



Important Telephone Numbers

Technical Services General
01407 606619 / 606729

Technical Services Supervisor
01407 606611 or 07885 633286

Port Control
01407 606700 (Emergency Only Call 01407 606767)

Duty Manager
01407 606790 or 07880 782126

Security Gate
01407 606723

Security Center
01407 606860

HOLYHEAD PORT CONTRACTOR SAFETY & GUIDANCE INFORMATION

Please read these notes carefully, they contain information you require.

You may retain possession of this card on completion of your visit.



SITE ACCESS - CONTROL MAP ROADWAYS & BUILDINGS

GENERAL LOSS CONTROL RULES

Every individual who comes onto site (this includes Stena house, Breakwater Shed, Breakwater, Long Stay Car park & ALL other Port Areas) is expected to conduct themselves responsibly, respecting established rules, statutory requirements and procedures to maintain quality and to protect themselves, others persons and their fellow workers and the plant from injury and damage.

Further Health, Safety and Environmental information can be obtained via Notice Board located at strategic office locations throughout the Port or from the appropriate Port contact

1. All visitors and contractors are required to pre book their visit via a Stena Line authorised contact and register their attendance at the Port Security Booth. Please note that Statutory Legislations requires **all visitors** to visibly display their temporary pass at all times when working within the port and a Stena Line authorised car pass must always be displayed clearly in the windscreen of all vehicles.

2. Attending the Port while under the influence of alcohol, non-prescribed drugs, and other inappropriate substances is forbidden.

3. In the event of an Emergency, notification must be given directly to Port Control via the internal telephone to emergency extension number 222 (via internal phone) or 01407 606767 (via any other phone). Where a telephone link is not available or it is more expedient to do so, details may be passed via any other means possible.

Please give a clear account of the incident, your location and if applicable the number of the telephone from which you are speaking.

4. Be aware of the emergency/evacuation procedures of any building you are in. Pay particular attention to:

- Emergency Signals/Warning Sirens
- Location of Telephones and Fire Alarms
- Location of Fire Points (only if safe to do so)
- Actions necessary to make the building safe before leaving
- The nearest point of exit and alternative exit route should this be unusable
- The official assembly point
- Remember to ensure that Fire Doors are kept closed at all times

5. Do not horseplay and avoid distracting others. Carry out all duties in accordance with official instructions and procedures. Do not take chances.

If in doubt - ask.

7. Wear approved personal protective equipment as required. Maintain it in good condition and replace when defective. Remember that a port has many unfenced quay walls and as such wearing a lifeboat when working near water is compulsory.

8. Use the correct tools and equipment for the job in the appropriate manner.

9. Operate adjust or repair equipment only when you are trained, capable or qualified to do so. Helping out "as a favour" on a job can have serious consequences. Guidance will be given via Safety Data Sheets and from other safety documentation obtained from the Technical Services Department as and when required, e.g. permit to work, access to confined spaces, energy isolation, permits for hot work etc.

10. Put everything you are responsible for in order or in its appropriate place after use. Disorder causes loss and can waste time, energy and material.

11. Report all incidents that either causes a loss (personal injury, damage to equipment, property or buildings, environmental upset) immediately to your Supervisor or Port contact. Also report immediately to your Supervisor or Port contact any condition or practice you believe could cause a loss and/or injury.

12. All personal injuries shall be reported to your Port contact. Treatment will be administered by a First Aider where applicable.

13. When visiting areas other than your own use the approved entrances and safe walkways. Do not use freight/car marshalling yards as short cuts.

14. Be aware of site specific hazards including:

- Unfenced quays & linkspans
- Tugmaster vehicle movements
- Port crane movements
- Foot passenger movements, especially during Swift operations.
- Port garage facility operations
- Workshop operations
- Freight yards & car marshalling areas

15. Conform to the Company No Smoking Policy inside Terminal buildings and offices.

16. Site vehicle speed limit is 10 MPH, 15MPH & 20 MPH as shown on Port signage. Observe these limits and other traffic signs. Normal highway rules apply in the Port area. Contactor vehicles that are authorised to enter the Port must always use the normal marked access / egress roads and must only park in designated parking areas. Vehicles that are authorised, due to the nature of their work, to deviate from the normal access / egress routes must either a) operate a yellow flashing beacon light or b) have their yellow hazard warning lights on at all times.

17. Site vehicles, Tugmasters, Forklift Trucks, Cranes etc. should be given right of way, ensure precautions are taken to avoid collision.

SPECIFIC INFORMATION

Personnel Access to the Port by foot

All contractors must report to the Port Security Booth at Terminal 1 for the collection of security passes. The security pass will be issued and must be worn at all times whilst in the Port, this should be returned at the end of your contract period.

Vehicle Access to Site

Contractors requiring vehicle access to site, for transportation of tools and equipment only, will be issued with a vehicle pass at the Security Booth, which shall be displayed in the vehicle at all times. Entrance for vehicles is via the Security Booth in the service lane at the port entrance, Terminal 1. Exit is via the Security Booth at the exit gate. ALL passes to be handed in at the Security Booth/Exit gate on the way out for the last time.

Vehicle movement around Port

Contactor vehicles that are authorised to enter the Port must always use the normal marked access / egress roads and must only park in designated parking areas. Vehicles that are authorised, due to the nature of their work, to deviate from the normal access / egress routes must either a) operate a yellow flashing beacon light or b) have their yellow hazard warning lights on at all times.

Authorisation to Start Work

Following the induction/refresher training, Technical Services will issue a work permit BEFORE ANY WORK IS CARRIED OUT in the Port.

Permits/Isolations

Technical Services will arrange for work permits, hot permits and other permits as required for work involving electrical/mechanical isolations, excavations, confined spaces and high voltage etc. No work will commence until such permits are issued and understood. On completion of work, permits are to be returned to the Technical Services Department or left at the Port Security Exit booth.

Asbestos Management

Site Asbestos Management Survey is to be checked prior to carrying out building maintenance/repair/demolition works. Information is to be recorded on specific Permit to Work.

Personal Protective Equipment (PPE)

All contractors must comply with the PPE requirements of the Port. These standards will be communicated at their site induction.

Harnesses and Fall Restraints

All work without exception, that involves working at height where no handrails are in place or on a roof shall be subject to the wearing of fall restraints i.e. safety harness with appropriate anchorage.

Scaffolding

All scaffolding must be inspected and passed prior to use by a qualified inspector and not reused after alteration/modification unless re-inspected. The site register must be kept up to date as required by statute. Limitations of Access/Confinement whilst on Site Contractor employees are expected to keep out of Port areas not associated directly with their work.

Medical Provisions

There are recognised First Aiders within the Port staff. Initial requests for assistance are to be made via Port Control **Telephone No 222 (internal phone) or 01407 606767 (external phone line)**, or via the nearest Port Manager/Supervisor.

Environment

The contractor should be aware that Stena Line Ports has legal and moral obligations to the environment. It is required that the contractor report to their Responsible Contact/Port Control any incidents/observations that give rise for concern as regards emission to air, water or sewage/effluent - these may include dust, smoke, gases, chemicals etc.

Disposal of Waste Material

The contractor will be responsible for the safe removal and disposal of all waste. Scrap steel and other reclaimable waste material will remain as the property of Stena Line Ports unless otherwise agreed in the contract.

Staff Facilities/Rest Rooms

Use of staff facilities/rest rooms is not permitted unless agreed with the manager/supervisor responsible for that area.

Alcohol

The consumption in the Port of any alcoholic beverage is expressly prohibited; any person who does so will be excluded from the Port, as will any person noticeably under influences of alcohol.

Toilets

Staff toilet facilities may be used but passenger facilities are strictly off limits unless agreed beforehand.

Showers and changing facilities

The Contractor may use facilities in the Port buildings; permission must first be obtained from the manager/supervisor responsible for that area (e.g. Duty Manager for showers in freight drivers facility). The provision of mobile facilities may be included in some contracts involving long periods of site activities.

Change to Personnel in the Port

The contractor will be responsible for informing the responsible Port Contact of any changes involving persons not having previously signed receipt of a General Induction.

Security of Equipment

All contractors are responsible for the security of all their materials, tools and equipment.

Lone Working

All contractors are responsible for ensuring that Stena Line Ports Lone Working procedures are followed. If in doubt contact the responsible Port Contact or Technical Services Department for advice. Any contractor called out to work outside of normal working hours is required to contact the Port Duty Manager on arrival and departure from site.

CDM Regulations

If CDM Regulations apply, Contractor is aware and will perform his legal duties. The appropriate Permit to Work will be completed by Technical Services staff.