

# Safety Guidelines for Yard Supervisors

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# Safety Guidelines for Yard Supervisor Contractor

## Objective

Objective of this document is to mandate Safety requirements that shall be followed by Lashing contractors and their employees while working at Pipavav Port to achieve safe work.

## Disclaimer

This is not an absolute guideline and contractor/s using this guideline to ensure that they periodically upgrade the knowledge and skill of their staff and ensure that best practices shared by port and other best practices gathered by contractor from other industries/sources may be adopted to create a safe working environment at their work site.

## Responsibilities

Department and Contractor shall be jointly responsible for the safety and security of his employee, visitors, assets and environment.

## Applicability of Licenses/Permit

Contractor shall obtain all the applicable statutory licenses and permissions related to their scope of work and activity being undertaken by him.

Contractor should periodically check and verify the validity of the licenses and permission obtained from the statutory authorities.

## Contractors Activities

Before commencement of work Contractor shall understand the scope of work, related hazards and established controls specified by Port and communicate to their staff by appropriate means.

## Recommended Safety Standard/Procedures

### Safety Training for employees of the Contractor

- Contractor shall ensure that
  - All employees undergo Port Safety Training before entering port area.
  - All employees are carrying valid Port Safety Pass at all times.
- Before start of any job, Contractor shall ensure to train all employees in conjunction with operations department trainings. The content of the training program may include the following:
  - Use of personnel protective equipment (PPE) in general and any special PPE specific for a job like but not limited to Full body harness, anchor wands etc.
  - Emergency response specific to job site.
  - Safety standards and procedures for carrying out the jobs.
  - Special precaution specific for a particular site based on its hazard perception.
  - First aid
  - Use of Fire extinguishers;
  - Use of Lifebuoy ring.

### Maintaining Records

- Contractor shall maintain records of:
  - All the licenses and permissions from statutory bodies;

- Inspections by authorities
- Employee database
- Employee health records
- Employee working hours
- Employee Training records
- Incident and accident

### Personal Protective Equipment

- All necessary personal protective equipment (PPE) as considered adequate as per work should be kept available for the use of the persons employed at the site and maintained in condition suitable for immediate use.
- Contractor shall provide only BIS/ISI or equivalent international standard certified PPEs to employees.
- Employees should be trained on the selection and use of personal protective equipment.
- People working should always wear the high visibility clothing, hard helmet, safety shoes and protective gloves.
- Contractor should provide boiler suits of appropriate size and high visibility to all the workers.
- No person shall wear loose clothing which can pose risk of drawn into machinery, rotating parts and moving objects.
- Seasonal wears (rain/winter) should also be provided of high visibility type.

### Reporting of Incidents

- Contractor shall report all cases of injury (including first aid), near miss incident and unsafe acts/condition to the contract owner/in-charge and Port HSE officer immediately after the incident.
- Contractor shall assist Port in investigate all the incidents.
- All incidents of fire shall be immediately informed to Port Fire station.
- Emergency phone numbers of Port Fire station, Security and Contract owner/in-charge should be shared with all the workers.
- It is Contractors responsibility to report the Incident to appropriate authorities as per applicable laws and regulations.

### Assessment of HSE Performance

- Contractor shall be assessed for HSE performance twice in a year by the Operations Department and HSE Department.
- For the measurement of HSE performance following key performance indicators should be considered
  - Proactive
    - Reporting of Unsafe acts/conditions.
    - Reporting of Near misses
    - Nos of Training
  - Reactive
    - Incident Statistics
    - Nos of Non-Compliance reports

### Safety Committee Meetings

- The contractor should attend monthly Port Safety committee meetings and encourage his workers for participation.

## Daily Tool Box Meetings

- A Toolbox meeting is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices.
- Contractor should ensure that his workers are participating in daily tool box meetings.

## Selection of Workers

- Workers should only be engaged following an appropriate selection process, in accordance with national legislation.
- No person under 18 years of age should be employed in port work.
- The criteria for selection should include the following, which are essential for safe port work, especially for lashers:
  - a. a worker needs to be physically capable to perform the job assigned;
  - b. good eyesight;
  - c. good hearing;
  - d. normal reflexes;
  - e. the ability to comprehend and communicate in the working language of the port;
  - f. the ability to comprehend terminal signage; and
  - g. the ability to follow safety instructions.

Whereas Point a, b and c are covered under Pre-employment health check-up, contractor needs to ensure that he is verifying the other capabilities by assessing the worker.

- Further training is necessary after selection if the worker is not already appropriately trained and fully competent for the type of work to which he or she is to be assigned.
- Worker should be able to work in teams. It should be recognized that:
  - their acts and behaviour will have a direct influence on those of other port workers;
  - the safety and output of other workers will depend on their own vigilance, work and knowledge;
  - the safety of others may be dependent on their own safety.

- Matrix for minimum experience and qualification

<b>Job</b>	<b>Education</b>	<b>Experience</b>
Yard Supervisor	10 <sup>th</sup> Pass	None

## Health and Medical Check-up of Manpower

- Contractor shall ensure that all contract employees undergo pre-employment fitness examination & produce Medical Fitness Certificate as per applicable laws and regulations.
- Contract employees completing Twelve months should undergo periodic medical examination.

## Facilities arrangements

- Contractor shall ensure:
  - Clearance from the local Police department and other departments to secure the Port entry pass.
  - Safe transport facility for the contract employees to ensure they are not walking into the operational area.

## Safe work procedures for Yard Supervisors

- Follow Operations department Standard Operating Procedure.
- Wear PPE, such as a hard hat, reflective vest, steel toe shoes and gloves.
- Do not walk under suspended load i.e. gantry, hanging container etc.
- Do not touch any electrical equipment or power chord until it is instructed that it is safe to work on.
- Immediately communicate and correct any unsafe behaviour by any internal or external person.
- Timely response to the calls from planner/port supervisor
- Yard Supervisor to ensure that no RTG is getting travelled without assistance of yard supervisor, and ensure no unwanted delay happened in travelling to the RTG for yard change
- Yard Supervisor to ensure that no vehicle is parked in the path of RTG travel area
- Yard Supervisor to avoid pedestrian in the yard. However, he can get down from car keeping away himself from moving vehicles
- Yard Supervisor to ensure that clear communication has been made with RTG Operator before proceeding for yard change
- Yard Supervisor to ensure that DIU has got disconnected from bus bar before leaving the existing yard and inform/communicate same to the operator before leaving the area
- After yard change, Yard Supervisor to ensure that RTG DIU has properly connected with Bus bar and communicated same to the RTG operator
- Timely response and assistance for searching of container and relevant information asked by planner/port supervisor to be ensured by yard supervisor
- Yard supervisor will be responsible for all other operational activities carried out in the CY