

ICHCA International Limited



INTERNATIONAL SAFETY PANEL

GENERAL SERIES #5

Ships' crews coming ashore at operational terminals

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- No. 7** Safe Cleaning of Freight Containers (*revised*)
- No. 8** Safe Working on Container Ships
- No. 9** Safe Use of Flexible Intermediate Bulk Containers (FIBCs) *Joint publication with EFIBCA (under further revision)*
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- No. 18** Port State Control
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- No. 22** Suspension Trauma
- No. 23** Safe Handling of Forest Products
- No. 24** Safe use of Road Vehicle Twistlocks
- No. 25** An Illustrated Guide to Container Type and Size Codes
- No. 26** Safe Handling of Dangerous Bulk Liquids and Gases at the Ship/Shore Interface
- No. 27** Safe Working with Pallets
- No. 29** Safe Handling of Logs from Water in British Columbia
- No. 30** Safe Handling of Tank Containers (*joint publication with ITCO*)
- No. 31** Safe Operation of Passenger Terminals
- No. 32** Safe Use of Cargo Strapping for Lifting Purposes
- No. 33** Safe Working with Reefer Containers
- No. 34** Container Top Safety
- No. 35** Provisions for the Safe Lashing of Deck Containers
- No. 36** Safe Operation of Straddle Carriers

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- No. 1** Semi-Automatic Twistlocks
- No. 2** Fumes in Ships Holds (*revised*)
- No. 3** Health & Safety Assessments in Ports (*revised*)
- No. 4** Container Top Safety, Lashing and Other Related Matters (*partly under revision as BP#34*)
- No. 5** Port & Terminal Accident Statistics (*revised*)
- No. 6** Safe Handling of Radioactive Materials in Ports and Harbour Areas (*revised*)

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- No. 7** Ship Design Considerations for Stevedore Safety (*revised*)
- No. 8** Safe Walkways in Port & Terminal Areas
- No. 9** Personal Protective Equipment & Clothing
- No. 10** Back Pain
- No. 11** Lifting Persons at Work for Cargo Handling Purposes in the Port Industry
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- IIL/1** Dangerous Goods by Sea Documentation
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- No. 6** Medical Standards for Terminal Equipment Drivers (*in preparation*)
- No. 7** Recommended Minimum Safety Specifications for Quay Container Cranes (*joint publication with PEMA and TT Club – in final stages of preparation*)

Other titles in many of the series are in preparation

This publication is one of a series developed by the International Safety Panel ("Safety Panel") of ICHCA International Limited ("ICHCA"). The series is designed to inform those involved in the cargo-handling field of various practical health and safety issues. ICHCA aims to encourage port safety, the reduction of accidents in port work and the protection of port workers' health.

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The Publication

This general series pamphlet was developed by ICHCA International's secretariat with the assistance of many members of the International Safety Panel and comments offered by the International Chamber of Shipping.

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SHIPS' CREWS COMING ASHORE AT AN OPERATIONAL TERMINAL

1. Introduction

- 1.1 During the many years that the majority of general cargo was break bulk, ships laid alongside a quay behind which were often sheds in which the import/export cargo was stowed and the landward arrival and deliveries were achieved via loading banks at the back of the shed. In this scenario, dockworkers, truck drivers, seafarers and others whose business was concerned with this activity had fairly free rein to go anywhere and there was little restriction on such movement. The only mobile plant would be hand trucks, electric platform trucks and small mobile cranes.
- 1.2 Certain specialised berths would be restricted but the majority of terminal and berth areas were open within the overall confines of the port area.
- 1.3 With the advent of specialised and mechanised terminals, however, this had to change. Whether the type of cargo being handled consisted of packaged timber, solid bulk cargoes, ro-ro vehicles and/or their trailers or freight containers, the terminal would have large fast, mobile machines in the operating area and persons on foot in such areas had to be restricted to ensure safe operations. This applied to terminal staff who knew what the dangers were and, even more so, to those who might not readily appreciate the dangers.
- 1.4 As a result, terminals have developed measures of control for their staff and others who may have operational reasons for entering the working area and this pamphlet addresses the situation from the point of view of ships' crews who may wish or be required to go ashore.
- 1.5 To these basic safety considerations has since been added the question of security, both for the terminal and the ship.
- 1.6 This pamphlet, therefore, contains advice to terminal operators, ships' officers and also seamen on both these aspects. The main purpose is to avoid accidents and ensure the safety of those who do go ashore as they seek to reach the landside entrance to the terminal at which they are berthed, or wherever they legitimately wish to go, whilst at the same time maintaining adequate security.
- 1.7 The main aim is to advise on ways in which crews who wish to transit the terminal from or to the ship can do so safely.

2. Safety Considerations

- 2.1 Modern terminals are equipped with fast, mobile machinery in which the driver does not have 100% visibility in all directions at all times.
- 2.2 In order that the terminal can work safely, it is laid out accordingly often with one way systems for the terminal traffic. Some terminals will permit road haulage

vehicles onto the terminal under control and, in the case of ro-ro freight terminals, there will be a constant movement of road vehicles with or without trailers, terminal hauled trailers and terminal hauled low loaders. Car terminals will also have a constant movement of vehicles when the ship is alongside.

- 2.3 Accordingly, there is a need for consideration by the terminal regarding the arrangements it makes and how seafarers are to be made aware of the terminal's provisions. The crews of regular ship arrivals at a terminal will get to know what those provisions are but, even if the ship is a regular visitor, the crew or members of it may not be. There is also the question of language and any signs should preferably be pictorial in nature.
- 2.4 One way of meeting this need is to provide a safe walkway between the quay and the terminal roadside entrance.
- 2.6 An alternative is to provide some form of motor transport.
- 2.7 Whatever provision is made, its availability and use must be clearly indicated both at the quayside and at the terminal entrance and, wherever possible, on the ship itself.

3. General Security Considerations

- 3.1 Port facilities need to have in place procedures to protect their assets and personnel and the assets of their customers.
- 3.2 The International Ship and Port Facility Security Code (ISPS Code) requires that access to the port facility shall be controlled through appropriate measures.
- 3.3 Each port facility should, therefore, have measures in place for the identification of persons requiring access.
- 3.4 Anyone unwilling or unable to establish their identity should not be granted access to the facility.
- 3.5 The port facility must have in place arrangements to ensure access to restricted areas is controlled to only allow entry to authorised persons.
- 3.6 The requirements for identification may be more stringent at higher security levels.
- 3.7 Ships' crew moving in unauthorised areas will be considered a security breach.
- 3.8 Port facilities also have a duty to facilitate shore leave for ships' personnel
- 3.9 Every effort should be made by those responsible in port and on board ship to facilitate shore leave for seafarers as soon as possible after a ship has arrived in port.
- 3.10 Communications systems should be provided to allow effective and continuous communication between port facility security personnel and ships in port

4. Advice to Terminals

- 4.1 Where there is a clear need to separate persons on foot from the operational area of the terminal, suitable arrangements and provisions should accordingly be made by terminal management.
- 4.2 If the layout and general situation is such that safe walkways should be provided, Research Paper #8 gives extensive practical and relevant advice on such provision and marking on the ground and by pictorial signs.
- 4.3 Even if such a walkway is already in place, unless it is known to reflect the Research Paper, it is recommended that RP #8's provisions are considered as they are based on considerable practical experience over many years.
- 4.4 One particular aspect which is addressed in RP #8 arose from an actual case of a seaman being seen walking along the marked out path for an RTG. As the marking of this wheel route and the separate safe walkway for seamen were both in the same colour and both hatch marked, confusion may have been caused. It should be ensured that such confusion cannot arise by using different colours and markings for walkways and wheel tracks.
- 4.5 Some terminals provide motor transport and as long as the arrangements for calling it are known and work, this can be quite satisfactory.
- 4.6 Whatever the provisions and arrangements that are made, there is also the question of communicating them to the intended users.
- 4.7 Signboards at the roadside entrance need to indicate the arrangements that are provided and guide the individual as to where he/she should go. Some terminals also give advice to vehicle drivers leaving the terminal, eg referring to use of seat belts on the highway.
- 4.8 Provision should also be made for informing seafarers coming from the ship.
- 4.9 Some terminals place a board on a stand at the base of the gangway when it is first put down giving the necessary advice.
- 4.10 Whilst fixed or portable signs can be utilised at the entrance to the terminal and at the bottom of the gangway, the question of communicating with the ship and its crew whilst they are onboard also needs to be considered.
- 4.11 Although there are many other matters that engage the ship/shore interface as and when the ship comes alongside, this issue should be part of the joint communications –
 - What arrangements are in place for the ship's crew to use
 - Informing the crew of those provisions

- 4.12 Some terminals make a small leaflet available which describes where the safe walkways are situated (see appendix 1). The leaflet can also contain other basic information that the ship's personnel may find of interest, thus making it more interesting for the reader.
- 4.13 Another possibility is to have a poster that has the same basic information and have that put aboard when the ship docks (see appendix 2).
- 4.14 Bearing in mind that crew members are the target people, the nationalities and more importantly languages should be taken into account. The example given in appendix 2 includes 16 different languages that the terminals considered were the main languages of the crews on the ships that regularly called at the terminals in that port at that time.
- 4.15 Whatever arrangements are made and communications enacted, it must always be considered possible that a person, for whatever reason, decides to stride out across the operational area. Accordingly, plant drivers and terminal control personnel must be alert for such a situation and have a well understood system for dealing with it.

4.16 Specific Security Considerations

- 4.16.1 On a ship's arrival, arrangements should be established to provide for effective communications between the port facility security personnel and the ship. At this time, it would also be good practice to provide details of security requirements for ships' personnel who wish to come ashore.
- 4.16.2 A copy of the crew list may be requested from the ship either in its pre-arrival documentation or upon arrival at the berth. This can be provided to the security personnel at access points to assist in the identification of ships' crew.
- 4.16.3 For security requirements, access to the facility should be controlled and procedures should be in place to identify ships' crew wishing to come ashore and also when returning to the ship. Access to the facility should only be granted upon verification of identity and the route to/from the ship should be defined.
- 4.16.4 Ideally, ships' crew should be escorted through the terminal at no cost, either by vehicle or on foot. Where this is not possible, a route should be defined and either separated from any restricted areas or monitored by security personnel or technologies
- 4.16.5 Where vehicles are used for security patrols, it may be possible to use such vehicles to transport ships' personnel to the gate or the reverse at defined times agreed between the port facility and the ship.
- 4.16.6 Ports should ensure that they have documented procedures in place for ships' personnel to come ashore at different security levels.

5. Advice to Shipping Companies and Ships' Officers

- 5.1 Many of the terminals where your ship may berth will have a clear need to separate persons on foot from the operational area of the terminal. This is for the safety of the persons themselves and for the proper and safe operation of the terminal.
- 5.2 Each such terminal, therefore, should have arrangements and provisions made to achieve this – both from ship to shore and reverse.
- 5.3 Some terminals will have safe walkways, whereas others may have motor transport arrangements.
- 5.4 Whatever the provisions and arrangements that are made, the terminal will need to inform you and the crew of those arrangements.
- 5.5 On arrival at such a terminal and on receipt of such information, this needs to be explained to the crew before any of them go ashore.
- 5.6 Although there are many other matters that engage the ship/shore interface as and when the ship comes alongside, this issue, because it affects the safety of the crew, should be part of the joint communications –
 - What arrangements are in place for the ship's crew to use
 - Informing the crew of those provisions
 - Requiring them to comply with such provisions

5.7 Specific Security Considerations

- 5.7.1 In compliance with the ISPS Code, ships' crew should be aware of the requirement for port facilities to control access to their facility and should be ready to comply with the requirements for access control.
- 5.7.2 On berthing, the ship's officers should ensure that the terminal provides them with the procedures for crew shore leave and these must be communicated to all crew.
- 5.7.3 Any gangway guard should ensure that all crew going ashore are aware of the facility's requirements and are ready to comply with them.
- 5.7.4 In order to assist the facility with the identification of the ship's personnel, the provision of a crew list on arrival is good practice.
- 5.7.5 If crew changes are taking place, the port facility security department should be given advanced warning of ships crew arriving to join the vessel.
- 5.7.6 It should always be emphasised to ships' crew that port facilities are required to have security procedures and restricted access in place and personnel should not

wander off around the terminal as this would be seen as a security breach by security staff. They must follow the security instructions.

6. Advice to Seamen

- 6.1 Many of the terminals where your ship berths have operational areas that are not safe for persons on foot to transit. Accordingly, suitable arrangements and provisions should be made by the terminal for your safety.
- 6.2 Most such arrangements will consist of either a safe walkway or some form of motor transport.
- 6.3 It is for the terminal to inform the ship of the arrangements and provisions that exist.
- 6.4 When you leave your ship, therefore, you should know how you can safely reach the road entrance to the terminal and also how to safely return to your ship at the end of your shore leave.
- 6.5 If you do not know, ask an officer before disembarking.
- 6.6 Although there are many other matters that will be of importance to you at this time, as it affects your own personal safety make sure that you do know how to proceed from the bottom of the gangway and make sure that you use whatever provision has been made.

6.7 Specific Security Considerations

- 6.7.1 In compliance with the ISPS Code, you should be aware of the requirement for port facilities to control access to their facility and should be ready to comply with the requirements for access control.
- 6.7.2 You should make sure that you are aware of the security requirements of the port facility before you leave the ship and ensure that you have the relevant identification documents with you. If the port facility is unable to verify your identity they should not allow you to enter.
- 6.7.3 Port facilities are required to have security procedures and restricted access in place and you should not wander off around the terminal as this would be seen as a security breach by security staff. You must follow the security instructions.

Bibliography

IMO - ISPS Code

ICHCA International - Research Paper RP#8 Walkways in Terminals and Port Areas

Appendix 2 – Example of a terminal poster

