



# IMPORTANT INFORMATION FOR PORT USERS AND VISITORS



# HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

Belfast Harbour Commissioners recognise that good Health, Safety & Environmental systems and performance are fundamental to our business. We consider it a priority to minimise the risks to all stakeholders (including employees, visitors, contractors, port users, tenants, members of the public and others) who may be affected by our activities.

Our mission is to:

**“Safely and profitably operate, maintain and develop Belfast Harbour for the benefit of the Northern Ireland economy.”**

In order to achieve this we will:

- Comply with Health, Safety and Environmental legislation, approved Codes of Practice and other requirements to which we subscribe.
- Endeavour to continuously improve our Health, Safety and Environmental management systems and performance.
- Systematically identify Health, Safety and Environmental risks associated with our activities.
- Mitigate and control identified risks in order to conduct our activities safely and in an environmentally responsible manner.
- Endeavour to prevent pollution.
- Develop, update and maintain emergency plans and procedures to address residual risks.
- Adopt the principles of sustainable development

- Involve and consult employees and other stakeholders on Health, Safety and Environmental issues where appropriate.
- Set measurable Health, Safety and Environmental objectives and targets supported by a management programme that measures performance, reviews effectiveness and audits compliance.
- Ensure that employees are competent to carry out their work and understand the impact their actions and behaviour may have for the health and safety of themselves, others and the environment.
- Provide our employees (and where appropriate, contractors and suppliers) with adequate information, training and supervision to enable them to understand and discharge their responsibilities for compliance with this policy.



# INTRODUCTION

Welcome to the Port of Belfast. Please use the information provided in this booklet to ensure your visit is safe and enjoyable.

**IN AN EMERGENCY** - contact BELFAST HARBOUR POLICE on **028 9055 3000**



# GUIDANCE FOR PORT USERS AND VISITORS

- All traffic must adhere to the speed limits of 30mph on the roads and 10mph on the quays.
- Vehicles involved in cargo operations (e.g. loading or discharge operations) are permitted to access the quays as directed by local stevedoring staff.
- Vehicles not equipped with beacons must operate their hazard warning lights when accessing quays.
- Vehicles parking off-quay must use the designated parking areas. No parking is permitted across quay access gates or along crane rails.
- Passengers are not to be carried in vehicles and plant not designed or properly modified to do so. Seat belts must be worn where fitted.



- Drivers and pedestrians should be aware of moving plant and equipment operating on the quay. These include cranes, forklift trucks and other mobile vehicles.
- All non-road cargo handling plant (e.g. forklift trucks, shovels etc) must operate with orange flashing lights/beacons and audible reversing alarms whilst undertaking cargo handling operations.
- Large plant, slow moving vehicles and wide loads must be escorted on harbour roads. Escorts should be arranged with Belfast Harbour Police.
- Cranes and heavy plant shall only be operated on docks and quays at locations permitted by Port Engineering in accordance with a Method Statement agreed by Port Operations.
- Drivers must not climb high sided vehicles to observe loading or to carry out sheeting except where appropriate ladders and/or gantries are provided. Where possible drivers will remain inside vehicles.
- All pedestrians and drivers who must disembark from their cabs whilst on the roads and quays must wear Personal Protective Equipment. (PPE)
- As a minimum PPE should consist of
  - Safety shoes or boots,
  - Hi-visibility vest or jacket
  - Hard hat (if undertaking or working near lifting operations)
- All vehicles, pedestrians and quayside workers must keep well away from quay edges. All persons required to work within 2 metres of the edge must wear an approved auto inflation lifejacket in addition to PPE.

- Persons visiting vessels or quays outside normal working hours must inform Belfast Harbour Police before accessing and when leaving any quay. Persons accessing ships must use the gangways or ladders provided.
- Children or young persons (under the age of 16) are not permitted into cargo handling areas unless approval has been granted by the Harbour Master and parent/guardian permission has been provided.
- Approval must be obtained from Port Operations, Milewater Basin for hot work (welding, cutting and grinding) in cargo handling areas. If approval is granted an authorisation will be issued.
- Where approved, persons in control of hot work must ensure that a safe system of work is in place and must provide self-regulation as necessary.
- Access to Electrical plant and Confined Spaces is restricted to authorised personnel only. Permits for access to these areas must be obtained from the Operations Engineering Department based at the Harbour Workshops, Milewater Basin.
- No excavations shall take place unless a permit has been issued by the Port Engineering Department 028 9055 4422. Permits must be in possession of those carrying out the work at all times and should be made available for inspection by BHC staff if requested.

- All cargo must be stacked safely. Containers, timber or steel stacks may not be stacked immediately against a fence line, roadway or building. Cargo must not obstruct emergency exits, access routes or safety equipment.
- All cargo spillages must be cleared as soon as possible on the day of operation. Spilled cargo must not be dumped into the water. Dunnage and timber banding must be collected and disposed of properly.
- No fishing is permitted from quays or wharves.
- Unauthorised launch and recovery of boats and personal watercraft is not permitted within the port.
- Horseplay is not permitted in the port. Anyone deemed to pose a danger to themselves or others will be removed from the port.
- **All accidents including near-misses, land based spills and damage-only incidents must be reported immediately to the Harbour Police on 028 9055 3000**
- **All oil spills into the water must be reported immediately to Port Control via the Harbour Police or by radio (Channel 12).**
- **Observe all safety and instruction signs without exception.**
- **It is a criminal offence to misuse, interfere with or damage safety equipment.**

# ENVIRONMENT

- Unauthorised dumping of waste is strictly prohibited. All waste shall be disposed of in compliance with current legislation.
- Any person and/or vehicle transporting waste within Belfast Harbour Estate must be in possession of a valid Waste Carrier Licence issued by the Northern Ireland Environment Agency.
- Bonfires are not permitted and the burning of waste is strictly prohibited at all times.
- No unauthorised discharges are permitted to drains, sewers, watercourses, tidal or other controlled waters.
- **Help improve our environment through reducing, re-using & recycling waste wherever possible. Conserve energy by switching off equipment and lighting when not required and it is safe to do so.**



# SECURITY

- The Port of Belfast fully complies with the security requirements of the **International Ship and Port Facility Security Code**. Quays and Berths within the port are classified as Restricted Areas by the Code.
- It is a **criminal offence** to enter or remain in a Restricted Area of the Port without authorisation.
- Security Passes must be clearly displayed whilst the holder is in the Restricted area.
- Security passes are not transferable and are valid only for the person to whom they are issued.
- Authorised vehicles will be issued with a security vehicle pass. Unauthorised vehicles will be excluded from Restricted Areas.
- Persons, vehicles and property are liable to search by Belfast Harbour Police before entry to Restricted Areas.
- Security passes remain the property of Belfast Harbour Police. Temporary or Visitor passes must be returned when leaving the port. Permanent passes must be returned when sponsorship is withdrawn.
- Misuse of the pass will result in it being withdrawn.
- Failure to comply with security requirements will result in the person concerned being removed from the Port or denied access to it.
- **Applications for passes can be made by contacting the Pass Office at Milewater Basin, on 028 9055 4434 (Mon – Fri 0800 -1600hrs)**



For more information and to provide feedback on this booklet, please contact  
The Safety & Environmental Manager

**Belfast Harbour Commissioners**  
**Harbour Office Corporation Square**  
**Belfast, Co. Antrim BT1 3AL**

**T: 028 9055 4422**  
**F: 028 9055 3020**  
**E: [safety@belfast-harbour.co.uk](mailto:safety@belfast-harbour.co.uk)**

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BELFAST HARBOUR POLICE on  
028 9055 3000

(HSE/CP06 Port Information v1 July 08)



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