



SAFETY INSTRUCTIONS

GENERAL RULES:

- On arrival all visitors must report to security gatehouse
- Vehicle and/or visitor passes must be displayed as directed
- Do not enter warehouses or operational areas unless authorised and/or accompanied by port personnel
- To enter operational areas, high visibility clothing (high-visibility clothing required throughout site) and safety helmets are to be worn. Safety footwear, glasses and ear protection may be required. These can be issued to visitors by port contact or via reception on arrival.
- Any person found not wearing appropriate PPE will be challenged and may be asked to leave site
- Smoking is prohibited on site unless in a designated area
- Every accident and near miss event must be reported to the premises manager immediately
- Drivers must wear appropriate PPE (when outside their vehicle). Vehicles must not be reversed on the quayside unless under the control of a banksman
- All safety signs and notices must be adhered to
- Any defects in premises must be reported to the premises manager
- No unauthorised photography or filming is permitted
- Persons under influence of alcohol or drugs not permitted on port estate. Possession of non-prescribed drugs and alcohol prohibited
- Security are entitled to carry out random searches of vehicles and personnel. Anyone not willing to co-operate may be excluded from site. This is a condition of entry
- Lifejackets to be worn when working on or near water

TRAFFIC RULES:

- Vehicles must be parked in car parks or agreed areas. Do not park on quay, operational areas or where parking may cause an obstruction to the movement of persons or traffic
- The general 20mph speed limit must be strictly observed at all times
- Highway Code and Road traffic law apply within the port estate
- Hazard lights and headlights must be used in operational zones
- Pedestrians must follow marked footpaths and be aware of moving plant and vehicles

CONTRACTORS:

- All contractors must sign in and out at the Workshops Offices and familiarise themselves with the contents of the Asbestos Register
- CDM regulations apply on port estate
- Health and safety legislations apply throughout the port both generic and dynamic risk assessments must be completed and passed to site contact
- Mobile phones should not be used while working
- Only trained personnel and certified equipment to be used within the port estate
- Working areas should be agreed and a safety zone created
- Do not block gangways, paths and access for port users
- COSHH compliance and hotwork permits are mandatory. Other permit to work systems may apply

EMERGENCY RULES:

- To contact emergency services dial 999 and contact Port Control emergency line on 0191 553 2115
- In the event of fire or other relevant emergency, report to your designated assembly point
- **REPORT ANY SUSPICIOUS OR UNUSUAL BEHAVIOUR TO SECURITY IMMEDIATELY ON 0191 553 2133**
- A continuous 'air raid' type siren will warn of an external emergency at Tradebe Hendon or Ocean COMAH Terminals. If activated. "GO IN. STAY IN. TUNE IN." to await further instruction. Close windows, doors, air intakes etc