



FORTH PROJECTS

Port of Leith

Inch Cape Project – Welcome Pack

Welcome to Inchcape Project Induction

Port of Leith

- Project Overview
- Key Deliverables
- Team Introduction
- Working within the port of Leith
- Inchcape Site Layout
- Important Project Safety Information
 - Forth Ports Safety Ethos
 - Site Safety Rules
 - Equipment Intro
 - Control of Work & Safe Systems of Work



Final Project Overview



Offshore Project Overview



Project Phase 1

Key Deliverables

No incidents or Accidents on site

No Dropped Objects on site

No Equipment Damage

Target Date 1:

Target Date 2:

Target Date 3:



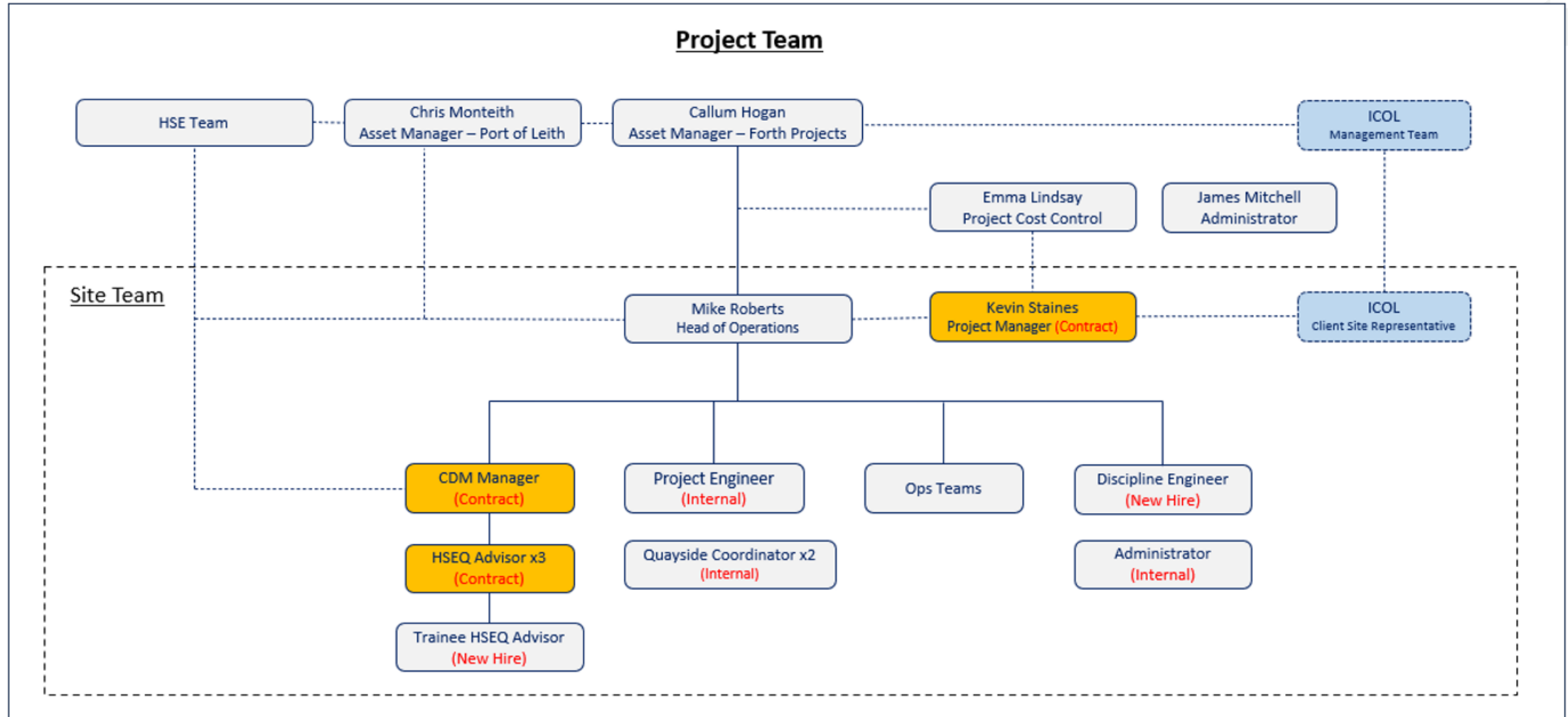
Project Deliverables



Key Deliverables



Project Team Introduction



Working within the Port of Leith

ACCESS / EGRESS & SECURITY:

- **Leith is an ISPS Port**
 - *International Ship Port & Security*
 - *No pets allowed in port*
 - *No children allowed in port*
- **A Personal Pass is required**
 - *You will have to have a pass to enter and should have it available at all times whilst in port.*
- **Access and Egress by Bath Road Gate only**

MOVING AROUND THE PORT:

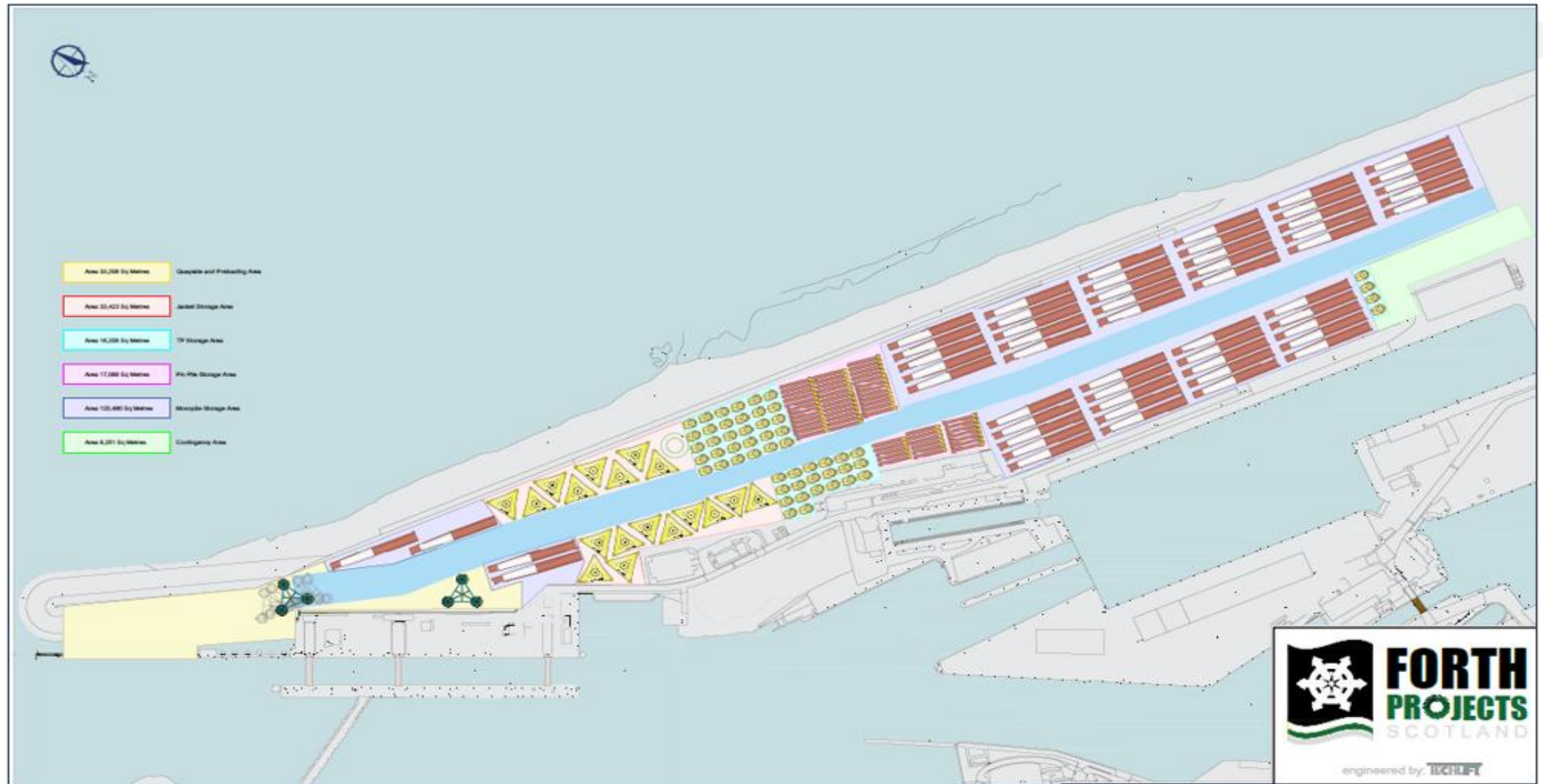
- **Operational areas should be avoided:**
 - *All Quaysides*
 - *During Lifting Ops*
 - *During Vessel Discharge*
 - *Be aware of Plant and Vehicle movements*
- **General Awareness**
 - *Stay situationally aware of different obstacles whilst in port*
 - ❖ *Deep Water*
 - ❖ *Unprotected quaysides*

BRINGING VEHICLES INTO WORK:

- **Personal Vehicles can be admitted to port but MUST:**
 - *Be road legal*
 - *Registered on the Port Data base*
 - *Display an valid car pass*
 - *Follow all traffic Management Arrangements*
 - *Speed is 20MPH*
 - *No overtaking*
 - *Obey all signs and barriers*
 - *Wear a seatbelt*
 - *Drive to conditions*



Inchcape Site Layout



Important Safety Information: Introduction to Equipment



SPMT's

Vessels

Cranes

FLT's

Important Safety Information: Control of Work

Use of barriers

PTW

Isolation Requirements (LOTO)

Confined Spaces

Rescue Methods



Important Safety Information: Safety with Forth Ports

Work Safe – Home Safe – Every Day

Work Safe.

Forth Ports expectation is for you to always work safe whilst in the port estate.

Home Safe.

It is part of the work safe balance that allows you to go home safely to your family and loved ones.

Every Day

The highest standards which we require you to work to should be achieved every day.



Safety First

SAFETY F1RST - ALWAYS



Life Saving Rules - that apply to all of us

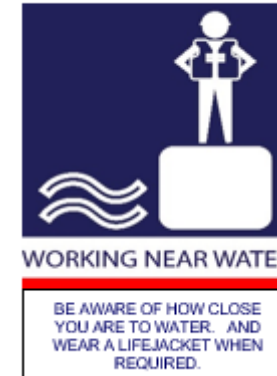


Important Safety Information: Site Safety Rules



STOP THE JOB

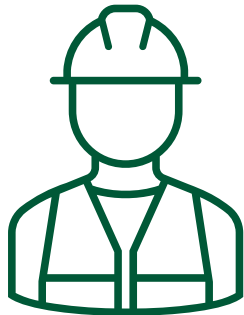
LET'S MAKE INJURY
UNACCEPTABLE IN
OUR BUSINESS.





PPE (Life Saving Rule):

PPE Requirements



Minimum PPE Requirements:

- **Hard Hat** (wearing chin strap)
- **High Viz Clothing**
- **Safety footwear**

Additional PPE Requirements:

- **Life Jacket** (within 1 mtr of any body of water or quayside).
 - 275Kn
 - **Must** have light
 - **Must** have whistle
 - **Must** be within inspection criteria.
- **Work at Height:**
 - Harness
 - Suitable lanyard
 - Equipment to be within relevant inspection criteria.
 - Dropped Object Aware.

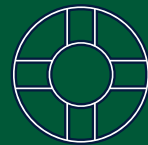
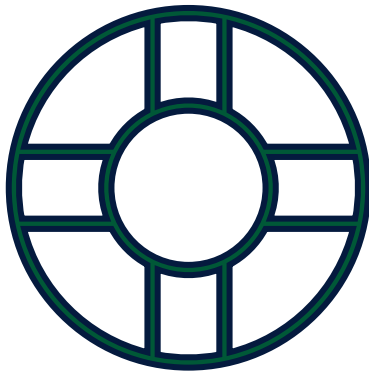
Specialised PPE Requirements:

- To be assessed & put in place as part of any Risk Assessment / Method Statement Process.



Working Near Water (Life Saving Rule):

Working Near Water



- ✓ Life Jackets MUST be worn within 1 mtr of any quayside.
- ✓ Life Jackets must be:
 - 275 Kn Standard
 - Have a light fitted
 - Have a whistle fitted
- ✓ Risk Assessment and Rescue Plan should be in place before any work near water.

Working Near Water



Emergency Planning: FIRE

Fire Arrangements.



General Fire Arrangements:

- Make yourself aware of Fire arrangements including:
 - Any Planned drills
 - Muster points
 - Sign in & out Visitor Protocols
 - Ask what the Fire Alarm sounds like (Bell / Claxon etc)
 - No contractor equipment is to block any fire escape route.
 - Only smoke in Designated Areas.
 - Adequately store combustible materials including COSHH items.
 - Propane, Butane, Petrol or other highly flammable liquids or explosive substances are not to be used without permission from Forth Ports Sponsor.

Hot Work:

- Hot Work Permit(s) must be gained before starting any planned hot work.
- All combustible materials should be removed and a safe site maintained.
- Sparks and Moulten metal should be controlled & managed
- Have a Hot Work Fire Watcher in place during and after Hot Work (details recorded on PTW)

FIRE



Working At Height (Life Saving Rule):

Working at Height



- ✓ Full Risk Assessment & Method Statement should be provided for all planned working at height.
 - Accompanied by a Rescue Plan
 - Only to be carried out by competent persons
 - All equipment to be verified as within inspection dates.
 - Work in MEWPs – Need to hook on!
 - Prevent Dropped Objects & have sufficient Barriers in place below and tie off tools.

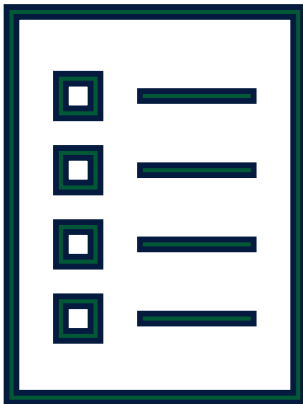


Work at Height



Control of Work (Life Saving Rule):

Control of Work



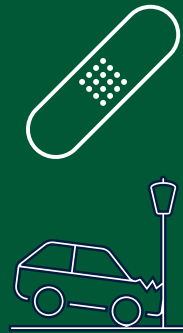
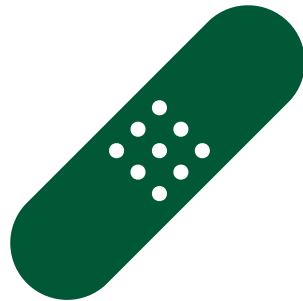
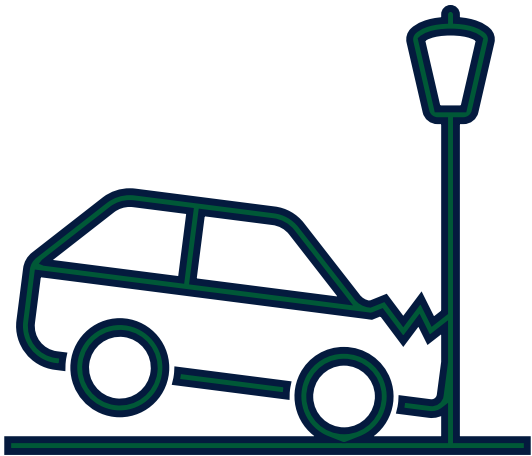
- ✓ Full Risk Assessment & Method Statement should be provided for all planned work.
 - All energy sources are to be identified and controlled
 - All work requiring a Permit to Work is to be applied for in advance
 - All isolations / de-isolations are to be applied for in advance
 - All applications through your port sponsor
 - Dynamic Risk Assessment to be carried out before starting work

Control of Work



Safety Management System

Incidents & Accident Reporting



- ✓ Accidents can happen, if you have an accident or incident on any part of the port estate – **YOU MUST:**
 - Report all details to your Forth Ports Sponsor / Ships Agent / Supervisor as soon as possible.
 - All damages must be made safe and reported (as above) asap
 - You may be asked to take a statement or undertake a D&A Test.

Incidents & Accidents



Emergency Management Planning

Emergency / First Aid



- ✓ Emergency Number is **999**
- ✓ Port First Aiders are distinguished by their **GREEN HARD HATS**



- ✓ The Port has several Public use De-Fib units, these are located in various locations:
 - Please discuss locations whilst on your workplace tour.

First Aid



HR / Contractual Policy

Drug & Alcohol Policy



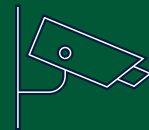
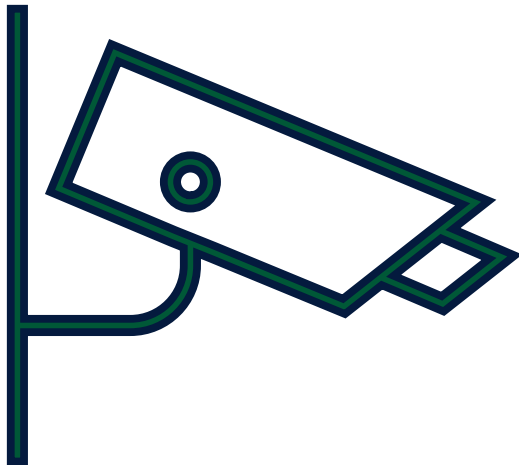
- ✓ No alcohol or drugs are to be consumed before or during any visit to Forth Ports property.
- ✓ **ZERO TOLERANCE POLICY!**
- ✓ Drug & Alcohol Testing is possible for all persons entering onto site.
- ✓ D&A Testing after any incident
- ✓ Declare all prescription drugs if completing any work on Forth Ports property.

D&A POLICY



Security in our ports

Security (ISPS)

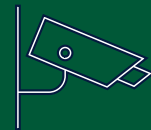
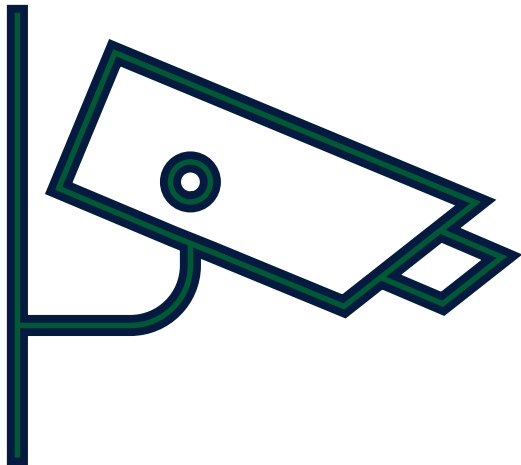


- ✓ Port comes under International Ship & Port Security protocols meaning:
 - All persons (and there belongings) entering port are liable to search
 - Valid security passes must be displayed at all times
 - CCTV Images are being recorded for security reasons
 - No Pets, animals or children allowed in port.



Security in our ports

Security (ISPS)



- ✓ If You see something suspicious
 - Be alert to suspicious activity
 - Report any suspicious activity immediately to your Supervisor, Manager or Security
 - You should not get involved – just report!
 - In an emergency dial **999**



Reporting of Safety Matters

Safety Observation Reporting Portal



REPORT AN OBSERVATION

- ✓ Safe Acts
- ✓ Safe Conditions
- ✓ Unsafe Acts
- ✓ Unsafe Conditions
- ✓ Safety Recommendations



The easiest and most efficient way to report a safety observation is using the AssureGoApp on a mobile electronic device e.g. mobile smartphone or tablet.

This provides the ability for all employees to report Safety Observations on the App using a mobile device through the scanning of a QR Code.

- *All employees must ensure they only use a mobile device when it is safe to do so and in accordance with relevant company policies e.g. Data Protection, Driving for Work, Mobile telephone / device / radio /audio equipment, Social Media, Whistleblowing etc.*

Safety Observation Reporting