



**SEAPORT GROUP**

**MANSTOR TERMINAL SAFETY HANDBOOK**

51 Manstor Road, Etobicoke, ON M9C 1B1

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# **Manstor Terminal Safety Handbook**

## **Purpose Of The Handbook**

The purpose of this Safety Handbook is to provide clear, practical, and site-specific safety guidance for all personnel, contractors, and visitors at the Seaport Group Property located at 51 Manstor Road terminal in Etobicoke, Ontario. It aims to promote a consistent safety culture, minimize workplace risks, and ensure compliance with company policies and applicable Ontario and federal safety regulations.

This handbook serves as a vital resource to help all site users understand their safety responsibilities, recognize site-specific hazards related to container storage and trucking operations, and follow established procedures designed to protect health and safety while on site. It also supports effective training, onboarding, and continuous safety improvements tailored to this terminal.

## **Who The Handbook Applies To (Employees, Contractors, Visitors)**

This Safety Handbook applies to all individuals present at the Toronto Terminal, including:

- Employees: All full-time, part-time, and temporary staff working at the terminal.
- Contractors and Subcontractors: All third-party personnel performing work or services on site.
- Visitors: Any guests, inspectors, vendors, or delivery personnel entering the terminal premises.

Everyone on site is required to understand and comply with the safety rules and procedures outlined in this handbook to ensure a safe working environment for all.

## **Safety Vision or Policy Statement**

At Seaport Group, Toronto Terminal, we are committed to maintaining the highest standards of health and safety for all employees, contractors, visitors, and stakeholders. Our vision is to foster a workplace culture where safety is everyone's responsibility, risks are proactively managed, and incidents are prevented through continuous improvement and collaboration.

We pledge to:

- Comply fully with all applicable health, safety, and environmental regulations.
- Provide ongoing training, resources, and support to empower safe work practices.

- Identify, assess, and control hazards specific to container storage and trucking operations.
- Encourage open communication and reporting of safety concerns without fear of reprisal.
- Continuously monitor and improve our safety performance through audits, feedback, and innovation.

Safety is not just a priority—it is a core value that guides all activities at the terminal.

## **1. Site Overview and Description**

The Toronto Terminal is a dedicated container storage and trucking facility focused on efficient and safe container handling operations.

Key features of the site include:

- **Container Storage Areas:** Clearly defined zones for stacking and organizing loaded and empty containers.
- **Truck Access and Traffic Routes:** Controlled entry and exit points with designated lanes exclusively for truck and equipment movement; no pedestrian traffic is permitted within the operational yard.
- **Equipment:** Reach stackers used for container handling and trucks for transport within and beyond the terminal.
- **Safety Infrastructure:** Site signage, traffic management systems, emergency assembly points, and firefighting equipment strategically located around the facility.
- **Support Facilities:** Office spaces supporting terminal administration and operations.

The terminal prioritizes strict safety protocols tailored to a vehicle- and equipment-focused environment, ensuring the protection of all personnel and seamless operational flow.

## **2. Roles and Responsibilities**

- Terminal Manager – Suraj Rana (416) 670 - 2865
- Safety Officer – Call on (647)-374-4676

### **3. General Safety Rules**

#### Code of conduct in the yard

To maintain a safe and efficient working environment at the Toronto Terminal, all personnel, contractors, and visitors must adhere to the following code of conduct while on site:

- Follow all posted safety signs and instructions at all times.
- Drivers must stay in vehicle and not approach the handlers for any reasons.
- Take extreme caution and yield to all Empty & Loaded handlers
- Strictly adhere to designated vehicle routes and speed limits; reckless or unsafe driving is prohibited.
- Only authorized personnel may operate equipment such as reach stackers and trucks.
- No pedestrian access is permitted within the operational yard; personnel must remain in designated safe areas such as offices or designated visitor zones.
- Report all unsafe conditions, near-misses, or incidents immediately to the terminal Manager or Safety & Compliance Specialist.
- Use required personal protective equipment (PPE) at all times when in operational areas.
- Maintain clear communication with spotters and other operators during vehicle and equipment movements.
- No use of drugs or alcohol is allowed on site; individuals under the influence will be removed and disciplined.
- Keep the yard clean and free of unnecessary obstacles to prevent hazards.
- Follow all emergency procedures and participate in safety drills as required.
- Respect fellow workers and maintain professionalism to foster a safe and cooperative workplace.

Adherence to this code of conduct is essential for the safety of everyone at the terminal.

## **Mobile Phone and Radio Use**

To maintain safety and effective communication at the Toronto Terminal, the following rules apply to mobile phone and radio use:

- Mobile phone use is prohibited while operating vehicles or equipment, including reach stackers and trucks, unless using hands-free devices and only for essential communication.
- All operators and drivers must keep full attention on their surroundings and avoid distractions caused by phone calls, texting, or other mobile device activities.
- Radios must be used responsibly to maintain clear and professional communication, following established radio protocols and terminology.
- Use radios to coordinate vehicle movements, report hazards, and respond to instructions from supervisors.
- Report any communication equipment malfunctions immediately to the safety officer or supervisor.
- Mobile phones should only be used when you are not operating equipment and in designated safe areas. For emergency use, ensure no equipment or vehicles are moving in your surroundings before using.

## **Smoking Policy**

At the Toronto Terminal, smoking is strictly regulated to ensure the safety and health of all personnel and to prevent fire hazards.

- Smoking is only permitted in designated smoking areas clearly marked on site.
- Smoking is prohibited inside all buildings, offices, vehicles, equipment, and operational yards.
- Use of electronic cigarettes (vaping) is subject to the same restrictions as traditional smoking.
- All smokers must properly dispose of cigarette butts and smoking materials in provided receptacles.
- Ignition sources, including matches and lighters, must never be used or carried in hazardous or restricted areas.
- Non-compliance with the smoking policy may result in disciplinary action.
- The terminal maintains a smoke-free environment in all other areas to promote the health and comfort of all workers.

## **Safe Walking Routes and Pedestrian Rules**

- To ensure the safety of all personnel at the Toronto Terminal, pedestrian movement is restricted to clearly designated walkways and controlled areas.
- Pedestrian access is only permitted on designated walkways that are clearly marked and physically separated from vehicle and equipment traffic where possible.
- All staff must remain alert and aware of moving vehicles and equipment, especially when crossing intersections or working near operating zones.
- Hi-visibility safety vests must be worn at all times when outside office or administrative areas.
- No pedestrian shortcuts through container stacks, travel lanes, or equipment zones are permitted.
- When crossing active drive lanes, always make eye contact with the operator/driver and wait for a clear signal before proceeding.
- Use of mobile phones or headphones while walking in operational areas is prohibited.
- Visitors must be escorted and follow the same pedestrian safety rules as staff.
- Report any damaged or obstructed walkways or missing signage immediately.

Failure to follow pedestrian rules may result in disciplinary action, as non-compliance poses serious risk to both individuals and operations.

## **4. PPE (Personal Protective Equipment) Requirements**

Mandatory PPE per zone (e.g., safety vests, steel-toe boots) protect all personnel and ensure compliance with safety standards, the following Personal Protective Equipment (PPE) must be worn at all times in designated areas of the Seaport Group – Toronto Terminal:

### **4.1 Operational Yard (Container Handling and Truck Movement Areas)**

- CSA – Approved Class 2 Reflective High-visibility safety vest or jacket – Required at all times. Thin Hi-Viz straps are strictly prohibited.
- CSA-approved steel-toe safety boots – Required at all times
- Rubber Gloves – Required when plugging and Unplugging reefers at Substation

#### 4.2 Designated Pedestrian Walkways (Within Yard)

- High-visibility vest – Required
- Steel-toe safety boots – Required

#### 4.3 Office and Administration Areas

- No PPE required, but PPE must be worn when entering yard or operational zones

#### 4.4 Vehicle Cab (While Driving Within the Terminal)

- PPE is not required while inside the cab, but must be worn when exiting the vehicle in any operational area

**All PPE** must be properly fitted, maintained in good condition, and worn correctly.

- Supervisors may require additional PPE for specific tasks (e.g., hearing protection, rain gear, or fall protection).
- Failure to comply with PPE rules may result in removal from the site or disciplinary action.

#### Traffic Management & Vehicle Safety (Safety Officer)

- All drivers must follow posted traffic flow maps, adhere strictly to designated entry and exit routes. Communication between operators via hand signals must be clear and confirmed before any vehicle or equipment movement.
- Speed limits- All vehicles entering Toronto Terminal must adhere to the speed limits of **10 km/h**.
- Drivers must always remain inside their trucks while in the yard. Roaming in the yard is strictly prohibited unless:
  - They are handling paperwork at the front gate.
  - They are calling dispatch or operations from the designated booth.



- No individual is allowed to climb onto any crane or reach operator under any circumstances.
- Do not speak to or distract the operator while they are actively handling containers, this poses a serious risk of miscommunication and incident.

## 5. Emergency Procedures

### Fire Emergency Response

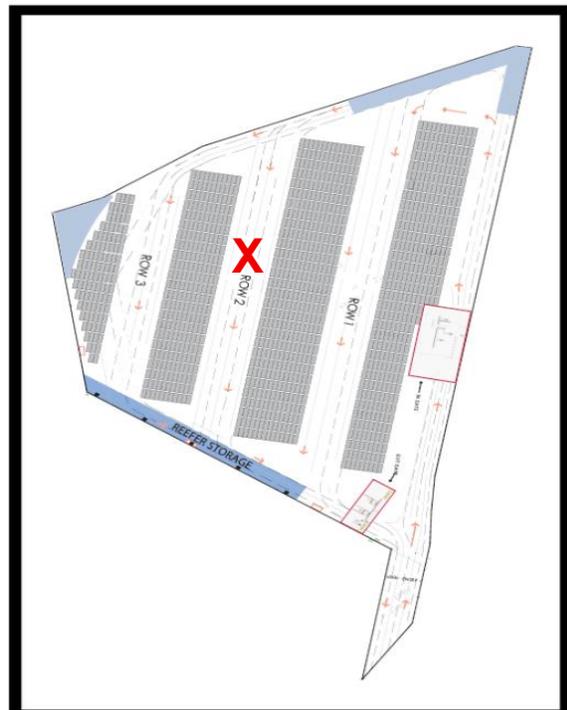
- The facility is equipped with fire alarms and carbon monoxide detectors for early hazard detection.

#### If any alarm sounds, all personnel and visitors must:

- Stop work immediately.
- Exit the building or yard area using the designated emergency exits, which are clearly marked with signage.
- Proceed directly to the emergency assembly point, located at the front of the terminal office (as marked on site maps and signage).
- Remain at the assembly point until further instructions are given by the Safety Officer or emergency responders.

#### Assembly point: Middle of Row 2 (see red X marked on image below).

- Do not re-enter the facility until an all-clear is issued by authorized personnel.



## **First Aid Locations and Procedures**

A first aid kit is located inside the office on the ground floor near the break room inside the yard and is available for use in the event of an injury or medical situation.

## **6. Incident Reporting and Investigation**

Reporting and investigating incidents promptly help prevent reoccurrence, promote accountability, and supports a safer working environment.

Incident Reporting Procedure for Third-Party (Contractors, Drivers, Visitors):

All third-party individuals must report any incidents including injuries, near-misses, or unsafe observations directly to the on-site supervisor or Safety Officer. They are not required to complete the internal incident report form but must fully cooperate with the investigation and may be asked to provide a witness statement or verbal report. Site access may be temporarily restricted depending on the nature of the incident.

## **7. Visitor and Contractor Safety**

To ensure the safety of all personnel and prevent incidents involving unfamiliar individuals, Seaport Group – Toronto Terminal enforces strict protocols for visitors and contractors entering the site.

### **Review of Yard Rules:**

- All visitors and contractors are required to read and acknowledge the Toronto Terminal Yard Rules before being allowed access to the site.
- The yard rules outline:
  - Site-specific hazards
  - PPE requirements
  - Emergency response expectations
  - Prohibited behaviors and restricted areas
- A signed acknowledgment or verbal confirmation (recorded by the site supervisor or gate personnel) is required for entry.

## **Rules and Escort Policies**

- All visitors must report to the office or gatehouse upon arrival and will not be permitted unescorted access to the yard.
- Visitors must be escorted at all times by authorized personnel unless given explicit, temporary clearance by the Terminal Manager.
- **Contractors Must:**
  - Follow all posted signs and safety instructions
  - Remain within their approved work areas
  - Use appropriate PPE as per terminal requirements
- Use of phones, cameras, or unauthorized equipment in the yard is strictly prohibited.

## **Permit-to-Work Requirements**

- Contractors performing any high-risk or non-standard work must obtain a Permit to Work (PTW) prior to starting.
- A PTW is mandatory for tasks such as:
  - Working at heights
  - Electrical work or ground disturbance
- Permits must be requested in advance and approved by the Terminal Manager or Safety Officer, with all safety precautions clearly defined.