

MUARA PORT SAFETY GUIDELINES

1. SCOPE

This guideline applies to all vehicles, machinery, equipment, units and personnel within the scope of the container terminal and conventional terminal of Muara Port, which shall strictly abide by the regulations below.

2. SAFETY PERSONAL CONDUCT RULE

2.1 Proper Protective Apparel

2.1.1 All the operators in the port area must be dressed in company and government uniform. The personnel other than the cruise ship passengers must wear certified Personal Protective Equipment (PPE) correctly. Proper attire is required for any individual who wishes to enter the wharf from the vessel. Improper conduct such as walking bare feet, nude, shirtless, vest, or slippers are strictly prohibited in the Port. [L]

2.1.2 A safety belt/harness shall be properly worn at all times when working at heights (above 2.0 metres) [M]

2.1.3 A life jacket acceptable to MPC shall be properly worn at all times when working at all ship edge/wharf edge (within 1.5m) [L]

2.1.4 Fire proof equipment or flame-resistant (or flame-retardant) (FR) clothing shall be properly worn within the area with high risk of ignition/explosion. [L]

2.2 Safety Behaviour/Conduct

2.2.1 Safety induction are required for any contractors before any project or non-routine tasks commences. [M]

2.2.2 Any visitors who wishes to enter the port area must receive HSE information (i.e. Safety Induction) prior to any visits in the port. [M]

2.2.3 All personnel in the port area can only operate in restricted areas as assigned. When entering or leaving the port, individuals must walk along the designated pedestrian walkway. During the walking process, they must not climb over railings, isolate the pier, etc. It is strictly forbidden walk within the DG yard unless assigned. [L]

2.2.4 A safe position shall be maintained at the edge of ships, hatches, cargo stacks, container tops, unguarded openings, equipment, arm barrier at the operational areas or workplace at all times. [M]

- 2.2.5** A safe distance from a container or cargo which is lifted or lowered must be maintained at all times. A safe distance from equipment gantry paths must be maintained at all times. **[M]**
- 2.2.6** All persons are kept clear from any suspended load, path of suspended load, unstable stack or path of moving equipment at all times and all areas between suspended load and stationary objects. **[M]**
- 2.2.7** Discipline and order shall be properly maintained in the work areas at all times. Resting by sitting or lying in or around operation is prohibited. Resting will only be allowed at the designated rest area within the port. Other activities that are not related to work such as sleeping, playing cards, etc. are not allowed in the port. **[L]**
- 2.2.8** Climbing of ladders, stairs, containers, stacks, spreaders or equipment will only be done in a proper and safe manner. People should go up and down the ship according to the designated gangway with proper safety net and guardrail. **[L]**
- 2.2.9** People will not be allowed to work under the influence of alcohol, drug or any substance which may impair their judgments or actions at work. **[M]**
- 2.2.10** Activities such as drinking alcohol, smoking, swimming, fishing, urinating, littering, spitting, racing, running fast, etc. are strictly prohibited in the port area at all times. **[L]**
- 2.2.11** Workers shall not use the fire-fighting equipment, biological aids, emergency materials in the emergency materials box, etc. in the port area unless trained to do so under emergency circumstances, and shall not block emergency facilities, emergency passages, evacuation points, etc. **[L]**
- 2.2.12** In case of any incidents, all employees and personnel that are involved nearby and working in the port area must cooperate fully in such incident investigation. The person or any group of people required for the investigation must acknowledge and respond to the request for information; provide full, accurate and truthful information; ensure to keep confidential information learned or transmitted during the investigation, unless directed by legal authorities; and must be able to preserve relevant information and documents. **[S]**
- 2.2.13** Any tampered or consumption of emergency supply or fire-fighting equipment must be reported to MPC HSSE Department immediately. **[M]**

- 2.2.14** Personnel in the port area must obey the ports' instruction, regulations and signage. Non-operating personnel shall not participate in the operation without the permission, and shall not climb, vandalize or tamper with port property e.g. mechanical equipment, facilities, cabinets and goods of the terminal. If the port property is damaged, the compensation will be claimed according to law. **[M]**
- 3. SAFE OPERATION RULES**
- 3.1 Machinery Management**
- 3.1.1** Operating machines such as lifting machines, forklift, excavator, high pressure machines and piping etc. in the port must have valid inspection certificate by the authorized inspectors registered with ABCi Brunei and supervised by Safety, Health, and Environment National Authority (SHENA) Brunei; **[M]**
- 3.1.2** The operators and signal man must carry valid special qualified certificate entitled by trainers who is recognized by SHENA Brunei to operate or direct special equipment operations in the port area. **[M]**
- 3.1.3** Machines with hard edge such as crawler cranes that are vulnerable to damage to port facilities shall not enter the port area or drive in the port area without permission. **[M]**
- 3.1.4** Only proper equipment for the intended work purpose is used and all equipment is used or driven or operated with due care and attention according to its function and operational instructions and compliant with safety procedures/guidelines/instructions of the law and/or stipulated by MPC. **[M]**
- 3.1.5** Any equipment used must be installed with proper and standard safety features e.g. brakes, horns, meter gauges, blinker lights, reverse buzzer, etc. All the lifting machines/appliances/gear should be marked with "SWL" with valid test certificates. **[M]**
- 3.1.6** All equipment and machines shall be maintained in good condition at all times. It shall not be used in any defective status. **[M]**
- 3.1.7** Headlights of all equipment are switched on when operating in or around the warehouse/vessel during the night and whenever visibility is poor. **[L]**
- 3.1.8** Engine of a piece of equipment shall be promptly switched off and the hand brake is engaged during refueling or before leaving the cabin. **[L]**

- 3.1.9** No machines/vehicles shall be operated or reversing unless surrounding is clear from people or substances and proper action signal is clearly demonstrated. **[M]**
- 3.2** **Safe Lifting/Slinging Operations**
- 3.2.1** A lifting plan shall be prepared by the company including method statement, risk assessment, cargo details, machinery fleet, tools, manpower etc. with a Lifting Permit issued by MPC before any lifting operation to commence. **[M]**
- 3.2.2** Appropriate lifting machines/appliances/gear/method etc. are used for cargo or container handling. Loads shall be lifted or transported in a stable and safe manner and within the load limit. **[M]**
- 3.2.3** All lifting equipment, including any accessories involved - must be clearly marked to indicate their **“Safe Working Load” (SWL)**. Where the SWL depends on the configuration of the machinery for lifting loads, the machinery must be marked to indicate its SWL for each configuration, or provided with such information which is kept with the machinery. **[M]**
- 3.2.4** Lifting machines/appliances/gear and pallets used for the slinging, loading and stacking of goods/materials shall be free from defects and properly used. **[M]**
- 3.2.5** Proper lifting operational procedure is observed and that loads are lifted with due care and attention. Proper guide ropes of adequate length are used when handling heavy or lengthy loads. **[M]**
- 3.2.6** Lifting operations are properly guided by a banksman, lifting PIC, supervisor and/or Ship Traffic Assistant and Mooring Crew. Any person performing the duties of a banksman, lifting PIC, supervisor, Ship Traffic Assistant or Mooring Crew are stationed at the proper vantage position. **[M]**
- 3.2.7** The handling of heavy equipment, including over-height containers, hatch cover, etc., is properly supervised. **[M]**
- 3.2.8** No lifting equipment/gear/machine is to be loaded beyond the safe working load. **[S]**
- 3.2.9** No person or workers are allowed to work under or near a suspended load at all times. **[S]**
- 3.2.10** Any lifting machines/appliances/gear are operated in a safe manner and compliant with relevant safety requirements at law and/or stipulated by MPC. **[M]**

- 3.3 High Risk Operations**
- 3.3.1** High Risk Operations (HRO) e.g. Hot work, Working at Height, Lifting, Confined Space work, Blocking road, Environmental Pollution, Health Impact etc. Must be approved and vetted by MPC. **[M]**
- 3.3.2** A principle of “THREE NOs” for HRO, that is, “NO Operation if no permission are obtained and/or NO operation if on-site supervisor are not present on-site and/or NO operation if no safety precautions are implemented.” **[M]**
- 3.3.3** HRO can be conducted only by certified operator e.g. Scaffolding, welding, cutting, electrician who are medically checked and will not be susceptible to diseases such as e.g. Organic heart disease, epilepsy, tremor paralysis, mental illness, dementia etc. **[M]**
- 3.3.4** To ensure that there is compliance with all fire safety requirements, safety instructions, permit to work system and hot work procedures required at law and as stipulated by MPC. **[M]**
- 3.3.5** Safe work practices are adopted when working at a height and ensure that access and egress are safe and proper. No equipment or tool shall be thrown or dropped from any work-site at height. **[M]**
- 3.3.6** Deep tanks or any other confined spaces are properly ventilated, gas checked and inspected as safe before allowing workers to enter. **[M]**
- 3.3.7** Environment Pollution or Health Impact operation shall be in compliance with Brunei Government and Authorities like SHENA. **[M]**
- 3.4 Safe Working Procedures**
- 3.4.1** Risk assessment shall be conducted before commencement of any operations and reduce risk by adopting adequate precaution measures. Tool Box session shall be carried out for all participants before operations started by briefing safety precautions, operation plan, emergency response etc. **[M]**
- 3.4.2** The clients, shipping agents, cargo agents etc must ensure their HSE Supervisor or HSE Coordinator are present during the operation in the port area. **[M]**
- 3.4.3** The Permit-to-Work (PTW) applicant must ensure that the safety precaution and control measures taken on-site must be aligned with the contents inside the Risk Assessment. Any discrepancies and/or non-compliance found by MPC HSSE Department, MPC reserves the right to stop the operation immediately. Any incident resulting due the lack of control measures that damage the port property or else, the compensation will be claimed according to the law. **[S]**

- 3.4.4** Work areas shall be adequately illuminated/barricaded with and kept free from obstruction and tripping hazards at all times. Any unguarded open work areas or HRO operation site shall be properly indicated with site board with necessary safety warning signs/devices e.g. traffic cones/blinders. [M]
- 3.4.5** No tool, gear or equipment and means of access (e.g. ladder, platform, man-cage, gondola, scaffold, etc.) which is defective, untested or does not have certification is put into use, and any such item must be immediately removed from MPC premises. [M]
- 3.4.6** Bunkering operations should be conducted in safe manner to reduce and minimize risks to personnel and the environment according to local and international regulation. Any approval matter are subject to MPC Management decision. [S]
- 3.4.7** To arrange a sufficient number of trained workers to handle each stevedoring/lashing/berthing operation. Certified Operator and signalman shall be assigned and coordinated in lifting operations. [S]
- 3.4.8** Proper tools, receptacles and aids for stevedoring/lashing/berthing are used in safe method and free from defect which shall be duly collected and placed. Prompt and proper house keeping shall be maintained during and after operation at all times. [M]
- 3.4.9** No unauthorized electric power is obtained or extended. No electrical appliances are used in poor status or out of its function or in adverse environments such as humidity and high temperature. [M]
- 3.4.10** Means of access and fire/life-saving appliances are free from obstruction at all times. Safety devices are not tampered with and suitable, proper tools & equipment are used. [M]
- 3.4.11** Gangway with safety nets are provided and properly rigged at the ship side. The restricted area from ocean side shall be kept clean from garage\cargo\tools and any other items. [M]
- 3.4.12** Signalman, Crane Operators or Operations Supervisors are to remain at the relevant work stations during operation at all times unless there are other suitable replacements on top of being unable to perform their duties simultaneously. [M]
- 3.4.13** Warning light and adequate illumination shall be ensured around the operation area. [M]
- 3.4.14** All necessary precautionary measures are taken at all times when working in MPC premises. [M]
- 3.4.15** For individual or any group of people who have found an occurrence of incidents or observe any serious hazards in the port area must report the matter **immediately** to MPC HSSE Department. Failure to report the matter to HSSE Department will be considered as **Severe** offence. [S]

- 3.4.16** Should there be any risk or incident pertaining diseases, animal, biological entities, infection or contamination of product of any nature, the matter must be reported to MPC. In such event, MPC will directly contact the Ministry of Health, relevant emergency services and relevant stakeholders for further action. **[S]**
- 3.5** **Safe Cargo / Container Handling**
- 3.5.1** Goods/materials and container are properly stacked and compliant with safe work practices required by MPC. No violent handling is allowed. **[M]**
- 3.5.2** For the *Storage Management of Dangerous Goods and Non-Dangerous Goods*, Tenants' Responsibilities for Individual and Vehicles - kindly refer to ***Guideline for Warehouse Control***. **[S]**
- 3.5.3** Adequate space clearance is provided between stacks and walls. Adequate space clearance must be provided between any incompatible goods/materials. **[M]**
- 3.5.4** Containers in the yard shall be kept closed except for any authorized inspection. Dangerous Good containers shall not be stacked more than 2 layers. **[M]**
- 3.5.5** All container trailer twist locks shall be properly unlocked before offloading of containers and properly locked after loading of containers. **[S]**
- 3.5.6** To remove all loose or floating object on the hatch covers or containers/cargo before such hatch covers or containers/cargo are handled. **[M]**
- 3.5.7** Only Quay crane/Reach Stacker/Container handler are permitted to handle containers. Mobile Crane and Forklift can be used to handle containers when the certain requirements as approved by MPC are met. **[M]**
- 3.5.8** Spreaders used to get to and from container tops and workers using such spreaders are properly secured within the man-cage by safety belt/harness before such spreaders are activated. No more than 2 workers are to use one such spreader at any one time. **[M]**
- 3.5.9** No cargo/container shall be handled with incomplete and invalid documents according to MPC process. **[M]**
- 3.5.10** For those companies or organization that are involved in the consignment, carriage or the related loading, packing and/or unloading of dangerous goods must ensure the presence of their Dangerous Goods Safety Advisor or relevant personnel with similar qualifications and experience on-site. **[M]**

- 3.5.11** No Dangerous Goods are handled or stored if not in line with the latest IMDG CODE and valid MSDS instruction or without permission by relevant Brunei Government and Authorities. Class 1 Explosive and Class 7 Radioactive will undergo direct delivery only under the escort of relevant agencies such as Police, Fire Brigade etc. Class 5 will also must undergo the direct delivery. Allowed time-frame for direct delivery is only between 10PM and 6AM. **[S]**
- 3.5.12** Dangerous Goods cargo in Class 1 [Explosives], Class 4 [Flammable solids], Class 6 [Toxic and Infectious substances], Class 7 [Radioactive material] and Class 5.1 [Oxidizing agents i.e. Ammonium Nitrate] are not allowed to be stuffed or unstuffed in the port and warehouse zone. **[S]**
- 3.5.13** Other Dangerous Goods class that are not mentioned in *Section 3.5.11*, but also present other hazards [Subsidiary Hazard(s) 1, 4, 5.1, 6 and 7] are also not allowed to be stuffed or unstuffed in the port and warehouse zone. **[S]**
- 3.5.14** Prior to any Stuffing and/or Unstuffing operation, the approval must be obtained from MPC HSSE Department at least 48 hours before applying from the CFS counter. **[S]**
- 3.5.15** The port health personnel from Ministry of Health stationed in Muara Port is trained and has the authority to release Ship Sanitation Control Exemption Certificate for verifying a ship ensuring that the ship and subsequently the port of Brunei will be free of animal vectors, potential diseases or ill health workers. **[M]**
- 3.5.16** All restricted and controlled goods imported through the port will be subjected to custom's inspection prior to clearance. **[S]**
- 4. SAFE TRAFFIC RULES**
- 4.1** All traffic signs and markings and height restrictions shall be obeyed at all times. **[M]**
- 4.2** No reckless and/or dangerous driving at all times. To ensure road discipline is maintained in congested areas or junctions and all area within the terminal. Safety belt shall be fasten at all times while travelling. **[L]**
- 4.3** The driving speed limit is implemented in Muara port: 30km/h on main road; 20km/h on the operational area; 10km/h at the passing gate, DG block or when turning. Vehicular speed will be subject to speed signs where applicable. **[L]**
- 4.4** To ensure no obstruction on the flow of traffic, junctions, machine gantry paths and emergency lane. Proper barriers shall be deployed around obstructions and reflective or illuminating indicators are deployed nearby and illuminate during the night. **[M]**

- 4.5 No driving against the flow of traffic; No driving at the wharf and in the operational areas unless permission is granted; No driving on the gantry path of quay cranes or between 2 quay cranes. **[M]**
- 4.6 No driving in the influence of alcohol, sedative drugs, drugs or drives fatigue. No driving using malfunction or broken vehicles/ machines; No driving while hand-held communication device is being used; No driving during inadequate illumination. **[M]**
- 4.7 No cutting across from any container yard block to another; No overtaking at the roundabout or; No cutting queue; **[M]**
- 4.8 All vehicles shall be orderly parked at the authorized or designated parking area only. **[L]**
- 4.9 No passengers are carried on in the cargo/container vehicles unless authorized. **[L]**
- 4.10 Ambulances, fire brigades, port operational machines and/or police vehicles shall be given way when present and must be identified before passing at the backside or blind point around; Pedestrians must be given way when walking across the pedestrian walkway. **[L]**
- 4.11 To have valid road tax or valid corresponding driving licenses at all times. Good condition and function of vehicles/machines shall be ensured before/in port. **[M]**
- 4.12 Necessary emergency supplies e.g. fire extinguishers, warning triangles signs shall be equipped according. **[L]**
- 4.13 Motorcycles and bicycles are prohibited in the port area. **[M]**
- 4.14 Necessary indicator and barricading shall be promptly and properly implemented when there are vehicle accident in the port. Wheel chocks and/or proper support stands are used for vehicles or other equipment under repair. **[M]**
- 4.15 Proper vehicle indicator light shall be used. Horns will only be used for grabbing attention where necessary for safety. Reflective strips and lighting are essential at night. **[L]**
- 4.16 Loads shall be properly secured when being conveyed by vehicles. **[M]**
- 4.17 All drivers shall drive with due care and attention at all times. **[L]**
- 4.18 To ensure no accident is caused by carelessness, negligence or inattentive driving. **[S]**

Notes: The following letters indicates the risk for each passage above.

[L]	Low
[M]	Medium
[S]	Severe