

# Safety & Security regulations for truck drivers in the terminal

## Personal protective equipment

- **Safety vest (DIN EN ISO 20471 protection class 2)** must be worn throughout the entire area and put on immediately upon arrival.
- **Safety helmet (DIN EN 397)** must be worn without exception in the crane and forklift area. Safety caps (DIN EN 812) do not comply with the safety requirements.

## Regulations

1. **The local road traffic regulations are mandatory to follow.**
2. The maximum speed at all terminals is **10 km/h**.
3. **Smoking** is only **allowed** at the **highlighted smoking areas**.
4. Disposal of waste is prohibited.
5. **Truck Driver need to stand** at the **rear end of the chassis** with eye contact to the crane operator during operations.
6. Staying in other terminal areas is prohibited.
7. **The engine must switch off when the truck is stationary.**
8. **Accompanying persons** must be **registered** at the **Gate** and are **not allowed at the Terminal area or in the truck** during operations! This rule does not apply to employees who are learning or being trained.
9. Swissterminal employees carry out the following checks when picking up dangerous goods shipments: ID card, equipment, transport order in accordance with ADR 5.4.1, locking of twist locomotives.
10. No liability is accepted **for damage** to additional superstructures on the towing vehicle or chassis if these are unsuitable for loading with the gantry crane (e.g. not visible to the crane operator, too close or too weakly constructed, etc.).  
**The driver must take suitable protective measures for wind deflectors on the cab, stop or securing wedges on the chassis, or similar easily damaged parts**, folding or dismantling, using chassis without superstructures, etc.

## Behavior at the terminal during gate-in/gate-out

1. **Follow the instructions of the Swissterminal staff.**
2. The **truck driver is** responsible for **opening and closing** the two **container doors** of empty containers before and after check.
3. Before **closing the container doors**, **make** sure that the container check has been completed and **nobody is on or in the Container anymore**.
4. While the checker is in the container, the locks (twist locks) must not be opened with a hammer (**noise causes hearing damage**).
5. **Release all twist lock** connections between container and trailer and, in case of Reefers (temperature-controlled containers), disconnect power cable to Chassis/Genset (32 A plug) **before reaching the handling area (not in the crane track)**.
6. Drive to the assigned handling area (safety distance to the front truck at least 4 meters).

7. Turn off the lights on the trailer (**no visibility for the crane operator in the dark**).
8. **Get out, close the truck door and walk to the end of the chassis.**
9. Do not help during unloading/loading process.
10. Use clear hand signals to indicate to the crane operator when the container has been loaded correctly.
11. **Clear the lane** and make space for following **truck**.
12. Close the twist locks between container and trailer.
13. The quality of the empty container is allocated according to the shipping company's order. If you do not agree with this, please refer to the container exchange information sheet for the procedure.

## Change history

No.	Reason for the change	Date	
1	Newly created	26.01.2011	Jürg Wiggli
2	Revision	08.04.2016	Marc Birchmeier
3	Required standard for safety helmets added	22.08.2016	Damian Waldmeier
4	Superstructures must be dismantled. The driver can Disconnect as required.	28.12.2016	Damian Waldmeier
5	For reefers, the power cable must be disconnected before unloading.	17.01.2017	André Kühne
6	Goods in the cab must be secured. Truck door close the door after getting out.	11.09.2018	Damian Waldmeier
7	Driver stands at the rear end of the chassis with eye contact to the crane operator during handling.	09.11.2018	Damian Waldmeier
8	English translation and reorganization.	03.12.2018	Damian Waldmeier
9	The regulation concerning additional superstructures on the cab and chassis has been specified.	11.12.2018	Damian Waldmeier
10	Stay of accompanying persons	25.02.2022	Sven Zölle
11	Body customization highlighting crucial points	05.03.2024	Silea Wintsch

## Confirmation carrier

**The Swissterminal safety regulations for truck drivers at Swissterminal as amended on 05.03.2024 are known to all our employees who are associated with a work assignment at Swissterminal AG.**

Company: \_\_\_\_\_

Responsible person: \_\_\_\_\_

Place / Date: \_\_\_\_\_

Signature: \_\_\_\_\_