

SAFETY REGULATIONS

The Port of Helsingborg April 2023



Prologue

Safety First!

The port is a fantastic business but also complex, risky and sometimes dangerous. In order to reduce these risks and avoid hazardous situations, cooperation and coordination between everyone who works and operate in the port are required. The port of Helsingborg has the ambition always to be a safe and secure workplace. It is something we create together, and to achieve this, we need to have common procedures.

Most of these routines are apparent, but the obvious also needs to be documented in writing. This document contains the basic procedures we need, procedures that can be revised if necessary. Established procedures can be a personal limitation in work situations for the individual but relatively balanced, which benefits everyone involved. It is when we together competently carry out complex tasks coordinated that a safe working environment arises.

I want you to contribute your part.

For our follow-up that everyone has taken part in the procedures, all employees will sign these.

Standard routines provide a safe working environment!

Bart Steijaert
CEO

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Conduct

FORMAL

To be part of the maritime transport system, the Port of Helsingborg must comply with requirements regarding global maritime security (ISPS). In Sweden, the Swedish Transport Agency checks that these are met. Conditions to be completed are:

Only Port of Helsingborg authorised vehicles and persons are allowed within the terminal area.

All visitors (external) and goods must be authorised and pre-registered.

INTERNAL

- Each fenced Terminal has a traffic plan.
- Parking machinery and equipment must follow the order of the defined traffic plan.
- Charging of electrical vehicles (cars, scooters, forklifts etc) is only allowed in designated vehicle charging areas. Charging of private equipment (kickbikes, bicyclebatteries, etc) is prohibited. Mobile phones are exempted.
- When moving vehicles, the driver should always have an entire focus on the driving itself. It means the use of mobile phones, "smartphones", active work with forklift computers, etcetera, should only take place when the relationship allows. The driver must always pay full attention to the surroundings. Drivers should use "Hands-free" and earpiece.
- There is a smoking ban indoors and in all vehicles.

External visitors must always be pre-registered and accompanied by a designated visitor recipient. Visits within the operational area must be notified in advance according to the visit instructions.

RULES OF CONDUCT ON RADIO AND TELECOMMUNICATIONS

- Ask targeted questions, only the person who is asked should answer.
- Listen and be observant of what is said.
- Avoid unnecessary talk over the radio.
- If you are going to talk on the "crane channel", pay attention to where the crane is operating before you start talking, or ask if you can break-in.
- Keep a good tone and think about the delay before you start talking.

ALCOHOL/DRUGS

Anyone staying in the Port of Helsingborg's area must not be under the influence of alcohol or drugs. In case of suspicion of influence, he/she shall undergo an alcohol/drug test.

INJURY REPORTING

All incidents, such as incidents and accidents that have an environmental/work environment impact, must be reported to the nearest manager. Violations of ISPS shall be reported in the same way.

IN CASE OF ALARM, CALL 112 AND STATE:

- What has happened
- Where has it happened
- How many people are injured
- When did it happen
- What measures have been taken
- Who is alarming
- Contact information to you

Appoint a manager on site, and feedback shall be made to the nearest senior manager. Allocate personnel who meet emergency services.





Work environment responsibilities

Port of Helsingborgs is responsible for ensuring that its own staff have relevant training for the tasks they are to perform.

COORDINATION RESPONSIBILITIES

Ship arrivals/departures from the terminals mentioned below

In the case of arrivals and departures of ships within the terminals listed below, HPC is responsible for coordination.

Combi Terminal, Energy Terminal, Skåne Terminal and West harbour

Port of Helsingborg is responsible for coordinating operations in fenced terminal areas. Within their stations in the Energy Terminal, the respective chief of the depot are coordinating.

Dry bulk Terminal

In case of cargo and unloading work that takes place without the Port of Helsingborg's participation, The Swedish Lantmännen AB coordination is responsible. In the case of unloading that requires additional staff from the Port of Helsingborg on board, Port of Helsingborg assumes the coordination responsibility for the duration of this work. The same applies when Port of Helsingborg, or work ordered by the port at an external supplier, performs maintenance on docking plant within the Dry bulk Terminal.

Svenska Lantmännen AB coordinates other daily use of berth seating areas for the use of the facilities belonging to Swedish Lantmännen AB.

In the IPOS area, they are responsible for coordinating all the work carried out there.

HOT WORK

Before "Hot work" begins, it must meet the Port of Helsingborg's "Hot Work" guideline.

WORK IN ENCLOSED SPACES

Working in enclosed spaces can pose a risk of suffocation, poisoning and fire, as well as problems in the evacuation and care of the injured.

Oxygen and gas measuring equipment shall be used in the event of a risk of oxygen deprivation or exposure.

Cooperation is not allowed.

CONTRACTORS/ ENTREPRENEUR

Port of Helsingborg has the coordination responsibility for the contractors who perform work for the port.

The contractor's insurance must be drawn up before work begins. The contractor has a contact person for work environment or safety-related issues, such as incident reporting, driving permits.

DRIVING PERMIT

All employees driving a work vehicle, machine, e.g. skylift, forklift, crane, terminal pull truck, Reachstacker, etcetera, shall have an internal driving permit for each vehicle type/lifting device issued by the Port of Helsingborg.

The driving permit shall be issued after verification of the training certificate or equivalent. Internal driving permits are also required for work outside the port area where applicable.

Contractors in the field who drive work vehicles in the port area must have a driving permit issued by their employer. It is the responsibility of the Port of Helsingborg, within its coordination responsibility, to verify that external contractors have the necessary permits and knowledge for the driving of the vehicle in question in the port area.

The head of the department issues internal driving permits for employees.



- Other personal protective equipment, such as respirators, work- and protective gloves, hearing protectors, fall protection equipment should be used if necessary or instructed if a risk assessment has demonstrated the need.
- Described combinations are developed and assessed in the risk assessment for protective clothing carried out of the Port of Helsingborg. If hot work is carried out, the protective clothing must be flame retardant (e.g. EN 531, 533, 470-1). Hot work outdoors means requirements for both high visibility and flame retardants clothing. For work requiring electrostatic clothing, arc protected (e.g. EN 1149, 61482).
- A suitable life jacket must be used for mooring and other work where there is a particular risk of falling into the water.
- In case of a fall and the drop height is two meters or more, fall protection equipment must be used and securely anchored. The staff must have documented knowledge and driving permits. On mobile work platforms, fall protection equipment should always be used.

Personal protective equipment

- Anyone staying outdoors in the terminal area must wear safety clothing, at least level 3 of the upper body (according to an approved standard, EN 471 or EN 20471).
- All Port of Helsingborg personnel must wear the port's protective clothing.
- Reinforcement clothing for outdoor work (rain, winter) should also be provided with additional safety clothing.
- Personnel in production (stevedore or service) must always wear safety shoes (at least S1+P).
- Safety helmets, according to EN 397, must be worn in the crane area, on boats, at higher altitudes and in other work where a risk assessment has shown that a safety helmet is needed. The safety helmet should be complete and replaced according to the manufacturer's instructions.
- Eye protection and or face mask must be worn when required/or designated by management. Safety glasses or helmet visors, according to EN166, shall be provided with side protection and used when there is a danger of eye damage.





Traffic rules

Terminal area (fenced) – definition

The fenced terminal area consists of an area whose external border with the outside world can seal. Fences and gates bound the outer boundary. Within the terminal area, executable surfaces are divided into "working areas" and "internal driving routes". The boundaries between the different types are shown on map sheets determined by the Port of Helsingborg. Note: Primary work areas are operated solely by trucks. There are one or more transshipment points for each work area where the handover of loaded units takes place between working truck and transport vehicles. Transshipment points are part of the adjacent work area.

Block – definition

A work area can be divided into blocks. Blocks, with any additional designation, is used to specify the position in a working area.

Speed

Drivers shall always use a speed adapted to the current situation within the fenced terminal area, but the maximum speed of the "internal route" is 30 km/h, and within: area of work applies to visibility ¹⁾.

Vehicle

Only passenger cars, or larger vehicles, are generally permitted for movement within terminal areas in addition to the work vehicles involved in production. Bicycles, mopeds, motorcycles, 4-wheel motorcycles are NOT allowed.

The exception for the vehicles mentioned above is to allow cycling on SKT (production staff) to/from dedicated workplaces or in the case of external persons who have a permanent workstation within the port area.

Rotating running light

All vehicles authorised to be driven within the fenced terminal area, including internal road journeys and not participating in direct production, shall use switched-on rotating running lights.

When moving between work areas, the "internal carriageway" shall be used. Lane instructions must be followed. These rules apply regardless of traffic load and time of day. Longer transports within a work area should normally also make use of the "internal carriageways".

Traffic rules on "Internal roads":

The same traffic rules apply as on the "external" road network.

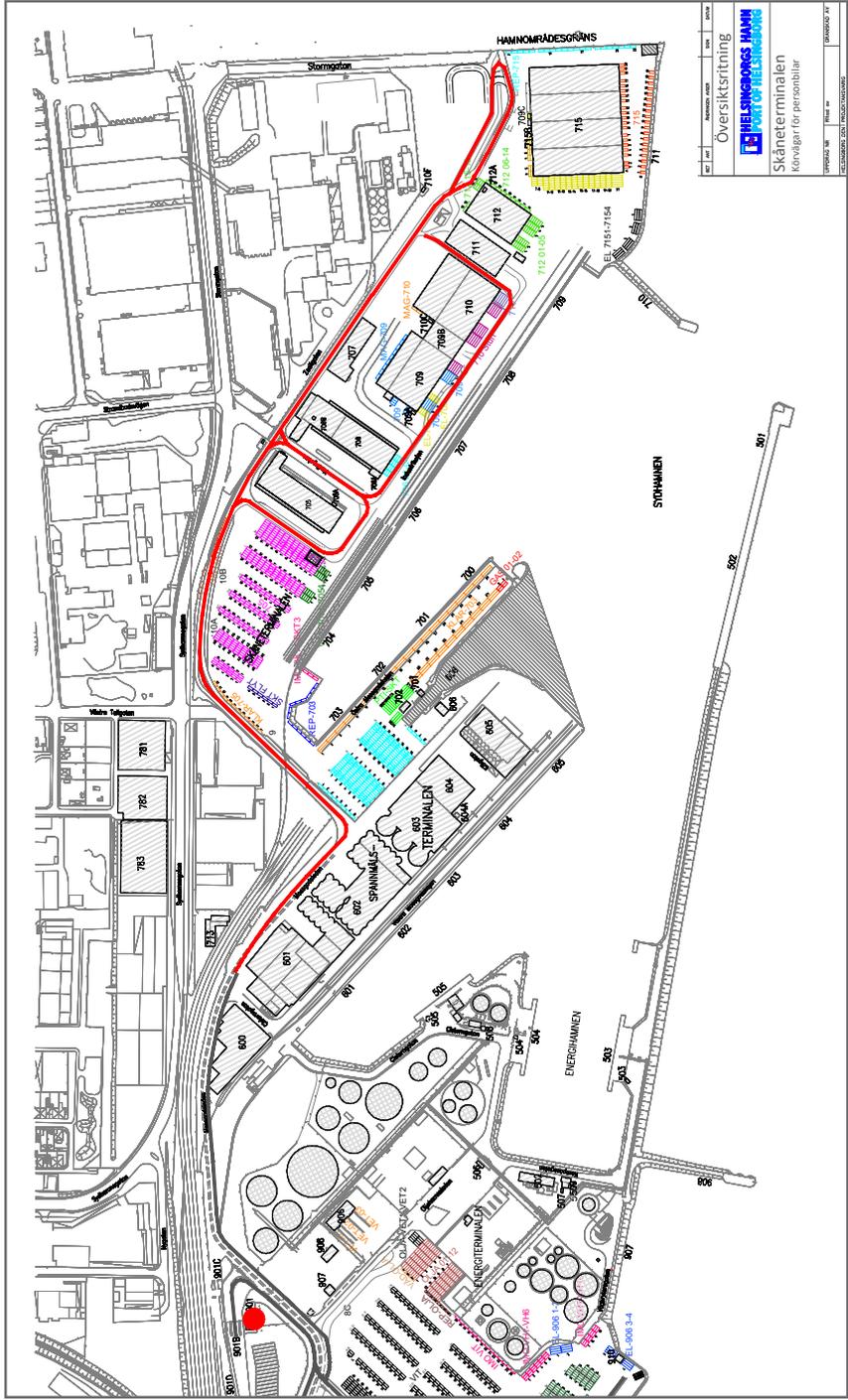
- Right-hand traffic is valid.
- "Internal road" shall be regarded as the main road where the relevant traffic from the "working area" shall apply the exit rule.
- Right-hand rule applies between vehicles that are both on the "internal road".

Traffic rules in the "work area" apply to:

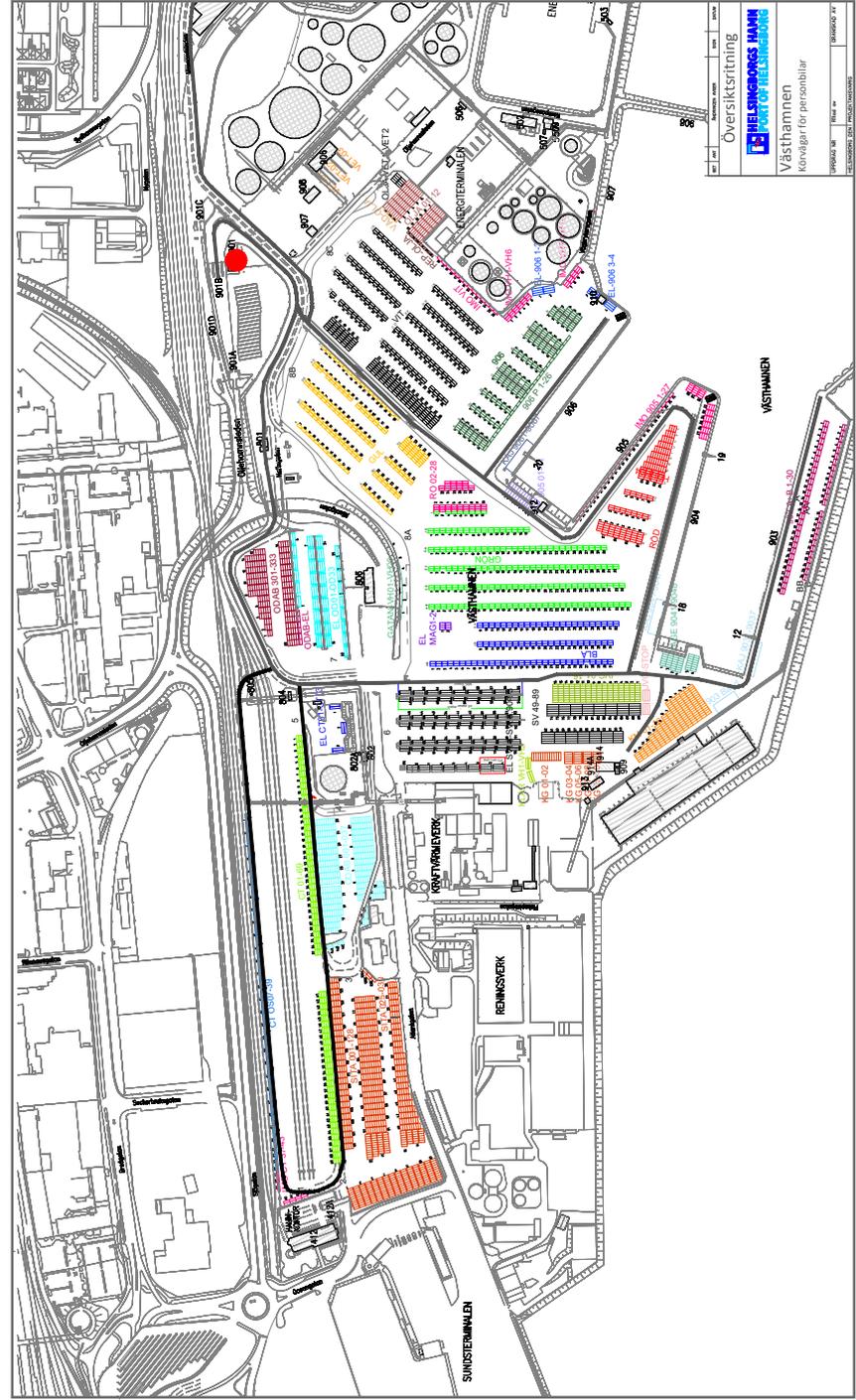
- Working trucks in the work area take precedence over other vehicles.
- When exiting from the work area to "internal road", the person leaving the working area is obliged to apply the exit rule (= Swerve duty).
- Working truck with loaded yoke must not drive on "internal road". However, the route may be crossed.
- If you need to contact the machine operator, contact the PDL (production manager) who calls via COM radio with a fixed time and place for the meeting.
- Do not go or drive under hanging loads.
- In the working area, visibility¹⁾ applies..

¹⁾ Adjusted speed allowing vehicles to stop within half the length of sight so that collision with an oncoming vehicle which is also driven at half-visibility speed can be prevented.

DRIVING ROUTES PASSENGER CARS SKÅNETERMINALEN



DRIVING ROUTES PASSENGER CARS WEST HARBOUR

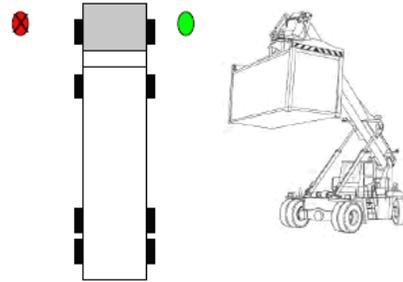


Toplift/Reachstacker

– Loading/unloading of container

After the truck has driven into the terminal area, the lorry driver must not leave the vehicle on more than permitted occasions. At the loading/unloading points:

- The lorry driver is allowed to walk around the truck, however, no further than 2 metres, to unlock/lock container locks.
- The lorry driver must then stand next to the front door of his car on the side from which the truck should loosen/load the unit (green dot).
- Eye contact should then be established between the truck driver and the lorry driver. Lorry driver then gives the go-ahead to the truck driver that the device is unlocked.
- Does the lorry driver want to inspect entity inside, characters are made "point to eyes." The truck driver then puts down the unit for inspection. Placement shall be carried out in such a way: that the truck driver and the lorry driver see each other all the time. The truck driver must provide the go-ahead to the lorry driver when it can be done. When the inspection is carried out, the lorry driver stands at the front door again and give the go-ahead to the truck driver.
- Any accompanying person should remain in the lorry cab.
- Lorry drivers outside their vehicle within the terminal area must wear safety clothing on the upper body (see pictures on the next page).



If these rules are not followed, the truck driver has an order not to provide service.



Mooring work

It is a requirement in §36 "Port work" [AFS 2001:9] that life jackets will be used for mooring work.

The Port of Helsingborg follows the recommendation on the type of life jacket that the regulation indicates which, means that the life jacket shall bear a marking indicating that it complies with "standard SS-EN 399-275N, SS-EN 396-150N or SS-EN 395-100N."

PELLETS

Unloading ships

Upon the ship's arrival, the production manager shall carry out an "overall assessment" of the working environment onboard. Measurements shall supplement the assessment. The assessment, including subsequent measurement, shall result in a safe working environment before the production manager grants work. Acceptable assessment and measurement results verified by safety representative/signalman on form "Checklist - Measurement" gives the production manager the right to start the work. The procedure is described in a separate document - "CHECKLIST - OVERALL ASSESSMENT ON ARRIVAL/BULK CARRIER TO QUAY"

DANGEROUS GOODS

Explosives

In general, the Port of Helsingborg assumes that all packaged dangerous goods handled in accordance with the IMDG, RID-S and ADR-S regulations present acceptable risks and can therefore be managed in the port area and transported in and out via the respective modes of transport.

MEASURES WHEN THE RULES ARE NOT COMPLIED WITH

The employees in the Port of Helsingborg who violate applicable safety and security regulations may be subject to labour law penalties.

External: Prohibition of access to the port.

In addition to the detailed guidelines set out in this document, detailed guidelines are provided in general and specific operating regulations.

See <https://www.port.helsingborg.se/en/permits-and-regulations/>

