



## **Yusen Terminals LLC Terminal Trucking Safety Manual Issued 01 December 2022**

### **1. PURPOSE**

- Yusen Terminals LLC (“YTI”) is committed to providing a safe and healthy place of business. In an effort to meet this goal, Yusen has developed this Terminal Trucking Industry Safety Manual (“Safety Manual”) to communicate safety procedures, standards and work-related rules to all Drivers that enter or operate at, on or within any Terminal area. The cooperation of each driver in following the rules contained in the Safety Manual is required for YTI to achieve its safety goals. The procedures, standards and rules contained in the Safety Manual apply to all truck Drivers that enter or operate at, on or within all Terminal areas.

### **2. SCOPE**

- All Drivers are responsible for knowing and following all safety procedures, standards, rules, and policies.
- Drivers are responsible for their own safety.
- This Safety Manual applies to all Terminal areas and facilities, including satellite areas.
- Drivers must exercise good judgment at all times.
- Disorderly, abusive (physical or verbal) or unsafe conduct, failure to follow safe work practices, or violation of or refusal to comply with YTI’s safety rules can be cause for removal of driving privileges and may result in the driver and company being denied access to any or all Terminal areas and facilities.
- This Safety Manual is not all encompassing and will not cover every possible situation that Drivers may encounter while at the Terminal.

### **3. ROLES AND RESPONSIBILITIES**

- Trucking Companies - Ensure that all Drivers that enter the terminal have been trained and have a complete understanding of Yusen’s Terminal Trucking Industry Safety Manual policies and procedures.

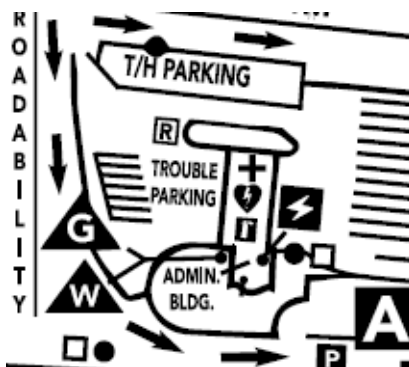
### **4. DEFINITIONS**

- Backside of RTGs – The “Backside of RTGs” refers to the opposite side of RTGs from the truck delivery lane. The crane operator has a very limited view of the backside.
- Bypass lane – The “Bypass lane” refers to the asphalt area between the delivery lane and the next grounded stack.

- Grounded Container Storage Row – A “Grounded Container Storage Row” refers to any area where wheeled, loaded, or empty containers are stored on terminal.

**DEFINITIONS (continued)**

- Dock/Highline – The terms “Dock” or “Highline” refer to the structure, parallel to the shoreline, to which ships moor for loading and unloading.
- Empty Yard - The term “Empty Yard” refers to Terminal areas where empty containers are stored.
- In-Gate/Out-Gate Areas – The “In-Gate/Out-Gate Areas” refer to the truck check in/check out processing areas.
- Yusen Terminals LLC (YTI) – “Yusen Terminals LLC”, or “YTI”, is a marine terminal operator located on Terminal Island, Los Angeles County, Los Angeles, California.
- YTI Tower Clerks – The term “YTI Tower Clerks” refers to those clerks that service YTI’s Gate operations.
- RTG Cranes (Rubber Tired Gantry Crane) – The terms “Rubber Tired Gantry Cranes” and “RTG Cranes” refer to wheel mounted cranes used in loading and unloading containers to/from a point of rest in the Grounded Container Storage Area.
- RTG Container Rows – “RTG Container Rows” refers to any Grounded Container Storage Area used to deliver imports.
- Flip Line Area – The “Flip Line Area” refers to any area in which a container is loaded/unloaded from one chassis onto another.
- Top Handler – A “Top Handler” refers to container handling equipment that secures a container from the top four corners for moving and handling.
- Ship-to-Shore Cranes/Hammerhead Container Cranes – The terms “Ship-to-Shore Cranes” and “Hammerhead Container Cranes” refer to those cranes located on tracks along the Dock/Highline that are used to load and unload containers to and from vessels.
- Roadability (Rodo) – The terms “Roadability” or “Rodo” refers to the inspection of over the road vehicles as required by DOT/CHP.
- Chassis Area – The term “Chassis Area” refers to the area of the yard in which chassis are stored. Used for pickup/delivery of chassis for terminal trucking customers.
- Drivers – The term “Drivers” shall include all over-the-road truck drivers
- YTI North – The term “YTI North” shall refer to a remote satellite yard leased by YTI.
- 6A – The term “6A” shall refer to a remote satellite yard leased by YTI.
- Terminal – The term “Terminal” shall include all facilities, yards, or other areas owned, leased, or operated by YTI, including all satellite yards (whether or not contiguous to the main terminal location).
- Trouble Parking – The term “Trouble Parking” shall refer to the designated parking area adjacent to the administration building as identified on the terminal map available on the Terminal website and summarized below:



## 5. YUSEN TERMINALS LLC EMERGENCY/NON-EMERGENCY CONTACT INFORMATION

- Report all emergencies, personal injuries, property damage, vehicle and pedestrian accidents, hazardous material leaks and odors to the Security Officer on the first floor of the YTI Terminal Admin Building or dial (310)-548-8000 and select option#0.
- For all NON-EMERGENCIES dial (310)-548-8000 and select option#0.
- Any Driver needing assistance should dial (310)-548-8000 and select option#1.

## 6. GENERAL RULES

- Vehicle operators shall follow all (1) safety procedures, standards, rules and guidelines established by their company, industry practice, or that may otherwise be applicable to the trip by law or contract; (2) applicable local, state and federal laws, regulations, ordinances or the like; and, (3) YTI safety procedures, standards, rules, signs and guidelines, including this Safety Manual. YTI safety procedures, standards, rules, and guidelines only supplement and do not in any way supersede state and federal laws or other industry regulations.
- Except in the case of emergency, Drivers may only be out of their cab when (a) at Trouble Parking, (b) safely in the locking/unlocking areas at the In-Gate/Out-Gate Areas, (c) dropping off or receiving a chassis, (d) using the restroom, or (e) connecting air hoses (together the "Approved Locations").
- Seatbelts must be worn at all times while operating a vehicle inside the Terminal.
- Drivers will obey the posted speed limit of 20 mph while on the Terminal.
- Drivers will obey all traffic signals and come to a complete stop at all stop signs.
- Drivers shall not use any personal and portable electronic devices, including cell phones, C.B. radios, and headphones, while operating a vehicle on Terminal property.
- High visibility vests are required, at all times, inside the Terminal.
- Hardhats are required when there is an overhead danger.
- Passengers and pets are not allowed on the Terminal.
- All container handling equipment has the right of way; Drivers shall yield to all container handling equipment on Terminal.
- Drivers are required to present a valid TWIC at all Terminal entry points.
- Drivers of all truck equipment operating at the Terminal are required to have a valid Commercial Operator's license (CDL).
- Drivers will ensure their vehicles are in safe operating condition prior to arrival.
- Use caution when inclement weather conditions, including, but not limited to, heavy rain, high winds and fog, occur. At all times and under all travel conditions, Drivers must operate their vehicles at a safe speed so the vehicle can be stopped in a safe manner.
- Reduce speed and use extreme caution in congested areas and at intersections. Yield and stop as necessary for safe passage.

- Vehicles at cross aisles shall always yield to vehicles and machinery transiting on the main thoroughfares.

### **GENERAL RULES (continued)**

- The rail yard is a restricted area. Drivers are not permitted in the rail yard under any circumstances.
- Drivers must set brakes before leaving their vehicles.
- The designated areas for locking and unlocking twistlocks are those k-railed off areas at the Ingate/Outgate Areas. Drivers are not permitted to exit their vehicle in the yard for the purposes of locking or unlocking chassis twistlocks.
- Drivers will use caution around any suspended load. Drivers should never drive or walk under a suspended load.
- All loads must be properly stabilized and secured before entering or exiting the Terminal.
- Park vehicles in designated areas only. Do not park vehicles where they interfere with the flow of traffic. Do not park vehicles where they interfere with the use of fire hydrants or other firefighting equipment or emergency response equipment.
- A distance of not less than 20 feet (6.1 m) shall be maintained between vehicles in queue lines, at the In-Gate/Out-Gate Areas and Roadability. This distance shall be maintained between any subsequent vehicles behind which employees or other vehicle operators are required to work. Paraphrased from OSHA 1917.44(i)
- If any vehicle is observed operating in violation of the rules in this Safety Manual or otherwise in a “dangerous” manner, the driver of the vehicle may be instructed on corrective actions, which can include being denied access to the YTI Terminal, or other action will may be taken.
- Drugs, alcohol, and firearms are not permitted on the Terminal.
- Smoking is permitted in designated areas only. Vehicle repairs on Terminal are not permitted. Any vehicle needing repairs must towed off Terminal.

### **7. GROUNDED CONTAINER STORAGE AREAS**

- Use caution at Intersections.
- Vehicles on cross aisles shall always yield to vehicles and container handling equipment transiting on the main aisles.
- Driving between container piles/rows or on the container decking grid is prohibited.
- Drivers may utilize the bypass lane only “when using extreme caution” to navigate safely in and out of the pad. Drivers must at all times yield to cargo handling equipment operating in and around the area.

### **8. RTG (RUBBER TIRED GANTRY CRANES) OPERATIONS**

- Drivers are not permitted outside their vehicle in the RTG operating area, including RTG Container rows. This is a “no pedestrians” area.
- Use caution when crossing RTG Crane paths.

- Trucks must be properly aligned between the white lines when positioning for delivery or discharge of containers or while in the queue line for an RTG Crane. In order for crane operators to properly land or hoist containers, trucks and chassis must be positioned straight between the painted white lines.

### **RTG (RUBBER TIRED GANTRY CRANES) OPERATIONS (continued)**

- Never park on RTG Crane paths.
- Yield to all RTG Cranes. All container handling equipment has the right of way.
- Use caution when exiting out of RTG Crane Pads. Yield to RTG Cranes and main aisle traffic.
- Use extreme caution when driving outside of the truck lanes in the RTG Crane Pads. Do not attempt to drive between RTG Cranes unless specifically instructed to by clerk. The distance between RTG Cranes may not be sufficient for any traffic.
- Use extreme caution when in the RTG pads. The RTG Crane operator has limited visibility due to the RTG's cab configuration. RTGs always have the right of way.
- Use extreme caution when operating on the Backside of RTGs. RTG Crane operators CANNOT see vehicles or pedestrians on the Backside of the RTG.

### **9. TOP HANDLER OPERATIONS**

- Drivers are not permitted outside their vehicle in the Grounded Container Storage Areas. This is a "no pedestrians" area.
- Yield to all Top Handlers. Container handling equipment always has the right of way.
- Use caution when passing other trucks parked in Grounded Container Storage Areas.
- Do not block main and cross aisles while queuing for Top Handler operations.
- The Top Handler operator may sound a horn to assist a Driver in correctly positioning the truck and chassis for container loading. The horn is sounded once to signal the Driver to pull forward. The horn is sounded twice to signal the Driver to back up. During repositioning of the truck, the horn is sounded once to signal stop.
- Use caution around Top Handler operations. Top Handler operators have limited visibility due to cab configuration and view-blocking loads.
- Use extreme caution when passing behind a working Top Handler. Verify that the Top Handler is aware of your intent to pass behind the equipment and wait until the Top Handler has come to a complete stop before attempting to pass behind the equipment.

### **10. DOCK/HIGHLINE**

- The Dock/Highline area is a restricted area. Drivers are not permitted to drive on the Dock/Highline or under the Ship-to-Shore/Hammerhead cranes unless specifically directed to do so by YTI Terminal personnel.
- All container handling equipment has the right of way. Ship-to Shore/Hammerhead Cranes operators have limited visibility due to cab configuration.
- Do not park on or near Ship-to-Shore/Hammerhead Crane rail tracks or any grounded hatch covers.
- Be aware of and use extra caution around Dock/Highline due to increased pedestrian traffic.

- Use caution while around or near the back reach of Ship-to-Shore/Hammerhead Cranes due to suspended loads.
- Never unload or leave any equipment, including chassis, on the Dock unless instructed by YTI Terminal personnel.
- Be aware of changing traffic patterns, and always proceed with caution into traffic areas.
- Do not drive under suspended loads.

#### **11. GATES (INBOUND/OUTBOUND LANES)**

- Drivers are required to present valid TWIC at all Terminal entry points.
- Drivers must set truck brakes before leaving their vehicles.
- Keep an alert lookout for pedestrian traffic in both inbound and outbound lanes.
- YTI clerks will place the correct hazard placard on the container as needed.
- Empty containers with placards will not be accepted. Drivers must remove placards from empty containers prior to entering the Terminal.
- All Drivers leaving the Terminal are required to drive through an RPM (Radiation Portal Monitor). These are required by USCBP (United States Customs and Border Protection). USCBP may request a driver to pull over for a secondary inspection. All Drivers MUST comply with instructions made by USCBP.
- Use designated unlocking (ingate) and locking (outgate) areas for unlocking and locking chassis twistlocks.
- Drivers are solely responsible for ensuring all twistlocks are fully unlocked and functioning properly at the designated In-Gate Area.
- Drivers are solely responsible for ensuring all twistlocks are fully locked and functioning properly at the designated Out-Gate Area.

#### **12. ROADABILITY (RODO)**

- All Drivers with chassis or loads are required to exit through Roadability.
- Proceed with caution. Mechanics and pedestrians may be on foot in the immediate vicinity.
- Obey all STOP signs before entering Roadability.
- Remain in the cab of your truck during inspection unless specifically directed to exit by Terminal personnel.
- Be sure to shut off your vehicle completely for inspection.
- Mechanics will instruct you to pull forward when they are ready.
- Be aware of other vehicles as you exit roadability.

#### **13. PEDESTRIANS**

- Drivers shall remain in their trucks unless absolutely required to be on foot. Except in the case of emergencies, Drivers shall only be out of their cab when in an Approved Location (as defined in Section 6 “General Rules”). When Drivers are required to leave their trucks, they must wear proper PPE which consists of high visibility vest, steel toed shoes and a hardhat if an overhead hazard is present.
- While on foot, Drivers must be on the lookout for all traffic. The terminal is a high traffic area requiring extra caution by pedestrians.

- Drivers must comply with the rules in this Safety Manual to ensure their own safety and the safety of others.
- Pedestrians must be aware of vehicular traffic flow and potential slip and trip hazards at all times while in the Terminal. The Terminal is an industrial area and there may be uneven surfaces. It is recommended that Drivers minimize their time spent on foot even in Authorized Areas.

#### **PEDESTRIANS (continued)**

- If Drivers are involved in a vehicle accident and must leave their vehicles to assess the accident, they must use extra caution while on foot and be aware of hazards that may be present due to varying traffic patterns. Drivers should wait to exit their vehicle until YTI Terminal personnel has arrived on scene.
- This Safety Manual is not intended to address every possible pedestrian situation. Drivers must always exercise good judgment.

#### **14. GROUNDED/STACKED CHASSIS AREA**

- Obey all signs within the chassis pit.
- Be aware of the possibility of pedestrians in the chassis pit.
- Never work in the bight and stay clear of all pinch points.
- Keep all doors of your vehicle closed, at all times, when receiving/dropping off chassis.
- Be sure the area is safe before exiting your vehicle.
- Turn off and set brake before exiting your vehicle.

#### **15. MISCELLANEOUS**

- Please be advised that YTI may utilize video and sound surveillance to monitor and record activities that take place on Terminal. By coming onto the Terminal, all Drivers consent that they may be subject to video and sound surveillance, monitoring and recording, and agree that YTI may use any images, photos, videos, sound or other data collected and/or recorded for any purpose unless otherwise prohibited by law. Surveillance may be used to evaluate compliance with this Yusen Terminals LLC Terminal Trucking Safety Manual, as well as any other local, state, federal, or company safety protocols, rules, laws, or regulations. YTI has no obligation to actively monitor, surveil or record activities on Terminal.