note 1. Attachment A)
<b>Site/s to theft</b>				(See note 2. Attachment A)
<b>Site/s to sabotage</b>				(See note 3. Attachment A)
<b>Site/s to unexplained loss</b>				(See note 7. Attachment A)
<b>Other security risks particular to this site/s</b>				
<b>Other measures to enhance security</b>				

**Important note: Site map and manifest must be attached with this security plan document.**

## Security Risk Assessment - Transport (if applicable)

<b>ASSESS RISKS</b>				
<b>Transport Vulnerability of:</b>	<b>H</b>	<b>Likelihood M</b>	<b>L</b>	<b>Measures to Prevent or Mitigate / Additional Comment</b>
<b>Spillage and loss of SSE / SSAN whilst in transit.</b>				
<b>Risk of theft of SSAN / SSE whilst in transit.</b>				(See note 4. Attachment A)
<b>Risk of theft (hijacking) of these vehicles.</b>				(See note 5 & 6. Attachment A)
<b>Unexplained loss during transport.</b>				(See note 7. Attachment A)
<b>Unauthorised access to vehicle/s.</b>				
<b>Unauthorised access to Temporary storage.</b>				
<b>Other Risks.</b>				

# I. Personnel Management

## Responsible Workers under an SSDS Permit

SSDS Permit holders must keep a current and accurate list of personnel identified as 'Responsible Workers', whose identity and background must be checked if they are to have unsupervised access to SSAN / SSE.

'Responsible Workers', who cease work under a SSDS Permit holder must be notified to WorkSafe Tasmania.

## Staff recruitment

Any request to nominate a new person as a 'Responsible Worker', must be made submitting a form S03 (Responsible Worker under SSDS Permit) to WorkSafe Tasmania via a Service Tasmania Outlet Shop. S03 forms can be found at the WorkSafe Tasmania website.

## Implementing and Maintaining the Security Plan

Provide details of how the 'security plan' will be implemented and maintained:

<b>Person nominated to maintain this 'Security Plan'</b>	
<b>Name:</b> (Security Manager)	
<b>Contacts:</b>	<b>Phone</b>
	<b>Email</b>

<b>Issue</b>	<b>Action / Comment</b>	
<b>Indicate the location of where this security plan and related records will be kept</b>	Security Plan Location:	
	Related documentation:	
<b>Have 'Standards Operating Procedures' been developed for training and instruction of staff in 'security awareness and procedures'?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How will security incidents be reported within the company and investigated?</b>		
<b>How regularly will the security plan be reviewed and updated?</b>		

## 4. STORAGE - SITE SECURITY

### Details of your secure storage arrangements for SSAN/SSE.

For each site, provide a plan of your property including where the SSAN / SSE will be stored. Photographs may also be provided.

Plans must include:

- Site address and Property (PID) reference number.
- An indication of true north,
- The distance to the nearest public road, property boundaries,
- Distance to any nearby public or private buildings (include residences),
- Internal road layout, vehicle entry points and
- Distances to fuel storage and other dangerous goods stores.

**Note:** See Appendix C - page 16 for example of combined site map/manifest

<b>Details about Ammonium Nitrate (SSAN) Storage Site</b> (Details must be supplied for each storage site)	
<b>Volumes of SSAN to be stored:</b>	
Usual quantity held:	
Maximum Quantity held at any one time:	
Estimated Annual quantity:	
<b>Entry points:</b> Doors: (describe number, type etc):	
Locks: (Describe the types of locks on the door(s):	
Windows (describe the number and type, dimensions, and whether locked or barred or alarmed):	
<b>Signage:</b> (Describe any signs that warn against intrusion into the secure store or the overall site, such as 'Authorised Access Only' etc.):	
<b>Any other security measures:</b> (describe any other security measures such as fencing to the entire site, locked gates, alarms, patrols, guard dogs, lighting etc.).	



<b>Details about Explosives (SSE) Storage Site</b> (Details must be supplied for each storage site)		
<b>Volumes of SSE to be stored:</b>		
<b>Usual quantity held:</b>		
<b>Maximum Quantity held at any one time:</b>		
<b>Estimated Annual quantity:</b>		
<b>Number of magazines</b>		
<b>Will the magazine(s) be mounded?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How far is the site/compound away from any other protected work, buildings/compounds?</b>	Metres	
<b>If another explosives site/compound is nearby, what amount of explosives is stored there?</b>		
<b>Will the magazine(s) be fenced?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is the magazine(s) earthed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is the magazine(s) constructed and located to the requirements of AS 2187.1?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no specify why not:	

5. TRANSPORT SECURIT

Details of Secure Transport Arrangements for SSAN / SSE.

Journey/s typically undertaken by company vehicles transporting SSAN / SSE. (Include usual start and finish destinations)		
From	Burnie Port	
To	XYZ Mines, Zeehan	
Typical length of journey (kms)	205 kms	
Typical duration	2 hours 15 minutes	
Non-Stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Journey 1

From		
To		
Typical length of journey (kms)		
Typical duration		
Non-Stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Journey 2

From		
To		
Typical length of journey (kms)		
Typical duration		
Non-Stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details of the vehicles you will be using to transport SSAN/SSE.

Vehicle Make	Type (e.g. ute tray truck, MMU, tanker trailer)	Registration Number

(Note: Vehicles that convey SSAN in bulk or SSE at risk category 3 quantities require a dangerous goods Bulk Vehicle licence)

## **Details of how the transport load will be secured in transit.**

Loads must be secured by:

- Lock and key; or
- Constant surveillance; or
- Substantial tamper-proof seals.

(Ref. AS 4145 Locksets & AS 4255 Security seals)

## **Explain your company's contingency plan for vehicle breakdown and other emergency situations:**

E.g.:

- Notification protocols
- Availability of alternative suitable vehicles; and
- Availability of a suitable 'temporary' secure holding location

Details of security and access controls at these secure locations, including:  
Measures in place to restrict access, guards, gates, fences, security lighting etc.

## **6. Procedures**

### **Controlling access to the secure site/store/vehicle.**

**Describe the procedures for controlling the access of unauthorised people to site, stores, vehicles or consignments of SSAN/SSE.**

This might include:

- measures in place to restrict access;
- procedures for dealing with unauthorised access; and

If you control access with a pass system, provide details of the security of the pass system including:

- the record keeping and auditing system in relation to passes;
- procedures for forgotten or lost passes; and
- procedures for revoking passes and retrieving passes no longer used or necessary.

## Record keeping and inventory procedures

**Describe the system to be implemented to maintain records of purchases/acquisitions and sales/supply of SSAN/SSE.**

These records must include:

- The SSDS Permit & Identity Card details of those supplying you with SSAN/SSE;
- The SSDS Permit & Identity Card details of those receiving SSAN/SSE from you;
- Recording quantities of SSAN/SSE into and out of your possession;
- Recording quantities used in regular activities including: blasting records, disposal and use;
- The procedures for reporting and following up any unexplained losses;
- How consignments are delivered to, and transported away from the site (mode and security); and
- Regular stock-taking to verify quantities;
- Permit holder must keep the records referred to above in good condition for at least five (5) years, or for minimum period required in other relevant codes/Australian standards.

**Describe the procedures for investigating and reporting security incidents**

(Such as thefts, attempted thefts, sabotage or attempted sabotage, break-ins, attempted break-ins, unexplained losses or any other security incidents).

## 7. Security incidents and Contacts list

**Security incidents must be reported to the local police and the regulatory authority:**

### CONTACTS LIST

<b>Local Police</b>	Contact name	
	Address	
	Phone	
	24 hr phone no	
	Fax	
	Email	
<b>Regulatory Authority</b>	Contact name:	Worksafe Tasmania
	Mail:	PO Box 56 Rosny Park TAS 7018
	24 hr phone no:	1300 366 322
	Fax:	(03) 6233 8338
	Email	<a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a>

## 8. Definitions

**'Unsupervised Access'** means: access to SSAN / SSE when no other person with authorised access is present or has control over the SSAN / SSE.

### **SSDS means:**

SSE: (Security-sensitive explosives) and/or

SSAN: (Security-sensitive ammonium nitrate)

## References

AS/NZS ISO 31000:2009 Risk management - Principles and guidelines

AS 4326-2008 The storage and handling of oxidizing agents

AS 4145.2-2008 Locksets and hardware for doors and windows - Mechanical locksets for doors and windows in buildings

AS 4145.4-2002 Locksets - Padlocks

AS/NZS 4255.1:1994 Security seals - Classification

AS/NZS 4255.2:1994 Security seals - Use

AS 2187.1-1998 Explosives - Storage, transport and use - Storage

## **Australian Code for the Transport of Explosives by Road and Rail (AE Code)**

### **For assistance or enquiries please contact:**

WorkSafe Tasmania PO Box 56, Rosny Park TAS 7018

Phone: 1300 366 322 (in Tasmania) | (03) 6233 7657 (outside Tasmania) | Fax: (03) 6233 8338

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au) | Web: [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

## **1. Describe measures currently in place at this site to prevent or detect unauthorised access to the site or the theft of SSAN from the site:**

Current measures might include:

- perimeter fencing;
- access controls;
- guarding;
- alarm systems;
- 24 hours operation etc.

## **2. Assess the vulnerability of this site to the theft of SSAN.**

This is an important part of the security risk assessment. You should describe:

- **how** theft could occur (including the risk of theft by workers and outsiders);
- the **likelihood** of each scenario happening;
- the extent to which your current security measures are adequate (are there any gaps in physical security, personnel management, procedures or record keeping); and
- what else could be done to reduce the risk of theft of SSAN

## **3. Assess the vulnerability of this site to sabotage addressing issues such as:**

- how access could be gained;
- likelihood of sabotage;
- the consequences of such an event;
- the extent to which your current systems/procedures protects against such events; and
- what else needs to be done?

## **4. Assess the vulnerability of your company to the risk of theft of SSAN whilst in transit.**

This may include addressing the risk of theft from:

- drivers;
- other workers;
- outsiders during breaks in the journey.

## **5. Describe current procedures for monitoring the location of vehicles and the well-being of drivers.**

This might include:

- route planning;
- duress alarms; and
- communications systems such as GPS, satellite or mobile phones.

## **6. Assess the vulnerability of your company's vehicles to the risk of theft (hijacking) of these vehicles.**

This will require assessing the ease or difficulty of an unauthorised person gaining access to the driver's cabin at any time during the journey. Consideration should be given to:

- training of drivers;
- physical security;
- procedures, especially during stops when the vehicle is left unattended; and
- emergency communications.

## **7. Assess the vulnerability of your company to the risk of unexplained losses of SSAN.**

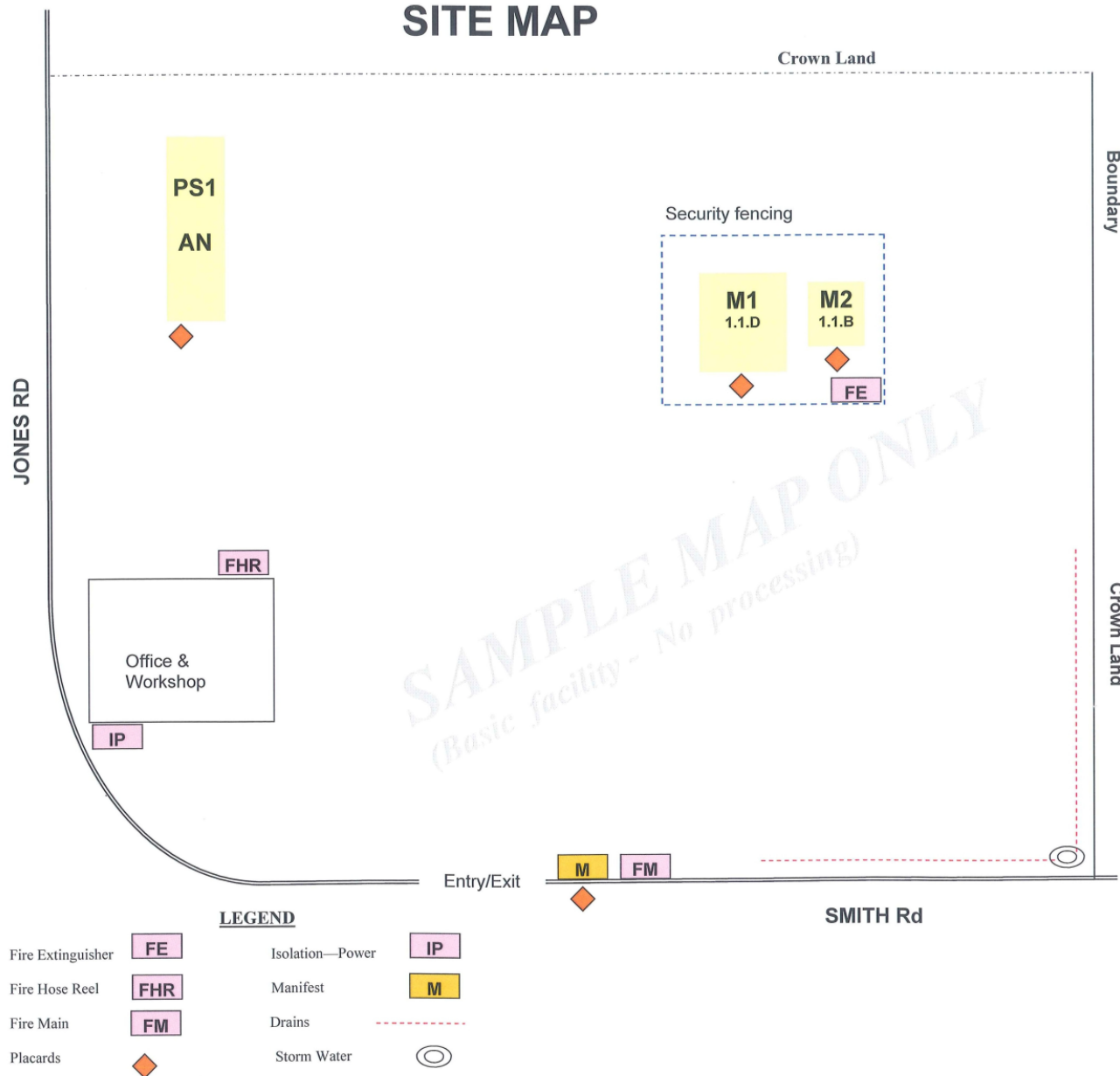
You may wish to consider:

- whether your company has in the past encountered unexplained loss of SSAN;
- if so, the circumstances surrounding this; how might losses occur; the likelihood of this happening; and what procedures or precautions might reduce this risk.

## Stock Control (of regular activities)

Date	Quantity and Type of SSAN/ SSE	UN No. or Stock Item	Product IN OUT	Name of Recipient Dispatcher	Signed in or out by (Responsible Worker)	Purpose/Use	Current Stock
e.g. 10/12/16	1000kg SSAN	1942	In	Joe Blow RW ID: 1234	J Blow	New Product In	1000kg
e.g. 12/12/16	25kg ANFO	0082	In	Eva Smith RW ID: 103	E Smith	New Product In	25kg
e.g. 12/12/16	100 detonators (non-elect)	0029	In	Eva Smith RW ID: 103	E Smith	New Product In	100
e.g. 15/12/16	20kg ANFO	0082	Out	Joe Blow RW ID: 1234	J Blow	Trench Work at Arthurs Lake	80kg
e.g. 15/12/16	5 detonators (non-elect)	0029	Out	Joe Blow RW ID: 1234	J Blow	Trench Work at Arthurs Lake	95

## SITE MAP



## MANIFEST

### EMERGENCY CONTACTS

Name	Position	Contact No
John Smith	Owner	B/H 03 62..... A/H 0419 .....
Ken Jones	Manager	B/H 03 62..... A/H 0410 .....

### EXPLOSIVES

Tank Id No	Proper Shipping Name	Class	Sub/ Risks	UN No.	PG	Max. NEQ Net Explosive Qty
M1	Explosives Blasting—Type E	1.1D	n/a	0241	n/a	5,000 kg
M2	Detonators Electric for Blasting Detonator Assembly Non—electric	1.1B	n/a	0030 0360	n/a n/a	5kg (500 items) (4500 items)

### PACKAGED Hazardous Chemicals

Store Id No	Proper Shipping Name	Class	Sub/ Risks	UN No.	PG	Maximum quantity (Kilograms)
PS1	Ammonium Nitrate (AN)	5.1	n/a	1942	III	15,000 kg

Occupier: Midlands Quarry Services Pty. Ltd.  
Address : 121 Smith Road, Bothwell, Tasmania 7030

PID: 6574121  
E: 51242 N: 544125 (GDA 94)

Drawing number : SM-001  
Date Prepared : 12/02/2015



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