

WorkSafe Tasmania

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**Service Tasmania Use Only**

Product Code 310

Fee Collected

Security-sensitive Dangerous Substances Permit Application

Type of Application (*Tick relevant box*)

New Long Term Permit (3 years)

Renewal of SSDS Permit

SSDS Permit Number

New Short Term Permit (up to 12 months)

Date from

Date to

Variation to existing SSDS Permit (*only if requesting a variation of permit conditions*)

Reason for requesting a variation e.g quantities, storage location, etc

Full Name of Applicant (Complete police check consent form on page 3)

Date of Birth

Business Name

Business Address

Suburb

Postcode

Postal address

Suburb

Postcode

Email

Applicant Mobile Number

Applying for (tick relevant activities)

Buying

Using / Disposing

Transporting

Importing

Selling / Supplying

Manufacturing

Storing

Exporting

SSDS Site Location (Relevant to this application)

Address

Suburb

Postcode

Additional site locations (if multiple and relevant to this application)

Address

Suburb

Postcode

[illegible]

I declare that the information contained in this application is true and correct.

Applicant Signature

Date _____

Personal information we collect from you will be used by the Regulator (WorkSafe Tasmania) for dangerous goods/dangerous substances licensing purposes and may be used for other purposes permitted by the Explosives Act 2012 and associated laws. Failure to provide this information may result in your application being denied or records not being properly maintained. Your personal information may be disclosed to contractors and 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.

Expires 30 June 2027

SSDS Permit Holder - Background Check Consent Form



Family / Surname

First Name

Middle Name

Date of Birth

State of Birth

City of Birth

Country of Birth

/ /

Previous or alternative names in full (including maiden name if applicable)

Residential addresses over the previous ten (10) years

If actual dates are unknown, details of year of residence will suffice

Street (include number, name, type)	Suburb	State	Postcode	from	to

Statement of Consent and Declaration

I (full name)

hereby certify that the details provided on this form are correct and I consent to a check of the records of Tasmania Police, other Australian Police jurisdictions, Australian Federal Police and the Australian Security Intelligence Organisation (ASIO) for the purpose of conducting a security assessment.

I hereby indemnify the services of Crimtrac Agency, other police jurisdictions and the State of Tasmania, its servants or agents including all members of the Department of Police and Emergency Management and AFP/ASIO against all actions, suits, proceedings, causes of action, costs, claims, and demands whatsoever that may be brought or made against it or them by anybody or person for reasons of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me. I request the above release of criminal history records recorded against my name be provided to the Regulator, Worksafe Tasmania.

Signature

Date

Security Plan and Risk Assessment



Registered Company Name	
ABN	
ACN	
Date Prepared	
SSDS Permit Number (Existing permit holders only)	

Security Plan / Risk Assessment Prepared By

Name

Position

Email

Phone

Alternative Contact Person

Email

Phone

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

Contents



Section	Page
Description of Company's Business Activity Restricted Activity related to SSAN / SSE	3
Security Risk Assessments (sites and transport)	5 - 6
Personnel Management Implementing and Maintaining the Security Plan	7
Storage Site Security Details of your secure storage arrangements	8
Transport Security Details of your secure transport arrangements for SSAN / SSE List of typical journey(s) undertaken by company vehicles Details of vehicles you will be using to transport SSAN / SSE Details on how the load will be secured in transit	10
Guidance Controlling access to the secure site / Store / Vehicle Record keeping and inventory procedures Procedures for investigating and reporting security incidents	11
Definitions and References	
Attachment A: Guidance notes for risk assessments	13
Attachment B: Stock Control	14
Attachment C: Example of site plan	15

Description of Company's Business Activity



Business Activity

Buying	Using / Disposing	Transporting	Importing
Selling / Supplying	Manufacturing	Storing	Exporting

Types of security-sensitive ammonium nitrate (SSAN) usually handled

Ammonium Nitrate (SSAN)	Yes	No
--------------------------------	-----	----

Product Name

Maximum Quantity

AN Blends (greater than 45% AN)	Yes	No
--	-----	----

Product Name

Maximum Quantity

Describe the purpose for which you require the storage and handling of SSAN

List Major Clients

Supplier (if applicable)

Import / Export details (if applicable)

Import

Quantity (tonnes)

Frequency (per financial year)

Export

Quantity (tonnes)

Frequency (per financial year)

Description of Company's Business Activity



Types of security-sensitive explosives (SSE) usually handled

Packaged explosives	Yes	No
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Product Name

Maximum Quantity

ANFO (Manufactured on site)	Yes	No
------------------------------------	-----	----

Boosters	Yes	No
-----------------	-----	----

Product Name

Maximum quantity

Detonators	Yes	No
-------------------	-----	----

Product Name

Maximum quantity

Other	Yes	No
--------------	-----	----

Product Name

Maximum quantity

Describe the purpose for which you require the storage and handling of SSE

List Major Clients

Supplier (if applicable)

Import / Export details (if applicable)

Import

Quantity (tonnes)

Frequency (per financial year)

Export

Quantity (tonnes)

Frequency (per financial year)

Security Risk Assessment - Sites *(if applicable)*



Assess Risks of the Storage / Handling Site(s)

Describe the risks identified and the controls to prevent or mitigate risk / additional comments

Unauthorised access to site(s) - boundary fencing/surveillance etc.

Theft

Sabotage

Unexplained loss

Other potential security risk particular to this site(s)

Other measures to enhance security

Security Risk Assessment - Transport *(if applicable)*



Assess Risks of Transporting

Describe the risks identified and the controls to prevent or mitigate risk / additional comments

Spillage and Loss of SSAN / SSE whilst in transit

Theft of SSAN / SSE whilst in transit

Theft (hijacking) of vehicles

Unexplained loss during transport

Unauthorised access to vehicles

Unauthorised access to temporary storage

Other risks

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.

A SSDS Permit holder must notify Worksafe Tasmania if any nominated 'Responsible Worker' ceases employment. Any request to nominate a new person as a 'Responsible Worker', must be made by submitting the relevant form to Worksafe Tasmania via Service Tasmania. All relevant forms can be found at the Worksafe Tasmania website.

Implementing and Maintaining the Security Plan

Name (Security Manager)

Email

Phone

Security Plan and related records location

Security Plan Location

Related documentation location

Have 'Standard Operating Procedures' been developed for training and instruction of staff in security awareness procedures?

Yes

No

How will security incidents be reported within the company

How will security incidents be investigated within the company?

How regularly will the security plan be reviewed and updated?

Storage - Site Security



Details of your security for storage of SSAN / SSE (Details must be supplied for each storage site)

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

Plans must include:

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

Details about security of Ammonium Nitrate (SSAN) Storage Site

Maximum Quantity held at any one time:

Entry Points

Doors (describe number, type, etc.)

Locks (describe type of locks on doors)

Windows (describe number, type, dimensions, alarms)

Any other security measures (describe any other security measures such as fencing to the entire site, locked gates, alarms, patrols, lighting, etc.)

Storage - Site Security



Details about security of Explosives (SSE) Storage Site

Maximum Quantity held at any one time:

Number of magazines

If another explosives site / compound is nearby, what amount of explosives is stored there?

How far is the site / compound away from any other protected works, buildings etc?

Will the magazine(s) be mounded?

Will the magazine(s) be fenced?

Is the magazine(s) earthed?

Is the magazine(s) constructed and located to the requirements of AS2187.1?

If not, specify why not

Expires 30 June 2027

Transport Security



Details of secure transport arrangements for SSAN / SSE

Journey typically undertaken by company vehicles transporting SSAN / SSE (include usual start and finish destinations)

Journey 1

From

To

Length of Journey (kms)

Typical duration

Non-Stop? Yes No

Journey 2

From

To

Length of Journey (kms)

Typical duration

Non-Stop? Yes No

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

Vehicle Make	Type (e.g. ute tray, 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)

Loads must be secured by:

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

Procedures for your company's contingency plan for vehicle breakdown and other emergency situations should include:

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

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.

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.

Investigations and Security Incidents

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

Procedures should describe how to investigate and report security incidents (such as thefts, attempted thefts, sabotage or attempted sabotage, break-ins, unexplained losses or any other security incidents).

Definitions and guidance notes for terms used in this application form

Please read these notes before completing the Application Form for a Security-sensitive Dangerous Substances permit

Permit Applicant	The "person" applying to the regulator for an SSDS permit
Regulator	Means the Regulator appointed under Part 1, Schedule 2 of the <i>Work Health and Safety Act 2012</i>
Identity Card	Identification card issued to a 'Responsible Worker'.
Nominated Person	A person given the responsibility by the SSDS Permit Holder to implement and maintain the Security Plan
Permit Holder	A Person who has been issued with a Security-Sensitive Dangerous Substances Permit
Person	Means a natural person or an entity recognised by law as having a separate legal personality with rights and obligations (i.e. a company but not a business name, partnership or trust).
Responsible Worker	For an SSDS permit, means a person who, besides the holder of the permit, is authorised by the permit to have either or both of the following: (a) Independent and unsupervised access to the authorised SSDS; (b) Independent and unsupervised carriage of the authorised restricted activity.
Restricted Activity	"Restricted Activity", in relation to an SSDS, means - (a) manufacturing, importing, exporting, buying, selling, supplying, storing, using or disposing of - (i) if the SSDS is specified in Part 2 of Schedule 1 by reference to a quantity, that quantity of the SSDS; or (ii) in the case of any other SSDS any quantity of the SSDS; or (b) an activity specified in <u>Part 3</u> of <u>Schedule 1</u>
SSAN	Means an Security Sensitive Ammonium Nitrate as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
SSE	Means Security Sensitive Explosives as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
SSDS	Means Security Sensitive Dangerous Substance which is any substance specified in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
Close Associate	A person involved in the management of the applicant's business structure or has the capacity to exercise significant influence in relation to the conduct of that business structure.
Related Body Corporate	An entity recognised by law as having a separate legal personality that the applicant, if a natural person, is or has been an officer of,
SSDS Permit	Permit issued by the Regulator to an individual or organisation that is in possession of and undertakes activities involving substances identified as 'Security-Sensitive Dangerous Substances'.
Unsupervised access	Access to SSAN / SSE when no other person with authorised access is present or has control over the SSAN / SSE

References

AS/NZS ISO 31000:2009 Risk Management - Principles and guidelines
AS4326-2008 The storage and handling of oxidising agents
AS4145.2-2008 Lockset and hardware for doors and windows - mechanical locksets for doors and windows in buildings
AS4145.4-2202 Locksets - Padlocks
AS/NZS 4255.1-1994 Security seals - Classification
AS/NZS 4255.2-1994 Security seals - Use
AS2187.1 - 1998 Explosives - Storage, transport and use

Expires 30 June 2027

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.

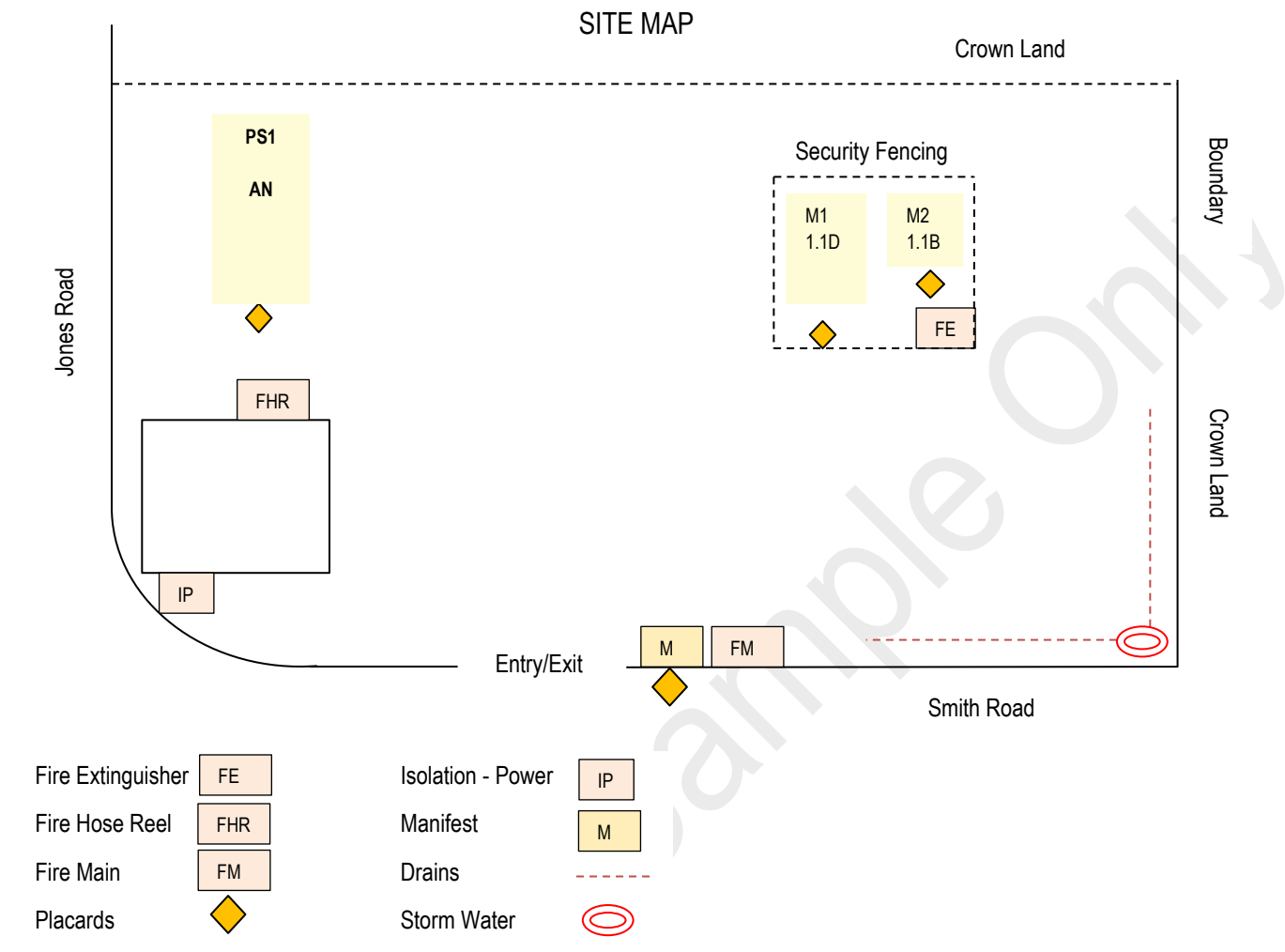
Stock Control - Example Only

Attachment B

[illegible]

Example Site Map

Attachment C



MANIFEST

EMERGENCY CONTACTS

Name	Position	Contact No
John Smith	Owner	000000000
Ken Jones	Manager	000000000

EXPLOSIVES

Tank ID No	Proper Shipping Name	Class	Sub/ Risk	UN No.	PG	Max NEQ
M1	Explosives	1.1D	n/a	0241	n/a	5000 kg
M2	Detonators Electric for Blasting	1.1B	n/a	0030	n/a	

PACKAGED Hazardous Chemicals

Store ID No	Proper Shipping Name	Class	Sub/ Risk	UN No.	PG	Max NEQ
PS1	Ammonium Nitrate (AN)	5.1	n/a	1942	III	15000 kg

Scale

Occupier: -----

Address: -----

PID: 6574121

E: 51242 N: 544125 (GDA94)

Drawing number: SM-001

Date Prepared: 00/00/0000

