



मुंबई पत्तन प्राधिकरण
Mumbai Port Authority

यातायातप्रबंधककाकार्यालय,
पत्तनभवन, शूरजीवल्लभदासमार्ग
मुंबई - ४०० ००१.
Traffic Manager's Office,
Port House,
ShoorjiVallabhdas Marg,
Mumbai - 400 001.



No. TM/S/1/25

of 2023-24

02 JAN 2024

CIRCULAR

- The President, Maritime Association of Nationwide Shipping Agency - INDIA (MANSA)
The President, Brihanmumbai Customs House Brokers' Association
The Secretary, Bombay Chamber of Commerce & Industry
The President, All India Importers Exporters Association
The President, Association of Multimodal Transport Operators of India
The President, Indian Merchant Chambers
The Secretary, Bombay Chamber of Commerce & Industry
The Secretary, All India Association of Industries
The Secretary Maharashtra Rajya Bus, Tempo, Truck VahatukMahasangh
The President, Maharashtra Rajya Motor Owner's Association,
The President, Maharashtra Truck Owner's Association
The President, Crane Owner's Association

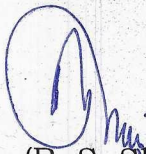
Sirs,

Sub: Reporting of Accident / Dangerous Occurrence during working by deployment of private man Power.

Dy. Director, IDS had informed to provide the Standard Operating Procedure (SOP) for Reporting of Accident / Dangerous Occurrence during working by deployment of private man power within Mumbai Port Authority's premises. Accordingly a Standard Operating Procedure for Reporting of Accident or Dangerous Occurrence in Mumbai Port Authority premises has been formulated with the approval of the Competent Authority

You are requested to instruct your members for strict compliance of the enclosed SOP.

DA: As above


(B. S. Shinde)
TRAFFIC MANAGER

MUMBAI PORT AUTHORITY
TRAFFIC DEPARTMENT

Sub. : Reporting of accident / DO during working by deployment of Private man Power.

As the majority of dock works, vessel operations are being carried under direct control of Port users agencies, therefore, in case of occurrence of any accident or dangerous occurrence, it is duty of the employer of that dock work or vessel operation to report any untoward incidents as per the following SOP:

SOP for Reporting of Accident or Dangerous Occurrence

As per the Sub-Regulation 4 (b) of the Regulation 7 of the Dock Workers' (Safety, Health and Welfare) Regulations, 1990, it shall be the duty of every employer of Dock Work to comply with the Regulation 91 of the said Regulations i. e. Reporting of Accidents.

Sr. No.	Stage of Work	Activity	Responsibility
1	Identification of Accident Occurrence or Dangerous Occurrence	<p><u>Accident</u> – Any incident resulted in loss of life or disables injured person from his work for rest of the day.</p> <p><u>Dangerous Occurrence</u> – Any incident of</p> <p>i) Collapse or breakage or failure of lifting appliance, rope, loose gear, sling.</p> <p>ii) Collapse or subsidence of any wall, floor, roof, platform or means of access</p> <p>iii) any explosion or fire.</p> <p>iv) Collapse, capsizing, toppling or collision of the transport equipment.</p> <p>v) Spillage or leakage of dangerous goods.</p> <p>vi) Breakage, buckling or damage of freight containers.</p>	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>
2	Rendering First Aid and transportation of injured to the nearest Hospital	Render first aid treatment to the injured person and immediately transport him by available means to hospital or dispensary.	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>

3	Intimation of accident or Dangerous Occurrence	<p>Within four hours of occurrence give intimation of accident or DO by telephone or special messenger to</p> <p>i) Officials of Inspectorate of Dock Safety, Ministry of Labour & Employment, Govt. of India.</p> <p>ii) Safety Officer, Safety Management Cell, Mumbai Port Authority.</p> <p>iii) On Duty Asstt. Traffic Manager</p> <p>In case of any incident resulted into loss of life, then.</p> <p>iv) Nearest Police Station.</p> <p>v) relatives of the victim.</p>	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>
4	Not disturbing site of accident or Dangerous Occurrence	<p>In case of failure of lifting appliance, loose gear or transport equipment or fatality of person, till then the visit of concerned officials, the site shall not be disturbed, as far as practicable.</p>	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>
5	Information Collection and preliminary identification of probable cause of accident or Dangerous Occurrence	<p>By the observation of the accident site and information collected from injured person or eye witness, if any, indicate work which was being carried out thereat and identify the probable cause for said incident.</p>	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>
6	Reporting of Accident or Dangerous Occurrence in Form No. XII (In accordance with Regulation 91 of the Dock Workers (Safety, Health and Welfare) Regulations, 1990)	<p>Fill up Form No. XII complete in all respect and submit within 72 hours of occurrence via email or by hand delivery to the office of</p> <p>i) Inspectorate of Dock Safety, Ministry of Labour & Employment, Govt. of India, OSC building, 3rd floor email – idsmumbai@dglasli.nic.in</p> <p>ii) Safety Officer, Safety Cell, Mumbai Port Authority, 4th floor, Ambedkar Bhavan, Indira Dock email – safety.cell@mumbaiport.gov.in</p>	<p><u>In case of Private Gangs,</u> Vessel Agent OR Representative of Vessel Agent OR Operation Manager OR Labour Contractor. Transporter OR Transport Supervisor Custom House Agent Custom House Broker</p>