



MEMORANDUM

TO: ALL GENERATORS/CONTRACTORS/VISITORS UTILIZING THE OCEAN TERMINAL SEQUESTRAION FACILITY (OTSF)

FROM: HALIFAX PORT AUTHORITY

SUBJECT: OTSF DUMP AREA MAINTENANCE AND TRUCK MOVEMENT PROCEDURES

DATE: DECEMBER 19, 2022

Overview

The OTSF is a worksite and as such there are potential/actual hazards. The purpose of this memorandum is to ensure visitors and contractors at the worksite and specifically truck drivers are properly trained and follow safe work procedures. This is your responsibility. Note this memorandum contains a list of potential/actual hazards, a supplemental process to be followed by all truck drivers and site visitors, and a list of safety measures. As a condition of entering the work site, truck drivers / site visitors must be made aware of potential/actual hazards and agree to follow the procedures to control these hazards.

Potential/Actual Hazards

Potential or actual hazards that can cause serious injury or death include:

- Slip, trips and falls
- Working alone
- Working around mobile equipment
- Working at shoreline and embankment
- Noise
- Trucks/Dumping
- Area around the scale
- Weather conditions (ice, snow, fog, rain, wind)
- Operator fatigue
- Debris floating up on shore
- Dust

- Heavy moving excavating equipment
- Pickup trucks and other vehicles
- Uneven working surfaces
- Boulders and rocks
- Jersey barriers
- Open water (Halifax Harbour)
- Tides

Controls for Hazards

A. Dump Area Maintenance

- The Placement Contractor will be directed by the HPA representative to create and maintain an adequate berm between the dump area and the Halifax Harbour as illustrated in Sketch G-01, provided by Harbourside Geotechnical Consultants (attached). In addition, brightly painted Jersey barriers will be used to delineate both the top of the berm and the dump area. The dump area will be maintained by the Placement Contractor throughout each shift when dumping activities occur.

B. Truck Movement Procedures

- Prior to the arrival of trucks, the Scale Operator is in direct contact with the Generator's Site Supervisor to obtain the identification of each truck and driver along with the anticipated volume expected for the daily shift. If the visit is determined to be the first time a driver has visited the OTSF the Scale Operator will schedule a safety orientation for the driver and to discuss the OTSF Dump Area Maintenance/Truck Movement Procedures. Each driver will then be expected to acknowledge and accept these procedures as evidenced by signature. A safety orientation will be conducted by the Scale Operator with each Truck Driver, consisting of the following points:
 - Priority shall be given to haul units entering the OTSF to minimize traffic congestion on Marginal Road.
 - Drivers are only permitted to travel to the designated access road and dumping area while on site at the OTSF.
 - No personnel are allowed beyond the jersey barriers blocking the adjacent construction site.
 - Travel at no more than the posted speed limit.
 - Drivers must come to a complete stop at all posted "STOP" signs.
 - Drivers lined up at the first staging area before the scale will not park beyond the hazard marked area, so as not to impede vehicle traffic exiting the OTSF onto Marginal Road.

- Prior to entering the scale each truck waits for the Scale Operator to allow entrance onto the scale by means of changing the scale light from red to green.
- Drivers must come to a complete stop at the stop sign and wait for the green traffic light before proceeding forward and must remain in a stopped position on the scale until signaled to pull ahead by the Scale Operator.
- Drivers must roll back the tarp before entering the scale.
- Drivers upon entrance must pay attention to the overhead power lines running electrical power to the scale house.
- Drivers must not step out onto the scale for any reason.
- Drivers are to stop on the scale for weighing of their vehicle before entering the OTSF with materials and proceeding to the assigned dumping area at the job site.
- Once passed across the scale each truck will be directed by the Scale Operator to the delineated dump area.
 - A staging area will be defined by jersey barriers and stop sign. Only one truck shall be permitted to pass the staging area on exit, allowing for only one truck to be in the dumping area at any given time.
 - The number of trucks that can line up at the first staging area before the scale and at the second staging area beyond the scale at any given time is based on the type and size of the haul units. The OTSF cannot accommodate triaxle haul units.
 - Drivers must stop at the 4-way intersection and wait for signal from the machine operator or designated person prior to entering the dumping area.
 - Drivers shall only approach the dumping area when an ECL spotter, machine operator or designated person is in position to receive the material.
 - Approach the berm/dumping area slowly to allow drivers an opportunity to observe the condition of the berm and dumping area including the presence of any tension cracks, soft areas, uneven grading, or poor visibility in the dumping area.
 - Haul units are not permitted to run tires onto the berm.
 - Use the berm as a visual guide only and not to be used to help stop the haul unit.
 - Back up in a slow and controlled manner coming to a gradual stop in the dumping area at the sound of the machine operator's horn and/or loader bucket drop.

- Back up perpendicular to the excavator bucket and/or parallel to the loader bucket, or drivers can lead just slightly with the driver's side rear tires.
- All delivered slate material will be dumped on the existing deck and bailed with an excavator or push off with a loader.
- All delivered surge material (cap rock) will be dumped on the existing deck and push off with a loader or bailed with an excavator.
- Commence and complete dumping activities while in a parked position and remain in truck during procedure.
- Drivers are allowed one full tire rotation forward to shake off any remaining material.
- Lower the box in place prior to leaving the dump area.
- Leave the dumping area and then move beyond the second staging area allowing for the next truck in line to receive a signal from the machine operator to enter the dumping area.
- Drivers experiencing trouble with their haul unit will proceed to the delineated (hazard marked) equipment parking area for resolution of minor repairs. Vehicles will be towed off site for major repair requirements.
- All vehicle accidents must be reported to the site supervisor and scale house personnel.
- An additional conversation will take place between the Scale Operator and each Truck Driver each time a driver arrives after any change to the location of the dump area.

C. Safety Measures

- The Placement Contractor will be directed by the HPA representative to maintain clear access to adequate safety equipment and to ensure availability for use by visitors and contractors at the worksite consisting of the following items.
 - Portable eyewash station.
 - Full response emergency First Aid kit.
 - Air horn.
 - Automated External Defibrillator [AED].
 - Fire extinguishers.
 - Life Ring Stations and Life Buoy.
 - Personal Floating Devices.

- Drivers must wear proper PPE, i.e. mandatory hardhats, high visibility vests, safety footwear and, when required only, safety glasses/goggles.
- Operators, workers and visiting personnel must wear a Personal Floating Device (PFD) when working closer than two meters from the water's edge.
- Drivers will not use cell phones without hands-free or Bluetooth capability while driving at the OTSF.
- An air horn will be sounded three (3) times for an onsite emergency incident and six (6) times for a site emergency evacuation.
- Emergency offsite evacuation muster point is located at the entrance gate off Marginal Road and the onsite emergency muster point is located at the scale house.
- Failure to follow the stipulated safety rules and regulations will result in the following:
 - First offence – documented verbal warning.
 - Second offence – written warning.
 - Third offence – immediate and permanent banning from the OTSF.

If, at any time, while operating at the OTSF a Truck Driver feels uncomfortable, unsure, or unsafe with the stated procedures or activities, he or she should return to the staging area and share these concerns with the Site Supervisor.

GENERATOR: _____ **OTSF CONTRACT #** _____

OR

COMPANY: _____ **SCOPE OF WORK:** _____

TRUCK LICENSE PLATE: _____

ACKNOWLEDGEMENT:

I, _____ (*print name of Truck Driver / Visitor*) acknowledge and confirm that the hazards and procedures as set forth in this memorandum have been reviewed and explained to me. I acknowledge that the worksite gives rise to various hazards. I agree to exercise caution and follow the prescribed procedures as set forth in this memorandum.

DRIVER LICENSE MASTER NUMBER: _____

Signature

Date

I, _____ (*print name and title of designated person at Generator / Contractor / Company*), certify that I have reviewed this memorandum with the Truck Driver set forth above.

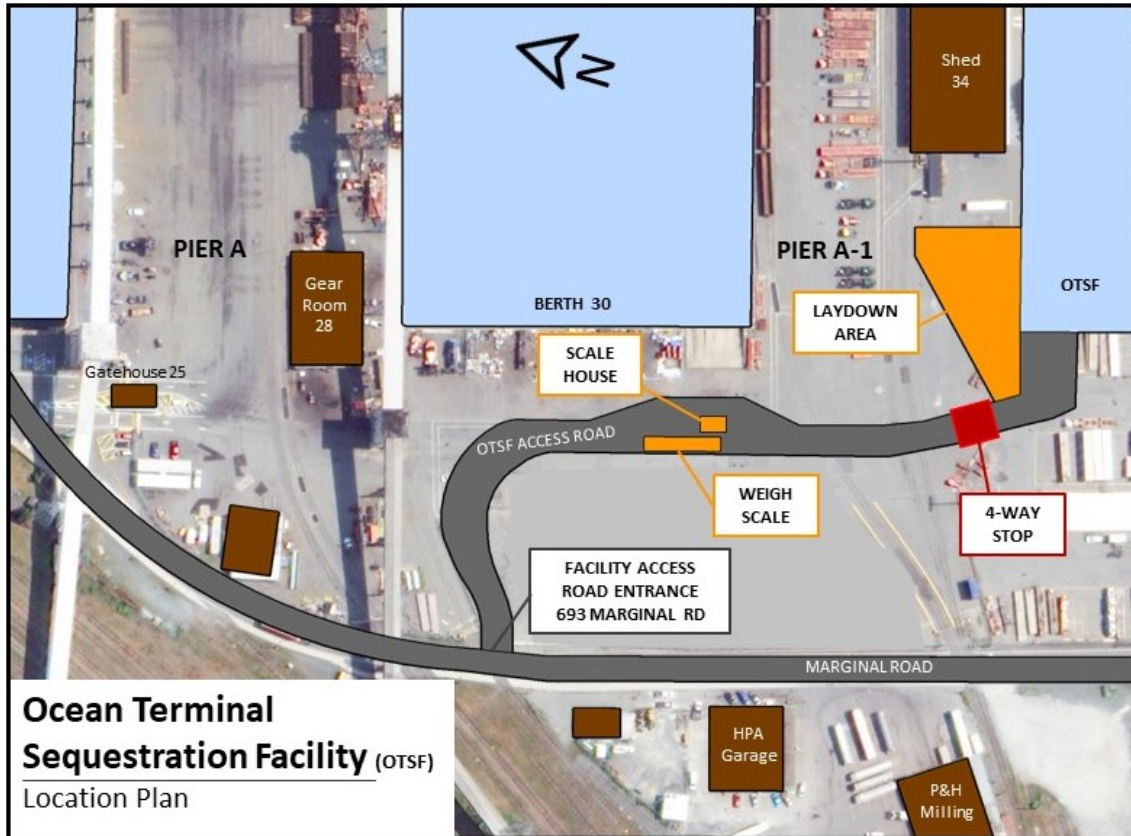
Signature

Date

I, _____ (*print name and title of designated person at Halifax Port Authority*), certify that I have reviewed this memorandum with the Truck Driver / Site Visitor set forth above.

Signature

Date



Sketch G-01

