	INFORMATION SCHEDULE	
	Rev. (23/11/2015)	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Page Nº 1 of 13

PREPARED BY: Marco Mena

Quality, Environmental and Prevention of Occupational Risks Manager

Master in Prevention of Occupational Risks

Signed: Marco Antonio Mena



23/11/2015

1. OBJECTIVE

The objective of this information schedule is, according to the provisions of article 2 of the ROYAL DECREE 171/2004, 30th January, giving rise to article 24 of the Law 31/1995, 8th November, for the Prevention of Occupational Risks, concerning the coordination of commercial activities: *"Where the employees of two or more companies carry out their duties in the same workplace, the companies shall reciprocally report to each other the specific risks of the activities undertaken in that workplace that may affect the workers of the other companies using the same workplace"*, this document has been prepared in compliance with the legal obligation specified, with the intention of improving the safety conditions in workplaces where port activities are undertaken concurrently by the employees of other companies.

2. SCOPE


The scope of all the activities foreseen shall be subject to the law 31/95 for the Prevention of Occupational Risks and 171/04 for the coordination of commercial activities.

3. RISKS ARISING AND PREVENTATIVE MEASURES WITH RESPECT TO THIRD PARTIES IN THE PERFORMANCE OF PORT OPERATIONS:

3.1.- Pedestrian traffic accidents: driving heavy machinery within authorized transit areas. The transport of cargo can reduce the visibility of the handler and therefore the capacity to manoeuvre machinery in risk situations.

Recommended preventative measures:

- Pedestrian transit in designated areas only.
- Compulsory use of high visibility jackets at the docks, esplanades, roads and parking areas.
- Exercise extreme care in areas used by vehicles of machines.
- Exercise extreme care when transiting between different areas of loading and discharge.
- Awareness of optical and acoustic signs.
- Vehicles and machines should not be approached from the rear, but always from one side or in front, making sure that the Handling Official is aware of your presence.

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 2 of 13

- Entry to areas of heavy machinery operation is for authorized personnel only, and always with use of the relevant EP and always remaining outside the radius of operation of such machinery.
- To avoid distraction, think about what you are doing: do not use mobile phones or walk whilst looking at documents.
- Be aware of the signs and instructions in the company's area in which you find yourself.
- When you enter the esplanade in a vehicle or machine, observe the Terminal's traffic rules.
- If you are on foot, you must only use the access areas provided for pedestrians, do not walk in the traffic lanes for vehicles and machinery and take extreme caution when crossing lanes used during operations.
- During operations, all drivers of vehicles, trucks or tractors, crane and machine operators, and in general all handling officials must:
 - ✓ Observe instructions given by authorised staff.
 - ✓ Use designated routes only.
 - ✓ Observe the traffic rules and the direction of traffic.
 - ✓ Not exceed the speed limits set for the esplanade and moderate speed according to loading conditions, visibility and route.
 - ✓ Always pay attention to what is ahead to avoid possible obstacles that you may encounter.
 - ✓ Look out for of any kind of anomaly, incident, or accident that may occur during the working day.

3.2.- Vehicle Collisions: converging traffic of vehicles belonging to different companies used by port operatives.

Recommended preventative measures:


- Keep within the spatial limits set for safety so that each authorized vehicle can work without being exposed to these kinds of risks.
- Observe the traffic rules and speed limits as well as any other similar rules that the company may have.
- Use visual and acoustic warnings for manoeuvres whilst driving.
- The consumption of alcohol and drugs is totally prohibited during working hours.
- Do not speak using a mobile telephone when driving, unless using an approved hands-free system.

3.3.- Suspended Loads: suspended loads are a major risk in port operations, which although they cannot be eliminated entirely, requires specific preventative measures to be applied by all people at risk.

Recommended preventative measures:

- Do not pass below a suspended load or remain in any area alongside a route that it may follow, and, if you need to find a safe place, this should be done in the opposite direction to the hoisted cargo.
- An adequate safe distance must be maintained if, in the event of any unexpected event, injuries are to be avoided.
- In the case of suspended cargo, you must pay complete attention to the movement of hooks, slings, chains, etc.

3.4.- Fall or Collapse of Cargo: the instability of cargo can cause it to collapse.

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 3 of 13

Recommended preventative measures:

- Keep away from cargo being handled.
- Be sure of the stability of cargo before approaching it, if it necessary to do so.
- Do not remain in unstable loading areas, nor areas of transit of loaded vehicles which may present greater instability.

3.5.- Impact by Objects or Tools, due to the performance of tasks in working areas used by employees of different companies where objects or tools are used in the execution of their duties.

Recommended preventative measures:

- Observe working areas and safety distances.
- Use safety jackets.

3.6.- Falls on a flat level or from a different level: if you approach the quayside operating area, you may encounter work tools and utensils being used during operations, as well as residual recently handled goods.

Recommended preventative measures:


- You must look where you are going.
- Keep a safe distance from the quayside.
- Walking across the esplanade, docks, roads or parking areas must be done using the zones provided and illuminated when there is low natural light, always paying attention to obstacles, ramps, manhole covers or gratings, especially during operations.
- Whilst working at the terminal, using safety footwear is recommended, keeping the soles clean and laces tied. The use of closed footwear is recommended, and rubber boots when working in wet areas.
- Access for boarding ships is restricted to those areas, ramps, side doors and gangways provided, and illuminated.
- To access machinery cabins for work, the stairs provided for such access must be used, and the treads of the steps must be kept clean and free of any grease, including any handles and footrests too.
- In the case of ladders, always climb facing the ladder, without carrying materials or objects.
- Artificial lighting should be sufficient to guarantee conditions of visibility in order to avoid falls owing to lack of illumination.
- Do not access high parts of machines, decks of ships, containers or special equipment that does not have protection against the risk of falling from heights.

3.7.- ATEX Zones: In some kinds of port activity, there is a risk of explosive atmosphere.

Recommended preventative measures:

- Increase the operating distance.
- Smoking and use of mobile telephones is prohibited in areas marked as ATEX zones.


3.8.- Fire and Explosion

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 4 of 13

At the Terminal, there are containers that contain dangerous goods, as well as machinery and tanks of diesel. It is therefore necessary to exercise special care in these areas of risk of fire and explosion.

Recommended preventative measures:

- Stored materials and working equipment should not obstruct access and visibility of emergency equipment (extinguishers, fire hydrants and hoses, etc.)
- Always keep working areas clean and tidy.
- Do not overload electrical outlets. Consult qualified staff before using multi-plugs or extension leads to connect more than one appliance to a single outlet.
- Do not smoke in places where it could be dangerous to do so.
- Do not place a heat source near combustible materials.
- If you discover anything unusual in any electrical installation or firefighting equipment, advise the person responsible for area.
- In case of emergency:
 - ✓ Raise the alarm using the agreed communication methods.
 - ✓ If your clothes are on fire, do not run, roll on the ground.
 - ✓ If you need to cross a large area through smoke, try to do so keeping low: the atmosphere is more breathable and the temperature lower.
 - ✓ Cover your nose and mouth with a damp cloth.

	INFORMATION SCHEDULE	
	Rev. (23/11/2015)	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Page Nº 5 of 13


4. WHAT TO DO IN CASE OF EMERGENCY

WHAT TO DO IN CASE OF EMERGENCY

WHAT SHOULD YOU DO IN CASE OF EMERGENCY?

1. Keep calm
2. Advise the security staff and the Head of Emergencies indicating:
 - Type of accident
 - Area affected
 - Persons affected
 - Any action taken
3. Use the resources available, if possible.

REMEMBER! DO NOT PUT YOURSELF AT RISK!


TELEFONO DE EMERGENCIA

Port Control Centre 922 596672
TCT Control Centre 922 990430
Emergencies 112
Tel. Security 608686671
Tel. Head of Emergencies PAU
606220061
Security Radio Channel: Channel
10

EVACUATION PROCEDURE

1. Keep calm
2. Do not try to leave the docks in your own vehicle. Remove it from any accesses or lanes and park it as appropriately as indicated by TCT staff
3. Once the vehicle is parked, go to the nearest Meeting Point
4. Never act on your own initiative. Wait for instructions from TCT staff

IF YOU SEE ANYTHING UNUSUAL OR AN INCIDENT HAPPENS IN YOUR PRESENCE, PLEASE COMMUNICATE IT TO THE TENERIFE CONTAINER TERMINAL SECURITY SERVICE









608 686 671

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 6 of 13







TELEPHONE DIRECTORY


SECURITY 24 H	(+ 034) 608 686 671
SECURITY PATROL (8:00/20:00 H)	(+ 034) 608 692 803
PFSO 1st (PRINCIPAL)	(+034) 606 220 061
PFSO 2nd (DEPUTY)	(+034) 620 601 075
DOCKS OPERATOR (DANGEROUS GOODS)	(+034) 606 220 061
TCT CONTROL CENTRE (8:30/18:00H)	(+034) 922 990 430
HEAD OF OPERATIONS	(+034) 620 601 075
HEAD OF EMERGENCIES 24 H.	(+034) 606 220 061
LAND CONTROL CENTR	(+034) 922 596 863
MARITIME CONTROL CENTRE	(+034) 922 596 447
PORT AUTHORITY POLICE	(+034) 922 605 472

	INFORMATION SCHEDULE		
			Rev. (23/11/2015)
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT		Page Nº 7 of 13

RISKS		PREVENTATIVE MEASURES
Goods Handling <div>  <p>¡ATENCIÓN! CARGAS SUSPENDIDAS</p>  <p>¡ATENCIÓN! MAQUINARIA PESADA</p> </div>		<ul style="list-style-type: none"> • Entry to crane or machinery working area prohibited • Keep a safe distance from operating machinery • Use a hard hat • Pay attention to and stay outside the area of movement of the cranes
Risk of Falling <div>  <p>¡ATENCIÓN! CAIDAS A DISTINTO NIVEL</p>  <p>¡ATENCIÓN! CAIDAS AL MISMO NIVEL</p> </div>		<ul style="list-style-type: none"> • Keep a safe distance from the quayside • Be aware of any possible obstacles • Walk only in designated areas
Traffic Accidents <div>  <p>¡ATENCIÓN! PASO DE CAMIONES</p>  </div>		<ul style="list-style-type: none"> • Driving outside designated lanes prohibited • Speed Limit: 30 km/h • Respect machinery and terminal signs • Take care when crossing traffic lanes • Respect traffic signs
Falling Objects <div>  <p>¡PELIGRO! CAIDA DE OBJETOS</p> </div>		<ul style="list-style-type: none"> • Keep tools in good condition and keep them in a safe place after use. • Use a hard hat


	INFORMATION SCHEDULE	
	Rev. (23/11/2015)	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Page Nº 8 of 13

RISKS		PREVENTATIVE MEASURES
Fire/Explosions  PELIGRO DE INCENDIO  ¡PELIGRO! MATERIAS EXPLOSIVAS		<ul style="list-style-type: none"> Smoking prohibited when working with flammable substances Respect the signs If so you anything unusual in any electrical installation or firefighting equipment, advise the person in charge of the area.
Risk of being Run Over  ¡ATENCIÓN! PASO DE CAMIONES  PELIGRO RIESGO DE ATROPELLO		<ul style="list-style-type: none"> Pay attention to the movement of machinery and heavy vehicles Only use designated pedestrian crossings Exercise caution when passing between cranes. Be aware of acoustic and optical warnings Use a reflective jacket
Risk of Electrocutation  RIESGO ELECTRICO		<ul style="list-style-type: none"> Handling of electrical panels strictly prohibited except by authorized and qualified staff
Impact by Objects  PELIGRO INDETERMINADO		<ul style="list-style-type: none"> Respect working spaces and safety distances Keep away from bollards when ships are moored in case of possible snapping lines Exercise caution when machines and vehicles are in motion

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 9 of 13

5. PREVENTION INSTRUCTIONS

1. All work must be carried out following the instructions in this information schedule, TCT rules and the Risk Evaluation for the activity performed by a third-party.
2. Only authorized persons may enter the TCT area.
3. Dangerous Goods are handled within the TCT area, representing risks of toxicity, fire or explosion.
4. There are areas in which SMOKING or the handling objects that may cause a spark or flame are STRICTLY PROHIBITED.
5. SIGNS within the terminal and all accesses must be RESPECTED.
6. Use personal protective clothing or equipment. Use of REFLECTIVE JACKET and SAFETY FOOTWEAR is compulsory for all staff entering the terminal.
7. REPORT any INCIDENT or situation that risks safety or health to any qualified member of TCT staff and or the nearest security guard or report it to the Emergency Control Centre.
8. In case of evacuation, go to a designated Meeting Point.
9. Leaving by the ROAD EXITS is PROHIBITED.
10. Use of mobile phones is prohibited whilst driving or operating equipment as well as whilst walking through the Terminal. In the case of having to use a mobile phone, do so in a safe place.
11. If truck drivers are outside their cab during container loading and unloading, they must remain where the machinery operator can see them. They must not enter any area of movement of the container.
12. For the removal of twistlocks, seals, as well as any inspection of the container, there are designated areas for this. There are also receptacles in those areas for depositing rubbish, (organic, inorganic and packaging).
13. ALCOHOLIC DRINKS are PROHIBITED within the TERMINAL.
14. It is PROHIBITED to relieve yourself (urinate or defecate) anywhere except in the hygiene facilities provided.
15. TELEPHONE NUMBERS for informing the emergency services are available in the offices as well as in machinery.
16. Observe the 30 km/h maximum speed limit.
17. Tipping of rubbish is PROHIBITED. Containers are provided. Tipping any substances into the drains and sewers is also prohibited.
18. With the exception of work concerning the loading and unloading of containers, it is strictly prohibited to be below any of the cranes. DO NOT PASS UNDER ANY CRANE AT ANY TIME.

	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 10 of 13

19. Do not approach the port QUAYSIDE (edge) unless it is absolutely necessary.




**ES OBLIGATORIO EL USO DE EPI'S
EN TODA LA TERMINAL**



 TCTenerife	INFORMATION SCHEDULE	
		Rev. (23/11/2015)
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Page Nº 11 of 13

PLANO DE EVACUACIÓN Y UBICACIÓN DE SISTEMAS MÓVILES DE EXTINCIÓN



	INFORMATION SCHEDULE	
	GENERAL RISKS TO THIRD PARTIES ARISING DURING THE PERFORMANCE OF DIFFERENT OPERATIONS AT TCT	Rev. (23/11/2015)
		Page Nº 13 of 13

Dear Sirs:

In the interests of safeguarding the physical safety of the workers assigned to this workplace:
TENERIFE CONTAINER TERMINAL (TERMINAL DE CONTENEDORES DE TENERIFE).

TCT has delivered the following documents to Mr/Mrs./Ms. _____
as representative of the following company _____:

- General Risks to Third-Parties, including:

- Directory of Emergency Telephone Numbers
- Instructions and Preventative Measures
- Emergency Plan
- Terminal Evacuation Map

who hereby acknowledges receipt of such documents, and that they have been duly read and understood and undertakes to comply with and adopt appropriate measures so that their workers receive all the information concerning the prevention of occupational risks, by signature this document:

(Company)_____ nominates the following employees in compliance with the requirements for the performance of preventative activities as a Preventative Resource, in this Workplace:

Mr./Mrs./Ms. _____

Mr./Mrs./Ms. _____

Mr./Mrs./Ms. _____

at _____. The _____ day of _____, 20____.

For T.C.T.

For the Company

Signed: Mr./Mrs./Ms. _____.

Signed: Mr./Mrs./Ms. _____.