

The Port of Virginia Response Guide

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INJURY

1	The AOM, Superintendent, or Foreman will ensure scene safety by stopping operations in the immediate area. Adjacent operations will pause, as required, to ensure that emergency vehicles have safe access and a safe departure.
2	<p>If an EMERGENCY, call VPA police at 757-440-7070. (VIP 540-636-4242 / RMT 911 then call 757-440-7070)</p> <ol style="list-style-type: none"> 1. Any Airway, Breathing, or Circulation issue. 2. Any electrical shock requires an ambulance. 3. Any loss of consciousness requires an ambulance. 4. Any fall arrest event requires an ambulance. 5. Any injury in which there is uncertainty in the mind of the AOM/Manager requires an ambulance.
3	<p>For Non-Emergency occupational injuries. This is for strains, sprains, minor lacerations, and other injuries that clearly do not require an ambulance.</p> <ol style="list-style-type: none"> 1. Call the HSE Duty phone at 757-440-6800. 2. The HSE Team will coordinate transportation and medical care at Concentra/Patient First. For RMT, coordinate medical care at Richmond Concentra South. 3. If an Uber is used, escort the injured employee in a company vehicle to the pickup point. NIT: Baker Street Gate, VIG: Lobby, PMT/PPCY: Port Police Parking Lot, NNMT: Main Office. 4. If medical care IS requested, HSE will coordinate the Drug and Alcohol test at the medical facility. 5. If medical care is NOT requested, the Assistant Manager will coordinate for a Drug and Alcohol test at the terminal. Call for a drug and alcohol nurse at 757-424-4300 to come to the terminal for drug and alcohol testing. If Now Care cannot or will not come to the scene, call Concentra after-hours collection at 757-681-5871. There is no need to sit with the employee while waiting. All employees directly involved in any manner are required to test. If an individual is positive for the instant result alcohol test, inform the Supervisor/Business Agent and ensure they take an Uber to get home. 6. Complete the "POV Incident Report" online via EHS Insight. * Incident Report form in this document copy serves as a backup, if EHS is offline.
4	All companies on Port of Virginia terminals must report any incident to the respective VIT department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers (AOMs) are required to investigate and complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, TTX, JAZ, and CP&O etc.

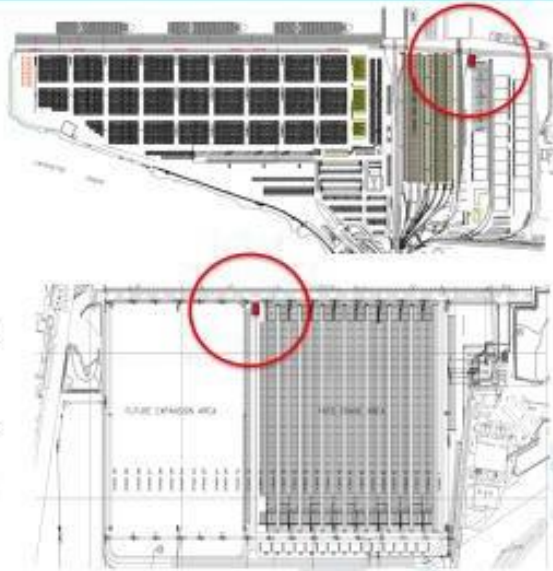
RESCUE CAGE OPERATIONS

1. The Rescue Cage is for rescue operations and not for regular lashing operations.
2. The Stevedore Superintendent, AOM, Hatch Boss, Foreman, or Slinger may direct the retrieval of the rescue cage. Accomplish this early.
3. The Stevedore Superintendent/AOM will ensure the 4 safety chains are connected to the STS spreader bar.
4. The Stevedore Superintendent/AOM will coordinate with EMS personnel, if applicable, for the plan to extract the injured employee from the vessel.
5. Do not move the bar until personnel are inside the cage with the doors closed.
6. Following discharge from the vessel, disconnect the safety chains before disconnecting the spreader bar to resume operations.

NIT and VIG Rescue Cage

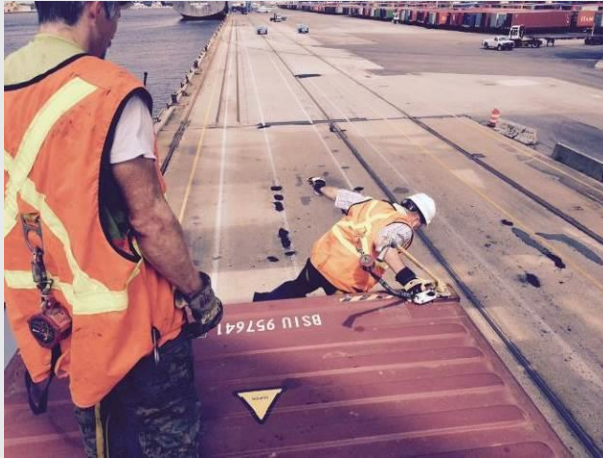


For an injured employee who cannot egress a vessel via the gangway, a straddle carrier/ shuttle truck will retrieve the rescue cage and bring it to the working crane. After locking the spreader bar into the corner castings, and connecting the 4 safety chains to the spreader bar, the cage may be used to transport employees to/from the vessel.



Lasher Fall Rescue Procedure

1. Call 440-7070



2. Retrieve Rescue Pole with rope and pre-attached hardware from Orange container on



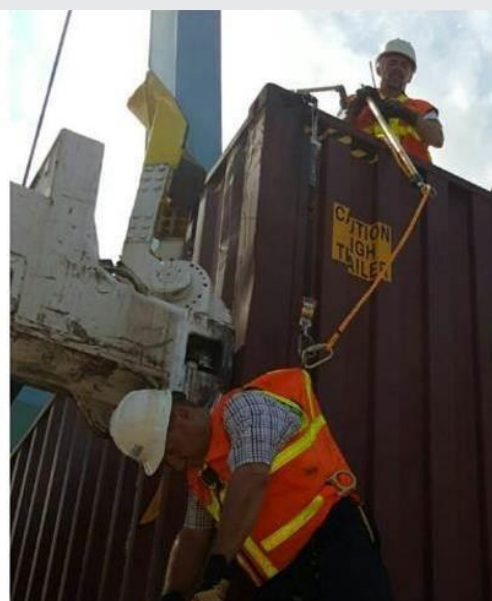
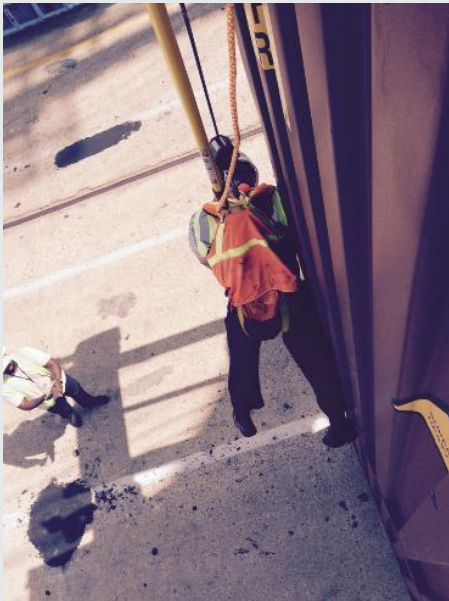
Crane.



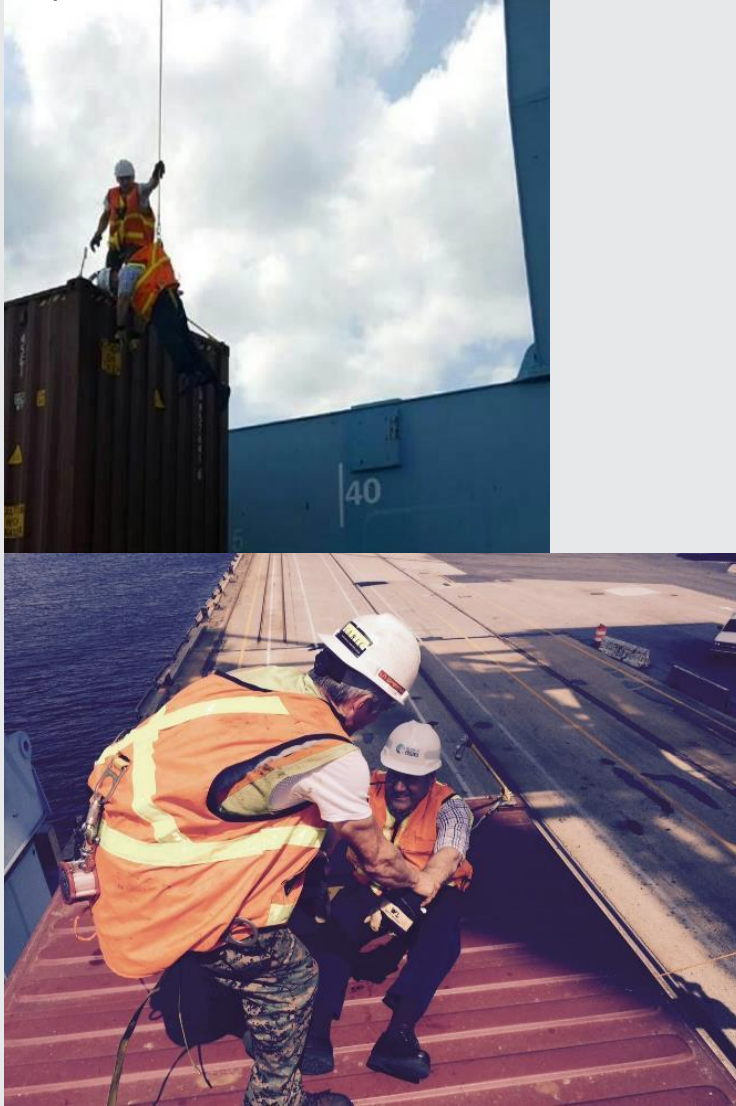
3. Be properly locked in with aloft gear to perform rescue and Connect Large Hook to corner of Crane Spreader Bar.



4. Kneel or lay, extend Rescue Pole, Connect Carabiner into D-Ring located on the back of victim's harness and pull the Rescue Pole free. Double check to insure carabiner is securely attached to the victim D-Ring.



5. Signal crane operator via radio to gently lift victim and place individual on the container top. Release the rescue line connected to the victim when safe to do so. Ensure that the victim sits up for AT LEAST 30 minutes to guard against Suspension Trauma or until the paramedics arrive.



Equipment/Property/Cargo Damage and Near Miss

1	Supervisor ensure scene safety by stopping traffic/access in immediate area.
2	Call VPA police at 757-440-7070
3	<p>Have individual meet with Supervisor</p> <ul style="list-style-type: none"> a. Call for a drug and alcohol nurse at 757-424-4300 to come to the terminal for drug and alcohol testing. If Now Care cannot or will not come to the scene, call Concentra after-hours collection at 757-681-5871. There is no need to sit with the employee while waiting. All employees directly involved in any manner are required to test. If an individual is positive for the instant results alcohol test, inform the Supervisor/Business Agent and ensure they take an Uber to get home. b. Complete the Incident Report online via EHS Insight. Linked below <ul style="list-style-type: none"> • https://vaports.sharepoint.com/Pages/Home.aspx > “Incident Reporting” Icon OR • Portofvirginia.ehsinsight.com c. All companies working in an area of the terminal controlled by a VIT operational manager must also report incident to the respective department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers are required to complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, TTX, JAZ, and CP&O etc.
4	<p>Environmental Impact: For an incident that occurs on a Port of Virginia facility, attention shall be given to sources that may impact the environment including, but not limited to, storm water, waste disposal, hazardous materials/waste, and universal waste. An investigation of the incident will be conducted to ensure that potential paths for contamination are addressed and waste properly removed and disposed of in accordance with federal, state, and local regulations. Records of this investigation should be retained if an impact to the environment has occurred. Please contact the HSE Department if there are questions.</p>
5	<p>Submit the Incident Report via the EHS Insight Portal. If EHS Insight is inoperable, utilize the “Port of Virginia Incident Report”, found on page 28. Complete, scan, and send to safetyandrisk@VIT.org and respective manager by close of business.</p> <p>For pre-existing damage to a discharged container, the container number, vessel name, date, and description of damage are required. Also, additional details if appropriate to include use of wires or if container was placed under cover, etc.</p>
6	<p>Administrative Follow-up</p> <ul style="list-style-type: none"> a. Do not accept liability for any incident, regardless of cause. Direct all claim inquiries from customers to riskmanagement@vit.org.

Substance Abuse Testing Request

(This form may be used by any company except VPA)

Testing Facilities:

_____ On-Call Nurse	424-4300	_____ Concentra\Chesapeake	494-1688
_____ NowCare/Indian River	424-4300	_____ Concentra\Newport News	223-7934
_____ NowCare/Bayview	587-1700		
_____ NowCare/VIT Clinic	440-2643		

Program Testing:

_____ HRSA-ILA Drug & Alcohol Testing _____ Non-HRSA-ILA Drug & Alcohol Testing

Billing: _____ Bill HRSA-ILA _____ Bill Company

Reason for Screening: _____ Post Accident _____ Reasonable Suspicion

Individual to be tested: _____
(Please Print)

Port # / Employee # _____

Authorized POV Representative (Print)

Phone

Signature POV Representative

Date

Employee Acknowledgement:

The incident or injury requires that the employee have an drug/alcohol screening. Failure to have this screening will result in disciplinary action. This form and a picture ID will be required by the medical representative (TWIC card is acceptable ID).

My signature acknowledges that I have read this form and understand its contents.

Employee Signature

Date

Reasonable Suspicion Drug and Alcohol Test

1	Call the HSE Department Rotation at 757-440-6800 <ol style="list-style-type: none">1. Check with supervisor on scene about potential medical emergency or impairment2. Have Terminal Foreman or Master Clerk present3. If employee is combative or asks to leave the site, notify VPA police.4. Arrange a ride via uber account. Do not want a potentially impaired employee driving.
2	Have individual meet with Supervisor <ol style="list-style-type: none">a. Call for a blood and alcohol nurse at 757-424-4300 to come to the terminal for drug and alcohol testing. In this case, it is appropriate to remain with the employee.b. Clearly inform employee that a Drug and Alcohol test will be administered and that they must remain in the immediate area of the office. (Restroom and Smoke breaks are acceptable).c. Complete the Drug and Alcohol test form.

Blood or Other Potentially Infectious Materials (OPIM) Spill

1	When blood or Other Potentially Infectious Material (OPIM) is present, contact the supervisor, who will ensure scene safety by stopping access in immediate area and contact the HSE Department at 757-440-6800. HSE Department will contact cleaning services listed below, or other.
2	For a clean-up of Blood or OPIM, the company and contact information is below: ServPro: 757-523-9700 Marks Mobile Services: 757-718-5441 OnPoint: 757-840-1686

LEAKING CONTAINER

1	<ul style="list-style-type: none"> ■ Most important step...do NOT rush! ■ If product appears to be producing heavy vapors, smoking, smells, or other reaction... <ul style="list-style-type: none"> ○ Do NOT approach the container. ○ Do NOT move the container. ○ Restrict access to the immediate area based on winds. ○ Ensure no ignition sources.
2	Call VPA police at 757-440-7070 (VIP 540-636-4242) (RMT 804-726-3093)
3	<ul style="list-style-type: none"> ■ Identify the Product. <ul style="list-style-type: none"> ○ Call Operations for product info in “N4” – Complete contact information listed at back of document. <ul style="list-style-type: none"> ▪ VIG: Vessel AOM 686-6115 /OCC AOM 686-6075 ▪ PMT: Vessel AOM 506-6795 ▪ NIT: OCC AOM 440-7191 ■ Obtain Hazardous Declaration/Shipping papers <ul style="list-style-type: none"> ○ From Supervisors/AOMs listed above via terminal records ○ Obtain shipping papers from truck driver if delivered by a truck. ○ Ship line associated with container will be in N4 ○ Rail Hazardous Waybill
4	<p>Call HSE Rotation at 757-440-6800</p> <ul style="list-style-type: none"> ■ Use Emergency Response Guidebook for appropriate actions and Discuss Plan. ■ If going into the stacks <ul style="list-style-type: none"> ○ VIG and NIT: Ensure Crane Maintenance locks out RMGs and respective lanes ■ Hazardous Material Clean-up <ul style="list-style-type: none"> ○ Primary: Accurate Marine – 24/7 - 757-393-5840 ○ Hepaco : 757-543-5718 or Hepaco Manager 757-438-5225 ○ Backup: Sentinel 800-958-7950 ○ Backup: First Call 800-646-1290 ○ Backup: Crystal Clean, Inc.: 757- 852-9142 ■ Non-Hazardous Material on pavement (liquids or dry product i.e. soy beans) Clean-up <ul style="list-style-type: none"> ○ Primary: Commercial Power Sweeping (Karl Stauty): 757-238-2575 ■ Spills Onboard a Vessel (Petroleum, Dry Material, Liquid) <ul style="list-style-type: none"> ○ Accurate Marine – 757-393-5840

5	<ul style="list-style-type: none">■ Richmond Marine Terminals Clean-up<ul style="list-style-type: none">○ Primary – First Call Richmond: 1-800-646-1290○ Alternate is Hepaco: 804-275-5380■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary<ul style="list-style-type: none">○ Commercial Power Sweeping (Karl Stauty): 757-238-2575○ Alternate is First Call Environmental: 1-800-646-1290
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6	<ul style="list-style-type: none"> ■ Alternates Hazmat Clean-up companies <ul style="list-style-type: none"> ○ LCM Corp (Steve Cerroni) 757-831-3866 Scott Wood (757-810-5021) ○ Clean Harbors Chesapeake: 800-645-8265 ○ Moran Environmental Recovery 757-216-8836
7	<ul style="list-style-type: none"> ■ If container/tank is actively dripping...place on a spill cassette/spill pad. ■ Before bringing a container to the dock from the vessel, ensure product will not enter the water. If container is actively leaking, H&E must notify USCG before container is moved from vessel to dock.
8	<p>Spill Containment Assets</p> <ul style="list-style-type: none"> ■ NIT Spill Pad <ul style="list-style-type: none"> ○ Two pads near ZSI – between Landside of stack 6 & 7 ○ One pad on west end of reefer rows next to Crane Maintenance ■ VIG Spill Containment Cassette <ul style="list-style-type: none"> ○ Two mobile assets at VIG
9	<ul style="list-style-type: none"> ■ If using a Spill Pad at NIT <ul style="list-style-type: none"> ○ Consider Restricting Employees from the movement area. ○ Ensure no standing water is in the spill pad before parking a hazmat container, if the substance is reactive with water. ○ Close valve on the spill pad before placing a hazmat container on the pad. The valve is closed when perpendicular to outfall pipe. ■ If using a Spill Cassette at VIG <ul style="list-style-type: none"> ○ Consider Restricting Employees from the area. ○ Ensure no standing water in spill cassette before placing a hazmat container, if the substance is reactive with water. ○ Pre-position Spill Cassette and close valve before placing a hazmat container on Cassette. Valve is closed when perpendicular to outfall. ○ Park container in isolated area if hazardous

PETROLEUM SPILL

(Oil, Hydraulic fluid, Diesel, Gasoline, etc)

<ul style="list-style-type: none"> ■ Supervisor assess the situation <ul style="list-style-type: none"> ○ Remove ignition sources and ensure no smoking ○ Shut down equipment ○ Block any affected drains
<ul style="list-style-type: none"> ■ Call VPA police at 440-7070 (VIP 540-636-4242) (RMT-804-271-4162)
<ul style="list-style-type: none"> ■ The estimate of the amount by Crane or Vehicle maintenance is important. Greater than 25 gallons or ANY amount in the drains is the threshold for reporting to National Response Center.
<ul style="list-style-type: none"> ■ For spills on the pavement <ul style="list-style-type: none"> ○ Crane Maintenance will deploy spill truck and conduct clean up. ○ If applying spill absorbents onto vehicle scales, ensure any gaps are covered to prevent oil-dri from entering underneath the scales. <ul style="list-style-type: none"> • NIT Crane Maintenance..... 440-7053 • PMT Crane Maintenance.....272-8242 • VIG Crane Maintenance686-6155 • NNMT Facility Maintenance.....928-1224
<ul style="list-style-type: none"> ■ For a Genset leak/spill <ul style="list-style-type: none"> ○ Write down the Genset number and call vendor to shutdown the genset. ○ Contact container Shipline to retain clean up company vendor (Primary: Hepaco) ○ MRS at VIG: Rob Diaz (751-2984)/Leo Castellanos (214-7934)/Steven “Kip” Wall 406-0483/Justin Prinz 735-5735 ○ VIT at VIG: Pat Baker (757-449-1155) ○ MRS at NIT: Rob Diaz (751-2984 or rdiaz@mrs-cmc.com)/Dan Brown (449-6608)/John Brown (395-0929)/Ricky Hoffman (328-5703) ○ MRS at PMT: Leo Castellanos (435-9342)/George Cooper (434-0794) ○ JAZ at NIT:/Tim Zimmerly (449-5192) ○ IT Conglobal at NIT/PMT/VIG (services ZIM): Joe Diaz 757-418-7411 / joediaz@cgin.com
<ul style="list-style-type: none"> ■ If ANY amount of product goes into drains (past side walls) <ul style="list-style-type: none"> ○ Request crane maintenance remove down-stream grates with magnet. ○ Request crane maintenance to remove product
<ul style="list-style-type: none"> ■ If ANY amount of product goes into drop inlets inside the trench drain <ul style="list-style-type: none"> ○ HSE Staff will use Drain Maps to identify downstream path ○ HSE Staff will contact Accurate for assistance
<ul style="list-style-type: none"> ■ If product reaches Oil Water Separator or containment vault <ul style="list-style-type: none"> ○ Remove drain covers and remove the product

- If product reaches South retention pond at VIG or Reservoir under dock at NIT
 - VIG: Turn off Retention pond sprinkler pump and place Spill Socks at the concrete Weir in south retention pond.
 - NIT: Remove access panels via STS with slings and HSE Staff will have Accurate remove the product.
- If product reaches the river
 - Assess with Accurate and have them spray microblaze, deploy booms.
 - If required, HSE Staff will have Accurate deploy boats and booms
- HSE will call for a spill response company if necessary.
 - For hard surface Spills use Commercial Power Sweeping: 757-238-2575
 - If drains are involved use Accurate Marine, Hepaco or backup:
 - Primary: Accurate Marine Environmental: 757-393-5840
 - Hepaco : 757-543-5718 or Hepaco Manager 757-438-5225
 - Backup: Sentinel 800-958-7950
 - Backup: First Call 800-646-1290
 - Backup: Crystal Clean, Inc.: 757- 852-9142
 - Backup Moran: 773-1371/815-1100 // Clean Harbors: 800-364-5939/757-543-9046
 - FCC Environmental Norfolk: 852-9142 // LCM Corp : 777-5536
- Richmond Marine Terminals Clean-up
 - Primary – First Call Richmond: 1-800-646-1290
 - Alternate is Hepaco: 804-400-9181
- Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary
 - Commercial Power Sweeping (Karl Stauty): 757-238-2575
 - Alternate is First Call Environmentals: 1-800-646-129

SAFETY AT WATER'S EDGE

VIG/NIT Terminals	<p>Capability:</p> <ul style="list-style-type: none"> ■ Yellow Life Ring Cabinet mounted on all STS cranes on waterside leg w/90' tag line and life jacket in cabinet ■ Fixed ladders every 400' on the dock that reach the water at low tide. ■ Rope ladders on cranes at NIT and VIG - stored inside of Orange Rectangular Cabinet.
Ship Alongside	<p>Capability:</p> <ul style="list-style-type: none"> ■ Life rings, fixed ladder, stokes basket, and rope/jacobs ladder. ■ Consider small boats, tugs or pilot
Observer	Yell, "Man Overboard". Point at the person so as to NOT lose sight. Have someone DIAL 757-440-7070 and tell them "Man Overboard" and give your location.
Supervisor/Observer	For night operations use crane lights or equipment lights. Locate rescue equipment cabinets on STS cranes. Yellow Life Ring Cabinet and Orange Rescue Cabinet.
Observer/Observer	<p>Conscious: Throw a life ring to the person.</p> <ul style="list-style-type: none"> -Locate fixed ladder location and direct/pull them towards ladder. -Consider Rope Ladder deployment in immediate area if fixed-ladder is blocked by vessel.
Supervisor/Observer	<p>Unconscious or serious injury:</p> <p>Supervisor consider sending swimmer into water to keep the person afloat.</p> <p>Rescuer wear life vest from STS crane leg with tag line.</p>
	Water Temp Range is 40F to 86F. For 40F (Jan and Feb) time of use for fine motor muscles is 5 minutes.

CONTAINER IN THE WATER

- | |
|--|
| <ul style="list-style-type: none">■ Typically, containers will temporarily float■ POV Supervisor obtain control of the container<ul style="list-style-type: none">➢ Determine if container comes to dock with current➢ If not, call Bill Burket Office: 757-683-2199 / Mobile: 757-615-6661 or Brett Johnson Mobile: 757-615-9448➢ Richmond Marine Terminal - Norfolk Tug: 757-621-2840 |
| <ul style="list-style-type: none">■ Call VPA police at 757-440-7070 (VIP 540-636-4242) |
| <ul style="list-style-type: none">■ Once container is controlled and next to the dock<ul style="list-style-type: none">○ Don a life jacket if on or over Bull-Rail○ Place a wire rope through a twist lock and lash to bollard○ Tie a life ring with rope to container to mark location if container sinks.○ Coordinate for immediate high priority lift out of water to dock○ Station Crane Maintenance in Crane Cab to ensure lift does not exceed maximum limit |
| <ul style="list-style-type: none">■ If Container Sinks<ul style="list-style-type: none">○ Request Divers to locate container<ul style="list-style-type: none">▪ Crofton Diving (Roger Belch) 757-418-2935 or (Matt Tayson) 757-409-6908○ Once container located – Request Crofton Barge Crane |

Adverse Weather - Winds

General

- All Yard/OCC members will be enrolled to receive wind alert texts at 50 mph from a primary sensor with an alternate sensor that will send only e-mails.
- All Yard/OCC members will receive OPX Forecast e-mails, Weather Works Forecast e-mails and “head’s up” texts, as well as National Weather Service Forecast e-mails.
- All other assistant managers and above in Operations and Maintenance will be enrolled in the Weather Works App so they may pull the forecast when desired, as well as receiving Weather Works “head’s up” texts.

Authority to STOP Operations

- If winds exceed the published limits, **according to the wind alert text system**, the OCC/Yard Director or on-duty representative, is responsible to ensure that operations cease. The maintenance manager or on-duty representative also has the authority to stop operations.
- Operations will cease until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct employees to come inside.
- Maintenance will verify that all RMG/CRMG tracks are clear before returning equipment to service.

VIG and NIT Operations Limits

- Cease Aerial Lift Operations at >25 mph.
- Cease Top Loader/Reach Stacker Stacking Over 2-High > 30 mph.
- Cease Kalmar Side Loader Stacking Over 2-High > 25 mph.
- Cease Hyster Side Loader Stacking Over 2-High > 45 mph.
- Cease Rubber Tire Gantry Operations at >45 mph.
- Cease RMG/CRMG Operations > 50 mph
- Cease Shuttle Truck operations at >50 mph.
- Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container.

VIG and NIT Protocol for wind event at Real Time

- Source: Wind alert text system and ACM office display that both use a 50 foot high wind sensor
- Winds > 50 mph
- Yard/OCC
 - Remove RMG Dispatchers and coordinate with ACM to take RMGs out of Queue
 - Yard/OCC representative contact Vessel, Rail, Yard, Gate, Vessel Berthing, and Crane Maintenance via radio/cell phone. These department representatives will inform all employees engaged in the operation via radio/cell.
- Pedestrians: Shelter in a vehicle or building
- STS Operators: E-Stop the crane to lock the gantry brakes
- Shuttle Trucks, UTRs, Pickup Trucks, and Container Handling Equipment: Hold position away from stacked containers.

VIG and NIT Protocol for winds forecast < 4 hours

- Source: OPX, Weather Works, and NWS
- Winds forecast > 35 mph steady state or gust
 - Yard/OCC representative execute wind preparation plan
- Winds forecast > 50 mph steady state or gust
 - Yard/OCC representative execute wind preparation plan
 - Yard/OCC representative consider probability and severity of forecast and make decision to park both RMG cranes on the landside end of the stacks.
 - Yard/OCC representative contact Vessel, Rail, Yard, Gate, Vessel Berthing, and Crane Maintenance via radio/cell phone for possibility of severe weather.
 - CM requires two hours advance notice to secure STS Storm Pins for cranes not in use.
 - The Vessel Berthing director or designated representative will consider the probability and severity of the forecast and coordinate with the Yard/OCC regarding the timing of vessel departures and arrivals, as well as informing the appropriate external stakeholders.
- Winds forecast > 75 mph steady state or gust
 - Yard/OCC representative contact Vessel, Rail, Yard, Gate, Vessel Berthing, and Crane Maintenance via radio/cell phone for possibility of severe weather.
 - CM will secure STS Turnbuckles.

VIG and NIT Protocol for winds forecast > 4 hours

- Source: OPX, Weather Works, and NWS
- As weather forecast matures, Yard/OCC representative will coordinate with operations and maintenance departments on execution of wind protocols.
- Yard/OCC representative will consider the elements above for the VIG and NIT Protocol for winds forecast > 4 hours.
- Yard/OCC representative contact Vessel, Rail, Yard, Gate, Vessel Berthing, and Crane Maintenance via radio/cell phone for possibility of severe weather.

PPCY Preparation

- Identify and eliminate all chimney stacks.
- Secure empty stacks, as required.
- Remove any potential flying debris.

PPCY Operating Limits

- General Awareness- Do not park or remain idle near container stacks.
- General Awareness- Wind and actual conditions monitoring > 25 mph.
- General Awareness- Prepare for equipment shutdown > 35.
- Remove Chimney Stacks > 30 mph.
- Cease Kalmar Side Loader Stacking Over 2-High > 25 mph.
- Cease Top Loader Stacking Over 2-High > 30 mph.
- Cease Hyster Side Loader Stacking 5-High > 45 mph.
- Cease all stacking operations > 45 mph.

RMT Preparation

- Identify and eliminate all chimney stacks.
- Secure empty stacks, as required.

RMT Operating Limits

- Cease Top Loader Stacking Over 2-High > 30 mph.
- Vessel Operations provisionally cease at 35 mph. Land all loads and apply drum/swing/travel brakes. Lower boom onto blocking at ground level and restrain.
- Manitowoc Crane operating limit is 35 mph.
- Liebherr Crane operating limit is 44 mph.

Adverse Weather - Lightning

RESP	TASK
Operations Manager	<ul style="list-style-type: none"> ■ When active, cloud-to-ground lightning is within 5 miles of the terminal AND moving toward the terminal, employees on foot shall be instructed to seek shelter inside.

Adverse Weather - Tornado

RESP	TASK
General Ops Manager	<p>Tornado Warning (Actual sighting)</p> <ul style="list-style-type: none"> ■ When a Tornado warning is issued for the area in which the terminal operates (Portsmouth/Norfolk/Newport News/City of Richmond/Henrico County/Chesterfield County), all operations will cease and employees will shelter inside, away from windows.

Adverse Weather – Heat

RESP	TASK
Asst Manager	<p>Managers and Supervisors: Follow procedures in the <u>OSHA Heat Index App</u> on duty phones.</p> <ul style="list-style-type: none"> ■ Alert employees to the importance of keeping an eye on each other and using the buddy system. Those especially at risk are facilities maintenance, crane maintenance, ship gangs, and lashing gangs. ■ Provide drinking water, 50°F to 60°F if possible. ■ Provide rest breaks in a shaded area for those engaged in strenuous work. ■ Monitor employees' responses to heat ■ Schedule strenuous jobs to cooler times of the day

Adverse Weather - Fog

TASK

- When fog is forecast, drive facility to ensure minimum visibility markers are met.
 - Consider Mass e-mail and web-site posting if terminal operations are suspended.
-
- VIG Gate
 - To open OCR Portals, must see from DA to the OCR Portals.
 - VIG Landside
 - To Open Yard, must see from TOB offices to light pole half way down 405 Reefer row. Seeing the lights is not sufficient...the light pole must be seen.
 - VIG Rail
 - To Open Rail Yard, must see from RBA Portal to Yellow Rail swing Gate.
 - VIG Dock
 - To operate, must be able to see from bull rail to yellow sign marking stack number and Crane Operator must be able to see containers from the cab.
-
- NIT Gate
 - To open Interchange, must see between major light poles in stacks.
 - If insufficient visibility, manager ensure employees remain at break area.
 - NIT Transfer Zones, Dock, and Rail
 - Must be able to see between major light poles in the stacks, must be able to see from bull rail to yellow sign marking stack number and Crane Operator must be able to see containers from the cab.
-
- NNMT Gate and Yard
 - To Open, must see from Terminal Manager's door to NE corner of the Interchange roof.
 - NNMT Dock
 - To open, must see from entry to pier at cement lip to 2nd garage door.
 - Ensure terminal lights are turned on.
-
- PPCY Yard
 - To open, must see from the POC entrance brick utility building to the corner of the POC building.

Threat Emergency Response


1	Current locations: WTC, FSC, Acosta, VIG TOB, and POC
2	If an active threat is witnessed inside the work area and it is safe to do so, Proceed to a wall-mounted alarm panel and activate the push button.
3	<ul style="list-style-type: none"> ■ There will be a visible blue light that flashes from the ceiling beacon. There will be NO audible alarm. ■ This will notify the Police Command Center of an “active threat” or call VPA Port Police at (757)440-7070 to report an incident.
4	<ul style="list-style-type: none"> ■ Be aware of your surrounding during the situation, and respond accordingly. <ul style="list-style-type: none"> ○ AVOID starts with your state of mind. <ul style="list-style-type: none"> ▪ Move away from the source of the threat as quickly as possible. ▪ The more distance and barriers between you and the threat, the better. ○ DENY when getting away is difficult <ul style="list-style-type: none"> ▪ Keep distance between you and the source. ▪ Create barriers to prevent or slow down a threat from getting to you. ▪ Turn the lights off. ▪ Remain out of sight and quiet by hiding behind large objects and silence your phone. ○ DEFEND because you have the right to protect yourself. <ul style="list-style-type: none"> ▪ If you cannot Avoid or Deny, be prepared to defend yourself. ▪ Be aggressive and committed to your actions. ■ Do not fight fairly. THIS IS ABOUT SURVIVAL.
5	<ul style="list-style-type: none"> ■ Clearly identify yourself to responding personnel with nothing in your hands and your arms raised.

Building Evacuation Plan

VPA Police 757-440-7070

1	Building evacuation will be announced via audible red pull-station fire alarm. An activated fire alarm reports to the Police Command Center from which a call is made to 911.
2	Familiarize yourself with the closest exit to your work station. Utilize the stairs, do not use the elevator. Refer to posted building evacuation routes.
3	The department supervisor, who is present in the building/floor is responsible to ensure all persons within their department have evacuated and are accounted for. 1) Do not leave the facility, as this can waste valuable time looking for unaccounted-for employees. 2) Defer to "Incident Reporting Protocol" sheet for department specific contact information, if needed
4	<ul style="list-style-type: none"> Rescue and medical duties will be performed by the local first responders, VPA Police, and certified employees. AED/First Aid Kit/Stop the Bleed kits are located across the facilities. Familiarize yourself with these locations by referencing the maps at the back of this document.

Assembly Point Locations

5	Evacuation locations are listed below and have an assembly sign and "location number" at each muster point location.
	
V I G	<p><u>VIG Terminal Operations Building and Maintenance Bays:</u> Location #1: Front of TOB, adjacent to "Decal" parking lot, Location #2: Front of TOB, in grassy area near personal vehicle parking lot entrance/DA Location #3: Out back of Operations Building, in pickup truck parking corral</p> <p><u>VIG Terminal Marine Building:</u> Location #4: Employee personal vehicle parking lot, adjacent to turnstiles</p> <p><u>VIG DA Building:</u> Location #2: Front of TOB, in grassy area near personal vehicle parking lot entrance/DA</p> <p><u>VIG Rail Hot House:</u> Location #5: In personal vehicle parking lot, adjacent to turnstiles</p>

Assembly Point Locations (continued)

N I T	<p><u>ACOSTA / Baker Street Trailer:</u> Location #1: Parking lot on east side of building, adjacent to Hampton Blvd. Location #2: Grassy area between Baker Street Parking Lot and west side of building. Location #3: Center of Baker Street Parking Lot, personal vehicle side</p> <p><u>NIT Operations Tower and Tower Hot House:</u> Location #4: Parking area between two buildings</p> <p><u>NIT Marine/Shuttle Hot House:</u> Location #5: outside vending machines on ground level</p> <p><u>NIT Marad Building:</u> Location # 6 Employee parking lot</p> <p><u>NIT Vehicle Maintenance:</u> Location #7: Parking lot, adjacent to tire storage container</p> <p><u>NIT CDR Crane Maintenance:</u> Location #8: North side parking lot, near the “lagoon”</p> <p><u>NIT Out of Gauge Trailer</u> – Location #9: OOG parking lot</p> <p><u>NIT VPA Police and DA Building</u> – Location #10: VPA Police Parking Lot</p>
P M T	<p><u>PMT Terminal Operations Building:</u> Location #1 Employee parking lot</p> <p><u>PMT Maintenance Building #400 and #401:</u> Location #2 Employee parking area on east end of building</p> <p><u>PMT Building #100:</u> Location #3: To be determined by each tenant company.</p> <p><u>PMT Lee Avenue Facilities Maintenance:</u> Location #4: Employee parking lot</p> <p><u>Shipline Building (Chataugua)</u> – Location #5</p>
N N M T	<p><u>NNMT Vehicle Maintenance:</u> Location #1: Across from Eagles Lounge</p> <p><u>NNMT Warehouses:</u> Location #2: Across from Eagles Lounge or adjacent to Crossglobe Trailer</p> <p><u>NNMT Terminal Office:</u> Location #3: Employee parking lot</p>
P P C Y	<p><u>PPCY administration trailers:</u> Location #1: Employee parking lot</p>
R M T	<p><u>RMT Administration Building and Maintenance Shop:</u> Location #1: Employee parking lot Location #2: In between Ops building and storage warehouse Location #3: Adjacent to interchange building</p>
V I P	<p><u>VIP Operations building and Maintenance Shops:</u> Location #1: Employee parking lot Location #2: Maintenance Building parking area</p>
F S C	<p><u>Financial Services Center (FSC):</u> Location #1: Employee parking area in front of building, across from Mermaid</p>

Assembly Point Locations (continued)

P O C	<u>Portsmouth Operations Center POC:</u> Location 1: Parking lot adjacent to Flag Pole Area
W T C	<u>World Trade Center:</u> Sidewalk on Granby Street, across from “The Main”

Terminal Evacuation

1	Terminal evacuation will be announced via Everbridge to all supervisors/managers. Supervisors/managers are to announce the evacuation via radio.
2	<ul style="list-style-type: none"> ■ At NIT, evacuate via the South Interchange, Baker Street Gate, or the North Interchange. ■ At VIG, evacuate via the Terminal Ops Building turnstiles, Marine Building turnstiles, interchange, or vendor gate. ■ At PMT, evacuate via the main interchange or the personal vehicle 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.
3	■ The VPA PD will ensure that all terminal patrons depart the terminal.

STS Trolley Evacuation

In the event a crane's trolley cannot return to the trolley park position

- Notify Crane Maintenance via radio, if power is out call the vessel AOM via phone who will contact Crane Maintenance. (Defer to attached call list for detailed list)
 - VIG Marine Desk - 757-686-6115
 - NIT Marine Desk – 757-201-9716
- Maintenance can provide estimated time to restore trolley operation; operator can elect to wait for trolley movement restoration or elect to exit the trolley topside.
- If exiting via top of trolley platform rather than waiting for restoration, follow below steps:
- Crane Maintenance to respond topside with fall protection harness for operator.
- Operator to exit the cab, climb the covered ladder to the topside of the trolley platform. Maintenance provide fall protection harness to crane operator.
- Operator don fall protection and follow's maintenance instruction on where to tie off and locations to step/climb from the trolley to the boom.
- Once on the boom, walk back towards machinery house and utilize stairs to exit the crane.

Vessel Evacuation

TASK

- Always note where you are in relation to the gangway/ramp as the work moves from bay to bay / deck to deck.
- If the vessel crew initiates an evacuation for any reason, employees are to make their way to the gangway and disembark the vessel as quickly as possible.
- Consider the nature of the communicated event and do not pass close to, or downwind of, any hazardous incident wherever possible.
- Once off the vessel, muster at the Bow or Stern (depending on location of emergency) to account for all members on the vessel. Do not leave the berth or terminal, as it may cause a search for an “unaccounted person”.
- The Vessel Supervisor is responsible to ensure all employees are accounted for that were assigned to the vessel

Fall Rescue Plan

Rescue From Height

All employees engaged in the use of a Mobile Elevated Work Platform (MEWP) will be trained on the use of fall protection and be knowledgeable of the Rescue Plan identified within. If a rescue plan is enacted, contact the immediate supervisor.

Working at Heights:

- 1) Know the jobs at your site that require fall protection.
- 2) Understand the hazards associated with working near fall hazards.
- 3) Always check that your harness and lanyard are in good order and fits correctly before you start working at heights. Inspect anchor points.
- 4) Always carry a radio and a cell phone as backup.
- 5) Identify where additional MEWPs are stationed on terminal in the event one is needed to conduct rescue operations.
- 6) Know the rescue plan and emergency contact information (VPA Police 757-440-7070)

Emergency Situation	Rescue Plan
1. Failure of basket control functions while elevated	Where the normal upper control functions (located within the basket) fail, a suitably trained operator will utilize the auxiliary controls (ground level controls) from the platform to lower the boom back down to safety.
2. Failure of basket controls and ground controls	Should both of the backup controls fail, Every effort should be made to keep the operator calm. Have a second MEWP operator maneuver their MEWP basket alongside the disabled MEWP, and have the stranded operator transfer to the functional MEWP. 100% tie off must be maintained during transfer.
3. Unconscious operator within the basket	If the operator is unconscious within the basket at height, emergency services must be contacted immediately, contact Port Police (757-440-7070). The basket should then be lowered in accordance with the rescue plans stipulated between situations 1 or 2.
4. A person was thrown from the basket but is conscious	<p>If the operator is suspended by their work restraint lanyard, emergency services must be contacted immediately. Contact Port Police 757-440-7070. Action must be taken quickly to get the suspended operator to ground level as soon as possible.</p> <p>Option A (Lower to the ground) - Lower the basket using the ground controls providing it is safe to do so and there are no obstructions between suspended operator and the ground.</p> <p>Option B (Mid-air rescue) - If there is an obstruction between the suspended operator and the ground and Option A is not feasible,</p>

	<p>steps must be taken to support the weight of the suspended operator and to relieve pressure caused by the work restraint PPE. The procedure should be as follows:</p> <p>Step 1 - Instruct the suspended operator to deploy their trauma strap to take the weight off their legs and to prevent suspension trauma.</p> <p>Step 2 – Have a second MEWP operator maneuver their MEWP basket below the suspended operator so that they can approach the injured operator from below.</p> <p>Step 3 - The basket of the rescuing MEWP should be slowly elevated to the height of where the suspended operator is. Once in the basket, the operator's work restraint can be removed, and the rescued operator must remain sitting on the floor of the basket.</p> <p>Step 4 - Both individuals can be lowered to ground level. Direct the employee to remain seated and wait for emergency services for assessment.</p>	
5. A person thrown from the basket and is unconscious	This is the worst-case scenario. The emergency services must be contacted immediately (Port Police-757-440-7070). Rescue to proceed as stipulated in situation 1, 2, 3, or 4.	
Comments:		

Port of Virginia

Non-Standard Event/Contractor Coordination

1. Proposed Date/Time	Click here to enter text.
2. Define the Task.	Click here to enter text.
3. Operations or activities in or near the work area that are not directly involved with the Non-Standard Event.	Click here to enter text.

4. Review the lists below and mark those that apply with an X.

Hazard	Yes	No
Struck Against/Struck By		
Caught On, In, or Between		
Traffic Flow in/near Pedestrians		
Suspended Load		
Slip/Trip/Fall at same level		
Fall to Lower Level		
Overhead Hazard/Power Lines		
Stored Pressure/Mechanical Energy		
Stored Electrical Energy		
Ergonomics: Lift, Push, Pull		
Exposure to Heat/Cold/Dust/Noise		
Near water or drowning hazard		
Flammable Substances/Fire		
Toxic Substances/Caustics/Acids		
Weather	Yes	No
Rain/Precipitation		
Wind		
Temperature		

Equipment/Permits	Yes	No
Verify operator training certifications		
Fire Extinguisher		
Safety Data Sheet		
Evacuation Plan		
Spill Clean-up Materials		
Confined Space Permit		
Hot Work Permit		
Excavation – Miss Utility		
Other		

Additional PPE	Yes	No
Safety Glasses/Faceshield		
Gloves		
Hearing Protection		
Dust Mask		
Safety Harness/Lanyard		
Other		

6. Action plan to mitigate each risk marked under the “Yes” column.

1.	Click here to enter text.
2.	Click here to enter text.
3.	Click here to enter text.
4.	Click here to enter text.
5.	Click here to enter text.
6.	Click here to enter text.
7.	Click here to enter text.
8.	Click here to enter text.
9.	Click here to enter text.

7. In the case that this event affects employees beyond those accomplishing the work, develop a slide to visually communicate the event to the affected employees.

- a. Slide Required Examples: Trench Drain Repair, Moving UTR parking area, Rail pavement repairs
- b. Slide Not Required Examples: Recovering containers in RMG stacks, Derailment, Demo light pole

8. Coordinate with HSE (757-440-6800) HealthsafetyandEnvironment@vit.org) and then communicate this slide to affected employees.

9. I have completed the steps above and understand my responsibility to ensure that this Non-Standard event is accomplished according to the plan.

_____ Requester Name	_____ Signature	_____ Date
_____ Operations Representative	_____ Signature	_____ Date
_____ Maintenance Representative	_____ Signature	_____ Date
_____ HSE Representative Name	_____ Signature	_____ Date

The Port of Virginia Management of Change

Purpose: The purpose of Management of Change (MOC) is to ensure that changes are recognized, documented, formally reviewed, and approved by qualified personnel **prior to implementation** in order to avoid potential safety or operational issues.

Scope

- Physical: MOC will be applied to changes that involve technology, modifications to equipment, new or renovated facilities or infrastructure, and the introduction of new chemicals into the workplace.
- Operations and Maintenance: MOC will be applied to changes in operations and maintenance procedures, new technology, or changes brought by reorganization.
- Personnel: MOC will be applied to changes to staffing, training for employees, and other changes that will impact the safe execution of tasks.

Responsibilities

- The Initiator shall complete the MOC form, supply requested documentation to enable a decision by those who will review the plan, and obtain the required signatures that indicate concurrence from the offices with a vested interest in the change that are listed on the form.
- The MOC coordinator will reside in the HSE department and will implement and maintain the policy and program, provide appropriate training as requested by line management, and maintain a MOC Database.
- The Approver will be the VP of the respective department or their designated representative and the VP of HSE or their designated representative. The COO or designated representative will resolve any impasse.
- A Manager will be assigned as the responsible authority for the execution of the MOC as approved.

8 Steps To Management of Change (Plan – Do – Check – Act)

1. Recognize all changes. Without a thorough understanding of what changes are going to happen, it is difficult for a management team to evaluate its potential impact to the organization. Know the details of the change, so that it can be properly managed.
2. Identify the hazards and risks. A risk assessment must be done to cover every potential hazard that the change can cause. Worst-case scenarios for each risk must be identified, so that steps can be made to avoid them.
3. Note hazards that can be minimized, controlled, or eliminated. Use the hierarchy of controls and select those that make the risk as low as reasonably practicable. Use a risk management process to identify initial risk, propose appropriate control measures, and then identify the anticipated subsequent risk.
4. Find out if the change is feasible or can be implemented given the circumstances. This is more like a risk-reward analysis. The management team can ask themselves, “Can the changes be done with the least amount of danger possible or do the hazards caused by the change outweigh its rewards?”
5. Obtain approval, train employees as required, and then communicate the plan to affected departments/employees before the change takes place. Any involved employee, future new employee, and affected managers must be trained on the new procedures.
6. Conduct a Pre-Startup Safety Review, which is a thorough review of equipment and the related processes to ensure that safety measures are in place.
7. Implement the change — if safe to do so. The organization must implement the change, knowing all the risks in advance and how it might impact the workers. The goal of responsible leadership must be to help employees move through the process of change without endangering them.
8. Follow new procedures and continue to evaluate feedback from the ground. As changes are rolled out, management should continue to evaluate the worker’s exposure to risk.

Port of Virginia Management-of-Change

Name of person responsible for this MOC	Date
Justification for change	
Description of proposed change and planned date	
<input type="checkbox"/> Permanent change	<input type="checkbox"/> Temporary change dates (_____ to _____)

I. Rate the risk level as conditions currently exist and then rate the risk level based on the management of change.

Exposure	# of People	Most likely consequence	Initial Risk	Probability reduction	Old Risk Score	Old Risk Level		Exposure	Number of People	Most likely consequence	New Risk	Probability reduction	New Risk Score	New Risk Level

- a. Exposure: Several times per day = 5, Once per day= 4, Once per week= 3, Once per month= 2, Once per year= 1
- b. Number of people: 100 or more = 5, 50 to 100 = 4, 20 to 50 = 3, 5 to 20 = 2, Less than 5 people = 1
- c. Most severe likely consequence of a mishap
 - i. Death; or Loss higher than \$5,000,000 = 100
 - ii. Permanent/Partial Disability; or Loss between \$1,000,000 - \$5,000,000 = 70
 - iii. Lost time > 60 days; or Loss between \$100,000 - \$1,000,000 = 50
 - iv. Lost Time < 60 days; or Loss between \$10,000 - \$100,000 = 30
 - v. Medical Treatment; or Loss less than \$10,000 = 10
- d. Probability reduction: No control measure = 1.0, PPE = 0.9, Administrative control = 0.6, Engineering control = 0.3
- e. Risk Score = (Exposure + Number of People) x Likely Consequence x Probability reduction value

- i. Intolerable = 400 – 900, Substantial = 300 – 399, Moderate = 100 – 299, Minor = 2 – 99

2. Coordination for approval with impacted departments.

Name	Concur (Y/N)	Initials/Date
HSE Representative	Concur (Y/N)	Initials/Date
Management Representative	Approved (Y/N)	Initials/Date
1. Send this signed document to safetyandrisk@vit.org . 2. Complete HSE provided slide blank to communicate the MOC via Portmaster and e-mail.		

Hot Work Permit

A "Hot Work" permit is required when conducting welding, cutting, grinding, or fire/spark-producing operation for departments or organizations that do not possess an annual permit.

Name	Click here to enter text.
Company	Click here to enter text.
Location	Click here to enter text.
Cell #	Click here to enter text.
E-mail	Click here to enter text.

GENERAL PRECAUTIONS

- ☐ All persons using hot work equipment are qualified in its use and safety procedures.
- ☐ All hot-work equipment is in good condition.
- ☐ All persons using hot work equipment must wear eye and hand protection.
- ☐ All persons in the area must be shielded from the light and vapors generated by hot work.
- ☐ Flooring in the area shall be swept clean and wood planking shall be sprayed with water.
- ☐ Containers below the hot work area on a vessel shall be sprayed with water.
- ☐ Combustible material shall be removed 35 feet horizontally from the hot-work area or protected with flame proof covers or shielded with fire resistant guards/curtains.
- ☐ Welding and burning operations shall not be conducted in the vicinity of cargo handling operations unless such hot work is part of the cargo operation.
- ☐ Hot work may not be conducted within 100 feet of bulk cargo operations involving flammable or combustible materials, within 100 feet of fueling operations or explosives, within 50 feet of Hazardous materials, or during gas freeing operations.
- ☐ A fire extinguisher must be present in the work area with a current annual inspection.

WORK ON ENCLOSED EQUIPMENT

- ☐ Flammable vapors/liquids/solids must be completely removed from container/pipe/transfer lines.
- ☐ Tanks used for storage of flammable or combustibles must be tested and certified gas-free.
- ☐ In confined spaces, ventilating equipment shall be used to exhaust hot-work fumes.

FIRE WATCH

- ☐ Except in areas designed for hot work, there must be at least one qualified person assigned to fire watch with no other duties and who is trained with fire extinguishers and sounding the alarm.
- ☐ If hot work is planned for the boundary of a compartment (*i.e.* bulkhead, wall, or deck), an additional fire watch must be stationed in the adjoining compartment.
- ☐ Fire watch must remain for at least 30 minutes after completing hot work operations.
- ☐ If a fire occurs, shut down hot work equipment and call the emergency number: 757-440-7070

I have personally examined the above area and certify that the listed precautions have been taken. Furthermore, I will ensure compliance with all requirements in this permit and accept responsibility for ensuring compliance with 33 CFR 126.30, NFPA 51B, 29 CFR 1917.152, 46 CFR 35.01-1, 46 CFR 91.50-1, as well as local laws and ordinances.

Signature of Requester/Date	Click here to enter text.
Valid From Date/Time	Click here to enter text.
Valid To Date/Time	Click here to enter text.
POV Representative Name	Click here to enter text.
POV Representative Signature	

THIS PERMIT MUST BE POSTED WHERE THE WORK IS BEING PERFORMED. Send a copy to Safetyandrisk@vit.org

The Port of Virginia Confined Space Entry Permit

Space to be Entered	
Purpose of Entry	
Hazards (Circle one)	Electrical/Atmosphere/Engulfment/Mechanical/Fall/Other_____N/A
Hazard Detail	
Entry Attendant Name	
Entrant #1 Name	
Entrant #2 Name	
Comms Plan	
Rescue Plan	
Emergency contact #	

Requestor Name _____ Signature _____ Date _____

Company _____ Cell Phone _____

POV HSE Representative Approval _____ Signature _____ Date _____

_____/_____/_____
Valid from Date/Time _____ Valid to Date/Time _____

Company Manager/Supervisor Pre-Entry Actions

- This permit is required for entry into the legs of the STS/RMG/CRMG/RTG, into manhole covers that include communications/electrical/stormwater/oil water separator/Vortex chamber/sewage/sewage lift station/firepump house, elevator pits, NIT Interchange tunnel, or UST/AST Fuel Tanks.
- Inform all personnel that attendant must be present to enter the confined space.
- Inform personnel of the contents of the confined space and the access procedure.
- Ensure personnel are equipped and trained to use the required PPE.
- Inform entrants and attendant that they must maintain constant contact with each other and attendant may have no other duty while personnel are inside the confined space.
- Inform personnel of the type of communication they are to use.
- Inform the attendant that they may not enter the confined space under any circumstances.
- Review the method to isolate all mechanical, liquid, and/or electrical hazards as necessary.
- Ensure attendant is trained in and aware of the rescue procedures to be followed.
- Confined space entry by a POV employee requires the atmosphere to be tested by a marine chemist. Contractors may test their own atmosphere if qualified and it does not involve a POV Employee. Oxygen <19.5% or >23.5%, H2S and CO no alarm; Flammable gases < 10% of LEL and < Maximum PEL

Requirement Completed	Date	Time	Requirement Completed	Date	Time
Lock-out/De-energize			Harness with D-ring		
Ventilation			Retrieval Equip		
Secure Area and mark			Warning Signs/Barriers		
Lighting (Explosion proof)			Hotwork Permit		

Substance Monitored	Acceptable Levels	Monitoring Results Time/Level/Initials	Monitoring Results Time/Level/Initials	Monitoring Results Time/Level/Initials
% Oxygen	19.5% to 23.5%	/ /	/ /	/ /
LEL/LFL	Under 10%	/ /	/ /	/ /
Toxic	___PEL/___STEL	/ /	/ /	/ /

Attendant Responsibilities

- Know the potential hazards, including symptoms of exposure.
- Maintain an accurate count of authorized entrants, remain outside the space and perform only attendant activities.
- Monitor inside and outside the space and order evacuation under the following conditions
 - If attendant detects a prohibited condition or behavioral effects of hazard exposure.
 - If attendant detects a situation outside the space that could endanger the entrants.
- Call rescue immediately if the entrants need assistance to exit. VPA PD 757-440-7070
 - Attempt to remove the victim with the retrieval line.
 - Do not enter the confined space for any reason.

Entrant Responsibilities

- Know the potential hazards and symptoms of exposure.
- When the confined space entry involves POV Employees, a marine chemist is required to test the atmosphere.
- Each entrant will personally wear an air monitor.
- Use radio to maintain communication with the attendant.
- Alert the attendant upon recognizing symptoms of exposure to a hazardous atmosphere.
- Exit the permit space promptly at any sign of danger or if directed by attendant.

Rescue Procedures

- Immediately request a fire department rescue from the VPA Police at 757-440-7070.
- Attempt to remove victim by use of retrieval line from outside the confined space.
- Do not enter the confined space.

I have personally examined the confined space area and certify that the listed precautions have been taken. Furthermore, I understand and will ensure compliance with all requirements in this permit and accept responsibility for ensuring compliance with 29 CFR 1910, ANSI Standard Z117.1 – 2009 (Safety Requirements for Confined Spaces), as well as local laws and ordinances.

Supervisor Name

Signature

Date

Company

Cell Phone

Mishap or Near Miss Report

* Mandatory

* Type of Incident: Injury _____ Damage _____ Spill _____ Near Miss _____

* Date/Time of Incident _____ / _____ * Date/Time Reported _____ / _____

* Terminal: NIT _____ NNMT _____ PMT _____ VIG _____ VIP _____ PPCY _____ RMT _____ * Location on Terminal _____

* Person Involved _____ * Phone # _____
 Last _____ First _____ MI _____
 E-Mail: _____ *Address _____
 Street _____ City _____ State _____ ZIP _____
 Years Employed: _____ * Port #: _____ Department _____ Occupation _____ Hours worked in last 48 _____

Person Involved _____
Last _____ First _____ MI _____ Phone # _____

E-Mail: _____ Address _____
Street _____ City _____ State _____ ZIP _____

Years Employed: _____ Port #: _____ Department _____ Occupation _____ Hours worked in last 48 _____

*** AOM or AMM Describe Incident (What, Where, How?)**

*** Statement of Person Involved**

[illegible]

* **Employee Signature**_____

Witness _____
Last First Phone Number

Statement _____

Witness _____
Last First Phone Number

Statement _____

Complete for Damage

Describe Damage _____

Equipment / Property / Cargo I.D. _____

If an HRCV/POV Chassis was involved, Chassis Number _____.

Complete for Injury

* Date of Birth _____ / * Time employee began work _____ AM/PM / Date Hired _____ / Married ____ Single ____

Social Security # _____

* Type of Injury _____ * Part of Body _____

* Did employee desire medical care? Yes ____ No ____ * Medical Care Provider _____

Complete for Spill

* Date of Spill _____ / * Time of Spill _____ AM/PM / * Location _____ / * Responsible Party _____

* RP Address _____ / City _____ / State ____ / Zip _____ / * Phone _____

* Source of spill _____ / * Type Material _____ / * Amount of Spill _____ gallons

* Root Cause _____

* Weather at spill location _____ / * Spill Entered (Circle one): Storm Drain / Retention Basin / Waterway / None

* Cleanup Actions: _____

* AOM Name * Signature * Cell Number * Date

Scan **both** pages to safetyandrisk@VIT.org. If an HRCV chassis is involved, also send to hrcpmr@hrcp2.org

Version Control

Version & Date:	2.0 June 04, 2025
Created by:	Port of Virginia Health and Safety Department
Approved by:	POV, VP HSE
Reviewed Date:	June 04, 2025
Reviewed By:	Carter Mize

Change history

Date	Version	Created by	Description of change
02/10/2024	1.0	POV HSE Dept	Initial Document
6/04/2025	2.0	POV HSE Dept	Annual Review. Evacuation Procedures, Fall Rescue, Incident reporting to EHS Insight and contact information verified
11/17/2025	2.1	POV HSE Department	Contact Information verified. Hepaco contact re-added.

➤ Disclaimer

These emergency response procedures, referred to as the Port of Virginia Response Guide, 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 is not guaranteed to meet 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 and their respective employees, officers, directors or agents (collectively the Port of Virginia “POV”) 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 this document 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 this document. The information provided in this document is provided on an “as is” basis. The POV 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.