

1. INTRODUCTION FOR CONTRACTORS and CONTRACTOR'S EMPLOYEES

This document is issued for your guidance. It is intended to bring to your attention some of the Hazards that you may encounter on the Port estate, and the relevant Safety Precautions required to minimise the risk from those hazards. This guide forms part of The Bristol Port Company Safety Induction for Contractors.

ONLY CONTRACTORS THAT HAVE GONE THROUGH THE NECESSARY APPROVAL PROCESS ARE PERMITTED TO WORK ON THE PORT ESTATE

2. EMERGENCY PROCEDURES

IN THE EVENT OF AN EMERGENCY, CONTACT THE EMERGENCY SERVICES IN THE FIRST INSTANCE: TELEPHONE 999. THEN INFORM PORT OF BRISTOL POLICE ON 0117 982 0000 OR 4444 ON THE INTERNAL TELEPHONE SYSTEM.

In the event of a major incident in the Port or general area the Severnside Siren may sound. The alert siren is a rise and falling tone then an intermittent note. This will sound for approximately 5 minutes. If you hear this siren-----go indoors and wait for further instructions. The All clear is a rising then constant tone sounding for 3 minutes.

Please note that the sirens are tested at 15:00 on the 3rd day of each month.

3. GENERAL

- Do not enter operational areas unless you have been authorised to do so.
- Take extreme care in areas where vehicles and large items of mobile plant are operating.
- Obey all speed limits and traffic signs and restrictions.
- Vehicles must not be taken on a quay or other operational area without permission.
- Park vehicles in approved car parks. **DO NOT OBSTRUCT MAIN ROADS.**
- There are no guardrails at the quay edge. Care is needed when walking or driving, especially at night.
- Use the pedestrian walkways where they are so designated.
- High visibility clothing, protective footwear, head and eye protection all operational areas.
- Security Passes may be required for work in some restricted areas. Check with your contact on the requirements.
- Obey all Bye-Laws. They are enforced rigorously. Maximum penalty £1000.
- Plant must only be operated by qualified competent persons and must be left secure when unattended
- Photography or Videoing is not permitted unless permission has been obtained.
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4. PRECAUTIONS WHEN WORKING NEAR WATER

If you are working within 1 meter of the water's edge, you must wear a life jacket unless the edge is suitably guarded. If you fall in the water look for the ladders and steps which are located at various places in the dock walls. There are also ropes or chains suspended near the water surface at most locations. Particular care is required near tidal waters because of the extreme range of the tide and the speed of the currents. DO NOT work with tools or equipment clipped to waist belts or holsters when working at the waterside.

DO NOT jump in the water after someone who has fallen in. Throw the person a lifebelt while holding the end of the attached rope and pull him to a ladder or steps. Lifebelts are located around the berths.

5. FIRE HAZARDS

There are many combustible products in the Port. Some are extremely and some may cause explosions. Therefore, strict controls are in place to minimise the risk of unintentional fires.

- Smoking is not permitted except in approved areas where the appropriate notices are displayed.
- All hot work unless in approved workshops must be under Permit to Work control (See Section 6).
- Work areas must be safe before leaving site.
- Burning of Rubbish is forbidden.
- Vehicles carrying dangerous goods must not be left unattended or parked on the Port.

Fire Extinguishers are provided throughout the Port. If you use an extinguisher—Return it to Central Stores for refilling.

6. HOT WORK

Any Contractor carrying out hot work on the Port premises must satisfy the Hot Work Insurance indemnity requirement. Hot work must only be done under a Permit to Work.

7. REMOTELY OPERATED MACHINERY

Machinery such as cranes, ship loaders, lockgates, paddles, pumps etc, which may be remotely operated, may start without warning. Ensure you do not put yourself at risk when near this machinery. Do not park vehicles on any rails. If working on or near the equipment you may require a Permit to Work. Check with your contact.

8. OIL PRODUCTS AND HAZARDOUS CHEMICALS

No work is allowed in the Oil Basin or Bristol Aviation Fuel Terminal and near any associated pipelines leading to storage or distribution facilities unless the Marine Engineering Manager (or his Deputy) has issued a PERMIT TO WORK.

9. ELECTRICAL WORK

Before commencing work on Electrically driven plant, e.g. conveyors, elevators, compressors, pumps etc., application MUST be made to the Engineering Department for authorisation which may include PERMITS TO WORK.

10. DIVING

Diving in the docks is only allowed with the permission of the Havenmaster under a Permit to Work which can be obtained from the Signal Station.

11. ENTRY INTO CONFINED SPACES

Access into Confined Spaces is only allowed under a Permit to Work. All personnel involved in the work must carry proof of competence to work in confined spaces.

The Dock's Ambulance must be informed at the start and end of any period of Confined Spaces works.

As owner, the Bristol Port Company has a duty to ensure that information about the hazards and risks peculiar to the Port is made available to you and your personnel. This information document is intended as a general guide about safety precautions particular to our Port and is not intended to be a comprehensive statement of safety precautions to be taken by you, your sub-contractors and employees. It is not part of and does not supersede any of the instructions contained within the special conditions of contract which form part of any contract documents.

The Bristol Port Company Manager or Supervisor dealing with your contract will point out and discuss with you those sections of the guide and those special contract conditions, which are relevant to the work to be done.

Further copies of this document will be supplied on request.

If you have any queries please contact the Safety Department on 0117 982 0000
Or Email safetyandtraining@bristolport.co.uk