

➤ **Disclaimer**

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Maintenance – Chassis Tire Removal

- ❑ To remove a tire, jack the tires up off the ground and deflate both tires before removing from chassis, even if there is only one tire to be replaced.
- ❑ Partially loosen lug nuts and strike the rim on the inside of the outside tire to loosen wheel assembly from hub. Complete removal of lug nuts and remove tire to be fixed from axle.
- ❑ Lay the deflated tire to be repaired on a flat surface. Use the bill end of a tire hammer, after pouring some lube around the lock ring, strike the tire between the tire and the lock ring to break the tire down so the lock ring can be removed.
- ❑ Flip the tire over and place it on a tire stand and the hammer process is repeated.
- ❑ The tire should drop down off the rim.



Discussion Question

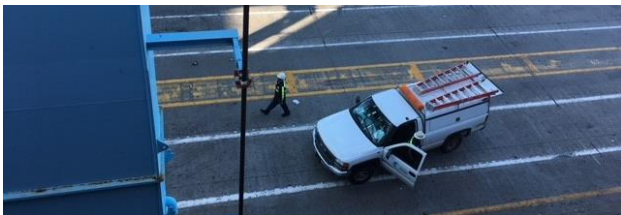
Which tires should be deflated when removing only one tire from a chassis?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 2

Maintenance – Degraded Operations

- ☐ Gantry Motion: If the gantry motion is inoperative, the crane will be pushed into place, and the operation will continue.
- ☐ Trolley or Hoist Motion: If the trolley or hoist motion is inoperative, the crane will be deemed out of service until the repairs can be completed.
- ☐ Boom Lights: During the hours of dusk to dawn, if all of the boom lights are inoperative, the crane will be deemed out of service. Illumination for cargo transfer operations shall be of a minimum light intensity of five foot-candles (54 lux) with intensity measured at the task/working surface, in the plane in which the task/working surface is present.
- ☐ Radio: If the radio is inoperative, the Crane Operator will be issued a hand held radio, and the operation will continue.
- ☐ Sill Beam Arrows: If the sill beam light arrows are inoperative, the operation will continue. If the arrows are partially inoperative, the Operations AOM will ensure that the maintenance AMM covers the device.



Discussion Question

Which scenarios will deem a STS crane out of service?



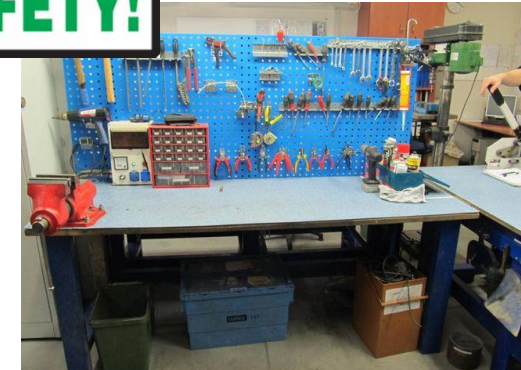
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Print name of one attendee: _____ 3

Maintenance – 6S Method

Keep your work area clean by employing the 6S Method to promote good housekeeping and to keep everything in its place.

- ☐ **Sort** – Eliminate obstacles and remove tools and materials not in use.
- ☐ **Straighten** – Arrange items together in the order they will be used; first in, first out.
- ☐ **Shine** – Clean your work space and keep the area orderly.
- ☐ **Standardize** – Pictures, color codes, and numbering can be helpful in keeping things as they should be.
- ☐ **Sustain** – Make good housekeeping a habit each and every time.
- ☐ **Safety** – The outcome of a successful 6S program!



Discussion Question

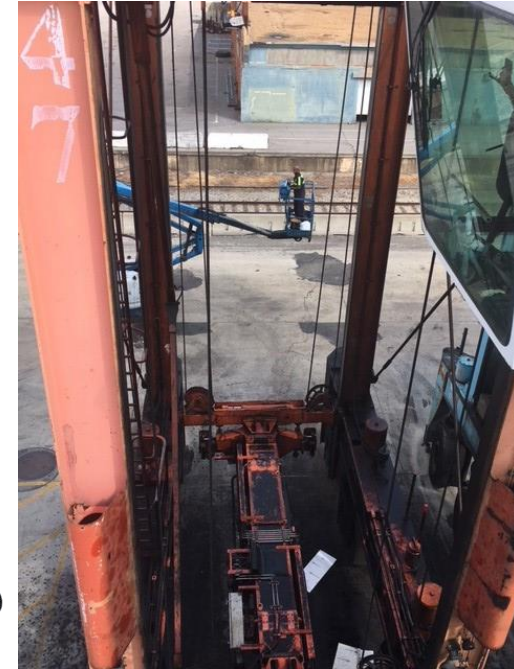
What method can be used to promote good housekeeping and keep everything in its place?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 4

Maintenance – Aerial Lifts and Scissor Lifts

- ❑ When operating or moving the aerial lift on or near the berth, or in any location where there is vehicle traffic, there will be an escort vehicle that uses strobes/flashers while the aerial lift is in operation.
- ❑ Either cones or the escort vehicle will be placed to ensure that there is no impact risk to the aerial lift while employees are up in the basket.



Discussion Question

Where must the escort position themselves when an aerial lift is operating or moving on or near the berth?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 5

Maintenance – Angle Grinder Preparation

- ❑ Keep work area clear of debris and flammable materials.
- ❑ Use the correct wheel for the machine's size, speed, and the work to be performed.
- ❑ Before use, inspect the wheel for cracks, defects and wear. Replace worn discs.
- ❑ Ensure the grinder is equipped with a working guard and a handle that are properly secured.
- ❑ Do not carry grinders with a finger on the switch.
- ❑ If outside of the shop area authorized by an annual permit, obtain a temporary hot work permit.



Discussion Question

Before use, what must be inspected on an angle grinder?

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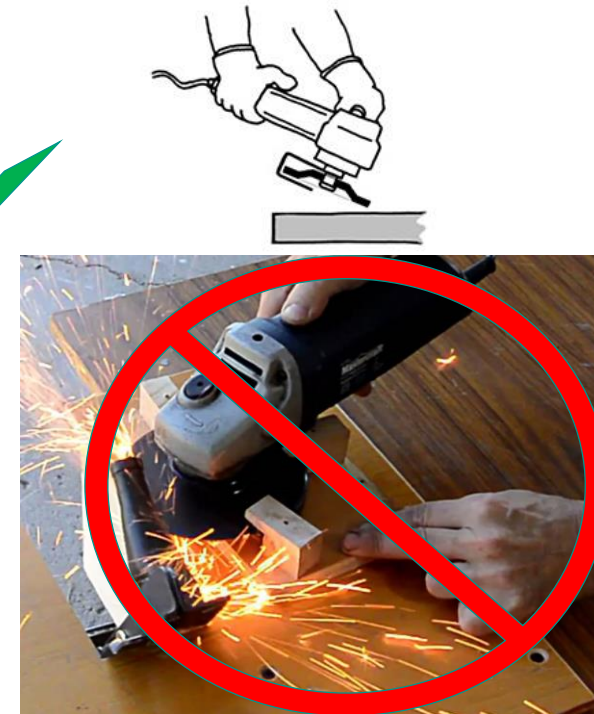
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Maintenance – Angle Grinder Safety

- ❑ Adjust guards to deflect flying particles away from operator with a 180° guard between operator and wheel.
- ❑ Always use two hands. Keep hands away from rotating wheel.
- ❑ Wear proper PPE including safety glasses and goggles/face shield, along with leather gloves.
- ❑ Do NOT wear loose fitting clothing or have hanging strings.

Discussion Question

What PPE is required to use when operating an angle grinder?



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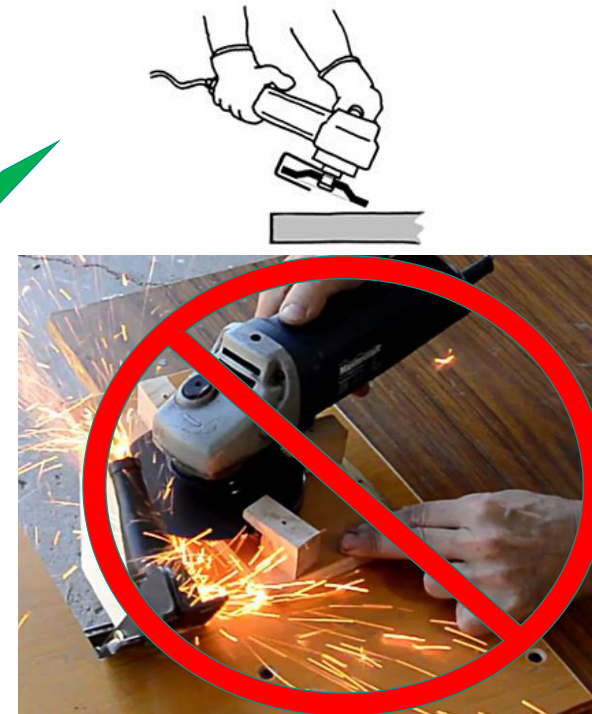
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Maintenance – Angle Grinder Safety

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Discussion Question

What PPE is required to use when operating an angle grinder?



Print Briefer Name/Date: _____

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Maintenance - Back Safety

BEFORE YOU LIFT

- ❑ Inspect the load and determine how best to complete the task. If the object looks to be too heavy, ask for help.

LIFTING THE LOAD

- ❑ Lift with your legs and not your back. Smoothly lift straight up. Never twist your body while lifting. Keep your head up as if looking straight ahead, not down.

CARRYING THE LOAD

- ❑ Predetermine a path and walk slowly and surely.

SETTING THE LOAD DOWN

- ❑ Lower with your legs and not your back.



Discussion Question

If an object appears to be too heavy, what should you do to proceed?

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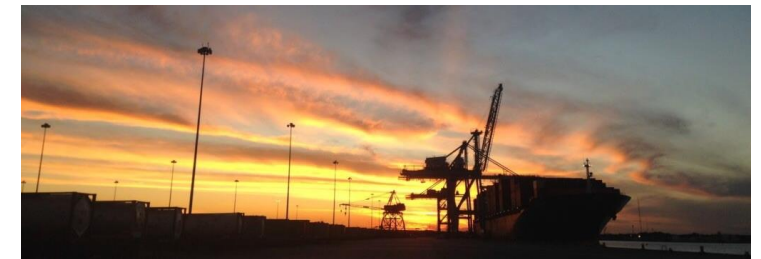
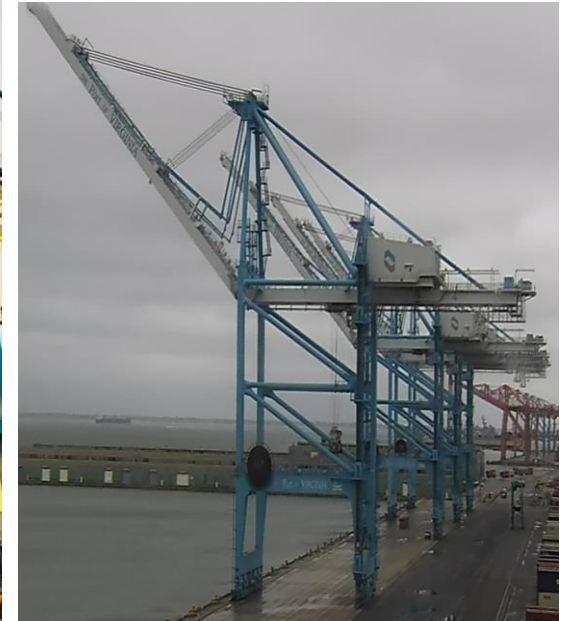
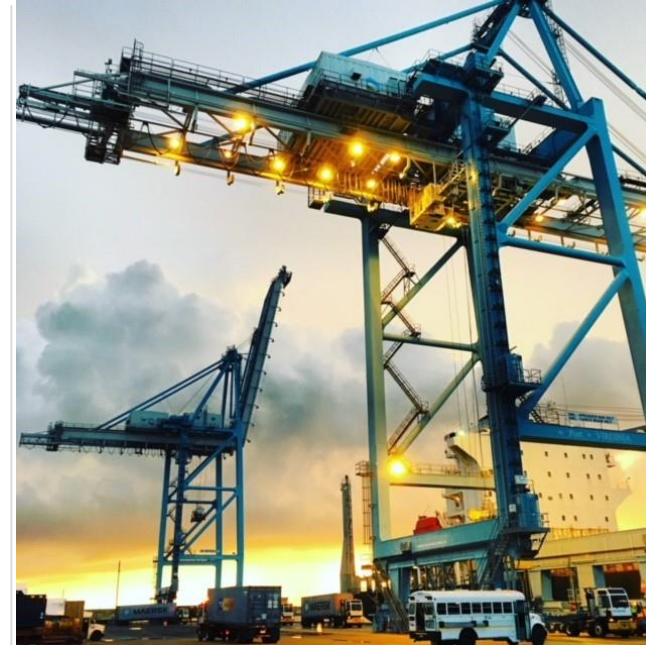
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Maintenance – Boom Up Sequence

- ❑ When finished, the crane operator will contact the AOM to determine where to park crane, then notify maintenance, accomplish the move, and complete the “boom up” sequence.
- ❑ If the crane will not boom up, notify maintenance immediately.
- ❑ The crane operator is responsible to accomplish this process until four minutes after the end of operations.
After this time, maintenance is responsible for the move.

Discussion Question

When is maintenance responsible to boom up?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Boarding the Vessel

- ❑ If boarding a vessel to conduct maintenance on the crane, park the truck at the gangway in the lane closest to the water.
- ❑ If there is a crane working in the area of the gangway, park on the inshore leg.

Discussion Question

Where should maintenance park when boarding the vessel?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Call Maintenance

- ☐ Upon detecting a petroleum or engine fluid leak, avoid the drains, pull over, and shut down the equipment.
- ☐ Upon detecting a persistent smell of exhaust fumes in the cab of any equipment, shut down and promptly inform maintenance.
- ☐ During maintenance on any equipment or vehicle, the operator is required to remain with the equipment or vehicle, unless it is their meal hour, cut time, or unless they have contacted the AOM and received authorization to depart.
- ☐ Operators are required to switch into alternate machines when directed by Maintenance.



Discussion Question
When must equipment operators call maintenance?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Buffer Area & Transfer Zone Lane Safety

- ❑ When maintenance is working in the WSBA or LSTZ, the lane(s) adjacent to the maintenance activity will not be used (i.e. if maintenance is working in Lane 2, then Lanes 1 and 3 will also be closed).
- ❑ Maintenance will place jersey barricades in front of all (3) lanes, and is prohibited from occupying the buffer lanes.
- ❑ Maintenance is also prohibited from occupying the space between the RMG in the WSBA and the stack (i.e. row 202).
- ❑ ST/SC's are prohibited from driving behind the maintenance activity. For example, if Maintenance is working in Lanes 2, 3, and 4, proceeding into Lane 1 to retrieve a container behind maintenance in Lane 2, 3, or 4 is prohibited.

Discussion Question
Where must maintenance place jersey barriers?

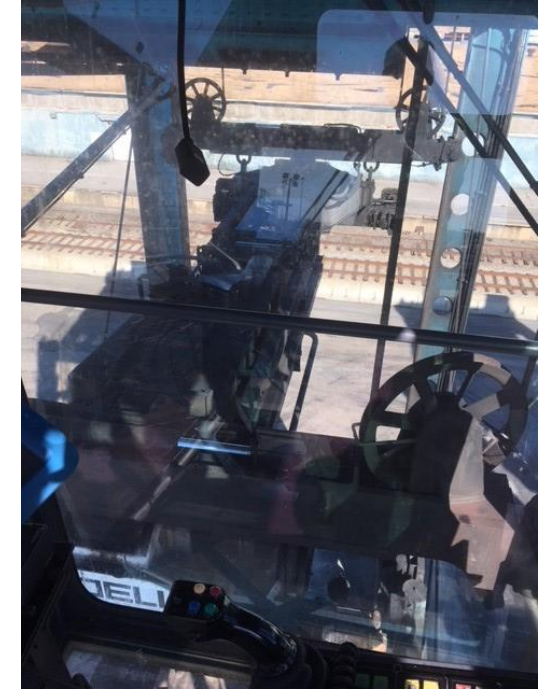
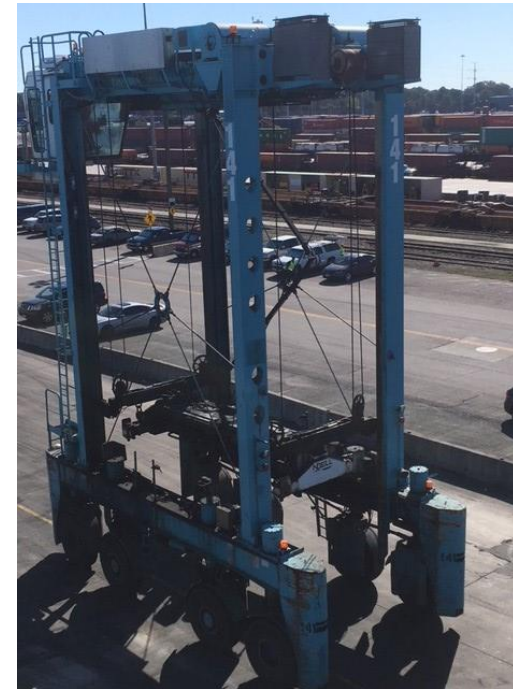


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Print name of one attendee: _____

Maintenance – Checking the Straddle Carrier Bar

- ❑ At NIT, before entering the stack where the 3-high position will be required, verify that the bar will raise up to the 3-high position.
- ❑ If it will not, correct this before entering the stack by lowering the bar to the ground and then raise it to the 3-high position.
- ❑ This procedure implies that a container that is being carried must be set down and an empty bar moved all the way to the ground to accomplish the reset.
- ❑ If unable, call maintenance to reset the bar.



Discussion Question

If an operator cannot reset the bar, who should be notified?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Container Maintenance & Repair Protection

- ☐ Mechanics must be protected from terminal traffic.
- ☐ The employer shall eliminate, to the extent possible, conditions causing slippery working and walking surfaces in immediate work areas used by employees.
- ☐ Air hoses and welding hoses must be properly stored when not in use.
- ☐ Scrap metal, nuts/bolts, welding rods, metal slag cannot be lying on the ground and scrap bins must be located outside of immediate work area to prevent trip hazards.



Discussion Question

What is one way to prevent trip hazards in your work area?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 15

Maintenance – Line Painting

- ☐ Notify the appropriate Operations Manager of the location and time period that lines will be painted.
- ☐ If any employees are working on foot, a physical boundary (cones, vehicle(s), barrels) must be established to create a protected area from passing traffic and equipment. All personnel and equipment must remain inside of this boundary during the project.
- ☐ When painting “long lines”, the line painting truck must have warning lights/flashers illuminated.
- ☐ Inform the Operations Manager when the area is placed back into service.



Discussion Question

How are employees protected when painting in an operational area?

Briefer Name(s)/Date:

(Print)

List the name of a single attendee. _____

Maintenance – Extension Cords

- ❑ The maximum allowable length of an extension cord is 100 feet.
- ❑ Daisy chains of extension cords are prohibited.
- ❑ Daisy Chaining is a term that refers to power strips and/or extension cords being plugged into other power strips and/or extension cords.

Discussion Question

What is the maximum allowable length of an extension cord?

- ❑ Verify that the ground prong is intact.
- ❑ Store extension cords after each use. Using extension cords as a permanent solution is illegal and is citable by OSHA.



Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Dropping Storm Pins

- ❑ Maintenance will drop the storm pins within one hour after operations. This is important to protect the crane against “no notice” wind gusts.
- ❑ Operators will “boom up” prior to leaving the crane because as vessels arrive or depart, there is a risk of impact if the crane boom is left in the down position.
- ❑ When a crane that is being used for operations prevents the movement of a crane that is finished with operations, these cranes will all be moved and pinned by maintenance within one hour after the end of the operation.



Discussion Question

How long does maintenance have to drop the storm pins after operations?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 18

Maintenance – Fluorescent Bulb Disposal

Fluorescent bulbs are considered universal waste. If a fluorescent bulb is broken, this becomes hazardous waste because of the release of mercury and must be put in a box/drum/container and labeled as hazardous waste.

- ☐ Used bulbs must be stored in closed boxes or fed into a bulb crusher barrel.
- ☐ Label the contents of boxes.
- ☐ Label accumulation start date for when the first bulb went into the box.
- ☐ Must be disposed of within one year.

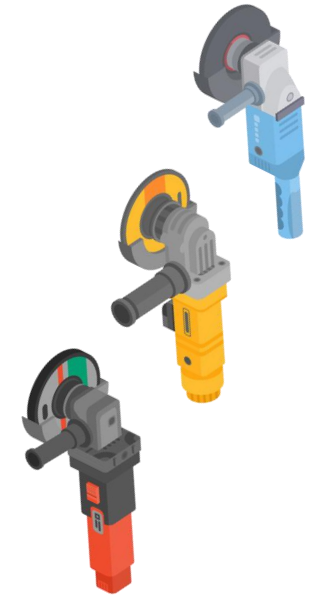


Discussion Question
Where must used bulbs be stored?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance - Grinding



- ☐ Wear safety glasses with goggles or a face shield and leather gloves.
- ☐ Do not wear loose fitting clothing or have hanging strings.
- ☐ Use a cutting disc for cutting and a grinding disc for grinding.
- ☐ The RPM rating of the disc/blade must be higher than that of the angle grinder.
- ☐ Before use, inspect wheels for cracks, defects and wear. Replace worn discs.
- ☐ Perform “ring test” as appropriate.
- ☐ Ensure the grinder is equipped with a working guard that is properly secured.
- ☐ Adjust guards to deflect flying particles away from operator with a 180° guard between the operator and wheel.
- ☐ Allow the grinder to come to full speed and warm up before use and to come to a complete stop after use.
- ☐ Do not grind on the side of the wheel or use liquid coolants.
- ☐ Always use two hands. Keep hands away from rotating wheel.
- ☐ Do not carry a grinder with a finger on the switch.

Discussion Question

What PPE must be worn when grinding?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 20__

Maintenance – Fall Protection

- ❑ On Port of Virginia property, working above 4 feet requires a harness connected to an anchor point OR protection by railings.
- ❑ On vessels, working above 8 feet requires fall protection.
- ❑ An aerial lift requires fall protection any time the Aerial Lift is moving OR is above 4 feet.
- ❑ A scissor lift or forklift lifting basket does not require a harness, as long as the individual remains inside of the basket.



Discussion Question

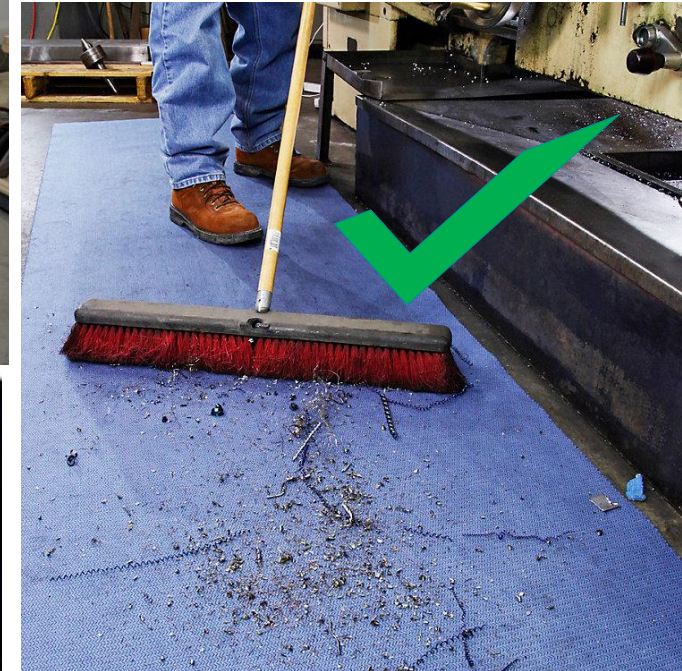
On Port of Virginia property, at what height is fall protection required?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 21

Maintenance – Housekeeping

- ☐ The employer shall eliminate, to the extent possible, conditions causing slippery working and walking surfaces in immediate work areas used by employees.
- ☐ Air hoses and welding hoses must be properly stored when not in use. Scrap metal, nuts/bolts, welding rods, and/or metal slag cannot be lying on the ground.
- ☐ Scrap bins are located outside of immediate work area for proper disposal of debris.



Discussion Question

What are potential trip hazards in your work area?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 22

Maintenance – Hot Work Protection

- ❑ A “Hot Work” permit is required when conducting welding, cutting, grinding, or fire/spark-producing operations.
- ❑ Organizations that do not possess an annual permit must obtain a temporary permit.
- ❑ All persons using hot work equipment must be qualified in its use and safety procedures.
- ❑ All persons using hot work equipment must wear eye and hand protection.



Discussion Question

What PPE is required when using hot work equipment?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Vessel - Idle Cranes

- ❑ Driving under idle cranes, as a matter of convenience, is prohibited. This includes any vehicle or equipment operator (Strad, pickup truck, crane maintenance, etc.).
- ❑ Vehicles may park or proceed under idle cranes as necessary to perform their job.



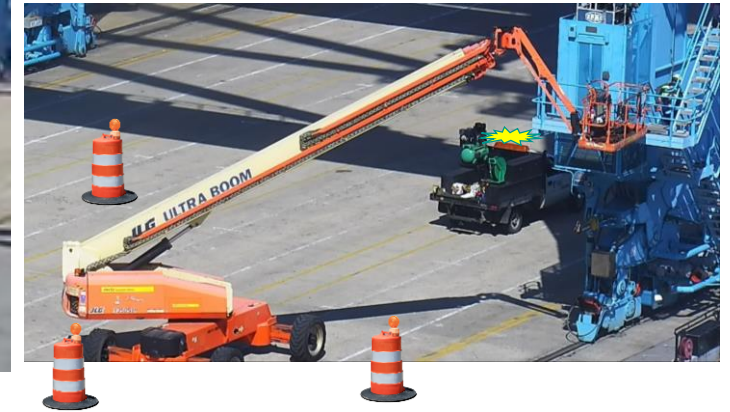
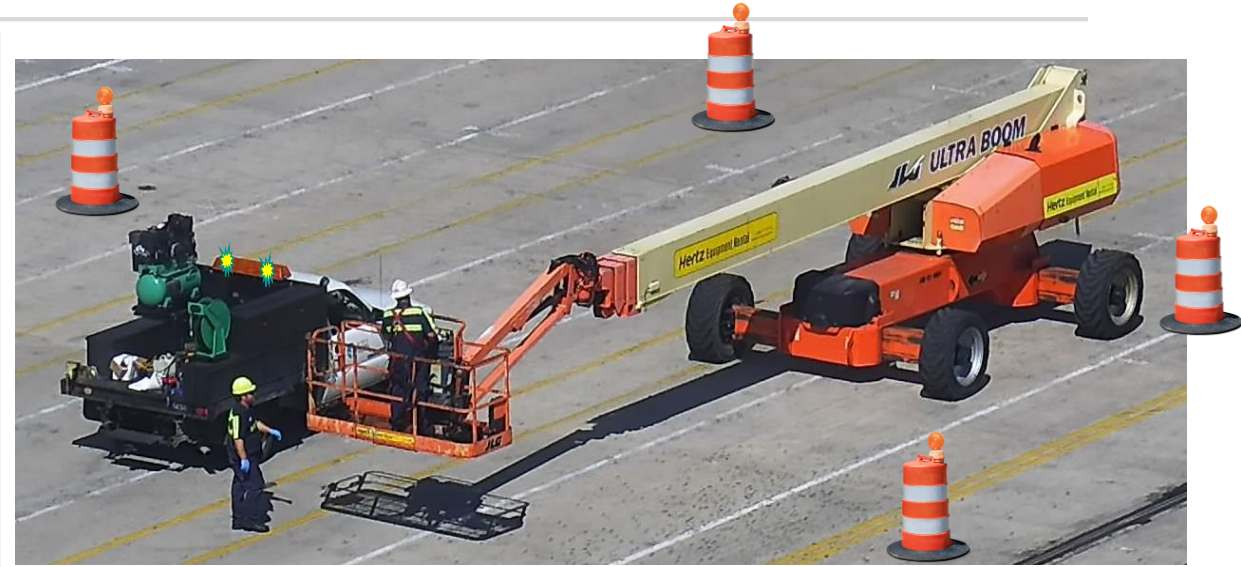
Discussion Question
When may individuals drive under idle cranes?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 24

Maintenance – Aerial Lift Precautions

- ❑ When operating the aerial lift on or near the berth, or in any location where there is vehicle traffic, there will be an escort vehicle that uses strobes/flashers while the aerial lift is moving or is in operation.
- ❑ Either cones or the escort vehicle will be placed to ensure that there is no impact risk to the aerial lift while employees are up in the basket.



Discussion Question

What can be used to ensure a JLG is protected when working around vehicle traffic?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Maintenance – Aerial Lift Operations for RMG Work

- ❑ When maintenance technicians are working on a Rail Mounted Gantry (RMG) crane from the ground or from an aerial lift, there must be at least one full lane as a buffer that is empty space from ground traffic. This will be “temp blocked” by the maintenance supervisor via the operations supervisor.
- ❑ If the bar is being worked on in Lane 2, then Lanes 1 and 3 will be closed.
- ❑ Maintenance will place barricades in front of all (3) lanes.
- ❑ Maintenance is also prohibited from occupying the space between the RMG in the VWSBA and the stack, i.e. row 202.



Discussion Question
What kind of a buffer is required when maintenance is working in a RMG lane?

Print Briefer Name/Date: _____

Print name of one attendee: _____ 26