



GOOD ENVIRONMENTAL AND SAFETY PRACTICES MANUAL



GOOD PRACTICES AND SAFETY RULES

This manual presents a series of simple **guidelines and safety rules** for users, with the objective of raising sensitivity, awareness and providing information regarding the actions that can be carried out inside the port, so that the daily activity is carried out in a sustainable and environmentally respectful way and guarantees the safety of people.

GOOD PRACTICES

ENERGY

- ❑ Use **energy efficient** equipment.
- ❑ **Adjust the heating** and air conditioning thermostat.
- ❑ **Take advantage of natural light.**

WATER

- ❑ **Check** that faucets and hoses are properly closed.
- ❑ The use of **interrupted flow guns** for washing the boats is mandatory.
- ❑ Use **seawater for washing down boats** and only use fresh water when necessary.
- ❑ Do not use toilets as wastebaskets.

ATMOSPHERIC EMISSIONS

- ❑ Periodically **check engines, machinery and equipment** to ensure correct operation and prevent excess consumption and emissions derived from your activity.

WATER QUALITY

- ❑ Use the **bilge/ wastewater collection station** (located next to the gas station).
- ❑ **Any polluting discharge** (solid waste, oils, hydrocarbons, paints, bilge water) **is forbidden**

NOISE POLLUTION

- ❑ **Do not keep boat engines running** except during maneuvering time.
- ❑ Correct **halyard attachment**.
- ❑ **Limiting the volume** of audio equipment.

LIGHT POLLUTION

- ❑ It is **not allowed to emit light upwards or towards other users** or to cause glare.

WASTE

- ❑ Responsible and sustainable consumption by minimizing waste: **Reduce, Reuse and Recycle.**

SAFETY RULES

COORDINATION OF BUSINESS ACTIVITIES

Companies, self-employed persons and workers performing industrial work or activities in ACPET ports (Catalan Association of Marinas and Tourist Ports of catalonia), in compliance with Law 31/1995 in prevention of occupational risks and R.D. de 171/2004, must be **registered and validated in the ACPET's Business Activity Coordination Platform.** (<https://acpet.es/plataforma-cae/>)

BOATYARD

Only previously authorized personnel.
The **regulations** for access and use of the dry dock can be **consulted** at the **offices** and on our **website:** www.portginesta.com.

PORT FACILITIES

It is not allowed:

- ❑ Lighting fires, bonfires, barbecues or using pyrotechnics.
- ❑ Fishing, bathing, swimming and water sports in the inside of the harbour and at the entrance to the harbour.
- ❑ Exceeding the maximum permitted speed, inside the port and its accesses, of 30 km/h, or driving or parking vehicles outside the marked areas.
- ❑ Exceed 3 knots within the port area or less if at this speed, the vessel raises a wave perceptible to other vessels.

PETROL STATION

- ❑ Fuel supply is **only permitted through the port supply station**, where fire and anti-pollution systems are in place.
- ❑ Both the **fuel filler nozzle** and the **MARPOL aspirator** shall be **installed** in such a way that **any accidental overflow** can be collected without the danger of being discharged **into the sea**.
- ❑ **Collect any small** spills with the absorbent material located at the petrol station.
- ❑ The **engines will remain disconnected** during supply operation.
- ❑ **Smoking and talking on cell phones** are strictly **forbidden** both during the fueling operation and while docked at the fuel dock.

WASTE MANAGEMENT

The waste must be deposited segregated in the different containers of the port to be able to recover it as much as possible.

SELECTIVE:

Docks and pontoons of the port ●

Commercial and industrial ▲



BULKY WASTE: (Check rates)

Central waste disposal



Paper and cardboard



Plastic



Wood



Pruning






WASTEWATER AND HYDROCARBON WATER:

Absorption station

It is a legal obligation the correct management of bilge and waste water to prevent marine pollution. It is necessary for the shipowner to document the correct management of these wastes with the corresponding MARPOL waste document.

SPECIAL WASTE:

Punt net Boatyard ● / Punt net industrial area ●

	Absorbents, rags, and protective clothing contaminated by hazardous substances ● ●		Used Engine Oil ● ●		Aerosol ●
	Hydrocarbon waters ●		Zinc Anodes ●		Battery ●
	Scrap Metal ●		Electronic Scrap ●		Contaminated metal containers ●
	Contaminated plastic containers ●		Oil and air filters ● ●		Fluorescent lights ●
	Sludge ●		Fuel mixtures ● ●		Batteries ●



PARTICIPATION

Protecting the environment and ensuring safety is everyone's responsibility; every little effort adds up and together we can make a significant change.

The participation and involvement of the Port's users in the protection of the environment and in guaranteeing health and safety is fundamental to the effectiveness of the actions and improvements carried out in the port, within the context of our integrated management system for the Environment, Quality and Occupational Health and Safety (ISO 14001, EMAS, ISO 9001 and ISO 45001). This system is a tool for developing our activity in a sustainable, efficient and safe way and for self-evaluation that allows us to develop a process of continuous improvement in the port's daily activity, promoting safe, responsible and environmentally friendly practices.

COLABORATION

We encourage port users to actively collaborate in sustainable development.

We look forward to receiving your suggestions.

You can consult our website, www.portginesta.com, the Environmental Policy and Declaration validated by a certifying entity, where the details of our environmental data are indicated.

INFORMATION

For further information please contact with Port Ginesta: Tf. 936643661 - 677527008

Final Passeig Marítim de Castelldefels s/n -08860-Les Botigues de Sitges

E-mail: info@portginesta.com

EMERGENCIES

Emergency phone number

112

Port Ginesta 24 h

Alarm receiving Center (Port access control gate)

Tf. 00 34 936362858

Sailor on guard (via VHF radio from boats)

CANAL 9 VHF

It will be explained synthetically: Type of alarm or emergency and where it is happening