

## **KPA HEALTH AND SAFETY RULES AND REGULATIONS**

### **1. GENERAL RULES AND REGULATIONS**

#### **1.1 Employees, Contractors and Port Users shall ensure: -**

- i.** They take reasonably practicable precautions for their own safety, safety of others and property;
- ii.** Strict adherence to safety signs, posters and barricades;
- iii.** Strict adherence to speed limits along port roads and operational areas
- iv.** No driving along the berths and operational areas for private vehicles, bicycles and motorbikes;
- v.** No picking or dropping of passengers at junctions;
- vi.** Cargo trucks are not allowed to carry passengers;
- vii.** Parking of vehicles must be done at designated areas only;
- viii.** Trucks shall not be left unattended within Authority premises;
- ix.** No vehicles shall be parked on designated equipment runways;
- x.** They do not operate defective machinery/equipment/plant;
- xi.** Use of appropriate personal protective equipment/clothing;
- xii.** All the rules governing housing estates are observed;
- xiii.** No unauthorized constructions/structures within the Authority's jurisdiction;
- xiv.** No unauthorised transportation or transfer of fuels within Authority premises;
- xv.** Fuels shall only be transported in appropriate containers;
- xvi.** All persons assessing the port shall have a valid port and shall display the same at all times;
- xvii.** There is no interference or destruction of flora and fauna;
- xviii.** There is no pollution to the atmosphere, land and marine environment
- xix.** There is no hawking in the Authority's premises;
- xx.** Cleanliness is observed while in the port;
- xxi.** Sanitary facilities are not misused;
- xxii.** No indiscriminate disposal of wastes including human/animal in the yards

and other open spaces and housing estates;

**xxiii.** Litter is placed in the litterbins provided or at designated waste collection points;

**xxiv.** Personal hygiene is adhered to;

**xxv.** The relevant legislation concerning a docking vessel is enforced;

**xxvi.** No smoking in the oil terminals, yards, sheds, workshops, general and public office;

**xxvii.** Swimming and fishing in the port area is strictly prohibited;

**xxviii.** Use of alcohol and drugs within Authority's premises is strictly prohibited;

**xxix.** Sleeping within Authority's premises is strictly prohibited.

## **2. FIRE PRECAUTIONS**

- 2.1** The Manager Conventional Cargo and Terminal Manager shall ensure that all explosives are for direct delivery, handled in daylight only and a fire permit is issued by the Chief Fire Officer which includes the provision of a fireguard until they leave the port area.
- 2.2** Any person who authorizes welding, burning or other hot works must ensure that such works have been inspected by a Fire Officer before they are carried out.
- 2.3** The Supervisor shall ensure that:
- i.** Smoking or use of open fires is not allowed inside the sheds, stores, at oil terminals, on board ships and workshops.
  - ii.** Flammable substances are stored in a designated 'No Smoking' area.
  - iii.** All electrical fittings are properly secured and insulations are not damaged.
  - iv.** All portable electrical heaters, hot plates and cookers are placed away from combustible materials and are switched off and plugs removed from the sockets when not in use.
  - v.** All electrical and electronic appliances including air conditioners, computers, fans and unnecessary lights are switched off when leaving the office.
  - vi.** All waste papers and combustible materials are put in waste bins;
  - vii.** Smoldering materials are not disposed off into the waste bins and refuse chutes;
  - viii.** Emergency exits and passageways are not obstructed;
  - ix.** All fires are reported to the fire station even after they have been extinguished for record and necessary measures to prevent recurrence;

## **3. TRAFFIC IN THE PORT**

### **3.1 ROAD TRAFFIC**

- 3.1.1** All persons driving in the Port shall ensure that:
- i.** Entry and movement of vehicles is duly authorized;

- ii.** Vehicles are roadworthy;
- iii.** Vehicles are insured;
- iv.** Separation of operational and non-operational vehicles
- v.** Vehicles must have hazard triangle sign;
- vi.** Vehicles working in operational areas display suitable amber flashing warning lights and/or hazard warning lights;
- vii.** Container carrying trucks must be fitted with serviceable twist-locks;
- viii.** Vehicles do not encroach onto hatched areas or yellow lines denoting plant runways;
- ix.** Trucks do not have defective load anchoring points, twist locks and/or weak bodies;
- x.** Vehicles carrying steel coils ,billets and other steel cargoes should have appropriate steel cradles and lashed firmly using wires or chains and turnbuckles;
- xi.** Drivers remain in their vehicles except when being loaded/offloaded;
- xii.** All trucks accessing the port must meet the requirement of the KPA truck safety checklist
- xiii.** Vehicles do not cause obstruction to roadways , railway crossings, crane shunting areas, RTG runways and passageways within the Port and its environs;
- xiv.** They observe the speed limit of 50kph along Kilindini road and 30kph 20kph along internal roadways and in all working areas;
- xv.** Vehicles are parked at designated areas only;
- xvi.** Road signs and posters are observed and traffic flow systems adhered to;
- xvii.** All accidents are promptly reported to Safety Office, Security Office, Plant Inspectors and Port Police;
- xviii.** All damage to Kenya Ports Authority/third party property is reported and promptly assessed by the Civil, Mechanical, Electrical, or Telecommunications Engineer as appropriate;
- xix.** In all accidents involving damage to Kenya Ports Authority property, a liability certificate is obtained from the Commercial Manager before the vehicle is removed from the Port premises.
- xx.** They Vehicle Operators shall meet any costs arising from any obstruction or damage to property;

**3.1.2** In addition to the above, all motorcycle riders must ensure:

- i. They wear appropriate PPE;
- ii. They do not enter the container terminal and other operational areas;
- iii. They park at designated areas only;
- iv. They do not carry pillion passengers

### **3.2 YARD TRAFFIC**

- I.** No driving along the berths and operational areas for private vehicles, bicycles and motorbikes;
- II.** Drivers shall maintain a speed limit of 20Km/hrs while driving in the Yard;
- III.** Motorists shall adhere to the yard safety signage and posters and traffic flow markings;
- IV.** Trucks shall strictly be confined to the loading zones while at the terminal for loading or offloading cargo;
- V.** Trucks shall not be parked or encroach onto designated equipment runways;
- VI.** Trucks shall not be left unattended within Authority premises;
- VII.** Drivers shall not drive under the influence of drugs and alcohol;
- VIII.** Drivers shall not drive under suspended or hanging loads;
- IX.** Reachstackers and empty container handler shall not be deployed to work in container blocks where RTGs are working;
- X.** RTG operators shall ensure that runway are clear of any obstruction before travelling;
- XI.** All motorists shall slow down when approaching the yard shunting areas;
- XII.** Drivers shall not take sharp corners while driving in the yard;
- XIII.** Drivers shall not reverse in the yard except where they are guided;
- XIV.** All private motorists driving through the port shall strictly drive along designated road;

### **3.3 RAIL TRAFFIC**

**3.2.1** All Employees and Port users shall ensure that: -

- i. They observe railway-crossing signs;
- ii. They keep clear of railway lines, roads and passageways;
- iii. They slow down before crossing over and avoid moving/walking along the railway lines;
- iv. They do not encroached onto the 2 meters clearance from the railway lines;
- v. They do not cross railway lines by passing underneath or climbing over

wagon couplings;

- vi.** During shunting no one rides on poles or wagon buffers;
- vii.** During coupling, no person shall go between the wagons or other vehicles to attend to couplings unless the wagons are brought to a complete standstill.

## **4. OPERATIONAL AREAS**

### **4.1 QUAYSIDE**

**4.1.1** The Section Superintendent and Supervisors shall ensure that: -

- i.** The berth has suitable traffic flow markings;
- ii.** The berth is in suitable working condition
- iii.** The berth and the quay crane are well lit;
- iv.** During berthing and unberthing of a vessel, the cranes are correctly positioned, jibbed/boomed up;
- v.** No person is on the quay crane whilst a vessel is berthing/unberthing;
- vi.** There is no leaning, sitting on or walking under cranes and load paths;
- vii.** Unauthorized driving or parking at the quayside is prohibited;
- viii.** No vehicle is driven over trailing cable trench;
- ix.** Ship contractor activities are safely carried out and at the convenience of stevedoring operations;
- x.** Any missing or damaged manhole cover is immediately reported to the relevant engineering division for appropriate action;
- xi.** Proper housekeeping is observed at the quayside at all times;
- xii.** Adequate precautions are taken at the berth while handling hazardous cargo.

# PROJECT AND CONTRACTOR RULES

## 1. INTRODUCTION

It is the policy of Kenya Ports Authority to ensure that all Projects and Contractors including Sub-contractors comply with rules and regulations made in conformity with the Safety Health and Environment Policy.

## 2. RESPONSIBILITIES

**2.1** The Manager, Safety Health and Environment shall be responsible for performance of the Project/Contract in as far as Safety Health and environment matters are concerned including:

- i. Professional advice on Safety Health and environment matters;
- ii. Induction of Project/Contractor Personnel;
- iii. Continuous monitoring of Project/Contractor performance;

**2.2** Respective Departmental Managers shall involve the Manager, Safety Health and Environment from the point of project inception to completion;

**2.3** The Projects/Contractors shall:

- i. Keep and maintain records of personnel and equipment at the work place;
- ii. Be responsible for acts and omissions of the Sub-contractors;
- iii. Implement statutory inspection of plant, work equipment and maintain such records;
- iv. Be responsible for management of wastes generated from the activity;
- v. At all times co-operate with the Authority's authorised officers;
- vi. Obtain appropriate Permit to Work from the respective Departmental Manager prior to commencement of work;

### **3. RULES AND REGULATIONS**

- i.** The projects and contractors shall have in place a Safety Health and Environment Management System that conforms to all relevant legal instruments;
- ii.** The Safety Health and Environment Management System should be relevant to the project/contract;
- iii.** Kenya Ports Authority Project/Contract document shall have a requirement to include details of the Safety Health and Environment Management System;
- iv.** Projects and contracts shall comply with all Safety Health and Environment Rules and Regulations applicable to the place of work;
- v.** All Projects/Contractors personnel shall undergo a project/contract induction prior to mobilization;
- vi.** The Manager, Safety Health and Environment shall inspect all Projects/Contracts during the period of the Project/Contract execution on Safety Health and environment matters;
- vii.** The Projects/Contractors shall provide appropriate personal protective equipment/clothing to all their staff;
- viii.** The Projects/Contractors must report all incidents/accidents and near misses to the Manager, Safety Health and Environment immediately upon occurrence and submit a written report within twenty four (24) hours;
- ix.** The Projects/Contractors personnel must not be under the influence of any intoxicant while at work.
- x.** The Projects/Contractors must provide First Aid services to their personnel.
- xi.** The Manager, Safety Health and Environment shall be part of the final inspection team prior to issuance of Projects/Contracts Completion Certificates;
- xii.** All other third party Projects/Contracts, Vendors and Canteen/Kiosk Operators within the premises of the Authority and aboard vessels shall comply with the Safety Health and Environment Policy;