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Health & Safety Policy for Valletta Gateway Terminals





1. Purpose

To ensure that Health and Safety is not considered as a bolt on structure but, as an integral part of all operations taking place at VGT port facilities. In addition this policy should explain the importance of adhering to and implementing all Health & Safety regulations to ensure any risks are kept to their absolute minimum.

2. Applicability

This document applies to all VGT employees, Port workers, Foremen and any third party visiting or working within any of VGT facilities.

3. Definitions

DWQ – Deep Water Quay

HSSM – Health Safety & Security Manual

H&S – Health & Safety

IMO – International Maritime Organization

LW – Laboratory Wharf

MR – Management Representative

PFSO – Port Facility Security Officer

PPE – Personal Protective Equipment

SWP – Safe Work Procedures

SOPP – Standard Operational Procedures & Policies

VGT – Valletta Gateway Terminals

4. Main Text

4.1 Statement

VGT is committed to minimize as far as practicably possible illness and injury through the provision and maintenance of a healthy and safe environment. The Company endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The Company takes all reasonable steps to acquaint its employees with their rights and duties in the workplace and applicable regulations and procedures for protecting their health and safety.

Where appropriate, the Company establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, including health and safety committees.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the Company.

Employees must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all personnel who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures.

They are responsible for ensuring that all aspects of the workplace, including teaching and research sites, are safe and that any risks, hazard, and safety violations drawn to their attention are investigated and corrected promptly.

4.2 Conduct of personnel

In general good conduct is expected from all personnel entering any of VGT's facility. Emphasis is being done on the below although this list is not exhaustive. All personnel should;

- Not consume alcohol prior to or during working hours
- Wear the appropriate PPE to the specific operation being performed
- Not stand underneath a suspended load
- Smoke where prohibited

- Obey all traffic regulations including speed and parking.
- Not involve themselves in any illegal activities.
- Not access any restricted areas

4.3 Unsafe Conduct and Incident Reporting

It is every worker's responsibility to make sure he respects and follows all Health and Safety rules and make sure his colleagues do so as well. Unsafe conduct will not be tolerated and disciplinary action will be taken. It is everyone's responsibility to report unsafe conduct to the supervisor in charge of the operation and if no action is seen to be taken the Health and Safety Department should be duly notified.

Any incident big or small regardless if an injury to personnel occurred should be immediately reported to the Health and Safety Department or the nearest Supervisor.

4.4 Fire

If a fire is sighted raise the alarm immediately and seek the nearest fire extinguishing medium. If you think the fire is already out of control evacuate the area and proceed to the muster point. Do not try to approach the fire, call 112 and report to the Health and Safety Department

4.5 Spill

VGT has in place plans for oil/chemical/grain spills. If any spill is seen on the sea surface or on the quay advice your supervisor and the Health and Safety Department.

4.6 First Aid

All security officers working at VGT are qualified first aiders. If the case be that first aid is needed call for help immediately. The security office has a fully equipped first aid. **Do not put yourself in the same situation as the patient.** If serious call 112 and the Health and Safety Department.

4.7 Personal Protective Equipment

PPE is not an optional extra and no tolerance will be given for the lack of compliance. VGT reserves the right to deny access of anyone not adhering to our PPE rules.



4.8 Traffic and Speed

The speed limit at all VGT facilities is 15 Km/H. Care must always be taken and extra caution must be taken when in close proximity to foot workers. Parking of personal vehicles is only allowed in the designated areas and only vehicles with a valid permit will be allowed inside the facilities.

5. Documentation/Record Keeping

All forms, reports and investigations are available from your supervisor and are recorded and kept in our archives. The health and safety department is in charge to make sure all parties concerned are working according to our SOPP and that all the proper forms are being utilized.

6. Relationship

The Health and Safety Department is responsible to provide all VGT employees with suitable PPE and Training as required by their position. This does not allow a VGT employee to neglect their PPE, a record of distribution is kept and if deemed that the damage was done on purpose the Employee will be obliged to pay in full the equipment in question.

7. Related Policies & Procedures

MLA-VGT-200 H&S Management System

MLA-VGT-201 HSS Manual

MLA-VGT-231 PPE

MLA-VGT-232 Smoking policy

MLA-VGT-230 Drug and Alcohol

8. Revision or Abolition

The H&S department is obliged to review this document once a year and Abolition can only be done if a new version is issued

9. The End