

The Port of Virginia Response Guide

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INJURY

1	The AOM, Superintendant, or Foreman will ensure scene safety by stopping operations in the immediate area. Adjacent operations will pause, as required, to ensure that emergency vehicles have safe access.
2	<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.
3	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.
4	<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.
5	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.

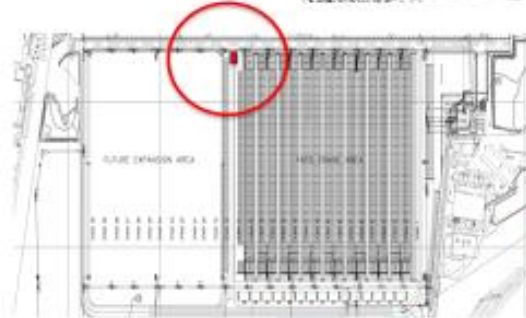
RESCUE CAGE OPERATIONS

1. The Rescue Cage may only be used for rescue operations. Exemptions may be granted by the VP of Health and Safety or Directors of Vessel Operations/Stevedoring.
2. The Stevedore Superintendent, AOM, Hatch Boss, or Foreman may direct the retrieval of the rescue cage. Accomplish this early.
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

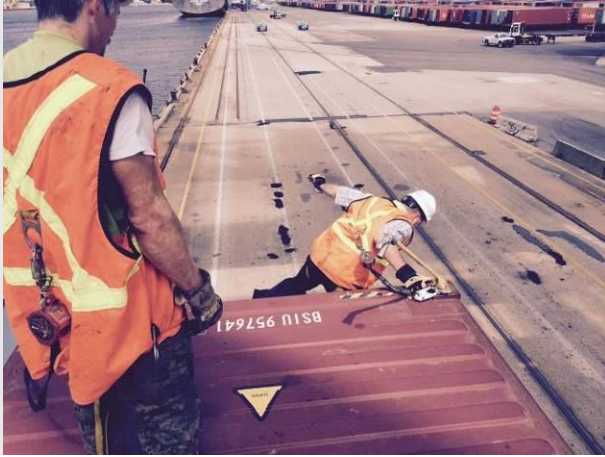


For an injured employee who cannot egress a vessel via the gangway, a straddle carrier/ shuttle truck will retrieve the rescue cage and bring it to the working crane. After locking the spreader bar into the corner castings, and connecting the 4 safety chains to the spreader bar, the cage may be used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



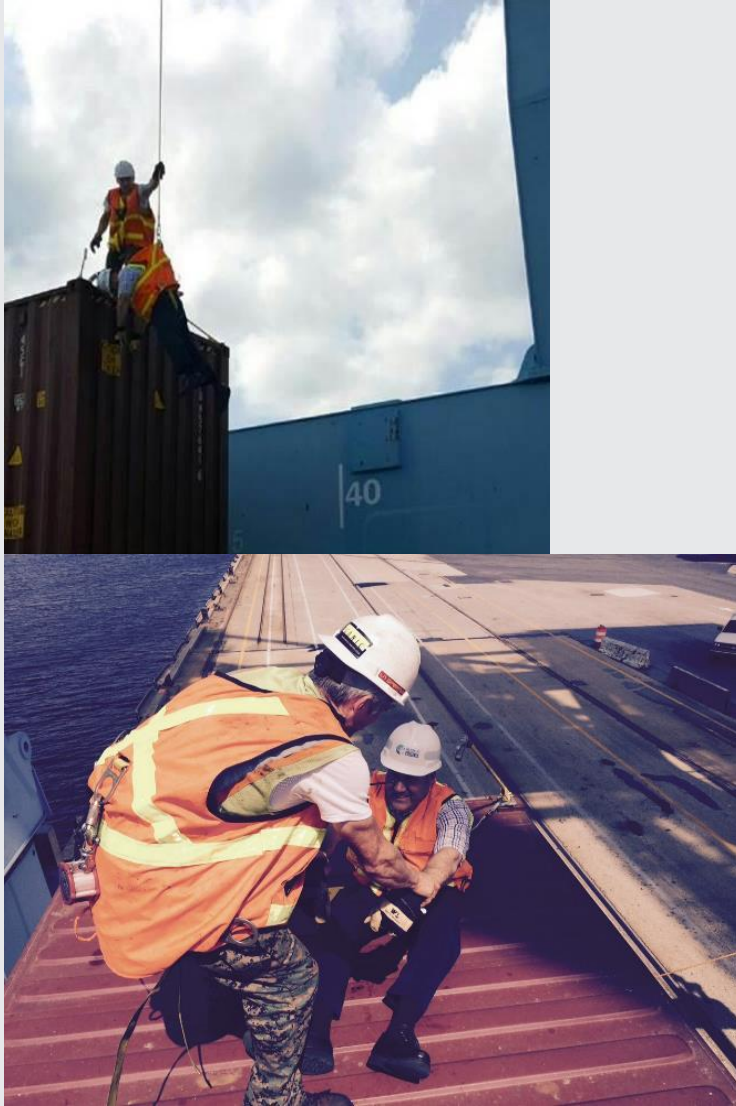
3. Be properly locked in with aloft gear to perform rescue and Connect Large Hook to corner of Crane Spreader Bar.



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.



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"> Complete Drug and Alcohol test form. 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 an Uber to get home. Investigate the mishap or near miss in accordance with #8 below and complete the "Incident and Near Miss Report." 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: For an incident that 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 will 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 retained if an impact to the environment has occurred. Please contact the Sustainability Department if there are questions.</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"> 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	Have individual meet with Supervisor <ol style="list-style-type: none">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.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).Complete the Drug and Alcohol test form.

Blood or Other Potentially Infectious Materials (OPIM) Spill

1	When blood or Other Potentially Infectious Material (OPIM) is present, contact the supervisor, who will ensure scene safety by stopping access in immediate area and contact the H&S Department at 757-440-6800.
2	For a clean-up of Blood or OPIM, the H&S Representative will contact Hepaco at 757-627-8791.

Confidential COVID-19 policy violation reporting

1	When a COVID-19 policy violation is observed, this may be reported confidentially to the H&S Department at 757-440-6800.
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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 Environmental: 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 Environmental: 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)

	<ul style="list-style-type: none"> ○ Hepaco/IMS: 757-543-5718 ○ 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)

<ul style="list-style-type: none"> ■ Supervisor assess the situation <ul style="list-style-type: none"> ○ Remove ignition sources and ensure no smoking ○ Shut down equipment ○ Block any affected drains
<ul style="list-style-type: none"> ■ Call VPA police at 440-7070 (VIP 540-636-4242) (RMT-804-271-4162)
<ul style="list-style-type: none"> ■ 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.
<ul style="list-style-type: none"> ■ For spills on the pavement <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> • NIT Crane Maintenance.....440-7053 • PMT Crane Maintenance.....272-8242 • VIG Crane Maintenance.....686-6155 • NNMT Facility Maintenance.....928-1224
<ul style="list-style-type: none"> ■ For a Genset leak/spill <ul style="list-style-type: none"> ○ 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 Castillanos (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 Castillanos (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@cgin.com ○ Express at NIT or PMT: Dana Baughman (434-2579)
<ul style="list-style-type: none"> ■ If ANY amount of product goes into drains (past side walls) <ul style="list-style-type: none"> ○ Request crane maintenance remove down-stream grates with magnet. ○ Request crane maintenance to remove product
<ul style="list-style-type: none"> ■ If ANY amount of product goes into drop inlets inside the trench drain <ul style="list-style-type: none"> ○ HSE Staff will use Drain Maps to identify downstream path ○ HSE Staff will contact Petrochem for assistance
<ul style="list-style-type: none"> ■ If product reaches Oil Water Separator or containment vault <ul style="list-style-type: none"> ○ 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

■ Current locations: WTC, FSC, Acosta, VIG TOB, and POC
■ 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.
■ 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.
■ 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	<p>VIG Preparation</p> <ul style="list-style-type: none"> ○ 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 <p>VIG Operations Limits</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ■ 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.
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<p>NIT General Ops and Maintenance Managers</p>	<p>NIT Preparation</p> <ul style="list-style-type: none"> ○ 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 <p>NIT Operations Limits</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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.
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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	<p>■ 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.</p>
General Operations Manager	<p>■ 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.</p>

Tornado	
RESP	TASK
General Ops Manager	Tornado Watch (Not actual sighting) <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	Tornado Warning (Actual sighting) <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	Managers and Supervisors: Follow procedures in the OSHA Heat Index App on duty phones. <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	
<ul style="list-style-type: none"> ■ 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. 	<ul style="list-style-type: none"> ■ VIG Gate <ul style="list-style-type: none"> ○ To open OCR Portals, must see from DA to the OCR Portals. ■ VIG LSTZ <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ To Open Rail Yard, must see from RBA Portal to Yellow Rail swing Gate. ■ VIG Dock <ul style="list-style-type: none"> ○ 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.
	<ul style="list-style-type: none"> ■ NIT Gate <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ To Open South NIT Dock and Yard, must see between major light poles in the stacks. ■ NIT Rail <ul style="list-style-type: none"> ○ To Open CRY, must see between major light poles in stack.
	<ul style="list-style-type: none"> ■ NNMT Gate and Yard <ul style="list-style-type: none"> ○ To Open, must see from Terminal Manager's door to NE corner of Interchange roof. ■ NNMT Dock <ul style="list-style-type: none"> ○ To open, must see from entry to pier at cement lip to 2nd garage door. ○ Ensure terminal lights are turned on.
	<ul style="list-style-type: none"> ■ PPCY Yard <ul style="list-style-type: none"> ○ 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		

Equipment/Permits	Yes	No
Verify operator training certifications		
Fire Extinguisher		
Safety Data Sheet		
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		

The Port of Virginia

Management of Change

Purpose: The purpose of Management of Change (MOC) is to ensure that changes are recognized, documented, formally reviewed, and approved by qualified personnel **prior to implementation** in order to avoid potential safety or operational issues.

Scope: The MOC process shall be applied for all physical, Operations and Maintenance processes, and organization changes that affect Health and Safety or regulatory compliance at terminals operated by the Port of Virginia.

- **Physical**

Changes that involve technology, modifications to equipment, new or renovated facilities or infrastructure, and the introduction of new chemicals into the workplace will be evaluated for new risks.

- **Operations and Maintenance**

Modification to operations, how employees are managed, new standard procedures, new technology, or changes brought by reorganization will to be considered for new risks.

- **Personnel**

Changes to staffing, training for employees, and other changes that will impact the safe execution of tasks will be evaluated before implementation.

Responsibilities

- The Initiator shall complete the MOC form, supply requested documentation to enable a decision by those who will review the plan, and obtain the required signatures that indicate concurrence from the offices with a vested interest in the change that are listed on the form.
- The MOC coordinator will reside in the Health and Safety department and will implement and maintain the policy and program, provide appropriate training as requested by line management, and maintain a MOC Database.
- The Approver will be the VP of the respective department or their designated representative and the VP of Health and Safety or their designated representative. The COO or designated representative will resolve any impasse.
- A Manager will be assigned as the responsible authority for the execution of the MOC as approved.

8 Steps To Management of Change (Plan – Do – Check – Act)

1. Recognize all changes. Without a thorough understanding of what changes are going to happen, it is difficult for a management team to evaluate its potential impact to the organization. Know the details of the change, so that it can be properly managed.
2. Identify the hazards and risks. A risk assessment must be done to cover every potential hazard that the change can cause. Worst-case scenarios for each risk must be identified, so that steps can be made to avoid them.
3. Note hazards that can be minimized, controlled, or eliminated. Use the hierarchy of controls and select those that make the risk as low as reasonably practicable. Use a risk management process to identify initial risk, propose appropriate control measures, and then identify the anticipated subsequent risk.
4. Find out if the change is feasible or can be implemented given the circumstances. This is more like a risk-reward analysis. The management team can ask themselves, “Can the changes be done with the least amount of danger possible or do the hazards caused by the change outweigh its rewards?”
5. Obtain approval, train employees as required, and then communicate the plan to affected departments/employees before the change takes place. Any involved employee, future new employee, and affected managers must be trained on the new procedures.
6. Conduct a Pre-Startup Safety Review, which is a thorough review of equipment and the related processes to ensure that safety measures are in place.
7. Implement the change — if safe to do so. The organization must implement the change, knowing all the risks in advance and how it might impact the workers. The goal of responsible leadership must be to help employees move through the process of change without endangering them.
8. Follow new procedures and continue to evaluate feedback from the ground. As changes are rolled out, management should continue to evaluate the worker’s exposure to risk.

Port of Virginia Management-of-Change

Name of Requestor:	Date:
Description of change and date of execution	
Justification for change:	
<input type="checkbox"/> Permanent change	<input type="checkbox"/> Temporary change dates (_____ to _____)

1. Review the hazards listed below and mark those that apply to the new process.

Hazard	Yes	No	Hazard	Yes	No
Pedestrian Struck by mobile equipment/vehicle			Stored Energy (Electrical, Mechanical, Hydraulic etc.)		
Falling Suspended loads/shifting cargo loads			Ergonomics: Lift, Push, Pull		
Pedestrian Fall from height			Exposure to Heat/Cold/Dust/Noise		
Toxic atmosphere/suffocation			Flammable Substances/Fire		
Equipment/vehicles collision			Hazardous materials		
Drowning or engulfment			Petroleum products or environmental pollution hazards		
Overhead Hazard or Power Lines			Other		

2. List the control measure for any hazard marked in the table above.

Hazard	Mitigation

3. Rate the risk level as conditions currently exist and then rate the risk level based on the management of change.

Exposure	Number of People	Most severe likely consequence	Initial Risk	Probability reduction	Risk Score	Old Risk Level	Exposure	Number of People	Most severe likely consequence	Initial Risk	Probability reduction	Risk Score	New Risk Level

- Exposure: Several times per day = 5, Once per day = 4, Once per week = 3, Once per month = 2, Once per year or more = 1
- Number of people: 100 or more = 5, 50 to 100 = 4, 20 to 50 = 3, 5 to 20 = 2, Less than 5 people = 1
- Most severe Likely Consequences of an accident
 - Death; or Loss higher than \$5,000,000 = 100
 - Permanent/Partial Disability; or Loss between \$1,000,000 - \$5,000,000 = 70
 - Lost time > 60 days; or Loss between \$100,000 - \$1,000,000 = 50
 - Lost Time < 60 days; or Loss between \$10,000 - \$100,000 = 30
 - Medical Treatment; or Loss less than \$10,000 = 10
- Probability reduction: No control measure = 1.0, PPE = 0.9, Administrative control = 0.6, Engineering control = 0.3
- Risk Score = (Exposure + Number of People) x Likely Consequence x Control Measure constant
 - Intolerable = 400 – 900, Substantial = 300 – 399, Moderate = 100 – 299, Minor = 2 – 99

4. Coordination for approval with impacted departments.

Name	Concur (Y/N)	Signature/Date
VP responsible for MOC or representative	Approved (Y/N)	Signature/Date
H&S VP or representative	Approved (Y/N)	Signature/Date
By signing this document, the manager responsible for completing the MOC acknowledges the requirement to: <ol style="list-style-type: none"> Complete the MOC as approved. Send this signed document to safetyandrisk@vit.org. Complete H&S provided slide blank to communicate the MOC via social media, e-mail, safety talks, etc. Coordinate with H&S to transmit the slide to employees. 		
Name of Manager	Signature/Date	

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.
POV Representative Name	Click here to enter text.
POV Representative Signature	

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

The Port of Virginia Confined Space Entry Permit

Space to be Entered	
Purpose of Entry	
Hazards (Circle one)	Electrical/Atmosphere/Engulfment/Mechanical/Fall/Other _____ N/A
Hazard Detail	
Entry Attendant Name	
Entrant #1 Name	
Entrant #2 Name	
Comms Plan	
Rescue Plan	
Emergency contact #	

Requestor Name _____ Signature _____ Date _____

Company _____ Cell Phone _____

POV H&S Representative Name _____ Signature _____ Date _____

Valid from Date/Time _____ / _____ Valid to Date/Time _____ / _____

Company Manager/Supervisor Pre-Entry Actions

- Inform all personnel that attendant must be present to enter the confined space.
- 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.
- Ensure attendant is trained in and aware of the rescue procedures to be followed.
- Employees must wear a personal air monitor while inside the confined space.
- Confined space entry by a POV employee requires the atmosphere to be tested by a marine chemist. Contractors and vendors may test their own atmosphere if qualified and it does not involve a POV Employee.
 - Oxygen <19.5% or >23.5%, H2S and CO no alarm
 - Flammable gases < 10% of LEL and < Maximum PEL
 - Symptoms of exposure to toxic fumes
 - Purge/ventilate as necessary

Requirement Completed	Date	Time	Requirement Completed	Date	Time
Lock-out/De-energize			Harness with D-ring		
Air Tester			Retrieval Equip		
Ventilation			Warning Signs/Barriers		
Secure Area and mark			Hotwork Permit		
Lighting (Explosion proof)					

Attendant Responsibilities

- Know the potential hazards, including symptoms of exposure.
- Maintain an accurate count of authorized entrants.
- Remain outside the space and perform only attendant activities
- Monitor inside and outside the space and order 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.
- Call rescue immediately if the entrants need assistance to exit. VPA PD 757-440-7070
 - Attempt to remove the victim with the retrieval line.
 - Do not enter the confined space for any reason.

Entrant Responsibilities

- Know the potential hazards and symptoms of exposure.
- When the confined space entry involves POV Employees, a marine chemist is required to test the atmosphere.
- Each entrant will personally wear an air monitor.
- Use radio to maintain communication with the attendant.
- Alert the attendant upon recognizing symptoms of exposure to a hazardous atmosphere.
- Exit the permit space promptly at any sign of danger or if directed by attendant.

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.
- 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.

Supervisor Name

Signature

Date

Company

Cell Phone

➤ **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.