Table of Contents
INTRODUCTION .................................................................................................................. 3
DEFINITIONS  4
GENERAL SYSTEMS ........................................................................................................... 5
Management of Health and Safety ...................................................................................... 5
Co-operation & Co-ordination (MHSWR) 1999 ................................................................. 5
Accidents/Incidents ............................................................................................................. 5
General Housekeeping Rules .............................................................................................. 5
Safe Place of Work ............................................................................................................. 7
Safe Method of Work ........................................................................................................ 7
Use of Harbour Board Services, Facilities and Equipment .............................................. 7
Materials Handling .......................................................................................................... 8
Quay Loadings Matrix ....................................................................................................... 8
Permission/Permit to Work Systems .................................................................................. 8
Excavation .......................................................................................................................... 9
Diving ............................................................................................................................... 9
Noise ............................................................................................................................... 9
Control of Dust and Fumes .............................................................................................. 9
Compressed Gas Cylinders ............................................................................................... 10
Overhead Working ............................................................................................................ 10
Work at Heights ............................................................................................................... 10
Roof Work ....................................................................................................................... 10
Scaffolding and Work Platforms ...................................................................................... 10
Entry into Confined Spaces .............................................................................................. 11
Hazardous Substances ...................................................................................................... 11
Fire Precautions ............................................................................................................... 11
Asbestos .......................................................................................................................... 12
Protective Clothing and Equipment ................................................................................ 12
Hot Work ........................................................................................................................ 12
Waste Disposal .............................................................................................................. 12
Environmental ............................................................................................................... 13
TRAFFIC  13
Traffic Routes ................................................................................................................. 13
Visibility .......................................................................................................................... 14
Speed ............................................................................................................................... 14
1. INTRODUCTION

This handbook provides guidance on health and safety for working on common user berths within the Aberdeen Harbour estate. Its primary objective is to ensure that the undertakings on the Harbour estate by User/Tenants are managed, controlled and coordinated. It is the User/Tenants responsibility to ensure that all their employees and those of any Sub-User/Appointed Contractor comply with its requirements.

Its aim is to support Aberdeen Harbour Board (AHB) and its users in its drive to maintain and build on the high standard of Health and Safety Management already well established within the harbour estate. It includes information on how together we establish safe working procedures when working on a common user berth within the AHB estate. Nothing stated or implied in this booklet will relieve the User/Tenant from any obligation or responsibility placed upon him by the conditions of Health and Safety Legislation.

AHB will where reasonably practicable, provide information to facilitate the safe operation on the common user berths. As far as reasonably practicable AHB will make a proactive contribution to any relevant risk assessments, providing technical information where requested. AHB will actively engage with Users/Tenants of common user berths and will promote open and honest two-way dialogue between ourselves and User/Tenants with regard to effective management of safety. Where practicable AHB will give help and support in building on the existing written procedures that User/Tenants will have in place as per current Health and Safety legislation.

Further safety guidance is available from the Port Skills and Safety website: https://www.portskillsandsafety.co.uk/resources which has an extensive suite of Safety in Ports (SIP’s) documents that are written specifically for companies operating in the UK ports industry. Following the guidance contained within SIP documents is recommended as the information contained within them guide you through the current legislation for Safety in Docks Approved Code of Practice L148.

The Aberdeen Harbour Handbook will be reviewed annually with the most recent version available online: http://www.aberdeen-harbour.co.uk/operations/safety
2. **DEFINITIONS**

**Child:** anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

**Competent Person:** A person who has sufficient technical knowledge, skill and/or experience to enable them to avoid danger, who has been nominated to undertake responsibilities appropriate to his knowledge and/or experience.

**Common User Quay:** A place of work/quay that is shared with others for the purpose of carrying out work.

**Confined Space:** Is any place, including any: tank, vat, silo, pit, pipe, sewer, flue, well or other similar space, in which, by virtue of its enclosed nature, there is a foreseeable risk of a “specified occurrence”.

**General Safety:** The provision of safe access to and from the place of work, a safe place of work, safe methods of work and the use of the correct work equipment and personal protective equipment.

**Generic Risk Assessment:** A qualitative risk assessment for frequently performed tasks with broadly similar hazards and risks. The generic risk assessment can be used to form the basis for specific risk assessments.

**Lift Plan:** Initial planning document to ensure that lifting equipment is provided which is suitable for the range of tasks that it will have to carry out, and so that the lift/s can be carried out safely with that equipment.

**Nominated Supervisor:** A competent person who has been nominated by the User/Tenant to set working parties to work and to supervise certain associated safety procedures.

**Pandemic:** an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population

**Permit to Work:** A document that sets out the work to be done and the precautions to be taken to ensure safety of people and property.

**Safe System of Work (SSOW):** A formal procedure which results from a systematic examination of a task or operation. It defines safe methods which ensure that risks are eliminated or minimised. The SSOW may encompass many contributory sources of information.

**Specific Risk Assessment:** A qualitative risk assessment that addresses the hazards and risks that relate to the specific task/work being undertaken. The Specific Risk Assessment can be undertaken using the generic risk assessment as a basis to work from.
Specified Occurrence: Is a fire, explosion, loss of consciousness, asphyxiation or drowning.

Working Party(s): The person or persons who will carry the work within the area identified within the Risk Assessment.

3. **GENERAL SYSTEMS**

Management of Health and Safety

In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSWR) 1999, the User/Tenant must conduct an assessment of the risks to the health and safety of those who may be affected by the operational work. Those who may be affected will include his employees, other stakeholders and members of the public. Copies of these assessments must be available for inspection. The User/Tenant is required to provide an adequate level of supervision to ensure that work is conducted in accordance with the code of conduct.

Co-operation & Co-ordination (MHSWR) 1999

Employers who work together in a Common User Quay have a duty to co-operate to discharge their duties under relevant statutory provisions. They must also take all reasonable steps to inform their respective employees of risks to their health or safety which may arise out of their work.

Accidents/Incidents

All accidents, damage incidents and near miss occurrences are to be reported by the User/Tenant to the DCO: 07976927221

The attention of the User/Tenant is drawn to the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The User/Tenant, as the employer, has the responsibility to report any accidents to his employees that are covered by these regulations to the Health and Safety Executive. Confirmation of the RIDDOR reference number shall also be submitted to the AHB Compliance Team on 01224 597 000.

The User/Tenant will be required to share fully any investigation reports of accidents or incidents detailing lessons learnt. Any reference to named individuals shall be edited and replaced with Injured Person (IP).

General Housekeeping Rules

An untidy quayside is a hazardous place and leads to risks of slip, trip and fall hazards, which can be an unsafe, and an inefficient place to work cargo. Simple slips and trips are the most common cause of accidents and injury in industry. Try to keep your working area as tidy as
possible, clean up as you go along, store equipment away when you have finished with it and place waste material into an appropriate bin or skip.

When using an area, it should be kept in a tidy condition (See Fig 1) and when the cargo operations are complete the area should be left in a safe condition. Under no circumstances is it acceptable to leave the area untidy and unsafe (See Fig 2).

Fig 1

Fig 2
Safe Place of Work

Each place of work must be adequately and *appropriately demarcated*. In some cases, it may be necessary to physically demarcate the work area (e.g. by the use of barriers and safety signs). This may be in addition to warnings placed at the instruction of the Nominated Supervisor to warn others.

Where Working Parties are to work in close proximity to each other, they must be made aware of each other’s presence, anticipated working area and intended activities. They must also be instructed on required measures to ensure they do not endanger each other.

In establishing a safe place of work, the Nominated Supervisor must ensure that the area is free of foreseeable, uncontrolled hazards and is adequately illuminated and that any diversion routes around the work area are safe and clearly marked. During the course of the work, the Competent Person in charge must ensure that all members of the Working Party conduct themselves in such a way that the safe working area is maintained and other Working Parties are not affected by their activities. It is the responsibility of the Competent Person from adjacent working parties to discuss with each other that which may affect the other.

Safe Method of Work

The Nominated Supervisor must ensure that the proposed method of work is safe. As a minimum, this shall be achieved by the Nominated Supervisor discussing the method of work with the Competent Person in charge. Where necessary, a Safe System of Work (SSOW) shall be provided that stipulates the control measures to be applied to mitigate the risks identified in the Risk Assessment.

Once work has commenced, the Competent Person in charge is responsible for ensuring that the agreed method is followed and not varied. Should it become necessary to vary the agreed method, work MUST STOP and the changes must be agreed.

AHB shall engage with all Users/Tenants to ensure that AHB’s obligations under the Health & Safety at Work Act 1974 (HSWA) 1974 are fully discharged. In doing so, AHB will provide a Generic Risk Assessment which, although not exhaustive, will give the known risks within the area it has been given for, allowing it to be the foundation of the Specific Risk Assessment (SRA) that the user shall create for the task being planned.

Where any lifting equipment or mobile powered access equipment is to be used, the relevant certificate of examination should be available for inspection if requested by AHB.

Use of Harbour Board Services, Facilities and Equipment

The User/Tenant must not use any of Aberdeen Harbour Board’s services, plant or equipment including cranes, hoists, lifting appliances, lifting tackle, ladders, tools, vehicles, electrical supply systems and compressed air systems, without the express permission of
AHB. AHB must be satisfied of the competence of the nominated User/Tenant’s employees to use the equipment. The User/Tenant is responsible for the return of any loaned equipment in good order.

Aberdeen Harbour Board shall not be liable for any loss or damage suffered by reason of failure, interruption or suspension from any cause whatsoever of the said services or for any injury or damage caused to any third party by reason of, or arising out of, such supply.

**Use of Mobile Crane**

All User/Tenants shall ensure that lifting equipment which is mobile or which is dismantled and reassembled at different locations is used in such a way as to ensure stability during use under all foreseeable conditions. *(Lifting Operations and Lifting Equipment Regulations 1998) (LOLER) 1998.*

**Materials Handling**

Where the User/Tenant utilises his own lifting equipment the operation should be planned, carried out and supervised by competent persons in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

Aberdeen Harbour expect for all mobile crane lift plans to be sent to: loler@aberdeen-harbour.co.uk

This is an email account for receipt only. Aberdeen Harbour will under no circumstances approve any lift plans emailed to this account it is purely a method of gathering information on what lifts are happening within our estate.

**Quay Loadings Matrix**

The latest version of the Aberdeen Harbour Quay Loadings Matrix can be found on our website at: [http://www.aberdeen-harbour.co.uk/harbour-information/health-and-safety-emergency-planning/](http://www.aberdeen-harbour.co.uk/harbour-information/health-and-safety-emergency-planning/)

**Permission/Permit to Work Systems**

The User/Tenant will require to issue a permit to work for all works listed below:

- Entry into confined spaces
- Work at height
- Hot work in certain areas
- Excavations
- Work on or near potentially live electrical systems or equipment
Excavation

Any work that requires the ground to be broken or penetrated will require a permit to work. Before any such work takes place the AHB Engineering Department must be consulted to identify any sub-surface services. Where there is any doubt as to the presence of services, the User/Tenant must conduct a scan of the area using a cable and pipe locating device (commonly called a cable avoidance tool CAT) to detect any services.

The User/Tenant must ensure that any exposed excavations are fenced and, if on a roadway, measures taken to prevent vehicles from falling in. The User/Tenant will ensure that measures are taken to prevent any collapse of the excavation and that the excavation is inspected regularly as required by the Construction (Design and Management) Regulations 2015 (CDM) 2015.

Diving

Work involving diving shall require a permit to be issued by AHB via Vessel Traffic Services.

UAV’s

Filming and photography on the Harbour Estate by means of a UAV is not permitted without authorisation. Any UAV operation shall require a permit to be issued by AHB via a request being made to the Dock Control Officer (DCO). Such requests should be made in a timely manner to allow for the flight plan suitability to be checked.

dco@aberdeen-harbour.co.uk

Noise

The User/Tenant are required to carry out their operations in compliance with the Control of Noise at Work Regulations.

Noise from plant and equipment should be minimised by the use of silencers or other engineering controls. The User/Tenant should take all reasonable steps to prevent disturbance and nuisance to neighbouring businesses and residents.

Control of Dust and Fumes

No stationary internal combustion or compression ignition engine may be used in any enclosed or confined place, or adjacent to any pit, unless satisfactory arrangements have been made either to conduct exhaust gases into the open air, or to provide adequate ventilation so as to prevent a dangerous concentration of gases.

The User/Tenant must ensure that any dust, fumes or vapours created are effectively suppressed or controlled so as not to cause danger and inconvenience to others.
Compressed Gas Cylinders

Compressed gas cylinders must be stored in compliance with current regulations and guidance. Cylinders must be used in an upright position with the valve uppermost. A regulator must be used to maintain the outlet pressure at a correct and uniform value. Cylinders/hoses containing flammable gases must be fitted with flash back arrestors.

Overhead Working

No work may be undertaken above work areas or over gangways and roads until all precautions have been taken to ensure the safety of persons below. The primary precaution to be taken for overhead work is to vacate and fence off the hazard area.

Work at Heights

The User/Tenant will be required to use a safe working platform with safe access. Where it is not possible to use a safe working platform safety nets or other fall protection devices must be used. Reliance solely on fall arrest devices should be considered a last resort.

Where working at height involves the use of a Mobile Elevating Work Platform (MEWP), the operator(s) must be trained and competent and must securely attach themselves using a suitable safety harness. Whilst working on or over the water edge harnesses must not be secured to the MEWP.

Ladders are to be used for access and are not considered as a safe working platform. Work from ladders will not be permitted unless the work is of very short duration; three ‘points of contact’ can be maintained and the ladder is securely tied or ‘footed’.

Roof Work

When work is to be performed on building roofs the User/Tenant must ensure that road ways and pedestrian walkways are protected from falling materials and that appropriate signage and traffic control systems are employed.

Scaffolding and Work Platforms

Where scaffolds or work platforms are required, they must be erected and inspected by fully competent persons. A ‘hand over’ safety certificate must be issued before any scaffold is used. All scaffolding or work platforms must have the appropriate toe boards and handrails in place.

All scaffolds must be inspected weekly, following severe bad weather or following any damage incident, by a qualified competent person. The results of the inspection should be reported to the Contract Coordinator.
Scaffold erectors will be expected to wear safety helmets and use appropriate fall arrest devices.

For guidance please see HSE Scaffold Checklist at www.hse.gov.uk.

**Entry into Confined Spaces**

A signed permit to work must be issued by the User/Tenant before any entry is made into a chamber or other confined space.

The User/Tenant risk assessing confined spaces must be trained and competent for such operations, and for carrying out atmospheric testing. Records of training and competence of the assessor should be produced before work commences.

The User/Tenant shall create a risk assessment and method statement in accordance with the Confined Spaces Regulations.

For guidance please see Safety in Ports (SiP015). https://www.portskillsandsafety.co.uk/resources/staying-safe-ports-confined-spaces

**Hazardous Substances**

AHB must be notified via e mail prior to the commencement of any operations involving hazardous materials and substances: dangerous@aberdeen-harbour.co.uk

The User/Tenant should provide, if requested, written assessments of the hazards to health for all substances to be handled on site.

It is the User/Tenant’s responsibility to remove and dispose of any hazardous waste produced in accordance with Special Waste (Scotland) Regulations 2004.

**Fire Precautions**

When a fire alarm is initiated, User/Tenants should make their way on foot to the allotted assembly point where applicable. Should the User/Tenant discover a fire it must be reported immediately to the Emergency Services, Aberdeen Harbour Board must then be informed on 01224 597000. The location and nature of the fire must be reported.

No rubbish may be burned at any location within the Aberdeen Harbour estate. Empty containers, paint tins, drums or bottles must be cleared from the site and not allowed to accumulate.

When highly flammable materials are to be handled on site the User/Tenant must conduct a risk assessment as required by the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and Control of Substances Hazardous to Health Regulations (COSHH).
Asbestos

A register of known asbestos material is maintained by the AHB Engineering Department. Known asbestos content is labelled (see Appendix 5) within the harbour estates.

No work of any kind is to be conducted on asbestos insulation, asbestos coating or asbestos insulating board unless the User/Tenant is licensed or has employed a registered asbestos contractor and has notified the enforcing authority.

Should the User/Tenant suspect that materials within the work area are asbestos based and not labelled as such it should be brought to the attention of the AHB Engineering Department immediately. Work should cease until the material has been identified. If known asbestos content is disturbed then the works should stop immediately, the area evacuated and AHB informed.

Protective Clothing and Equipment

It is the User/Tenant’s responsibility to supply their employees with all necessary protective clothing or equipment for work to be carried out safely. User/Tenant’s employees will be expected to wear such protective equipment to ensure their safety.

Any protective clothing or equipment must be maintained in an effective condition. The standard protective equipment requirement is for safety footwear, high visibility clothing and safety helmet. Aberdeen Harbour Board’s ‘Code of Safe Practice’ must be adhered to at all times.

A buoyancy aid must be worn when working within 1 metre of the Quay edge, over water and on floating plant or craft.

Pandemic

In the event of a global pandemic port users shall adhere with the Scottish and UK Government guidelines.

Hot Work

Operations involving the use of oxy-gas welding or cutting equipment, electric arc welding, blowlamps or other flame producing equipment and/or grinding equipment must not be undertaken without proper Hot Work procedures being in place.

Waste Disposal

The User/Tenant producing waste is responsible for its disposal in accordance with relevant legislation. Copies of waste transfer notes for controlled wastes and consignment notes for special wastes must be kept by the User/Tenant.
The User/Tenant must not use waste containers that are solely for the use of AHB without their express permission.

**Environmental**


The User/Tenant is not allowed to burn any waste or refuse on site. All waste must be disposed of responsibly in accordance with the Waste (Scotland) Regulations 2014.

When any plant is to be used, or operation performed that presents a risk of spillage or leakage of oil or other contaminating substance, the User/Tenant must have facilities to arrest and soak up the spill and prevent pollution of water courses. In the event of any spillage you should contact AHB on 01224 597000.

AHB operate to the polluter pays principal which is the commonly accepted practice that those who produce pollution should bear the costs of managing it to prevent damage to human health or the environment.

Noise and vibration nuisance from User/Tenant operations must be kept to a minimum within the Control of Noise at Work Regulations 2005. If high noise and vibration levels are anticipated to be unavoidable, the User/Tenant must apply for consent for such works to the local authority under the Control of Pollution Act.

4. **TRAFFIC**

**Traffic Routes**

The general principles for safe traffic routes are as follows:

Make sure they are wide enough for the safe movement of the largest vehicle.

Ensure surfaces are suitable for the vehicles and pedestrians using them, e.g. firm, even and properly drained. Quayside traffic routes should be fit for purpose.

- Avoid sharp corners and blind bends.
- Keep them clear of obstructions.
- Make sure they are clearly marked and signposted.
- Keep them properly maintained.
Visibility

Visibility should be good enough for drivers of plant and vehicles to see potential hazards, and for pedestrians to see plant and vehicles. Adequate visibility for drivers is related to plant and vehicle speed and the distance needed to stop or change direction safely. Consider having mirrors where sharp or blind bends cannot be avoided.

Speed

Reducing vehicle speed is an important part of workplace transport safety. It is important to select the most appropriate control as the wrong measure can increase risk by, for example, the fitting of speed bumps may reduce a fork lift trucks stability. AHB operate a zero-tolerance attitude towards speeding with the port and offending drivers will be banned from driving within the port.

Segregation

It is important to ensure that consideration has been given when drawing up a traffic management plan for the activity taking place on the area you are working in. The interaction between people and mobile equipment must be considered whilst developing the risk assessment, which then transfers to the SSOW.

Vehicle and Pedestrian Safety

User/Tenant’s vehicles must be parked in the designated areas unless specific permission has been granted by AHB to park on other areas of the site. Vehicles that are allowed on to the site must not obstruct any roadway or cargo area without permission and all vehicles must strictly observe the speed limit of 15mph. Pedestrians must use safe walkways where provided to navigate through the Harbour Estate.

Work on or near a Walkway

Where work will be undertaken on or near a walkway then there shall be a Traffic Management Plan put in place to ensure the safety of pedestrians using the walkway. Below (Fig 3) shows red and white chain fixed across the door of operational sheds within the harbour. When this chain has to be removed for operational purposes then the user/tenant shall be responsible for implementing the Traffic Management Plan. For example, if a Fork Lift Truck is to operate then signage shall be placed at either side of the area alerting pedestrians to “Fork Lift Truck In Use” and the driver of the Fork Truck shall ensure that he takes into consideration at all times pedestrians who may be passing.
The following locations have automatic barriers whereby when a vehicle drives towards the barrier, they automatically lift to allow entry/exit:

- Pocra Quay
- Halls Quay
- Clipper Quay
- Duthies Quay
- Commercial West
- Blaikies Quay

The following locations have manned barriers:

- Marischal Street (this gate closes from 22:00 – 05:00hrs each night.)
- Nord Centre
- Point Law
- Torry
- Central Roadway (Manned from 07:00 – 18:00hrs Monday – Saturday and access out with these times is via intercom located at entry point.)

The following locations have unmanned barriers and require entry via intercom system.

- Jamiesons
- Commerce Street

Dock Gate: this is open 24/7 and advanced notification must be given to the DCO/DCA or Security prior to entry.

Issues with vehicle access/egress to the harbour estate should be reported to security on 01224 597000. All pedestrian gates work on an intercom system and personnel details must be communicated to security for them to grant access.
Plant and Machinery, and Other Work Equipment (PUWER)

Any plant, machinery or other work equipment used by the User/Tenant must meet statutory requirements, be well maintained in a safe condition and must only be used by persons trained to operate them.

For further guidance please refer to Safety in Ports (SiP001).
https://www.portskillsandsafety.co.uk/resources/sip-001-guidance-workplace-transport-port-and-terminal-planning

5. OPERATIONAL ACTIVITY

RoRo Operations

Ro-Ro and Sto-Ro operations should be planned and executed in a way that minimises risks to those involved in the operation. Including direct employees, non-permanent employees (NPEs), ship’s crew and anyone else that may be affected. For guidance please see SIP 010
https://www.portskillsandsafety.co.uk/resources/sip-010-guidance-ro-ro-sto-ro

Container Handling

Please see link to SIP003 Guidance on Container Handling.

Vessel Access

The requirements for safe access to and from vessels is contained within the ACOP Safety in docks (L148) and SIP014 Safe Access and Egress (see link below). In general access onto the vessel should be provided by the ship’s accommodation ladder or by the ship’s gangway. This should be properly rigged and if over water include a safety net. Safe access and egress to the ladder should be maintained shore-side throughout the working of the vessel. https://www.portskillsandsafety.co.uk/resources/sip014-guidance-safe-access-and-egress
6. ABERDEEN HARBOUR SAFETY CAMPAIGN

Following consultation with our Stakeholders it was agreed at the Port Safety Group Forum that the current Aberdeen Harbour Safety Campaign would focus on:

- Safe use of mobile phones whilst working in operational areas
- Pedestrian/Plant Segregation (Appendix 7)
- Mandatory use of designated safe green walkways (Appendix 6)

Visual graphics and signage are located at strategic points within the harbour.

7. SPECIFIC CODE OF PRACTICE

Code of Safe Practice

- Maximum speed limit 15 mph.
- Never use mobile communications when driving, operating plant or machinery.
- Keep 1m quay edge “clear zone” free from vehicles, and cargo operations.
- Traffic must avoid travelling through operational areas.
- Consider present and forecast weather conditions.
- Keep your work area tidy.
- Assess risks, plan work and always use safe working practices.
- Operational areas must be controlled.
- Green Pedestrian Walkways and pavements should be used and must be kept clear.
- PPE, hard hat, hi-vis and safety footwear must be worn.
- Buoyancy aids shall be worn working within the 1m “clear zone” and on or near water.

Ship to Shore Safety Check List

The purpose of the ship/shore safety check list is to improve the interface between the ship and stevedore, and thereby improve the safety of operations. Misunderstandings occur and mistakes can be made when ship’s crew do not understand the intentions of the stevedores, and the same applies when stevedores do not fully understand what the ship can and cannot safely do.

Completing the checklist together is intended to help the ship’s crew and the stevedore to recognise potential problems and to be better prepared for such instances if they arise. AHB will provide all stevedoring companies an electronic copy of the checklist and it will be the stevedoring company’s decision to adopt if they so wish to do so. The Code of Practice for the Safe Loading & Unloading of Bulk Carriers (The BLU Code) applies to certain bulk cargoes and such that a ship to shore check list is mandatory for cargo operations.
Ship/Shore Checklist for Vessel in Aberdeen

<table>
<thead>
<tr>
<th>Date:</th>
<th>Vessel Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port:</td>
<td>Quay:</td>
</tr>
<tr>
<td>Available depth of water in berth:</td>
<td></td>
</tr>
<tr>
<td>Arrival draught (read/calculated):</td>
<td></td>
</tr>
<tr>
<td>Calculated departure draught:</td>
<td></td>
</tr>
</tbody>
</table>

The Master and Stevedoring Manager, or their representatives, should complete the checklist jointly. The safety of operations requires that all questions should be answered affirmatively and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and stevedore. If a question is not applicable write “N/A”, explaining why.

1. Is the depth of water at the berth adequate for the cargo operations to be completed?  
   - [ ] Ship  
   - [ ] Stev

2. Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?  
   - [ ] Ship  
   - [ ] Stev

3. In emergency, is the ship able to leave the berth at any time?  
   - [ ] Ship  
   - [ ] Stev

4. Is there safe access between the ship and the quay?  
   - [ ] Ship  
   - [ ] Stev
   
   Tended by ship/stevedore  
   (cross out as appropriate)

5. Is the agreed ship/quayside communications system operative?  
   - [ ] Ship  
   - [ ] Stev

   Communication method: .................................................................
   Language: ......................................................................................
   Radio channels/phone numbers: ..................................................

6. Are the liaison contact persons during operations positively identified?  
   - [ ] Ship  
   - [ ] Stev

   Ship contact person: .................................................................
   Shore contact person(s): ..............................................................
   Location: .......................................................................................

7. Are adequate crew on board for emergency purposes?  
   - [ ] Ship  
   - [ ] Stev

8. Have any bunkering operations been advised and agreed?  
   - [ ] Ship  
   - [ ] Stev
9. Have any intended repairs to the ship whilst alongside been advised and agreed? ☐ ☐

10. Has a procedure for reporting and recording damage from cargo operations been agreed? ☐ ☐

11. Has the ship been provided with copies Aberdeen Harbour regulations, including safety and pollution requirements and details of emergency services? ☐ ☐

12. Has the shipper provided the master with the properties of the cargo in accordance with the requirements of chapter VI of SOLAS? ☐ ☐

13. Is the atmosphere safe in holds and enclosed spaces to which access may be required? ☐ ☐

14. Have the cargo handling capacity and any limits of travel for each Crane/loader been passed to the ship/stevedore

   Loader ..............................................................................................................
   Crane 16.................................................................................................
   Crane 17.................................................................................................

15. Has a cargo loading or unloading plan been calculated for all stages of loading/ballasting or unloading/ballasting? ☐ ☐

   Copy lodged with.........................................................................................

16. Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of the cargo to be transferred each time the hold is worked? ☐ ☐

17. Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed? ☐ ☐

18. Do both ship and stevedore understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up? ☐ ☐

19. Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted? ☐ ☐

20. Have the procedures to adjust the final trim of the loading ship been decided and agreed? ☐ ☐
21. Has the stevedore been advised of the time required for the ship to prepare for sea, on completion of cargo work?

The Above Has Been Agreed:

Time : ............................................ Date : .............................................

For Vessel: ...................................................................................................
Rank................................................................................................................

For Stevedores: .............................................................................................
Position/Title...............................................................................................
8. **GENERAL INFORMATION**

**Common User Quays:**
- Albert Quay (East of BP)
- Atlantic Wharf
- Blaikies 1 & 2
- Blaikies 4
- Clipper Quay
- Commercial Quay East
- Commercial Quay West
- Duthies Quay
- Halls Quay
- Installation Berth
- Jamiesons Quay
- Matthews Quay Cross Berth
- Pacific Wharf
- Palmerston Quay
- Pocra Quay
- Regent Quay East
- Regent Quay West
- Russells Quay
- Torry Quay
- Trinity Quay
- Upper Quay

**Headphones & Earphones**

There are two significant “Human Senses” of the five that we have which are paramount to our safety and these are our vision and our hearing with the other 3 being touch, taste and smell. Considering the two main ones of vision and hearing, by using headphones and earphones we are knowingly cancelling out 50% of our main internal safety devices when in the harbour estate. All port users that are within an Aberdeen Harbour Operational area shall not use Headphones or Earphones, and by performing this practice individuals are putting themselves and others at risk by detracting their ability to hear what may be a safety call from an individual or an “audible” alarm from a fork truck reversing.

9. **ENTRY TO HARBOUR OPERATIONAL AREAS**

Where possible all stakeholders are to notify the Aberdeen Harbour Security team in advance of visitors to their respective vessels/premises via email (see below) or on 01224 597000. If a visitor arrives and is not on the pre-notification list the security officer will contact the person/agent of the vessel/entity and advise that the individual is requesting access, and ask them to confirm authenticity of the visitor. Visitors not on the list will only
be allowed on site once a representative of the vessel/entity they are visiting has accepted responsibility for them.

security@aberdeen-harbour.co.uk

Children are strictly prohibited from entering the port operational areas unless:

- Part of a pre-planned organised event with minimum 14 days notification
- Work experience/vessel crew
- Passengers traveling on commercial vessels
- Special approval from Aberdeen Harbour Board

Where one of the above exemptions is applicable Regulation 19 of the Management of Health and Safety at Work Regulations 1999 requires that a suitable and sufficient Risk Assessment is carried out by the entity responsible for entry to the port operational areas. The Risk Assessment must be communicated to the person visiting that has parental responsibility for the young person/child.

It is mandatory that a risk assessment is carried out prior to any quayside visits to ensure the safety and wellbeing of visitors/young person/child is addressed. This risk assessment shall pay attention to pedestrian segregation ensuring robust measures are carefully managed with regards movement of quayside traffic.


**Essential Links**

The Links below give advice that will assist companies involved in Operations within a Harbour. Approved Codes of Practice (ACOP) and guidance covers safety in dock operations and is aimed at those who have a duty to comply with provisions of the Health and Safety at Work Act 1974. This includes people who control dock premises, suppliers of plant and equipment, dock employers, managers, safety officers, safety representatives and workers. AHB is not responsible for, and cannot guarantee the accuracy of, information on sites that it does not manage; nor should the inclusion of a hyperlink be taken to mean endorsement by AHB of the site to which it points.

- [www.hse.gov.uk](http://www.hse.gov.uk)
- [http://www.hse.gov.uk/docks/index.htm](http://www.hse.gov.uk/docks/index.htm)
- [http://www.hse.gov.uk/pubns/books/l148.htm](http://www.hse.gov.uk/pubns/books/l148.htm)
- [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)
- SIP001 - Guidance on Workplace Transport (Port & Terminal Planning)
• SIP002 - General cargo - Health and Safety in Ports Guidance
• SIP003 - Container Handling - Health and Safety in Ports Guidance
• SIP004 - Timber handling - Health and Safety in Ports Guidance
• SIP005 - Mooring - Health and Safety in Ports Guidance
• SIP006 - Bulk liquids - Health and Safety in Ports Guidance
• SIP007 - Dry bulk cargo loading/unloading - Health and Safety in Ports Guidance
• SIP008 - Dry bulk cargo storage - Health and Safety in Ports Guidance
• SIP009 - Lighting - Health and Safety in Ports Guidance
• SIP010 - Guidance on Workplace Transport (Ro-Ro and Sto-Ro Operations)
• SIP011 - Guidance on Sources of Occupational Health Information for Ports
• SIP012 - Guidance on Ro-Ro Passenger and Cruise Operations
• SIP013 - Guidance on Management of Non-Permanent Employees in Ports
• SIP014 - Guidance on Safe Access and Egress in Ports
• SIP015 - Guidance on Confined Spaces in Ports
• SIP016 - Guidance on Emergency Planning in Ports
• SIP019 - Selection and Use of Buoyancy Equipment
• SIP020 - Guidance on Water Safety in Ports
• SIP021 – Guidance on Safe Access to Fishing Vessels and Small Craft in Ports

Emergency Contact Numbers

The 999 system should be used for Emergency Calls requiring:
• Scottish Fire and Rescue
• Police Scotland
• Scottish Ambulance Service
• Coastguard

In the event of any of the above Emergency Services being called to attend within the Harbour area ensure that the Harbour Authority is informed by telephoning the number below and ask to be put through to “VTS”. Once connected advise VTS the nature of the incident and the location.

Aberdeen Harbour Authority 01224 597000 (24-hour line)

Port Security Numbers

• Marischal Street 01224 597000
• Point Law 01224 597009
• Torry Quay 01224 597008
## 10. Aberdeen Harbour Defibrillator Locations

<table>
<thead>
<tr>
<th>Company</th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHB</td>
<td>Marine Operations Centre, fifth floor stairwell landing.</td>
</tr>
<tr>
<td>AHB</td>
<td>16 Regent Quay, reception area.</td>
</tr>
<tr>
<td>AHB</td>
<td>Dockgates Building, upstairs kitchen.</td>
</tr>
<tr>
<td>AHB</td>
<td>Maintenance Workshops first aid treatment room.</td>
</tr>
</tbody>
</table>
| AHB           | Mobile Unit located as follows:
|               | 06:00-22:00 DCO vehicle, 22:00-06:00 Security.                      |
| Peterson      | Torry Marine Base, ground floor, supervisor’s office.                |
| ASCO          | Mearns Quay, upstairs office, far end.                                |
| ASCO BP       | Albert Quay, upstairs, main operations office.                        |
| ASCO TOTAL    | Albert Quay, quayside office, kitchen area.                           |
| Serco NorthLink | Passenger Terminal Building.                                          |
| Streamline Shipping | Blaikies Quay Shipping Office                                      |
## 11. HISTORY OF CHANGES AND SCHEDULED REVIEWS

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for review</th>
<th>Details of Any Changes Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.08.2019</td>
<td>Annual Review</td>
<td>Added intercom systems and safe green walkways and changed to V2</td>
</tr>
<tr>
<td>07.07.2020</td>
<td>Annual Review</td>
<td>Made reference to AHB Port Access Policy and changed to V3. Additionally, increased referenced to SiP’s and added information on scaffolding, diving permits, UAV permits, noise and COVID-19.</td>
</tr>
</tbody>
</table>
Appendix 1: Defibrillator Location Map
Appendix 2: Harbour Map
Appendix 3: Buoyancy Aids Location Map
Appendix 4: Grit Bin Location Map
Appendix 5: Asbestos Signage
Appendix 6: Safe Green Walkways
Appendix 7: Aberdeen Harbour Safety Campaign Images

**WATCH YOUR BACK, NOT YOUR PHONE. THINK HARBOURSAFE**

**Not-so-smart phone.**
Giving your attention to a handheld device puts you at risk in a dangerous workplace. Only use it when you're in a safe place.

**When you're talking the talk, don't walk the walk.**
Be aware of your surroundings on the Harbour – don't let your phone distract you.

**Watch your back, not your phone**
Taking your attention to a handheld device also puts you at risk in a dangerous workplace. Only use it when you're in a safe place.

**NOT-SO SMART PHONE.**

**SEE THE DANGER NOT THE SCREEN.**
I acknowledge receipt of this copy – **Part 1**

Signature ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...