



Occupational Risk Prevention Manual for Cruise Operations at Port Of San Sebastián Of La Gomera

PRESENTATION 2024



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Objective of the Manual:

To establish safety measures regarding actions and signage in cruise operations carried out at the Port of San Sebastián of La Gomera



OBLIGATION OF ALL COMPANIES AUTHORIZED BY THE PORT AUTHORITY TO CARRY OUT TASKS RELATED TO PORT AND COMMERCIAL SERVICES



Ensure the Business Activity Coordination with the Port Authority of Santa Cruz de Tenerife is completed



Once the authorization is granted, these companies will be registered in the coordination platform by the PRL Section of the APTF. If the company is aware that it is not registered, it must notify the PRL Section.



Make all documentation available on the CAE platform according to the configuration established by company type



It is an obligation for all involved companies to facilitate and carry out coordination with the Port Authority and the Port Agent



Establishment of Business Activity Coordination by the Port Agent with all involved companies requesting service

Coordination of Activities:

- The Port Agent must carry out the Coordination of Business Activities (CAE) with all companies involved in providing services to the cruise ship, in accordance with Royal Decree 171/2004 of January 30 on the coordination of business activities, as well as Royal Legislative Decree 2/2011 of September 5, which regulates the Law on State Ports and the Merchant Navy.
- Based on the guidelines established by the Port Authority in the manual, the Port Agent will determine the location of the various operations at the cruise dock and inform the Port Authority of Santa Cruz de Tenerife (APSCT) about this planning.

Established Guidelines:

- Occupational Risk Prevention Manual

All service operators must adhere to the Occupational Risk Prevention (ORP) Manual provided by the Port Authority and available on our website. If any improvements or safe alternatives are considered, please communicate them for evaluation.



Measures established regarding Occupational Risk Prevention

1

Cruise Ship Departure

- Physical delimitation of the cruise passenger walkway area when there are nearby operations

2

Operational Area

- Sign 'No entry for unauthorized personnel,' in case there is any operation in the cruise transit area to the Maritime Terminal. Languages: Spanish, English, and any requested languages.

3

Cruise Passenger Walkway

- Place signage 'Do not leave the walkway due to risk of runover,' with fixed or temporary signs, in Spanish, English, and any requested languages.



Risks and Preventive Measures in the Operational Area

GENERAL

- The location area of any equipment, auxiliary means, and/or temporary installation must be separated from the circulation route by at least 1 meter.
- Never leave gates and/or doors of vehicles, machinery, trucks, or containers open, especially not towards the circulation route.

RISK OF FALLING FROM HEIGHT

- Cruise operation personnel must work within the designated area without encroaching on the circulation lane.
- The seaside area must be physically delimited when there is a risk of falling into the sea.
- Personnel must wear a self-inflating vest when there is a risk of falling into the sea and the area is not physically delimited (as mentioned in the previous point).

RISK OF FALLING OBJECTS DURING HANDLING

- In case of load lifting, work from the vessel or from land using work equipment, or in any situation where there is a risk of materials falling onto the dock, the entire operational area must be physically delimited.



Risks and Preventive Measures in the Operational Area

COLLISION WITH STATIONARY OBJECTS

Operational areas (storage areas, loading and unloading zones, and all areas where machinery and work equipment are in motion).

- Before starting various operations at the ship's side, signage indicating 'No Entry for Unauthorized Personnel' must be in place. This signage must be in Spanish, English, and any other required languages. The Port Authority may provide this signage as part of an equipment package, which can be placed upon request by the consignee according to the location of the different elements at the ship's side.
- All personnel performing tasks in operations at the ship's side must wear high-visibility clothing (vests or reflective clothing).
- The Port agent must implement the necessary measures to prevent cruise passengers from accessing the operational area or encroaching on circulation zones, either by guiding them through designated passage areas or by physically delimiting the operational zone to restrict access. See attached examples.

Risks and Preventive Measures in the Operational Area

RISK OF RUN-OVER OR COLLISION WITH VEHICLES FOR CRUISE PASSENGERS OR WORKERS

Runover or collisions caused by the circulation of vehicles and machinery.

In case of vehicle or machinery movement along the route adjacent to the operations, the following measures will be implemented:

All material stored at the dock (goods, cages, containers, etc.) must be arranged in such a way that there is a minimum of 1 meter of separation from the edge of the circulation route. If this is not possible, the entire area where such separation cannot be maintained will be fenced off.

- The Port Agent will implement the necessary preventive measures to ensure that operational personnel do not invade the circulation route during operations.
- The speed limit is 20 km/h under normal conditions.
- Vehicles must always remain alert to traffic, and in areas with heavy operational movement, extreme precautions should be taken, including stopping to prevent any runover situation.
- Vehicle access should be limited during peak hours of cruise disembarkation, as well as the circulation of vehicles near the cruise disembarkation area.
- All vehicles and work equipment accessing the area, along with their drivers, must have all documentation in order, including valid MOT, driving permit, inspections according to regulations, insurance, and all equipment must be in safe condition for circulation. These measures are part of the Port Agent's coordination of business activities.
- The Port Agent must inform all drivers of these measures.
- At the crossing point from the cruise passenger area to the walkway, mandatory signage in Spanish, English, and any requested languages will be provided, along with temporary pedestrian crossing signs. If this measure is not possible, the Port Agent must implement the necessary measures to ensure passengers cross the circulation route safely, without the risk of runover.

Risks and Preventive Measures in the Operational Area

RISK OF MATERIAL FALLING DUE TO COLLAPSE OR LANDSLIDE

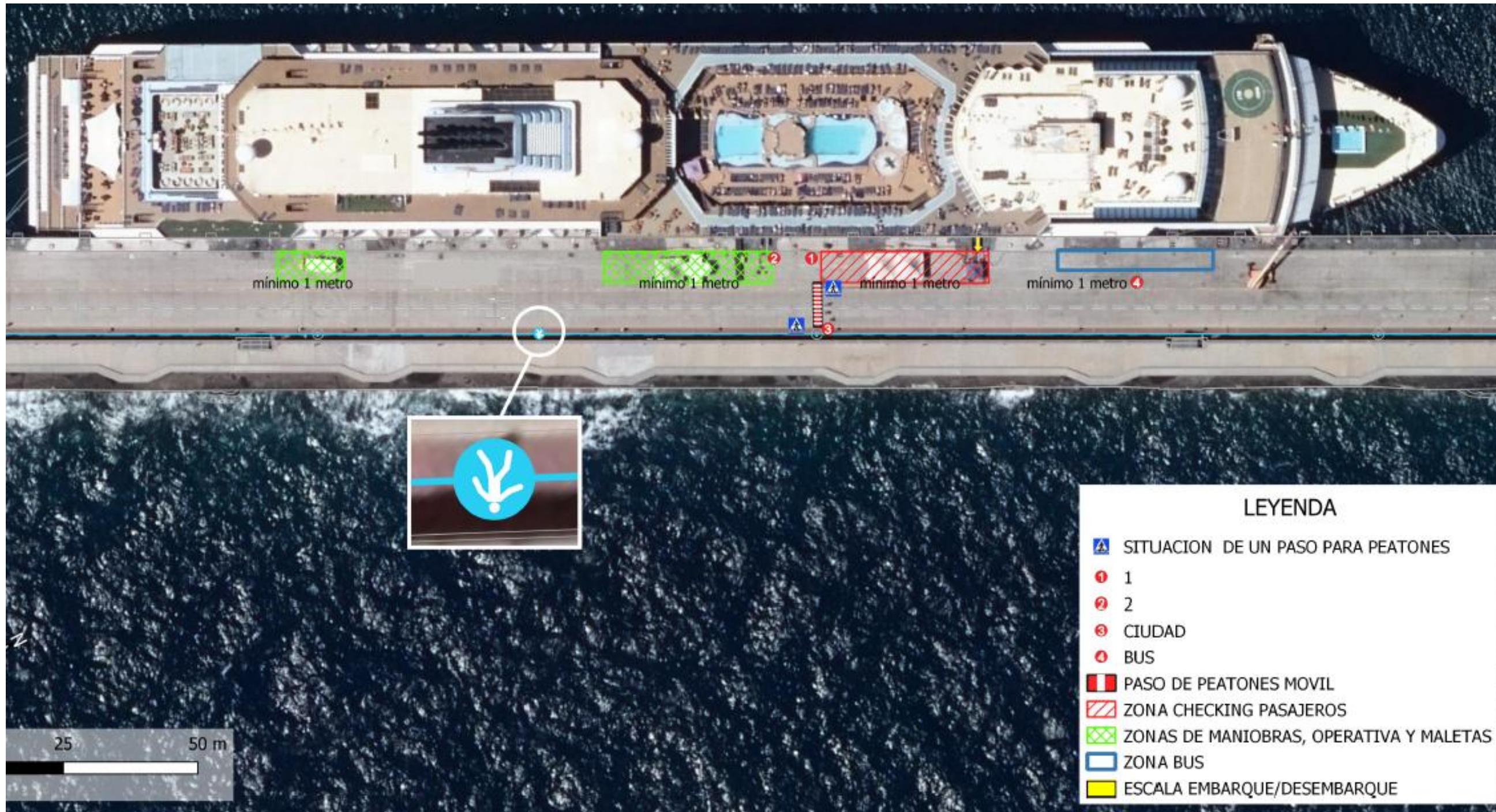
Due to provisional elements that have not been properly anchored to the cruise ship and may collapse or fall, either during cruise maintenance operations or from prefabricated structures assembled at the ship's side.

- Anchor all tent legs to the ground, as well as all their joints.
- In cases of strong winds, do not set up tents.
- If it is necessary to set up tents, use reinforcing stakes (or similar) and implement additional measures to prevent them from collapsing or being blown away.
- All tents or similar structures must be assembled under safe conditions.
- In general, all provisional structures must be properly anchored, assembled correctly, and inspected after assembly.

Specific situations that may occur at the Port of La Gomera

- When there is no vehicle circulation on the route, nor any operations at the cruise ship, it will not be necessary to delimit the passenger walkway area.
- When operations are carried out on the side opposite to the cruise passenger exit, it will not be necessary to delimit the areas if there is no interference between them.
- When there is vehicle circulation, but the pedestrian path is not adjacent to the route, or if there is some form of physical barrier, it will not be necessary to delimit the pedestrian path.
- The area will only be delimited when there is a risk of runover for the passengers, or the Port Agent will implement the necessary measures to prevent passengers from invading the route (physical delimitation, surveillance and signage, etc.).

Example of operations when there is vehicle circulation and operations near the cruise passenger exit.



Example of operations when there is no vehicle circulation.



Example of signage:

Regarding the signs 'No entry for unauthorized personnel' and 'Do not leave the walkway due to risk of runover,' examples are attached for reference.



PROHIBIDO EL PASO A
PERSONAL AJENO A LA
OPERATIVA
NO ENTRY FOR UNAUTHORIZED
PERSONNEL



SEGUIR LA SENDA PEATONAL,
¡RIESGO DE ATROPELLO EN VÍA!
USE PEDESTRIAN WALKWAY. RISK OF
BEING RUN OVER ON ROADWAY

Basic Measures for Cruise Passengers

Follow the pedestrian path, do not leave it due to the risk of being run over.

Do not enter the Port operational areas, potential undefined hazards.

Enter the bus through protected areas.

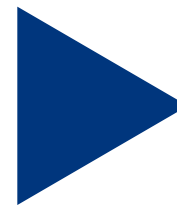


THE CIRCULATION OF BICYCLES AND PERSONAL MOBILITY VEHICLES IS PROHIBITED IN THE PORT AREA, AS SPECIFIED IN THE RESOLUTION OF SEPTEMBER 26, 2024, WHICH PUBLISHES THE PORT ORDINANCE REGULATING CIRCULATION IN THE SERVICE AREA OF THE PORTS OF THE PORT AUTHORITY OF SANTA CRUZ DE TENERIFE



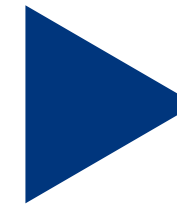
PREVENTIVE MEASURES TO BE IMPLEMENTED BY APTF

Periodic inspections to verify that the established measures and the consignee's planning are being implemented



Port Police, Commercial, Prevention Section.

Inspection of all immobile elements that may be bordering pedestrian areas to determine whether maintenance is required or if measures should be taken to improve their visibility (signs, paint markings, crossings, beacons, etc.).



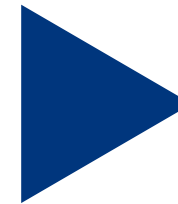
Port Police, Maintenance

If there are immobile obstacles in pedestrian areas, such as planters, commercial goods, etc., they must be removed from the walkway.



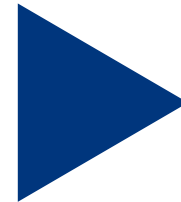
Port Police

Access control to ensure that only authorized vehicles enter the operational area.



Port Police

Management of the signage provided for cruise operations, if necessary.



Maintenance



ORP Contacts

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the Port Authority of Santa Cruz de Tenerife:

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