



## General rules of behavior for terminal users

The Hupac Group manages terminals for rail-road transshipment in Basel, Aarau, Chiasso, Busto Arsizio, Piacenza, Novara, Antwerp, Singen and Stabio and works together with different partners in other terminals.

Inside an intermodal terminal cranes, trucks and trains can be working contemporaneously. Here below you will find some information regarding the possible risks for terminal users, maintenance operators and visitors as well as the prevention of accidents. The correct observance of the rules will guarantee safe operation inside the terminal .

Further to our internal rules, which are listed below, we remind about the respect of the rules fixed by the road traffic regulations, which must always be satisfied.

The present document is only for information and doesn't replace the specific rules in each terminal.



### Sources of danger at the terminals

- > Movement of heavy and light road vehicles (lorries, reach stackers, motorcars and other machinery)
- > Crane operation
- > Train shunting
- > Operating staff on foot or by bike
- > Containers for dangerous goods transportation (ADR/RID regulations)
- > Suspended loads

These sources of danger arise from the terminal activity and involve the whole terminal area

### Behaviour rules in case of an emergency

In case of danger the following rules must be followed:

- > Keep calm
- > Give the alarm and inform the staff accordingly
- > Go away immediately from the source of danger, following the indications given by the authorized operating staff
- > Refrain from any action likely to endanger yourself and others
- > Reach the indicated meeting point
- > Follow the instructions of the person in charge

### Responsibility for accidents and damage

Hupac disclaims all responsibility related to events and accidents leading to injury or damage inside the terminal, in case these have been caused by the non-observance of the behaviour rules and by the violation of the obligations and prohibitions mentioned here below.

Hupac reserves also the right to take legal steps against who should cause damage to the structures, to the equipments and to the machines as a consequence of the non-fulfilment of the mentioned rules, obligations and prohibitions.

### Responsibility for accidents and damage

All people present at the terminal must wear the following protective clothing:

- > Protective helmet in proximity of gantry cranes and where required by the procedures provided
- > Clothes or waistcoats with cat's eye stripes
- > Safety shoes (for people operating in the terminal)
- > Protective gloves (for people operating in the terminal)

**Terminal entrance area**

- > Check in at the counter with the necessary documentation
- > Pay attention to the movement of pedestrians, motorcars and lorries
- > Keep the speed of vehicles within the limit of 20 km/h or according to existing indications
- > During the crossing on foot of the terminal entrance and exit areas, pay maximum attention to the movement of the vehicles and signal your presence both with optical means (lamps, refracting bodies) and sound (voice)
- > Reduce noise to a minimum, in particular the use of the horn

**Loading and unloading area**

- > Follow the instructions given by the operating staff
- > Keep the speed of vehicles within the limit of 20 km/h or according to existing indications
- > Pay attention to suspended loads
- > Pay attention to any possible obstacles and container protrusions
- > Pay attention to the train shunting
- > Pay attention to the transit of motor vehicles
- > Pay attention to the crane operation
- > Observe the prescriptions of the warning signs installed on the terminal.
- > In case of standstill, turn the engine off

**Prohibitions**

- > Enter the terminal without authorization
- > Smoke inside the terminal
- > Use open flames or any equipment which could originate a source of heat
- > Stop under cranes with suspended loads
- > Walk in areas different from the loading and unloading areas (near the vehicle)
- > Cross the tracks while a train is moving
- > Get on the railway wagons if not authorized
- > Throw paper, plastic, bottles or any other material which could cause damage or be harmful to the environment
- > Handle dangerous goods or open vehicles/containers
- > Stop or transit at less than 1-meter distance from the crane track
- > Use a mobile phone whilst driving
- > It's not allowed to take pictures or to film without the permission of the person in charge of the Terminal
- > Throw or diffuse solid or liquid substances in the manholes, shafts or grids

**Contact**

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- > Follow the instructions given by the operating staff
- > Keep the speed of vehicles within the limit of 20 km/h or according to existing indications
- > Make sure of the total absence of railway activities before crossing the track
- > During the handling of the trains, stay at a minimum distance of 2 m from the tracks and wait for instructions of the authorized operating staff
- > Pay attention to the crane operation
- > Notify your presence to the operating staff vocally or with signal lights
- > Stop the vehicle in proximity of the cranes and wait for the instructions of the operating staff
- > During the handling phases (loading and unloading) keep the vehicles stationary by applying locking brakes, and wait for the authorisation to move of the operating staff
- > The vehicles in the terminal must be in perfect technical conditions, in conformity with the rules regarding the traffic and transport regulations
- > Uncouple the containers only when unloading (under the crane)
- > Fasten the containers at the chassis only when the crane operations were finished

**Various**

Our Terminals are controlled by video surveillance systems.

Please be aware that, in addition to the regulations mentioned in this document, even those defined locally in each terminal must be respected.

The road circulation and the speed of the vehicles are subject to controls.

The personnel, which works in the terminal, must observe the applicable rules in situ.