


12.51 Operating Procedures – Working Alongside or Boarding a Vessel to Perform Stevedoring Operations	Document No: HSE-12.51-PR Date: March 13, 2020	
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Introduction

At Logistec there will be intervals when employees will be working alongside or boarding a vessel to perform stevedoring operations for the facility. This procedure outlines the practices to be adopted for controlling activities to mitigate the risks associated with the coronavirus (COVID-19).

Responsibilities

Management – review initial procedures and any future revisions to ensure the procedure meets the safety standard set forth by Logistec and is productive to the operation

Superintendents – ensure required personnel are trained properly in the procedure and all equipment and PPE are available to the employees for their own safety

Employees – are responsible for carrying out the procedure in the manner it was designed to ensure safe operation and avoid contracting the coronavirus.

Procedures

To ensure the operation is performed in a safe and productive manner and to mitigate the risks associated with the coronavirus, the following procedures must be followed:

- Prior to boarding the vessel or beginning vessel operations, confirm with the Master or Chief Officer that no members of the crew have demonstrated symptoms consistent with coronavirus. In the absence of such confirmation, do not board the vessel.
- Avoid physical contact with vessel crew and passengers. Do not shake hands.
- Maintain a safe physical distance from vessel crew and passengers who exhibit symptoms consistent with coronavirus – coughing or sneezing -- of at least 2 meters or 6 feet.
- Require the vessel’s crew/crane operator(s) to sanitize the vessel’s crane cabin(s) prior to entering or use.
 - In the absence of confirmation from the vessel’s crew that such crane cabin sanitization has occurred, Logistec employees should wipe down all surfaces in the crane cabin(s) with disinfectant spray, solution or wipes.
- Wear gloves at all times.
- Do not enter any enclosed areas of the vessel including the ship’s office, living quarters, captain’s facilities, crew mess, or toilets unless specifically obliged to do so.
- Until further notice, all documents which might have to be presented to, received from or signed by and between the vessel shall be exchanged through the agent.
 - This requirement is subject to particular port practices.
- Avoid touching the ship’s gangway handrail or hatch/crane access ladder with bare hands.
- Do not bring personal effects onto the vessel.
- Do not use the toilets aboard the vessel.
- Practice increased vigilance and awareness of personal safety hygiene:
 - Wash your hands frequently with soap and warm water or clean them with sanitizer;
 - Avoid touching your face with unclean hands; and
 - Cough or sneeze into the inside of your elbow or into a tissue that is then disposed of properly.
 - While “it is very unlikely that the virus will persist on a surface after being moved, travelled, and exposed to different conditions and temperatures” according to the World Health Organization, out of an abundance of caution, avoid touching surfaces, including vessel surfaces and cargo, with bare hands.
- **If you feel sick or become ill with symptoms consistent with coronavirus – coughing, sneezing, fever or difficulty breathing -- immediately report it to your supervisor.**

Summary

By ensuring that individuals are trained and understand this SOP, Logistec will mitigate the risks of coronavirus transmission to its employees and third parties working on its behalf while performing stevedoring operations alongside and aboard vessels.