

# HSE- Information

Risavika Harbour aims to be a future-oriented harbour, and endeavours to set an example with regard to health, safety and the environment. **“Our activities shall be performed in a sound, organised and safe manner, so that human life and health, the internal and external environment, and physical property are safeguarded and unharmed.”**

Risavika Harbour aims to integrate HSE into its business operations. Accidents can be prevented, and we believe that we can achieve zero incidents. This is our goal! And we need YOU to help us achieve it.

We ask that you help us in our preventative work and notify us should you witness or experience any undesired incidents. Please contact us if you have any suggestions as to how we can improve!

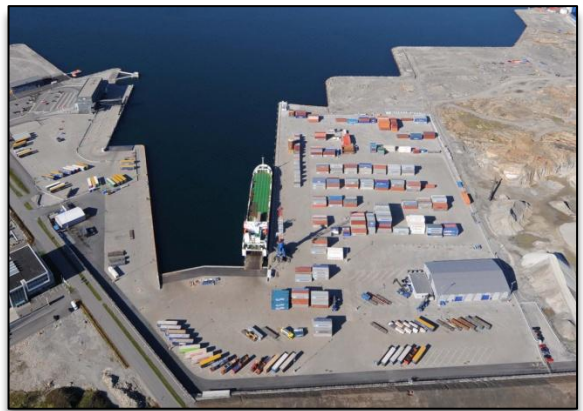
This brochure contains information on the rules that apply in Risavika Harbour and we ask that you respect and comply with these.

*Regards*

*David S Ottesen*



Risavika  
Havn



## Safety in the terminal

### HSE stations

There are four HSE stations in the harbour area. These stations are divided into two sections each: one section contains **protective equipment** for use in the quay area, including:

- 8 high-visibility vests
- 8 helmets
- 3 life jackets

The other section contains **emergency equipment**, including:

- 2 fire extinguishers
- 1 first-aid kit
- 1 burns kit
- Action plans for fires and first-aid (in Norwegian/English)
- Notification plan
- Communication equipment
- 2 torches
- 1 life jacket
- 2 life buoys
- 1 blanket

### Rescue equipment

There are three electric pylons marked with reflective signs, rescue ladders and rescue hooks.

The quay complex is equipped with ladders in several key locations on the sea-facing side. The signs indicating the ladders have a reflective surface to make them easy to locate.

There is also an HSE station at the service centre including a defibrillator, rescue basket for vertical lifting devices/cranes, stretcher and an extendible rescue line measuring 60 metres.





### Protective equipment

Helmets, safety shoes and high-visibility vests are mandatory. Exceptions with regard to safety shoes apply during shift handovers and for visitors if these consistently use the green, safe walking zone. Floating equipment must be worn for work taking place nearer than 2 metres to the quay edge. Otherwise, protective equipment (goggles, masks, gloves, ear-guards etc.) should be used as necessary based on need and risk.

### Traffic

- Respect the established harbour speed limit of 20 km/h
- Normal traffic rules apply in the harbour area

- Follow the marked driving lanes
- Only park in marked parking or unloading/loading areas.
- Always stand by the driver's compartment while waiting to be served
- Use mandatory protective equipment
- Never stand in the loading area while vehicles are being unloaded/loaded
- Always maintain eye contact with the forklift/crane driver or flag man
- Avoid engine idling for any longer stops
- Only use horns in the event of danger to life or health
- Keep revving to a minimum
- Respect signs and markings

### ISPS Access

Risavika harbour is ISPS-approved.

### People and vehicles

Everyone accessing the ISPS area should be informed about the ISPS regulations before the access card is issued.




### A Personal Safety

Instruction (PSI) must also be signed before accessing the terminal. Vehicles must have special permits and reasons for operating inside the terminal. NB! Maximum speed limit 20 km/h.

### Vessels

All vessels must submit a booking form (arrival report) prior to arrival (24 hours ahead of the ETA). Important points to include are: crew lists, vessel security level, last ten ports called at, the vessel's ISCC certificate. You'll find the form at [www.risavika.no](http://www.risavika.no)



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**Noise-intensive work**  
 "Noisy work" should, as far as possible, be avoided between 22.00 and 06.00.
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**Use of horns and PA/loadspeaker systems**  
 Do not use horns/whistles or loudspeaker systems to attract attention unless doing so is necessary from a safety perspective.
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**Ro-ro ramp**  
 When a vessel is docked at the quay but not being loaded/unloaded, the ro-ro ramp should be raised.
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**Shore power**  
 We urge vessels docked overnight to use shore power rather than their own generators.
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**Lights**  
 Switch off headlights that are not needed for operating or safety reasons. Avoid using floodlights near built-up areas.

### Noise

Risavika Harbour aims to reduce noise. We ask that you respect the guidelines for the reduction of noise levels at Risavika and guidelines intended safeguard health, safety and the environment in the harbour. We ask that those working in the harbor be as considerate as possible with regard to light, noise and other issues which may disturb local residents, particularly in the evenings and at night.

## Loading and unloading

All loading and unloading equipment that is to be used must be approved and certified in accordance with authority requirements. Personnel involved in loading and unloading operations shall be able to document that they hold the requisite expertise and qualifications for performing such work.

The completion of a Safe Job Analysis should be considered if necessary in connection with loading/unloading operations.

## Use of machines and equipment

All use of machines and equipment must comply with laws and regulations relating to training, certificates and expert control.

## Safe Job Analysis

A risk assessment shall be performed for all work that may involve danger. If the risk is of a certain type, a Safe Job Analysis shall be completed before work commences. A copy of the Safe Job Analysis shall be submitted to the HSE manager for Risavika Harbour.

The purpose of the analysis is to identify hazards and their injury potential and thereby assess risks and measures in order to ensure that work can be performed in a safe manner.

## Waste handling

Separating waste and reducing the volume of waste generated is important for environmental reasons. Risavika Harbour aims to recycle as much of the generated waste as possible.

- All waste should be separated at the recycling stations located around the terminal
- There are also separate containers for special waste at the recycling stations
- If you require larger containers or containers for special waste, please call the logistics centre on +47 51 71 59 30



## Environment

- Paint and rust removal work and painting of vessels and steel constructions requires a permit from Risavika Harbour.
- Boats/vessels shall under no circumstances dump polluted ballast water on the quay or in the harbour bay.

## Undesired incident reports (UIR)

It is your duty and right to report incidents and dangerous conditions. By doing so, you make the harbour a safer place.

- All injuries shall be reported
- All near-misses shall be reported
- Any damage to equipment or materials shall be reported

## Service centre

The service centre is located at the entrance to the harbour area. The centre provides access cards for the ISPS terminal.

Risavika Servicesenter: tel. +47 51 71 59 20

E-mail: [Servicesenter@risavika.no](mailto:Servicesenter@risavika.no)

Logistikkcenter: tel +47 51 71 59 30

E-mail: [logistikkcenter@risavika.no](mailto:logistikkcenter@risavika.no)

## Opening hours:

Monday 06.00–18.00

Tuesday 07.00–18.00

Wednesday 07.00–20.00

Thursday 07.00–20.00

Friday 07.00–00.00

Saturday closed

Sunday closed

# Tegnforklaring / Legend

Safety zone 2m Warning zone 1m Priority road for emergency Lifeline Ladder Rescue chain Marine fire hydrant Staircase Ladder 60m Rescue basket Fire extinguishing equipment Rescue ladder Rescue pole Rescue center Oil spill readiness container MOB boat Meeting point Transformer Electrical cabinets HSE Station Container Crew change Hot work High visibility vests Rescue equipment Fire extinguisher Fire extinguisher Fire extinguisher Communication equipment Accident investigation Notification plan Flarelight Lighting column Dock number Ro-on, Ro-off Ferry ISPS area	Sikkerhetszone 2m Farezone 1m Prioritet for beredning Livslinje Ledder Redningskjetting Bæremiddel Redningsstige Redningslinje 60m Redningskurv Brannsløkkemiddel Redningsladder Redningspol Redningsstasjon Olykkereparasjonsbøtte MOB båt Møtepunkt Omgivelsesutrustning Trefull Strømkabinett HMS Stasjon / Inneholder: Mannskapsbytte - 8 høylysere - 8 spraybrennere Redningsutrustning: - 2 redningsvest - 2 redningslatter - 2 redningskurv - Brannsløkkemiddel - Verneuteppe - Smerzemed - Kommunikasjonsutrustning - Utrustning for ilt og akutt - Varslingsplan - Larmlykt Lysmast Dokknummer RoRo-anlegg ISPS område
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**HMS / HSE**  
**Risavika Havn AS**  
**Risavika Sør, Kai 30-39**  
 15.10.2009  
 Målestokk: A3 1:2500  
 Målestokk: 20x0 1:625  
 426-S1086  
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