

Rules of safety and movement of vehicles entering with cargo/picking up cargo on the premises of OT Port Gdynia sp. z o.o. (hereinafter, referred to as the OTPG or terminal).

Vehicles may enter the terminal with/for cargo based on a gate report issued by an employee of yard XXVI ("0" parking lot). A gate report authorizes only one loading/unloading operation. A driver can only receive one gate report at a time. Receiving another gate report involves going through the "0" parking lot again.

I. General Requirements

1. Each driver collecting/delivering cargo from/to OT Port Gdynia and passenger car drivers staying within the terminal premises are obliged to observe the provisions of this document.
2. The access roads to the warehouses and storage yards within the OTPG premises (marked in green on the map) are subject to general traffic regulations. Outside these roads, drivers are obliged to give way to transport and handling equipment of OT Port Gdynia.
3. By entering the terminal area, drivers accept these safety rules.
4. Each driver crossing the OTPG gate must wear his own personal protective equipment, i.e.:
 - a. safety helmet,
 - b. high-visibility reflective vest,,
 - c. protective footwear of class S1 or higher.
5. Each driver leaving the vehicle cab and entering the handling zone must wear a safety helmet, a reflective vest, and safety shoes.
6. The driver should follow the instructions of an OT Port Gdynia employee, particularly the warehouse employee and the forklift truck operator.
7. Before performing any handling service in the warehouse or on the storage yard, the driver is first obliged to head to the Service Office located at 9 Dokerów Street (general cargo handling) and 7 Rumuńska Street (bulk cargo handling, Warehouse No. 7) and 16 Polska Street (bulk cargo handling, Warehouse No. 5).
8. The driver of a vehicle equipped with devices subject to technical supervision must have the following documents and present them for inspection at the request of the warehouse or storage yard operator:
 - a. decision of UDT (Polish Office of Technical Inspection) approving the device for operation,
 - b. official qualification/license to operate the device mentioned above if required.
9. OTPG is not responsible for any vehicles left unattended by a driver in the terminal area and any damage that may result.
10. Entry and parking of vehicles, entities providing repair and maintenance services is possible at the place of service after obtaining the section manager's or dispatcher's consent.
11. Entry and parking on the quay of passenger cars and vehicles with the ship's supplies are possible only after obtaining the consent of the vessel host for the given basin.

II. Basic rules for vehicular and pedestrian traffic

1. The speed limit within the area of OT Port Gdynia is 15 km/h.
2. The direction of movement of vehicles and handling equipment at marked locations should be consistent with road signs and horizontal markings.
3. It is imperative to give way to oversize process vehicles.
4. Vehicle parking is only allowed in designated areas.
5. The driver waiting for unloading/loading is obliged to observe the order of previously serviced vehicles unless the warehouse/yard employee decides otherwise. Thus, a vehicle waiting for its turn is required to position itself in the queue of other vehicles in the line.
6. Daily and weekly rest of the driver served at the OTPG terminal is allowed only in Parking Lot "0".
7. The minimum safe distance between vehicles or vehicles and handling equipment is 2 m.
8. The pedestrian is obliged to use the pavement or a designated pedestrian route or, in the absence thereof, may use the carriageway, provided that he/she occupies a place as close to the edge as possible and gives way to an oncoming vehicle;
9. Travel on the left-hand side of the traffic route;
10. It is forbidden to enter the carriageway directly in front of a moving vehicle and from outside the vehicle or any other obstacle obstructing the visibility of the road;
11. Crossing the carriageway outside a pedestrian crossing is permitted when the distance from the crossing exceeds 100 m. However, if the junction is less than 100 m from the designated crossing, crossing is also permitted at the junction.
12. Crossing the carriageway outside of a pedestrian crossing is permitted only on condition that it does not endanger traffic safety or obstruct the movement of vehicles. The pedestrian is obliged to give way to vehicles and walk to the opposite edge of the carriageway using the shortest route, perpendicular to the axis of the carriageway.
13. The pedestrian, after leaving the designated pedestrian route, when entering the loading zone is obliged to use personal protective equipment

III. Loading And Unloading of Vehicles

1. The vehicle driver located outside the access roads to yards and warehouses should await loading/unloading

inside the vehicle. Staying outside the vehicle is permitted only to prepare the vehicle for loading/unloading.

2. The driver is obliged to prepare the vehicle for loading and/or unloading operations at the designated place.
3. The driver may only unstrap the incoming cargo after agreeing on the handling location with a warehouse/yard employee.
4. The driver may enter the warehouse only at the call of a warehouse employee.
5. After stopping the vehicle at the previously designated loading/unloading place, the driver is obliged to apply the hand brake, stop the engine, and put the gearbox in a safe position. The above does not apply to drivers who cannot stop the engine for technical reasons, e.g., the operation of HDS. In this case, drivers are obliged to immobilize the vehicle's wheels by placing wedges on both sides of one of the driving axle wheels.
6. Before loading/unloading, each driver shall agree with the warehouse/storage yard employee on distributing the cargo to ensure the appropriate pressure on the vehicle's individual axles. The Port of Gdynia shall not be held responsible for exceeding the permissible axle load standards.
7. If it is necessary to leave the cab in the warehouse/storage yard area, the driver must not move away from the vehicle.
8. After the loading/unloading operation is completed, the driver is obliged to properly secure the cargo and prepare the vehicle for safe driving (this applies to general freight and Agro, and other bulk cargoes).
9. OT Port Gdynia is not responsible for incorrectly securing cargo on a vehicle moving through the terminal or leaving the terminal.
10. OT Port Gdynia is not responsible for cargo spillage on a public road from a vehicle leaving the terminal premises and driving onto a public road.
11. The driver staying within the area of a warehouse/storage yard after loading/unloading a vehicle may only move within the designated loading/unloading area at a distance not exceeding 1.5 m from his vehicle.
12. Before leaving the OTPG premises, the driver must check whether the loaded cargo and its quantity correspond to the received loading confirmation.
13. After the loading/unloading is completed and the cargo is secured, the driver must immediately leave the terminal, taking the designated route.
14. The driver waiting for a semi-trailer disembarking from a ferry is obliged to position the vehicle in a place indicated by an OTPG employee to prevent handling works. Awaiting the pick-up/put down of semi-trailers even before starting handling work is prohibited.
15. The driver taking the semi-trailer from the yard is obliged to inspect its technical condition and report any damage immediately to the yard staff (Shelter A).

16. OT Port Gdynia is not responsible for damage that has not been reported to the appropriate operational services before leaving the OTPG premises.

IV. Prohibited Actions

It is prohibited to:

1. Leave the vehicle cab without the consent of the warehouse or yard employee or forklift operator throughout the loading or unloading process.
2. Climb and walk on the cargo.
3. Climb and walk on parts of the vehicle structure that are not intended for this purpose.
4. Move the vehicle without lights on.
5. Smoke cigarettes, electronic cigarettes, and use open fire in the terminal area.
6. Leave the cab without securing the vehicle.
7. Dispose of rubbish and vehicle consumables in the terminal area.
8. Obstruct movement of other vehicles and handling equipment by blocking driveways or warehouse entrance gates.
9. Move the vehicle at a speed higher than 15 km/h.
10. Move on foot within the warehouse/storage yard outside the designated loading/unloading area at a distance greater than 1.5 m from his vehicle.
11. Enter the movement area of other vehicles and transport and handling equipment.
12. Pass, be under or ride under a cargo hooked to a crane or lifted by a forklift.
13. Enter the terminal area in an inoperative, damaged vehicle without the required documents for the vehicle and driver, valid TPL policy (also applies to the technical condition of tires).
14. Run around the terminal area.
15. Repair a damaged vehicle on OTPG property without prior approval from the Dispatcher.
16. Park vehicles, both trucks, and cars, in unauthorized locations.
17. Wait for semi-trailers in storage yards and on traffic routes, hindering handling operations during ferry service.
18. Enter Agro warehouses while a loader is moving in them without the permission of its operator.
19. Drivers staying during loading or unloading operations in the loading or unloading area of the vehicle.

V. Final Provisions

1. OT Port Gdynia reserves the right to interrupt loading/unloading due to adverse weather conditions and other fortuitous events.
2. The rules mentioned above will be enforced by OT Port Gdynia employees and the security company employees.

3. If the driver does not comply with the above rules, the loading/unloading of the vehicle will be stopped. A security guard will be called to the scene, and the driver will be asked to leave the OTPG area. This information will be provided to the shipping company and the owner of the trucking company. Additionally, the driver may be subject to a ban on entering OT Port Gdynia.

4. OT Port Gdynia is not responsible for any interruption of handling work caused by a driver's failure to observe the safety rules described in this document.

Contacts:

1. Shift Dispatcher phone (58) 627 42 28
2. Basin IV Ship Host phone (58) 627 41 62
3. Basin V Ship Host/Dispatcher phone (58) 627 42 78

TEREN PORTOWY
PORT AREA

OGÓLNE ZASADY BEZPIECZEŃSTWA
GENERAL SAFETY RULES



Ograniczenie prędkości
do 15 km/h
Speed limit to 15 km/h



Uwaga nabrzeże
Attention wharf



Zakaz palenia papierosów
No smoking area

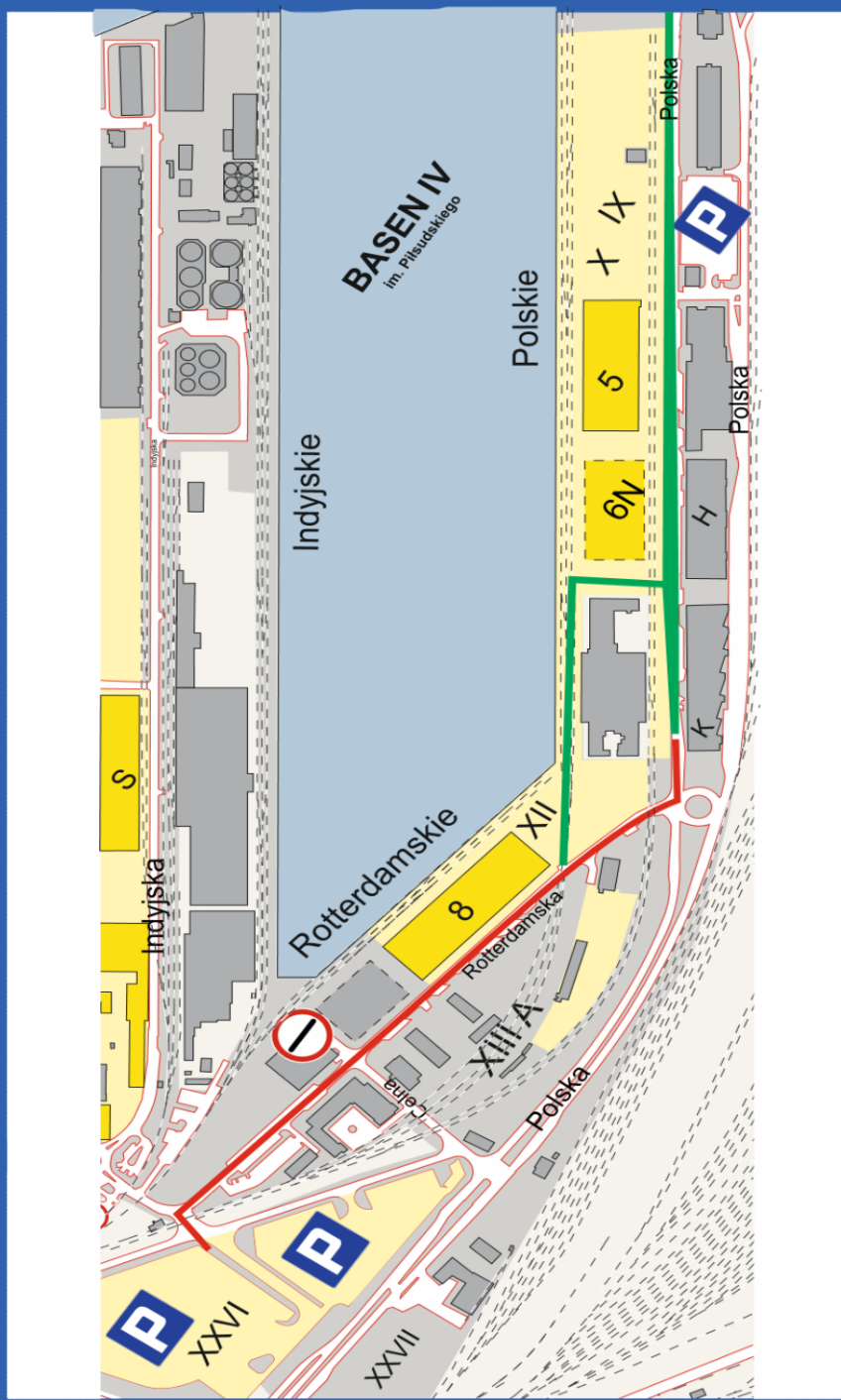


Stosuj kamizelkę odblaskową
Wear a safety vest



Stosuj kask ochronny
Wear protective helmet

DROGI DOJAZDOWE DO PLACÓW SKŁADOWYCH I MAGAZYNÓW
ACCESS ROADS TO STORAGE YARDS AND WAREHOUSES



LEGENDA

- █ droga dojazdowa z parkingu
- █ droga wewnętrzna OT Port Gdynia

Poza drogami dojazdowymi pierwszeństwo posiadają pojazdy transportowo-przeładunkowe OT Port Gdynia.
Outside the access roads, priority must be given to OT Port Gdynia handling equipment.

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