

PORT
of
TYNE

HEALTH, SAFETY & ENVIRONMENT GUIDELINES FOR CONTRACTORS



Contents

INTRODUCTION	PAGE 02
HEALTH & SAFETY POLICY	PAGE 03
ENVIRONMENTAL POLICY	PAGE 04
SITE GUIDELINES	PAGE 05
HEALTH & SAFETY SPECIFICS	PAGE 06
MAP	PAGE 08
ENVIRONMENTAL SPECIFICS	PAGE 13
SUMMARY	PAGE 14

INTRODUCTION

The Port of Tyne is committed to ensuring the health, safety and welfare of its employees and any other persons on our premises as well as minimising any adverse affects its operations have on the environment.

As such the Port insists that contractors and/or subcontractors carrying out work on our behalf follow our safe and environmentally compliant Guidelines in addition to the ones required by law or contractual obligation.

These Health, Safety and Environment Guidelines apply to all situations where the contractor is actively performing work for the Port of Tyne. Failure to comply with these Guidelines can result in immediate removal of a contractor from the site.

Health & Safety Policy

The Port of Tyne recognises its responsibility to its employees and other persons who may be affected by its undertakings and will do all, so far as is reasonably practicable, to ensure their health, safety and welfare at work.

It considers Health and Safety to be of equal importance to all other functions of the business. It believes that all incidents are preventable and that this belief should be a mutual objective for employer and employee alike. It gives its complete support to those who actively participate in fulfilling the policy paying particular attention to:

- The provision and maintenance of a workplace, plant, equipment and systems of work that are safe and without risks to health.
- Safe arrangements for the use, handling, storage and transportation of articles and substances at work.
- The provision of safety instruction and training to enable employees to contribute positively to their own health and safety at work.
- Compliance with all relevant health and safety legal requirements which relate to its undertakings.
- The Port of Tyne will provide competent advice on all matters of health, safety and welfare to assist management, employees and their representatives in their tasks and responsibilities. Sufficient resources will be allocated to ensure compliance with this policy.
- The development and implementation of a Safety Management system comparable with OHSAS 18001.

The Port of Tyne reminds its employees of their general duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions. The Port of Tyne seeks the co-operation of all persons in carrying out this policy and such persons should not interfere or misuse equipment material or facilities provided in the interest of health, safety and welfare. Failure by any individual to comply with the policy and whose actions place at risk the health and safety of that individual or any other person may lead to disciplinary action.

A copy of this general statement will be issued to all employees. The overall policy will be reviewed and re-issued on a regular basis.

A Moffat

Chief Executive Officer



Date: 5th March 2009

Environmental Policy

The Port of Tyne Authority recognises that it plays an important part in the economic, environmental and social life of the surrounding communities.

The Port of Tyne Authority is responsible as a conservancy body and competent pilotage authority for the River Tyne; it undertakes cargo handling and logistical operations, as well as significant estate functions on both sides of the River Tyne, and is a major employer in Tyne and Wear.

The Authority is committed to developing sustainable operations and to minimise any adverse impacts it has on the environment. It will do this through the implementation of an environmental management system and the setting of environmental objectives and targets. As part of the Port of Tyne Authority's continuous environmental improvement programme it will:

- Ensure compliance with existing and future environmental legislation and other requirements to which the company subscribes including commitments towards the prevention of pollution and due regard for nature conservation.
- Establish a programme of continual improvement and environmental monitoring
- Encourage employees of the Authority to play a major role in the implementation of the environmental objectives and targets.
- Perform a regular management review of the Environmental Policy, to ensure its suitability and effectiveness in achieving the Environmental Objectives of the Authority.
- Communicate the commitments made within this policy to all employees.

A Moffat
Chief Executive Officer



Date: 5th March 2009

Site Guidelines

1. Entering and Leaving the Site

On arrival to site all contractors must check in at the security gate to receive a personal security pass and a vehicle pass both of which must be on display at all times while on the Port's premises.

2. Minor Works/Routine Maintenance

Contractors appointed to undertake minor works/routine maintenance works shall be selected from recommendations, previous work experience at the port or from the approved contractors list. The contractor shall be required to submit a risk assessment and method statement for the work undertaken.

3. Major Works

When major construction or demolition or maintenance work is to be carried out, the requirements of the CDM Regulations must be adhered to. No construction work will begin until appropriate risk assessments have been undertaken and incorporated in an adequate Health and Safety Plan.

Contractors shall be assessed to ensure that they have suitably qualified, experienced and trained personnel to undertake construction work in a safe and efficient manner.

4. Vehicle Parking

- Contractor cars must be parked in designated car parks.
- Vehicles will only be allowed to park on site with the approval of the Engineering or Operations Managers, who will designate an area for parking which must not hinder any port operations or emergency vehicle movements.
- When permission is given to park a vehicle on site it must be removed on request of any authorised port employee.

5. Personal Protective Clothing

Port areas are extremely hazardous due to cargo movements and the use of heavy operational plant.

The following rules must be observed by all contractors working within the Port perimeter:

- High visibility jackets or waist-coats must be worn when working in or transiting operational areas.
- Safety footwear must be worn at all times on site
Hard hats and life jackets must be used on occasions identified by relevant risk assessments.
 - Hard hats on working quays and construction sites.
 - Life jackets on jetties, piers and quay edges.
- Eye, hearing and respiratory protection must also be used as required by relevant risk assessments.
- Any person observed not wearing the relevant Personal Protective Equipment (PPE) whilst on Port premises will be reported to Senior Management for appropriate action.
- Repeated failure to abide by Site Safety Rules will result in the exclusion of the individual from site.

6. Permit to Work

All work requiring a permit to work will be notified by your site contact. Examples are hot work, live electrical work and entry to sub stations.

7. Additional Rules/Requirements

Health and Safety

Working Area

- Working areas should be agreed and fenced/marked off where possible to ensure the safety of all personnel who may be working in the area. Create a **SAFETY ZONE**.
- Site personnel must not wander into operational or restricted areas without authorisation and being made aware of any associated hazards.
- Superfluous materials must be cleared as they occur. Do not create tripping and slipping hazards

Access

- Only authorised persons may erect dismantle or otherwise alter access equipment.
- Safe methods of access to excavations or elevated workplaces must be used e.g. mobile elevating working platforms, man riding cages, tied ladders or safe scaffolds.
- Always ensure openings in floors are never left unprotected.
- Use designated storage areas. Do not block gangways, access ways or fire escapes.

Training & Certification

- No machinery, plant or equipment can be operated by anybody who is not competent and does not hold a certificate of competence or recognised license to use the equipment or plant (where applicable).
- Machinery, plant or equipment must have a current test certificate available for inspection.
- All persons required to work on site must have been inducted either by the Health and Safety Department or their site contact before they start.
- Do not allow untrained personnel to operate plant and equipment.

Welfare

- Working under the influence of, or using alcohol or drugs on site is prohibited. Anyone giving cause for concern may be either breathalysed or tested for drugs. Offenders will be escorted from site and this may result in a permanent expulsion.
- Welfare facilities are usually provided for use by contractors however these must be used in the appropriate manner.

Smoking

- Smoking is only permitted in designated out door areas. It is against the law to smoke in any building.
- Cigarette ends should be extinguished in a safe manner.

Excavation & Demolition

- No excavation or demolition may commence until a Port engineer or supervisor has given permission and checks have been carried out to confirm the location of underground services.

Warehousing

- Smoking materials are not allowed to be carried in warehouses
- Waste materials must be cleared up straight away and not left lying around
- Personnel are subject to search on exiting warehouses

River Tyne

Berth 3
25 tonne

Berth 2
80 tonne

Berth 1
16 tonne

Tyne Bulk Terminal

Container Berth

Riverside Quay

Safe Walkway East

Riverside Quay Main Office


Safe Walkway West

Grid Phone

Lorry Waiting Area

Dock Head Boat Crews

Key:

-  Fuel Tank
-  Ship Garbage Point
-  Parking
-  Crew Telephone
-  Walkways
-  Shed / Warehouse
-  Barrier / Security gate

Tyne Car Terminal Compound

WEST SIDE COAL COMPOUND

NORTH EAST COAL COMPOUND

Container Compound

SOUTH EAST COAL COMPOUND

Rail Terminal

EMR Scrap Metal Recycling

Tyne Car Terminal Compound

Nissan Security

Jarrow Slake Entrance

Security Gate

Security Gate

A185 Straker Street

Jarrow Road

Rail Crossing

6

5

8

Logistics Distribution

7

Sextant House

Maritime House

Keel House

A185

2

3

16

1

Navigation House

Compass House

Security Gate

11

2

3

Atlantic House

Main Entrance

South Shields

14

13

20

11

1


2


3

Navigation House

Atlantic House

Main Entrance

 Please obey the 20mph speed limit while driving in the dock estate.

 High-visibility clothing must be worn in all operational areas.

Hot Works	<ul style="list-style-type: none"> All hot works (which may produce a naked flame or spark) must be identified to the Port engineer or supervisor who can give permission to work via the permit system. Any hot work should be suitably screened to protect passers-by. A fire watch may be required as part of the permit to work procedure, therefore, hot work operations must be planned accordingly. Fire extinguishers/hoses must be available and arrangement in place to raise the alarm in the event of fire.
Use of Gases	<ul style="list-style-type: none"> All <i>compressed gas cylinders</i> must be stored in secure, well-ventilated areas, preferably outside. Cylinders must be stored in the upright position and secured to prevent them from being knocked over Oxygen must be stored away from flammable gases, and all gases must be kept away from sources of ignition. Great care must be taken to ensure that the equipment is well maintained and the user is competent. Gas cylinders must be secured, for instance on a welding trolley or in a purpose built cage for distribution purposes. Suitable flashback arrestors must be fitted to all Oxy-acetylene welding equipment.
Confined Spaces	<ul style="list-style-type: none"> Confined spaces are subject to legal requirements for entry and are controlled by the Confined Spaces Regulations. Such work must be discussed in detail with your site contact before starting and risk assessments carried out for such work.
Working at Heights	<ul style="list-style-type: none"> All contractors must avoid work at height where they can; Use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur All work at height must be properly planned and organised including the risks from fragile surfaces All contractors involved in work at height must be competent; The risks from work at height must be assessed and appropriate work equipment selected and used which must be properly inspected and maintained.

Fire	<ul style="list-style-type: none"> If you hear the fire alarm or hear verbal shouts of fire. You should evacuate the building immediately by the nearest clear external exit, do not run and do not return to collect your belongings but make your way to the nearest fire assembly point where you will be accounted for. Do not leave the fire assembly point until you have been informed that it is safe to do so. This will be announced by the responsible person in control. If you should be confronted with a fire, which you believe is possible to extinguish without putting anyone at risk, then you should raise the alarm and tackle it ONLY if you have received the necessary training to do so using the appropriate fire fighting equipment that is to hand. Larger fires should be left to the fire brigade to handle; in this case you should evacuate the area immediately and alert the site by raising the alarm. This can be achieved by dialing "0" on any internal telephone to contact the switchboard, or by activating an emergency call point if available.
Ladders	<ul style="list-style-type: none"> Ladders should only be used for access or limited inspection work; they are not suitable as a work platform. They must be tied or footed when in use, and if used to gain access, should extend a minimum of 4 rungs beyond the point of access. Ladders must be used in a correct and safe manner. They must be in good condition and inspected regularly.
Tools	<ul style="list-style-type: none"> All tools brought onto site must have a valid test certificate where appropriate and portable electrical tools must be 110 volts AC or less. All hand held electrical equipment must have a current PAT test label attached. Records of such tests should be made available on site. All tools must be maintained in a safe and serviceable condition. The use of Port of Tyne owned tools and equipment is not permitted unless written authorisation is obtained from your site contact.
Plant	<ul style="list-style-type: none"> Contractors are generally expected to provide all their own tools, plant, equipment and materials necessary for the job to be completed properly and safely. These must be maintained in a safe and serviceable condition. The use of Port of Tyne plant is not permitted unless written authorisation is obtained from your site contact.

Accidents

- The Port has a system of reporting, recording, and investigating accidents, incidents and near misses; all incidents must be reported to your site contact who will ensure that the correct system is followed. Contractors should be aware of the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and any report made as a result of work at the Port should be advised to the Port Health and Safety Department.
- Should you receive any kind of injury while on site no matter how minor you consider it to be, it must be reported to your Port of Tyne contact and your employer. First Aid facilities are available on site and trained first aiders are normally available on each shift.

COSHH Asbestos

- The Control of Substances Hazardous to Health Regulations (COSHH) must be complied with at all times. All hazardous materials must be stored, used and disposed of accordingly. No work may be started on any building which would disturb asbestos if present before first ensuring the asbestos register has been checked by your site contact.

Lifting Operations

- Any Lifting operations to be carried out on site must be agreed in advance with your Site contact. All operations must comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). In particular all equipment and accessories must be appropriate for the work, correctly tested and marked, and lifting operations must be carried out only under competent supervision. All paperwork relating to any testing of lifting equipment must be available on site at all times.

Vehicles

- Most vehicles brought onto site will be used for transport and consequently will be subject to normal vehicle requirements on the public highway, such as M.O.T.'s, licensed drivers, and so on. There must be evidence that all vehicles, including access equipment, are adequately maintained in a safe condition, and that operators are trained and authorised to use the vehicle.
- There are a large number of internal transport vehicles moving in and around the site. You should be aware of their presence when working in any area and take the necessary steps to ensure that you are in a safe area and visible to the driver. All areas are mandatory high visibility clothing zones, check with your site contact

PPE

- Contractors are expected to supply their own personal protective equipment and where the work being carried out necessitates the use of PPE, it is a condition of contract that it must be worn.
- Eye protection must always be used when operating powered tools including drills, grinders, pneumatic equipment. The eye protection must be to EN standards, suitable for the task being undertaken and worn correctly at all times.
- High visibility clothing and safety footwear must be worn at all times.
- Clothing must be suitable and sufficient for the task to be undertaken.

Environment

Fuels, oils and hazardous materials

- All fuels, oils, paints, chemicals, etc., must be properly stored in leak proof containers in a site store located either in the designated site compound or in an alternative place specified by Port of Tyne. Never store these materials next to drains or watercourses.
- Fuel and oil storage tanks or containers must be suitably bunded. Bulk fuel tanks which are not self bunded must be located within an impervious bund of capacity at least 110% of the tank volume. Individual drums with a capacity of over 205 litres must be placed in a bund at least 25% of the drum volume. The stowage position for the hose and nozzle must, wherever possible, be within the bund.
- A competent person must supervise all deliveries, never allow vehicles or plant to be left unattended during refuelling and never jam delivery valves open.
- Always ensure that storage facilities, nozzles, etc., are kept locked when unattended.
- Only take the minimum quantities of materials required for immediate use from the storage location to other areas of the site.
- At or before the completion of their work, contractors must remove from site all surplus fuels, oils and hazardous materials.
- Under no circumstances must surplus fuels, oils, paints, chemicals etc., ever be disposed of down any drain or into any watercourse.

- All persons who transport commercial waste must be licensed by the Environment Agency. Contractors who intend to carry waste from site or use a third party to do this for them must provide a copy of the carrier's licence to Port of Tyne.
- Where waste is removed from site by a subcontractor or by a waste carrier acting on his behalf the movement must be accompanied by Duty of Care transfer notes or waste consignment notes and copies of these must be submitted to Port of Tyne.
- The work area must be kept clear of rubbish. No rubbish may be disposed of in any Port of Tyne rubbish bins or skips unless authorised. Your site contact will advise on the correct methods of disposal if you are unsure.
- The burning of rubbish is not permitted on Port of Tyne sites.
- Used engine oil, oil filters, grease cartridges, chemicals, paints, solvents etc are hazardous waste and must not be disposed of in general waste skips. Unless disposal facilities are provided on site contractors must make their own arrangements for the correct disposal of these materials.

Summary

These guidelines are made for the safety of you, other persons using the port and the protection of the environment. Please take the time to read them and familiarise yourself with our safety and environment culture. Please also remember, non-compliance with Port of Tyne requirements could potentially result with contractors being removed from site.

The Port of Tyne maintains a good record of safety. Our aim is to make the workplace injury free for all employees, contractors and visitors to our premises. Your contribution in maintaining this record will be greatly appreciated and for this we thank you.

ALWAYS FOLLOW YOUR EMPLOYER'S SAFE SYSTEM OF WORK!

8. Fire Precautions

In the event of a fire:

FIRST RAISE THE ALARM – (BREAK GLASS POINT WHERE AVAILABLE)



0191 - 4552671 (Maritime House/Main Gate) or 999 for Emergency Services

9. Emergency Procedure

In the event of an emergency: injury, dangerous occurrence, oil spill etc.



0191 - 4552671 (Maritime House/Main Gate) or 999 for Emergency Services.

In the event of a major incident/accident or emergency happening a report must be made to the engineer responsible for the contract.

PORT
of
TYNE

**HEALTH, SAFETY
& ENVIRONMENT
GUIDELINES**
FOR CONTRACTORS