

The Port of Virginia Response Guide

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INJURY

1	Supervisor ensure scene safety by stopping traffic/access in immediate area
2	Determine the nature of the injury/illness
3	<p>If an EMERGENCY, call VPA police at 757-440-7070. (VIP 540-636-4242 / RMT 911 then call 757-440-7070)</p> <p>Upon arrival of an ambulance, stop operations in that area until the ambulance departs.</p> <ol style="list-style-type: none"> 1. Any Airway, Breathing, or Circulation issue requires an ambulance. 2. Any electrical shock requires an ambulance. 3. Any injury in which there is uncertainty in the mind of the AOM/Manager requires an ambulance.
4	For Non-Emergency occupational injuries , Port of Virginia managers and supervisors call the Health and Safety Response Team at 757-440-6800. This is for strains, sprains, minor lacerations, and other injuries that clearly do not require an ambulance.
5	<p>Non-Emergency:</p> <ol style="list-style-type: none"> 1. If our employee DOES NOT request medical care <ol style="list-style-type: none"> a. Explain that the employee must contact the Health and Safety Department in the event they decide to seek medical care. b. Complete the “POV Incident Report”. c. The terminal AOM will coordinate for a Drug and Alcohol test. Employees who are clearly not causal to a mishap are not required to test (i.e. A UTR parked in a marked spot is hit by a straddle carrier). 2. If our employee DOES request medical care <ol style="list-style-type: none"> a. Complete medical care authorization form (included below). b. Typically a member of the Health and Safety Departments will coordinate transportation for the individual to Taylor Made/Patient First. c. If an Uber/taxi may is used, escort the injured employee in a company vehicle to the pickup point. NIT: Baker Street Gate, VIG: Lobby, PMT/PPCY: Port Police Parking Lot, NNMT: Main Office. d. The Drug and Alcohol test will be accomplished at the medical facility. 3. Complete the “POV Incident Report”. Sign, Scan, and Send Report to safetyandrisk@VIT.org.
6	All companies on Port of Virginia terminals must report any incident to the respective VIT department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers (AOMs) are required to investigate and complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, CERES, TTX, JAZ, and CP&O etc.

RESCUE CAGE OPERATIONS

1. The Rescue Cage may only be used for rescue operations. Special exemptions may be granted by the VP of Health and Safety or Directors of Vessel Operations/Stevedoring.
2. The Stevedore Superintendent/AOM will direct the retrieval of the rescue cage.
3. The Stevedore Superintendent/AOM will ensure the 4 safety chains are connected to the STS spreader bar. Crane maintenance may assist in this process.
4. The Stevedore Superintendent/AOM will coordinate with EMS personnel, if applicable, for the plan to extract the injured employee from the vessel.

NIT and VIG Rescue Cage



For an injured employee who cannot egress a vessel via the gangway, a straddle carrier/shuttle truck will retrieve the rescue cage and bring it to the working crane. After locking the spreader bar into the corner castings, and connecting the 4 safety chains to the spreader bar, the cage may be used to transport employees to/from the vessel.



Lasher Fall Rescue Procedure

1. Call 440-7070



2. Retrieve Rescue Pole with rope and pre-attached hardware from Orange container on Crane.



3. Be properly locked in with aloft gear to perform rescue and Connect Large Hook to corner of Crane Spreader Bar.



4. Kneel or lay, extend Rescue Pole, Connect Carabiner into D-Ring located on the back of victim's harness and pull the Rescue Pole free. Double check to insure carabiner is securely attached to the victim D-Ring.



5. Signal crane operator via radio to gently lift victim and place individual on the container top. Release the rescue line and the Container Top Wand connected to the victim when safe to do so. Ensure that victim is maintained in the sitting position to guard against potentially fatal effects of Suspension Trauma. It is **REQUIRED** that victim stay in a sitting position for **AT LEAST 30 minutes**. Ensure victim safety harness leg straps are loose enough to allow blood circulation. Conduct turn-over to first responders.





Port of Virginia Incident Report

* Mandatory

* Type of Incident: Injury _____ Damage _____ Spill _____ Near Miss _____

* Date/Time of Incident _____ / _____ * Date/Time Reported _____ / _____

* Terminal: NIT _____ NNMT _____ PMT _____ VIG _____ VIP _____ PPCY _____ RMT _____ * Location on Terminal _____

* Person Involved _____ * Phone # _____
 Last First MI

E-Mail: _____ *Address _____
 Street City State ZIP

Years Employed: _____ * Port #: _____ Department _____ Occupation _____ Hours worked in last 48 _____

Person Involved _____ Phone # _____
 Last First MI

E-Mail: _____ Address _____
 Street City State ZIP

Years Employed: _____ Port #: _____ Department _____ Occupation _____ Hours worked in last 48 _____

* AOM or AMM Describe Incident (What, Where, How?)

* Statement of Person Involved

* Employee Signature _____

Witness _____
 Last First Phone Number

Statement _____

Witness _____
 Last First Phone Number

Statement _____

Complete for Damage

Describe Damage _____

Equipment / Property / Cargo I.D. _____

Name of Deckman/Slinger, if applicable _____

Complete for Injury

* Date of Birth _____ / * Time employee began work _____ AM/PM / Date Hired _____ / Married ___ Single ___

Social Security # _____

* Type of Injury _____ * Part of Body _____

* Did employee desire medical care? Yes ___ No ___ * Medical Care Provider _____

Complete for Spill

* Date of Spill _____ / * Time of Spill _____ AM/PM / * Location _____ / * Responsible Party _____

* RP Address _____ / City _____ / State ___ / Zip _____ / * Phone _____

* Source of spill _____ / * Type Material _____ / * Amount of Spill _____ gallons

* Root Cause _____

* Weather at spill location _____ / * Spill Entered (Circle one): Storm Drain / Retention Basin / Waterway / None

* Cleanup Actions: _____

* AOM Name _____ * Signature _____ * Cell Number _____ * Date _____

Scan and send **both pages** to safetyandrisk@VIT.org

Equipment/Property/Cargo Damage

1	Supervisor ensure scene safety by stopping traffic/access in immediate area
2	Call VPA police at 757-440-7070
3	<p>Have individual meet with Supervisor</p> <ol style="list-style-type: none"> a. Complete Drug and Alcohol test form. b. Call for a blood and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. There is no need to sit with the employee while waiting. Employees who are clearly not causal to a mishap are not required to test (i.e. The trailer train of a UTR parked in a marked spot is hit by a straddle carrier). If an individual is positive for the instant results alcohol test, inform the Supervisor/Business Agent and ensure they take a taxi to get home. c. Investigate the mishap or near miss in accordance with #8 below and complete the “Incident and Near Miss Report.” d. All companies working in an area of the terminal controlled by a VIT operational manager must also report incident to the respective department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers (AOMs) are required to complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, CERES, TTX, JAZ, and CP&O etc.
4	<p>Environmental Impact: In the event of any incident which occurs on a Port of Virginia facility; attention shall be given to sources that may impact the environment including but not limited to storm water, waste disposal, hazardous materials/waste, and universal waste. An investigation of the incident should be conducted to ensure that potential paths for contamination are addressed and waste properly removed and disposed of in accordance with federal, state, and local regulations. Records of this investigation should be recorded and retained should it be found that an impact to the environment has occurred. Should there be questions encountered during an incident response, the Sustainability Department may be contacted.</p>
5	<p>Sign, Scan, and Send the “Port of Virginia Incident Report“ with photos to safetyandrisk@VIT.org and manager by close of business.</p> <p>For pre-existing damage to a discharged container, the container number, vessel name, date, and description of damage are required. Also, additional details if appropriate to include use of wires or if container was placed under cover, etc.</p>
6	<p>Administrative Follow-up</p> <ol style="list-style-type: none"> a. Do not accept liability for any incident, regardless of cause. Direct all claim inquiries from VIT’s customers to riskmanagement@vit.org.

HRSA-ILA
Substance Abuse Testing Request

Testing Facilities:

_____ On-Call Nurse	424-4300	_____ Taylor Made Diagnostics\Chesapeake	494-1688
_____ NowCare/Indian River	424-4300	_____ Taylor Made Diagnostics\Newport News	223-7934
_____ NowCare/Bayview	587-1700		
_____ NowCare/VIT Clinic	440-2643		

Program Testing:

_____ HRSA-ILA Drug & Alcohol Testing _____ Non-HRSA-ILA Drug & Alcohol Testing

Billing: _____ Bill HRSA-ILA _____ Bill Company

Reason for Screening: _____ Post Accident _____ Reasonable Suspicion

Individual to be tested: _____
(Please Print)

Port # / Employee # _____

_____/_____
Authorized POV Representative (Print) Phone

_____/_____
Signature POV Representative Date

Employee Acknowledgement:

The incident or injury requires that the employee have an drug/alcohol screening. Failure to have this screening will result in disciplinary action. This form and a picture ID will be required by the medical representative (TWIC card is acceptable ID).

My signature acknowledges that I have read this form and understand its contents.

_____/_____
Employee Signature Date

Reasonable Suspicion Drug and Alcohol Test

1	Call the HSE Department Rotation at 757-440-6800
2	<p>Have individual meet with Supervisor</p> <ul style="list-style-type: none"> a. Call for a blood and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. In this case, it is appropriate to remain with the employee. b. Clearly inform employee that a Drug and Alcohol test will be administered and that they must remain in the immediate area of the office. (Restroom and Smoke breaks are acceptable). c. Complete the Drug and Alcohol test form.

Blood or Other Potentially Infectious Materials (OPIM) Spill

1	<p>Employee</p> <ul style="list-style-type: none"> a. Immediately notify Supervisor
2	<p>Supervisor</p> <ul style="list-style-type: none"> a. Ensure scene safety by stopping access in immediate area b. Contact the H&S Department at 757-440-6800
3	<p>H&S Representative</p> <ul style="list-style-type: none"> a. Contact PetroChem at 757-627-8791

LEAKING CONTAINER

1	<ul style="list-style-type: none"> ■ Most important step...do NOT rush! ■ If product appears to be producing heavy vapors, smoking, smells, or other reaction... <ul style="list-style-type: none"> ○ Do NOT approach the container. ○ Do NOT move the container. ○ Restrict access to the immediate area based on winds. ○ Ensure no ignition sources.
2	Call VPA police at 757-440-7070 (VIP 540-636-4242) (RMT 804-726-3093)
3	<ul style="list-style-type: none"> ■ Identify the Product. <ul style="list-style-type: none"> ○ Call for product info in “N4” <ul style="list-style-type: none"> ■ VIG: Vessel AOM 686-6115 (Imports documents are stored in a file cabinet in Vessel ops area or stored electronically in Outlook) / Gate AOM 686-6095/Rail AOM 390-1964/OCC AOM 686-6075 ■ PMT: Vessel AOM 506-6795 ■ NIT: OCC AOM 440-7191 ■ Obtain Hazardous Declaration/Shipping papers <ul style="list-style-type: none"> ○ From Supervisors/AOMs listed above ○ Obtain shipping papers from truck driver if delivered by a truck. ○ Ship line associated with container will be in N4 OR the first 4 digits can be used to identify at http://alltrack.org
4	<p>Call H&S Rotation at 757-440-6800</p> <ul style="list-style-type: none"> ■ Use Emergency Response Guidebook for appropriate actions and Discuss Plan. ■ If going into the stacks <ul style="list-style-type: none"> ○ VIG: Ensure Engineering locks out RMGs ○ NIT: Ensure OCC sets “Men Working” ■ Hazardous Material Clean-up Primary <ul style="list-style-type: none"> ○ Petrochem: 757-627-8791 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary <ul style="list-style-type: none"> ○ Commercial Power Sweeping (Karl Stauty): 757-238-2575
5	<ul style="list-style-type: none"> ■ Richmond Marine Terminals Clean-up <ul style="list-style-type: none"> ○ Primary is Petrochem: 757-627-8791 ○ Alternate is First Call Environmentals: 1-800-646-1290 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary <ul style="list-style-type: none"> ○ Commercial Power Sweeping (Karl Stauty): 757-238-2575 ○ Alternate is First Call Environmentals: 1-800-646-1290 ■ Johnson Control & Fire Protection (Chris 757-274-7411)
6	<ul style="list-style-type: none"> ■ Alternates Hazmat Clean-up companies <ul style="list-style-type: none"> ○ LCM Corp (Steve Cerroni) 757-831-3866 Scott Wood (757-810-5021) ○ Hepaco/IMS: 757-543-5718

	<ul style="list-style-type: none"> ○ Clean Harbors Chesapeake: 800-645-8265 ○ Heritage Crystal Clean, Inc.: 757- 852-9142 ○ Moran Environmental Recovery 757-216-8836
7	<ul style="list-style-type: none"> ■ If container/tank is actively dripping...place on a spill cassette/spill pad. ■ Before bringing a container to the dock from the vessel, ensure product will not enter the water. If container is actively leaking, H&E must notify USCG before container is moved from vessel to dock.
8	<p>Spill Containment Assets</p> <ul style="list-style-type: none"> ■ NIT Spill Pad <ul style="list-style-type: none"> ○ Two pads north of Straddle Carrier Rack (Wheeled Area 240) ○ One pad on west end of reefer rows next to Crane Maintenance ■ VIG Spill Containment Cassette <ul style="list-style-type: none"> ○ Two at VIG ■ PMT Spill Pad <ul style="list-style-type: none"> ○ Next to the Clyde Crane
9	<ul style="list-style-type: none"> ■ If using a Spill Pad at NIT <ul style="list-style-type: none"> ○ Review travel path to ensure not crossing over a drain. ○ Consider Restricting Employees from the movement area. ○ Ensure no standing water is in the spill pad before parking a hazmat container, if the substance is reactive with water. ○ Close valve on the spill pad before placing a hazmat container on the pad. The valve is closed when perpendicular to outfall pipe. ○ Update the location of the container in VIT system ■ If using a Spill Cassette at VIG <ul style="list-style-type: none"> ○ Consider Restricting Employees from the area. ○ Ensure no standing water in spill cassette before placing a hazmat container, if the substance is reactive with water. ○ Pre-position Spill Cassette and close valve before placing a hazmat container on Cassette. Valve is closed when perpendicular to outfall. ○ Load Container onto Cassette and park on North End of Dock
10	<ul style="list-style-type: none"> ■ When the contents of a tank container must be transloaded, arrange to have the procedure accomplished at an off-site facility, if possible. ■ When the transload must be accomplished on POV property, use this procedure. <ul style="list-style-type: none"> ○ Place the replacement tank on the ground ○ Place an empty container on the ground with blocks of wood elevating one end just enough to provide a very shallow slope. ○ Place the source tank on top of the empty container for the transload.

PETROLEUM SPILL

(Oil, Hydraulic fluid, Diesel, Gasoline, etc)

- Supervisor assess the situation
 - Remove ignition sources and ensure no smoking
 - Shut down equipment
 - Block any affected drains
- Call VPA police at 440-7070 (VIP 540-636-4242) (RMT-804-271-4162)
- **The estimate of the amount by Crane or Vehicle maintenance is important.**
Greater than 25 gallons or ANY amount in the drains is the threshold for reporting to National Response Center.
- For spills on the pavement
 - Crane Maintenance will deploy spill truck and conduct clean up.
 - If applying spill absorbents onto vehicle scales, ensure any gaps are covered to prevent oil-dri from entering underneath the scales.
 - NIT Crane Maintenance.....440-7053
 - PMT Crane Maintenance.....272-8242
 - VIG Crane Maintenance.....686-6155
 - NNMT Facility Maintenance.....928-1224
- For a Genset leak/spill
 - Write down the Genset number and call vendor to assist-shutdown genset.
 - Contact container Shipline to retain clean up company vendor (Primary: Petrochem)
 - MRS at VIG: Rob Diaz (751-2984)/Leo Castillianos (214-7934)/Steven “Kip” Wall 406-0483/Justin Prinz 735-5735
 - VIT at VIG: Pat Baker (757-449-1155)
 - MRS at NIT: Rob Diaz (751-2984 or rdiaz@mrs-cmc.com)/Dan Brown (449-6608)/John Brown (395-0929)/Ricky Hoffman (328-5703)
 - MRS at PMT: Leo Castillianos (435-9342)/George Cooper (434-0794)
 - JAZ at NIT: Pat Foley (477-0207)/Tim Zimmerly (449-5192)
 - IT Conglobal at NIT/PMT/VIG (services ZIM): Joe Diaz 757-418-7411 / joediaz@cini.com
 - Express at NIT or PMT: Dana Baughman (434-2579)
- If ANY amount of product goes into drains (past side walls)
 - Request crane maintenance remove down-stream grates with magnet.
 - Request crane maintenance to remove product
- If ANY amount of product goes into drop inlets inside the trench drain
 - HSE Staff will use Drain Maps to identify downstream path
 - HSE Staff will contact Petrochem for assistance
- If product reaches Oil Water Separator or containment vault
 - Remove drain covers and HSE Staff will have Petro-chem remove the product.

<ul style="list-style-type: none"> ■ If product reaches South retention pond at VIG or Reservoir under dock at NIT <ul style="list-style-type: none"> ○ VIG: Turn off Retention pond sprinkler pump and place Spill Socks at the concrete Weir in south retention pond. ○ NIT: Remove access panels via STS with slings and HSE Staff will have Petro-chem remove the product. ■ If product reaches the river <ul style="list-style-type: none"> ○ Assess with Petrochem and have them spray microblaze. ○ If required, HSE Staff will have petrochem deploy boats and booms
<ul style="list-style-type: none"> ■ H&S will call for a spill response company if necessary. <ul style="list-style-type: none"> ○ For surface Spills use Commercial Power Sweeping: 757-238-2575 ○ If drains involved use Petrochem: 757-627-8791/800-723-6951/David Berglund 449-1739 ○ Accurate Marine Environmental: 757-393-5840 or 757-393-5849 / Meghan Kies, 757-434-0045, Aaron Quick 757-342-1467 ○ Hepaco/IMS: 543-5718/C438-0012 ○ Moran: 773-1371/815-1100 // Clean Harbors: 800-364-5939/757-543-9046 ○ FCC Environmental Norfolk: 852-9142 // LCM Corp : 777-5536
<p>Richmond Marine Terminals Clean-up</p> <ul style="list-style-type: none"> ○ Primary is Petrochem: 757-627-8791 (Rick Johnson: 757-449-1746) ○ Alternate is Hepaco in Richmond: 804-400-9181 (Anthony) ○ Alternate is First Call Environmental: 1-800-646-1290 <ul style="list-style-type: none"> ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary <ul style="list-style-type: none"> ○ Commercial Power Sweeping (Karl Stauty): 757-238-2575 ○ Alternate is First Call Environmentals: 1-800-646-1290 ■ Simplex Grinnel Fire Extinguishers/Fire System Inspection <ul style="list-style-type: none"> ○ Rhonda Smith 757-544-0519

SAFETY AT WATER'S EDGE

VIG/NIT/PMT Terminals	<p>Capability:</p> <ul style="list-style-type: none"> ■ Life ring on all STS cranes waterside leg w/90' tag line. ■ Fixed ladders every 400' on the dock that reach the water at low tide. ■ Rope ladders on cranes at NIT and PMT
Container Ship at berth	<p>Capability:</p> <ul style="list-style-type: none"> ■ Life rings, Life boat, Jacobs ladder. ■ Consider small boats, tugs or pilot
Observer	Yell, "Man Overboard". Point at the person so as to NOT lose sight. Have someone DIAL 440-7070 and tell them "Man Overboard" and give your location.
Supervisor	For night operations use crane lights or equipment lights.
Observer	Conscious: Throw a life ring to the person and have them swim/pull them to a fixed ladder.
Supervisor	Unconscious or serious injury: Supervisor consider sending swimmer into water to keep the person afloat. Rescuer wear life vest from STS crane leg with tag line.
	Water Temp Range is 45F to 86F. For 45F (Jan and Feb) time of use for fine motor muscles is 5 minutes.

CONTAINER IN THE WATER

- | |
|--|
| <ul style="list-style-type: none">■ Typically, containers will temporarily float■ POV Supervisor obtain control of the container<ul style="list-style-type: none">➢ Determine if container comes to dock with current➢ If not, call Bill Burket Office: 757-683-2199 / Mobile: 757-615-6661 or Tracy Freeman Mobile: 757-646-8444➢ Richmond Marine Terminal - Norfolk Tug: Alex Merz 757-621-2840 |
| <ul style="list-style-type: none">■ Call VPA police at 440-7070 (VIP 540-636-4242) |
| <ul style="list-style-type: none">■ Once container is controlled and next to the dock<ul style="list-style-type: none">○ Don a life jacket if on or over Bull-Rail○ Place a wire rope through a twist lock and lash to bollard○ Tie a life ring with rope to container to mark location if container sinks.○ Coordinate for immediate high priority lift out of water to dock○ Station Crane Maintenance in Crane Cab to ensure lift does not exceed maximum limit |
| <ul style="list-style-type: none">■ If Container Sinks<ul style="list-style-type: none">○ Request Divers to locate container<ul style="list-style-type: none">▪ Crofton Diving (Roger Belch) 757-418-2935 or (Matt Tayson) 757-409-6908○ Once container located – Request Crofton Barge Crane |

ACTIVE THREAT EMERGENCY RESPONSE

<ul style="list-style-type: none">■ Current locations: WTC, FSC, Acosta, VIG TOB, and POC
<ul style="list-style-type: none">■ If an active threat is witnessed inside the work area and it is safe to do so, proceed to a wall-mounted alarm panel and activate the push button.■ There will be a visible blue light that flashes from the ceiling beacon. There will be NO audible alarm.■ This will notify the Police Command Center of an “active threat”■ Or call VPA Port Police at (757)440-7070 to report an incident.
<ul style="list-style-type: none">■ Be aware of your surrounding during the situation, and respond accordingly.<ul style="list-style-type: none">○ AVOID starts with your state of mind.<ul style="list-style-type: none">▪ Pay attention to your surroundings.▪ Have an exit plan.▪ Move away from the source of the threat as quickly as possible.▪ The more distance and barriers between you and the threat, the better.○ DENY when getting away is difficult<ul style="list-style-type: none">▪ Keep distance between you and the source.▪ Create barriers to prevent or slow down a threat from getting to you.▪ Turn the lights off.▪ Remain out of sight and quiet by hiding behind large objects and silence your phone.○ DEFEND because you have the right to protect yourself.<ul style="list-style-type: none">▪ If you cannot Avoid or Deny, be prepared to defend yourself.▪ Be aggressive and committed to your actions.▪ Do not fight fairly. THIS IS ABOUT SURVIVAL.
<ul style="list-style-type: none">■ Clearly identify yourself to responding personnel with nothing in your hands and your arms raised.

Adverse Weather

Winds Forecast >35 MPH (Steady State or Gust)

VIG General
Ops and
Maintenance
Managers

VIG Preparation

- Ops check weather stations at VIG.
<http://vigwindsat50feet.vitnet.vit.org/vws/wx.htm>
<http://vigwindsat50feetbackup.vitnet.vit.org/vws/wx.htm>
- Execute program to flatten stacks with attention to Stack 15/16 and Stack 2/3 with a maximum of 3-high empties.
- Identify and eliminate all chimney stacks.
- Secure empty stacks, as required.
- If forecast >50 mph Secure STS Crane Storm Pins.
- If forecast severe thunderstorms or winds > 75 mph = Secure STS Turnbuckles
- TOB/MB/DA rated to 110 mph

VIG Operations Limits

- Cease JLG Operations at >25 mph.
 - Cease Kalmar Side Loader Stacking Over 2-High > 25 mph.
 - Cease Top Loader Stacking Over 2-High > 30 mph.
 - Cease Reach Stacker Stacking Over 2-High >30 mph.
 - Cease Hyster Side Loader Stacking Over 2-High > 45 mph.
 - Cease Rubber Tire Gantry Operations at >45 mph.
 - Cease LSTZ RMG delivery to trucks at >50 mph.
 - Cease CRMG operations >50 mph
 - Cease Shuttle Truck operations at >50 mph.
 - Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container. The Crane Maintenance supervisor will decide when it is safe to move the crane to a mooring. The gantry brakes will remain set (closed) until it is safe to resume cargo operations.
- If wind gusts exceed the above limits, **according to the wind alert text system**, the General Operations manager or designated representative, is responsible to ensure that operations cease.
 - The maintenance manager or senior maintenance representative also has the authority to remove equipment from service based upon the assessment of risk.
 - When the order is given to cease operations, equipment operators will remain in the machine and away from any stacked containers until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct operators to come inside.

NIT General
Ops and
Maintenance
Managers

NIT Preparation

- Ops check weather stations at NIT:
<http://nitwindsat50feet.vitnet.vit.org/vws/wx.htm>
<http://nitwindsat50feetbackup.vitnet.vit.org/vws/wx.htm>
- Flatten empty stacks to 2-high OR block stow w/ straps.
- Identify and eliminate all chimney stacks.
- Secure empty stacks, as required.
- Remove any potential flying debris. Secure warehouse doors.
- If forecast >50 mph Secure STS Crane Storm Pins. If forecast >50 mph Secure RTGs with wheels perpendicular. Lock into loaded container under RTG.
- If forecast Severe Thunderstorms or winds > 75 mph = Secure STS Crane Turnbuckles
- Baker Street office building 110 mph//Crane Maintenance 100 mph // Police Bldg 100 mph //NIT Ops Tower 90 mph

NIT Operations Limits

- Cease JLG Operations at >25 mph.
- Cease Kalmar Side Loader Stacking Over 2-High > 25 mph.
- Cease Top Loader Stacking Over 2-High > 30 mph.
- Cease Hyster Side Loader Stacking Over 2-High > 45 mph.
- Cease Rubber Tire Gantry Operations at >45 mph.
- Cease RMG Operations > 50 mph
- Cease Straddle Carrier operations at >50 mph.
- Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container. The Crane Maintenance supervisor will decide when it is safe to move the crane to a mooring. The gantry brakes will remain set (closed) until it is safe to resume cargo operations.
- If wind gusts exceed the above limits, **according to the wind alert text system**, the General Operations manager or designated representative, is responsible to ensure that operations cease.
- The maintenance manager or senior maintenance representative also has the authority to remove equipment from service based upon the assessment of risk.
- When the order is given to cease operations, equipment operators will remain in the machine and away from any stacked containers until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct operators to come inside.

PPCY Terminal Manager	<p>PPCY Preparation</p> <ul style="list-style-type: none"> ○ If the PMT wind sensor is not working, use the VIG wind alerts. ○ Ops check weather station at PPCY: http://ppcywindsat50feet.vitnet.vit.org/vws/wx.htm http://pmtwindsat50feet.vitnet.vit.org/vws/wx.htm http://nnmtwindsat50feet.vitnet.vit.org/vws/wx.htm ○ Identify and eliminate all chimney stacks. ○ Secure empty stacks, as required. ○ Remove any potential flying debris. <p>PPCY Operating Limits</p> <ul style="list-style-type: none"> ○ Cease Kalmar Side Loader Stacking Over 2-High > 25 mph. ○ Cease Top Loader Stacking Over 2-High > 30 mph. ○ Cease Hyster Side Loader Stacking 5-High > 45 mph.
RMT Terminal Manager	<p>RMT Preparation</p> <ul style="list-style-type: none"> ○ Ops check status of weather station: http://weather-rmt.vit.org/vws/ ○ Identify and eliminate all chimney stacks. ○ Secure empty stacks, as required. <p>RMT Operating Limits</p> <ul style="list-style-type: none"> ○ Cease Top Loader Stacking Over 2-High > 30 mph. ○ Vessel Operations provisionally cease at 35 mph. Land all loads and apply drum/swing/travel brakes. Lower boom onto blocking at ground level and restrain. ○ Manitowoc Crane operating limit is 35 mph. ○ Liebherr Crane operating limit is 44 mph.

Lightning	
RESP	TASK
General Operations Manager	<ul style="list-style-type: none"> ■ When a severe thunderstorm is forecast, the General Operations Manager or designated representative will monitor the approach of storm to determine the presence of cloud-to-ground lightning.
General Operations Manager	<ul style="list-style-type: none"> ■ When active lightning is within 5 miles of the terminal AND moving toward the terminal, employees on foot shall be instructed to seek shelter inside.

Tornado	
RESP	TASK
General Ops Manager	<p>Tornado Watch (Not actual sighting)</p> <ul style="list-style-type: none"> ■ When a Tornado watch is issued for the area in which the terminal operates (Portsmouth/Norfolk/Newport News), all ship to shore cranes not in use will be secured with the drop pins.
General Ops Manager	<p>Tornado Warning (Actual sighting)</p> <ul style="list-style-type: none"> ■ When a Tornado warning is issued for the area in which the terminal operates (Portsmouth/Norfolk/Newport News/City of Richmond/Henrico County/Chesterfield County), all operations will cease and employees will be directed by radio to shelter inside at an internal location away from windows. ■ If a Tornado is spotted within the vicinity of the Terminal, all operations will cease and employees will be directed to shelter inside a permanent structure.

Adverse Weather Response – Heat	
RESP	TASK
Terminal Director OR Terminal Manager	<p>Managers and Supervisors: Follow procedures in the OSHA Heat Index App on duty phones.</p> <ul style="list-style-type: none"> ■ Alert employees to the heat index and the importance of keeping an eye on each other and using the buddy system. ■ Provide rest breaks for those engaged in strenuous work and who are not in an air-conditioned work environment. (Especially FM, CM, Cargo, Ship Gangs, and Lashing Gangs) <ul style="list-style-type: none"> ○ Utilize shaded area ■ Provide adequate amounts of drinking water <ul style="list-style-type: none"> ○ Drinking water temperature should be 50°F to 60°F, if possible. ○ Encourage employees not to consume drinks containing caffeine and high sugar content; these drinks may lead to dehydration ○ Remember once an employee feels thirsty, they are already dehydrated ■ Encourage use of sun screen ■ Monitor employees’ responses to heat ■ Schedule strenuous jobs to cooler times of the day

Fog

TASK

- When fog is forecast, drive facility to ensure minimum visibility markers are met.
 - Consider Mass e-mail and web-site posting if terminal operations are suspended.
-
- VIG Gate
 - To open OCR Portals, must see from DA to the OCR Portals.
 - VIG LSTZ
 - To Open Yard, must see from TOB offices to light pole half way down 405 Reefer row. Seeing the lights is not sufficient...the light pole must be seen.
 - VIG Rail
 - To Open Rail Yard, must see from RBA Portal to Yellow Rail swing Gate.
 - VIG Dock
 - To operate, must be able to see from bull rail to yellow sign marking stack number and Crane Operator must be able to see containers from the cab.
-
- NIT Gate
 - To open Interchange, must see between major light poles in stacks.
 - If insufficient visibility, manager ensure employees remain at break area.
 - NIT NTZ and North Dock
 - To Open North NIT Dock and Yard, must see between major light poles in the stacks. and Crane Operator must be able to see containers from the cab.
 - NIT STZ and South Dock
 - To Open South NIT Dock and Yard, must see between major light poles in the stacks.
 - NIT Rail
 - To Open CRY, must see between major light poles in stack.
-
- NNMT Gate and Yard
 - To Open, must see from Terminal Manager's door to NE corner of Interchange roof.
 - NNMT Dock
 - To open, must see from entry to pier at cement lip to 2nd garage door.
 - Ensure terminal lights are turned on.
-
- PPCY Yard
 - To open, must see from the POC entrance brick utility building to the corner of the POC building.

Port of Virginia Non-Standard Event/Contractor Coordination

1. Proposed Date/Time	Click here to enter text.
2. Define the Task.	Click here to enter text.
3. Operations or activities in or near the work area that are not directly involved with the Non-Standard Event.	Click here to enter text.

4. Review the lists below and mark those that apply with an X.

Hazard	Yes	No
Struck Against/Struck By		
Caught On, In, or Between		
Traffic Flow in/near Pedestrians		
Suspended Load		
Slip/Trip/Fall at same level		
Fall to Lower Level		
Overhead Hazard/Power Lines		
Stored Pressure/Mechanical Energy		
Stored Electrical Energy		
Ergonomics: Lift, Push, Pull		
Exposure to Heat/Cold/Dust/Noise		
Near water or drowning hazard		
Flammable Substances/Fire		
Toxic Substances/Caustics/Acids		
Weather	Yes	No
Rain/Precipitation		
Wind		
Temperature		

Special Equipment/Permits	Yes	No
Extra Radios		
Portable Eye Wash		
Fire Extinguisher		
Safety Data Sheet (SDS)		
Evacuation Plan		
Spill Clean-up Materials		
Confined Space Permit		
Hot Work Permit		
Excavation – Miss Utility		
Other		

Additional PPE	Yes	No
Safety Glasses/Faceshield		
Gloves		
Hearing Protection		
Dust Mask		
Safety Harness/Lanyard		
Other		

6. Action plan to mitigate each risk marked under the “Yes” column.

1.	Click here to enter text.
2.	Click here to enter text.
3.	Click here to enter text.
4.	Click here to enter text.
5.	Click here to enter text.
6.	Click here to enter text.
7.	Click here to enter text.
8.	Click here to enter text.
9.	Click here to enter text.

7. In the case that this event affects employees beyond those accomplishing the work, develop a slide to visually communicate the event to the affected employees.

- a. Slide Required Examples: Trench Drain Repair, Moving UTR parking area, Rail pavement repairs
- b. Slide Not Required Examples: Recovering containers in RMG stacks, Derailment, Demo light pole

8. Coordinate with H&S and then communicate this slide to affected employees.

- a. C. Mize – NIT, FSC, VIP
- b. A. Booth – PMT, PPCY, PCY, POC, Lee Ave, NNMT
- c. C. Green – VIG, RMT, WT

9. I have completed the steps above and understand my responsibility to ensure that this Non-Standard event is accomplished according to the plan.

POV Manager Name / Date	Click here to enter text.
--------------------------------	---------------------------

H&S Review Name / Date	Click here to enter text.
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Hot Work Permit

A "Hot Work" permit is required when conducting welding, cutting, grinding, or fire/spark-producing operation for departments or organizations that do not possess an annual permit.

Name	Click here to enter text.
Company	Click here to enter text.
Location	Click here to enter text.
Cell #	Click here to enter text.
E-mail	Click here to enter text.

GENERAL PRECAUTIONS

- All persons using hot work equipment are qualified in its use and safety procedures.
- All hot-work equipment is in good condition.
- All persons using hot work equipment must wear eye and hand protection.
- All persons in the area must be shielded from the light and vapors generated by hot work.
- Flooring in the area shall be swept clean and wood planking shall be sprayed with water.
- Combustible material shall be removed 35 feet horizontally from the hot-work area or protected with flame proof covers or shielded with fire resistant guards/curtains.
- Welding and burning operations shall not be conducted in the vicinity of cargo handling operations unless such hot work is part of the cargo operation.
- Hot work may not be conducted within 100 feet of bulk cargo operations involving flammable or combustible materials, within 100 feet of fueling operations or explosives, within 50 feet of Hazardous materials, or during gas freeing operations.
- A fire extinguisher must be present in the work area with a current annual inspection.

WORK ON ENCLOSED EQUIPMENT

- Flammable vapors/liquids/solids must be completely removed from container/pipe/transfer lines.
- Tanks used for storage of flammable or combustibles must be tested and certified gas-free.
- In confined spaces, ventilating equipment shall be used to exhaust hot-work fumes.

FIRE WATCH

- Except in areas designed for hot work, there must be at least one qualified person assigned to fire watch with no other duties and who is trained with fire extinguishers and sounding the alarm.
- If hot work is planned for the boundary of a compartment (*i.e.* bulkhead, wall, or deck), an additional fire watch must be stationed in the adjoining compartment.
- Fire watch must remain for at least 30 minutes after completing hot work operations.
- If a fire occurs, shut down hot work equipment and call the emergency number: 757-440-7070

I have personally examined the above area and certify that the listed precautions have been taken. Furthermore, I will ensure compliance with all requirements in this permit and accept responsibility for ensuring compliance with 33 CFR 126.30, NFPA 51B, 29 CFR 1917.152, 46 CFR 35.01-1, 46 CFR 91.50-1, as well as local laws and ordinances.

Signature of Requester/Date	Click here to enter text.
Valid From Date/Time	Click here to enter text.
Valid To Date/Time	Click here to enter text.
Port of Virginia Representative Name	Click here to enter text.
Port of Virginia Representative Signature	

THIS PERMIT MUST BE POSTED WHERE THE WORK IS BEING PERFORMED. Send a copy of permit to Safetyandrisk@vit.org

The Port of Virginia Confined Space Entry Permit

Space to be Entered	
Purpose of Entry	
Hazards	Electrical/Atmosphere/Engulfment/Mechanical/Fall/Other _____
Hazards Detail	
Entry Attendant Name	
Entrant #1 Name	
Entrant #2 Name	
Communications Procedures	
Rescue (Organization/Plan)	
Ambulance contact #: _____	/ Rescue contact # _____
Requester Name/Date	
Requester Signature	
Company	
Cell # and E-mail	

Port of Virginia Approval

Valid From Date/Time	
Valid To Date/Time	
Port of Virginia Representative Name	
Port of Virginia Representative Signature	

SUPERVISOR PRE-ENTRY ACTIONS

- Inform all personnel that no one is to enter the confined space unless the attendant is present at the work site.
- Place warning signs or barriers around the confined space to prevent unauthorized entry.
- Inform personnel of the contents of the confined space and the access procedure.
- Ensure personnel are equipped and trained to use the required PPE.
- Inform all entrants that they are required to maintain communication with the attendant.
- Inform attendant that they must maintain constant contact with all entrants and have no other duty while personnel are inside the confined space.
- Inform personnel of the type of communication they are to use.
- Inform the attendant that they may not enter the confined space under any circumstances.
- Review the method to isolate all mechanical, liquid, and/or electrical hazards as necessary.
- Inform personnel of atmospheric levels that must be maintained before and during entry.
- Inform personnel of the maximum permissible exposure level (PEL) and monitoring method.
- Inform personnel of the symptoms and health effects of exposure to toxic fumes.
- Purge/ventilate the confined space as necessary.
- Test the atmosphere for oxygen content. If oxygen <19.5% or >23.5%, perform additional ventilation and retest.
- Test for flammable gases. If >10% of lower explosive limit (LEL), continue ventilation.
- No entry may be performed at the Port of Virginia with a toxic atmosphere present.
- Ensure the attendant is trained in and aware of the rescue procedures to be followed.

Requirements Complete (Enter N/A if not needed)	Date	Time	Requirements Complete (Enter N/A if not needed)	Date	Time
Lock-out/De-energize			Supplied Air Respirator		
Line(s) to be bled/blanked			Air Purifying Respirator		
Purge-Flush and Vent			Protective Clothing		
Ventilation			Harness with D-ring		
Secure Area and mark			Emergency Retrieval Equip		
Lighting (Explosion proof)			Lifelines		
Hotwork Permit					

ATTENDANT RESPONSIBILITIES

- Know the potential hazards, including signs/symptoms and consequences of exposure.
- Know the possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintain an accurate count of authorized entrants in the permit space.
- Remain outside the space during entry operations until relieved by another attendant.
- Monitor activities inside and outside the space and order immediate confined space evacuation under the following conditions:
 - If attendant detects a prohibited condition.
 - If attendant detects the behavioral effects of hazard exposure.
 - If attendant detects a situation outside the space that could endanger the entrants.
 - If attendant cannot effectively and safely perform all the duties required.
- Call rescue services immediately if the entrants need assistance to exit.
- Warn unauthorized persons that they must stay away from the permit space and inform the entry Supervisor if unauthorized persons have entered the permit space.
- Perform no duties that might interfere with primary duty to monitor authorized entrants.
- In the event of an emergency, immediately report it to the VPA Police at 757-440-7070, expecting a 911 response.
 - Attempt to remove the victim by use of the retrieval line from outside the confined space and render first aid if trained until rescue services arrive.
 - If the attendant is unable to remove the victim by using the retrieval line, he or she must wait for help to arrive. The attendant(s) is not to enter the confined space for any reason.

Substance Monitored	Acceptable Levels	Monitoring Results Time/Level/Initials	Time/Level/Initials	Time/Level/Initials
% Oxygen	19.5% to 23.5%	/ /	/ /	/ /
LEL/LFL	Under 10%	/ /	/ /	/ /
Toxic #1	___ PEL/ ___ STEL	/ /	/ /	/ /
Toxic #2	___ PEL/ ___ STEL	/ /	/ /	/ /
Toxic #3	___ PEL/ ___ STEL	/ /	/ /	/ /
Air Tester Name:		Type:	Model:	Serial #:

ENTRANT RESPONSIBILITIES

- Know the potential hazards, including signs/symptoms and consequences of exposure.
- Ensure proper use of equipment to include:
 - Atmospheric testing and monitoring equipment.
 - Ventilating equipment needed to obtain acceptable entry conditions.
 - Communication equipment necessary to maintain contact with the attendant.

- Personal protective equipment, Lighting equipment, and ladders, as needed.
- Rescue and emergency equipment, as needed.
- Maintain constant communication with the attendant.
- Alert the attendant upon recognizing a prohibited condition or warning signs/symptoms of exposure to a hazardous atmosphere.
- Exit the permit space promptly whenever an order to evacuate has been given by the attendant or the entry supervisor, the entrant recognizes a warning sign/symptom of exposure to a dangerous situation, or the entrant detects a prohibited condition.

RESCUE PROCEDURES

- Immediately request a fire department rescue from the VPA Police at 757-440-7070.
- Attempt to remove victim by use of retrieval line from outside the confined space.
- If unable to remove the victim by using the retrieval line, wait for help to arrive. Do not enter the confined space.

I have personally examined the confined space area and certify that the listed precautions have been taken. Furthermore, I understand and will ensure compliance with all requirements in this permit and accept responsibility for ensuring compliance with 29 CFR 1910, ANSI Standard Z117.1 – 2009 (Safety Requirements for Confined Spaces), as well as local laws and ordinances.

Entry Supervisor Name	
Entry Supervisor Authorization Signature	

THIS PERMIT MUST BE POSTED WHERE THE WORK IS BEING PERFORMED. Send a copy of permit to Safetyandrisk@vit.org

➤ **Disclaimer**

These emergency response procedures, referred to as the Port of Virginia Response Guide, when used or applied outside the confines of Virginia Port Authority property, do not take the place of professional occupational health and safety advice and is not guaranteed to meet the requirements of applicable laws, regulations, and rules, including workplace health and safety laws and motor vehicle and traffic laws. The members of the Virginia Port Authority, Virginia International Terminals, and the Hampton Roads Chassis Pool and their respective employees, officers, directors or agents (collectively the Port of Virginia “POV”) assume no liability for or responsibility for any loss or damage suffered or incurred by any person arising from or in any way connected with the use of or reliance upon the information contained in this document including, without limitation, any liability for loss or damage arising from the negligence or negligent misrepresentation in any way connected with the information contained in this document. The information provided in this document is provided on an “as is” basis. The POV does not guarantee, warrant, or make any representation as to the quality, accuracy, completeness, timeliness, appropriateness, or suitability of any of the information provided, and disclaims all statutory or other warranties, terms, or obligations of any kind arising from the use of or reliance upon the information provided, and assumes no obligation to update the information provided or advise on future developments concerning the topics mentioned.