

Revision 2

Safety Guidelines



Port Freeport
Operational Safety
1100 Cherry Street
Freeport, Texas 77515

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1. PURPOSE

Port Freeport's objective is to provide a safe environment for people, while facilitating the productive flow of commerce into, within, and out of the Port Freeport Community.

The purpose for these guidelines is to provide operational safety guidance to those persons seeking access to Port Freeport (Port). These guidelines are subject to change due to federal/state regulatory changes, Port Freeport tariff and safety procedural requirements.

2. AUTHORIZATION

The requirements of this guideline are authorized under:

- Port Freeport Tariff Item 345 - Safety

At no time shall these guidelines take precedent over local/state/federal regulations or the Port Freeport Tariff.

3. COMPLIANCE

The Port may implement and enforce safety measures, procedures, policies and tariff requirements, and furnish and maintain such services and devices for the safety of individuals on or about the channels, waterways, docks, slips and other facilities and improvements owned, operated, managed, or controlled by the Port as the Port deems reasonably necessary.

Port Freeport Users (Users) and its agents, employees, contractors and invitees shall comply with all Port Freeport safety measures in effect or as levied from time to time by the Port. Should any of these parties cause the Port to be levied a fine due to an act or omission, physically or verbally, of agents, employees, contractors or invitees, the User shall be responsible for such fines and related administrative fees.

4. PORT SAFETY

4.1. General Safety Requirements

Tenants shall comply with all safety standards and accident prevention regulations promulgated by federal, state or local authorities having jurisdiction and shall at all times conduct all operations in a manner to avoid the risk of bodily harm to any persons and the risk of damage to any property, equipment or material. Tenants shall continuously inspect all work, materials and equipment to discover and determine any conditions, which might involve such risks and shall be solely responsible for discovery, determination and correction of any such conditions and shall continue to be responsible until all work is completed.

Tenants are responsible for actions of omission or commission by its representatives, personnel, agents, contractors and vendors and their respective employees and shall be liable and shall promptly remedy damage or loss to property as a result of such acts. Tenants shall be fully responsible for the safety and health protection of its representatives, employees, agents, contractors, vendors and their respective employees and visitors it brings on site.

Tenants shall conduct a site safety orientation for new hires and a regular periodic training meeting for employees or personnel working on or using Port Freeport's facilities. Port Freeport has the right to monitor such meetings. Further, Tenants shall provide suitable training about, but not be limited to, safe work practices, safety policies and rules, personal protective equipment requirements and hazardous materials. Contractors and vendors shall provide specialized training to personnel engaged in risky and non-routine tasks.

Tenants shall upon request provide Port Freeport with a copy of its Safety Policy and Safety Procedures Manual and shall designate an individual onsite that is responsible for the administration of its safety program and shall provide Port Freeport with the individual's identity and contact information.

All serious accidents on Port Freeport's facilities are to be reported to Port Freeport Protective Services immediately upon occurrence at 979-373-5911. If police, fire, and/or EMS is required, contact 911 prior to contacting Port Freeport Protective Services. Port Freeport shall be provided with a written accident investigation report about all serious accidents within ten (10) days of the day of the accident. The report shall include, but not limited to, accident details, root cause, and mitigation measures.

A serious accident shall be defined as an incident that involves a fatality, lost time injury, hospitalization, police/fire/EMS support, vehicle accident, equipment or property damage greater than \$100, or local/state/federal environmental reporting.

Tenants are obligated to bind its Contractors, representatives, vendors, suppliers, agents and their respective employees to the safety provisions established by the Port.

Tenants' employees, agents, contractors and visitors are required to wear appropriate personal protective equipment per safety rules and regulations.

4.2. Personal Protective Equipment

4.2.1. Safety Vest

ANSI Class 2 or higher safety vest/apparel shall be worn at all times under the following circumstances:

- Outside a vehicle or facility within the restricted and secure areas; or
- Around moving equipment or vehicles; or
- Construction sites

Exemptions must be arranged through Harbor Safety.

Since law enforcement is susceptible to being a target, they are exempt from this requirement.

4.2.2. Head Protection

Head protection shall be worn when there is an overhead hazard, such as, but not limited to:

- Crane Operations
- Top Pick Operations
- Construction Sites

- Working under an above head operations (i.e. man lift, scaffolding, etc)

At minimum, head protection shall be in compliance with the American National Standards Institute (ANSI) Z89.1 American National Standard for Industrial Head Protection.

Port users shall be in compliance with OSHA requirements referenced under 29CFR 1910.135 and 29CFR 1910.6.

4.2.3. Foot Protection

Open toe footwear is allowed from private vehicles to offices inside the Port Freeport property. This type footwear is not acceptable outside of offices. Proper footwear must be worn for the work being performed. At a minimum, they should be leather uppers with some type of grip sole and at least a ¼” heel. Flat soles are not acceptable unless a specific work activity requires such.

4.3. Damage to Port Property

Tenants of the facilities of Port Freeport shall be held responsible for all damage to the property of Port Freeport occasioned by them, and any such damage shall be responsible for such damage billed against the user responsible for such damage at cost plus twenty percent (20%)

5. DRIVING WITHIN THE PORT

5.1. General Driving Requirements

Persons driving within the Port must possess a valid driver’s license.

Persons driving into the Port must show valid proof of insurance for the vehicle they are driving. Persons failing to show proof of insurance shall not be allowed to drive the vehicle into the Port. The individual and occupants of the vehicle can still enter the Port via other conveyances if they meet the access criteria for entry.

Per federal regulations, every vehicle entering or exiting the Port property is subject to search. Failing to allow a search forfeits entry or re-entry of both the vehicle and the driver.

The Port is a dynamic, high traffic area. Drivers must be aware of their surroundings at all times. Distracted driving is a major cause of accidents. For this reason, drivers shall use hand-free phones communication while driving. Additionally, texting shall driving is not allowed. If a driver wants to use a hand-held cell phone or text, the driver must pull over in a safe location and place the vehicle in park before using the device.

Drivers are expected to be aware of and comply with speed limit and other traffic safety signs. At no time, shall anyone move or alter traffic signage. This type of action could result in the suspension of an individual’s port access rights for a time determined by Port management. Additionally, traffic speeds are enforced on Port property utilizing radar and camera analytics.

5.2. Small Motorized Vehicles

Non-registered small motorized vehicles (SMV), such as golf carts, ATV’s, and UTV’s, may be utilized inside the Port. The operator of the SMV shall have a valid drivers license.

SMV operators are required to follow all traffic requirements within the Port, such as but not limited to speed limits, traffic lanes, stop signs, etc.

SMV's must be fully operational and cannot be leaking any fluids. If the SMV leaks any fluid other than water, the operator shall contact Security (979-373-5900) with the amount of fluid and location. The operator shall be responsible for properly cleaning up the fluid and dispose of the material per state and federal regulations.

SMV's shall have the following safety features:

- Headlights
- Brake lights
- Parking brake
- Red or orange safety flag which is at least 8" x 12" in size and at least 7 feet above ground level
- Reflectors or marker lights on the sides and rear of the vehicle

SMV's shall operate with their headlights and taillights on.

6. REPORTING EMERGENCIES

To report an emergency, please do the following:

- Dial 911 for ambulance or fire departments; then
- Call Port Security at 979-373-5900 so security can facilitate emergency vehicle access into the Port, and
- Notify the tenant safety representative if known.

7. QUESTIONS

If you have questions concerning this document, please contact Port Freeport Operational Safety at the Port Freeport Operation Building:

- Phone 979-233-2667 ext. 5913
- quilty@portfreeport.com