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	Approved by:	Kim Holtermand		Date: 02/19/2020
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1.0 Introduction

1.1 Purpose

This procedure is developed to:

- Ensure container truck loading and unloading operations are completed safely and to eliminate the potential for injuries where vehicle and people interaction occurs;
- To establish truck Driver Safe Zones and Work Zones;
- To provide additional information to truck driver on procedures, terminology, types of equipment used for lift and expectations and rules when lining up to assigned row numbers not currently covered in orientation materials.

This procedure may be used for the purpose of awareness, training and education to truck drivers and Equipment Operators setting additional standards on PSA Halifax property.

1.2 Scope

These procedures apply to all persons operating PSA Halifax equipment on PSA Halifax property and persons involved with loading and unloading operations.

These procedures apply to all visitor personnel, truck drivers and the respective work equipment on PSA Halifax property.

Terminal work equipment includes all loading equipment needed to load and unload containers to truck without limitations.

1.3 References

- Canada Occupational Health and Safety Regulations (SOR/86-304) - 14.26
- Canadian Council of Motor Transport Administrators (http://ccmta.ca/images/publications/pdf/cargo_driver_handbook.pdf)
- Kimberley Ports Authority Broome Port Services - Standard Operating Procedures Truck Loading and Unloading Operations - Current version number: 2.1 File reference: OSH103/107487
- IMS-11-02 – Transport Driver Orientation Record

1.4 Responsibilities

1.4.1 Gate Manager

- Responsible for assuring these procedures are shared and communicated to the trucking community via email and PSA Halifax website;
- Monitoring compliance with this procedure;
- Periodic review of this procedure; and
- Investigating reported non-compliances with this procedure.

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1.4.2 Operations Manager

- Ensure these procedures are developed and reviewed with adequate consultation;
- Authorising approval and amendments to this procedure;
- Monitoring compliance with this procedure;
- Periodic review of this procedure; and
- Investigating reported non-compliances with this procedure.

1.4.3 PSA Halifax staff including: Gate Supervisor, Gate Manager, Gate Coordinators, Shift Managers, Union, Equipment Operator, Security

- Implementing this procedure, including education regarding critical changes to the procedure are communicated to supervisors, employees and relevant trucking companies;
- Monitoring compliance with this procedure;
- Periodic review of this procedure; and
- To report non-compliances with this procedure to Management.

1.4.4 Truck Driver Operators

- All truck operators to comply with this procedure;
- To report any hazards or incidents to a PSA Halifax employee;
- To comply with directions from PSA Halifax employees regarding this procedure;
- To secure container correctly;
- To ensure that any specific loading requirements are passed on to the Gate Staff before lining up for service.

1.5 Definitions

Term	Definition
Equipment Operator	A person who holds a current work licence / certificate of competency and has completed the PSA Halifax competency verification to operate a crane for the PSA Halifax.
Load Restraint	Load restraint includes lashing/unlashing, tie down, twist-lock locking/unlocking for the purposes of ensuring a load is secured to the truck to meet the performance standards in the load restraint guide or unsecured in preparation for removal.
Driver Safe Zone	Is an area free of interaction between equipment/machinery and safe for Truck Driver when asked to exit the safety of their truck. The safe zone will be identified by green in illustrations.
Work Zone	Is an area where operational tasks occur e.g. crane/forklift operations for truck loading and unloading. Only operationally

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Term	Definition
	critical personnel can enter the work zone, as approved by Supervisor. The Work Zone will be identified by red in illustrations.
Spreader	The spreader is a device used for lifting containers and unitized cargo. The spreader used for containers has a locking mechanism at each corner that attaches the four corners of the container. A spreader is used at PSA Halifax for equipment to lift containers.
Lining Up for Service	The act of truck driver following assigned roadways to row assignment for service by Equipment Operator.
Loading	The act of placing a container on to a truck driver's chassis/equipment.
Unloading	The act of taking a container off a truck driver's chassis/equipment.

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2.0 Safety and Equipment

2.1 Orientation Training

All truck drivers must have training completed and registered to show that they received the PSA Halifax Transport Training.

The training is mandatory for all truck drivers, regardless of experience on our terminal. Truck drivers shall always be provided with a copy of the Terminal Rules and Instruction/Map for keeping with them when at PSA Halifax.

2.2 PPE

All PSA Halifax Employees, Port Users and Visitors are required to wear the minimum PPE requirements.

Truck driver PPE requirements include a minimum class 2 safety vest and steel toe footwear. This PPE is to be worn in all areas at PSA Halifax including marshalling yards and processing areas when exiting their trucks.

PPE compliance signs are posted to remind employees, visitors and truck drivers at entrances.

2.3 Loading and Unloading

During loading, the truck driver must never drive away with container down on truck driver's chassis/equipment and spreader attached.

The truck driver must observe full clearance of detached spreader from container before driving away.

During unloading, the truck driver must never drive away with container down on truck driver's chassis/equipment and spreader attached.

Truck driver must observe full clearance of container from truck driver's chassis/equipment before driving away.

2.4 Security (Train Escort)

The Gate Staff will advise on channel 89.5 FM of all incoming trains, approximately five minutes prior to start of activity, once security announces on channel 6.

The security guard escorts all trains entering the terminal via vehicle with flashing lights and siren as needed.

Trains entering and exiting PSA Halifax are frequent and this announcement will be made.

All vehicles must yield to the train and escort vehicle. Do not ever cut between the train and the escort.

When the escort is in view, always stop and look at your surroundings, as a train may be starting an approach. If the train passes in front of the scale between the red buildings (left and right of scales), all traffic must pull off the scale and Stop at white stop markings. Wait for the train to pass this area or announcement to be made on how to enter the terminal."

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Figure 1: Security Vehicle (Train Escort)

2.5 Truck Driver's Equipment

All trucks must be equipped with an FM receiver and the truck driver tuned into 89.5 FM during the full duration of visit to PSA Halifax. Signs for 89.5 FM requirements are posted to remind truck drivers at entrances.

Truck must be able to shut-down and start-up at all posted stops at in-gate and out-gate processing areas. Including in-gate and out-gate gate arms stop areas. Signs indicating 'No Engine Idling' have been posted at in-gate and out-gate to remind truck drivers.

Twist-lock, locking/unlocking mechanisms on chassis/equipment must be functional. PSA Halifax cannot accept a container with issues unlocking and must be resolved before lining up for service. The truck driver must inform Gate Staff of any issues with unlocking mechanisms before lining up for service.

Hazard lights and or Beacon light must be functional and remain on from gate-in to gate-out during the full duration of visit.

Backing up is strictly prohibited! Small adjustments are expected when lining up for service however if row number is passed by, leave section and complete a loop to correct this error. Drive forward to resolve all issues unless directed otherwise by PSA Halifax staff.

When flat decks are used, all items and stakes must be removed from loading and unloading areas before lining up for service.

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3.0 PSA Halifax Equipment for Loading to Truck Drivers

Recognition of the different equipment used for lifting a container to a truck driver is important so that the Driver Safe Zones and Work Zones can be established and understood.

All truck drivers must be familiarized with equipment currently used. Images and brief descriptions will be included in materials given to truck drivers in orientation and information.

3.1 Equipment Used to Handle Containers to Trucks



Figure 2: Rubber Tired Gantry (RTG)



Figure 4: Top Lift Forklift (FL)



Figure 3: Reach Stacker (RS)



Figure 5: Spreader

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Figure 6: Terminal Vehicle (Staff)



Figure 7: Terminal Vehicle (Yard Chassis and Brute)

3.2 Flashing Blue Reverse Light and Audible Signal

Top Lift Forklift and Reach Stackers are equipped with a Flashing Blue Reverse Light and Audible Signal. All traffic must stop and yield to reversing equipment.



Figure 8: Flashing Blue Reverse Light

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4.0 Load Restraints

4.1 General

For trucks with containers, the unlashng and lashing will be conducted by the truck drivers or trucking company representative. All lashing techniques on vehicles are as per the Canadian Council of Motor Transport Administrators guidelines for Intermodal Containers.

To unload a container from a truck, unlashng must be preformed before lining up for service.

Unlashng or lashing cannot be done in:

- Processing Areas
- Work Zone
- Roadways
- Hatched Areas

Unlashng or lashing must be preformed in designated areas of:

- Marshalling Yard
- Switch Area
- Trouble Area
- As directed by PSA Halifax Employee.

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5.0 Directive and Instructions to Truck Drivers

5.1 Row Assignment

Truck driver will be assigned a row and must follow the truck route linked to the row(s) as per the Transport Driver Orientation Record map.

Destination on PSA Halifax property is determined by the following means:

- Ticket(s) from kiosk.
- Verbal instruction at kiosk intercom.
- 89.5 FM verbal instruction.
- Verbal instruction from PSA Halifax employee in yard.

In the event of a truck breakdown, the truck driver must report the issue to the Gate Staff and provide the yard location and company arriving to assist. Gate Staff Phone: 902-421-1778 Ext: 394.

When a truck driver is on scale and needs assistance with lining up for service, the truck driver must report to Security or Gate Staff to assist before entering yard.

When a truck driver is in the yard and instructions are unclear or the driver needs assistance, the truck driver must drive to Trouble Area and report to Security or Gate Staff for assistance.

If a truck driver is asked to listen to 89.5 FM for instruction, truck driver is to report to trouble area or call (Gate Staff Phone: 902-421-1778 Ext: 394) if instruction was not heard within ten minutes.

5.2 Roadways and Traffic Flow

Roadway and Traffic Flows to sections are as follows:

- Roadway between track #3 and E section is the main roadway to Break Water Fence area, Sections A, B, C, D, P, E, and W.
- Roadway between track #6 and X section followed by a U-turn before Garage areas to the front of X is the main roadway to sections X.
- Roadway between track #6 and X section followed by a right turn between X and the Garage is the main roadway to X BS, Z and Trouble Area.
- Roadway between F section and north ends of A, B, C, D, P, and E followed by left turn to break roadway between F26 and F30 is the main roadway to sections F, G, Q, M, N and RoRo areas.

Exception for traffic to E38 to E01 permits traffic flow to use P section roadway and cross over to E north. Passing instructions must be followed the same for any traffic encountered in P and E38 to E01.

Green arrows have been painted on the yard to clarify the truck routes and direction of traffic flow to truck drivers visiting our terminal. Unless otherwise directed by PSA Halifax employees, all trucks should follow the traffic flow routes without deviation.

5.3 Break Roadway

The break roadway cannot be used as a shortcut to all sections and can only be used:

May not be duplicated or disclosed to others without PSA Halifax consent.

All printed copies shall be considered uncontrolled PSA Halifax Limited Partnership.

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- As instructed in these procedures
- As directed by PSA Halifax employee
- Following exiting procedures outlined in this document.

The break roadway must be used by traffic assigned to D46S to D74S and E44S to E72S facing south to enter sections.

Traffic with loading or unloading facing north in E section rows E78N to E46N are permitted to exit left out through break roadway back to roadway between track #3 and E section.

When instructed, congestion in P section waiting to go to E38 to E01 will be cleared via break roadway back to roadway between track #3 to wait at break water fence.

When congestion at E44S stopping entry, traffic must follow break roadway to E section, P section, D section or C section and exit left (starting at row 38), facing north, loop and wait in roadway between track #3 and E Section at break stop until congestion passes or instruction given to try again.

When congestion at D46S stopping entry, traffic must follow break roadway to D section or C section and exit left (starting at row 38), facing north, loop and wait in roadway between track #3 and E Section at break stop until congestion passes or instruction given to try again.

No parking in Break Roadway is permitted at any time unless otherwise directed by PSA Halifax Staff.

Traffic travelling from South to North in any section that arrive at Stop located at break roadway must:

- Yield to traffic travelling in break roadway,
- Only cross over break roadway to other side when entry it is clear to the other side,
- No Passing Instructions (5.4) are followed,
- Exiting (5.5) instructions are followed.

5.4 No Passing Instructions

Under no circumstance when travelling to assigned row can a truck driver:

- Pass another vehicle travelling in same direction.
- Pass another terminal vehicle parked in roadway of a container row.
- Pass another truck driver lined up for service in same assigned section or roadway.
- Travel down unassigned roadway passing and cross over to assigned row.
- Pass in assigned roadway unless instructed by PSA Halifax employee.
- Pass when Rubber Tired Gantry is moving towards them.
- Drive under a container lift.

When another truck driver is encountered lined up to row waiting, the truck driver must stay back from truck driver already waiting for service leaving enough room for this truck driver to be serviced and exit.

Exception is allowed for Unloading Only that a truck can position in the A Tier of container row provided that the No Passing Instructions are followed to enter and to exit.

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5.5 Exiting

Once a truck driver is completed service with container loading or unloading, a truck driver is permitted to exit the roadway using the following means and directive:

- Proceed only when safe
- Exit the same roadway when path ahead is clear of obstructions
- Cross over gantry crane lines to another roadway and follow roadway when path ahead is clear of obstructions
- Never drive under a container lift.

Traffic assigned to D46S to D74S and E44S to E72S facing south must exit to break water fence and return to roadway between track #3 and E section unless assigned with another instruction to sections A, B, C, D, P and E.

5.6 Lining Up for Service

Recognition of container row terminology is important for a truck driver to recognize that they are properly lined up for service. Images and brief descriptions must be included in materials given to truck drivers in orientation and information.

In all cases for unloading once destination is found, the truck driver's truck and chassis/equipment:

- Must remain in roadway bordered by yellow Container Roadway Line and closest white or yellow Gantry Crane Line.
- Must also be closest to and parallel to the Container Roadway Line.
- Must be lined up in proximity to the Container Row Lines for the row that container is to be lifted to.
- Must line up the front of container to the Container Row Line at the assigned row at best or less then 9 feet (If more than 9 feet the truck driver must loop to correct).
- Must not drive under container lift.

In all cases for loading, once destination is found, the truck driver's truck and chassis/equipment:

- Must remain in roadway bordered by yellow Container Roadway Line and closest white or yellow Gantry Crane Line.
- Must also be closest to and parallel to the Container Roadway Line.
- Must be lined up in proximity to the Container Row Lines for the row that container is to be lifted from.
- Where a Top Lift Forklift or Reach Stacker is to be used to lift container:
 - Must not block pick up row and remain behind (higher number when facing north, lower number when facing south) to the row assigned and,
 - Must drive forward to receive container once lift is completed and clear path to assigned row is cleared by Equipment Operator.
- Must not drive under container lift.
- Must purposely line up chassis/equipment just ahead of Container Row Line at assigned row. (This is insuring the truck driver's truck is ahead of container lift. Less then 9 feet is ok but if more than the truck driver must loop to correct.)

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Where a Top Lift Forklift or Reach Stacker will to be used for Loading and cases for unloading as described above was followed, an instruction from PSA Halifax staff will be given to truck driver on what to do to line up for service.

Exception is allowed for Unloading Only so a truck can be positioned in the A Tier of a container row, provided that the No Passing Instructions are followed to enter and to exit.

Small adjustments are expected from drivers, however if the row number is passed by or if truck driver is lined up incorrectly the truck driver must leave section and complete a loop to correct these errors.

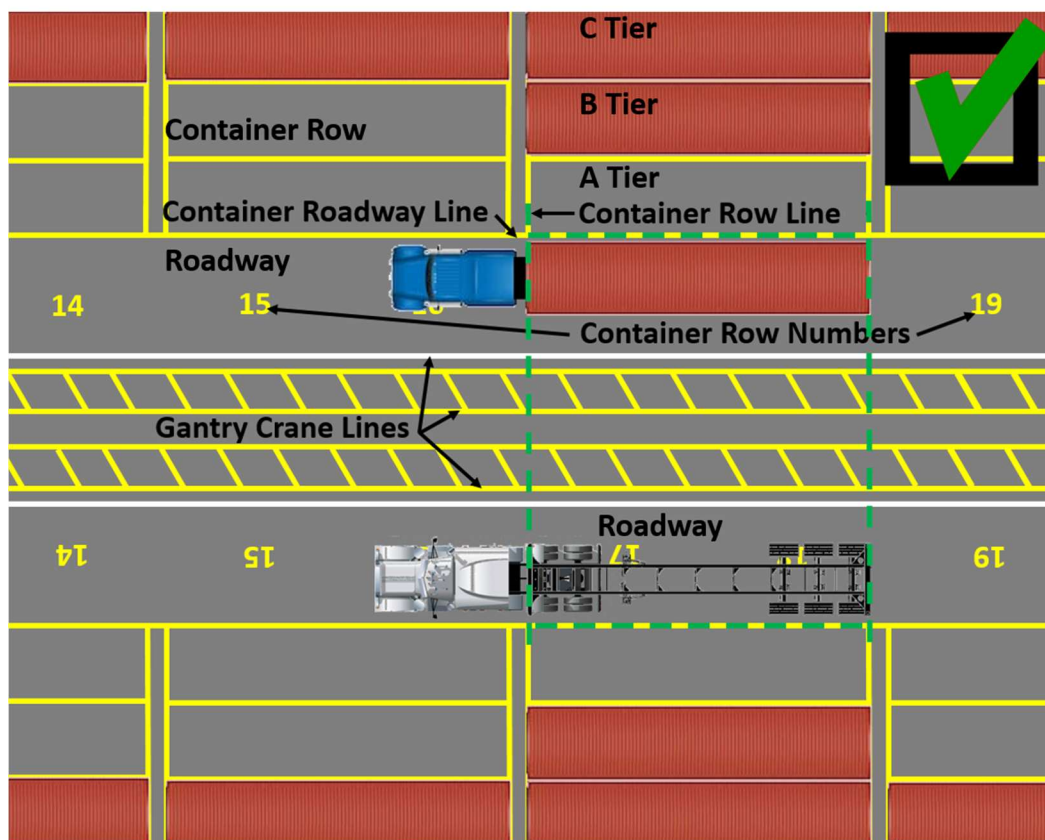


Figure 9: Correctly lined up to assigned row with labels of key components

5.7 Common Errors and Corrective Actions

5.7.1 In a Container Row or Past Container Roadway Line waiting for Loading service.

Corrective Action: Exit to assigned roadway and complete loop to correct error.

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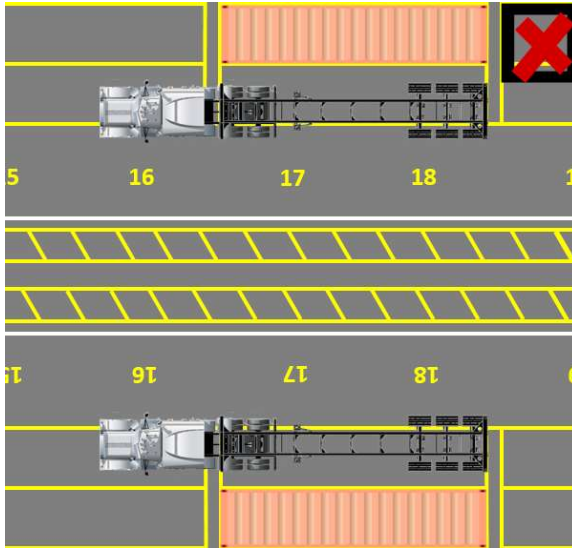


Figure 10: In a Container Row or Past Container Roadway Line waiting for Loading service

5.7.2 Error: Crooked in Roadway

Corrective Action: Exit roadway and complete loop to correct error.

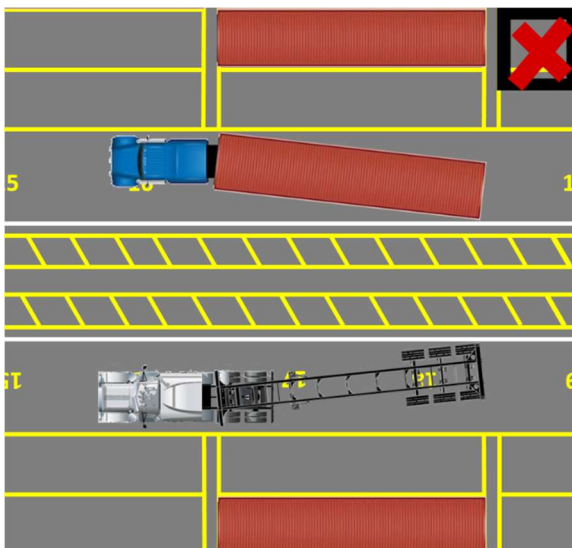


Figure 11: Crooked in Roadway

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5.7.3 Error: On Gantry Crane Lines

Corrective Action: Exit roadway and complete loop to correct error.

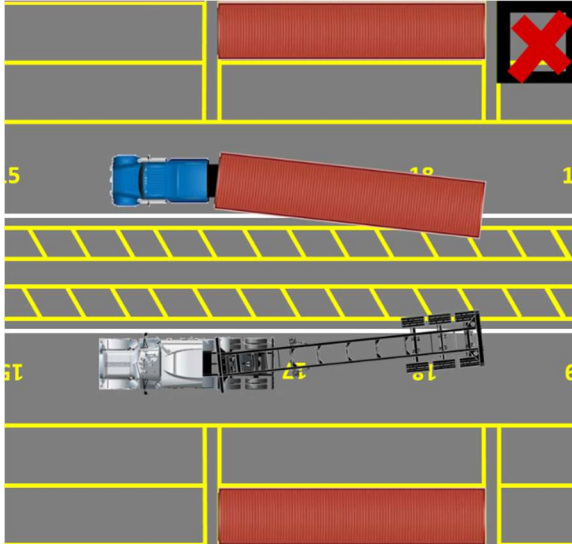


Figure 12: On Gantry Crane Lines

Error: Lined Up Too Close to Gantry Crane Lines

Corrective Action: Exit roadway and complete loop to correct error.

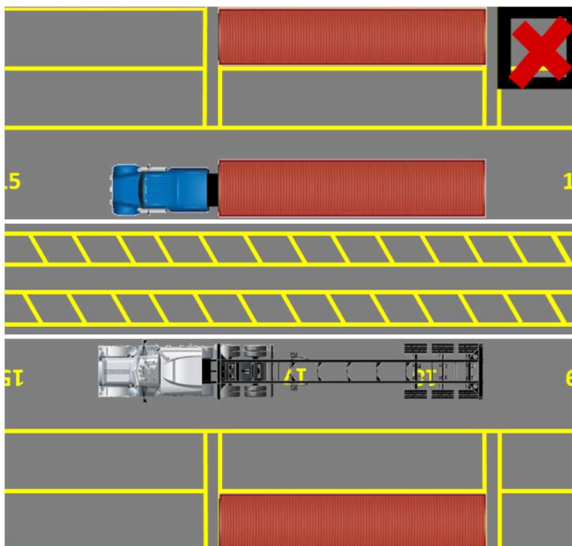


Figure 13: Lined Up Too Close to Gantry Crane Lines

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5.7.4 Error: Slightly Too Far Ahead of Row

Corrective Action: (If less then 3 meters or 9 feet) Back up slowly taking caution until lined up correctly other wise exit roadway and complete loop to correct error.

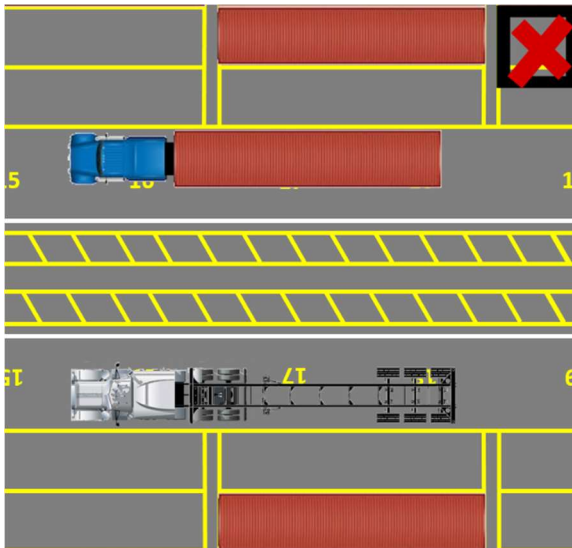


Figure 14: 5.7.4 Error: Slightly Too Far Ahead of Row

5.7.5 Error: Slightly Too Far Back of Row

Corrective Action: Drive forward slowly until lined up correctly.

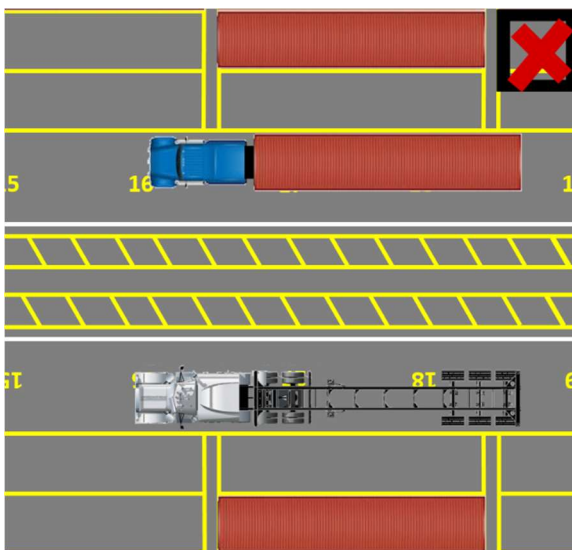


Figure 15: Error: Slightly Too Far Back of Row

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6.0 Driver Safe Zones and Work Zones

6.1 General

Truck driver is to remain in the truck:

- Once at assigned roadway or row number
- During loading and unloading of containers,
- Unless otherwise asked by PSA Halifax employee
- Or as listed in these procedures.

Driver Safe Zone only exist if the following criteria is met;

- For loading only
- Container is lifted through lift and setting on truck driver's chassis/equipment
- Spreader is still attached to container
- No further movement of container is observed.

Work Zones always include the areas inside the container row past the Container Roadway Line away from roadway. Truck, truck driver and chassis/equipment shall not be in this work area at any time.

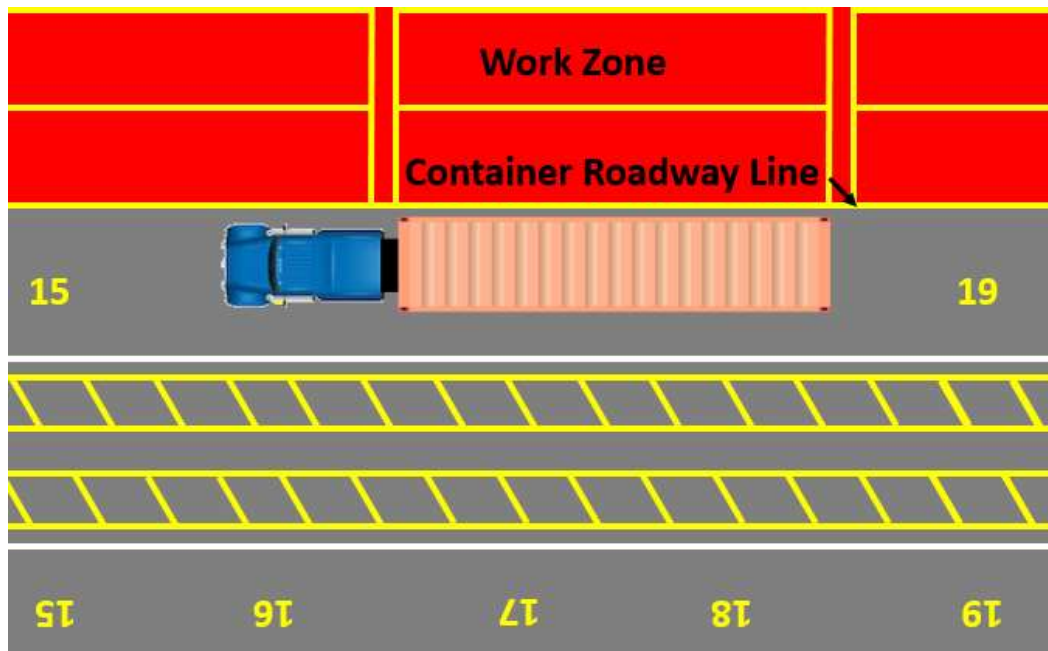


Figure 16: Work Zone Container Row

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6.3 Driver Safe Zone 2

When a Rubber Tired Gantry is used and truck driver following signalling process.

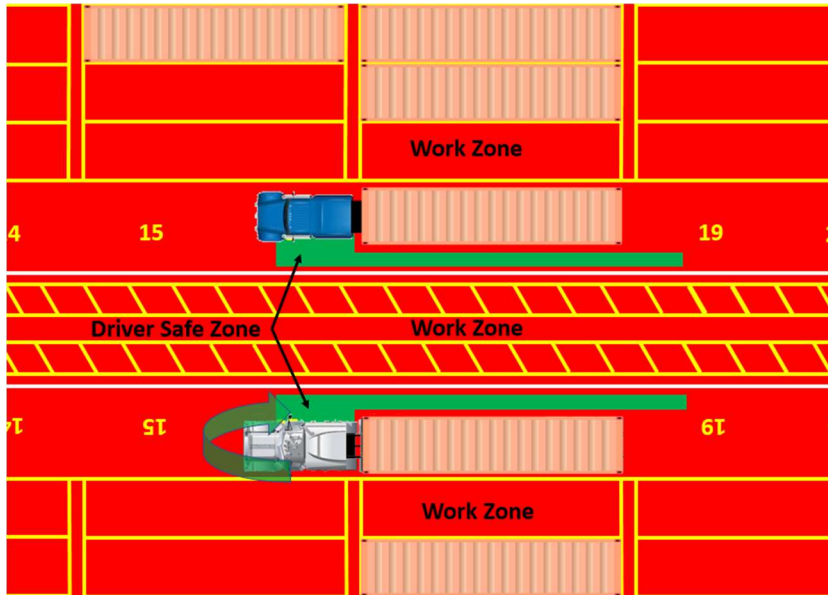


Figure 19: Safe Zone 2

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7.0 Signalling

7.1 Equipment Operator Signalling Requirements to Truck Driver When Loading and Unloading a Container for Truck

During loading, the truck driver must never drive away with the container down on the truck driver's chassis/equipment and spreader attached.

The truck driver must observe full clearance of the detached spreader from the container before driving away.

During unloading, the truck driver must never drive away with the container down on the truck driver's chassis/equipment and spreader attached.

The truck driver must observe full clearance of the container from the truck driver's chassis/equipment before driving away.

The Equipment Operator may signal to the truck driver in the cases that a truck is not lined up correctly using the following means:

- When loading a container to truck - by holding container lift above truck driver's chassis/equipment in position needed for the truck to adjust to bottom of container before lift is placed on truck driver's chassis/equipment.
- When unloading a container from truck - by holding spreader above container on truck driver's chassis/equipment in position needed for the truck to adjust container to the bottom of spreader before attempt is made to attach spreader to container.
- Horn once to indicate to stop.
- Horn twice to indicate back up slowly and again once to stop.
- Instruct gate staff to make announcement on 89.5 FM advising a specific truck driver what to do.
- Instruct PSA Halifax employee to approach truck driver to advise them what to do.

7.2 Truck Driver Signalling Requirements to Equipment Operator

The truck driver must signal to the Equipment Operator when a Rubber Tired Gantry is used for loading. This is to indicate to the Equipment Operator that container is down correctly on truck driver's chassis/equipment.

No signalling is required to Equipment Operator for unloading or loading a container when Front End Forklift and Reach Stacker is used.

All of the following criteria must be met for signalling:

- Rubber Tired Gantry is used for loading.
- Container is lifted through lift and setting on truck driver's chassis/equipment.
- No further movement of container is observed.
- Spreader is still attached to container.
- Truck Driver must be PPE compliant.
- Truck Driver must exit truck.

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- Truck Driver must remain in **Driver Safe Zone 2**
- Remain in eye view of Equipment Operator.
- Driver must signal to Equipment Operator to indicate if container is down correctly on truck driver's chassis/equipment. No specific gesture is assigned but common that thumbs up is used.
- Under no circumstance is a truck driver to signal any other instructions to Equipment Operator.

If the container is discovered not down during signalling process, the following restrictions must be met:

- No signal is given to Equipment Operator.
- Truck Driver must revert and remain in **Driver Safe Zone 1**
- Truck Driver remain in eye view of Equipment Operator or return to safety of truck.
- Wait for container adjustment to complete.
- Follow instructions given by PSA Halifax staff or,
- Repeat signalling requirements if needed.

If truck driver asked to exit their truck when Front End Forklift or Reach Stacker is used the following restrictions must be met;

- Truck Driver must remain in **Driver Safe Zone 1** or
- Follow instructions given by PSA Halifax staff.