



Occupational Risk Prevention Manual for Cruise Operations at the Port of Santa Cruz de La Palma

P R E S E N T A T I O N 2 0 2 5



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Objective of the Manual

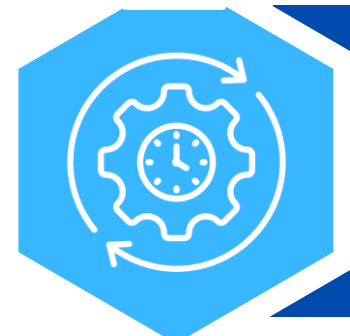
To establish safety measures regarding actions and signage in
Cruise Operations carried out at the Port of Santa Cruz de La
Palma



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



To have carried out the Coordination of Business Activities with the Port Authority of Santa Cruz de Tenerife



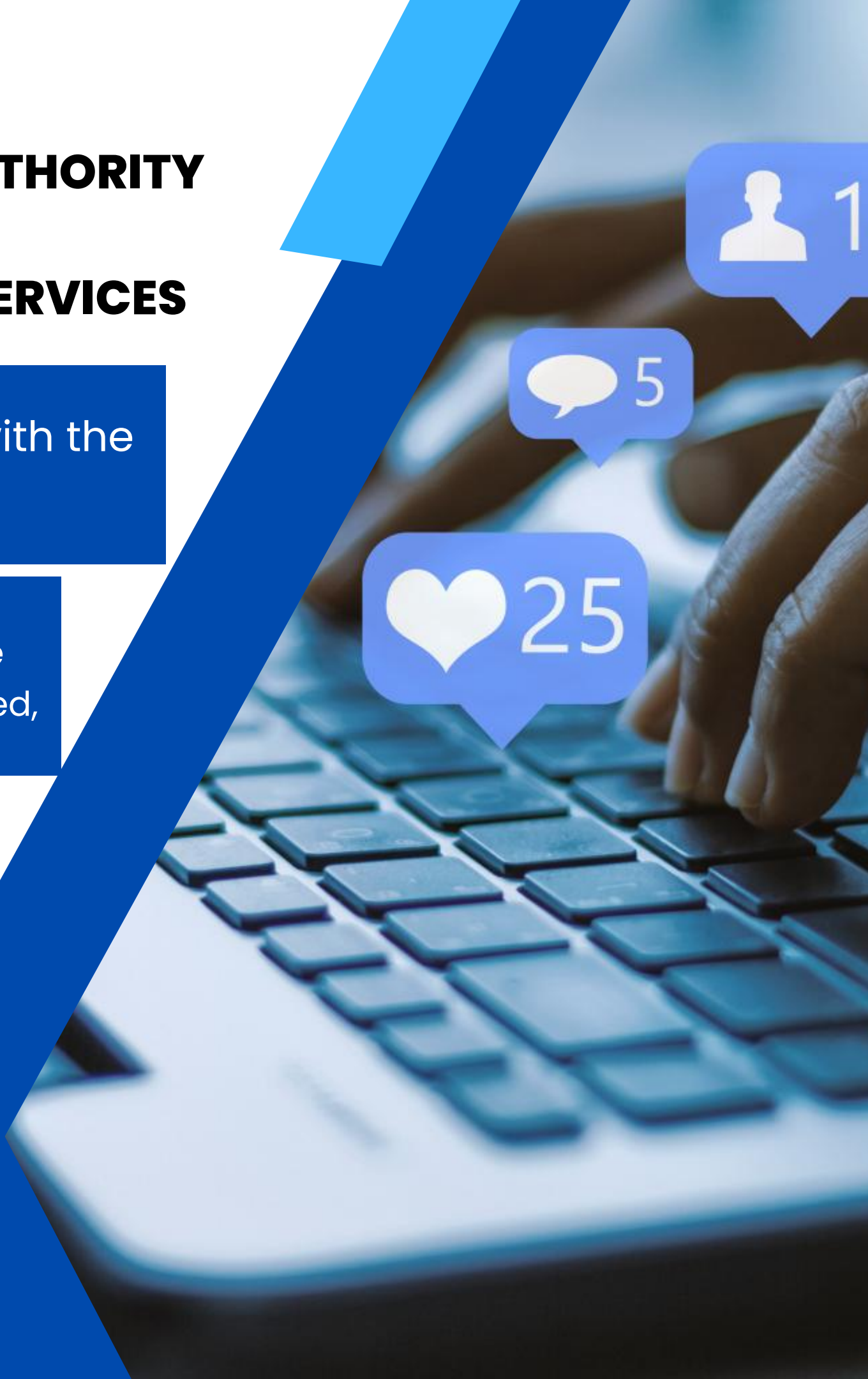
These companies, after being registered as authorized companies, will be registered by the ORP Section of the Port Authority of Santa Cruz de Tenerife on the coordination platform. If the company is aware that it is not registered, it must notify the ORP Section



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



It is an obligation of all the companies involved to facilitate and carry out Coordination with the Port Authority and the Port Agent.



Establishment of the Coordination of Business Activities of the Port Agent with all the companies involved that request services

Coordination of Activities:

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

Established guidelines:

- Occupational Risk Prevention Manual

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



Established measures in Occupational Risk Prevention (ORP)

1

Cruise Departure in the case of docking at the East Pier

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

2

Operational Area

- Sign 'No entry to unauthorized personnel' in the event that there is any operation in the cruise transit area to the maritime terminal. Languages: Spanish, English, and any other languages requested.

3

Cruise Passenger Walkway Area

- Provide signage 'Do not leave the walkway due to risk of being run over,' either fixed or temporary signs, in Spanish, English, and any other languages requested.



Established measures in Occupational Risk Prevention (ORP)



Cruise Departure and walkway area to the port promenade, in the case of docking at the multipurpose pier.

- Physical demarcation of the cruise passenger walkway area when there are nearby operations, up to the port promenade area.



Risks and preventive measures in the operational area

GENERAL

- The area for placing any equipment, auxiliary means, and/or temporary installations must be separated from the circulation path by at least 1 meter.
- Doors and/or gates of vehicles, machinery, trucks, or containers must never be left open, especially towards the circulation path.

RISK OF FALLING FROM A DIFFERENT LEVEL

- "Personnel involved in cruise operations must work in the designated area without encroaching on the circulation path.
- The seaward area must be physically demarcated when there is a risk of falling into the sea.
- Personnel must wear self-inflating life vests when there is a risk of falling into the sea and the area is not physically demarcated (as mentioned in the previous point).

RISK OF OBJECTS FALLING DURING HANDLING

- In the case of load lifting, work from the vessel or from land with work equipment, or any situation where there is a risk of material falling into the dock, the entire work area must be physically demarcated.



Risks and preventive measures in the operational area

COLLISION WITH IMMOBILE OBJECTS

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

- Before the start of various operations at the ship's side, signage stating 'No entry to unauthorized personnel' must be provided. This signage will be in Spanish, English, and any other languages requested. The Port Authority can provide this signage in a package of equipment and it can be placed upon request by the Port Agent according to the location of the various elements at the ship's side.
- All personnel working in operations at the ship's side must wear high-visibility clothing (vest or reflective clothing).
- The Port Agent must take the necessary measures to prevent cruise passengers from accessing the operational area or crossing the circulation paths, either by guiding passengers through designated walkways or by physically demarcating the operational area to prevent access. Attached examples.

Risks and preventive measures in the operational area

RISK OF RUNOVER OR COLLISIONS WITH VEHICLES

Runover or collisions due to the circulation of vehicles and machinery. In the case that vehicles or machinery circulate on the path bordering the operational areas, the following measures will be implemented:

- All material stored on the dock (goods, cages, containers, etc.) must be arranged in such a way that there is at least a 1-meter separation from the circulation path. If this is not possible, the entire area where this separation cannot be maintained will be fenced off.
- The Port Agent must implement the necessary preventive measures to ensure that operational personnel do not encroach upon the circulation path during operations.
- The speed limit is 20 km/h under normal conditions.
- Vehicles must always be alert to traffic, and in areas with heavy operational movement, precautions should be taken to the point of stopping to prevent any potential runover situations.
- Vehicle access must be limited during the peak hours of cruise passenger embarkation and disembarkation, as well as avoiding vehicle circulation near the cruise passenger disembarkation area.
- All vehicles and work equipment accessing the area and their drivers must have all documentation in order, including valid inspection certificates, circulation permits, inspections as per regulations, insurance, and all equipment must be in safe operating condition. These measures are part of the Port Agent's business activity coordination.
- The Port Agent must inform all drivers of these measures.
- At the pedestrian crossing to the walkway, mandatory signage in Spanish, English, and any other requested languages will be placed at the ship's side, indicating pedestrian use and a provisional pedestrian crossing. If this measure is not possible, the Port Agent must implement necessary actions to ensure passengers cross the circulation path safely, without the risk of being run over.

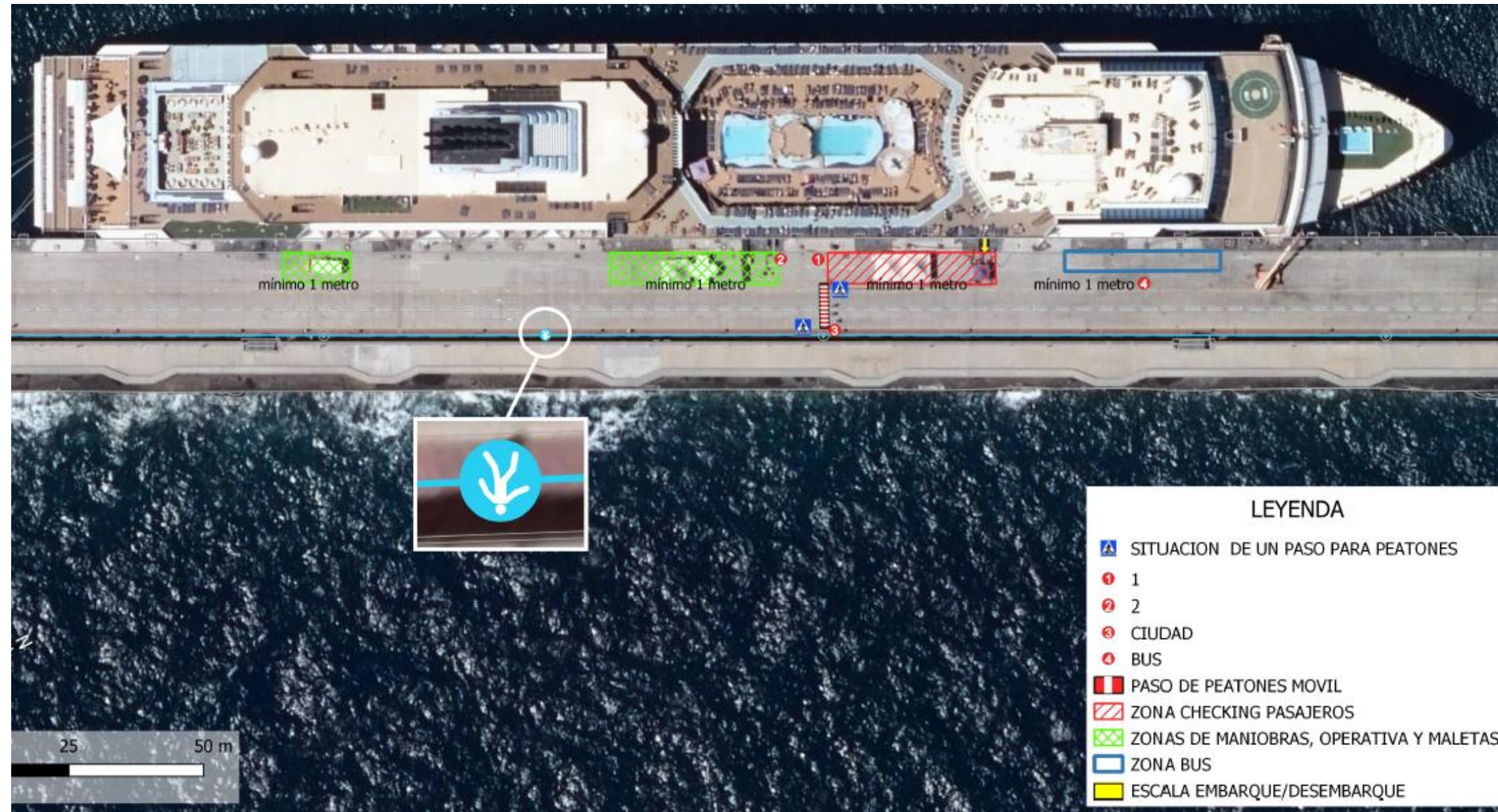
Risks and preventive measures in the operational area

RISK OF OBJECTS FALLING DUE TO COLLAPSE OR CAVING IN

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

- Anchor all the tent legs to the ground, as well as all their connections.
- In cases of high winds, do not set up tents. If necessary, use reinforcement guy ropes and establish additional measures to prevent them from collapsing or being blown away.
- Set up tents with structures that are in safe condition.
- In general, all provisional structures must be properly anchored, assembled correctly, and inspected after installation.

General example of operation



Example at the Multipurpose

Pier. 1: Operational area at the cruise ship.



General example. 1: Operational area.



Basic measures for cruise passengers

Follow the walkway and do not leave it at any time due to the risk of being run over.

Do not access the port operational areas due to Undefined Hazards.

Access the bus through protected areas. Do not stand behind any bus



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

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.).  Maintenance, Port Police.

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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