

GHANA PORTS AND HARBOURS AUTHORITY

TEMA PORT



SAFETY INSTRUCTIONS FOR VISITORS/CUSTOMERS

Dear visitor/customer,

Welcome to **Ghana Ports & Harbours Authority** (GPHA) where SAFETY, is a way of life. The Port is committed to ensuring the Safety of all port users and our staff. Safety should not be compromised at any given time.

The purpose of this leaflet is to help familiarize you with important safety rules and our code of conduct. Please be sure to follow these instructions.

If you have any questions, which are not covered in this handbook, you should approach our FIRE/SAFETY DEPARTMENT or SECURITY OFFICERS to obtain further information.



We wish you a pleasant and safe stay at our premises.



NOTES ON SECURITY

This is a security-regulated port in terms of the ISPS Maritime Security Regulations of 2004.



All vehicles, persons and goods are liable to search.



Passes issued to external visitors must be worn in a visible location at all times. At the end of your visit, please return to the reception and hand in your pass before leaving the PORT.



No firearms or ammunition are allowed.



It is forbidden to film or take photographs on these premises without authorization



No alcohol or banned substances/drugs are allowed.



No unaccompanied minors under 16 years of age.



Do not enter restricted areas unless permitted.

NOTES ON SAFETY

		<p>Take care in heavy duty and powered industrial machine routes and open spaces and remain observant for vehicle traffic. Forklift trucks and reach stackers have general priority.</p>	
		<p>No over-speeding. (Adhere to road traffic signage).</p>	
			<p>⚠ Personal protective equipment (PPE) must be worn in ALL areas of the Port. For your own safety you must wear the mandated protective equipment when entering the Port.</p>
			<p>Smoking is expressly prohibited across all our premises, except in designated areas such as Duty free shops or smoke chambers.</p>
			<p>Comply with all instruction given for safety and health in the port.</p>
			<p>Keep the port clean at all times and place waste in designated bins provided.</p>

ACTIONS TO BE TAKEN IN AN EMERGENCY



Obey alarm signals and follow the instructions of the fire safety team.



Attack the fire with an appropriate fire extinguisher and method if possible.



Quickly call on **0303-202822** or **0576519061** to report all incidents and accidents.



Use emergency exits and escape routes in case of an emergency. Help injured persons and do not use any lifts.



Quickly report at the designated assembly point in case of an emergency for a head count.



Seek first aid from the Clinic located in and outside the port premises or call **057768097-8. (24/7 operation)**

