



# DP World Vancouver Site Orientation Trucking Community

December 2020

Creating the Future, **Now.**

## Orientation Content

- Trucking Company Responsibilities & Requirements
- Site Orientation (Safety, Environment and Security)
- Non-Compliance of Safety Rules
- Questions



## Site orientations are:

- Mandatory
- Valid for 12 months
- Required for all drivers that visit DP World Vancouver

Everyone has a responsibility to ensure the safety of yourself and others on-site!

## For the Truck Company Representative:

DP World Vancouver requires your assistance to orientate the trucking community:

Representative attend DPW orientation (using materials provided)

Representative train drivers back on-site

Representative submit details of drivers orientated

Materials provided by DPW:

- Site Orientation
- Truck Routes and Site Safety Rules
- Attendance Sheet

Orientation by the Representative should be provided within one month from receiving this orientation from DPW, using the materials provided.

Orientated drivers should be recorded on the Attendance Sheet, with details:

- Driver's name
- Port Pass ID
- Signature
- Date of Orientation



## For the Truck Company Representative (cont):

### How to orientate new drivers or new representatives

Representative should provide ongoing orientations for **new drivers**

All new drivers should be orientated by the Representative and details should be submitted to DPW on the Attendance Sheet.

**New Representatives** can attend ongoing orientations

Company representatives may attend a virtual Site Orientation. Appointments should be made with the Safety Department at 604-252-2401.

### The expectations of Street Truck Drivers at our terminal:

#### BEFORE ARRIVING to site, drivers must:

- Attend or receive an annual DPW site safety orientation before driving at DPW  
(DPW will conduct periodic spot checks. Un-orientated drivers will receive a warning or banned until the drivers are orientated).
- Be familiar with DPW site rules and traffic flow map, safe work procedures, prescribed safety regulations, codes & standards
- Follow traffic flow and instructions from Foreman
- Report any hazards, incidents, first aid in the workplace

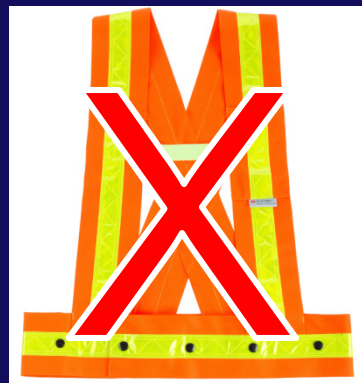
The expectations of Street Truck Drivers at our terminal:

**BEFORE ARRIVING** to site, drivers must have:

- Current driver's licence
- Port Pass ID
- Wear the mandatory Personal Protective Equipment (PPE)
  - Safety boots (CSA approved)
  - Hi-vis vest / jacket / coveralls (CSA approved)



Class 2,3 – higher level of visibility



Class 1 – least level of visibility



Green CSA triangle

## The expectations of Street Truck Drivers at our terminal:

### BEFORE ARRIVING to site, drivers must have:

- Dangerous Goods training certificates
  - drivers must be trained & certified to carry DG
  - periodic spot checks for drivers training certificates
  - drivers without DG certificates will be turned away
- Passengers are not permitted in street trucks on the terminal unless they have a valid Port Pass ID and have business to be on the terminal (training the driver).
- No children or pets are permitted in the street trucks on the terminal.



## The expectations of Street Truck Drivers at our terminal:

### BEFORE ARRIVING to site, drivers must:

- Enter with a well maintained vehicle and equipment. This includes container pins.
  - Container Pins must be able to be opened and stay in position.
  - It is recommended that container pins stand out and be highly visible – hi-vis spray on all pins aides the RTG and top pick operators immensely!

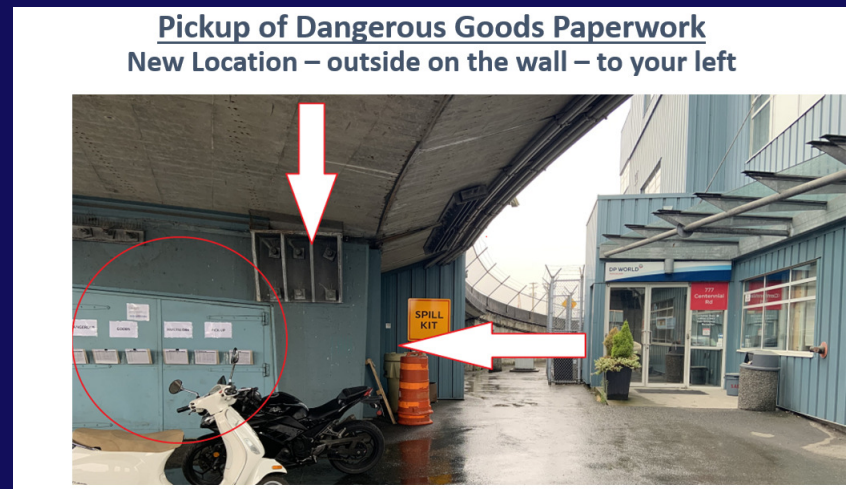


The expectations of Street Truck Drivers at our terminal:

**BEFORE LEAVING** to site, drivers must:

Before leaving site, drivers hauling hazardous containers must have:


- DG paperwork – pick up outside to the left of the main office front door. Paperwork will be in file folders attached to blue door.
- Companies will be banned from handling DG for repeatedly failing to pick-up DG paperwork





## HS&E Policy

- safety is a condition of employment
- committed to environmental protection and management
- considers safety and environment a part of business
- requires contractors and visitors to comply with site requirements
- injury prevention
- everyone is responsible for safety

<p><b>DP WORLD Vancouver</b></p> <p style="text-align: center;"><b>Health, Safety and Environment Policy</b></p> <p>DP World, a leading enabler of global trade and an integral part of the supply chain, is committed to zero harm to people and the environment. In pursuit of this, we will ensure that business activities under our operational control are conducted in a manner that:</p> <ol style="list-style-type: none"> <li>1. Promotes good health by eliminating and / or preventing injury and disease.</li> <li>2. Protects the environment by reducing waste, minimizing natural resource consumption and eliminating and / or preventing pollution.</li> </ol> <p>This Global Health, Safety and Environment (HSE) Policy has been established on the basis that concern for the health and safety of our workers and the guardianship of the environment are essential to the success and future growth of our organization.</p> <p><b>Leadership:</b> Our HSE commitment begins with the Board of Directors, who approve this Global HSE Policy, objectives and targets. The Board reviews the organization's HSE performance at every Board meeting.</p> <p>The Board has designated ultimate responsibility for HSE performance to our Group Chief Executive Officer (CEO).</p> <p>The CEO has delegated day-to-day management of HSE activities for operating entities under our operational control to the Group Chief Operating Officer (COO). The COO is accountable for:</p> <ul style="list-style-type: none"> <li>• Allocating resources to HSE management systems and for providing safe and healthy working conditions.</li> <li>• Appointing dedicated and qualified HSE professionals to support and guide management in ensuring continued and improving HSE performance.</li> <li>• Holding every individual, regardless of their position, responsible for complying with this Global HSE Policy and related DP World standards, procedures and instructions.</li> </ul> <p><b>Planning:</b> The HSE management system for each operating entity under our operational control shall identify and comply with legal and other obligations. Where a DP World Global HSE Standard exists which is more stringent than legislative requirements, the DP World Global HSE Standard shall prevail.</p> <p>The Global HSE Department will identify current and emerging risks of operating entities through risk profiling and incident trending. This risk information will be used to inform and prioritize HSE strategies and, using the hierarchy of control, set standardized risk reduction controls.</p> <p>Using agreed consultative arrangements, DP World workers will be encouraged to participate in all elements of HSE management systems.</p> <p style="font-size: small;">Document Owner: Safety, Security and Environment      Revision Date: January 4<sup>th</sup> 2019      Revision Number: V 3.0 Page 1 of 2</p>	<p style="text-align: right;"><b>DP WORLD Vancouver</b>      Health Safety &amp; Environment Policy</p> <p><b>Support:</b> Information on this Global HSE Policy, HSE programs and HSE obligations will be provided during HSE training programs and HSE specific communications to workers, visitors and others at our operating entities.</p> <p>Global, regional and local HSE reports will be distributed throughout the organization to communicate performance, monitor progress toward zero harm and identify areas requiring corrective and preventative action.</p> <p><b>Operation:</b> All HSE incidents will be notified, recorded and managed in accordance with the DP World Incident Management Standard.</p> <p>Emergency response will be managed in accordance with the DP World Emergency Preparedness and Response Standard.</p> <p><b>Performance Evaluation:</b> Implementation of standardized risk reduction controls in operating entities will be reviewed and monitored through Engagement Programs.</p> <p>Global, regional and operating entity safety performance will be assessed through the bi-annual Risk Profile. Findings will be reported to the Board annually by the Director Global Health Safety and Environment.</p> <p>HSE Due Diligence Audits will be conducted in accordance with the DP World HSE Due Diligence Audit Protocol to assess HSE compliance and performance obligations. Findings will be reported to the Board by the Director Global Health Safety and Environment annually.</p> <p><b>Improvement:</b> Every individual, regardless of their position, will be responsible for driving continuous improvement in HSE Management systems and identifying further actions to take to improve HSE performance.</p> <p>The expectations outlined in this Global Health, Safety and Environment Policy has been adopted by DP World Vancouver.</p> <p style="text-align: right;"> Makaim Mihic General Manager DP World Vancouver January 2019</p> <p style="font-size: small;">Document Owner: Safety, Security and Environment      Revision Date: January 4<sup>th</sup> 2019      Revision Number: V 3.0 Page 2 of 2</p>
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## Terminal Equipment



Pick up truck



Tractor Trailer  
(bombcarts)



Gantry Crane



Top Picks (40 T)



RTG (Rubber Tire  
Gantry)



Rail car



## A note on Pedestrian Safety

- Do NOT walk on the terminal!
- There are designated areas you may exit your truck
- Use the designated walkways – observe the ‘No-Walk Zones’ on the terminal
- Watch for pedestrians – note crosswalk as you enter the terminal heading towards the in-gate
- Be visible – wear your PPE



## Pedestrian Safety

- Reefer truck traffic – watch for pedestrian lights. These will be on if workers are in the area.







DP WORLD

## Site Safety Rules

### In-Gate Area

- **NEVER** back up in any gate area!
- Checkers and fellow truck drivers are working in this area.

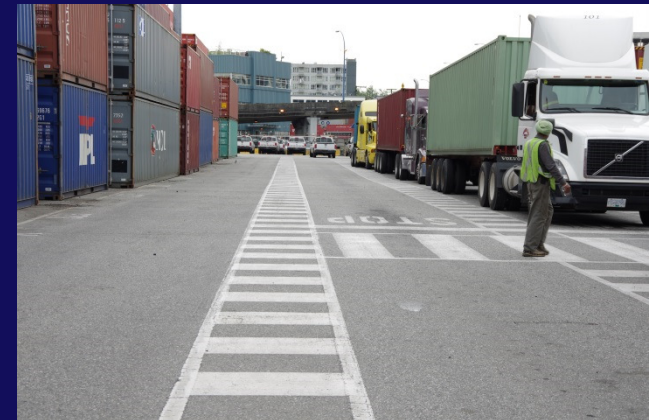
Can you see the pedestrians on the ground?

There have been many serious incidents whereby truck drivers have backed up and hit the Checkers working in the area. Each incident could have resulted in a fatality.



## In-Gate Area

- Do not stop on walkways
- Watch for pedestrians, new pedestrians lights will flash when workers are in the walkways.





## In-Gate Area

To allow your container seals to be checked drivers **MUST**:

1. turn off engine,
  2. apply the hand brake,
  3. exit vehicles and
  4. **accompany the checker to the back of the trailer.** The driver can unlock the pins while the seals are checked.
- Drivers need to ensure **all pins are unlocked** into the open position before entering the yard.



**Accompany checker at back of truck**



**Driver needs to be present**

## In-Gate Area

- Checkers may ask drivers with a double chassis to read 20' forward containers
- For the safety of drivers - drivers must not congregate in the in-gate area and should only exit their truck when required
- Washrooms - are available in the In-gate, Trouble Booth and Pre Out Gate.  
(use pedestrian walkways to access washrooms)



## In Yard - Traffic Rules

Site speed limit is 20km/h for street trucks

- Use of cell phones and electronic devices prohibited while driving/operating equipment
- Cell phones may be permitted when parked in gate areas (in gate, pre-out gate)
- Wear seatbelts
- Headlights must be **ON** at night time and low lighting situations.

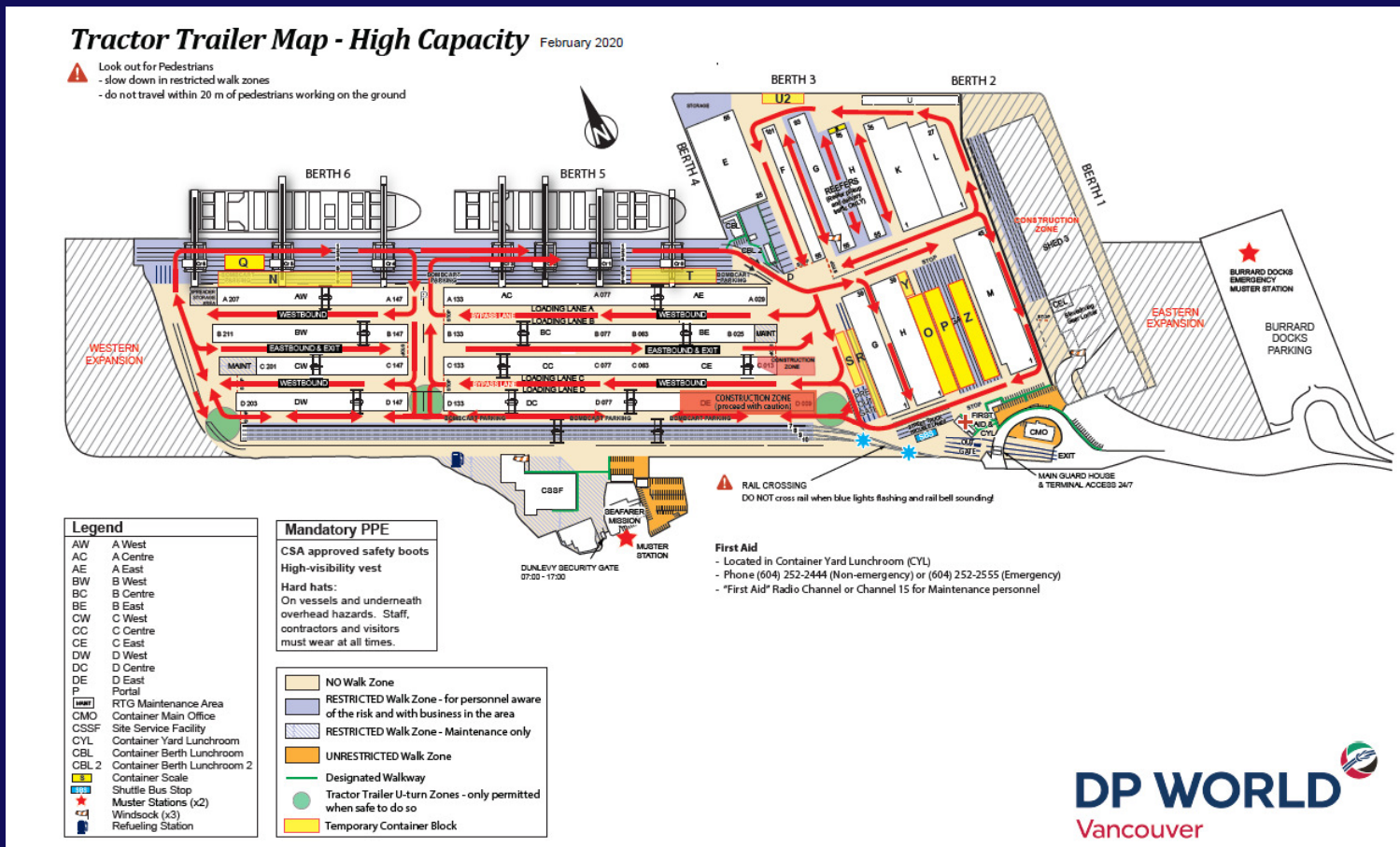




## In Yard – Traffic Rules

Obey Traffic Flow - Tools available to identify traffic flow and block locations

- 1. Street Truck Map





## In Yard – Continued

Tools available to identify traffic flow and block locations (continued)

- 2. Signage to identify direction and location of blocks
- 3. Line painting to identify direction and location of blocks
- 4. Interchange ticket

Not sure where to pick up or drop off container? Look for the location on the Interchange ticket you receive at the pedestal.



DP World Vancouver  
MSC: MSC Canada Inc.

INTERCHANGE: 724

RECEIVE EXPORT PRUD:PRUDENTIAL TRANSPORTATION LTD. 25MAR2020 10:34

CONTAINER: **TGHU4818570** ISO CODE: 42G1 SIZE/TYPE 40 GP 86

APPOINTMENT: 6457912

SEAL 1: 8011789

EDO/BOOKING: EBKG00520304

TRUCK ID: PRUD0679

DRIVER ID: 112211

CARGO WT: 25000 kg

PORT: VAN

VES/VOY: ADMK012W

GROSS WT: 28790 kg

VDB

Take Container to: Y-CENT-B.118.D.4

## In Yard – continued

Reminder to never exit your vehicle in the yard:

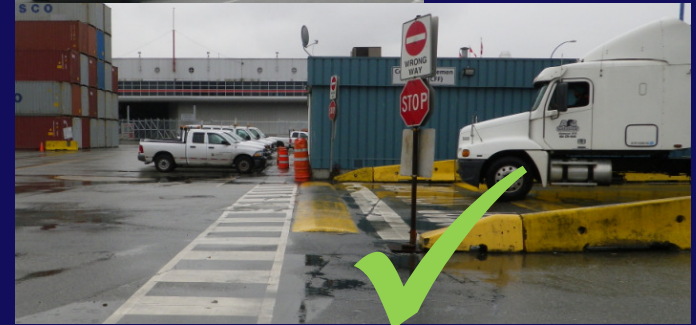
### Incident Review

On January 2nd at approximately 7:20 pm, a trainee street truck driver (passenger in street truck) exited the truck and walked along a yard roadway to speak to a rail checker (in a pickup truck) and asked them for directions. After receiving directions, the pedestrian walked back to the street truck which then proceeded to their destination in the yard. As a result of this incident, both drivers were banned from the terminal.

- Trainer should not have advised the trainee to exit the vehicle and walk on the terminal.
- Trainer should also have been familiar with yard locations by using the various tools available – maps & signage.
- If still unsure, put on 4 way hazards and wait for help to come.

## In Yard - Traffic Rules

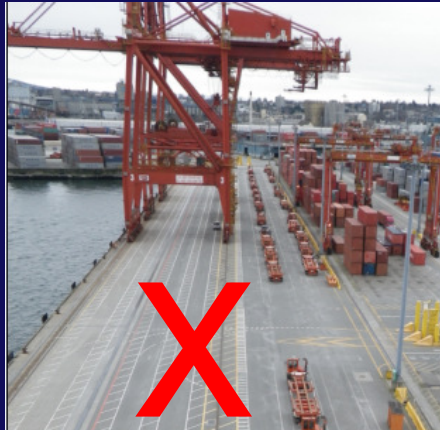
- Obey traffic signs - Stop at stop signs, stop bars, rail crossings and crosswalks
- Do not stop on through or bypass lanes
- Terminal vehicles have right of way
- Look out for pedestrians
- Do not park or stop on pedestrian walkways



## Terminal Areas (restricted access)

Do not enter areas you are not permitted to enter (restricted areas)

ie. dockface, rail, maintenance yard, reefer towers (for reefer traffic only)



Dockface – No access



Rail – no access between row D and rail



Maintenance Yard – No access



**Reefer truck traffic ONLY**

Reefer Towers (rows G and H)



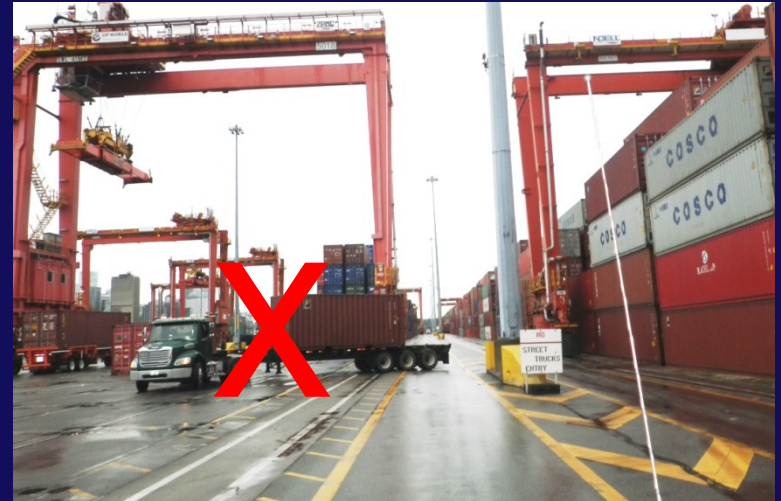
## In Yard - Traffic Rules

- **DO NOT** cut through blocks.
- **DO NOT** exit your truck!

If you need directions or help finding a container turn on your hazard lights and flag down a Foreman from your truck!



Seeking help with hazards lights ON



Do not cut through blocks



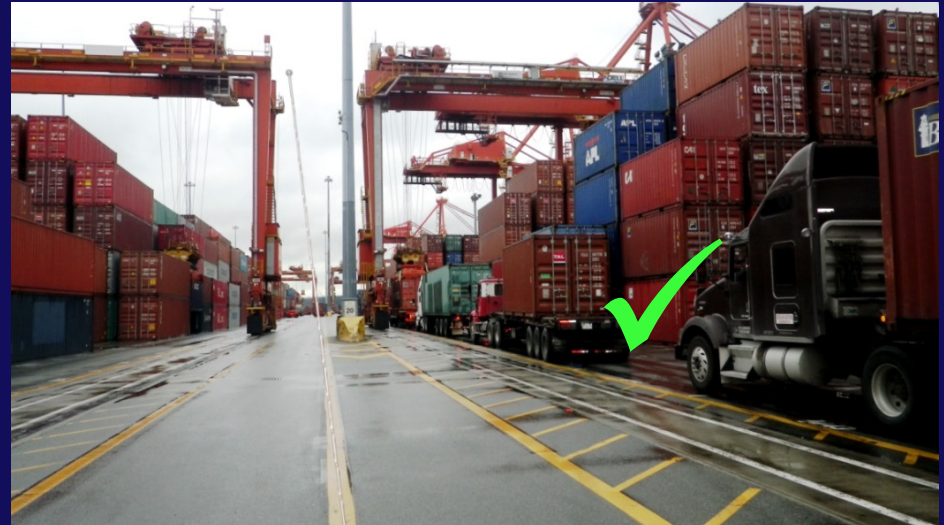
Do not exit your vehicle in the yard

## In Yard - Traffic Rules

- Stay in designated loading lanes and line up straight.
- DO NOT** park or drive on the RTG runways or cut in front or behind RTG.



**Do not cut in front of RTGs**



**Stay in loading lane  
Use bypass lane ONLY if safe to be so and  
clear of other equipment**



## In Yard – Handling Loads

- **Do NOT** drive or walk under suspended loads!

Recent incident where driver exited their cab and walked in the block to attend to back pins of their trailer, while RTG was unloading the container. The driver exposed themselves to a serious overhead hazard that could have resulted in serious consequences.

Drivers must NOT exit vehicles in the yard.

- Should drivers have faulty pins  
– drivers should do a lap and can exit their vehicle and adjust pins in the trouble lane.



**Do not exit your vehicle in the yard**



## In Yard – Handling Loads

- After a container is loaded/unloaded, **do NOT drive away until:**
  - the RTG spreader is released and trolleying back away from truck
  - the top pick spreader is released and has backed up (hear the reversing alarm)

There have been several incidents whereby drivers have tried to drive off with the load still attached to the top pick or RTG. This causes serious damage to equipment and potential serious injuries to drivers.



**Truck stopped until Top Pick reversed away**



## In Yard - Traffic Rules

- Do **NOT** drive through areas closed off by warning signs or barricades. Personnel working in the area.
- Ensure your truck and trailer is properly maintained. If headlights, brakes or any safety features are not working you could be turned away.
- Drivers are not permitted to make any repairs to their trucks on site!
  - Numerous fatalities have occurred on terminals from drivers trying to fix their trucks on site.



## In Yard – Trouble Lane / Gate

- Trouble Lane / Gate can be used for:
  - Adjusting pins and chassis
  - Taking a phone call
  - Incorrect ticket
- Location of Trouble Lane / Gate (2 Lanes):  
South of G&H sections, next to First Aid



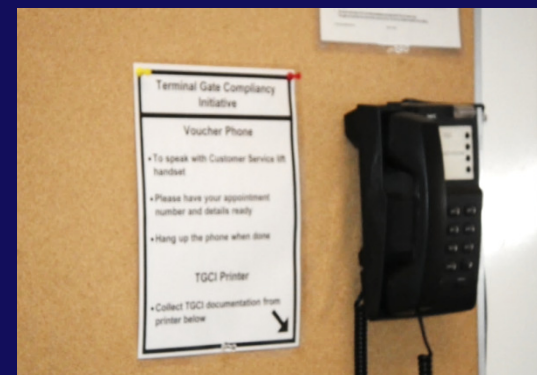
Overflow for Trouble Lane



Trouble Lane – 2 lanes ONLY

## In Yard – Trouble Booth

- Trouble Booth can be used for:
  - Reporting a damaged container
  - Vouchers or contact Customer Service
- Location of Trouble Booth: South of G & H sections, next to First Aid
- Access Trouble Booth
  - Park In Trouble Lane / Gate
  - Use designated walkway
- Washroom available south-west of Trouble Booth



## In Yard

- Clean up after yourself – take your rubbish with you
- Do not idle – the terminal is an idle free zone
- Do not feed wildlife on the terminal
- All incidents must be reported to a Foreman, including spills and leaks on the terminal (regardless of amount)



**Report ALL incidents**



## Pre-Out Gate Area

- Lanes 1 to 3 – for trucks with import and empty containers
- Lane 5 – lanes west of pre-out gate for trucks with empty chassis only



**Drivers have been known to slam on the brakes to set pins. This will result in an automatic ban of privileges to the terminal.**

## Pre-Out Gate Area

- Do NOT backup

To be serviced at Pre Out Gate drivers MUST:

1. turn OFF engine,
2. apply the hand brake,
3. exit vehicles and
4. accompany the labourer to the back of the trailer.
5. The labourer will open the container door to allow the driver to inspect the inside of container.  
(Drivers are not permitted to open container doors).

Drivers are only permitted to open and check the front 20ft container, when the chassis is fitted with an appropriate platform to access the container safely.



Accompany labourer at back of truck

## Pre-Out Gate Area

- Use elevated walkway to view top of containers. Do not climb on top of containers to chain or secure the loads to the chassis
- Driver are not permitted to add placards to containers
- If container is damaged
  - proceed to the Trouble Lane / Gate and
  - re-enter terminal through Lane 13 of the In-Gate

**Drivers need to ensure all pins are unlocked into the open position before returning to the yard.**



**Use elevated platform to conduct inspections**





## Out Gate Area

- All trucks must stop at the Out-Gate pedestals and swipe their Port ID card to exit.
- The gate arm permits only one truck to exit at a time. Do not try to follow another truck exiting.



**One truck exits at a time**






## First Aid

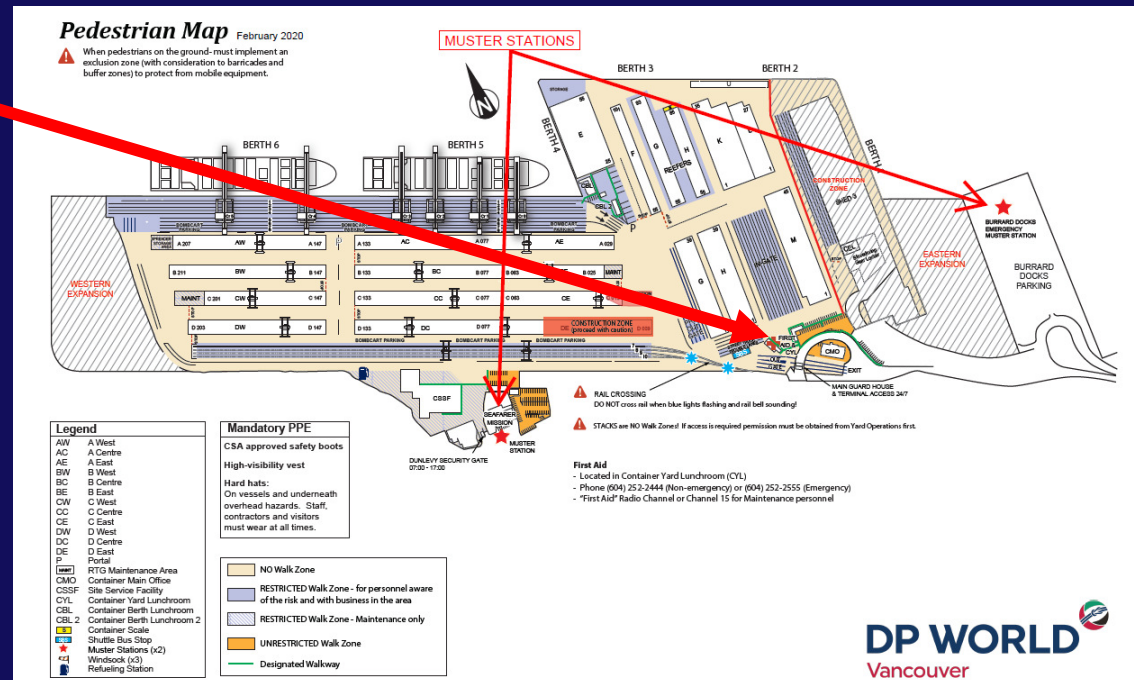
- **Reporting** - All accidents and injuries must be reported to First Aid attendant and Supervisor

- **Location** - Yard Lunchroom, past Security in-gate.

- **Contact** -

-  Non-Emergency:  
604-252-2444

-  Emergency:  
604-252-2555

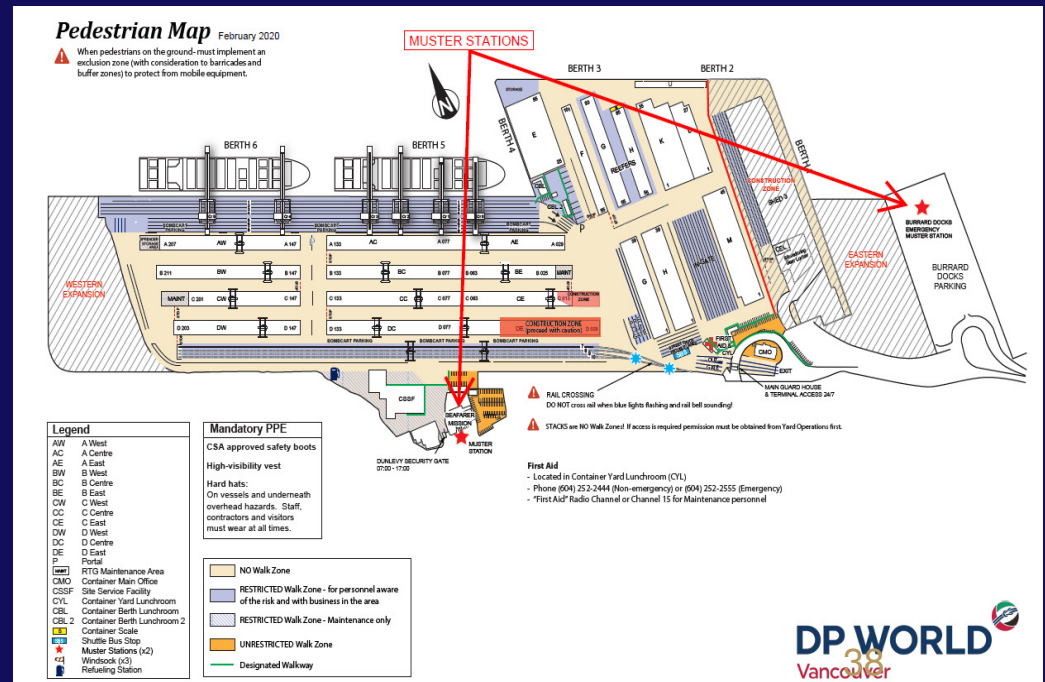


## Emergency Preparedness

- In a site evacuation - proceed to the closest muster station
- Muster Stations are located:

**Burrard Dock parking lot**

**Seafarers parking lot east of the Dunlevy gate, at fenceline near rail**



## Non-compliance with DPWV Safety Rules

- DP World Vancouver will conduct spot checks
- Non-compliance will be assessed on a case-by-case basis, depending on:
  - Seriousness of the offence
  - Disregard for safety rules
  - Lying (Camera's never lie!)
  - Repeated offenses



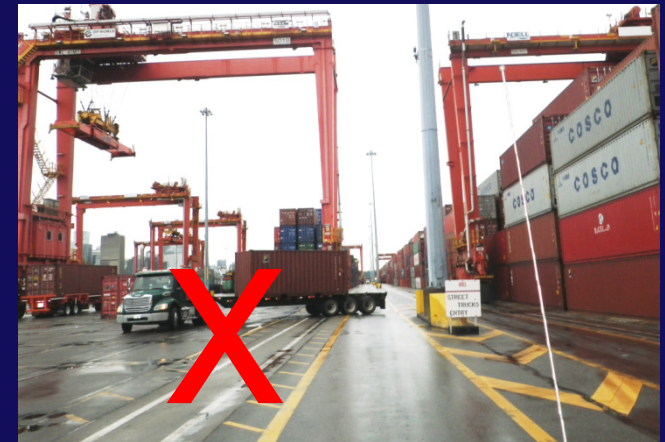
## Non-compliance with DPWV Safety Rules

### Examples of violations

- Cutting in front of or colliding with mobile equipment – RTGs
- Driving in restricted areas – dockface, maintenance yard
- Wrong way down one way area.
- Backing up in gate areas

### Penalties may include:

- Warning letters
- Suspension of access to the terminal – 1 day ban, 2 weeks, 2 months
- Trucking company may also be suspended
- Port Authority are also notified





## Corporate Policies

### Zero Tolerance Policy

- Alcohol, cannabis and illegal drugs are prohibited from site

### Harassment Policy

- Drivers shall not engage in harassment behaviour.

### Workplace Violence Policy

- Drivers shall not engage in acts of violence, or intent to cause violence.

Any issues or incidents of the above should be reported to your dispatch or a Foreman.



## Security Levels

- The Marine Transportation Security Regulations (MTSR) provides three distinct levels of security preparedness, namely:
  - MARSEC I
  - MARSECII
  - MARSEC III
- Transport Canada is the authority responsible for the change in MARSEC levels



## Port Pass

- You must carry a valid Port Pass with you at all times on the terminal.
- The Port Pass must be visible and worn above the waist.
- NEVER lend your Port Pass to someone else or use it to grant access to someone else. This is a serious offence.
- All stolen or lost ID cards must be reported as soon as possible to the issuing agency (BCMEA, BCTA, BCCOS, PMV, Terminal, etc.). The user is responsible for making arrangements with the issuing agency to obtain a replacement.
- Take directions from your company security personal/management, security guards, port police or port emergency response personnel.

## Customs Clearance

- The terminal is designated as a CBSA Sufferance Area with restricted access.
- Access into the terminal must be approved by CBSA through a C6 application.
- CBSA approval is required by everyone who needs entry to the terminal and has business on the terminal
- Passengers without CBSA clearance and business on the terminal will not be permitted to enter. Contravention of this will attract fines.



## Contacts

### First point of contact:

- Report to a Foreman

If you need directions or help turn on your hazard lights and flag down a Foreman from your truck!

Report all incidents to a Foreman!

### Emergency Contacts

- Operations Shift Managers 604-252-2407
- DPW Roving Security 604-861-3915

## Safe Work Culture

Safety is a value here at DP World Vancouver.

Everyone's behaviour affects our safety culture, everyone can make a difference to create a strong safety culture.

Your actions strongly affects your safety and the safety of others. Please take the time to consider the safety rules, there are in place for your safety. Your safe behaviour will have a positive affect on others and at other terminals;the ripple affect.



**Your family and friends are counting on you to arrive home safely.**



Thank you