



## Occupational Safety, Health and Environment (OSHE) Procedure and Guidelines

### Compliance to the OSHE Rules

1. Port Users must be fully aware of all necessary OSHE requirements prior to entering the Port Operations Area. Port Users are required to demonstrate and be fully committed to ensuring HSE remains high on their agenda at all times. Port Users shall promptly notify PPSB of any health and safety hazards which may arise in connection with the works/activities conducted.
2. Port Users shall comply with all port safety / traffic rules, and safety / warning signage at all times, and fully cooperates with the terminal Supervisors / Executives / Managers. In addition to any instructions and advice that may be given by other PPSB's Management personnel, the port users shall use their own initiative to familiarize themselves with the terminal layout, and to anticipate unsafe / hazardous conditions, and be prepared to take the requisite avoidance and / or protective measures.
3. Port Users shall be adequately attired in the necessary PPE's (safety helmet, vest, shoe and others as required by the task) whilst at the Port Operations Area, as required by PPSB's OSHE codes, rules and procedures.
4. An authorized PPSB's staff must accompany visitors at all time during their visit to any PPSB's operation area. These Port Users are prohibited from moving around on their own. For new entry it must be communicate and inform to OSHE Unit for safety briefing purposes.
5. Port Users shall always be alert of all associated hazards of activities that are being carried out around them, when in the Port Operations Area and to evaluate risk and control measures accordingly.
6. Port Users shall use only authorized Vehicles to move around the Port Area.
7. Operations Area, or obtain the necessary Vehicle pass from the Security, Safety and Emergency Services Department. Motorcycles and bicycles are strictly prohibited at the North Butterworth Container Terminal and other gazettes Port Operations Area.
8. If the Port Users are authorized personnel allowed to board vessels or ships, then the Port Users shall always comply with the vessel and ship's safety rules whilst onboard such vessels or ships.
9. Port Users are strictly prohibited from accessing, riding, operating, or carrying out maintenance / repair / modification works on any machinery, equipment and plant within the Port Premises, unless authorized by PPSB.



10. Port Users shall report any defects, damages to property / equipment's or deficiencies at any area within the Port Premises that may be liable to cause accidents, to PPSB immediately.
11. Port Users shall report all accidents, incidents or injuries to PPSB immediately and to cordon off the incident area until the arrival of PPSB team.
12. To comply with 1<sup>st</sup> schedule of NADOPOD Regulation) Factory & Machinery. General Guidelines on Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning & Occupational Disease) Regulations 2004 (NADOPOD), 2005.
13. Port Users shall safeguard all of PPSB's properties by adopting and promoting a sense of belonging.
14. Port Users shall adhere to all of PPSB's HSE policies and regulations.
15. Port Users mandatory to comply with the relevant laws pertaining to OSHE Legislative such as the Occupational Safety and Health Act (OSHA 1994), Factory and Machinery Act (FMA 1967), Environmental Quality Act (EQA1974) and any other applicable laws.
16. PPSB may terminate or suspend a Port Users' access to any or all parts of the premises, without notice, for any conduct that PPSB, in its sole discretion, believe is in violation of any applicable law, or are harmful to the interests of other Port Users or PPSB.
17. Port Users shall nominate a representative(s) (if relevant) or himself to be in charge and co- ordinate the work with PPSB's personnel at PPSB's operation areas. The said representative(s) shall also be responsible to continuously promote safety awareness amongst their personnel at all times during the contract execution period.
18. Port Users shall, at its own expense, supply to all its employees and himself and ensure that its employees are provided with adequate personal protective clothing and equipment, which shall satisfy statutory requirements and accepted by industry standards. Such protective equipment shall be supplied to the employees and shall be maintained in good condition by the employees/Port Users. Such protective equipment shall be worn by the employees on all relevant occasions as indicated by notices, instructions and good sense.
19. Port Users are to bring their own equipment and be responsible for them. PPSB shall not be liable for any loss or damage of equipment within PPSB's premises. All equipments must be in good and safe condition that meets PPSB's OSHE standards. The equipment is to be inspected and approved by PPSB's authorized personnel before use in PPSB's premises, when required.



20. Port Users shall be responsible for providing all safety signs, barricades, stanchions, safety cones or safety taping as required to isolate the work area from pedestrian traffic and to prevent unauthorized access to the area.
21. When Port Users or his employees have to be transported to or from a place of work that the employees/Port User were assigned to, Port Users and his employees will take all practicable steps to ensure any means of transport by himself or provided by him is safe.
22. Port Users must ensure that he and his employees are either sufficiently experienced to do their work safely or are supervised by an experienced person and recommended buddy system all the time.
23. No person should be permitted to operate any machineries unless properly trained, competent and holding valid certificate and licensed and authorized in writing by the any relevant authority or employer (if there are no relevant requirement) to do so.
24. Port Users and his employees are required to ensure that every person who does work or deals with any substance has been informed of or have the knowledge:
  - a. Emergency, Preparedness & Response Procedures
  - b. Hazard Identification and Risk Evaluation
  - c. Identify control measures to minimize the associated hazards.
25. Port Users is responsible to ensure that he and his employees attended the Safety Induction Course provided by PPSB OSHE and Security Section. All the expenses in relation to the course shall be borne by the Port Users.

## Housekeeping

Port users must ensure:

1. Work Area
  - a. Work areas must be kept clear of rubbish or debris.
  - b. Walkways and gangways must be clearly marked.
  - c. Floor's surface is diligently checked for defects and any defects should be reported for repair.
  - d. Floors are skid-proof.
  - e. Clean the area after every job with the necessary cleaning appliances.

- f. Oil leaks and spills must be immediately cleaned. Drip pans should be used to avoid oil spill in the work area.
- g. Make sure that there is adequate working space around machines or cargo.
- h. Equipment to be placed carefully, at a specific and safe area.
- i. Beware of objects protruding into walkways or gangways.
- j. Cables are not run across gangways and under earth cables without protection.
- k. Floors and walkways must be kept clear of tools, scrap metal and other objects or materials that could cause slip, trip and fall hazards.
- l. Oil or grease spillages must be immediately cleaned and all floors must be regularly brushed.

## 2. Storage

Storing of Chemical should ensure that store in appropriate place and ensure Safety Data Sheet (SDS) available.

- a. Store and stack all materials/cargo in an orderly manner.
- b. Mark gangways around stacks.
- c. All stacks are cross-tied and placed at a reasonable height. (approved stacking height).
- d. All stacks are diligently checked where necessary.
- e. Objects have been properly stored and free from fall hazard.
- f. Workers should never lift heavy items above its chest level.
- g. Flammable liquids are stored in a "NO SMOKING" area and with adequate signage's.
- h. Stacks are not closely placed to the sprinkler heads, in accordance with the requirement of applicable law.
- i. Gas cylinders are not left unsupported and are always stored in purpose-built racks/stored vertically.
- j. Small items should be stored and placed in suitable containers.
- k. The use of pallets and handling aids indicate safety stacking.

- l. Stacking of materials must be properly carried out and adequate clearance should be allowed between the top of stacked items and the ceiling.

3. Scrap, Rubbish and Debris

- a. Suitable waste/rubbish containers/ bin should be allocated for all rubbish, debris and scrap in accordance with the requirement of the applicable law.
  - b. Rubbish containers/ bin are not left in walkways or gangways
  - c. Gangways and surrounding working area must be free from all form of scrap, rubbish, debris and waste materials.
  - d. Rubbish does not accumulate on floors during or after work.
  - e. Rubbish does not accumulate and block ways
  - f. Oil and paint, are kept and where possible bundles of rags in sealed containers.
  - g. Waste/rubbish containers are emptied everyday.
  - h. Swarf and metal filings are to be cleaned up with brush only, not with barehands.
  - i. Scrap must be separated into three separate areas, one for the useful, another for the saleable and another for dirt or refuse. All such dumps must be suitably labeled.

4. Maintenance

Only authorized person are allowed to carry out with the maintenance work with handling system.

- a. Machines are guarded when cleaning.
  - b. Ensure "Lock-out & Tag-out" system are in place during the machine maintenance work.
  - c. Guards should be checked and maintained regularly.
  - d. All fuse boxes and switch panels should be cleaned out regularly.
  - e. The dust accumulation in motors should be cleaned out regularly.
  - f. Avoid leakage of liquid by checking all pipe joints, valves and traps.
  - g. All sharp edges and splinters are removed from racks and benches.
  - h. All machines, motors, exhausts and moving parts are kept unobstructed.



- i. All wash rooms and areas are kept clean.
  - j. Protective clothing and equipment shall be worn whenever the work requires it.
  - k. First Aid facilities are adequate.
  - l. Key members are trained in First Aid techniques.
5. Pest and Nuisance Control
- a. No pets are allowed in PPSB's terminal
  - b. Port Users are responsible to take necessary actions to conduct preventive and control actions against disease borne vectors e.g., rodents and mosquito in their area.

## Environment

- 1. The Port User shall not:
  - a. Discharge, throw, deposit, permit, or allow the escape of any dirt, ashes, exhaust, steam, oil, water, filth or waste matter, whether liquid or solid, onto any Port Premises without the prior written permission of PPSB; or
  - b. Cause smoke, soot, ash, grit or oil to be emitted from any ship at the Port, in such quantity or density as may be deemed, in PPSB's sole opinion, to be a nuisance or annoyance.
- 2. Port Users is responsible to:
  - a. Provide spill kits (if relevant) or has the knowledge to use spill kits at site for emergency response for spillage incidents.
  - b. Dispose any tools, gloves or rags that contaminated with oil or any substance defined as scheduled waste as per requirement of the Environmental Quality (Scheduled Waste) Regulations 2005.
  - c. Only sewerage waste from tenant's premises can be discharged into PPSB's sewerage system. All industrial waste must not be discharged into PPSB's sewerage system. It shall be adequately treated (conforming to DOE's standard) before being discharged into the designated monsoon drain.



## Dangerous Goods

1. 'Dangerous Goods' means all cargo defined as dangerous or hazardous by any Statute, Statutory Instrument or Order, any Regulation or recommendation made by the Government or the relevant authorities or by any applicable laws relating to the handling, storage or carriage of cargo; likewise all cargo which although not so defined, are known to have properties likely to endanger life or property.
2. The following shall apply to Dangerous Goods tendered to PPSB:
  - a. the provision of the International Maritime Dangerous Goods Code (IMDG Code) standards as amended from time to time;
  - b. the provision of the Act;
  - c. the provision of any applicable laws as amended from time to time;
  - d. the provisions of any Federation Port Rules 1953 and any subsidiary laws of the Merchant Shipping Ordinance 1952;
  - e. the Petroleum Safety Measures Act 1984 as amended from time to time;
  - f. the provision of the Rules and Regulations as stated in the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk;
3. Provision relating to the carriage of goods by road, rail or sea, contained in any statutory instrument or order made pursuant to the Act, applicable laws and in any international conventions or agreements or otherwise regulations and recommendations made by the Government or other relevant authorities and the requirements of local by-laws which may include the following Acts, Rules and Regulations as may be amended from time to time:
  - a. Occupational Safety and Health Act 1994;
  - b. Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013;
  - c. Occupational Safety and Health (Control of Industry Major Accident Hazard) Regulations 1996;
  - d. Atomic Energy Licensing Act 1984;
  - e. Environmental Quality Act 1974;
  - f. Environmental Quality (Scheduled Wastes) Regulations 2005;
  - g. Factories and Machineries Act 1967;



- h. Explosives Act 1957;
- i. Animals Act 1953;
- j. Chemical Weapons Convention Act 2005;
- k. Pesticides Act 1974;
- l. Poisons Act 1952; and
- m. Strategic Trade Act 2010.

provision of any other laws and international conventions applicable in Malaysia in relation to Dangerous Goods as may be amended and enacted from time to time.

- 4. Dangerous Goods shall not be presented to PPSB unless permission has first been obtained from Penang Port Commission (PPC). For this purpose, applications for permission shall according the current practice of PPC and PPSB.
- 5. The User shall be liable and accountable for any loss or damage caused to cargo or property or personal injury or death to persons, due to the User's omission to disclose to PPSB or due to the User's false declaration or misstatements to PPSB of the nature or classification of any Dangerous Goods delivered to PPSB for storage or discharge at the Wharf. The User shall fully indemnify PPSB for loss, damage, injury or death suffered by PPSB or for any claims made against PPSB by any party affected by such an act of omission or false declaration or misstatement.
- 6. PPSB reserves the right to reject any Dangerous Goods if in the opinion of PPSB, there is no suitable facility or expertise available to render a safe and proper handling, storage or transportation of such goods, and the User shall have no claim or any right of recourse against PPSB for its refusal to accept such goods.
- 7. For delivery of Dangerous Goods in containers or otherwise on a "direct delivery or direct loading" basis, the User has to ensure that such Dangerous Goods in containers or otherwise are collected directly from the vessel side using the User's vehicle for discharging operations, or such Dangerous Goods in containers or otherwise are delivered direct to the vessel side using the User's vehicle for loading operations, failing which PPSB may disallow such Dangerous Goods in containers or otherwise to be received into the Port, or such Dangerous Goods in container or otherwise will be directed to be stored in a special area in the Port premises at the sole risk and expense of the User. The User shall fully indemnify PPSB for any damage suffered or loss incurred or any claims made against PPSB by any party due to any mishap or incident consequent to the storage of such Dangerous Goods or container. PPSB reserves the right to impose additional storage charges for its deployment of Port Safety personnel and equipment, as well as for any standby and escort services rendered.





## Obnoxious Cargo

1. For the purpose of these Terms and Conditions of Business "Obnoxious Cargo" means any of the following kinds of cargo which are not included in the category of Dangerous Cargo:
  - a. substances which can cause discomfort to or adversely affect personnel handling them;
  - b. substances which will taint or contaminate other cargo or containers in close proximity;
  - c. substances which will damage other cargo or container by contact or by shifting e.g., carbon, graphite, white pigments, greases and other 'dirty cargo';
  - d. hygroscopic or deliquescent goods or goods in a moist or wet condition such as hides;
  - e. cargo liable to infestation by insects, mites, weevils or grubs or any other cause which may require fumigation;
  - f. cargo of liquid or semi-solid nature and goods liable to qualify with a rise in temperature such as reasonably could be foreseen; or
  - g. any other cargo or container which is likely to adversely affect other cargo or containers or to present any special difficulties in handling.
2. Obnoxious goods shall not be permitted into the Port unless permission has first been obtained. For this purpose, application for permission shall be made by the User to PPC or any lawful authority pertaining to the carriage of such obnoxious goods.
3. The User shall be liable and accountable for any loss or damage caused to cargo or property or personal injury or death to persons, due to the User's omission to disclose to PPSB or false declaration or misstatements made by the User to PPSB of any Obnoxious Cargo delivered to PPSB, or discharged at the Wharf. The User shall fully indemnify PPSB for any loss, damage, injury or death suffered by PPSB or for any claims made against PPSB by any party affected by such an act of omission or false declaration or misstatement.
4. PPSB reserves the right to reject any Obnoxious Goods if, in the opinion of PPSB, there is no suitable facility or expertise available to render safe and proper handling, storage or transportation of such Obnoxious Goods, and the User shall have no claim or any right of recourse against PPSB for its refusal to accept such Obnoxious Goods.



## Permit To Work

1. No works, including hot works, maintenance works, handling, bunkering, radiography, cold works, drilling, blasting, hydro-jetting, diving, pressure test, working at height, excavating, confined-space entry, scaffolding, painting, grinding, operating with battery/ electrical tools, vessel-to-vessel transfer repair or maintenance works on vessel or barge or any other works that require safety precautions and procedures, shall be carried out in the Port premises without a Permit to Work issued by the Safety Department(OSHE).
2. The works carried out as described para (1) above shall be deemed to be under the sole responsibility, supervision and control of the person executing the works, and the issuance of a Permit to Work by the Safety Department (OSHE) shall not render PPSB answerable for any loss, damage, injury or death caused by the works or by any fault of or omission in the execution of the works by the owner, consignee, consignor, operator of the machines and processes.