Course Syllabus

Course Title:	**Port Facility Health & Safety Fundamentals**

Course Duration:	14.0 Hours
Course Difficulty:	Beginner
Course Category:	Safety

Learning Outcomes

- Reduce workplace injuries and incidents by recognizing and controlling common port facility hazards
- Apply fundamental safe working rules and practices across cargo, vehicle, and pedestrian operations
- Conduct hazard identification and risk assessment using a structured, hierarchy-of-controls approach
- Select, use and maintain personal protective equipment appropriate to the task and hazard
- Plan and support safe cargo-handling and lifting operations, including contractor and visitor safety
- Strengthen the facility's safety culture by reporting unsafe conditions, near misses and incidents promptly
- Carry out structured workplace inspections and internal audits using practical safety checklists
- Investigate workplace incidents and implement corrective and preventive actions that prevent recurrence

References:	Regulation (EU) 2017/352 / ILO Code of Practice – Safety and Health in Ports (2016)	ISO 45001:2018 – Occupational Health and Safety Management Systems / IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units (CTU Code)

Course Subject	Time
Introduction • Course overview and how to use this course • Learning outcomes and course structure • Assessment and certification requirements • How to use the included safety checklists	
Chapter 1 – Introduction to Port Facility Safety • The Importance of Occupational Health and Safety in Port Operations • Safety Responsibilities Within a Port Facility • Management Commitment and Safety Culture – Building Employee Participation • Hazard Identification and Risk Assessment – A First Look • Safe Systems of Work, Site-Specific Procedures and Contractor Management • Communication, Emergency Preparedness and Continuous Improvement	0.9 Hour
Chapter 2 – Essential Rules of Port Facility Safety • Port Induction and Familiarization • Following Terminal and Facility Rules – Access Control and Restricted Areas • Pedestrian Safety – Designated Walkways and Vehicle Traffic • Mandatory PPE and High-Visibility Clothing • Safe Positioning Around Cargo Operations – Staying Clear of Suspended Loads • Housekeeping, Safe Access and Egress – Avoiding Unsafe Shortcuts • Reporting Hazardous Conditions – Stop-Work Authority and Emergency Alarms	0.9 Hour

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Course Subject	Time
Chapter 3 – Cargo, Vehicle, Fall and Equipment Hazards • Cargo-Handling Hazards – Loading, Unloading and Suspended Loads • Vehicle and Traffic Hazards – Blind Spots and Pedestrian Interaction • Slips, Trips and Falls – Surfaces, Housekeeping and Access • Work at Height – Elevated Platforms, Ladders and Fall Prevention • Machinery and Equipment Hazards – Isolation and Lockout/Tagout Principles	0.7 Hour
Chapter 4 – Hazardous Substances, Electrical, Confined Space, Fire and Environmental Hazards • Hazardous Substances – Dangerous Goods, Fuels, Chemicals and Safety Data Sheets • Noise and Vibration – Exposure Duration and Hearing Protection • Electrical Hazards – Damaged Cables, Temporary Installations and Wet Environments • Confined Spaces – Atmospheric Hazards, Permits and Rescue Arrangements • Fire and Explosion Hazards – Ignition Sources and Hot Work • Environmental Conditions – Heat, Cold, Wind and Reduced Visibility	0.9 Hour
Chapter 5 – Risk Assessment and Accident Prevention • Hazard Identification, Likelihood and Severity • Risk Ranking and the Hierarchy of Controls • Elimination, Substitution and Engineering Controls • Administrative Controls, PPE and Safe Operating Procedures • Permit-to-Work Systems, Pre-Job Planning and Toolbox Meetings • Dynamic Risk Assessment, Management of Change and Periodic Review	0.9 Hour
Chapter 6 – Personal Protective Equipment • PPE as One Element of a Broader Risk-Control System • Head, Foot and High-Visibility Protection • Hand, Eye, Face and Hearing Protection • Respiratory Protection and Fall-Protection Equipment • Selection, Correct Use and Inspection of PPE • Storage, Maintenance, Replacement and Limitations of PPE	0.9 Hour
Chapter 7 – Safe Cargo and Lifting Operations • Planning Lifting Operations and Safe Working Loads • Lifting Accessories and Equipment Inspection • Exclusion Zones and Suspended Loads • Communication and Signaling – The Role of Banksmen • Container Handling and Cargo Securing • Unsafe Lifting Practices and Personnel Coordination	0.9 Hour
Chapter 8 – Contractor and Visitor Safety • Contractor Induction and Verification of Competency • Site Familiarization and Communication of Hazards • Permit Requirements and Supervision • Access Restrictions, PPE Requirements and Emergency Procedures • Coordination of Simultaneous Operations and Monitoring Performance	0.7 Hour
Chapter 9 – Reporting Unsafe Conditions and Near Misses • Hazard Reporting – Unsafe Acts and Unsafe Conditions • Near-Miss Reporting and Stop-Work Situations • Reporting Channels and Anonymous Reporting • Management Follow-Up and Corrective Actions • Safety Observations, Lessons Learned and Feedback to Employees	0.7 Hour

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Course Subject	Time
Chapter 10 – Reporting and Investigation of Work-Related Injuries • Immediate Response – Providing Assistance and Securing the Scene • Notification Requirements and Preserving Evidence • Collecting Information – Witness Interviews, Photographs and Records • Determining Immediate Causes • Identifying Underlying and Root Causes – Human and Organizational Factors • Corrective and Preventive Actions – Tracking and Sharing Lessons Learned	0.9 Hour
Chapter 11 – Case Studies • Pedestrian and Vehicle Incidents – Struck-By and Collision Events • Cargo-Handling and Lifting Incidents – Falling Cargo and Container Injuries • Slips, Falls and PPE-Related Incidents • Chemical, Fire and Confined-Space Incidents • Unsafe Contractor Activity – Identifying Failed Controls	0.7 Hour
Chapter 12 – Purpose of Safety Inspections • Planned Workplace Inspections and Informal Safety Observations • Internal Audits and Supervisor Inspections • Pre-Use Equipment Checks and Contractor Inspections • Follow-Up Inspections, Documentation and Recordkeeping	0.6 Hour
Chapter 13 – Port Facility Safety Checklist Areas • General Facility Safety – Housekeeping, Walkways and Restricted Areas • Traffic Management – Routes, Speed Limits and Reversing Controls • Cargo Operations – Lifting Equipment, Exclusion Zones and Securing • PPE – Availability, Suitability, Condition and Replacement • Fire Safety – Extinguishers, Escape Routes and Hot-Work Controls • Electrical Safety – Equipment, Cables and Isolation Controls • Hazardous Materials – Labels, Storage and Spill-Control Equipment • Emergency Preparedness – Alarms, Muster Areas and First Aid	1.2 Hour
Chapter 14 – Conducting an Internal Safety Inspection • Defining Scope and Reviewing Previous Findings • Identifying Applicable Procedures and Conducting the Physical Inspection • Speaking With Personnel and Observing Work Practices • Recording Conditions and Evaluating the Level of Risk • Assigning Corrective Actions, Responsibilities and Verifying Effectiveness	0.7 Hour
Chapter 15 – Corrective and Preventive Actions • Immediate Corrective Action and Temporary Risk Controls • Root-Cause Correction and Assignment of Responsibility • Risk-Based Prioritization and Target Completion Dates • Documentation, Verification and Close-Out • Trend Analysis, Lessons Learned and Preventing Recurrence	0.7 Hour
Chapter 16 – Training and Safety Awareness • Initial Safety Induction and Job-Specific Training • Refresher Training, Toolbox Talks and Emergency Drills • Equipment Familiarization and Contractor Training • Training After Incidents and Following Procedural Changes • Technological Innovation and Verification of Understanding	0.7 Hour

Course Final Assessment	**1.0 Hour**

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