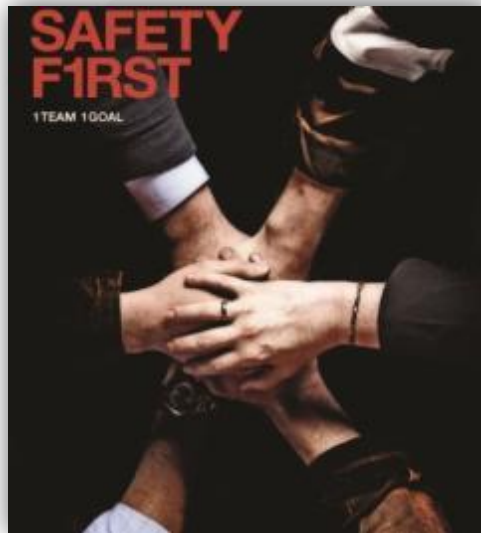




FORTH PORTS LIMITED
CONTRACTOR HANDBOOK
PORT OF LEITH



PURPOSE

Forth Ports Limited (FPL) aims to ensure the highest levels of safety are achieved by all persons working within our premises including contractors and visitors.

The aim of this handbook is to set out the rules for contractors working for and on behalf of FPL.

Every employee working for contractors employed by FPL must be able to demonstrate they have read and understood this handbook.

RESPONSIBILITIES

Each contractor employee shall:

- Receive a local port induction
- Not interfere or misuse anything that has been provided in the interests of health, safety and welfare of any person
- Be aware of their duties and take reasonable care of yourself and others
- Be trained and competent to undertake the task you are employed to do
- Stop work if you have concerns regarding your safety or that of others and report to your Local Area Representative
- Report all incidents to your Local Area Representative
- Comply with all security arrangements as per terms and conditions and security policy

BEFORE WORK BEGINS

Before any work by a contractor can take place the following steps must have been followed:

- Each contract employee has read and understood the rules covered within this handbook
- Each contract employee has provided photo ID at Security and received a personal pass and vehicle pass, if applicable
- Each contract employee must have completed all relevant local port inductions
- Contractor's responsible person must report to the Local Area Representative
- Each contract employee must be signed in, e.g. where working within a building
- All applicable permits must be in place and signed by the relevant personnel (as determined by risk assessment, method statement (RAMS))
- All contract employees must have the correct PPE available to them (as determined by RAMS and local port rules)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE must be worn by each contractor employee whilst accessing or working within all Forth Ports premises.



Certified industrial safety helmets



Safety footwear certified for professional use with appropriate toecap protection, penetration resistance and slip resistance

Footwear with metallic components that may cause sparks is not permitted



Certified Hi-visibility clothing

The only exceptions to the above minimum PPE requirements are:

- PPE Free Zones i.e. Offices, welfare areas, car parks and vehicles
- Persons who move directly between a vehicle and a vessel gangway
- Where RAMS identify the risks are higher when wearing the above PPE. This must be approved by your Forth Ports Local Area Representative.

In addition to the above mandatory PPE requirements, Contractor RAMS will determine task specific PPE required. This must be worn at all times, even when work is within a PPE free zone.

TRAFFIC MANAGEMENT

Due to the nature of the port there are high volumes of large vehicles moving around. These large vehicles can include HGV's, low loader HGV's with escort vehicles and Fork Lift Trucks. Some of these vehicles may be moving slower than the speed limit. Do not overtake these vehicles unless it is safe to do so.



The speed limit on most port roads is 20MPH, however some areas specify a lower limit which will be signposted

Random speed checks are carried out by FPL staff

Please ensure your vehicle is parked in a designated parking area.

WORKING NEAR WATER

If working near water each contractor must have their own rescue procedures in place for emergencies.



If you are working over water or within 1 meter of the quayside edge you must wear a lifejacket



Check your area for the nearest life buoy

If a life buoy is missing report this immediately to your Local Area Representative



Do not work near water with tools or equipment clipped to waist belts or holders

Remember the water level can rise or fall substantially at tidal berths or in entrance locks.

EMERGENCY INCIDENT

In the event of an emergency incident the Port emergency plan will be activated and all contractor employees will be instructed to evacuate the area by a safe route and assemble at a muster point.

All contractor employees must await instruction from their Local Area Representative before leaving the port.

FIRST AID



FPL first aiders are identifiable by their green safety helmets



Semi and automatic defibrillators are available within FPL

SUSPICIOUS ACTIVITY REPORTING

What do we ask of you?

Quite simply, to call the police whenever you see any activity or behaviour that you feel is suspicious, and which may be connected with acts or preparatory acts of criminality such as terrorism, organised crime, illegal immigration and smuggling.

If you suspect it, report it

Remember if you see suspicious activity:

Do not take direct action

Do not confront the person

Do not reveal your suspicions

Do record details as possible - what you saw, where you saw it. Why was it suspicious? Be specific

Do notify us as soon as possible

24HR SECURITY GATEHOUSES

Leith

Leith.BathRoadSecurity@forthports.co.uk
0131 555 1930

Dundee, Methil & Kirkcaldy

Dundee.WestGateSecurity@forthports.co.uk
01382 878143

Rosyth & Burntisland

Rosyth.PortEntranceSecurity@forthports.co.uk
01383 421809

Grangemouth

Grangemouth.CentralDockRoadSecurity@forthports.co.uk
01324 668436/466



**IN THE RARE EVENT OF
a firearms or weapons attack**

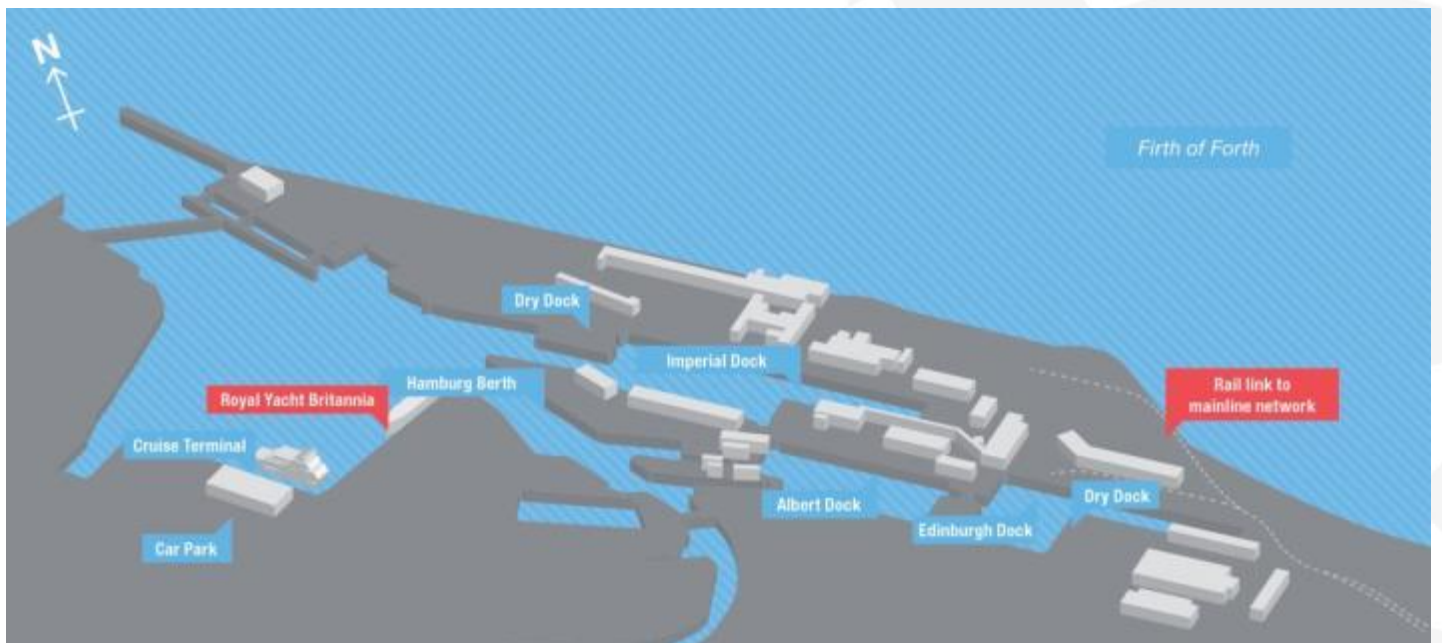
RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.



REMEMBER
See something, say something