

# Safety Guidelines for Transport Contractors

BLANK PAGE

## Table of Contents

Objective .....	<u>33</u>
Disclaimer.....	<u>33</u>
Responsibilities .....	<u>33</u>
Applicability of Licenses/Permit.....	<u>33</u>
Contractors Activities.....	<u>33</u>
Maintaining Records .....	<u>33</u>
Reporting of Incidents.....	<u>33</u>
Assessment of HSSE Performance .....	<u>44</u>
Safety Committee Meetings .....	<u>44</u>
Daily Tool Box Meetings.....	<u>44</u>
Recommended Safety Standard/Procedures for Equipment .....	<u>44</u>
Equipment Selection and acceptance.....	<u>44</u>
Equipment Rejection.....	<u>44</u>
Equipment Safety Requirements .....	<u>55</u>
Equipment Inspection and Maintenance Requirements .....	<u>55</u>
Recommended Safety Standard/Procedures for Equipment Operators .....	<u>55</u>
Selection/recruitment/hiring of Drivers and Equipment Operators .....	<u>55</u>
Health and Medical Check-up of Manpower .....	<u>66</u>
Safety Training .....	<u>66</u>
Personal Protective Equipment .....	<u>77</u>
Driver Safety Guidelines.....	<u>77</u>
Equipment Operator Safety Guidelines .....	<u>77</u>
Working Hours for Drivers and Equipment Operators .....	<u>88</u>
Facilities arrangements.....	<u>88</u>
Handling of Dangerous/Hazardous Goods.....	<u>88</u>
Housekeeping .....	<u>88</u>

# Safety Guidelines for Transport contractors

## Objective

Objective of this document is to mandate Safety requirements that shall be followed by Transporter 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 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
  - Employee database
  - Employee health records
  - Employee working hours
  - Employee Training records
  - Incident, near miss, observation and facility inspection.
  - Inspection and maintenance records for Vehicles and Equipment

## 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 workers.
- It is Contractors responsibility to report the Incident to appropriate authorities if required as per applicable laws and regulations.

## Assessment of HSSE Performance

- Contractor shall be assessed for HSSE performance twice in a year by the Operations Department and HSSE Department.
- For the measurement of HSSE 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, repetition of non-compliance.
    - Audit/facility inspection action closure.
    - Observation/finding by statutory/regulatory bodies.

## Safety Committee Meetings

- The contractor should attend monthly Port Safety committee meetings and encourage his workers for participation.
- Contractor to also have internal safety meeting and forward minutes of such meeting to operations department within 7 days of such meeting which should be held monthly.

## 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.
- Toolbox meeting record to be maintained by contractor at site for verification by port personnel.

## Recommended Safety Standard/Procedures for Equipment

### Equipment Selection and acceptance

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

### Equipment 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 (Operations, Engineering & 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 main load bearing structures during the inspection, the vehicle shall be removed from operations and considered as breakdown. The vendor shall arrange for inspections/ tests for the vehicle by the competent approved agency and provide

certificate of fitness to use, on failing to pass the inspection by external competent agency, the vehicle shall be replaced as mentioned in the above paragraph.

- Trolleys and cargo holding body which are >5 years shall be subject to NDT (Non-destructive Testing) once in a year by competent approved agency /company for carrying out such test. Contractor shall submit report to GPPL (Operations, Engineering and HSSE). On failing to pass the NDT, the trolley shall be removed from operations.

### Equipment Safety Requirements

- Contractor should not carry out any modification in the equipment which can disrupt the safe functioning of vehicle or equipment. 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 and equipment from the concerned department before deployment and all such fitment should not alter any safety requirement of the vehicle/equipment 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.

### Equipment Inspection and Maintenance Requirements

- Contractor should maintain the vehicle/equipment as per the OEM (Original Equipment Manufacturer) guidelines only.
- Contractor shall take additional measures considering the corrosive working environment to keep the vehicle fit for purpose.
- Contractor should use only OEM recommended Genuine spares in the vehicle.
- All the vehicles and equipment 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 operations department and this safety guideline will also be applicable to all such approved sub-contractors.

## Recommended Safety Standard/Procedures for Equipment Operators

### Selection/recruitment/hiring of Drivers and Equipment Operators

- 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 contractor should have an induction-training program in place that drivers should receive before inducting them to work inside GPPL.
- 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/operator is well verse with the Port safety and operational procedures.
- Contractor should ensure to give sufficient time to driver/operator to complete the training requirement before his/her deployment on the job.
- Vehicle allotted to driver prior to training and assessment by operation department will be a non-compliance and contractor will be held accountable for such actions.

- Matrix for minimum experience and qualification

<b>Job</b>	<b>Education</b>	<b>Experience</b>
Heavy Vehicle Driver	As per CMVR requirement	Min One year
Equipment Operator	As per CMVR requirement	Min Two Years

### 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.
- Before start of any job, Contractor shall ensure to train all employees in conjunction with operations department trainings like ReQuip or any other training module in force at that time.
- 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.
  - Special precaution specific for a particular site based on its hazard perception.
  - First aid
  - Use of Fire extinguishers;
  - Use of Lifebuoy ring.
  - HSSE policies, emergency procedures etc.

- The contractor should also facilitate on-going training through courses on defensive driving, Hazardous goods transportation, 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.
- People working should always wear the high visibility clothing, hard helmet, safety shoes and protective gloves.
- 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.

### Equipment Operator Safety Guidelines

- Following the Port Safety rules is non-negotiable and every contractors/sub-contractor's 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;
- Ensure you understand all the controls, warning signs, load charts and safety features of Equipment before operation.



- Ensure pre-operations checks are carried out before the operation;
- 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.
- 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
  - Overriding the Safety system/control without authorisation.

### Working Hours for Drivers and Equipment Operators

- 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 and Equipment operators. Records for working hours should be kept readily accessible and retain for minimum Three years.
- Contractor should keep vigil on drivers and equipment operators 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 operators 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.

### Handling of Dangerous/Hazardous Goods

- Contractor should ensure that:
  - Drivers and equipment operators handling chemicals and dangerous goods are trained and aware about the hazards associated with it.
  - Drivers, equipment operators and other employees should attend the training on Dangerous goods as prescribed by Port and if required under any law or rules.

### Housekeeping

- It will be contractor's responsibility to keep his working and staff rest area 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.