

GHANA PORTS AND HARBOURS AUTHORITY

Safety Handbook

Doc. No: IMS_AT_008_EP05

Version: 1.0



Welcome to Ghana Ports & Harbours Authority (GPHA) where SAFETY is a way of life. The Port is committed to ensuring the Safety of all port users and our staff. Safety should not be compromised at any given time.

The safety of life and property is valued by Ghana Ports and Harbours Authority. Therefore we are looking forward to your commitment and active participation in our Safety programmes.

The purpose of this handbook is to make you aware of some important SAFETY aspects which relate to the working conditions on Ghana Ports & Harbours Authority premises. You are expected to fully understand your role in our SAFETY management systems while on our premises.

You are further encouraged to refresh yourself with the content of this handbook and use it as a guide.



WELCOME



If you have any questions, which are not covered in this handbook, you should approach our **FIRE/SAFETY DEPARTMENT** or **SAFETY OFFICERS** to obtain further information.

SAFETY IS A SHARED RESPONSIBILITY

therefore, we expect all interested parties including employers and employees, who access any of our premises shall shoulder their part of this responsibility.

Your best safeguard however, is to train and plan for your own protection and those working with you.

Thank you for sharing safety with us.



THINK?

SAFETY IS EVERYBODY'S BUSINESS.

SAFETY STARTS WITH YOU.

CARELESSNESS IS DANGEROUS.

*BE SAFE, **NOT SORRY.** "BE PROUD OF BEING SAFE".*

RULE OF ENTRY

When entering any GPHA facility including the Harbour, please be GUIDED by the following Rules of Entry.

1. All vehicles, persons and goods are liable to be searched.
2. Persons enter the port at their own risk.
3. No firearms or ammunitions are allowed.
4. No alcohol or banned substances/drugs are allowed.
5. Right of admission is reserved.
6. This is a security-regulated port per the ISPS Maritime Security Regulations of 2004.
7. No unaccompanied minors under 16 years of age.
8. No speeding. (adhere to road traffic signages)
9. Admission to this port is subject to random alcohol testing using a breathalyzer.
10. Ghana Ports and Harbours Authority shall not be liable for loss or damage of any nature to any property, or loss of life or bodily injury to any person, howsoever caused or arising.





Ghana Ports & Harbours Authority employees, clients, visitors, and contractors and their employees must comply with all provisions of International and National Laws on Occupational Health and Safety, which include the following: Marpol Convention 73/78, ILO Convention 152, 155 and 160, Ghana Labour Act, 2003(Act 651),

The Factory, Offices and Shops Act, 1970 (Act 328), The Fire Services Act 1997 (Act 537) Building Regulations, 2003 (LI 17240) and the regulations, advisory standards and codes of practices to these legislations.

Everyone working in the port is obliged :

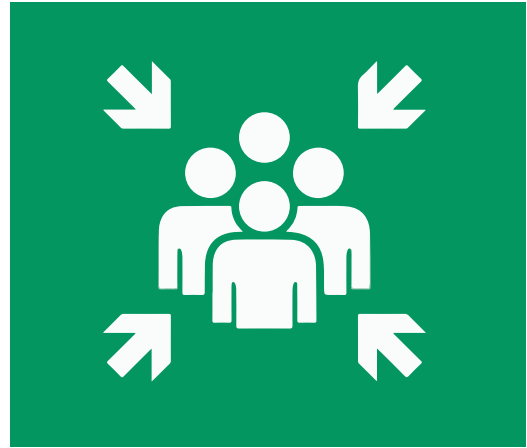
1. To ensure their own safety and health;
2. Not to place any other person at risk;
3. Not to interfere with or misuse anything provided for safety and health at the workplace;
4. To use the necessary personal protective equipment; and
5. To comply with instruction given for safety and health at the workplace

If you identify a hazard and cannot undertake necessary rectification to prevent a possible injury, notify, the Supervisor/Line Manager.

No activity or task is so important or so urgent that it releases an individual from the responsibility to ensure a safe and health working environment.



1. Raise the alarm
2. Do not panic
3. Evacuate the workplace in an orderly manner
4. Remain calm and where necessary assist the disabled/injured/others
5. Do not use the elevator/lifts where applicable
6. Remove high heel shoes before using the stairs where applicable
7. Time permitting, remove personal items
8. Time permitting, ensure electrical appliances are switched off



ASSEMBLY POINT

1. Report to the assigned Assembly Point
2. Report any suspected missing persons to the Fire Brigade or Emergency Coordinator on arrival at the Assembly Point
3. Do not re-enter the workplace until instructed to do so.
4. Follow instruction of the emergency coordinator, fire and rescue personnel
5. Report any other incident to the supervisor and FIRE and SAFETY Department.

1. Attack the fire with a suitable extinguisher or hose reel, if it is safe to do so
2. Fire is a serious hazard and it is everyone's responsibility to take steps to prevent a fire from breaking out.
3. Always obey the company's **"No Smoking"** rules.
4. Waste and flammable materials should be kept in a metal waste bin with lids, and disposed of at regular intervals.
5. Welding must only be done by qualified staff and necessary fire precaution must be in place before work commences.
6. Clothes or laundry should never be placed over heaters, light or electrical appliance.
7. All hot works (any hot work, which includes welding, flame cutting or other heated repair works) outside a dedicated hot work area can only be done on Port land if a **"HOT WORK PERMIT"** is received from the Port Fire and Safety Dept.
8. Switch off all electrical appliances at the end of your shift.

FIRE FIGHTING HINTS

Fire Prevention

| <p><i>Symbols found on Fire Extinguishers and what they mean</i></p> |  Water |  Foam |  ABC Powder |  Carbon Dioxide |  Wet Chemical |
|---|--|---|---|---|---|
| Wood, Paper & Textiles  |  |  |  |  |  |
| Flammable Liquids  |  |  |  |  |  |
| Flammable Gases  |  |  |  |  |  |
| Electrical Contact  |  |  |  |  |  |
| Cooking Oil & Fat  |  |  |  |  |  |

TEMA PORT EMERGENCY CONTACTS

| CONTACT | HOTLINES | INTERCOM | VHF |
|-----------------------------------|---|--------------------------|---------|
| PORT CONTROL (SIGNALS) | 030 320 22 12 | 3506 | 14 / 16 |
| PORT FIRE | 030 320 28 22 057 652 90 61 | 390 | 14 / 16 |
| PORT SECURITY | 030 321 71 26 | 3807 | 14 / 16 |
| GPHA MAIN CLINIC | 030 320 44 16 0577 68 55 97 | 3713 | |
| GPHA CLINIC B | 057 323 27 23 | | |
| AMBULANCE SERVICE (GPHA HOSPITAL) | 057 768 55 98 | | |
| MAIN LINES – GPHA TEMA | 0303 219120 0303 202812 0303 204136 | LINKS ALL INTERCOM LINES | |

TAKORADI PORT EMERGENCY CONTACTS

| CONTACT | HOTLINES | INTERCOM | VHF |
|--------------------------------------|--|--------------------------|---------|
| PORT CONTROL (SIGNALS) | 031 20 24839 | 4508 | 16 / 14 |
| PORT FIRE | 031 20 22191 050 82 58025 | 1010 | 14 |
| PORT SECURITY | 031 22 90547 | 4802 | 14 |
| GPHA HOSPITAL | 031 20 22862 | 4717 | |
| AMBULANCE SERVICE 1: (INSIDE PORT) | 057 76 19641 | | |
| AMBULANCE SERVICE 2: (GPHA HOSPITAL) | 057 76 19643 | | |
| MAIN LINES – GPHA TAKORADI | 031 20 24259 031 20 24256 031 20 24304 | LINKS ALL INTERCOM LINES | |



FIRE DESTROYS

PROHIBITION OF SMOKING

Smoking is not allowed in any part of the Ghana Ports & Harbours Authority (GPHA) premises, or any other common areas frequently used by its employees that have not been designated as a smoking area.

The company recognises that smoking causes harm to both smokers and non-smokers. In accordance with this recognition, the company is committed to providing a safe, healthy and productive environment for all employees and in doing so, the company undertakes to control the exposure of employees in the workplace, to the harmful effects of tobacco products.

This prohibition will apply to:

1. All employees, clients, visitors and contractors of GPHA, and there will be no exception made.
2. All buildings, premises, or enclosed spaces occupied, owned, leased or controlled by the GPHA.
3. All workplaces, which include all GPHA buildings, corridors, lobbies, stairways, elevators, mess rooms, toilets or any other common areas used by GPHA employees.
4. Smoking will also not be permitted within 3m of any entrance to any GPHA facility, air intake (door and windows) or where prohibited by means of notices and symbolic signs.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Whilst all efforts shall be made to reduce risks to a tolerable level so as to not adversely expose persons, there are instances where the remaining risk dictates the use of personal protective equipment. In order to minimise the impact of an injury, the following need to be adhered to:

1. When walking in the port, especially within the terminals, ship repair area, quay-side and other operational sites, you must wear the following:



These requirements are indicated on Safety Signages that are put up at the entrance of the port, terminals and some operational areas.

2. All personnel/visitors/contractors that visit and/or inspect these facilities should ensure that they have the required PPE for that specific area.
3. All operational areas are accountable for ensuring that personnel / visitors / contractors have the required PPE relative to their purpose.
4. PPE shall be correctly worn by all where required according to standards and specifications.
5. Never perform a task for which PPE is required but not available.
6. Always wear and use required PPE correctly.
7. Never use PPE that is faulty or damaged.



SUBSTANCE ABUSE

Employees are Ghana Ports & Harbours Authority's (GPHA) most valuable resource and, therefore, their health and safety is of a high priority.

GPHA will not tolerate substance abuse or use which put at risk the health and well-being of its employees or threatens its services to our stakeholders. It shall therefore be the policy of the Port to:

1. Balance the needs of employees against GPHA's need to provide a safe and healthy working environment for its employees, clients, visitors and contractors, and their employees, customers and visitors;
2. Achieve an alcohol and drug-free working environment;
3. Integrate disciplinary and rehabilitative processes in dealing with substance dependency;
4. Minimize risks, increase productivity and curb the cost of absenteeism;
5. Increase awareness of substance abuse among employees by providing education and counselling to employees on the dangers of alcohol and substance abuse; and

6. Comply with the OHS Act, the Road Traffic Act (RTA) and other legislation aimed at promoting a healthy and safe work environment.

In line with our policy, an employee and any other interested party will be considered unfit for work per this policy if He/She:

1. Is subjected to alcohol testing and is found to have Blood Alcohol Calculator (BAC) above 0.10 mg/1000ml or its equivalent BAC of 0.02% in accordance with the provisions of the RTA;
2. Refuses to undergo an alcohol/drug testing;
3. Tests positive for drug measured by sample analysis at a registered pathological laboratory and authorized by a medical practitioner ; and /or
4. Is incapable of being tested, or it is evident from the person's physical, emotional, mental or behavioural state that they are intoxicated as observed by security personnel and /or a line manager or a fellow employee.

Furthermore, the following will also apply:

1. No employee or contractor may possess, sell, use, store, manufacture, transport, distribute, or transfer drugs or alcohol during work hours,

on or off Port premises. Involvement with any unlawful drugs, including their manufacture or distribution, is prohibited during and after work hours.

2. Intoxicated employees or contractors may not enter or remain in the workplace. Employees are prohibited from using alcoholic beverages during working hours or shortly before reporting for duty, and/or being under the influence of alcohol while at work or during working hours.
3. No intoxicated clients, customers and visitors shall enter or remain on GPHA premises. They will be removed from GPHA premises or refused entry.
4. Breach of this policy may constitute misconduct or breach of the relevant contract (in the case of contractors) and may result in a punitive action the Authority deemed appropriate.



MEDICAL AND FIRST AID FACILITIES

GPHA has well-equipped clinics i.e. the GPHA Tema Main Clinic, Clinic B in the Tema Harbour and the GPHA Takoradi Hospital, with highly qualified medical personnel. These facilities offer amongst others the following services;

Occupational Health Service

Primary Health Care

Rehabilitation

Infectious Disease Control

Employee Assistance Programmes

First aid boxes are also provided at or near your workplace, and all reasonable steps are taken to ensure that persons at work receive prompt first aid treatment in case of injury or emergency.

Please familiarise yourself with the location of the nearest Clinic/ Hospital and the first aid station.





SAFETY FIRST

FIRST AID KIT



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