

## MICT POLICIES AND PROCEDURES: PERSONAL PROTECTIVE EQUIPMENT

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Approved by:

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### I. BACKGROUND

Reducing hazards and keeping our workplace safe requires providing employees and contractor personnel training, guidelines / procedures, work instructions and supervision to encourage them to be healthy and work safely and responsibly. However, even where engineering controls (i.e. incorporation of safety in the design of a plant facility or equipment) and safe systems of work (i.e. procedures and supervision) have been applied, some hazards might remain. These include injuries to the:

- head and feet (e.g. from debris, falling materials / objects, impact with other objects, rain, and electric shock);
- the eyes (e.g. from flying particles / particulates, water or chemicals);
- lungs (e.g. from breathing in contaminated air);
- the hands (e.g. from contact with sharps);
- the skin (e.g. from contact with chemicals / corrosive materials);
- the body (e.g. from extreme temperatures, wet weather)

**Personal Protective Equipment (PPE)** is therefore needed in these cases to further reduce the risk of injury / harm. **PPE** refers to all equipment which is intended to be worn or held by a person and which protects him against one or more risks to his health and safety.

### II. POLICY STATEMENT (PURPOSE & SCOPE)

The purpose of this policy is to establish the minimum requirements for the safety and health of all port users regarding the use of PPE.

This policy applies to all port users. Port users include the following:

- ICTSI employees
- ICTSI contractors, supplier or vendors
- Stevedores including sub-contracted individuals

- Consolidators / Freight Forwarders or Brokers
- Truckers / Drivers of Trucking Companies doing business with ICTSI
- Vessel crew / Shipping Manning Agency personnel / Shipping Line representatives / agents
- Service providers for shipping lines (Ship Chandlers / Suppliers / Surveyors and others)
- Staff and/or employees of ICTSI customers, including companies renting spaces inside MICT premises
- Officers and personnel of government agencies (BOC/PPA/PCG/DOH/DOTr/BPI/BFP/PNP)
- Other regular port visitors

Employee's non-compliance to the minimum requirements shall be subject to disciplinary action in accordance with the **Disciplinary Code for HSE Violations**, which ranges from written reprimand or stern warning for first time offense to suspension without pay or dismissal from employment for recurring similar offenses.

The company also reserves the right to disallow / decline entry of any port user found or observed to be violating the requirements of this policy.

### III. MINIMUM REQUIREMENTS

The following standards are minimum requirements that must be implemented by line managers and supervisors (line management). Additional regulatory requirements must also be complied with at all times. Any deviation from these requirements shall be evaluated through a comprehensive documented risk assessment and the final decision must be formally authorized by the Health, Safety and Environment (HSE) Department and the relevant Department Head.

1. Where reasonably practicable, all risks must be controlled at source by an engineering control / engineered solution rather than relying on PPE. It should always be regarded as a 'last resort' to protect workers against risks to safety and health.
2. Line management (i.e. managers / supervisors) in coordination with HSE must carry out risk assessments and define the PPE requirements for all tasks / work activities under their control. All PPE shall be of the approved design and construction appropriate for the exposure and the work to be performed.
3. PPE must be effective, fit-for-purpose, and at the minimum comply with legal requirements (Department of Labor and Employment – Occupational Health & Safety Standards). PPE includes, but is not limited to, safety helmets / hard hats, safety shoes, high visibility clothing, waterproof clothing, life jackets, gloves, hearing protection, eye protection, dust masks, respirators, safety harnesses and seatbelts in vehicles and mobile equipment.
4. Employees, contractors and other port users must wear appropriate PPE when inside MICT premises. **As a minimum standard, hard hats, safety shoes, and high visibility clothing (referred to as the mandatory PPE) must be worn at all times in all operational areas or 'zones of operations'.** Additional PPE may be required based on the risk assessment for the task. The 'zones of operations' include, but are not limited to:
  - Gates
  - Container Yard
  - Yard roads / truck lanes
  - Quay Side / Back Reach
  - Engineering workshop areas (e.g. MES, CMS, FMS)
  - Anchorage workshop area
  - Power Plant and Sub-stations

- Warehouses (e.g. CFS)
- Designated examination areas
- On board vessel
- Fuel Station (i.e. FOL)
- Contractors' Temporary Facility Areas (i.e. 'Temfacil')

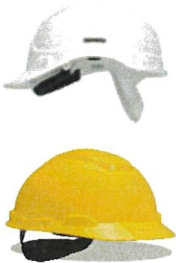




The only exception is exclusion zones (areas outside of these 'zones of operations' or those determined by line management as areas with low risk exposure to injury or harm) such as canteens, offices, covered and fully barricaded pedestrian walkways or those inside authorized vehicles even when inside 'zones of operations'.

Refer to Minimum Requirement # 16 for further details of each item of PPE.

5. Seat belts must be worn at all times by employees, contractors and other port users who travel in/operate company owned / leased motor vehicles or mobile equipment or when using motor vehicles inside MICT company premises.
6. Line management shall ensure that all port users are instructed in the correct use, and when required, the maintenance of PPE.
7. The correct use of PPE must be enforced by line management at all times. Other personnel should also be encouraged to raise concerns if violation / non-compliance is observed.
8. Line management must keep adequate records of appropriate PPE that is issued e.g. where items have an expiry date, items of longer-term use, etc.
9. PPE must be inspected on a regular basis. HSE in coordination with Line management shall put in place a system to help ensure that any PPE defect can be reported and replacements are issued promptly. Line management must ensure that PPE is always available for employees to use and that other port users are not using defective PPE.
10. PPE must be kept in good condition and it is important that suitable arrangements are in place for maintenance/cleaning and storage.
11. Other PPE, such as hearing protection, respiratory protection, safety harnesses/fall arrest and life jackets, may be required depending upon work tasks being undertaken. Such requirements must be identified during a risk assessment and must be shared to relevant employees and/or contractor personnel.
12. Vessel crew are required to wear the mandatory PPE upon disembarking vessel and while inside the terminal premises ('zones of operations').
13. Regular port users such as contractors, suppliers / vendors, outside truck drivers, vessel crew and their visitors, and officers / personnel of government agencies regularly assigned to MICT are required to have their own set of mandatory PPE.
14. Due to practicalities, the requirement for mandatory PPE do not extend in their entirety to customers or non-regular visitors of the port (e.g. law enforcement, VIPs, or visitors for educational and academic purposes) who, as a minimum, are only required to wear high visibility clothing and closed shoes / footwear. In emergency cases or under any other special circumstances (as authorized by Senior Management), PPE shall be provided to them.

15. To promote propriety and decorum, visitors, customers and all other port users are strongly encouraged to wear appropriate clothing. Those who are wearing sleeveless shirts, short pants / skirts, slippers or sandals may be refused entry to company premises.

16. Minimum PPE Requirements for Employees & Contractors in operational areas / 'zones of operations':

	<p><b>Hard Hats / Safety Helmets:</b> Industrial hard hat / safety helmet in accordance with regulatory / international standards (e.g. ANSI/ISEA). Bump caps are not permitted. These must be worn correctly and stored away from direct sunlight. Avoid paints/solvents and if adhesive stickers are used then ensure the materials don't affect the integrity of the hard hat / helmet or conceal damage or defects. Hard hats / helmets must be immediately replaced if damaged, or as required by manufacturers' instructions and local regulatory requirements.</p>
	<p><b>High Visibility Clothing:</b> Normally "fluorescent yellow" or "fluorescent orange" that covers the upper body and incorporates strips / bands of retro reflective material in accordance with regulatory / international standards. In addition, the clothing material must be sufficiently flame retardant for workers who could be exposed to a flammability risk e.g. welders, personnel using gas cutting torches, electricians who may experience the potential for arcing etc. Should trousers be part of the work clothes, the high visibility of the same standard should also be considered.</p>
	<p><b>Safety Shoes / Laced up Ankle Safety Boots:</b> Safety shoes / laced up boots that provide ankle support shall be worn and incorporate safety toecaps and, where required, anti-puncture midsoles e.g. steel or Kevlar. Specific boots may be needed to provide additional protection against electric shock (dielectric / EH-rated boots). Waterproof safety boots are also permitted for work in waterlogged areas.</p>
	<p><b>Gloves:</b> Depending on the risks associated with task, shall be worn at all times in operational areas: i.e. reefer areas (e.g. during power plugging / unplugging), on board vessels (e.g. during lashing activity), quays (e.g. during mooring), workshops (e.g. during hot works / welding), etc.. Some of the exceptions allowed are when driving vehicles, while walking on a ground level designated pedestrian routes and when performing non-hazardous work that relies on touch sensitivity where gloves impair ability e.g. writing or using a touch sensitive keypad. Gloves should also not be used if a risk assessment identifies that an additional hazard may be introduced such as entanglement while working with a lathe machine. Note that the correct type of hand protection should be selected for the specific work activity e.g. PVC gloves for work with chemicals, cut resistant gloves (Kevlar) for use with sharps / blades and rigger gloves for general manual work.</p>
	<p><b>Eye Protection:</b> Shall be worn at all times in operational areas where there is a risk of flying particles (e.g. dust), chemical splashes (e.g. cleaning agents, fuel) and high energy impact (e.g. welding). The eye protection worn must be suitable for the work activity being undertaken e.g. safety glasses for general use and protection or face shields for welding. Where required, prescription safety glasses should be provided.</p>