

GENERAL SOP FOR HANDLING OF CARGO IN PORTS

Planning

1. Advance planning of Lifting Appliances, equipment, Loose Gears for appropriate capacity and other ancillary tools required for safe handling of cargo.

Before Commencement of Operation:

2. Inspection of tests and certificates of lifting appliances, loose gears, wire ropes, etc. for their adequacy of capacity.
3. Visual Inspection of lifting appliances, loose gears, wire ropes, etc. for their soundness.
4. Trial Operation of lifting appliances without any load for its smoothness or detection of any defects, etc.
5. Inspection of safe access of docks workers to their workplace i.e. deck, hold, ship crane, signalman, etc.
6. Ensure that experienced and skilled dock workers with sound health are deployed.
7. Inspection of stacking of cargo in hold or receiving of cargo on shore. On the basis of situation/condition thereat decide safe and proper method of handling.

At the Time of Commencement of Operation

8. Impart Tool-Box Talk or explain Safety Precautions to be taken and potential dangers involved while handling of this cargo.
9. Provide appropriate PPEs to the dock workers and instruct them for their use.
10. Keep ready any emergency equipment required for rescue of person in case of any accident/ incident and emergency contact numbers or numbers of Responsible Persons for advice.

During Operation

11. Ensure that all dock workers are using PPEs provided to them.
12. Effective supervision to ensure that no dock worker is standing or working in a danger zone of falling of cargo or any suspended load.
13. Regular monitoring of Stability of stacks inside hold due to cascading effect of handling. If unstable then take immediate necessary action to make it stable or cordon off the area of potential fall of cargo.
14. Ensure that during operation no unsafe stack or wing stack is created.
15. Ensure that always Safe access is maintained for emergency evacuation of dock workers.
16. Ensure that always enough space is maintained around stack of cargo or working area for smooth maneuvering for emergency vehicles like Ambulance, Fire Tender, etc.
17. No unauthorized entry or loitering in the working area.
18. No person is taking rest or sitting in the vicinity of cargo operation or stack.
19. Cargo is handling is taking place in safe manner.
20. Observe proper traffic discipline.
21. Prohibition of use of Mobile Phone, while working.
22. Maintain Good House Keeping and hygiene.
23. Proper securing and lashing of cargo of stack for accidental rolling/collapse as well as during transportation of cargo from handling point to offloading point.
24. Adequate illumination and ventilation is maintained at the working area.
25. No Hot Work or Smoking near cargo operation.

