

Safety Guidelines for Hired Vehicle Contractors

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Safety Guidelines for Hired Vehicle Contractor

Objective

Objective of this document is to mandate Safety requirements that shall be followed by Hired Vehicle 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

Contractor and Department under which contractor is working shall be jointly responsible for the safety and security of their 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 RTO and other applicable 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.

Maintaining Records

- Contractor shall maintain records of:
 - All the licenses and permissions from statutory bodies;
 - Inspections by authorities
 - Drivers database
 - Drivers health records
 - Drivers working hours
 - Drivers Training records
 - Incident, near miss, observation and facility inspection.
 - Inspection and maintenance records for Vehicles

Reporting of Incidents

- Contractor shall report all cases of injuries (including first aid), near miss incidents and unsafe acts/conditions to the contract owner/in-charge and Port HSSE 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 drivers.
- It is Contractors responsibility to report the Incident to appropriate authorities if required as per applicable laws and regulations.

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 drivers are participating in daily tool box meetings.

Recommended Safety Standard/Procedures for Vehicles

Vehicle Selection and acceptance

- Contractor should thoroughly study the scope of work and assess the compatibility of vehicle before deploying at work.
- Contractor should take acceptance from the concern department before deploying any new/replacement vehicle for the suitability of same for the service.
- Irrespective of any acceptance or consent, fitness of the vehicle from the RTO is mandatory as prescribed under Central/Gujarat Motor Vehicle Rules or other statutes.

Vehicle Rejection

- Irrespective of vehicle performance, fitness of the vehicle from the statutory authority is mandatory as prescribed under Central/Gujarat Motor Vehicle Rules or other statutes. If vehicle fitness is not certified/declared by the authorities, it will be rejected immediately.
- All vehicles shall be subject to inspection by GPPL (Administration & HSSE) at least once every month or immediately after any incident or observation. The contractor shall make the vehicles available for inspection in his / her premises. If any abnormality (cracks, deformation etc.) observed on the structures during the inspection, the vehicle shall be removed and considered as breakdown.

Vehicle Safety Requirements

- Contractor should not carry out any modification in the vehicle which can disrupt the safe functioning of vehicle. Any improvement in the safety or operational feature should be carried out after proper study and assessment. A record of such study should be kept available.
- Contractor should take the details safety fittings required in different types of vehicles from the concerned department before deployment and all such fitment should not alter any safety requirement of the vehicle as mandated by OEM.
- Contractor should install the additional safety fittings as requirement arise from time to time based on the incident investigations and as communicated by operations/HSSE department of port.
- Contractor should provide and maintain safety fittings for vehicle/equipment at all times.

Vehicle Inspection and Maintenance Requirements

- Contractor should maintain the vehicle as per the OEM (Original Equipment Manufacturer) guidelines only.
- All the vehicles should have documented inspection procedures.
- Contractor should ensure adequate training to vehicle/equipment operators/technicians to carry out inspections and maintenance.
- Inspection and maintenance record should be retained for minimum 12 months.
- In case of any on-road breakdown, contractor shall carryout the repairs under Port Work Permit system.

- It is contractor's responsibility that Sub-contractor hired by him is approved by port administration department and this safety guideline will also be applicable to all such approved sub-contractors.

Recommended Safety Standard/Procedures for Vehicle drivers

Selection/recruitment/hiring of Drivers

- The contractor should have a policy in place for driver selection. This policy will include theoretical and practical evaluations (including medical exams) that drivers must pass according to their route, products and type of vehicle, as well as other elements that prove a positive attitude towards all aspects of HSSE. The policy will clearly define the required profile for a driver regarding age, experience, physical condition, background, knowledge of rules and regulations, **required legal documents**: license, medical certificate, etc.
- The criteria for selection should include the following, which are essential for safe operations:
 - a. Physical fitness;
 - 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 also mandatory to ensure driver is well verse with the Port safety and operational procedures.
- Contractor should ensure to give sufficient time to driver to complete the training requirement before his/her deployment on the job.
- Vehicle allotted to driver prior to training and assessment by administration department will be a non-compliance and contractor will be held accountable for such actions.
- Matrix for minimum experience and qualification

Job	Education	Experience
Heavy Vehicle Driver	As per CMVR requirement	Min One year

Health and Medical Check-up of Manpower

- Contractor shall ensure that all his employees/sub contracted 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 and record to be available at site for verification by port operations/HR/HSSE department.

Safety Training

- Contractor shall ensure that
 - All employees clear HR compliance check and undergo Port Safety Training before entering port area.

- All employees are carrying valid Port Safety Pass at all times. Photocopy of pass will not be acceptable document and will be counted as non-compliance an entry will be prohibited.
- The content of the training program to include the following as minimum
 - 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.
 - First aid
 - Use of Fire extinguishers;
 - HSSE policies, emergency procedures etc.
- The contractor should also facilitate on-going training through courses on defensive driving, laws and regulations, etc.

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.
- 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.

Driver Safety Guidelines

- Following the Port Safety rules is non-negotiable and every contracted employee should respect and follow.
- Contractor should ensure that all the employees are familiar with the Port Traffic Plan and strictly follow it.
- DO NOT override or bypass any Safety system of Equipment
- Following are some non-compliances and consequence shall be applied but not limited to, any other non-compliance observed wherein the driver puts his own or other person's life at risk or the equipment at risk will also invite consequence and disciplinary action
 - Use of Mobile phones whilst driving or operating the equipment;
 - Overspeed and rash driving;
 - Not wearing the Seat belt;
 - Going beneath the vehicle/equipment (without required controls)
 - Getting down from the vehicle in non-pedestrian area;
 - Use of Drugs and alcohols;
 - Unauthorised use of any vehicle or equipment
 - Driving without valid driving license
- DO NOT climb on the top of vehicle unless you are having adequate fall protection measure in place.
- Park your vehicle in only designated parking area.
- DO NOT provide lift to people, internal transport vehicles are meant for carrying the cargo only.
- DO NOT overtake vehicles on turnings, road junctions, yard, wharf, railway crossing and single lane road.

Working Hours for Drivers

- Contractor shall follow national/state regulations on working hours for the manpower.
- Contractor shall establish system in place to monitor the working/duty hours of the Drivers. Records for working hours should be kept readily accessible and retain for minimum Three years.
- Contractor should keep vigil on drivers with feasible methods to ensure that they are taking adequate rest and not working elsewhere during their rest periods.
- Contractor should frequently arrange program on Fatigue awareness among the drivers and encourage them to report unsafe conditions.

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/road.

Housekeeping

- It will be contractor's responsibility to keep vehicle neat and clean.
- Contractor should ensure that the employees are following the Port rules for housekeeping.
- Waste disposal/recycle to be as per pollution control board guideline/act/rule and records of such disposal/recycle to be available at site.

General Requirements

Vehicle Requirements

- The use of motorcycle is not permitted for work related journey outside port area and CB Zone area.
- Company vehicles that are used on the public road must be fitted with an emergency breakdown kit, which includes:
 - High visibility vests for each passenger, reflective emergency triangle, first aid kit, emergency contact number, window hammer/seat belt cutter. For certain journeys, drinking water, blankets etc may be required
- Passenger vehicles that are used on the public road must be fitted with front airbags (driver and passenger side) and head restraint for all seats
- All company vehicles shall be fitted with an in-vehicle monitoring system.

The Road Safety Coordinator shall:

- Verify the effective implementation of the requirements at regular intervals.
- Ensure a Journey Management Plan is in place for journeys in high risk road safety areas
- Implement and maintain a defensive driving training program, which includes and explanation of the requirements in this Standard.
- Ensure that drivers have 11 hours rest every 24 hours, unless unforeseen circumstances prevent this (such as traffic accidents, severe weather, etc.).
- Use the IVMS data to reward drivers for safe driving.

The Driver shall:

- Have a current driving license that is valid for the location, type of vehicle and the cargo type.
- Use a three-point seatbelt¹ when the vehicle is in motion. Make sure the passenger do too.
- Adhere to the speed limit.
- Not be under the influence of alcohol, drugs, medication or other substances that may impair the driver's ability to safely operate the vehicle.
- Adjust the vehicle speed to prevailing road condition, road surface and presence of other road users.
- Drive a maximum of 10 hours per day with a maximum of 60 hours per week, unless regulatory requirements mandate otherwise.
- Drive up to 4 hours without taking a break. After driving for a continuous period of 4 hours a driver must take an uninterrupted break of at least 30 minutes. No other work can be performed during the break period.
- Only use hands-free devices or pull over to communicate by mobile phone or online.
 - The use of hand-held devices is not permitted² when operating a vehicle, except two-way radios.
 - Texting, gaming and other activities using a hand-held device or tablet are prohibited when operating a vehicle.
- Complete a defensive driver training program within three months of assignment.
- Undergo regular health checks to ensure physical and mental fitness.
- Complete the pre-use checklist before operating the vehicle and report any vehicle defects immediately.
- Not allow any unauthorized passengers in the vehicle.

The Passenger shall:

- Use seatbelt when the vehicle is in motion, also when using taxis. Wait for a suitable taxi if seatbelts are not available in the taxi that was offered.
- Not distract the driver.
- Intervene if the vehicle driver displays unsafe driving behaviour.
- Provide verbal feedback to the driver after completion of each journey.