

**Safety Division**

*SAFE DRIVING PROCEDURES*

Procedure

Updated: (01/23/2007)

**Reference # SA010**

**Document Control**

Date Issued	Version	Changed By	Reason for Change	Approved By
January 23, 2007	2.0	Dean Williams	To ensure safe driving practices on the terminal	Hans Jensen

Note: The version number is a running number starting with 0.0. The first final version is version 1.0, versions prior to that are draft versions.

**Distribution**

Media	Function	Name
Email, Fax, Internet, Print	All persons who are authorised to drive (staff, clients, contractors).	

Note: All procedures should be forwarded to the Process and Quality Division

**Table of Contents**

**Distribution ..... 2**

**1 Introduction ..... 4**

    1.1 Purpose..... 4

    1.2 Scope..... 4

    1.3 Meeting and workshops (if Any) ..... 4

    1.4 Audience ..... 4

**2 Procedure ..... 4**

    2.1 Description..... 4

    2.2 Flowchart– Process diagram..... 5

    2.3 Drawings..... 5

**3 Appendix..... 5**

    3.1 Forms (if Any) ..... 5

Procedure

## 1 INTRODUCTION

Welcome to APM Terminals (Jamaica) LTD. to ensure your safety, the following are guidelines that are to be observed while operating vehicles on the Terminal. Any breach of these guidelines could result in the revocation of any passes that have been issued by the Terminal.

### 1.1 PURPOSE

To ensure safe driving practices on the terminal.

### 1.2 SCOPE

To indicate to all persons who have been given permission to drive on the terminal understand the differences between driving in the container yard and driving in the proximity of vessel operations. In addition, to inform them that the terminal will not accept liability for any incident they are involved in whilst on the terminal, which may result in property damage and personal injury (inclusive of fatality).

### 1.3 MEETING AND WORKSHOPS (IF ANY)

N/A

### 1.4 AUDIENCE

The intended audience is for operators of private motor vehicles requesting entry onto the terminal.

## 2 PROCEDURE

### 2.1 DESCRIPTION

1. If permission is granted for access, the particulars of the vehicles will be recorded, and a vehicle pass issued. These passes are to be displayed on the vehicle while on the premises.
2. Single entry passes are to be returned when leaving the premises.
3. Vehicle passes may only be retained if they are issued for multiple entry passes. These passes must also be returned upon final exit.
4. All personnel will be required to comply with the security and safety guidelines governing the terminal while on the premises. **Safety gears must be worn in designated areas at all times**
5. All personnel are required to comply with all instructions issued by the Terminal's Security Representatives. (APM Terminals (Jamaica) Ltd reserves the right to revoke passes at any time).

6. All contracted workers are required to go directly to, and remain in their immediate work area. Wandering away from their immediate work area will be regarded as a security and/ or safety breach.
7. Due to the limited field of vision of the Straddle Carriers, at all times they are to be given the right of way.
8. At all times driving close to the container stacks must be avoided.
9. At all time the speed limit of 30 km/hr (20 mph) must be observed.
10. Stay alert and operate the vehicle in a manner so that the vehicle can be stopped quickly.
11. The person operating the vehicle must be approved by the Jamaica Licensing Authority to operate that particular category of vehicle.
12. Do not block driveways and access ways to buildings.
13. Do not stop/park on pedestrian crossing.
14. Do not drive in restricted areas of the Terminal.
15. Ensure that the vehicle is in proper working condition and all legal documentation for the vehicle is current.
16. All good driving practices relating to the public roads must be observed while on the Terminal.
17. **No motor vehicles must be parked on the Aphon adjacent to a working vessel.**
18. **No motor vehicles are permitted to drive under a 'working crane.'**
19. **FLASHERS MUST BE USED AT ALL TIMES WHILE ON THE TERMINAL**
20. **Seatbelts must be worn at all times.**

**Your cooperation in making our Terminal a safe place is anticipated**

## **2.2 FLOWCHART – PROCESS DIAGRAM**

<Text>

## **2.3 DRAWINGS**

<Text>

## **3 APPENDIX**

### **3.1 FORMS (IF ANY)**

See below.

**INDEMNITY**

1. All applicant's and their servants and agents enter the Kingston Container Terminal at their own risks and Applicant's servants and agents shall absolve APM Terminals servants and agents from all liability whatsoever in respect of any injury (fatal or otherwise) and any loss or damage to property including the vehicle howsoever sustained by the Applicant and the Applicant's servant or Agents.
2. The Applicant shall and indemnify and save the Kingston Container Terminal/APM Terminals(Jamaica) Limited and agents harmless against all proceedings suits actions claims demands costs expenses whatsoever which maybe taken or made against or incurred or become payable by the Kingston Container Terminal/APM Terminals (Jamaica) Limited in respect of any injury (whether fatal or otherwise) to any person and loss of damage to property whatsoever caused directly or indirectly by the act default omission or negligence of the Applicant and the Applicant's servants or Agents.

I hereby declare that I have read and understood the terms and conditions for entry unto the Kingston Container Terminal.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_