

Gate Hours: 7:00am – 5:00pm (4:30pm entry cut-off)

Terminal Safety (continued next page)

- If you and or passenger do not have a HPA Trucker Pass you must use lane 4 to enter Processing Area. Report to security for a visitor pass with your government issued ID.
- In the event of a breakdown, provide location and notify Gate Staff at 902-421-1778 ext. 394
- Turn your radio to 89.5 FM to receive communications and stay tuned during full visit to terminal.
- Maximum speed limits are 15 km/hr through the Marshalling Yard and Processing Areas and 30 km/hr in the terminal. Reduce speed in busy areas and when visibility is limited.
- All drivers and their passengers are required to wear a class 2 high-visibility vest, steel toe footwear and Hard Hats as mandatory PPE when outside the vehicle.
- Twist-lock, locking/unlocking mechanisms on your chassis/equipment must be functional. PSA Halifax cannot accept or deliver a container with issues locking/unlocking load restraints and must be resolved before lining up for service. You must inform Gate Staff of any issues with locking/unlocking load restraints before lining up for service.
- There is to be No Engine Idling at posted Stops at the Gate-in and Gate-out, Gate-In Scale at Lift-gate and Gate-Out at Lift-gate.
- Your beacon or four-way flashing lights must remain on from entry until exit.
- Usage of cell phones and other devices is strictly prohibited while driving or parked in roadways.
- Your access is restricted to assigned areas and sections only.
- When on scale and need assistance with lining up for service you must report to Security or Gate Staff to assist before entering yard.
- When in yard and instruction is unclear or if you require assistance, drive to Trouble Area and report to Security or Gate Staff to assist.
- Do not wait more than 10 minutes for row announcement on 89.5 FM or else report to Gate Staff.
- All vehicles shall always yield to pedestrians.
- Once on terminal, you must remain in your vehicle unless directed by PSA Halifax staff, following signaling procedures, with reefer technician, or in a designated area for working load restraints and checking empties.
- Follow truck routes and do not take shortcuts. Green arrows have been painted on the yard to clarify the truck routes and direction of traffic flow to truck drivers visiting PSA Halifax. Unless otherwise directed by PSA Halifax employees, follow the traffic flow routes without deviation.
- Do not pass in sections unless instructed by PSA Halifax staff. You are permitted to pass after being serviced in container row to exit section proceeding until it is safe, and roadways are clear.
- If instructed to pass by PSA Halifax Staff, do not pass if a Rubber Tired Gantry (RTG) crane is moving towards your position. Do not drive under moving RTG or under a container lift. RTG's have an Audible Signal when they move. Look and listen and stay off the painted yellow RTG lines bordering each container row and return to roadways.
- 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.
- Backing up is strictly prohibited! Small adjustments are expected when lining up for service however drive forward to resolve all issues unless directed otherwise by PSA Halifax staff.
- When required to exit the truck to signal container down or asked to exit by PSA Halifax Staff, you must follow Loading Procedures or instructions given then return to your truck.
- You are to remain in Driver Safe Zones when following the Signaling Procedures unless otherwise directed by PSA Halifax staff.
- Avoid driving in the Avoid area in front of the Garage in all cases unless instructed by PSA Halifax Staff to drive in front of Garage. When instructed to drive in front of Garage the speed must be reduced to 15 km/hr.

Terminal Safety Continued

- No U-Turns in front of the Garage.
- U-Turn to assigned section X front side must be completed before Avoid area in front of Garage.
- Do not drive or park on any hatched area except in designated roadways to cross over.
- Stay close to Container Roadway Line when lined up for service.
- No parking in or shortcuts through break roadway. The break roadway must only be used by traffic with assigned instruction to face south in sections D46S to D74S and E44S to E72S.
- Truck traffic is prohibited to enter on the brow of Berth C.
- STOP and YIELD to traffic in break roadway when crossing breaks. Stop completely.
- Obey all stops painted on roadway and traffic markings throughout the terminal. Stop completely.

Security

- If you and or passenger do not have a HPA Trucker Pass you must use lane 4 to enter Processing Area. Report to security for a temporary visitor pass. You must have a government issued ID to obtain a visitor pass. The visitor pass is issued for single visit to the terminal and must be returned at exit back to security. After first visit to the terminal without a proper issued pass, truck driver will have to pay a fee to obtain a visitor pass.
- Your vehicle is subject to random search. Refusal will result in denied access to the terminal.
- Always wear your Pass and keep it above waist level.
- Your access is restricted to assigned areas and sections only.

Trains

- The Gate Staff will advise on channel 89.5 FM of all incoming trains.
- The security guard escorts all trains entering terminal via vehicle with flashing lights and will siren if needed.
- All vehicles must yield to both train and escort Vehicle.
- Do not ever cut between the train and the escort vehicle.
- When you see the escort vehicle, 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 from 89.5 FM.

**Escort Vehicle****Code of Conduct**

- Personnel shall treat others in a respectful, ethical, and professional manner.
- PSA Halifax will not tolerate any form of physical and/or psychological violence in our working environment.
- PSA Halifax will not tolerate any verbal, written, and/or physical behaviors that constitute harassment.

Non-Compliance of Traffic Rules and Incident Report

- Violation of terminal rules may result in disciplinary action.

Print and Sign:	
Date:	

Additional Information

Oceanex Trailer Traffic via Main Gates

In-Gate:

- All truckers are to remain at the first posted stop before arriving to the scale.
- All truckers must shut their truck down at this first stop.
- All truckers must remain in their truck.
- Checkers will complete a written Trailer Interchange Receipt (TIR).
- All Truckers will be given a copy of TIR.
- All truckers must exit their truck and hand in their paperwork at Oceanex drop box.
- Only once above is completed should a trucker proceed to scale area.

Out-Gate:

- All truckers are to remain at the first posted stop before arriving to the gate arm.
- All truckers must shut their truck down at this first stop.
- All truckers must remain in their truck.
- Checkers will complete a written TIR.
- All Truckers will be given a copy of TIR.
- Only once above is completed should a trucker proceed to the gate arm area.

Oceanex Trailer Traffic via Side Gates

Procedures available on request from Security.

Empty Container Checks

- All truckers must report any sealed empties to Gate Staff. Do not break seal unless verified empty status and instruction to break was given. Call 902-421-1778 ext. 394 or report to Trouble Area 2nd floor Gate Operations for your instructions.
- All truckers must check empties for acceptance quality.
- All truckers must report all rejected empties to Gate Staff. Call 902-421-1778 ext. 394 or report to Trouble Area 2nd floor Gate Operations for your instructions.

Marshalling Yard and Gatehouse Details – Handout to Marshaling Yard Sign

Available on request from Security