

# Contents

<b>SOUTHGATE TERMINAL</b>	<b>1</b>
<b>## Port Operations Security Documentation</b>	<b>1</b>
<b>Safety Risk Assessment Template</b>	<b>1</b>
Document Information	1
Purpose	2
When to Use This Template	2
Risk Assessment Matrix	2
Risk Level Calculation	2
Safety Assessment Process	3
Step 1: Incident Context Assessment (5 minutes)	3
Step 2: Hazard Identification (10 minutes)	3
Step 3: Risk Evaluation for Each Hazard	3
Step 4: Overall Risk Assessment	4
Decision Framework	4
Continue Normal Operations (Risk Score 1-6)	4
Enhanced Safety Procedures (Risk Score 7-12)	4
Restricted Operations (Risk Score 13-16)	4
Stop Operations (Risk Score 17-25)	4
Risk Control Measures	5
Immediate Controls (Implement within 15 minutes)	5
Short-term Controls (Implement within 1 hour)	5
Long-term Controls (Ongoing)	5
Communication Requirements	5
Immediate Notifications (Within 15 minutes)	5
Ongoing Communication	6
Assessment Review and Updates	6
Reassessment Triggers	6
Assessment History Log	6
Sign-off and Authorization	6
Related Documents	7

## SOUTHGATE TERMINAL

### ## Port Operations Security Documentation

#### Safety Risk Assessment Template

##### Document Information

**Document Type:** Safety Assessment Framework **Intended Users:** Operations Team, Incident Coordinators, Executive Team **Usage Context:** When safety concerns arise during operational incidents **Related Scenarios:** Manual operations, equipment failures, crew safety concerns

## Purpose

This template provides systematic safety risk assessment during operational incidents, ensuring consistent evaluation of safety risks and appropriate decision-making for continued operations.

## When to Use This Template

- CCTV blackouts affecting safety monitoring
  - Manual override operations required
  - Crew expressing safety concerns about procedures
  - Equipment malfunctions creating potential hazards
  - Multiple system failures affecting safety systems
- 

## Risk Assessment Matrix

### Risk Level Calculation

**Risk Level = Probability × Consequence**

### Probability Scale (1-5)

1. **Very Low (1)** - Extremely unlikely to occur
2. **Low (2)** - Unlikely but possible
3. **Medium (3)** - Moderate likelihood
4. **High (4)** - Likely to occur
5. **Very High (5)** - Almost certain to occur

### Consequence Scale (1-5)

1. **Minimal (1)** - No injury, minimal operational impact
2. **Minor (2)** - Minor injury possible, limited operational impact
3. **Moderate (3)** - Serious injury possible, significant operational impact
4. **Major (4)** - Major injury likely, severe operational disruption
5. **Critical (5)** - Fatality possible, complete operational shutdown

### Risk Matrix

Probability	Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Very High (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)
High (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)
Medium (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Low (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)

Probability	Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Very Low (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

## Safety Assessment Process

### Step 1: Incident Context Assessment (5 minutes)

**Incident Description:** - [ ] Brief description of current situation - [ ] Systems affected: \_\_\_\_\_ - [ ] Duration of issue: \_\_\_\_\_ - [ ] Current operational status: \_\_\_\_\_

**Environmental Factors:** - [ ] Weather conditions: \_\_\_\_\_ - [ ] Time of day: \_\_\_\_\_ - [ ] Personnel on site: \_\_\_\_\_ - [ ] Equipment status: \_\_\_\_\_

### Step 2: Hazard Identification (10 minutes)

**Primary Hazards Present:** - [ ] **Moving Equipment:** Cranes, containers, vehicles - [ ] **Visibility Issues:** CCTV failures, lighting problems - [ ] **Communication Failures:** Radio, intercom systems - [ ] **Manual Operations:** Increased human error potential - [ ] **System Reliability:** Uncertain equipment performance - [ ] **Environmental:** Weather, terrain, obstacles - [ ] **Personnel Factors:** Fatigue, stress, competence

**Specific Safety Concerns:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

### Step 3: Risk Evaluation for Each Hazard

**Hazard 1:** \_\_\_\_\_

- Who could be harmed: \_\_\_\_\_
- How could harm occur: \_\_\_\_\_
- Current controls in place: \_\_\_\_\_
- Probability (1-5): \_\_\_\_ Consequence (1-5): \_\_\_\_ Risk Score: \_\_\_\_

**Hazard 2:** \_\_\_\_\_

- Who could be harmed: \_\_\_\_\_
- How could harm occur: \_\_\_\_\_
- Current controls in place: \_\_\_\_\_
- Probability (1-5): \_\_\_\_ Consequence (1-5): \_\_\_\_ Risk Score: \_\_\_\_

**Hazard 3:** \_\_\_\_\_

- **Who could be harmed:** \_\_\_\_\_
- **How could harm occur:** \_\_\_\_\_
- **Current controls in place:** \_\_\_\_\_
- **Probability (1-5):** \_\_\_\_ **Consequence (1-5):** \_\_\_\_ **Risk Score:** \_\_\_\_

#### **Step 4: Overall Risk Assessment**

**Highest Individual Risk Score:** \_\_\_\_ **Number of High/Critical Risks:** \_\_\_\_ **Overall Risk Classification:** ☐ Low ☐ Medium ☐ High ☐ Critical

\_\_\_\_\_

#### **Decision Framework**

##### **Continue Normal Operations (Risk Score 1-6)**

**Criteria:** - All individual risks are Low or Medium - Existing safety controls are adequate - Personnel are confident and competent - No significant environmental factors

**Actions Required:** - ☐ Brief personnel on current situation - ☐ Maintain normal safety monitoring  
- ☐ Document assessment decision

##### **Enhanced Safety Procedures (Risk Score 7-12)**

**Criteria:** - Some Medium or High individual risks - Additional safety measures can reduce risk - Personnel require additional support - Environmental factors manageable

**Actions Required:** - ☐ Implement enhanced safety measures (specify): - \_\_\_\_\_  
- \_\_\_\_\_ - ☐ Increase monitoring frequency - ☐ Brief all personnel on enhanced procedures - ☐ Assign additional safety personnel

##### **Restricted Operations (Risk Score 13-16)**

**Criteria:** - Multiple High risks or single Critical risk - Significant safety concerns present - Additional controls can make operations acceptable - Limited operational capacity acceptable

**Actions Required:** - ☐ Reduce operational scope to: \_\_\_\_\_ - ☐ Implement specific safety controls: - \_\_\_\_\_ - \_\_\_\_\_  
- ☐ Continuous safety monitoring required - ☐ Executive approval for continued operations

##### **Stop Operations (Risk Score 17-25)**

**Criteria:** - Critical risks that cannot be adequately controlled - Personnel safety cannot be assured  
- Multiple High or Critical risks present - No acceptable way to continue safely

**Actions Required:** - [ ] Immediate operations shutdown - [ ] Evacuate personnel from hazard areas  
- [ ] Secure equipment and area - [ ] Executive notification required - [ ] Develop recovery plan before restart

---

## **Risk Control Measures**

### **Immediate Controls (Implement within 15 minutes)**

- ☐ **Additional Personnel:** Deploy extra spotters, safety officers
- ☐ **Communication Enhancement:** Backup radios, signal systems
- ☐ **Physical Barriers:** Cones, barriers, warning signs
- ☐ **Lighting:** Additional portable lighting if needed
- ☐ **Personal Protective Equipment:** Ensure adequate PPE

### **Short-term Controls (Implement within 1 hour)**

- ☐ **Procedure Modifications:** Altered work methods, reduced speeds
- ☐ **Equipment Changes:** Backup systems, manual alternatives
- ☐ **Training/Briefing:** Additional instruction for personnel
- ☐ **Supervision:** Increased supervisory presence
- ☐ **Environmental Controls:** Weather monitoring, area preparation

### **Long-term Controls (Ongoing)**

- ☐ **System Restoration:** Repair and restore failed systems
  - ☐ **Procedure Updates:** Revise based on lessons learned
  - ☐ **Training Programs:** Enhanced safety training
  - ☐ **Equipment Upgrades:** Improved safety systems
  - ☐ **Policy Changes:** Updated safety policies
- 

## **Communication Requirements**

### **Immediate Notifications (Within 15 minutes)**

**To Executive Team (if Restricted or Stop Operations):** "Safety assessment completed. Risk level: [Level]. Operations status: [Continue/Enhanced/Restricted/Stop]. Immediate action: [Description]"

**To All Personnel:** "Safety assessment update: [Risk level]. Operations continuing with [normal/enhanced/restricted] procedures. Additional safety measures: [List]"

**To Technical Team:** "Safety assessment identifies [priority systems] for restoration. Safety impact: [Description]. Technical coordination needed: [Specific requirements]"

### Ongoing Communication

- ☐ Update assessments every 30 minutes during High/Critical risk periods
  - ☐ Brief all new personnel entering work area
  - ☐ Coordinate with incident response team
  - ☐ Document all safety decisions and communications
- 

### Assessment Review and Updates

#### Reassessment Triggers

- ☐ Significant change in operational conditions
- ☐ Additional system failures or restorations
- ☐ Change in environmental conditions
- ☐ Personnel concerns or incidents
- ☐ Every 2 hours during ongoing incidents

### Assessment History Log

---

Time	Risk Level	Decision	Key Changes	Assessor
------	------------	----------	-------------	----------

---

---

---

### Sign-off and Authorization

**Assessment Completed By:** Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Operations Decision Approved By:** Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Executive Authorisation (if required):** Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

---

## **Related Documents**

- Manual Override Authorisation Process
- CCTV Blackout Response SOP
- Crisis Decision Authority Matrix
- Incident Reporting Guide (Technical)