

**DRAFT****STANDARD OPERATING PROCEDURE FOR WORKING ON-BOARD THE SHIP****Purpose**

This procedure outlines the requirements of the management for handling of cargo on-board the vessel to avoid accident and minimize adverse effects on health of workers working thereat. The procedure applies to all workers of the Mumbai Port Authority as well as of Por User/contractors working in all areas of the holds/hatches of the ship, where import/export/transshipment cargo handle in docks and at midstream.

The procedure provides general guidance for safe handling of each cargo. Safety is integral part of duties assigned to each person working in the Port. As the working condition in docks operation is dynamic in nature, therefore, any action needed, which is not covered in SOP, but required to maintain safe working environment shall be taken.

**Personal Protective Equipment (PPE)**- When working on board the ship head, foot, and hand protection are needed for all persons. Therefore, safety helmet. Safety shoes and nitrile coated hand gloves are required to be wear in proper way. Further, when harmful agents/dusty cargo is handled, then suitable mouth protection and clothing should be provided in addition to above PPEs. Protection for noise level also to be provided to the workers, where noise level is beyond 80 decibels due to operation of appliances like forklift, ship and other cranes.

**Guidelines** - For detailed guidance, the requisite regulatory provisions under the Dock Workers' (safety, Health & Welfare) Regulations, 1990 shall be referred.

**Safety Responsibility** - *The Safety Responsibilities of each category of the employees involved in cargo handling operations are already prepared by the Committee constituted during 117th meeting of the Safety Committee for the Port of Mumbai held on 17.02.2011 and it was sent to the Traffic Manager for implementation vide letter No. HRD/SHW/DSC/506 date 05.03.2011. (Attached as Annexure I)*

On the same analogy, whenever a work is carried out by the Private workers deployed by the Shipping Agent, then corresponding Safety Responsibility to that category of hierarchy or nature of work shall apply.

**Risk Management -**

- i) **Risk Assessments** - The potential risk assessment is given in Hazard



Identification and Risk Assessment (HIRA) matrix (Attached as Annexure II) for handling of cargo on-board vessel shall be referred and accordingly the Supervisor of the workplace shall ensure that those precautions are taken.

ii) **Identification of Potential Risk** - Due to nature of size, shape and weight of cargo and its stacking position differs from ship to ship; therefore, besides HIRA sheet, the supervisor requires identifying any foreseeable hazard in the operation and shall take necessary precautions to prevent accident.

iii) **Risk Control** - Risk control measures given in the HIRA sheet shall be implemented by the Supervisor of the workplace and it shall be ensured by the Sectional Asst. Traffic Manager of the area.

**Standard Operating Procedure**

Stage of work	Activity	Responsibility
<b><u>Planning</u></b>	Advance planning of Lifting Appliances, equipment, Loose Gears for appropriate capacity and other ancillary tools required for safe handling of cargo.	Supervisor
<b><u>On Arrival of Vessel</u></b>	<p>1. Inspection of certificates of test and annual through examinations of lifting appliances, loose gears, wire ropes, etc. submitted by the Agents for their adequacy of capacity for handling maximum load of cargo as given in the IGM / Shipping Bill i.e. no cargo is to be handled beyond Safe Working Load (SWL) of the ship crane. If any cargo is beyond SWL of on-board lifting appliances, then ensure that suitable arrangement is made for its handling.</p> <p>Further, it is to be ensure that all lifting appliances and wire ropes, loose gears attached to them are tested every five years and annual thorough examinations is carried out by the Competent Person every year. ( Refer Regulation 47 and 51 of the Dock Workers' (Safety, Health and Welfare Regulations, 1990)</p> <p>2. Receiving of an undertaking from the Master / Chief Officer of the Vessel stating that wire ropes and loose gears attached to the lifting appliances are tested and examined as per the Dock Workers' (Safety, Health &amp; Welfare) Regulations, 1990 and are in good working condition.</p> <p>3. Receipt of undertaking of loose gear certificates and sound working condition from the vessel agent. Inspect that no cargo is to be handled beyond SWL of the loose gear.</p> <p>4. For visual inspection of wire ropes &amp; loose gears attached to the lifting appliances, the pulley</p>	<p>Supervisor Foreman Chargeman</p> <p>Supervisor Foreman Chargeman</p> <p>Supervisor Foreman Chargeman</p>



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<b><u>At the Time of Commencement of Operation</u></b>	<ol style="list-style-type: none"> <li>1. Impart Tool-Box Talk to explain Safety Precautions need to be taken and to make them aware about potential dangers involved while handling of cargo.</li> <li>2. Provision of appropriate PPEs to the dock workers and instruct them for their use.</li> <li>3. Keep ready stretcher or any other means required for emergency rescue of person working on/in the ship, in case of any accident / incident and emergency contact numbers.</li> </ol>	<p>Supervisor Foreman Chargeman</p> <p>Tindel / Individual</p> <p>Shed Superintendent / Shipping Agent Gear Supplier</p>
<b><u>During Operation</u></b>	<ol style="list-style-type: none"> <li>1. Ensure that all safety standard and procedure are followed and provisions of safety regulations are complied and strictly adhered to while cargo-handling activities are carried out on board the vessel.</li> <li>2. All persons involved in cargo handling operation are using PPEs.</li> <li>3. Ensure that no dock worker is standing or working in a danger zone of falling of cargo or any suspended load.</li> <li>4. Carry out periodical inspection (i. e. at least every hour) for stability of stacking of cargo in hold or receiving of cargo from shore. Based on situation/condition prevailing in the hold and decide safe and proper method of handling.</li> <li>5. Ensure that during operation no unsafe stack or wing stack is created during operation.</li> <li>6. Ensure that approach way to any working point on board is not blocked and safe access is maintained for emergency evacuation of dock workers.</li> <li>7. Ensure that always enough space is maintained around stack of cargo or working area for smooth movement of dock workers and lifting appliances used for cargo handling operation.</li> <li>8. No person is taking rest or sleeping in the vicinity of cargo handling operation.</li> <li>9. Ensure that cargo is handled in safe manner.</li> <li>10. Prohibition of use of Mobile Phone, while working.</li> <li>11. Maintain Good House Keeping and hygiene i. e. dunnage, steel strips, packing material are kept at safe place.</li> <li>12. Ensure of proper securing and lashing of cargo of stack for accidental rolling/collapse.</li> <li>13. Adequate illumination and ventilation is maintained at the working area.</li> <li>14. Ensure that all the control /arrangement/function of lifting appliances are in proper working conditions.</li> </ol>	<p>Supervisor Foreman Chargeman</p> <p>Every Individual</p> <p>Tindel / Hatch Foreman / Chargeman / Foreman</p> <p>Supervisor Foreman Chargeman</p> <p>Tindel / Foreman / Chargeman</p> <p>Tindel / Foreman / Chargeman</p> <p>Tindel / Foreman / Chargeman</p> <p>Tindel / Foreman / Chargeman</p> <p>Every Dock Worker</p> <p>Every Dock Worker</p> <p>Tindel / Foreman / Chargeman</p> <p>Tindel / Foreman / Chargeman</p> <p>Supervisor Foreman Chargeman</p> <p>Ship Crane Operator</p>



	15. No Hot Work or Smoking near cargo handling operation.	Supervisor Foreman
	16. Ensure that palls or skid nets are rigged on wharf, to avoid fall of cargo in dock basin.	Chargeman Supervisor Foreman
	17. To rectify deficiencies pointed out during safety inspection by the official of the Safety Management Cell.	Chargeman Supervisor Foreman
	18. In case of handling of any dangerous goods or any harmful commodity, the Material Safety Data Sheet (MSDS) of the said is referred and to ensure that requisite safety precautions are taken or conditions stipulated in the permission given by the Competent Authority are complied. In case of any doubt, the advice of the officials of the Safety Management Cell should be obtained.	Chargeman  Supervisor Foreman Chargeman
<b><u>Training and Awareness</u></b>	Management Cell should conduct periodical safety training at Port Management Training Centre. Besides this on-the-job training is given for awareness for safe handling of that cargo.	Safety Management Cell

**Note - Whenever a work is carried out by the Private workers deployed by the Shipping Agent, then corresponding responsibility given in the SOP shall be applied to that category of employee of port user or nature of work carried by him.**

Asst. Traffic Manager  
(Safety)

Dy. Traffic Manager (OBL)

Dy. Manager

Sr. Dy. Traffic Manager (OD)

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GAUTAM SUDEO DEY  
(TRAFFIC MANAGER TM)

**Note No. #4**  
SOP for approval.

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ADESH TITARMARE  
(DY.CHAIRMAN)

**Note No. #5**  
SoP is approved

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P.T.O.



RAJIV JALOTA  
(CHAIRMAN MBPT)

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(Committee to Dr. M. R. 29/4/22)

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