



# Safety Rules

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*Introduction:*

The purpose of this document is to provide a reference for and to codify the safety rules at the Georgia Ports Authority (GPA). All should become familiar and adhere to them daily for a safe work environment. These GPA safety rules supersede all previous safety rules, as well as all previous instructions that may be inconsistent with them. No matter how well safety is engineered into the work and workplace, safety depends upon our own personal attitudes and conduct. Violation of these rules may result in disciplinary action.

Safety rules are presented as mandatory requirements. They employ words such as “must,” “will,” “shall,” and “prohibited”.

Vendors, over-the-road truckers, manufacturers’ representatives, visitors, outside contractors, and others entering the facility will conform to these rules while on GPA property. Failure to adhere to these rules may result in a temporary and/or permanent ban from GPA property.

**The symbol (vertical line) will be used to indicate a new rule for the fiscal year:**

**EMERGENCY NOTIFICATION GUIDELINES**

Any time emergency assistance is needed:

**SAVANNAH TERMINALS**

PHONE: Dial 912-964-3911

GPA RADIO: Channel 16

**BRUNSWICK TERMINALS**

PHONE: 911 or report the emergency to

GPA Police Dispatch at 912-964-3911

**BAINBRIDGE and ARP TERMINAL**

PHONE: 911

Then report the emergency to GPA Police  
Dispatch at 912-964-3911

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## A. General Safety Rules

All accidents are preventable. The rules found in this book are intended to prevent injuries and occupational illnesses due to accidents. All personnel shall comply with the GPA safety rules and policies. The following rules in this section contain basic safety information. It is imperative that you know the rules in this book and abide by them. When in doubt – ask! All personnel working on GPA terminals must take ownership of these rules and report any rule violation to a supervisor.

Not every situation encountered in your daily work may be covered by these rules. Employees are subject to disciplinary action for any unsafe act, to include acts not covered in these rules. Always pay attention to your surroundings and be aware of all personnel and equipment working in the area.

Any person observing a condition that could endanger personnel or property (i.e., hazard or near miss) must correct the condition or immediately report the condition to the proper authority.

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- A-1 Comply with all applicable local, state, federal, and GPA rules, regulations, and policies. The GPA Police may suspend any terminal user's access to GPA property, facilities or terminals for behavior or conduct that violates any law, rule, regulation, or policy or that affects the safety of any terminal user or GPA employee.
- A-2 Each employee must know and follow the rules applicable to his/her work assignments. If your job requires you to travel from one work area to another, you must know and follow the rules applicable to that area.
- A-3 If you do not understand a rule in this book, request your manager to explain any such rule.
- A-4 Only authorized personnel are permitted in buildings, around tracks, yards, terminals, facilities, or other GPA property. Visitor badges and credentials must be visible and/or available upon request. They must always be visible and on personnel.
- A-5 Personnel shall acquaint themselves and stay aware of the equipment working in the immediate area of operations.
- A-6 Personnel shall not ride in a vehicle with arms or legs outside of vehicle body.
- A-7 Personnel shall not get off or on vehicles while the vehicle is in motion.
- A-8 GPA Employees shall adhere to the Drug and Alcohol Policy in the GPA Handbook.
- A-9 All other personnel reporting for duty on GPA property are prohibited from having in their possession, using, or being under the influence of alcoholic beverages or intoxicants.
- A-10 All other personnel shall neither report for duty, nor perform service(s) while under the influence of, nor use while on duty, or on GPA property, any drug, medication, or other substance including prescribed medication, that will in any way adversely affect their alertness, coordination, reaction, response, or safety.

- A-11 With the exception of authorized break areas, all personnel on duty at GPA are prohibited from sleeping, assuming the attitude of sleep, reading anything other than job related material, using or possessing unauthorized audio or video devices, or engaging in any activity not directly associated with duties.
- A-12 Report for assigned duties on time, alert, rested, and prepared to work immediately.
- A-13 Maintain situation awareness and take appropriate measures to protect personnel, facilities, and equipment from harm.
- A-14 Follow all official directions and guidance (written or verbal) including all posted signs and placards.
- A-15 Conduct or participate in pre-shift safety briefs and ensure your awareness of operational and environmental conditions.
- A-16 Conduct or participate in safety update briefs when conditions change.
- A-17 Maintain a clean and orderly work area and dispose of all trash in appropriate waste containers.
- A-18 Be familiar with the evacuation routes in your work area.
- A-19 Be familiar with AED (Automatic External Defibrillators) locations in your work area.
- A-20 Reflections and glares in your work area that may cause vision problems shall be reported to your supervisor.
- A-21 No individual lifts above 50 lbs.
- A-22 Individual and team lifts must be conducted utilizing proper lifting techniques.
  - 1. Develop a plan before lifting.
  - 2. Lift close to your body.
  - 3. Feet should be shoulder width apart.
  - 4. Bend your knees and keep your back straight.
  - 5. Tighten your stomach muscles.
  - 6. Lift with your legs.
  - 7. Keep your eyes up.
  - 8. Don't twist or bend.

## **B. Accident/Incident Reporting Requirements**

- B-1 All accidents/incidents must be reported to the GPA Police Department immediately. Your supervisor or manager must be notified immediately after notifying the GPA Police Department (see pg. ii).
- B-2 Any person driving, witnessing, or riding as a passenger in a vehicle involved in a collision must also make a report of the accident/incident.

- B-3 All accident/incident reports and claims of personal injury or property damage must be made truthfully and with the full disclosure of all the facts related to the accident/incident.
- B-4 When equipment and/or vehicles are involved in an incident or damage is discovered, do not move the equipment/vehicle until a GPA Police report and an investigation have been completed, unless you are instructed otherwise by a manager. The exception: if the location of the equipment and/or vehicle constitutes an increased hazard it can be moved.

## **C. Personal Protective Equipment**

### **General**

- C-1 Always wear approved PPE for your classification and/or work environment according to the manufacturer's instructions. PPE must be properly fitted and securely fastened.
- C-2 All PPE must conform to either American National Standards Institute (ANSI) or the American Society for Testing and Materials (ASTM).
- C-3 Employees are responsible for keeping their PPE in good working condition and available for immediate use. Do not alter or otherwise tamper with PPE.
- C-4 All persons working inside a TWIC access area must wear PPE consisting of a high visibility safety vest and safety shoes. Safety gloves, hard hat, safety eyewear, hearing protection, and life jacket/vest shall be worn when instructed. Safety shoes are not provided by GPA.
- C-5 Supervisors and/or managers may designate additional PPE requirements as needed.

### **Hard Hats**

- C-6 Hard hats must meet at a minimum ANSI/ISEA 789.1 or Z89.1 performance standard.
- C-7 Hard hats must be inspected for serviceability prior to each use.
- C-8 Approved hard hats will be worn whenever under or on a crane.

**Note:** For the purpose of this rule, cranes include container cranes, gantry cranes, rubber-tired gantries (RTGs), rail-mounted gantries (RMGs), mobile cranes, hydraulic personnel lift (bucket truck) or any other similar equipment. Exception: Hard hats are not required when in the cab of a crane.

- C-9 Approved hard hats shall be worn while working with any operation involving the use of cables, ropes, chains, slings, or similar materials above head height. Operators involved in the use of a forklift for the handling of "super sack" clay are excluded. Operators involved in the use of a forklift with an enclosed cab are excluded.
- C-10 Hard hats shall be worn in work situations presenting the potential for injury from objects falling from overhead catwalks or overhead maintenance work or flying objects that could strike the head.

- C-11 Approved hard hats shall be worn in any other situation deemed necessary by division/department management.
- C-12 Hard hats shall not be worn backwards.
- C-13 Do not drill or cut hard hats and do not apply paint, decals, or other materials.
- C-14 Never wear or carry anything inside your hardhat between the suspension and the shell.
- C-15 Do not wear ball caps, hoodies, or face masks under hard hats.

### **Safety Eyewear**

- C-16 Safety glasses must meet at a minimum the ANSI Z-87.1 standard.
- C-17 Prescription or corrective lens wearers must have prescription safety glasses with side shields or safety eyewear that covers the personal eyewear to the same degree.
- C-18 Approved safety eyewear shall be worn while operating and/or riding in any vehicle or equipment that does not have an enclosed cab. It is recommended that safety eyewear be worn while in any vehicle if the windows are down.
- C-19 Approved safety eyewear shall be worn while inside any warehouse when hazards to the eye are present (i.e., dust, debris, etc.).
- C-20 Approved safety eyewear shall be worn while in any designated maintenance shop.
- C-21 All personnel engaged in maintenance functions, repairs, or tasks shall wear approved safety eyewear. This requirement also applies to individuals near such activities, where potential hazards may exist. Approved safety eyewear should provide adequate protection against flying debris, splashes, and impacts.
  - C-21.1 When operating a grinder, individuals must wear a face shield in addition to safety glasses. The face shield should provide comprehensive protection to the face, including the eyes, against the potential hazards of grinding operations. The shield must be properly secured and designed to resist impacts, sparks, and particles generated during grinding tasks.
  - C-21.2 During cutting and burning tasks, appropriate hot work goggles with the necessary heat and impact resistance shall be worn. These goggles should be capable of safeguarding the eyes from radiant heat, sparks, and potential debris produced during cutting and burning operations. Personnel involved in such activities must ensure that the goggles are correctly fitted and provide an adequate seal around the eyes.
- C-22 Approved safety eyewear shall be worn in any other situation deemed necessary by division/department management.
- C-23 Tinted safety eyewear is not permitted indoors or when other low light conditions exist.

## **High Visibility Vest**

- C-24 High visibility vests or outer layer of clothing must meet at a minimum the ANSI-107 Type R, Class 2 standard. The GPA recommends yellow vests for GPA employees and others who work regularly on GPA property. Orange safety vests are recommended for GPA visitors.
- C-25 Approved High visibility vests are required while inside any TWIC access area. The use of a “Safety Belt” in lieu of a vest is not permitted.
- C-26 Approved High visibility vests must be worn as the outer layer.

## **Life Jacket/Vest**

- C-27 Life Jacket/Vest must be U.S. Coast Guard approved and properly sized for the wearer.
- C-28 Approved life jacket/vest must be worn while working on boats, barges, or floating vessels.
- C-29 Approved life jacket/vest must be worn while walking or working on catwalks over deep water.
- C-30 Approved life jacket/vest must be worn while working on scaffolds, suspended platforms, ladders, etc., over deep water.
- C-31 Approved life jacket/vest must be worn while walking or working on finger piers, T-head piers, or breasting dolphins.
- C-32 Approved life jacket/vest must be worn while working within 6 feet of an unguarded leading edge above water. All line handling work requires a life jacket/vest.

### **Exceptions:**

1. Not required where a standard set of guardrails are on both sides, for example, container crane booms or on a large vessel. Guardrails must be rated for 200 lbs. of force in any direction and must be at a minimum height of 39 inches.
2. Not required when a walking surface is at least four (4) feet wide, and a guardrail is on the leading edge above water. Guardrails must be rated for 200 lbs. of force in any direction and must be at a minimum height of 39 inches.

## **Safety Shoes**

- C-33 Safety Shoes at a minimum must meet the ANSI Z41 and/or ASTM F-2412 standard, have an IMPACT (I) AND COMPRESSION (C) rating of I/C – 75.
- C-34 Safety Shoes of maintenance personnel shall also be marked/identified as electrical hazard “EH” type.
- C-35 Shoes with slick soles or extremely high heels shall not be worn to reduce the danger of

slipping or tripping.

C-36 Open toe or open heel shoes are not permitted inside any TWIC access area.

### **Hearing Protection**

C-37 Approved hearing protection shall be worn in all posted areas or as otherwise directed by management.

### **Safety Gloves**

To be protective, gloves must provide a barrier between the hazard and your hands. Task specific design is important and safety gloves can offer a variety of features such as cut, impact, chemical, and abrasion resistance.

C-38 Work gloves of appropriate type shall be worn when manually lifting, cutting, or handling materials and substances that might cause injury to hands.

C-39 Gloves shall be worn when directed by management.

### **Jewelry**

C-40 Do not wear jewelry that could become entangled in equipment.

C-41 Rings shall not be worn on fingers or other exposed body parts when climbing on fixed ladders or equipment, except when wearing leather or canvas type work gloves.

## **D. Slip, Trip, and Fall Prevention**

Constant awareness of your walking surface is the best protection against slip, trip, and fall hazards. Local conditions often change at the GPA so you must remain alert and careful of your surroundings. Always choose routes that provide the safest walking conditions and be in a position to have a clear view of your walking surface. Good housekeeping is also critical. Slip, Trip, and Fall Prevention goes hand-in-hand with good housekeeping. Proper housekeeping is a routine process for anyone working on or visiting GPA property. Pride and care must be given for your surrounding workspace and environment. During times of poor weather or abnormal conditions, approved and appropriate personal protective equipment must be used.

D-1 Always look where you plan to step to avoid slip, trip, and fall hazards.

D-2 Always use designated walkways, handholds, and railings when available.

D-3 Maintain three points of contact when climbing stairs, ladders, or equipment.

D-4 Aisles, walkways, and steps must be kept free of debris, tools, equipment, and other material.

- D-5 To the extent feasible, avoid stepping on or walking on surfaces made slippery by grease, oil, wet paint, or similar substances.
- D-6 Appropriately placed signs must call attention to wet or freshly waxed floors, unless such areas are barricaded or roped off. The signs, barricades, or ropes must not be removed until the area has been made safe.
- D-7 When working at night, exercise caution to avoid hazards caused by shadows or poor lighting conditions.
- D-8 Personnel must keep their hands out of their pockets when using stairs (they should use handrails when practical), when crossing tracks, or where stumbling or slipping hazards may exist.
- D-9 Do not jump or try to step across excavations, holes, or open pits. Always walk around the hazard.

## **E. Electrical Safety**

- E-1 All electrical wires, conductors and equipment shall be considered live until it is positively known they are dead (meaning it has been tested and verified to be dead by an electrical testing device). Equipment that can release uncontrolled mechanical or electrical energy is to be locked out and tagged out before performing maintenance or servicing tasks. (See Section F).
- E-2 Do not overload electrical outlets.
- E-3 Multiple-outlet power strips must be UL approved and be equipped with a built-in circuit/surge protection.
- E-4 Plugging in multiple extension cords or power strips (daisy chaining) is prohibited.
- E-5 Electrical fuses and breakers are to be replaced by authorized personnel only.
- E-6 Aluminum or metal ladders are not permitted for any type of electrical work.
- E-7 Employees shall not handle or attempt to handle downed or sagging electrical power lines.

## **F. Lockout/Tagout**

The purpose of an energy control program is to protect personnel performing servicing and maintenance tasks, or other personnel who could be affected from the release of hazardous energy.

- F-1 Authorized personnel shall notify all affected employees that a lockout is required and the reason therefor.

- F-2 Only authorized personnel can conduct servicing or maintenance on equipment that have the potential to unexpectedly start or release stored energy.
- F-3 All electrical, mechanical, and other forms of energy must be eliminated by appropriate energy isolating device(s) prior to commencing serving or maintenance operations.
- F-4 Equipment will only be locked and tagged out by authorized personnel who have been trained in lockout/tagout procedures and who are familiar with the specific procedures for the equipment.
- F-5 Any operation that requires an authorized employee (or authorized contractor) to remove or bypass a guard or other safety device is required to adhere to an approved lockout/tagout program.
- F-6 Any authorized employee (or authorized contractor) who is required to place any part of their body into the mechanism of a piece of equipment or path of hazardous energy is required to adhere to an approved lockout/tagout program.

**Exceptions:**

1. The activity is routine, repetitive, and integral to the use of the equipment and effective alternative protective measures are employed.
2. The operator is provided other effective protection such as machine guarding and/or safeguarding.

## **G. Fire Safety**

Fire prevention is the best form of fire safety. The elimination of all rubbish, trash, oily rags, etc., shall be everyone's responsibility. Take pride in your work area and practice good housekeeping procedures.

When a fire is discovered, report it immediately to the GPA Police Department or local emergency services. Personnel must act quickly and remain calm throughout the emergency. Before using a portable fire extinguisher, trained personnel must verify that the extinguisher is the proper type and size for the fire to be extinguished. Fire extinguishers must be labeled indicating the class or classes of fire for which they are capable of fighting and must have a current inspection/servicing tag. Fires and extinguishers are classified into the following five categories:

Class A – Ordinary combustibles, such as wood, paper, textiles, etc.

Class B – Flammable and combustible liquids

Class C – Electrical

Class D – Combustible metals

Class K – Kitchen grease fires

## **General Fire Safety**

- G-1 No welding and cutting with a torch shall be done without a Hot Work Permit. Permits are issued by the GPA Police Department.
- G-2 Open fires are not permitted on GPA property without joint authorization of the U.S. Coast Guard and/or GPA Corporate Safety.
- G-3 Authorized open fires or open flame devices shall not be left unattended or without approved means to extinguish immediately.
- G-4 The burning of candles, incense, or any other open flame device is prohibited inside of any GPA owned buildings, facilities, or vehicles.
- G-5 Sources of ignition and open flames shall be prohibited within 100 feet of operations that constitute a dangerous fire or explosion hazard.
- G-6 Personnel shall never attempt to extinguish an electrical fire with water.
- G-7 All storage, handling, or use of flammable and combustible liquids shall only be in authorized locations by authorized personnel.
- G-8 All personnel shall acquaint themselves with the location of the nearest fire exits.
- G-9 Personnel shall not be allowed to continue working should their clothing become contaminated with flammable or combustible liquids.
- G-10 Rubbish, brush, weeds, grass, and other combustible materials shall be kept clear of areas where flammable or combustible liquids and gases are stored, handled, or processed.
- G-11 A minimum 10-foot clearance from buildings and structures shall be maintained for outside storage and piling of scrap lumber and other scrap combustible materials.
- G-12 Only UL listed electric space heaters are permitted, and use must be approved by Corporate Safety. Space heaters must be placed at least 2 feet (24 inches) away from anything that can burn/combustible (paper, plastics, wood, clothing, etc.) and shall not be left unattended (i.e., bathroom breaks, meetings, etc.). Electric space heaters must be placed on a firm surface so it will not be overturned.
- G-13 Fire prevention recommendations of the "National Fire Protection Association" and regulations of the "U.S. Coast Guard" shall govern and be complied with in situations and conditions not otherwise listed.

## **Smoking**

- G-14 Use of matches and smoking materials shall be confined to approved smoking areas and shall be extinguished before being discarded in proper receptacles.
- G-15 Smoking/use of tobacco, e-cigarette, and vaping is prohibited in or on all GPA owned or leased equipment on or off GPA property/terminals. Smoking is allowed on Container Cranes and RTG's only in the designated area while wearing an approved fall-protection device (Also see GPA Smoking Policy).
- G-16 Smoking/use of tobacco and e-cigarettes is prohibited on any dock; inside or within 25 feet of any building, facility, warehouse, transit shed, or entranceway unless otherwise marked; or any other area posted on GPA property/terminal as a smoke or tobacco free area or where equipment is being refueled (Also see GPA Smoking Policy).
- G-17 Designated sheltered areas for smoking /use of tobacco and e-cigarette use are provided outside of GPA buildings.

## **Fire Extinguishers/Alarms**

- G-18 You must be familiar with the fire and other emergency equipment in the area you work, including the location and operation of available portable extinguishers and the proper method of turning on a fire alarm.
- G-19 Designated fire alarm and fire extinguishing device areas shall not be blocked, and the areas must always be maintained free of obstructions.
- G-20 Portable service containers for flammable and combustible liquids shall be UL approved and maintained in good condition and properly labeled.
- G-21 Fire extinguishers must be serviced annually. The service will be recorded on a tag attached to the extinguisher.
- G-22 Fire extinguishers must be visually inspected monthly. Results of the monthly inspection shall be recorded on a tag and affixed to the extinguisher. Fire extinguishers that are subject to weathering can record these results electronically. These records must be kept for inspection and a sticker indicating electronic records being used in lieu of tags must be affixed to the fire extinguisher.
- G-23 Fire extinguishers will be placed so that the correct class type is matched to the most likely hazard.
- G-24 Fire extinguishers in or on buildings shall be mounted off the floor with the bottom of the extinguisher approximately waist high. If in cabinets, cabinets are required to be marked.
- G-25 Sprinkler systems, fire protection systems or equipment shall not be altered, adjusted, or otherwise tampered with, without approval of the appropriate maintenance management

and Corporate Safety team.

G-26 All interruptions in fire protection systems shall be reported to the Georgia Ports Authority Facility Maintenance Office, Risk Management Office, GPA Police Department, Corporate Safety Office, and the location management. The fire protection systems must be repaired and returned to operation on a priority basis.

G-27 All GPA cargo handling equipment must have an approved fire extinguisher.

## **H. Hazmat**

H-1 Personnel shall notify GPA Police and their supervisor of any known or suspected hazardous material spill.

H-2 Personnel involved or in the vicinity of a hazardous material spill will ensure the area is safe before entering the area. Personnel will remain upwind of the spill and take reasonable precautions for their safety and the safety of others.

H-3 If it's determined safe to do so, authorized personnel will try and contain the spill.

H-4 Prior to handling any chemical, verify the corresponding SDS (Safety Data Sheet) is available. It is your right and responsibility to review and understand the following information for chemicals handled:

1. Necessary safety precautions, including PPE requirements.
2. Use and handling instructions.
3. Emergency actions to take in the event of a spill.
4. Location of nearest eye wash station, safety shower and exits.

H-5 Personnel are responsible for maintaining current training on hazmat and spill prevention, control, and countermeasure (SPCC), and environmental.

H-6 Chemical storage containers must be in good condition and properly labeled.

H-7 Container lids and tops must fit securely in place.

H-8 Do not use or store chemicals in the vicinity of food items or eating areas.

H-9 When receiving cargo with hazardous cargo labels/placards attached and not so shown on the freight bill, personnel shall notify their supervisor immediately and shall not proceed with the unloading/loading until further instructed.

H-10 When receiving cargo with hazardous cargo labels/placards not attached, but shown on the freight bill, personnel shall notify their supervisor immediately and shall not proceed with the unloading/loading until further instructed.

## **I. Fall Protection**

- I-1 No GPA personnel shall be lifted with a forklift unless equipped with an approved work platform or personnel basket provided with standard handrails and a safety chain secured to the mast.
- I-2 Elevated operational or maintenance work using a forklift shall only be done using a personnel lift device designed for such work. The device must be secured to the forks or mast, and the operator must remain at the controls while the work is in progress.
- I-3 Stationary, vertical, or portable ladders shall be occupied by only one person at a time.
- I-4 Ladders, scaffolds, staging, and overhead platforms shall be in good repair and in accordance with standard safety requirements. Foreman shall inspect all such equipment prior to use.
- I-5 Approved five (5) point safety body harness with lanyard is required for employees performing “high work” six (6) feet high or more including but not limited to work on or from a water tank, crane, conveyor, manlift, forklift basket, bucket truck, etc. The employee must be properly secured and anchored when outside the protection of catwalks with standard handrails.

## **J. Motor Vehicle / Equipment Safety**

### **GENERAL**

- J-1 Exercise extreme caution while operating vehicles within the GPA terminals and pay close attention to pedestrians, GPA equipment, other vehicular traffic, railcars, switching, etc.
- J-2 Equipment/vehicles operators shall yield to pedestrians in crosswalks.
- J-3 A valid state driver’s license is required to operate all vehicles and equipment.
- J-4 Personnel shall not operate any vehicle/equipment unless properly trained and/or licensed and authorized by a manager.
- J-5 Conduct an inspection of all vehicles and equipment prior to use and report issues or damages to your supervisor prior to utilizing the vehicle or equipment.
- J-6 Do not operate/drive damaged or faulty equipment. Maintenance must clear all reported issues prior to equipment use.
- J-7 Do not alter, restrict, or otherwise tamper with the intended function of any installed device or safety equipment.
- J-8 Operate all vehicles and equipment within the manufacturer and operational guidelines.

- J-9 Seat belts/shoulder harnesses shall always be worn as designed while operating or riding as a passenger in all GPA equipment/vehicles equipped with seat belts.
- J-10 Operators of vehicles and equipment, regardless of type, shall comply with all applicable traffic and speed laws, rules, and regulations.
- J-11 Do not exceed individual safe operating speeds.
- J-12 Lift equipment shall have the right of way. In the event of a yielding conflict between two pieces of lift equipment, the larger lift equipment will have the right of way (i.e., an empty handler must yield to an RTG). Lift equipment operators must still ensure the area in which they are traveling is clear of obstacles.
- J-13 Vehicle/equipment operators shall make sure that the surrounding area in which he or she is operating/traveling is clear of all obstacles, regardless of travel direction (i.e., forward, reverse, etc.).
- J-14 Avoid sudden starts, stops, and rapid turns.
- J-15 Slow down on wet and slippery surfaces.
- J-16 Operators must sound the equipment horn when approaching a blind corner or beginning to backup.
- J-17 Ensure beacon or four-way flashers are in use when vehicles and equipment are operating/traveling on GPA property requiring TWIC access.
- J-18 Ensure equipment is clean, windows are clear and cab components (i.e., cab, equipment room, machinery house, steps, platforms, walkways, etc.) are clean of debris and loose materials that could cause a safety or operational hazard.
- J-19 All powered equipment (trucks, top-lifts, RTGs, forklifts, cranes, etc.) outfitted with compartments that contain engines, pumps, electrical motor and/or other moving mechanical parts and/or panel boxes that contain A/C, D/C, High and/or Low voltage must have the doors closed and secured before operating the equipment.
- J-20 Do not allow passengers to ride along outside of the equipment cab nor inside where no safety provisions are provided (i.e., seats, seatbelts, setup truck, etc.), except when necessary for training purposes.
- J-21 Operators shall not ride in a vehicle with arms or legs outside of vehicle body.
- J-22 Operators shall not get off or on vehicles while the vehicle is in motion.
- J-23 Equipment/vehicles shall not be left unattended while engine is running. Engine shall be shut off, parking brakes set, and gear engaged in low or park. If stopped on a grade or ramp, the guiding wheels shall be turned into curb direction or the wheels securely chocked.

- J-24 Operators shall maintain a close watch on air-pressure gauges on equipment with air brakes.
- J-25 Operators shall notify dispatchers of any damage to containers or chassis during pre-mounting or de-mounting operations.
- J-26 Operators must be aware of and follow proper shut-down procedures in case of an emergency.
- J-27 Operators shall stay clear of suspended or overhead loads.
- J-28 Operators shall not stand near exhaust/emission of equipment while engine is running.
- J-29 Vehicles must not stop or park on any portion of an RTG pad. When it is necessary to cross an RTG pad, cross only in the shortest distance and in one continuous motion.
- J-30 Hi-Vis flag shall be placed on the rear of all yard and warehouse motorized equipment and flags must be replaced when necessary.

**Note:** RMG, RTG, STS, and GPA fleet vehicles are exempt.

## SPECIFIC LIFT PROCEDURES

### All Lift Equipment

- J-31 Only stable or safely arranged loads shall be handled by operators of top-lifts. If the load appears unstable, contact your supervisor.

**J-31.1. Horn Signals:** The truck driver is solely responsible for moving the vehicle safely. The horn signal is a communication aid, not a substitute for the driver's required situational awareness.

1. **1 Short Horn Signal – Pull Forward:** Upon hearing one short horn signal, the driver may slowly pull forward only after verifying that all personnel, equipment, and surroundings are clear.
2. **2 Short Horn Signals – Reverse:** Upon hearing two short horn signals, the driver may slowly back up, only after verifying that all personnel, equipment, and surroundings are clear.
3. **1 Long Horn Signal or 3 Short Horn Signals (Confirmation) – Hold Position and Await Next Signal:** This signal confirms that the truck is in an acceptable position for the task. The driver should stop and hold position, but remains responsible for maintaining brake engagement, watching surroundings, and ensuring no hazards develop while stationary.

- J-32 Prior to lifting or moving a load, equipment operators will lift or pull the load to verify securement (commonly known as “floating the load” or a “tug test”).

- J-33 Do not lift suspended loads overhead of personnel or other lift equipment with personnel inside.
- J-34 Verify proper spreader length (20'/40'/45') and width (ISO/WTP) before attempting to land the spreader on any container.
- J-35 Spreaders and equipment booms must be kept at least twenty feet from electrical lines.
- J-36 Lift equipment shall be immediately taken out of service until passing a structural inspection whenever they are involved in a collision with any object.

### **RTG / RMG**

- J-37 Operators shall check RTG/RMG pads clearance visually and/or in available cameras before gantrying in either direction.
- J-38 Operators demounting a container off a chassis shall lift the container slowly to verify the container is free from the chassis prior to proceeding with the demount.
- J-39 Before gantrying through a break in the stack, the RTG operator shall bring the RTG to a complete stop to ensure adequate clearance before proceeding through the break.
- J-40 Operators shall notify foreman if conditions exist that requires a ground man checking for clearance and/or if something needs to be removed from an RTG/RMG pad.
- J-40 Avoid placing a dry box on top of a tank, and remember that tanks can only be stacked, at most, two (2) high.
- J-41 Do not move containers across a roadway break using an RTG (Rubber-Tired Gantry crane).
- J-42 An escort is required when crossing stacks without a designated cross travel lane.  
Additionally, an escort is necessary whenever a crane is being spun.

### **Empty Handler**

- J-44 Empty handlers shall not be used to move a loaded container.
- J-45 An escort is required when the handler traverses on all two-way roads within the port.

### **Forklift/Lull/JLG**

- J-46 Forklifts are to be operated with their lights on for greater visibility and awareness.
- J-47 Forklift loads shall be handled snug-up against the carriage when possible.
- J-48 Lose or unstable unit loads shall not be handled until the units are properly restacked or safely secured.

- J-49 The weight of loads shall be centered between forks.
- J-50 Single fork loads shall be avoided when possible. Loads on one fork shall not exceed one-half (1/2) of the rated capacity.
- J-51 Individual load lifts shall be checked to ensure: the load weight is within the equipment's lift limits; no debris or loose material is on top of or protruding from the load to cause damage or injury; overhead clearance is sufficient; and sling-loads or suspended loads are equally distributed from both forks, and both forks are centered on the carriage assembly.
  - J-51.1 Any JLG or forklift traveling on a two-way roadway must be accompanied by an escort vehicle from departure to arrival at the destination.

### **Jockey Trucks**

- J-52 Jockey Truck drivers shall ensure that the fifth wheel is locked securely to trailer/chassis and both airlines connected before releasing trailer brakes and moving unit.
- J-53 Jockey Truck drivers shall ensure the landing gear has enough clearance when fifth wheel is up so no contact is made with ground surface. Consider anticipated obstructions such as rail tracks or other uneven road surfaces.
- J-54 Jockey Truck drivers must obtain approval from a manager prior to transporting top-heavy or oversized loads.
- J-55 When pulling top-heavy or oversized loads, jockey truck drivers must use an escort unless a Mafi is being used to pull the load.
- J-56 When pulling top-heavy or oversized loads, jockey truck drivers must roll their landing gear up and lower their fifth wheel to help stabilize the load and to give maximum clearance to overhead obstructions.
- J-57 Do not transport tanks using flatbeds. Tanks should instead be transported on 20-foot chassis, securely locked onto chassis pins.
- J-58 Jockey Truck drivers must face their cab when ascending/descending equipment.

### **Grunt/IBC Cart**

- J-59 Operators shall not use the dead man switch as a brake.
- J-60 Operators must move the hand throttle slowly for smooth acceleration/deceleration.
- J-60 Grunts shall only be operated on asphalt or concrete surfaces to maintain stability.
- J-61 When positioning Grunts alongside rail cars, ensure the Grunt is positioned as close to the

railcar platform as possible. The grated catwalk shall be utilized to move from side to side of car. At no time will personnel walk on surfaces not meant for foot traffic.

### **Vehicle/Equipment Maintenance**

- J-62 Only qualified trained mechanical personnel shall make corrections, repairs, maintenance, testing and servicing of equipment, as authorized by Maintenance Department Management.
- J-63 Equipment being towed by a motor vehicle shall be safely and properly attached to the vehicle. Safety chains shall be used as additional safety connection. Flashing lights shall be used to warn approaching vehicles of the hazard.
- J-64 Personnel shall not work under any equipment suspended on hydraulic floor jacks, chain hoist, or block and tackle. Only approved jack stands, blocks, chocks, and staging are to be used.
- J-65 When working on electrical systems of motor vehicles, all circuits being repaired are to be properly fused in accordance with manufacturer's repair manuals.
- J-66 When working on forklift trucks, always block and chock forks, carriage, squeeze, clamp, or other attachments while they are in a raised position.
- J-67 When working on motor vehicle equipment, hand or parking brakes are to be set and the wheels chocked.

### **K. Warehouse Safety / Dock Safety**

- K-1 Personnel shall not approach equipment in motion to check cargo. Wait until machine comes to a complete stop.
- K-2 When checking any stacked cargo, be alert for the potential for some stacks or units within the stack to be unstable. Stay clear of potential hazard zones, keeping to a safe side. Personnel shall not stand on the backside of stacked cargo while it is being worked by forklifts.
- K-3 Personnel shall stay clear of dock boards and bridge plates that are being utilized for equipment crossings.
- K-4 Trailers or containers shall not be worked unless the following conditions are met.
  - 1. Trailer wheels are chocked.
  - 2. Landing gear is firmly grounded.
  - 3. Jack stands are positioned under nose of front bolster or truck is attached to the trailer.
- K-5 Truck driver/operator/passengers shall be notified to shut their engines off and remain out

of their trucks/vehicles and within line of sight or in designated area during loading and unloading operations.

- K-6 Truck driver/operator shall verify loading and unloading operations have ceased prior to removing trailer chocks.
- K-7 Truck drivers/operators shall not be handed final paperwork until all unloading/loading operations have ceased and all personnel are in a safe location.
- K-8 Semi-trailer or container doors that are opened away from the loading dock for inspection or are opened to facilitate unloading are not to be backed up unless the cargo is securely braced and/or additional “cargo bar” braces are used.
- K-9 Personnel shall be responsible for proper handling and storage of cargo and materials to prevent tipping, falling, rolling, shifting, collapsing, over-height stacking, or improper clearances.
- K-10 Operators shall not stack cargo three (3) feet from Fire Piping System, fire extinguishers, Electrical panels, or emergency exits in any warehouse.
- K-11 All inoperable doors stuck doors or leaning doors shall be immediately reported to supervisor; to include railcar doors. Do not operate unless instructed to do so. Doors that pose injury or added property damage potential, i.e., any door coming out of its track, shall be locked out and tagged out of service.
- K-12 Personnel shall ensure work areas and containers have sufficient lighting and/or ventilation prior to working.

## **L. Maintenance Safety**

- L-1 Personnel shall not crimp air hoses to cut off air supply. The cutoff valves shall always be used.
- L-2 Safety guards, protective covers, or safety devices shall not be removed from tools, equipment, or machinery except for maintenance purposes and same shall be replaced when maintenance work is completed and prior to return to operation.
- L-3 All tools and equipment shall be inspected before use and shall not be used if found defective or unsafe. Tools found to be defective or unsafe shall be tagged showing the defect or unsafe condition and given to the supervisor to be repaired or replaced. Tools and equipment shall not be misused. Tools and equipment shall not be used for jobs other than those which were designed and intended to do. Personnel shall only use tools or equipment they have been trained to use.
- L-4 No equipment or fluids other than approved safety cleaning tanks and fluids shall be used for cleaning parts, equipment, or materials. Cleaning fluid shall be properly disposed (do not mix with recycled used oil). Cleaning vats and tanks shall be properly covered when not

in use.

- L-5 Rings, watches or other metallic jewelry shall not be worn by employees performing mechanical, electrical, carpentry, plumbing, or metal fabrication work in Maintenance departments or at the location where a job or work has been assigned.
- L-6 Maintenance personnel working on structures, equipment or machinery in material or cargo handling areas shall maintain communications with operations personnel.

## **M. Rail Safety**

- M-1 All personnel shall ensure the appropriate protection is applied when and where required before crossing or operating on rail tracks (i.e., Blue Flag Protection).
- M-2 All personnel shall remain alert for and keep clear of the movement of railcars, locomotives, or equipment at any time, in either direction or on any track.
- M-3 All personnel shall stop and look in both directions prior to crossing or fouling a track or operating a switch.
- M-4 You may cross multiple tracks without stopping if you've stopped at the first track and deemed it safe to cross the remaining tracks without stopping again.
- M-5 Except for authorized personnel performing an authorized task, no one shall step, sit, or rest your foot on any part of a track.
- M-6 Prior to unloading or loading rail car, personnel shall ensure the following.
  1. Rail cars brakes and/or rail chocks are set.
  2. A Blue Flag is upright at the rail car ends to avoid any coupling and/or rail car movement.

## **N. Office Safety**

- N-1 Office machines shall be switched to the "power-off" or "sleep" position when not in use and at close of work periods, except for computer equipment.
- N-2 Care shall be taken to open only one file cabinet drawer at a time to prevent cabinet from overturning.
- N-3 File cabinets, desks and cabinet drawers shall be kept closed when not in use.
- N-4 Office equipment, such as paper shredders, paper cutters, and automated binding, collating, or punching equipment, shall be operated only by authorized personnel and only in accordance with the manufacturer's specifications.

- N-5 Care shall be taken when lifting any heavy objects such as office equipment, furniture, or file boxes. Care shall be taken when lifting objects above your shoulder or while bending. Always ask for help if needed.
- N-6 Personnel shall not use chairs, file boxes or office furniture as a ladder or stepstool.
- N-7 Do not store heavy files or heavy objects on top of cabinets or file cabinets above shoulder level.
- N-8 Utility rooms are not to be used for storage and the area around electric controls must be kept clear.
- N-9 Portable heaters are not authorized in office buildings.

## **O. Pedestrian Safety**

- O-1 Pedestrians must use designated crosswalks and pathways.
- O-2 Pedestrians should maintain awareness of moving vehicles and equipment and avoid walking in operational areas whenever possible.
- O-3 Pedestrians shall not stand, stop, or walk on any designated RTG or crane path.