

Chapter 5 Health, Safety & Environmental Policy Statement

This section describes the Health, Safety and the Environmental (HS&E) policy that should be followed at the new container terminal at Damietta Port. HS&E is dedicated to providing a Safe and Healthy Environment not Only for the Employees, but also the Customers, and to ensure the protection to the public and creating an environmentally friendly atmosphere. The HS & E policy will comply with IFC's occupational health and safety Guidelines. An occupational Health & Safety Plan will be developed that demonstrates compliance with IFC's Occupational Health & Safety Guidelines and includes training, use of personal protective equipment, and standard Operating Procedures.

At the new Container Terminal ,at Damietta Port the most valuable resources are the people and the vendors, who support the day to day activities.

The Health, Safety & Environmental Programs are aiming at reducing and controlling hazards, and minimizing the risk to the employees, and customers from accidents, injuries, and incidents. The objective is to reduce the customers loss or damage to their property, and the property of Damietta Port. The management will gain better control thru an effective HS&E Program, and Risk Management & Lost Control.

All personnel shall follow this program, This program is designed to ensure that all employees are promoting a Healthy and Safe Attitude towards their co-workers, and the customers. This HS & E program is designed to set goals, and place the responsibility on every employee, and management will be responsible and be held accountable for implementing this policy, and enforcing the rules as they apply.

DIP is truly sincere and very interested in the day to day Health, Safety, and Environment that the employees and customers are being exposed too. The policy of DIP is to provide safe equipment, tools, personal protective equipment, and most important of all is the required training to help prevent any **Unsafe Act or Unsafe Condition** during their scope of work. It is the responsibility of all employees and customers to follow the establish Health, Safety and Environmental rules set forth by DIP. We at DIP look at this Policy as a collective team effort.

HEALTH, SAFETY & ENVIRONMENTAL STATEMENT

This chapter deals in the areas of Health, Safety & Environmental concerns and issues for various phases, applications, policies, procedures, laws, regulations and the plan of action concerning any plan or unplanned measures that might be required in the event of an emergency situation in or around the near terminal . Our intention is to ensure that DIP's new container terminal will run parallel to the standard Damietta Port Authority (DPA), Emergency & HS & E Plan & Policy. Policies and procedures shall be in compliance with Damietta Port Authority, Host Nation (Egypt) and Intentional Laws and regulations.

5.1. HEALTH, SAFETY & ENVIRONMENTAL EDUCATION, AND TRAINING PROGRAM

DIP is fully committed to ensuring that all employees and customers are instructed in the Healthy and safe work practices, and to maintain an environmentally friendly sound port. Damietta Port will provide general training on policies and procedures to all employees, and specific training on equipment, whether manual or motorized, and electrical to the employees work situation.

5.1.1 Hazard Communication Program:

Is aimed at providing all employees with the useful tools of knowledge, thru training and how necessary it is to protect themselves and their co-workers from to use and work with Chemicals healthy and safely.

5.1.2 Training is required when:

- Upon Hiring
- Damietta Port believes additional site & task specific training is warranted
- An employee is given a new job or task assignment
- When a new substances, chemical or process, and equipment is introduced which may have a potential hazard associated with the employee's job?
- Damietta Port is made aware of a new hazard or a change in Policy or Procedures.

5.1.3 Training Subject Matter:

All employees training will consist of a new employee orientation. A copy of the employee handbook covering Rules, Policies, and Procedures in general. The Health, Safety and Environmental training provided to employees will include, but not be limited to those listed below:

- First Aid basic procedures
- Damietta Port Health, Safety & Environmental Policy
- Damietta Port Health, Safety & Environmental Program
- Proper procedures in reporting an Incident, Injuries, or Accident
- Hazard Communications
- What To Do, in the event of a Hazardous Material Spill & who should response
- Personal Protective Equipment (PPE) requirements
- Emergency Procedures
- General Housekeeping
- Job Specific Hazards
- Job Specific Certifications or Licensing requirements
- Report Prepared By:

5.2. EMERGENCY ACTION PLAN**5.2.1 Purpose:**

To establish a policy and procedure regarding DIP's management's and employee's response to various types of emergency situations. (i.e. Fire, earthquake, bomb threat, accidental spill or release and terrorist attack). The Emergency Action Plan will be coordinated with DPA to address hazards associated with adjoining facilities such as LNG terminal, etc.

5.2.2 Overview:

This procedure covers the following Issues:

- **Fire Reporting and Response**
- **Evacuation**
- **Bomb Threat**
- **First Aid**
- **Hazardous Materials Spill & Response**

5.2.3 Policy:

DIP has develop this plan and addresses emergency situations that may arise in terminal locations and which may threaten human health, and safety, and impact the environment, and cause damage to Damietta Port and the customers assets. Management is responsible for implementing the **Emergency Action Plans** (EAP) These Emergency Action Plans will meet the following objectives:

- Provide a means of notifying employees, customers, and local
- Authorities of an emergency situation.
- Provide for a safe and orderly method of evacuation of employees and customers from Damietta Port premises.
- Account for all employees, customers whom occupied Damietta Port premises at time of evacuation, should one occurs.
- Provide emergency first aid treatment or summon emergency medical assistances for injured individuals.
- Provide training and needed information to those employees responsible for taking action in the event of an emergency situation.

Please keep in mind, if there is an existing EAP for the pre-existing port, the new plan should be included should that it all covers similar situations, and is updated to the most recent revisions.

Signs as required by local ordinance, regulations, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations or other method so designated, and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, or when changes occur in the emergency action plans, and periodically (as set forth by DIP HS&E Dept.).Smoking is never allowed anywhere on the terminal premises during an emergency

5.2.4 Procedures:

Fire Reporting and Procedures: If a fire alarm or alert is sounded or a fire is reported by an employee or customer, regardless of the reason for the alarm or alert, or the severity of the fire, the following actions Shall be taken immediately:

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| DIP Senior Management | <ol style="list-style-type: none"> 1. Immediately notifies the Fire Department by dialing xxxxxxxx, or the local fire emergency number: xxxxxxxxxx. 2. Give DIP name, address, and the area of where the fire is located. Assign an employee to wait for and escort the fire department outside DIP and take them to the location of the fire. 3. Announces evacuation instructions over the public address (if it is available or other method) Example” Ladies & Gentlemen! DIP is being temporary closed. We request that you leave your area, and collect at the nearest collection Point marked. 4. A Fire Marshall or representative should take a head count to ensure that all employees or customers have evacuated from the immediate fire area |
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DIP Senior
Management

Note: When one or more employees are Unaccounted for, employees are not to re-enter the building to conduct a search. Notify the ranking fire or other emergency response official on scene and provide information of who might be still in the building.

5. Immediately after the fire, notify the DIP Senior management. Coordinate any salvage and repairs which might be require resuming operation.
6. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Department or until it becomes apparent that the fire cannot be controlled by fire extinguishers.

Employee

Note: Employees should never attempt to control a fire, which endangers their health or life. They should never place themselves against a wall or no point of exit.

2.4.2 Evacuation:

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Management

1. Telephone the local emergency agency (i.e. fire, police, hazardous material team etc.).
2. Makes the following announcement on public address (if available) Refer to # 2 in above. Make this announcement twice, and repeat it every minute, if needed.
3. Secures all cash, checks, and charge documents in safe if time permits.
4. Designate several safe areas or meeting point inside or outside of Damietta Port as a gathering point for all employees and customers. Take a head count of employees to insure all were safely evacuated.

Note: Employees are not to re-enter the building. Management will notify the fire or other emergency response officials on scene of a potential trapped person and their approximate location.

5. Dismiss all non-essential employees, or customers.

2.4.3 Bomb Threat:

When someone calls and says there is a bomb in a building or you notice a suspicious person leaving a package or running in a building, the following steps will be performed:

Employee/ Customer
(Receiving Threat)

Keeps the caller on the line as long as possible. Ask them to repeat the message.
Tries to write down every word spoken by the caller.
Ask the caller where the bomb is located and when it will go off.
Tells the caller that the building is occupied and detonation of a bomb could result in the death or injury to innocent people.
Pay particular attention to background noises, such as music playing engine noises horns etc.
Listen to the voice: Male, Female, voice quality or accents, and speech impediments etc.

When the caller hangs up, **DO Not Hang Up the Phone!**

Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Call the local Police or Fire Department to report the incident. Follow all recommendations and instructions provided by either department.

If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (If times permits) for any suspicious looking devices or packages. If one is found, **Do Not touch or move any suspicious device or package!** Follow the Evacuation Plan.

DIP Senior Management	Treat the injured individual using the supplies from First Aid Station, first aid kit. In the event an employee/customer is seriously injured and requires professional medical care, if possible drive the employees/ customer to your First Aid Station medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call ____).
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First Aid

If an employee, contractor or customer is injured, the initial responsibility of management is to provide the needed first aid, by a qualified first aid person or arrange for emergency medical response or professional medical care.

Hazardous Materials Spill:

Management will respond to accidental spills or release of hazardous substances when the substances can be absorbed, neutralized, or otherwise controlled at the time of the spill or release by an employee or customer in the immediate area or by a spill response team or qualified and trained individual. Management will contact the appropriate local authorities, such as Fire Department or Egypt EEAA.

IMPORTANT: Please ensure that All containers and Chemicals being stored are compatible with one another within the same area and Material Safety Data Sheets (MSDS) are readily on hand in the event of an Emergency.

5.3. CRANE & HOIST SAFETY

5.3.1 Purpose:

Many types of cranes, hoists, and rigging devices are used at the Company for lifting and moving materials. It is the DIP policy is to maintain a safe & healthy workplace for its employees; therefore, it cannot be overemphasized that only qualified and licensed individuals shall operate these devices.

The safety rules and guidance in this chapter apply to all operations at DIP that involve the use of cranes and hoists installed in or attached to buildings and to all Damietta Port employees, supplemental labor, and subcontractor personnel who use such devices.

5.3.2 Responsibilities:

Supervisors are responsible for:

- Ensuring that employees under their supervision receive the required training and are certified and licensed to operate the cranes and hoists in their areas.
- Providing training for prospective crane and hoist operators. This training must be conducted by a qualified, designated instructor who is a licensed crane and hoist operator and a full-time employee.
- Evaluating crane and hoist trainees using the Crane Safety Checklist and submitting the Qualification Request Form to the Safety Office to obtain the operator's license.
- Ensuring that hoisting equipment is inspected and tested monthly by a responsible individual and that rigging equipment is inspected annually.

Crane and Hoist Operators are responsible for:

- Operating hoisting equipment safely.

- Conducting functional tests prior to using the equipment.
- Selecting and using rigging equipment appropriately.
- Having a valid operator's license on their person while operating cranes or hoists.
- Participating in the medical certification program, as required.
- Equipment will not be operated within 10 feet of energized electrical transmission lines or distribution lines.
- Ensuring that a fire extinguisher, rated at least 10 BC, shall be located in the cab of the crane

Maintenance Department is responsible for:

- Performing annual maintenance and inspection of all DIP cranes and hoists that are not covered by a program with maintenance responsibility.
- Conducting periodic and special load tests of cranes and hoists.
- Maintaining written records of inspections and tests, and providing copies of all inspections and test results to facility managers and building coordinators who have cranes and hoists on file.
- Inspecting and load testing cranes and hoists following modification or extensive repairs (e.g., a replaced cable or hook, or structural modification.)
- Scheduling a non-destructive test and inspection for crane and hoist hooks at the time of the periodic load test, and testing and inspecting before use new replacement hooks and other hooks suspected of having been overloaded. The evaluation, inspection, and testing may include, but are not limited to visual, dye penetrant, and magnetic particle techniques referenced in ASME B30.10 (Hooks, Inspection and Testing.)
- Maintaining all manuals for cranes and hoists in a central file for reference.

Safety Department is responsible for:

- Conducting training for all Crane & Hoist Operators
- Issuing licenses to Crane and Hoist Operators
- Periodically verifying monthly test and inspection reports.
- Interpreting crane and hoist safety rules and standards.

5.3.3 Safe Operating Requirements:

All workers who use any DIP crane or hoist shall have an operator's license. The DIP Issues licenses for authorized employees who have been specifically trained in crane and hoist operations and equipment safety.

5.3.4 Crane and Hoist Operators

To be qualified as a Crane and Hoist Operator, the candidate shall have received hands-on training from a licensed, qualified crane and hoist operator designated by the candidate's supervisor. Upon successful completion of training, the licensed crane and hoist operator and the candidate's supervisor will fill out and sign the Qualification Request Form and Crane Safety Checklist and send them to the Safety Office for approval. The candidate will be issued a license upon approval by the HS&E Manager. Crane and Hoist Operators must renew their license every three years by satisfying the requirements described above.

5.3.5 General Safety Rules:

Operators shall comply with the following rules while operating the cranes and hoists:

- Do not engage in any practice that will divert your attention while operating the crane.
- Respond to signals only from the person who is directing the lift, or any appointed signal person. Obey a stop signal at all times, no matter who gives it.

Operators shall comply with the following rules (continued):

- Do not move a load over people. People shall not be placed in jeopardy by being under a suspended load. Also, do not work under a suspended load unless the load is supported by blocks, jacks, or a solid footing that will safely support the entire weight. Have a crane or hoist operator remain at the controls or lock open and tag the main electrical disconnect switch.
- Ensure that the rated load capacity of a crane's bridge, individual hoist, or any sling or fitting is not exceeded. Know the weight of the object being lifted or use a dynamometer or load cell to determine the weight.
- Check that all controls are in the OFF position before closing the main-line disconnect switch.
- If spring-loaded reels are provided to lift pendants clear off the work area, ease the pendant up into the stop to prevent damaging the wire.
- Avoid side pulls. These can cause the hoist rope to slip out of the drum groove, damaging the rope or destabilizing the crane or hoist.
- To prevent shock loading, avoid sudden stops or starts. Shock loading can occur when a suspended load is accelerated or decelerated, and can overload the crane or hoist. When completing an upward or downward motion, ease the load slowly to a stop.

5.3.6 Operation Rules:

3.6.1 Pre-operational Test

At the start of each work shift, operators shall do the following steps before making lifts with any crane or hoist:

- Test the upper-limit switch. Slowly raise the unloaded hook block until the limit switch trips.
- Visually inspect the hook, load lines, trolley, and bridge as much as possible from the operator's station; in most instances, this will be the floor of the building.
- If provided, test the lower-limit switch.
- Test all direction and speed controls for both bridge and trolley travel.
- Test all bridge and trolley limit switches, where provided, if operation will bring the equipment in close proximity to the limit switches.
- Test the pendant emergency stop.
- Test the hoist brake to verify there is no drift without a load.
- If provided, test the bridge movement alarm.
- Lock out and tag for repair any crane or hoist that fails any of the above tests.

5.3.7 Moving a Load

- Center the hook over the load to keep the cables from slipping out of the drum grooves and overlapping, and to prevent the load from swinging when it is lifted. Inspect the drum to verify that the cable is in the grooves.
- Use a tag line when loads must traverse long distances or must otherwise be controlled. manila rope may be used for tag lines.
- Plan and check the travel path to avoid personnel and obstructions.
- Lift the load only high enough to clear the tallest obstruction in the travel path.

- Start and stop slowly.
- Land the load when the move is finished. Choose a safe landing.
- Never leave suspended loads unattended. In an emergency where the crane or hoist has become inoperative, if a load must be left suspended, barricade and post signs in the surrounding area, under the load, and on all four sides. Lock open and tag the crane or hoist's main electrical disconnect switch.

5.3.8 Parking a Crane or Hoist

- Remove all slings and accessories from the hook. Return the rigging device to the designated storage racks.
- Raise the hook at least 2.1 m (7 ft) above the floor.
- Store the pendant away from aisles and work areas, or raise it at least 2.1 m (7 ft) above the floor.
- Place the emergency stop switch (or push button) in the OFF position.

5.3.9 Rigging:

General Rigging Safety Requirements

- Only select rigging equipment that is in good condition. All rigging equipment shall be
- Inspected annually; defective equipment is to be removed from service and destroyed
- To prevent inadvertent reuse. The load capacity limits shall be stamped or affixed to
- All rigging components.

Damietta Port policy requires a minimum safety factor of 5 to be maintained for wire rope slings. The following types of slings shall be rejected or destroyed:

- Nylon slings with
- Abnormal wear.
- Torn stitching.
- Broken or cut fibers.
- Discoloration or deterioration.

The following types of slings shall be rejected or destroyed (continued):

- Wire-rope slings with
 - Kinking, crushing, bird-caging, or other distortions.
 - Evidence of heat damage.
 - Cracks, deformation, or worn end attachments.
 - Six randomly broken wires in a single rope lay.
 - Three broken wires in one strand of rope.
 - Hooks opened more than 15% at the throat.
 - Hooks twisted sideways more than 10deg. from the plane of the unbent hook.

Alloy steel chain slings with

- Cracked, bent, or elongated links or components.
- Cracked hooks.
- Shackles, eye bolts, turnbuckles, or other components that are damaged or deformed.

5.3.10 Rigging a Load

Do the following when rigging a load:

- Determine the weight of the load. Do not guess.
- Determine the proper size for slings and components.
- Do not use manila rope for rigging.
- Make sure that shackle pins and shouldered eye bolts are installed in accordance with the manufacturer's recommendations.
- Make sure that ordinary (shoulder less) eye bolts are threaded in at least 1.5 times the bolt diameter.
- Use safety hoist rings (swivel eyes) as a preferred substitute for eye bolts wherever possible.
- Pad sharp edges to protect slings. Remember that machinery foundations or angle-iron edges may not feel sharp to the touch but could cut into rigging when under several tons of load. Wood, tire rubber, or other pliable materials may be suitable for padding.
- Do not use slings, eye bolts, shackles, or hooks that have been cut, welded, or brazed.
- Install wire-rope clips with the base only on the live end and the U-bolt only on the dead end. Follow the manufacturer's recommendations for the spacing for each specific wire size.
- Determine the center of gravity and balance the load before moving it.
- Initially lift the load only a few inches to test the rigging and balance.

5.3.11 Crane Overloading:

- Cranes or hoists shall not be loaded beyond their rated capacity for normal operations.
- Any crane or hoist suspected of having been overloaded shall be removed from service
- By locking open and tagging the main disconnect switch. Additionally, overloaded
- Cranes shall be inspected, repaired, load tested, and approved for use before being
- Returned to service.

5.3.12 Working at Heights on Cranes or Hoists:

- Anyone conducting maintenance or repair on cranes or hoists at heights greater than 1.8 m (6 ft) shall use fall protection. Fall protection should also be considered for heights less than 1.8 m. fall protection includes safety harnesses that are fitted with
- A lifeline and securely attached to a structural member of the crane or building or properly secured safety nets.
- Use of a crane as a work platform should only be considered when conventional means of reaching an elevated worksite are hazardous or not possible. Workers shall not ride a moving bridge crane without an approval from the Safety Office, which shall specify the following as a minimum?
- Personnel shall not board any bridge crane unless the main disconnect switch is locked and tagged open.
- Personnel shall not use bridge cranes without a permanent platform (catwalk) as work platforms. Bridge catwalks shall have a permanent ladder access.
- Personnel shall ride seated on the floor of a permanent platform with approved safety handrails, wear safety harnesses attached to designated anchors, and be in clear view of the crane operator at all times.

- Operators shall lock and tag open the main (or power) disconnect switch on the bridge catwalk when the crane is parked.

5.3.13 Hand Signals

Signals to the operator shall be in accordance with the standard hand signals unless voice communications equipment (telephone, radio, or equivalent) is used. Signals shall be discernible or audible at all times. Some special operations may require addition to or modification of the basic signals. For all such cases, these special signals shall be agreed upon and thoroughly understood by both the person giving the signals and the operator, and shall not be in conflict with the standard signals.

5.3.14 Inspection, Maintenance, and Testing:

All tests and inspections shall be conducted in accordance with the manufacturer's recommendations.

Monthly Tests and Inspections

- All in-service cranes and hoists shall be inspected monthly and the results documented on the Company's Crane and Hoist Inspection Form
- Defective cranes and hoists shall be locked and tagged "out of service" until all defects are corrected. The inspector shall initiate corrective action by notifying the facility manager or building coordinator.

Annual Inspections

The Maintenance Department shall schedule and supervise (or perform) annual preventive maintenance (PM) and annual inspections of all cranes and hoists. The annual PM and inspection shall cover

- Hoisting and lowering mechanisms.
- Trolley travel or monorail travel
- Bridge travel.
- Limit switches and locking and safety devices.
- Structural members.
- Bolts or rivets.
- Sheaves and drums.
- Parts such as pins, bearings, shafts, gears, rollers, locking devices, and clamping devices.
- Brake system parts, linings, pawls, and ratchets.
- Load, wind, and other indicators over their full range.
- Gasoline, diesel, electric, or other power plants.
- Chain-drive sprockets.
- Crane and hoist hooks.
- Electrical apparatus such as controller contractors, limit switches, and push button stations.
- Wire rope.
- Hoist chains.

5.3.15 Load Testing:

- Newly installed cranes and hoists shall be load tested at 125% of the rated capacity by designated personnel.
- Slings shall have appropriate test data when purchased. It is the responsibility of the purchaser to ensure that the appropriate test data are obtained and maintained.
- Re-rated cranes and hoists shall be load tested to 125% of the new capacity if the new rating is greater than the previous rated capacity.
- Fixed cranes or hoists that have had major modifications or repair shall be load tested to 125% of the rated capacity.
- Cranes and hoists that have been overloaded shall be inspected prior to being returned to service.
- Personnel platforms, baskets, and rigging suspended from a crane or hoist hook shall be load tested initially, then re-tested annually thereafter or at each new job site.
- All cranes and hoists with a capacity greater than 2722 kg (3 tons) should be load tested every four years to 125% of the rated capacity. Cranes and hoists with a lesser capacity should be load tested every eight years to 125% of the rated capacity.
- All mobile hoists shall be load tested at intervals to be determined by [MOI].

5.3.16 Records:

The Maintenance Department shall maintain records & copies of licenses for all cranes, hoist and rigging equipment.

5. 4. SHIP / SHORE SAFETY**5.4.1 Container Terminal Operations*****5.4.1.1 Control of container operations***

1. The access of vehicles and pedestrians into container handling areas should be strictly controlled.
2. No passengers in visiting container vehicles should be permitted to enter a container-handling area. Passengers should await the return of the vehicle from the container handling area in a suitable waiting room.
3. All persons permitted to enter a container-handling area should be informed of the procedures they should follow while they are in that area. This may be done by signs, or by providing leaflets or copies of the relevant terminal procedures which they should follow. Different instructions will be relevant to different groups of people, such as terminal workers, drivers of visiting container vehicles, drivers of private vehicles, pedestrians and the crews of ships at berths in the terminal.
4. Instructions to drivers of container vehicles should specify where and when twist locks securing containers to vehicles should be released or locked.
5. All containers arriving at a terminal by road should be inspected for damage or tampering that could affect their safe handling. If a container is found to be unsafe, appropriate action should be taken.
6. The gross weight of all loaded containers should be known before they are lifted. Containers exceeding the maximum allowable weight of the container or the capacity of the relevant container-handling equipment should not be lifted.

7. The number of road vehicles permitted to enter straddle carrier and rail-mounted gantry crane (RMG) exchange area at one time should be limited in order to reduce congestion.
8. Access to container-handling areas by pedestrians should be prohibited so far as is practicable. Any access that is permitted should be restricted to clearly designated walkways or under specific supervision.
9. No private cars should be permitted to enter container-stacking areas. Any private cars that are permitted to enter quayside areas should be required to keep to specified vehicle routes. They should not be permitted to enter a quayside area while containers are being loaded or unloaded from a ship. Where appropriate, a minibus or other suitable terminal vehicle should be provided to carry ships' visitors, ships' crews and other persons engaged in operations to or from such areas.
10. All container terminal vehicles should be fitted with a flashing yellow warning light.
11. Containers should only be moved within the container terminal on vehicles that are suitable for the purpose.
12. All vehicles that have to be driven in a container handling area while they are carrying containers that are not secured to them should be driven at an appropriate slow speed. Care should be taken to avoid heavy braking and sharp cornering.

5.4.2 Straddle carrier exchange operations

1. A straddle carrier exchange grid should only be used for loading and unloading freight containers from road vehicles. Grids should not be used as general waiting areas for road vehicles. Vehicles that need to wait for significant periods should be redirected to appropriate parking facilities.
2. Wherever possible, the grids should be operated with a one-way flow of traffic for road vehicles.
3. Where it is necessary for a road vehicle to reverse into a slot on a grid, there should be ample space for the maneuver to be carried out safely. Straddle carriers should only approach the slot from the opposite direction.
4. Reversing movements by road vehicles should not be permitted for any other purpose.
5. The entry of road vehicles to grid slots for loading or unloading should be controlled so that only one vehicle is in a slot at any one time.
6. Twist locks and other container-securing devices should be released and locked in a designated safe place that should be clear of straddle carrier exchange grids.
7. The road vehicle driver should leave the cab of the vehicle and stand in a clearly marked area before the approach of a straddle carrier. This area should be forward of the cab of the vehicle, a safe distance from the vehicle and visible to the straddle carrier operator. The road vehicle driver should remain in the marked area throughout the loading or unloading operation. The driver should not return to the cab until the straddle carrier has left the grid.
8. A straddle carrier should only approach a road vehicle in order to load or unload it from the rear of the vehicle and should also leave the vehicle to its rear.
9. Any oversize container or problem container that cannot be handled safely at the grid should be moved to a suitable designated area where it can be dealt with safely.

5.4.3 Rail-Mounted Gantry crane exchange operations

1. Twist locks securing a container to a road vehicle should only be released or locked in a designated safe place. Where practicable, this should be separate from the place where the vehicle is loaded or unloaded. Particular care should be taken to ensure that all twist locks securing a container that is to be lifted are fully disengaged.
2. Drivers of road vehicles should not stop on the marked runways of RMGs

3. Drivers of road vehicles should remain in the cabs of their vehicles at all times when in an RMG operated container-stacking area, unless specifically instructed otherwise.
4. When drivers of road vehicles have to be instructed to leave the cabs of their vehicles while in an RMG operated container-stacking area, they should only do so in accordance with a safe system of work. It is essential that where there is an overhead hazard the driver always wears a safety helmet and high-visibility clothing, and is visible to the RMG operator at all such times.
5. The driver of a road vehicle who needs to enter the ground cab of an RMG should only do so while the gantry is stationary. No more than one driver should be in the cab at any one time.
6. RMG operators should ensure that a road vehicle at which they are to work is stationary and that the cab of the vehicle is not under the intended lift.
7. Whenever practicable, containers should be transferred to or from a road vehicle to the side of the vehicle and not from the rear.
8. Visual and audible warnings of the movement of RMGs should be given. Particular care should be taken if it is necessary to carry out "blind side" container exchange operations at the opposite end of the gantry to the operator's cab.

5.4.4 Entry to stacking areas

1. Entry into container-stacking areas should be restricted to authorized terminal vehicles that are fitted with flashing yellow lights and to authorized road container vehicles in RMG stacking areas.
2. No person should be allowed to enter a container stacking area on foot other than by a clearly delineated walkway that does not cross a container traffic route. If a crossing of such a traffic route is found to be necessary, the crossing should be clearly marked and signed.
3. Work on foot in a container-stacking area should be done only with the express permission of Control. Permission should be given only after the relevant area has been isolated and Control has issued a permit to enter, and only for work that takes into account the characteristics of the terminal and the work to be carried out.
4. A visual signal, such as a token or light on the control desk, should be used to remind the controller that an area has been temporarily isolated.
5. The permit to enter and to work in a specified area should be issued only by an authorized control officer who is satisfied that:
 - All drivers of vehicles and plant operators in the container-handling area have been notified of the closure of the relevant area and have acknowledged the instruction.
 - Each vehicle should have a board in the cab upon which the driver should enter a clear indication of the block that has been isolated;
 - The relevant area has been clearly signed to prevent entry by other vehicles;
 - The person or persons to enter the area are wearing high visibility clothing in accordance with terminal rules;
 - The person to enter, or the person in charge of the group if there is more than one person, has been issued with a two-way radio and is familiar with its use;
 - The person or persons to enter the area have been fully instructed on the operations to be carried out, the procedures to be followed and the precautions to be taken.
6. The area to be isolated should include a suitable buffer zone between the location of the work and any active area. In a container-stacking area that is operated by straddle carriers, there should be at least one clear lane between the lane in which work is to be carried out and any active lane.

7. The particulars to be included in the permit to work should include:
 - The name(s) of the person(s) wishing to enter;
 - The work to be performed;
 - time of entry;
 - Any specific instructions;
 - An instruction not to leave the area until Control has been notified by radio and permission to do so has been received.
8. Control should ensure that any additional operators who enter the container-handling area, or relieve operators already in it at change of shift, are informed of the position of the isolated block.
9. The permit to work should be returned to Control once the work has been completed and permission to return has been received.
10. The permit should not be transferred if the work is not completed at the end of a shift or for other reasons, and needs to be continued by others. A new permit should be issued in such cases.
11. Control should check the return of the permit for cancellation. If it has not been returned after a reasonable time, steps should be taken to find out why and, if necessary, the whereabouts of the missing person(s).

5.4.5 Emergency procedures

1. In an emergency, such as an accident or fire, Control should send a clear signal or instruction by radio or some other immediately recognized means. On hearing the emergency signal or instruction, all vehicles should immediately stop in a safe manner and remain stationary until instructed to do otherwise. When stopping, drivers and operators should bear in mind the need to leave clear access for emergency services and other rescue personnel and equipment.
2. Whenever possible, unserviceable vehicles, plant and equipment should not be repaired in an operational container-handling area. If it is necessary to do so, for example to enable them to be removed, the area should be isolated.
3. Unserviceable vehicles, plant and equipment should be clearly and appropriately marked to ensure that they are not used.

5.4.6 Container-stacking areas

1. The ground of all container-stacking areas should be maintained in a sound and level condition.
2. Every slot in a container-stacking area should be able to be readily identified. This may be done by the identification of blocks and rows on the ground or by other markings.
3. The tracks of RMGs that service blocks of containers should be clearly marked and kept clear at all times.
4. Dangerous goods should only be kept in the stacking area in accordance with national legal requirements and terminal rules.
5. Containers in stacks should all be of the same length to ensure that the lower corner fittings of a container above the bottom tier rest directly on the top corner fittings of the container below. Non-standard-length containers may be stacked on standard containers, provided that their corner fittings are located in the same positions.
6. Containers should not be stacked more than one high within 6 m of a building where there is a risk to persons in the building if a container is mishandled or subjected to high winds.
7. Consideration should be given to the possible effects of high winds on container stacks. This may include the orientation of containers in line with prevailing winds.

8. The ends of rows in stacks serviced by straddle carriers should be stepped down, where this is practicable, in order to improve the visibility of straddle carriers emerging from the stack.
9. Whenever practicable, tank containers should only be stacked one high. When it is necessary to stack tank containers more than one high, it is recommended that stacking cones be used, in view of the differences of tank container frame designs. Tank containers carrying highly volatile substances should not be stacked above the pressure relief valves of highly volatile flammable substances.
10. Any person seen on foot in a container-stacking area, other than in an area that has been isolated, should be reported to Control immediately. Control should isolate the area until the pedestrian has been removed.
11. A conspicuous metal plate with a long handle may be inserted into a top corner fitting of a refrigerated container connected to the electrical supply in order to prevent it from being lifted while still connected

5.4.7 Container handling and lifting

1. Containers exceeding the maximum gross weight on their safety approval plate or the capacity of the handling equipment should not be handled.
2. Containers should be handled and lifted in accordance with relevant international standards. Table 1 of ISO 3874 *Series 1 freight containers – Handling and securing* illustrates the nine specified methods of lifting. It should be noted that all methods have their limitations and many are not allowed for specified loaded containers.
3. Loaded containers should generally be lifted by container cranes vertically from their four top corner fittings with the aid of a purpose-designed spreader.
4. Empty containers may be lifted with the aid of a four legged sling assembly. The assembly may incorporate a chandelier spreader. The sling legs should be long enough to give a safe angle of not more than 90° between them at the crane hook. This angle should never be exceeded. Sling hooks inserted into corner castings should face outwards.
5. Containers carrying over-height loads may be lifted from the bottom corner fittings or with the aid of special purpose-designed over-height frames.
6. The design of spreaders for twin lift operations should take into account the potential total gross weight of the two containers and possible asymmetrical loading of cargo inside them.
7. Containers should only be handled by other methods after careful evaluation of the equipment to be used and the methods of operation proposed.
8. Containers should only be handled by forklifts or goosenecks if they are fitted with forklift pockets or gooseneck tunnels, in accordance with ISO 1496, and provided that these are maintained in good condition. Tank containers should never be handled by forklifts.
9. Operators should drive at an appropriate safe speed. Speed should be reduced for cornering
10. In order to maximize its stability, container-handling plant traveling with a container should carry it as low as is practicable to ensure adequate clearance of obstacles

11. RMGs lifting a container from a road vehicle whose operator is required to stay in the cab should lift the container slowly until it is seen to be clear of the vehicle.
12. Special precautions should be taken when it is necessary to handle damaged containers. Damaged containers should be withdrawn from service unless they are safe to continue to their destination for unloading or to a repair depot.
13. Hatch covers that are landed during loading or unloading operations should be clearly visible and not obstruct traffic routes. All relevant traffic vehicles and personnel should be alerted when hatch covers are landed.
14. The insertion of twist locks into or removal of twist locks from corner fittings of containers on the quayside should be carried out in accordance with a safe system of work that protects workers from the hazards of container handling vehicles. Possible methods include carrying out the operations on platforms on the sill beams of container cranes and the use of protected workstations on the quay.
15. Twist lock bins should not obstruct traffic routes on the quayside. However, they may be used to protect workers from traffic while twist locks are inserted on the quay.

5.4.8 Changing spreader frames

1. When a spreader frame is changed:
 - The work should be carried out by trained personnel;
 - All electrical power circuits to the frame should be isolated before the plug is removed;
 - The hoist wires on the crane should be fully slackened off before the frame disconnected;
 - The electrical plug should be stored in the dummy stowage after removal, and should not be allowed to become damp;
 - Frames should be securely stowed on trailers to enable them to be removed from operational areas;
 - When a frame is attached, it is essential to ensure that the control switches in the cab corresponds to the position on the frame.
2. If it is necessary to change a spreader frame on a crane or other container-handling appliance in a container handling area, the area around the operation should be isolated.
3. Suitable arrangements should be made for storage of spreader frames that are not in use in a safe place that does not obstruct traffic routes. This may be on ready-use trailers.
4. Where necessary, spreader frames that are not in use should be protected by barriers and warning signs.
5. Painting spreader frames in bright colors helps to ensure that they are highly visible when kept on a quay.

5.4.9 Access to tops of containers

1. Safe means of access, such as steps, a portable ladder, a mobile elevating work platform or an access cage, should be provided if access to the top of a container is necessary. Workers should never climb up the door fittings of a container.
2. Portable ladders should not be used for access to containers stacked more than two high unless no safer means of access is reasonably practicable.

3. The surrounding area should be isolated if access is necessary to the top of a container in a container-stacking area.
4. Port workers who have to work on top of containers should be prevented from falling off them. Whenever possible, the work should be carried out from a mobile elevating work platform or an access cage. If this equipment is not available, fall arrest equipment should be worn.

5.4.10 Customs inspections

1. Containers should not normally be opened for customs examinations in stacks in container parks. If it is necessary to open a container in a stack, the area should be isolated.
2. Containers to be opened for customs examination should be taken to a separate secure area with safe means of access into the container.

5.4.11 Stripping of containers and other cargo transport units

1. Lift trucks used for stripping a container or other cargo transport unit should be suitable for the purpose, with a short mast and low overhead guard for the operator. To prevent build-up of dangerous exhaust gases, only liquefied petroleum gas (LPG)-fuelled or electric trucks should be used. Lift trucks should not impose excessive point loads on the floors of containers. Container floors are generally designed to withstand the wheel pressure of a lift truck with a lifting capacity of 2.5 tonnes. Lift trucks with small metal wheels on the outer end of forks should not be used, as they can subject floors to high-point loadings.
2. If containers or other cargo transport units are stripped while on a trailer, care should be taken to ensure that the trailer cannot move or tip up during the operation. Brakes should be securely applied, wheels should be chocked and the front end of the unit adequately supported. Where necessary, a ramp or bridge piece should be provided.

5.4.12 General cargo operations

1. General cargo operations should be planned so as to minimize the necessity for port workers and vehicles to work in the same area.
2. Where practicable, walkways that have to pass through cargo-handling areas should be located at the edges of the areas, rather than passing through the middle of them.
3. All port workers carrying out general cargo-handling operations should be provided with and should wear high-visibility overalls or other outer garments, safety footwear, safety helmets and gloves, when necessary. They should also wear any other items of personal protective equipment that may be necessary for carrying out particular operations.
4. When objects are lifted with jacks, the jacks should be:
 - constructed so that they will remain supported in any position and cannot be lowered accidentally;
 - set on solid footings;
 - centred properly for the lifts;
 - placed so that they can be operated without obstruction.
5. If cargo platforms are used, they should be:
 - constructed of robust material;
 - sufficiently large to receive the cargo and ensure the safety of persons working on them;

- Not overloaded.
6. Hatch covers should not be used in the construction of cargo platforms.
 7. Where heavy objects, such as loaded drums or tanks, are handled up or down an incline, their movement should be controlled by ropes or other tackle as well as chocks or wedges. Port workers should not stand on the downhill side of the load.
 8. Drums, casks and similar cylindrical cargo that can be rolled should be kept under control at all times. They should be pushed with the hands flat on the circumference of the drum and well in from the ends in order to prevent possible trapping. Wooden casks or barrels should be pushed on their hoops.
 9. The method of stacking or storage of cargo should be determined in the light of the:
 - cargo-handling equipment that is available;
 - Location and size of space those are available;
 - Length of time that cargo will be kept in that location;
 - Next operation.
 10. Dunnage should be used as appropriate under goods that are to be loaded or unloaded by lift trucks or other lifting devices.
 11. Dunnage should be of sufficient size to allow for forks, other lifting devices or slings to be inserted or removed easily.
 12. Stacks of goods should be broken down systematically from the top tier in order to ensure that the stability of the stack is maintained.
 13. Where appropriate, cargo should be kept on pallets.
 14. Long thin cargo, other than timber, should be kept in racks.
 15. Due consideration should be given to the need to maintain the stability of racking when goods are loaded and unloaded from it. Goods should never be balanced on the edge of racking. This may lead to the overturning of racking, particularly if the lower levels of racking are empty or lightly loaded and the centre of gravity of the loaded rack is above that level.
 16. Cargo placed at a quay edge should be positioned so that there is a clear space of not less than 1.5 m between any part of the stack and the quay edge. If this is not practicable, the cargo should be placed in such a way that there is not enough room for a person to squeeze between the stack and the quay edge.

5.4.13 Roll-on-roll-off (RoRo) operations

1. Any necessary checks on RoRo vehicles and their cargo should be carried out at the access gate or other suitable place.
2. Particular attention should be paid to any couplings between vehicles to ensure that they will not become uncoupled on a ship's ramp. Particular attention should be paid to vehicles towing caravans, which should always use proper ball hitches and trailers. Goosenecks on tractors are liable to become disconnected from a trailer at the ends of a ramp if the slope is too great. Additional side safety chains or other fastenings should be used where necessary except when heavily loaded roll trailers are being stowed
3. Checks on the declaration and placarding, marking and signing of dangerous goods should be carried out in accordance with national & International legal requirements.
4. Abnormal loads may need to be escorted directly to or from the ship or a suitable waiting area.
5. Ro-Ro traffic should be appropriately controlled at all times. All traffic marshals should wear high-visibility clothing. Speed limits should be enforced.
6. Parking on RoRo traffic access routes should be prohibited except in suitable designated areas. Vehicles carrying dangerous goods in such areas should be segregated as necessary.

7. Adjustments of loads on vehicles and the sheeting and unsheathing of loads on vehicles should only be permitted in clearly indicated designated areas.
8. Trailer legs should be lowered to the ground before trailers are uncoupled. It is important to ensure that the trailer parking brakes have been properly applied and the front of the trailer left high enough to permit another vehicle to couple to it.
9. The shore approaches to ramps of RoRo ships should be kept clear at all times.

5.4.14 Container ships operations

1. Containers stowed in open hatches that are secured by the cell guides do not need further securing arrangements.
2. Containers carried by ships that do not have cell guides should be secured by lashings, bars, etc., both in the hold and on deck.
3. All lashing gear is provided by the ship and is ship's equipment. Fully manually operated twist locks are now tending to be replaced by semi-automatic twist locks (SATLs). On loading, SATLs may be placed in position on the underside of the container on the quay. When the crane lowers the container into position, the SATLs automatically lock into position. On discharge, the SATLs have to be unlocked with the aid of a long pole. Such poles can only be used from deck level to unlock up to four containers high because of their length and weight.
4. The operators of container quay cranes should be positioned in such a way that they can see directly down onto the cargo and the crane, and thus lock on to individual containers and lift them without other persons being involved.
5. The need for working on top of containers should be eliminated or reduced by the use of:
 - hatch less ship that eliminates it;
 - SATLs that reduce the need but do not eliminate it completely;
 - A combination of lashing platforms and SATLs restricting it further;
 - Fully automatic twist locks.
6. When a jib crane or derrick is used for discharging/ loading, there may be a need to steady the load when a container is being lifted or lowered, or a spreader is lowered onto a container.
7. When it is necessary to use over-height frames to lift open-topped containers:
 - The over-height frame should be marked with its weight and safe working load;
 - A physical check that twist locks have turned and are engaged should be made before lifting;
 - Where necessary, care should be taken to ensure that the twist lock operating ropes do not catch on fixed objects while the frame is in use;
 - Frames should be securely stowed on trailers when not in use.
8. When container cranes are used to lift loads other than freight containers, it should be ensured that:
 - The equipment and methods are adequate and safe;
 - The manufacturer's recommendations are followed if the crane's heavy lift hook is used;
 - Lifting frames are not asymmetrically loaded beyond the manufacturers recommendations;
 - Only tested and marked lifting points on the main frame or other frames are used.

9. Further general guidance on safe work on container ships is contained in the ICHCA International Ltd. Safe working on container ships, International Safety Panel Briefing Pamphlet No. 8.

5.4.15 Deck working

1. Damietta Port should ensure that safe access is provided by the ship to any place on the ship where stevedores have to work and that the place of work is safe.
2. The placing and removal of lashing equipment on the ends of containers should be carried out in the athwart ship gaps between containers stow.
3. The space provided between the containers stows for port workers to carry out such work should provide:
 - A firm and level working surface;
 - A working area, excluding lashings in place, preferably of 1 m and not less than 750 mm wide to allow clear sight of twist lock handles and the manipulation of lashing gear;
 - Sufficient space to permit the lashing gear and other equipment to be stowed without causing a tripping hazard.

5.4.16 Container top working

1. When work on container tops cannot be avoided, safe means of access to them should be provided.
2. When a cage or platform is used for access:
 - At least two persons should travel in the cage or platform, one of whom should have a radio in direct contact with the crane operator;
 - The crane operator should only take directions from that person;
 - The secondary means of attachment to the spreader should be connected;
 - All parts of the body, particularly the hands and head, should be kept inside the cage or platform at all times.

Port workers should never climb up the ends of containers. When this involves loading or discharging by jib crane, an additional reason for being on the top layer of the containers may be to steady the load as it is positioned or removed. In these circumstances, a safe system of work should be developed to ensure that port workers have safe access.

When work has to be undertaken on container tops, precautions should be taken to ensure the safety of port workers. Suitable fall prevention or fall arrest systems of work should be devised and used in order to eliminate or control the risk of falling from the container stow. Fall prevention systems include working from inside a cage used for access, or secured to a short lanyard that prevents falls from open sides of containers.

Other systems or methods may be used in connection with container top working, provided that they ensure the safety of port workers at all times.

Work on top of containers should cease in high-wind conditions

Similar precautions should be taken to ensure the safety of port workers who have to go onto the tops of containers on the deck or in the hold of combi ships, where freight containers are stowed and lashed.

Further guidance on safe working on tops of containers is in the ICHCA International Ltd. Container top safety, lashing and other related matters, International Safety Panel Research Paper No. 4.

5.4.17 Ro-Ro ships

General requirements

Ro-Ro ships are equipped with a variety of cargo access equipment, e.g. ship/shore ramps, bow/stern/side doors, internal ramps and cargo lifts. This equipment is normally operated by the ship's crew.

The main operations in a RoRo hold are the marshalling of vehicles and lashing them to the deck for the voyage. In a RoRo ship, cargo such as paper reels is brought into the hold on roll trailers. It is then taken off the trailer by lift truck and placed into a stow in the hold area.

In each of these operations, mechanical appliances are widely used and are usually driven and operated by port workers, who may also marshal vehicles and lash/unlash vehicles to the deck.

The principal hazards for port workers working in RoRo holds are associated with vehicle movements. Vehicles moving in a confined space represent a risk of person/ machine contact and vehicle exhaust fumes can affect health. Lashing operations can also present a risk. Port workers should also be aware of any cargo-access equipment in the area where they are working and know how it operates.

Audible and visual warnings should be given before any cargo-access equipment is operated. Port workers should be alert for such indications.

The slope of an internal ramp should not exceed 1 in 10.

All port workers on RoRo ships should wear high-visibility clothing.

5.4.18 Vehicle movements

All movement of vehicles on board RoRo ships should be effectively and continuously controlled.

Only authorized persons should be allowed on any vehicle deck while vehicle movements are taking place.

Drivers should comply with the relevant speed limits on ramps and vehicle decks at all times.

These may be lower than those on the quay. Signs indicating the speed limit should be clearly displayed in prominent positions both on the quay and on the ship.

All large vehicles and trailers being reversed or maneuvered into stowage positions on deck should do so under the direction of a signalman. Signalmen should satisfy themselves that no person is in a position of danger, particularly in any trapping area behind a reversing vehicle. Drivers should not move their load/vehicle unless a signalmen so directs. Drivers should immediately stop their vehicles at any time the signalman is not within their field of vision.

While loading and unloading is taking place, the area should be kept clear, so far as is practicable, of dunnage, loose wires, unused vehicles, securing gear and other extraneous equipment or material.

5.4.19 Vehicle lashing operations

1. The wearing of bump caps by port workers lashing vehicles may be more appropriate than safety helmets owing to the restricted working positions.
2. Port workers carrying out lashing operations should work in pairs, each worker always remaining in sight of the other.
3. Great care should be taken when vehicles are moving, especially when the system requires vehicles to reverse into place. In particular, it is essential to ensure that:
 - Large vehicles are always controlled by a signaler when reversing.

- Port workers do not position themselves at the back of a vehicle when vehicle loading operations are taking place in that row.
4. Port workers should release lashings warily, as vessel and vehicle movement during the voyage may have made them excessively taut.

5.5. EMPLOYEE & CONTRACTORS SAFETY RULES

It is nearly impossible to list or include every safety rule for all the possible task and assignments while working at DIP Container Terminal. But the following rules have been provided to help avoid any potential hazards, which may cause an injury, or incident while performing some of the most common task or assignments that you may required to perform. As an employee you are require to read, understand, and where it is needed seek clarification, and most IMPORTANTLY follow these rules provided to you, DIP, finds it important to take the time to list them, and provide in this booklet, we ask you to ask your supervisor for additional information to better ensure you are working Safely. Please keep in mind these rules are not All inconclusive, using Good Common Sense is the best way to be a Healthy and Safe employee. Failure to follow these safety rules and or safe work practices will result in disciplinary action, up to and including termination of job.

5.5.1 GENERAL SAFETY RULES:

1. Read and follow the safety notices and other information, you receive and are posted.
2. Observe and follow All safety instructions, signs, posted speed limits, traffic signs and operation procedures.
3. Beware of blind spots and pedestrian walkways.
4. Always when possible help your fellow co-worker when ask for assistances or when needed to ensure your and theirs safety.
5. Never participate in "Horseplay "Horseplay that results in injury is often not covered by workers insurance.
6. If you spill something, you clean it up, if you see a spill report it immediately to your supervisor.
7. Report All Unsafe Acts & Unsafe Conditions, Hazards, or equipment immediately to your supervisor. Ensure that other employees are made aware of the problem, so that they may avoid using or being involve in an injury or incident.
8. Wear All required Personal Protective Equipment (PPE) and follow posted warning signs to help reduce any potential injury while performing your task or assignment.
9. Never stand on a chair, furniture or any unapproved device, use an approve ladder or step stool, or scaffold prescribed to perform that specific task or assignment.
10. Never use or be in possession of any intoxicating beverages or controlled drugs before, and during work.
11. Prescription drugs which may impair your senses and ability to operate equipment must have your Doctors approval prior to working.
12. Never operate Any piece of equipment unless you are Qualified, Certified and authorized to do so.
13. Material Safety Data Sheets (MSDS) should be requested and available for any shipment which has any Hazardous Materials in any container.
14. A central location should be provided for MSDS's and kept current. All employees should be made aware of this location, and be informed of any potentially hazardous chemical or substances.

15. If anyone is overcome or exposed to any chemical, a copy of the MSDS should accompany the injured employee to a medical facility.
16. Inform your supervisor of any injury you sustain regardless of its nature and extent.
17. Ask questions to remove doubt about the safe way to perform a job task or assignment.
18. Do Not alter or attempt to repair safety equipment.
19. Do Not use substitutes, or improvise, without consulting your supervisor.
20. Do Not attempt shortcut method, first discuss with your supervisor.
21. Do Not use defective equipment, and tools; report them to your supervisor immediately, mark it or tag it out of service.
22. Do Not overload equipment; follow the prescribed lifting weight capacity. Check the capacity rating tag or plate.
23. If you have any visitors or contractors in a PPE designated area, they are required to wear the PPE (i.e. hard hat, steel toes, Ear plug, and Safety glasses etc.).
24. Always use seatbelts when operating any vehicles.
25. Do Not wear any metal objects, such as rings, metal wristbands, metal rim glasses, chains etc. when working on energized electrical circuits, batteries, and equipment.
26. All flammables will be stored in approved flammable storage cabinets.
27. Ensure All electrical power cords are in good working condition (insulation not broken or plugs missing).
28. Any employee or contractor engage in climbing operations on crane towers, poles etc. shall wear fall protection equipment properly.
29. Do Not perform any maintenance or repair work on machinery or equipment that can release energy until the Lock-out/Tag-out procedures are in force.
30. When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load. If need always seek assistances.

5.5.2 FIRE SAFETY

1. Report All fire hazards to your supervisor immediately
2. Fire fighting equipment shall be used **ONLY** for fire fighting purposes.
3. Smoking is **not** permitted at any time in the areas where "No Smoking "signs are posted.
4. Do Not block off access to fire fighting equipment.
5. Keep All doors, aisles, fire escapes and stairways completely unobstructed at all times.
6. In case of a fire, your first consideration must be the safety of all persons, and then attention should be directed to the protection of property.
7. Change clothes immediately if they are soaked with oil, gasoline, and paint thinner or any other flammable liquid.
8. Know the location of All fire extinguishers, and how to use them.
9. Know how to report a fire and how to turn on the fire alarm.
10. How to use a Fire Extinguisher:
 - PASS**, if you can remember this acronym
 - Pull** the pin
 - Aim** at the base of the fire
 - Squeeze** the top handle or lever
 - Sweep** from side to side

5.6. Hazard Materials Handling

The new container terminal will handle containerized cargo. In addition, it will receive and store materials on site, such as fuel from land side, chemicals, paints and cargo as supplies. The hazard materials will be managed to IFC, IMO and Materials Standard Data Sheet (MSDS standard requirements). During construction, all hazardous materials will be stored and

managed in central location within the proposed construction area. All hazardous materials generated such as un-used paints, thinner, and oils will be collected in the central banded location. Fire fighting, safety and spill control equipment will be readily available, should an accidental discharge of hazardous material occur.

5.6. MAJOR INCIDENT PROCEDURE PLAN (MIPP):

The purpose of MIPP is to provide a simple, logical and comprehensive procedural framework to ensure:

- The *overall* direction of efforts to bring the emergency under control and restore the affected site to normal operation as soon as possible.
- The organization and coordination of effective action, making the most efficient use of available resources, in order to ensure:
 - Safety of personnel;
 - Protection of both property outside the affected harbor and the environment.

Those personnel who may be involved in a Damietta site emergency incident fully understand their role, and appreciate the roles of others, in effectively dealing with the incident.

Response to incidents involving the new terminals should be in accordance with the MIPP. Adequate oil spill response resources shall be maintained at the new terminals to handle spills. The response action or resources could be within the main resources for DIP, in general.

In summary MIPP, will enable a similarly stringent Emergency Response Plan to be implemented for the Damietta Port, and ensures that operator will apply a unified and collective approach to responding to emergencies. Such an Emergency Response Plan will enable the new extension to benefit from all the various tried and tested procedures, roles, responsibilities, and associated learning, from its application at other terminal Facilities.