

SAFETYGUIDE

PORT^{OF}TURKU
FINLAND



2018

Port of Turku Ltd Safetyguide

Publisher: Port of Turku Ltd, Juhana Herttuan puistokatu 21, FI-20100 Turku • www.portofturku.fi

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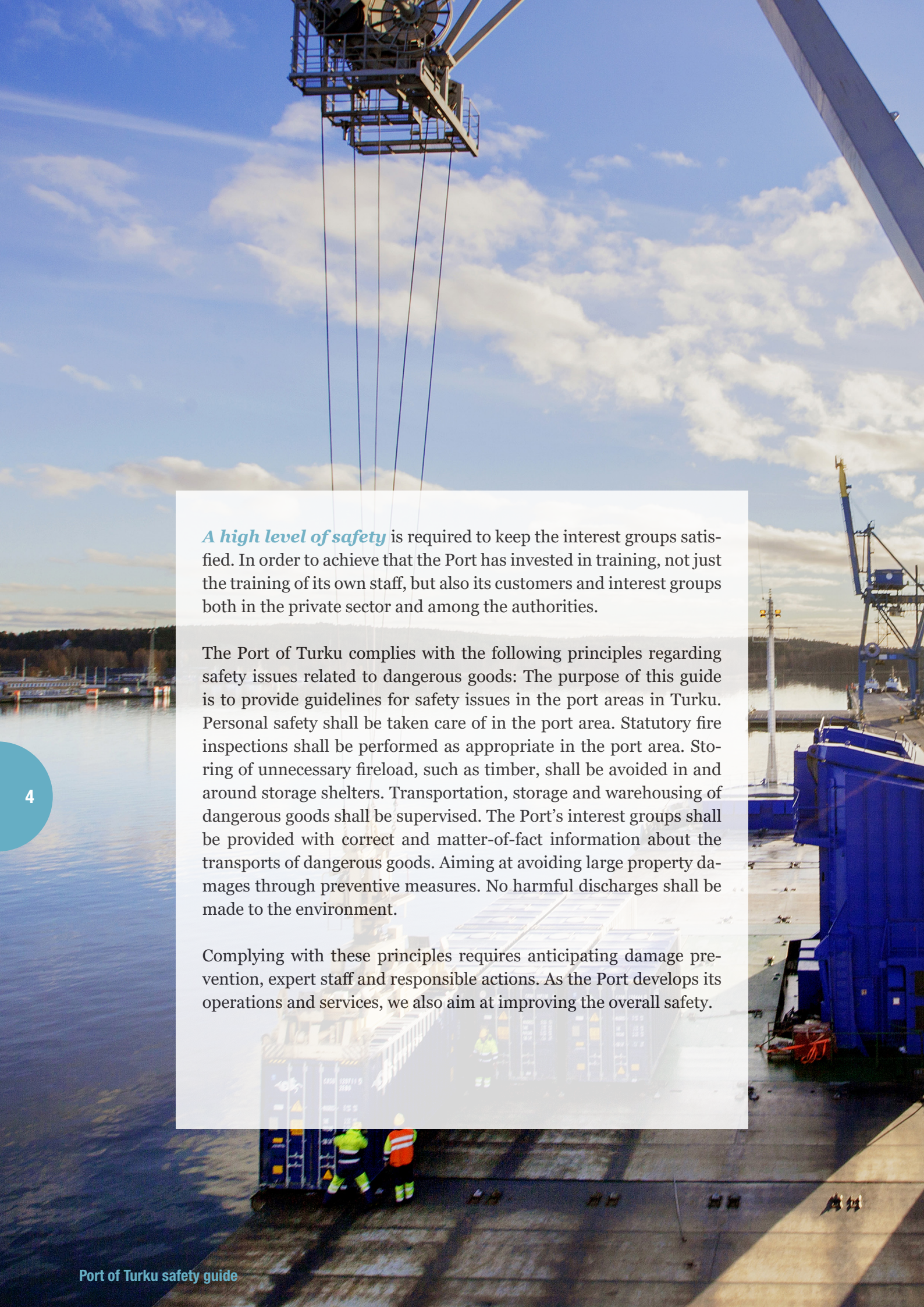


Port of Turku safetyguide

1. Moving in the port area	6
2. Access control in the port area	7
3. Prevention of danger situations	7
4. Transport of dangerous goods	8
4.1. Obligation to notify about dangerous goods	8
5. Action in case of emergency	9
6. Contact information	10
7. Driver's check list	11

Supplements

Base port - safety map	12
Pansio harbour - safety map	13
Advance inquiry on dangerous goods	14
Advance notification of dangerous goods	15

A large blue port crane is shown in the upper half of the image, lifting a container. The crane's cables are visible against a blue sky with scattered white clouds. In the lower half, a blue container is being moved on a port platform. Two workers in high-visibility vests are visible near the container. The background shows a body of water and distant land.

A high level of safety is required to keep the interest groups satisfied. In order to achieve that the Port has invested in training, not just the training of its own staff, but also its customers and interest groups both in the private sector and among the authorities.

The Port of Turku complies with the following principles regarding safety issues related to dangerous goods: The purpose of this guide is to provide guidelines for safety issues in the port areas in Turku. Personal safety shall be taken care of in the port area. Statutory fire inspections shall be performed as appropriate in the port area. Storing of unnecessary fireload, such as timber, shall be avoided in and around storage shelters. Transportation, storage and warehousing of dangerous goods shall be supervised. The Port's interest groups shall be provided with correct and matter-of-fact information about the transports of dangerous goods. Aiming at avoiding large property damages through preventive measures. No harmful discharges shall be made to the environment.

Complying with these principles requires anticipating damage prevention, expert staff and responsible actions. As the Port develops its operations and services, we also aim at improving the overall safety.



1. MOVING IN THE PORT AREA

Vehicle traffic in the port area

The speed limit in the port area is 40 km/h. Normal traffic regulations and signs are followed in the port area:

- The lanes to be used are marked,
- driving in container fields and quay areas is prohibited unless specifically required by an assignment,
- driving in the vicinity of a vessel in the middle of loading or unloading is prohibited,
- In the Pansio oil harbour driving vehicles to the quay area is strictly prohibited, if there is a vessel in the middle of loading or unloading.

Vehicles must not be brought to the port area to wait for a load. A separate truck parking area is available for waiting. The port area is a cross traffic area where forklifts, other machines and trains move in addition to vehicles. Vehicles must give way to trains and machines.

The driver of a vehicle stopped or parked on railway tracks must stay by the vehicle. If a vehicle or trailer has been placed in a field area against the Port's orders, and the driver or owner does not take care of moving it, it can be moved by the port authorities at the expense of the person concerned.

Safety clothes

When working and moving outside a vehicle in the port area, one must always wear at least CE1-tagged protective/caution clothing.

Ice removal

Any ice must be removed from the roof of a container or trailer before starting on the road. The removal takes place in the ice removal place allotted for that purpose.

Overweight

There is a cargo scales subject to a charge for weighing the load in the port area.

Idle running of vehicles

Idle running of vehicles is prohibited, as is the use of the diesel engine of a thermal unit.

Passengers in vehicles

No passengers should be taken to the restricted port area. The driver is responsible for the person in his or her vehicle.

Accidents

Any accidents must be immediately reported to the Port Control.

2. ACCESS CONTROL IN THE PORT AREA

Access passes and identity cards

A permit is always required for moving in the port area.

An access pass may be granted to people who work regularly in the port or visit there often on business. An access pass is usually granted per vehicle. The access pass is based on either the registration number given in advance or a remote sensor in the vehicle. The access pass can be granted by the Port of Turku or a company authorized by the Port. Those moving in the port area have to be prepared to explain their business and prove their identity if required.

Access to the port areas

Access to the port areas takes place through guarded gates. Identification is based on either the registration number or a remote sensor in the vehicle. The driver of the vehicle shall see to it that the registration number of the vehicle has been notified in advance to the Port's access control system. If a vehicle without an appropriate access pass attempts to enter the port area, Port must be provided with a reliable account about the reason of the visit, and, if necessary, Port checks the identity of the driver and any passengers before letting them in the port area.

3. PREVENTION OF DANGER SITUATIONS

In order to avoid danger situations, attention should be paid to the following issues:

Cargo handling

- Observing the free fluid level during lifting and lowering,
- suitability of lifting equipment,
- lifting spots and division of weight,
- locking mechanisms in the correct position,
- inspected lifting devices.

Vehicle traffic

- Speed limits,
- taking into account crossing traffic and level crossing,
- noting the possible slippery driving lanes when water vapour rising from the harbor basin condenses on cold surfaces.

Repair and service work in the port area

- Repair and service shall not be carried out in the waiting areas for dangerous goods or the storage area,
- hot work carried out in a temporary place for hot work in the port area always requires a written hot work permit from the Site Manager of Port of Turku.

4. TRANSPORT OF DANGEROUS GOODS

When units carrying dangerous goods are brought to the port area, they have to be marked with class specific symbols of dangerous goods in accordance with the

IMDG-code. The Port supervises the transports of dangerous goods in its administrative area and will immediately act on any neglects,

- such as units with defective markings
- or failure to implement segregation requirements between different classes.

The Port approves the use of ADR/RID in the port area, if the transports are integrally related to the transport chain (e.g. a truck or train loads/unloads in a terminal). The Port of Turku follows this procedure in limited fashion. If a unit is brought to the waiting area of dangerous goods in the Port, the use of ADR/RID is not possible. The prohibition is based on the fact that ADR/RID uses free classes, and the unit need not be marked with danger symbols, as a result of which the segregation requirements between different units are impossible to implement.

The one who unloads and cleans the unit also removes the labels. Stickers in accordance with the IMDG code on empty transport units must not be removed before the unit has been appropriately cleaned. The Port does not remove the labels from unloaded units, but has the unit(s) transported to the restricted stor-age area for dangerous goods at the expense of the person responsible for the matter.

4.1. OBLIGATION TO NOTIFY ABOUT DANGEROUS GOODS

The advance notification / -inquiry shall be made to the Vessel services through PortNet, e-mail or by fax using a form that meets all statutory requirements. (Supplements 3 and 4)

The Port will not reply to defectively filled out inquiries and therefore will not grant a permit for the re-requested shipments. The advance notification on import/export taking place at weekend or holiday must be submitted to the Port of Turku 24 hours earlier on the preceding business day.

Advance notification

An advance notification must be submitted on all dangerous goods (goods in the IMDG code, excluding liquid fuels transported as bulk) to be transported through the Port of Turku. The notification shall be made in time, at least 24 hours before the cargo unit is brought to the Port. The consignor is responsible for the notification. Dangerous goods that have not been reported will not be taken in.

Advance inquiry

When transporting extremely dangerous goods or other dangerous goods weighing more than 120,000 kg, in addition to an advance notification, an advance inquiry must be submitted three days before the arrival to the Port of Turku.

IMDG-classes and shipment volumes requiring advance inquiry

- Class 1 explosives (excluding 1.4S)
- Class 5.2 organic peroxides
- Class 7 radioactive substances, with the exception of UN 2908-2911

The advance inquiry also applies to other IMDG classes in case of large shipments (over 120,000 kg)

Goods in the IMDG class 1 (explosives), 5.2 (organic peroxides) and 7 (radioactive substances) must be transported directly out of the port area, or in case of export must be loaded directly on the ship without delay.

Maximum volumes of explosives/shipment

- Class 1.1, 1.2 consignment 20,000 kg
- Class 1.3 consignment 80,000 kg
- Class 1.4 consignment 120,000 kg

Maximum volumes of organic peroxides/shipment

Class 5.2 consignment 20,000 kg

When transporting extremely dangerous goods, it must be ensured with an advance inquiry whether the shipment can be transported via the Port. The advance inquiry must be submitted three days earlier to the Port of Turku. Extremely dangerous substances include:

- Class 1 explosives (excluding 1.4S),
- class 5.2 (organic peroxides) when the weight of the shipment is more than 20,000 kg
- class 7 (radioactive material), with the exception of UN 2908-2911.

The advance inquiry also applies to all other IMDG classes in case of large shipments (over 120,000 kg). Division 1.4S does not fall under advance inquiry.

All transports falling under advance inquiry are direct exports/imports. They must be picked up directly from the ship or driven directly to the ship. They must not be stored in the port area even temporarily.

5. ACTION IN CASE OF EMERGENCY

Order of action for the first person arriving in a scene of accident:

Find out

- what has happened,
- the number of people in need of help and the need for help.

Report the emergency

- Call the emergency number 112. Give exact information about the place of accident, section of the port, quay, number of shelter

Save people

- Approach a dangerous target with care without risking your own or others' health,
- first save those in mortal danger.

Prevent further accidents and give emergency first aid

Action in case of fire

Report the emergency

- Use the fire alarm button or call the emergency number 112.
- Also report the fire immediately to Port Control, tel. +358 2 267 4122.

Save those in immediate danger.

Extinguish and limit

- Use hand extinguishers and hydrants,
- prevent the fire from spreading,
- if the fire is in a building or shelter, close the doors.

Guide

- Guide the rescue units to the site and give a report about the situation.

Emergency call about a chemical accident

When you call the emergency number 112, tell

- what has happened,
- Is anyone hurt,

- what substance(s) is/are involved in the accident (class and UN No.),
- is there a fire or a leak,
- is there a risk of an explosion or a fire,
- what is the accident site like (possible guidance to the area),
- is there public traffic nearby,
- direction of the wind in the area.

Also report the accident immediately to Port Control, tel. +358 2 267 4122.

6. CONTACT INFORMATION

	ADDRESS	TELEPHONE	FAX
Port of Turku	Juhana Herttuan puistokatu 21 2FI-0100 Turku	+358 2 2674 111	+358 2 2674 110
Turku Port Control DUTY 24 h.		+358 2 2674 122	
Shift manager - Over-sized transports - Safety info point - General info number		+358 2 2674 122	
ACCESS PASSES			
Duty Remote identifiers 7 a.m. – 3 p.m.		+358 2 2674 444 +358 40 8203 529	
PORT SECURITY OFFICER			
- IMDG shipments - ISPS issues		+358 50 5533 123	
STEVEDORES			
Finnsteve Oy Ab	Huolintakatu 5 FI-20100 Turku	+358 10 565 60	+35810 565 7461
Turku Stevedoring Oy Ab	Varastokatu 1 FI-20100 Turku	+358 20 7529 777	
Stevena Oy Turku	Konttikatu 10 FI-20100 Turku	+358 50 5919 290	

7. DRIVER'S CHECK LIST

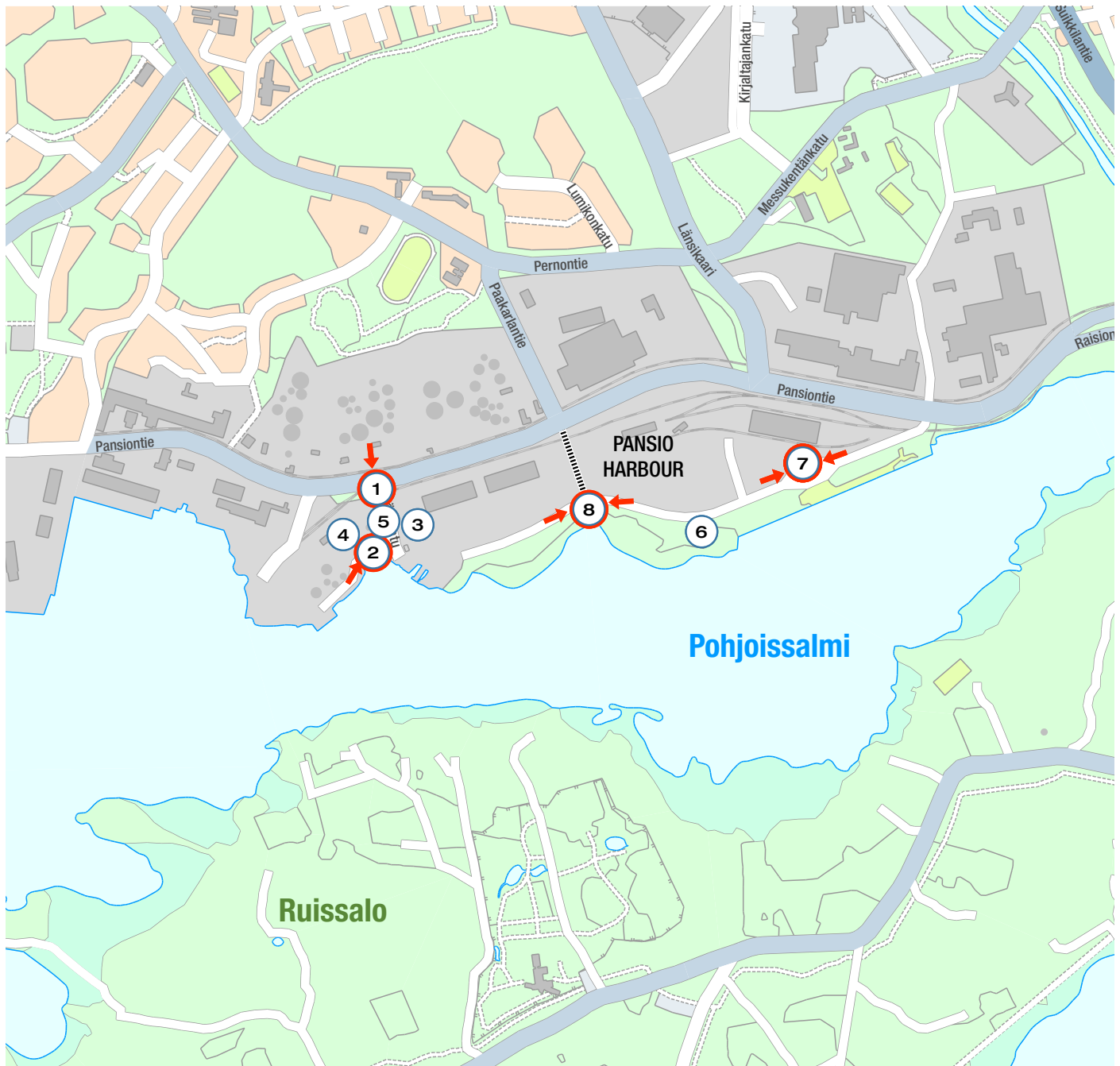
	YES	NO	DIRECTIONS / PROCEDURE
Do you know where you are going? • To which port area, • To which operator's service, • Which terminal or container depot		X	Check the operator in the waybill or call Turku Port Control. Contact the consignor.
Is your access pass valid?		X	Clean the register plates or contact the operator. Remember the correct driving speed in the gate zone (20 km/h).
Have the necessary reports been made?		X	Check with the consignor before leaving to the port.
Can the cargo to be picked up from the port be surrendered?		X	Contact the operator.
Has the cargo to be delivered to the port been booked on a ship or does it have a consignee?		X	Contact the operator. Unbooked cargo must not be brought to the port area!
Has the loader of the unit to be delivered to the port sealed the unit?		X	Contact the operator or customs.
In case of extremely dangerous IMDG shipments, is there a vessel waiting into which the goods can be directly loaded?	X		Contact the operator. Do not leave the unit unattended in the port area.
Do you have safety clothes required by the Port with you?		X	Put on the safety clothes whenever you move outside your vehicle.
Is the customs office open in case your shipment requires a visit to the customs?		X	Customs offers personal customer service appointments. Appointment Mon-Fri from 8 a.m. to 4.15 p.m tel. +358 2 9552 7167
Are the register plates of the vehicle and trailer clean for identification?		X	Clean them!
Have you checked in advance how to proceed when carrying an over-sized transport?		X	Contact the operator and Port Control, Tel. +358 2 2674 122, to agree on how to proceed.
Are you aware of the location of the IMDG waiting areas if you are delivering or picking up dangerous goods?		X	Check who is the operator. Here is how to find the waiting areas: Finnsteve: West Harbour (Länsisatama) and Linnanaukko Turku Steve: Linnanaukko Silja and Viking in their own areas

BASE PORT - SAFETY MAP



- 1 Ice removal point
- 2 Gate Zone, **emergency exit**
- 3 Gate for over-sized transports
- 4 Dangerous goods storage area
- 5 Linnanaukko IMDG area
- 6 Tallink Silja's gate, **emergency exit**
- 7 Tallink Silja IMDG area
- 8 Port Control
- 9 Viking Line's gate, **emergency exit**

PANSIO HARBOUR - SAFETY MAP



- 1 Öljykatu gate (pass card required), **emergency exit**
- 2 Oil and chemical harbour gate (works with code), **emergency exit**
- 3 Pumping room and emergency shower
- 4 Fire alarm buttons
- 5 Prevention container
- 6 Ice removal point
- 7 Pansio harbour gate, **emergency exit**
- 8 Gate zone, **emergency exit**

ADVANCE INQUIRY ON DANGEROUS GOODS

When transporting extremely dangerous goods or shipments weighing more than 100,000 kg, in addition to an advance notification, an advance inquiry must be submitted three days before the arrival to the Port of Turku. The purpose of the advance inquiry is to ensure that the shipment can be transported via the Port of Turku as direct export/import.

Even after an approved advance inquiry the arrival of the cargo in question must be reported in accordance with normal practice 24 hours in advance.

The signed advance inquiry shall be sent to the Vessel services by using Portnet, by email to dangerousgoods@portofturku.fi or by fax +358 2 2674 110. Inquiries tel. +358 50 55 33 123.

Import ☐ Export ☐ Transit ☐

Ship

Date of arrival _____ / _____ 20 _____

Import date / export date _____ / _____ 20 _____

Forwarder in port _____ Tel _____

Unit and classification

No. and type of the unit	Technical name	IMDG/ADR/RID class	UN no.	Package group	Flash point

Volume of goods

No. of pallets	Net kg	Gross kg	Remarks

Date _____ / _____

Enquiry drawn up by _____ Tel _____

Signature and clarification of name _____

Customer company _____ E-mail _____

Address _____

ADVANCE NOTIFICATION OF DANGEROUS GOODS

An advance notification must be submitted on all dangerous goods (goods in the IMDG code, excluding liquid fuels transported as bulk) to be transported through the Port of Turku (Government Decree 251/2005), and this form should be used whenever possible.

The notification shall be made separately for each batch of goods and sent to the Vessel services at least 24 hours before the dangerous goods are brought to the port area. An advance notification on import/export taking place at weekend or holiday shall be submitted at least 24 hours earlier on the preceding business day.

The signed advance notification shall be sent to the Vessel services by using Portnet, by email to dangerousgoods@portofturku.fi or by fax +358 2 2674 110. Inquiries tel. +358 50 55 33 123.

Import ☐ Export ☐ Transit ☐

Ship

Date of arrival _____ / _____ 20 _____

Date of departure _____ / _____ 20 _____

Number and type of the unit (mark and No., if general cargo)	Technical name of substance	MFAG	Number and weight	IMDG class	UN nro	Flash point

Date _____ / _____

Notification drawn up by (customer company) _____ Tel _____

Signature and clarification of name _____

Received in the port

Päiväys _____ / _____ 20 _____

Received by _____

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