



**PORTS AMERICA**

**S.A.F.E. P.O.R.T.S**

Safe Actions for Everyone  
Practice, Observe, Remember, Think, Safety

**DAMAGE  
PREVENTION  
HANDBOOK**

***RO/RO Division***

***ZERO DAMAGE  
AND  
TEAM EFFORT***

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**MISSION**

Ports America provides creative and innovative infrastructure solutions for ports, cargo carriers and cargo owners. Therefore, as a company, we are committed to the following principles:

- Provide the highest quality customer service in our industry.
- Create long-term value for our customers and stakeholders.
- Provide an excellent and safe work environment.

**ETHICS**

**Honesty:** We demonstrate integrity, speak cordially and do what we say.

**Team:** We trust one another, collaborate proactively and deliver more value by working together.

**Customer Focus:** Our customers come first.

**Enterprising:** We are disciplined, innovative and courageous in our business dealings.

**Safety Focused:** We never compromise safety.



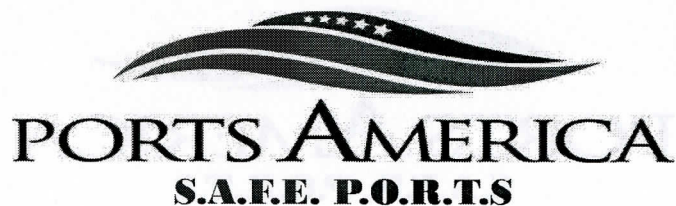
## OUR GOAL

It is our responsibility at Ports America Baltimore is to achieve safe and smooth transportation of vehicles without any damage. Our target is "ZERO DAMAGE" and we strongly believe in the team effort approach for continuous improvement.

We understand customer requirements and share information with all those involved in our operation from management to labor. We keep our members informed by constant training, gangway talks and safety meetings. Only by keeping to the team effort approach can we strive to promote an efficient damage free operation, ensuring continuous improvement.

We request that you thoroughly read and understand the contents of this manual and appreciate your cooperation in helping us achieve the target of "ZERO DAMAGE" in our operations.

We trust that our goal is your goal. Thank you for your continued support.



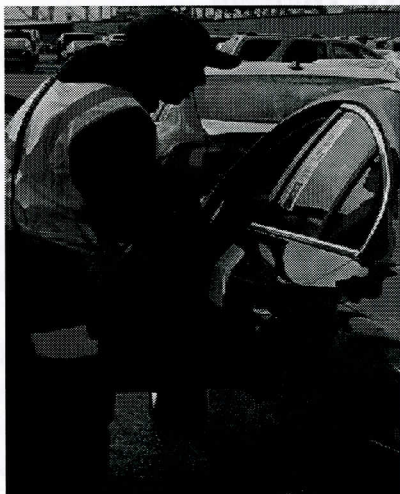
## RO/RO Division

### POST-VESSEL

- Confirm counts with clerks, field men and port captains.
- Give completion time to vessel agents.
- Submit all incident reports and paperwork as soon as possible



## PILE MAN AT FIRST POINT OF REST



After positioning the vehicle, check to ensure that:


- The gears are engaged
- The handbrake is on
- The light and ignition are off
- The windows and doors are closed
- The key is in the proper position
- Be sure driver has exited vehicle.
- If driver has not exited vehicle, communicate with field parker to stop traffic.

## Operation Standards

- No eating, drinking or smoking in vehicles or vessels
- Only the driver is allowed in the vehicle.  
No passengers.
- No exposed watches, jewelry, belt buckles, etc. that could cause scratches to the vehicles.
- Only clean and appropriate clothes permitted. No buttons or exposed accessories that could cause scratches or damage.
- No sitting, leaning or placing objects on vehicles.
- Absolutely no cell phones while operating vehicles or equipment.
- No MP3s, headsets or Bluetooth's that could cause distractions while driving.
- No unnecessary contact with vehicles.

## Lashing and Unlashing Operation

- Do not carry lashings between vehicles.
- Do not throw lashings.
- Do not let lashings hang down to deck below.
- No unnecessary touching of vehicles while unlash-ing
- Coveralls and gloves to be worn at all times while unlash-ing.
- Knee pads to be soft and worn under coveralls while unlash-ing.
- Lashings to be pushed to wall or stanchion when finished with rows.
- Lashers to keep walkway and driving route free of lashings



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### Driving

- Safe speed and distance to be kept at all times in vessel and in field.
- Do not turn on radios or use any accessories while driving vehicles.
- Do not drive over lashings.
- Stay alert on vessels and follow driving route at all times.
- Pay attention to traffic flow, safety cones, caution tape and signal men at all times.
- All high risk vehicles to be broken out with supervision / signalmen (“COWARD” – Cargo Obstructed While discharging and Require Direction).
- No reversing of vehicles unless absolutely necessary and then with supervision in front and in back.
- Maintain slow speed while going down ramps to prevent bottom out damage.
- Only move vehicles in correct sequence.

### Parking

- Pay close attention to parkers.
- Place the vehicle in park (1st gear for manual transmission) and engage the parking brake.
- Turn off lights and close windows.
- Turn off vehicle and place the key in designated area.
- Pay attention when exiting vehicle.



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### SHUTTLE VAN AND VEHICLE IS SEPARATED AS MUCH AS PRACTICABLE



- Adjust cones in the field that are designated as “bus stops” where taxi vans park to pick up drivers.



**PARKERS PROPERLY SPACED  
AND IN POSITION AT F.P.R.**



**RO/RO PROCEDURES**

**PRE-VESSEL**

- Pre-Vessel meeting with agent, shipping line representative and superintendents.
- Pre-Vessel meeting with foremen.
- Pre-Vessel meeting with longshoremen, lashers and clerks.

**VESSEL OPERATIONS**

- Use cones and caution tape to clearly mark driving routes on vessel and in field
- Superintendent and breakout teams in every working hold on the vessel.
- It is mandatory that all supervision wear high visibility gloves and appropriate attire.
- Place signal men and traffic signs in all applicable areas.
- Foremen with lashers at all times.

**POST VESSEL**

- Confirm counts with clerks, field men and port captain.
- Give completion time to vessel agents.
- Submit all incident reports and paperwork as soon as possible.

**VESSEL  
Operations**



**SIGNALMAN  
MONITORING RAMP**



**MONITOR DISCHARGE RAMP  
TO ENSURE NO BOTTOMING**



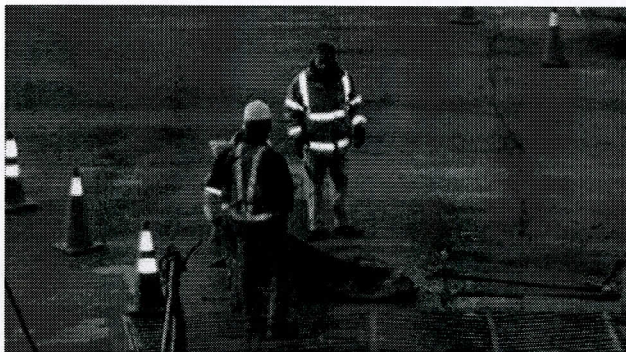


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**S.A.F.E. P.O.R.T.S**



**SIGNALMAN DIRECTING TRAFFIC IN VESSEL**



**PREPARATION OF RAMP.  
ADJUST AS NECESSARY TO  
ENSURE NO BOTTOMING  
OUT OF VEHICLES.**



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**S.A.F.E. P.O.R.T.S**

## **Superintendent Pre Operations Meeting with Foreman**



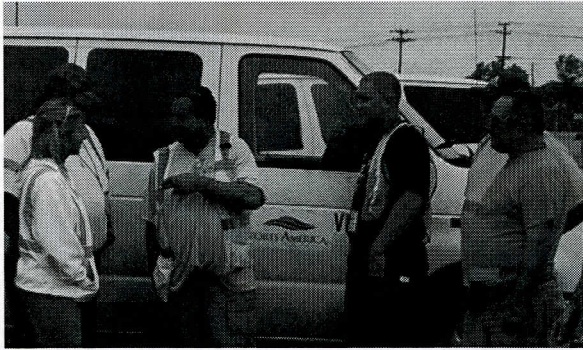
- Discuss the ship's stowage plan, discharge sequence, and dock parking plan.
- Discuss customer reported and identified "High Risk" vehicles and areas.
- Discuss as appropriate previous ship discharges and area for improvement.





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The most important aspect of the gangway speech is safety, both for the cargo as well as the drivers.

- Inform all drivers and van drivers of the FPR parking area's.
- Follow designated traffic routes.
- All drivers are to follow the instruction of signalmen wearing green safety gloves ONLY.
- Drivers to adhere to dock speed (25 MPH) and ensure good spacing between vehicles.
- Drivers “yield” to vans on the dock and the ship.
- After parking the vehicle, ensure the vehicle is in “park”, the emergency brake set, windows are rolled up and the keys are placed back in the designated



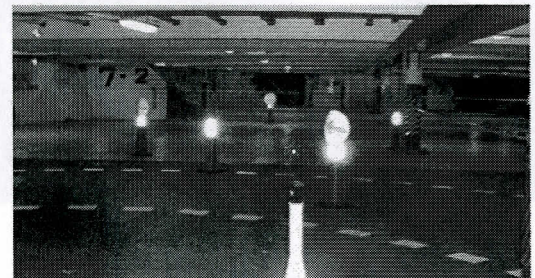
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## S.A.F.E. P.O.R.T.S

### TRANSIT THE SHIP TO THE FIRST POINT OF REST (FPR)



- Superintendents/ Foremen enforce speed and spacing
- Ensure all traffic routes are set using cones, high-vis tape, signage and flashing lights.
- Ensure the traffic route is the safest possible route (always use the wide side of the ship when possible).





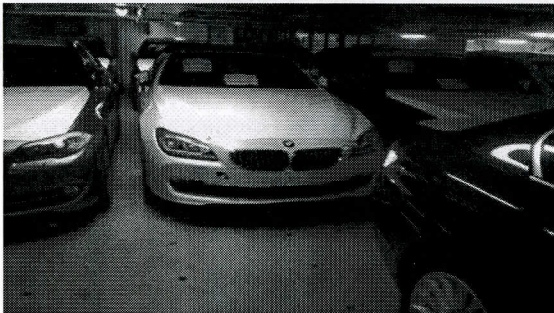


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### BREAKOUT OF VEHICLES

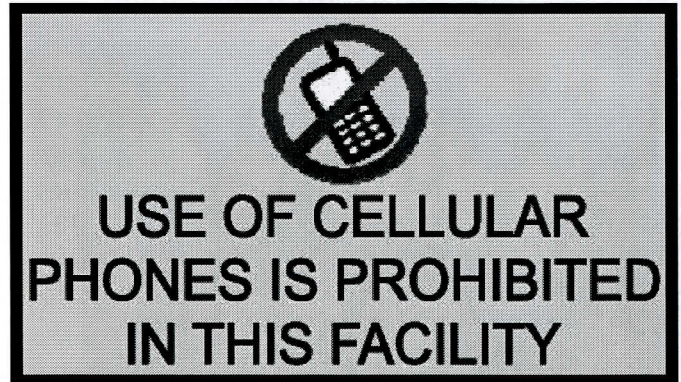
- Ensure all “High Risk” cargo breakout under Foreman direct supervision.
- DO NOT BACK ANY UNIT WITHOUT SUPERVISION!!
- Absolutely “NO” backing of any unit at any time without supervision.
- Signalman to have visibility of all hazards when giving direction for breakout by standing in front of vehicle.
- Always wait for supervision before breaking out any unit from stow.
- Follow the driving routes, drive at safe speeds, and drive at safe distances.



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### CELL PHONE ELECTRONIC DEVICES ARE PROHIBITED



- Cell phones are a major distraction which will be a cause of a major damage unless we can join together and ban their usage.
- The latest study states that a driver on a cell phone is four(4) times more likely to have an accident. That doesn't take into account the turns and ramps while driving on a vessel.
- No Hands-Free
- No Earpieces
- No Blue-Tooth






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### RO/RO OPERATIONS CORRECT P.P.E. FOR UNLASHING / LASHING PERSONNEL



- **Knee pads:** Protect wearer and allow him/ her to crawl hence keeping lashings below bumper level.
- **Gloves:** protect wearer and cover any jewelry like rings or watches.
- **Coveralls:** protect wearer from clothing getting caught on ships structure and vehicles while also protecting the units from belts, buttons, etc

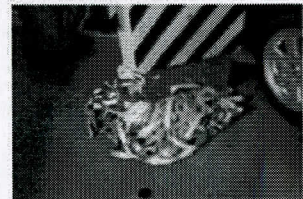
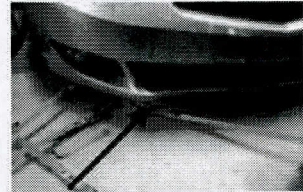
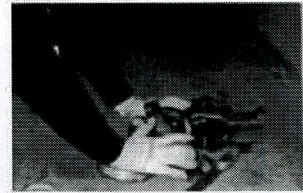


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### UNLASHING

- Foreman and Gang Carrier supervise unlashing groups
- Ensure unlashers carefully maneuver between vehicles
- Ensure there is no kicking of lashing clasps
- Ensure caution is used when releasing lashing clasps close to the front bumpers
- Ensure lashing is stowed tight next to bulkheads and stanchions clear from the vehicle discharge path



Lashers treat lashing materials with care, and keep materials below bumper level to prevent possible damage to bumpers.



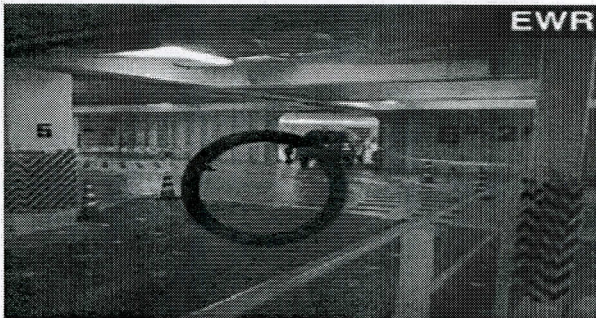


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## S.A.F.E. P.O.R.T.S

### TRANSIT THE SHIP TO THE FIRST POINT OF REST (FPR)

Superintendents positively place cones and tape to set safety traffic patterns.



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## S.A.F.E. P.O.R.T.S

### PRE VESSEL MEETING WITH LASHERS



#### Lashing and Unlashing Operation

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lashings.





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## S.A.F.E. P.O.R.T.S

### SHIP CHECK

- Pre-stage cones and signage for traffic route placement.
- Verify port cargo mark-offs and possible “coward” scenarios.
- Identify “High Risk” vehicles (tight stowage of vehicles in walkways, stanchions, bulkheads, other vehicles and lashing claspers very close and under the front bumpers on low profile vehicles).
- Verify vehicles on up-ramps; have wheel chocks behind the vehicle rear tire's.

