

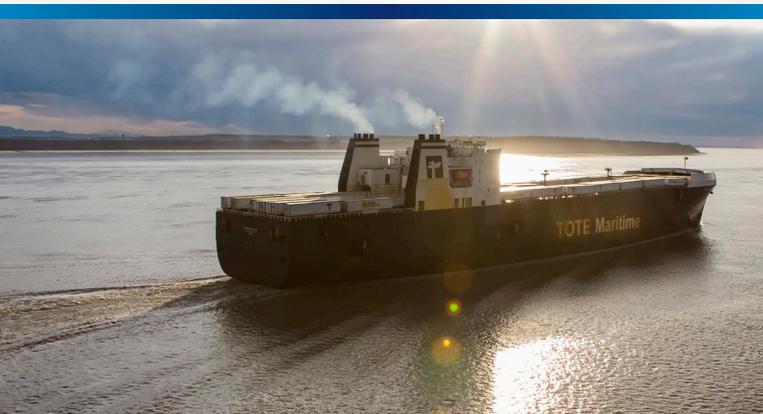
Quality

TOTE Maritime Alaska is committed to continual improvement through our ISO Certified, Health, Safety, Environment System and our facility Security Plan.

HSE+S

Health
Safety
Environmental
Security

CONTRACTORS BEST PRACTICES



For bookings, call Customer Service:

Northbound: **1.800.426.0074**

Southbound: **1.800.234.8683**

Federal Way Corporate Office

32001 32nd Ave. South, Ste. 200
Federal Way, WA 98001
T. 1.800.426.0074

Anchorage Office / Terminal

2511 Tidewater Dr.
Anchorage, AK 99501
T. 907.276.5868

Tacoma Terminal

500 East Alexander Ave.
Tacoma, WA 98421
T. 253.238.8400



1.800.426.0074 | totemaritime.com

Leading the way in and out of Alaska.



TTOZ730114



TOTE Maritime Alaska
Leading the way
in and out of Alaska.

Information for our contractors to keep our workplace safe and to protect the environment

TOTE Maritime Alaska cares about safety and protecting the environment. While you are working on our terminal, we ask that you follow the HSE Policy and the rules provided in this pamphlet.

- Do it safely or not at all
- Be aware of hazards around you
- Do not take shortcuts that compromise safety or the environment
- Comply with all laws, regulations and rules
- Use appropriate personal protective equipment (PPE)
- Report concerns about safety or the environment to your TOTE Maritime Alaska Representative

In carrying out these critical responsibilities, you are:

- Responsible for your own safety and the safety of others
- Required to comply with all laws, regulations and TOTE Maritime Alaska rules
- Encouraged to stop any work that could result in injury or risk to the environment
- Encouraged to make recommendations to improve our HSE program

Stow



Health

Wash hands to prevent the spread of disease

- Wash your hands with soap and warm water thoroughly, especially after using the restroom and before eating, drinking and smoking
- Use a paper towel to open the restroom door after washing your hands. Throw the towel away after you leave
- Use hand sanitizers



Source: <http://interestingthings.info/facts/95-do-not-wash-hands-properly-this-is-how-you-do-it-right.html>

Our Environment

Prevention and conservation of our environment

Preventing Spills and Releases in our terminal

- Remove unused chemicals when you're done
- Never pour chemicals down a drain
- Never drain any liquids into the terminal drains without first receiving permission from a TOTE Maritime Alaska-authorized representative
- Have a spill kit handy to respond to a spill if one occurs
- Have drip collection and spill response equipment in place when working near or over water with paint, grease or hydraulic systems
- Provide SDS for any chemicals you bring onto the terminal
- Attempt to use up materials to minimize waste
- Reduce waste through reuse and recycling

Conserve Resources

- Conserve water in all uses
- Never leave water running unattended
- Turn off lights and powered devices when not in use
- When cleaning equipment, use high-pressure, low-flow equipment
- Don't leave engines or machinery idling while not in use

Leaving Waste Behind?

Coordinate with your TOTE Maritime Alaska representative to be sure that any waste you create is properly managed and disposed.

Safety

Rules and regulations

General safety rules

- The possession or use of unauthorized or illegal drugs, intoxicating beverages, or weapons on the terminal is prohibited
- Do not use compressed air or oxygen to clean clothing or personnel
- When ascending to or descending from elevated structures or surfaces, use a ladder, platform or appropriate lifting device
- Ladders must be secured properly at the base and at the top
- Do not run or jump off platforms or raised surfaces
- When walking up or down stairs, use the handrail
- “Horseplay” is prohibited
- Smoking is allowed only in designated areas
- U.S. Coast Guard-approved Personal Floatation Device required when working on, over, or near the water, where the hazard of drowning exists

Always Wear Appropriate Personal Protective Equipment (PPE)

- Safety shoes where there is a risk of a foot injury
- Safety vest when in the terminal
- Eye Protection where there is a risk of an eye injury
- Hearing protection near operating machinery that generates loud noise
- Respiratory protection when performing operations exposed to dust, fumes, mists, and vapor or gases that are hazardous
- Head protection where this is a risk of head injury
- Fall protection (a Personal Fall Arrest System) is required when there is a possibility of falling more than 4 feet from a working surface. This does not apply to the use of portable ladders

Report incidents to your TOTE Maritime Alaska representative

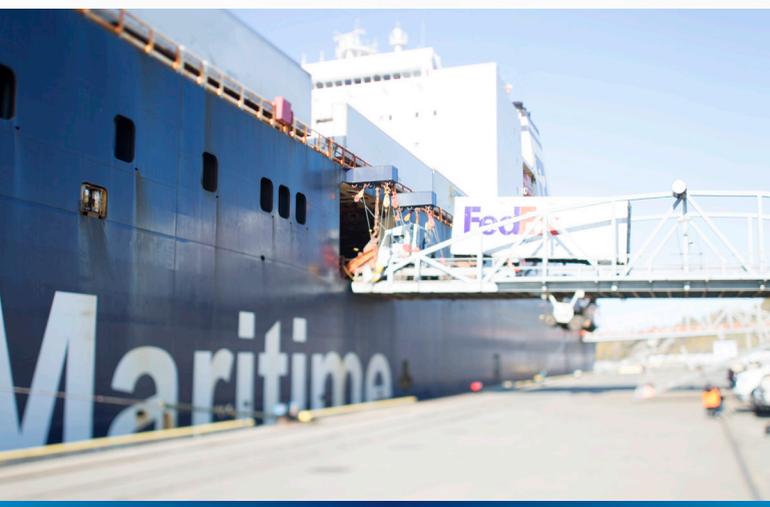
Verbally report all incidents (injuries, first aid, motor vehicle crashes, environmental releases, fires, near misses, etc.) immediately.

TOTE Maritime Alaska Confined Space Entry Permit

A TOTE Maritime Alaska permit is required for entering a confined space, which is a space that:

- Is large enough and so configured that an employee can enter and perform assigned work, and
- Has limited or restricted means for entry or exit, and
- Is not designed for continuous occupancy

Examples of confined spaces include chemical holding tanks, scales, utility vaults, storm water catch basins, oily water separators, and fuel storage tanks.



Insurance Coverage

All contractors conducting work on or near navigable waters of the United States, and engaged in maritime employment, must show evidence of insurance coverage (private or self-insured) as described in the United States Longshore and Harbor Workers' Compensation Act (USL&H). Workers Compensation coverage provided by Washington State Labor & Industries does not provide coverage under USL&H.

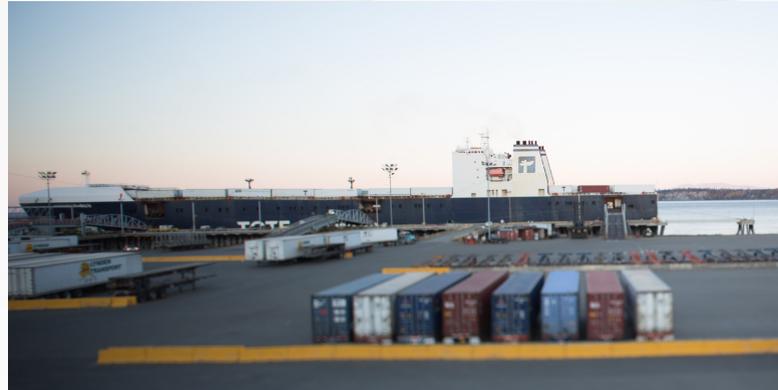
Help Us Improve

Please contact us at safety@totemaritime.com with any suggestions for improving our health and safety management system.

Security

Port Security

All persons who enter the restricted areas of the terminals or the vessels will be required to have a valid Transportation Workers Identification Credential (TWIC) card or will be escorted in accordance with 33 CFR Parts 104-105. Most vendors and contractors who regularly enter the terminal will not be escorted and, therefore, are required to have a TWIC card. These rules are mandated by the Department of Homeland Security and are being applied nationwide. There are no exceptions. In addition, in Anchorage only, a Proxy Card issued by TOTE Maritime Alaska is also required for vendors and contractors who enter the terminal regularly.



Visitors & Contractors

If an infrequent visitor or contractor, please call your TOTE Maritime Alaska representative prior to arrival to gain escorted entrance.

Questions on Security Policy

Questions or concerns about TOTE Maritime Alaska Security Policy may be addressed to the TOTE Maritime Alaska Facility Security Officer at each location.

(See Emergency Phone Numbers on the back of this brochure)

Health, Safety & Environment Policies and Objectives

Penalties for non-conformance with the TOTE Maritime Alaska's Health, Safety & Environmental Management System, and/or occupational health & safety and environmental laws and regulations are severe and could include cancellation of your contract as well as imposition of fines and/or criminal penalties.

For additional information about how to perform contract work safely and in a way that prevents injury, prevents pollution and protects the environment, contact your TOTE Maritime Alaska representative.

Rely on the best shipping crew in the business.



Emergency Phone Numbers:

Tacoma

Fire	911
Police.....	911
TOTE Maritime Alaska	
Facility Security Officer	253.238.8412
USCG National Response Center.....	800.242.8802
Terminal Security Guard.....	253.238.8428

Anchorage

Fire	911
Police.....	911
TOTE Maritime Alaska	
Facility Security Officer.....	907.244.9962
Chemical/Petroleum Spills NRC Alaska....	877-375-5040
Port Security Service.....	907.343.6034

**SAFETY
COMMITMENT
INTEGRITY**



OUR COMMITMENT TO YOU

Every TOTE division and employee is fully-committed to delivering exceptional services to our customers with safety, commitment, and integrity. It's a commitment that applies to everything we do.