



General rules of conduct for terminal users

The Hupac Group operates terminals for road/rail transshipment in Basel, Aarau, Chiasso, Busto Arsizio, Piacenza, Novara, Antwerp, Singen, Geleen, Brwinów and Cologne North and cooperates with various partners in other terminals.


Cranes, trucks and trains move within a terminal. Hereinafter, we inform users, maintenance workers and visitors of the terminals about possible dangers and provide instructions to reduce the risk of accidents. Compliance with the rules ensures safe operations.

In addition to our internal rules listed below, we remind you to respect the rules established by the road traffic code, which must always be complied with.

This document is for information only and does not replace the specific regulations in the various terminals.



Sources of danger in the terminal

- > Circulation of heavy and light road vehicles (trucks, reach stackers, cars, machines)
- > Crane operations
- > Shunting operation of trains
- > Operating personnel on foot or on bicycle
- > Containers for the transport of dangerous goods (ADR/RID regulations)
- > Suspended loads 

These hazards are a result of cargo handling activities and can be found throughout the terminal area.

Behavior in case of emergency

- In case of danger, the following rules must be observed:
- > Keep calm
 - > Alert the operating personnel present and inform them of the incident
 - > Immediately leave the danger zone and follow the instructions of the responsible operating personnel
 - > Do not carry out any activities that could endanger yourself or third parties
 - > Go to the assembly point at the marked location
 - > Follow the instructions of the responsible personnel

Liability in case of accidents and damages

Hupac declines all liability for events and accidents inside the terminals that cause injury to persons or damage to property, if they are due to non-observance of the regulations and prohibitions indicated below.

Hupac reserves the right to take legal action against the authors of damage to equipment and/or machinery resulting from disregard of the mentioned regulations and prohibitions.


Personal protection measures

Persons who stay at the terminal must wear the following protective clothing:

- > Safety helmet in proximity of gantry cranes and where required according to procedures
- > Clothing or vests with reflective stripes
- > Safety shoes (when working at the terminal)
- > Protective gloves (when working at the terminal)



Terminal entrance area







- > Register at the counter with the required documents
- > Pay attention to the traffic of pedestrians, cars and trucks
- > Observe speed limit of 10 km/h or according to  current indication
- > Pedestrians in the area of the terminal entrance/exit must pay attention to incoming and outgoing vehicles and make themselves noticeable by visual and acoustic means (headlights, reflectors or voice)
- > Keep noise (honking) at a minimum

Loading and unloading area

- > Follow the instructions of the operating personnel
- > Observe speed limit of 10 km/h or according to current indication
- > Pay attention to suspended loads
- > Pay attention to protruding and overhanging load units
- > Pay attention to shunting trains
- > Pay attention to the transit of motorized vehicles
- > Pay attention to cranes in motion
- > Observe the traffic signs and signposts located in the terminal
- > When the vehicle is stationary, turn off the engine

- > Strictly follow the instructions of the operating personnel
- > Observe speed limit of 10 km/h or according to current indication
- > When trains are in motion, keep a minimum distance of 2 m from the track and wait for instructions from the operating personnel
- > Pay attention to cranes in motion
- > Make operating personnel aware of one's own presence by calling or using visual signals
- > Stop the vehicle when close to the crane and wait for instructions from the operating personnel
- > For unloading resp. loading, stop the vehicle and secure it. Wait for permission to carry on driving from the operating personnel
- > Vehicles on the terminal must be in perfect technical condition and comply with the traffic and transport regulations
- > Uncouple the containers only during loading (under the crane)
- > Fasten the containers to the frame only after the crane operations are completed
- > On semi-trailers, fold up and secure side and rear underrun protection, loosen air hoses, deflate air
- > Before leaving the terminal, the driver must ensure that the vehicle is suitable for road circulation

Prohibitions

- > Access to the terminal without authorization 
- > Smoke within the terminal 
- > Burn open flames or use equipment that generates a lot of heat
- > Stay under cranes with suspended loads
- > Go to areas other than the loading and unloading areas (near the vehicle)
- > Cross tracks when trains are approaching
- > Board rail wagons without permission
- > Throw away paper, plastic, bottles or other items that can cause damage or harm the environment
- > Handle dangerous goods resp. carry out interventions on the vehicles or containers
- > Stay less than 1 m from the crane track
- > Use the mobile phone while driving and inside the crane tracks
- > Photograph or film without authorization from the person in charge of the terminal 
- > Pour or throw liquid or solid substances into the drains or grilles
- > Drive on the tracks by truck and car 
- > Leave the engine running during stationary and waiting periods 
- > The consumption of alcoholic beverages or other addictive substances (is prohibited) throughout the terminal 
- > Walk on the tracks (is strictly prohibited)

Various

Our terminals are controlled by video surveillance systems.

Please note that in addition to the regulations referred to in this document, those defined locally in each terminal must also be respected.

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

The personnel working at the terminal must respect the local rules.

Contact person

Andreas Statz

Operations Manager
Tel. +49 221 39799822
Tel. +49 151 170 57 305
astatz@cckoeln-nord.de

Fabio Contrafatto

Risk and Safety, HSEQ, DG Group Coordinator
Tel. +41 58 8558070
Tel. +41 79 7085623
fcontrafatto@hupac.com