

An aerial photograph of the Port of Charleston, showing a large body of water with several cranes along the shoreline. The port area is filled with numerous colorful shipping containers stacked in rows. There are several large white industrial buildings and parking lots filled with vehicles. The foreground is dominated by a dense forest of green trees.

Port of Charleston Safety

Marshall Stone
Manager, Operations Safety

Deliverables:

- **Deliver employee training in an efficient manner**
- **Reduce employee travel away from his/her worksite**
- **Simplify and standardize the training process**
- **Develop site specific training**
- **Develop equipment specific training**
- **Develop a system that is easy to update**

The Platform:

➤ **Microsoft SharePoint 2003**

Occupational Safety and Health Training Via Intranet


Home - Operations Safety - Microsoft Internet Explorer

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 **OPERATIONS SAFETY Home** [Modify Shared Page](#)

Documents

- Forklift Training
- Container Handler
- Operations Safety Manual
- Incident Analysis Training and Reports
- Hazardous Materials Awareness
- Rubber Tire Gantry Crane
- Cargo Rigging
- Container Crane
- Yard Truck
- Port Safety Work Team
- Instructors/Evaluators
- First Aid/CPR/Bloodborne Pathogens
- Shared Documents

Pictures

Lists

- Tasks
- Contacts
- Announcements

Discussions

Announcements

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[Add new announcement](#)

Operations Safety Manual

Port Safety Work Team

Events

Incident Analysis Training and Reports

Hazardous Materials Awareness

First Aid/CPR/Bloodborne Pathogens

Cargo Rigging

Container Crane

Container Handler

Forklift Training




Marshall Stone
Operations Safety Manager
843-577-8131
MStone@scspa.com

911 PICTURES FIRE POLICE EMS
CALL 911 for Life Threatening Emergencies

Links

- NIOSH Pocket Guide to Chemical Hazards
- 2004 Emergency Response Guidebook
- Training and Certification Database
- Crosby Rigging Training-Interactive
- Kone RTG Orientation-Video
- Ottawa Yard Truck Orientation-Video
- OSHA 29 CFR 1917
- Office of Hazardous Materials Safety
- Operations Safety MSDS System
- United States Coast Guard
- Intellicast Weather

Local intranet

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Adobe Acrobat - [Operations%20Safety%20Manual%20Final[1].pdf]

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Operations Safety Manual

PORT OF CHARLESTON
CAROLOPOLIS
CONDITA A. D.
1670
SOUTH CAROLINA PORTS AUTHORITY

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10:24 AM

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South Carolina State Ports Authority
EMPLOYEE INCIDENT REPORT

Incident No. _____

For any injury requiring medical attention, call 1-877-709-2667 and notify Human Resources!

Complete within 24 hours on any **Operations Incident** and send the report to Operations Safety Manager

GENERAL INFORMATION

Type of Incident: ☐ Near Miss ☐ Accident ☐ Injury ☐ Property Damage ☐ Equipment Damage ☐ Vehicle Damage

Type of Injury: ☐ None ☐ First Aid ☐ Restricted Duty ☐ OSHA Recordable

Injury Category:

<input type="checkbox"/> Absorption	<input type="checkbox"/> Fall/Different Level	<input type="checkbox"/> Laceration/Cut/Tear/Puncture	<input type="checkbox"/> Struck By
<input type="checkbox"/> Body Mechanics	<input type="checkbox"/> Fall/Same Level	<input type="checkbox"/> Overexertion	<input type="checkbox"/> Struck Against
<input type="checkbox"/> Caught-In-Between	<input type="checkbox"/> Hearing	<input type="checkbox"/> Repetitive Motion	<input type="checkbox"/> Temp. Extreme
<input type="checkbox"/> Electrical	<input type="checkbox"/> Ingestion	<input type="checkbox"/> Radiation	
<input type="checkbox"/> Vision	<input type="checkbox"/> Inhalation	<input type="checkbox"/> Slip/Twist (No Fall)	

EMPLOYEE INFORMATION

Name

Job Title

Badge Number

Date of Incident

Home Department No.

Terminal

Section of Body Injured

Ambulance Used: ☐ Yes ☐ No

Employee Seen by Health Care Provider: ☐ Yes ☐ No

Taken By: _____ Date & Time Employee began shift: Date: _____ Time: _____

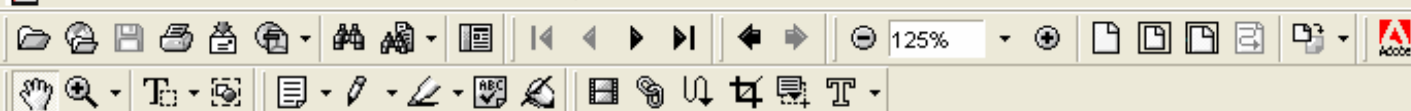
Name of Health Care Provider: Dr. _____ Hospital: _____

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10:25 AM

**dent involving Dangerous Goods.****ONE IDENTIFY THE MATERIAL BY FINDING ONE OF THE FOLLOWING:**

THE FOUR DIGIT ID NUMBER ON A PLACARD, ORANGE PANEL, SHIPPING DOCUMENT, OR PACKAGE.

THE NAME OF A MATERIAL ON A SHIPPING DOCUMENT, PLACARD OR PACKAGE. IF AN ID NUMBER OR THE NAME OF THE MATERIAL CANNOT BE FOUND, SKIP TO THE NOTES BELOW.

TWO LOOK UP THE MATERIAL'S 3-DIGIT GUIDE NUMBER in either:

The ID NUMBER INDEX in the **YELLOW** section at the front of the book. ID numbers are listed in numerical order.

The NAME OF MATERIAL INDEX in the **BLUE** section of the book. The names of the materials are listed in alphabetical order.

If the guide number is supplemented with the letter "P", it indicates that the material may undergo violent polymerization (expansion in its container) if subjected to heat or contamination.

If the index entry is highlighted (in either **YELLOW** or **BLUE**), it is a TIH (Toxic Inhalation Hazard) material, a chemical warfare agent or a Dangerous Water Reactive Material (produces toxic gas upon contact with water).

LOOK FOR THE ID NUMBER AND NAME OF THE MATERIAL IN THE TABLE OF INITIAL ISOLATION AND PROTECTIVE ACTION DISTANCES (the GREEN bordered pages). Then, if necessary, **BEGIN PROTECTIVE ACTIONS IMMEDIATELY** (see Protective Actions on page 298). If protective action is not required, use the information jointly with the 3-digit guide.

USE GUIDE 112 FOR ALL EXPLOSIVES EXCEPT FOR EXPLOSIVES 1.4

(EXPLOSIVES C) WHERE GUIDE 114 IS TO BE CONSULTED.

THREE TURN TO THE NUMBERED GUIDE (the ORANGE-bordered pages) AND READ CAREFULLY.

hazard).

1.2 Explosives (with a projection hazard).

1.3 Explosives (with predominately a fire hazard).

1.4 Explosives (with no significant blast hazard).

1.5 Very insensitive explosives; blasting agents.

1.6 Extremely insensitive detonating substances.

2.1 Flammable gas.

2.2 Non-flammable compressed gas.

2.3 Poisonous gas.

3.0 Flammable and combustible liquid.

4.1 Flammable solid.

4.2 Spontaneously combustible material.

4.3 Dangerous when wet material.

5.1 Oxidizer.

5.2 Organic peroxide.

6.1 Poisonous materials.

6.2 Infectious substance (Etiologic agent).

7. Radioactive materials (Banned).

**OPERATIONS SAFETY**

Hazardous Materials Awareness Training

General Employee Information Guide for the Safe Movement of Hazardous Materials




Occupational Safety and Health Training Via Intranet

Adobe Acrobat - [Safe%20Rigging%20Awareness%20Speaker%20Guide1[1].pdf]

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SPEAKER GUIDE



Port of Charleston
Operations Safety
Safe Rigging Awareness

WHAT TO DO:	WHAT TO SAY:
<p>Introduce yourself to the class, if needed.</p> <p>Pass out attendance roster.</p>	<p>I would like each of you to sign the attendance roster before we begin.</p> <p>Today we are going to discuss Safe Rigging practices. Over the next couple of hours, we will discuss why we train our employees</p>

1 of 61 8.5 x 11 in

start

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10:29 AM

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South Carolina State **PORTS AUTHORITY**
Container Crane Training Plan

Step 1: Class Room Training (3 days or as needed)

- Training involves a tutorial and overall instruction on each crane.
- 3 days of classroom training to be taught by a Dept 12 Supervisor.

Step 2: Maintenance Tour (10 days or as needed)

- Learn the technical side of the cranes, and their features.
- Learn how we work with maintenance and their rolls involving the cranes.
- NCT 3 days.
- CST 2 days.
- Wando 5 days.
- Each terminal must sign and initial corresponding maintenance tour forms.

Step 3: Shadowing (3 days or as needed)

- Must spend 3 days shadowing different crane operators.
- Must go over the different topics list on the corresponding worksheet, and have signed.

Step 4: Skills Practice and Hands on Training (Open)

- Train within in the department hands on.
- This includes shadowing, practicing skills, and working low production vessels under supervision.
- Make sure you fill out a Weekly Progress Report everyday you come to work.
 - Use this report to document what crane you were on, who you were with, and what you did (worked vessel, practiced with containers, etc.)

1 of 1 8.5 x 11 in

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10:30 AM

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SPEAKER GUIDE



**South
Carolina
Ports**

Operations Safety Container Handler Operator Training

WHAT TO DO:	WHAT TO SAY:
<p>Introduce yourself to the class, if needed.</p> <p>Pass out attendance roster.</p>	<p>I would like each of you to sign the attendance roster before we begin.</p> <p>Today we are going to discuss Container Handler Operator Training. Over the next couple of hours we will discuss why we</p>

1 of 117 8.5 x 11 in

start | Microsoft Outlook | Microsoft PowerPoint | Container Handler - ... | Adobe Acrobat - [Co...

10:37 AM

Lift Truck Terminology

Overhead Guard

LP Gas Tank

Counterweight

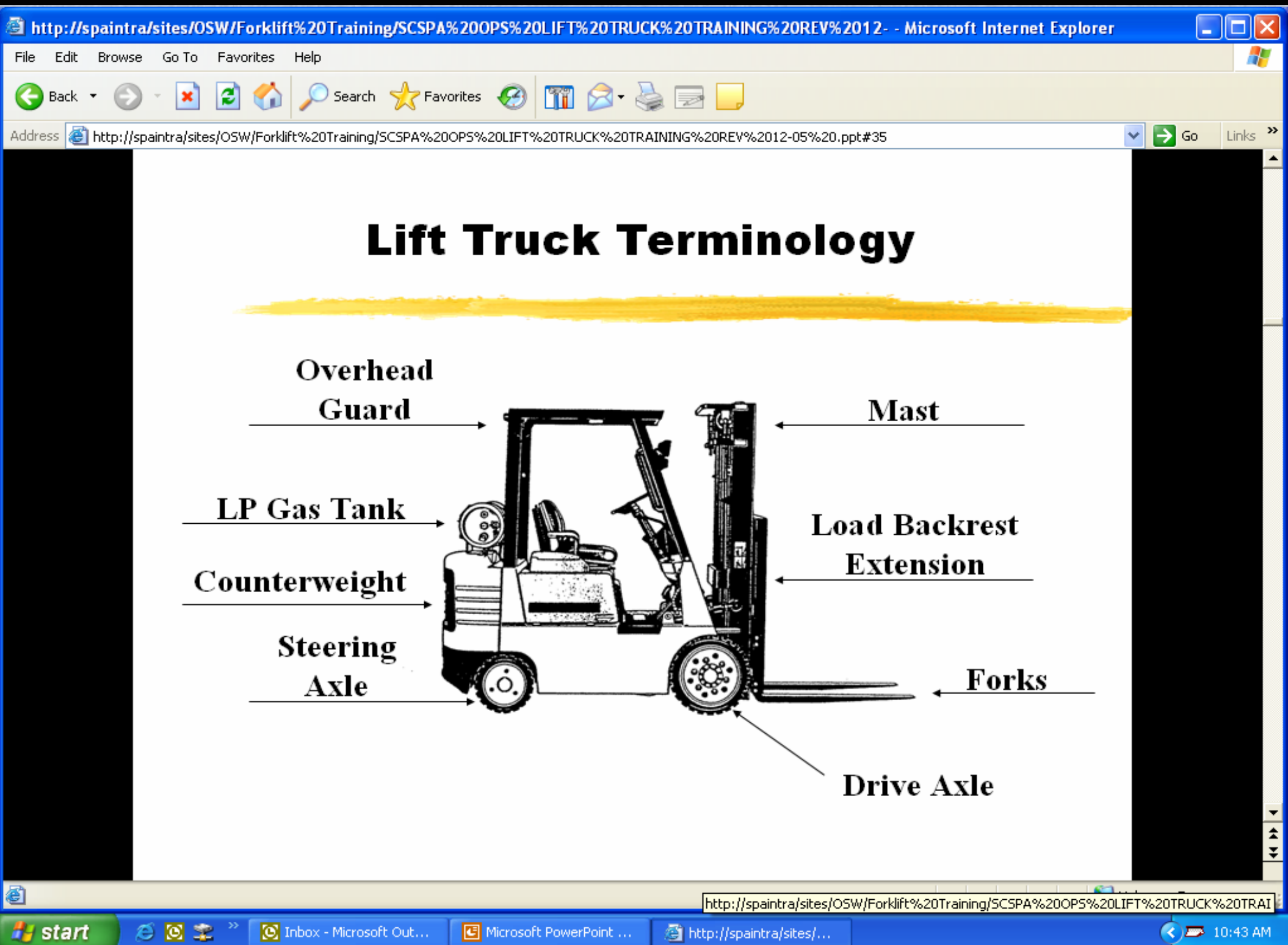
Steering Axle

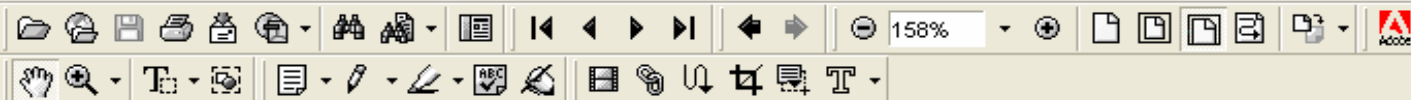
Mast

Load Backrest Extension

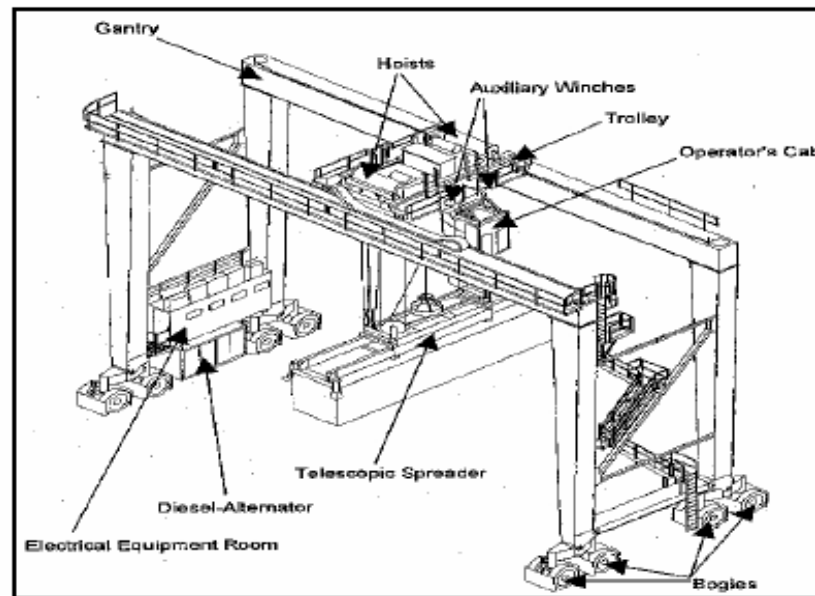
Drive Axle

Forks





SPEAKER GUIDE



WHAT TO DO:

Go over diagram explaining RTG parts briefly

WHAT TO SAY:

This is a diagram of our newest and most common RTG that we have here at the Port Authority.


There are four legs that sit atop four tires that are called Bogies. On top of the four legs are two gantry rails that support the trolley. The

Adobe Acrobat - [Yard%20Truck%20Training%20Speaker%20Guide[1].pdf]

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SPEAKER GUIDE



WHAT TO DO:	WHAT TO SAY:
Explain the slide.	This slide shows a picture of a typical yard truck that is used on the SPA terminals. These trucks are on long term lease from Terminal Services Inc., which also maintain and repair the trucks as well. The SPA is responsible for the daily inspection, fuel, A/C units and safe operation.

2 of 44 8.5 x 11 in

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Occupational Safety and Health Training Via Intranet

NIOSH Document: Pocket Guide to Chemical Hazards (2005-149) : Index of Chemical Names : A | CDC - Microsoft Internet Explorer

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Address <http://www.cdc.gov/niosh/npg/npgname-a.html> Go Links

CDC SAFER • HEALTHIER • PEOPLE™

NIOSH National Institute for Occupational Safety and Health

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NIOSH Publication No. 2005-149: September 2005

NIOSH Pocket Guide to Chemical Hazards


INDEX of Primary Chemical Names

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

SEQ	CHEMICAL NAME	CAS No.	RTECS No.
0001	Acetaldehyde	75-07-0	AB1925000
0002	Acetic acid	64-19-7	AF1225000
0003	Acetic anhydride	108-24-7	AK1925000
0004	Acetone	67-64-1	AL3150000
0005	Acetone cyanohydrin	75-86-5	OD9275000
0006	Acetonitrile	75-05-8	AL7700000
0007	2-Acetylaminofluorene	53-96-3	AB9450000
0008	Acetylene	74-86-2	AO9600000
0009	Acetylene tetrabromide	79-27-6	KI8225000
0010	Acetylsalicylic acid	50-78-2	VO0700000
0011	Acrolein	107-02-8	AS1050000
0012	Acrylamide	79-06-1	AS3325000

CDC Workplace Safety and Health



NIOSH
POCKET GUIDE TO
CHEMICAL
HAZARDS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

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2004 Emergency Response Guidebook



1 of 374 5.5 x 7.5 in

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Longshoring Industry



U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 2232
2001 (Revised)

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 **South Carolina Ports**

Operations Safety

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Material Safety Data Sheets

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Product Name starts with: [A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#) - [Other](#) - [1](#) - [2](#) - [3](#) - [4](#) - [5](#) - [6](#) - [7](#) - [8](#) - [9](#) - [0](#)

Product Name: ☒ Contains ☐ Starts With

Manufacturer: ☒ Contains ☐ Starts With






































CAS #: ☒ Contains ☐ Starts With

MSDS #: ☒ Contains ☐ Starts With

Sort By:

Email a request for MSDS not found to Marshall Stone at mstone@scspa.com

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**United States Coast Guard**
U.S. Department of Homeland Security

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National Threat Advisory: ELEVATED

Significant Risk Of Terrorist Attacks

Coast Guard Recruiting

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Occupational Safety and Health Training Via Intranet

Intellicast's 1km StormWatch Loop for Jacksonville - Microsoft Internet Explorer

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Storm Watch Updated: 04/23/2007 10:34 ET

BRUNSWICK
SAINT MARYS
LAHASSEE
GAINESVILLE
OCALA
EUSTIS
ORLANDO
MELBOURNE
TAMPA
VERO BEACH
SARASOTA
PORT CHARLOTTE

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LIGHT PRECIPITATION HEAVY

STRONG THUNDERSTORMS
HAIL DETECTED
STORM ROTATION DETECTED
POTENTIAL TORNADIC ACTIVITY

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Microsoft Access - [Main Menu : Form]









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Type a question for help

Arial 9 B I U

PORTCHARLESTON

Operations Safety Certification Database
Main Menu

	Add a New employee		Instructors
	Update Employee Information		Reports
	Crane Training Table		Database Maintenance
	Evaluators		Exit Database

Record: 1 of 1

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Occupational Safety and Health Training Via Intranet

Microsoft Access - [Employees]

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PORTCHARLESTON
Operations Safety Certification Database
Update Employee

Badge: 9019

Name: LANIER, ANDREW E

Title: CARGO SUPERVISOR

Department: 10

Evaluator: ☒

Instructor: ☐

Employee Certification Table subform

	Badge	Equipment	Instructor	Classroom	Date (Class)	Evaluator	Evalua	Date (Evaluation)	Certified	Date Certified	Date Expires	Inactive
▶	9019	HAZMAT AWAR		<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	7/20/2004	7/21/2007	<input type="checkbox"/>
	9019	FORK LIFT		<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1/13/2006	1/13/2009	<input type="checkbox"/>
	9019	YARD TRUCK		<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1/24/2006	1/24/2009	<input type="checkbox"/>
*	9019			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

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Main Menu

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Occupational Safety and Health Training Via Intranet

Microsoft Access - [Reports : Form]

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Arial 9 B I U

PORTCHARLESTON

Operations Safety Certification Database
Reports

Name Training Type

Badge Instructors

Dept. Evaluators:

Job Title Date Range

From: To:

Reports

Certifications Employees Instructors/Evaluators Training Miscellaneous

<input type="button" value="All Certifications Expiring by Date Range"/>	<input type="button" value="Certifications Expiring by Dept or Training Type (per date range)"/>
<input type="button" value="All Certifications Expiring in 30 Days"/>	<input type="button" value="All Currently Expired Certifications by Dept or Training Type"/>
<input type="button" value="All Certifications Expiring in 90 Days"/>	<input type="button" value="All Currently Expired Certifications (Total)"/>

Main Menu

Record: 1 of 1

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Occupational Safety and Health Training Via Intranet

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	TRAINEE NAME	CLASSROOM TRAINING			MAINTENANCE TOUR										MAINT TOUR		Shadowing			Hands on Training	
2		DAY 1	DAY 2	DAY 3	NCT 3 days			CST 2 days		WWT 5 days			1/2 DAY		DAY 1	DAY 2	DAY 3	Open			
3																					
4																					
5																					
6																					
7																					
8																					
9	TRAINEE NAME	OPERATING SKILLS CHECK						SKILLS CHECK	SUPERVISED SEAT TIME									WRITTEN EXAM SCORE			
10		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	1/2 DAY	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	1 DAY			
11																					
12																					
13																					
14																					
15																					
16																					
17	TRAINEE NAME	30 DAY CRANE ROTATION																			
18		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14	DAY 15	DAY 16	DAY 17			
19																					
20																					
21																					
22																					
23																					
24																					
25	TRAINEE NAME	30 DAY CRANE ROTATION														CERTIFICATION					

1st Class 2nd Class 3rd Class

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Operations Safety RTG Training Test Questions

Name _____ Date _____ Badge _____

Score _____

1. A mobile powered self propelled truck is used to carry, push, lift and _____ Materials.
 - a. Reach
 - b. Tier
 - c. Load
2. Powered industrial truck accidents are estimated that at least _____ of accidents are caused or partly related to inadequate training.
 - a. 1/2
 - b. 1/8
 - c. 1/4
3. RTG certification refresher training will take place every _____.
 - a. 2 Years
 - b. 3 Years
 - c. 1 Year
4. The term "RTG" represents:
 - a. Roll to Ground
 - b. Rubber Tire Gibb

Occupational Safety and Health Training Via Intranet

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- MStone on 'Spaprt\ftproot\cst160\cw_scan\data\users' (X:)
- Operations_Safety on 'Spaintra' (Y:)
- Operations Safety on 'Spahag' (Z:)
- Control Panel
- My Network Places
- Recycle Bin
- Hummingbird Neighborhood
- New Briefcase

Programs

Operations_Safety on 'Spaintra' (Y:) Properties

General Security

Doc Root

Type: Network Drive

File system: NTFS

Used space:	12,433,620,992 bytes	11.5 GB
Free space:	23,971,434,496 bytes	22.3 GB
Capacity:	36,405,055,488 bytes	33.9 GB

Drive Y

☐ Compress drive to save disk space

☒ Allow Indexing Service to index this disk for fast file searching

OK Cancel Apply

start

Inbox - Microsoft Out...

Microsoft PowerPoint ...

Start Menu

11:33 AM

Thank you!
Information
Technology
Folks!