


# Standard Operating Procedure – 004NNQ

## Loading and Discharging Cargo

COMPANY INSTRUCTION LEAFLET		 <b>SOLENTSTEVEDORES</b>	
<b>APPLICABILITY</b>	LIFT ON LIFT OFF OPERATIONS WITHIN THE NEW NORTH QUAY		
<b>CIL OWNER</b>	SOLENT STEVEDORES OPERATIONS MANAGER	<b>DATE ORIGINATED</b>	AUGUST 2018
		<b>REVIEW DATE DUE</b>	AUGUST 2019
<b>ORIGINATOR</b>	SOLENT STEVEDORES	<b>APPROVED BY</b>	GTE
<b>REFERENCES</b>	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CODE OF SAFE PRACTICE FOR CARGO STOWAGE AND SECURING (CSS CODE) HEALTH AND SAFETY AT WORK (FREIGHT CONTAINERS SAFETY CONVENTION) (AMENDMENT) (JERSEY) REGULATIONS 2017 CRANES & LIFTING APPLIANCES (JERSEY) REGULATIONS 1978		
<b>REVIEWS</b>		<b>REASON FOR REVIEW:</b>	PPE REQUIREMENTS
<b>BY:</b>	GREG ENGLAND	C&A MAN	04/09/18
<b>BY:</b>	GREG ENGLAND	C&A MAN	UPDATE LOGISTICS OPERATORS 18/09/18

## **CONTENTS**

<u>Title</u>	<u>Page</u>
Scope	
1. Scope	3
2. Policy	3
3. Purpose	3
4. Responsibilities	3
5. Procedures	3
Appendix 1 – SSL ISO HANDLING RA	5
Appendix 2 – ISO INSPECTION PROCEDURE	7

## 1. SCOPE:

Cargo loading and discharging into and out of the RZ, with and without vessel on berth.

## 2. POLICY

The loading and discharging of cargo within the New North Quay restricted zone must be controlled to ensure security, safety and efficiency.

## 3. PURPOSE

To provide procedures, agreed by relevant parties, to control and manage foreseeable situations and requests.

## 4. RESPONSIBILITIES

Solent Stevedores are responsible at all times for the loading and discharging of cargo using the quayside cranes and mobile lifting equipment under their own operation, in all areas of the RZ.

Quay Tenants are responsible at all times for the loading and discharging of cargo using their own lifting equipment, and/or contracted lifting equipment and operators that have been contracted by them.

## 5. PROCEDURES –

### CARGO LIFTING OPERATIONS

All those planning and organising lifting operations within the NNQ RZ should note the following:

- All lifting operations must be conducted in accordance with the requirements of the Ports of Jersey “Lifting Operations”<sup>1</sup>, “Boat Lifting Operations”<sup>2</sup> and other applicable local regulation<sup>3</sup>.
- The stevedores may refuse to lift cargo by forklift, top-loader or crane at their absolute discretion. The stevedores will then inform the appropriate company of the specific problem as soon as is possible.
- “Vehicle drivers must remain in their cab, or move to a designated ‘safe haven’, whilst a forklift is loading/unloading their vehicle”.<sup>4</sup>
- No-one should be near a lifting operation, unless directly required i.e. stevedores connecting lifting equipment.
- In addition to all other local PPE requirements, the use of a hard hat is mandatory for all persons involved in conducting lifting operations, anywhere on the port estate.
- Lifting of ISO Fuel Tanks must be conducted in accordance with Solent Stevedores Risk Assessment requirements, Annex 1 to this document.
- Whilst every effort will be made to accommodate lifts when requested, the Quay Tenant with their ship on the berth will always have priority of stevedoring resources.
- It has been agreed, by all parties at the NNQ Users Group Meetings, that if there are known to be difficult loads then companies will agree an early start (06:00) with Solent Stevedores, to ensure there will be no impact on the other operators start and finish times by over running beyond the work time requested on the berthing application.
- Early discussions should be had between Ferryspeed, CS and SS if there are any delays that will affect the next vessel due, to clarify the situation and agree a plan. Should the 1st vessel working,

<sup>1</sup> POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

<sup>2</sup> POJ – Boat Lifting Operations Code of Practice and Guidance 2016

<sup>3</sup> CRANES & LIFTING APPLIANCES (JERSEY) REGULATIONS 1978

<sup>4</sup> POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

delay the 2nd vessel which in turn incurs overtime costs, then the 1st vessel would be liable to cover the costs incurred. (This does not apply if the vessel is delayed by a technical breakdown of the crane – this is then a matter which should be discussed with PoJ Commercial department).

- Containers must be CSC Plated in accordance with local regulation.<sup>5</sup>

## PASSENGERS

The loading and discharging of pedestrian passengers is the responsibility of the Quay Tenants in collaboration with the ships Master and Port Authority, noting the following:

- The contents of NNQ SOP002 – Pedestrians and Vehicles.
- Safe access and egress to ships must be provided in accordance with the requirements of the Ports of Jersey “Access to Ships”<sup>6</sup>
- All port users must wear appropriate PPE at all times whilst in the RZ
  - Minimum = highviz vest
  - Steel toecaps are necessary in all areas, except when remaining on designated walkways and in offices/messrooms
  - Hard hats are mandatory within the designated ‘Operational Area’ and anyone involved in, or near to, lifting operations (anywhere on the port estate)

---

<sup>5</sup> HEALTH AND SAFETY AT WORK (FREIGHT CONTAINERS SAFETY CONVENTION) (AMENDMENT) (JERSEY) REGULATIONS 2017

<sup>6</sup> POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

## ANNEX 1

## ISO FUEL TANK LIFTING Risk Assessment JSS33

 <b>SOLENTSTEVEDORES</b>		<b>RISK ASSESSMENT</b>		
		Ref No:	<b>JSS 33</b>	
		<b>Reason for Assessment</b>	Tick	
Site:	Jersey	New Activity/Process-----		
Department:	Solent Stevedores	Change in Activity/Process-----	Y	
Location:	New North Quay	Re-Assessment-----		
Activity:	<b>Lifting ISO Fuel Tanks</b>	<b>4. RISK EVALUATION:</b> Taking existing controls, listed in 3, into account		
		A	B	1=Trivial
		1= Trivial	1= Rare/Unlikely	2-3= Tolerable
		2= First aid injury	2= Occasional/Likely	4= Moderate
		3= Lost time injury	3= Common/V likely	6-8= Serious
	4= Serious	4= Routine/Certain	9-12= Substantial	
			16 = Intolerable	
<b>1. HAZARD:</b> List hazards likely to cause harm Ignore the trivial		SEVERITY of (A)	FREQUENCY of (B)	
1	Crane operated in a dangerous manner	4	1	
2	Crane failure whilst involved in lift	4	1	
3	Collision with vessel, buildings and vehicles	4	2	
4	Lifting an unsafe load. Falling objects	3	1	
5	Failure of lifting accessories (Bromma, spreader)	4	1	
6	Slips, trips and falls	2	1	
7	Fuel Spill / Tank Puncture	4	2	
8	FIRE	4	1	
<b>2. PEOPLE AT RISK:</b>		Tick	Tick	
EMPLOYEES		Y	PUBLIC-----	
VISITORS		Y	OTHERS/THOSE MORE VULNERABLE-----	
CONTRACTORS		Y	SPECIFY	
<b>3. EXISTING CONTROLS:</b> List the existing controls or note where the information may be found				
1	Only trained, authorised, certificated personnel allowed to operate the dockside cranes as per training and under the direct supervision of a competent lift supervisor. If mobile cranes are being used lift supervisor will check all relevant certificates of drivers and machines before operation commences. Whilst lifting ISO Tanks crane will only be used in low gear (slow).			
2	Only trained, authorised, certificated personnel are allowed to operate cranes. To ensure crane is in good working order check all motions, indicators, alarms and brakes by running light before commencing lifting operations. Visual inspection of crane to be made by operator at start of shift any defects found to be reported to VTS immediately 447705. Regular maintenance and inspections. Crane fails safe i.e. if it stops it will not descend load.			
3	Whilst lifting ISO Tanks crane will only be used in low gear (slow). Each lifting operation is undertaken under the control of a trained Slinger/banksman. Even if the crane driver has a clear view of the operation he is under the command of and in direct, dedicated, radio contact, with the lift supervisor and banksman i.e. they have the only two radios on that single channel. Even at slow speeds, extreme care must be taken that the crane or cargo does not come into contact with any part of the ships structure, buildings, other cranes or vehicles particularly when slewing. The crane driver must remember that a vessel can start to list and roll during loading and discharging.			

	The area of operation must be kept clear of all persons and vehicles not involved in operation.		
4	<p>All ISO Tanks will undergo a visual inspection prior to lifting (onboard and on quayside).                  All slinger/ banksmen will be trained and competent.                  Any trainees will be accompanied by a trained and competent person.                  All lifting equipment will be inspected prior to lift to ensure there are no defects.                  If unsure of anything all personnel are to contact Foreman immediately.                  Access to the area of lifting operations will be strictly controlled by Solent Stevedores.</p>		
5	<p>All company and Port Authority lifting accessories are certificated on a regular basis.                  Regular maintenance and inspections.                  Copies of the certificates and inspection records are kept onsite and available for all employees to check.                  Any lifting equipment found to be out of certification will be removed from service immediately.                  As well as undergoing regular maintenance, tests and inspections, all lifting accessories are subject to a pre-use and after use visual inspection and any found to be defective are reported and removed from service immediately.                  All operatives involved in lifting operations will be trained and competent and under the direct supervision of a competent trained Foreman.                  All lifting accessories are clearly marked with the safe working load and any other appropriate information to be taken into account for its safe use.</p>		
6	<p>Ensure correct ppe is worn including safety footwear with non slip soles.                  Good housekeeping, adequate lighting and regular inspections of working areas with all obstructions, debris and spillages removed asap. Ensure that weather conditions are taken into account                  Liaise with ships crews as and when necessary with regards to lighting, spillages etc.                  Only use the access and egress ladders, stairways, handrails, footholds and gangways supplied and in place, provided for its purpose using three points of contact whether on machines, cranes or vessels.                  Use of anti slip surfaces. Report any problems with access or egress to the foreman asap.</p>		
7	<p>Fuel Supplier advises that all ISO Tanks are checked by driver, and all filling points secured, prior to acceptance for shipping.                  All ISO Tanks will undergo a visual inspection prior to lifting (onboard and on quayside). If found to be leaking, will be report immediately to Foreman whom will initiate appropriate Emergency Response Plans.                  Spill kits located close to tank storage areas.                  No tanks lifted with a Forklift truck – strictly by crane and top-loader only.                  No forklift operations within 10m of fuel tanks.</p>		
8	<p>No naked flames, No smoking or hot works near ISO tanks.                  Spill kits located close to tank storage areas.                  Fire extinguishers located close to tank storage areas.                  All Stevedores receive Elementary Fire Fighting course.                  Fuel Supply transport carry appropriate fire extinguishers and their drivers are trained to use them.</p>		
<p><b>5. FURTHER CONTROLS REQUIRED:</b> List the actions necessary to control the risk and                  CONSIDER: Elimination, Substitution, Engineering, SSOW, Training PPE etc.</p>			
		By Whom:	By When:
ASSESSED BY: Greg England	DATE: 01/08/18	SIGNED:	DATE FOR REVIEW: 31/01/19
MANAGER: Glen Mourant	DATE: 01/08/18	SIGNED:	31/01/19

## ANNEX 2



### ISO Tank Inspections Quay Procedures

#### Vessel Arrival

- Before ship arrival print off individual inspection sheets of tanks manifested (copies should also be in the ships bag as a backups)

#### Discharge from Ship

- When ship docks ensure an appointed ship's crew member must watch the crane attaching and discharge all tanks and notify shore staff of any new damage caused

#### Inspection of tanks

- Tanks to be inspected once landed on quay (trailer) against the sending ports inspection sheet
  - All damage to be recorded any new damage to be noted on a new form and photographed
  - New damage to be agreed and signed for by Stevedore Foreman
  - Information to be sent to the stevedore management and [claims@ferryspeed.com](mailto:claims@ferryspeed.com)
  - Claims will notify appropriate company of the pending claim

#### Vessel Departure

#### Inspection of tanks

- Tanks to be inspected before loading on ship
  - New inspection sheet to be completed marking all damages
  - Copy of inspection sheet to be placed in ships bag for receiving port
  - Inspection sheets to be scanned to receiving port

#### Loading onto ship

- When the tanks are loaded ensure an appointed ship's crew member watches the crane attaching and reloading all tanks
  - Any new damage will be photographed (in addition to being noted)
  - Information to be sent to the stevedores and senior management