

COORDINATION OF ENTREPRENEURIAL ACTIVITIES



Puerto de Vigo



Autoridad Portuaria de Vigo

**PREVENTIVE INFORMATION FOR COMPANIES
OPERATING IN THE SERVICE AREA OF THE PORT OF VIGO**



RISK ASSESSMENT AND PREVENTIVE MEASURES OF THE PORT FACILITIES

With the aim of complying with the current regulations on safety, and in particular with Royal Decree 171/2004, focused on developing Article 24 of Law 31/1995 on the Prevention of Occupational Risks, referring to the coordination of business activities, risks for people who works on the docks of this Port Authority are defined below. The evaluation of risks is accompanied by the corresponding preventive and emergency measures.

The information of a preventive nature provided in this document must be passed on to all the company's workers and to the companies contracted or subcontracted by the land owner and/or main employer, when they carry out work in the Service Area of the Port Authority of Vigo for a better coordination of activities and in accordance with the legislation in force on the prevention of occupational hazards.

This document is given to the companies through the management or those responsible for risk prevention, and it is their responsibility to make this document known to their employees and the companies contracted or subcontracted by the company.



I. GENERIC RISKS PRESENT IN THE SERVICE AREA

- Running over, knocks or collisions by vehicles. Presence of different types of vehicles: cars, trucks, forklifts, self-propelled cranes, trains, wagons and other rolling machinery.
- Blows or collisions against immobile objects.
- Falls to different levels, especially falling into the sea and on loading / unloading platforms.
- Falling to the same level due to irregular surfaces, unevenness, oil stains, wet or slippery ground, etc.
- Falling of objects due to collapse in the area or radius of action of the cranes.
- Falling of objects or materials stored, stacked or stowed in storage areas, such as esplanades and platforms.
- Twisting due to stepping on objects, tracks, unevenness, irregularities in the road surface, etc.
- Projection of fragments or particles in the eyes, especially on windy days due to the presence of dust (cereals, cement or other powdery products in the loading / unloading areas).
- Diverse risks intrinsic to dangerous goods and chemical products present in transit on roads or stowed away on docks.
- Miscellaneous risks intrinsic to dangerous substances and chemical products present in concessions, authorizations, APV buildings, ships, works... due to their activity.
- Various risks intrinsic to the premises and areas of special risk.

II. STANDARDS AND PREVENTIVE MEASURES

- Follow the traffic rules.
- It will not be possible to drive more than 30 km/h within the port area.
- Forklifts may not be driven over than 10 km/h on all journeys.
- The obligation to comply with and respect traffic and risk signs within the port area is recalled.



- Vehicles waiting to load/unload will be parked in an area far from the loading/unloading area and will only enter the dock platform at the time of the operations.
- In the restricted area for the loading / unloading maneuvers, the rolling machinery and the trucks will circulate slowly (speed less than 10 Km/h).
- They shall not remain in places other than those where they carry out their activity and have the corresponding authorization.
- The instructions of the Port Authority Personnel (Port Police, Security and Protection, Environment, Works...) must be followed at all times.
- The meeting point in case of evacuation closest to the work area must be known.
- In order to access the different areas of the port area, the need to use individual protection equipment must be considered, especially:
 - Safety helmet, safety footwear with reinforced toe and non-slip floor, and high visibility garment in areas of loading, unloading and handling of goods.
 - Safety footwear with non-slip floor in pontoons and fish markets.
 - High visibility garments when working in docks, storage areas and roads.
- Vehicles can only be parked in the areas designated for this purpose.
- Light vehicles are not allowed to circulate in the area of loading/unloading and handling of goods and especially under the radius of action of the cranes.
- It is not permitted to drive in the storage areas.
- It is not allowed to load/unload vehicles on the roads.
- It is reminded that freight trains circulate in the port area and that wagon manoeuvres are carried out there.
- In areas where dusty material is handled (cement, salt, ...) it is recommended to wear safety glasses that protect the eyes from possible splashes of fragments and/or particles especially on windy days and even respiratory protection.
- Walking near the edge of the docks should be done with caution because of the risk of falling into the sea and it is recommended for work near the edges the use of life jackets. For this reason, the Port Authority has placed lifebuoys on the docks or nearby, and also has scales and ladders.



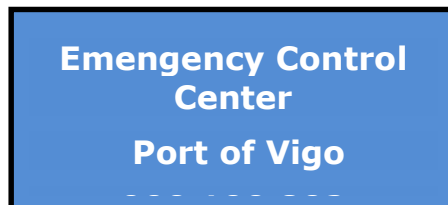
- Under no circumstances should electrical panels and work equipment be handled, except by authorized personnel.
- The basic rules of order and cleanliness must be respected. When work is carried out inside the premises or in port installations, the work place must be left clean and tidy, in the same conditions as it was found.
- When travelling on foot, pedestrian areas must be respected.
- Pedestrians shall not be located near areas where cranes or machines are working.
- The Port Authority has a Catalogue of Instructions (Safety, Protection, Environment and Port Operations) which must be respected in all cases. They can be consulted on the website of the Port Authority of Vigo (www.apvigo.es).



III. ACTIONS IN CASE OF EMERGENCIES AND INCIDENTS

The Port of Vigo has a Emergency Plan for the management and control of emergency situations that may occur in the Port Service Area. An emergency is defined as any event, such as a leak or spill, fire or explosion, that is a consequence of an uncontrolled development of the activity and that represents a situation of serious risk, immediate or delayed, for people, goods and the environment.

The Port Authority of Vigo has a Control Center (CC), with a telephone operating 24 hours a day, every day of the year, from where emergencies are conducted and the necessary means are notified for each emergency, such as: ambulances, firemen, tugs or other necessary means.



NOTIFICATION

If you detect an emergency situation you should alert the personnel in the area and notify the Control Center about the emergency, even if they decide to call directly to the external media they consider necessary. The call to the Control Center should provide as much information as possible about the event:

- Identification of the person and contact telephone number.
- Location and type of emergency (spill, fire, ...).
- Nature, magnitude and evolution of the emergency.
- Existence of injured people and apparent state.
- Possible chemical products involved.
- Control actions developed so far.
- Any other information requested by the operator of the plant.
- Do not cut off communication until ordered by the plant operator.

Any incident, even if not serious, must also be reported to the Control Center of the Port of Vigo.



INSTRUCTIONS IN CASE OF EMERGENCY

- Stay calm.
- If you are doing any activity, stop it. If possible, stop and disconnect electrical, heating, air conditioning, or other ventilation equipment. Avoid, as far as possible, the renewal of air in the affected area.
- Notify the CC, giving all possible information (type of incident, injured, ...).
- Follow the instructions of the emergency service.
- Do not take unnecessary risks.
- If you suspect that someone is trapped in the emergency area, notify the intervention personnel immediately.

- **In case of fire:**
 - In small fires (attempted fires), if the intervention personnel did not arrive, use a portable fire extinguisher of polyvalent powder ABC or CO₂.
 - Ensure an evacuation route at all times.
 - Avoid inhaling the fumes produced by the fire.

- **In case of emergency with hazardous chemical substance:**
 - Stay away from the area. Do not go to the place of the event. In case of being outdoors, move to a place far away with a downwind, so as not to be reached by a possible toxic cloud.
 - Protect your mouth and nose with a handkerchief or clothing, if possible, wet.
 - Do not eat, drink, smoke, or light fires in the area. Avoid any source of heat or sparks.



IN CASE OF EVACUATION

- Follow the directions of the evacuation personnel.
- Stop what you are doing, if it is not essential to the evacuation.
- Do not back up to collect personal items.
- Leave the area in an orderly manner, following the established evacuation routes.
- Do not use the elevator during an emergency.
- If you suspect that someone is trapped in the affected area, immediately notify the evacuation personnel.
- If you observe gas or smoke clouds, stay away from them, running crosswise to the wind.
- In the presence of heavy smoke, walk crouching down and cover your nose and mouth with a wet garment.
- If your clothing burns, roll on the ground. Under no circumstances should you run.
- Do not use your vehicle, unless you receive an express order.
- When you leave the affected area, go to the meeting point indicated and wait for orders.
- At the meeting point, check to see if a colleague is missing and, if so, notify the Emergency Teams.

EMERGENCY PHONES

PORT OF VIGO CONTROL CENTER (7/24 h)	900 100 802
PORT AUTHORITY OF VIGO	986 26 80 00
UNIQUE EUROPEAN NUMBER OF EMERGENCIES	112



EMERGENCY MANUALS AND PORT MEETING POINTS

- The Port Authority has a Catalogue of Emergency Manuals (Ship Captains, Concessions and Authorizations, Works or Services, APV Personnel, Visits, ...) which must be respected in all cases. They can be consulted on the website of the Port Authority of Vigo (www.apvigo.es).
- In the event of evacuation, the meeting point for the people present in the facilities will generally close to the exit of the facilities; however, the port area has general concentration points for counting the personnel. These meeting points must be known by all, although the emergency director may vary them depending on the emergency (location, type, evolution, etc.). They are included in the Emergency Manuals.

AREA	MEETING POINT AREA Alternative Meeting Point
BOUZAS AREAS AND REPAIR POCKETS	Point of access control to the docks GALICIAMAR ground
BEIRAMAR AREA	Curva de San Gregorio Parking lot of the Plaza de la Industria Conservera (Coruña Street round about)
BERBES AREA	Parking lot next to Lonja de Grandes Peces Eduardo Cabello pier Base
CENTRAL AREA	Swimming statue - Ria Maritime Station Port Authority Sessions Building
COMMERCIAL QUAYS AREA	Portalón Special Parts ("Paellera") Estrela Square
GUIXAR AREA	Next to the access control point ADIF Gateway ("TECO")