



PROVISIONAL SAFETY INSTRUCTIONS

IPS-10

**PROVISIONAL SAFETY INSTRUCTIONS REGARDING
FISH OPERATIONS**

1. PURPOSE AND SCOPE	2
2. PRESCRIPTIONS	3
3. NOTIFICATION OF INCIDENTS	6
4. ENVIRONMENTAL PROTECTION	6

ANNEX I: REPORT OF THE MASTER OR OWNER

ANNEX II: MODEL INFORMATION PANEL

ANNEX III: ADDITIONAL MEASURES

PROVISIONAL SAFETY INSTRUCTIONS

1. PURPOSE AND SCOPE

1. Without prejudice to the powers of the various Public Administrations, nor to the requirements of other Provisional Safety Instructions of this Port Authority, the purpose of the present document is to establish the procedures to be followed by Vigo Port Authority so as to comply, in the sphere of Fish Operations, with the provisions of Section 132 of Law 48/2003, of 26 November, on the financial regime and provision of services by ports of general interest, concerning the control of the fulfilment of the obligations to coordinate activities established in Section 24 of Law 31/1995, of 8 November, on the Prevention of Occupational Risks, in the cases of mooring, casting off and victualling manoeuvres of the ship or vessel, the unloading and handling of products, their subsequent auction and distribution, and any other activity occurring in port installations for common use until the products leave them.
2. To establish basic guidelines, within the scope of the powers of Vigo Port Authority, during the Fish Operations defined above, for the purpose of ensuring adequate coordination in the area of occupational risk prevention while these are in progress, thus contributing to preventing harm or damage to persons, goods and installations, within the Port of Vigo.

PROVISIONAL SAFETY INSTRUCTIONS

2. PRESCRIPTIONS

2.1. LOADING AND UNLOADING OPERATIONS, AND WHILST THE VESSEL IS ALONGSIDE THE QUAY

COMMENCING OPERATIONS

Operations may not commence until the Owner of the ship or vessel or his representative (Skipper, Master, or Agent-Fish Seller) has obtained authorisation from the Port Authority.

For this purpose, the Owner or his representative must have fulfilled the conditions detailed in the following section, "Coordination of Activities".

Authorisation for mooring and/or anchoring, and any other authorisation relating to these, shall not exempt the Owner of the ship or vessel or his representative from obtaining any other necessary permit or licence for performing these operations (e.g. permit from the relevant Authorities to disembark stowaways, permits issued by the Fisheries Ministry, Ministry of the Environment, etc.).

COORDINATION OF ACTIVITIES

If during the performance of the activities included in the purpose of the present Instruction employees of various companies are working simultaneously (the crew of the ship or vessel, the Agent-Fish Seller's employees, Cotrasvi personnel, etc.), the Owner of the ship or vessel or his representative must establish, before these commence, the necessary means of coordination concerning protection and prevention of occupational risks, and inform the workers of the same, in accordance with Section 24 of Law 31/1995, of 8 November, on the Prevention of Occupational Risks and Royal Decree 171/2004, of 30 January, which develops the latter (according to the provisions in this regard contained in its Sections 4, 9, and 11 to 14).

PROVISIONAL SAFETY INSTRUCTIONS

Furthermore, when the ship or vessel is moored but no loading / unloading activity is being carried out, there may be employees of different companies present (crew of the ship or vessel, repair company workers or employees of ships' chandlers, etc.), it also being the responsibility in this case of the Owner of the ship or vessel or his representative to coordinate activities relating to the above-mentioned legislation.

For the purpose of facilitating this coordination, Vigo Port Authority will annually give the various Owners or their representatives the documentation concerning the specific risks of the operations carried out by the various agents who concur in the place requested for the former, deriving from the port infrastructure, installations or activity, as well as the prevention measures and the Internal Emergency Plan applicable to these risks and operations. Acknowledgement of receipt of these documents will be required, and any changes in the said documentation will be notified. This information provided by the Port Authority must be taken into account when evaluating risks, planning preventive actions and communicating instructions to workers.

Annually, the Port Authority will ask Owners to supply written information including the following:

- Means of coordination of activities adopted for unloading tasks as established in Section 11 ff. of RD 171/2004 on coordination of business activities; if the chosen means of coordination is the appointment of a coordinator, his or her acceptance of the post should be attached, clearly stating his or her name and identity card number.
- An express declaration stating that these means will be applied effectively, regularly and constantly, signed by the representative and the head of safety of the ship-owning company, following the format of **ANNEX I** or similar.

PROVISIONAL SAFETY INSTRUCTIONS

Owners have a maximum of thirty (30) working days as from the date of receipt of the notification in which to reply.

Additionally, Owners will also be responsible for:

- Informing all personnel going on board of the existing risks, or alternatively placing an informative notice of risks on board at the foot of the gangway leading up to the ship or vessel, fully visible to all who intend to go aboard, following the format of **ANNEX II** or similar.
- Conserving the documentation accrediting compliance with the above points for a period of four years, making it available to the Port Authority and/or appropriate Labour Authority when required.

If, within the interval of time transpiring between two notifications by the Port Authority requesting the above information, there should be a change, for whatever reason, in the circumstances initially notified to the Port Authority by the holder of the administrative lease and/or authorisation, the latter shall notify the new situation in the same terms as those stated above.

In the case of non-fulfilment of the above-mentioned obligations, Vigo Port Authority, without prejudice to other measures, shall inform the appropriate Labour Authority of this situation for the opportune intents and purposes.

2.2. OPERATIONS IN THE AUCTION SHED

The Agents-Fish Sellers, when handling and auctioning the products, shall exercise the functions of principal employer in the area they occupy in the auction shed, since in this area there is no interaction with other companies. The Port Authority, as the owner of the auction shed, will inform all users by means of panels of the risks present in the shed, emergency exit routes and other measures to be taken in the event of an emergency.



PROVISIONAL SAFETY INSTRUCTIONS

3. NOTIFICATION OF INCIDENTS.

Any company performing an activity that gives rise to an accident or incident affecting the occupational health or safety of workers must inform the Port Police of this fact.

This is without prejudice to the adoption on its part of the appropriate precautions and emergency measures.

4. ENVIRONMENTAL PROTECTION

All companies and personnel involved are obliged to conform with good environmental practice, using the appropriate containers for disposing of refuse (refuse similar to solid urban waste, organic waste, plastics, expanded polystyrene, etc.) once operations have finished.

On no account must waste be left on the floor or thrown into the water.



PROVISIONAL SAFETY INSTRUCTIONS

ANNEX I

REPORT OF THE MASTER OR OWNER



PROVISIONAL SAFETY INSTRUCTIONS

ANNEX II

MODEL INFORMATION PANEL

PROVISIONAL SAFETY INSTRUCTIONS

ATENCIÓN



DO NOT GO ON BOARD IF:

You have not been informed of the risks you run
 You do not have the necessary personal protection equipment or you do not know how it works

REMEMBER:

It is your duty to familiarise yourself with the safety regulations for the jobs you are going to do on board
 If you discover a risk of which you have not been advised, let someone know at once
 Work safely at all times



PROVISIONAL SAFETY INSTRUCTIONS

ANNEX III

ADDITIONAL MEASURES

PROVISIONAL SAFETY INSTRUCTIONS

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- Fresh fish must only be unloaded at the quays intended for this purpose. Any other fish product, tackle, nets and victuals must be embarked, disembarked or handled at the places the Port Authority shall determine.
- Particular care shall be taken not to leave the hooks used for pulling fish boxes lying on the floor.
- Fish or other remains that may lead to a fall shall be cleaned up before unloading commences, and any remains that may be produced as a result of unloading fish shall also be cleaned up. Organic waste is to be deposited in the specific containers provided by the Vigo Port Authority for this purpose.
- The use of footwear with non-slip soles is strongly recommended.
- Protective gloves must be used by all those who come into contact with fish, both for their own protection and to comply with food handling regulations.
- Fish boxes shall always be transported by manual or mechanical means, and never dragged along the floor.
- Fork-lift trucks and winches should have their corresponding civil liability insurance, in addition to certification of technical inspection, and be included on the Port Authority register.
- Fork-lift trucks must only be driven by authorised and trained drivers, and must never be used to carry people.
- Standard Highway Code rules apply in their entirety to this type of vehicle, particularly in areas where other vehicles and/or people may be present.
Their maximum speed must on no account exceed 10 kph.
- Traffic restrictions applying to these vehicles must be strictly adhered to, particularly those referring to ramps and slopes, reducing speed when turning, braking sharply, not overtaking, safe distances from other vehicles, precautions to be taken when the surface is wet or slippery, etc.
- Fork-lift trucks not carrying loads should never circulate with the forks raised. When they are carrying a load, the driver must strictly respect the manufacturer's recommendations concerning the relation between maximum load and height.

PROVISIONAL SAFETY INSTRUCTIONS

- Whilst working, they must at all times have a flashing light attached to the top, advising of their presence. Similarly, to announce their presence at dangerous spots or junctions with poor visibility, they must use a bleeper loud enough to be heard above any noise in the surrounding installations.

- When a driver leaves a fork-lift truck unattended, he should switch off the engine, apply the brakes, block the controls and leave the fork at ground level, sloping downwards.