



# WORKPLACE TRANSPORT POLICY

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## 1. INTRODUCTION

Lerwick Port Authority was established (as Lerwick Harbour Trust) by Act of Parliament in 1877 and is an independent statutory body governed by its own legislation. It is directed by eleven Board Members, nine of whom are appointed through an open advertisement process, with two ex-officio appointments.

As a Trust Port, the harbour is operated commercially by the Port Authority which, although not publicly funded, is accountable to the wider Shetland community, as well as harbour users.

As the main commercial port for Shetland, the port is home to many commercial vessels such as the fishing fleet and ferries, is a port of call for cruise ships and also provides support for the offshore energy sector. Comprehensive, modern facilities serve a wide range of port users at Lerwick Harbour.

The Authority must ensure that the varying requirements of these vessels are met and that all transit the harbour safely and without incident, 24 hours a day, 365 days a year.

The Authority must also ensure the health and safety of employees and others who may be affected by harbour activities. With this requirement in mind, this Workplace Transport Policy has been developed to help ensure all persons within the port estate conduct themselves in a manner which ensures the safety of themselves and others, in relation to workplace transport.

'Workplace Transport' means any vehicle or piece of mobile equipment used in any work setting. It covers a very wide range of vehicles, from cars, vans, lorries and lift trucks, to less common vehicles and plant such as tugmasters and cherry pickers.

All persons accessing the port estate are expected to comply with the requirements of this policy.

Individual employers/port users are wholly responsible for all operations and personnel under their control (whether employed directly or contracted) and are responsible for ensuring compliance with all relevant legislation. Port users who employ contractors/third parties have direct responsibility for ensuring that any company/person working for them complies with all relevant legislation and deals appropriately with all health and safety matters.

Failure to operate in a safe manner within the port estate may result in sanctions being put in place.

## 2. WORKPLACE TRANSPORT HAZARDS

### 2.1 General

Every year, there are over 5000 accidents involving transport in the workplace. About 50 of these result in people being killed ([www.hse.gov.uk/workplacetransport/about.htm](http://www.hse.gov.uk/workplacetransport/about.htm)). The main causes of injury are people falling off vehicles, or being struck or crushed by them.

There are a large number of employers operating within the port estate, and when combined with the fact that the port estate is 'open' to the public, it is essential that all operators, employers and personnel are aware of the hazards and how to operate safely.

### 2.2 Public

Signage is in place to discourage the public from entering all but a few specific areas of the port estate. However, there are no physical barriers to prevent public access, so members of the public may be present within operational areas at any time, whether as pedestrians, cyclists, or in a vehicle.

Members of the public may not be aware of the hazards that they can face when entering an operational port area, so it is essential that all port users take particular care to recognise when the public are present, whether in vehicles, on foot or otherwise, and take appropriate measures to ensure their safety.

### 2.3 Pedestrians

Pedestrians are at particular risk from moving vehicles.

Wherever possible pedestrians should remain on designated walkways.

Pedestrians must be aware of vehicle movements at all times and adhere to signage and safety guidance.

Port users must ensure sufficient control measures are put in place to ensure that pedestrians do not enter their area of operation. Where operational personnel are required to walk within operational areas, they should wear hi-vis clothing.

Walkways must be kept clear of obstructions at all times.

### 2.4 Cruise Ships

Particular care must be taken during visits by cruise ships, as large numbers of people, many with no experience of harbour areas, shall be active within the port estate. As well as large numbers of pedestrians, there can also be a significant number of buses, taxis, hire cars and minibuses within the area, as they come and go from the cruise ship. There may also be visitors taking part in bicycle tours, resulting in large numbers of cyclists moving within the area.

The Authority puts in place specific safety measures for these visits to mitigate the risk to this specific group. Visitors and port users are required to comply with these measures. These measures include:

- Safety Marshals/Security Officers to guide pedestrians and traffic.
- Vehicle Check Points.
- Dedicated walkways and crossing points.
- Restricted access areas.
- Barriers and signage.
- Specific arrangements for transport to/from the vessel.
- Temporary parking and loading/unloading areas.

## 2.5 Moving vehicles

All vehicles operating within the port estate should be suitable for the purpose for which they are used, well maintained and safe for use.

The Road Vehicles (Construction and Use) Regulations 1986 set the standard for the design and construction of vehicles used on public roads. Most vehicles used in the workplace should meet this standard, but in some cases there are specific supply standards for mobile plant (e.g. some lift trucks).

General guidance:

- Where present, warning devices such as rotating beacons and reversing alarms should be kept in good working order and used.
- The speed limit is 10mph across the port estate and must be strictly adhered to.
- Mobile phones/devices must not be used when driving vehicles or plant.
- Seatbelts (where fitted) must be worn at all times unless working alongside water, and where an assessment has been carried out which concludes that it is safer not to wear it.
- All vehicles must keep to the left hand side of the roadways and no overtaking of moving traffic is permitted.
- Passengers are not to be carried in vehicles and plant which is not designed to do so.
- Be aware of pedestrians at all times.
- Give way to pedestrians crossing or waiting to cross a road, and at marked crossing points.
- Where the vision of a Lift Truck operator is obstructed or restricted, Banksmen/Signallers must be used.
- All loads being transported must be secured and routes planned.
- Vehicle operators must be competent to operate the vehicle safely and hold any applicable licences.
- Where required, physical barriers should be used to segregate an area.
- Banksmen/Signallers should be used when identified in port user risk assessment. If used, they must be:
  - Trained and competent.
  - Clearly visible to drivers at all times.
  - Stand in a safe position throughout the reversing operation.
  - Working to a formal, written, safe system of work.

## 2.6 Lifting Operations

Lifting operations are a hazardous activity and as such it is essential that those carrying out lifting operations within the port estate carry them out within the requirements of the Lifting Operations Lifting Equipment Regulations 1998 (LOLER), taking particular account of the multi-user nature of the port estate.

## 2.7 Unattended Vehicles/Parking

### Unattended vehicles

No vehicle should be left unattended unless the parking brakes have been firmly applied, the engine has been switched off, the starter key has been removed, and any mounted equipment has been lowered to the ground or secured.

### Parking

Vehicles should be parked in designated areas only, whenever possible.

At no time should vehicles be parked in areas where they could detrimentally affect port operations. Should port operations be impacted by an unattended vehicle, the Authority reserves the right to remove the vehicle to another location, and to pass on the cost for this action to the owner.

Whenever possible reverse parking should be used.

## 3. SIGNAGE

Signage is provided, wherever practicable, at entrances to the port estate to give general guidance on admittance, speed limits and the hazardous nature of the environment.

Where appropriate, port users should provide their own additional signage to provide information to others.

## 4. COMPLIANCE AND ENFORCEMENT

Whilst port users are encouraged to conduct their operations in line with legislation and this policy, Lerwick Port Authority reserves the right to take enforcement action if required.

All Lerwick Port Authority personnel shall actively monitor port users' adherence to this policy, and they may intervene should they witness actions which they feel pose a risk to port users or others.

## 5. HARBOUR AREA PLANS

Please go to [www.lerwick-harbour.co.uk/resources](http://www.lerwick-harbour.co.uk/resources) to view plans of each port area under the section entitled 'Maps'.

A brief written summary of the main quays and their associated yards/working areas is included below.

**ALL port areas are multi-user areas and are subject to seasonal changes in use.**

- Victoria Pier
  - Quay used as a public car park so port users must be particularly aware of the public in this area.
  - Used for visiting cruise ships, both alongside and for tenders docking at pontoons.
  - Mainly leisure craft alongside during summer months.
  - Vessel industrial activities.
  - High likelihood of public pedestrians and vehicles.

- Albert Wharf
  - Area mainly used for fishing vessels and workboats.
  - Bressay Ferry service with public vehicles and foot passengers.
  - Occasionally utilised for cruise ship berthing.
  - Vessel industrial activities.
  - High likelihood of public pedestrians and vehicles.
  
- Alexandra Wharf
  - Area mainly used for fishing vessels and workboats.
  - Vessel industrial activities.
  - Occasionally utilised for cruise ship berthing.
  - Moderate likelihood of public pedestrians and vehicles.
  
- Laurenson Quay and surroundings
  - Area mainly used for fishing vessels and workboats.
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.
  
- Garthspool/Shearers Quay
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.
  
- Morrison Dock
  - Area used mainly for smaller vessels and freight operations.
  - Adjacent to cruise operations area at Holmsgarth 5.
  - Vessel industrial activities.
  - Moderate likelihood of public pedestrians and vehicles out with cruise visits.
  - High likelihood of public pedestrians and vehicles during cruise visits.
  
- Holmsgarth
  - Area used mainly for freight and RO-RO operations.
  - Holmsgarth 5 utilised for cruise ship berthing.
  - Significant movement of non-port vehicles during livestock shipping periods.
  - Significant movement of freight and other vehicles associated with freight operations.
  - Vessel industrial activities.
  - Moderate likelihood of public pedestrians and vehicles out with cruise visits.

- High likelihood of public pedestrians and vehicles during cruise visits.
  
- Mair's Pier
  - Area used for all types of vessels and a large range of associated activities.
  - Mair's Pier utilised for cruise ship berthing.
  - Significant movement of freight and other vehicles associated with the Fishmarket.
  - Vessel industrial activities.
  - Moderate likelihood of public vehicles out with cruise visits.
  - Lower likelihood of public pedestrians out with cruise visits.
  - High likelihood of public pedestrians and vehicles during cruise visits.
  
- Gremista
  - Area used mainly for shipping associated with fish processing.
  - Significant movement of freight and other vehicles when reefer loading takes place.
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.
  
- Greenhead Base
  - Area used by all types of vessel but particularly used for heavier industrial work, including offshore energy sector related shipping.
  - Wide range of activities may occur including heavy lifting.
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.
  
- Dales Voe
  - Area used by all types of vessel but particularly used for heavier industrial work including decommissioning, and offshore energy sector related shipping.
  - Wide range of activities may occur including heavy lifting.
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.
  
- Heogan
  - Vessel industrial activities.
  - Lower likelihood of public pedestrians and vehicles.