



TERMINAL USER SAFETY HAND BOOK

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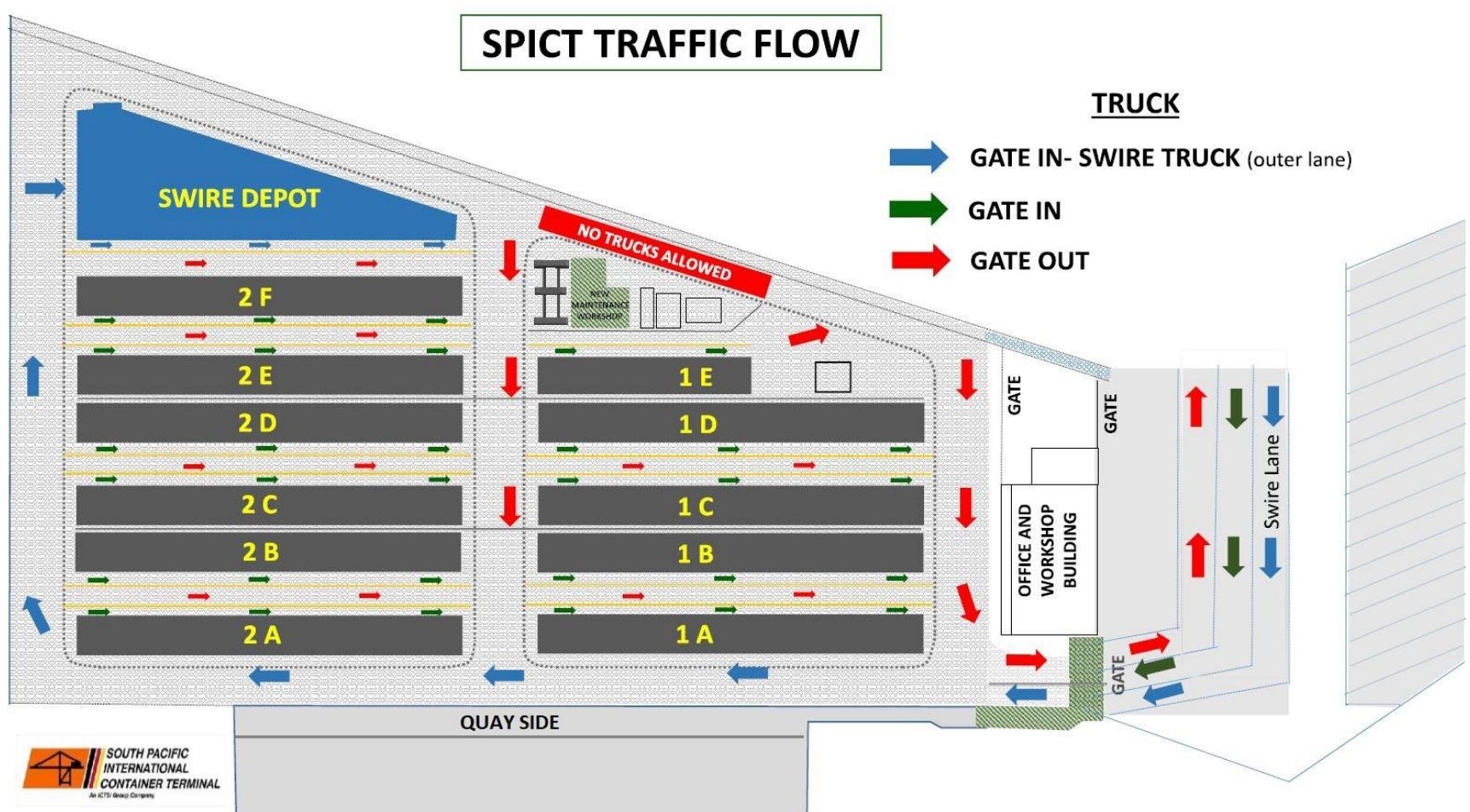
SOUTH PACIFIC INTERNATIONAL CONTAINER TERMINAL (SPICT)



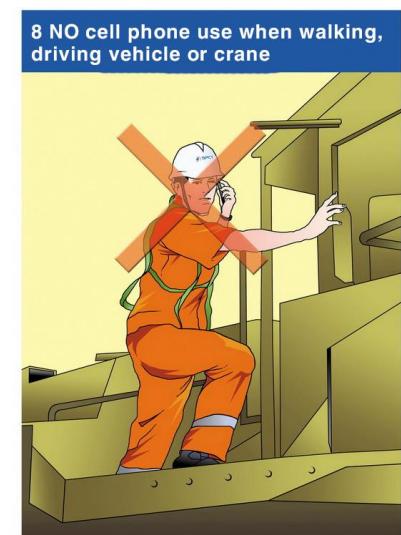
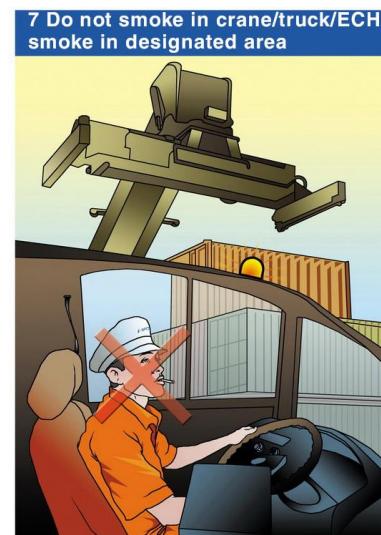
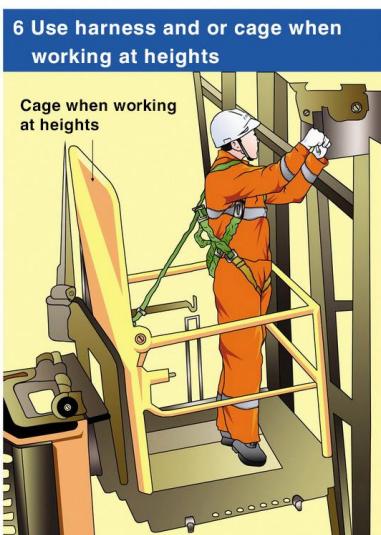
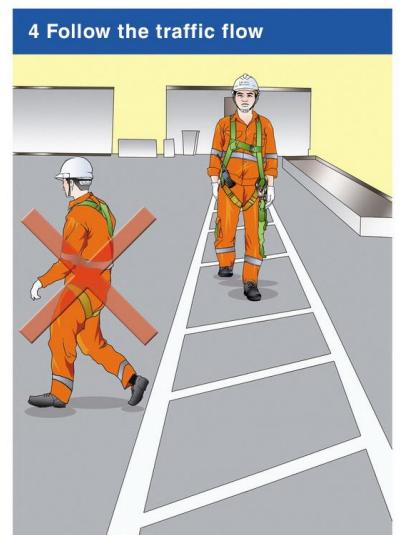
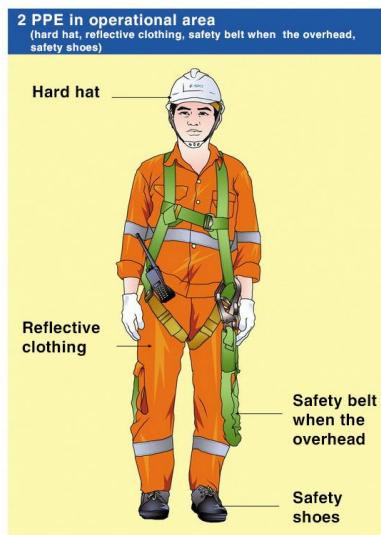
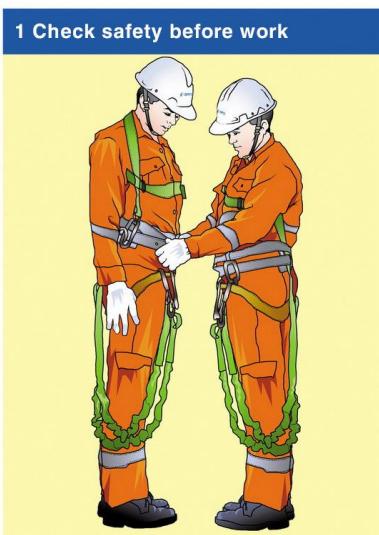
A. SECURITY LEVEL



B. TRAFFIC FLOW



C. WORK PLACE SAFETY RULES



D. GUIDE LINES

1.0 SAFETY GUIDELINES FOR CONTRACTORS

1.1 ENTRY

1.1.1. Contractors are required to attend a safety orientation prior to commencement of work.

1.1.2. Contractors must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas. It is mandatory for Contractors to provide JSEA/JSA/JHA for the work to be done at the Site.

1.1.3. Contractors must remain in designated areas at all times and use approved travel routes into and out of the site. Contractors are required to apply for a Work Permit from Site Facility Manager before engagement to carry out the work on site

1.1.4. Persons under the influence of drugs and/or alcohol shall be denied entry into the SPICT premises.

1.1.5. Entrance and/or consumption of alcoholic beverage is prohibited inside port premises.

1.1.6. Photography and/or video recording within the port area are prohibited unless with prior written permission from the SPICT Management along with full inventory of permitted photographic/video recording equipment to be used/ brought in.

1.2 VEHICLE

1.2.1. Contractors and other Service Providers are required to have their own working vehicles, marked with company name and equipped with blinker. Vehicles without blinkers and labelled company name will not be allowed to enter and transact business inside the Terminal.

1.2.2. Entrance of vehicles (light and heavy) with mechanical or electrical problems and/or in bad condition is not permitted.

1.2.3. Parking of vehicles must be in the designated areas or other areas as instructed by SPICT Representative.

1.2.4. Parking on equipment travel routes and other areas of operation is strictly prohibited.

1.2.5. No car of any kind will be allowed in the areas of container yard (CY) and the dockside.

1.2.6. Always keep headlights on at night. Do not rely solely on Terminal lighting.

1.2.7. The use of cell phones or entertainment devices while driving is not allowed.

1.3 WORK COMMENCEMENT AND PERSONNEL SAFETY

1.3.1. In all operational areas, contractors must wear Personal Protective Equipment (i.e. hard hat, safety shoes, and high visibility vest) at all times. Wearing of sandals, slippers, short pants, sandals is strictly prohibited.

1.3.2. Contractors are required to put sufficient barricades around the worksite.

1.3.3. No hot work shall be carried out on board the vessels and on land without prior approval of the SPICT Management.

1.3.4. Contractors are required to secure work permit to PNG Ports prior to start of high risk activity.

1.3.5. Pedestrian are strictly prohibited in the container yard and other operational areas. Use your own working vehicle to reach your destination or workplace.

1.3.6. Sleeping inside the port is prohibited, especially underneath any vehicle or equipment.

1.3.7. Horseplay (e.g. instigating a fight, playful behaviours, fighting, etc.) is strictly prohibited.

1.4 ENVIRONMENTAL AND FIRE SAFETY

1.4.1. Contractors must at all times ensure that suitable precautions are taken to control environmental pollution.

1.4.2. Keep all working areas clean and tidy. Littering, chewing of betel nut, spitting are not allowed.

1.4.3. Use the toilet provided in the workplace.

1.4.4. Smoking is strictly prohibited inside the port zone except for “smoking Permitted” areas marked with prominent signs.

1.4.5. Cooking is strictly prohibited anywhere inside the port zone.

1.4.6. Except with the written approval of the SPICT Management, no open fires shall be carried inside the port zone.

1.4.7. Except with the written approval of the SPICT Management, no storage of highly combustible/ flammable materials in the operational areas is allowed.

1.4.8. Except for firefighting activities, no person shall use firewater for any other purposes.

1.4.9. Accident of any nature, pilferage and other safety matters must be report to the HSSE Office located at the ground floor of Operations Building.

2.0 SAFETY GUIDELINES FOR TRUCK DRIVERS

2.1. ENTRY /TRUCK

- 2.1.1. Truck drivers are required to attend a safety orientation prior transacting business in the terminal.
- 2.1.2. Truck drivers must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas.
- 2.1.3. Trucks and trailers must be in good condition and road worthy condition at all times. Trucks and trailers with mechanical and/or electrical problems shall be denied entry at SPICT.
- 2.1.4. Repair and maintenance activity on trucks / chassis are strictly prohibited within the vicinity of SPICT.
- 2.1.5. Persons under the influence of alcohol and/or prohibited drugs shall be denied entry into the SPICT premises.

2.2. PERSONNEL AND ROAD SAFETY

- 2.2.1. Official traffic flow inside the terminal shall be followed.
- 2.2.2. The 20 KPH Speed Limit inside the terminal shall strictly be followed.
- 2.2.3. Always keep headlights on at night. Do not rely solely on Terminal lighting.
- 2.2.4. Chassis twist lock must remain locked while driving inside the Terminal.
- 2.2.5. Keep a safe distance from other equipment in the container yard.
- 2.2.6. Driving or walking under the suspended load is strictly prohibited.
- 2.2.7. The use of cell phones or entertainment devices while driving is strictly prohibited.
- 2.2.8. Drivers should remain in their trucks unless absolutely required to be on foot.
- 2.2.9. Drivers must wear a safety vest, safety footwear and hard hat when not in their cabs. Wearing of sandals, slippers, short pants, and sando is strictly prohibited.
- 2.2.10. Pedestrian are strictly prohibited in the container yard and other operational areas.
- 2.2.11. Hitch rider on trucks or in any equipment is prohibited.
- 2.2.12. Parking on equipment travel routes and other areas of operation is strictly prohibited.
- 2.2.13. Abandonment of truck / trailer in “No Parking Areas” is strictly prohibited.

2.2.14. Sleeping or sitting underneath any vehicle/equipment is not allowed.

2.2.15. Horseplay (e.g. instigating a fight, playful behaviours, fighting, etc.) is strictly prohibited inside the port zone.

2.3 ENVIRONMENTAL AND FIRE SAFETY

2.3.1. Smoking is strictly prohibited inside the port zone except for “Smoking Permitted” areas marked with prominent signs.

2.3.2. Entrance and/or consumption of alcohol beverages and chewing of betel nut, are prohibited inside the port premises.

2.3.3. No Littering and/or spitting. Keep SPICT Clean.

APPROPRIATE SANCTIONS WILL BE IMPOSED FOR VIOLATION OF ANY OF THE RULES AND REGULATIONS STATED HEREIN.

3.0 SAFETY GUIDELINES FOR VISITORS

3.1 ENTRY

3.1.1. Visitors are prohibited from entering the terminal without the permission of the SPICT Management. Only those on Port business will be admitted.

3.1.2. Visitors are not allowed to tour the terminal without a Safety and/or Operations vehicle escort.

3.1.3. Only adult (18 years old and above) will be allowed to enter SPICT Terminal.

3.1.4. Persons under the influence of drugs and/or alcohol shall be denied entry into the SPICT premises.

3.1.5. Pets are not allowed.

3.2 VEHICLES

3.2.1. Vehicles must be parked only in the designated areas or other areas as instructed by the SPICT Representative.

3.2.2. No car of any kind will be allowed in the areas of the container yard and the dockside.

3.2.3. The use of cell phones or entertainment devices while driving is not allowed.

3.3 ACTIVITIES

- 3.3.1. Visitors must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas.
- 3.3.2. Loitering inside the terminal is strictly prohibited.
- 3.3.3. In all operational areas, both visitors and terminal personnel must wear Personal Protective Equipment (hard hat, high visibility vest, safety shoes) at all times.
- 3.3.4. Pedestrians are strictly prohibited in the container yard and other operational areas.
- 3.3.5. Smoking is strictly prohibited inside the port zone except for “Smoking Permitted” areas marked with prominent signs.
- 3.3.6. Entrance and/or consumption of alcoholic beverage is prohibited inside the port premises.
- 3.3.7. Horseplay (e.g. instigating a fight, playful behaviours, fighting, etc.) is strictly prohibited inside the port zone.
- 3.3.8. Littering and/or chewing of betel nut, spitting are not allowed.

3.4 VESSELS / SHIPS

- 3.4.1. No person will be granted access to vessel without the prior approval of the Master or Agent.
- 3.4.2. Do not throw anything overboard, and take precautions that nothing can fall overboard. Use the proper waste receptacles for disposal.

4.0 DANGEROUS GOODS OPERATIONAL & SAFETY PROCEDURES

South Pacific International Container Terminal (SPICT) has a responsibility under the legislation to control the conditions under which dangerous goods are handled and/or kept in SPICT Terminal operational areas.

Dangerous Goods are substances and articles that:

- Satisfy the UN tests and criteria for determining whether they are dangerous goods: or
- Are listed in the IMDG Code; or
- Are determined to be dangerous goods by the competent authority.

4.0.1 No person may offer dangerous goods for stowage in the Terminal or for transport by sea, unless those goods are properly marked, labeled, placarded, described and certified on a transport document in accordance with the IMDG Code.

4.0.2 Containers carrying dangerous goods must display at least one placard on each side and one on each end of the unit (this is to say, on its four sides).

4.0.3 Placards must be removed before returning empty containers at SPICT Terminal.

4.0.4 24 hours before the operation, SPICT must be advised of all dangerous goods to be imported or exported by vessel, including transshipments and/or goods transiting the Terminal. The client shall provide all information and documentation as specified in the Code.

4.1 SPECIAL ARRANGEMENTS

4.1.1 Class 7 dangerous goods are not accepted in SPICT Terminal

4.1.2 All Class 1 cargo shall:

- a) be for direct delivery on truck or for direct loading onto a vessel;
- b) not be subject for any shifting if in transit on board a vessel.

4.1.3 SPICT must be advised of total class 1 dangerous goods prior to shipment being loaded in load port or prior to transport beginning.

4.1.4 SPICT shall grant written permission for class 1 shipment prior to the shipment being loaded in load port or prior to transport beginning.

4.2 SAFETY PROCEDURES FOR EXPLOSIVES

The following SPICT requirements apply to the handling and transport of explosives in the Terminal areas:

4.2.1 Explosives shall not be unloaded from a ship unless the means of transport, by which they are to be removed from the port area, are on the terminal and ready to receive them.

4.2.2 Explosives shall be unloaded as soon as reasonably practicable (within 2 hours of the vessel being secure at the berth).

4.2.3 Explosives shall not be brought to a berth for loading onto a ship unless the ship is ready to receive them.

4.2.4 All personnel not essential to the loading/unloading of explosives shall be excluded from the area of the berth where explosives are being handled and from a space of at least 15m beyond the immediate handling area, while the explosives are being loaded/unloaded from the vessel.

4.2.5 Explosives shall not be handled unless they have been classified in accordance with the IMDG Code.

4.2.6 Explosives shall be handled in a safe, efficient and secure manner.

4.2.7 The ship shall leave SPICT berth within 2 hours of completion of loading of explosives.

4.2.8 A vehicle must leave the terminal area as soon as possible on completion of being loaded with explosives and in all circumstances within 2 hours of the explosive being unloaded from the vessel.

4.2.9 A customer's representative who has immediate access to specialist advice in the case of an emergency, shall be contactable by phone and be immediately available while the explosives are being loaded and/or unloaded.

The phone contact to the customer representative must be verified prior to commencement of the loading/unloading of the vessel and/or vehicle. The customer's representative role should not involve a command or control position in an incident.

4.2.10 A Traffic Management Plan for the terminal be in place for road vehicles carrying explosives. The truck routes must be made safe for transport of explosives.

4.2.11 Road vehicles carrying explosives shall be at least 100 meters apart the Terminal pre-gates while waiting to load a ship and/or leaving the Terminal area.

4.2.12 Whilst explosives are being handled, ignition sources shall not be permitted in or near handling areas, smoking shall be strictly prohibited on the ship and on the berth (except in safe areas). Notices shall be displayed on the ship and on the berth bearing the words:

DANGER - NO SMOKING

4.2.13 Adequate and appropriate firefighting facilities and water shall be immediately available on the ship and fire hoses on it laid out ready for use.

4.2.14 Personnel on the terminal must be notified of the explosives unloading/loading activities. Ship and shore personnel shall receive prior instruction regarding the hazards, handling methods and emergency procedures for explosives.

4.2.14 Repairs involving hot work shall be prohibited on the ship or on the berth whilst explosives are being transported or handled.

4.2.15 Repairs involving engine repairs resulting in the vessel being immobilized are prohibited whilst explosives are onboard the vessel.

4.2.16 No bunkering shall take place while explosives are being loaded or unloaded.

4.2.17 The ship's engines and ancillary equipment shall be kept ready at all times, so that the ship can leave the berth at short notice.

4.3 EMPTY, UNCLEANED PACKAGINGS OR UNITS

Empty cargo transport units still containing residues of dangerous goods, or loaded with empty uncleaned packages, or empty uncleaned bulk containers, shall comply with the provisions applicable to the goods contained in the unit, packaging or bulk container.

An unit, including an IBC (Intermediate Bulk Container), which previously contained dangerous goods, shall be identified, marked, labelled and placarded as required for those dangerous goods unless steps such as cleaning, purging of vapours or refilling with a non-dangerous substance are taken to nullify any hazard. Aforementioned operations must be duly justified by an official certificate.

Cleaning of container which contained dangerous goods is prohibited at SPICT Terminal.

4.4 SEPARATION DISTANCES BETWEEN IMDG CONTAINERS IN THE TERMINAL

Since the properties of substances or articles within each class may vary greatly, the individual schedules should always be consulted for particular requirements for segregation as these take precedence over the general requirements.

Segregation should also take account of a single subsidiary risk label.

Where separation is required containers must not be stored in the same vertical line. However, containers carrying dangerous cargo of the same class are exempt from this rule, except class 8 cargo (corrosives).

For cargoes of classes 1 and 7, please refer to paragraph “**4.1. SPECIAL ARRANGEMENTS**”

4.5 SUMMARY OF PROCEDURES RELATING TO DANGEROUS GOODS IN CONTAINERS

CLASS	TRANSIT	DELIVERY	SHIFTING	TRANSHIPMENT
1 - EXPLOSIVES	ALLOWED	DIRECT TO TRUCK	ON BOARD ONLY	VESSEL TO VESSEL ONLY
2 - GASES				
2.1 - FLAMMABLE				
2.2 - NON-FLAMMABLE	ALLOWED	NORMAL	ALLOWED	ALLOWED
2.3 - TOXIC				
3 - FLAMMABLE LIQUIDS	ALLOWED	NORMAL	ALLOWED	ALLOWED
4 - FLAMMABLE SOLIDS				
4.1 - SELF-REACTIVE	ALLOWED	DIRECT TO TRUCK	ON BOARD ONLY	VESSEL TO VESSEL ONLY
4.2 - SPONTANEOUS COMBUSTION	ALLOWED	NORMAL	ALLOWED	ALLOWED
4.3 - EMIT FLAMMABLE GAS	ALLOWED	NORMAL	ALLOWED	ALLOWED
5 - OXIDIZING AND ORGANIC				
5.1 - OXIDIZING SUBSTANCES	ALLOWED	NORMAL	ALLOWED	ALLOWED
EXCEPTIONS: UN 1942				
UN 2426	ALLOWED	DIRECT TO TRUCK	ON BOARD ONLY	VESSEL TO VESSEL ONLY
UN 3375				
5.2 - ORGANIC PEROXIDES	ALLOWED	NORMAL	ALLOWED	ALLOWED
6 - TOXIC AND INFECTIOUS				
6.1 - TOXIC SUBSTANCES	ALLOWED	NORMAL	ALLOWED	ALLOWED
6.2 - INFECTIOUS SUBSTANCES	ALLOWED	DIRECT TO TRUCK	ON BOARD ONLY	VESSEL TO VESSEL ONLY
7 - RADIOACTIVE	PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
8 - CORROSIVE	ALLOWED	NORMAL	ALLOWED	ALLOWED
9 - MISCELLANEOUS	ALLOWED	NORMAL	ALLOWED	ALLOWED
EXCEPTIONS: UN 2211				
UN 3314	ALLOWED	DIRECT TO TRUCK	ALLOWED	VESSEL TO VESSEL ONLY
UN 2071	ALLOWED	DIRECT TO TRUCK	ON BOARD ONLY	VESSEL TO VESSEL ONLY

E. SPICT – HSSE Contacts:

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