



West Bank Road,  
BT3 9JL Belfast

Victoria Terminal 3, Herdman Channel Road,  
Belfast Harbour North,  
BT3, 9AP, Belfast.

Tel:

028 9075 5842 / 3

Fax:

028 9074 8539

E-mail:

Info@bcterminal.com

## BCT Site Induction

### Terminal Contact details

Dean Halliday	0758 4078434
Craig Melldrum	0758 4078321
Operations	07584 250276
Check-in	07584 249661
Gate /security	07584 250127

### The following instructions **MUST** be adhered to at all times

The information given here will help you work and move around the site safely, and guide you on any risks to yourself, other people working on the site, and the dock environment.

If you are in any doubt consult with your point of contact. Hazards present on this site include fire, vehicle traffic, fuel, noise, electricity, moving machinery and manual handling.

The following information explains how we control these hazards to make sure that people or the environment is not harmed. Please follow the following measures carefully at all times, for your own safety and the safety of others.

Any general issues or concerns **MUST** be raised with your point of contact as soon as practicable.

### Prior to Arrival

- Depending on the size and scale of the project, Belfast Container Terminal may require some or all of this documentation; Contractors' Employers Liability Insurance, Public Liability Insurance, Risk Assessment, Safe Systems of work and other necessary supporting documentation.
- The Port's designated person shall review all applicable Health, Safety and Welfare documentation / methods to ensure its suitability.
- Where appropriate, projects must be carried out with Construction Design Management (CDM) 2007 principals whether notifiable or not.
- Companies of less than 5 persons or those working in a self employed nature such as a single tradesman on BCT property shall realise that there are less requirements to provide written safety documentation though, BCT still requires those persons to comply with site rules and employ safe systems of work to ensure their and other site users safety when on BCT property. NB it is best practice to provide written safety documentation.



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### **On Arrival**

- On Arrival at Belfast Container Terminal all Contractors and Visitors **MUST** report to port Management and consult the designated person in charge in the main office before starting any works or embarking on the site. **Confirm your site Contact's name and number.**
- Security badges will be issued on arrival which **MUST** be clearly displayed whilst on port.
- On Arrival Contractors must obtain a daily permit to work prior to work commencing.\*
- All Contractor and Visitors **MUST** wear suitable personal protective equipment (PPE), which must include a hardhat, safety footwear and high visibility clothing at all times. Consult your point of contact if you are in any doubt about the PPE that is required. †
- A Site Induction will be carried out to Contractor personnel and their charges on arrival. The Site induction will be specific to the project being undertaken and will be directly relative to the size and scope of the project being undertaken.

\* See Permit to work section of Site rules

† See PPE section of Site rules

### **On Leaving**

- The contractor **MUST** restore the area of work to a safe, secure and clean state prior to leaving the site.
- You **MUST** make safe your area of work at the end of your shift by using best practice hazard control techniques.
- All waste, tools, debris or other materials related to Contractors' undertakings **MUST** be removed from port or, by prior agreement, safely stored in a clear demarcation area.
- On leaving the port Contractors and Visitors **MUST** report to their site contact, sign off active permits and return any security passes to the gatehouse on the way out of the port.

### **Behaviour**

- All Operators/Contractors/Visitors **MUST** be courteous and well mannered to agents, surveyors, crew, members of staff and other port users at all times.
- Those thought to be under the influence of alcohol or drugs will be escorted off site immediately.
- **Strictly**, Contractors or Visitors behaving in an unsafe manner or endangering themselves or other port users **WILL be removed from the port and refused future access.**
- If you feel in any danger or do not understand what is required, stop and move to a safe area well clear of the equipment and all operations, inform the foreman or site contact, and ask for guidance and support.
- Contractors and Visitors **MUST** comply with all BCT representatives' instructions and stay with their chaperone when appointed one to ensure their Health, Safety and Welfare.



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## **Fire**

In the event of a fire raise the alarm, evacuate in a safe manner by making your way to the nearest fire exit. Make your way out of the building or off the vessel and muster at the assembly point located **(THE MAIN CAR PARK)** then wait for further instructions.

You **MUST** always be aware of the nearest fire exit in the event of an emergency or Drill.

**Never put yourself in any danger attempting to fight a fire and never re-enter the building or board the vessel until instructed by a fire officer or in the event of a drill the manager in charge.**

- There are flammable liquids and materials on site. To avoid the risk of fire starting or spreading:
  1. A hot work Permit is required for any hot work.
  2. No naked flames or spark producing tools in operational areas.
  3. Keep internal Fire Doors closed at all times.
  4. Only smoke in designated areas **(THE MAIN CAR PARK)**.
  5. Cigarette ends **MUST** be fully extinguished then disposed of in waste bins provided.
  6. Clean up spillages and remove flammable waste frequently.
  7. Store flammable materials with fire prevention in mind.
  8. Remember to separate the fire triangle at all times.

## **First Aid**

- There are several first aiders on site. If someone requires medical attention, contact your site contact or phone the main office on **07584 250276** for assistance.
- When out of the main business hours of 08:00 to 17:00 a BCT first aider may not be available for Contractors, in which case, Contractors will have to make their own provisions. First aid kits will still be available, though Contractors are strongly urged to be self sufficient.
- **The local Hospital is located close to the port. Any severe injuries / immediate health problems, then take the casualty to A & E immediately**



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### **Vehicles, Pedestrians and Traffic Management**

- The maximum speed limit within the Terminal is **15MPH**.
- Drivers **MUST** always consider the conditions when driving in the port.

You **MUST** always reduce your speed when:

1. The road layout, or conditions presents hazards, such as bends
2. Sharing the road with pedestrians and motorcyclists
3. Weather conditions make it safer to do so
4. Driving at night as it is harder to see other road users

Beware of traffic movements on this site, such as:

1. Rail Mounted Gantries (R.M.G), Ship – Shore cranes.
  2. Heavy Goods Vehicles.
  3. Heavy plant and Forklift Trucks.
  4. Mobile Cranes.
  5. Other trucks, vans and cars.
- Contractors and Visitors are **NOT** permitted to enter operationally restricted areas such as sheds or container grid areas.
  - Any further restrictions will be communicated on arrival, and prior to a new permit being issued.
  - Contractors must **NOT** operate vehicles or equipment which they are not trained and authorised to use.
  - All Contractors must have an up to date valid license for any equipment or vehicle they wish to use.

### **Personal Protective Equipment (PPE)**

- All personnel **MUST** wear suitable protective clothing, at all times, which must include:
  1. A hardhat
  2. Safety footwear
  3. High visibility clothing.
- Additional PPE may be required due to the conditions encountered; such PPE will be decided by risk assessment analysis and highlighted to user prior to work/visit beginning.



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### **Restrictions**

- Pedestrians must **strictly** keep to the pedestrian walkways and crossings at all times.
- Pedestrians are **NOT** permitted to enter the container grid areas, these areas are restricted – **DO NOT ENTER!**
- If you are in any doubt about which areas are restricted, you **MUST** consult your site contact prior to embarking on site.
- Vehicular transport around the site is recommended for contractors and visitors due to the increased protection it offers and due to the sheer size of the port.
- Contractors and Visitors are **NOT** permitted to access the port without obtaining BCT's approval – **DO NOT ENTER!**
- Extreme caution **MUST** be taken whilst working within the terminal.
- Be aware that there are areas of unguarded quayside which present a hazard of falling into the water – **Stay well clear of the quayside.**
- **NEVER** stand or walk under raised loads.

### **General Emergency**

- In the event of an incident, accident or emergency, immediately raise the alarm by contacting or signalling the nearest person for assistance, then contact your "site contact" or phone the main office on **07584 250276**

### **Vessels and Quayside**

- Port users **MUST** stay away from the edge of the unguarded Quay. Any works which are required within three meters of the Quay edge then a life jacket **MUST** be worn at all times.
- The Ship's gangways must be used at all times when accessing or exiting a ship. **DO NOT** step over the gap between the quayside and the vessel or jump over the ships rails under any circumstances.
- Inform the foreman if the gangway has risen on the tide to have it adjusted.
- If in doubt seek guidance from your site contact.



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### **Licenses and Authorisation**

- Contractors or Visitors are **NOT** allowed to operate plant, vehicles or equipment unless they are trained and certified; and authorised to do so by BCT management.
- All Contractor's, and their charges', licenses **MUST** be current and valid.

### **Permit to Work**

- Though not a legal requirement, Permits to work are required for certain tasks in Port. Confirm what permits you may require with BCT prior to any works beginning.
- Most Contractors will require a permit to work when at BCT however, at the Manager's discretion, some Contractors may be exempt from the permit to work system due to the nature of their work. I.e. road sweeper duties, bottled water replacement, overall collection etc.

### **Communication and Coordination**

- To achieve a high standard of safety, BCT require excellent communication and coordination between all port users; BCT staff, Contractors and Visitors etc.
- Good communication will be demonstrated by all port users to ensure that the actions taken in one area of the port do not create hazards for port users in another area of the port.
- Where possible Contractors will be given an isolated place to work however, where this is not possible Contractors **MUST** liaise with BCT personnel to ensure that any potential conflicts are suitably addressed.
- Personal stereo's, I-pods, etc. **MUST NOT** be used whilst working within the Port.
- The Company permit to work system will enable coordination to a high standard and will be employed for most Contractors.

### **Waste**

- Rubbish, waste and litter **MUST NOT be** disposed of on-board the ship, thrown at feet, left in the sheds or on site, but placed in waste bins located throughout the port. Skips are also available by contacting your BCT site contact.
- All waste created from jobs or brought on site **MUST** be removed from the port.



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### **Hygiene and Welfare Facilities**

- To ensure adequate provision, welfare facilities for contractors **MUST** be arranged at the contract tendering stage.
- Toilet facilities are located in the Main Office block, at the Workshop and the HGV driver's toilet is located in the Main building. Amenity facilities **MUST** be kept clean & tidy at all times. Abuse of these facilities is liable to the withdrawal of amenities.

### **Young Persons**

- All young persons (Over the minimum school leavers age and below eighteen years old) coming on site are to be declared to the Management team prior to arrival.
- Contractors' Risk Assessments and Safe Systems of work **MUST** take into account the extra hazards that the young person/s may be exposed to.
- As part of the contractors' conditions of work, the young person/s will also require constant supervision by a time served tradesman.
- Children (under 16 years old) are **NOT** allowed on the port without prior notification to, and authorisation from, BCT management.

### **Electrical, Mechanical and Potential Energy**

- All electrical works are subject to electrical work permit control, all works **MUST** be undertaken by a professional electrical engineer or a contractor approved by the National Inspection Council for Electrical Installation Contractors. All works to be carried out in strict accordance with the IEE Regulations 17th Edition as amended 2008.
- 240 volt Power Hand Tools are not permitted, Appropriate PAT tested tools operating to 110 volts, 240 volt transformer with 110 volt output, or battery tools may be used. Tools **MUST** also be PAT tagged and function in accordance with the Noise & Vibration regulations 2005.
- **NEVER** interact with kinetic or potential energy – de-energise systems and apply mechanical and electrical isolations.

### **Risk Assessment**

- All significant hazards **MUST** be risk assessed and controlled to their lowest reasonably practicable level [ALARP] to minimise the likelihood of such hazards negatively impacting Terminal users.



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### **Accident, Incident or Near Miss**

If you are involved in or witness an incident,

1. Contact or signal the nearest BCT employee for assistance.
2. Contact your BCT 'site contact' or phone the main office on **07584250276**
3. Stabilise the person / make safe the area as best as you can until help arrives.

There is a Health, Safety and Environmental incident investigation system in place on this site:

- You may be asked to assist in the investigation.
- The purpose of this system is to make sure that accident and incidents are properly investigated enabling measures to be taken to prevent a re-occurrence.
- Accidents, Dangerous Occurrences, and/or Near misses **MUST** be reported to your site contact immediately to allow Safe Working Procedures to be amended and briefed to the workforce in an effort to avoid a re-occurrence.

### **Asbestos**

- Employees and contractors involved in demolition or building maintenance work **MUST** be aware that Victoria Terminal buildings contain or potentially contain asbestos.
1. Check the asbestos register prior to beginning work.
  2. If you discover suspected asbestos containing material - **Stop the job** and contact your
  3. Site contact immediately for further instruction.

### **Alterations of Plan and Dynamic Risk Assessment**

- If the task is markedly different from the Safe system in place, yet you feel you can carry out the work safely drawing on your knowledge, experience, ability and skills to overcome the changes, then proceed if safe to do so. Remember to later update the safe system to reflect the changes in procedure.
- If you are unsure how to proceed, feel the task requires further or joint consideration, or the outcome of a mistake could have high severity consequences, **STOP** and consult your supervisor for instruction

### **Visitors**

- Visitors **MUST** stay with their chaperone at all times when on site and comply with all instructions given to ensure their health, safety and welfare.
- A brief induction will be given on site safety on arrival.

### **Other Port Users**





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- Be mindful of other port users; Contractors, Staff, Visitors, Ship's Crew etc. These people may be unfamiliar with the dock environment or unaware of the hazards of your task therefore making them vulnerable to injury.

### **Chemical and Environmental**

- Contractors **MUST** inform the port if they are bringing hazardous substances on site.
- Contractors **MUST** work within COSHH and environmental constraints.

### **Legal**

- Port users **MUST** comply with all legislative requirements placed upon them.

### **HGV Drivers Summary**

#### **Do**

- Do wear PPE – Helmet High Viz vests and Safety Boots.
- Do observe the speed limit – **15 MPH**.
- When being serviced by Overhead Gantry Crane, the driver must display the number card to confirm load identity and, once in the safe loading area, thumbs up hand signal to confirm lift.
- Driver must always stand on passenger side of vehicle so that crane-man can have him/her in view at all times.
- Do obey traffic signage and operational instructions and directions from terminal personnel.
- Transport plant must be roadworthy in accordance with road transport act.
- If picking up an export reefer container, it is the HGV driver's responsibility to unplug the reefer container safely and correctly using the approved method that their employer has shown them.

#### **Don't**

- Never enter the 'Stacking Area'.
- Pedestrians & Contractors must not use any other route except pedestrian designated walkways.
- Don't use mobile phones while driving.
- Don't climb on containers.
- Don't smoke in the Terminal.
- Don't park on crane rails.
- Don't position yourself or your vehicle under a suspended load.

### **HGV Drivers Work Instruction**



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1. Read and comply with the above **Do's** and **Don'ts**: –
2. Park the HGV where the VT3 operator directs you to park.
3. Exit your cab and stand on the passenger side of the HGV exactly where and when VT3 operator directs you.
4. Await for the VT3 Operator to load your cargo container.
5. Once the cargo container is loaded and secured, return to your vehicle and exit the area.

### **Man Overboard Procedure**

*Due to the variety of circumstances that could occur in this type of emergency situation it is impossible to account for every eventuality. However in all occasions a dynamic risk assessment **MUST** be carried out prior to adhering to the general procedure below.*

1. Raise the alarm to signal to those in the near vicinity that a man overboard situation is taking place.
2. Instruct a suitable person to **Dial 999** emergency services and 'Harbour Control' **0289 055 3010** to report the man overboard situation.
3. If possible, throw a life ring to the casualty in the water and direct the casualty towards the quayside ladders.
4. In the event that the casualty is unable to egress using quayside ladders then they should be secured where possible while the following options are being considered to lift the casualty to safety.
  - a. Utilise a crane and man basket to remove the casualty from the water.
  - b. Use a nearby boat to remove the casualty from the water.
  - c. Deploy a vessel's life boat if available to remove the casualty from the water.
5. Under no circumstances should personnel enter the water unaided in an attempt to rescue the casualty

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF AT RISK IN AN ATTEMPT TO RESCUE A MAN OVERBOARD;  
APPROPRIATE PPE MUST BE WORN THROUGHOUT**