

20  
17



# INDUSTRIAL SAFETY & POH



Date:

6th June 2017

Document type:

INFORMATION (5th revision)

Reference N°:

## GENERAL RISKS OF THE SERVICE AREA OF THE PORT OF SANTANDER




Puerto de Santander

Autoridad Portuaria de Santander

# GENERAL RISKS OF THE SERVICE AREA OF THE PORT OF SANTANDER

Date:	6/06/2017	
Document type:	INFORMATION	
Reference N°:		
Status data:	<input type="checkbox"/> Draft <input checked="" type="checkbox"/> Final	Version N°:

Drawn up by:	Date	Signature
<b>Javier Sarabia Rogina</b>	<b>06/06/2017</b>	 SOCIEDAD DE TREPILACION, S.L.
Supervised by:		ÁREA TÉCNICA
Technical approval:		

Working group:	Collaborators:
<b>Pablo García Palazuelos</b>	
Photographs:	Illustrations:
Other:	



Puerto de Santander

Autoridad Portuaria de Santander

In relation to that set down in Royal Decree 171/2004 of 30th January, which includes Article 24 of Law 31/95 on the Prevention of Occupational Hazards (POH) concerning the **coordination of business activities**, information is hereby given on these files of the General Risks assessed in the Service Area of the Port of Santander on preventive measures and measures to be adopted in the event of an emergency.

## RISK FILE

### GENERAL RISKS OF THE LAND SERVICE AREA OF THE PORT OF SANTANDER

**Within the Port Enclosure several cameras have been installed for security purposes, owing to which the Santander Port Authority hereby informs you that it is possible that you are being recorded.**

1. BEING RUN OVER BY VEHICLES (TRUCKS, CARS, THE INTERNAL TRAIN, ETC).
2. COLLISIONS OF VEHICLES, TRAINS, AND/OR MACHINERY OWING TO THE MOVEMENT OF VEHICLES INSIDE THE PORT ENCLOSURE.
3. CRASHING INTO IMMOBILE OBJECTS (NEW JERSEYS, LEVEL CROSSING BARRIERS, ROAD SIGNS, PERIMETER ENCLOSURES...).
4. THE FALLING TO A LOWER LEVEL OF PEOPLE AND VEHICLES: FALLING INTO THE SEA, FALLING INTO THE INNER SPACE OF THE RAOS BRIDGE.
5. FALLING OF OBJECTS OWING TO COLLAPSE IN THE CRANE OPERATION AREA.
6. FALLING OF OBJECTS BECOMING DETACHED IN THE CRANE OPERATION AREA.
7. FALLING OF OBJECTS FROM THE RAOS BRIDGE (TO CRAFT AND PERSONNEL LOCATED IN THE VICINITY OF THE BRIDGE, THE JETTY FOR OFFICIAL VESSELS, SHEET OF WATER...)
8. VESSELS CRASHING INTO THE STRUCTURE OF THE RAOS BRIDGE.
9. PEOPLE FALLING ON THE SAME LEVEL OWING TO DROPS, OIL STAINS, MANHOLES, REMAINS OF PILES, ETC.
10. SPRAINS FROM STEPPING ON OBJECTS, RAILWAY TRACKS, IRREGULARITIES OF THE TERRAIN, ETC.
11. PROJECTING FRAGMENTS AND/OR PARTICLES THAT MAY AFFECT THE EYES, MAINLY ON WINDY DAYS.
12. PEOPLE FALLING TO A LOWER LEVEL FROM TRUCKS, HOPPERS, FREIGHT WAGONS, ETC. OWING TO STRONG WINDS.
13. BANGING INTO MOBILE OBJECTS, ACCESS BARRIERS, OR BEAMS WHEN ENTERING THE PORT ENCLOSURE.
14. ACCIDENTS CAUSED BY LIVING CREATURES, ANIMALS USED BY STATE SECURITY FORCES, TO SUPERVISE AND SAFEGUARD THE PORT ENCLOSURE.
15. RISKS CAUSED BY THE USE OF FIREARMS AND POLICE DEFENCE, THE SAFEGUARDING OF INDIVIDUAL AND COLLECTIVE RIGHTS, BY STATE SECURITY FORCES.

<p><b>PREVENTIVE MEASURES THAT MUST BE TAKEN IN THE LAND SERVICE AREA OF THE PORT OF SANTANDER</b></p>	<p><b>PREVENTIVE MEASURE FILE</b></p>
<p><b>PREVENTIVE MEASURES</b></p>	
<ul style="list-style-type: none"> <li>- Vehicles must be driven on the port roads with great care and at low speeds, respecting the road signs and without exceeding the speed limit of 40 km/hour in the Port Enclosure and 50 km/hour in the remainder of the Service Area (or any lower limit indicated by road signs).</li> <li>- You are reminded that it is compulsory to wear a high visibility vest manufactured according to standard EN-471 or high visibility clothing.</li> <li>- You are reminded that it is compulsory to wear a safety helmet in the crane operation area or wherever this is established by the assessment for each competing company.</li> <li>- You are reminded that if you enter the port enclosure by bicycle or any other two-wheeled vehicle without an engine you must wear a high visibility vest or high visibility work clothes and also an officially approved and certified crash helmet.</li> <li>- Pay particular attention when driving on the access roads, the access roundabout from Raos, and the roads of the Raos Bridge.</li> <li>- All vehicles entering the port area must have valid authorisations, standard inspections, and insurance. The Port Authority will expel all vehicles who fail to comply with these conditions without detriment to the appropriate penalties.</li> <li>- When vehicles of the State Security Forces use luminous or acoustic devices attention must be paid to the latter and said vehicles must be given priority.</li> <li>- Do not remain in areas other than those where you are working; you must follow the itineraries you have previously been given.</li> <li>- Pedestrian access to the Raos Bridge is prohibited except when this is necessary for work reasons and when the Service Coordination Centre (<i>Centro de Coordinación de Servicios, CCS</i>) of the Santander Port Authority (telephone number 942 20 36 18) has been informed.</li> <li>- Respect the direction of the traffic.</li> <li>- Do not drive inside the storage areas.</li> <li>- Do not compete with other vehicles under any circumstances.</li> <li>- Do not remain below the crane operation area or radius of action or below suspended loads.</li> <li>- Take great care when approaching the edge of the port as there is a risk of falling into the sea.</li> <li>- Craft that may cause situations of risk when navigating below the Raos Bridge may only do so when the mobile sections are raised and secured during established opening times. Never attempt risky manoeuvres during the raising or lowering of the mobile sections.</li> <li>- On windy days (especially in the case of southerly winds) and alongside areas in which materials are being unloaded in bulk to generate dusty environments it is recommendable to wear safety goggles to protect your eyes from possible projections of fragments and/or particles.</li> <li>- The simultaneous movement of both vehicles and trains on the Raos Bridge is prohibited.</li> <li>- Electrical panels, crane power points, work equipment, etc. must not be handled without the appropriate authorisation under any circumstances.</li> </ul>	



- On days of strong winds people who are to carry out work from the trucks, hoppers, freight wagons, etc. will remain in protected areas and adopt the complementary security measure designed to prevent falls to a lower level.
- You are reminded that it is compulsory for all vehicles with a load area entering the port for loading or unloading purposes to have a mechanical system for raising and lowering the tarp.
- At the access points to the port enclosure, whether by the Maliaño control point or that of Raos, attention must be paid to the traffic lights; if the latter are not respected a beam may strike the vehicle or even the person in the case of motorbikes, mopeds, or bicycles.
- Do not approach the animals used by the State Security Forces without authorisation and at all times follow the instructions of the guide, person in charge, or rider. Do not provoke the animals used by the State Security Forces.
- In the event of the shooting of a firearm, if possible seek protection in a safe place behind a vehicle or parapet or lying on the ground as a last resort.



WATER SERVICE AREA	RISK FILE
GENERAL RISKS IN THE WATER SERVICE AREA OF THE PORT OF SANTANDER	
<ol style="list-style-type: none"> <li>1. COLLISION OF VESSELS</li> <li>2. RAMMING</li> <li>3. COLLISIONS</li> <li>4. PEOPLE FALLING INTO THE SEA FROM VESSELS</li> <li>5. BEACHING</li> </ol> <ul style="list-style-type: none"> <li>- You are reminded that at the access points to the Port and its Navigation Channel pleasure craft and vessels with a length of less than 20 metres must not interfere with the passage of any other ship that can only navigate safely through the Navigation Channel. In any case they must heed the regulation audible signals issued from the ship; they must move out of the way well in advance in order to facilitate navigation through the channel and avoid the risk of ramming.</li> <li>- Merchant ships or similar, the tugs assisting them, larger fishing boats, and other Port service vessels and the inner traffic of the Bay must navigate at a safe speed which is determined according to current circumstances and conditions, in particular the density of traffic as established in Rule 6 of the International Regulations to prevent Ramming at Sea.</li> <li>- When vessels with a height of over 10 metres above the water line navigate opposite the head of the airport runway, they must contact Santander Port Control in advance on channel 11 VHF when they arrive in the vicinity to receive the appropriate instructions.</li> <li>- Vessels that have to cross the Navigation Channel of the Port will do so perpendicularly so that the invasion of the Navigation Channel is as short as possible.</li> <li>- You are reminded that the navigation of windsurfing boards, craft without engines, and jet skis within the navigation channels between buoys is forbidden when ships are navigating through the channel.</li> <li>- The anchoring of any craft in the Navigation Channel of the Port is forbidden as it must always be free for the navigation of large vessels, in particular those that can only navigate safely through the same. You are reminded equally of the prohibition of mooring craft to the buoys marking the General Buoy System of the Port.</li> <li>- You are reminded of the prohibition of establishing permanent fishing nets (not tugged from a fishing boat) in both the Navigation Channel and the Anchoring Area.</li> </ul>	

MARKET AND ICE FACTORY	RISK FILE
GENERAL RISKS AT THE MARKET AND ICE FACTORY OF THE PORT OF SANTANDER	
<ol style="list-style-type: none"> <li>1. BEING RUN OVER OWING TO THE TRAFFIC OF VEHICLES, TRUCKS, FORK-LIFT TRUCKS, ETC.</li> <li>2. CRASHING INTO VEHICLES OR INSTALLATIONS.</li> <li>3. PEOPLE FALLING TO A LOWER LEVEL, LOADING BAYS.</li> <li>4. PEOPLE FALLING ON THE SAME LEVEL, THE EXISTENCE OF WET FLOORS, ICE, OR ORGANIC REMAINS.</li> <li>5. PEOPLE FALLING TO A LOWER LEVEL, STAIRWAYS FROM THE AUCTION ROOM.</li> <li>6. RISK OF FALLING INTO THE SEA, UNLOADING AREA, AND MOORING OF CRAFT.</li> <li>7. KNOCKING AGAINST MOBILE OBJECTS, HANDLING OF PALLET TRUCKS.</li> <li>8. KNOCKING AGAINST OR CRASHING INTO MOBILE OBJECTS DURING LOADING AND UNLOADING OPERATIONS WITH THE JASO CRANE.</li> <li>9. FALLING OF OBJECTS THAT HAVE BEEN DETACHED OR OWING TO COLLAPSE, JASO CRANE.</li> <li>10. TRAPPING/CRUSHING, SHIP–QUAY, MOORING TASKS, ACCESS TO THE QUAY.</li> </ol>	

MARKET AND ICE FACTORY	FILE OF PREVENTIVE MEASURES
PREVENTIVE MEASURES THAT MUST BE TAKEN AT THE MARKET AND ICE FACTORY	
<ul style="list-style-type: none"> <li>- Vehicles must be driven on the port roads with great care and at low speeds, respecting the road signs and without exceeding the speed limit of 40 km/hour for the Port Enclosure and 50 km/hour in the remainder of the Service Area (or any lower limit indicated by road signs).</li> <li>- You are reminded that it is compulsory to wear a high visibility vest manufactured according to standard EN-471 or high visibility clothing.</li> <li>- You are reminded that it is compulsory to wear a safety helmet in the JASO crane operation area (including its operator) or wherever this is established by the assessment for each competing company.</li> <li>- Do not remain below the operation area or radius of action of the JASO crane; likewise do not remain below suspended loads or move suspended loads above people.</li> <li>- You are reminded that to handle the JASO crane authorisation from the Port Authority must be obtained after proof of training to use it has been provided.</li> <li>- Take great care when approaching the edge of the port, the unloading and mooring area, as there is a risk of falling into the sea.</li> <li>- The gates of the loading bays must remain closed when no vehicles are carrying out loading/unloading operations.</li> <li>- You are reminded that in the open area footwear with non-slip soles must be used. If pallet trucks are being handled the footwear must also have reinforced toecaps.</li> <li>- Users of these installations must keep the areas of passage and work areas as clear as possible and not throw on the ground any organic waste or other elements liable to cause falls.</li> <li>- When going up and down fixed stairways the handrail must always be used.</li> <li>- You are reminded of the existence of two lifelbelts located on the quay.</li> <li>- Respect the STOP sign at the car park exit.</li> </ul>	



MARITIME SIGNALLING INSTALLATIONS: LIGHTHOUSES	RISK FILE
GENERAL RISKS IN MARITIME SIGNALLING INSTALLATIONS: LIGHTHOUSES	
<ol style="list-style-type: none"> <li>1. RISK OF BEING RUN OVER / CRASHES, ACCESS TO INSTALLATIONS.</li> <li>2. PEOPLE FALLING TO A LOWER LEVEL, ACCESS TO THE INSTALLATION, ACCESS TO THE LAMP AREA, LIGHTNING CONDUCTORS, ETC.</li> <li>3. FALLING INTO THE SEA.</li> <li>4. PEOPLE FALLING ON THE SAME LEVEL.</li> <li>5. CRASHING INTO FIXED OBJECTS, STRUCTURAL ELEMENTS.</li> <li>6. ELECTRICAL CONTACTS, LIGHTNING STRIKES.</li> </ol>	

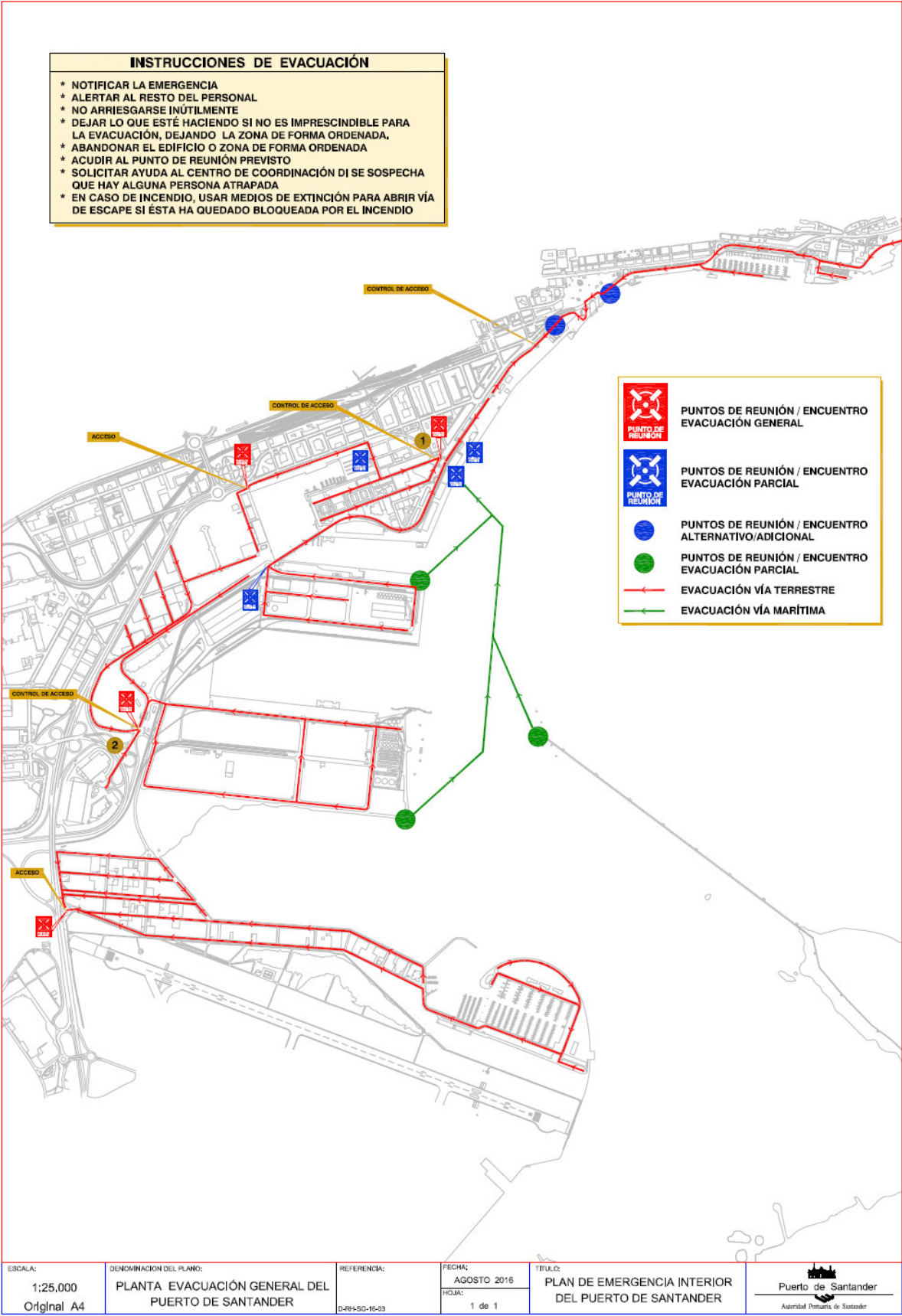


<b>MARITIME SIGNALLING INSTALLATIONS: LIGHTHOUSES</b>	<b>FILE OF PREVENTIVE MEASURES</b>
<b>PREVENTIVE MEASURES FOR MARITIME SIGNALLING INSTALLATIONS: LIGHTHOUSES</b>	
<ul style="list-style-type: none"> <li>- Vehicles must be driven on the access roads to the lighthouse enclosures with great care and at low speeds, respecting the road signs and without exceeding the speed limit indicated.</li> <li>- In the event of access on foot you must use the areas set aside for pedestrians, or if these do not exist as close as possible to the edge of the road and facing oncoming traffic.</li> <li>- The installations will be accessed by the roads prepared for the purpose and not by other alternative routes that may involve a risk of falling into the void or the sea.</li> <li>- If access to the lamp area or lightning conductor should be necessary, it is obligatory to use the handrail or rope when going up and coming down.</li> <li>- Do not access the lightning conductor area in a storm and refrain from handling or touching the earthing cable.</li> <li>- Do not under any circumstances go beyond the railings, fences, parapets, or other elements designed to delimit the accessible area so as to prevent falling into the void or the sea.</li> <li>- Pay particular attention to possible obstacles in the enclosure that may lead to a knock or a fall.</li> <li>- Take great care when gaining access to these installations on windy days, as owing to their location this may lead to falls or the impact of any element carried away by the wind. Under these conditions take great care when opening/closing the doors of vehicles.</li> <li>- Access to lighthouses that is only possible by boat (the Mouro Island lighthouse) will be gained while taking into account the condition of the sea; remember that in the craft used to gain access to it the use of life jackets is <b>COMPULSORY</b>.</li> <li>- You are reminded that it is <b>COMPULSORY</b> to use the handrail on the access (access by steps) to the Santoña Lighthouse.</li> </ul>	

MEASURES TO TAKE IN AN EMERGENCY	FILE OF EMERGENCY MEASURES
MEASURES FOR AN EMERGENCY	
<div data-bbox="252 604 1436 866"> <ul style="list-style-type: none"> <li>❑ In the event of an emergency the instructions given by the Port Authority personnel must be followed.</li> <li>❑ If any problem, emergency, or anomaly arises the Port Police must be notified immediately by the following means: <ul style="list-style-type: none"> <li>• A telephone call to the CCS (<b>942 20 36 18</b>).</li> <li>• Walkie-Talkies.</li> </ul> </li> </ul> </div> <div data-bbox="188 943 1114 974"> <p><b>IF YOU HAVE AN ACCIDENT OR WITNESS ONE, FOLLOW THE “P.N.H.” DRILL:</b></p> </div> <div data-bbox="284 1014 1436 1368"> <ul style="list-style-type: none"> <li>• P. Protect: Before Helping we will protect ourselves and protect the victim with the aim of not aggravating the situation.</li> <li>• N. Notify: If we have the means we will ask the Emergency Services for help and if not we will try to get a third party to do so. We will dial 112 or call the Service Coordination Centre (<i>Centro de Coordinación de Servicios</i>, C.C.S.) of the Santander Port Authority: <b>C.C.S.: 942 20 36 18</b></li> <li>• H. Help: Finally, if we have knowledge of first aid we will try to help the victim. However, unless his/her life is in danger he/she must not be moved until the medical services arrive.</li> </ul> </div>	

SECURITY RULES	RULES FILE
SECURITY RULES OF THE PORT OF SANTANDER	
<p><b><u>SECURITY RULES:</u></b> Approved by a Resolution of the Santander Port Management:</p> <ul style="list-style-type: none"> <li>❑ The use of HIGH VISIBILITY GARMENTS is COMPULSORY throughout the PORT ENCLOSURE. High Visibility Garments will be understood to be: <ul style="list-style-type: none"> <li>▪ <b>HIGH VISIBILITY VEST:</b> <i>Manufactured according to standard EN 471.</i> It may be used to replace HIGH VISIBILITY VEST and will be considered to be TOTAL BODY PROTECTION CLOTHING.</li> <li>▪ <b>WORK CLOTHES:</b> <i>Manufactured according to standard EN 471.</i></li> </ul> <hr/> </li> <li>❑ In the CRANE OPERATION AREA it is OBLIGATORY to wear a: <ul style="list-style-type: none"> <li>▪ <b>SAFETY HELMET:</b> <i>Manufactured according to standard “EN 397 - Protective helmet for industry”.</i></li> </ul> <hr/> </li> </ul> <p><b><u>ACCESS TO THE PORT ENCLOSURE</u></b></p> <p>It is only possible to enter or leave the Port Enclosure through the two control points:</p> <ul style="list-style-type: none"> <li>▪ <b>Maliaño Control (point “1”, see map)</b></li> <li>▪ <b>Raos Oeste Control (point “2”, see map)</b></li> </ul> <p>Attempting to enter or leave by any other point of the perimeter of the Port Enclosure is <b><u>STRICTLY PROHIBITED</u></b>.</p> <p><b>Further information can be found on the website of the Santander Port Authority through the following link:</b></p> <p><b><a href="http://www.puertosantander.es/cas/normas_seguridad.aspx">http://www.puertosantander.es/cas/normas_seguridad.aspx</a></b></p>	

# EVACUATION PLAN OF THE PORT OF SANTANDER



## **EVACUATION INSTRUCTIONS**

- REPORT THE EMERGENCY
- ALERT THE REMAINDER OF THE PERSONNEL
- STOP WHAT YOU ARE DOING IF IT IS NOT ESSENTIAL FOR THE EVACUATION, LEAVING THE AREA IN AN ORDERLY MANNER
- LEAVE THE BUILDING OR AREA IN AN ORDERLY MANNER
- GO TO THE ESTABLISHED MEETING POINT
- ASK THE COORDINATION CENTRE FOR HELP IF IT IS SUSPECTED THAT SOMEONE HAS BEEN TRAPPED
- IN THE EVENT OF FIRE USE EXTINGUISHING MEASURES TO OPEN AN ESCAPE ROUTE IF THIS HAS BEEN BLOCKED BY THE FIRE

**MEETING POINTS / GENERAL EVACUATION MEETING**

**MEETING POINTS / PARTIAL EVACUATION MEETING**

**MEETING POINTS / ALTERNATIVE/ADDITIONAL MEETING**

**MEETING POINTS / PARTIAL EVACUATION MEETING**

**EVACUATION BY LAND**

**EVACUATION BY SEA**

SCALE 1:25,000 Original A4 / NAME OF THE PLAN - GENERAL EVACUATION PLAN FOR THE PORT OF SANTANDER / REFERENCE D-RH-SO-16-03 / DATE AUGUST 2016 / PAGE 1 OF 1 / TITLE - INTERNAL EMERGENCY PLAN OF THE PORT OF SANTANDER / Port of Santander - Santander Port Authority