


Authorized By:		Custodian (position):
General Manager		Senior HSE Officer
HSE TERMS OF REFERENCE		

This policy serves to re-emphasize the ChagTerms (Trinidad) Limited operating standards and the expectations of all clients, customers and visitors. These requirements are in furtherance of the company's HSE Policy and its commitment to provide a safe place of work for All.

The standard requirements/ minimum expectations are provided in the summarized list below:

General Requirements: -

1. All client/ customer, contractor and visitor personnel are mandated to comply with ChagTerm's HSE Policies and Procedures.
2. All clients/ contractors are required to submit names of their employees and/ or representatives assigned to projects at the facility in advance of their entry to the site.
3. All equipment, machinery and tools must be maintained in a condition fit for purpose and where applicable relevant third party inspection/ certification provided.
4. ChagTerm's Traffic Management Plan which includes entry/ exit and parking protocols must be complied with at all times.
5. Full Personal Protective Equipment must be worn when mobilizing within the operations areas which include but are not limited to the Main Dock, South Dock and Open Storage Yard.

Project Specific Requirements: -

1. Clients are required to submit the names of their respective vessels' crew for all services including but not limited to bunkering, crew changes and shore leave prior to activity being commenced.
2. The third party certificates for all lifting appliances and equipment must be submitted to ChagTerms prior to commencing projects.
3. Where specialized lifts (complex or non-routine) are carried out at a minimum the ChagTerms standard Lifting Operations procedures must be implemented.

Non-operational Activities (eg. crew changes, leave etc): -

1. All persons are required to utilize the designated Safe Zone (barricaded area) at all times when mobilizing to and from the vessel (Safe Zones will be arranged on a project specific basis)
2. Appropriate apparel must be worn while mobilizing within the Port Facility i.e. no open toe shoes, no armless shirts, no short pants/ skirts, no dresses
3. All other site rules and procedures apply including for example – no smoking

Failure to comply can result in persons being prohibited from operating at the facility. Please feel free to contact ChagTerms HSE Should clarification be required @ 1 (868) 634-4000 Ext. 1507/ 1 (868) 482-2641. Email:

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