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
Operations Safety and Health Training Via Intranet

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

- 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
643-577-0131
MStone@scspa.com

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
- Kono 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
- Intelicast Weather
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: □ Absorption □ Fall/Different Level □ Laceration/Cut/Tear/Puncture □ Struck By
□ Body Mechanics □ Fall/Same Level □ Overexertion □ Struck Against
□ Caught-In-Between □ Hearing □ Repetitive Motion □ Temp. Extreme
□ Electrical □ Ingestion □ Radiation □ Vision □ Inhalation □ Slip/Twist (No Fall)

EMPLOYEE INFORMATION

Date of Incident ____________________________ Home Department No. ____________________________

Name ________________________________________ Job Title ________________________________________

Badge Number ____________________________

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: ____________________________
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 TH (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.

1. 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.


OPERATIONS SAFETY

Hazardous Materials Awareness Training

Carolina Ports

Infectious substance (Etiologic agent).
7. Radioactive materials (Banned).
Basic First Aid

Marshall Stone
American Safety & Health Institute (ASHI)
Authorized Instructor

Based upon the text *Basic First Aid for the Community & Workplace* 2nd Ed. © 2002 American Safety & Health Institute (ASHI). This presentation is not a product, guideline, or invention of ASHI. ASHI makes no guarantee as to, and assumes no responsibility for the correctness, sufficiency or completeness of information or recommendations. Other or additional emergency, safety, or health measures may be required under particular circumstances.
WHAT TO DO:

Introduce yourself to the class, if needed.

Pass out attendance roster.

WHAT TO SAY:

I would like each of you to sign the attendance roster before we begin.

Today we are going to discuss Safe Rigging practices. Over the next couple of hours, we will discuss why we train our employees...
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 roles 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.)

Step 5: Operating Skill Check (Evaluation/Exam)
SPEAKER GUIDE

South Carolina Ports

Operations Safety Container Handler Operator Training

WHAT TO DO:

Introduce yourself to the class, if needed.

Pass out attendance roster.

WHAT TO SAY:

I would like each of you to sign the attendance roster before we begin.

Today we are going to discuss Container Handler Operator Training. Over the next couple of hours we will discuss why we
Lift Truck Terminology

- Overhead Guard
- Mast
- LP Gas Tank
- Load Backrest Extension
- Counterweight
- Forks
- Steering Axle
- Drive Axle
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
WHAT TO DO:

Explain the slide.

WHAT TO SAY:

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.
Ciba-Geigy Pocket Guide to Chemical Hazards

INDEX of Primary Chemical Names

A

<table>
<thead>
<tr>
<th>SEQ</th>
<th>CHEMICAL NAME</th>
<th>CAS No.</th>
<th>RTECS No.</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
<td>Acetaldehyde</td>
<td>75-07-0</td>
<td>AB1925000</td>
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<tr>
<td>0002</td>
<td>Acetic acid</td>
<td>64-19-7</td>
<td>AF1225000</td>
</tr>
<tr>
<td>0003</td>
<td>Acetic anhydride</td>
<td>108-24-7</td>
<td>AK1925000</td>
</tr>
<tr>
<td>0004</td>
<td>Acetone</td>
<td>67-64-1</td>
<td>AL3150000</td>
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<td>Acetone cyanohydrin</td>
<td>75-86-5</td>
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<td>0006</td>
<td>Acetonitrile</td>
<td>75-05-8</td>
<td>AL7700000</td>
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<td>0007</td>
<td>2-Acetylaminofluorene</td>
<td>53-96-3</td>
<td>AB9450000</td>
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<td>0008</td>
<td>Acetylene</td>
<td>74-86-2</td>
<td>AO9600000</td>
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<td>0009</td>
<td>Acetylene tetrabromide</td>
<td>79-27-6</td>
<td>K8225000</td>
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<td>0010</td>
<td>Acetilsalicylic acid</td>
<td>50-78-2</td>
<td>VO0700000</td>
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<tr>
<td>0011</td>
<td>Acrolein</td>
<td>107-02-8</td>
<td>AS1050000</td>
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<tr>
<td>0012</td>
<td>Acrylamide</td>
<td>79-06-1</td>
<td>AS3325000</td>
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<tr>
<td>0013</td>
<td>Acrylic acid</td>
<td>78-62-2</td>
<td>AS1075000</td>
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</tbody>
</table>
2004 Emergency Response Guidebook
Operations Safety

Material Safety Data Sheets

- Home
- Products
- Manufacturers
- Facility Inventory

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: ____________________________
Manufacturer: ____________________________
CAS #: ____________________________
MSDS #: ____________________________
Sort By: Product Name

Contains __ Starts With __
Contains __ Starts With __
Contains __ Starts With __
Contains __ Starts With __

Search Clear Fields

Email a request for MSDS not found to Marshall Stone at mstone@scspa.com
AAPA Port Operations, Safety and Information Technology Seminar

Occupational Safety and Health Training Via Intranet

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

Home | News | Careers | Units | Missions | About Us

Leaders
In Your Community
Boating Information
Multimedia
Library

Our People
Military

News Headlines
- Largest Cocaine Bust in Maritime History
- Coast Guard Suspends Search for Missing Aircraft, Passengers
- Coast Guard Searches for Missing State Representative
- Coast Guard Rescues 1 from Swamped Boat
- Coast Guard Crew Receives Award for Rescuing Couple from Burning Car

more news headlines...

Feature Photo

Security Levels

National Threat Advisory: ELEVATED
Significant Risk Of Terrorist Attack

Coast Guard Recruiting

Featured Links
- New ODU pictures
- USCG Personnel Service Center (PSC)
- Civilian Career Opportunities
- Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
- USCG Directives System
- USCG Institute
- USCG Uniform Distribution Center

Video Podcasts

Government Links
- Department of Defense
- Army
- Navy

Done
PORT CHARLESTON
Operations Safety Certification Database
Main Menu

Add a New Employee
Update Employee Information
Crane Training Table
Evaluators

Instructors
Reports
Database Maintenance
Exit Database

Record: 1 of 1
### PORT CHARLESTON

**Operations Safety Certification Database**

#### Update Employee

<table>
<thead>
<tr>
<th>Badge</th>
<th>Name</th>
<th>Title</th>
<th>Evaluator</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>3019</td>
<td>LANIER, ANDREW E</td>
<td>CARGO SUPERVISOR</td>
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<td>✓</td>
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**Employee Certification Table subform**

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<thead>
<tr>
<th>Badge</th>
<th>Equipment</th>
<th>Instructor</th>
<th>Classroom</th>
<th>Date (Class)</th>
<th>Evaluator</th>
<th>Date (Evaluation)</th>
<th>Certified</th>
<th>Date Certified</th>
<th>Date Expires</th>
<th>Inactive</th>
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<tr>
<td>9019</td>
<td>HAZMAT AWAR</td>
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<td>7/21/2007</td>
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<td>1/13/2009</td>
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<td>9019</td>
<td>YARD TRUCK</td>
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<td></td>
<td>✓</td>
<td>1/24/2006</td>
<td>1/24/2009</td>
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<tr>
<td>9019</td>
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Record: 1 of 3
PORT CHARLESTON
Operations Safety Certification Database
Reports

<table>
<thead>
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<th>Name</th>
<th>Training Type</th>
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<table>
<thead>
<tr>
<th>Badge</th>
<th>Instructors</th>
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<table>
<thead>
<tr>
<th>Dept.</th>
<th>Evaluators:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Job Title</th>
<th>Date Range</th>
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<tr>
<td></td>
<td>From:</td>
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<tr>
<td></td>
<td>To:</td>
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</table>

### Reports

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Employees</th>
<th>Instructors/Evaluators</th>
<th>Training</th>
<th>Miscellaneous</th>
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<tbody>
<tr>
<td>All Certifications Expiring by Date Range</td>
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<td></td>
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<tr>
<td>All Certifications Expiring in 30 Days</td>
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<tr>
<td>All Certifications Expiring in 90 Days</td>
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<tr>
<td>All Certifications Expiring by Dept or Training Type (per date range)</td>
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<tr>
<td>All Currently Expired Certifications by Dept or Training Type</td>
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<td>All Currently Expired Certifications (Total)</td>
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</table>

Main Menu

Record: 1 of 1
### Occupational Safety and Health Training Via Intranet

#### Classroom Training

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Classroom Training</th>
<th>Maintenance Tour</th>
<th>Maint Tour</th>
<th>Shadowing</th>
<th>Hands on Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAY 1</td>
<td>DAY 2</td>
<td>DAY 3</td>
<td>NCT 3 days</td>
<td>CST 2 days</td>
</tr>
</tbody>
</table>

#### Operating Skills Check

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Operating Skills Check</th>
<th>Skills Check</th>
<th>Supervised Seat Time</th>
<th>Written Exam Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAY 1</td>
<td>DAY 2</td>
<td>DAY 3</td>
<td>DAY 4</td>
</tr>
</tbody>
</table>

#### 30 Day Crane Rotation

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>30 Day Crane Rotation</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAY 1</td>
<td>DAY 2</td>
</tr>
</tbody>
</table>

The table above outlines the schedule for occupational safety and health training via intranet. Training activities are categorized into classroom training, maintenance tour, operating skills check, supervised seat time, and crane rotation. Each activity is scheduled over a period of days, with specific days dedicated to each task. Notably, the certification phase follows the completion of the 30-day crane rotation.
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
Thank you! Information Technology Folks!