



Puertos de Tenerife



# Occupational Risk Prevention Manual for Cruise Operations at the South Dock in the Port of Santa Cruz de Tenerife

P R E S E N T A T I O N 2 0 2 4



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# Objective of the Manual:

Establish safety measures regarding actions and signage for  
Cruise Operations carried out at the South Dock.



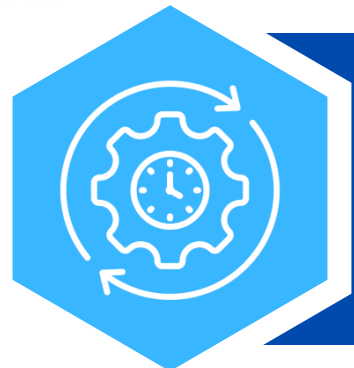
Puertos de Tenerife



**ALL COMPANIES AUTHORIZED BY THE PORT AUTHORITY OF SANTA CRUZ DE TENERIFE (APTF) TO CARRY OUT ACTIVITIES RELATED TO PORT AND COMMERCIAL SERVICES ARE OBLIGATED TO:**



Complete the coordination of business activities (CAE) with the Port Authority of Santa Cruz de Tenerife.



Once these companies have obtained authorization, the Occupational Risk Prevention Section (PRL) of the APTF will register them in the coordination platform.



Provide all required documentation on the platform, according to the configuration established for each type of company.



# ESTABLISHMENT OF COORDINATION OF BUSINESS ACTIVITIES BY THE SHIP AGENT WITH ALL CONCURRENT COMPANIES REQUESTING SERVICE

## Coordination of activities:

- The Ship Agent must carry out a coordination of business activities (CAE) with all the companies involved in providing services to the cruise ship, as established by Royal Decree 171/2004 of January 30 on the coordination of business activities, as well as Royal Legislative Decree 2/2011 of September 5, the Law on State Ports and Merchant Marine.
- The Ship Agent, based on the guidelines established by the APTF in the Occupational Risk Prevention (PRL) manual, will determine the location of the various actors at the cruise ship's dock and will inform the APTF of this plan.

## Established guidelines:

- Occupational Risk Prevention Manual

All service operators must adhere to the Occupational Risk Prevention (PRL) manual provided by the Port Authority and available on our website.



# Established occupational risk prevention measures at the South Dock

1

## Cruise departure

- Mandatory use of pedestrian crossings or similar.
- Physical demarcation requiring cruise passengers to use the pedestrian crossing.

2

## Operational area

- Sign stating “No Entry for Unauthorized Personnel”, “Undefined Danger”, in Spanish English and German.
- Physical demarcation of cargo movement/operational zones.

3

## Cruise passenger pathway

- Provide signage/pictograms stating “Do Not Leave the Pathway Due to Risk of Being Run Over”. Fixed or temporary signs.

4

## Exit from the interchange to the cruise area

- Physical demarcation directing cruise passengers to the pedestrian crossing.



# Risks and Preventive Measures in the Operational Area at the South Dock

## GENERAL

- The area designated for any equipment, auxiliary means, and/or temporary installations must be at least 1 meter away from the yellow line of the circulation path (luggage carts, tents, scanners, containers, trucks, forklifts, vans, etc.)
- Never leave gates and/or doors of vehicles, machinery, trucks, or containers open, especially towards the circulation path.

## RISK OF FALLING PERSONS TO A LOWER LEVEL

- Cruise operation personnel must operate in the designated area for this purpose.
- The seaward side area must be physically demarcated.
- In cases of operations at the edge of a drop-off, wearing an inflatable life vest is mandatory.

## RISK OF FALLING OBJECTS DURING HANDLING

- Physical demarcation through fencing must be implemented in the vertical action radius when working on the vessel. Similarly, when using work equipment vertically, the entire action area must be fenced off.
- In cases of load lifting to or from the vessel, physical demarcation through fencing must be applied to the action radius.
- Any other situation where there is a risk of materials falling into the dock will require the same measures described above.



# Risks and Preventive Measures in the Operational Area at the South Dock

## COLLISSION WITH IMMOBILE OBJECTS

- Access to the goods storage area.
- Before the start of the various operations at the ship's side, signage stating “No Entry for Unauthorized Personnel” and “Undefined Danger” must be displayed in Spanish, English, and German.
- All personnel conducting operations at the ship's side must wear high-visibility clothing.
- Access to the operational areas on the dock is prohibited for users. Ship personnel must guide cruise passengers on how to access the pathways.
- Mandatory signage at the ship's side will indicate the required pedestrian pathways in Spanish, English, and German, as well as a provisional pedestrian crossing, while the ship is docked.

## RISK OF PEDESTRIAN ACCIDENTS OR COLLISSIONS WITH VEHICLES

Accidents may occur due to the circulation of vehicles, buses, special vehicles for loading and unloading, hazardous materials vehicles, containers, lifts, or platforms, etc.

- All materials stored on the dock (goods, cages, containers, etc.) must be arranged in such a way that there is at least a 1-meter separation from the edge of the circulation path.
- In cases where many personnel are performing concurrent tasks, it is mandatory to fence off the area on the side of the path.
- The speed limit is 20 km/h under normal conditions; when there is a high volume of cruise passengers or workers, vehicles must remain alert in those circulation areas and stop as necessary until the area is clear.
- Whenever possible, limit vehicle access to the cruise disembarkation area during peak hours of passenger entry or exit, and avoid circulation directly in the cruise passenger disembarkation area.
- All vehicles accessing the area and their drivers must have all documentation in order, including vehicle inspection certificates (ITV), circulation permits, regulatory inspections, insurance, and must be in safe operating condition. These measures are part of the coordination of business activities of the ship agent.

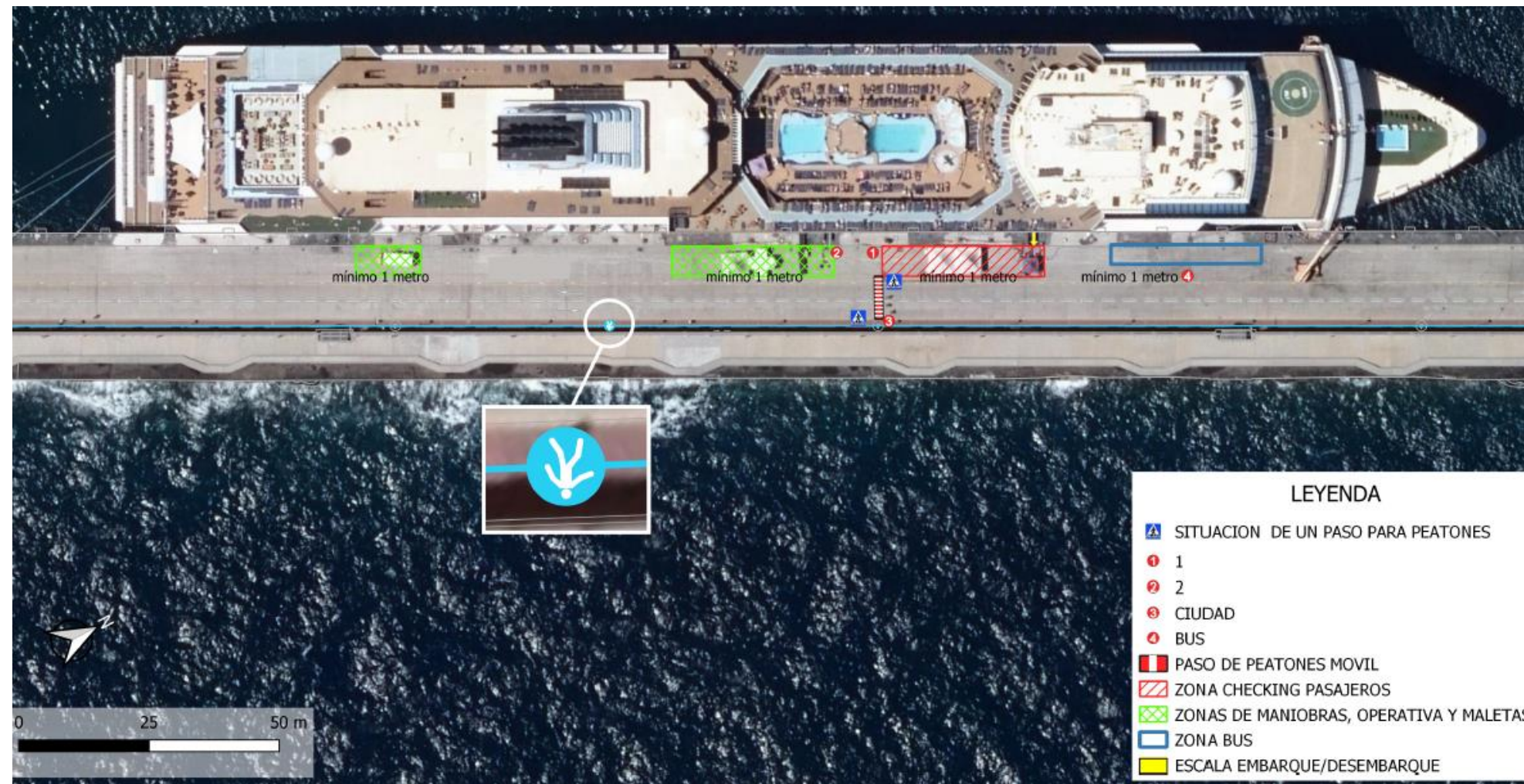
# Risks and Preventive Measures in the Operational Area at the South Dock

## RISK OF FALLING OBJECTS DUE TO COLLAPSE OR CAVING IN

This risk pertains to provisional elements that have not been properly anchored to the cruise ship and could collapse, either during maintenance operations on the cruise ship or due to prefabricated structures set up at the ship's side.

- Anchor all tent legs to the ground, as well as all their joints.
- In cases of high winds, do not set up tents; if necessary, use stakes for reinforcement (or similar) and establish additional measures to prevent them from collapsing or being blown away.
- Ensure that tents are in safe structural condition.
- In general, all provisional structures must be properly anchored, appropriately assembled, and inspected after assembly.

## Example of operation





# Basic measures for cruise passengers

Follow the designated pathway; do not leave it due to the risk of being run over.

Do not access port operational areas; undefined dangers may be present.

Use protected areas to access the bus.

Bicycles are prohibited within the port area for both cruise passengers and crew members).



# Risk and preventive measures for cruise passengers at the South Dock

## Main measure

- Exclusive pedestrian pathways for cruise passengers.
- Bicycles are prohibited within the port area due to the risk of being run over and falling into the sea.

## RISK OF FALLING PERSONS TO A LOWER LEVEL

- Passengers must only transit through designated areas, specifically pedestrian pathways.

## RISK OF FALLING OBJECTS DURING HANDLING

- Physical demarcation with fencing must be established around the vertical action radius at the dock's edge.
- When work equipment is used vertically for tasks on the ship, the entire action area of the operation must be fenced off.
- In cases of lifting loads to or from the vessel, physical demarcation with fencing must be applied to the action radius.
- Any other situation where there is a risk of materials falling into the dock will require the same measures described above.

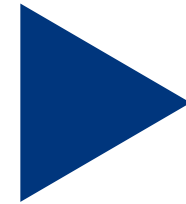
## COLLISION WITH IMMOBILE OBJECTS

- Cruise passengers must exclusively use the designated pathways, which may include areas with scanners, tents, or other facilities.
- Access to operational areas of the dock is prohibited for users.
- Ship personnel must direct cruise passengers on how to access the pathways.



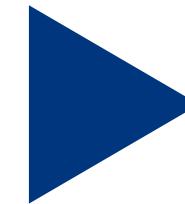
# PREVENTIVE MEASURES TO BE IMPLEMENTED BY THE APTF

**Conduct periodic inspections to ensure that the established measures and the ship agent's planning are being implemented.**



Port Police, Port Operations, Exploitation, External Assistance, Coordination of Business Activities (CAE), Commercial, Prevention Section.

**Review all immobile elements that may be encroaching on pedestrian pathways to determine if maintenance is needed for better visibility (signs, paint markings, walkways, beacons, etc.).**



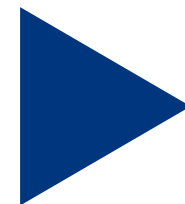
Commercial, Maintenance, Exploitation.

**Remove any immobile obstacles in pedestrian pathways, such as planters or merchandise from shops.**



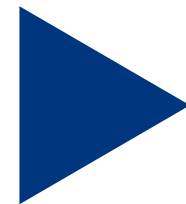
Inspections, Port Police, Exploitation, External Assistance of Coordination of Business Activities (CAE), Commercial, Prevention Section.

**Control access to ensure that only authorized vehicles can enter the operational area.**



Port Police, Exploitation.

**Manage the signage provided for cruise operations.**



Maintenance



# ORP Contacts

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