



# SECURITY PLAN - S02

## & Risk Assessments Security Sensitive Ammonium Nitrate (SSAN) Security Sensitive Explosives (SSE)

IN ACCORDANCE WITH PART 2 OF THE SECURITY-SENSITIVE DANGEROUS SUBSTANCES ACT

Amendment to SSDS Permit Yes No

<b>Company Name</b>		
<b>Submitted to: Workplace Standards Tasmania</b>	<b>Date:</b>	
<b>Implementation date</b>	<b>Date:</b>	
<b>Security Permit Details:</b>	<b>OFFICE USE ONLY</b>	
	<b>Security Permit No:.....</b> <b>Issue Date:.....</b>	

**This Risk Assessment and Security Plan has been prepared by:**

<b>Name</b>	
<b>Position held in Company</b>	
<b>Contact No.</b>	

**Note: Please print responses/information clearly.**

- You will not be able to fill in the 'Security Permit Details' above until this security plan is approved by WST (the Regulatory Authority). You will then be issued with a Security Permit and should record the number and issue date in the space above.
- The storage and transport guidance notes detail minimum requirements only, every company should consider its own individual circumstances when creating a security plan.
- You should add additional pages if more space is required.

A concise explanation must be provided where any part of this template is deemed not relevant or cannot be answered.

**FOR ANY ASSISTANCE OR ENQUIRIES CONTACT:  
WORKPLACE STANDARDS TASMANIA, PO BOX 56, ROSNY PARK TAS 7018  
PHONE: 1300 366 322 OR (03) 6233 7657 FAX: (03) 6233 8338**

### PERSONAL INFORMATION PROTECTION STATEMENT

Personal information we collect from you for Permit and Identity Card processes will be used by Workplace Standards 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 Workplace Standards 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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# 1. Company Details

## Important Note

To avoid duplication, it is recommended that the Applicant insert copies of pages 1 & 2 from Form S01 (SSDS Permit Application) into this Section.

**(insert text/copies)**

## 2. Description of Company's Business Activity (Restricted Activities) Related to SSAN/SSE

<b>Business Activity</b> Tick appropriate box/es Importing <input type="checkbox"/> Exporting <input type="checkbox"/> Transporting <input type="checkbox"/> Storing <input type="checkbox"/> Buying <input type="checkbox"/> Selling or supplying <input type="checkbox"/> Manufacturing <input type="checkbox"/> Using or disposing <input type="checkbox"/>		
<b>Size of vehicle fleet</b>		(i.e number of vehicles specifically conveying SSAN/SSE)
<b>Types of SSAN usually handled</b>		
<b>Ammonium Nitrate (SSAN)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx. annual volume handled		
<b>AN Blends</b> (with greater than 45% AN)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx. annual volume handled		
<b>Other</b> (substances defined as SSDS)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx. annual volume handled		
<b>Describe the purpose for which you require the storage and handling of SSAN</b>		
<b>Major Clients</b>		
<b>Import/Export details</b> (if applicable)	<b>Quantity</b> (Tonnes)	<b>Frequency</b> (Per financial year)
<b>Import</b> <input type="checkbox"/>		
<b>Export</b> <input type="checkbox"/>		

## Types of SSE usually handled

(Precise amounts must be contained in record keeping procedures)

<b>Packaged explosives</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
<b>Boosters</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
<b>Detonators</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
<b>Other</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
<b>Describe the purpose for which you require the storage and handling of SSE.</b>		

**3. Risk Assessments** (Use guidance notes – Attachment E) (If more than one site, this template page can be copied and completed)

<b>Storage/Manufacture Security Risk Assessment</b>		<b>For this Site storage of SSAN/SSE what is the distance (M) to :</b>					
		Fuel Storage /dispensing		Housing		Public facilities (Schools / Hospitals)	
<b>Site No. 1</b>	Property Identity Number (PID)	Other businesses		Public Roads			
Site Address		SSAN storage quantity in tonnes per annum	SSE storage quantity in tonnes per annum				
<b>RISKS</b>		<b>Likelihood</b>			<b>Measures to Prevent or Mitigate / Additional Comment</b>		
		H	M	L			
Unauthorised access to storage site.					(See note 1. Attachment E)		
Vulnerability of this site to the theft					(See note 2. Attachment E)		
Vulnerability of this site to sabotage.					(See note 3. Attachment E)		
Unexplained loss					(See Note 7. Attachment E)		
Other Risks.							

## Risk Assessment (Use guidance notes – Attachment E)

Transport/Import/Export Security Risk Assessment	Likelihood			Measures to Prevent or Mitigate / Additional Comment
	H	M	L	
Assess the vulnerability of spillage and loss of SSAN whilst in transit.				
Assess the vulnerability of your company/contractor to the risk of theft of SSAN/SSE whilst in transit.				(See Note 4.Attachment E)
Assess the vulnerability of your company's vehicles to the risk of theft (hijacking) of these vehicles.				(See Note 5 & 6.Attachment E)
Unexplained loss.				(See Note 7. Attachment E)
Unauthorised access to vehicle/s.				
Unauthorised access to Temporary storage.				
Other Risks.				

## 4. Personnel Management

**Minimum Requirement 1:** List of proposed 'Authorised Persons/Responsible Workers', whose identity must be checked if they are to have unsupervised access to SSAN/SSE. **(Personnel Management page from S01 may be inserted here).**

**Minimum Requirement 2:** Staff recruitment – requests to nominate new persons as 'Responsible Workers' must be made to WST – amend Attachment 'A', complete appropriate form (S03) and forward to WST.

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

### IDENTIFICATION CHECKLIST

No	NAMES  FAMILY NAME      GIVEN NAMES		D.O.B	POSITION HELD IN COMPANY  E.g. PH - Permit Holder CA - Close Associate  RW - Responsible Worker (driver, storeman, shot- firer etc)	DOCUMENTS SIGHTED TO VERIFY IDENTIFICATION										ID. Points Must total at least 100 pts			
					70	70	70	40	40	35	25	25	25	25				
					At least one of the 3 documents below <u>must</u> be sighted			Passport	Full Birth Certificate	Citizenship Certificate	An Australian Government Issued ID Card (issued for financial benefit)	Driver's licence (must contain photo and signature)	Bank Mortgage records over property	Current Credit or ATM Card		Medicare Card	Key Pass Photo Identification Card	Shopping Store Card
E.g.	DOE	JANE	9/01/65	RW - DRIVER		✓			✓									110
1																		
2																		
3																		
4																		
5																		
6																		

### **Minimum Requirement 3: Implementing and maintaining the security plan**

**A nominated person (e.g. Security manager) must implement and maintain this security plan.**

You will have already named the 'Nominated Person' under 'Company Details' (Section 1). You should consider appointing an assistant who would fulfil this role when the nominated person is absent.

<b>Name of nominated person</b>	
<b>Assistant (if appropriate)</b>	

#### **Provide details of how the security plan will be implemented and maintained.**

This should include:

- place where the security plan and other records will be kept;
- training or instruction to be given to staff in security awareness and the procedures under this plan (see Attachment C3);
- procedures for receiving and disseminating security information to relevant staff;
- how security incidents will be reported within the company and investigated; and
- how regularly the security plan will be reviewed and updated.

## 5. STORAGE SITE SECURITY

(Refer also to Ammonium Nitrate Guidance Notes No.2 and No. 3)  
which can be located at [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

### **Minimum Requirement 4: 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.**

**In addition photographs may also be provided.**

- For small properties, this could be one site plan of the storage facility and its immediate surroundings.
- For larger properties, provide two plans; one showing the overall site and surrounds and another more detailed plan of where the SSAN/SSE will be stored. (A3 size recommended)
- For all plans include:
  - 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 dangerous goods stores.
- Note: Copies of plans that are currently held by WST for Dangerous Goods legislative requirements may be appropriately amended by the applicant and supplied to meet this requirement.

**Details about SSAN Storage Site**

(separate details must be supplied for each storage site)

<b>Name of property:</b>	
<b>Address of property:</b>	
<b>PID reference number of secure store:</b>	
<b>Type of structure containing the SSAN</b> (e.g. brick, masonry, sheetmetal, etc):	
<b>Approximate dimensions of this structure:</b>	
<b>Volumes of SSAN to be stored:</b> Usual volume: Maximum volume held at any one time: Volume per annum:	
<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).	

### Details about SSE Storage Site

(separate details must be supplied for each storage site)

<b>Name of property:</b>	
<b>Address of property:</b>	
<b>PID reference number</b>	
<b>Will the magazine(s) be mounded?</b>	Yes   No
<b>How far is the site/compound away from any other compound?</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>	Yes   No
<b>Is the magazine(s) earthed?</b>	Yes   No
<b>Is the magazine(s) constructed to requirements of AS 2187?</b>	Yes   No   If no specify why not .....

### Details of all individual magazines for this site or compound

Magazine	Intended magazine capacity (kgs)	Magazine physical capacity (kgs/items)	Intended storage (e.g. detonators, blasting explosives)	Hazard classification (e.g. 1.1D)

## 6. LAND TRANSPORT SECURITY (Road & Rail)

(Refer also to Ammonium Nitrate Guidance Note No.1)  
which may be found at [www.wst.tas.gov.au](http://www.wst.tas.gov.au) – also Aust. Explosives Code

### Minimum Requirement 5: Details of your secure transport arrangements for SSAN/SSE.

Journey/s typically undertaken by company vehicles transporting SSAN/SSE. (Include usual start and finish destinations)				
<b>Journey (Example)</b>	<b>Road</b>	<input checked="" type="checkbox"/>	<b>Rail</b>	<input type="checkbox"/>
From	Burnie Port			
To	XYZ Mines, Zeehan			
Typical length of journey (kms)	205 kms			
Typical duration	2 hours 15 minutes			
Non-Stop?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Journey 1</b>				
From	Road	<input type="checkbox"/>	Rail	<input type="checkbox"/>
To				
Typical length of journey (kms)				
Typical duration				
Non-Stop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Journey 2</b>				
From	Road	<input type="checkbox"/>	Rail	<input type="checkbox"/>
To				
Typical length of journey (kms)				
Typical duration				
Non-Stop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Journey 3</b>				
From	Road	<input type="checkbox"/>	Rail	<input type="checkbox"/>
To				
Typical length of journey (kms)				
Typical duration				
Non-Stop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Journey 4</b>				
From	Road	<input type="checkbox"/>	Rail	<input type="checkbox"/>
To				
Typical length of journey (kms)				
Typical duration				
Non-Stop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please indicate frequency of journeys, e.g. weekly, irregular etc.				
<b>Description of regular transport routes undertaken</b> e.g. Journey 1 – Port of Burnie to West Coast via Murchison Highway to XYZ Mine, Zeehan				

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

<b>Vehicle make</b>	<b>Type</b> (e.g. tray truck, MMU, tanker trailer)	<b>Registration Number</b>

(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 load will be secured.

Loads must be secured by:

- lock and key; or
- constant surveillance; or
- substantial tamper-proof seals.

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

Details should be provided of the lock or locking device, the seals to be used, or arrangements to maintain constant surveillance of the load, especially during stops.

**LAND TRANSPORT SECURITY (Road & Rail)**

**Cont.**

<b>Details of secure location under your control, where SSAN will be loaded, unloaded or temporarily stored. (In transit or in a contingency)</b>	
<b>Secure location site details</b>	
Address /location	
Details of the fencing at each of these secure locations (e.g. type and condition)	
Details of the gates and types of locks on these gates at each location.	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms.	
Details of any security lighting.	
Details of access controls at these secure locations, including: <ul style="list-style-type: none"> <li>• Measures in place to restrict access;</li> <li>• If this includes a pass system, details of                             <ul style="list-style-type: none"> <li>○ record keeping in relation to passes;</li> <li>○ action taken for forgotten or lost passes;</li> <li>○ procedures for revoking passes and retrieving passes when no longer used; and</li> <li>○ auditing system for passes;</li> </ul> </li> <li>• how consigners and/or carriers will be identified; and</li> <li>• procedures for dealing with unauthorised access;</li> </ul>	

(attach site plan including distances to Protected Works, Quantities etc.)

## **Minimum Requirement 6: Rail transport**

**Describe the measures and procedures to be implemented to secure the load during transportation by rail.**

## 7. PROCEDURES

### **Minimum Requirement 7: 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
- procedures to maintain the security of any keys used. You may wish to use the template (Attachment B) for a key register, or develop your own pro-forma.

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.

(insert text)

## **Minimum requirement 8:**

### **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 (you may wish to use the template at Attachment C1 or develop your own pro-forma);
- Recording quantities used in regular activities including: blasting records, disposal and use (you may wish to use the template at Attachment C2 or develop your own pro forma);
- 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 a minimum period required in other relevant codes/Australian standards.

(insert text)

## **Minimum requirement 9:**

### **Monitoring of the consignment's location while in transit**

**Describe the system to be implemented to maintain records of consignments.**

These records should include:

- Recording of SSDS Permit & Identity Card details of those supplying the SSAN/SSE and those receiving delivery (you may wish to use the template at Attachment C1 or develop your own pro-forma);
- Seal types and numbers, and any changes in seals necessary for part-load deliveries;
- Records to confirm on a load-by-load basis that the load was/was not delivered with seals/locks intact;
- Accurate weight measurement or other reconciliation (e.g. number of bags) of all SSAN at loading and unloading;
- A system to ensure that SSAN product returns of both merchantable quality and spillage recovery are accurately documented and appropriately accounted for;
- The procedures for reporting and following up any unexplained losses;
- The checks that will be made to ensure that vehicles conveying SSAN/SSE are suitable to meet security requirements (i.e. vehicles on which the load can be locked or seals can be fitted to detect removal of product); and
- Protocols for refusing the loading of any vehicle not equipped for that purpose.

You may wish to develop a pro-forma for your company for these records.

(insert text)

**Minimum requirement 10:**

**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).

(insert text)

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

## 8. CONTACTS LIST

<b>Local Police</b>	Contact name	
	Address	
	Phone	
	24 hr phone no	
	Fax	
	Email	
<b>Regulatory Authority</b>	Contact name:	Workplace Standards Tasmania
	Mail:	PO Box 56 Rosny Park TAS 7018
	24 hr phone no:	1300 366 322 or (03) 6233 7657 (Outside Tasmania)
	Fax:	(03) 6233 8338
	Email	wstinfo@justice.tas.gov.au

## 9. MISCELLANEOUS INFORMATION

This section can be used to provide:

- **Additional information you feel is relevant to the security of SSAN/SSE under your control**
- **Additional notes to clarify/explain deviation from the minimum security requirements outlined in this template**

## 9. MISCELLANEOUS INFORMATION

This Section can be used to provide:

- Additional information you feel is relevant to the security of SSAN/SSE under your control.
- Additional notes to clarify/explain deviation from the minimum-security requirements outlined in this template or the associated guidance notes.





## Inventory record keeping

<b>Date In/Out</b>	<b>Name &amp; SSDS Permit No. of supplier</b>	<b>Type &amp; Quantity in</b>	<b>Type &amp; Quantity out</b>	<b>UN No.</b>	<b>Name &amp; SSDS Permit No. of Recipient</b>	<b>Current Quantity Held</b>
<i>e.g. 10/11/2007</i>	<i>ABC Chemical Supplies Permit No. 10101 R.W. Id No. 99 Bill Smith</i>	<i>SSAN 10 tonne</i>		<i>1942</i>		<i>10 tonne</i>
<i>e.g. 20/11/2007</i>			<i>SSAN 5 tonne</i>	<i>1942</i>	<i>XYZ Mines, Zeehan Permit No. 10009 R.W. Id No. 103 Eva Smith</i>	<i>5 tonne</i>
<i>e.g. 1/02/2008</i>	<i>ACME Explosives Permit No. 10088 R.W. Id No. 123 Bill Brown</i>	<i>SSE 1 box packaged explosive 25kg</i>				<i>25 kg</i>

**Stock Control** (of regular activities)

Date	Type & quantity of SSAN/SSE	UN No.	Purpose/Use	Name and Responsible Worker ID No.	Signed in or out by (signature)	Taken/ Returned (T/R)	Current Stock
e.g. 10/11/08	100kgs	1942	Tree removal at Forestry coupe 642	Joe Blow R/W ID: 1234	J Blow	T	900kgs
e.g. 10/11/08	50kgs	1942	Return of unused SSAN	Joe Blow R/W ID: 1234	J Blow	R	950kgs
e.g. 12/11/08	5 kgs. Powergel 5 dets		Rock removal at Forestry coupe 642	Eva Smith R/W ID: 103	E Smith	T	20 kg 50 dets





## Guidance Notes for Risk Assessments

### Note 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.

### Note 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

### Note 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?

### Note 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.

### Note 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.

### Note 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.

### Note 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.

## References

For further guidance see storage and transport guidance notes on the Workplace Standards Tasmania web site [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

**AS/NZS 4360:1999 Risk Management**

**AS 4326:1995 Storage and Handling of Oxidising Agents**

**AS 4145 Locksets**

- Part 2 – Mechanical locksets for doors in buildings;
- Part 4 – Padlocks

**AS 4255 Security seals**

- Part 1 – Classification;
- Part 2 – Use

**AS 2187 Part 1 Explosives – Storage, transport and use – Storage**

**Australian Explosives Code  
Second Edition**