

2017

CARGO OPERATING PROCEDURES FOR RUPERT'S



David Caswell
St Helena Government
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St Helena
Government

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PROCEDURE FOR LOADING/UNLOADING CARGO AT RUPERT'S JETTY AND ACCESS TO THE JETTY.

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Contents

1. Introduction.....	2
2. Communications	3
3. Definitions.....	3
4. Responsibilities	3
5. Health and Safety Requirements	5
6. Access/Egress to the jetty during cargo operations	5
7. Public access control measures	6
8. Hazards, Incident/Accident and Near Miss Reporting.....	6
9. Personal Protective Equipment (PPE)	6
10. Use of Mobile Phones	7
11. Ship clearance procedures.....	7
12. Cargo loading/unloading for Jamestown.....	7
13. Cargo loading/unloading for Rupert's Port.....	8
14. Ship movements/operations within the port.	8
15. Severe weather.	8
Annex A. Fence Line, Gate and Security Barrier	9
Annex B. Public access control measure signage.....	10
Annex C. Severe weather procedure	11
Annex D. Compliance checks	12

1. Introduction

1.1 Purpose

This procedure is a guide to ensure the safe loading/unloading of ships moored alongside the jetty and for the safe transit of the stevedores and jetty personnel from the security gate to the jetty and back.

1.2 Scope

This procedure applies to Rupert's jetty employees, plant operators and all other persons involved in the loading/unloading of ships moored alongside the jetty. The following types of cargo could be encountered;

- 40ft and 20ft containers;
- Break bulk;
- Vehicles; and
- Hazardous.

1.3 General

The Port of Rupert's is a natural harbour and is therefore subjected to adverse weather conditions. Extreme caution must be exercised during heavy swell conditions.

Throughout this procedure the Harbourmaster will be the main point of contact, in his absence, the Deputy Harbourmaster or any other deputy so appointed by the Authorities has the authority to act on his behalf.

In drawing up this procedure the following organisations have been consulted with:

- SHG/Air Access; and
- Solomon's.

1.4 This Procedure will be reviewed as follows:

- Annually;
- Following an incident; or
- If operations dictate.



2. Communications

2.1 Contacts:

- Port Control/Harbourmaster on VHF channel 14 or Tel: 22287;
- Port Security on VHF channel 14;
- St Helena Radio on VHF channel 16 or Tel: 22222;
- Solomon's stevedores on VHF channel 10 or Tel: 22030; and
- Customs on VHF channel 09 or Tel: 22287.

3. Definitions.

- **Crane Operator:** A person who holds a current high risk work licence/certificate of competency to operate the cranes, which is classed as a high risk occupation;
- **Signaller:** A person who signals the crane operator, who is trained and has a minimum of 1year's experience as a signaller;
- **Slinger:** A person who slings loads to be lifted from the ship to shore or pontoon who is trained and has a minimum of 1year's experience;
- **Forklift/Reach Stacker Operator:** A person who holds a current high risk work licence/certificate of competency to operate the forklift/reach stacker, which is classed as a high risk occupation;
- **Banksman/Spotter:** A person who provides assistance to any plant/vehicle operator who manoeuvres on the wharf/jetty;
- **Work/Exclusion Zone:** An area where operational tasks occur. Only authorised persons are to enter the exclusion zone;
- **Port Security Officer:** A person who is suitably trained and performs Port Security duties;
- **Coxswain:** A person who is appointed by the stevedore company to operate a launch or pontoon; and
- **Stevedore:** A person employed by the stevedoring company to carry out loading/unloading of ships.

4. Responsibilities

4.1 Harbourmaster

- To ensure this procedure is reviewed and updated;
- Responsible for authorising any amendments to this procedure; and
- Responsible for ensuring compliance checks are carried out periodically using the compliance check template (see annex D)

4.2 Supervisor

- To ensure all members of their team comply with this procedure;
- To ensure all high risk operators have the correct licence to operate that particular piece of machinery;
- To ensure all cargo operations are carried out in a safe manner;
- To ensure this procedure is explained to all stevedores and relevant third parties in the logistics chain; and
- To report any non-compliances to the Harbourmaster.

4.3 Employees

- To comply with this procedure;
- To always follow instructions from their supervisor regarding this procedure when it is safe to do so;
- Ensure all hazards, incidents/accidents and near misses are reported to their supervisor immediately; and
- Any employee who has been allocated a high risk role, must ensure they hold the correct licence to perform that role.

4.4 Pontoon coxswain

- To ensure the safety of themselves and their crew;
- To ensure all loads are positioned correctly on the pontoon and not to move until they are satisfied with the load distribution; and
- To report any hazards, incidents or near misses to their supervisor.

4.5 Lorry Drivers

- Not to enter the port until authorised by the duty Port Security Officer;
- To ensure all loads are positioned correctly on the lorry and not to move until they are satisfied with the load distribution;
- No reversing unless under the direction from the banksman/spotter;
- To pass any specific loading requirements onto the supervisor; and
- To report any hazards, incidents or near misses to their supervisor.

4.6 Port Security

- To comply with this procedure;
- To ensure the security barriers throughout the port are fully operational;
- To man the barriers at all times whilst the ship is alongside the jetty;
- Sign in/out all persons/vehicles entering/exiting the port area;



- To stop and search any person or vehicle entering/exiting the port area in accordance with section 31(1) of the Ports Ordinance, 2016; and
- To report any hazards, incidents or near misses to their supervisor.

5. Health and Safety Requirements

5.1 Under the Health and Safety at Work Act 1974, employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves. The main legal requirements are:

- The Docks Regulations 1998;
- The Dangerous Substances in Harbour Areas Regulations 1987; and
- The Loading and Unloading of Fishing Vessels Regulations 1988.

5.2 There are other regulations that apply to dock workers, some of which are listed below:

- Safety in Docks Approved Code of Practice;
- Work at Height Regulations 2005 (WAHR);
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER);
- Provision and Use of Work Equipment Regulations (PUWER);
- Personal Protective Equipment at Work Regulations 1992; and
- Control of Substances Hazardous to Health (COSHH).

6. Access/Egress to the jetty during cargo operations

6.1 Access/Egress to the Jetty will be as follows during cargo operations:

- Access via sea will be on the Solomon's launch; and/or
- Access on land, via the labour bus to transport workers, officials and visitors.

6.2 Process for accessing the jetty using work place transport:

- All persons will be signed in and signed out at the security barrier;
- This will be the only point of entry to the jetty;
- The security barrier will be on the road leading to the jetty which will be controlled by a Port Security Officer at all times (see annex A);
- Once signed in they will board the work place transport to be taken to the jetty; and
- On leaving the jetty, the work place transport will return personnel to the security barrier where they will be required to sign out by the Port Security Officer.

6.3 At no time will anyone be permitted to make their way to or from the jetty on foot. This will be controlled by the Port Security Officer on the security gate during cargo operations.

7. Public access control measures

- 7.1 Erect signage at the entrance to the jetty warning the public of its closure (see annex B):
- 7.2 Erect a fence and gate which will be locked at all times whilst no ship is alongside the jetty (see annex A).
- 7.3 Only authorised persons/companies will have access to the keys.
- 7.4 Install CCTV to monitor the jetty area.

8. Hazards, Incident/Accident and Near Miss Reporting.

- 8.1 Listed are some of the main hazards with regards cargo operations;
 - Plant movements;
 - Working at height;
 - Working near or on the sea;
 - Lifting operations;
 - Slips, trips and falls;
 - Manual handling; and
 - Exposure.
- 8.2 All accidents/incidents or near misses must be reported to the duty supervisor immediately who will also report them to the Harbourmaster. Depending on the severity of the injury/incident, emergency services will be called dialling 999. The duty supervisor will log it in the accident/incident book and conduct a brief investigation. Any lessons learnt or remedial action required must be implemented as soon as possible.
- 8.3 Rock fall. Any incident involving rock fall must be reported to the Harbourmaster immediately, who will notify the necessary emergency services as per the Major Incident Plan. If ship work is to be suspended, then all stevedores and ships personnel will be evacuated by sea using the Solomon's work boat. No one will return until permission has been given by the Harbourmaster following an inspection/report by the rock guards as per the Major Incident Plan.

9 Personal Protective Equipment (PPE)

- 9.1 The following PPE must be worn as a minimum:
 - Hard Hat;
 - Safety Boots;
 - Hi-Vis vest/jacket (orange for operators, slinger/signallers and banksman/spotter); and
 - Gloves.

If any additional PPE is identified in the Method Statement or Risk Assessment it will be advised at the time.

10 Use of Mobile Phones

10.1 Mobile phones are very hazardous within a working environment and are prohibited when performing the following duties:

- Operating cranes;
- Operating forklifts/reach stacker;
- Signalling or slinging loads;
- Banking or spotting vehicles; or
- Within the exclusion/work zone.

It is recognised that Supervisors have a wider need to use their phone for operational purposes but must also ensure it is safe to do so. The stevedore supervisor will allocate safe zones both on the ship and on the jetty for the use of mobile phones, unsafe use of mobile phones will not be tolerated. Photography is prohibited during cargo operations.

11. Ship clearance procedures

11.1 On completion of the docking process the following officials will board the vessel to grant clearance:

- Port Control;
- Customs;
- Immigration;
- Port Health;
- Bio Security; and
- Ship's Agents.

11.2 No other personnel will be permitted to board or come alongside the vessel until it has been officially cleared by the boarding party.

12. Cargo loading/unloading for Jamestown

12.1 Refer to Solomon's Method Statement and Risk Assessment for cargo operations.

12.2 The following conditions must be adhered to:

- All the correct PPE must be worn at all times;
- No cargo will be left on the jetty overnight;
- On board the ship, no operatives may climb onto containers; access will be via a ladder which will be set at 75 degrees or the 1 in 4 rule and footed at all times;
- All cargo will be offloaded from the ship directly onto the pontoons to be ferried to Jamestown;
- The pontoon coxswain must ensure all loads are suitably placed and secured before moving the pontoon; and
- Wind and swell conditions will be monitored throughout.

13. Cargo loading/unloading for Rupert's Port

13.1 Refer to Solomon's Method Statement and Risk Assessment for cargo operations.

13.2 The following conditions must be adhered to:

- All the correct PPE must be worn at all times;
- All break bulk cargoes for Rupert's will be loaded directly onto the wharf and forklifted onto transport and transported directly from the jetty to the Rupert's laydown area;
- Containers for Rupert's will be offloaded directly onto the jetty and the reach stacker will load onto transport;
- Climbing onto containers is strictly prohibited, access will be via forklift in a man cage;
- It is the lorry drivers responsibility to ensure all loads are suitably secured before leaving the jetty; and
- The driver must not stop between the jetty and the security barrier. In the event of an emergency or break down between these points the driver must make their vehicle safe and then proceed to the security barrier and make contact with their supervisor.

14. Ship movements/operations within the port.

14.1 The following conditions apply to ship movements/operations in Rupert's Port:

- Only one ship operation will be permitted within the port at a time;
- No other vessel will be permitted to discharge gas oil, gasoline or aviation fuels whilst there is a ship berthed alongside the jetty (tanker operations);
- The ship berthed alongside the jetty will be permitted to discharge gas oil, gasoline or aviation fuel if it is manifested as part of the cargo to be discharged;
- The port must remain free of obstructions whilst there is a ship berthed alongside the jetty;
- The only vessel movements permitted in the port during cargo operations will be Sea Rescue and local fishing boats landing daily catches onto the temporary jetty; and
- All other vessels must obtain permission from the Harbour Master before entering the port area.

15. Severe weather.

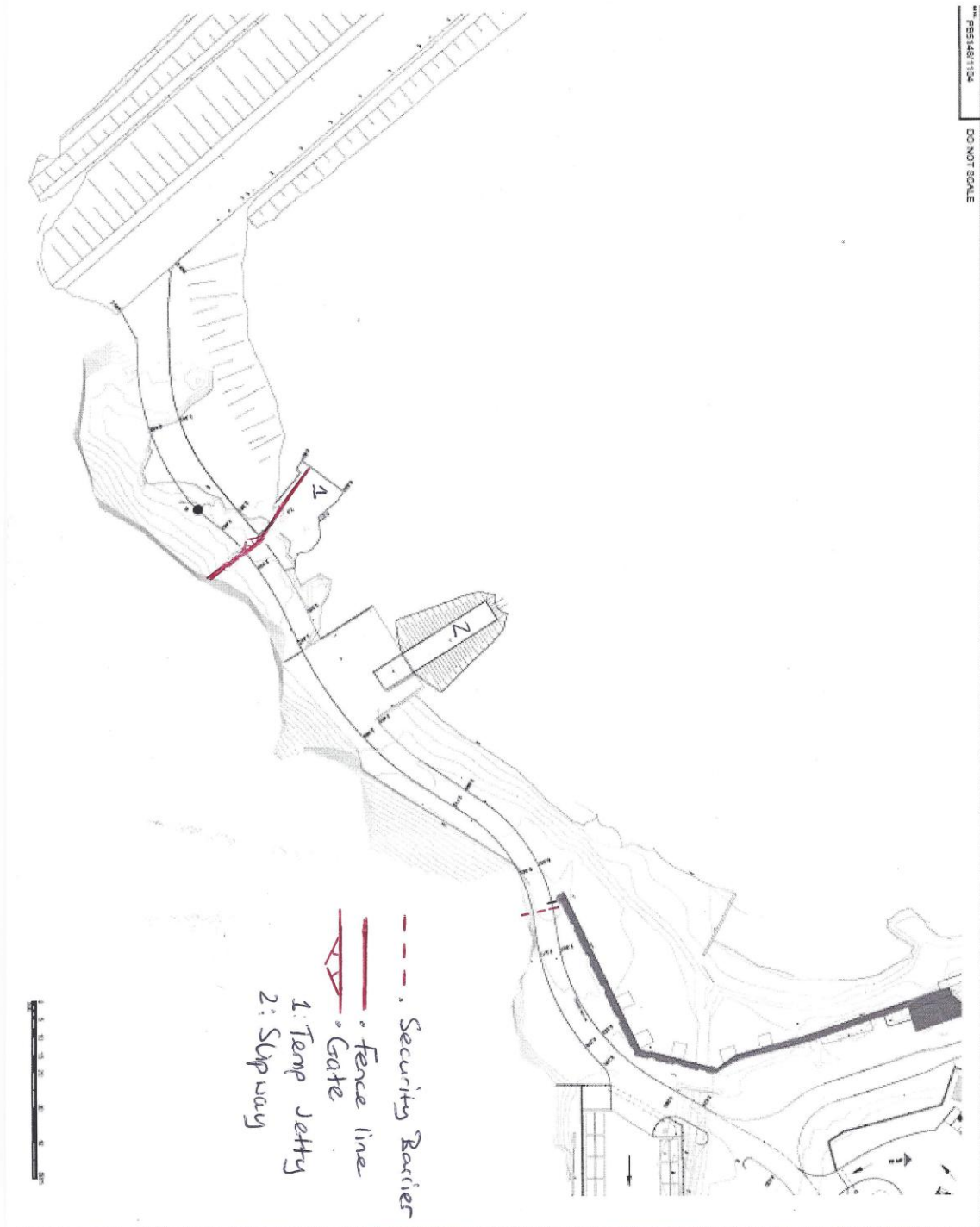
Should swell or wind conditions deteriorate, refer to the Rupert's Marine Operating Manual section 5, Severe Weather, (see annex C).

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Annex A. Fence Line, Gate and Security Barrier





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Annex B. Public access control measure signage



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NO ENTRY

**JETTY CLOSED TO THE
PUBLIC.**

**NO UNAUTHORISED
PERSONS BEYOND
THIS POINT.**

Annex C. Severe weather procedure

The master/skipper must closely monitor weather conditions at all times whilst the vessel is docked alongside the jetty and discharging cargo. Should the weather/swell forecast change the Harbour Master, ship's master and Solomon's stevedore supervisor will decide whether the ship will be moved out of Rupert's Bay to a safe anchorage until the severe weather has subsided. The stevedores will relocate any remaining cargo on the jetty to a safe place and all stevedores are required to vacate the jetty, lowering the safety barrier to signal the jetty is closed. If the decision is made to move the vessel and close the port, the vessel shall not re-enter Rupert's harbour to berth alongside the jetty nor will the stevedores return until permission has been received from the Harbour Master.



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Annex D. Compliance checks

ST HELENA PORT CONTROL

COMPLIANCE CHECKS

DATE:

START TIME:

END TIME:

ACTIVITY	COMPLIANT Y/N	DETAILS OF NON COMPLIANCE
Crane operator licence		
Reach stacker/forklift licence		
Supervised Vehicle manoeuvres		
Work/exclusion zone		
Tool box talks		
General safety		
Positioning of cargo		
Security sign in/out procedures		
Searches		
Access/egress		
PPE		
Safe areas & use of mobile phones		
Access to top of containers		

Details of person carry out checks:

Name:

Signature:

Position: