

Port Houston

Health, Safety, Security, and Environment Policy Document



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1. Purpose

- 1.1. Port Houston is committed to providing a safe and healthy place of business. In an effort to meet this goal, the PORT HOUSTON has developed this Bayport Terminal Trucking Industry Safety Manual (“Safety Manual”) to communicate safety procedures, standards and work related rules to all drivers operating at the Bayport Terminal (“BAYPORT TERMINAL”). The cooperation of each driver in following the rules contained in the Safety Manual is required for PORT HOUSTON to achieve its safety goals. The procedures, standards and rules contained in the Safety Manual apply to all truck drivers operating at Bayport Terminal.

2. Scope

- 2.1. The Safety Manual applies to all areas of Bay Port Container Terminal.
- 2.2. The Safety Manual will not cover every possible situation that drivers may encounter while at Bayport Terminal.
- 2.3. Drivers must exercise good judgment at all times and be responsible for their own safety.
- 2.4. All drivers are responsible for knowing and following all safety procedures, standards, rules and policies.
- 2.5. Disorderly or unsafe conduct, failure to follow safe work practices, or violation of or refusal to comply with PORT HOUSTON safety rules can be cause for removal of driving privileges and may result in the driver being denied access to Bayport Container Terminals.

3. References

- 3.1. OSHA 29 CFR 1917, 1918, 1910, 1926
- 3.2. OSHA 49 CFR part 40, 172

4. Roles and Responsibilities

- 4.1. **Trucking Companies-** Review and train all drivers on safety manual policies and procedures.

5. Compliance Methodology

5.1. Definitions

- 5.1.1. **Blindside of RTGs** - The south side of RTGs opposite from the truck lane. The crane operator has a very limited view of the blindside. See photo on page 6.
- 5.1.2. **Bypass lane** – The designated truck lane between two adjacent grounded pads, “where using extreme caution,” may navigate safely in and out of the pad.
- 5.1.3. **Close Call Incidents** - A potential hazard or situation that could have contributed to an accident.
- 5.1.4. **Container Storage Area** - Any area where wheeled, loaded or empty containers are stored on Terminal.
- 5.1.5. **Cross Aisle/ Main Aisle** - See cross aisle/main aisle map on page 9.
- 5.1.6. **Dock** - A structure, parallel to the shoreline, to which ships moor for loading and unloading.
- 5.1.7. **Empty Yard** - An area where empty containers are stacked.

- 5.1.8. **Gate** - Truck check in/check out processing area.
- 5.1.9. **Grounded Container Storage Area** - Any area of the Container Park where containers or stacks of containers are placed on the ground.
- 5.1.10. **Intersection** - The location at which the Main Aisle and the Cross Aisle intersect. See map on page 9.
- 5.1.11. **Port Houston (PORT HOUSTON)** - A political subdivision of the State of Texas created and authorized by the Texas Legislature to operate a port in Harris County and to have jurisdiction over the Houston Ship Channel and certain other streams and bayous.
- 5.1.12. **PORT HOUSTON Lane Boss** - The lead clerk over PORT HOUSTON Gate operations.
- 5.1.13. **RTG, Yard Crane, or Transtainer** - Wheel mounted cranes used in loading and unloading containers to/from a point of rest in the Container Park.
- 5.1.14. **RTG Container Staging Pads or RTG Pads** - A major area of the Container Park on each berth that is designated by a letter (examples are 1Z, 1R and 2Z on the Cross Aisle/Main Aisle Map on page 9). RTGs park containers on the pads in stacks up to four high.
- 5.1.15. **Safety Manual** - This Bayport Terminal Trucking Industry Safety Manual
- 5.1.16. **Side Pick or Pencil Machine** - Container handling equipment that secures an empty container from its side two corners for moving and handling.
- 5.1.17. **Swing** - Unloading/loading a container from one chassis onto another.
- 5.1.18. **Terminal** - Bayport Terminal of the Port Houston. See map on page 9.
- 5.1.19. **Top Pick or Top Loader** - Container handling equipment that secures a container from its top four corners for moving and handling.
- 5.1.20. **USCBP**- United States Customs Border Patrol
- 5.1.21. **Wharf Cranes or Container Cranes** - The cranes located on tracks along the wharf face that are used to load and unload containers to and from vessels.

5.2. Bayport Terminal Emergency telephone numbers/Contacts

- 5.2.1. Report all Emergencies, personal injuries, property damage, vehicle and pedestrian accidents and hazardous material leaks and odors to the Security Officer on the first floor of the Terminal Building or call Port **Police (713) 670-3611**, or Operations (281) 291-6015.
- 5.2.2. Report all NON-EMERGENCIES to Port Police at (713) 670-3620.
- 5.2.3. Report unsafe conditions or close call incidents to the Operations staff at (281) 291-6015 or PORT HOUSTON Safety Department at (281) 291-6159.
- 5.2.4. Any driver needing assistance should call Bayport Terminal Customer Service at (281) 291-6071, (281) 291-6072 or report to the trouble kiosk.
- 5.2.5. Any driver having a complaint or problem should call Operations at (281)291-6015.

5.3. General Rules

- 5.3.1. Vehicle operators will follow all of their company safety rules and regulations, as well as all applicable state and federal laws, and all PORT HOUSTON safety procedures, standards, rules and guidelines.
- 5.3.2. PORT HOUSTON safety procedures, standards, rules and guidelines only supplement and do not in any way supersede state and federal laws or other industry regulations.
- 5.3.3. Truck Drivers are required to present valid TWIC at entry points into Restricted Area.
- 5.3.4. Individuals are responsible for their own safety.
- 5.3.5. High visibility vest are required inside terminal
- 5.3.6. Hardhats are required when there is an overhead danger
- 5.3.7. Drivers will ensure that their vehicles are in safe operating condition.
- 5.3.8. Drugs, alcohol, and firearms are not permitted on PORT HOUSTON property.
- 5.3.9. No smoking anywhere on the Terminal.

- 5.3.10. No private vehicles on PORT HOUSTON property without proper PORT HOUSTON approval obtained either at the Gate, from the Operations staff or from the PORT HOUSTON security officer.
- 5.3.11. No pedestrians allowed in the Terminal except as specifically authorized and set forth in Section 5.9, "Pedestrians."
- 5.3.12. Passengers and pets must stay in trucks while on PORT HOUSTON property.
- 5.3.13. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.
- 5.3.14. Always keep headlights on at night. Do not rely on Terminal lighting.
- 5.3.15. Obey posted speed limits, traffic signals and signs. The speed limit on Terminal is 20 MPH.
- 5.3.16. Reduce speed and use extreme caution in congested areas and at Intersections. Yield and stop as necessary for safe passage.
- 5.3.17. All container handling equipment has the right of way.
- 5.3.18. Vehicles on Cross Aisles yield to vehicles on Main Aisles. (See attached map on page 9)
- 5.3.19. Use caution at Intersections and rail crossings.
- 5.3.20. Drivers must set brakes before leaving their vehicles.
- 5.3.21. Drivers should not leave vehicles unattended for extended periods of time.
- 5.3.22. Chassis twist locks must remain locked while driving on Terminal.
- 5.3.23. Drivers can unlock chassis twist locks in the Container Storage Area as described in 5.9, "Pedestrians."
- 5.3.24. Drivers can lock chassis twist locks immediately after the containers are loaded, as described in Section 5.9, "Pedestrians."
- 5.3.25. Drivers will use caution around any suspended load. Drivers should never drive or walk under a suspended load.
- 5.3.26. Sound horn at all blind Intersections.
- 5.3.27. If any vehicle is observed operating in violation of the rules in this Safety Manual or otherwise in a "dangerous" manner, the driver of the vehicle may be corrective actions, which can include being denied access to PORT HOUSTON property, or other action will may be taken.
- 5.3.28. All loads must be properly stabilized and secured before movement to or from the transit areas. Pipe racks and bolsters must be securely fastened to trailer equipment at all times.
- 5.3.29. Drivers of all truck equipment operating on PORT HOUSTON property are required to have a valid Commercial Operator's license (CDL).
- 5.3.30. Red flags must be used on any load that extends beyond the front, side, or rear of any vehicle.
- 5.3.31. Areas blocked by traffic barriers or "Road Closed" signs are closed to all traffic. No traffic is permitted in these closed areas.
- 5.3.32. Park vehicles in designated areas only. Do not park vehicles where they interfere with the flow of traffic. Do not park vehicles where they interfere with the use of fire hydrants or other firefighting equipment or emergency response equipment. Do not stand or park vehicles within fifteen (15) feet of a fire hydrant.
- 5.3.33. Drivers must limit the use of all personal and portable electronic devices, including cell phones, C.B. radios, and headphones, so that they do not interfere with safe vehicle operations.

5.4. **GROUNDING CONTAINER STORAGE AREAS**

- 5.4.1. Use caution at Intersections.
- 5.4.2. Vehicles on Cross Aisles yield to vehicles on Main Aisles.
- 5.4.3. Do not drive in the Grounded Container Storage Areas designated for container stacking.
- 5.4.4. All container handling equipment has the right of way.
- 5.4.5. Drivers can unlock chassis twist locks only in the Container Storage Area as described in 5.9 "Pedestrians."

- 5.4.6. Drivers can lock chassis twist locks immediately after the containers are loaded, as described in 5.9, "Pedestrians."
- 5.4.7. Use caution around any suspended load. Never drive or walk under a suspended load.
- 5.4.8. Keep a safe distance from other vehicles in the Container Storage Areas.
- 5.4.9. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.

5.5. RTG OPERATIONS

- 5.5.1. Use caution when crossing Yard Crane runways.
- 5.5.2. Trucks must remain inside of truck lanes while driving or parked in RTG Pads. In order for crane operators to properly land or hoist containers, trucks and chassis must be positioned straight in the truck lane (see photo below).



- 5.5.3. Trucks must be properly aligned in the truck lane for RTGs to safely land and hoist containers to and from chassis. (See photo below shows how a truck should **NOT** be in the RTG pad).



- 5.5.4. Never park or stand on Yard Crane runways.
- 5.5.5. Yield to all RTGs. RTGs always have the right of way.
- 5.5.6. Use caution when exiting out of RTG Pads. Yield to RTGs and Main Aisle traffic.
- 5.5.7. Use caution when using the bypass lane to enter or exit the RTG Container Staging Pads (see photo below).



- 5.5.8. Use extreme caution when driving in and out of the bypass lane in the RTG Pads. This lane is used to safely enter or exit the truck lanes but is not to be used as a thoroughfare to get from one end of the terminal to another. Truckers need to maintain an awareness of the RTGs working in and around the container grounded area. RTGs always have the right of way.

- 5.5.9. The RTG operator may sound a horn to assist a truck driver in correctly positioning the truck and chassis under the RTG. The horn is sounded once to signal the truck driver to pull forward. The horn is sounded twice to signal the truck driver to back up. During repositioning of the truck, the horn is sounded once to signal stop.
- 5.5.10. Use extreme caution when in the area of RTGs. The RTG operator has limited visibility due to the RTG's cab configuration. RTGs always have the right of way (see photo below).



- 5.5.11. RTG Crane Operator's view loading 20' container on to yard chassis
- 5.5.12. Use extreme caution when operating on the blindside of RTGs. RTG operators CANNOT see you (see photo below).



- 5.5.13. When traveling, the RTG operator cannot see all 16 wheels of the RTG. In this photo, the operator cannot see the truck parked on the south crane runway of the RTG Pad.

5.6. SIDE/TOP PICK OPERATIONS

- 5.6.1. Use caution when passing other trucks parked in Container Storage Areas.
- 5.6.2. Use added caution while around pedestrian traffic in Container Storage Areas.
- 5.6.3. Do not block Main and Cross Aisles while queuing for Side and Top Pick operations.
- 5.6.4. Due to changing Empty Yard configurations, blind spots may occur at Intersections. Drivers should sound their horns at these blind Intersections.

- 5.6.5. The Side/Top Pick operator may sound a horn to assist a truck driver in correctly positioning the truck and chassis for container loading. The horn is sounded once to signal the truck driver to pull forward. The horn is sounded twice to signal the truck driver to back up. During repositioning of the truck, the horn is sounded once to signal stop.
- 5.6.6. Truck drivers must use extra caution in the Empty Yard when they are out of their trucks to inspect empty containers because it is a high traffic area.
- 5.6.7. Use caution around Side/Top Picks. Side/Top Pick operators have limited visibility because of cab configuration and view-blocking loads.

5.7. DOCK

- 5.7.1. Use caution at Intersections.
- 5.7.2. All container handling equipment has the right of way. Wharf Crane operators have limited visibility due to cab configuration.
- 5.7.3. Do not park on or near Wharf Crane rail tracks.
- 5.7.4. Drive at posted speed limits. The speed limit on Terminal is 20 MPH.
- 5.7.5. Proceed with caution around all barricaded work areas.
- 5.7.6. Be aware of and use extra caution around Dock due to increased pedestrian traffic.
- 5.7.7. Extreme caution should be exercised around working vessels due to increased pedestrian traffic.
- 5.7.8. Over the road are NOT allowed to drive on the dock unless specified.
- 5.7.9. Use caution around any suspended load. Never drive or walk under a suspended load.
- 5.7.10. Use caution while around or near the back reach of Wharf Cranes due to suspended loads.
- 5.7.11. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.
- 5.7.12. Do not unload or leave any equipment, including chassis, on the dock unless instructed by Terminal operations personnel.
- 5.7.13. Be aware of changing traffic patterns, and always proceed with caution into traffic areas.
- 5.7.14. Use caution while traveling near RTG Pads that are adjacent to the Dock because RTGs may be working.

5.8. GATES (INBOUND/OUTBOUND LANES)

- 5.8.1. Truck Drivers are required to present valid TWIC at entry points into Restricted Area.
- 5.8.2. No smoking on Terminal.
- 5.8.3. Drivers must set truck brakes before leaving their vehicles.
- 5.8.4. Do not leave vehicles unattended for extended periods of time.
- 5.8.5. Keep an alert lookout for heavy pedestrian traffic in both inbound and outbound lanes.
- 5.8.6. Under the truck processing canopies, maintain a distance of 20 feet or more between the first two vehicles and between any subsequent vehicle(s).
- 5.8.7. All hazardous containers and tanks must be labeled with accurate placards on all four sides. If placards are not correct, the driver must adhere the correct placards. The PORT HOUSTON Lane Boss will supply placards upon request and are available.
- 5.8.8. Empty containers with placards will not be accepted. Drivers must remove placards from empty containers.
- 5.8.9. All drivers should perform a complete and thorough chassis inspection to ensure that the chassis being picked up is in a safe operating condition.
- 5.8.10. All drivers leaving the Terminal are required to drive through an RPM (Radiation Portal Monitor). These are required by USCBP (United States Customs and Border Protection). USCBP may request a driver to pull over for a secondary inspection. All drivers MUST comply with instructions made by USCBP.

- 5.8.11. When leaks or odors are detected while on Terminal, drivers must advise PORT HOUSTON personnel the yard or gate areas. Drivers can contact PORT HOUSTON Port Police dispatch at 713-670-3611 to report a leak or spill, if necessary.
- 5.8.12. All damage inspections are issued through OCR (Optical Character Recognition) software and are available to view at any time. Request for images, instructions on locating images, or general questions about damage inspections can be sent to BayportCustomerService@poha.com. Or you can call Customer Service at 291-6071 / 6072.

5.9. PEDESTRIANS

- 5.9.1. Drivers should remain in their trucks unless absolutely required to be on foot. When drivers are required to leave their trucks, they must wear a high visibility vest and comply with the rules in this Safety Manual to ensure their own safety and the safety of others.
- 5.9.2. This Safety Manual is not intended to address every possible pedestrian situation, and drivers must exercise good judgment at all times.
- 5.9.3. Drivers requiring assistance should call Customer Service (281-291-6071 / 6072), or the Terminal Building Operations staff at (281-291-6015).
- 5.9.4. Pedestrians must be aware of vehicular traffic flow and potential slip and trip hazards in the Gate areas. It is recommended that drivers minimize their time spent on foot in the Gate areas.
- 5.9.5. In the RTG Pads, drivers will be required to leave their vehicles to lock or unlock chassis twist locks. While on foot, drivers must wear a high visibility vest and be aware at all times of RTGs moving along the crane runways as well as other vehicles traveling through the Pad.
- 5.9.6. Drivers must never park on RTG crane runways. Drivers must be attentive to all suspended loads and never walk under a suspended load.
- 5.9.7. In the Empty Yard, drivers may be required to leave their trucks to open container doors. While on foot in the Empty Yard, drivers must wear a high visibility vest and be on the lookout for all traffic.
- 5.9.8. In the Side/Top Pick areas, drivers will be authorized to leave their vehicles to lock or unlock chassis twist locks.
- 5.9.9. While on foot, drivers must always wear a high visibility vest and be aware of Side Picks/Top Picks working in the area and other vehicles traveling through the area.
- 5.9.10. Drivers must be attentive to all suspended loads and never walk under suspended loads. If drivers have questions, they should remain in their cabs and call customer service. Drivers may be required to leave their trucks to open container doors.
- 5.9.11. While on foot, drivers must be on the lookout for all traffic. This is a high traffic area requiring extra caution by pedestrians.
- 5.9.12. On the Dock, drivers must wear hard hats and high visibility vest as well as be aware of heavy pedestrian traffic, especially while vessels are working in the area. Drivers must be attentive to all suspended loads and never walk under suspended loads.
- 5.9.13. In a wheeled pick up/drop off area, drivers must use caution while on foot. Drivers on foot must be aware of traffic flow and potential slip and trip hazards. Drivers must be aware of activities in the area, including containers moving in adjacent container slots.
- 5.9.14. If drivers are involved in a vehicle accident and must leave their vehicles to assess the accident, they must use extra caution while on foot and be aware of hazards that may be present due to varying traffic patterns.

5.10. HAZARDOUS MATERIALS DOCUMENTATION REQUIREMENTS

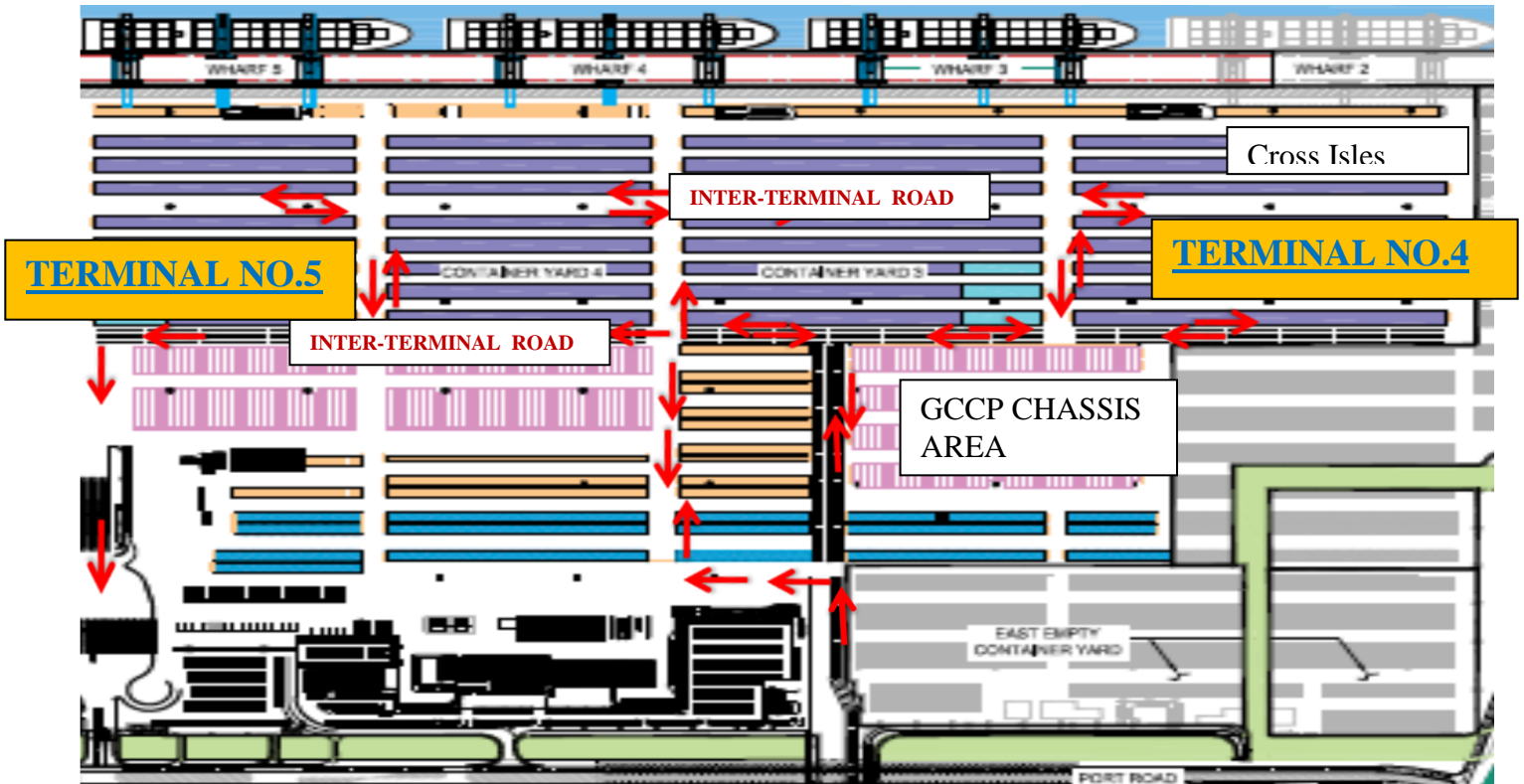
- 5.10.1. PORT HOUSTON has implemented a new paperless hazardous pre-advise system. PORT HOUSTON will no longer accept hazardous documents from the driver at the gate. Please see the current requirements at: Hazardous Materials must have a delivery order. The delivery order must comply with all

Department of Transportation regulations and include the following information, as more specifically described in 49 CFR §172.202.

5.10.2. Further information for hazardous procedures can be accessed at our website @ www.portofhouston.com

Immediately report all emergencies, incidents, and hazardous material leaks odors to the Port Police (713) 670-3611.

BAYPORT TERMINAL MAP



6. Revision History

Revision Date	Summary of Changes	Author	Approval
08/13/2014	Draft document	M. Chapman	J. Davis
04/26/2017	Revision on reference numbers	M. Chapman	Candice A.