



ORKNEY ISLANDS COUNCIL
Harbour Authority

Employee, Contractor,
Users and Visitors

**Health, Safety
and Environmental
Handbook**



August 2025





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Purpose



Orkney Islands Council (OIC) Harbour Authority aim to ensure that all persons working within our facilities including contractors, users and visitors achieve the highest levels of health, safety, and environmental compliance.

The aim of this handbook is to set out the rules for all persons working within our Harbours.

This includes, but is not limited to:

- ◆ Contractors
- ◆ Tenants (including contractors operating on their behalf)
- ◆ Harbour users
- ◆ Visitors & Members of the public

All persons using Marine Services facilities should be aware that a number of the port premises are open to the public, and while operations are taking place it may be required to restrict access to their work area.

Visitors are asked to familiarise themselves with this handbook and keep clear of working areas following any instructions given to them.

All Marine Services Employees, Contractors, Tenants (and their contractors) and users of Marine Services facilities, must be able to demonstrate that they have read and understood this handbook.

THE RULES AND EXPECTATIONS SET OUT IN THIS PORT SAFETY HANDBOOK HAVE BEEN ESTABLISHED FOR THE SAFETY, SECURITY AND WELL-BEING OF ALL PERSONS WORKING IN AND VISITING THE PORT. BY ENTERING THE PORT, ALL SUCH PERSONS WILL BE DEEMED TO AGREE AND UNDERTAKE TO COMPLY WITH SUCH RULES AND EXPECTATIONS.

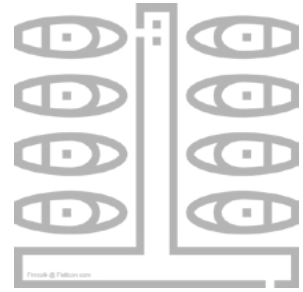
Contractor Responsibilities



All Contractors operating in the OIC Harbour Authority shall:

- ◆ Operate in compliance with current and relevant health, safety, and environmental legislation.
- ◆ Ensure all work procedures and operations have been risk assessed, and work methods established to the safest practical level prior to any activity.
- ◆ Ensure emergency procedures have been established in relation to their operations.
- ◆ If not wearing suitable buoyancy equipment, remain at least 2 metres from the edge at open quaysides.
- ◆ Comply with local rules, procedures and personal protective equipment requirements when entering OIC Harbour Authority facilities.
- ◆ Not interfere with or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ◆ Not interfere with or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ◆ Be aware of their responsibility towards the local environment and report any signs of pollution to Marine Services.
- ◆ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ◆ Be trained and competent to undertake the task they are employed to do.
- ◆ Stop work if they have concerns regarding their safety or that of others and report to their Line Manager or Marine Services.
- ◆ Report all incidents to their Line Manager or Marine Services.
- ◆ Comply with any security arrangements put in place by Marine Services.

Port and Harbour Tenants



All OIC Marine Services Tenants operating in the Ports and Harbours shall:

- ◆ Ensure their staff and contractors operating on their behalf, are aware of and comply with the contents of this handbook.
- ◆ Operate their business in compliance with current and relevant health, safety, and environmental legislation.
- ◆ Not interfere with or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ◆ Not interfere with or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ◆ Be aware of their responsibility towards the local environment and report any signs of pollution to Marine Services.
- ◆ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ◆ Ensure that their operations and activities are in accordance with their lease agreement.
- ◆ Report all incidents to their Line Manager or Marine Services.
- ◆ Comply with any security arrangements put in place by Marine Services.



Port User Responsibilities



All port users operating in Ports and Harbours Shall:

- ◆ Ensure that they or any crew they may have are aware of and comply with the contents of this handbook.
- ◆ Operate their business in compliance with current and relevant health, safety, and environmental legislation.
- ◆ Not interfere with or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ◆ Not interfere with or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ◆ Ensure emergency procedures have been established in relation to their operations.
- ◆ If not wearing suitable buoyancy equipment, remain at least 2 metres from the edge at open quaysides.
- ◆ Comply with local rules, procedures and personal protective equipment requirements when entering Marine Services facilities.
- ◆ Be aware of their responsibility towards the local environment and report any signs of pollution to Marine Services.
- ◆ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ◆ Ensure that all persons under their employment are trained and competent in the use of any requested equipment provided by Marine Services to assist with their operations.
- ◆ Ensure that vessel access has been established to the safest practical level with a focus given to vessels used for accommodation purposes and access requirements during the darker hours.
- ◆ Report all incidents to Marine Services.
- ◆ Comply with any security arrangements put in place by Marine Services.

Visitor Responsibilities



Visitors and Members of the Public:

- ◆ Be aware that although certain areas of the port are open to the public, OIC Marine Services Piers and Harbours are working industrial ports and as such, caution and care should be taken to avoid industrial activities.
- ◆ Members of the public must not enter an area where commercial activity is underway.
- ◆ If not wearing suitable buoyancy equipment, remain at least 2 metres from the edge at open quaysides.
- ◆ Not interfere with or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ◆ Not interfere with or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ◆ Be aware of their responsibility towards the local environment and report any signs of pollution to Marine Services.
- ◆ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ◆ Comply with guidance and instruction given by Marine Services or persons carrying out operations in the port.
- ◆ Comply with any security arrangements put in place by Marine Services.
- ◆ Report any concerns or issues they see to Marine Services.
- ◆ Not climb over or circumvent any barriers, walls or fences.



General Considerations

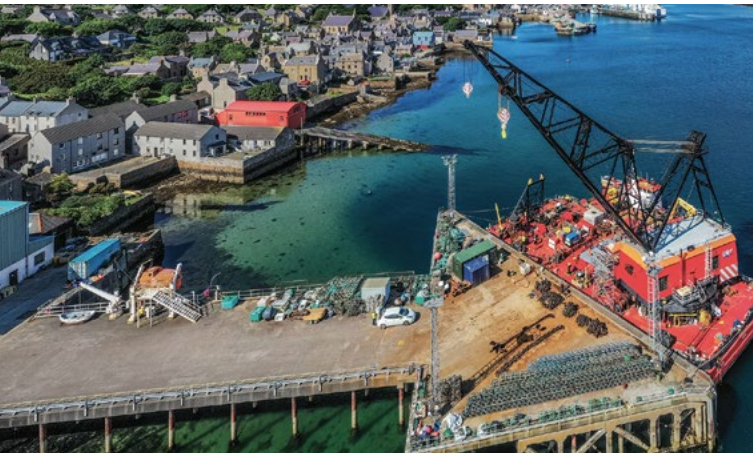


Housekeeping:

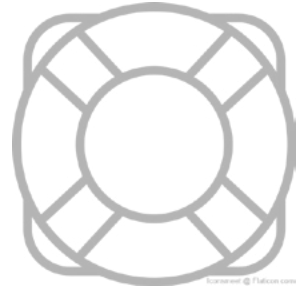
- ◆ All pier user groups have a duty to ensure that their work does not affect others working nearby or the future safe use of the quayside.
- ◆ All users have a duty to keep their work areas and material storage areas tidy. Work areas should be managed appropriately to ensure that persons are not unnecessarily vulnerable to slips and trips.
- ◆ On completion of works, users are responsible for clearing any resulting debris from their operations and ensuring the area is left in a tidy state.

Waste:

- ◆ All pier user groups have a duty to ensure that resulting waste from their activities is disposed of in the appropriate receptacles and not left on the quayside or in the general waste bins provided.
- ◆ Special or hazardous waste must be disposed of in compliance with local authority requirements and all health, safety and environmental legislation.



Working Near Water



All OIC Marine Services Port Users should take measures to ensure that they are safe when operating close to the edge of an open pier or accessing any vessel. Quayside ladders and buoyancy aids are provided throughout for means of rescue. If a lifebuoy is missing, report this immediately to your line manager or Marine Services. It is recommended that lifejackets are always worn when operating near water. Remain at least 2 metres from the edge at open quaysides.

- ◆ When operating over open water, do not attach yourself to any access plant. Do not work alone when operating near or over water.
- ◆ When operating over open water, do not wear tool belts or any equipment that could hinder flotation.
- ◆ Please report any missing or damaged quayside rescue equipment prior to operating on an open quayside.
- ◆ Be aware that the waters of the port are tidal and that the water level can rise or fall substantially over a short period of time.



Personal Protective Equipment (PPE)



As a minimum OIC Marine Services staff and any contractor, working on its behalf will be required to wear the following PPE:

- ◆ Certified Industrial Safety Helmets to be worn in designated hardhat areas, during lifting operations or where an overhead risk exists.
- ◆ Suitable safety footwear in line with activities to be undertaken and operations encountered in work area.
- ◆ Certified hi-visibility clothing.
- ◆ Marine Services staff and contractors as detailed above. Fishermen should ensure they have PPE as detailed in their vessel risk assessments.

The only exceptions to the above minimum PPE requirements are:

- ◆ PPE free zones i.e. offices, welfare areas, and vehicles.
- ◆ Where Risk Assessment and Method Statement (RAMS) identify the risks are higher when wearing the above PPE. This must be approved by your line manager or Marine Services contact.

In addition to the above mandatory PPE requirements, RAMS will determine task specific PPE requirements. This must be worn at all times, even when work is within a PPE free zone.



Traffic Management



- ◆ All Marine Services Port Users must comply with the Port speed limits set at 15mph for open quaysides and 20mph for designated roadways.
- ◆ Where possible, the reversing of vehicles should be minimised. Where the reversing of vehicles cannot be avoided, a banksman should be in place to assist with directing to reduce the risk of accidents.
- ◆ All Marine Services Port Users must ensure that their vehicle remains segregated and clear of any marked pedestrian walkway.
- ◆ All vehicles and operatives/ drivers on the port estate must be compliant with all legal requirements regarding tax, MOT, and licenses.
- ◆ All Marine Services Port Users must ensure that their vehicles do not obstruct designated traffic routes and normal port activity. All vehicles must be parked within marked parking bays where provided unless authorised by the Marine Services Unmarked and open quaysides are strictly for harbour purposes only, unless authorised by the Harbour Master.



Loading and Unloading

- ◆ All loading and unloading operations, either from a vessel or a vehicle, should be carried out by trained and competent persons. There should be clear delineation of the work area to avoid interaction with members of the public or other pier users. Where a forklift is used, the operator should be trained and competent, and a banksman in place to assist.



Pedestrian Safety

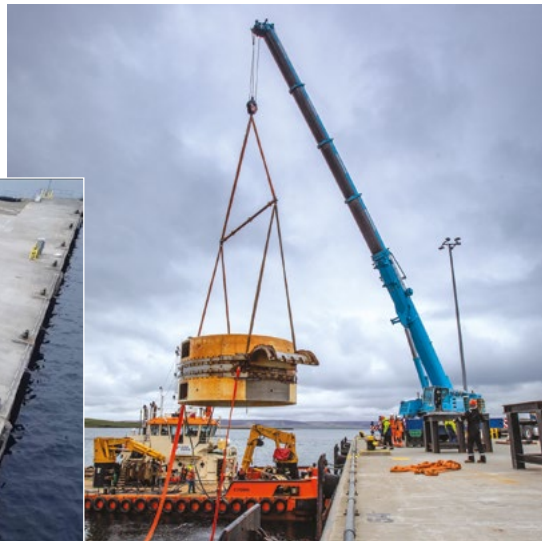
- ◆ Port Users must not park or drive on safe walk ways. Safe walkways are safety corridors to segregate people from vehicles.
- ◆ If you are conducting a port activity that requires traffic to cross a safe walkway you must have a traffic management plan and safe system of work in place to protect pedestrians.





Lifting Operations and Heavy Plant

- ◆ All lifts carried out using a mobile crane, Hiab or any lifting equipment with a hook within OIC Marine Services require a risk assessment and Lift Plan to be submitted to Harbours@orkney.gov.uk along with the Marine Services - Crane Notification Form. Traffic management planning shall be included in all lift plans to provide advanced warning of any impact on normal port operations.
- ◆ All Contractors or Harbour Users carrying out lifting operations in any Marine Services are required to notify Marine Services prior to the operation taking place, regardless of whom they are carrying out the lift for.
- ◆ Traffic management planning and temporary restricted areas are the responsibility of the lift contractor, and any alterations to the port or harbour traffic management should be notified in any paperwork presented to Marine Services at least 24 hours in advance.
- ◆ All lifting operations shall be conducted in compliance with the current '**Lifting Operations and Lifting Equipment**' Regulations and the '**Provision and Use of Work Equipment**' Regulations.



Pollution Prevention and Reporting



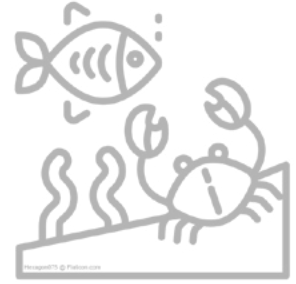
- ◆ All persons working within and using OIC Marine Services should take all available means to a marine pollution incident.
- ◆ Static plant should, if possible, be placed on a “plant nappy” (absorbent mat) sizeable enough to ensure that any drips or spills from refueling are captured and not permitted to enter drains, watercourses, or the marine environment.
- ◆ Fuel, chemicals and similar materials should be stored in a bunded area sufficient enough to hold 110% of its content.
- ◆ Plant and machinery should have suitable spill kits to hand to ensure that any spillage can be caught and dealt with as soon as possible.
- ◆ Mobile fuel bowsers utilised for fuel fishing vessels and similar should be maintained as per road traffic regulations. When being stored they should be placed on a “plant nappy” to catch any spillage during refueling.”
- ◆ Drip trays are not a suitable alternative as they pit with water and can overflow, spilling a mix of oily water.
- ◆ All pollution incidents, however minor, should be reported immediately.



Marine Environment Unit



orkneymeu.co.uk



Marine Environmental Unit supports Orkney Harbours in its obligations to both the Port users and to the Orkney Islands Council as Port Authority and Local Authority.

We carry out on-going monitoring and provide sampling and testing facilities for port users. For more information and to contact us please use the QR code above.



Photo: Dynam

Photo: Tim Kasoar

Fishing for Litter



KIMO is an international network of local governments, working together for healthy seas, clean beaches, and thriving coastal communities. Following a successful test project, KIMO created the Fishing for Litter project in 2004. Since then, fishers from many countries have helped the marine environment by removing tens of thousands of tonnes of litter from the sea. Our members operate the scheme in the UK.

The idea is simple; fishers are given big bags for litter collection. When they come across or catch plastic, old nets and other waste while fishing, it goes in the bag. They empty the bag in the bin provided at any harbour that is part of the Fishing for Litter project.

It is free to participate in, and you'll receive a welcome pack, and the strong reusable bags needed to collect the marine litter.

Fishers in Orkney can join by following the QR code below and using the link on the Fishing for Litter page.



orkneymeu.co.uk



Photos: Neil Harvey

Emergency Incident



- ◆ In the event of an emergency incident, the port emergency plan will be activated and all employees, contractor employees, tenants and others will be instructed to evacuate the area by a safe route and assemble at the closest safe muster point.
- ◆ Employees and contractor employees must await instruction from line manager or OIC Marine Services contact before leaving the port.
- ◆ If you are involved in or witness an accident or incident, or are involved in or witness a pollution incident, please inform the Marine Services as soon as possible.



Useful Links

portskillsandsafety.co.uk

SiP014 - Guidance On Safe Access And Egress

The requirements for safe access to and from a vessel is contained within ACOP Safety in Docks (L148) and SIP014 Safe Access and Egress.



Guidance on Safe Access to Fishing Vessels and Small Craft - PSS

For safe access to fishing vessels and small craft please refer to SiP021



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