Leading the way in safety

Terminal Safety Guide
12 Basic Life-Saving Rules

- Position yourself in a safe zone in relation to moving and energized equipment (e.g., generators currently in operation).
- Look out for moving RTG. Keep clear of their path.
- Keep clear of suspended loads.
- Protect yourself against falls when working at night.
- Avoid dropping objects.
- Wear appropriate PPE.
- Do not litter.
- Do not work under or near overhead electric power lines.
- No hitch riders.
- While driving, do not use your phone and do not exceed speed limits.
- No alcohol or drugs while working or driving.
- Do not smoke outside designated areas.

ICTSI-MICT Safety and Health Policy Statement

International Container Terminal Services, Inc. (ICTSI) is committed to provide a safe and healthful place of work in accordance with industry standards and in compliance with government requirements.

To meet this commitment, we will abide by the following principles:

- Place the highest priority on the health and safety of all employees and port users.
- Provide health and safety training to employees to empower our incident prevention program.
- Encourage employees to perform their jobs properly in accordance with established procedures and work practices.
- Ensure that the Company’s operations and other activities comply with applicable Government regulations.
- Provide full cooperation to clients, statutory authorities and local communities.
- Communicate and consult with employees to be able to continually improve work procedures and maintain safe practices in the performance of their jobs.
- Monitor performance and conduct regular audits to ensure health and safety management system is up-to-date and continually improved.

Through these principles, we believe that:

- Accidental loss can be controlled through good management combined with active employee involvement.
- Safety is the direct responsibility of all managers, supervisors, employees, contractors and port users.
- All employees will be aware of their statutory duty to take reasonable care of the health and safety of themselves and others who may be affected by their actions.
- Health and safety for the company, in general, will be steered towards a higher direction.
- We trust that all of you will join us in our corporate and individual commitments to make health and safety a way of life.

Mohamed Ghandar
MICT General Manager

Christian R. Gonzalez
ICTSI Vice President and Head of Asia-Pacific Region
The Emergency Response Team (ERT) is a dedicated group of ICTSI employees from different departments, trained in hazardous materials management, high angle rescue, first aid with basic life support and other advanced firefighting procedures. The Team currently has sixty (60) members, with modern firefighting as well as lifesaving equipment. The Team provides emergency responses 24/7.

**Safety ERT Hotline**

**Fire**
San Lazaro Headquarters 711-6924
San Nicolas Station 243-2871
Police Delpan Station 245-5002
Police District Special Operation Unit 524-5885
Explosive Ordnance Disposal 524-5885
Special Weapons and Tactics 528-7683
Tactical operations Center 523-3378

**Hospitals**
Manila Doctors Hospital 524-3011
Mary Johnston Hospital 245-4021
Gat Andres Bonifacio Memorial Medical Center 245-4366 / 241-2606
Manila Doctors Hospital 524-3011
Medical Center Manila 523-8131
Philippine General Hospital 554-8400

**Police**
PS-2PCP Delpan (+63 2) 245 4101 loc. 2226
PS-2PS-2 Moriones Police Station (+63 2) 245-5002
PS-2PCP Intramuros (+63 2) 536-6712
Luneta Park Police Station (+63 2) 386-4090
Luna Park Police Detachment (+63 2) 252-5904
Manila Police District Station S (+63 2) 252-5904
Ermita Police Station (+63 2) 523-8021

**ERT Team**

The MICT is one of the three terminals in the Port of Manila, the core of the Philippine port system. The MICT is located between the North and the South Harbors, protruding westward into the Manila Bay at the mouth of the Pasig River, the city's major waterway.

**MICT Location**

The Emergency Information Map

The MICT is one of the three terminals in the Port of Manila, the core of the Philippine port system. The MICT is located between the North and the South Harbors, protruding westward into the Manila Bay at the mouth of the Pasig River, the city's major waterway.
Safety Guidelines For Visitors

Entry
1. Visitors are prohibited from entering the terminal without the permission of the MICT Management. Only those on Port business will be admitted.
2. Visitors are not allowed to tour the terminal without a Safety and/or Security escort, except with the approval of the CRM Director or his appointed and authorized deputy.
3. Only adults (18 years old and above) will be allowed to enter MICT premises.
4. For basic safety and personal comfort considerations, persons with disabilities are generally discouraged from entering the MICT premises.
5. Persons under the influence of drugs and/or alcohol shall be denied entry into the MICT premises.
6. Pets are not allowed.

Vehicles
7. Vehicles must be parked only in the designated areas or other areas as instructed by the MICT Representative.
8. No car of any kind will be allowed in the areas of the container yard (CY) and the dockside.
9. The use of cell phones or entertainment devices while driving is not allowed.

Activities
1. Visitors must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas.
2. Loitering inside the terminal is strictly prohibited.
3. Visitors can only view operational activities in the designated viewing area.
4. In all operational areas, both visitors and terminal personnel must wear Personal Protective Equipment (hard hat, safety shoes, high visibility vest) at all times.
5. Pedestrians are strictly prohibited in the container yard and other operational areas. Use the shuttle service to reach your destination or workplace.
6. Smoking is strictly prohibited inside the port zone except for “Smoking Permitted” areas marked with prominent signs.
7. Entrance and/or consumption of alcoholic beverage is prohibited inside the port premises.
8. Horse play (e.g., instigating a fight, playful behaviors, fighting, etc.) is strictly prohibited inside the port zone.
9. Littering and/or spitting are not allowed.
10. Fishing or swimming in the port waters is not allowed.

Vessels/Ships
1. No person will be granted access to a vessel without the prior approval of the Master or Agent.
2. Use only the vessel gangway for safe ingress and egress of the vessel.
3. Do not throw anything overboard, and take precautions that nothing can fall overboard. Use the proper waste receptacles for disposal.

For queries, please call ICTSI Safety Office
247-8075
Locals 2173 and 2177
Entry
1. Contractors are required to attend a safety briefing prior to commencement of work.
2. Contractors must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas.
3. Contractors must remain in designated areas at all times and use approved travel routes into and out of site.
4. For basic safety and personal comfort considerations, persons with disabilities are generally discouraged from entering the MICT premises.
5. Persons under the influence of drugs and/or alcohol shall be denied entry into the MICT premises.
6. Entrance and/or consumption of alcoholic beverage is prohibited inside port premises.
7. Photography and/or video recording within the port area are prohibited unless with prior written permission from the MICT Management, along with full inventory of permitted photographic/video recording equipment to be used/brought in.

Vehicles
1. Contractors, Chandlers and other Service Providers are required to have their own working vehicles, marked with company name and equipped with blinker. Vehicles without blinkers and labeled company name will not be allowed to enter and transact business inside the Terminal.
2. Entrance of vehicles (light and heavy) with mechanical or electrical problems and/or in bad condition is not permitted.
3. Parking of vehicles must be in the designated areas or other areas as instructed by the MICT Representative.
4. Parking on or near quay crane (QC) rail tracks, equipment travel routes and other areas of operation is strictly prohibited.
5. No car of any kind will be allowed in the areas of the container yard (CY) and the dockside.
6. Always keep headlights on at night. Do not rely solely on Terminal lighting.
7. Hitch riders on trucks or any equipment is prohibited.
8. The use of cell phones or entertainment devices while driving is not allowed.

Work Commencement & Personnel Safety
1. In all operational areas, contractors must wear Personal Protective Equipment or PPE (i.e. hard hat, safety shoes, high visibility vest) at all times. Wearing of sandals, slippers, short pants, sando is strictly prohibited.
2. Contractors are required to put sufficient barricades around their worksite.
3. No hot work shall be carried out on board the vessels and on land without prior approval of the Management.
4. Contractors are required to secure a work permit prior to start of high risk activity.
5. Pedestrians are strictly prohibited in the container yard and other operational areas. Use the shuttle service to reach your destination or workplace.
6. Sleeping inside the port is prohibited, especially underneath any vehicle or equipment.
7. Horse play (e.g., instigating a fight, playful behaviors, fighting, etc.) is strictly prohibited inside the port zone.
8. Fishing or swimming in the port waters is not allowed.

Environmental & Fire Safety
1. Contractors must at all times ensure that suitable precautions are taken to control environmental pollution.
2. Keep all working areas clean and tidy. Littering and/or spitting are not allowed.
3. Use the toilet provided in the workplace.
4. Smoking is strictly prohibited inside the port zone except for Smoking permitted areas marked with prominent signs.
5. Cooking is strictly prohibited anywhere inside the port zone.
6. Except with the written approval of the MICT Management, no open fires shall be carried out inside the port zone.
7. Except with the approval of the MICT Management, no storage of highly combustible/flammable materials in the operational areas is allowed.
8. Except for fire-fighting activities, no person shall use firewater for any other purposes.
9. Accidents of any nature, pilferage and other safety matters must be reported to the ICTSI Safety Office @ 247-80-75.

Appropriate sanctions will be imposed for violation of any of the rules and regulations stated herein.

For queries, please call ICTSI Safety Office
247-8075
Locals 2173 and 2177
Safety Guidelines For

Truck Drivers

Entry/Vehicles

1. Truck drivers are required to attend a safety orientation prior to transacting business in the terminal.
2. Truck drivers must adhere to all PROHIBITED, MANDATORY and WARNING signs posted in different areas.
3. Trucks and trailers must be in good and road worthy condition at all times. Trucks and trailers with mechanical and/or electrical problems shall be denied entry at MICT.
4. Repair and maintenance activities on trucks/chassis are strictly prohibited within the vicinity of MICT.
5. Truck helpers are not allowed inside the terminal.
6. Persons under the influence of alcohol and/or prohibited drugs shall be denied entry into the MICT premises.

Personnel & Road Safety

1. Official traffic flow inside the yard shall be followed.
2. The 20 KPH inside the container yard and 40 KPH along the Access Roads speed limits shall strictly be observed.
3. Seatbelts must be fastened while driving.
4. Always keep headlights on at night. Do not rely solely on Terminal lighting.
5. Chassis twist locks must remain locked while driving on Terminal.
6. Keep a safe distance from other equipment in the Container Storage Areas.
7. Use caution when crossing the RTG runways.

8. Extra caution shall be observed around any suspended load. Driving or walking under the suspended load is strictly prohibited.
9. The use of cell phones or entertainment devices while driving is not allowed.
10. Practice driving is strictly prohibited inside the Terminal.
11. Drivers should remain in their trucks unless absolutely required to be on foot.
12. Drivers must wear a safety vest, safety footwear and hard hat when not in their cabs. Wearing of sandals, slippers, short pants, sando is strictly prohibited.
13. Pedestrians are strictly prohibited in the container yard and other operational areas.
14. Hitch riders on trucks or in any equipment is prohibited.
15. Parking on or near quay crane (QC) rail tracks, equipment travel routes and other areas of operation is strictly prohibited.
16. Abandonment of truck/trailer in “NO PARKING AREAS” is strictly prohibited.
17. Sleeping or sitting underneath any vehicle/equipment is not allowed.
18. Horse play (e.g., instigating a fight, playful behaviors, fighting, etc.) is strictly prohibited inside the port zone.

Environmental & Fire Safety

1. Smoking is strictly prohibited inside the port zone except for “Smoking Permitted” areas marked with prominent signs.
2. Entrance and/or consumption of alcoholic beverage is prohibited inside port premises.
3. No littering and/or spitting. Keep MICT clean.
4. Use available toilets in the workplace.
5. In the event of severe weather, stay away from container stacks and proceed to truck evacuation areas marked with prominent signs.
6. Accidents of any nature, pilferage and other safety matters must be reported to the MICT Safety Office @ 247-80-75.

Appropriate sanctions will be imposed for violation of any of the rules and regulations stated herein.

For queries, please call ICTSI Safety Office

247-8075
Locals 2173 and 2177
• Management ensures full and ongoing compliance with General Labor Standards and Occupational Safety and Health Standards.
• Employee welfare is promoted through continuous training and effective implementation/enforcement of OSH programs that will enhance port productivity and economic development efforts.
• Annual certifications for fire safety are secured from the local fire department for all MICT buildings and facilities.
• A team of thirteen (13) Safety Officers monitors and implements occupational health and safety in day-to-day terminal operations.
• Daily Safety Orientation (M-F 1300H-1600H) is conducted for all incoming new truck drivers.
• A 24-hour clinic and medical team equipped with an ambulance are always ready to respond to emergencies inside the terminal.

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**Emergency Contact Numbers**

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<tr>
<th>ICTSI-MICT</th>
<th>Safety ERT Hotline</th>
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<td>Safety</td>
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<td>Medical Clinic</td>
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<td>District Special Operation Unit</td>
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<td>Philippine Coast Guard</td>
<td>PCG Parola</td>
<td>245-9165</td>
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<td>Philippine Red Cross</td>
<td>PRC Manila Chapter</td>
<td>527-3594</td>
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<td>Civil Defense</td>
<td>National Disaster Risk Reduction and Management Council</td>
<td>421-1988</td>
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<td>Pilot (ICTSI)</td>
<td>Harbor - Radio Operator</td>
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