

CAIRNRYAN PORT



LARNE PORT

HEALTH, SAFETY, ENVIRONMENT & SECURITY INDUCTION



LARNE

PORT



CAIRNRHYAN

PORT



OVERVIEW



PORT CONTROL

Ensure you have these numbers saved

EMERGENCY

Ext: 2222 or 028 2887 2222

ALL OTHER CALLS

Ext: 2179 or 02828872179

HSE POLICY

- We are committed to caring for our people, customers, contractors, the communities in which we work and the environment.
- Our goal is to make sure everyone goes home safe; the environment is protected and enhanced wherever possible and damage to property is avoided.
- Empower our people to make choices to eliminate risks and protect the environment using tools such as STOP WORK AUTHORITY and TAKE TIME TAKE CHARGE.
- We continuously improve.

P&O FERRIES DIVISIONAL HOLDINGS LIMITED

POLICY STATEMENT

Health, Safety & Environmental (HSE) Protection

We are committed to caring for our people, customers, contractors, the communities in which we work and the environment.

Our goal is to make sure everyone goes home safe; the environment is protected and enhanced wherever possible and damage to property is avoided. Without a safe business, we have no business.

Three Health, Safety & Environmental Pillars underpin all our activities:



Leadership and engagement

As leaders, we inspire and lead the implementation of a culture that values Health, Safety, and the Environment at the core of our business. We will engage our people in the development of solutions and empower everyone to act.



Risk reduction and improvement

We will proactively identify risks, plan, and act to eliminate and/or minimise risks that make our workplaces unsafe or harm the environment.



Commitments we live by

We are all responsible for Health, Safety, and protection of the Environment in our workplace. This is a core value defined by fundamental behaviours that we live by every day.

To achieve our Health, Safety & Environmental Goals we:

- clearly define responsibilities and accountabilities, enable our people to address HSE issues and strive to ensure that HSE arrangements are adequately resourced
- implement effective HSE standards for our operations and our people along with a robust contractor management process to ensure HSE standards are maintained by our contractors and suppliers
- communicate effectively and transparently with our people, customers, contractors, suppliers and with others affected by our operations on HSE matters
- listen to our people, consult and involve them in matters that affect Health, Safety or the Environment
- train and develop our people to enhance competency and capability to work safely and minimise our impact on the environment
- empower our people to make choices to eliminate risks and protect the environment using tools such as STOP WORK AUTHORITY and TAKE TIME TAKE CHARGE
- develop and implement effective contingency plans and train our people to minimise the consequences of any incident
- strive to continuously improve our Safety Management Systems, fulfil all regulatory and industry requirements, and meet the needs of our stakeholders

To continuously improve by:

- setting measurable and achievable targets aligned with our business strategy
- monitoring our performance and acting to meet our health, safety and environmental objectives
- encouraging openness and ensuring transparency in the sharing of learning events and HSE performance data and engendering trust in the investigation of incidents, maintaining a "Just and Fair Culture"
- engaging with leading industry associations and being at the forefront of the development of industry standards
- reviewing this policy on an annual basis and adapting our strategies as the business evolves

Peter Hebblethwaite

Chief Executive Officer

P&O FERRIES DIVISIONAL HOLDINGS BOARD – Health, Safety & Environmental Protection Policy | January 2025

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LEGISLATION

- Health and Safety at Work Order/ Act
- Management of Health and Safety at Work
- Provision and Use of Work Equipment
- Lifting Operations and Lifting Equipment Regulations
- Others
- International Ship and Port Facility Security Code
- Dock Regulations

EMPLOYER'S DUTIES TOWARDS EMPLOYEES

'To ensure, so far as reasonably practicable, the health, safety and welfare at work of all their employees'

(HASAWA)

- Providing information, instruction, training and supervision
- Provision of
 - Safe plant and systems of work
 - Safe use, handling, storage & transport of articles and substances
 - Safe workplace & safe access and egress from it
 - Safe working environment with adequate welfare facilities.

DUTY OF EMPLOYEE



Employees Responsibilities:

- Take reasonable care for the H&S of yourself and of other persons who may be affected by your acts or omissions at work.
- Co-operate with your employer with regards to health and safety to enable compliance.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare. i.e. PPE, equipment.

PORT SECURITY



LARNE & CAIRNRYAN PORTS

- International Ship and Port Facility Security (ISPS) Code Sites
- Secure areas – with 24 / 7 Security
- Controlled access and egress
- CCTV in operation
- Security, Access and Egress:
 - Swipe doors, X-ray and Vehicle Entry points

**UNATTENDED ITEMS:
LOST... or **SUSPICIOUS?****

 **H** **Hidden?**

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.

 **O** **Obviously suspicious?**

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?

 **T** **Typical?**

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocol you still believe the item is suspicious, notify your line manager immediately and using the railway telephone network call 999.

If you do not have access to the railway telephone network call 0300 123 9102.

 **BRITISH
TRANSPORT
POLICE**

INTERNATIONAL SHIP & PORT FACILITY SECURITY CODE

- Access to a restricted area is via:
 - Tickets
 - Security Passes – visitors and staff / contractors
- Security Passes must always be visible as they aid identification and enable access to be controlled. They give everyone, except passengers, inside a restricted area justification from to be present.
- If you see anything suspicious of it you have any concerns, please speak to a member of the G4S Security Team or a member of staff.

ENVIRONMENTAL



ENVIRONMENTAL

- Larne & Cairnryan Ports maintain spill kits within designated areas.
- All contractors are required to hold spill kits within their work area and within mobile plant.
- All spills must be cleaned up.
- Spills are to be prevented from reaching drains & harbour waters.
- Environmental incident bays are located–
 - LARNE – opposite South End gate

If a spill occurs and/ or the incident bay is used, report immediately to Port Control on 028 2887 2222

PORT OPERATIONS



PORT RULES

1. Mandatory PPE Areas – Hi Viz Clothing & safety shoes.
2. 15mph speed limit – Double Indicators or yellow beacon.
3. Always wear your security pass.
4. Remain within designated walkways (where provided).
5. Maintain good situational awareness when in operational areas.



PORT RULES

6. Do not cross P&O Operational Trailer Lanes & remain on designated roadways.
7. Contractors must work to and under agreed RAMS.
8. Report all accidents, near misses and safety observations.
9. Maintain good personal hygiene – protection against Weil's Disease.
10. Be aware and take care of moving traffic.
 - Make eye contact with driver operator to ensure that you have been seen.
 - If not, step to one side, clear of traffic.



PARKING

- Reverse parking
- Park facing out of car park space
- Ensures safety of drivers and others



CONTRACTORS

- Must comply with Port Rules.
- Must work under agreed RAMS / Safe Systems of work.
- May be approached by Port Staff regarding any breaches of H&S Standards / Port Rules.
- Accidents to be reported to Port Control
 - Ext: 2222 or 028 2887 2222

SMOKING POLICY

- Smoking is illegal inside buildings and in company / work vehicles.
- When using a designated smoking area, ensure that you put your cigarette out properly once it is finished.
- Do not smoke near fuel containers or bunded areas.



MOBILE PHONE USE

The use of mobile phones while driving is illegal.

Mobile phones should only be used in the Port when:

- You are sitting in your vehicle, parked in a designated space.
- In a safe area, away from moving traffic and work activities and you remain static.
- Do not walk around whilst you are on the phone.



WELFARE

- The following provisions are available:
 - Toilets
 - Washing facilities
 - Seating facilities
 - Facilities to eat & drink during breaks
 - Changing facilities.
- Café is available in the passenger terminal.

HOUSEKEEPING

- Do not leave items lying around.
- Tidy up area after yourself.
- Rubbish must be disposed of in designated bins or taken away with you.
- Ensure all materials, documents and equipment are stored securely.



EMERGENCY ARRANGEMENTS



EMERGENCY ARRANGEMENTS



- First Aider lists and First Aid Kits are in designated areas around the Port marked with white cross on green background.
- In the event of an emergency, immediately notify Port Control on Ext 2222 or 028 2887 2222.
- All incidents or emergencies, no matter how minor, must be reported to your supervisor and/ or a member of Port staff.
- All accidents are recorded & investigated within the Port, for the purposes of identifying how it happened and to allow us to implement further controls to prevent it happening again.

FIRE EMERGENCY PROCEDURE

- Upon discovering a fire – raise alarm (shout: fire, fire, fire) and activate the nearest break glass.
- Exit building and go straight to allocated assembly point.
- Inform G4S or Port Staff of the location and detail of the fire.
- Remain at Assembly Point until instructed by appointed Fire Marshall.



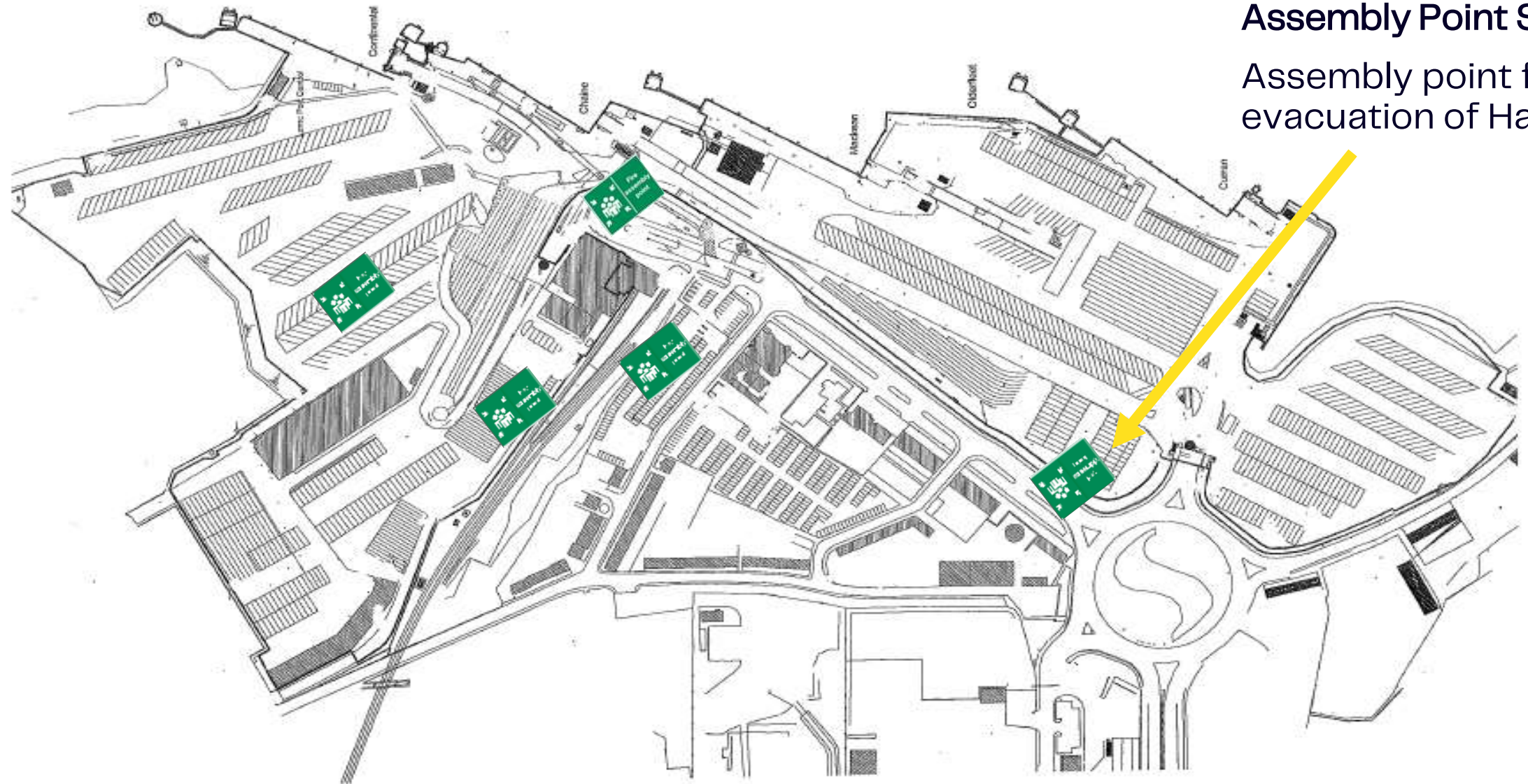
FIRE EMERGENCY PROCEDURE

- Upon hearing the Fire Alarm, proceed immediately and calmly to the relevant Assembly Point.
- Follow any instruction issued to you by Fire Wardens or Fire Marshalls (red arm band) – G4S, Port & P&O Staff.
- Only re-enter the building once the Fire Marshall has issued the all clear.

LARNE PORT ONLY

Evacuation sirens on top of the South End security building and the MLC building, are tested every Friday at 1030 am for a few seconds. If you hear an alarm outside of this time, calmly and efficiently evacuate the Port.

LARNE EMERGENCY ASSEMBLY POINTS



Assembly Point S

Assembly point for
evacuation of Harbour

CAIRNRYAN EMERGENCY ASSEMBLY POINTS



PORT HAZARDS



WATER SAFETY

- If working within 1m of the water's edge on quay, you **MUST**
 - Inform Port Control (Ext: 2179 or 02828872179)
 - Wear a life vest.
- Life rings are positioned along all Quays.
- Ladders from Quays to the water's edge are positioned along all quays.
- Chains are in place between each ladder to assist the person in the water to access the ladder.
- If a person falls in the water, throw a life ring and then contact Port Control on 028 2887 2222 for assistance. Always keep eye contact with the person.
- Weils Disease – rats are present in Harbour. Wash hands before eating, drinking or smoking and at the end of each shift.



SAFETY AROUND HEAVY GOODS VEHICLES

- Do not walk in front of or behind moving vehicles.
- Do not assume the driver sees you.
- Make eye contact with Driver.
- Use clear consistent hand signals.
- Give clear instructions to driver.
- Wear correct PPE.
- Maintain good situational awareness.



SAFETY AROUND HEAVY GOODS VEHICLES



**HEALTH & SAFETY IS
EVERYONES RESPONSIBILITY**



**CAIRNRYAN
PORT**



**LARNE
PORT**

**THANK YOU
PLEASE NOW COMPLETE THE
ONLINE TEST**

