



Shetland Islands Council

Ports & Harbours

Employee, Contractor & Users

Health & Safety Handbook

Purpose

Shetland Islands Council Ports & Harbours aim to ensure that the highest levels of safety are achieved by all persons working within our premises including contractors, users and visitors.

The aim of this handbook is to set out the rules for employees and contractors working for and on behalf of SIC (Shetland Islands Council), tenants and users of SIC facilities. Visitors to SIC facilities should be aware that a number of the port premises are open, but that operations may be taking place in these areas and they should familiarise themselves with this handbook and keep clear of working areas and follow any instructions given to them.

Every employee and employee working for contractors employed by SIC, tenants or users of SIC facilities, must be able to demonstrate that they have read and understood this handbook.

Responsibilities

Each employee and contractor employee shall;

- Receive a local Port Induction
- Not interfere or misuse anything that has been provided in the interests of health, safety and welfare of any person
- Be aware of their duties and take reasonable care of yourself and others
- Be trained and competent to undertake the task you are employed to do
- Stop work if you have concerns regarding your safety or that of others and report to your line manager or SIC contact
- Report all incidents to your line manager or SIC contact
- Comply with all security arrangements as per terms and conditions and security policy

Before Work Commences

Before any work can take place the following steps must have been followed

- Each employee or contract employee has read and understood the rules covered within this handbook
- Each employee or contract employee must have completed all relevant port inductions
- Contractor's responsible person must report to SIC contact
- Each contract employee must be signed in, e.g. when working within a building
- All applicable permits must be in place and signed by the relevant personnel (as determined by risk assessment, method statement (RAMS))
- All employees and contract employees must have the correct PPE available to them (as determined by RAMS and local port rules)

Housekeeping

Good housekeeping reduces the likelihood of accidents. A clear work area will also help identify a number of issues such as spills and tripping hazards.

Personal Protective Equipment (PPE)

The following PPE must be worn by each employee and contractor employee working within all SIC Ports premises

Certified Industrial Safety Helmets to be worn in designated hard hat areas, during lifting operations or where an overhead risk exists.



Safety footwear certified for professional use with appropriate toecap protection, penetration resistance and slip resistance. Footwear with metallic components that may cause sparks is not permitted.



Certified Hi-visibility clothing



The only exceptions to the above minimum PPE requirements are:

PPE free zones i.e. offices, welfare areas, car parks and vehicles

Persons who move directly between a vehicle and a vessel gangway

Where RAMS identify the risks are higher when wearing the above PPE. This must be approved by your line manager or SIC contact.

In addition to the above mandatory PPE requirements, RAMS will determine task specific PPE requirements. This must be worn at all times, even when work is within a PPE free zone.

Traffic Management

Due to the nature of the ports and harbours, there can be high volumes of large vehicles moving around. These large vehicles can include HGV's, low loader HGV's with escort vehicles, mobile cranes and forklift trucks. Some of these vehicles may be moving slower than the speed limit. Do not overtake these vehicles unless it is safe to do so.

The speed limit on all port roads, piers and quays is 15 MPH.



Random speed checks may be carried out by SIC staff.

Please ensure your vehicle is parked in a designated parking area.

Lifting Operations and Heavy Plant



Contractors carrying out lifting operations in any of SIC's ports and harbours are required to notify their SIC contact prior to the operation taking place. All lifting operations require a lifting plan to be submitted for approval prior to the operation. Other than at a few designated lifting pads, the maximum ground loading at SIC ports and harbours is 5 tonnes per square meter.

A generic lifting plan for lifts of 5 tonnes or less, submitted to staff at Scalloway and Cullivoe harbours on the day of a lift, will be acceptable. Lifts of over 5 tonnes, and at unmanned ports, require the lifting plan to be submitted to the Port Engineer 3 days in advance of the operation.

Traffic management planning is the responsibility of the lift contractor.



Contractors operating heavy plant including fork lift trucks, on SIC premises, are responsible for ensuring the operators of such equipment are fully trained, licenced and competent in these roles and that all equipment is fully certified, registered and fit for purpose.

Working near Water

If working near water each contractor must have their own rescue procedures in place for emergencies.

If you are working over water or within 1 meter of the quayside edge you must wear a lifejacket.



Life buoys and rescue hooks are in place at all SIC ports and harbours. Check your area for the nearest equipment.



If a lifebuoy is missing, report this immediately to your line manager or SIC contact.

Do not work near water with tools or equipment clipped to waist belts or holders.

Be aware that all ports and harbours are tidal and that the water level can rise or fall substantially.

Emergency Incident

In the event of an emergency incident, the port emergency plan will be activated and all employees and contractor employees will be instructed to evacuate the area by a safe route and assemble at a muster point.

Employees and contractor employees must await instruction from line manager or SIC contact before leaving the port.

If you are involved in or witness an accident or incident, or are involved in or witness a pollution incident, please inform the Harbour Authority as soon as possible.

24 hour contact number

01806 244280

First Aid



A number of first aiders are in place at various port locations, these are:

Sella Ness Port Administration Building during office hours

Sella Ness duty tug & pilot vessel crews

Scalloway Harbour Office (during office hours)

Suspicious Activity and Security

What do we ask of you?

Quite simply, to call the police whenever you see any activity or behaviour that you feel is suspicious, and which may be connected with acts or preparatory act of criminality such as terrorism, organised crime, illegal immigration and smuggling.

If you suspect it, report it

Remember if you see suspicious activity:

Do not take direct action

Do not confront the person

Do not reveal your suspicions

Do record details as possible – what you saw, where you saw it. Why was it suspicious? Be Specific

Do notify us as soon as possible

24 hour contact number

01806 244280

**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.



HELP US TO **PROTECT YOU.**

HEARD OR SEEN ANYTHING
UNUSUAL IN OR AROUND
THE COASTLINE, PORTS
AND WATERWAYS?

REPORT IT.

Even the smallest thing can be significant.

Call your **local police** on 101 or contact **Crimestoppers**
anonymously on 0800 555 111 **Quote KRAKEN**

Project KRAKEN is a joint initiative aimed at encouraging the public to report suspicious or unusual activity around the coastal and maritime environment.

