

➤ **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.

Yard & Gate – Mounting and Dismounting Equipment

- ☐ Mount and dismount equipment via the stairs or ladder while **FACING** the machine.
- ☐ Use 3-points of contact.

Discussion Question

Which way do you face when mounting or dismounting equipment?

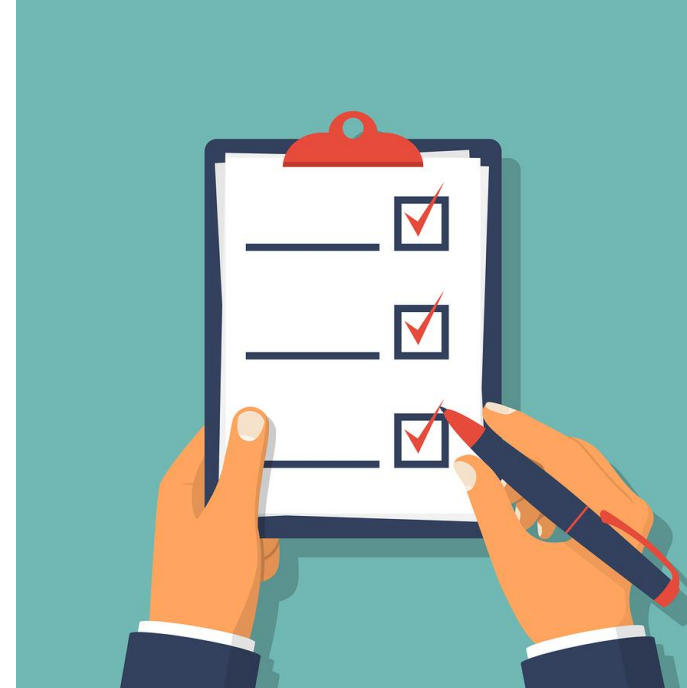


Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Calls to Maintenance

- ☐ Inspect all machines before use.
- ☐ Ensure there is no damage or leaks and that the following items are in good working condition: seatbelt, horn, wipers, flashers, tires, brakes, steering system, and signal light panel.
- ☐ If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected.
- ☐ Wipers are not required unless it is actively raining.
- ☐ Lights are not required for daytime operations.
- ☐ Ensure the operator's cab video monitoring system is not obstructed.



Discussion Question

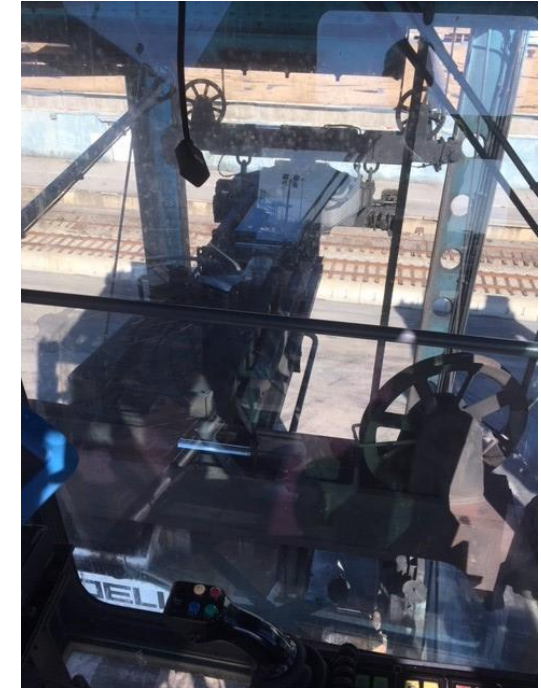
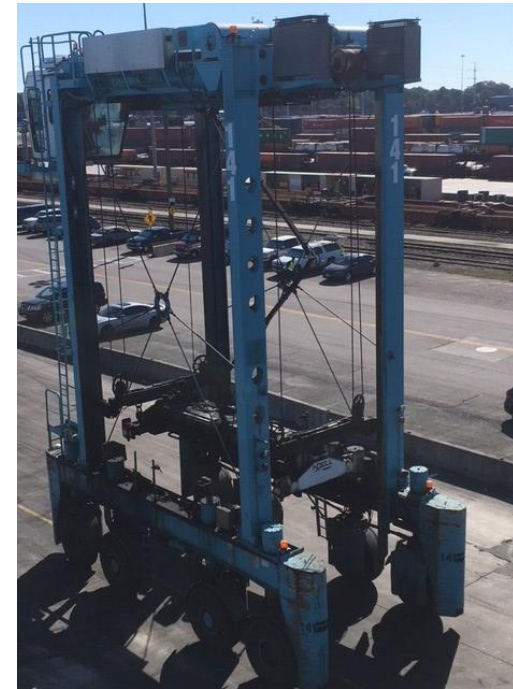
Who should be notified when there is a deficiency in the equipment?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – 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 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

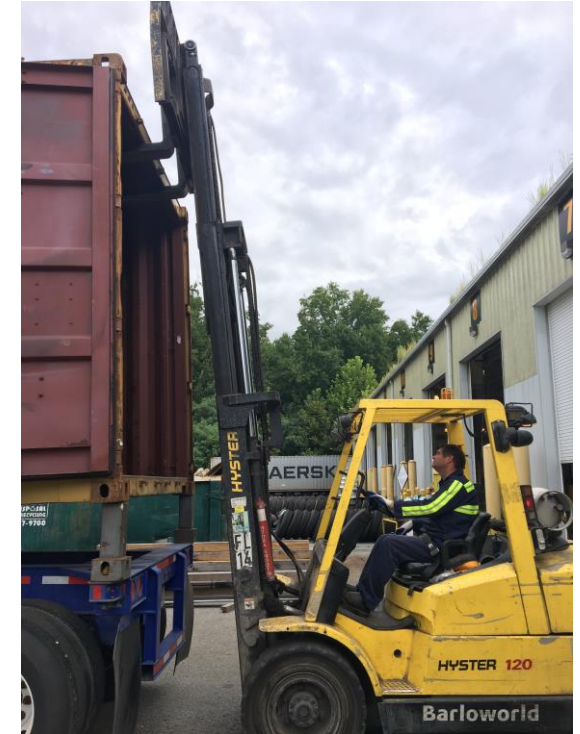
If an operator cannot reset the bar, who should be notified?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Container Floor Repair

- ☐ Ensure adequate work space free of passing traffic and vertical clearances.
- ☐ Lock the pins of the chassis into the container on the opposite end you will be lifting (a 20' container may not be able to have pins locked due to the shorter distance).
- ☐ Pick up the end of the container with the forklift blades fully under the container, with the vertical end of the container resting against the forklifts load backrest.
- ☐ Slowly lift the container approximately 2' when raising the aft end, and 4' when raising the forward end. When lifting, the container and the chassis will separate. Ensure there is no stability issues as the container is raised. If so, immediately lower the container back onto the chassis pins.
- ☐ Place the corner-cast stands or stationary jack stands in place into the corner casts (or in position to be properly aligned) of the raised container.
- ☐ Slowly lower the container onto the stands and verify that they have properly seated.
- ☐ When the forks no longer support the weight of the container, remove the forklift from the area.



Discussion Question

Which chassis pins should be locked when lifting the aft end of a 40' chassis?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Equipment Operating Hazards

- ☐ Give top loaders and other container handling equipment a wide berth. If the equipment topples, damage and injuries may result far beyond the area under the load.
- ☐ A Danger Zone exists around container handling equipment.
- ☐ Anywhere within a 180 degree arc forward of the container handling equipment out to 40 feet from the sides, a significant threat of death, severe injury, and major equipment damage exists should the load become unstable.
- ☐ Do not park vehicles or walk within the Danger Zone. When over-the-road drivers and utility tractor operators with chassis need to load or discharge a container, they should wait outside the Danger-Zone until the container-handler operator signals them into the area after the load is stabilized.
- ☐ If you are not involved in the loading operations and need to drive a vehicle where a top loader or other container handler is working, stop your vehicle outside of the Danger Zone and wait for the equipment operator to acknowledge and wave you through the area. Stay alert as you pass through the area behind the loader.
- ☐ Container-handler operators may not lift a load unless the “twist-lock engaged” lights are illuminated. Believe your indicator lights. If you don’t get a positive lock light, do not attempt to lift the load.

Discussion Question
Where is the Danger Zone around a top loader?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Directing OTR Driver's

- ❑ During GENSET mounting, motor carrier operators must remain by the sign that says “Drivers must stand here please.”
- ❑ During Transfer Zone operations, do not service OTR's if drivers are out of the booth or off of the pad.
- ❑ Do not encourage OTR drivers to come off of the pad to adjust their pins while the machine is over any part of the chassis.
- ❑ PPCY: OTR drivers must UNLOCK their pins at the entry interchange or at the loading zone where the container is loaded/discharged to the chassis.
- ❑ PPCY: Drivers may inspect their containers, verify proper placement, and LOCK their pins in the loading zone or at the designated pull-off lanes near the PPCY exit.
- ❑ In RMG Transfer Zones, OTR drivers from adjacent lanes may not enter an active lane for any reason. If this occurs, ROS operators must STOP and are authorized to cancel the move.



Discussion Question

Where do OTR drivers need to stand in order for equipment to service them?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Following Distances

- ❑ When vehicles or equipment are traveling behind a Straddle Carrier or Shuttle Truck, do not follow closer than one-length, which is approximately 50 feet.
- ❑ This is a TSIP citable offense.

Discussion Question

How far must you remain behind a straddle carrier or shuttle truck when following?



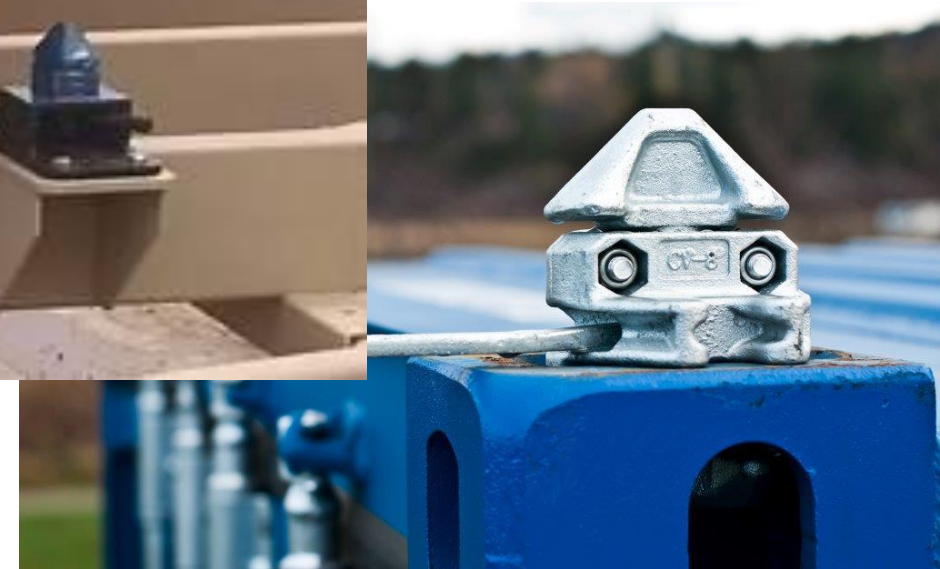
**50
FEET!**

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Groundman Duties

- ❑ Verify Hustler/UTR pins are in the proper position. When they are not, dismount from the pickup truck and flip the pins to the proper position.
- ❑ When outside of the pickup truck, exercise extreme vigilance for equipment and vehicle movement.
- ❑ During container discharge/deramping, ensure that no pins remain in containers as they are loaded to a Hustler with a cassette/trailer-train.



Discussion Question

When should there be no pins remaining in a container?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Groundman Checks

- ❑ RS/TL/SL/RTG Operators may not move in reverse unless the Groundman is in a position to clear behind them.
- ❑ Verify Hustler/UTR pins are in the proper position and when they are not, dismount from the pickup truck and flip the pins to the proper position.
- ❑ **DANGER:** When outside of the pickup truck, exercise extreme vigilance for equipment and vehicle movement. Do not stand or work in the turning radius of a Reach-Stacker/Top-Loader/Side-Loader as this is the Danger Zone.
- ❑ **DANGER:** Pedestrians shall always make eye contact with the operator of container handling equipment before entering the Danger Zone.

Discussion Question

Where is it unsafe to stand or work around a Reach-Stacker/Top-Loader/Side-Loader?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Horn Signals

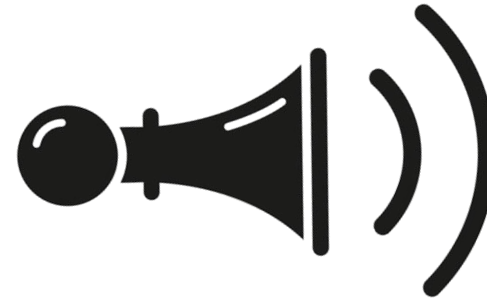
The RS/SL/TL operator is responsible to communicate with the OTR or hustler driver using horn signals.

- ☐ 1 blast to indicate the OTR driver to stop.
- ☐ 2 blasts to indicate the OTR driver to reverse.
- ☐ A final single blast at the completion of the move will indicate to the OTR driver that they are clear to proceed forward.

The equipment operator must verify the spreader bar and container are completely clear of the drivers chassis/bombcart prior to releasing the driver.

Discussion Question

What must the equipment operator do prior to releasing the driver?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Ladder Do's and Don'ts

- ☐ Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- ☐ Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- ☐ When being transported, ladders must be stowed in a vehicle ladder rack or completely within the vehicle, without extending out past the end of the truck bed.



- ☐ Do not use a self-supporting ladder (e.g., step ladder) as a straight ladder or in a partially closed position.
- ☐ Do not use the top step/rung of a ladder as a step/rung.
- ☐ Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- ☐ Do not move or shift a ladder while a person or equipment is on the ladder.

Discussion Question

How must ladders be transported in a vehicle?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Hustler Awareness

- ❑ When driving with a chassis and making a turn, ensure a wide enough turning radius is achieved so that the rear of the chassis clears all obstructions.
- ❑ When parking the hustler, place the vehicle in neutral and apply the parking brake by pulling up the airbrake button. Listen for a release of air. If hooked to a chassis/trailer train, also pull the red brake button on the dashboard. Listen for a release of air.

Discussion Question

What must a hustler driver be aware of before a turn?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Locked Chassis Brakes

Chassis tend to lock up due to wet or dusty environmental conditions, or if the chassis has been idle for a longer period of time, so 45' chassis may be locked up more frequently.

- ☐ Watch the pressure gauge climb up to 100lbs of pressure. The hustler driver can rev the engine to increase building pressure.
- ☐ Once pressure reaches 100 lbs. of pressure, the brakes should release. If the chassis brakes are still locked up and **all** wheels will not roll, then put the hustler in neutral and apply the gas pedal to rev the engine. This allows air to build up in the chassis.
- ☐ Proceed to pull chassis forward and ensure **all** wheels will roll.
- ☐ If the chassis brakes are still locked, place hustler in reverse and roll chassis backwards a few feet (no more than 3 feet).
- ☐ Attempt to pull forward. This back and forth process will usually only work with a chassis that has a container on it.
- ☐ If the chassis brakes still remain locked up, call an AOM and notify them of the chassis location and the chassis number.
- ☐ **Do not pull a chassis with locked brakes.** This can cause extensive tire damage.
- ☐ The AOM must report the locked chassis to M&R immediately for service.

Discussion Question

If a chassis brakes remain locked, what must be done and who must be called?



Print Briefer Name/Date: _____

Print name of one attendee: _____

PPCY Traffic Policy

- ☐ Vehicles must follow the established traffic pattern and signage.
- ☐ The speed limit at the PPCY is **10 MPH**.
- ☐ No use of cell phones or personal electronic devices, to include wearing a headset/blue-tooth/ear buds while **OPERATING** a **MOVING** vehicle/equipment **OR** while on foot within 25 feet of cargo operations.
- ☐ No passing a **MOVING** vehicle or equipment, unless road markings permit passing.
- ☐ **CAUTION:** Watch for speed humps and lane divider blocks.
- ☐ **CAUTION:** Watch for crossing/approaching Kubota traffic.



Discussion Question

What is the speed limit throughout the entire PPCY?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Moving Equipment

- ❑ When moving from one operational area to another, reach-stackers/top-loaders/side-loaders will ensure a Groundman provides escort, or they may not move.
- ❑ The Groundman will maintain two-way radio contact with the operator and will drive within 100 feet of the machine and will assist the operator in identifying obstacles.
- ❑ At PMT/NIT, be particularly cautious for power line and vertical obstacle clearance.
- ❑ At the end of each shift, park the equipment in an approved parking space on a flat surface, set the parking brake, tilt the mast slightly forward, idle for 30-60 seconds, and turn ignition switch to off.

Discussion Question
What is the Groundman's role in escorting the equipment operator?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – NIT Straddle Carrier Highway

- ❑ Gang buses and pedestrians may not use the Straddle Carrier Highway.
- ❑ Large break bulk loads may transit after VPA PD coordination.
- ❑ Passing moving vehicles on the Straddle Carrier Highway is prohibited, and is a TSIP citable offense.
- ❑ Also, it is prohibited for any vehicle or equipment operator to attempt to pass a MOVING vehicle on Port of Virginia property, unless it is on a road that is marked to permit passing.



Discussion Question
Who may not use the Straddle Carrier Highway?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Phone and Electronics Policy

- ❑ The use of cell phones, personal electronic devices, headsets, Bluetooth, or ear buds is prohibited while OPERATING a MOVING vehicle/equipment OR while OPERATING controls such as hoisting a spreader bar OR while on foot within 50 feet of cargo operations.
- ❑ This applies to ROS operators and individuals on foot within 50 feet of cargo operations.
- ❑ This is a TSEP citable offense.



Discussion Question

When are you NOT allowed to use a cell phone or personal electronics device?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – PPCY Pinning Policy

- ❑ At PPCY, motor carriers must remain within jersey walls. All traffic between the jersey walls is one-way with the exception of Kubotas in a designated Kubota lane. Motor Carriers must remain in the cab while waiting to be loaded or unloaded. Motor Carriers must remain in the cab while being loaded or unloaded. Secure locking pins only in an area protected from truck traffic. Driving or walking through container stacks is prohibited.
- ❑ PPCY: OTR drivers must unlock their pins at the entry interchange or at the loading zone where the container is loaded/discharged to the chassis.
- ❑ Drivers may inspect their containers, verify proper placement, and lock their pins in the loading zone or at the designated pull-off lanes near the PPCY exit.



Discussion Question

Where may OTR drivers unlock and lock their pins?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – PPCY Traffic Flow & Protection

- ☐ Motor carriers must remain within the jersey walls on the paved surface.
- ☐ All traffic between the jersey walls is one-way with the exception of Kubotas using a designated Kubota lane.
- ☐ While WAITING to be loaded/unloaded or while BEING loaded/unloaded, Motor Carriers must either remain in the cab OR next to the cab door on the same side as the Side Loader.
- ☐ Secure locking pins only in an area protected from truck traffic.
- ☐ Driving or walking through container stacks is prohibited.

Discussion Question

What is the designated traffic flow between the jersey barriers?



Print Briefer Name/Date: _____

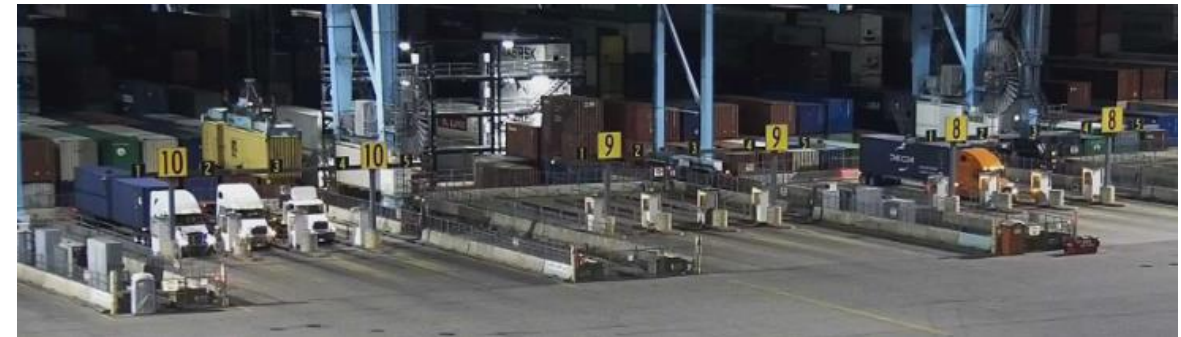
Print name of one attendee: _____ 20

Yard & Gate – RMG ROS Lifting Techniques

- ❑ When lifting a container off of a chassis, raise the rear slowly to ensure the pins are unlocked.
- ❑ Slide the container off of the pins and the gooseneck, and then continue to hoist.
- ❑ Accomplish this Lift and Shift procedure every time and monitor cameras throughout the duration of the move to prevent an inadvertent lift.

Discussion Question

When should the “lift and shift” procedure be accomplished?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – RMG ROS Camera Capabilities

- ☐ Prior to operating, check all cameras to ensure they are all working.
If the cameras are not working properly, contact the AOM to report the issue.
- ☐ Use the cameras to monitor every lift.
- ☐ Below are examples of when to closely use the cameras:
 - ☐ When loading a container into the transfer zone to ensure a 20' container is placed properly on the chassis.
 - ☐ During a container lift from the transfer zone to ensure there is no GENSET still mounted on the container.
 - ☐ That the cassette/chassis is not lifted with the container due to a stuck twist-lock.
- ☐ If something doesn't look or feel right, STOP! Notify the AOM.

Discussion Question

What should the operator do if something doesn't look or feel right on the cameras?

Print Briefer Name/Date: _____

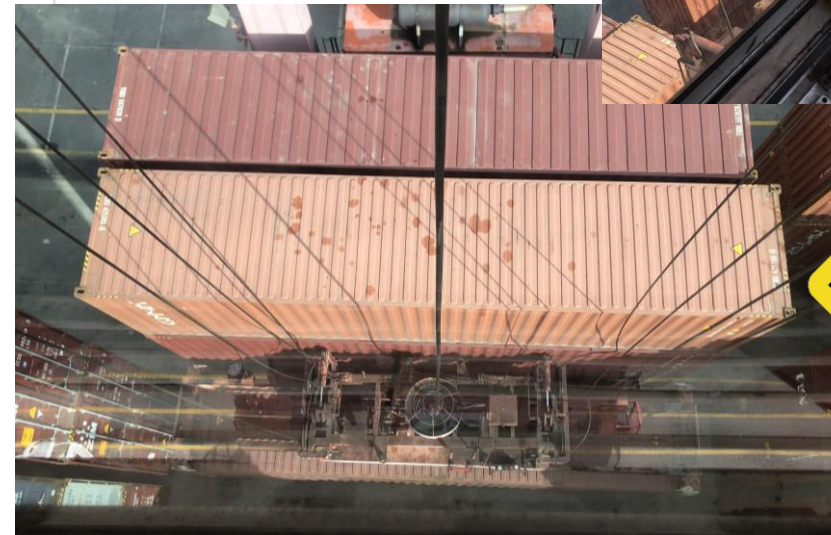
Print name of one attendee: _____ 22

Yard & Gate – RTG Operations Without a Sway Wire

- ❑ Keep the cab of the RTG over the top of the load.
- ❑ Utilize the spreader bar flippers to catch the top of the container to land the spreader bar.
- ❑ Control the speed for trolley and gantry movements to prevent swinging the container.

Discussion Question

How should the operator prevent the container from swinging?



Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Securing Equipment

- ❑ After parking a shuttle truck or straddle carrier, raise the spreader bar all the way up, close the door and windows, and log out.
- ❑ Before getting out of the seat, ensure that the parking brake is engaged and the machine is out of gear and that all controls and equipment are turned off.
- ❑ A good indication that the machine is still in gear is either a motion tone when outside the cab or active external strobe lights.
- ❑ Inform maintenance of any caution light or fault prior to exiting the cab.



Discussion Question

What steps should be taken when securing a straddle carrier or shuttle truck?

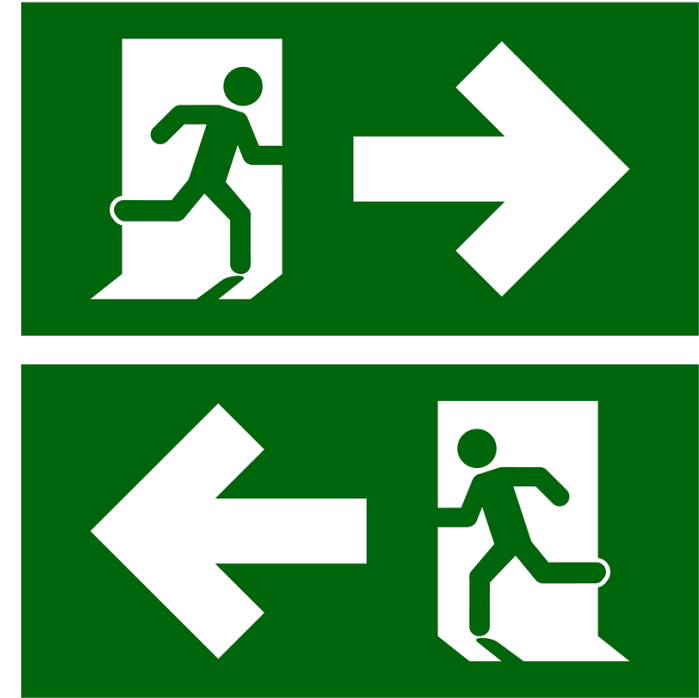
Print Briefer Name/Date: _____

Print name of one attendee: _____

Yard & Gate – Terminal Evacuations

In the event of an evacuation, all supervisors, managers, and employees who are enrolled in the Everbridge notification system will receive an announcement with specific emergency instructions issued by the police/fire department. This notification will then be relayed via radio to terminal patrons.

- ☐ At NIT, evacuate via the Interchange, Baker Street Gate, or the North Gate.
- ☐ At VIG, evacuate via the Terminal Operations Building turnstiles, Marine Building turnstiles, Interchange, or Vendor Gate.
- ☐ At PMT, evacuate via the Main Interchange or the POV Gate.
- ☐ At the PPCY, evacuate via the Interchange or the Truck Exit Gate.
- ☐ At NNMT, evacuate via the Main Entrance.
- ☐ At RMT, evacuate via the Main Entrance.
- ☐ At VIP, evacuate via the Main Entrance.



Discussion Question

Where is the closest terminal evacuation point at your terminal?

Print Briefer Name/Date: _____

Print name of one attendee: _____