

Petroleum and Petrochemical Bulletin

Safe Access and Lighting in Terminals and on Vessels (Onshore and Offshore)

**Bulletin 06-05
Rev. 1**

IFIA Member Companies wish to make known their position regarding safe access. Our field personnel perform tasks in Refineries, Terminals, and on board Marine Vessels and we regard the safety of our personnel to be our highest priority.

Clear guidelines have been established by regulations and by good practice for the provision of safe access in the workplace and specifically to vessels (ships and barges).

Safe access to vessels is defined as either a gangway, properly trimmed and in good repair, a straight ladder in good repair that, if portable, extends at least three feet above the landing point, or a Pilot's ladder in good repair that has been rigged to hang without slack from its lashings. Several publications from around the world contain requirements for access to vessels (SOLAS, ISM, ISGOTT, U.K. Statutory Instrument 1988 No. 1637, US 29 CFR Part 1918.21 through 1918.26). These documents all make essentially the same point about vessel access; personnel must be able to board and disembark without risking injury in the course of their duties.

In addition, minimum lighting requirements for the hours of darkness are defined by ISGOTT and some of the other organizations noted above. These requirements should be applied to all areas where our personnel are required to work.

We recommend that our personnel be escorted at all times by facility staff during field operations. At a minimum our personnel should report in and out with facility staff at each operating area.

Our personnel are encouraged to report any unsafe situations to vessel/installation representatives and it is the IFIA members' position that any risks identified must be either corrected or an alternate safe solution must be sought and implemented before work can proceed. Should an alternative not be available then our personnel are authorized to implement their Stop Work Authority until a solution is found. The following list provides basic safety check items for access to typical work locations. However, this list is not exhaustive.

| Location | Safety Check Items |
|-----------|--|
| All Areas | 1. Adequate lighting must be provided at all times |
| | 2. Slip hazards due to product spillage or bad weather should be removed/avoided |
| | 3. Physical obstructions preventing / restricting access must be removed |
| | 4. Falling objects – hazardous locations should be avoided |
| | 5. PPE must be worn at all times |
| | 6. Ladders must not be used as walkways |
| | 7. Planks/scaffold boards must not be used as walkways |
| | 8. Domes/hatches/valves must be in good condition |
| | 9. Gangways must not be inclined too steeply (typical maximum 45°) |

Revisions/Reaffirmations

Reaffirmed October 2012
Rev. 1 September 2018

| Location | | Safety Check Items |
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| Onshore | Tank Farms | 1. Excessive water/mud hazards around tanks should be avoided |
| | | 2. Dedicated walkways must be used and should be in good condition |
| | | 3. Moving vehicles – awareness - hazardous locations should be avoided |
| | Shore Tanks | 1. Floating roofs are confined spaces and risks should be assessed and avoided |
| | | 2. Roof should be in good condition (no damaged / weak areas) |
| | | 3. Guardrails should be present and in good condition |
| | | 4. Walkways to adjoining tanks should be cleared of obstructions / slip hazards |
| | | 5. Checks must be made for pressure build up before sampling / gauging |
| | | 6. Mixers and recirculation must be switched off |
| | Stairways | 1. Steps must be in good condition and of anti-slip design |
| | | 2. Steps must be of equal height |
| | | 3. Handrails must be present and in good condition |
| | Railcars | 1. Blue flag requirements should be in operation |
| | | 2. Ladders must be in good condition |
| | | 3. Guide rails must be in good condition |
| | | 4. Sampling platform must be in good condition |
| | | 5. Gantry access should be provided and used wherever possible |
| | Tank Truck / ISO Containers | 1. Wheels must be chocked |
| | | 2. Ladders must be in good condition |
| | | 3. Guide rails must be in good condition |
| 4. Sampling platform must be in good condition | | |
| 5. Gantry access to be provided and used wherever possible | | |
| Jetties and berths | Gangways / Boarding Ladders | 1. Equipment must be in good condition |
| | | 2. Handrails must be in good condition |
| | | 3. Mooring lines of the vessel must be tight |
| | | 4. Gangways must be properly secured |
| | | 5. A safety net must be placed under the gangway and must extend beyond the width of the gangway |
| | | 6. The side rails of ladders should extend at least 36 inches (90 cm) above the top landing surface, unless grab bars or equivalent holds are provided |
| Barges | | 1. Walkways must be provided where required |

| Location | Safety Check Items | |
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| Offshore | TRANSFERS SHOULD NOT TAKE PLACE DURING BAD WEATHER CONDITIONS OR HEAVY SEAS | |
| | General | 1. Jacob's ladders should not be used |
| | | 2. Secured Personal Floatation Devices must be worn at all times on the transfer launch and during transfer by basket or pilot ladder |
| | | 3. Reliable communication with ship and barge crew must be maintained |
| | Personnel Baskets | 1. Personnel Baskets are NOT the preferred method of transfer |
| | | 2. Crane shall be operated by a trained crane operator |
| | | 3. Crane operator shall have an unobstructed view of the transfer area and/or the banksman (person guiding the crane driver with hand signals) |
| | | 4. Basket landing areas shall be kept free of foreign objects and prominently outlined |
| | | 5. Crane operator should not have any other duty at time of transfer |
| | | 6. The lifting equipment register should be checked to confirm that the crane has been inspected and maintained properly |
| | | 7. Basket must be in good condition and inspected visually before use |
| | | 8. The basket must be securely attached to the crane by means of a hook equipped with a safety latch |
| | | 9. Baskets are not to be used if excessive swinging cannot be prevented |
| | Pilot Ladders | 1. Pilot ladders must be in good condition |
| | | 2. Proper tie off points must be provided |
| | | 3. The ladder must be made in one length and should be equipped with spreaders about 3 metres (10 feet) apart and a minimum of 1.80 metres (6 feet) wide |
| | | 4. The treads must remain horizontal when used and the upper surface must have a rough, non-skid quality |
| | | 5. A heaving line and a ring buoy with a self-igniting light must be lying stand-by |
| | | 6. If freeboard is greater than 9 meters the pilot ladder should be combined with the accommodation ladder. |
| | | 7. Safety cage or ladder safety device must be installed for ladders over 6 metres (20 feet) in length |
| | | 8. Landing platforms must be equipped with railing and toe boards |
| 9. Ladder is to be clear of discharge and water outlets and positioned away from unlocked or unguarded doors that may open towards it. It should be placed near mid-ship | | |

Reference Information:

1. SOLAS (Safety of Life at Sea), ISM (International safety management), ISGOTT (International Safety Guide for Oil Tankers and Terminals)
2. The IMO Convention for Safety of Life at Sea (SOLAS Chapter V, Regulation 23) sets out the principal requirements for the rigging of pilot ladders.
3. IFIA (International Federation of Inspection Agencies) Guidelines - section 2.5 Health and safety Regulations
4. OSHA (Occupational Safety and Health Administration) Regulations
5. Reference should also be made to any local or national regulations which may apply in the region concerned.
6. IFIA Bulletin 16-01- Stop Work Authority (SWA)

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