



SAFETY, TRAFFIC  
AND PORT PASS REGULATIONS

## SAFETY, TRAFFIC, PORT PASS AND PORT PASS REGULATIONS

Québec Port Authority is giving you a Port Pass which allows you to enter its territory. Possessing and using this Pass is a privilege granted by QPA and its users. The holder of a Port Pass must understand the responsibilities coming with this privilege, responsibilities in link with QPA's regulations as well as federal regulations.

### Definitions

#### Port Pass:

Document issued by QPA that entitles the holder to have access to its territory. It is delivered to a person with the authorisation of QPA or a marine facility and also entitles the holder to have access to specific restricted areas in the port or marine facilities, according to the *Marine Transportation Security Regulation* and the marine facilities.

#### Restricted area:

An area with restricted access where a tight control of access must be done with Port Pass control, according to the *Marine Transportation Security Regulation*, and identified with appropriate signs. Although marine facilities must designate a number of restricted areas, the most important ones are along the dock or in certain cargo handling areas.

#### Restricted area 2:

Restricted areas for cruise ships for which a Port Pass holder must receive a *Transportation Security Clearance* from Transport Canada.

#### Secured area:

Port area surrounded by fences and where the entrance is done through a gate with a Port Pass or through a formal identification as an announced visitor by a marine facility.

### General:

#### A – Safety

QPA's territory is an industrial area with various risks for workers as well as general public. Basic safety rules must be understood and applied to assure general safety.

##### 1. Terminals safety:

Driving through operator's terminals is strictly forbidden, except with the operator's authorisation. Please contact the marine facility for the authorisation and instructions.

Personal protection equipment is **mandatory** on QPA's territory as well as on operator's terminals. The list of equipment is hard hat, safety boots, reflective vest, safety glasses, lifejacket within 3 meters of the dock's edge and any other equipment required by the terminal operator. Contact them for more information. Vehicle's circulation on terminals is strictly forbidden unless authorised by the terminal operator. Contact the operator who will guide you according with your needs and will provide you with the appropriate authorisations and safety instructions.

2. Parking:

Parking is forbidden on QPA's territory, excepted on identified areas and according to area's specific conditions. Violators will be notified with an offence notice; recidivists will be towed at their own expenses. If you think you need a parking spot as part of your functions, contact your employer.

Infractions, section A	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	4 <sup>th</sup> offence
Article 1	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 2	Offence notification	Towing at violator's expenses	Towing at violator's expenses	Access right withdrawn

**B - Circulation**

Quebec's *Code de la sécurité routière* and its regulations apply on QPA's territory. Law enforcement agencies duly designated for their application have the right to apply them on our territory.

Vehicles must respect activity areas on QPA's territory. It is forbidden to circulate along dock side, unless authorised by the marine facility or QPA. It is forbidden to circulate elsewhere than the sector of your destination.

To insure a better safety on the Port of Quebec's roads, Quebec Port Authority introduced the following measures to keep a tight control on traffic

- For every traffic offence made by any vehicle except those mentioned at section 2, such as excessive speed, traffic stops not properly executed or to disobey to a traffic flagman or to a representative of the Port Authority, the steps are:

Infractions, section B-1	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	4 <sup>th</sup> offence
	Offence notification  Employer and visited marine facility informed	Offence notification  Notification of possible consequences at next offence; Employer and visited marine facility informed	Port Pass seized without suspension of access  Meeting with Port's Security Officer and signature of a form to regain possession of the Port Pass	Access right suspended  Suspension may be temporary or permanent depending on the seriousness and/or the repetition of the offences, on PQA's decision

- For every traffic offence made by any vehicle transporting hydrocarbons, chemical products or any other dangerous goods, the steps are:

Infractions, section B-2	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence
	Offence notification  Notification of possible consequences at next offence; Employer and visited marine facility informed	Port Pass seized with suspension of access  Meeting with Port's Security Officer and signature of a form to regain possession of the Port Pass	Access right suspended permanently  Employer and visited marine facility informed

- Some behavior might immediately lead to a higher step, such as (without limitation) non-respect of railway crossing, dangerous driving, drunk driving, road rage or general aggressiveness, etc.
- Offences perpetrated by truck drivers could be denounced to the Société d'assurance automobile du Québec and the Commission des transports du Québec.
- According to laws and regulations applicable, Quebec Port Authority might refuse access to anyone who refuses to comply with its authority on its property; QPA can remove an access right anytime for any reason.
- As safety on QPA's territory is a priority, any denunciation of a particular situation by a terminal operator regarding a dangerous behavior or an intrusion in a non-authorized area will be treated by QPA and could lead to penalties.

## Port Pass terms of use

The Port Pass delivered by QPA is a privilege granted to port workers and people having business with QPA and marine facilities. As such, there are strict rules regarding its use that must be respected, otherwise the privilege can be taken back.

### C - Port Pass

The Port Pass is the document that allows its owner to enter QPA's territory exclusively for working purpose.

- No person shall provide access to or assist another person to enter a secured area. The Port Pass holder who is entering QPA's territory by a gate should make sure that every Port Pass holder in his vehicle passes his Pass in front of the card reader. If one or more person doesn't have a Port Pass, the vehicle must use the visitor line or identify the visitors by using the telephone at the gate.
- The holder of a Port Pass that has been lost or stolen shall immediately report its loss or theft to QPA or the operator of the marine facility.
- A person shall not provide false information for the purpose of obtaining a Port Pass, otherwise his request will be permanently denied.
- A person shall not use a Port Pass except while in the performance of their duties.
- The holder of a Port Pass shall return it to QPA or the marine facility when
  - the holder ceases to work at the marine facility;
  - the holder otherwise ceases to require the Port Pass.
- A person shall surrender on demand a Port Pass in their possession to the Port Authority or the marine facility.
- No person shall :

- a) loan or give a Port Pass that was issued to one person to another person;
- b) alter or otherwise modify a Port Pass;
- c) have or use a Port Pass that was issued to another person;
- d) use a counterfeit a Port Pass;
- e) make or reproduce a copy of a Port Pass.

Infractions, section D	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	4 <sup>th</sup> offence
Article 1	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 2	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 3	n/a	n/a	n/a	Permanent access right suspension
Article 4	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 5	n/a	n/a	n/a	Permanent access right suspension
Article 6	n/a	n/a	Temporary access right suspension	Permanent access right suspension
Article 7	n/a	Port Pass seized	Temporary access right suspension	Permanent access right suspension

Whenever a Port Pass is seized, the owner must inform his employer of the situation who must contact QPA to learn how to recover the Pass.

The owner of a Port Pass who forgets it will be treated as a visitor; he will have to call the marine facility that he has to go to so that he can be put on the expected visitor list and to submit to QPA's rules for visitors.

#### D – Port Pass used in a Restricted Area context

The Port Pass, used in a Restricted Area context, is a document issued according to the *Marine Transportation Security Regulation* from Transport Canada. Its use is dictated by legal conditions subject to penalties given by Transport Canada's inspectors. Here are an abstract of the regulation with their penalties:

**380.** (1) No person shall enter or remain in a restricted area unless they are  
 (a) the holder of a restricted area pass issued under section 384 for that restricted area; (600\$ à 2400\$);  
 (b) a person who does not ordinarily work at the marine facility or port and who is being escorted by a holder of a restricted area pass.

**381.** (1) A person who is being escorted in a restricted area shall remain with the escort while in the restricted area (600\$ à 2400\$).  
 (2) An escort shall remain with the person being escorted or ensure that another holder of a restricted area pass acts as the escort while the person is in the restricted area (250\$ à 1000\$).

**382.** No person shall provide access to or assist another person to enter a restricted area unless the person accessing the restricted area is authorized under section 380 (1250\$ à 5000\$).

## Safety, traffic and Port Pass regulations

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**383.** The holder of a restricted area pass shall, when they enter or remain in a restricted area, display the pass on their outer clothing and above their waist with, except in the case of a temporary restricted area pass, their photograph or other facial image visible at all times *(250\$ à 1000\$)*.

**385.** (1) A holder of a restricted area pass or key that has been lost or stolen shall immediately report its loss or theft to the port administration or the operator of the marine facility *(600\$ à 2400\$)*.

**387.** A person shall not provide false information for the purpose of obtaining a restricted area pass or a key *(1250\$ à 5000\$)*.

**388.** A person shall not use a restricted area pass or a key except while in the performance of their duties *(600\$ à 2400\$)*.

**389.** (1) The holder of a restricted area pass or a key shall return it to the marine facility operator or the person who issued it when  
(a) the holder ceases to work at a marine facility *(600\$ à 2400\$)*;  
(b) the holder otherwise ceases to require the restricted area pass or the key *(600\$ à 2400\$)*.

**390.** A person shall surrender on demand a restricted area pass or a key in their possession to the marine facility operator, the person who issued it, a peace officer or the Minister *(600\$ à 2400\$)*.

**391.** No person shall :

- a) loan or give a restricted area pass or a key that was issued to one person to another person *(600\$ à 5000\$)*;
- b) alter or otherwise modify a restricted area pass or a key *(600\$ à 5000\$)*;
- c) have or use a restricted area pass or a key that was issued to another person *(600\$ à 5000\$)*;
- d) use a counterfeit restricted area pass or key *(600\$ à 5000\$)*;
- e) make or reproduce a copy of a restricted area pass or key *(600\$ à 5000\$)*.

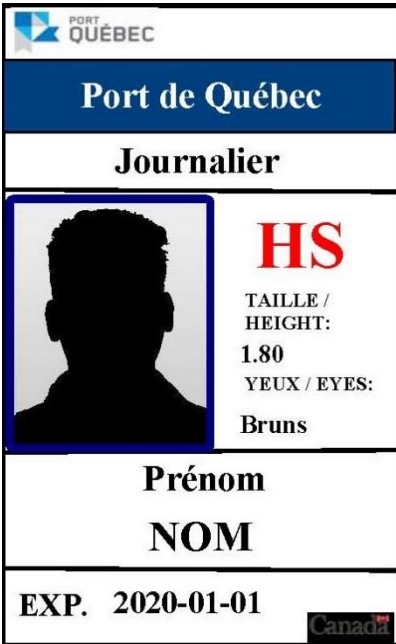
Besides the penalties enclosed in Transport Canada's regulations specific to section D, the following sanctions can be enforced by QPA:

Infractions, section D	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	4 <sup>th</sup> offence
Article 380	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 381	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 382	n/a	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 383	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 385	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 387	n/a	n/a	n/a	Permanent access right suspension
Article 388	Offence notification	Port Pass seized	Temporary access right suspension	Permanent access right suspension
Article 389	n/a	n/a	n/a	Permanent access right suspension
Article 390	n/a	n/a	Temporary access right suspension	Permanent access right suspension
Article 391	n/a	Port Pass seized	Temporary access right suspension	Permanent access right suspension

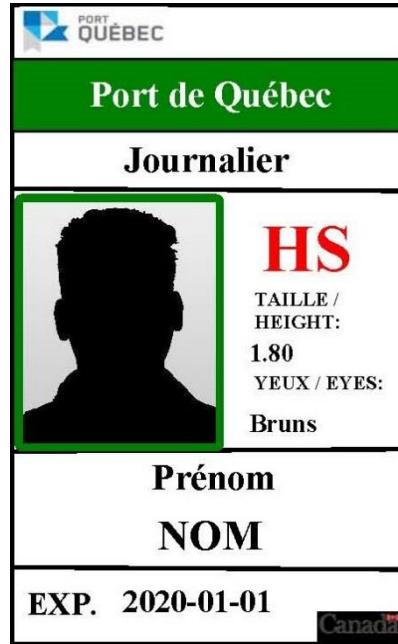
Whenever a Port Pass is seized, the owner must inform his employer of the situation who must contact QPA to learn how to recover the pass.

The owner of a Port Pass who forgets it will be treated as a visitor; he will have to call the marine facility that he has to go to so that he can be handed a temporary pass. For restricted areas 2, there is no temporary pass so the owner will have to be escorted at all times in the area.

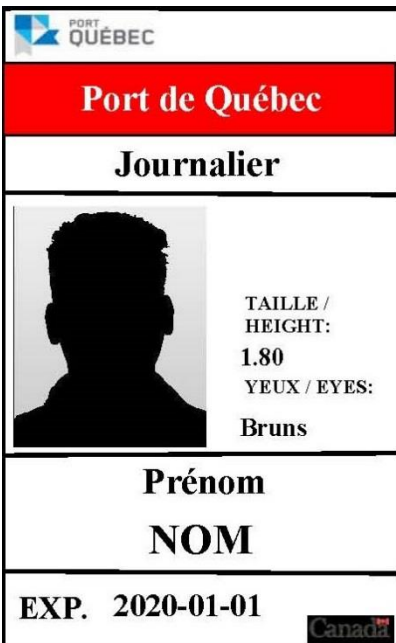
E – Major QPA’s Port Pass



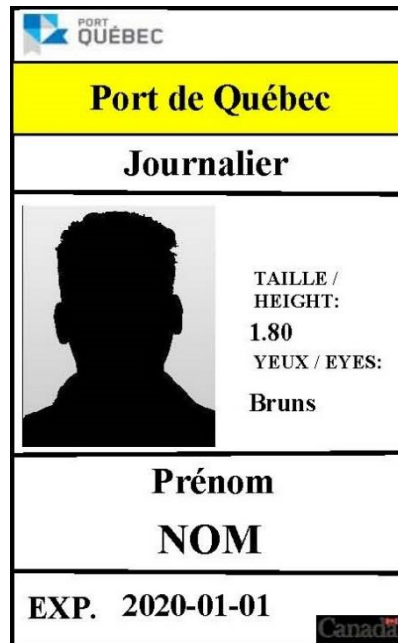
Access to Restricted Areas and Restricted Areas 2



Access to Restricted Areas and Restricted Areas 2 – Cruise Terminal



Access to Restricted Areas



Access to territory **except** to Restricted Areas