



**POINT LISAS INDUSTRIAL PORT DEVELOPMENT  
CORPORATION LIMITED**

**TRAFFIC MANAGEMENT PLAN  
FOR THE PORT AND INDUSTRIAL  
ESTATE OF POINT LISAS**

**Traffic Management Plan**

Point Lisas Industrial Port Development Corporation Limited

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September 30<sup>th</sup>, 2011

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**TITLE:** This Plan may be cited as the PLIPDECO Traffic Management Plan.

**Authority:** This Plan is developed with the authority of the Management of the Point Lisas Industrial Port Development Corporation Limited.

**Interpretations:** Except specifically defined herein, the terms used in this Traffic Management Plan carry the same legal meanings as they do in the local Laws, cited at section 2, pages 4 - 5 that govern them.

“The Site” means the Port of Point Lisas and the Point Lisas Industrial Estate collectively;

“The Port” means the Port of Point Lisas;

“PLIPDECO” means the Point Lisas Industrial Port Development Corporation Limited;

## 1.0 Executive Summary

PLIPDECO has been mandated by Cabinet to serve to manage the Site. The Port is a cargo handling service facility for the adjacent Estate as well as commercial customers and, as such, has sought to develop a site Traffic Management Plan (TMP) to ensure safety of all visitors, customers, employees and others on site. The TMP aims to prevent accidents, injury to persons and damage to equipment, property and vehicles.

The TMP sets out specific guidelines for vehicular, heavy equipment and pedestrian traffic management to ensure safe and efficient movement about the site. A number of issues would be considered, including site access and egress, parking and queuing areas, heavy vehicle management and pedestrian safety.

PLIPDECO’s Management is committed to the implementation of the TMP and will continually monitor its effectiveness.

## 2.0 Traffic Management Policy Statement

PLIPDECO is committed to protecting its employees, customers, visitors and property from any incidents and accidents resulting from traffic movements by ensuring a safe traffic management system. It is also committed to ensuring the effective co-ordination of traffic flow out of the compound in event of any emergencies.

PLIPDECO shall meet these obligations by taking the appropriate measures as outlined in the TMP to protect and promote the safety and security of its employees, customers and visitors on our site.

The TMP works in conjunction with the *Occupational Safety and Health Act, 2004*<sup>1</sup>, the *Motor Vehicles and Road Traffic Act*<sup>2</sup>, the *Customs Act*<sup>3</sup>, the *Immigration Act*<sup>4</sup>, the *Shipping (Ship and Port Facility) Security Regulations*<sup>5</sup>, the *Defence Act*<sup>6</sup>, the *Firearms Act*<sup>7</sup>, *Criminal law Act*<sup>8</sup>, *Dangerous Drugs Act*<sup>9</sup> and other laws that impact upon the activities of the Port and Estate. The TMP, International Ship and Port Facility Security Code (ISPS) and Solas Amendments, PLIPDECO Emergency Response Plan, PLIPDECO Parking Policy and the PLIPDECO Evacuation Plan are also integral to the TMP.

### 3.0 Objectives

- 3.1 To ensure the safety and security of all employees, visitors, customers/ clients, contractors, and other port users on the Site.
- 3.2 To ensure 100% conformance to all site rules and regulations pertaining to traffic management as stipulated by the corporation.
- 3.3 To manage traffic movement within the Site so as to prevent any incidents or accidents that can result in injury to people and damage to equipment, property and vehicles on site
- 3.4 To co-ordinate a timely emergency evacuation response in event of any emergencies within the Site.

### 4.0 Responsibilities and Accountabilities relating to the site

- 4.1 Security Manager/Port Facility Security Officer

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<sup>1</sup> Act No. 1 of 2004

<sup>2</sup> Chap. 48:50

<sup>3</sup> Chap. 78:01

<sup>4</sup> Chap. 18:01

<sup>5</sup> Made under section 406(a) of the *Shipping Act*, Chap. 50:10.

<sup>6</sup> Chap. 14:01

<sup>7</sup> Chap. 16:01

<sup>8</sup> Chap. 10:04

<sup>9</sup> Chap. 11:25

The Security Manager/Port Facility Security Officer is responsible for the overall security of the Site. He/she is responsible for ensuring full compliance with the directives of this plan and of the guidelines set out in the ISPS.

#### 4.2 HSE Manager

The HSE Manager is responsible for instituting and maintaining a safe working environment on the Port; for the co-ordination of any emergency response thereon and for instituting and maintaining a safe working environment on the Port for the co-ordination of any emergency response thereon.

#### 4.3 PLIPDECO Security Officers/Supplemental Police Officers

Officers of the PLIPDECO Security Department/Supplemental Police shall enforce the policy, rules, regulations and procedures stated in this plan. At all points of entry and exit onto the compound, security officers shall perform safety checks in accordance with PLIPDECO Vehicle List Procedures, observe the rules of the ISPS and direct the traffic flow.

#### 4.4 HSE Officers

HSE officers shall perform regular and visible patrols of the Site and conduct routine inspections to ensure that the Port of Point Lisas and Industrial Estate is a safe working environment and there is compliance with this Plan. They shall carry out inspections of vehicles in accordance with PLIPDECO Vehicle Check List, roadways to ensure their durability, equipment to establish conformity with the required standards, drivers when suspected of being inebriated or under the influence of alcohol or drugs to establish the veracity of suspicion, and the entire Port environment so as to ensure that there are no obvious hazards in the workplace and that safe working practices are being followed.

#### 4.5 Visitors, Contractors, Shipping Agents, Customs Clerks, Port Workers, Employees and Ship's Personnel

All visitors, Contractors, Shipping Agents, Customs Clerks, Port Workers, Employees and Ship's Personnel shall comply with PLIPDECO'S Traffic Management Plan.

#### 4.6 Visiting Drivers

Nothing exempts visiting drivers from the provisions of this Plan. They shall not contravene any of the provisions of this Plan. They shall comply with the travel route for entry and exit of the Port, and shall observe the directions for parking and delivery operations.

## 5.0 Measures for Traffic Control, Surveillance, Record Keeping

- 5.1 Adequate personnel for physical checks and record keeping
- 5.2 Processing at the Port In-gate and Port Out-gate by security officers
- 5.3 Security personnel and other operational personnel would be stationed at designated checkpoints to monitor traffic movement on site.
- 5.4 Roadway markings to clarify the direction of traffic and pedestrians crossings.
- 5.6 Signage indicating speed limit of 15 km/hr posted strategically along the roadways together with other signage illustrating site rules and regulations
- 5.7 Enforcement of site traffic regulations by security patrol officers and safety officers.
- 5.8 Timely evacuation out of the compound in event of any emergencies by directives from both safety and security officers on site.
- 5.9 Enforcement of the rules for the transportation of Heavy Lift and Wide Loads on the Port and Point Lisas Industrial Estate as stated in Attachment 2 of this plan.

## 6.0 Traffic Offences for the Site

- 6.1 The driver of a Motor Vehicle and/or operator of Equipment on the Site commits an offence when he fails to:-
  - (a) obey the speed limit of 15 km/hr whilst driving at the Port and 30km/hr whilst driving on the Industrial Estate and operate on the road in a manner that is safe to other users of the road;
  - (b) yield to pedestrians at the pedestrian crossings;
  - (c) ensure that their vehicles/heavy equipment are equipped with reverse warning devices and other safety devices;
  - (d) comply with all signage on the Site;
  - (e) ensure that all persons in their vehicle, including themselves, are wearing seatbelts at all times (applies for vehicles not exceeding a maximum tare weight of 3,000 kilograms);
  - (f) stop at all intersections, observe the directions of the signage and be guided by the provisions of the Motor Vehicles and Road Traffic Act<sup>10</sup>;
  - (g) remain at the rear of the vehicle in front of his, unless warranted to overtake or so directed; and
  - (h) ensure that his vehicle is secured, the engine is stopped, the starter key removed and brakes applied before exiting the vehicle; and in the case of heavy equipment, any mounted equipment shall be lowered to the ground.

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<sup>10</sup> Chap. 48:50

6.2 The drivers of all motor vehicles and equipment operators shall:-

- (i) Sound the vehicles' horn to give ample indication of their presence on the road to other drivers and pedestrians;
- (j) Produce a valid vehicle pass issued by PLIPDECO's Security Department when entering the Port and when requested;
- (k) Desist from using their cell phones when driving on the Site and/or, are in the process of operating all equipment;
- (l) Prevent riders on their vehicles in such a manner that is tantamount to carrying passengers in a dangerous manner;
- (m) Reduce speed when approaching the weighbridge and keep their trailers off the roadway after entry in that area;
- (n) Proceed cautiously onto the roadway, when exiting the weighbridge;
- (o) Desist from making U-Turns on the roadway after exiting the weighbridge;
- (p) Desist from operating any equipment under the influence of alcohol or drugs;
- (q) Park in areas so designated, and
- (r) Comply with all regulations for Traffic Management on the Site.

### 7.0 Parking Zones

Drivers shall park their vehicles in the areas designated for parking, as illustrated in Site Layout. Such areas include but are not limited to:-

- The lay-by area west of the weighbridge, for commercial trucks, and
- The employee's Car Park, for light vehicles, which is located east of the Port Administration Building.
- Areas designated for parking on the Industrial Estate.
- Areas designated for Parking on the Port.

#### 7.1 *Parking inside PLIPDECO's Port Compound*

Only Authorised Persons will be allowed vehicle access and enjoy the benefit of Parking beyond the Port In-gate and within the precincts of the Port.

#### 7.2 *Mandatory reverse parking within the compound of the Port is required in the following areas:*

- For customs officers - parking will be permitted along the western side of the Port Administration Building.
- For customs and agents - parking will be permitted outside the Marine Interdiction Unit (MIU) Building.
- For managers and/or authorized personnel - parking will be permitted along the fence, north of the pedestrian booth.



## 7.3 **Parking of port equipment on the Port:**

- For heavy equipment working on site (e.g. mobile harbour cranes, trucks and stackers) - temporary parking will be permitted in the vicinity of the operational areas or as directed by the Assistant Terminal Operations Supervisor (ATOS) on shift;
- For forklifts – parking will be permitted outside the Marine Interdiction Unit or as directed by the ATOS on shift;
- For those drivers working under a permit to work system - other authorized parking areas will be provided at specific work sites within the Port.
- For port equipment that is not in operation, parking will be in designated areas based on requirements for maintenance, flow of other traffic and safety.

## 8.0 **No Parking Zones**

Unless authorized by Officers of the Security Department or Officers of the Health, Safety and Environment Department, drivers shall not park in the following areas:-

- 8.1 Operational areas such as on the berth faces, storage yards, RTG Bays, Engineering and Maintenance Yard and in the cargo shed;
- 8.2 In front of any exit/entrance routes, or in front of any warning signs or signs conveying vital information;
- 8.3 In areas obstructing vehicular or other equipment movements;
- 8.4 In areas demarcated by yellow lines, which should be kept clear;
- 8.5 Along any roadway, unless authorized by the ATOS/TOS on shift;
- 8.6 Within three (3) meters (i.e.10 feet) of dangerous cargo areas;
- 8.7 Across any pedestrian walkways or pedestrian crossing points;
- 8.8 Under any parked equipment; and in close proximity to operational equipment.
- 8.9 Any area on the Industrial Estate designated by a NO PARKING sign.
- 8.10 In general, any area not designated as in Section 7.0
- 8.11 Areas designated for parking for specific personnel.

## 9.0 **Regulations for the Port Lay-by Parking Area:-**

- 9.1 The driver who desires to turn his vehicle or equipment after exiting the weighbridge, shall proceed to the Port Lay-by area, where there is sufficient turning space to enable a safe manoeuvre of the vehicle.
- 9.2 The driver, of a commercial truck, who is awaiting documentation and/or other information, shall park his vehicle in the lay-by parking area which is provided for that purpose.
- 9.3 Drivers are required to park in reverse within the yellow markings on the ground. No truck shall be parked in any area other than the designated parking area for any period of time.
- 9.4 Drivers shall avoid parking their vehicles in such a manner that they create an unnecessary obstruction at the entrance to the PLIPDECO Port Car Park or in the vicinity of the Pedestrian Crossing Zone.

- 9.5 Drivers, upon leaving the lay-by area and seeking entry into the Port, shall proceed towards the Port In-gate in an orderly manner in the correct lane, according to type of vehicle and its cargo.
- 9.6 Drivers shall avoid parking more than five trucks in any lane when awaiting clearance for entry at the Port In-gate. There must be strict compliance with the directives of the Management.

### **10.0 Procedure for entry through the In-gate:-**

The main entrance into the Port is located on the eastern end of the port, known as the Port In gate. Vehicles entering the facility are required to stop at the security guard booth and await authorization to enter the Port.

The main gate security officers are required to conduct visual inspections on vehicles to ensure that they conform to basic safety requirements, have insurance coverage and where applicable, display a current statutory inspection sticker, in addition to the usual security checks.

Once a vehicle has been cleared to enter the facility the security officer shall direct the vehicle to enter the Port. All road markings and other signage should be complied with en-route to the point of destination.

### **11.0 Procedure upon entry onto the Port compound**

All vehicles shall continue at a speed not exceeding 15km/hr after entering the Port's in gate towards their destination inside the Port compound. Drivers are required to follow the traffic route illustrated on the back of their vehicle pass. Any vehicle found in areas other than their area of approved destination will be escorted off the Port and denied re-entry.

There shall be no over-taking of moving vehicles within the Port, unless warranted. If authorized to park on the Port, parking shall be only in designated areas. All vehicles and equipment are required to be turned off and parking brake engaged prior to the operator exiting the vehicle.

Road signs are posted strategically throughout the Port and these shall be strictly observed. Designated pedestrian walkways and crossing points are provided and must be used by pedestrians at all times.

A one-way system was introduced for all commercial truck traffic entering the Port to increase safety, reduce the likelihood of collision, reduce congestion and improve traffic movement on Port. As such, commercial trucks are required to enter via the Port's In gate and exit via the Port's Out gate. Reversing visibility is often poor as containers and other equipment on site block the line of sight behind the vehicle and as such reversing should be avoided where possible.

Where personnel are required to work in close proximity to heavy equipment, a risk assessment will be conducted. Additionally, personnel will be required to wear high visibility garment when on the Port.

All vehicles and equipment on the Port are required to have headlights on from 1830 hours to 0630 hours daily

### 12.0 Procedure for exiting the Port

All traffic movement should flow in one direction (clockwise) from the In gate to the Out gate, except for the following authorized vehicles:

- PLIPDECO vehicles having a sticker displayed "PLIPDECO;"
- Other designated vehicles having a PLIPDECO sticker on their windscreen;
- Super mix truck drivers accessing their compound;
- General Cargo and containerized trucks for examination by customs;
- Trucks required to access Reefer Yard after leaving the Foreman's Booth;

These vehicles are required to have their hazard lights on when driving within the compound.

Upon approaching the Out gate, trucks are required to proceed in an orderly manner towards the gate to undergo security checks. At the gates, trucks shall come to a complete stop for documents to be submitted to the security officers and for security checks to be performed. Truck drivers are required to conduct visual checks around their vehicle to ensure that there are no pedestrians around the vehicle or in close proximity to their vehicle before exiting the compound.

Upon exiting the compound onto the estate roadway, drivers should immediately get in the correct lane and obey road markings and posted signage when driving on the Industrial Estate roadways. The speed limit on the Industrial Estate is 30km/hr

### 13.0 Reversing on Port

The implementation of a one-way system for commercial traffic minimizes the need for reversing on port. However, there would be circumstances where reversing would be unavoidable and, as such, drivers are required to follow these measures to make reversing safe:

- 13.1 Reversing areas shall be planned out and shall be large enough for the size of vehicles.
- 13.2 All persons shall stand clear of the turning area and any unauthorized individuals shall be removed from the area.
- 13.3 All large vehicles and heavy equipment shall be fitted with a reverse alarm to warn others when reversing. It shall be heard above background noise and may be accompanied by flashing warning lights. Other safety devices, such as 'sensing' or 'trip' systems, may also be installed on vehicles either to warn the driver or to stop the vehicle when an obstruction is detected.
- 13.4 A trained signaller may be employed to assist in keeping reversing areas free from pedestrians and to guide drivers. Signallers shall stand in a safe position, be wearing full

personal protective equipment (PPE) inclusive of visibility clothing or vest. Portable radios or similar communication systems can be used for communication.

- 13.5 Where lateral white lines on the ground are provided, they shall be used to assist drivers to position their vehicles accurately for reversing.
- 13.6 Where fixed mirrors are installed, they shall be used to improve visibility around blind spots and tight bends.

Blinds spots, environmental conditions (e.g. heavy rain) and poor lighting can all make drivers less likely to see pedestrians, other vehicles and buildings, so reversing should be avoided as far as possible in these conditions.

### 14.0 Restricted and Unrestricted Areas on Port

Vehicular access to the operational areas and any other areas on the Port is restricted. This is managed by the implementation of a colour coding vehicular permit system and a signage system. Personnel entering the Port will be issued a vehicular permit which will be used to identify which traffic routes they are required to use and which areas they are required to stay within. The areas on the Port will be colour coded according to the degree of risk based on the Port's Traffic Management Risk Assessment. Personnel entering the Port shall stay within the zones they are assigned to at all times and the permits issued must only be used by the person to whom the permit is granted. Anyone found outside their designated zone would be in violation of their vehicular permit.

All traffic movement should flow in one direction (clockwise) from the In gate to the Out gate, except for the following:

- PLIPDECO vehicles having a sticker displayed "PLIPDECO;"
- Other designated vehicles having a PLIPDECO sticker on their windscreen;
- Super mix truck drivers accessing their compound;
- General Cargo and containerized trucks for examination by customs;
- Trucks required to access Reefer Yard after leaving the Foreman's Booth;

### 15.0 Heavy Equipment Safety on the Port

#### Port Equipment

Work equipment (which includes vehicles) shall be operated and maintained in a safe manner, in efficient working order and in good repair. Operators are required to conduct start-up safety checks before using the equipment at the start of every working shift. PLIPDECO's maintenance department carries out preventive maintenance on all equipment to ensure their functionality and safety on site.

Before operating any heavy equipment, operators shall be:

- Authorized to operate the equipment
- Possess the valid class of license for the equipment
- Trained and certified by a competent authority to operate the equipment

All work equipment on site must be:

- Driven by trained and certified personnel possessing a valid class of license
- In a good working condition
- Possess safety devices and features
- Used in accordance to the operator's manual
- Inspected on a daily basis

### Commercial Equipment and Vehicles

Prior to entry onto compound, drivers are required to pay special attention to the following basic checks on your equipment:

- The braking system;
- The steering system;
- The tyres;
- Mirrors and any fittings that allow the driver to see clearly;
- The windscreen washers and wipers;
- Any warning devices (for example, horns, reversing alarms or lights);
- Any ladders, steps, walkways or other parts that support people or make it easier for them to access parts of the vehicle;
- Any pipes, pneumatic or hydraulic hoses, rams, outriggers, lifting systems or other moving parts or systems; and
- Any specific safety systems (for example, control interlocks to prevent the vehicle or its equipment from moving unintentionally), racking, securing points for ropes and so on.

### HSE visual checks on equipment

An HSE officer attached to the Port will conduct random checks on all equipment prior to entry onto the site and while operating on the site. Any defective equipment operated on Port would be sent off the Port.

## **16.0 Receival and Delivery of Cargo**

Drivers should be aware of the safety information for each receival or delivery beforehand, such as restrictions on the type of vehicle the site can handle and be familiar with the TMP.

Vehicles entering the Port for deliveries and collections are required to have valid passes issued by the Security Department.

Agents or owners of any special cargo, such as equipment and heavy lifts etc, should first consult with an HSE officer/ATOS on site prior to unloading and loading cargo onto trucks.

Drivers are required to remain in their vehicles at all times unless otherwise warranted to leave. When exiting their vehicle, drivers are required to wear the appropriate PPE, turn off the ignition and secure the vehicle keys. If articulated, vehicles are being coupled or uncoupled, drivers should apply the necessary safety cautions such as the correct use of parking and hand brakes.

During the loading and unloading process, drivers should ensure the following:

- The area should be clear of other traffic, pedestrians and people not involved in loading or unloading;
- Drivers shall ensure that their vehicle do not move when they are parked, during loading and unloading, and during any other operations when the vehicle should remain stationary;
- They are required to have the vehicles and trailers brakes applied and all stabilizers properly positioned before beginning loading or unloading;
- All cargo must be safely secured and spread as evenly as possible when loaded onto vehicles;
- Vehicles must never be overloaded since overloaded vehicles can become unstable, difficult to steer and less able to brake;
- Where reversing is unavoidable, ensure your reverse alarm is functional and consider using a signaller with appropriate high visibility equipment.

### **17.0 Custom Inspection Area**

There is an area clearly north of the Port Administration building internal Car Park demarcated to facilitate inspection of cargo by Customs north of the Pedestrian Booth.

### **18.0 Pedestrian Safety**

All personnel on the Port are responsible for taking reasonable care and act in a manner to ensure their own safety and that of others'. The wearing of appropriate PPE, using designated pedestrian walkways and transportation systems and complying with the site safety rules are some ways of protecting your safety on the site.

#### *18.1 Pedestrian Walkway*

The pedestrian walkway provides a safe access route for pedestrians away from vehicular and heavy equipment movement. The walkway extends from the Sick Bay building to the Marine Interdiction Unit and is fenced and separated from the roadway by a strip of lawn. There are signage displayed at the beginning and end of the walkway to instruct employees to use the walkway and the area is sufficiently lit for those employees using the walkway at nights.

#### *18.2 Pedestrian Crossing Point*

Where pedestrian and vehicle routes cross, suitable marked and signed posted crossing points are provided. There are several crossing points located on Port, which should be used by

individuals crossing, especially where there is heavy equipment movement. All drivers must slow down when approaching crossing points and give way to pedestrians.

### 18.3 Shuttle Service

A shuttle service is provided for employees to transport them safely to the various points of operations on port. This safe system of work prevents employees walking on port and segregates pedestrian and vehicular traffic.

### 19.0 Shared Premises

Employers and self employed persons occupying a workplace on Port (whether temporarily or permanently), are required to:

- 19.1 Co-operate with all other employers on Port so to meet their respective health and safety duties;
- 19.2 Take all reasonable steps to co-ordinate the measures they take to meet their legal duties with those taken by other employers; and
- 19.3 Take all reasonable steps to tell the other employers about risks to their employees' health and safety as a result of their work activities.

Employers must abide with all the site rules and procedures once on port and are required to communicate said information to their employees. There will be strict penalties for failure to follow site rules and procedures once on site.

### 20.0 Alcohol and Drugs

Any person operating vehicles or heavy equipment can be randomly selected or selected under suspicion to undertake a drug and alcohol test. Anyone found under the influence of either illegal drugs or alcohol while operating will be escorted off Port (refer to PLIPDECO's Substance Abuse Implementation Guidelines).

### 21.0 Disciplinary Action

It is the responsibility of every employee, contractors on site, visitors and port users to become familiar with the TMP. Failure to comply with any sections of the said plan will result in the appropriate action being taken by the Corporation.

Breach of any of the offences stated in section 6.0 Traffic Offences for the site will result in a minimum suspension for seven (7) days, from operations at the Site, in the first instance. Such suspension shall commence from the date of the offence.

## 22.0 Emergency Response

In event of any emergencies occurring on the compound, normal traffic movement may be suspended and vehicles will be asked to respond to directives of Security or HSE officers to a point of safety.

When the emergency siren is sounded, all traffic into or out of the area must cease with engines turned off/ shutdown unless otherwise requested or permitted by the Senior Security Officer present at the site. HSE Officers and HSE Wardens would present on site to advise on evacuation procedures. This will remain in effect until an ALL CLEAR has been issued.

In event of a chemical emergency, you will be required to evacuate to the nearest safe havens. There are two (2) safe havens at Port Point Lisas located at Berth #3 (Chemical Shelter) and at the Port Administration Building. Security personnel, HSE Officers and HSE Wardens would present on site to advise on evacuation procedures. Do not exit the safe haven until the ALL CLEAR has been issued.

## 23.0 Management and Evaluation

All incidents shall be investigated to identify the root cause, contributory causes and provide recommendations for corrective actions to ensure that further incidents do not re-occur.

The TMP shall be audited annually to ensure that its mandate is being fulfilled.

## 24.0 APPENDIX

MAP 1: ROAD LAYOUT SHOWING TRAFFIC ROUTES