



CONTINENTAL TRANSPORT INC

PROJECT SUMMARY

TRANSPORTING

RADIOACTIVE MATERIAL

UPDATED AS OF: August 2024



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Appendix:

1. Summary of List of Chemicals (Dangerous Goods)
2. Training Certificate (Sample)
3. Daily Maintenance Sheets (Sample)



COMPANY INTRODUCTION AND BACKGROUND

Continental TRANSPORT INC. prides itself on being

able to providing the best service that meets all specific requirements to all of our clients and maintaining all our work at a highly professional standard consistently.

Continental Transport Inc. is a General Transportation and Logistics Company; with the view of evolving and diversifying into the wider Transportation and Handling Market servicing the developing Oil and Gas Industry in Guyana which our **Mission statement was derived.**

The company is currently focused in providing effective and cost efficient transportation services to all our clients. Our company places strong emphasis in ensuring that we meet all the requirements for the clients, while maintaining all the safety standards.

Continental Transport Inc. brings together an excellent range of well-qualified and broadly experienced professionals. The scope of services envisaged includes:

1. General Transportation Services
2. Logistics
3. Procurement
4. Equipment rental
5. Industrial support supplies & services

At Continental Transport Inc. we feel strongly about our staff being well trained, certified and competent to handle any task being assigned to them and to remain compliant with all specific Industry requirements while placing safety and regulatory requirements at the top of the list. We believe in 'doing it' right the first time and ensuring that our jobs are completed to the highest standards.



OUR COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY:

- To provide a safe place of work.
- To continue to identify and control hazards.
- To prevent as far as it is reasonably possible, any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk.
- To consult with staff on all health and safety matters.
- To provide protective clothing and equipment where necessary.
- To provide a safe means of entering and leaving the building workplace.
- To provide a safe system for work practice.
- To provide appropriate information and training to staff members on a continuous basis.
- To make health and safety a key issue.

I. Tasks, Responsibility and Accountability

Task	Authorized	Responsible
Vehicle and Transport	Operations Manager	Transport Team
Authorized Approver	Managing Director	Operations Manager
Monitoring and Oversight of the process	Managing Director/Operations Manager	Transport Office



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2. General Operating Procedure

- a) For traveling from one location or job site to another while using company vehicles should be requested to the Operations Manager and once approved the vehicle could be used. The Operations Manager is to provide the driver with required amount of fuel and lubrications used during the travel and ensure the vehicle is fully functional and operational.
- b) Daily Maintenance sheet for all vehicles should be kept up to date and KM and dates of usage should be listed at the beginning and end points of all trips. Users of the vehicles must write the Starting Kilometre, destination of the trip and the end of travel Kilometre counter into the vehicles Sheet.
- c) Fuel consumptions differ by type of vehicle, engine, Cylinder and type of fuel (Petrol, Diesel) of vehicles and are calculated per Kilometre. Drivers are responsible to check and ensure the Kilometre counter at the vehicle is functional and should verify it with the Operations Manager or his designate before fuelling the vehicle and should await the confirmation.

3. Vehicle Operating Procedures

- a) All vehicles of CTI based on the technical specification of the manufacturing company should be kept functional and operational as well should be operated based on the manufacturing company's catalogue for routine and seasonal maintenances.
- b) The Operations Manager is responsible to ensure all the vehicles maintenances and clean-ups are done in timely manner and based on the schedules.
- c) Vehicles should be safely kept in a secured area during the night times and official holidays, the Transport Office should ensure safety and security of the vehicle parking.



- d) Drivers are responsible to coordinate with transportation office for technical maintenance, cleaning services and take good care of their assigned vehicles based on need and given schedules and to ensure their vehicles have enough fuel and other required lubricants to operate normally.
- e) Drivers are responsible to ensure the Kilometre counter lock is maintained correctly and could be check and verified by Operations Manager or his designate at any time.
- f) In case of accident drivers should immediately report the incident and type of damage or involving personal injuries to the local law enforcement agency and Operations Manager as soon as possible and the Operations Manager along with his team if necessary are to visit the accident site to ensure and be able to decide what caused the accident and possible liability.
- g) If the driver is found guilty for the accident occurred, will have to pay the damages caused to the other party and repair his own vehicle as well.
- h) Drivers who fail to adhere to vehicle usage policies and procedures are subject to disciplinary action according to the severity of the infraction. If a violation occurs. While operating CTI vehicle, all fines are the responsibility of the driver.
- i) Transportation Office is responsible to ensure all drivers are well aware of traffic regulations and abide by those rules and the Operations Manager reports all the activities to Managing Director.



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The Journey Management Plan

After identifying our route all critical jobs are undertaken with a journey management plan in place. The plan below gives an outline of all the critical data that are gathered and which forms part of the logistics procedure from pick up location to ultimate delivery point.

This journey management plan goes hand in hand with our procedure for loading and offloading as outlined below and the flow chart gives a visual summary of any given transport task.

Purpose of Journey: _____	Total Vehicles Travelling: _____			
Date of Journey: Start: _____ End: _____				
Name of person who developed plan: _____		Signature: _____		
Name of Person in charge: _____		Signature: _____		
Names of Passengers: _____				
Journey Starting from: _____ Final Destination of Journey: _____ Night Driving Required: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Other location visiting on the way to final destination: _____ Maximum permissible speed allowed km/h (unsealed road): _____				
Drivers trained and Competent: Yes <input type="checkbox"/> <input type="checkbox"/>				
Proposed Route	Date of Travel	Approx. Distance	Approx. Time	Drivers Rest Stop Location
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No



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Daily call in times (24hr clock)	Departure:	Arrival:	Departure:	Arrival:	Departure:	Arrival:
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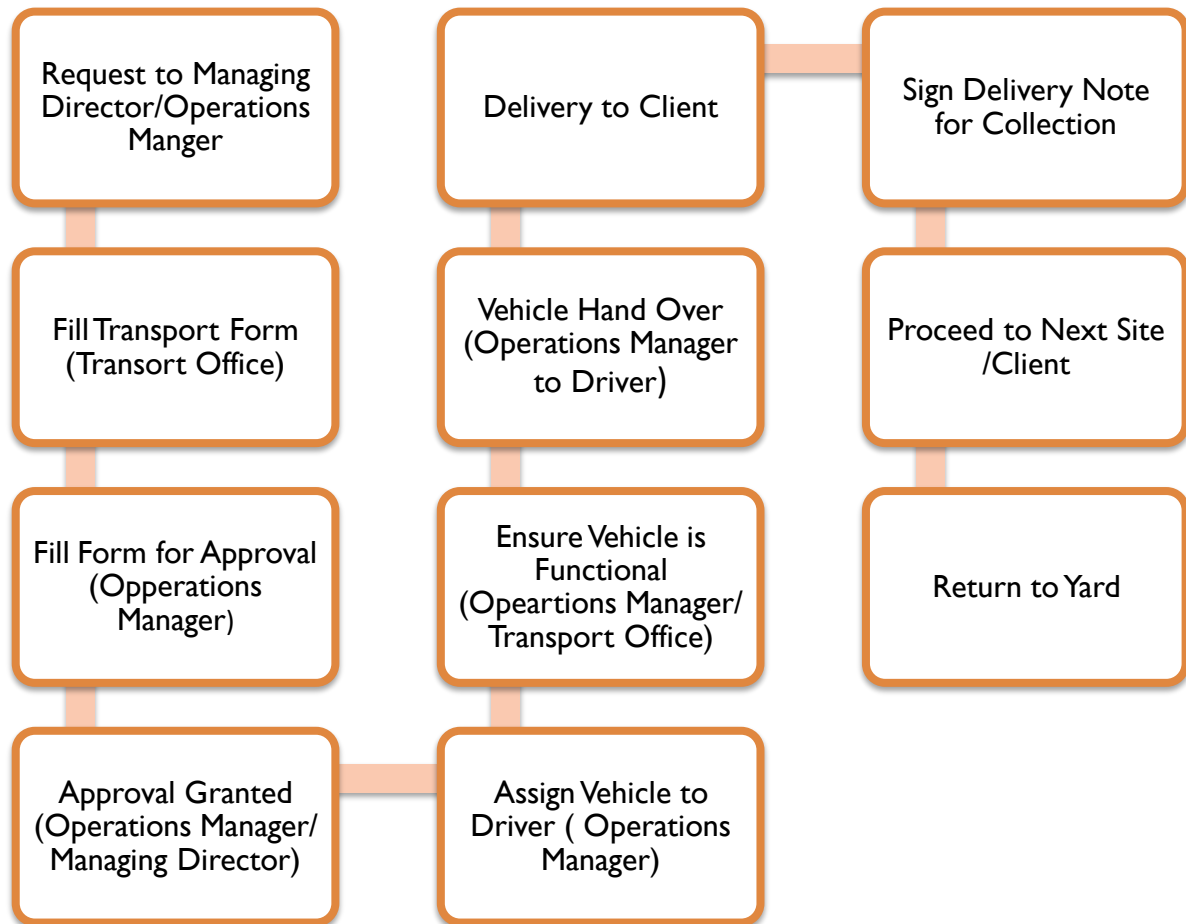
Emergency Contact _____ Operations: _____ Driver's Phone: _____

VEHICLE DETAILS

	Vehicle 1:	Vehicle 2:	Vehicle 3:	Vehicle 4:	Vehicle 5:	Vehicle 6:
Driver:						
Make:						
Model:						
Vehicle Reg#:						
Trailer#:						
Vehicle accessories Required:	Fire extinguisher	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency water	<input type="checkbox"/> Yes <input type="checkbox"/> No	GPS	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ropes/snatch strap	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	Spare Tyres	<input type="checkbox"/> Yes <input type="checkbox"/> No
	First Aid Kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	High Visibility vest	<input type="checkbox"/> Yes <input type="checkbox"/> No	Spare PPE	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazard warning triangles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Toolbox	<input type="checkbox"/> Yes <input type="checkbox"/> No
Guidelines complied with: <input type="checkbox"/> Yes <input type="checkbox"/> No						



Flow Chart for Handling Vehicle





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5. PPE AND SAFETY EQUIPMENT

All CTI Employees and Users/Visitors are required to wear the minimum PPE requirements. CTI employees can refer to the Health and Safety Manual provided to them. All CTI employees and truck operators involved in the loading and unloading process must wear appropriate gloves, unless they are operating equipment e.g. crane, truck or forklift.

Stairs or platforms are to be used to access truck trailer decks when rigging/unrigging loads. Appropriate equipment such as traffic cones, flags and/or bollards, are to be used to mark the exclusion zone around the work area and safe zones. For example, red/orange/yellow traffic cones for work/exclusion zones and green traffic cones for safe zones such as PPE free zones.

All Equipment are outfitted with specific safety apparatus including, first aid kits, fire extinguisher and spill kits to treat with, as an immediate measure, any spills leakages or other environmental and human threats. These are all in compliance with the various MSDS Sheets submitted (a summary of which is annexed hereto).

6. HAZARD AND INCIDENT REPORTING

If you identify a hazard:

- If possible remove or eliminate the hazard;
- Make the work area safe e.g. barricades, tag out
- Alert your colleagues;
- Report it to you supervisor;
- If it is not able to be resolved and you are still exposed to an unsafe situation then cease work until the matter is resolved; and
- Report the hazard to the Operations Manager/Transport Office.

If there is an incident resulting in injury, damage or a near miss the job should be stopped and the incident reported to the supervisor and/or Operations Manager. The supervisor should then advise a management representative present immediately. Priority must be given to any injured personnel and rectifying or isolating any hazard resulting from the incident to ensure others are not put in any danger. Where it is safe, employees and truck drivers must remain at the location of the incident, until authorisation to leave is given by a CTI Management Representative or other competent personnel

Note: Serious incidents may require the authorities to conduct an investigation. In this case the site will need to be left in the same condition as when the incident occurred until they attend the site. This requirement is not to restrict or impede any rescue efforts or environmental pollution controls.



7.COMMENCING CARGO OPERATIONS

7.1. Traffic Management

A traffic management plan for the task is to be discussed between the involved parties. The traffic management plan will be discussed and appropriate controls to be implemented, including traffic cones designating specific work areas and safe zones. Specific traffic management requirements, such as oversize loads, must be communicated to appropriate CTI personnel to ensure the traffic plan is understood.

7.2. Work Zones

When identifying the work zones it is important to consider the following:

- Other pedestrians not related to your job
- Driver safe zone
- CTI employee safe zone,
- Effective system of communication
- Effective loading and unloading operations in progress warnings; e.g. spotter, barricades and signage

7.3. Mobile Phones

Mobile phone use is to be limited and restricted to operational needs only and must not be used within the work zone. It is recognised that Supervisors are required to use mobiles more frequently for operational reasons. Supervisors must ensure it is safe to take the call and they must leave the work area and/or take the call in the marked safe zone.

7.4. Suitability of pallets or bags

Prior to lifting any cargo, consideration must be given to the specific hazards associated with the cargo, packaging or lifting support e.g. pallet. Types of hazards to consider include:

- stability of the item,
- restraint of cargo on pallets (NB: plastic shrink wrapping must not be relied upon to ensure cargo and pallet integrity)
- integrity of pallets/packageing;
- strength of bags/handles; and
- lifting equipment suitability (fit for purpose and certified).

If the hazard associated with the cargo cannot be eliminated or addressed, then the cargo should not be lifted and reported to the Supervisor or Management representative.

7.5. Manifest for documentation of cargo mass or weight

- Supervisor must receive a copy of the manifest from Port Operations or the Logistics Coordinator/Agent, before starting discharge/backload.
- The description and mass of cargo must be individually declared on the manifest or be determined. In most instances there will also be identifying marks or stickers on the cargo.



8. RADIOACTIVE CARGO LOADING AND UNLOADING TRUCK PROCEDURES

The following are general loading and unloading procedures for trucks:

- Trucks may be loaded and unloaded either manually, by cranes and/or forklifts. The use of crane or forklift is determined by the particular Supervisor/person in charge.
- Loading/unloading cargo by forklift is to be done by the delegated competent forklift operator utilising safe zones and work areas.
- Never stand under the load.
- CTI employees must not stand on truck trailers during placement or removal of loads by cranes or forklifts. Access to truck trailers should be avoided where possible and only occur with the authorization of the supervisor/person in charge, once the load is landed and settled on the truck and where an adjacent platform, for example a trailer, work platform or stairs, is in place. Stairs need to be controlled by another person while in use.
- Lifts are to be checked off the manifest and any discrepancies noted. If there is a weight discrepancy, ensure that the appropriate persons are notified, including truck operators who may need to use alternative load restraint.
- Be aware of pinch points and crush hazards during the loading and unloading process. Keep hands away from cargo and truck trailer during loading and unloading and do not touch the load with your hands while it is moving. Utilising hands free tools and tag lines for assisting load movement is appropriate.
- For trucks the unlashng and lashing will be conducted by the truck drivers or trucking company representative. All lashing on vehicles is to be in compliance with the Load Restraint Guide.



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Trucks are to arrive and depart the Ports, Yards or other premises with all items suitably restrained by the transport company. If safe to do so, and in agreement with the Supervisor, trucks can move to the lashing zone for restraining of a load.

Truck drivers and/or Lorry men are to ensure that all persons walking into the work area during cargo handling operations are properly authorised to do so.

Truck drivers must stay in the safe zone, for example next to the cab, until the load has been loaded or unloaded and/or the truck driver has been authorised to leave the safe zone.

Truck drivers to remain with their vehicles unless there is an operational requirement to do otherwise.

The Transport Office and/or Operations Manager is responsible for determining the appropriate restraint method in line with the load restraint guide and the load placement location on truck. They are required to bring to the attention of a truck driver when they believe a load is not restrained in accordance with the Load Restraint Guide. Where you believe an unsafe situation has not been addressed adequately then you are required to notify your Supervisor immediately or elevate your concerns to a Management representative.

If trucks are required to reverse on Port, Yards and/or other facility then the Lorry man must act as a spotter at all times during the reversing operation. It is the responsibility of the truck driver to ensure that the Lorry man performs the duties as Spotter. Reversing lights alarms must be installed and in good working order on all trucks.

Any loads or items placed on the wharf from a vessel or truck must be placed in a planned methodical way considering good housekeeping practices and well clear of the hazard line to maintain sufficient room for any mooring or unmooring that may arise. No items are to be stored on or inside the hazard line.



9. Loading and Unloading of break Bulk Bags on Trucks

The following are specific requirements and hazards to consider when loading and unloading of break bulk bags on trucks:

- Set up lashing zone for truck;
- When loading trucks with break bulk bags ensure the bags are landed on the truck trailer within the coaming rails;
- A platform and stairs are to be used to access the truck trailer to unhook bags and to avoid climbing on bags;
- Stevedores must be aware of the location of suspended rigging gear such as spreader bar and chains when unhooking bags.
- Once bags are landed and unhooked and personnel have left the work area the truck can be directed to the lashing zone.

10. Unloading and Loading Dangerous Goods on Trucks

When loading radioactive items on to trucks they should be loaded as far from the drivers cab as possible to protect the driver from any chemical exposure during long line haul trips.

Order of load or discharge must be considered for all involved paying close attentions to freight requirements and policies for Radioactive Transport, Explosions warnings and safe guards and Fuel handling. These items of inbound cargo need to be unloaded from the vessel to the truck first and outbound cargo loaded onto the vessel last.

Transportation of highly hazardous/radioactive goods or chemicals are done primarily at off peak hours and in wherever possible they route choose is based on where there is little exposure to civilians. For Example if any movement is done on Sundays we re-route from the La Penitence Market area and proceed around it using Mandela Avenue.



STANDARD SAFE OPERATING PRACTICES FOR INCIDENT PREVENTION

1. Personal protective equipment

- a) Hard hat and high-visibility clothing to be worn when not inside the cab.
- b) Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.
- c) Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.
- d) Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.
- e) Hearing protection will be worn when exposed to excessive noise levels
- f) Fire Extinguisher and Spill Kits to curb environmental impact and personal injury

2. **Mounting and dismounting** – three-point contact will be used to mount and dismount equipment.

3. **Inspection and repairs** – trucks will be inspected prior to use to ensure good mechanical condition.

When working under or around trucks, for inspections or repairs, the truck must be locked and tagged out, and immobilized and secured against inadvertent movement.

4. **Housekeeping** – cabs, steps, windows, windshields, and mirrors must be kept clean at all times. All debris should be removed from truck and trailer.

5. **Parking** – the truck must be parked on level ground, clear of hazards, to allow ease of access.

6. **Travelling** – proper gear selection must be used to maintain control. Drive according to terrain conditions. Drivers are responsible for load security.



7. **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.

8. **Lockout** – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair trucks and equipment, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving the truck or equipment
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the truck or equipment
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fueling** – shut off the engine while fueling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fueling completed.

10. **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label. If an incident occurs, follow first aid instructions. Use proper storage procedures.



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EMERGENCY RESPONSE PLAN:

Our Emergency Response is critical when treating with situations such as:

1. Mechanical or Technical Malfunction
2. Spill, leaks or Environmental Treats
3. Public Liability
4. Accidents and Injuries

All emergencies if and when occurred are immediately reported to the client and CTI's Operation Manager. Based on the degree of the incident a determination is made whether it will be dealt with internally or by the client through their specific experts.

Immediate attention if needed can be rendered by the personnel of CTI based on their specific training (certificate of such training having been annexed). All equipment are equipped with a first aid kit in the case of personal injuries, fire extinguisher in the case of combustion and spill kits to clean up or prevent spread and environmental impact.

In the event that any specific authorities such as Police or Fire is needed all personnel are provided with direct emergency contact so that this may be done at the soonest opportunity.

PREVENTATIVE MEASURE:

Accidents or incidents are always preventable and this is where CTI focuses its efforts on. In this regard we invest in our personnel by ensuring that there are all trained in handling and Transporting Dangerous and hazardous materials. This training consist of a theoretical and practical segments and is done through client direct training and third party training (Optimum Safety Solutions).

In addition to this all equipment are properly maintained and check on a daily basis. This is documented and kept as record through our daily maintenance sheets hereto annexed. In addition we have a 24/7 Maintenance crew on standby to deal with any eventualities should they ever arise.

It should be noted that we do as far as practical transport one type of chemical per trip to prevent mixing and to reduce any environmental impacts.



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CONCLUSION

This document represents the full Standard Operating Procedure and will be the document utilised to ensure the proper and efficient functioning of Continental Transport Inc. The contents of this procedure will be updated as and when required to remain relevant with the changes in the industry.

Approved and Submitted to The Environmental Protection Agency by:

A handwritten signature in black ink, appearing to read 'Tejprakash Persaud'.

Tejprakash Persaud
Managing Director