



**Appendix B - Safety Instructions for Performing Activities and Works in the  
Haifa Port Company Grounds**

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## Definitions

Term	Definition
External entity	A company or person with whom HPC has no employer-employee relationship as per their definition in the regulations, who are entering or staying in the HPC grounds for their activity or in general.
Contractor	An external entity who is employing, within the HPC grounds, employees for the purpose of carrying out works, such as: construction work, maintenance of buildings and roads, operational works, services etc.
Operational contractor	An external entity providing operational services through employees operating in ships/on the docks.
Grounds Manager	An entity appointed by HPC who is responsible for coordinating the activities in a specific zone within HPC.

### Part 1 - Safety - General

1. An external entity shall fulfill all of the legal safety instructions, including instructions under the Work Safety Ordinance (New version) 5730-1970, the regulations and rules under it, in accordance with the Ports Ordinance (New version), 5731-1971. Furthermore, the external entity shall sign an External Entity Safety Declaration, prior to beginning work in the port.
2. The external entity shall make sure work is done in accordance with the legal directives:
  - 2.1. Chapters twelve, thirteen, and fourteen of the Ports Regulations.
  - 2.2. Work safety rules (ports and ships in ports) - 1947.
  - 2.3. The safety and health regulations which have been issued under the Work Safety Ordinance chapter 5 mark 9.
3. Without derogating from the general nature of sections 1 and 2 above, the external entity is responsible for seeing to it that all of his employees and subcontractors shall uphold and fulfill the safety guidelines and instructions.
4. It is made clear that in order to sign this document, an "external entity" as per his definition above may also be a representative from a legal body which is not a person (such as a trucking company), and the said body shall be subject to all of the said guidelines in this document. At the same time, signing this document shall not derogate from the obligation of any external entity that is a person (such as a truck driver) to sign a Safety Instructions for the Haifa Port Company Grounds form dealing with general safety aspects within the HPC grounds, in contrast to specific



safety aspects listed in this document, and it shall also not derogate from the obligation of any external entity who is a person (such as a truck driver) to read the specific instructions applicable to him as per this document.

5. All of the machines, engineering equipment, mechanical equipment and vehicles used by the external entity shall be protected by law and shall have a permit from an accredited examiner as the case may be, or any other relevant licensing, including from the Ministry of Transport.
6. No HPC equipment and property shall be used without written permission from the HPC CEO or his representative.
7. The driving of a vehicle or the operation of heavy engineering equipment/installation within the HPC grounds by holders of the appropriate legal driver's license or an appropriate operating permit as provided by law.
8. It is forbidden to leave any vehicle, equipment, tools or any other item on the railway tracks, on the crane tracks, the cranes' electricity feed ducts/cables and within the marked area or at least 2 meters from them.
9. Vehicles must be parked in such a way as not to obstruct or block fire extinguishing installations, electricity panels, emergency throughways and docks.
10. Care must be taken not to unnecessarily approach the water line, docks, ship mooring areas, ship lashing ropes and storage areas.
11. It is forbidden to pass under or between train cars.
12. It is forbidden to loiter in the HPC unless this is due to the need to carry out work. While you are inside the HPC grounds, you must carry your entry permit into HPC along with picture ID.
13. Lighting of fire within the HPC grounds is conditional upon obtaining prior written permission from the emergency and Port safety squad.
14. Cleanliness and order shall be maintained within the work zone at all times. At the end of the work in the work zone, it shall be cleared and left clean and tidy.
15. It is forbidden to maintain a moving system or mobile machine before checking that the electricity supply has been disconnected. Insofar as this is required, handling under power shall only be done by a suitably licensed and competent person.
16. Connecting to the electricity or water source in the Port shall be done only with prior written permission from the HPC electrical engineer or construction engineer, respectively.
17. No person under age 18 shall be employed for work in the Port.



18. In any case where HPC property has been damaged, including equipment, facilities, and infrastructures, this shall be reported to the relevant entity in HPC, including to the Grounds Manager. Insofar as the damage also involves a safety hazard, this shall be reported to the emergency squad.
19. Insofar as an external entity needs, for his work in the HPC grounds, to use hazardous/toxic/explosive materials, the HPC safety superintendent shall be notified and prior permission shall be obtained.
20. All of the necessary precautions shall be taken to prevent noise, fires, explosions, damage or bad odors, fluid, gas or toxic material leaks, air pollution, seawater pollution, water pollution, soil pollution, environmental hazards, dust and dirt and/or any other safety and/or environmental nuisance or other hazard.

#### **21. Safety training**

Safety training is a process which includes provision of information regarding risks and hazards within the HPC grounds and the obligations to uphold the provisions of the law and the HPC instructions, including the submission of documents and certificates relevant to the external entity's activity.

- 21.1. The submission of signed safety documents to the Safety Section are mandatory requirements for receiving a "safety permit for external entity activities within HPC grounds".
- 21.2. The external entity shall take care not to carry out any work in HPC grounds without such a valid safety permit.
- 21.3. The external entity is responsible for making sure no work at all is carried out within HPC grounds before the required safety training has been received.
- 21.4. The external entity is responsible for proactively learning the risks and hazards within the HPC grounds and in their working environment.
- 21.5. The HPC safety officer must be contacted with any question or issue which may arise as the safety instructions are being implemented.

#### **22. Coordinating work**

The process of coordinating external entity work within HPC grounds includes examination of the planned activity in the intended area together with HPC personnel who are professional in the safety aspects under their responsibility, in order to determine what safety arrangements will be



required and what means will be necessary in order to prevent risks while performing the activity.

22.1. Such coordination of the activity shall be done with the “Grounds Manager” and will be carried out in accordance with his instructions.

22.2. A mandatory requirement for starting the activity is the receipt of the Ground Manager’s approval on a “Coordination of activity within the Haifa Port Company grounds” permit.

22.3. Before beginning the activity, the external entity shall verify whether all of the coordination, from the operational and safety aspects, have been made and whether all of the necessary means have been installed in order to ensure the safety of his workers during the activity.

### **23. Safety management**

23.1. The external entity shall prepare a safety management plan according to the Organization of Work Control regulations (Safety Management Plan), 5778-2013, which have been adapted to the specific activity.

23.2. The plan shall include the risk management process and an analysis of the work processes for the said activity, and the actions he has specified in order to reduce the risk level.

### **24. Training employees**

24.1. The external entity shall ensure that his employees have been trained in accordance with the regulations of the Organization of Work Control (provision of information and training employees) 5759-1999, and shall maintain a training registration form accordingly.

24.2. The external entity shall be responsible for training the workers working within the HPC grounds, at least once a year, on the risks and hazards inherent to their respective activities and on the risk factors resultant from the working environment including, professional risks, work methods appropriate for the activity, the method of interfacing with the port activity and the port employees, the equipment operated in the working environment and the HPC safety guidelines.

24.3. The external entity shall be responsible for training their employees prior to the start of their activity in HPC, and once a year as a minimum, on the HPC safety instructions and regarding the risks and hazards of the working environment within the HPC grounds.



## **25. Dangerous occurrences**

In the event that there is a dangerous occurrence in the course of carrying out the work, as details in the Accidents and Occupational Diseases Regulations (Notice concerning dangerous incidents at workplaces), 5711-1951, this shall be reported immediately to the HPC safety officer and to the regional supervisor of works in the Ministry of Economy and Industry.

## **26. Personal Protective Equipment (PPE)**

26.1. The use of personal protective equipment as specified by law is mandatory - including protective clothing, safety shoes, helmet, and reflective vest - while in the operational areas and on the ships. These shall be regarded as the basic mandatory Personal Protective Equipment.

26.2. While carrying out work in the HPC grounds it is mandatory to use standards-compliant safety means and Personal Protective Equipment suited to the type of activity being carried out and as defined in the Work Safety Ordinance (Personal Protective Equipment), 5757-1997.

26.3. An external entity that is employing employees within the HPC grounds and on the vessels in the grounds shall provide standards-compliant Personal Protective Equipment and means for their employees' use in accordance with the Work Safety Ordinance (Personal Protective Equipment), 5757-1997. The external entity shall make sure the employees use the PPE they have provided to the employees.

## **27. Occupational Environmental Tests**

The external entity shall ensure that their employees undergo occupational environmental tests depending on the activity type and the profession. These shall be conducted by a qualified entity and in accordance with the law and regulations, and insofar as this is required, they shall provide their employees with safety means in accordance with the recommendations from the said tests.

## **28. Occupational Medical Tests**

The external entity shall ensure that their employees undergo occupational medical tests in accordance with the law and safety regulations and also in accordance with the findings of the said occupational environmental tests, including working with harmful factors, poisons and harmful noise.



## **29. Mandatory training and certifications**

- 29.1. The external entity shall make sure they are employing employees that have the appropriate training and certifications and that these are valid, according to the type of activity and the profession, as required.
- 29.2. The external entity shall make sure that a “competent person” is appointed, as required in the Work Safety Ordinance [New version], 5730-1970 and its regulations.

## **30. Hazardous work**

30.1. Hazardous work such as entry into and working within a confined space, work with open flame, welding, work at heights and work with hazardous materials, shall be coordinated and approved in advance by the safety officer at HPC and shall be carried out in accordance with the guidelines issued.

### **30.2. Confined space**

- 30.2.1. “Confined space” - as per its definition in the Work Safety Ordinance [New version] 5730-1970, Mark H, including a room, cell, tank, pit, vapor duct, pipe or confined space of a similar nature.
- 30.2.2. The external entity carrying out the work in the “confined space” shall work in accordance with the guidelines of the Work Safety Ordinance [New version], 5730-1970 Mark H, and shall take the appropriate measures to ensure that each employee shall comply with the terms required and that they work in accordance with the instructions detailed in these regulations.
- 30.2.3. An external entity, that is being required to carry out work within a "confined space”, is responsible for obtaining a permit, in writing, from the safety officer at HPC.
- 30.2.4. Persons working inside a “confined space” shall have a permit for work at heights in a “confined space”.
- 30.2.5. Prior to start of the activity in the “confined space”, the external entity shall conduct a risk survey and prepare for the activity accordingly. They shall also train their employees on the method of working, the risks and safety guidelines for the activity.
- 30.2.6. The external entity shall make sure that those working in a “confined space” shall use the safety equipment appropriate for the activity, in accordance with the requirements in the plan they have prepared.





30.3. Work with open flame

30.3.1. "Open flame" - any work which may cause sparks in the work areas, including welding, rubbing metal to metal, grinding, cutting metal with an electric saw.

30.3.2. Receipt of a permit to work with an "open flame" from the HPC safety officer is conditional upon filling in a request of permit form as per the above and fulfillment of all the mandatory conditions.

30.3.3. The fulfillment of the mandatory conditions in the permit must be ensured, including:

30.3.3.1. Placing a fire lookout (another person) in the area where work with an "open flame" is being carried out, to ensure prevention of nearby flammable materials being ignited.

30.3.3.2. Placing fire extinguishers and/or suitable fire hoses, connected to fire hydrants - near the welding area.

30.3.3.3. Removing flammable materials.

30.3.3.4. Not exceeding the area approved in the permit for carrying out work with an "open flame".

30.3.3.5. Proper grounding arrangements must be ensured.

30.3.3.6. At the end of the work with an "open flame", the prevention of re-igniting or rekindling of the flames must be ensured.

30.4. Work at heights

30.4.1. "Work at heights" - any work, including access to a work location, due to which a worker might fall more than 2 meters in height, including work as follows:

30.4.1.1. Work being carried out on a work platform which does not have standards-compliant fencing or railing.

30.4.1.2. Work requiring bending the body more than 45 degrees beyond a fence or railing of a work platform or walkway.

30.4.1.3. Work being carried out from within a portable scissor lift, manbasket, or mechanized scaffold.

30.4.2. The external entity carrying out work which is included in the Work Safety Ordinance ("Work at heights"), 5767-2007, shall work in accordance with the guidelines of these regulations, and shall take the appropriate measures to ensure that each employee shall comply with the terms required.





- 30.4.3. "Work at heights" shall be carried out by an employee who has a valid permit in accordance with the regulations for the risk range on which he has been trained as detailed in the permit in his possession.
- 30.4.4. The external entity shall make sure that those working at heights shall use the safety equipment appropriate for the activity.
- 30.4.5. Climbing and working on a mast, shall be done by an employee who has a valid "mast climber" permit.
- 30.4.6. Rappelling work, shall be done by an employee who has a valid "mast climber" permit.
- 30.4.7. The external entity is required to fence and mark, using warning signs, the entire danger zone above which "work at heights", "rappelling work" or "mast climbing" work is being carried out, and into which parts of any kind might be falling and causing bodily harm or property damage.
- 30.4.8. While carrying out "work at heights", there shall at all times be an adult person, placed there by the external entity, present at ground level. This person shall be in addition to the workers carrying out the "work at heights". This person shall maintain eye contact with the persons working at heights. He shall provide them with any assistance they may need and he shall prevent other persons from being present in the danger zone.

### **31. Hazardous materials**

- 31.1. Insofar as the activity includes possession or use of hazardous materials as per their definition in the Hazardous Substances Law, 5753-1993 and its regulations, and in the Transport Services Law, 5757-1997 and its regulations, the external entity shall operate accordingly and also in accordance with the requirements of the toxins permit from the Ministry of Environmental Protection which is valid and applicable to their activity, insofar as this is required.
- 31.2. The external entity shall store hazardous materials under suitable conditions and shall implement the safety requirements as these appear in the MSDS documents of the material which will be kept within reach, including the storage of hazardous liquids enclosed in standards-compliant spill containment pallets.



- 31.3. The access to the hazardous materials and their use shall be permitted only to authorized personnel that have received appropriate training for persons “dealing with toxic materials” as documented in the employee’s “training log” form.
- 31.4. Any incident involving hazardous materials shall be reported immediately to the emergency squad / security desk at HPC.
- 31.5. The external entity shall be prepared to deal with spills and emergency incidents concerning the hazardous materials being used.
- 31.6. The external entity shall collect hazardous material waste using appropriate means, in the event that such materials accumulate in the course of their work, and shall dispose of them to a licensed site or for recycling in accordance with the laws and rules applicable to each material.
- 31.7. Insofar as this will be required, the external entity shall provide HPC the permits and certificates regarding disposal of the hazardous waste (“accompanying form”), including a certificate from the landfill site.

## **32. Reporting and investigating the circumstances of safety events**

- 32.1. Immediately following a safety event, as a consequence of which loss of life or bodily harm has occurred or may have potentially occurred, and/or in which significant damage to property and/or the environment has been caused, the external entity is required to report to the safety officer at HPC and to carry out an investigation to identify the causes and circumstances under which the event occurred and to draw conclusions to prevent them
- 32.2. The external entity is required by law to report safety events involving their employees to the authorities.
- 32.3. The external entity shall take immediate measures to prevent the recurrence of such an event until the investigation has been completed and a summary report has been produced for the event as required.
- 32.4. A summary report for the said safety incident shall be submitted by the external entity to the HPC safety officer within reasonable time.
- 32.5. Insofar as HPC holds an investigation of a safety incident, the external entity shall facilitate this and provide any information or document required.



### **33. Transit safety**

- 33.1. Any activity being carried out in the operational zones and/or along traffic routes, and which causes disruption and interference with the traffic, shall be carried out in coordination with the “Grounds Manager” and subject to approval for the traffic safety officer/operational vehicles supervisor at HPC, in order to define the method of marking, blocking and arranging the traffic accordingly.
- 33.2. The external entity shall mark the work area clearly throughout the duration of the activity, subject to the guidelines from the HPC traffic safety officer / operational vehicle supervisor.
- 33.3. The external entity shall take all the necessary safety precautions to prevent, to the extent possible, any traffic disruptions and disturbances, in accordance with the requirements from the HPC traffic safety officer / operational vehicle supervisor.
- 33.4. Any change in the existing traffic arrangements requires the external entity to submit a change plan for approval by the HPC traffic safety officer / operational vehicle supervisor.
- 33.5. Bringing in and operation of operational vehicles
- 33.5.1. In order to bring in and operate an operational vehicle within the HPC grounds, including heavy mechanical machinery and motorized equipment, the external entity shall submit to the HPC traffic safety officer / operational vehicle supervisor a declaration from the company’s traffic safety officer, or valid documents and certificates, including the vehicle’s license, operators’ driving licenses, inspection and approval of a certified examiner of lifting machines and insurance coverage.
- 33.5.2. Operational vehicles will be permitted to enter the HPC grounds after approval has been given by the HPC traffic safety officer / operational vehicle supervisor in the form of a permit for “Bringing in and operation of operational vehicles within HPC grounds”. In addition, insofar as this involves work being carried out on the docks, approval is required from the head of the construction department on this permit.



#### **34. Discipline**

- 34.1. The instructions of the CEO of HPC or his representative shall be obeyed and acted upon.
- 34.2. The CEO of HPC or his representative, including the safety personnel and the security personnel, are authorized to remove with immediate effect from the HPC grounds any external entity that is operating contrary to the provisions of the law and the safety instructions.
- 34.3. The CEO of HPC or his representative, including the HPC safety officer and the security officer, are authorized to halt, with immediate effect, the execution of the work and any other activity in which safety flaws have been found, including, inter alia, in the following cases:
- 34.3.1. In cases where severe safety flaws exist, due to which failure to immediately halt the work an accident may occur.
- 34.3.2. In cases where there are severe safety flaws which are not handled by the foreman or by the external entity, or in cases where they are not taking immediate action to satisfactorily improve the state of the safety.
- 34.3.3. Failure to fulfill written safety instructions.
- 34.4. Work which has been halted shall be resumed only after the safety flaw has been fixed and after receiving a written report from the external entity that the flaws, due to which the work has been halted, have been fixed.
- 34.5. The external entity shall bear all the costs resulting from the halting of their work due to a safety violation and also any costs arising from measures taken by HPC to improve safety or prevent risks which resulted from the violation, by the external entity or their employees, of the safety instructions or their violation of the provisions of the law. Resumption of access for an external entity that has been removed shall be considered after a disciplinary censure process has been carried out or under terms which will be agreed to prevent the recurrence of safety violations.



**Part 2 - Highlights for construction contractors, equipment contractors and sea contractors**

**1. Demarcation of the work zone**

- 1.1. The contractor is required to fence off the work zone and mark each work zone with warning signs as per HPC requirements or to mark zones where there is a safety risk, including when carrying out “construction works”, or work on cranes.
- 1.2. The fenced zone and its shape shall be coordinated with the “Grounds Manager” and approved by the HPC safety officer.

**2. Construction work and engineering work**

- 2.1. The contractor shall make sure work is done in accordance with the provisions of the law, including compliance with the Work Safety Ordinance (construction works), 5748-1988.
- 2.2. Terms
  - 2.2.1. “Construction”, “construction works” or “construction activities” – construction and engineering construction as construed from the Ordinance and from the Work Safety Order (engineering construction work), 5722-1961.
  - 2.2.2. “General Log” - a log book maintained at the work site in accordance with clause 198 of the Order; Work Safety Order (general log), 5720 - 1959.
  - 2.2.3. “Constructor” - a prime contractor or customer, carrying out the work in its entirety or parts thereof, through their own employees or through contractors working for them.
  - 2.2.4. "Foreman" – as per its meaning in the Work Safety Ordinance (construction works), 5748-1988.
- 2.3. The “Executor of construction” is responsible for ensuring that any construction work shall be carried out under the direct and continual management of a “foreman” appointed by the executor of construction.
- 2.4. In any “construction work” within the HPC grounds, the contractor is required to appoint a qualified “foreman” prior to the start of work and to report the appointment as legally required to the supervision of works sub-division.
- 2.5. The “foreman” shall be present at the site throughout all of the time the works are underway. In the absence of the “foreman”, the “executor of construction” shall make sure to appoint a substitute “foreman” and to report this as required by law.
- 2.6. All renovation, upgrading and maintenance works shall be conducted subject to the instructions of the Work Safety Ordinance (construction work), 5748-1988 and in



accordance with the guidelines of the supervisor of works regarding the obligation to appoint a prime contractor and a “foreman” to supervise the entirety of the works being carried out on HPC grounds as stated.

### **3. Excavation works**

- 3.1. Excavation works shall be carried out in accordance with the Work Safety Regulations (Construction Works) 5748-1988 and in accordance with the provisions of the law.
- 3.2. Execution of excavation and drilling works are conditional upon advance coordination with the relevant entities at HPC in accordance with the approved plans for the execution and following written approval.
- 3.3. No excavations shall be left open. The contractor is responsible for covering all of the pits or to erect fencing around them safely and conspicuously, including signage and sufficiently luminant nighttime marking.
- 3.4. In the event that, in the course of the works, the contractor should encounter underground piping or other underground infrastructures, the contractor shall immediately halt the work and report this without delay to the relevant authority in HPC.

### **4. Asbestos works**

- 4.1. Any works involving asbestos shall be done in accordance with the Work Safety Ordinance (occupational hygiene and health of the public and workers with harmful dust), 5744-1984 and the Prevention of Hazards from Asbestos and Hazardous Dust Law, 5771-2011.
- 4.2. Asbestos dismantling works, asbestos handling, packing and removal - shall be done by and under the responsibility of a contractor certified for carrying out such works by the Ministry of Environmental Protection, Department of Asbestos and Harmful Dust, and according to the guidelines of the person in charge in the Ministry of Environmental Protection.
- 4.3. The contractor is responsible for verifying that his employees have valid permits for working with asbestos.
- 4.4. The contractor shall provide his employees with suitable clothing and respiratory protection equipment suitable for carrying out the said work and shall make sure his employees use the Personal Protective Equipment which he has provided.
- 4.5. Prior to start of work, the contractor shall submit a detailed plan for carrying out the work with asbestos, as approved by the supervisor from the Department of Asbestos and Harmful Dust.



- 4.6. No work shall be carried out with asbestos within the HPC grounds before the appropriate written permission has been received from the supervisor to carry out the work. The contractor shall take care to carry out the work in accordance with the said plan.
- 4.7. The contractor shall produce for the HPC supervisor the written certificates from the approved waste disposal site that they have received the waste or asbestos boards.

## **5. Electricity works**

- 5.1. All of the electricity works shall be carried out in accordance with the Israel Electricity Law 5714-1954 and its regulations and also in accordance with whatever is required in the Work Safety Ordinance (Electricity), 5750-1990.
- 5.2. The contractor shall work in accordance with all of the safety rules and professional guidelines provided by the HPC electrical engineer.
- 5.3. Electricity works shall be carried out by qualified professionals according to the definitions of the abovementioned laws and regulations.
- 5.4. Repairs on electrical equipment items shall be done by a suitably licensed electrician.
- 5.5. The contractor shall verify that all of the electric tools and equipment they use are standards-compliant and serviceable under any law. A contractor shall not make any improvised installations on electrical equipment.
- 5.6. A contractor using an extension cable for his work shall lay it as required in the abovementioned regulations.

## **6. Work and activity in the marine zone**

- 6.1. All the works and activities carried out in the marine zone shall be carried out in coordination with, and following receipt of, permission from the Harbormaster.
- 6.2. Carrying out works above water

When carrying works above water, the person licensed to carry out the work shall verify the following:

  - 6.2.1. The use of a work raft, floating cage or other means for supporting personnel requires approval from an accredited inspector.
  - 6.2.2. The vessel and the means serving for the activity shall be appropriately insured and legally licensed.





6.3. Carrying underwater and diving works

6.3.1. Diving works shall be done according to the safety procedures of the Israeli Diving Federation and in accordance with the safety procedures of the company carrying out the dive.

6.3.2. Care must be taken to fulfill the safety requirements included in the Shamgar Committee report dated July 3, 2001.

6.3.3. Whenever a diving activity is necessary as part of the contractor's work, or any other civilian or military diving activity is needed in the maritime zone as defined in the Ports Regulations, and as these appear in the (British) Admiralty Nautical Chart No. 1585, then advance written approval shall be obtained from the Harbormaster.



### **Part 3 - highlights for operational contractors**

#### **1. General guidelines**

- 1.1. Proper distance shall be kept between the HPC employees and the operational contractor's employees in order to uphold safe working conditions between them.
- 1.2. An operational contractor carrying out work on a dock shall coordinate the activity with the foreman and obey his instructions during the work.
- 1.3. An operational contractor carrying out work on a ship shall approve the activity with the ship master, and he shall coordinate the activity with the signalman and obey his instructions during the work.
- 1.4. Operational contractor employees that are working at heights, as per their definition in the Work Safety Ordinance (Work at heights), 5767-2007, shall have a "work at heights" permit according to the type of activity, including certification for transfer in a manbasket using a crane.
- 1.5. The operational contractor is responsible for providing his employees with standards-compliant means and personal protective equipment according to the type of activity and in accordance with the definitions in the Work Safety Regulations (Personal Protective Equipment), 5757-1997 and he shall ensure that his employees use the personal protective equipment he has provided them, including a reflective vest, helmet, safety shoes, and if necessary a gas meter and escape respirator.
- 1.6. The operational contractor employees are responsible for using personal protective equipment which the employer has provided in accordance with the Work Safety Regulations (Personal Protective Equipment) 5757-1997.

#### **2. Cleaning holds from bulk cargoes**

- 2.1. Operational contractor employees shall stand in a safe location, in order to enable continuous, safe work of the crane and the bulldozer.
- 2.2. Hold cleaning by operational contractor employees shall be done while the crane and bulldozer are completely still.
- 2.3. It is forbidden to enter the ship's hold without the ship master's approval and before a good gas test gas been obtained (from inside the hold and from the entry manhole) in accordance with the requirements in the IMSBC Code (clause 3.2) - Recommendations for Poisoning and Asphyxiation Hazards in Solid Bulk.



### **3. Lashing services**

- 3.1. The operational contractor shall ensure that his employees, who are employed in releasing or lashing containers on a ship (“lashing”) shall have received training as to the risks involved in this activity and as to the rules of safety.
- 3.2. No “lashing” work shall be carried out concurrent with operational work of the HPC employees.
- 3.3. Container lashing gear (rods, pins etc.) shall be laid in such a way as not to form an obstacle for the passage of workers along the passages between the ship holds and so that they do not pose a safety hazard.
- 3.4. Container lashing devices shall be placed in the locations intended for them or in accordance with the signalman’s instructions. In any case they shall not be laid haphazardly and they shall not be laid on the hold covers.
- 3.5. It is forbidden to carry out any “lashing” activities in the passageways on both sides of container holds in the ship in which cranes are carrying out loading/unloading work.
- 3.6. In any case where the “lashing” crew identifies crane activity, the crew shall immediately cease their activity, move away from the location and inform the signalman/foreman at HPC.
- 3.7. Insofar as access of the “lashing” crew to deck containers is required using a gondola, this activity shall be carried out in the presence of the signalman and under his instructions, in accordance with the Work Safety Ordinance (Work at heights), 5767-2007.
- 3.8. The responsibility for upholding these instructions lies with the operational contractor.

### **4. Loading/Unloading Boarding float operators**

- 4.1. The boarding float operator is responsible for coordinating the activity with the HPC dock foreman and to obey his instructions throughout.
- 4.2. The boarding float operator is responsible for ensuring that all of the devices which he will be operating him within the HPC grounds shall be tested, serviceable and shall bear the required permits, and also all of the safety equipment shall be serviceable and in good operating condition.
- 4.3. The boarding float operator shall carefully uphold safety discipline and oversight over his workers throughout the work process.



## **Part 4 - Highlights for trucking companies and truck drivers**

### **1. Overview**

- 1.1. Vehicles or motorized work machines shall be driven only by suitably licensed operators.
- 1.2. A truck driver transporting hazardous materials shall be equipped with a permit from the Supervisor of Hazardous materials Transport in the Ministry of Transport and shall mark his vehicle as required in the Transport Services Law, Transport Services Regulations, 5761-2001, and under any other law.
- 1.3. A truck driver present within the HPC grounds shall obey the instructions of the HPC authorities, including the dock foreman, ship foreman, safety officer and emergency crew, port security, etc.
- 1.4. While in the operational zones, the truck driver is required to use personal protective equipment - reflective vest, safety shoes and helmet, and also equipment and safety means as required by the HPC regulations and safety instructions.
- 1.5. The truck driver is obliged to work, with respect of dust prevention, air pollution prevention and environmental pollution prevention, in accordance with the regulations.
- 1.6. Vehicles, trucks and trailers shall park only in permitted parking lots for the minimum required time only. In special cases the HPC safety officer can be contacted.
- 1.7. The truck driver shall park his vehicle in such a way as not to obstruct or block fire extinguishing installations, electricity panels, emergency throughways and docks.
- 1.8. The truck driver shall take care not to park or stop his vehicle on the railway tracks, on the crane tracks, the cranes' electricity cable feed ducts and within the marked area or at least 2 meters from them.
- 1.9. It is absolutely forbidden to loiter unnecessarily in the operational zone.
- 1.10. A truck driver shall not disembark from his truck on the operational docks without having taken the required safety measures.
- 1.11. Standing shall be away from operational machinery traffic and at a safe distance.
- 1.12. It is forbidden to pass or stand below lifted cargo.
- 1.13. Road signs and other signs must be obeyed, including the instructions posted on the signs within the HPC grounds.
- 1.14. The speed limit within the operational areas (docks, storage areas and container terminals) shall not exceed 30 km/h and on the peripheral roads the speed shall not exceed 50 km/h depending on the terrain conditions.



- 1.15. A truck driver shall drive directly to the dock/storage areas following the truck input process at HPC.
- 1.16. It is absolutely forbidden to drive within the ship unloading/loading docks, unless this is required for a direct delivery.
- 1.17. The trucking companies are responsible for communicating all of the HPC instructions to all of the drivers of trucks entering the HPC grounds and who are employed by the respective companies.
- 1.18. Each truck driver is responsible to personally conduct himself in accordance with the HPC instructions. Any deviation from these guidelines shall result in revoking the entry permit into the HPC grounds.

## **2. Highlights for general cargo truck drivers**

- 2.1. The driver is responsible for driving in accordance with clause 85 of the Transportation Regulations.
- 2.2. Cargo hitching/disconnection and/or covering shall be done only in the loading/unloading zone - it is forbidden to begin traveling before these mandatory activities have been carried out.
- 2.3. While awaiting loading/unloading of a cargo, the truck driver is responsible for waiting inside the driver cabin.
- 2.4. While loading/unloading of a Truck, the truck driver is responsible for waiting inside the driver cabin or in a safe location which has been approved by the HPC foreman.

## **3. Highlights for Dry Bulk truck drivers**

- 3.1. The driver is responsible for upholding and fulfilling the requirements of clauses 85 and 86 of the Transportation Regulations.
- 3.2. Entry into the HPC grounds shall only be permitted with a tractor and trailer in good condition where the trailer is sealed against cargo leakage.
- 3.3. The driver shall allow the truck to be loaded with dry bulk cargo to the permitted weight only and in accordance with the vehicle license, and in any case the height of the cargo shall not exceed the walls of the cargo bed.  
Note: pay attention that the hopper operator is instructed to fill as far as the walls of the cargo bed and that it is forbidden to demand that he deviate from this instruction.
- 3.4. Excess cargo shall be poured off only in specially-designated areas (tubs) and in coordination with the HPC foreman/dock foreman.
- 3.5. When loading dry bulk, it is absolutely forbidden to climb onto the truck's cargo bed.



- 3.6. The truck driver shall remain inside the driver's cabin throughout the entire duration of the truck's stay under the hopper, or in a location permitted by the HPC foreman/dock foreman.
- 3.7. It is absolutely forbidden to climb onto the hopper or enter the hopper operator's cabin.
- 3.8. The truck, loaded with dry bulk, shall be able to enter/exit only on condition that the cargo is covered and secured as required in clause 85 of the Transportation Regulations.
- 3.9. The cargo shall be covered and secured outside the hopper zone and in accordance with clause 85 of the Transportation Regulations.
- 3.10. The truck driver shall unload bulk cargo slowly and in such a way as to avoid causing dust and sea pollution events.
- 3.11. A truck shall be permitted to exit the HPC grounds only after the remainder of any dry bulk has been cleaned off the truck body.  
It is forbidden to use pressurized air for the cleaning.

#### **4. Highlights for container truck drivers**

- 4.1. The driver is responsible for upholding and fulfilling the requirements of clause 85a of the Transportation Regulations.
- 4.2. A truck driver transporting a container is responsible for ensuring that the container doors are shut, that the rotating connection fixtures (hereinafter: "**locking pins**") are in good condition and painted with a fluorescent paint.
- 4.3. It is forbidden to drive with a container when its "locking pins" are not locked. "Locking pins" shall be opened and closed only at the container's unloading and loading locations.
- 4.4. While unloading a container in a storage row, after having opened all of the "locking pins", the truck driver shall stand next to the driver's cabin as a signal to the "gate crane" Operator that the driver is ready for the operational stage of hoisting the containerization off his truck.
- 4.5. It is forbidden to load a container onto a truck if one or more of the "locking pins" is out of order, or when the container has been damaged and it is not possible to lock one or more of the "locking pins".
- 4.6. In the event that a container has been loaded onto the truck where it is not possible to lock the "locking pins", the truck shall remain in its place and MATAL shall be contacted by phone to cancel the activity and to unload the container from the truck and return it to the row.



## **5. Highlights for a driver transporting vehicles**

- 5.1. The driver transporting vehicles (hereinafter: “**car carrier**”) is responsible for driving in accordance with clause 85 of the Transportation Regulations.
- 5.2. Loading of vehicles onto the car carrier shall be done in the vehicle storage zones only (and not on a road).
- 5.3. The driver shall verify that the area near the car carrier is free of people and that there is no risk to people or property due to the loading activity.
- 5.4. The driver is responsible for ensuring that the vehicles are secured in such a way that they will not break loose of the car carrier.

## **6. Highlights for a driver transporting scrap iron**

- 6.1. The scrap iron shall be unloaded from the truck under the driver’s responsibility and it shall be done inside a purpose-built bay only.
- 6.2. The driver transporting the scrap iron is responsible for ensuring that while reversing into the bay, there are no people or equipment in the area.
- 6.3. The driver transporting the scrap iron is responsible for ensuring that while opening the truck bed door there are no people within range of any danger of being injured by falling scrap, and in any case he shall ensure that the bed will be opened using a cable and this shall be done from outside the bay.
- 6.4. The driver transporting the scrap iron is responsible for ensuring that while tipping the truck bed there are no people inside the bay and that there is no obstruction within the area needed for opening the truck bed, including in the area above it.
- 6.5. It is forbidden to exit the bay area with the truck while its bed is tipped.
- 6.6. In any case where it is necessary to move the truck in order to release scrap iron from the truck bed or while emerging from the bay, the driver is responsible for ensuring that there is nothing obstructing or which may damage the tipped bed, including hoisting chains and the crane hook.





## **7. Highlights for tanker - dry Bulk truck drivers**

- 7.1. Any activity related to the loading of a tanker truck (hereinafter: “**tanker**”) within the HPC grounds is the responsibility of the tanker driver.
- 7.2. Throughout the duration of the loading, the tanker lids shall be shut and sealed such that it shall not be possible for dust to emerge from the hatches, unless a filter is being used to prevent dust egress.
- 7.3. While loading the tanker, the driver shall be inside the driver’s cabin, except for operational needs.
- 7.4. The tanker driver shall have a valid “work at heights” permit in accordance with the activity type. The driver shall take care to work in accordance with the Work Safety Ordinance (“work at heights”), 5767-2007.
- 7.5. Any climbing onto the upper part of the tanker shall be done in accordance with the Work Safety Ordinance ("work at heights"), 5767-2007.
- 7.6. The tanker shall be equipped with a standards-compliant safety railing.
- 7.7. Climbing onto the top part of the tanker shall be forbidden without opening the safety railing.
- 7.8. The tanker shall not be moved while there is a person on the top part of the tanker.
- 7.9. When the loading is completed, the driver shall shut the lid and ensure there is no material leakage. The driver shall clean off scraps of the material from the tanker body. It is forbidden to use pressurized air for the cleaning.

## **8. Highlights for tanker - Wet Bulk (including fuels) truck drivers**

- 8.1. The driver is responsible for coordinating the supply of wet bulk to the ship in process with the HPC foreman / dock foreman.
- 8.2. The driver is responsible for ensuring that the safety instructions are observed and that personal protective equipment is used as specified by the supplier of the cargo and the shipping company, and also in accordance with the relevant regulations and the MSDS documents of the cargo. The driver shall also ensure that all of the required safety measures have been taken before beginning the activity.
- 8.3. The driver shall be equipped with all of the required permits for the driver and for the vehicle in the material’s safety sheet in accordance with the type of cargo being transported.



- 8.4. Entry into the HPC grounds is conditional upon the existence of fire extinguishing means, means for handling leaks and spills and for preventing environmental pollution, including driver protective equipment.
- 8.5. While unloading/loading flammable liquids, spark-damping and ignition-prevention means shall be used.
- 8.6. Means for prevention of sea/environmental pollution shall be used, such as placing spill containment pallets beneath piping connections.
- 8.7. In the event of an emergency incident, a leak or a fire, the emergency authorities shall be notified immediately and the HPC emergency squad (048518230) or security center (048518442) shall also be notified.



## Part 5 - Highlights for Service Companies and Site Operators

### 1. Service Companies

Services employed in the Port to provide services to ships and to Port customers, including shipping companies, ship agents, customs agents, forwarding companies, tally companies, customs employees, ship chandlers and ship maintenance companies.

- 1.1. Entry for business in the Dagon zone needs to be arranged with the Dagon manager, who will advise as to the risks in their area.
- 1.2. Entry for business in the Fuel Terminal zone needs to be arranged with the Fuel Terminal manager, who will advise as to the risks in their area.
- 1.3. Entry for business in the Chemical Terminal zone needs to be arranged with the Chemical Terminal manager, who will advise as to the risks in their area.
- 1.4. Entry for business in a ship (including boarding to while operational activity is in progress) needs to be arranged with the dock foreman and to obtain permission for this.

### 2. Site operators on HPC grounds

Site operators on HPC grounds such as Israel Police, IDF, Petroleum & Energy Infrastructures Ltd., border controls, duty-free shop operators, etc., including entities leasing structures, spaces, warehouses, offices on HPC grounds.

- 2.1. While present or carrying out activity outside the site, the HPC safety instructions must be obeyed and any activity shall be in accordance with those instructions.
- 2.2. Travel to the site of the activity within the HPC grounds shall be along the shortest possible route on the Port's peripheral roads.
- 2.3. Entry into operational activity zones is forbidden! Unless escorted by an authorized entity or in accordance with the guidelines specified for coordinating the activity with the "Grounds Manager" as per the above.



**Emergency Addresses and Phone List**

1. The emergency unit, which consists of a clinic and fire department, is located near the Administration Building

2. Emergency phones

First Aid / emergency squad	04-8518230
Safety officer	04-8518711
Security Administration	04-8518550
Traffic safety officer	04-8518252
Port security call center	04-8518442
Construction department	04-8518760
Electrical engineer	04-8518418
Customer support center (MATAL)	04-8518150
Techno-logistical call center (MATAL)	04-8518900
Port lookout	04-8518376
Magen David Adom (MDA) - first aid first responders	101
Fire Department	102
Israel Police	100

**Declaration of receipt of safety training**

I, \_\_\_\_\_ of the \_\_\_\_\_ Company

**Declare that I have read and understood the safety instructions for performing activities and works within the Haifa Port Company grounds and I hereby undertake to proceed in accordance with the detailed guidelines.**

**Role:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Date**                      \_\_\_\_\_ **Signature**                      \_\_\_\_\_ **Company stamp**