

## PROVISIONAL SAFETY INSTRUCTIONS

IPS-01

PROVISIONAL SAFETY INSTRUCTIONS FOR THE  
BASIC PORT LOADING, STOWING, UNLOADING,  
BREAKING OUT AND TRANSHIPMENT OF GOODS IN  
GENERAL CARGO VESSELS

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### 1. PURPOSE AND SCOPE

- 1.1. To establish basic guidelines, within the scope of Vigo Port Authority, during goods loading, unloading and handling operations in general cargo vessels, with the aim of preventing damage to persons, goods and installations, and protecting the environment, within the Port of Vigo.
  
- 1.2. To establish general procedures and conditions before, during and after the loading, unloading and movement of general goods.

### 2. PRESCRIPTIONS

#### 2.1 Licence

In order to perform loading, stowing, unloading and transport operations with general cargo goods in the service zone of the Port of Vigo, the corresponding licence must be obtained from Vigo Port Authority, in accordance with the stipulations of Law 48/2003, of 26 November, on the financial regime and provision of services in Ports of General Interest.

#### 2.2 Commencing operations

Operations must not commence until the Master, Owner or Shipping Agent of the vessel is in possession of the authorisation issued by the Port Authority.

Before commencing operations, companies with a licence to provide the basic port service of goods handling and transport (stevedoring

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companies) must accredit the following points in writing before the Safety and Security Division:

- That they have carried out a risk assessment and planned their preventive actions.
- That they have fulfilled their obligations regarding informing and training the workers who are going to perform the operations.

The Safety and Security Division will deliver, with acknowledgment of receipt, to the licensed stevedoring companies, the definition of the risks arising from the infrastructure, installations or activity of the port existing in the zone where the operations are due to take place, and the documentation for the relevant Internal Emergency Plan.

### **2.3 Operations Coordinator**

If more than one company is operating in the same workplace, with employees working in the common operations zone, the vessel's shipping agent shall appoint a Coordinator who is responsible for establishing, prior to the commencement of operations, adequate means to prevent and protect against risks in the workplace and to ensure that all workers have been adequately informed, in compliance with Section 24 of Law 31/1995 of 8 November, on the Prevention of Risk in the Workplace and Royal Decree 171/2004, of 30 January, which develops the said Law.

### **2.4 Preventive actions and protective measures**

The Stevedoring Company shall ensure at all times that the

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following documentation is available to the Labour Authorities : risk assessment and preventive action plan , protective and preventive measures to be taken, and when appropriate , preventive material to be used during the operations , in compliance with Sections 16, 17 and 18 of the Law on Prevention of Risks in the Workplace .

### **2.5 Notification of accidents**

Whenever an accident or incident occurs that affects the occupational safety or health of the workers of the stevedoring company or of other companies, whether or not they are involved in the work concerned, these companies are obliged to notify the Port Authority's Safety Department of the fact, regardless of whether they report it or not to the Port Police. The Safety Department will inform the Safety and Security Division.

The above shall be done without prejudice to the immediate taking of any necessary precautions and emergency measures.

### **2.6 Occupation of surface area**

The Stevedoring Company shall fence off and sign the surface area needed to carry out the operations, and shall ensure that it is kept clean and tidy before, during and after operations.

This surface area shall be the strictly necessary to enable safe loading and unloading operations, and shall never be less than that included between the bow bollard to which the vessel is moored and

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the afterdeck, and a sufficient distance from the side of the quay to enable the operation to be performed.

In the case of a roll on - roll off vessel with a stern ramp, the minimum surface area for safe loading and unloading operations shall be 30 m<sup>2</sup> astern from the ramp and 60 m forwards from the ramp, with sufficient distance from the side of the quay to enable the operation to be performed.

### **2.7 Surface area where goods are deposited**

The Stevedoring Company shall fence off and sign the surface area authorised by the Commercial Operations Department, taking particular care to leave a traffic lane open for the purpose of providing services to the vessel.

Once the loading / unloading operations have finished, the surface area occupied shall be left perfectly clean and free of any kind of obstacle.

### **2.8 Environmental considerations**

The Stevedoring Company shall implement an environmental management policy to ensure that containers are used for the storing of all disposable material (SUW-type waste) once operations have finished. These containers must be dealt with by an authorised waste management contractor in accordance with current legislation. All waste (packing strips, blocks, etc.) must be removed from the operations zone.