

BARBOURS CUT TERMINAL TRUCKING INDUSTRY SAFETY MANUAL



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I. INTRODUCTION AND PURPOSE OF MANUAL

The Port of Houston Authority (PHA) is committed to providing a safe and healthy place of business. In an effort to meet this goal, the PHA has developed this Barbours Cut Terminal Trucking Industry Safety Manual ("Safety Manual") to communicate safety procedures, standards and work related rules to all drivers operating at the Barbours Cut Terminal ("BCT"). The cooperation of each driver in following the rules contained in the Safety Manual is required for the PHA to achieve its safety goals. The procedures, standards and rules contained in the Safety Manual apply to all truck drivers operating at Barbours Cut Terminal.

The Safety Manual applies to all areas of BCT, except three areas, as follows:

- a) All of the RO/RO area located on the extreme east end of BCT including the Breakbulk Warehouse Operations located at Shed 1 and Shed 2.
- b) Maersk-Sealand Operations.
- c) Satellite Empty Yards and Warehouse operations west of Berth 6.

The Safety Manual will not cover every possible situation that drivers may encounter while at BCT. Drivers must exercise good judgment at all times and be responsible for their own safety.

All drivers are responsible for knowing and following all safety procedures, standards, rules and policies.

Disorderly or unsafe conduct, failure to follow safe work practices, or violation of or refusal to comply with PHA safety rules can be cause for removal of driving privileges at BCT and may result in the driver being denied access to BCT.

II. DEFINITIONS

Blindside of RTGs - The south side of RTGs opposite from the truck lane. The crane operator has a very limited view of the blindside. See photo on page 13.

Close Call Incidents - A potential hazard or situation that could have contributed to an accident.

Container Park or Container Storage Area - Any area where wheeled, loaded or empty containers are stored on Terminal.

Cross Aisle/ Main Aisle - See cross aisle/main aisle map on page 24.

Dock - A structure, parallel to the shoreline, to which ships moor for loading and unloading.

Empty Yard - An area where empty containers are stacked by Side Picks.

Gate - Truck check in/check out processing area.

Grounded Container Park - Any area of the Container Park where containers or stacks of containers are placed on the ground.

Intersection - The location at which the Main Aisle and the Cross Aisle intersect. See map on page 24.

Port of Houston Authority (PHA) - A political subdivision of the State of Texas created and authorized by the Texas Legislature to operate a port in Harris County and to have jurisdiction over the Houston Ship Channel and certain other streams and bayous.

PHA Lane Boss - The lead clerk over PHA Gate operations.

RTG, Yard Crane, or Transtainer - Wheel mounted cranes used in loading and unloading containers to/from a point of rest in the Container Park.

RTG Container Staging Pads or RTG Pads - A major area of the Container Park on each berth that is designated by a letter (examples are 1Z, 1R and 2Z on the Cross Aisle/Main Aisle Map on page 24). RTGs park containers on the pads in stacks up to four high.

Safety Manual - This Barbour's Cut Terminal Trucking Industry Safety Manual

Side Pick or Pencil Machine - Container handling equipment that secures an empty container from its side two corners for moving and handling.

Swing - Unloading/loading a container from one chassis onto another.

Terminal - Barbours Cut Terminal of the Port of Houston Authority. See map on page 23.

Terminal Building - Office building located at 1819 E. Barbours Cut Blvd. La Porte, TX 77571, adjacent to truck lanes in C1.

TNRCC - Texas Natural Resource Conservation Commission

Top Pick or Top Loader - Container handling equipment that secures a container from its top four corners for moving and handling.

Wharf Cranes or Container Cranes - The cranes located on tracks along the wharf face that are used to load and unload containers to and from vessels.

III. BCT TELEPHONE NUMBERS/CONTACTS

1. Report all **EMERGENCIES, personal injuries, property damage, vehicle and pedestrian accidents and hazardous material leaks and odors** to the **Security Officer** on the first floor of the Terminal Building or call **(713) 670-3611**.
2. Report all **NON-EMERGENCIES** to Port Police at **(713) 670-3620**.
3. Report **unsafe conditions** or **close call incidents** to the Operations staff located on the first floor of the Barbours Cut Terminal Building or call BCT Operations at (281) 470-5547 or the PHA Safety Department at (713) 670-2637.
4. Any driver needing assistance should drive to BCT Customer Service located at the east end of the Terminal or call (281) 470-5554.
5. Any driver having a complaint or problem should drive to the Terminal Building or call (281) 470-5547.

IV. TERMINAL SAFETY REQUIREMENTS

A. GENERAL RULES

Please observe the following rules and guidelines while on PHA property:

1. Vehicle operators will follow all of their company safety rules and regulations, as well as all applicable state and federal laws, and all PHA safety procedures, standards, rules and guidelines. PHA safety procedures, standards, rules and guidelines only supplement and do not in any way modify state and federal laws or other industry regulations.
2. Individuals are responsible for their own safety.
3. Drivers will ensure that their vehicles are in safe operating condition.
4. Drugs, alcohol, and firearms are not permitted on PHA property.
5. No smoking anywhere on the Terminal.
6. No private vehicles on PHA property without proper PHA approval obtained either at the Gate or from the PHA security officer.
7. No pedestrians allowed in the Terminal except as specifically authorized and set forth in Section IV E, "Pedestrians."
8. Passengers and pets must stay in trucks while on PHA property.
9. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.
10. Always keep headlights on at night. Do not rely on Terminal lighting.
11. Obey posted speed limits, traffic signals and signs. The speed limit on Terminal is 15 MPH. The speed limit on George Altvater Drive is 35 MPH.
12. Reduce speed and be on a careful lookout in congested areas and at Intersections. Yield and stop as necessary for safe passage.
13. All container handling equipment has the right of way.
14. Vehicles on Cross Aisles yield to vehicles on Main Aisles. (See attached map on page 24)
15. Use caution at Intersections and rail crossings.

16. Drivers must set brakes before leaving their vehicles.
17. Drivers should not leave vehicles unattended for extended periods of time.
18. TNRCC air quality regulations limit vehicles over 14,000 pounds to a maximum five (5) minute idling time, effective April 1st through November 1st.
19. Chassis twist locks must remain locked while driving on Terminal.
20. Drivers will unlock chassis twist locks only in the Container Storage Area as described in Section IV E, "Pedestrians."
21. Drivers will lock chassis twist locks immediately after the containers are loaded, as described in Section IV E, "Pedestrians."
22. Drivers will use caution around any suspended load. Drivers should never drive or walk under a suspended load.
23. Sound horn at all blind Intersections.
24. If any vehicle is observed operating in violation of the rules in this Safety Manual or otherwise in a "dangerous" manner, the driver of the vehicle may be denied access to PHA property, or other action may be taken.
25. All loads must be properly stabilized and secured before movement to or from the transit areas. Pipe racks and bolsters must be securely fastened to trailer equipment at all times.
26. Drivers of all truck equipment operating on PHA property are required to have a valid Commercial Operator's license (CDL).
27. Red flags must be used on any load that extends beyond the front, side, or rear of any vehicle.
28. Areas blocked by traffic barriers or "Road Closed" signs are closed to all traffic. No traffic is permitted in these closed areas.
29. When parking a wheeled load in C2, drivers must park dolly legs of chassis on the concrete strips provided. Do not position dolly legs on the asphalt surface.
30. Park vehicles in designated areas only. Do not park vehicles where they interfere with the flow of traffic. Do not park vehicles where they interfere with the use of fire hydrants or other fire fighting equipment or emergency response equipment. Do not stand or park vehicles within fifteen (15) feet of a fire hydrant.
31. Drivers must limit the use of all personal and portable electronic devices, including cell phones, C.B. radios, and headphones, so that they do not interfere with safe vehicle operations.

B. GROUNDED CONTAINER STORAGE AREAS

GENERAL RULES

1. Use caution at Intersections.
2. Vehicles on Cross Aisles yield to vehicles on Main Aisles. (See attached map on page 24)
3. Do not drive in the Grounded Container Park.
4. All container handling equipment has the right of way.
5. Drivers will unlock chassis twist locks only in the Container Storage Area as described in Section IV E, "Pedestrians."
6. Drivers will lock chassis twist locks immediately after the containers are loaded, as described in Section IV E, "Pedestrians."
7. Use caution around any suspended load. Never drive or walk under a suspended load.
8. Keep a safe distance from other vehicles in the Container Storage Areas.
9. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.

RTG OPERATIONS

1. Use caution when crossing concrete Yard Crane runways.

2. Trucks must remain inside of truck lanes while driving or parked in RTG Pads. In order for crane operators to properly land or hoist containers, trucks and chassis must be positioned straight in the truck lane (see photo below).



Trucks must be properly aligned in the truck lane for Yard Cranes to safely land and hoist containers to and from chassis.

3. Never park or stand on concrete Yard Crane runways.
4. Yield to all RTGs. RTGs always have the right of way.
5. Use caution when exiting out of RTG Pads. Yield to RTGs and Main Aisle traffic.

6. Use caution when passing other trucks parked in RTG Container Staging Pads (see photo below).



Use extreme caution when driving outside of the truck lanes in the RTG Pads. Do not attempt to drive between Yard Cranes. The distance between Yard Cranes is not sufficient for any traffic.

7. The RTG operator may sound a horn to assist a truck driver in correctly positioning the truck and chassis under the RTG. The horn is sounded once to signal the truck driver to pull forward. The horn is sounded twice to signal the truck driver to back up. During repositioning of the truck, the horn is sounded once to signal stop.

8. Use extreme caution when in the area of RTGs. The RTG operator has limited visibility due to the RTG's cab configuration. RTGs always have the right of way (see photo below).



RTG Crane Operator's view loading 20' container on to yard chassis

9. Use extreme caution when operating on the blindside of RTGs. RTG operators CANNOT see you (see photo below).



When traveling, the Yard Crane operator cannot see all four wheels of the Yard Crane. In this photo, the operator cannot see the truck parked on the south crane runway of the RTG Pad.

SIDE/TOP PICK OPERATIONS

1. Use caution when passing other trucks parked in Container Storage Areas.
2. Use added caution while around pedestrian traffic in Container Storage Areas.
3. Do not block Main and Cross Aisles while queuing for Side and Top Pick operations.
4. Due to changing Empty Yard configurations, blind spots may occur at Intersections. Drivers should sound their horns at these blind Intersections.

5. The Side/Top Pick operator may sound a horn to assist a truck driver in correctly positioning the truck and chassis for container loading. The horn is sounded once to signal the truck driver to pull forward. The horn is sounded twice to signal the truck driver to back up. During repositioning of the truck, the horn is sounded once to signal stop.
6. Truck drivers must use extra caution in the Empty Yard when they are out of their trucks to inspect empty containers because it is a high traffic area.
7. Use caution around Side/Top Picks. Side/Top Pick operators have limited visibility because of cab configuration and view-blocking loads.

C. DOCK

1. Use caution at Intersections.
2. All container handling equipment has the right of way. Wharf Crane operators have limited visibility due to cab configuration.
3. Do not park on or near Wharf Crane rail tracks.
4. Drive at posted speed limits. The speed limit on Terminal is 15 MPH.
5. Proceed with caution around all barricaded work areas.
6. Be aware of and use extra caution around Dock due to increased pedestrian traffic. (See photo below).



Caution should be exercised around working vessels due to increased pedestrian traffic.

7. Be aware of and use extra caution around hatch covers positioned on Dock (see photo below).



Caution should be exercised when driving on the Dock, especially around hatch covers removed from working vessels.

8. Use caution around any suspended load. Never drive or walk under a suspended load.
9. Use caution while around or near the back reach of Wharf Cranes due to suspended loads.
10. Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, drivers must operate their trucks at a safe speed so that the trucks can be stopped in a safe manner.
11. Do not unload or leave any equipment, including chassis, on the dock unless instructed by Terminal operations personnel.

12. Be aware of changing traffic patterns, and always proceed with caution into traffic areas.
13. Use caution while traveling near RTG Pads that are adjacent to the Dock because RTGs may be working.
14. Do not drive or park on the Dock adjacent to water's edge. High voltage power-supply cables for the Wharf Cranes run along the entire dock (see photo below).



Power supply cables for Wharf Cranes run adjacent to the Dock. DO NOT drive or park in these areas. Heed painted warnings.

D. GATES (INBOUND/OUTBOUND LANES)

1. No smoking on Terminal.
2. Drivers must set truck brakes before leaving their vehicles.
3. Do not leave vehicles unattended for extended periods of time.
4. Keep an alert lookout for heavy pedestrian traffic in both inbound and outbound lanes.
5. In the inbound/outbound container inspection area, maintain a distance of 20 feet or more between the first two vehicles and between any subsequent vehicle(s) behind which PHA employees or clerks are working.
6. All hazardous containers and tanks must be labeled with accurate placards on all four sides. If placards are not correct, the driver must remove them and replace them with the correct placards. The PHA Lane Boss will supply placards upon request and as available.
7. Empty containers with placards will not be accepted. Drivers must remove placards from empty containers.
8. Drivers will apply seals to tanks as necessary.
9. All drivers should perform a complete and thorough chassis inspection to ensure that the chassis being picked up is in a safe operating condition.
10. A PHA clerk will perform a cursory container and chassis inspection at the Gate. The chassis inspection may include the following: check for broken or missing glad hands, missing or broken lights, landing leg condition, sand shoes and axles, tires, oil leaks due to broken or missing tattlecaps, condition of mudflaps, crank handles, and license plate. This inspection is not a roadability inspection. Instead, it is intended to identify the general condition of the container and chassis.
11. If drivers are not satisfied with the cursory Gate inspection, they should notify the clerk or the Operations Department management in the Terminal Building.
12. When leaks or odors are detected during container or tank survey, drivers must follow PHA personnel instructions to comply with environmental and safety procedures.

E. PEDESTRIANS

Drivers should remain in their trucks unless absolutely required to be on foot. When drivers are required to leave their trucks, they must comply with the rules in this Safety Manual to ensure their own safety and the safety of others. This Safety Manual is not intended to address every possible pedestrian situation, and drivers must exercise good judgment at all times.

1. Drivers requiring assistance should drive to Customer Service (281-470-5554), the Terminal Building (281-470-5568) or the Gate. Drivers should seek assistance only in the Customer Service area, the Terminal Building or the Gate areas.
2. Pedestrians must be aware of vehicular traffic flow and potential slip and trip hazards in the Gate areas. It is recommended that drivers minimize their time spent on foot in the Gate areas.
3. In the RTG Pads, drivers will be required to leave their vehicles to lock or unlock chassis twist locks. While on foot, drivers must be aware at all times of RTGs moving along the concrete crane runways and other vehicles traveling through the Pad. Drivers must never park on RTG concrete crane runways. Drivers must be attentive to all suspended loads and never walk under a suspended load.
4. In the Empty Yard, drivers may be required to leave their trucks to open container doors. While on foot in the Empty Yard, drivers must be on the lookout for all traffic.
5. In the Side/Top Pick areas, drivers will be required to leave their vehicles to lock or unlock chassis twist locks. While on foot, drivers must always be aware of Side Picks/Top Picks working in the area and other vehicles traveling through the area. Drivers must be attentive to all suspended loads and never walk under suspended loads. If drivers have questions, they should remain in their cabs and attempt to get the clerk's attention. Drivers may be required to leave their trucks to open container doors. While on foot, drivers must be on the lookout for all traffic. This is a high traffic area requiring extra caution by pedestrians.
6. On the Dock, drivers must be aware of heavy pedestrian traffic, especially while vessels are working in the area. Drivers must be attentive to all suspended loads and never walk under suspended loads.
7. In a wheeled pick up/drop off area, drivers must use caution while on foot. Drivers on foot must be aware of traffic flow and potential slip and trip hazards. Drivers must be aware of activities in the area, including containers moving in adjacent container slots.
8. If drivers are involved in a vehicle accident and must leave their vehicles to assess the accident, they must use extra caution while on foot and be aware of hazards that may be present due to varying traffic patterns.

F. GEORGE ALTVATER DRIVE

1. Use George Altvater Drive only to move cargo between Terminal facilities and to queue at Terminal entrances.
2. Use Barbours Cut Boulevard for entering and exiting Terminal facilities.
3. Drive cautiously on George Altvater Drive, and watch for crossing traffic and traffic queues.
4. Use caution at intersections on George Altvater Drive and rail crossings. Be aware of the many rail crossings, and use extra caution when traveling across them.
5. Obey posted speed limits and all other signs. The posted speed limit on George Altvater Drive is 35 MPH.
6. Do not park or stage containers or empty chassis on or near the shoulder of George Altvater Drive.

G. HAZ MAT DOCUMENTATION REQUIREMENTS

1. **Hazardous Materials** must have a delivery order. The delivery order must comply with all Department of Transportation regulations and include the following information, as more specifically described in 49 CFR §172.202:

- Proper shipping name (chemical name not trade name)
- Hazard class or division
- Identification number (ex: IMO class 6.1, UN1664, etc.)
- Special Identification (flashpoint)
- The packing group in Roman numerals (to identify type of packing)
- Total quantity (by net or gross mass, capacity or as otherwise appropriate), including the unit of measurement (ex: lbs., gal., kg.)
- 24 Hour Emergency Phone Number

2. The shipping paper for hazardous materials must contain a signed certification statement that complies with all Department of Transportation regulations and, more specifically, 49 CFR §172.204, as follows:

“This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.”

Or

“I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.”

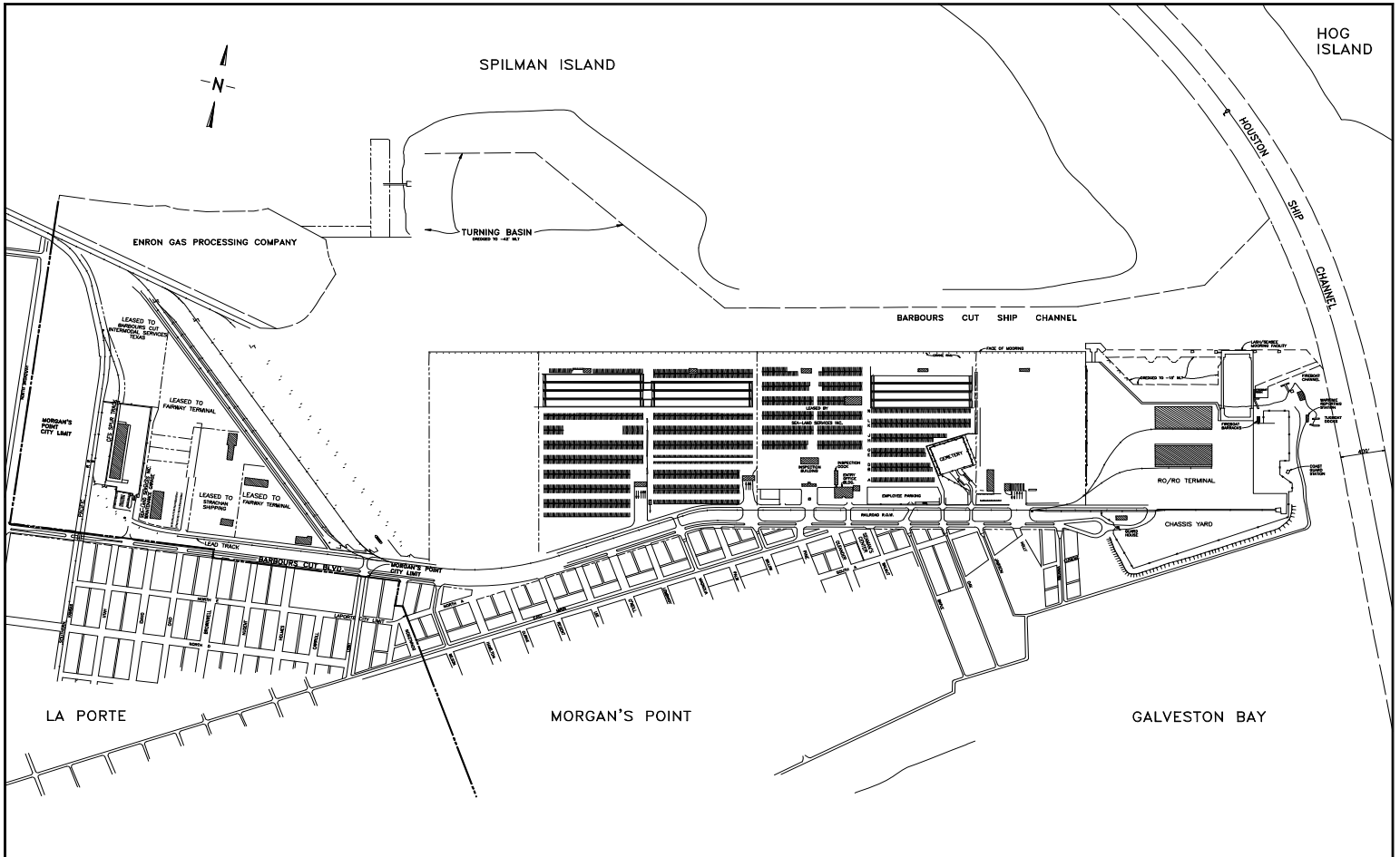
3. Containers with motor vehicles or mechanical equipment powered by internal combustion engines must comply with all Department of Transportation regulations and, more specifically, 49 CFR § 176.905 that provides in part, as follows:

- A motor vehicle or mechanical equipment’s ignition key may not be in the ignition while the vehicle or mechanical equipment is stowed aboard a vessel.
- When a motor vehicle or mechanical equipment with fuel in its tanks is stowed in a closed freight container, a warning, displayed on a contrasting background and readily legible from a distance of 8 m (26 feet), must be affixed to the access doors to read as follows:

WARNING-MAY CONTAIN EXPLOSIVE MIXTURES WITH AIR—KEEP IGNITION SOURCES AWAY WHEN OPENING

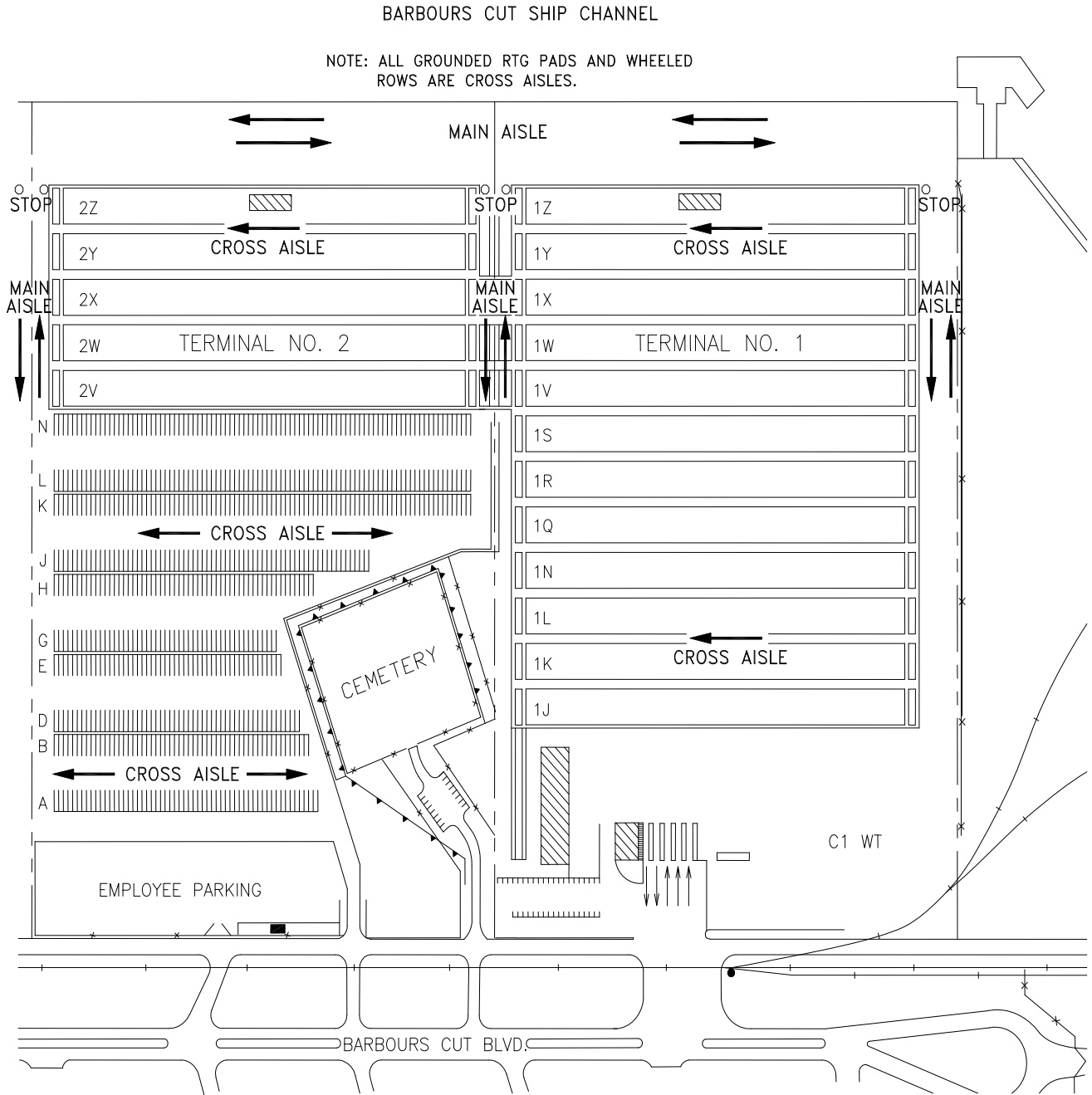
4. If a hazardous material spill occurs, do the following:
 - a) Get information, including container number, placards, location, and other relevant information.
 - b) Immediately report all emergencies, incidents, accidents and hazardous material leaks and odors to the Port Police located in the Terminal Building or call (713) 670-3611.

BARBOURS CUT TERMINAL MAP



BCT CROSS AISLE/MAIN AISLE MAP

This map demonstrates the cross aisles and main aisles in C1 and C2 of the Terminal.
This is not a complete Barbours Cut Terminal map.



FOR COMPLETE MAP VISIT THE WEB AT www.portofhouston.com