



Port of Aberdeen Handbook

Version 5

PORT OF ABERDEEN

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1. INTRODUCTION

This handbook sets out requirements and provides guidance on health and safety for working on common user berths and other areas within the Port of Aberdeen estate. Its primary objective is to ensure that the undertakings on the Port estate by User/Tenants are managed, controlled and coordinated to ensure health and safety of employees, contractors and visitors. It is the User/Tenants responsibility to ensure that all their employees and those of any Sub-User/Appointed Contractor comply with these requirements.

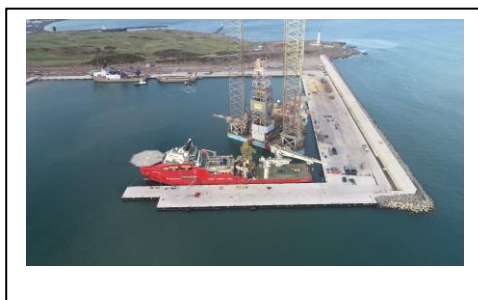
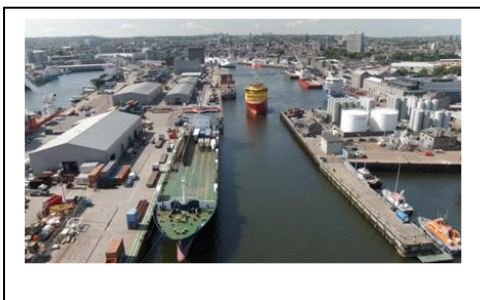
Its aim is to support the Port of Aberdeen (PoA) and its users in its drive to maintain and build on the standards of Health and Safety Management already well established within the port estate. Its purpose is to encourage collaboration to establish safe working procedures and suitable communication between parties when working on a common user berth within the PoA estate. Nothing stated or implied in this booklet will relieve the User/Tenant from any obligation or responsibility placed upon them by statutory legislation, port byelaws and policies.

PoA will, where reasonably practicable, provide information to facilitate the safe operation on the common user berths and PoA will make a proactive contribution to any relevant risk assessments, providing technical information where requested. PoA will actively engage with Users/Tenants working on common user berths and will promote open and honest two-way dialogue between with regard to effective management of safety. Where practicable, PoA will give help and support in building on the existing written procedures that User/Tenants will have in place in accordance with the current Health and Safety legislation. Any port user operating on common user berths will be expected to produce evidence of safety management planning such as risk assessments and safe systems of work.

Further safety guidance is available from the Port Skills and Safety website:

<https://www.portskillsandsafety.co.uk/resources> which has an extensive suite of Safety in Ports (SIP's) documents that are written specifically for companies operating in the UK ports industry. Following the guidance contained within SIP documents is recommended as the information contained within them guide you through the current legislation for Safety in Docks Approved Code of Practice L148.

The Port of Aberdeen Handbook will be reviewed annually with the most recent version available online: <https://www.portofaberdeen.co.uk/harbour-information/>



2. DEFINITIONS

Child: anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Competent Person: A person who has sufficient technical knowledge, skill and/or experience to enable them to avoid danger, who has been nominated to undertake responsibilities appropriate to his knowledge and/or experience.

Common User Quay: A place of work/quay that is shared with others for the purpose of carrying out work. Any area of the port not leased by a third party.

Confined Space: Is any place, including any: tank, vat, silo, pit, pipe, sewer, flue, well or other similar space, in which, by virtue of its enclosed nature, there is a foreseeable risk of a "specified occurrence".

General Safety: The provision of safe access to and from the place of work, a safe place of work, safe methods of work, the use of the correct work equipment and personal protective equipment.

Generic Risk Assessment: A qualitative risk assessment for frequently performed tasks with broadly similar hazards and risks. The generic risk assessment can be used to form the basis for specific risk assessments.

Lift Plan: Initial planning document to ensure that lifting equipment is provided which is suitable for the range of tasks that it will have to carry out, and so that the lift/s can be carried out safely with that equipment. A ground assessment is also required for mobile crane outrigger loadings.

Nominated Supervisor: A competent person who has been nominated by the User/Tenant to set working parties to work and to supervise certain associated safety procedures.

Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population

Permit to Work: A formal document that sets out the work to be done and the precautions to be taken to ensure safety of people and property.

Safe System of Work (SSoW): A formal procedure which results from a systematic examination of a task or operation. It defines safe methods which ensure that risks are eliminated or minimised and controlled. The SSoW may encompass many contributory sources of information.

Specific Risk Assessment: A qualitative risk assessment that addresses the hazards and risks that relate to the specific task/work being undertaken. The Specific Risk Assessment can be undertaken using the generic risk assessment as a basis to work from.

Specified Occurrence: Is a fire, explosion, collapse of a structure, fatality, loss of consciousness, asphyxiation or drowning.

Working Party(s): The person or persons who will carry out the work identified in the Risk Assessment.

3. GENERAL SYSTEMS

Management of Health and Safety

In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSWR) 1999, the User/Tenant must conduct an assessment of the risks to the health and safety of those who may be affected by the work. Those who may be affected will include their employees, other stakeholders and members of the public. Copies of these risk assessments must be available for inspection along with the safe system of work. The User/Tenant is required to provide an adequate level of supervision to ensure that work is carried out safely in accordance with the safe system of work.

Co-operation & Co-ordination (MHSWR) 1999

Employers who work together in a Common User Quay have a duty to co-operate to discharge their duties under relevant statutory provisions. They must also take all reasonable steps to inform their respective employees of risks to their health or safety which may arise out of their work.

Accidents/Incidents

All accidents, damage incidents and near miss occurrences are to be reported by the User/Tenant to the DCO: 07976927221

The attention of the User/Tenant is drawn to the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The User/Tenant, as the employer, has the responsibility to report any accidents to his employees that are covered by these regulations to the Health and Safety Executive. Confirmation of the RIDDOR reference number shall also be submitted to the PoA SHEQ Department on 01224 597000 or emailed to sheq@portofaberdeen.co.uk.

The User/Tenant will be required to share fully any investigation reports of accidents or incidents detailing lessons learnt. Any reference to named individuals shall be edited and replaced with Injured Person (IP).

Reporting of concerns, observations (positive and negative), near misses, unsafe practices and adverse events can be reported to the Port of Aberdeen through the Safety Observation QR code, available on all pedestrian gates within the port. Please use this facility to record as this will help us to ensure the Port of Aberdeen is able to monitor issues and trends and act accordingly.

General Housekeeping Rules

An untidy quayside is a hazardous place and leads to risks of slips, trips and falls, which can be an unsafe, and an inefficient place to work. Simple slips and trips are the most common cause of accidents and injury in the industry. Keep working area as tidy as possible, clean up as you go along, store equipment away when you have finished with it and place waste material into an appropriate bin or skip.

When using an area, it should be kept in a tidy condition (See Fig 1) and when the cargo operations are complete the area should be left in a safe condition. Under no circumstances is it acceptable to leave the area untidy and unsafe (See Fig 2).

Any work areas not left in a clean and tidy manner will incur a quay rental charge until returned in a satisfactory condition. If unable to do so, Port of Aberdeen will rectify and recharge accordingly.



Fig 1



Fig 2

Safe Place of Work

Each operation must have a Nominated Supervisor. Each individual operation and its proximity to other operations must be adequately understood by all parties involved and demarcated with barriers and safety signs where necessary. This must be agreed between the nominated supervisors for each work area.

In establishing a safe place of work, it is critical that the Nominated Supervisor ensures that their operation is not adversely affecting any other port user and is compatible with simultaneous operations on that quay. The Nominated Supervisor will ensure that all members of their team comply with their safe system of work and do not put anyone else at risk. It is the responsibility of the Nominated Supervisors from each operation to liaise with each other on health and safety matters.

Safe Method of Work

It is the responsibility of the port user to ensure that the work is carried out in a safe and appropriate manner. The Port of Aberdeen will, from time to time, carry out due diligence inspections and audits on port operations to determine standards of planning and execution of operations.

Where any lifting equipment or mobile powered access equipment is to be used, the relevant certificate of examination should be available for inspection if requested by PoA.

Use of Port Services, Facilities and Equipment

The User/Tenant must not use any of Port of Aberdeen's services, plant or equipment including cranes, hoists, lifting appliances, lifting tackle, ladders, tools, vehicles, pipelines, water supplies, electrical supply systems and compressed air systems etc. without the written permission and consent of PoA – this will be subject to assessment of the

competence of the nominated User/Tenant's employees to use the equipment. The User/Tenant is responsible for the return of any loaned equipment in good order.

The Port of Aberdeen shall not be liable for any loss or damage suffered by reason of failure, interruption, or suspension from any cause whatsoever of the said services or for any injury or damage caused to any third party by reason of, or arising out of, such supply.

Mobile Cranes on the Port Estate

All User/Tenants shall ensure that lifting equipment which is mobile, or which is dismantled and/or reassembled on the port estate is used in such a way as to ensure stability during use under all foreseeable conditions (as referred to section 6 of LOLER 1998 and BS7121).

Lifting operations on quaysides must be done appropriately with consideration to other operations taking place at the time. Where conflicts occur, these must be resolved prior to works commencing. Please contact the PoA Operations team if conflicts cannot be resolved.

Any operations must consider traffic routes and facilitate the safe transit of vehicles were adjacent to roadways.

The Port of Aberdeen require all mobile crane lift plans to be sent to: loler@portofaberdeen.co.uk

This is an email account for receipt only. PoA will under no circumstances approve any lift plans emailed to this account it is purely a method of gathering information on what lifts are happening within our estate.

Quay Loadings Matrix

The latest version of the Port of Aberdeen Quay Loadings Matrix can be found on our website at: <https://www.portofaberdeen.co.uk/harbour-information/hseq/>.

Operation of other types of plant and equipment on the port estate

Where the User/Tenant utilises his own lifting equipment, the operation should be planned, carried out and supervised by competent persons in accordance with the *Lifting Operations and Lifting Equipment Regulations* (LOLER).

The use of any plant or equipment on common user berths must be suitable and comply with the *Provision and Use of Work Equipment Regulations 1998* (PUWER) requirements.

Permission/Permit to Work Systems

The User/Tenant shall obtain a permit to work for all works listed below:

- Entry into confined spaces (From Port of Aberdeen Engineering Department for all Port of Aberdeen owned assets)
- Work at height (User/tenant shall issue)
- Hot work (From Port of Aberdeen Engineering Department for all Port of Aberdeen owned assets and all hot work in common user areas)
- Excavations (From Port of Aberdeen Engineering Department)
- Work on or near potentially live electrical systems or equipment (From Port of Aberdeen Engineering Department for all Port of Aberdeen owned assets)

Excavation

Any work that requires the ground to be broken or penetrated will require a permit to work. Before any such work takes place the PoA Engineering Department must be consulted to identify any sub-surface services. Where there is any doubt as to the presence of services, the User/Tenant must conduct a scan of the area using a cable and pipe locating device. (Commonly called a cable avoidance tool CAT) to detect any services.

The User/Tenant must ensure that any exposed excavations are fenced and, if on a roadway, measures taken to prevent vehicles from falling in. The User/Tenant will ensure that measures are taken to prevent any collapse of the excavation and that the excavation is inspected regularly as required by the *Construction (Design and Management) Regulations 2015* (CDM 2015).

Diving

Work involving diving shall require a permit to be issued by PoA via Vessel Traffic Services.

UAV's (Drones)

Filming and photography on the port estate by means of a UAV is not permitted without authorisation. Any UAV operation shall require a permit to be issued by PoA via a request being made to the Dock Control Officer (DCO). Such requests should be made in a timely manner to allow for the flight plan suitability to be checked.

dco@portofaberdeen.co.uk

Noise

The User/Tenant are required to carry out their operations in compliance with the *Control of Noise at Work Regulations 2005*.

Noise from plant and equipment should be minimised by the use of silencers or other engineering controls. The User/Tenant should take all reasonable steps to prevent disturbance and nuisance to neighbouring businesses and residents.

Control of Dust and Fumes

No stationary internal combustion or compression ignition engine may be used in any enclosed or confined place, or adjacent to any pit, unless satisfactory arrangements have been made either to extract exhaust gases into the open air, or to provide adequate ventilation to prevent a dangerous concentration of gases.

The User/Tenant must ensure that any dust, fumes or vapours created are effectively suppressed or controlled so as not to cause danger and inconvenience to others.

Compressed Gas Cylinders

Compressed gas cylinders must be stored in compliance with current regulations and guidance. Cylinders must be used in an upright position with the valve uppermost. A regulator must be used to maintain the outlet pressure at a correct and uniform value. Cylinders/hoses containing flammable gases must be fitted with flash back arrestors.

It is strictly prohibited for any port user, contractor or third party to leave unauthorised compressed gas cylinders on the port estate unattended. Any party who leaves cylinders on the port estate will be charged for disposal and reported for fly tipping. Compressed gas cylinders are highly dangerous and must not be left unattended.

Compressed gas cylinders may be stored on the quay for vessel planning purposes with the agreement of the PoA Operations department.

Overhead Working

No work may be undertaken above work areas or over gangways and roads until all precautions have been taken to ensure the safety of persons below. The primary precaution to be taken for overhead work is to vacate and fence off the hazard area.

Working at Height

The User/Tenant will be required to use a safe working platform with safe access. Where it is not possible to use a safe working platform safety nets or other fall protection devices must be used. Reliance solely on fall arrest devices should be considered a last resort.

Where working at height involves the use of a Mobile Elevating Work Platform (MEWP), the operator(s) must be trained and competent and must securely attach themselves using a suitable safety harness. Whilst working on or over the water edge harnesses must not be secured to the MEWP.

Ladders are for access only and are not a safe working platform. Work from ladders will not be permitted unless the work is of very short duration; three 'points of contact' can be maintained, and the ladder is securely tied or 'footed'.

Roof Work

When work is to be performed on building roofs the User/Tenant must ensure that roadways and pedestrian walkways are protected from falling materials and that appropriate signage and traffic control systems are employed.

Scaffolding and Work Platforms

Where scaffolds or work platforms are required, they must be erected and inspected by fully competent persons. A 'hand over' safety certificate must be issued before any scaffold is used. All scaffolding or work platforms must have the appropriate toe boards and handrails in place.

All scaffolds must be inspected weekly, following severe bad weather or following any damage incident, by a qualified competent person. The results of the inspection should be recorded and reported to the Contract Coordinator.

Scaffold erectors shall wear appropriate safety equipment and use appropriate fall arrest devices.

For guidance, please see HSE Scaffold Checklist at <https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>.

Entry into Confined Spaces

A signed permit to work must be issued by the User/Tenant before any entry is made into a chamber or other confined space.

The User/Tenant risk assessing confined spaces must be trained and competent for such operations, and for carrying out atmospheric testing. Records of training and competence of the assessor should be produced before work commences.

The User/Tenant shall create a risk assessment and method statement in accordance with the Confined Spaces Regulations.

Certain locations within the Port of Aberdeen estate come under the Dangerous Substances Explosive Atmosphere Regulations (DSEAR).

For guidance, please see Safety in Ports (SiP015).
<https://www.portskillsandsafety.co.uk/resources/staying-safe-ports-confined-spaces>

Floor Openings and other maintenance access within Common User Areas

Request for floor openings, and other Maintenance Activities that require the temporary removal of safety handrails, inspection covers, and service trench covers (excludes delivery valve pits) etc MUST be made via a request for a 'Control of Temporary Access' to PoA giving details of the access required. The request shall be assessed by a member of the Engineering Team or the Dock Control Officer before any work or testing can be undertaken. All requests shall be made via the DCO between the hours of 06:00 and 21:30 hrs by telephoning 07976 927221.

The PoA Control of Temporary Access repository will be maintained with an up-to-date register of Temporary Accesses permissions that have been authorised. The Competent Person in charge of the work shall ensure that the permanent safety arrangements are re-established once the work is completed.

For a list of the Common User Areas within PoA refer to the Port of Aberdeen Handbook Page 26 Section 8.

Dangerous Goods

PoA must be notified via e mail prior to the commencement of any operations involving dangerous materials and substances: dangerous@portofaberdeen.co.uk

The User/Tenant should provide, if requested, written assessments of the hazards to health for all substances to be handled on site.

It is the User/Tenant's responsibility to remove and dispose of any hazardous waste produced in accordance with Special Waste (Scotland) Regulations 2004.

Fire Precautions

When a fire alarm is initiated, User/Tenants should make their way on foot to the allotted assembly point where applicable. Should the User/Tenant discover a fire it must be reported immediately to the Emergency Services, the Port of Aberdeen must then be informed on 01224 597000. The location and nature of the fire must be reported.

No fires are permitted within the port estate. Empty containers, paint tins, drums or bottles must be cleared from the site and disposed of responsibly.

When highly flammable materials are to be handled on site the User/Tenant must conduct a risk assessment as required by the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and Control of Substances Hazardous to Health Regulations (COSHH).

Asbestos

A register of known asbestos material is maintained by the PoA Engineering Department. Known asbestos content is labelled (see Appendix 5) within the harbour estates.

No work of any kind is to be conducted on asbestos insulation, asbestos coating or asbestos insulating board unless the User/Tenant is licensed or has employed a registered asbestos contractor and has notified the enforcing authority.

Should the User/Tenant suspect that materials within the work area are asbestos based and not labelled as such it should be brought to the attention of the PoA Engineering Department immediately. Work should cease until the material has been identified. If known asbestos content is disturbed then the works should stop immediately, the area evacuated and PoA informed.

Protective Clothing and Equipment

All PPE worn within the port estate must be in accordance with the Personal Protective Equipment at Work Regulations 1992 and Personal Protective at Work (Amendment) Regulations 2022.

Hard hats must not be over 5 years of the date stamp inside and have either a CE or CA marking.

Hi-visibility clothing shall be checked regularly to ensure it is clean and fit for purpose as a hi-visibility garment.

It is the User/Tenant's responsibility to supply their employees with all necessary protective clothing or equipment for work to be carried out safely. User/Tenant's employees shall wear such protective equipment to ensure their safety.

A buoyancy aid shall be worn when working within 1 metre of the quay edge, over water and on floating plant or craft.

Pandemic

In the event of a global pandemic port users shall adhere to the Scottish and UK Government guidelines.

In the event that the User/Tenant experiences an outbreak (two or more individuals confirmed positive) during a pandemic, the Dock Control Officer (DCO) must be notified immediately.

Hot Works

Operations involving the use of oxy-gas welding or cutting equipment, electric arc welding, blowlamps or other flame producing equipment and/or grinding equipment must not be

undertaken without the risks being assessed and robust Hot Work procedures being in place. Any Hot Works undertaken must have pre-approved hot works permission from VTS.

Waste Disposal

The User/Tenant producing waste is responsible for its segregation and disposal following the hierarchy of waste principles in accordance with relevant legislation. Copies of waste transfer notes for controlled wastes and consignment notes for special wastes must be kept by the User/Tenant.

The User/Tenant must not use waste containers that are solely for the use of PoA without PoA's express permission.

Where ships have international catering waste, this must be requested by the agent in advance of the vessel arrival and a dedicated skip to be provided and removed immediately on departure.

Any contractor/stevedore must ensure that all waste is removed from site on completion of their operations. Any waste left by port users will be dealt with and a charge applied as per Port of Aberdeen rates and charges.

Any contamination of PoA waste streams will be treated as a pollution event and will be dealt with under the 'Polluter Pays' principle.

Environmental

The User/Tenant must abide by PoA Environmental Code of practice for all work on a Port of Aberdeen site, https://www.portofaberdeen.co.uk/images/uploads/ECOP_V6_2020.pdf. Please also see <http://www.aberdeen-harbour.co.uk/harbour-information/hseq/emergency-planning> for further information.

The User/Tenant is not permitted to burn any waste or refuse on site. All waste must be disposed of responsibly in accordance with the Waste (Scotland) Regulations 2014.

When any plant is to be used, or operation performed that presents a risk of spillage or leakage of oil or other contaminating substance, the User/Tenant must have facilities to arrest and absorb the spill and prevent pollution of water courses. In the event of any spillage, you should contact the Dock Control Officer (DCO).

PoA operate to the polluter pays principal which is the commonly accepted practice that those who produce pollution should bear the costs of managing it to prevent damage to human health or the environment.

Noise and vibration nuisance from User/Tenant operations must be kept to a minimum within the Control of Noise at Work Regulations 2005. If high noise and vibration levels are anticipated to be unavoidable, the User/Tenant must apply for consent for such works to the

local authority (Aberdeen City Council) under the Control of Pollution Act.

All port users must have a spill response procedure and trained, competent personnel.

Biodiversity and Habitat Protection

The Port of Aberdeen requires the stewardship and protection of species (animal and plant) biodiversity, and habitats (land and sea) which support them. Periodic monitoring will be undertaken to ensure responsible management.

Disturbance and displacement of species or modification of habitats directly or indirectly should be prevented. A number of natural species are protected by law (e.g., Birds, Bats, land and marine mammals, plants species specific types of habitats).

Invasive species (non-native unnatural species) threaten the biodiversity of marine and land habitats and can cause rapid destruction. Marine species may be introduced from other regions via the sea or associated with shipping (fouling, ballast water), while land species may be introduced through human activities, transports or associated with animal species movement. Control measures should be in place to reduce the risk of invasive species. Should an unusual or known invasive species be encountered this should be reported to ensure prompt expert action is taken to stop any spread.

Marine Mammal Protection Plan/Vessel Movement Plan

To minimise potential injury, disturbance or displacement of marine mammals, all vessels operating within the Port of Aberdeen's jurisdiction will be required to comply with the Aberdeen Harbour Dolphin Code – copy provided in Appendix A. The Code outlines requirements of vessel operators to consider the presence of dolphins and other marine mammals within port limits. Measures such as maintaining a steady course and slow speeds and avoiding direct approaches to marine mammals will reduce potential impacts on marine mammals.

Noise

The Port of Aberdeen has an established procedure for dealing with noise complaints from members of the public relating to port activities.

Aberdeen City Council is the regulatory body responsible for noise issues within the city and may undertake investigation of noise complaints from the port activities. In parallel, the Port of Aberdeen will also undertake its own investigation and provide any relevant information to Aberdeen City Council. This typically includes investigation of harbour activities ongoing at the time of the complaint, monitoring sound levels during similar activities (if possible) at the port estate boundary and/or adjacent residential area(s).

If Aberdeen City Council determine that noise nuisance has occurred, the Port of Aberdeen, in consultation with the Council, will develop a suitable noise impact mitigation plan covering

the specific operation(s) and time. Lessons learned from such events are fed back into the Port of Aberdeen's continuous improvement processes.

Pollution Prevention

All oils fuels and chemicals have the potential to cause pollution and damage to the environment, species and habitat. The environmental risks of oil and chemical use from purchase, registration tracking storage, use, control, waste and responsible authorised disposal should be controlled and documented at all times. A suitable emergency spill response plan should be maintained in compliance with regulatory requirements.

Oil and Chemicals should be prevented from entering any water course, land, water drainage system.

Fuel and Power Use

The Port of Aberdeen is striving towards Net Zero and require all tenants, shipping, logistics companies and supply chains to play their role to minimise fossil fuel use, and associated emission in a common goal to reduce emissions which impact the environment and can affect human health. Wherever possible, electrification should replace the use of diesel or hydrocarbon fuels. New fuels with low carbon or zero carbon emissions should be introduced over time. Engines should be switched off rather than left idling.

Emissions

The Port of Aberdeen will undertake monitoring of air quality of the harbour and will introduce measures to reduce the level and impact of emissions from all sources. Emission not only contribute to environmental impact but also adversely affect human health.

Water Use

Water is a critical resource for the future and the Port of Aberdeen believes that water use should be measured and tracked and used efficiently. Port Aberdeen will conduct water quality monitoring and will investigate sources of adverse water quality.

Plastic Waste

Plastics are found throughout the world's Oceans and seas due to their extensive use in onshore and marine industries, degradation of plastics into microplastics which then do not readily degrade are a result of poor waste management and control. Port of Aberdeen reduces plastics waste and prevent it entering into the marine environment through proper waste management in accordance with best industry practice. Users/tenants of the Port are expected to have systems in place to reduce use of plastic and have systems in place for recycling and authorised responsible disposal.

4. TRAFFIC

Traffic Routes

Port users will follow marked traffic routes at all times and obey port speed limits, signs and road markings. Any unclear or confusing traffic routes should be brought to the attention of PoA immediately.

The general principles for safe traffic routes are as follows:

Make sure they are wide enough for the safe movement of the largest vehicle.

Ensure surfaces are suitable for all vehicles and pedestrians using them, e.g. firm, even and properly drained. Quayside traffic routes should be fit for purpose and assessed for the below:

- Avoid sharp corners and blind bends.
- Keep them clear of obstructions.
- Make sure they are clearly marked and signposted.
- Keep them properly maintained.

Visibility

Visibility should be good enough for drivers of plant and vehicles to see potential hazards, and for pedestrians to see plant and vehicles. Adequate visibility for drivers is related to plant and vehicle speed and the distance needed to stop or change direction safely. Consider having the appropriate measures, for example mirrors where sharp or blind bends cannot be avoided.

Speed

Reducing vehicle speed is an important part of workplace transport safety. It is important to select the most appropriate control as the wrong measure can increase risk by, for example, the fitting of speed bumps may reduce a forklift trucks stability. Speed limits are posted throughout the port estate. PoA operate a zero-tolerance attitude towards speeding within the port and repeat offending drivers will be banned from driving within the port.

Segregation

It is important to ensure that consideration has been given when drawing up a traffic management plan for the activity taking place on the area you are working in. The interaction between people and mobile equipment must be considered whilst developing the risk assessment, and risk mitigated for in the SSoW.

Vehicle and Pedestrian Safety

User/Tenant's vehicles must be parked in the designated areas unless specific permission has been granted by PoA to park on other areas of the site. Vehicles that are allowed on to the site must not obstruct any roadway or cargo area without permission and all vehicles must strictly observe the posted speed limit. Pedestrians must use safe walkways where provided to navigate through the Harbour Estate.

Work on or near a Walkway

Where work will be undertaken on or near a walkway then there shall be a Traffic Management Plan put in place to ensure the safety of pedestrians using the walkway. Below (Fig 3) shows red and white chain fixed across the door of operational sheds within the port. When this chain has to be removed for operational purposes then the user/tenant shall be responsible for implementing the Traffic Management Plan. For example, if a Forklift Truck is to operate then signage shall be placed at either side of the area alerting pedestrians to "Forklift Truck In Use" and the driver of the Fork Truck shall ensure that he takes into consideration at all times pedestrians who may be passing.



(Fig 3)

In North Harbour, the following locations have automatic barriers whereby when a vehicle drives towards the barrier, they automatically lift to allow entry/exit:

- Pocra Quay
- Halls Quay
- Clipper Quay
- Duthies Quay
- Commercial West
- Blaikies Quay 1 & 2
- Jamiesons Exit

In North Harbour, the following locations have manned barriers:

- Marischal Street (this gate closes from 18:00 – 07:00hrs Monday – Saturday and from Saturday 18:00 – 07:00hrs Monday)
- Nord Centre
- Point Law
- Torry
- Central Peninsula

In North Harbour, the following locations have unmanned barriers and require entry via intercom system.

- Jamiesons Street
- Commerce Street

Dock Gate: this is open 06:00 – 22:00 Monday - Sunday and advanced notification must be given to the DCO or Security prior to entry.

Issues with vehicle access/egress to the port estate should be reported to security on 01224 597000. All pedestrian gates work on an intercom system and personnel details must be communicated to security for them to grant access.



Automatic Barriers



Intercom

Plant and Machinery, and Other Work Equipment

Any plant, machinery or other work equipment used by the User/Tenant must meet statutory requirements of Provision and Use of Work Equipment Regulations (PUWER) 1998:

- Be suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate; and
- used only by people who have received adequate information, instruction and training,

For further guidance please refer to HSE website and Safety in Ports (SIP001).

<https://www.portskillsandsafety.co.uk/resources/sip-001-guidance-workplace-transport-port-and-terminal-planning>

5. OPERATIONAL ACTIVITY

RO-RO Operations

RO-RO and STO-RO operations should be planned and executed in a way that minimises risks to those involved in the operation. Including direct employees, non-permanent employees (NPEs), ship's crew and anyone else that may be affected. For guidance, please see SIP010 <https://www.portskillsandsafety.co.uk/resources/sip-010-guidance-ro-ro-sto-ro>.

Operators are expected to follow the following 10 Golden Rules for Vehicle Deck Workers:

SAFETY IS EVERYONE'S RESPONSIBILITY

- You are responsible for your safety and the safety of others. Work as a team.
- **Always** make your presence known to the loading team if not involved with the operation.

PPE

- Mandatory – appropriate PPE to be worn on deck at all times.
- Crew without the appropriate PPE will be removed from the deck.

MOBILE PHONES

- Mobile phones are not allowed.

PRE-PLAN

- Always plan loading/unloading.
- Minimise reversing vehicles.

SAFETY 360

- Think 'Safety 360'. Be all round aware of your surroundings.
- Never position yourself in front or behind any moving vehicle or between 2 vehicles.

BE VISIBLE

- Eye contact should be maintained with the driver of any vehicle moving.
- Always make sure that you are visible to your team.

WHISTLE MEANS STOP

- Whistles are not to be used for any other purpose.

CONSISTENT SIGNALS

- Only uniform industry agreed hand signals to be used on all ships.

TAKE TIME

- Do the task safely, it never pays to rush.

STOP THE JOB

- If it is not safe, stop and report.

Container Handling

Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER) and industry guidance SIP003 Guidance on Container Handling must be complied with(

<https://www.portskillsandsafety.co.uk/files/2019-11/SIP003%20-%20GUIDANCE%20ON%20CONTAINER%20HANDLING.pdf>)

Vessel Access

The requirements for safe access to and from vessels is contained within the ACOP Safety in docks (L148) and SIP014 Safe Access and Egress (see link below). In general, safe access onto the vessel should be provided by the ship's accommodation ladder or by the ship's gangway. This should be properly rigged and if over water include a safety net. Safe access and egress to the ladder should be maintained shore-side throughout the working of the vessel. Care should be taken to ensure that the ship's gangway or accommodation ladder laid out safely on the quayside and does not impede or encroach on to traffic routes, <https://www.portskillsandsafety.co.uk/resources/sip014-guidance-safe-access-and-egress>.

6. PORT OF ABERDEEN SAFETY CAMPAIGNS

From time-to-time PoA will run safety campaigns to raise awareness to keep everyone safe. Following consultation with our Stakeholders it was agreed at the Port Safety Group Forum that the future Port Safety Campaigns would, among other matters, focus on:

- 5 Steps of Stair safety
- Safe use of mobile phones whilst working in operational areas
- Pedestrian/Plant Segregation (Appendix 7)
- Mandatory use of designated safe walkways (Appendix 6)
- Gut Feelings (Appendix 8)
- 7 Leading Principles of Safety in RO-RO Operations (Section 5)

Visual graphics and signage are located at strategic points within the harbour.

7. SPECIFIC CODE OF PRACTICE

Code of Safe Practice

- Maximum speed limit 15 mph.
- Never use mobile (including handsfree) communications when driving, operating plant or machinery.
- Keep 1m quay edge “clear zone” free from vehicles, and cargo operations.
- Traffic must avoid travelling through operational areas.
- Consider present and forecast weather conditions.
- Keep your work area tidy.
- Assess risks, plan work and always use safe working practices.
- Operational areas must be controlled.
- Designated Pedestrian Walkways and pavements should be used and must be kept clear.
- PPE, hard hat, hi-vis and safety footwear must be worn.
- Buoyancy aids shall be worn working within the 1m “clear zone” and on or near water.

Ship to Shore Safety Check List

The purpose of the ship/shore safety check list is to improve the interface between the ship and stevedore, and thereby improve the safety of operations. Misunderstandings occur and mistakes can be made when ship’s crew do not understand the intentions of the stevedores, and the same applies when stevedores do not fully understand what the ship can and cannot safely do.

Completing the checklist together is intended to help the ship’s crew and the stevedore to recognise potential problems and to be better prepared for such instances if they arise. PoA will provide all stevedoring companies an electronic copy of the checklist and it will be the stevedoring company’s decision to adopt if they so wish to do so. The Code of Practice for the Safe Loading & Unloading of Bulk Carriers (The BLU Code) applies to certain bulk cargoes and such that a ship to shore check list is mandatory for cargo operations.

Ship/Shore Checklist for Vessel in Aberdeen

Date:	Vessel Name:
Port:	Quay:
Available depth of water in berth:	
Arrival draught (read/calculated):	
Calculated departure draught:	

The Master and Stevedoring Manager, or their representatives, should complete the checklist jointly. The safety of operations requires that all questions should be answered affirmatively

and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and stevedore. If a question is not applicable write "N/A", explaining why.

STEV	SHIP
1. Is the depth of water at the berth adequate for the cargo operations to be completed?	<input type="checkbox"/> <input type="checkbox"/>
2. Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?	<input type="checkbox"/> <input type="checkbox"/>
3. In emergency, is the ship able to leave the berth at any time?	<input type="checkbox"/> <input type="checkbox"/>
4. Is there safe access between the ship and the quay?	<input type="checkbox"/> <input type="checkbox"/>
<i>Tended by ship/stevedore (cross out as appropriate)</i>	
5. Is the agreed ship/quayside communications system operative?	<input type="checkbox"/> <input type="checkbox"/>
<i>Communication method.....</i>	
<i>Language</i>	
<i>Radio channels/phone numbers.....</i>	
6. Are the liaison contact persons during operations positively identified?	<input type="checkbox"/> <input type="checkbox"/>
<i>Ship contact person</i>	
<i>Shore contact person(s)</i>	
<i>Location</i>	
7. Are adequate crew on board for emergency purposes?	<input type="checkbox"/> <input type="checkbox"/>
8. Have any bunkering operations been advised and agreed?	<input type="checkbox"/> <input type="checkbox"/>
9. Have any intended repairs to the ship whilst alongside been advised and agreed?	<input type="checkbox"/> <input type="checkbox"/>
10. Has a procedure for reporting and recording damage from cargo operations been agreed?	<input type="checkbox"/> <input type="checkbox"/>
11. Has the ship been provided with copies of Aberdeen Harbour Regulations, including safety and pollution prevention requirements and details of emergency services?	<input type="checkbox"/> <input type="checkbox"/>

- | | | | |
|------------------------------|---|--------------------------|--------------------------|
| 12. | Has the shipper provided the master with the properties of the cargo in accordance with the requirements of chapter VI of SOLAS? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Is the atmosphere safe in holds and enclosed spaces to which access may be required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Have the cargo handling capacity and any limits of travel for each Crane/loader been passed to the ship/stevedore | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Has a cargo loading or unloading plan been calculated for all stages of loading/ballasting or unloading/ballasting? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Copy lodged with.....</i> | | | |
| 16. | Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of the cargo to be transferred each time the hold is worked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Do both ship and stevedore understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Have the procedures to adjust the final trim of the loading ship been decided and agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Has the stevedore been advised of the time required for the ship to prepare for sea, on completion of cargo work? | <input type="checkbox"/> | <input type="checkbox"/> |

The Above Has Been Agreed:

Time:Date :

For Vessel:

Rank.....

For Stevedores:

Position/Title.....

8. GENERAL INFORMATION

Common User Quays:

- Albert Quay (East of BP)
- Atlantic Wharf
- Blaikies 1 & 2
- Blaikies 4
- Clipper Quay
- Commercial Quay East
- Commercial Quay West
- Duthies Quay
- Halls Quay
- Installation Berth
- Jamiesons Quay
- Matthews Quay Cross Berth
- Pacific Wharf
- Palmerston Quay
- Pocra Quay
- Regent Quay East
- Regent Quay West
- Russells Quay
- Torry Quay
- Trinity Quay
- Upper Quay

Aberdeen Port Safety Group

The Port of Aberdeen Safety, Health, Environment and Quality (SHEQ) Department facilitates and hosts a Port Safety Group Forum of all stakeholders who meet on a quarterly basis to share lessons learnt, review industry best practise and provide updates from within SHEQ, Operations and Marine departments at the Port of Aberdeen. Those wishing to be added to the invitation list or to our safety flash mailing list, contact sheq@portofaberdeen.co.uk.

Headphones & Earphones

There are two significant “Human Senses” of the five that we have which are paramount to our safety and these are our vision and our hearing with the other 3 being touch, taste and smell. Considering the two main senses of vision and hearing, by using headphones and earphones we are knowingly cancelling out 50% of our main internal safety devices when in the port estate. All port users that are within a Port of Aberdeen Operational area shall not use Headphones or Earphones. The practice can lead to, individuals putting themselves and others at risk by not being able to hear what may be a safety call from an individual or an “audible” alarm from a truck reversing.

Cycling within the Port Estate

Cycling within the port shall be robustly risk assessed. Cyclists shall wear hi visibility clothing, a safety helmet and have reflective lights on their bicycle as a minimum. The bicycle shall also be maintained and have fully functional front and rear brakes. Cyclists shall stay as near to the green pedestrian walkways as possible.

E-Scooters

The use of E-Scooters in the port is strictly forbidden.

PoA SHEQ Digital Observation Cards

All port users are encouraged to complete the PoA Digital SHEQ Observation Cards. These observations will help identify areas of strength and weaknesses within the port estate as part of the Port of Aberdeen's commitment to continual improvement. The QR code can be found on the safety green walkway pedestrian access gates.

Further information can be found in the PoA SHEQ Observation Card Guidance (External Use) V1. Please contact a member of the PoA SHEQ Department by emailing sheq@portofAberdeen.co.uk, should you require a copy of this guidance document.



9. ENTRY TO PORT OPERATIONAL AREAS

Where possible all stakeholders are to notify the Port Security team in advance of visitors to their respective vessels/premises via email () or on 01224 597000. If a visitor arrives and is not on the pre-notification list the security officer will contact the host/agent of the vessel/entity and advise that the individual is requesting access and ask them to confirm authenticity of the visitor. Visitors not on the list will only be allowed on site once a representative of the vessel/entity they are visiting has accepted responsibility for them.

Children are strictly prohibited from entering the port operational areas unless:

- Part of a pre-planned organised event with minimum 14 days notification
- Work experience/vessel crew
- Passengers traveling on commercial vessels
- Special approval from the Port of Aberdeen

Where one of the above exemptions is applicable Regulation 19 of the *Management of Health and Safety at Work Regulations 1999* requires that a suitable and sufficient Risk Assessment is carried out by the entity responsible for entry to the port operational areas. The Risk Assessment must be communicated to the person visiting that has parental responsibility for the young person/child.

It is mandatory that a risk assessment is carried out prior to any quayside visits to ensure the safety and wellbeing of visitors/young person/child is addressed. This risk assessment shall pay attention to pedestrian segregation ensuring robust measures are carefully managed with regards movement of quayside traffic.

Please see the PoA Port Access Policy & Procedure for further details.
<https://www.portofaberdeen.co.uk/harbour-information/hseq/health-safety-environmental-policy/>

Essential Links

The Links below give advice that will assist companies involved in Operations within a Port. Approved Codes of Practice (ACOP) and guidance covers safety in dock operations and is aimed at those who have a duty to comply with provisions of the *Health and Safety at Work Act 1974*. This includes people who control dock premises, suppliers of plant and equipment, dock employers, managers, safety officers, safety representatives and workers. PoA is not responsible for, and cannot guarantee the accuracy of, information on sites that it does not manage; nor should the inclusion of a hyperlink be taken to mean endorsement by PoA of the site to which it points.

- www.hse.gov.uk
- <https://www.hse.gov.uk/pubns/books/l148.htm>
- <http://www.hse.gov.uk/risk/index.htm>
- <http://www.hse.gov.uk/ports/>

- www.hse.gov.uk/pubns/indg163.pdf
- <https://www.gov.scot/coronavirus-covid-19/>
- SIP001 - Guidance on Workplace Transport (Port & Terminal Planning)
- SIP002 - General cargo - Health and Safety in Ports Guidance
- SIP003 - Container Handling - Health and Safety in Ports Guidance
- [SiP004 - Guidance on Timber Handling | Port Skills and Safety](#) SIP005 - Mooring - Health and Safety in Ports Guidance
- SIP006 - Bulk liquids - Health and Safety in Ports Guidance
- SIP007 - Dry bulk cargo loading/unloading - Health and Safety in Ports Guidance
- SIP008 - Dry bulk cargo storage - Health and Safety in Ports Guidance
- SIP009 - Lighting - Health and Safety in Ports Guidance
- SIP010 - Guidance on Workplace Transport (Ro-Ro and Sto-Ro Operations)
- SIP011 - Guidance on Sources of Occupational Health Information for Ports
- [SiP012 - Guidance on Ro-Ro Passenger and Cruise Operations | Port Skills and Safety](#)
- [SiP013 - Guidance on Managing Non-Permanent Employees | Port Skills and Safety](#)
- SIP014 - Guidance on Safe Access and Egress in Ports
- SIP015 - Guidance on Confined Spaces in Ports
- SIP016 - Guidance on Emergency Planning in Ports
- [SiP020 - Guidance on Water Safety and use of Buoyancy Equipment in Ports | Port Skills and Safety](#) SIP021 – Guidance on Safe Access to Fishing Vessels and Small Craft in Ports

Emergency Contact Numbers

The **999** system should be used for Emergency Calls requiring:

- Scottish Fire and Rescue
- Police Scotland
- Scottish Ambulance Service
- Coastguard

In the event of any of the above Emergency Services being called to attend within the port area ensure that the Port Authority is informed by telephoning the number below and ask to be put through to “VTS”. Once connected advise VTS the nature of the incident and the location.

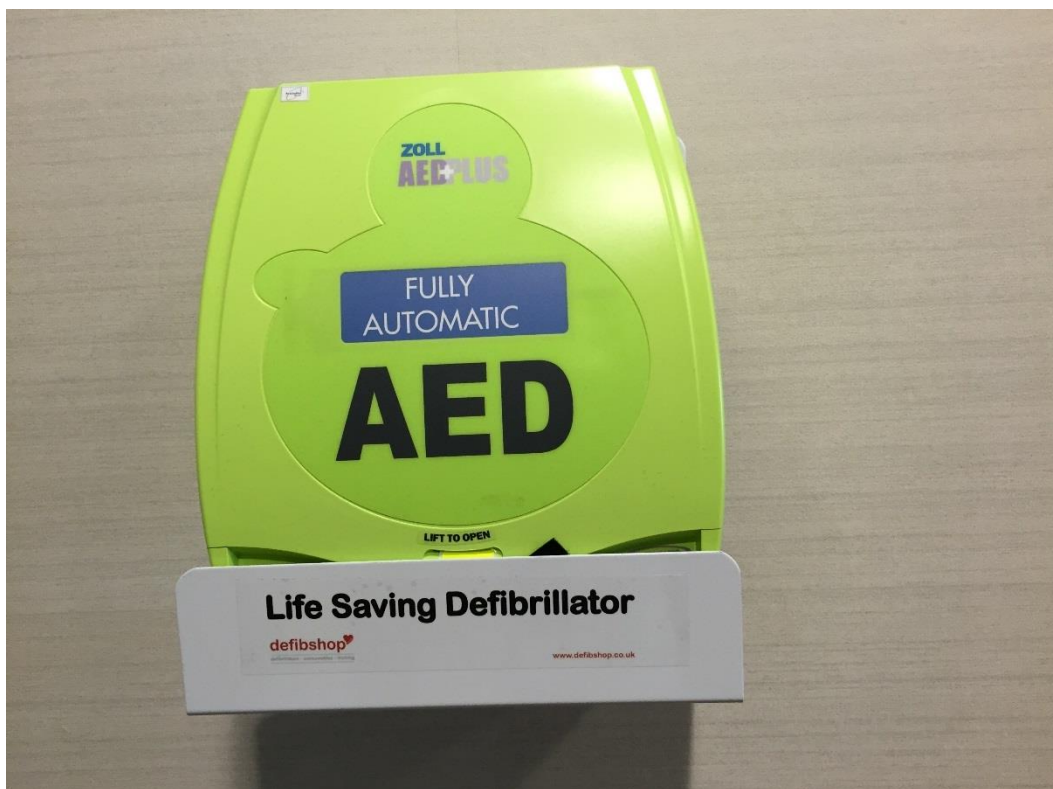
Port of Aberdeen Authority 01224 597000 (24-hour line)

Port Security Numbers

- Marischal Street 01224 597000
- Point Law 01224 597009
- Torry Quay 01224 597008
- South Harbour 01224 597007

10. PORT OF ABERDEEN DEFIBRILLATOR LOCATIONS

PoA	Marine Operations Centre, fifth floor stairwell landing.
PoA	16 Regent Quay, reception area.
PoA	Dockgates Building, upstairs kitchen.
PoA	Maintenance Workshops first aid treatment room.
PoA	Mobile Unit located as follows: 06:00-22:00 DCO vehicle, 22:00-06:00 Security.
Peterson	Torry Marine Base, ground floor, supervisor's office.
ASCO	Mearns Quay, upstairs office, far end.
ASCO BP	Albert Quay, upstairs, main operations office.
ASCO TOTAL	Albert Quay, quayside office, kitchen area.
Serco NorthLink	Passenger Terminal Building.
Streamline Shipping	Blaikies Quay Shipping Office



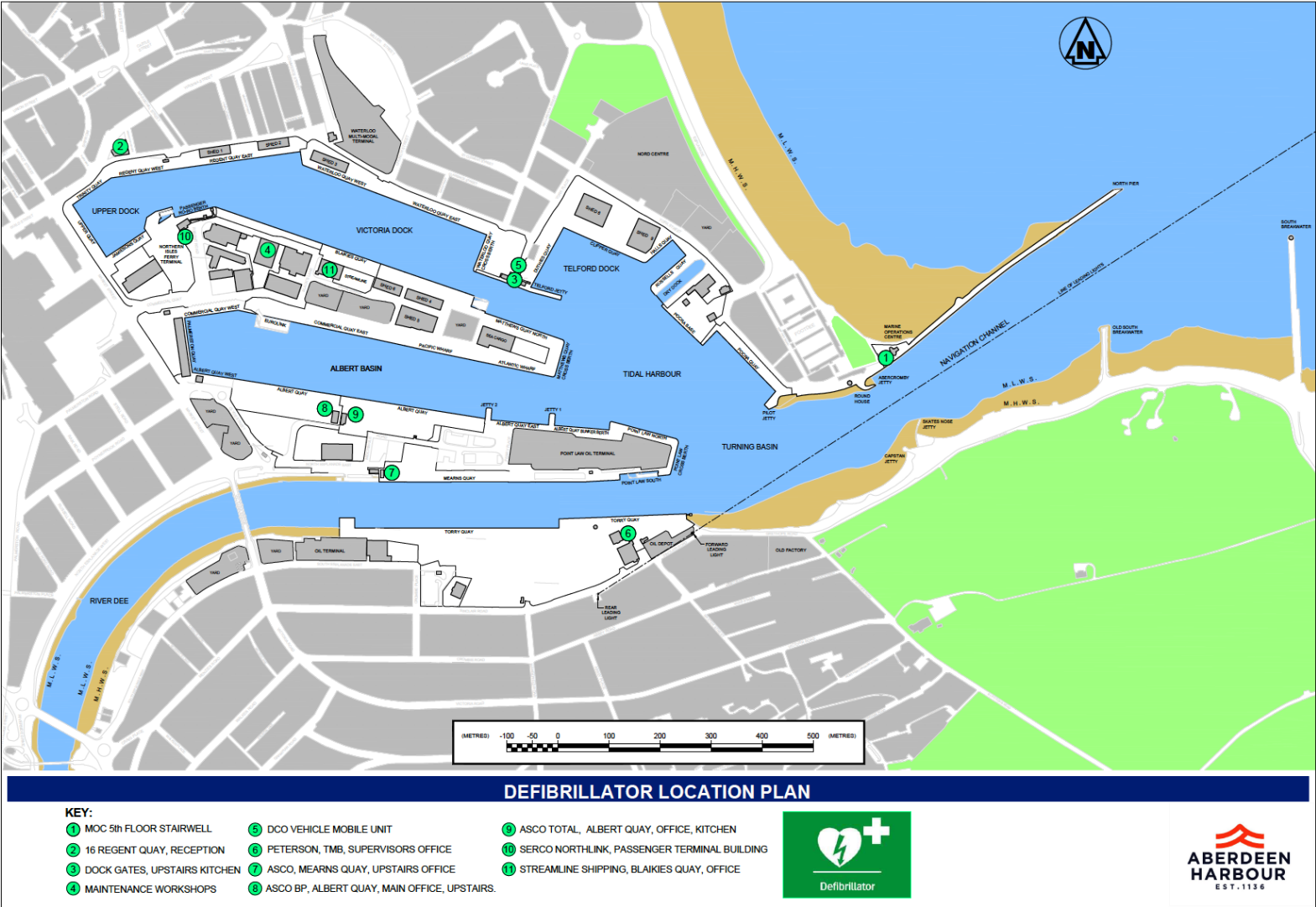
11. RELATED DOCUMENTS

The Port of Aberdeen Handbook shall be read in conjunction with the PoA Port Access Policy and Procedure.

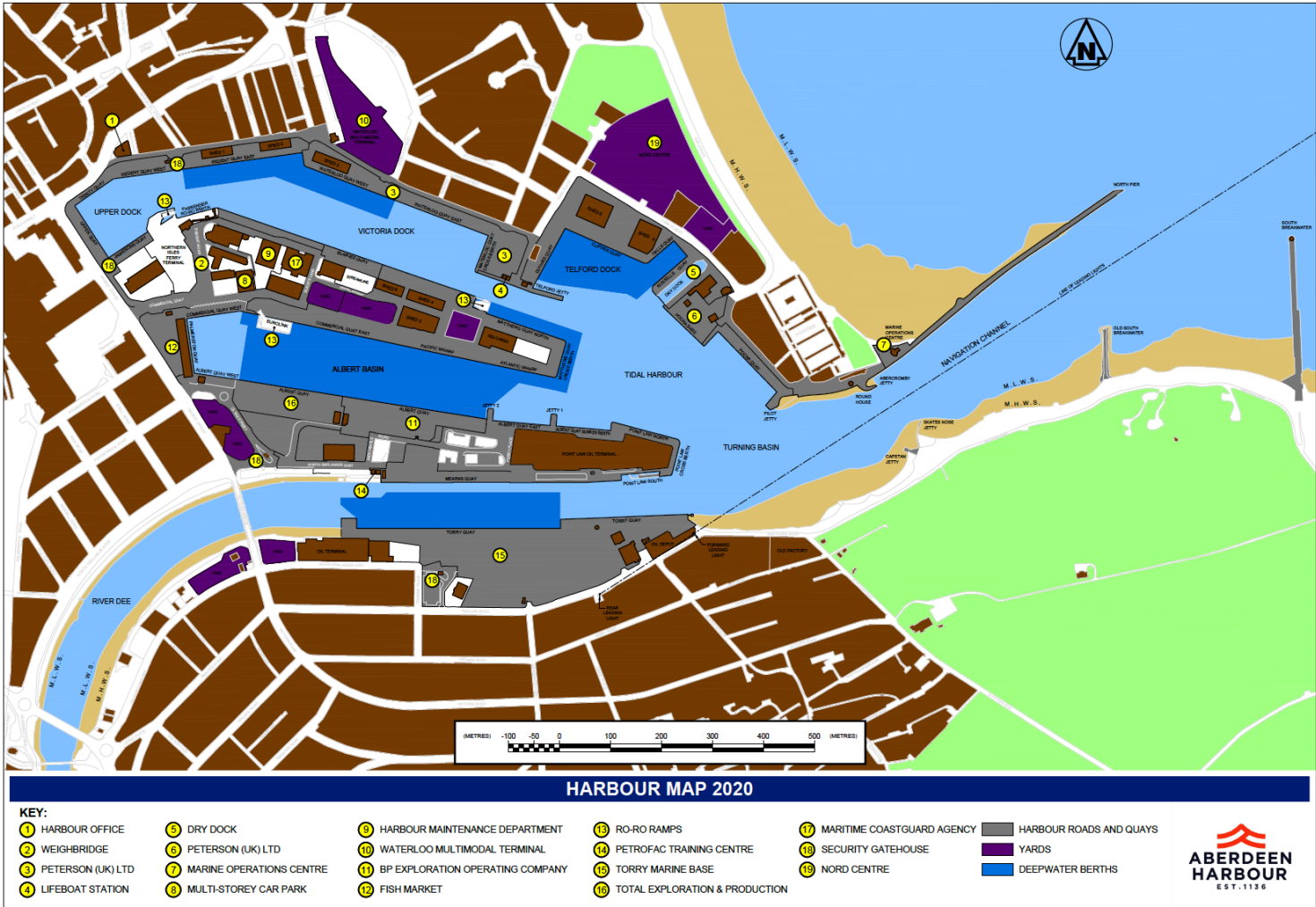
12. HISTORY OF CHANGES AND SCHEDULED REVIEWS

Date	Reason for review	Details of Any Changes Made
07.08.2019	Annual Review	Added intercom systems and safe green walkways and changed to V2
07.07.2020	Annual Review	Made reference to AHB Port Access Policy and changed to V3. Additionally, increased referenced to SiP's and added information on scaffolding, diving permits, UAV permits, noise and COVID-19.
01.09.2021	Annual Review	Changed to V4, renamed Compliance Department to SHEQ Department. Added information on AHB Digital SHEQ Observation Cards, internal Gut Feeling Campaign and information on the request for floor openings and other maintenance. Added 7 Leading Principles of Safety in RO-RO Operations.
01.03.2023	Review	Updated to include recent changes and guidance.

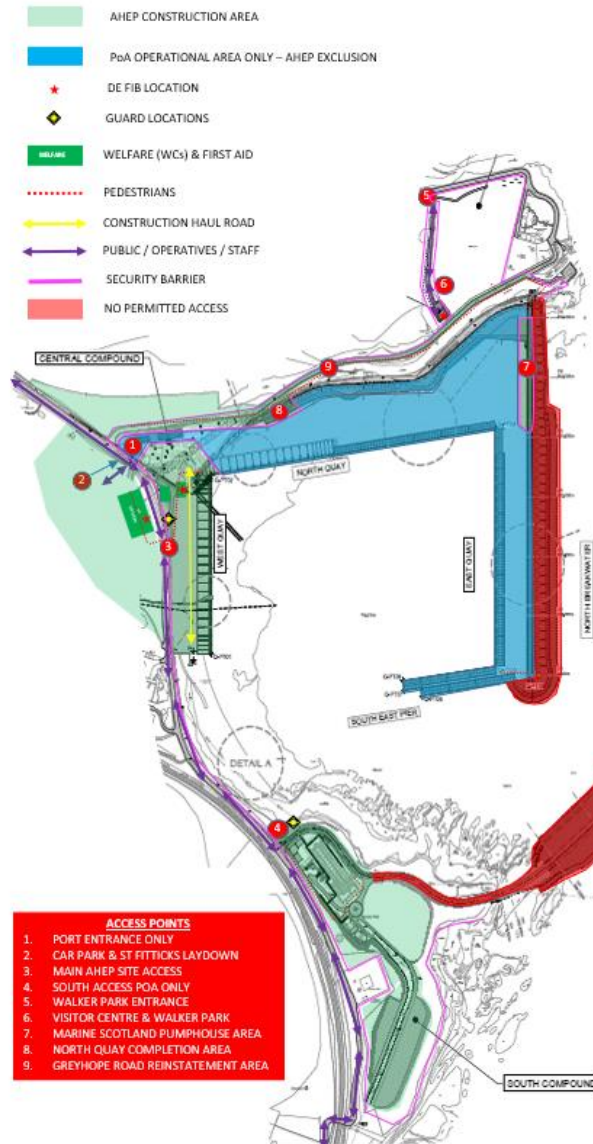
Appendix 1: Defibrillator Location Map



Appendix 2: North Harbour Map

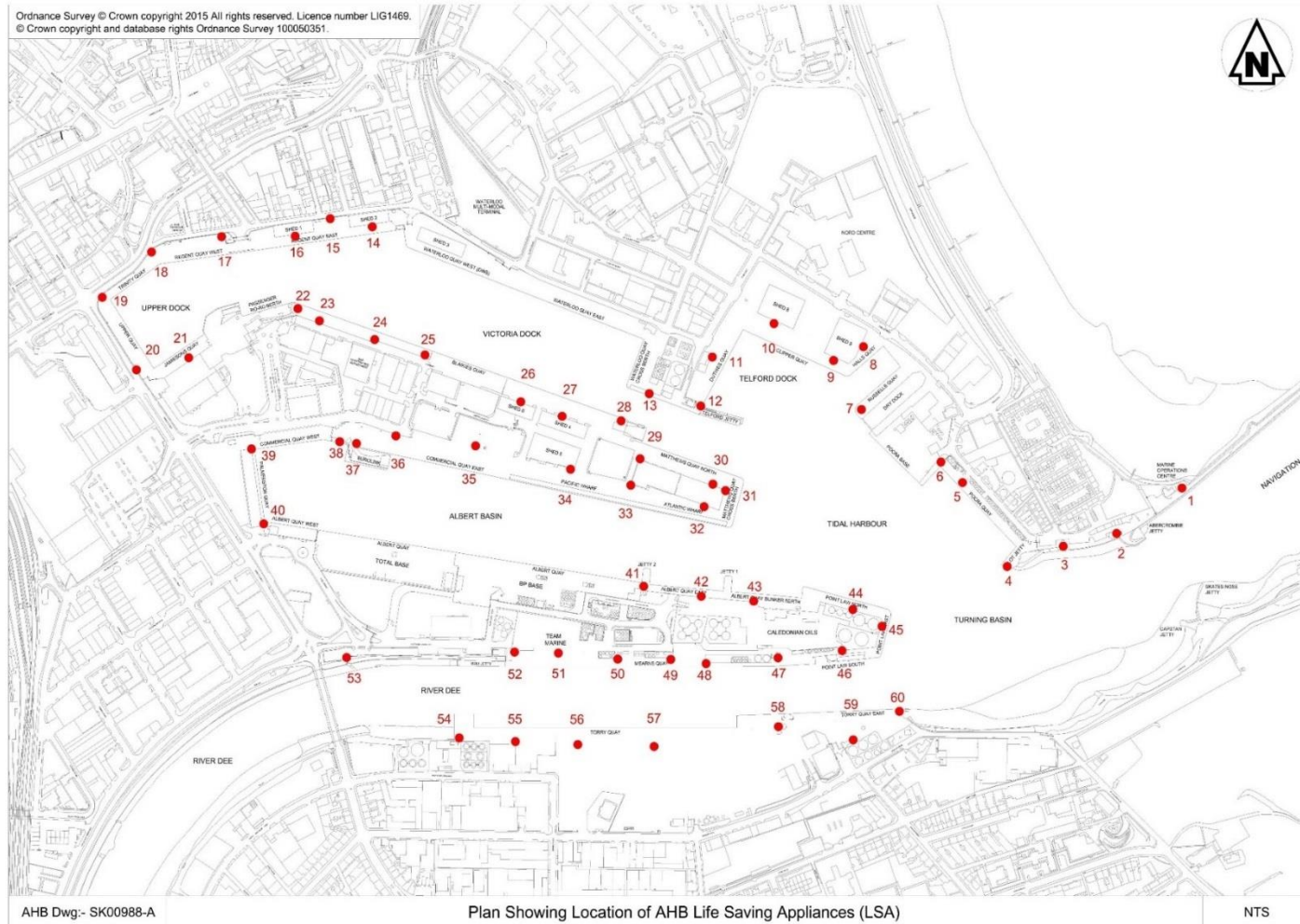


Appendix 3 South Harbour Map

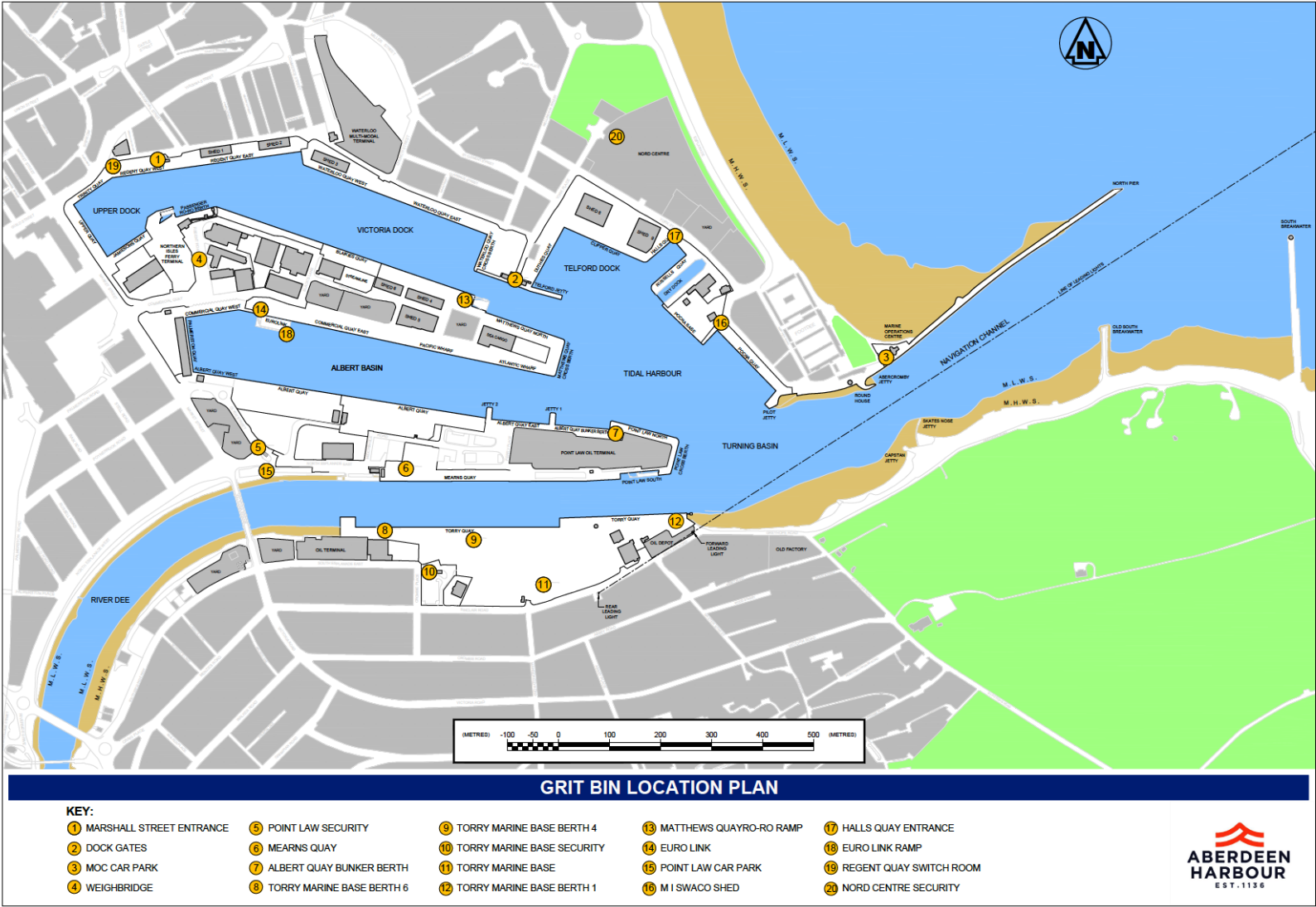


Interim area of operation and access is as below (to be updated as site progresses towards completion)

Appendix 4: Buoyancy Aids Location Map



Appendix 5: Grit Bin Location Map



Appendix 6: Asbestos Signage



Appendix 7: Safe Walkways



Appendix 8: Aberdeen Harbour Safety Campaign Images

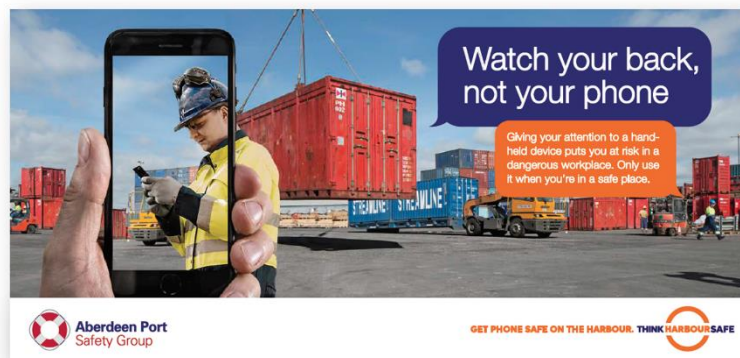
WATCH YOUR BACK, NOT YOUR PHONE. THINK HARBOURSAFE



GET PHONE SAFE ON THE HARBOUR. THINK HARBOURSAFE



GET PHONE SAFE ON THE HARBOUR. THINK HARBOURSAFE



GET PHONE SAFE ON THE HARBOUR. THINK HARBOURSAFE



DO YOU HAVE A GUT FEELING THAT
SOMETHINGS NOT QUITE RIGHT?

HAVE THE CONFIDENCE TO:

- STOP THE JOB
- CHALLENGE BEHAVIOUR
- REPORT YOUR CONCERN
- ESCALATE YOUR CONCERN
- FOLLOW UP YOUR CONCERNS
- ASK FOR FEEDBACK/PROGRESS ON CONCERNS RAISED
- COMMUNICATE & COOPERATE WITH YOUR LINE MANAGER & PEERS
- USE THE AHB INCIDENT REPORTING PROCEDURE
- USE THE AHB SAFETY, HEALTH & ENVIRONMENTAL OBSERVATION CARD'S AND/OR DROP BOXES
- TALK TO A REPRESENTATIVE OF EMPLOYEE SAFETY
- USE YOURVOICE@ABERDEEN-HARBOUR.CO.UK
- SHARE YOUR IDEAS ON HOW WE CAN CONTINUALLY IMPROVE

BUT DON'T LEAVE CONCERNS IN THE HOPE THAT SOMEONE ELSE WILL
REPORT THEM, HAVE YOUR SAY, FOLLOW YOUR GUT.

DYNAMIC RELEVANT RESPECTFUL PROFESSIONAL INCLUSIVE



RECEIPT ACKNOWLEDGEMENT V4

Port of Aberdeen Handbook

I acknowledge receipt of Port of Aberdeen Handbook V5 – Part 1 – Stakeholder Copy

Signature

Print Name.....

Organisation

Job Title

Date.....



I acknowledge receipt of Port of Aberdeen Handbook V5 – Part 2 – PoA Copy

Signature

Print Name

Organisation

Job Title

Date.....

Please return part 2 completed to: Port of Aberdeen,

Head of SHEQ, 16 Regent Quay, AB11 5SS

Or email to sheq@portofaberdeen.co.uk