

FORTH PORTS LIMITED

SAFETY RULES FOR CONTRACTORS AND SUB- CONTRACTORS IN FORTH PORTS PREMISES

INTRODUCTION

Forth Ports Limited has duties in law to provide for the safety of persons other than our own employees, and to fulfil these duties will require the co-operation of contractors and other visitors to our premises.

Contractors also have duties in law to ensure that their activities do not cause harm or injury to others, and have an obligation to give and receive information regarding their presence and activities.

The manner and method of compliance with these obligations will often be the subject of discussion and agreement before the contract work is started.

The following safety rules are presented for implementation by all Contractors / Sub-contractors and their employees who may at any time visit any premises controlled by Forth Ports Limited.

You are requested to examine the contents of this document then sign and return the acknowledgement at the foot of this page. Non-compliance with this request may result in you not being considered for the contract work.

Forth Ports Limited “nominated contact” will be:

NAME

POSITION

DEPARTMENT

PURCHASE ORDER NO.....

TELEPHONE N°

ACKNOWLEDGEMENT

I / we hereby confirm that I / we have received a copy of Forth Ports Limited written rules and information for Contractors, and agree to abide with them.

SIGNED

POSITION

COMPANY

DATE

PURCHASE ORDER NO.....

FORTH PORTS LIMITED

FIRE & SAFETY INFORMATION

FOR CONTRACTORS AND VISITORS

1 GENERAL INFORMATION

Under the following pieces of legislation, Forth Ports Limited has a duty to provide information to contractors and visitors, on risks and safety measures associated with the activities undertaken in the Port: -

- a) **Sect. 3 - The Health & Safety at Work Etc, Act, 1974.**
- b) **Reg. 11 and 12 - The Management of Health and Safety at Work Regulations 1999.**

Your attention to the contents of this document will help ensure the safety of your employees while they are present in our locations. It is therefore important that the information contained herein is brought to the attention of ALL your staff.

The Health and Safety at Work etc, Act, 1974 and associated Legislation, imposes a duty on Forth Ports Limited to ensure, so far as is reasonably practicable, that our premises are safe and without risks to health. In furtherance of this duty, Forth Ports Limited requires that the Contractor and his employees abide by the following conditions as they apply to the work to be carried out. For those carrying out construction works, Construction (Design and Management) Regulations 2015 apply.

Each of the Contractors Employees shall:

- Shall receive a local port induction
- Not interfere with or misuse anything that has been provided in the interests of Health and Safety or welfare of any person.
- Take care of the health and safety of themselves and all other persons.
- Demonstrate, at the request of Forth Ports Limited, that they have received training and instruction, which will enable them to perform their jobs without risk to their own health and safety or that of other people.

The Contractor shall:

- Ensure that machinery, plant or other equipment used by his employees is safe and without risks to health, and that such machinery, equipment or plant is maintained in that condition.
- Use systems of work that are safe and without risks to health.
- Ensure that all materials are used, handled, stored and transported safely and without risk to the health of any person.
- Ensure that the health or safety of any person is not placed at risk by contact with materials used by the Contractor or his employees.

- Provide for all their employees the information, instruction, training and support necessary to maintain the health and safety of all persons.
- Give to their employees and other persons who may be affected, any information made available by suppliers and manufacturers of material used at work regarding any risks involved in their use.
- Ensure that all their employees are competent to carry out their jobs in a safe manner.
- Insofar as they are able, ensure that the places where their employees work and the access and egress to/from such work places are kept in a safe condition and do not pose a risk to safety.
- Insofar as they are able, ensure the health and safety of his employees working environment, and provide adequate arrangements for their welfare at work.
- Where members of the public/non employees may be at risk from activities, ensure that adequate controls are put in place to protect and exclude them from the work area. These controls must be detailed in a risk assessment/method statement and agreed with the nominated contact.

The Contractor's nominated representative will inform Forth Ports nominated contact of any hazards associated with their work and the nominated contact will in turn advise the Contractor of any hazards likely to be encountered.

A risk assessment will be required to be completed, with input as appropriate by both parties. The findings of such risk assessment will be made readily available to any persons who may be affected by it.

In addition to the foregoing requirements, the Contractor is responsible for ensuring that work is conducted in accordance with all appropriate Health & Safety Legislation or Approved Codes of Practice.

2 ATTENDANCE ON SITE

A member of Forth Ports staff will be identified to the Contractor as the nominated contact during the period of the contract. On arrival in the Port, the Contractor should report to the identified contact and establish communications. All employees of the contractor shall require, to have photographic identification (***valid passport or valid driving licence***)

The Contractor is to ensure that its employees and agents, confine all their activities to those areas that they are specifically authorised to enter. If circumstances present themselves where entry to some other area appears necessary, then prior authority is to be sought from the nominated contact.

3. ACCIDENT REPORTING & INVESTIGATION

Any accident or incident involving a Contractor's employee, must be reported to Forth Ports Nominated person as soon as practicable after the event.

The Contractor shall be responsible for submitting Form F2508 direct to the Health and Safety Executive in compliance with RIDDOR requirements.

Forth Ports nominated contact will liaise with the Contractor's representative to ensure that appropriate accident data is collated and investigation procedures affected.

If the Contractor occupies separate buildings or a fenced off working area, he shall be considered to be the occupier of such premises. Forth Ports nominated contact should still be advised of any accidents, though reporting and investigation will be the sole responsibility of the Contractor. Forth Ports require to be provided with any incident investigation prepared as part of an activity undertaken on behalf of Forth Ports Limited.

Forth Ports reserve the right to investigate any incident involving a contractor undertaking an activity on behalf of Forth Ports Limited.

4 PORT OPERATIONS

Port operations can occur anywhere within the port estate.

Contractors must keep to their designated work areas and authorised access / egress routes established in conjunction with Forth Ports Limited

5 PERSONAL PROTECTIVE EQUIPMENT

The Contractor should assess the risks his employees may encounter in execution of the contract and if not possible to remove such risks by other means, should provide PPE appropriate to such risks.

- a) **Safety Helmets:** The working areas of the Port external to offices and Workshops should be considered as "Hard Hat" areas and as such, safety helmets must be worn at all times.
- b) **Safety footwear:** With the exception of offices, safety footwear must be worn at all times when working in the Port. Footwear with metallic components that may cause sparks (e.g. segs) is not permitted.
- c) **High Visibility Garments:** In operational areas where transport operations are taking place, the wearing of high visibility jacket or waistcoat is compulsory.

Forth Ports nominated contact should make random checks, to confirm that Contractors and their staff are complying with PPE requirements.

Where a risk assessment identifies that additional PPE is a requirement, suitable equipment must be provided by the contractor.

6 MACHINERY, PLANT EQUIPMENT, APPARATUS

All machinery, plant, equipment or apparatus brought onto Forth Ports premises must be provided and maintained in a safe condition and used in a safe manner, consistent with Legislation and any requirements of good working practice.

Where any machinery, plant, equipment or apparatus is used in conjunction with Forth Ports equipment, it may be subjected to periodic checks and inspections by Forth Ports staff.

All machinery, plant, equipment or apparatus intended for use by Contractors on Forth Ports premises must have appropriate and current test certificates and reports of thorough examination. Such certificates and reports must be shown to the nominated contact before work commences.

7 TRANSPORT SAFETY

- a) **Safe Movement:** When moving around the Port, extreme care should be taken to avoid danger from vehicles. Large numbers of vehicles such as lorries, fork lift trucks, container handlers, wheeled loaders, mobile cranes, etc are employed in dock operations and the nature of their work means they are not always encountered on defined roadways. The construction of such equipment also means the visibility of the driver may be somewhat restricted.
- b) **Speed Limits:** If Contractors/Visitors vehicles are brought into the port, it is essential that speed limits and traffic signs are strictly complied with.
- The speed limit on all dock roads is 20 mph. Unless stated otherwise.**
- c) **Parking:** Vehicles should only be parked in designated parking areas

8 WORKING BESIDE WATER

If you are working on an area of quay, check the location of the nearest life belt and that it is readily available for use.

Personnel working above water or close to the waters edge within 1m of the water must be wearing lifejackets or flotation aids.

If someone falls into the dock, lifebelts are located at various points on the quayside. Ropes or chains are suspended close to the water surface and access ladders or steps are located at various places in the quay walls. Note the position of these before commencing work.

Each contractor, must have their own rescue procedures for emergency incidents involving falls into water.

DO NOT work close to the waters edge with tools or equipment clipped to waist belts or holsters.

Remember the water level can rise or fall substantially at tidal berths or in entrance locks.

9 HOT WORK

A hot work permit must be obtained before any hot work operations are carried out within the Port. (Many different hazardous and flammable substances are stored or shipped through the Port, - the consequent risk of fire or explosion must always be considered)

If Hot Work is sanctioned, all litter, rubbish and combustible material must be moved from the work site. If combustible material cannot be moved and sparks or molten metal may fall on it, a protective covering such as sheet metal or fireproof cloth must be in place.

On completion of the work, the area must be checked to confirm no material is left smouldering.

A further check of the area should be carried out approximately 30 minutes after hot work is completed.

10 EMERGENCY INCIDENT

In the event of an Emergency Incident, the Port Emergency Plan will be activated and all Contractor staff will be instructed to evacuate the area by a safe route and assemble outwith the danger area to confirm their numbers.

It is important that the nominated Forth Ports contact is aware of where and when contractors are on site, to facilitate evacuation in the event of an Emergency Incident.

The Contractor is to ensure that he does not jeopardise means of escape in case of fire by obstructing doors, stairways, corridors, windows, etc without the agreement of the nominated contact.

Contractors are to acquaint themselves with and strictly observe regulations regarding smoking and naked lights. In places where smoking is permitted, receptacles are to be provided for the safe disposal of cigarette ends and matches.

Propane, Butane, Petrol and other highly flammable liquids or explosive substances are not to be taken into or used in Forth Ports premises without the agreement of the nominated contact.

Paints, varnish, thinners and similar flammable compositions are to be used only as prescribed and are not to be stored or kept where there is a risk of ignition. Containers of such substances are to be clearly marked to indicate the contents. All such compositions are to be removed from the work place on cessation of daily work and stored in an approved store.

12 ELECTRICITY

Should your work involve electrical equipment a permit to work will be required,

For HV Plant or Sub-station equipment, no work is allowed unless the Port Engineer has issued a PERMIT TO WORK. If an electrical permit is issued, study it so that you know exactly what precautions are necessary for the job and what limitations have been specified.

All hand power tools brought onto site must be 110v.

13 DIVING

Diving is prohibited anywhere in the docks without a Diving Permit from the Harbourmaster.

If a diving permit is issued, study it to ensure you know and understand the limitations imposed. These restrictions are to control the danger to divers from the movement of lock gates, sluices, the running of pumps and the movement of shipping.

SAFETY IS EVERYONE'S RESPONSIBILITY

Please assist us in maintaining the Ports safety record by requesting assistance whenever you are in doubt and by paying due attention to the contents of this document .