

Northern Ireland Fishery Harbour Authority

Code of Practice for Safe Working

1.0 PURPOSE

The Authority regards Health and Safety as being of paramount importance. It recognises the need to ensure that all people who work around the Harbour do so in a way which will maintain their own safety as well as the safety of those around them.

In preparing this Code of Practice the Authority is aiming to give guidance on safe working practice to vessel owners, skippers, contractors, self employed craftsmen or any other person who undertakes a work activity on Harbour Authority property.

2.0 SCOPE

This Code of Practice is applicable to any person carrying out a work activity on Harbour Authority property or within harbour limits.

It is primarily concerned with on shore work activities which are controlled by the Health and Safety Executive for Northern Ireland. Work activities on board vessels are controlled by the Maritime and Coastguard Agency (MCA) and are the responsibility of skippers.

Navigational safety is separately managed by the Authority's Port Marine Safety Management System.

This document does not constitute a "permit to work" or a contractual relationship with any contractor nor does it convey Authority approval or recommendation of any contractor.

3.0 DEFINITIONS

The Authority	-	The Northern Ireland Fishery Harbour Authority.
Contractor	-	Any person conducting work of any kind on Harbour Authority property. (N.B. THIS INCLUDES VESSEL OWNERS AND CREW MEMBERS)
Hazard	-	Any situation which could result in injury or damage.
Risk	-	The likelihood of a particular hazard causing injury or damage.
Workplace Precautions	-	Measures put in place to reduce the risk of an accident.
HSENI	-	Health and Safety Executive for Northern Ireland.

4.0 RESPONSIBILITIES

- 4.1 All contractors must carry out a Risk Assessment in advance of doing any work on Harbour Authority property. This Risk Assessment should be relevant and proportionate to the work they propose to do. Details should be recorded for inspection.
- 4.2 Based on their Risk Assessment all contractors must implement suitable and sufficient safety precautions at all times during the works to comply with the Health and Safety Regulations and Codes of Practice.
- 4.3 The contractor is responsible for complying with the Authority's Bye-Laws and this Code of Safe Working Practice.
- 4.4 The contractor is responsible for all the consequences of his work and any harm, injury or damage caused to any other port user, member of the public or to their property.
- 4.5 The contractor is responsible for his personal safety; the safety of his employees (if any) and the safety of any other person coming into contact with his work or its by- products.
- 4.6 The contractor is responsible for ensuring that equipment used meets the PUWER (PUWER = Provision and Use of Work Equipment) Regulations 1998 i.e. that all equipment used is suitable and safe for the intended use, is maintained in a safe condition and where necessary is certified; is only used by people who have received adequate training and in situations where suitable safety precautions are in place.
- 4.7 The contractor is responsible for ensuring that lifting equipment used meets the LOLER (LOLER = Lifting Operations and Lifting Equipment) Regulations 1998 i.e. that lifting equipment is strong and stable enough for the intended use, is marked with a Safe Working Load (SWL), is suitably positioned and is operated in a planned manner by competent persons.
- 4.8 Mobile Cranes and lifting equipment used on harbour property must have a current Thorough Examination Certificate and must only be operated by a certified operator.
- 4.9 The contractor is responsible for obtaining a Permit to Work for the activities detailed in Section 10 below.
- 4.10 Individuals have a responsibility to follow workplace precautions, to wear Personal Protective Equipment and to bring deficiencies in equipment to the attention of their immediate supervisor or to a member of the Authority's staff.

5.0 INSURANCE

All Contractors working on or around Harbour Authority property or anywhere within harbour limits must have the following minimum levels of Liability Insurance cover.

Employers Liability	Indemnity Limit;	£10,000,000
Public/Products Liability	Indemnity Limit;	£ 5,000,000

Evidence of current insurance cover must be provided to the Authority on request.

6.0 RISK ASSESSMENT

The contractor must conduct a Risk Assessment to identify hazards and to put in place precautionary measures before undertaking any work. This should include consideration of:-

- 6.1 Hazards which may lead to personal injury to the contractor while conducting the job.
- 6.2 Hazards which may be created by the contractor during the conduct of the job and which could lead to harm or injury to other people in the vicinity.
- 6.3 Hazards which could pollute the environment i.e. the harbour waters or air-borne pollution which could contaminate the food processing factories in the Harbour Estate.
- 6.4 Based on the Risk Assessment the contractor must adopt suitable and sufficient precautionary and preventative measures to ensure safe working.

N.B. A Risk Assessment template for work activities which are carried out on the slipway is available from the Authority on request.

7.0 APPROACH TO RISK CONTROL (the Risk Control Hierarchy)

Risk control measures should be considered in the following order: -

- Can the hazard be eliminated at source?
- Can the hazard be reduced at source?
- Can the person be removed from hazard?
- Can the hazard be contained by enclosure?
- Can the employee's exposure to the hazard be reduced?
- What are the safe systems of work?
- What Personal Protective Equipment (PPE) can be provided?

8.0 FORK LIFT TRUCKS

Due to the high accident rate associated with fork lift trucks it is essential that they are only driven by trained operators and that they are properly insured and well maintained.

A fork lift truck is only allowed to operate on Harbour Authority property on the following conditions :-

- that the owner/operator has current Employers and Third Party Liability Insurance cover (to be renewed annually)
- that the driver has a current certificate of competency (refresher training required every 4 years)

- that the owner/operator has a current Thorough Examination insurance certificate (to be renewed annually)

Seat belts must be worn and under no circumstances should passengers be carried on a fork lift truck.

Fork Lift Truck Attachments – all attachments and especially man carrying cages must be secured to the fork lift truck in accordance with the manufacturers recommendations and the fork lift truck must be operated in accordance with HSE Guidance note PM28.

Only trained Authority staff are permitted to drive an Authority fork lift truck.

9.0 COMMON HAZARDS ON AUTHORITY PROPERTY AND RECOMMENDED WORKPLACE PRECAUTIONS

The following section includes some examples of hazards which exist on Authority property and details some recommended workplace precautions. This list is provided as general guidance only. It is not exhaustive and is not a substitute for conducting a Risk Assessment for each job or for following the instructions of equipment suppliers.

- 9.1 **Water** - The risk of drowning is significant. A suitable life jacket should be worn when working over water or on the quayside as determined by Risk Assessment.
- 9.2 **Working at height** - Falls from working at height are one of the commonest industrial injuries. Special precautions must be taken when working at height. All mobile towers and scaffolding must be fully braced and erected by competent persons in accordance with appropriate codes of practice. In addition, scaffolding must be checked by a competent person on a regular basis.

Mobile elevating platforms should only be used by trained operators and the equipment must have a current Thorough Examination Certificate. A safety harness may also be needed for working on mobile towers, scaffolds or elevated platforms.

- 9.3 Ladders are to be used for access purposes only, unless the work is of very short duration (e.g. using stepladders to change a light bulb). They should never be used as working platforms. Always check the physical condition of any ladder before using it and note the following general guidelines:-

Ladders

- You should have at least 3 points of contact on a ladder at any one time, i.e. two feet and one hand or two hands and one foot.
- Do not carry items/ materials up ladders (unless in a waist tool belt).
- Do not use a ladder if it is visibly damaged.
- All ladders should be tied into position. If this is not possible, get someone to 'foot' it for you.
- Make sure that the ladders you use extend to a suitable distance above the stepping-off point - you will need a secure handhold at the top.
- Never use a ladder on top of a mobile scaffold tower.

Stepladders

- Where possible mobile scaffold towers or other suitable working platforms must always be used in place of stepladders when other platforms cannot be used.
- If you must use stepladders ensure that the treads, stiles, hinges and restraints (including restraining rope on wooden stepladders) are not damaged.
- Don't work higher than 2/3 the height of the steps - you need the remaining steps to act as a handhold.
- Don't be tempted to lean out/ sideways from steps or ladders.

Trestles

Trestles should not be used on Authority property.

- 9.4 **Electricity** - All power tools should be operated at 110V by using a suitable 'step down' transformer. Power tools should be P.A.T. tested annually. This is most important in relation to working near water.

Contractors must ensure that all leads are constructed of armoured cable, are in sound condition, are capable of taking the load of heavy traffic in the harbour estate (as required by the PUWER regulations) and are electrically safe (with RCD fitted where appropriate).

Power boxes must not be opened - ask harbour staff for assistance. If power boxes are tampered with they will be disconnected.

- 9.5 **Fire** - The following precautions should be taken to prevent fire:-

- Don't hang clothing over heating equipment.
- Only smoke in permitted areas on site.
- Remove all debris regularly and don't let it 'build up' (either inside or outside buildings).
- Don't overload electric sockets.
- Don't let flammable liquids sit in open containers or in areas where they are likely to be knocked over.
- Before using burning, cutting or welding gear, ensure that you have obtained a Permit to Work from the Harbour Master and that you remove all flammable materials (papers, cloths, plastic wrapping etc) from the working area.
- Only trained welders should work with gas welding gear - never interfere with gas cylinders on site.
- Don't keep gas cylinders in enclosed areas - they need to be kept in very well ventilated areas, but away from direct sunlight if possible.
- All gas cylinders must be kept upright and moved around in purpose - built trolleys - they can be damaged if 'rolled' around the site.

- Never smoke in the vicinity of gas welding cylinders on site. A naked flame or spark could cause an explosion.
- A fire extinguisher should be kept at hand.

9.6 **Trips** - There are numerous trip hazards present around the harbour; careful note should be made of these. Port Users and Contractors should not create trip hazards and should ensure that all access routes and work areas are kept clear and tidy at all times.

9.7 **Unguarded Quay Edges** - There is a risk of persons or vehicles falling into the water or onto the vessels in the Harbour. Life jackets should be worn for quayside working. Vehicles should be parked in designated parking spaces in the Harbour Estate and special attention made to ensure that vehicles are left in gear with the handbrake on.

9.8 **Vehicles** - These must be in a roadworthy condition, taxed and insured and driven only by qualified drivers. The seat belt must be worn at all times. Drivers should adhere to the speed limit of 20 m.p.h. and follow the traffic signs around the Harbour Estate. Vehicles should be parked in the designated parking spaces and not parked on top of Fire Hydrants. Clear access to ice plants, fishmarkets, slipways and entrances should be maintained at all times.

N.B. 25% of all plant/vehicle accidents on site happen as a result of someone reversing.

9.9 **Falling Objects** - There is a high risk of tools or equipment being dropped from the quayside or from vessels dry docked on the slipway. Contractors are advised to wear protective head gear at all times in slipway area. Scaffold should be erected with kick boards to reduce this risk.

9.10 **Moving Machinery** - The most immediate hazards are forklift trucks, other vehicles and slipway cradles. Forklift trucks must be in good working order, properly insured and only driven by trained personnel. Only authorised personnel may operate the slipway winch, see Slipway Safe Working Code of Practice.

9.11 **Fork Lift Trucks** - See Section 8 above.

9.12 **Crushing** - There is a small risk of being crushed by a vessel stored on dry land. However, working between berthed vessels or between the vessel and quay is extremely hazardous and this should be avoided. Other crushing hazards exist from lifting and maneuvering heavy objects such as screw propellers. At all times contractors shall ensure that lifting gear is inspected before use and is in sound condition and suitable for the job (LOLER Regulations apply).

9.13 **Toxicity** - Many paints and anti foul components are extremely toxic and oils, fuels and cleaning chemicals are hazardous. All chemicals should be handled according to data sheet instructions and COSHH regulations.

9.14 **Noise** - Many operations produce noise at levels which can be damaging to hearing. Noise which is loud enough to make a normal conversation difficult at two metres can be enough, over a long period of time, to damage your hearing.

It is important to monitor noise levels. There are two action levels - 80 db and 85 db. Above 85 db, ear defenders must be worn but these must be in good condition, fit properly and be of the correct type for the noise.

Key actions are to keep your exposure time to the minimum, keep as far away as possible from the noise source, to wear suitable ear defenders and to take expert advice if in doubt.

- 9.15 **Paint Spraying** - This operation produces an over-spray of particles which may be toxic, an irritant and a chemical contaminant to food processors around the harbour. In addition paint overspray can be harmful to other port users and can cause damage to property and equipment. Paint spraying must only be carried out on the slipway and under specified conditions. Effective screening must be erected around the working area to the satisfaction of the Harbour Master. Only contractors who agree to abide by the specified conditions will be allowed to carry out spray painting operations.
- 9.16 **High Pressure Water Spraying (HPWS)** - This operation also produces an over spray which may be an irritant and a chemical contaminant. HPWS must only be carried out on a slipway with an environmental trap. Effective screening must be erected around the working area to the satisfaction of the Harbour Master.

SPECIAL PRECAUTIONS FOR PAINT SPRAYING AND HIGH PRESSURE WATER SPRAYING

For Paint Spraying and High Pressure Water Spraying the contractor must ensure effective screening is installed around the work area which will prevent any emissions to the atmosphere which may be hazardous. Contractors shall ensure that while working inside screened off areas they wear suitable personal protective equipment which includes breathing apparatus as necessary and have a helper standing by in case of emergency. Protection must also be provided for the Authority's cradles; in particular the wheels/wheel bearings and hydraulic equipment.

Paint Spraying and High Pressure Water Spraying of vessels must only be carried out on the slipways and High Pressure Water Spraying is restricted to slipways with an environmental trap.

Dry shot, Grit or Wet Aggregate blasting is not permitted on Authority property or anywhere within harbour limits.

- 9.17 **Welding** – this is known as 'Hot Work' which has risks of personal injury and of fire. Electric arc welding flash presents a serious risk to both the welder and anyone observing the flash.

Contractors must ensure that all necessary personal protective equipment is worn and that all necessary precautions are taken to prevent injury to persons or property. All welding operations should be screened off with adequate warning signs to prevent accidental eye damage to other people.

9.18 **Confined Space Working** - Never carry out work in a confined space unless you have had the right training for the job. Do not start work in a confined space unless a risk assessment has been carried out and a safe system of work has been drawn up. A Permit to Work must be issued for all confined space working on Authority property.

For work on board vessels contractors are advised to always seek vessel owners permission before entering a confined space. Establish what the space has been used for and whether flammable liquids/gases or toxic gases could be present. Only enter confined spaces wearing suitable personal protective equipment and only with a helper / watchman standing by for emergencies.

9.19 **Manual Handling** - this is one of the most common causes of injury at work. Lifting operations should be carefully planned and if possible a suitable lifting device should be used. Consideration should be given to the type of load, the ground conditions and the capability of the individual. All persons involved in manual handling (e.g. lifting fish boxes) should be trained in safe lifting techniques and sensible handling of loads.

9.20 **Chemical Substances** - these include liquids, solids and gases. Chemical substances can harm you if they get on to your skin or in to your body. You should only use chemicals from clearly labeled containers and when you have read and understood the Safety Data Sheet which should also provide First Aid advice. Where necessary protective equipment such as gloves or goggles should be used. Do not smoke when using chemicals and wash your hands thoroughly after working with chemicals and before eating. The COSHH regulations apply to the handling and use of all chemical substances.

9.21 **General Equipment Guidelines**

- Make sure that you have been shown how to use the equipment and have read the operating instructions.
- Never use a piece of equipment unless you have been authorised to do so - some items can be very dangerous in the wrong hands e.g. cartridge tools.
- Do not leave any engines, machinery or tools running unattended.
- Never use an item of equipment if the guards are damaged (e.g. on concrete saws, portable circular saws).
- If you are using electrical equipment, ensure that all connections, cables and sockets are free from damage. Don't use electrical equipment that has been 'taped up'.
- If necessary wear suitable Personal Protective Equipment - this is often already indicated on the equipment.
- Only use equipment which has a current 'Thorough Examination' certificate or which has been electrically tested i.e. 'PAT tested'.

10.0 PERMIT TO WORK

Written *Permit to Work* systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement. These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to Work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems (e.g. electrical work), and the fitting of locking devices to controls, (e.g. Ice plant).

A *Permit to Work* is required on Harbour Authority property for the following work activities:- diving, hot work, mobile crane lifting operations, underground excavation and confined space working. Other activities may be added from time to time.

***Permit to Work* Forms are available from the Harbour Master.**

11.0 ACCIDENT REPORTING

- 11.1 In accordance with the Bye-Laws all accidents which cause injury to any person or damage to any property must be reported immediately to the Harbour Master.

All reported accidents will be recorded in the Harbour Master's Diary, the Harbour Accident Book and an Accident Report Form will be completed.

- 11.2 It is the duty of the Authority to notify the Health and Safety Executive of accidents and near misses in accordance with the RIDDOR Regulations. (In the case of marine accidents the Maritime and Coastguard Agency will be advised).

12.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

Safety Precautions for Slipway Working

Due to the wide range of repair activities which take place on the slipways there is a need for vessel owners, crew members and their contractors to be particularly careful. The following is a list of key safety points for slipway working; this list is not exhaustive and if there is any doubt the HSENI should be contacted for advice.

1. A Slipway Declaration Form must be signed before any vessel will be permitted to use an Authority Slipway.
2. Use a Risk Assessment to assess the job or range of jobs to be carried out and then implement suitable safety precautions. A Risk Assessment template is available from the Harbour Master.
3. Hard Hats and appropriate Personal Protective Equipment must be worn.
4. Use the access equipment provided to board / disembark the vessel.
5. All tools and equipment must be tested and suitable for the task.
6. Working at Height - The correct scaffolding / working platform must be used properly and erected by a competent person. For any work at height special precautions must be taken e.g. the scaffolding or working platform should have handrails and kickboards and where appropriate a safety harness should be used.

The workplace precautions as outlined in section 9.2 of the Code of Practice for Safe Working must be followed.

7. Electrical leads must use armoured cable and portable equipment P.A.T. tested.
8. Report any defects in equipment, etc. to Authority staff immediately.
9. **NO SMOKING** in the slipway area.
10. **FIRE PREVENTION** – Coordinate with contractors working on an adjacent slipway to ensure risks are minimised, e.g. hot work, painting, lifting operation, launching a vessel. Take appropriate precautions. **NO HOT WORK** near painting operations. Ensure portable fire extinguishers are at hand. The precautions detailed in section 9.5 of the Code of Practice for Safe Working should be implemented.
11. No refueling of vessels on the slipway.
12. Alert others to dangers, know where the emergency exit is.
13. Ensure that structural alterations to the vessel do not adversely affect the stability of the vessel on the slipway cradle.
14. All mobile cranes and lifting equipment must have a current test certificate and be operated only by a certified operator.

15. Specific measures for High Pressure Water Spraying (HPWS) and Spray Painting:-
- For High Pressure Water Spraying and Spray Painting the contractor shall erect safe scaffolding or provide a safe platform for working at height.
 - Effective screening around the working area to prevent over spray must be provided to the satisfaction of the Harbour Master.
 - Effective protective covers must be placed over the wheels and hydraulic units of the cradle to prevent damage. This must be done to the satisfaction of the Harbour Master.
 - Spray painting and pressure cleaning will not be permitted in windy/gusty conditions - i.e. force 4 and above.
16. All debris shall be removed from the slipway and properly disposed of off site by the contractor when the job is finished. Failure to do so will result in a charge for cleaning up and waste disposal and under no circumstances is waste to be dumped on Harbour Authority property or in Harbour Authority bins or skips. Any waste material collected in the slipway sumps should also be removed by the contractor.

SHOT BLASTING OR WET AGGREGATE BLASTING IS NOT PERMITTED ON AUTHORITY PROPERTY OR ANYWHERE WITHIN HARBOUR LIMITS. ANTI-FOUL PAINT CONTAINING TBT MUST NOT BE USED.

REFERENCES

- Health and Safety at Work (Northern Ireland) Order 1978.
- The Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
- The Control of Substances Hazardous to Health Regulations (Northern Ireland) 1995 - (COSHH).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 - RIDDOR.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- The Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER).
- Diving at Work Regulations 1997.
- The Construction (Head Protection) Regulations (NI) 1990.
- The Construction (Design and Management) Regulations (NI) 2007.
- Confined Spaces Regulations (NI) 1999.
- The Manual Handling Operations Regulations (NI) 1992.
- The Control of Asbestos at Work Regulations (NI) 1988.
- The Guide to Workplace Health and Safety HSENI 4(99).
- Health and Safety in Construction in Northern Ireland HSENI 0406.
- N.I.F.H.A. Ice Plant Safe Working Code of Practice.
- N.I.F.H.A. Risk Assessments.
- N.I.F.H.A. Permit to Work Form.