



# OCCUPATIONAL HEALTH & SAFETY

*FPCL - "To be the Smart, Green Gateway for Trade in the Pacific region."*

# FIJI PORTS CORPORATION LIMITED INDUCTION



# WELCOME TO KINGS WHARF



*FPCL - "To be the Smart, Green Gateway for Trade in the Pacific region."*

# WELCOME TO THE OHS INDUCTION



# OVERAL AIM OF OHS INDUCTION

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**To ensure that the general safety requirements are adhered and acknowledged by:**

- those who are familiar with the port
- those who are new to the port



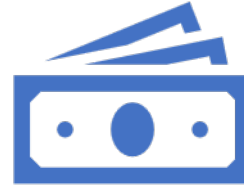
# WHY?



Humane



Legal



Economic



ISO Certified-  
Continuous  
Improvement

- What the law requires here is what good management and common sense would lead you to do anyway: that is, to look at what the risks are and take sensible measures to tackle them

# HOW FPCL/FPTL DEVELOP THEIR POLICIES

## Legislation

Health & Safety at  
Work Act 1996

## Regulations & Codes of Practice

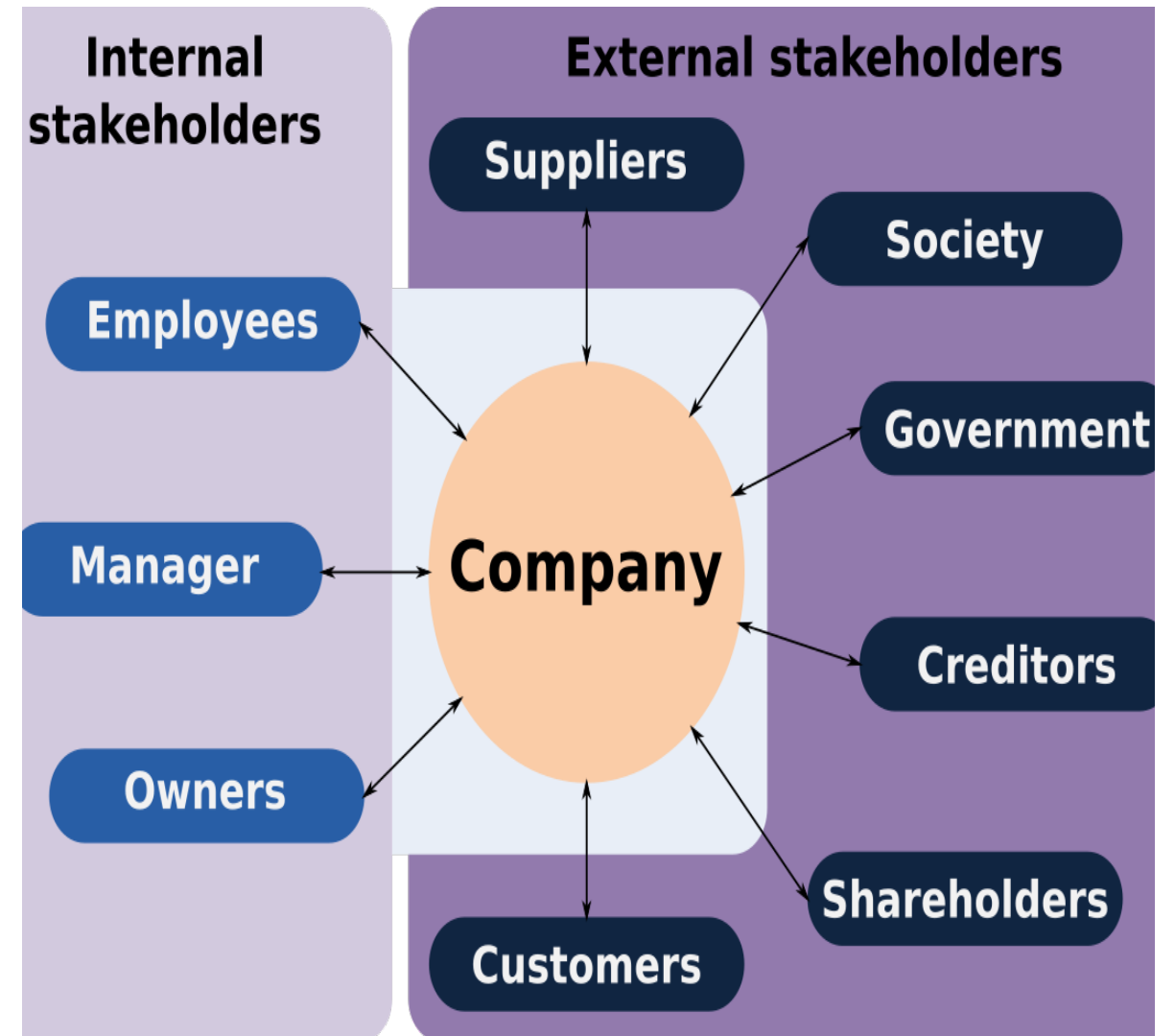
Diving, GWC,  
Admin, Training,  
Reps, COHS, COP  
Noise.

FPCL/FPTL OHS  
Policies and  
Procedures



# SAFETY POLICY

Port of Suva is committed to conducting its business safely for the benefit of employees and stakeholders.





# MANDATORY PERSONAL PROTECTIVE EQUIPMENTS (PPE)

- Safety Helmet



- Reflector Vest



- Safety Boots



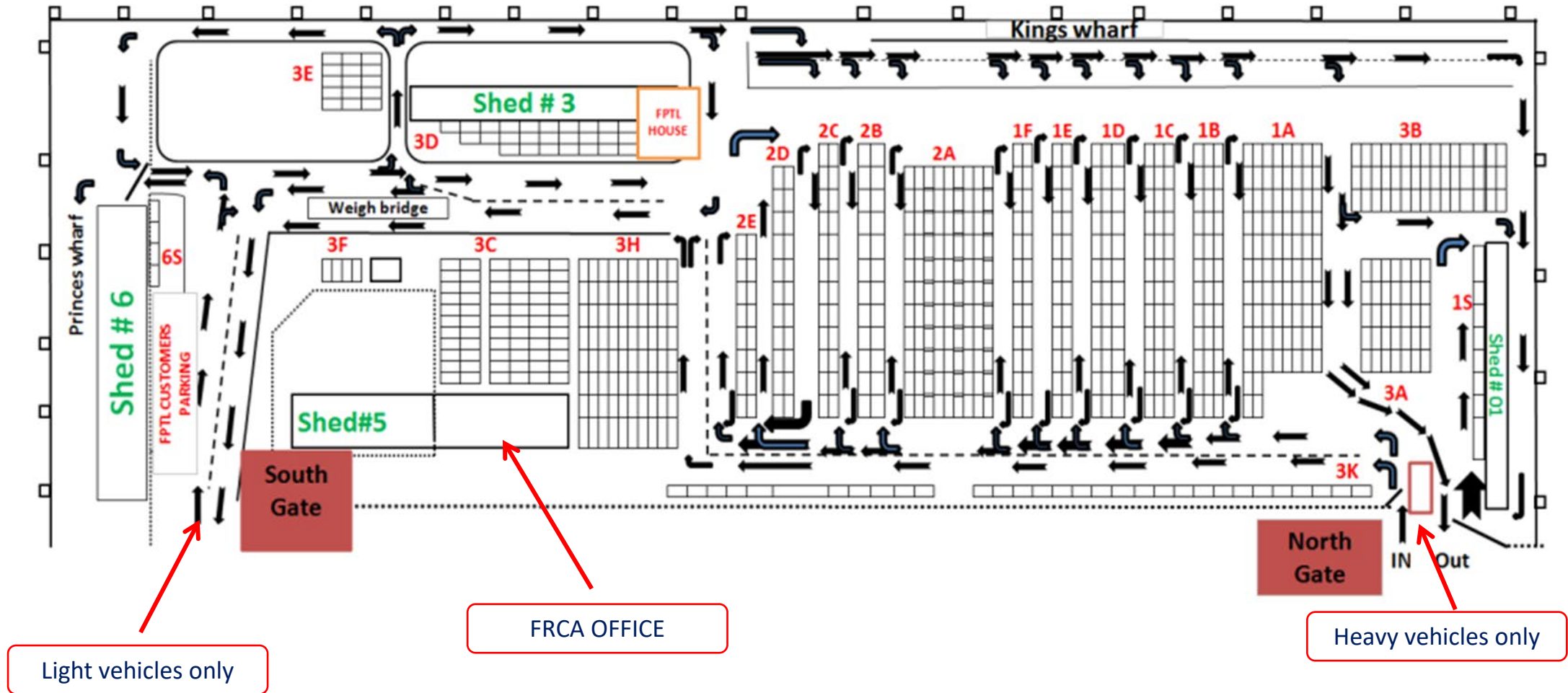
# PORT TRAFFIC SAFETY REGULATION & TRAFFIC PLAN

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Please comply with the above directives. Non-compliance may result in cancellation of your Port pass.



# FIJI PORTS TERMINAL TRAFFIC PLAN



# CRITICAL SAFETY RULES

Stay on the designated roadways and park in the allocated parking areas



# THIS WAY AND STOP SIGNS ARE PAINTED ON THE ROAD



- All vehicles, trucks, machine and fleet must come to a halt at the white line at the STOP sign.
- Directional signs are painted on the road to guide, direct and regulate the road users.
- These markings promote road safety and ensure smooth flow of traffic.
- ***ROAD MARKINGS ARE TO BE FOLLOWED AT ALL TIMES.***

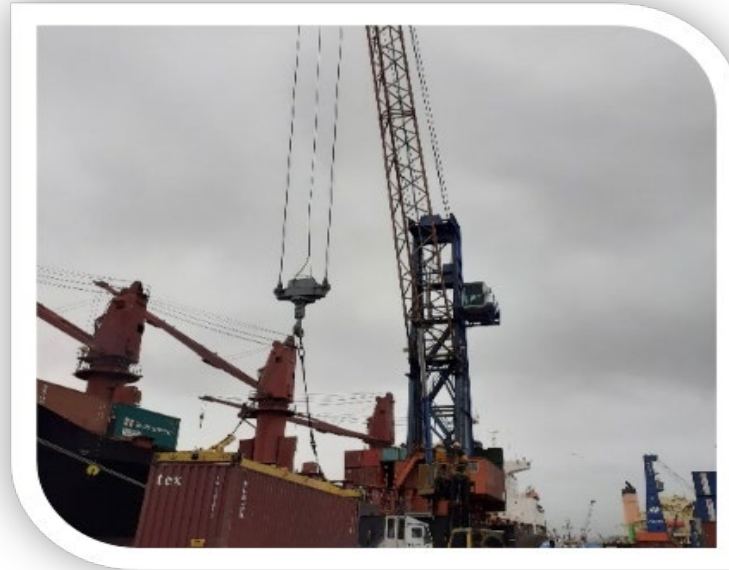
# PEDESTRIAN WALKWAYS

- When walking, keep to the designated walkways
- (marked in yellow)



# KEY HAZARDS WITHIN SUVA PORT

- ❑ Container and Bulk cargo movement.
- ❑ Forklifts, Cranes and Trucks
- ❑ Dangerous Goods
- ❑ Shipping Movements



# CONT.... KEY HAZARDS WITHIN SUVA PORT

- Chemicals (Fuels/Bitumen).
- Log trucks and Handling equipment.
- Working on edge of wharves.
- Wind can get so strong that it moves containers on top of stacks.





# YOUR RESPONSIBILITY



- ❖ Follow safe systems of work.
- ❖ Use safety controls.
- ❖ Use appropriate & usable PPEs
- ❖ Follow demarcated pedestrian walkways.
- ❖ Report any safety issues to the OHS department as soon as possible.



# PERMITS TO WORK



Hot Works




Work At Heights



Diving

# PERMIT SYSTEM

## HOT WORKS

	FIJI PORTS CORPORATION LIMITED
	OHS DEPARTMENT OHS POLICIES AND PROCEDURES MANUAL
DOCUMENT TITLE:	HOT WORK PERMIT

**STOP! Avoid hot work or seek an alternative / safer method. If possible**

<p>A hot work permit system is used to help control the risk of fire. At FPCL, a Hot Work permit is required when:</p> <ul style="list-style-type: none"> <li>Your work involves the use of, or may result in, an open flame, sparks or heat (hot enough to ignite nearby materials)- those jobs typically involve brazing, metal cutting, grinding, soldering or welding, and</li> <li>Your work is performed at any of our sites (including Kings Wharf, Princess Wharf, Sova Local Wharves, Queens Wharf, Kinds Jetty, Levuka Port; and Mualalu House) or on any vessel berthed at one of our wharves; and</li> <li>Your work is not performed in a designated area set aside specifically for hot work (such as our Engineering workshop or port infrastructure project site).</li> </ul>	<p>Instruction for the person who will be performing the work</p> <ol style="list-style-type: none"> <li>Fill out the work permit form</li> <li>Notify the relevant FPCL operations Supervisor of the area where the work is to take place.</li> <li>If the work is on vessel, obtain the approval of the vessel's master.</li> <li>FPCL safety officer to approve/sign permit.</li> <li>Ensure that all the required precaution specified on the checklist is complied with.</li> <li>Display the hot work permit while the work is performed and don't remove until the fire watch is over</li> <li>Notify the relevant FPCL Operational representative for the area where the work is to take place.</li> </ol>
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Hot Work Undertaken By:	Remove other combustible material where possible
FPCL Employee:	Otherwise, protect with AS/NZS approved welding pads, blankets and curtains, fire resistive tarpaulins or metal shields
Contractor Company:	All wall and floor opening covered
Employment No.:	AS/NZS approved welding pads- blankets and curtains under and around work.
Date:	Protect or shut down ducts and conveyors that might carry sparks to distant combustible material.
Work Location/Building and floor/Wharf/Vessel's Name:	Y N/A Hot Work on walls, buildings ceilings or roofs
Identify object/ Specific Location:	Construction is non- combustible and without combustible covering or insulation
What specific type hot work operation will be done <input type="checkbox"/> Gas Cutting <input type="checkbox"/> Cut off saw <input type="checkbox"/> Grinding Arc Welding <input type="checkbox"/> Soldering <input type="checkbox"/> Brazing <input type="checkbox"/> other	Combustible material on other side of walls, ceilings or roofs is moved away.
FPCL Contact: Name and Contact Number :	Heat smoke detectors have been disabled in the area for the period of hot work activity.
What Level of qualification or competence does the person performing the operation hold?	Heat/smoke detectors will be enabled in the area post hot work activity by FPCL contact:
Name (Print) and Signature of person performing /supervising hot work. (If a supervisor is signing, a list of individuals who will be conducting the hot work is to	Y N/A Hot work on enclosed equipment

## WORK AT HEIGHTS

	FIJI PORTS CORPORATION LIMITED
	OHS DEPARTMENT OHS POLICIES AND PROCEDURES MANUAL
DOCUMENT TITLE:	WORK AT HEIGHTS PERMIT


FIJI PORTS CORPORATION LIMITED  
WORK AT HEIGHTS PERMIT

**This permit should be prominently displayed at the work site**

This Permit must be filled and approved prior to commencing Work at Heights. A risk Assessment must be conducted and attached to this permit. This procedure of this permit covers workers of the organization and its contractors. Non – compliance to these procedures will result in the cancellation of the permit.

Permit Number: _____	Date: _____
Site: _____	Location: _____
Contractor/ Employee: _____	Phone: _____
This permit is valid from: _____ am/pm On: _____	
This permit is valid until: _____ am/pm On: _____	
Description of works: _____	
A Risk Assessment has been provided and is attached to this work 'work permit'? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Note: The following section of this permit must be completed and signed by the authorized person(s) before work is to proceed and only work listed above may be completed.</b>	

## DIVING

	FIJI PORTS CORPORATION LIMITED
	OHS DEPARTMENT OHS POLICIES AND PROCEDURES MANUAL
DOCUMENT TITLE:	DIVING OPERATIONS PERMIT

Name of Company/Individual	
Contact Person	
Postal Address	
Telephone Contact	
Mobile Number	
Email Address	
Fax Number	
Purpose of Dive (Pleasure/Business)	
Location (Vessel, Berth) & Maximum Depth	
Description of diving operation to be undertaken	
Diving Project plan is kept at:	

Control Measures and Precautionary Necessary Checklist	Yes/No
1. The diving operation shall be carried out in accordance with the HASAW (Diving) Regulation 2006 (Legal Notice No. 129)	
2. Appropriate flags or signals shall be exhibited in order to warn shipping of the presence of divers	
3. Communication must be established with Port Radio (VHF Ch 16)	
4. Port Radio must be kept informed on diver entry and exit from the water	





# RESTRICTED ACTIVITIES



**NO SMOKING**

Smoking in the Port

Using earphones within the Port Area

Liquor/kava at all times

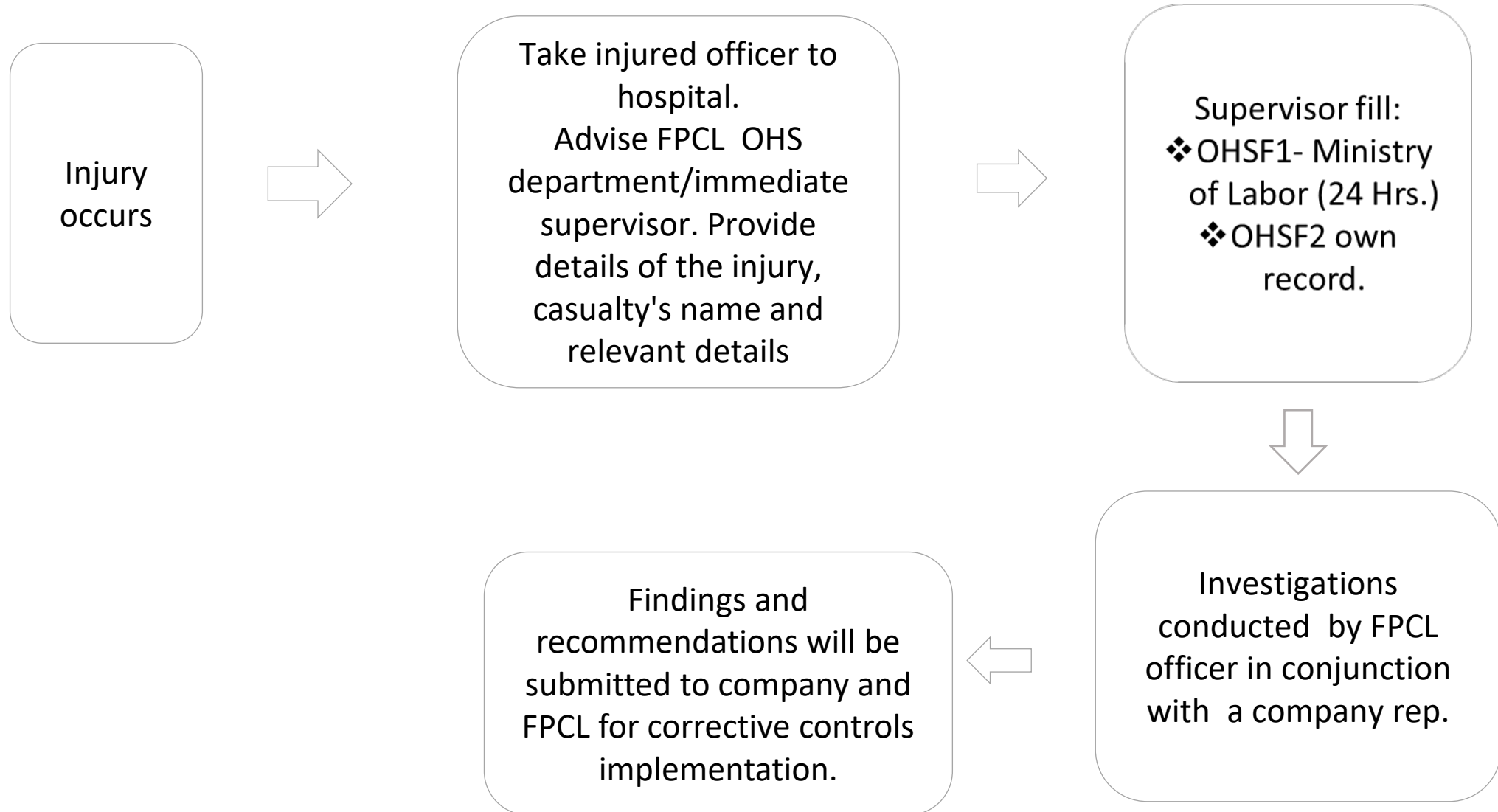
Removing of goods from the wharf without proper documentation.

Moving around the Operations Area without proper authorization/justification

Crossing/not using the allocated pedestrian walkway.



# ACCIDENT/INCIDENT REPORTING SYSTEM

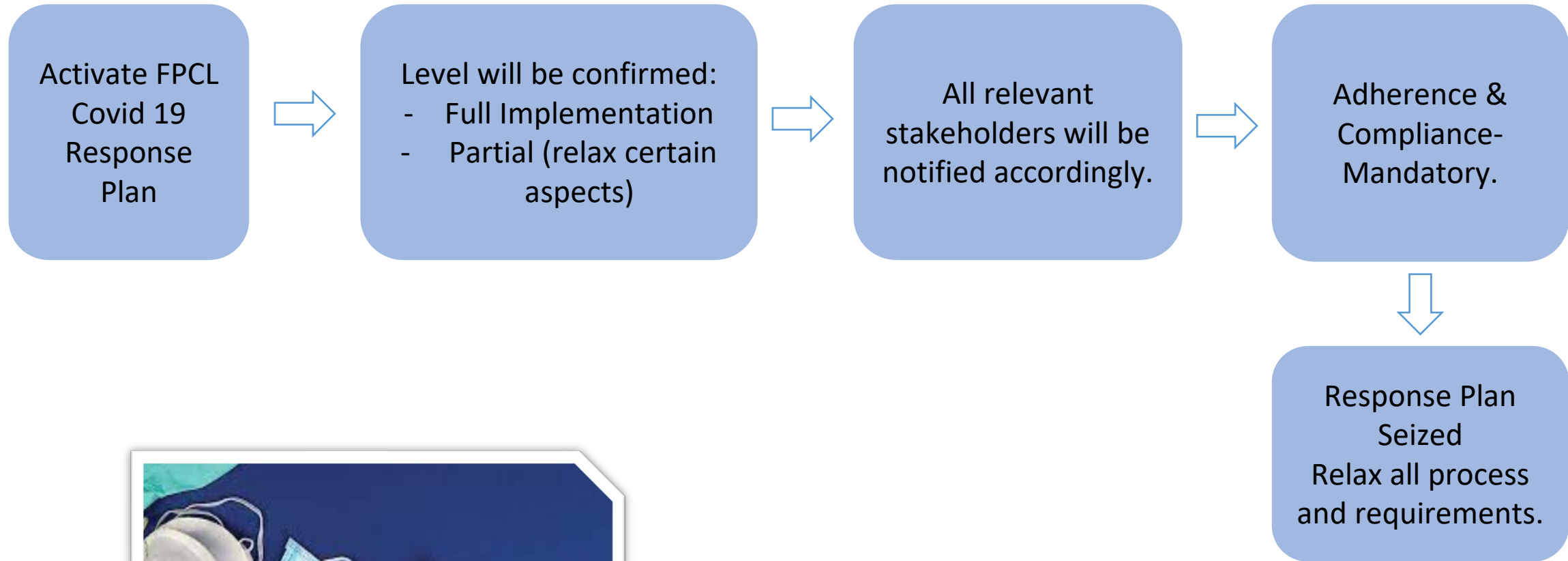


# MENTAL HEALTH IN THE WORKPLACE

1. Encourage Talking
2. Clearly define employees' duties & responsibilities.
3. Promote work life balance
4. Encourage respectful & non- derogatory behaviors.
5. Manage workloads
6. Take help when needed



# COVIC 19 PROCEDURE





# SAFETY PROCEDURES



- 1st offence – Verbal warning and counselling
  - 2nd offence – Written warning and counselling (Provisional Improvement Notice)
  - 3rd offence – One week suspension and counselling
  - Any other offence – Termination from the wharf
- However, it will also depend on the **severity** of the breach.

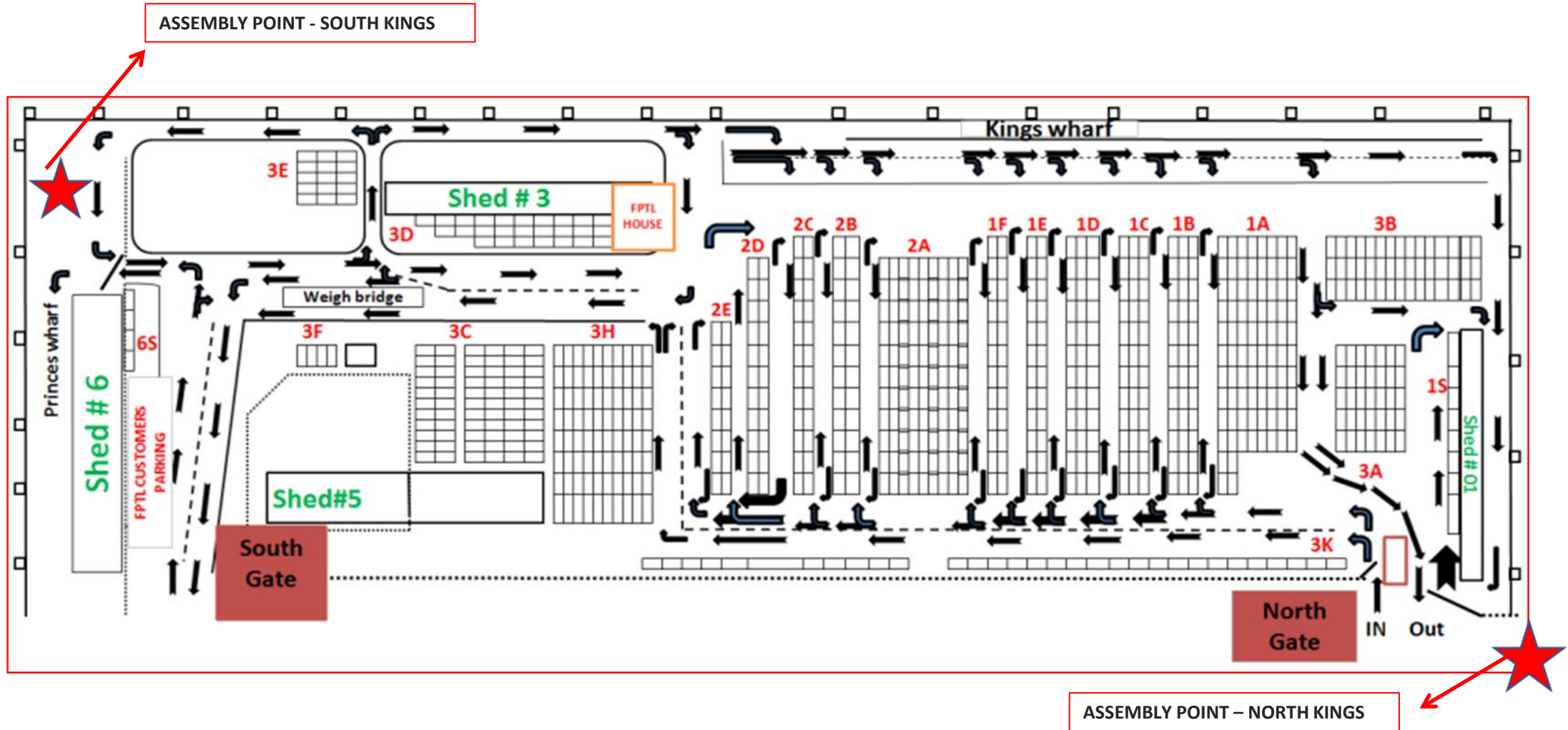


# FIRE EMERGENCY EVACUATION

- Raise the alarm
- Proceed to your nearest fire exit route
- Re-locate to your nearest assembly point.
- **Never take personal risks a**  
**IF IN DOUBT - GET OUT**
- **Do not attempt To Put Out A Fire**
- **(Unless It Is Safe & You Are Trained To Do So!)**



# ASSEMBLY POINTS AT KINGS WHARF



# TSUNAMI!

- In case of a TSUNAMI....
- Keep on running until you reach high ground
- **(YMCA GROUND is recommended for South Gate and Samabula Hill for North Gate)**



# TSUNAMI EVACUATION ROUTE- KINGS WHARF



# DUTY OF CARE

Everyone has the primary responsibility or duty of care for the health and safety of himself/herself and for others.



## WHY Duty Of Care?

- For your health and safety
- For the health and safety of others
- It is required by **LAW** (Fiji Health and Safety At Work Act 1996)



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Health & Safety is **NOT** an  
option; it's a  
**RESPONSIBILITY**

**KEEP IT SAFE**  
**ALWAYS!**





# POINT OF CONTACT

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- Contact Person: Laisani Tagilala(Acting OHSO)
- Mobile: 9989579
- OHS Office Contact: 8928704
- Email: [Laisani.t@fijiports.com.fj](mailto:Laisani.t@fijiports.com.fj).
- OHS: [ohshub@fijiports.com.fj](mailto:ohshub@fijiports.com.fj).



VINAKA!!  
ANY QUESTIONS?





**THANK YOU.**





**THANK YOU.**

Contact Us:  
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[info@fijiports.com.fj](mailto:info@fijiports.com.fj)

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