


# V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM(IMS)

ISO 9001:2015; ISO 14001:2015 & BS OHSAS 18001:2007

## TRAFFIC DEPARTMENT SAFETY SECTION (SAF) MANUAL

ISSUE NO.2 DATE : 24.05.2019

Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019



**V.O.CHIDAMBARANAR PORT TRUST  
TRAFFICDEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
SAFETY SECTION (SAF) MANUAL**

**I N D E X**

Sl.No.	TITLE	No of Pages
1	Cover Page	1
2	Index	1
3	List of Recipients	1
4	Revision Sheet	1
5	Scope, IMS Policy & Objective	1
6	Organisation Chart	1
7	Abbreviation	1
8	SIPOC	1
9	Interested Parties	1
10	Safety Committee Meeting	2
11	IMS Risk Management	1
12	List of Registers & Formats	1
13	Benchmark	1
14	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	1

Originated by : Document Controller

Issue No. : 2  
Date : 24.05.2019

Approved by :  Traffic Manager


Page No. : 1 of 1  
Revision No : 0  
Date : 24.05.2019

V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)

**SAFETY SECTION (SAF) MANUAL**

**LIST OF RECIPIENTS**

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	TRAFFIC MANAGER	Controlled Copy to all through Internet system only
2.	SR. DEPUTY TRAFFIC MANAGER	
3.	DEPUTY TRAFFIC MANAGER	
4.	SR. ASSISTANT TRAFFIC MANAGER	
5.	SAFETY OFFICER	
6.	MANAGEMENT REPRESENTATIVE (ISO CELL)	

Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)**

**SAFETY SECTION (SAF) MANUAL**

**REVISION SHEET**

**I. Issue Status :**

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	05.07.2017	Change of Manual after IMS implementation Up gradation & Integration of QMS(9001:2015), EMS(14001:2015), OHSAS(18001:2007)
2	2	24.05.2019	Changes in Internal Work flow & Procedures

**II. Revision Status of Issue No.2 dated : 24.05.2019**

Sl. No.	Page No.	Section	Revision		Remarks
			No.	Date	
1					
2					
3					
4					

Originated by : Document Controller

Issue No. : 2  
Date : 24.05.2019

Approved by :  Traffic Manager

Page No. : 1 of 1  
Revision No : 0  
Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)**

**SAFETY SECTION (SAF) MANUAL**

**Scope, IMS Policy & Objective**

**SCOPE**

Safety section is looking after all the safety aspects related to Dock work. This unit assists the Port Management in eliminating accidents in the Port during Dock work. The aim of this section is to implement the Dock worker Safety Health and Welfare regulations 1990. To ensure safe operating methods and practices in the cargo handling areas inside the security wall of the Port by making frequent inspection to the areas. To attend to the cases of accidents/dangerous occurrences on receipt of information investigate them to find out the causes and to take follow up action.

**IMS POLICY OF THE PORT**

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through Employee motivation and empowerment with social responsibility towards the progress of the Nation.

**IMS OBJECTIVE OF THE DEPARTMENT**

**QMS**

To ensure the parameters of Average Pre-Berthing Detention Time, Ship Berth Day Output, Turn Round Time of vessels and over all-Idle Time of ships at berth are within the norms (RFD) fixed by Ministry for the year.

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

**IMS OBJECTIVE OF THE SECTION**

**QMS**


To show reduction in the no. of accidents / dangerous occurrences. To reduce loss of man hours on account of accidents.

**EMS**

To ensure reduction of paper and to conserve energy.

**OHSAS**

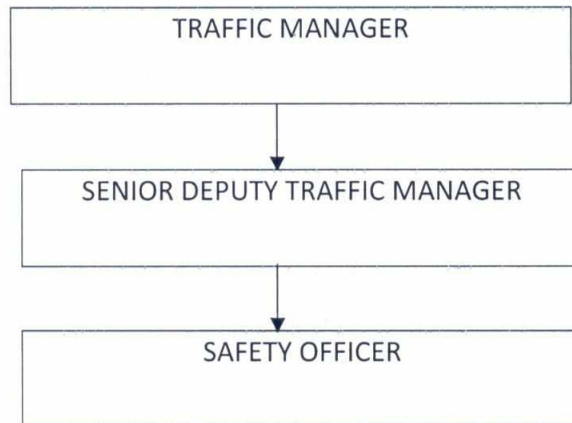
To ensure prevention of ill health and injury.


Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No. : 0 Date : 24.05.2019

V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)

**SAFETY SECTION (SAF) MANUAL**

**ORGANISATION CHART**




Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)**

**SAFETY SECTION (SAF) MANUAL**

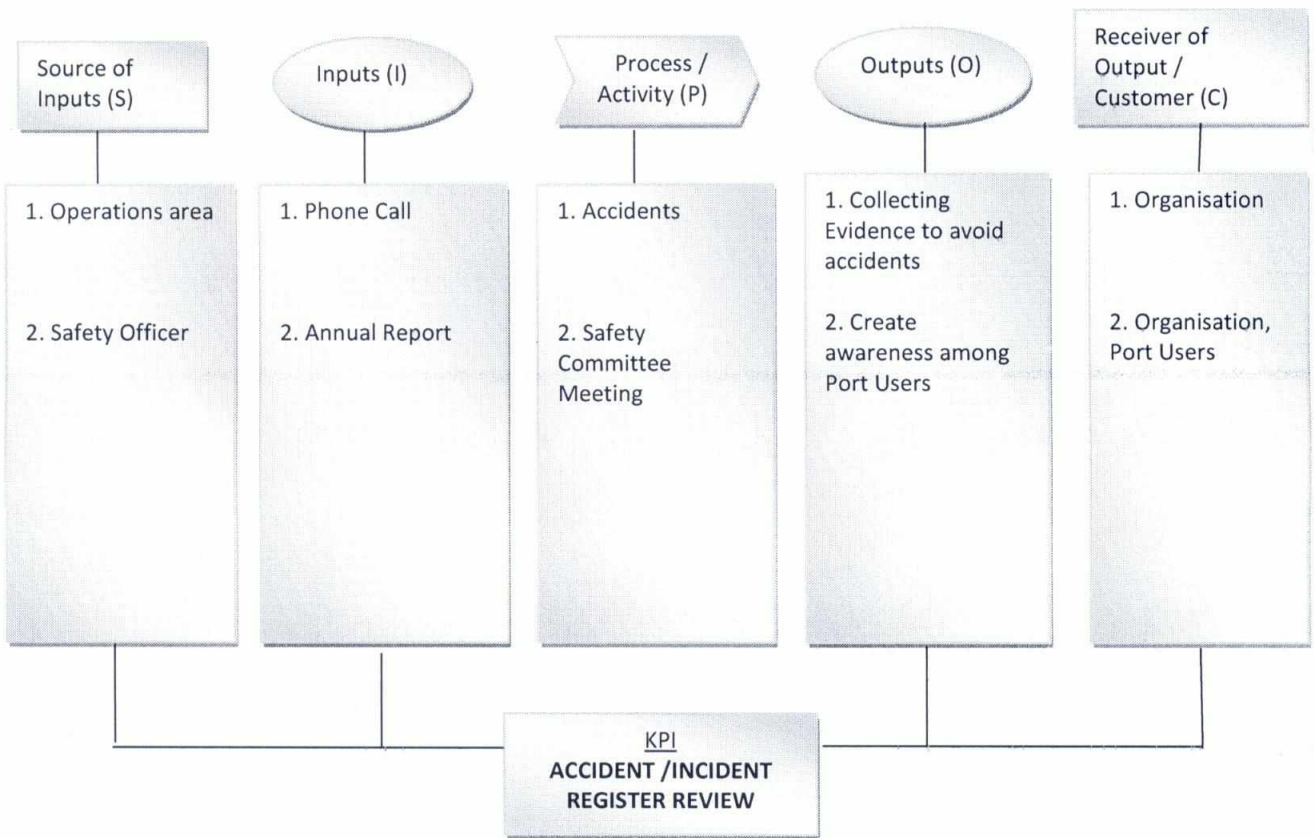
**ABBREVIATIONS**

VOCPT	V O Chidambaranar Port Trust
CPT	Chairman, Port Trust
DYCPT	Deputy Chairman, Port Trust
TM	Traffic Manager
SRDTM	Senior Deputy Traffic Manager
DTM	Deputy Traffic Manager (Operations)
<b>SO</b>	Safety Officer

Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
SAFETY SECTION (SAF) MANUAL**

**SIPOC**



Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by : <i>VRagender</i> Traffic Manager	Page No. : 1 of 1 Revision : 0 Date : 24.05.2019




V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)

**SAFETY SECTION (SAF) MANUAL**

**Interested Parties**

**4.2 Understanding the requirements of the Interested parties**

<b>Interested Parties</b>	<b>Requirements</b>
Port Users	Safety Awareness

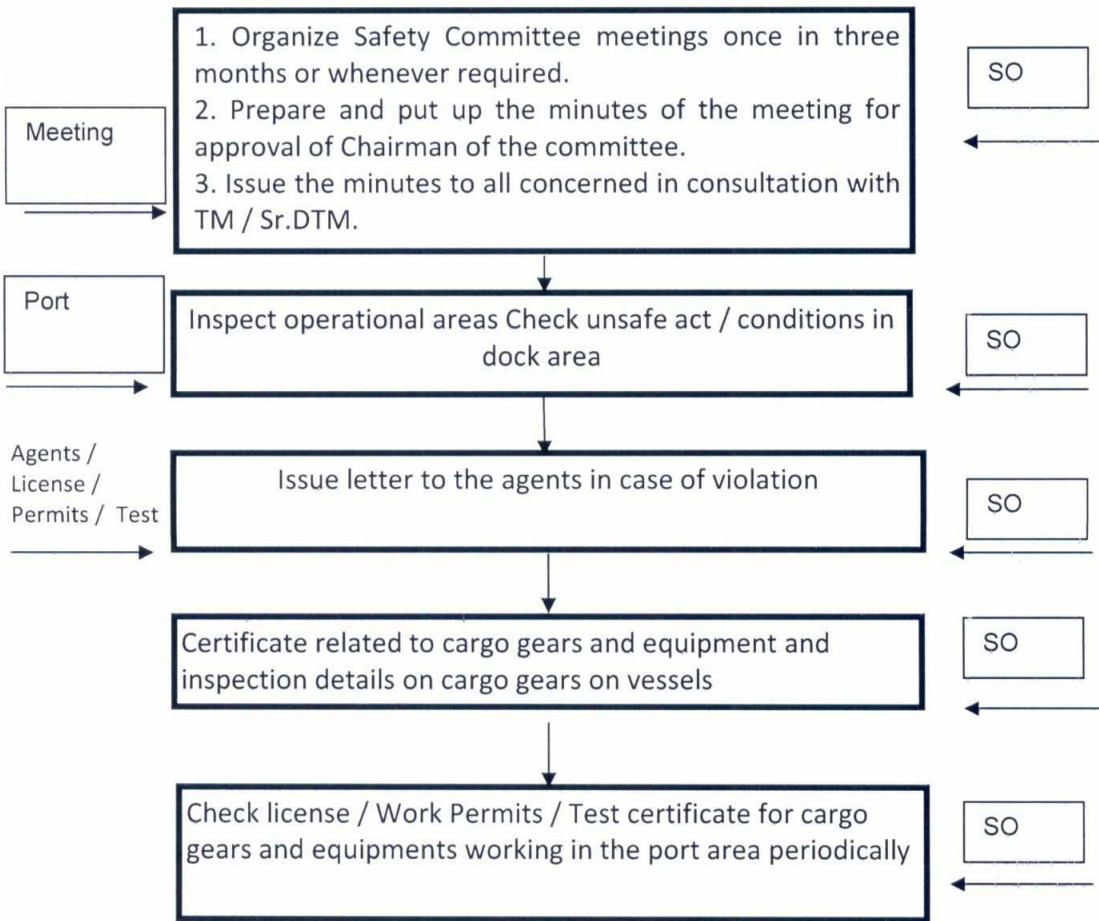
Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)**

**SAFETY SECTION (SAF) MANUAL**

**TITLE: Safety Committee Meeting**

**INPUT / REF. DOCUMENTS                      ACTIVITY                      RESPONSIBILITY / OUTPUT**



Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 2 of 2 Revision No : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
SAFETY SECTION (SAF) MANUAL**

**IMS RISK MANAGEMENT**

**RISK ASSESSMENT & RISK TREATMENT :**

RISK	Control Method / Process
<ul style="list-style-type: none"> <li>Accident / Near miss</li> </ul>	<ul style="list-style-type: none"> <li>As per the existing rules, action to be taken by Traffic Department</li> </ul>

**Reference Standard Requirement :** ISO 9001:2015,

**KEY PERFORMANCE INDICATOR:**

SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1	--		

**ACTION TO ADDRESS RISK AND OPPORTUNITIES**

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,


SI.No.	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of electricity	Reduction in Natural resources	EMP/01
2	Consumption of paper	Reduction in natural resources	OCP/01
3.	Spreading of dust in air	Air Pollution	OCP/12
4.	Spreading of Dust in land	Health Hazard	OCP/06

**Reference Standard Requirement :** ISO 14001:2015.

**Hazard Identification, Risk Assessment and Controls :**

SI.No.	HAZARD	RISK	Control Method
1	RADIATION	EYE strain	SOP-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
8	Dust Emission	Respiratory Disorder	SOP-4

**Reference Standard Requirement:** BS OHSAS 18001:2007, Clause: 4.3.1.

Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019

**V.O. CHIDAMBARANAR PORT TRUST  
TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
SAFETY SECTION (SAF) MANUAL**


**TITLE : LIST OF REGISTERS & FORMATS**

**List of Formats**

SI.No.	Name of the Format	Code No.	Retention Period
1	Accident Investigation Report	QT/SAF/FIR	One financial year
2	Monthly report regarding accidents	QT / SAF / FMR	-do-
3	Report on inspection of cargo gears	QT / SAF / FCG	-do-
4	Accident Report sent to AD/IDS	QT / SAF / FXII	-do-
5	Annual Accident Report sent to Admin. Dept.	QT / SAF / FAR	-do-

**List of Registers**

SI.No.	Name of the Register	Code No.	Retention Period
1	Accident Register.	QT/SAF/RAR	One financial year


Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019

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TRAFFIC DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)

SAFETY SECTION (SAF) MANUAL

BENCHMARK

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Originated by : Document Controller	Issue No. : 2 Date : 24.05.2019
Approved by :  Traffic Manager	Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019