

APPROVED
by Order No. STA-160
of the General Director
on
4 October 2018

TRAFFIC SAFETY RULES FOR VEHICLES AND PEDESTRIANS WITHIN THE TERRITORY OF THE "KLAIPĖDOS SMELTĖ" JOINT STOCK STEVEDORING COMPANY

I. GENERAL PART

1. The traffic safety rules (hereinafter – the Rules) for vehicles and pedestrians within the territory of the Klaipėdos Smeltė joint stock stevedoring company(hereinafter – the Company)have been prepared in accordance with the requirements of the Law on Road Traffic Safety of the Republic of Lithuania, Traffic Safety Rules, approved by Resolution No. 1950 of the Government of the Republic of Lithuania on 11 December 2002, and the Usage Rules of the Klaipėda state seaport, approved by Order No. 3-70 (E)of the Minister of Transport and Communications of the Republic of Lithuania on 17 February 2014.

2. The requirements of the Rules shall be mandatory for all employees of the Company, other companies and organizations, as well as persons accessing the Company’s territory.

3. The Rules are published on the Company’s website:
<https://www.smelte.lt/en/safety-rules-to-follow/>

4. Individual persons who violate the requirements of the Rules shall be responsible under the procedures set forth by legislation of the Republic of Lithuania and the local legislation of the Company.

5. Individual persons shall be issued with permanent permissions to access to the Company’s territory only after they become familiar with the requirements of the Rules and sign them.

6. During their visits, individual persons shall comply with the Rules of Safe Behaviour of the Klaipėdos Smeltė joint stock stevedoring company, as approved by Order No. STA-160 on 4 October 2018. They are also published on the Company’s website:
<https://www.smelte.lt/en/safety-rules-to-follow/>

7. Traffic within the Company’s territory shall comply with all the requirements of traffic safety and not to pose any risk to employees of the Company, vehicles or pedestrians, including the safety of their property and the environment.

II. MAIN DEFINITIONS

8. **Traffic**—individual persons or vehicles involved in road traffic, including drivers, passengers and pedestrians.

9. **Danger zones**—areas of the Company’s territory where construction and stevedoring work is performed, handling machines are operating, railway trains are moving, and in areas where there is water. Visible safety signs, posters, warning or informative notes and fences are used near danger zones. They are illuminated at night. The removal of fences, warnings or informative notes and safety signs is not allowed until the elimination of the source of danger.

10. **Stevedoring zone** – an area of the territory where stevedoring work is performed using handling machines.

11. **Pedestrian**—an individual person in the Company’s territory who is on foot, as well as a person in a wheelchair, pulling a bike, moped, motorcycle or pulling/pushing a cargo carriage. A road worker shall not be considered to be a pedestrian.

12. **Pedestrian path**—a part of the territory or a path for pedestrians, marked by the relevant road signs “Pedestrian path” or a horizontal road marking.

13. **Vehicle**— any vehicle for transporting people, cargo or installed stationary equipment. This definition shall also include tractors, self-propelled vehicles and cars.

14. Terminal tractor—a Company-owned vehicle used for the frequent transportation of containers and cargoes with trailers and Ro-Ro trailers. A terminal tractor **is not** a handling machine.

15. Vehicle standing—a predetermined vehicle that stops for a longer period than that required to board passengers or load the vehicle.

16. Vehicle stopping—a predetermined vehicle that stops for a shorter period than that required to board passengers or load the vehicle.

17. Handling machines— front and empty container loaders, mobile port cranes, RTG and STS type cranes.

18. Minor violation—speeding up to 9 km/h over the speed allowed in the Rules.

19. Violation—non-compliance of the requirements of the Rules and speeding from 10 to 19 km/h over the speed allowed in the Rules.

20. Serious violation— speeding up to 20 km/h or more over the speed allowed in the Rules, disappearance from the place of an accident, or violation of two or more requirements of the Rules simultaneously.

III. REQUIREMENTS FOR PEDESTRIANS

21. Pedestrians shall walk on marked pedestrian paths. If there is no pedestrian path, they shall walk in one line at the edge of the driveway or road. It is prohibited to walk through a driveway or road in places with a transport or pedestrian barrier, as well as vehicle parking areas.

22. Pedestrian movement within the container terminal territory is only allowed perpendicular to the quay and along the quay to a required place, bypassing the stevedoring zones.

23. Pedestrians are **prohibited**:

- to be below any lifted, lowered, hanging or movable cargo, grapple or load hanging device (equipment);

- to be in the traffic (work) route of loaders, cars or other vehicles;

- to be in operating lifting machinery if they do not directly perform cargo lifting and transportation work, except direct managers;

- to be in the area of operating handling equipment, except the working and directly managing employees.

24. It is prohibited to walk between container stacks.

25. Walking and driving within the territory of “Birių krovinių terminalas”, UAB (hereinafter – BKT) under the attached scheme of BKT transport and passenger movement is allowed.

26. Walking on or across a railway is only allowed at designated areas by crossing the railway at a perpendicular angle. Walking on a railway in front of an approaching railway vehicle is not allowed, as well as in areas that are not often used or passed through, including areas under construction or being built.

27. It is prohibited to go or get below carriages, through their fittings or climb over them.

28. If you wish to get to the other side of rolling stock, you have to bypass it and keep no less than a distance of 5 m away from the rolling stock.

29. If you walk along the railway, your path shall be at distance of no less than 2.5 m away from the outer edge of the rail.

IV. REQUIREMENTS FOR VEHICLE DRIVERS

30. Vehicle traffic within the Company’s territory is performed on the right-hand side.

31. Vehicle traffic within the Company’s territory is controlled by traffic signs, including vertical and horizontal markings. It is necessary to reach a destination inside the territory by the shortest possible way and by giving way to **handling machines**.

32. Access to container terminal territory is allowed with vehicles that hand over and take containers, maintain moored vessels and perform machinery maintenance and repair work, as well as construction work. **It is prohibited** to access container terminal territory for another purpose.

33. Construction, repair, equipment, machinery maintenance or other vehicles shall only be allowed to enter the container terminal territory with the permission of a shift supervisor.

34. Vehicle traffic within the container terminal territory is allowed by going straight and turning right. Upon leaving the container terminal territory, turning left is allowed. **It is prohibited** to turnaround within the container terminal territory.

35. Company-owned vehicles and handling machines shall operate within the Company's territory with beacons turned on.

36. The **speed limit** of vehicles within the Company and BKT territories is **30 km/h**, except when traffic signs indicate another speed limit.

37. It is prohibited to drive vehicles and stop them in areas of stevedoring work, storage sites, quays or stop at a distance less than 2.5 m from an outer railway track.

38. The employees of vessel maintenance companies shall stop their vehicles and stand by the stern of a moored vessel.

39. Vehicles are only allowed to cross the railway at crossings. During the loading of a vessel, crossing the railway at any place within the loading area is allowed.

40. The driver of a vehicle shall:

- stop in front of a "Stop" line or traffic "Stop" sign. If there is no line or sign, the driver shall stop at distance of no less than 2.5 m from the outer railway track when giving way to an approaching railway vehicle;

- bypass any standing carriages by a distance of no less than 5 m.

41. People being transported by vehicles are required to be seated.

42. Getting in or out of a vehicle is allowed when the vehicle is completely stopped. Transporting people on the stairs, wings, balances or battery lids of vehicles is prohibited, as well as the frames and forks of loaders.

43. Persons without a driving license or other compulsory certificates are prohibited from driving vehicles, machines or loaders.

44. The speed of vehicles shall not exceed:

- 15 km/h –when approaching regulated railway crossings or intersections;

- 10 km/h – when driving through narrow passages, through the Company's radiation gates, towing other vehicles, or with damaged lighting;

- 5 km/h –when driving inside the premises through main passages;

- 3 km/h –when driving through lateral passages and ramps.

45. Vehicle drivers shall stop at any place when stopped by a security guard.

V. REQUIREMENTS IN CASE OF A TRAFFIC ACCIDENT

46. If a traffic accident occurs, every involved driver, vehicle or pedestrian shall:

- Stop immediately at a visible/safe place without causing any additional risk to traffic or interfering with the traffic of other vehicles;

- Turn on warning lights;

- Place a warning triangle facing the direction of worst visibility;

- Immediately inform the shift supervisor about the accident by phone at + 370 46 496 344 or + 370 61 589 618;

- Inform the shift supervisor through the closest person to them in the absence of communication means and after an assessment of the actual situation;

- Take all possible and necessary measures to ensure traffic safety at the accident location.

47. If a vehicle stops at railway crossing involuntary, the driver shall act as determined in Clause 46 of the Rules. If a railway vehicle approaches a vehicle stopped at railway crossing, the driver shall get out of vehicle and show a stop signal by turning their arm in circles, or wave a reflective vest or outerwear with reflecting elements or lights in circles at night time.

48. If the situation indicated in Clause 47 of the Rules occurs, or the involuntary stopping of a vehicle that interferes with other vehicles trying to pass, the shift supervisor shall immediately

organize the towing of the vehicle with a Company vehicle. This shall be done regardless of whether the driver tries to pull the vehicle himself or with a help of passing vehicles.

49. People or vehicles involved in a traffic accident **are not allowed** to leave the place of the accident.

VI. REQUIREMENTS FOR CYCLISTS

50. Cyclists are only allowed to ride within Company's territory:

- With a reflecting vest or clothing with reflecting elements;
- With a technically fit bike;
- Wearing a safety helmet or hardhat (at working time);
- In one row in the rightmost lane of a road or driveway, as close as possible to its right edge.

51. Cyclists shall give way to other vehicles.

52. Cyclists are not allowed:

- To ride without holding the handlebars with two hands;
- To take passengers;
- To carry, pull or push cargoes or ride while holding onto other vehicles;
- To be towed by other vehicles;
- To use a mobile phone (except hands free equipment) while riding;
- To park bicycles at other than designated locations;
- To use headphones on both ears while riding;
- To ride within the handling areas of the container terminal territory.

VI. LIABILITY

53. Employees of security services or Company management employees shall verbally warn individual persons who fail to comply with the requirements of the Rules for minor violations. An Act of Rules violation shall be concluded for violations other than minor, and the Act shall indicate the full name of violator, car model, license number and the name of company or department where the person works.

54. If an individual person seriously or repeatedly violates the requirements of the Rules (except Company employees), he/she shall be prohibited from entering the Company's territory.
