

➤ **Disclaimer**

These safe work procedures, referred to as “Port of Virginia Pre-shift Safety Talks”, when used or applied outside the confines of Virginia Port Authority property, do not take the place of professional occupational health and safety advice and are not represented as meeting the requirements of applicable laws, regulations, and rules, including workplace health and safety laws and motor vehicle and traffic laws. The members of the Virginia Port Authority, Virginia International Terminals, and the Hampton Roads Chassis Pool II and their respective employees, officers, directors or agents (collectively the “Port of Virginia”) assume no liability for or responsibility for any loss or damage suffered or incurred by any person arising from or in any way connected with the use of or reliance upon the information contained in these documents including, without limitation, any liability for loss or damage arising from the negligence or negligent misrepresentation in any way connected with the information contained in these documents. The information provided in these documents is provided on an “as is” basis. The Port of Virginia does not guarantee, warrant, or make any representation as to the quality, accuracy, completeness, timeliness, appropriateness, or suitability of any of the information provided, and disclaims all statutory or other warranties, terms, or obligations of any kind arising from the use of or reliance upon the information provided, and assumes no obligation to update the information provided or advise on future developments concerning the topics mentioned.

Vessel - Gangway Safety

Beware of the hazards when using a vessels gangway.

- ❑ Clear access to the gangway must be maintained, and the bottom must rest in a safe landing area for personnel to step from the dock to gangway.
- ❑ The gangway must have hand rails and a safety net that is rigged.
- ❑ Be aware that the gangway can move/swing/sway. Maintain a firm grip on the handrails. Watch for slippery spots or damaged steps.
- ❑ Do not

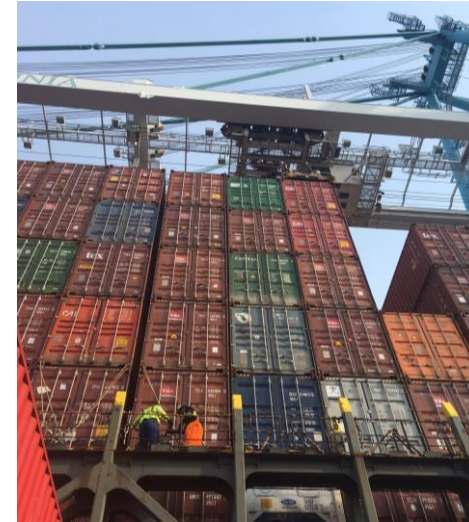


Discussion Question

What are some hazards to be mindful of when using a gangway?

Vessel – 3 Away, Live to Work Another Day

- ❑ Employees shall not walk or work within three container cells outboard of an active hatch OR in the aisles adjacent to this area while containers are being loaded or discharged so that at no time are containers moving overhead or in a position where a twist-lock could fall and strike the lasher.
- ❑ Lashers are responsible to ensure that no individuals are walking or working in the area below the lashing operation.
- ❑ Do not permit other workers to come within the length of a lashing rod in the event that a rod slips from a lasher's grip.



Discussion Question

How far away from an active cell must lashers work?

Briefer Name(s)/Date:

(Print)

List the name of a single attendee. _____

Vessel – A Slingers Responsibility

- ❑ Ensure that general longshoremen walk three feet directly away from the container after removing or installing a twist lock to enable the crane operator to see them.
- ❑ Ensure that General Longshoremen walk directly back to the legs of the crane without cutting the corner in Lane 4 (farthest in-shore lane under the crane) and that General Longshoremen do not walk under the spreader bar or under a load.
- ❑ Ensure that Longshoremen do not stand next to or lean on the legs of the crane in the area that a 45' container could swing and hit the crane legs as it is discharged.
- ❑ Sitting or leaning on Pin-bins, is prohibited.



Discussion Question

Where is it unsafe to stand or walk under a STS crane?



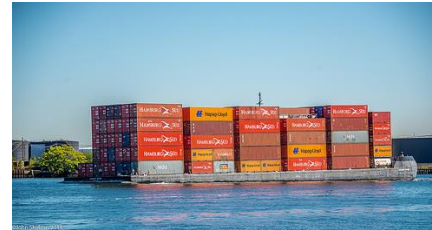
Vessel - Barge Operations

In order to conduct barge operations in a safe manner, take proper precautions and:

- ❑ The Deckman and anyone else working on the water side of the bull rail must wear a life vest.
- ❑ Ensure there is a walking bridge or spreader bar cage to mount or dismount the barge. If there is no semi-permanent platform to board the barge, then the correct lift basket may be used.
- ❑ The Deckman must remain on the barge throughout the operation and watch the operation to alert the crane operator of any risks.

Discussion Question

Where must employees wear life vests during barge operations?



Vessel – Berth Driving Hazards

- ❑ 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.
- ❑ Vehicles/equipment on the berth highway at NIT and PMT in the lane next to the STS crane, must stop when directed by Slingers OR when a hatch cover in the crane back-reach is being lifted to or from the dock.



Discussion Question

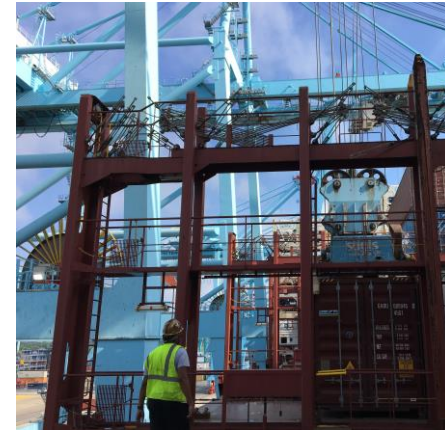
What is an example of a driving hazard on the berth?

Vessel – Deckman Positioning

- ☐ The Deckman's position is on deck to assist the Crane Operator.
- ☐ If the Deckman is not present, crane operators must wait. If support is needed, contact the vessel supervisor or the POV Safety Department at 757-440-6800.
- ☐ Ship Gang members are not permitted to sit in chairs while on board vessels.
- ☐ Personal chairs are not permitted on vessels.

Discussion Question

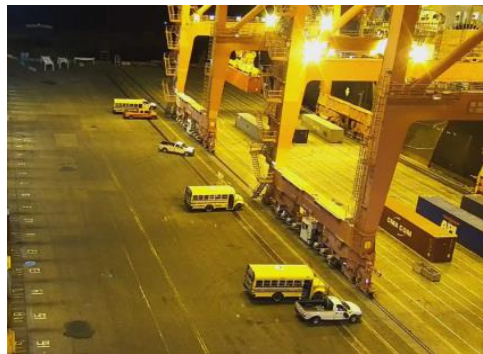
Where is the Deckman's proper position and why?



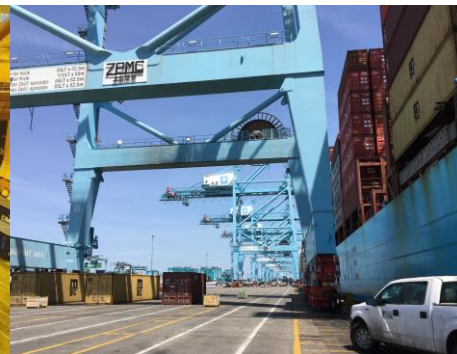
Vessel – Checker Parking at the Vessel

- ❑ Park on an in-shore crane leg with a maximum of 3 vehicles per crane leg.
- ❑ **Remain within 3 vehicle widths** of the hatch cover placement area, and not across the yellow line that marks the crane tracks.
- ❑ As a technique, park on the leg of the adjacent crane and look at a diagonal underneath of the crane to which you are assigned.
- ❑ There is a current exception for Checker vehicles at **VIG** and **PMT** on the off-shore crane legs, because it is considered less risk than parking on the in-shore legs.

NIT



VIG or PMT



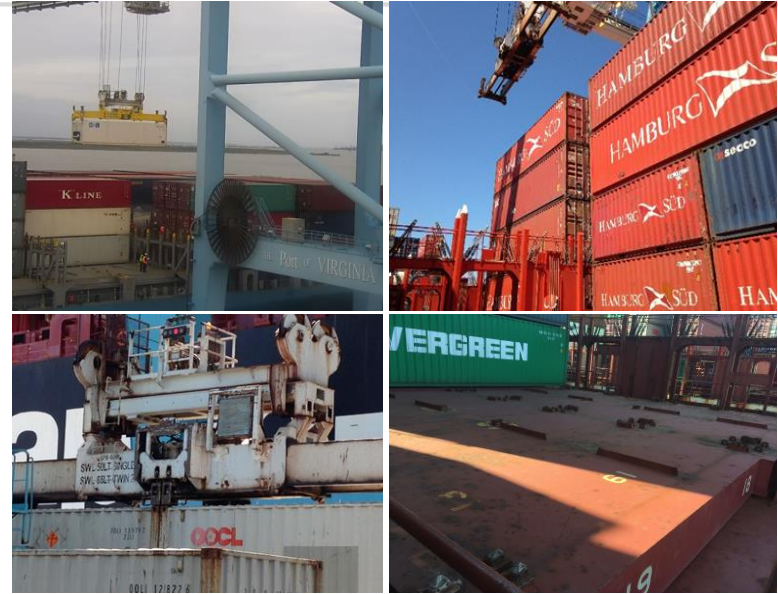
Discussion Question

How tight must you park to the crane leg when parking at a STS crane?

Vessel – Deckman Responsibilities

The safe operation of the vessel deck work requires a firm commitment to the use of established procedures. The Deckman's responsibilities are as follows:

- ❑ Only the Deckman and Slinger may talk on the Crane Operator frequency.
- ❑ If Deckman and Slingsers are not present, Crane Operators are prohibited from discharging/loading containers or hatch covers.
- ❑ The Deckman's position is on deck to assist the Crane Operator. It is critical to identify stuck pins, act as the operators eyes during blind lifts, and ensure that twist locks are properly engaged.
- ❑ See the POV Operational Standards on the



Discussion Question

Who may talk on the Crane Operator frequency?



POV website: www.portofvirginia.com
Stewards of Tomorrow

Briefer Name(s)/Date:

Send to safetybrief@vit.org

(PRINT)

Vessel – Dock Foreman Duties

- ❑ Do not accept standby time...if there is an issue, start another task until the problem is solved.
- ❑ Communicate ahead of time with other foremen on other cranes about any changes in traffic patterns so that work flow will not be disrupted.
- ❑ Record a log of all standby time and communicate ANY item that impedes production to the AOM.
- ❑ The Dock Foreman must be knowledgeable of gross weight restrictions for all means of conveyance used during vessel operations and ensure those restrictions are not exceeded.



Discussion Question

How can you avoid disrupting the work flow when traffic patterns change?

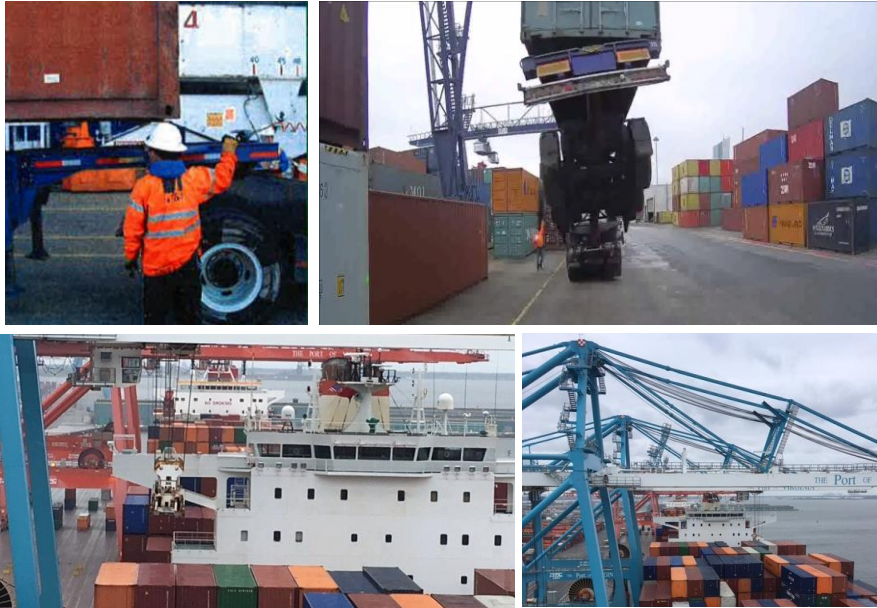
Briefer Name(s)/Date:

(Print)

List the name of a single attendee. _____

Vessel - Floating the Load

To ensure the safety of personnel and cargo, the **Crane Operator** will use the **Six-Inch Rule**.



Six-Inch Rule – Lift and Shift

- ❑ Complete the Six-Inch Rule as per POV Operational Standards on the POV website: www.portofvirginia.com
- ❑ Crane Operators, Slingers, and the Deckman must carefully observe that loads are not connected to the container below to ensure a container, flat-rack, or chassis isn't also lifted.
- ❑ In case of an emergency, all parties must be able to quickly communicate on the radio "STOP, STOP, STOP!"

Discussion Question

In case of an emergency, what is the proper radio communication?

Vessel – Foreman Leadership Responsibilities

- ❑ Model a solid work ethic for safe and productive operations.
- ❑ Lead by example. Take care of your team. Be reliable, be on time, and assist when there are new people, especially in bad weather.
- ❑ Do the right thing at all times. Do not raise your voice and always mean business...the gang will listen.
- ❑ Correct unsafe behavior. If a worker is not following the POV Operational Standards, make the correction and call the AOM for assistance, if needed.



Discussion Question

What must be done when unsafe behavior is witnessed?

Vessel - Forklift & Pin Bin Safety

- ❑ Forklift operators may only pick up pin bins when the rack is at its final point of rest and disconnected from the Hustler.
- ❑ Forklifts may only carry one pin bin at a time.
- ❑ Maintain a safe speed appropriate to the task. For example, when near or under the STS, the maximum speed for a forklift is a walking pace.
- ❑ Loads must be carried so that the operator has an unobstructed view of the drive path. If unable, carry it trailing or get a Groundman.



Discussion Question

If a load blocks a forklift operators view, what **MUST** they do?

Vessel – Forklift Visibility

- ❑ The forklift operator **MUST** look in the direction of travel.
- ❑ Turn headlights on from sunset until sunrise.
- ❑ If a load obstructs the forward view, drivers will travel with the load trailing or use a spotter.
- ❑ Never assume that the forklift is seen by the operators of other equipment.
- ❑ When traveling with a load, keep it just below axle height. Loads must be carried so that the operator has an unobstructed view of the drive path.



Discussion Question

Which direction **MUST operators look when driving a forklift?**

Vessel – Hustlers Under the STS Crane

- ❑ DANGER: Before entering under the Ship-to-Shore crane, Hustler operators follow the direction of the Slinger who will verify it is clear to pull under the Ship-to-Shore crane.
- ❑ Look and listen to find the spreader bar and determine it is not overhead.
- ❑ DANGER: Do not attempt to pull under the crane until verifying that all persons are clear of the travel lane.



Discussion Question

Who should the hustler driver look to in order to verify it is clear to pull under the STS crane?

Vessel – Platform Usage

- ❑ A maximum of two coning platforms, placed in Lanes 2 and 4, may be used for container operations.
- ❑ Pin bins will be placed on each end of the platform inside the holding bracket.



2 & 4

Discussion Question

In which lanes will the coning platforms be used?

Briefer Name(s)/Date:

(Print)

List the name of a single attendee. _____

Vessel - Lashing Risks

When lashing, remember the following:

- ❑ Work as a pair and never connect/disconnect lashing rods alone.
- ❑ Work no closer than three containers off-shore from an active cell.
- ❑ Do not leave lashing rods or unlocking poles “hanging” or unsecured.



Wear proper PPE and work in pairs.



Discussion Question

When can a lasher work alone?

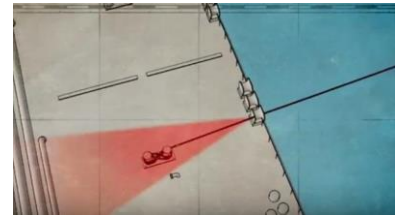
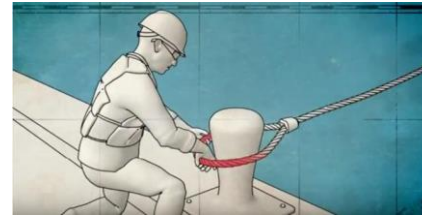
Vessel - Line Handling Safety

To accomplish the safe and efficient docking and sailing of a vessel, Line Handlers must:

- ❑ Arrive at the job location with proper safety gear to include ANSI-2 safety vest, hard hat, safety shoes, gloves, and a USCG approved flotation vest.
- ❑ **NEVER** stand in the bight of a line or place hands in a pinch point.
- ❑ Snapback can be **fatal**! Stand 90 degrees to the direction of the line tension force.

Discussion Question

Where can it be **FATAL** to stand during line handling operations?



Vessel – Lift and Shift

To ensure the safety of personnel and cargo, the Crane Operator will use the Six-Inch Rule.



Six-Inch Rule – Lift and Shift

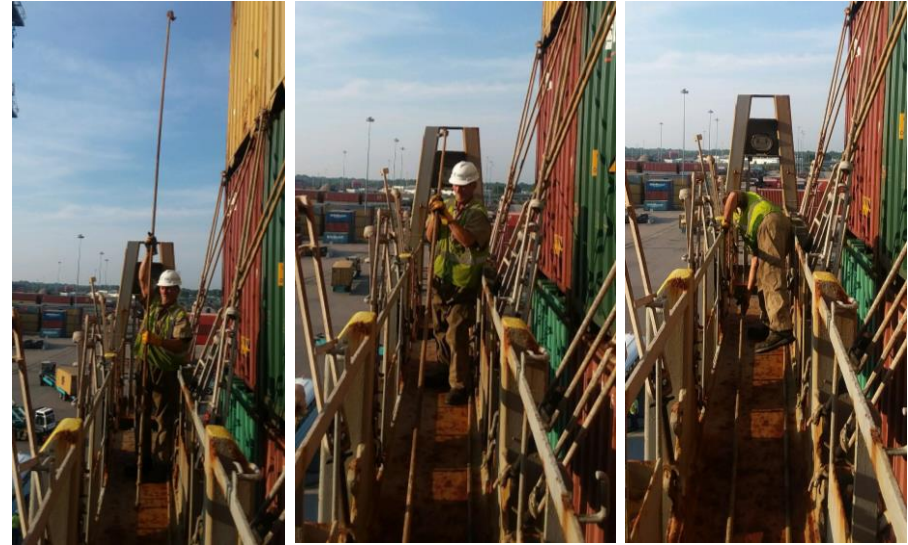
- ☐ Complete the Six-Inch Rule as per POV Operational Standards on the POV website: www.portofvirginia.com
- ☐ Crane Operators, Slingers, and the Deckman must carefully observe that loads are not connected to the container below to ensure a container, flat-rack, or chassis isn't also lifted.
- ☐ In case of an emergency, all parties must be able to quickly communicate on the radio "STOP, STOP, STOP!"

Discussion Question

In case of an emergency, what is the proper radio communication?

Vessel – Lowering Lashing Rods

- ❑ When removing a lashing rod, keep a firm grip on the rod and slide the hook/top end along the container until the bottom end is resting on the deck, to reduce the amount of weight being handled.
- ❑ Then use a hand over hand process to walk the top end down until rod is at shoulder height.
- ❑ Do NOT throw the rod and do NOT release the rod until it is close to the deck.



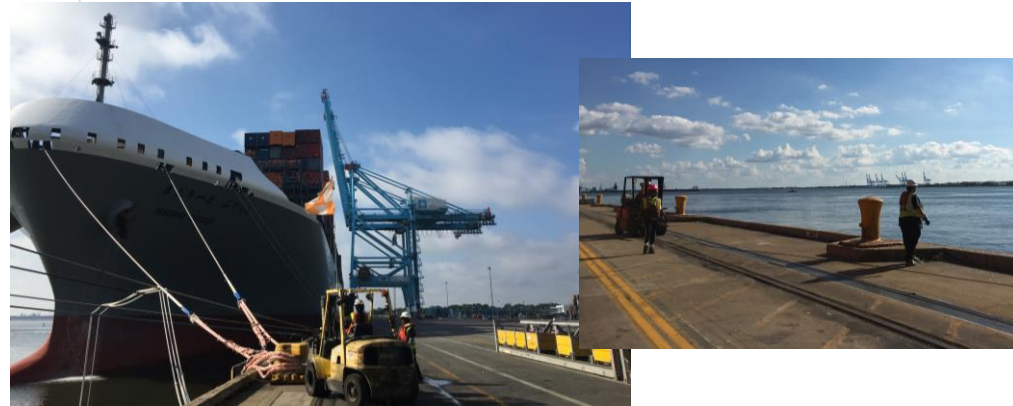
Discussion Question

What process is used to safely lower a lashing rod?

Vessel – Operating Clear Of Line Handlers

- ❑ Once a vessel is along-side and ready to throw the heaving line, straddle carrier and shuttle truck movement in Lanes 1 and 2 will stop until the vessel lines are secured.
- ❑ Crane/Equipment operators may not proceed within 50 feet of a line-handler while they are securing/un-securing a vessel or employee watering a vessel at any time.

Discussion Question
During line handling operations, which lanes may not be used in the area?



Briefer Name(s)/Date:

(Print)

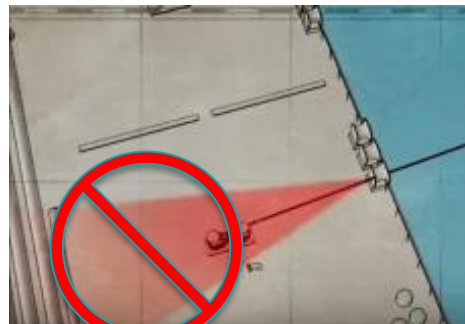
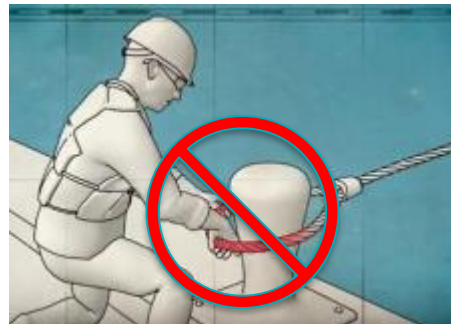
List the name of a single attendee. _____

Vessel – Linehandler Danger Areas

- ❑ Do not operate off-shore between the mooring lines or heaving line and the vessel being secured.
- ❑ **DANGER: NEVER** step “in the bite” of the line. This means that if there is a slack line, never step in the area that the line would travel if tension were applied without notice.
- ❑ Keep feet clear of entanglement with the lines at all times.
- ❑ **NEVER** place hands in a pinch point.
- ❑ Remain clear of the snapback zone because if a line parts or snaps, the energy is dangerous.

Discussion Question

What is something that a linehandler must NEVER do?



Vessel – Parking at the Crane Leg

- ❑ A maximum of 3 vehicles/equipment may be parked on a crane leg.
- ❑ Vehicles may be no wider than 3 vehicle widths from the hatch cover space.
- ❑ Vehicles must remain behind the crane track yellow line.
- ❑ When the crane moves, vehicles parked next to the crane must also move within approximately two minutes.
- ❑ When a crane is down for maintenance or prior to the start of operations, there is no restriction on the number of vehicles, as long as they do not interfere with the adjacent crane.
- ❑ There is a current exception for Checker Vehicles at to park on the off-shore crane tracks.



Discussion Question

Where are Lashers allowed to park during a vessel operation?

Vessel – Person In The Water

- ❑ Maintain visual contact and point at the person in the water and yell “Man Overboard!” to attract attention and assistance.
- ❑ Have someone DIAL **757-440-7070** and tell them “Man Overboard” and give your location.
- ❑ Throw a life ring to the person in the water and pull them to the ladder on the pier. There is an emergency life vest and a life ring on every STS crane.



Discussion Question

What is located on every STS crane to help a person in the water?

Vessel - Personal Floatation Devices

- ❑ Always wear a proper personal floatation device (PFD) when working as a Line Handler.
- ❑ A PFD can be found at each Ship-to-Shore crane.
- ❑ When working across the bull-rail, ALL persons must wear a PFD.



Discussion Question

Who must wear a PFD?

Briefer Name(s)/Date:

(Print)

Attendee Name(s) & Port #:

(Print)