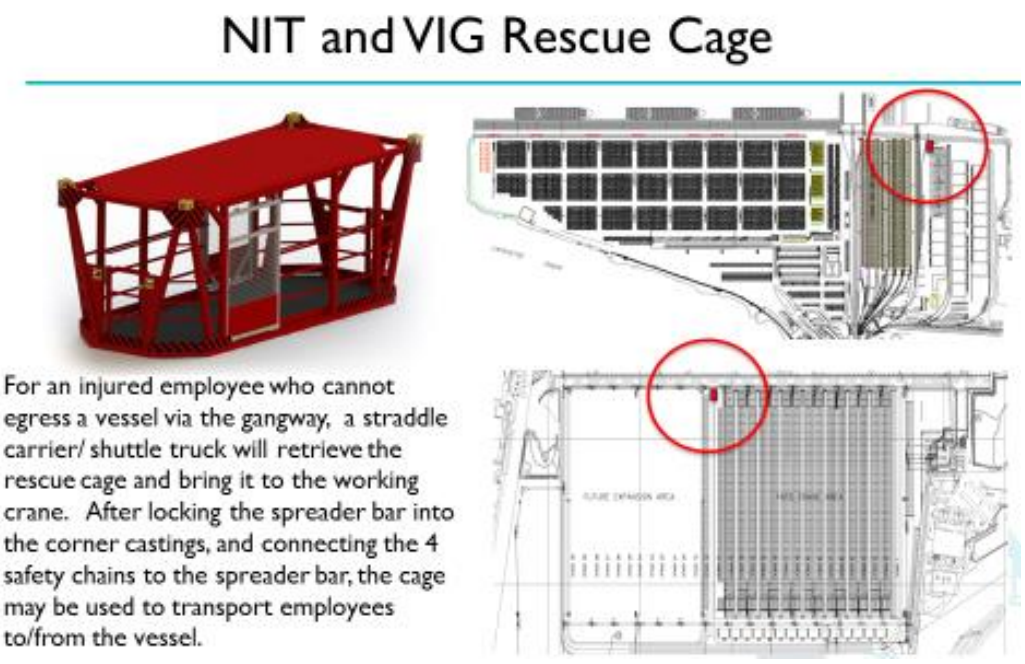
The Port of Virginia Response Guide

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	**If an EMERGENCY**, call VPA police at 757-440-7070. (VIP 540-636-4242 / RMT 911 then call 757-440-7070) Upon arrival of an ambulance, stop operations in that area until the ambulance departs. 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.** This is for strains, sprains, minor lacerations, and other injuries that clearly do not require an ambulance. 1. Call the H&S Duty phone at 757-440-6800. 2. The H&S Team will coordinate transportation and medical care at Taylor Made/Patient First. 3. If an Uber/taxi 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. 4. If medical care is requested, H&S will coordinate the Drug and Alcohol test at the medical facility. 5. If medical care is NOT requested, the Assisstant Manager will coordinate for a Drug and Alcohol test at the terminal. Call for a drug and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. If Now Care can not or will not come to the scene, call Taylor Made at 757-461-1430. There is no need to sit with the employee while waiting. All employees directly involved in any manner are required to test. 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. 6. Complete the "POV Incident Report". Sign, Scan, and Send Report to safetyandrisk@VIT.org.
4	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.

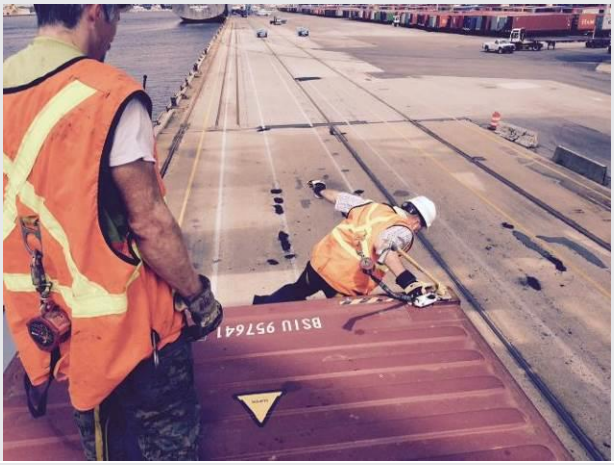
RESCUE CAGE OPERATIONS

1. The Rescue Cage is for rescue operations and not for regular lashing operations. However, when an AOM/Superintendant determines that a hazard exists for a non-standard situation, then the cage may be used to eliminate the hazard.
2. For an employee injury, 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. Do not move the bar until personnel are inside the cage with the doors closed.
5. The Stevedore Superintendent/AOM will coordinate with EMS personnel, if applicable, for the plan to extract the injured employee from the vessel.
6. Following discharge from the vessel, disconnect the safety chains before disconnecting the spreader bar to resume operations.

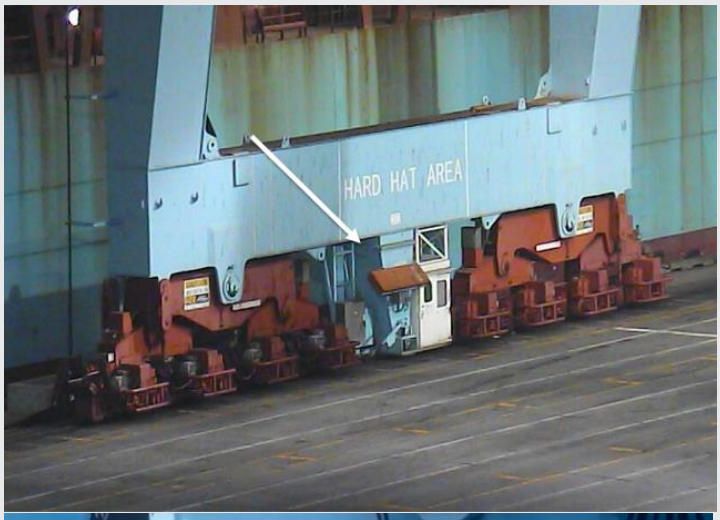


Lasher Fall Rescue Procedure

1. Call 440-7070

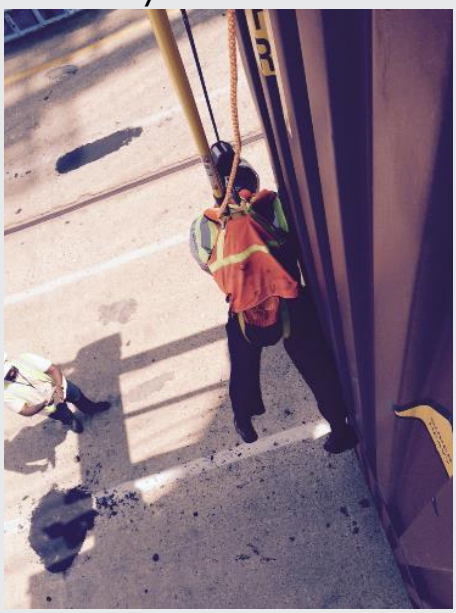


2. Retrieve Rescue Pole with rope and pre-attached hardware from Orange container on Crane.

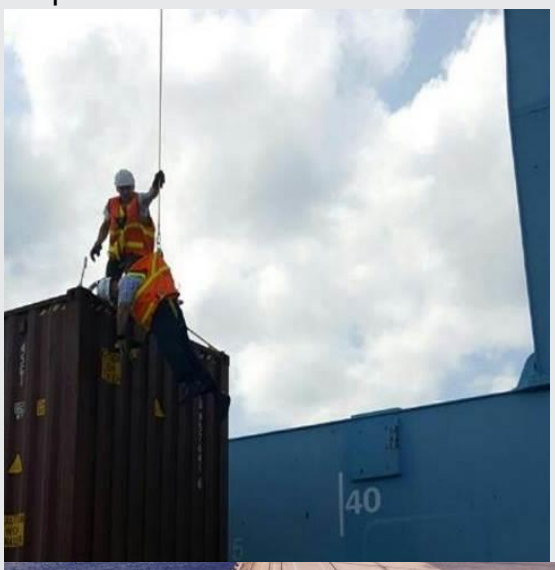


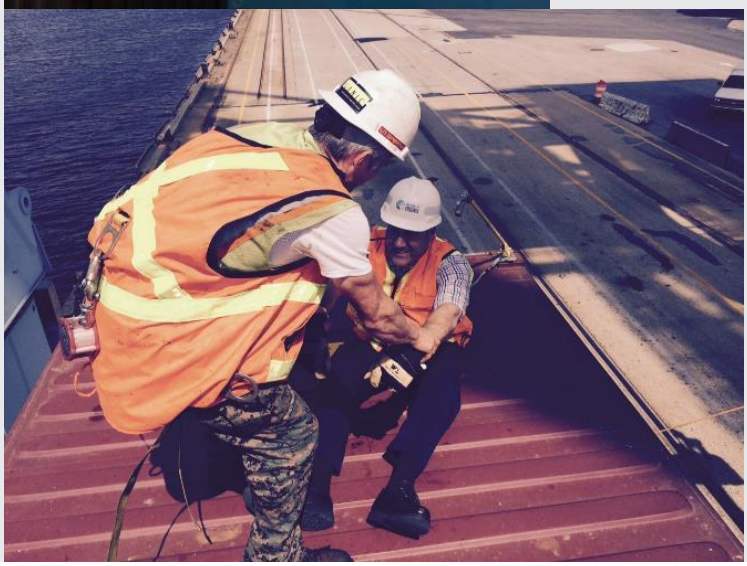
3. Be properly locked in with aloft gear to perform rescue and Connect Large Hook to corner of Crane Spreader Bar.

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 connected to the victim when safe to do so. Ensure that the victim sits up for AT LEAST 30 minutes to guard against Suspension Trauma or until the paramedics arrive.





Mishap or Near Miss 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. _____

If an HRCP/POV Chassis was involved, Chassis Number _____.

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 **both pages** to safetyandrisk@VIT.org. If an HRCP chassis is involved, also send to hrcpmr@hrcp2.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	Have individual meet with Supervisor a. Call for a drug and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. If Now Care can not or will not come to the scene, call Taylor Made at 757-461-1430. There is no need to sit with the employee while waiting. All employees directly involved in any manner are required to test. 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. b. Complete the "Incident and Near Miss Report." c. 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	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.
5	Sign, Scan, and Send the "Port of Virginia Incident Report" with photos to safetyandrisk@VIT.org and manager by close of business. 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.
6	Administrative Follow-up 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	Have individual meet with Supervisor 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	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 Primary: ServPro at 757- 523-9700 Secondary: Hepaco at 757-627-8791.

LEAKING CONTAINER

1	■ Most important step…do NOT rush! ■ If product appears to be producing heavy vapors, smoking, smells, or other reaction… o Do NOT approach the container. o Do NOT move the container. o Restrict access to the immediate area based on winds. o Ensure no ignition sources.
2	Call VPA police at 757-440-7070 (VIP 540-636-4242) (RMT 804-726-3093)
3	■ Identify the Product. o Call for product info in "N4" ▪ VIG: Vessel AOM 686-6115/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 o From Supervisors/AOMs listed above o Obtain shipping papers from truck driver if delivered by a truck. o Ship line associated with container will be in N4
4	Call H&S Rotation at 757-440-6800 ■ Use Emergency Response Guidebook for appropriate actions and Discuss Plan. ■ If going into the stacks o VIG: Ensure Engineering locks out RMGs o NIT: Ensure OCC sets "Men Working" ■ Hazardous Material Clean-up Primary o Hepaco: 757-627-8791/800-888-7689/757-543-5718/David Berglund 449-1739 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary o Commercial Power Sweeping (Karl Stauty): 757-238-2575 ■ Spills Onboard a Vessel (Petroleum, Dry Material, Liquid) o Hepaco: 757-627-8791/800-888-7689/757-543-5718/David Berglund 449-1739
5	■ Richmond Marine Terminals Clean-up o Primary is Hepaco in Richmond: 804-400-9181 (Anthony) o Alternate is First Call Environmentals: 1-800-646-1290 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary o Commercial Power Sweeping (Karl Stauty): 757-238-2575 o Alternate is First Call Environmentals: 1-800-646-1290 ■ Johnson Control & Fire Protection (Chris 757-274-7411)
6	■ Alternates Hazmat Clean-up companies o LCM Corp (Steve Cerroni) 757-831-3866 Scott Wood (757-810-5021) o Clean Harbors Chesapeake: 800-645-8265

	○ Heritage Crystal Clean, Inc.: 757- 852-9142 ○ Moran Environmental Recovery 757-216-8836
7	■ 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	Spill Containment Assets ■ NIT Spill Pad ○ 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 ○ Two at VIG ■ PMT Spill Pad ○ Next to the Clyde Crane
9	■ If using a Spill Pad at NIT ○ 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. ■ If using a Spill Cassette at VIG ○ 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	■ 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. ○ 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 shutdown the 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@cgini.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.

- If product reaches South retention pond at VIG or Reservoir under dock at NIT
  - 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
  - Assess with Petrochem and have them spray microblaze.
  - If required, H&S Staff will have petrochem deploy boats and booms

- H&S will call for a spill response company if necessary.
  - For surface Spills use Commercial Power Sweeping: 757-238-2575
  - If drains involved use Hepaco: 757-627-8791/800-723-6951/757-543-5718/David Berglund 449-1739
  - Accurate Marine Environmental: 757-393-5840 or 757-393-5849 / Meghan Kies, 757-434-0045, Aaron Quick 757-342-1467
  - Moran: 773-1371/815-1100 // Clean Harbors: 800-364-5939/757-543-9046
  - FCC Environmental Norfolk: 852-9142 // LCM Corp : 777-5536

Richmond Marine Terminals Clean-up
  - Primary is Hepaco in Richmond: 804-400-9181 (Anthony)
  - Alternate is First Call Environmental: 1-800-646-1290
- Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary
  - Commercial Power Sweeping (Karl Stauty): 757-238-2575
  - Alternate is First Call Environmentals: 1-800-646-1290
- Simplex Grinnel Fire Extinguishers/Fire System Inspection
  - Rhonda Smith 757-544-0519

SAFETY AT WATER'S EDGE

VIG/NIT/PMT Terminals	Capability: ■ 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	Capability: ■ 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" a**nd 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

- Typically, containers will temporarily float
- POV Supervisor obtain control of the container
  - 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
- Call VPA police at 440-7070 (VIP 540-636-4242)
- Once container is controlled and next to the dock
  - 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
- If Container Sinks
  - Request Divers to locate container
    - 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.
    - AVOID starts with your state of mind.
        - 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
        - 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.
        - 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	**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 Aerial Lift 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 Aerial Lift 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	**PPCY Preparation** ○ 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. **PPCY Operating Limits** ○ 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	**RMT Preparation** ○ Ops check status of weather station: http://weather-rmt.vit.org/vws/ ○ Identify and eliminate all chimney stacks. ○ Secure empty stacks, as required. **RMT Operating Limits** ○ 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	■ 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	■ 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	**Tornado Watch (Not actual sighting)** ■ 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)** ■ 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 shelter inside, away from windows.

Adverse Weather Response – Heat	
RESP	**TASK**
Asst Manager	**Managers and Supervisors: Follow procedures in the OSHA Heat Index App on duty phones.** ■ Alert employees to the importance of keeping an eye on each other and using the buddy system. Those especially at risk are facilities maintenance, crane maintenance, OOG cargo, and lashing gangs. ■ Provide rest breaks in a shaded area for those engaged in strenuous work. ■ Provide drinking water, 50°F to 60°F if possible. ■ 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 Landside ○ 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 Transfer Zones, Dock, and Rail ○ Must be able to see between major light poles in the stacks and on the dock the Crane Operator must be able to see containers from the cab.
■ NNMT Gate and Yard ○ To Open, must see from Terminal Manager's door to NE corner of theInterchange 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/ColdDust/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		

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 (757-440-6800 or Healthandsafety@vit.org) and then communicate this slide to affected employees.

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

_____	_____	_____
Requester Name	Signature	Date
_____	_____	_____
H&S Representative Name	Signature	Date

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

- Physical: MOC will be applied to changes that involve technology, modifications to equipment, new or renovated facilities or infrastructure, and the introduction of new chemicals into the workplace.

- Operations and Maintenance: MOC will be applied to changes in operations and maintenance procedures, new technology, or changes brought by reorganization.

- Personnel: MOC will be applied to changes to staffing, training for employees, and other changes that will impact the safe execution of tasks.

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:	
☐ **Permanent change**	☐ **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 sever likely consequence	Initial Risk	Probability reduction	Risk Score	Old Risk Level		Exposure	Number of People	Most sever likely consequence	Initial Risk	Probability reduction	Risk Score	New Risk Level

a. Exposure: Several times per day = 5, Once per day = 4, Once per week = 3, Once per month = 2, Once per year or more = 1
b. Number of people: 100 or more = 5, 50 to 100 = 4, 20 to 50 = 3, 5 to 20 = 2, Less than 5 people = 1
c. Most severe Likely Consequences of an accident
   i. Death; or Loss higher than $5,000,000 = 100
   ii. Permanent/Partial Disability; or Loss between $1,000,000 - $5,000,000 = 70
   iii. Lost time > 60 days; or Loss between $100,000 - $1,000,000 = 50
   iv. Lost Time < 60 days; or Loss between $10,000 - $100,000 = 30
   v. Medical Treatment; or Loss less than $10,000 = 10
d. Probability reduction: No control measure = 1.0, PPE = 0.9, Administrative control = 0.6, Engineering control = 0.3
e. Risk Score = (Exposure + Number of People) x Likely Consequence x Control Measure constant
   i. 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:

1. **Complete the MOC as approved.**
2. **Send this signed document to safetyandrisk@vit.org.**
3. **Complete H&S provided slide blank to communicate the MOC via social media, e-mail, safety talks, etc.**
4. **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.
□ Containers below the hot work area on a vessel 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.