



## IS 01 - SAFETY INFORMATION FOR EXTERNAL VISITORS



Behavioural and safety rules  
in Riva Traiana's Terminal  
Punto Franco Nuovo, Trieste

# SAFETY FIRST

## SAFETY IS EVERYONE'S RESPONSIBILITY

### ACCESS INSTRUCTIONS

**HEADOFFICE:** people can enter the offices and the drivers' ticket offices from the parking place (no operational area)

**OPERATIONAL AREAS:** access from Gate 1 and 3. Identification with ID required.



**For people NOT ALLOWED** to enter the Terminal with their own vehicle: when you reach the Gate please contact SST, a staff member will drive you in.

**For people ALLOWED** to enter the Terminal with their own vehicle: please follow the present rules + the rules agreed during the safety coordination.

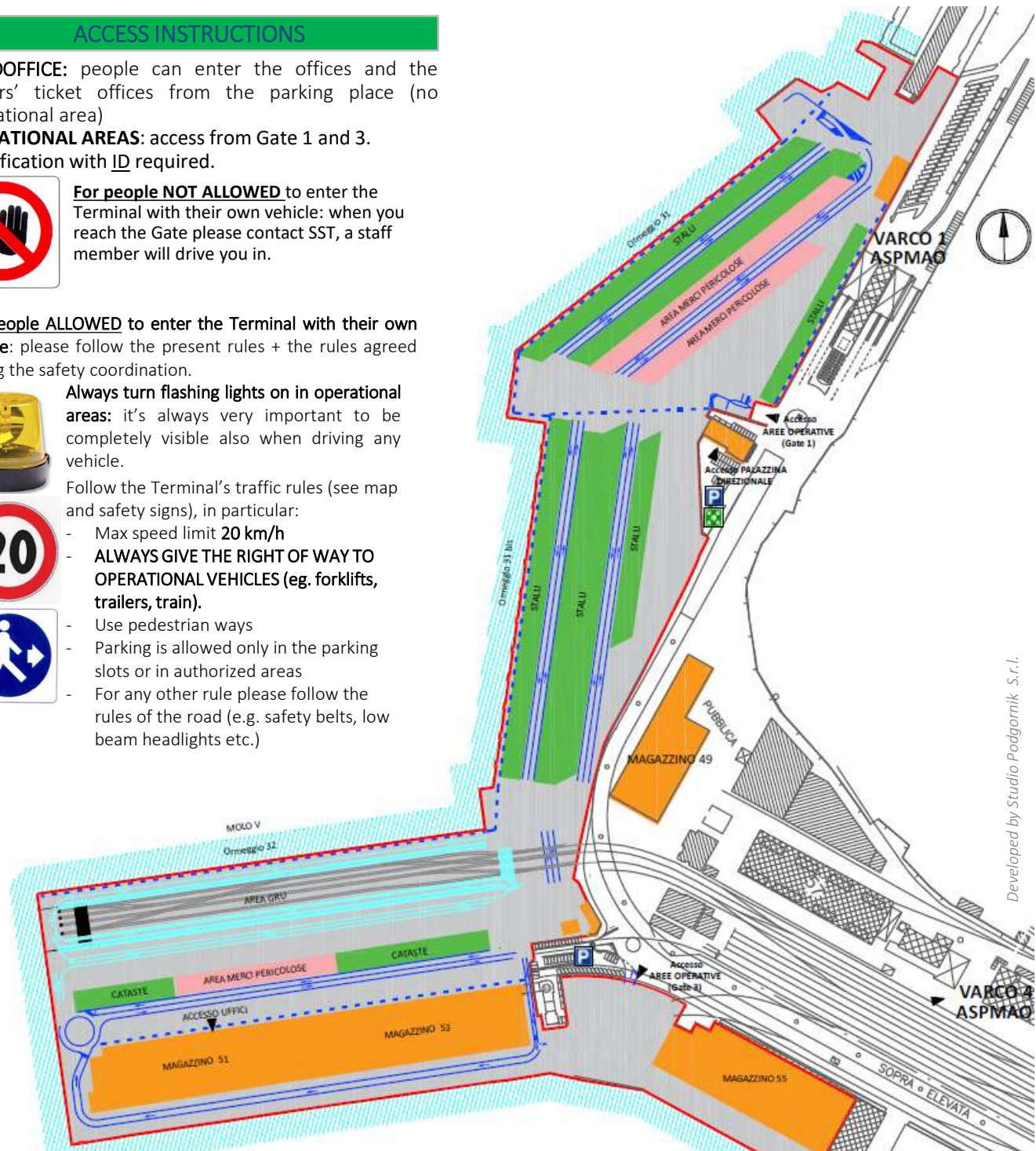


**Always turn flashing lights on in operational areas:** it's always very important to be completely visible also when driving any vehicle.



Follow the Terminal's traffic rules (see map and safety signs), in particular:

- Max speed limit **20 km/h**
- **ALWAYS GIVE THE RIGHT OF WAY TO OPERATIONAL VEHICLES (eg. forklifts, trailers, train).**
- Use pedestrian ways
- Parking is allowed only in the parking slots or in authorized areas
- For any other rule please follow the rules of the road (e.g. safety belts, low beam headlights etc.)



## GENERAL RULES



It's strictly forbidden to enter any restricted area and to pass through or to park near operational working vehicles.



**IT'S STRICTLY FORBIDDEN TO USE A MOBILE PHONE WHILE DRIVING ANY VEHICLE.** Please note that anybody's attention is limited when using a mobile phone (phonecalls, messages, emails); **pedestrians are allowed to use mobile phones only in safe areas.**



It's strictly forbidden to drink alcohol, to take psychoactive drugs or any other drug whether during working hours or during breaks but also before working shifts. **THESE SUBSTANCES CAN MODIFY ANYBODY'S PSYCHOPHYSICAL CONDITIONS INCREASING THE RISK OF ANY ACCIDENT AND INJURY.**

It's **STRICTLY FORBIDDEN TO SMOKE, TO TURN FIRES ON AND TO PROVOKE ANY FIRE:**

- In any operational area inside the Terminal (warehouses, in dangerous or flammable goods area, near fuel pumps and around the above mentioned areas within the range of 10m)
- On board
- Inside any vehicle
- Inside any building



It's strictly forbidden to take pictures without express permission.



It's strictly forbidden to throw any waste outside the special areas or outside the bins.

## GENERAL RISKS AND PPE



COLLISION/ACCIDENT



SUSPENDED CARGO



FIRE



TRIP, SLIP



ELECTRIC RISK



RISK OF FALLING INTO WATER



**HIGH VISIBILITY (at least Class 2): ALWAYS IN OPERATIONAL AREAS.**

Dirty or overused high visibility cloths should be washed or replaced because **if they are not visible enough they are not suitable for anybody's protection.**



**SAFETY SHOES (at least S2): ALWAYS IN OPERATIONAL AREAS.**

Consumed shoes must be replaced.



**HARD HAT: ON BOARD AND DURING LIFTING OPERATIONS**

Hard hats must be intact and unexpired.

Broken, consumed or expired equipments must be replaced.

*FINES IN CASE OF LACK OF RESPECT FOR THE RULES:*

- 1) Admonition
- 2) Prohibition to enter the Terminal (temporary or permanently)

## EMERGENCY INSTRUCTIONS

In case of an **emergency situation** (fire, smoke, smell of burning, explosions, malaise etc) **call immediately your SST's contact person.** If you can't get in touch with your SST's contact person, please contact (following this order):

- Any SST's staff member nearby
- GATE 1 (h24): +39 040 9828490
- ASPMAO's operations room: 800 43 53 11



In case of malaise assist the injured person until help arrives.

**WHAT TO SAY:** who you are, where you call from (e.g. Ro-Ro area, train area, warehouses, offices, etc.) and what happened. Try to stay calm when answering their questions and give your phone number.

### IN CASE OF FIRE

Close any door around the fire. If there's no smoke/fire coming from outside, open a window and try to attract anybody's attention. If there's smoke/fire coming from outside close the windows. Lay down on the floor while waiting for help to come and protect your nose and mouth with a wet handkerchief.

### IN CASE OF HEARTHQUAKE

Go in a safe place. Inside a building: e.g. under a door's jamb or under a solid table, away from windows or objects that could fall. Do not stand on balconies and do not use the lift. In external areas keep away from: buildings, walls, electric conductors. Open the doors to avoid shutters to be blocked from hearthquake shakes. When the first shakes are over, tidily exit the building.

### IN CASE OF FLOOD

Go to the highest floor without using the lift and keep away from electric devices. Do not exit the building if the surrounding area is completely full of water and wait for help to come or until the emergency subsides.

### IN CASE OF STRONG WIND

Inside a building keep away from windows. In external areas keep away from electric conductors, floodlights etc and pay attention to objects that could fall.

### EVACUATION PROCEDURE



Keep calm and do not take any personal initiative. Take only strictly necessary objects and exit tidily using the exit ways until the meeting point and follow the evacuation coordinators' instructions. Do not go back for any reason.