

➤ **Disclaimer**

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General – Key Contributors to Mishaps

- ❑ Fatigue, distracted driving, and aggressive driving are key contributors to mishaps.
- ❑ If you are too tired to work, please tell your supervisor.

Discussion Question

What are some key contributors to mishaps?

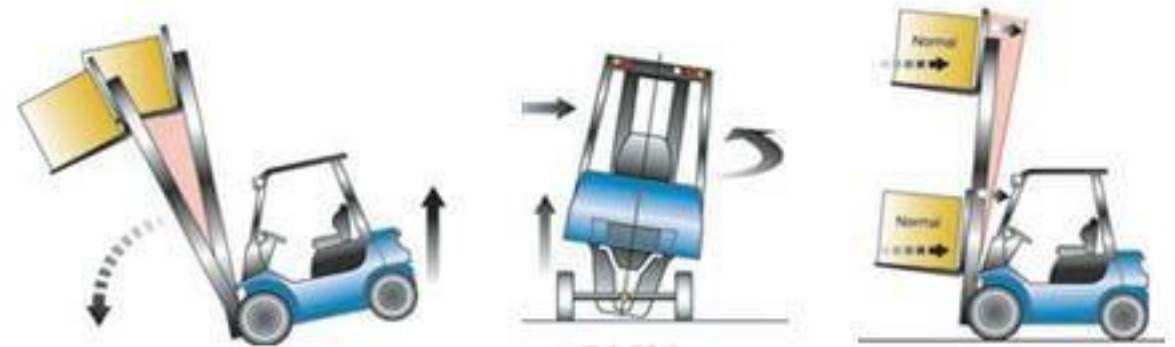


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General – Forklift Tipping Hazard

- ☐ Ascend and descend grades slowly.
- ☐ When carrying a load uphill, be sure to travel forward for center of gravity purposes.
- ☐ In the event of a tip over, do not attempt to jump from the machine. Remain in the cab with the seat belt fastened.
- ☐ When parking on an incline, a chock must be used.
- ☐ After parking, always set the emergency brake.



Discussion Question

If a forklift is tipping over, what should the operator do?

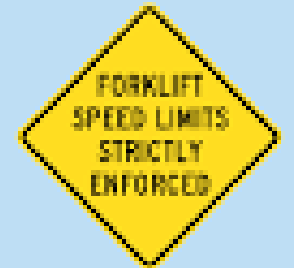
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General – Forklift Speed

- ❑ Maintain a safe speed appropriate to the task. For example, when near or under the STS crane, the maximum speed for a forklift is a walking pace.
- ❑ The work area must be level, free of potholes, and free of overhead obstacles to perform a lift. Ensure a clear path prior to proceeding.
- ❑ Slow down and give yourself plenty of time, space, and operating room to safely conduct forklift operations.

**Loads low.
Drive slow.**



Discussion Question

What is the maximum speed to operate a forklift when under a STS crane?

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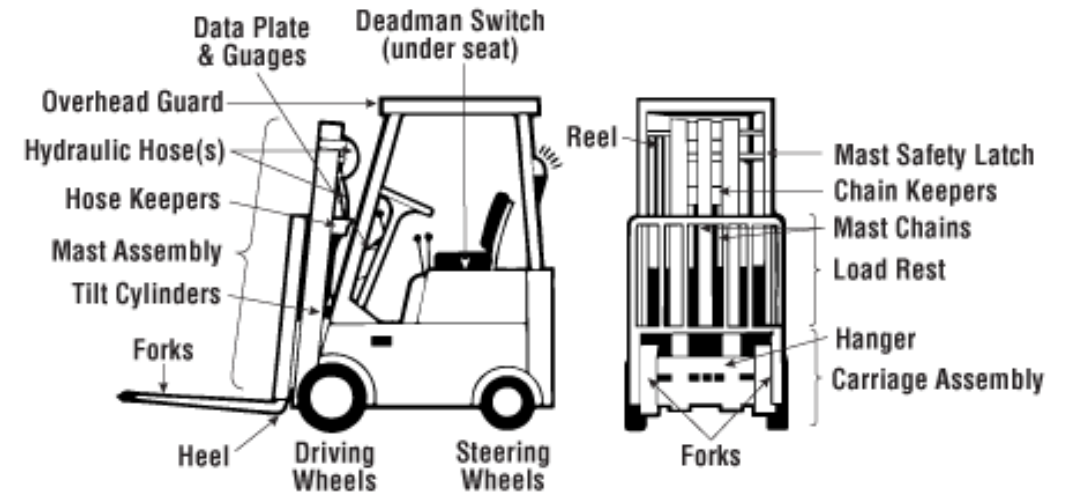
General - Forklift Inspection

Complete an Interior Inspection before use. Ensure that the following items are in good working condition:

- ☐ Seatbelt, horn, brakes, wipers, and lights. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected.
- ☐ Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor.
- ☐ Lights are not required for daytime operations.

Discussion Question

What parts of the forklift must be inspected prior to use?



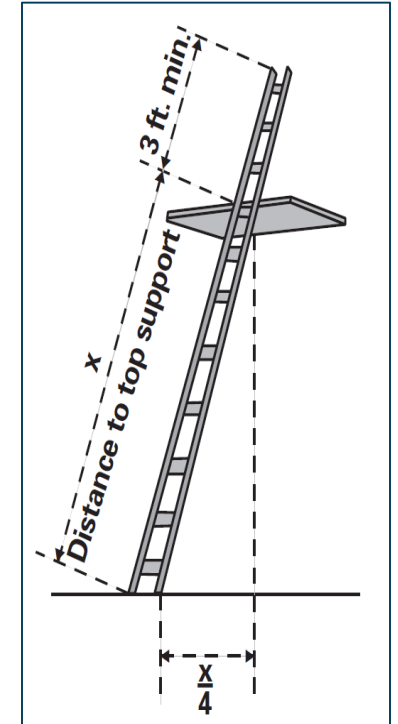
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General – Ladder Setup

Falls from portable ladders are one of the leading causes of occupational fatalities and injuries.

- ☐ Inspect ladders prior to use for rung, steps, feet, or side rail damage.
- ☐ Look overhead for electrical hazards and look below to ensure a stable and level surface.
- ☐ To allow stepping off an extension/straight ladder, it must extend at least three feet above the point of support.
- ☐ Do not stand on the three top rungs.
- ☐ Always use 3-points of contact while climbing or dismounting.



Discussion Question

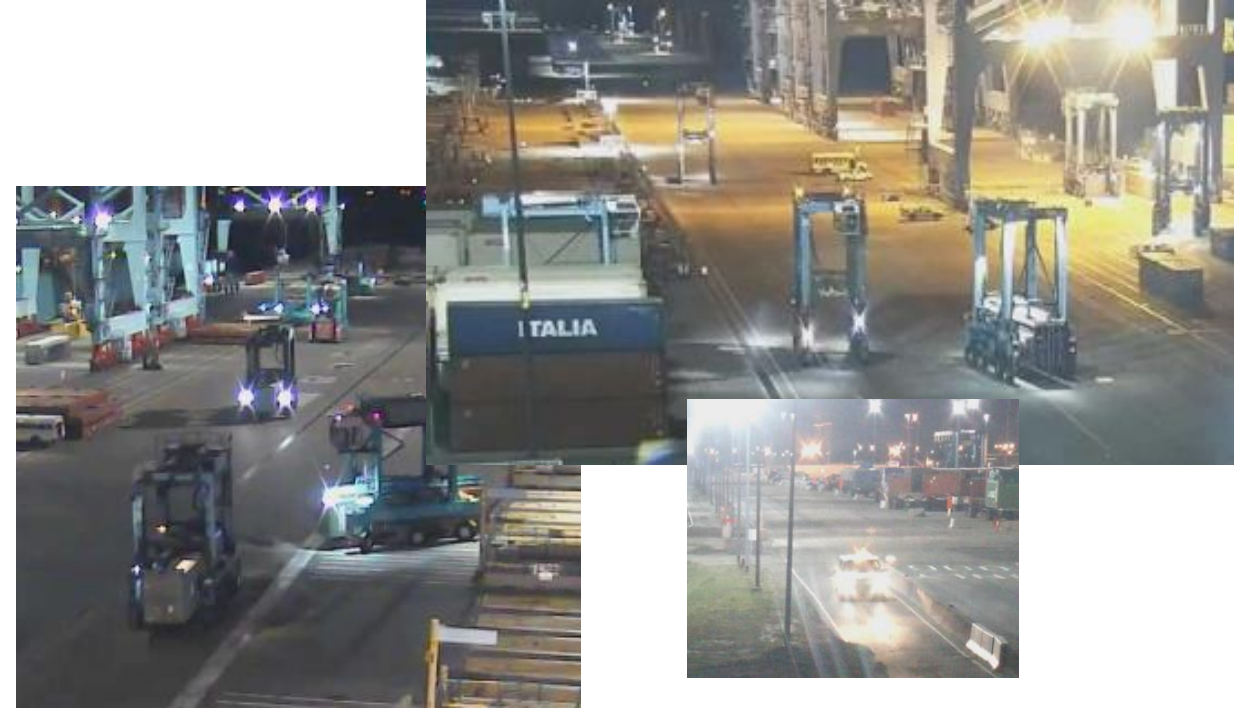
What must be inspected on a ladder prior to use?

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Print name of one attendee: _____

General – Equipment Visibility

- ❑ Headlight use is required by all MOVING vehicles between sunset and sunrise or anytime during rainfall, except while in line under a crane or RTG so as to not blind the ground crew.
- ❑ Driving with a broken headlight is prohibited. Report broken headlights to maintenance.
- ❑ General purpose vehicles, such as company pickup trucks, must activate their roof beacon (or 4-way flashers if not equipped with a roof beacon) when on the dock/berth highway and they may not drive between containers that will result in exiting with a blind corner.



Discussion Question

What lighting is required on moving equipment between sunset and sunrise?

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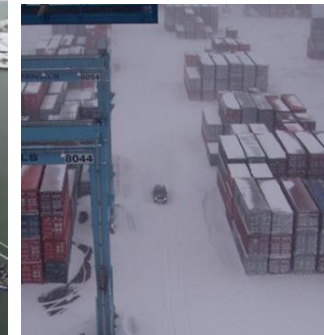
General – Driving in Winter Weather

Winter weather conditions present special driving hazards on the terminal.

- ❑ **Buckle up and slow down!**
- ❑ Give yourself **extra** stopping distance and time.
- ❑ In snow or ice conditions, if immobilized or without traction, call maintenance. Do not allow another Straddle Carrier/Shuttle Truck to push your machine and do not spin the tires as this will cause drive train damage.

Discussion Question

How should you alter your driving in cold weather?



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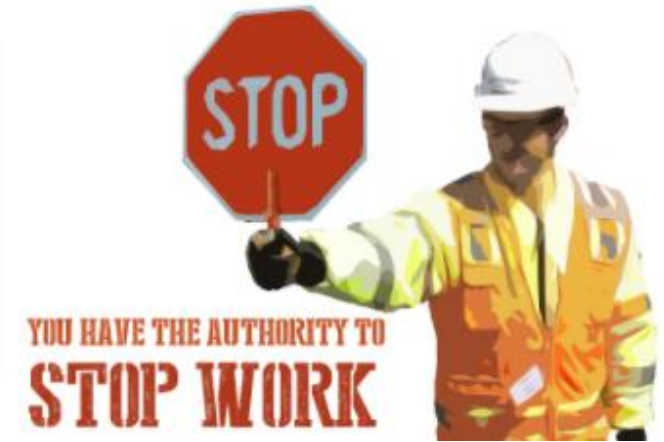
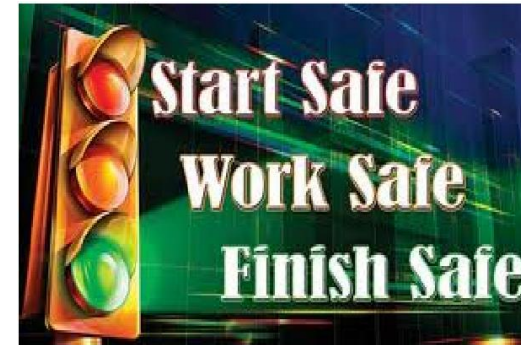
Print name of one attendee: _____ 8

General – POV “Stop Work” Policy

- ❑ Every person working on Port of Virginia property or terminals has the authority and obligation to STOP WORK if there is a condition or behavior that presents imminent danger to persons, equipment, or the environment.

Discussion Question

Who has the authority to stop work if there is an unsafe condition?

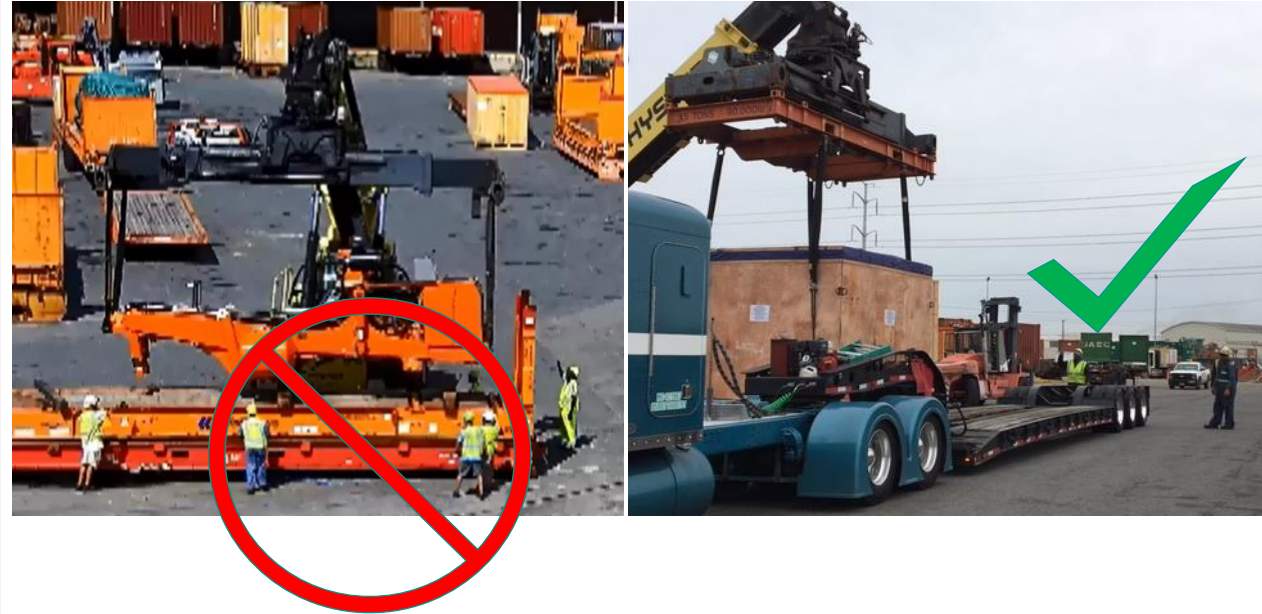


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General – Standing Clear!

- ❑ Stand on the **END** of the load when a load is not in a grounded position.
- ❑ **NEVER** stand in a position where the load may fall or roll in case the slings fail or the load slides.
- ❑ Proper positioning around a lifted load is a TSIP rule. AOM's can utilize the TSIP Recognition of Excellence Rule # 31 when individuals are found in observance.



Discussion Question

Where is it safe to stand near an overhead load?

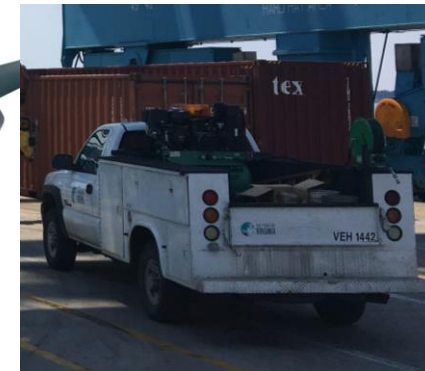
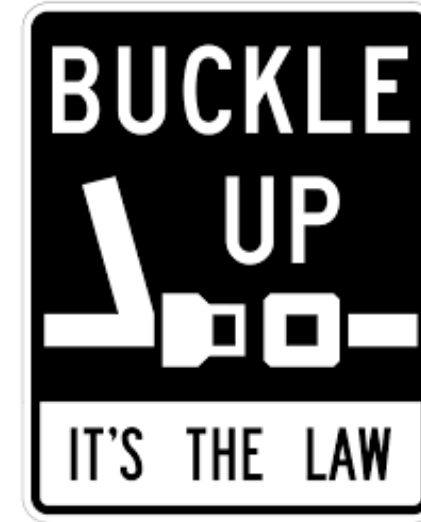
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General – Driving Policy

- ☐ The speed limit on terminals is 20 MPH, unless posted otherwise.
- ☐ Seatbelts are mandatory when MOVING.
- ☐ Headlight use is required by all MOVING vehicles between sunset and sunrise, except while in line under a crane/RTG so as to not blind the ground crew.

Discussion Question
When is seatbelt use mandatory?



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Do Not Feed the Animals

- ❑ Beyond the hazard of potential animal bites, employees have pointed out that cats urinate on forklifts, and cat waste turns to dust and can aggravate breathing conditions, and socialized animals will approach employees to demand food.
- ❑ Actively feeding stray animals, such as cats or foxes, or leaving food out for stray animals is prohibited.
- ❑ This is a TSIP citable offense.



Discussion Question

Are you allowed to feed any animals on the terminals?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Smoking Policy

- ❑ Smoking is prohibited within 25 feet of a cargo area, such as in interchange lanes, under the STS crane, and in break bulk cargo areas.
- ❑ Smoking is prohibited on board vessels.
- ❑ Smoking is prohibited in equipment, which includes gang busses, pickup trucks, hustlers, and any other cargo handling equipment.
- ❑ Smoking is prohibited inside any building, including Checker or M&R booths.
- ❑ E-Cigarette use is prohibited inside a building.



Discussion Question
Where is smoking prohibited?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Power Strips at Home & Work

- ❑ Only use light-load appliances on power strips. This can include computers, lamps, clocks, etc.
- ❑ Do not exceed the rated capacity of the power strip.
- ❑ Don't ever plug a power strip into another power strip (colloquially referred to as 'daisy chaining'). Doing this drastically increases the risk of an electrical mishap.
- ❑ Do not use power strips in moist or potentially moist areas, such as in kitchens, utility rooms, and basements.



Discussion Question

What should you consider when using a power strip in your home or work space?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General - Personal Protective Equipment Safety

Wearing PPE is a life saver!

- ☐ ANSI-2 vest/shirt and safety shoes are required when outside, except in personal vehicle parking areas.
- ☐ A hard hat is required on vessels, under a crane/rubber tire gantry, in transfer zones, within 25 feet of operating cargo handling equipment, or when performing line-handler duties.
- ☐ Eye and hearing protection are required when using a chain saw, power saw, chain cutter, during banding operations, or during drilling.



Discussion Question

Where are safety vests and safety shoes required?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Parking Regulation

- ☐ Park vehicles, equipment, containers, GENSETS, and chassis in a location that is authorized OR that does not create a HAZARD to persons, properties, or vehicles.
- ☐ This is a TSEP citable offense.
- ☐ Handicapped parking violations and parking on the grass are prohibited.
- ☐ When on the dock, vendors/contractors must park at the stern of the vessel or on a crane leg and keys must remain in the vehicle.

Discussion Question

Did you know you can receive a TSEP for leaving equipment parked in the roadway?



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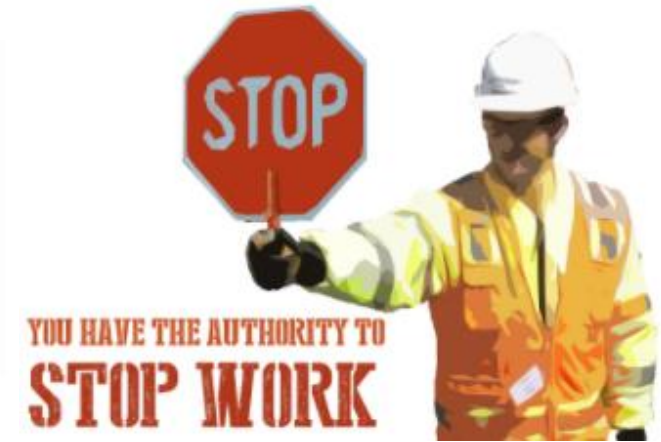
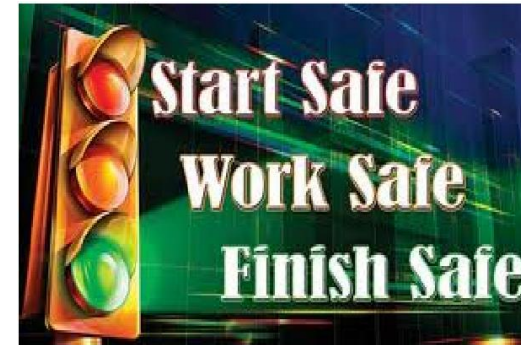
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General – POV “Stop Work” Policy

- ❑ Every person working on Port of Virginia property or terminals has the authority and obligation to STOP WORK if there is a condition or behavior that presents imminent danger to persons, equipment, or the environment.

Discussion Question

Who has the authority to stop work if there is an unsafe condition?



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General – Personal Hygiene



Discussion Question
How long should you wash your hands for with soap and water?

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

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General - Personal Health

Protecting your personal health is important.

- ☐ Visit your doctor for annual checkups.
- ☐ Eat right. Eating the right foods, in the right amounts, can help you live a longer and healthier life.
- ☐ Exercise. Find a workout routine that works for you.

Discussion Question

What can you do to live a longer and healthier life?



Print Briefer Name/Date: _____

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General – Accident Analysis

- ❑ The purpose of an accident analysis is not to find or place blame, but to identify the specific cause or causes of the accident.
- ❑ The accident causes are then applied in an effort to stop the recurrence of similar incidents.
- ❑ Writing down the facts surrounding an injury is a proven way to determine the cause of the event. The Incident Report document becomes the written chronicle of the events leading up to and at the time of the accident. The report is normally filled out by the injured person's supervisor, since the supervisor is the most knowledgeable person regarding what the worker was doing at the time of the event, other than the worker themselves. It is critical that the person injured and any witnesses contribute their information and point-of-view so a thorough and accurate depiction of the facts can be reported.

Discussion Question

What is the purpose of an accident investigation?



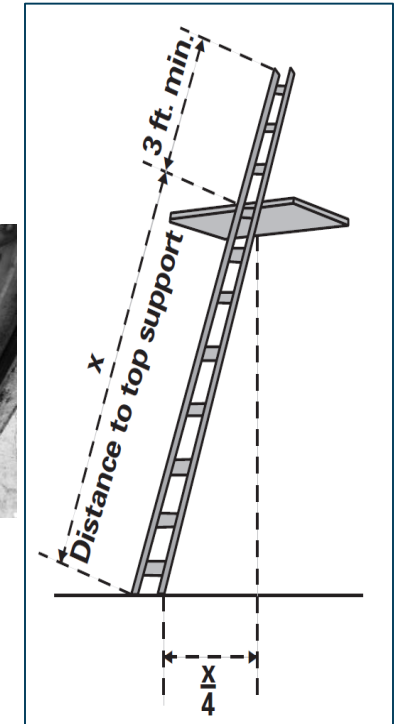
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General – Ladder Usage

Falls from portable ladders are one of the leading causes of occupational fatalities and injuries.

- ☐ Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- ☐ The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall.
- ☐ Be sure that all locks on an extension ladder are engaged.
- ☐ Do not exceed the maximum load rating of a ladder. This includes the weight of tools or equipment.
- ☐ OSHA requires that the rungs/steps of ladders must be free of grease/oil.



Discussion Question

What is the proper angle for setting up a ladder?

Print Briefer Name/Date: _____

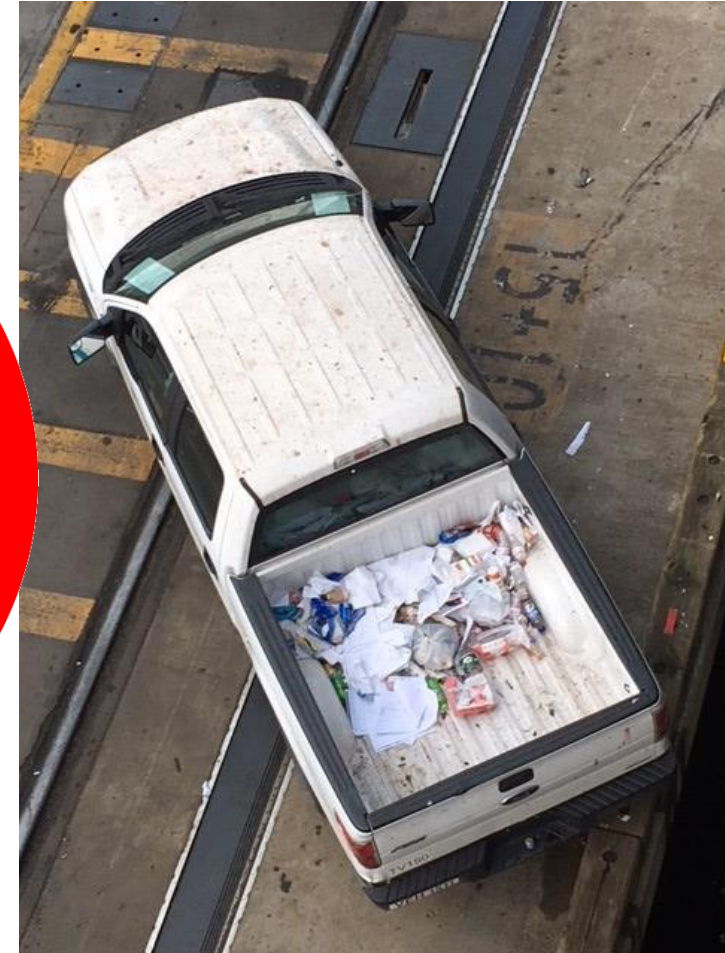
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General - Littering

- ☐ Littering is prohibited.
- ☐ This includes dropping trash on the ground or throwing trash into the bed of a pickup truck.
- ☐ This also includes cleaning up a work area and not placing the debris in a trash container.
- ☐ This is a TSIP citable offense.

Discussion Question

Are you allowed to throw trash into the back of a pickup truck?



Print Briefer Name/Date: _____

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General – Near Miss Reporting

- ❑ Identifying and reporting any “near miss” is an important step to preventing future mishaps. The Operations/Maintenance Supervisor and the Health & Safety Department will conduct a near miss analysis.
- ❑ “Near miss” reporting is mandatory, just like reporting injuries, equipment damage, leaking containers, and petroleum spills.
- ❑ Report “near miss” incidents to (757)440-6800.



Discussion Question
How do you report a near miss?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Analyzing the Incident

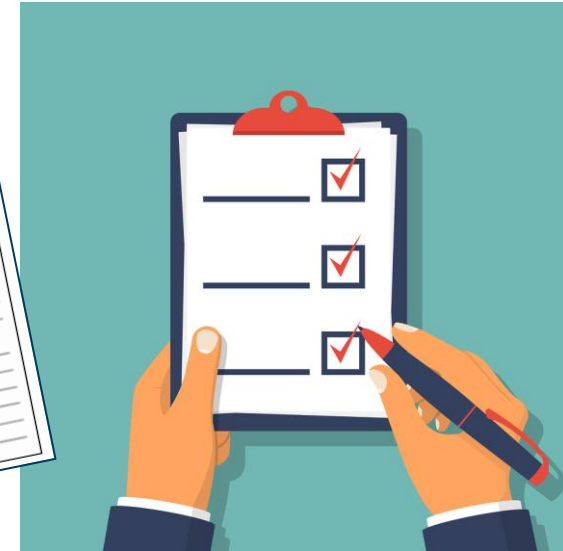
Thought provoking questions must be asked when interviewing the injured person or witnesses. Using “open-ended” questions and providing ample time for the person to respond are critical. Make sure to ask the following and don’t forget to take notes.

- ☐ Who was involved in the accident? What happened? When did it happen? Where did it happen? How did it happen? Why did it happen?
- ☐ These questions usually spur additional questions. If you know important information that should be reported to locate the true cause of the accident, then make sure to provide the information to help develop a safer work place.



The form is titled "Port of Virginia Incident Report" and includes fields for:

- Type of Incident: Injury, Damage, Spill, Near Miss
- Date/Time of Incident, Location on Terminal
- Terminal: MT, WHOT, PWT, VHS, VSP, PFCY, RWT
- Person Involved: Last, First, MI, City, State, ZIP, E-Mail, Department, Occupation, Phone #, Years Employed, Port #
- Person Involved: Last, First, MI, City, State, ZIP, E-Mail, Department, Occupation, Phone #, Years Employed, Port #
- ACOE or ABM Describe Incident (When, Where, How)
- Statement of Person Involved
- Employee Signature



Discussion Question

What kind of questions must be asked when interviewing a person?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Authorized Access Only

- ❑ Entering a building, room, or work area that is marked as off limits, either on foot or in a vehicle, is prohibited.
- ❑ Moving a barrier that is intended to restrict access, is prohibited.

Discussion Question

Where on terminal are people prohibited from entering?



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General – Smoking Policy

- ❑ Smoking is prohibited within 50 feet of a cargo area, such as in interchange lanes, under the STS crane, and in break bulk cargo areas.
- ❑ Smoking is prohibited on board vessels.
- ❑ Smoking is prohibited in equipment, which includes gang busses, pickup trucks, hustlers, and any other cargo handling equipment.
- ❑ Smoking is prohibited inside any building, including Checker or M&R booths.
- ❑ E-Cigarette use is prohibited inside a building.



Discussion Question
Where is smoking prohibited?

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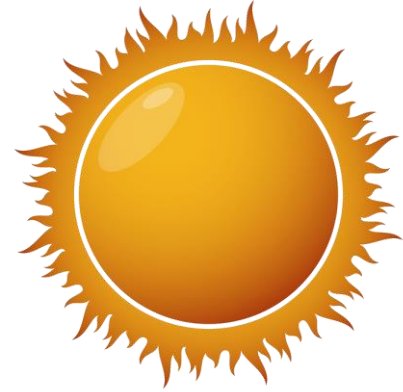
General – Dehydration Symptoms



- ☐ Increased Thirst
- ☐ Dry Mouth
- ☐ Swollen Tongue
- ☐ Weakness
- ☐ Dizziness
- ☐ Palpitations

- ☐ Rapid Breathing
- ☐ Inability to Sweat
- ☐ Decreased Urine
- ☐ Sunken Eyes
- ☐ Low Blood Pressure
- ☐ Delirium

- ☐ Dark Urine
- ☐ Muscle Cramps
- ☐ Confusion
- ☐ Fainting
- ☐ Sluggishness
- ☐ Skin That Has Lost Its Elasticity



Discussion Question

What are some of the symptoms of dehydration?



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Reducing the Risk of Fatigue

- ❑ Employees are expected to arrive for work rested and ready to perform their duties and are therefore prohibited from dozing off or sleeping while sitting in company vehicles/equipment.
- ❑ If you are too tired to work, please tell your supervisor.
- ❑ Employees should get as much sleep during periods of overtime work as during a regular schedule. Limit after-work activities while working overtime.

Discussion Question

What should you do if you are too tired to work?



General – Construction Worker Visibility

- ☐ Watch for pedestrians entering or exiting construction zones.
- ☐ Before moving, always double check for pedestrians or equipment. Look left, right, AND behind you before backing up. Do not rely solely on cameras or mirrors when backing up.
- ☐ Do not become complacent to construction sites or equipment.



Discussion Question

What hazards must be considered when transiting past a construction site?

Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Avoiding Close Contact



Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Discussion Question

How are you able to best practice avoiding close contact (about 6 feet) with people in your work environment?

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General – Construction Zone Access

- ❑ Only designated personnel are authorized to enter a construction zone.
- ❑ Entering an area or building that is marked as off limits, either on foot or in a vehicle, is prohibited. Moving a barrier that is intended to restrict access, is prohibited.
- ❑ Do not use construction facilities or equipment.
- ❑ Be mindful of pedestrians walking into or out of a construction area.

Discussion Question

Is it acceptable to enter a construction zone to use their facilities?



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Construction Zone Awareness

- ❑ Construction zones are defined by physical barricades constructed of barrels, cones, fences, vehicles, or jersey barriers.
- ❑ Be mindful that work sites can change locations, expand or contract in size, and can have personnel or equipment entering or exiting.
- ❑ Use extreme caution when transiting past a construction site.



Discussion Question

Can construction sites change location or shape?

Print Briefer Name/Date: _____

Print name of one attendee: _____

Contractor & Work Zone Safety

The importance of safe practices in contractor behavior and work zones must be observed. Every contractor must complete a Non-Standard Event / Contractor Control Plan with Health & Safety.

- ❑ This information must be communicated to the POV workforce via a visual aid. Failure to accomplish this planning is citable under the TSIP.
- ❑ Three rules to live by are “Be predictable, never turn your back on the work, and do not rush.” Talk to people who have gotten injured while taking short cuts. Be on time...be steady...be consistent...and the results will follow.
- ❑ Know your surroundings and continuously scan your surroundings; people and objects in the work area will change.
- ❑ Proper PPE must be worn when outside, except in the personal parking areas.
- ❑ General purpose vehicles, such as company pickup trucks, must activate their roof beacon (or 4-way flashers if not equipped with a roof beacon) when on the dock/berth highway.

Discussion Question

What are the three rules to live by?

- ❑ Individuals working IN or NEAR traffic must be protected with cones or physical barriers.
- ❑ Personal vehicles are prohibited in any operational area. Access to operational areas is restricted to company vehicles with a placard on each side.
- ❑ Hot work and confined space entry requires a permit. Fall protection is required when within three feet of the edge, while working above four feet anywhere on the TERMINAL. Fall protection is required when within three feet of the edge, while working above eight feet on the VESSEL.
- ❑ Control of stored energy with effective Lock-out/Tag-out is required.

ANSI-2 Vests, safety shoes, and in specified areas, a hard hat, is required PPE. Eye, hand, and ear protection shall also be worn for special operations.



Print Briefer Name/Date: _____

Print name of one attendee: _____

General – Fire Response in Power Industrial Equipment

With a flash point of 150°F for fuel and 400°F for hydraulic oils, contact with hot engine components can cause a rapid, uncontrollable fire. Smoke, residual explosions, and debris can injure or kill up to 300 feet away.

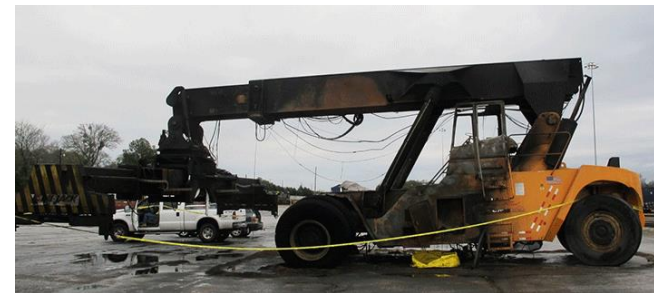
- ☐ Immediately call the emergency number at 757-440-7070 for any fire that requires a fire department response.
- ☐ Stay away from any equipment that is on fire unless properly trained in fire extinguishing procedures.
- ☐ If trained, use a fire extinguisher to extinguish the fire.

Discussion Question

What emergency number should you call to report a fire?



**THE SAFETY OF ALL TERMINAL PATRONS IS
PRIORITY ONE!**



Print Briefer Name/Date: _____

Print name of one attendee: _____