



موانئ أبوظبي  
ABU DHABI PORTS



أعوام من الشراكة والنمو  
of Partnership & Growth

# Abu Dhabi Ports DAY ONE INDUCTION BOOKLET



# OUR AIM:



# NO ACCIDENT



موانئ أبوظبي  
ABU DHABI PORTS

## Abu Dhabi Ports DAY ONE INDUCTION BOOKLET

Edition 1, 2016

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# SAFETY

is a Full Time Job



Don't Make It a  
Part Time Practice

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## INTRODUCTION

Welcome to Abu Dhabi Ports.

### Abu Dhabi Ports' Day One Induction Booklet

Abu Dhabi Ports is the master developer, operator and manager of non-oil ports and Khalifa Industrial Zone in the UAE's Abu Dhabi Emirate. The ports include:

- ▶ **Zayed Port**, which is expanding status as a premier regional hub for cruise industry, and general and bulk cargo.
- ▶ **Khalifa Port**, Abu Dhabi Ports' flagship port, and the region's first semi-automated deep water container terminal.

**Your health and safety, and environmental protection are Abu Dhabi Ports' top priority.**

Abu Dhabi Ports Management says: "Here at Abu Dhabi Ports, we are committed to maintaining a safe workplace for all of our employees and visitors. Caring for the well-being of our people and the environment while eliminating work-related injuries and incidents, is our highest priority. But we can't do it alone; we all share the responsibility to ensure that we can make this a safe work place for you and the people you work with."

Carefully read Abu Dhabi Ports' Day One Induction Booklet, and if you are unsure of anything please refer to Abu Dhabi Ports HSE Handbook & Port Regulation Framework, our website or ask your manager or supervisor for more information.

We wish for you to have a healthy, safe and productive time here at Abu Dhabi Ports.



## PORT ACCESS

Anyone entering any port area of Abu Dhabi Ports must have a valid gate pass. Thus it is important to follow the instructions to gain access to the port.

To get a gate pass you will need to:

- ▶ First fill in the E-Pass application on the Abu Dhabi Ports' website requesting a pass at least 24 hours before you arrive at the port.
- ▶ Attend Abu Dhabi Ports Day One Induction.
- ▶ On reporting to the Documentation Centre/ Gate Pass Office, you will be required to show valid identification. You can present your Passport, UAE Visa or a UAE Identification card.
- ▶ On completion of the Day One Induction Programme, a gate pass and this booklet will be provided which contain important information and contact numbers.

When entering gate areas, you will be asked to show your gate pass and identification to the security and anytime thereafter. You should know that it is illegal to share or give your gate pass to a colleague to access Abu Dhabi Ports.

Please note that if you lose your gate pass, you are required to inform security or your manager as soon as possible.



## TRAFFIC SAFETY

UAE road signs, traffic rules & regulations apply to Abu Dhabi Ports premises. Before starting your journey, please ensure your vehicle is in good working order, inspect brakes, tires, oil, and lights.

Below are the list of do's and don'ts:

- ▶ Please note that you do not exceed the speed limit as displayed on traffic signs, which change from area to area.
- ▶ Please do not tailgate.
- ▶ Come to a complete stop at all STOP signs.
- ▶ Always be aware of pedestrians.
- ▶ Roaming in the port is strictly prohibited and you should not enter unauthorized areas.
- ▶ Seatbelts must be worn at all times.
- ▶ Mobile phones must not be used when driving, although handsfree devices are tolerated.
- ▶ Sleeping in the port is strictly prohibited, as well as driving under the influence of alcohol or drugs.
- ▶ While driving in the container terminal or where visibility is impaired, always put on your beacon light or, if not fitted, your hazard lights.
- ▶ Be aware of heavy mobile equipment and prepare to give way.

Traffic violations are taken seriously and will lead to disciplinary action, fines, or being removed from the port.





## PARKING

It is important to adhere to the rules as mentioned below when it comes to parking.

Please ensure your vehicle is parked in designated areas and where **PARKING** signs are displayed. We request you to avoid blocking the access to hydrants, hose boxes, fire extinguishers or any other firefighting equipment. It is important to check that you have not left your engine running and that you've locked your vehicle, once you've left it. All these safety and precautionary measures must be followed when it comes to parking at Abu Dhabi Ports.



## SECURITY

For safety and security reasons, Abu Dhabi Ports has 24 hours patrolling security with 24 hour CCTV surveillance and other detection equipment. In addition to this, on entering and leaving the port, security may search your vehicle. If at any point you are in need of assistance, you can contact security 24 hours a day on **800112**.

Please dim headlights while approaching security gates, to ensure guards' visibility is not hindered.



## GENERAL HSE INFORMATION

Your safety is our highest priority. It is important to understand that incidents occur when you do not pay attention, when you do not understand your surroundings and when the Abu Dhabi Ports health, safety and environment guidelines are not followed. So we request you to follow these rules which will help prevent incidents and accidents.

### Signage Code

All signage at Abu Dhabi Ports have four colour codes.

The blue signs require a mandatory action and the green signs indicate safety messages such as first aid or emergency contact. The yellow signs are caution and warning signs for hazard or danger. For example, electricity hazard. Lastly, the red signs indicate prohibition & danger such as STOP, NO Smoking etc.

### Four Categories



Prohibition Symbols



Mandatory Action Symbols



Caution Forklift Symbols



Emergency Symbols

Red - Prohibition



Blue - Mandatory



Yellow - Caution



Green - Emergency





## PPE

PPE stands for Personal Protective Equipment and must be worn in certain areas of the port. The standard PPE is a hard hat, high visual vest, and safety footwear.

It is mandatory for the PPE to be worn in: Quay areas, container terminals, Container Freight Station (CFS), import and export inspection areas. It is important to note that anyone working within two meters of the quay edge must wear a life jacket. When it comes to employees and contractors, there may be special PPE requirements, so please talk to your supervisor for further details. However, PPE is not required in the Administrative areas.

## RULES & REGULATIONS

Maintain a safe and healthy working environment by following these rules & regulations.

- ▶ Be cautious and keep away from the Quay edge.
- ▶ Fishing is not permitted anywhere in the port, from the Quay edge or from a boat.
- ▶ Smoking is only permitted in designated areas.
- ▶ Photography and video recording are prohibited.
- ▶ Abu Dhabi Ports has a strict No Alcohol or Drugs Policy.

## PERSONAL CONDUCT

Your personal conduct matters, so do not behave in a manner that may cause offence or intimidate others.

It is very crucial to maintain a good standard of personal hygiene. For the wash facilities and toilets, you can find a number of them in the Ports areas and throughout the administrative buildings. Respect your colleagues by leaving the facilities in a good condition after use. For refreshments and snacks, we would request you to please make use of our food court located near building 5 and for prayer, there are two mosques on site at Khalifa Port.



## ENVIRONMENT

Abu Dhabi Ports takes its environmental responsibility seriously and adheres to ISO14001 & Environment Authority requirements. These high standards must be maintained by all.

Please note that you should never light bonfires, burn waste or litter at Abu Dhabi Ports. Besides this, unauthorized dumping and discharging of waste into the sea or drains is strictly prohibited. This includes throwing waste from your vehicle. When it comes to oil spills and leaks, they need to be reported to the Port Control Room immediately. To conserve energy, ensure all electrical equipment is turned off including lights, if it is safe to do so. Please understand that it is the responsibility of everybody to ensure we Reduce, Reuse & Recycle waste.



## INCIDENTS & ACCIDENTS

Incidents occur when employees do not pay attention, neglect their circumstances, fail to carry out their roles and do not follow the HSE rules.

We can reduce incidents and accidents by:

- ▶ Always adhering to the traffic and Personal Protective Equipment rules as highlighted in these sections.
- ▶ Keep your work place tidy and never cause an obstruction, such as leaving items in front of doorways.
- ▶ Never operate machinery that you are unfamiliar with; this can be highly dangerous to you and others.
- ▶ Never take shortcuts or act irresponsibly.

## FIRST AID

If you do sustain an injury while at work, let a team member know that you require first aid right away.

If you see an incident or accident;

You will be asked to help write an incident report. Please carry your medical insurance card at all times; it is advisable to do so. Any incident and/or injuries must be reported to the Abu Dhabi Ports control room.

## FIRE

At Abu Dhabi Ports, regular fire alarms tests and fire drills are conducted timely. So if the fire alarm rings, ensure all work is stopped and follow your signposted evacuation route.

Keep in mind the following:

- ▶ Always use the Emergency Exit staircases and do not use a lift.
- ▶ Proceed directly to the nearest assembly point areas outside the building.
- ▶ If you do encounter a fire, do not try to fight it unless it is safe to do so.
- ▶ Always follow these instructions.
- ▶ Raise the alarm immediately.
- ▶ Only use a fire extinguisher if it is safe. Use the correct extinguisher based on the fire type.
- ▶ If the situation becomes too dangerous, evacuate immediately and wait for Fire & Rescue.



لجميع حالات الطوارئ، اتصل بمركز التحكم:  
Report all Emergencies to Port Control Room

**800112**

## EMERGENCY

Safety is always paramount, so please report immediately any maritime or land related: incidents, oil spills, fire or explosions, traffic accidents, environmental incidents, or if you witness anything you deem unsafe.

At Khalifa Port, we are equipped with two firefighting vehicles, one HazMat vehicle, and a fully skilled team of experts. To reach the HSE Team, security, fire fighters or emergency response team, please call the Abu Dhabi Ports Control Room on the numbers displayed.



لجميع حالات الطوارئ، اتصل بمركز التحكم:  
Report all Emergencies to Port Control Room

**800112**

# Safety Comes in Cans



## I Can, You Can, We Can

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## INTRODUCTION

In addition to the previous HSE rules stated in the General Induction, if you are a truck driver or a user of heavy vehicles then the following section highlights further rules & regulations applicable for truck drivers.

## RULES & REGULATIONS

**You have a responsibility to act and work in a safe manner at all times inside Abu Dhabi Ports premises and to follow all instructions, policies and procedures that apply to your journey in the ports.**

We request you to please perform vehicle inspections that should include the following components:

Vehicle overview, engine compartment, inside the cab, lights, a walk around, signal lights and brake system.

As a driver, your responsibilities include making sure that:

- ▶ Your vehicle does not exceed mass limits or dimension limits.
- ▶ Your load is appropriately restrained and lashes are certified and fit for use.
- ▶ You are mentally & physically fit to drive.





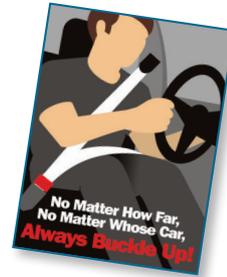
- ▶ Reduce your speed and slow down when you are approaching a traffic signal, roundabout and/or entering operation areas.
- ▶ Your vehicle is not harmful to the environment and you've obtained sufficient rest/breaks.
- ▶ Before entering the port, ensure your vehicle is registered, insured, in good working condition and safe for all.
- ▶ When entering the port please queue patiently and keep a safe distance.
- ▶ Do not take shortcuts.
- ▶ Headlights must be switched on along with flashing beacon light when entering terminal areas, general cargo, RoRo and/or CFS.
- ▶ Always carry a functional fire extinguisher.

**Remember: It is an offence to provide false or misleading information to any person required to obtain such information.**

## PARKING

Here are some safety tips for when driving through parking lots:

- ▶ Always wear your seatbelt.
- ▶ Obey parking lot signage, traffic lanes and drive slowly.
- ▶ Always give way to reversing vehicles.
- ▶ Be extra careful at entrances, exits and intersections, and watch for pedestrians.
- ▶ Use your turn signals and headlights.
- ▶ Use truck designated parking areas.



Once you have parked your vehicle, you must apply the handbrake, secure your vehicle and please be aware of the other vehicles you park next to.



When you leave your vehicle ensure you are wearing all the correct PPE, this includes:

**Hard hat, high visibility vest, safety footwear.**



After this kindly proceed directly to the Documentation Centre and/or Gate Pass Office by walking on the painted walkways and do not rest or pray under your vehicle. Cooking on the premises is not allowed. Also, please ensure you do not ever leave your vehicle in the port overnight.



## ADT - HSE: CARGO LOADING & OFFLOADING

In the loading areas, the driver should carefully park the trailer in reverse position at the designated transfer point.

After parking the trailer properly, the driver should open the locks on the trailer ensuring PPE is worn before exiting the cockpit. The driver should then go to the lane booth, swipe his card and follow the instructions given to him. When “wait in booth” red light is on, the driver must stay in the booth until the Crane has completed the job (DRIVER MUST NOT LEAVE THE BOOTH BEFORE THE EXIT LIGHT IS ON).

Please note that when the “Exit Now” light is on, the driver MUST leave the booth, lock the container to the trailer (for imports) and go to the next stage. Please do not leave the booth pressure mat until the green light comes on. It is crucial to ensure all twist locks are secured, as not doing so may cause a severe accident.

At all times the driver must follow the Abu Dhabi Terminal safety regulations and instructions given by ADT personnel.



## ONWARD JOURNEY

For the safety of our Security personnel, please leave a three-metre gap between you and the vehicle in front. In addition, you must apply your parking brake whilst stopped at the security gates.

Please drive smoothly and anticipate traffic situations, avoiding brisk change of direction or heavy braking. To add to this, always make a safe lane change by checking your surroundings, signaling your intentions, checking your blind spot, keeping your pace before slowly merging into the lane. Make sure you do not cut off the other drivers. If anyone makes a rude gesture, please ignore them. Simply avoid eye contact and gesture an apology if you make a driving mistake.

Furthermore, do not respond to aggressive drivers; just give aggressive drivers plenty of space. To prevent truck rollover or to prevent your vehicle from becoming unstable, avoid attempts to make a turn while traveling too fast, heavy braking and/or rapid steering movements.





### Other precautionary measures that may help to prevent a rollover from occurring:

Driving long distances can be tiring therefore it is necessary to ensure you always get enough rest between your trips to avoid fatigue. Note that the cargo being carried must be contained, immobilized or secured to prevent shifting upon or within the vehicle. We suggest you avoid all distractions while operating a vehicle; driving should be the ONLY task on your mind while driving. The following are the most common driver distractions which you must avoid: driver fatigue or using a cell phone or talking with passengers, using the radio, maps or GPS, eating, drinking and smoking.

Besides this, when approaching an intersection, slow down and look both ways even if the traffic light is green and ensure you never run a red light. If emergency braking or other abnormal conditions occur, check the cargo at the nearest safe place. In addition, when leaving Abu Dhabi Ports, please obey the UAE local traffic rules & regulations. Lastly, always expect the unexpected; be a safe driver.



تقيّد بالقوانين المرورية  
Comply to UAE traffic law

## NIGHT DRIVING SAFETY TIPS

Before you get on the road at night, it is important to prepare your vehicle.

Start by ensuring the headlights, tail lights, signal lights and windows (inside and out) are clean. Next make sure you turn your headlights on and ensure they are properly aimed. In addition, reduce your speed and increase your following distance. If you are feeling fatigued, do not think twice about stopping for a light snack and some exercise. However, if you are too tired to drive, simply stop and get some rest before you get on the road again.

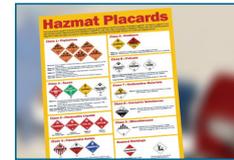
When you are approaching the Security Gates, please dim-off the front lights, thus the Security Guards will not be hurt from the lights intensity.



## HANDLING & TRANSPORTATION OF HAZMAT

It is important to familiarize yourself with segregation tables for handling, transportation and storage of specific materials.

Each category has its own marking and all labels are diamond shape, with a corresponding background colour. These labels are clearly shown on all or adjacent sides of packaging. Please follow the precautions mentioned in the Safety Data Sheet (SDS). And if a spill or leak occurs report it immediately and keep people away from the hazard, unless you are a trained responder. Do not hesitate to report HazMat incident to Control Room.



## WORKING/ACCESSING CFS & (IMPORT & EXPORT) INSPECTION AREAS

All visitors/contractors collecting or delivering cargo are only permitted to access the Customs and Abu Dhabi Ports offices.

The access to offices is via pedestrian lanes inside the shed only. There is a strict prohibition from entering operation areas inside or outside the CFS shed. If you are at the Import/Export inspection yards, REVERSE into a container dock only when the dock is clear of all obstructions and ensure you position your vehicle within the marked bay.



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Report all Emergencies to Port Control Room

**800112**

# SAFETY

is as simple as ABC



# CONTRACTORS & OPERATIONS




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## Safety Signs

- **Blue** signs are mandatory .

Failure to comply not only puts you at risk, but means you have broken the law.



Wear helmet



Protective footwear must be worn



Wear goggles



Place all rubbish in bins provided

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## INTRODUCTION

In this section, additional rules and regulations for Contractors/ Operations are mentioned to ensure a safe working environment at all times. It is important for Contractors/Operations' workforce of Abu Dhabi Ports to adhere to and follow these rules & regulations.

## ACCESS

When it comes to areas that can be accessed, only authorized routes must be used to and from worksites.

Ensure that recognized gangways and access ways are not blocked unless a clear, safe diversion has been provided. Furthermore, no road shall be closed off without written approval from Abu Dhabi Ports Personnel.



الدخول ممنوع لغير المصرح بهم  
No unauthorized access





## PERMIT TO WORK

A Permit-To-Work or PTW system is a formal written system used to minimize risk to safety and prevent operational interruptions. A PTW is compulsory for any operations involving one of the following activities:

Bunkering/oil transfer, diving, hot works, work with emergency shutdown (ESD) or fire and gas detection system, work over water, electrical work, energy isolation, working at heights, vessel underwater cleaning, confined space entry and excavation.



Never commence a job unless you have an authorized PTW signed by authorized Abu Dhabi Ports personnel.

## RISK ASSESSMENT

Contractors/Operations shall ensure that his supervisor discusses with his employees, the following matters prior to the commencement of a job.

Nature of the job, identified hazards and associated risks, measures required to remove or minimize the risk to be As Low As Reasonably Practicable (ALARP), safe working methods to be adopted, requirements of the permit to work, Abu Dhabi Ports Port Unit's emergency preparedness response procedure, contractors/operations' workforce shall identify the hazards, list causes of hazards, determine likelihood and consequences to people, assets, environment, and reputation, calculate the risk index using the qualitative or semi-quantitative risk assessment matrix.



## TOOLS & EQUIPMENT

When it comes to tools and equipment, all tools shall be maintained in a safe working condition, and a suitable storage must be provided for tools and equipment. Additionally, a "Safe for use tag" is required in order to use electrical powered hand tools on site and no temporary electrical supply shall be installed without the approval of Abu Dhabi Ports – Technical Service & Permit Office.





## LIFTING EQUIPMENT



5 TONS  
MAX LIMIT



All lifting equipment must be properly marked with an identification number and the safe working load.

Please note that no item of lifting gear shall be used to support a load greater than the safe working load. Lastly, please be careful never to go over the maximum work load.

## HAZARDOUS SUBSTANCES



Handling & transferring of hazardous substances or materials should be kept to a minimum.

Furthermore it shall be securely locked or fenced off and shall have appropriate warning notices affixed to the storage facility. It is important to have fire-fighting extinguishers, which are appropriate for the hazardous substances.



Most importantly it is the Contractors/Operations workforce's responsibility to ensure that users of substances are properly informed, instructed and trained in the hazards and control measures to be used. The hazardous substances must not be discharged onto the ground or into water drains.



## WORKING OVER WATER

The Contractors/Operations must supply their workforce with life jackets if working over water as well as life buoys attached to a line. When working at a height above two metres where there is a risk of falling, a safety harness may be required to ensure complete safety.



## NOISE & HEAT EXPOSURE

When Contractors/Operations bring plant or machinery into Abu Dhabi Ports Ports Unit, they must ensure that noise levels produced are ALARP.

It must be seen that facilities are provided in extreme hot conditions to reduce the negative effect of heat and not limited to: cold drinking water and hydration fluids. Furthermore, shaded areas for resting, shower and toilet facilities must be given. Lastly but most importantly, all heat related illnesses must be reported immediately to Abu Dhabi Ports' Control Room.



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Report all Emergencies to Port Control Room

**800112**





## PPE

The Contractors/Operations shall ensure that employees are provided with all necessary protective equipment.

Contractors/Operations' workforce must properly wear and store their PPE. The PPE must be properly maintained in good working order and replaced when defective.



## EMERGENCY MEDICAL ARRANGEMENTS

The Contractors/Operations' Management is responsible for the medical fitness of each employee and remains responsible for the payment of any medical cost incurred.



## WELFARE REST FACILITIES

Toilet and washing facilities shall be provided before the commencement of work and shall be maintained by the Contractors/Operations, to a standard acceptable to Abu Dhabi Ports Port Unit.

Furthermore, food shall only be consumed in designated, properly shaded areas and no food shall be consumed within the work areas. When it comes to all the food wastes, it shall be removed immediately, in a hygienic manner, and shall not be allowed to accumulate.



## ENVIRONMENT

Compliance with environmental regulations & guidelines as laid out in the Day One Induction Booklet section is mandatory.

Please ensure a waste area and bin is allocated and permits are obtained for disposal of hazardous waste. It is important to keep the work area clean and tidy & avoid any spillage. Lastly, on completion of work, all materials must be removed and the area is tidied.





## FIRE

Contractors/Operations must ensure that adequate fire precautions are taken whilst carrying out their activities.

A provision of the correct type of fire extinguisher should be made and the ability to use the fire extinguisher should be looked into. Contractors/Operations' workforce are to be made aware of the correct procedures to be followed in the event of a fire alarm or evacuation situation. They should know the location: **of alarm call points, the escape routes and fire exits, the nearest assembly meeting points and the emergency contact number.**



### Actions in Case of Fire:

- ▶ Stop work immediately.
- ▶ Turn off electrical equipment and close valves on gas and oxygen cylinders.
- ▶ Raise the alarm by smashing the fire alarm or calling the emergency number.
- ▶ Immediately warn people in the threatened area before following the escape route indicated and steps highlighted in the Fire Section of General HSE Induction Section.



## REPORTING

Contact Abu Dhabi Ports Control Room for all types of emergencies or fire by dialing **800112**.

Major injuries, fatalities or lost time incidents must be reported immediately. Within 18 hours, a complete incident/accident report must be submitted. All minor injuries, unsafe acts, unsafe conditions and or near misses must be reported to Abu Dhabi Ports HSE Department.



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Report all Emergencies to Port Control Room

**800112**



# SUMMARY



## SUMMARY

Abu Dhabi Ports concern is your safety and we encourage safe and productive working practices. Remember 'Your Health & Safety' is always a priority.

## GENERAL INDUCTION

- ▶ Collect and always carry your gate pass, identification and insurance card with you at all times.
- ▶ Do not violate any of the rules & regulations and drive safely.
- ▶ Be aware of your actions and look after the environment.
- ▶ Report any incidents and accidents.
- ▶ Familiarize yourself with the Abu Dhabi Ports Emergency Numbers.

## TRUCK DRIVERS

Your family is at home waiting for you to safely return, so please remember to:

Follow the rules and regulations for truck drivers,

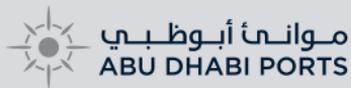
- ▶ Adhere to the safety guidelines while driving through parking areas.
- ▶ Please stay committed to the cargo loading and offloading systems and drive cautiously at night and during winter season.
- ▶ Kindly handle all hazardous materials with care. Lastly respect working practices at CFS (Import & Export) inspection areas.

**Note:** Kindly tear this 'Summary' page along the perforation and keep it for your quick reference in your wallet at all times.

## CONTRACTORS/OPERATIONS

- ▶ Work in accordance with relevant Abu Dhabi Ports applicable HSE procedures.
- ▶ Ensure that no one is exposed to the risk of injury, and carry out risk assessments before commencing any work.
- ▶ Ensure that you have an authorized permit to work before implementing any operation involving high risk activities.
- ▶ Obey transport & access rules and ensure safe and permitted access at all times.
- ▶ Maintain all tools in a safe working condition.
- ▶ Confirm that only authorized & permitted lifting equipment is put into working operation.
- ▶ Wear suitable, proper and relevant PPE.
- ▶ Maintain a clean & tidy work environment.
- ▶ Conduct regular HSE toolbox (talks/meeting) and periodic training of workforce.
- ▶ Ensure the availability of all necessary tests and examination certificates for verification at all times.
- ▶ Comply with Abu Dhabi Ports incident and accident reporting system.

**We wish you a safe, successful, and fulfilling  
experience here at Abu Dhabi Ports.**



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