

SAFETY INSTRUCTIONS

IN THE PORTS OF THE PORT AUTHORITY OF THE BALEARIC ISLANDS

(COORDINATION OF BUSINESS ACTIVITIES IN MATTERS OF OCCUPATIONAL SAFETY AND HEALTH)



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Autoritat Portuària de Balears



Oficina Històrica de coordinació d'activitats empresarials
de l'Autoritat Portuària de Balears



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GENERIC RISKS



- **Running over, bumps, trapping or collisions** by vehicles or lifting gear. Presence of different types of vehicles: cars, trucks, forklift trucks, self-propelled cranes and other rolling machinery.
- **Risks** inherent to transit, waiting and handling of **hazardous goods and chemical products**.
- **Fires and/or explosions** in dusty or explosive atmospheres.
- **Falling from a height**, in particular falling into the sea.
- **Falling over due to irregular surfaces**, uneven surfaces, oil stains, wet or slippery floors, etc.
- **Tumbling objects** in the area or radius of action of the cranes.
- **Falling of objects or materials**, particularly in areas where goods are operated and/or deposited.
- **Sprains** due to stepping on objects, uneven surfaces, irregularities on the ground, etc.
- **Projection of fragments or particles** into the eyes, especially on windy days due to the presence of dust (cereals, coal, cement or other dusty products in the loading/unloading areas).
- **Breaking of the hawser and of the mooring point**, particularly in mooring and casting off operations; likewise in adverse weather conditions.
- **Bumps or collisions with stationary objects**.
- In the mooring operations of vessels, **dropping of the towline** (weight thrown from the vessel in mooring operations).



Peligro: caída de sirga.



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ROAD SAFETY



- Remember that it is **mandatory to respect the traffic signs** within the port area at all times, in accordance with port byelaws and traffic legislation.
- **Vehicles** waiting to load/unload must be parked in an area at a distance from the loading/unloading area, and will **only enter the dock platform at the time when the operations are to be performed.**
- **The maximum traffic speed** in the service areas of **Port of Palma** will be **50 km/h** and **40 km/h** in the ports of **Alcudia, Mahon, Ibiza and La Savina.**
- **In the coal transport operations in the Port of Alcudia** maximum speed of truck is **15 Km/h.**
- **The maximum speed will be 30 km/h in the port operations areas.**
- **It is not permitted to remain in any area other than the one where your activity is to be performed.**
- Vehicles can only be **parked in the areas especially provided for this purpose.**
- **The rated load of the loading vehicle must never be exceeded.**
- **Light vehicles are not permitted to travel through the loading/unloading** and goods handling areas, and particularly underneath the radius of action of the cranes.
- **It is not permitted to travel through storage areas.**
- **Vehicle loading/unloading operations are not permitted on the roads.**
- **During the daytime, it is recommended to use dipped headlights in the fenced port area.**



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PREVENTIVE MEASURES



- In the areas where dusty material is handled (cement, coal, cereals,...) **it is recommended to use protective goggles** that protect the eyes from possible projections of fragments and/or particles, especially on windy days, and even respiratory protection.
- When performing work in areas or facilities close to the sea (quays, docks, etc.) it is necessary to **respect minimum distances from the edge to guarantee the workers' safety**. In the event of remaining for a considerable time on the same edge, it is recommended to use life jackets and be aware of the location of the water access steps.
- **In no case can switchboards and working equipment be handled** by anyone other than authorized personnel.
- The access and transit of pedestrians and vehicles through the port area shall only take place through the areas established for this purpose, taking maximum precautions in those places where there may be possible unevenness or irregular or slippery surfaces. **The signs throughout the port area must be respected**. It is totally prohibited to obstruct the signs by placing material, equipment, etc. in their immediate surroundings.
- **The areas of transit, exits and roadways of the working places must be kept free of obstacles**, so that it is possible to use them without difficulty at all times.
- **Work on roads will be appropriately demarcated and signposted**, preventing people not involved in the activity from accessing.
- **Take maximum precautions in the port operation areas**. Signposting in this regard shall be respected.
- Before starting any activity in the service area, **make sure that there are no hazardous goods in its area of influence**.



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PREVENTIVE MEASURES



- Before starting any activity **in an area where hazardous goods are present, the party responsible for the activity must confirm, with the party responsible for the hazardous goods, that safety shall not be affected.**
- **Only remain the minimum time necessary in port operation areas or radii of action of machinery.**
- **Do not remain under hanging loads** (crane trucks, etc.)
- When in areas where **vehicles are driven** or loads are handled, **it is mandatory to use certified high visibility elements** (reflective safety vests, etc.). **It is also recommended to use safety footwear.**
- **Avoid passing through narrow corridors formed by containers, goods, vehicles or platforms.** If this is necessary, make sure there is no risk of being bumped by other vehicles or lifting gear.
- In mooring operations, avoid **being within the range of falling of the towrope** (weight thrown from the vessel in mooring operations).
- In mooring and casting off manoeuvres, **keep away from the radius of action of a possible breakage in the hawser** or mooring point.
- **It is prohibited to smoke and use flames** in dusty or explosive atmospheres.
- **The basic rules of tidiness and cleanliness must be respected.** When works are performed within the port area or facilities the workplace must be left clean and tidy, in the same conditions as originally found.

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COLLECTIVE AND PERSONAL PROTECTION



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- To access the different zones of the port area, the need to use protection equipment must be considered in each case:

PERSONAL PROTECTION

- High-visibility garments



(to perform work and/or for the workers remaining in areas where vehicles pass, areas of influence of lifting equipment, etc.)

- Safety footwear.



- Gloves that protect against mechanical risks.



- Hard hat.



(presence of workers on higher levels/risk of falling materials, tools, etc./risk of hitting stationary objects/performing work in the areas of influence of lifting equipment.)

- Other personal protection equipment.
(depending on the tasks to be performed)



- Clothes that give protection against bad weather (rain, cold, adverse weather conditions).

COLLECTIVE EQUIPMENT Depending on the work or area to be performed.

- Ladders and lifelines with lifeline



(risk of falling into the sea).

- Fire extinguishers



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ACTION IN THE EVENT OF AN EMERGENCY



As a port area user, what must I do if I...?

DISCOVER A FIRE:

Call the *Control Centre*, tels:

- *Puerto de Palma*: 971.72.47.49 - 971.72.84.60
- *Puerto de Alcudía*: 665.857.379
- *Puerto de Mahón*: 971.363.088
- *Puerto de Eivissa*: 647.295.929
- *Puerto de La Savina*: 610.327.320

And notify:

- Your identification.
- The affected area.
- Extent of the damage.
- Possible development of the fire.

Without exposing yourself to any danger, and always accompanied, try to put out the fire with the available resources, positioning yourself windward from the fire (place where the wind is coming from).

IN THE EVENT OF FIRE IN THE AREA:

1. Try to get yourself in a safe place. Avoid being leeward of the fire (place where the wind blows towards).
2. If you are trapped, go to a place where there is an opening to the outside and make yourself seen and heard.
3. If you are safe, get away from the area to facilitate the firemen's work and not suffer any damages arising from the extinguishing work.

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ACTION IN THE EVENT OF AN EMERGENCY



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IN THE EVENT OF EVACUATION OF THE AREA:

1. Switch off any machinery and apparatus being used.
2. Follow the instructions of the responsible personnel of the Port Authority facilities and the security forces.

IN THE EVENT OF LEAKING OF INFLAMMABLE GASES:

1. Avoid sources of ignition (sparks, open flames, etc.)
2. If it is a closed premises, ventilate thoroughly.
3. Shelter yourself from the shock wave of the possible explosion and the objects that may break or come loose.

IN THE EVENT OF TOXIC GASES LEAKING OUTDOORS:

1. If you are inside a building, try to make it as airtight as possible, closing doors, windows, ventilation, etc...
2. If you are in an open space and see the cloud approaching, run in the direction perpendicular to the wind and position yourself windward.





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TELEPHONES OF INTEREST



GENERAL EMERGENCY (firemen and ambulances)	112
NATIONAL POLICE	091
CIVIL GUARD	062
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APB (Port Authority of the Balearic Islands)	
APB Port of Palma	971715100
APB Port of Alcudia	971545076
APB Port of Mahón	971363066
APB Port of Eivissa	971310611
APB Port of La Savina	971322130



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Port de Palma de Mallorca

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Port d'Alcúdia

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Port de Maó

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Port d'Eivissa

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Port de La Savina

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PLANOS



PUERTO DE PALMA PORT OF PALMA

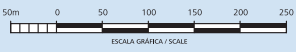


ESCALA GRÁFICA / SCALE

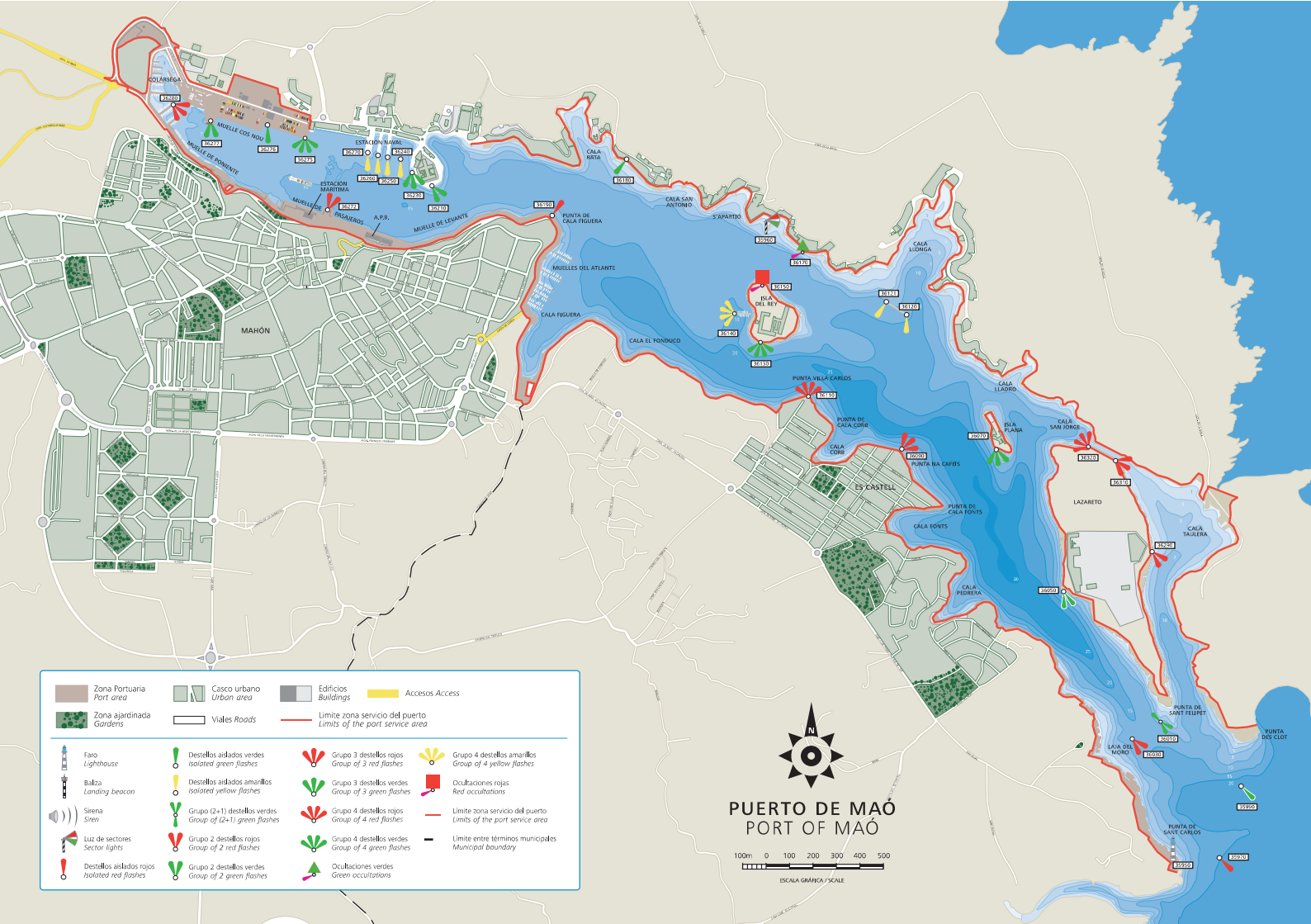
	Zona Portuaria Port area		Zona ajardinada Gardens		Edificios Buildings		Accesos Access
	Casco urbano Urban area		Viales Roads		Límite zona servicio del puerto Limits of the port service area		
	Faro Lighthouse		Destellos aislados verdes Isolated green flashes		Grupo 3 destellos verdes Group of 3 green flashes		Destellos aislados amarillos Isolated yellow flashes
	Balza Landing beacon		Grupo 2 destellos rojos Group of 2 red flashes		Grupo 4 destellos rojos Group of 4 red flashes		Cardinal S Cardinal S
	Sirena Siren		Grupo 2 destellos verdes Group of 2 green flashes		Grupo 4 destellos verdes Group of 4 green flashes		Cardinal E Cardinal E
	Destellos aislados rojos Isolated red flashes		Grupo 3 destellos rojos Group of 3 red flashes		Grupo (2+1) destellos rojos Group of (2+1) red flashes		



PUERTO DE ALCÚDIA PORT OF ALCÚDIA



Zona portuaria Port area	Zona ajardinada Gardens	Edificios Buildings	Casco urbano Urban area
Viales/Roads	Límite zona servicio del puerto Limits of the port service area	Accesos/Access	
Faro Lighthouse	Grupo 2 destellos rojos Group of 2 red flashes	Grupo 4 destellos amarillos Group of 4 yellow flashes	Grupo 4 destellos verdes Group of 4 green flashes
Baliza Landing beacon	Destellos aislados rojos Isolated red flashes	Marca especial ciega Special daymark	Destellos aislados amarillos Isolated yellow flashes
Sirena Siren	Destellos aislados verdes Isolated green flashes	Grupo 3 destellos verdes Group of 3 green flashes	
Grupo 2 destellos verdes Group of 2 green flashes	Grupo (2+1) destellos rojos Group of (2+1) red flashes	Grupo 3 destellos rojos Group of 3 red flashes	



	Zona Portuaria Port area		Casco urbano Urban area		Edificios Buildings		Accesos Access
	Zona ajardinada Gardens		Viales Roads		Limite zona servicio del puerto Limits of the port service area		
	Faro Lighthouse		Destellos aislados verdes Isolated green flashes		Grupo 3 destellos rojos Group of 3 red flashes		Grupo 4 destellos amarillos Group of 4 yellow flashes
	Baliza Landing beacon		Destellos aislados amarillos Isolated yellow flashes		Grupo 3 destellos verdes Group of 3 green flashes		Oculaciones rojas Red occultations
	Sirena Siren		Grupo (2+1) destellos verdes Group of (2+1) green flashes		Grupo 4 destellos rojos Group of 4 red flashes		Limite zona servicio del puerto Limits of the port service area
	Luz de sectores Sector lights		Grupo 2 destellos rojos Group of 2 red flashes		Grupo 4 destellos verdes Group of 4 green flashes		Limite entre términos municipales Municipal boundary
	Destellos aislados rojos Isolated red flashes		Grupo 2 destellos verdes Group of 2 green flashes		Oculaciones verdes Green occultations		

PUERTO DE MAÓ
PORT OF MAÓ

100m 0 100 200 300 400 500
 ESCALA GRÁFICA / SCALE



PUERTO DE EIVISSA PORT OF IBIZA



ESCALA GRAFICA / SCALE

- Zona Portuaria
Port area
 - Edificios
Buildings
 - Casco urbano
Urban area
 - Zona ajardinada
Gardens
 - Viales Roads
 - Accesos Access
 - Limite zona servicio del puerto
Limits of the port service area
-
- Faro
Lighthouse
 - Baliza
Landing beacon
 - Sirena
Siren
 - Destellos aislados verdes
Isolated green flashes
 - Destellos aislados rojos
Isolated red flashes
 - Grupo 4 destellos amarillos
Group of 4 yellow flashes
 - Grupo (2+1) destellos verdes
Group of (2+1) green flashes
 - Grupo 2 destellos rojos
Group of 2 red flashes
 - Grupo 2 destellos verdes
Group of 2 green flashes
 - Grupo 3 destellos rojos
Group of 3 red flashes
 - Centinelas verdes
Green flashes
 - Centinelas rojas
Red flashes
 - Grupo 4 destellos rojos
Group of 4 red flashes
 - Grupo 4 destellos verdes
Group of 4 green flashes





PUERTO DE LA SAVINA PORT OF LA SAVINA

20m 0 20 40 60 80 100
ESCALA GRÁFICA / SCALE

Zona Portuaria Harbour area	Zona ajardinada Gardens	Parking Car Park	Casco urbano Urban area
Edificios Buildings	Viales Roads	Parking Autobuses Bus Parking area	Limite zona servicio del puerto Limits of the port service area
Faro Lighthouse	Destellos aislados rojos Isolated red flashes	Grupo 3 destellos rojos Group of 3 red flashes	
Baliza Landing beacon	Grupo 2 destellos rojos Group of 2 red flashes	Grupo 4 destellos rojos Group of 4 red flashes	
Sirena Siren	Destellos aislados verdes Isolated green flashes	Grupo 2 destellos verdes Group of 2 green flashes	





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