



HSE INDUCTION FOR CONTRACTORS

Document Code:

PU-HSE-010

Revision No: 0

Date Effective:

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TITLE	Contractor HSE (Health, Safety and Environment) Induction
OBJECTIVES	<p>This document aims to:</p> <ul style="list-style-type: none">• Provide a standard process for the HSE induction of contractor personnel.• Ensure that all contractors with planned work activities within the terminal premises are made aware of MICT's HSE policies and requirements.• Inform all contractors of identified hazards that they may encounter inside the terminal. <p>Note:</p> <ul style="list-style-type: none">- Completion of contractor HSE induction should not be misconstrued as an authorization to commence work activities inside the terminal. Any project or activity without the necessary permits (whether from MICT, PPA, or any applicable regulatory agency) is not allowed to start, despite all the workers completing induction.- Any other legal requirement prescribed by any government agency such as DOLE, PPA, etc. shall be complied with first. Contractor workers will not be scheduled for induction if their company is not compliant to the legal requirements or if their permits/authorizations/licenses are already expired.
SCOPE & LIMITATION	<p>This process is applicable to all project and service contractors, including subcontractors (those performing tasks on behalf of/for an accredited contractor).</p> <p>For any questions or clarifications, consult with HSE Department.</p>

Procedure Details and Requirements:

1. All Project/Contract Owners (i.e., MICT employee managing the project or contract) should ensure that the contractors with awarded projects are compliant to this process.
2. The contractor must send an e-mail to the Project/Contract Owner for an induction endorsement. The following requirements should be included in the contractor's email:
 - Necessary work permits for the project (e.g., PPA work permit and/or Hot Works Permit, etc.)
 - List of workers for the project and their designation.
 - All other applicable requirements at the time the induction request was made (e.g., additional health related requirements).
3. Project/Contract Owner shall endorse contractor and its personnel to the HSE Department for an induction. HSE Department will not arrange an induction schedule without the endorsement of the Project/Contract Owner.
4. HSE Department, upon receipt of the endorsed request, shall then arrange a schedule for induction. The induction shall be valid for a period of one year. The HSE Department shall be responsible in advising the Project/Contract Owner if the worker(s) being endorsed still have a valid induction or not.
 - For contractors performing work activities with a duration of more than one day, those with activities which will be performed multiple times in a year (e.g., monthly, or quarterly maintenance work), or those who will be performing **high-risk work** activities, their personnel will be required to attend the face-to-face induction. **High-risk work** refers to any task or job where there is a high level of exposure to health and safety hazards and the probability of a major accident resulting to major illness, serious disability, or death is likely to occur if control measures are inadequate or not in place. High risk work is typically



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related to the following activities: working inside confined spaces, working-at-heights, electrical works, hot works, excavation and/or lifting heavy loads. The HSE Department will plot the schedule for the contractor and advise the Project/Contract Owner and the contractor on the date, time, and venue of the induction.

- For those performing activities with work duration of less than a day, they will only be required to undergo an online induction. The HSE Department will provide the link for the online induction and confirm with the Project/Contract Owner and the contractor if the online induction has been successfully completed in the system.
- The HSE induction shall, among others, cover/include the following:
 - ✓ Terminal health and safety protocols (e.g., minimum PPE and terminal access requirements including emergency response guidelines) for contractors and visitors.
 - ✓ Driving and vehicle related safety protocols.
 - ✓ Hazards that they may encounter inside the terminal including its mitigating controls.
 - ✓ Any other guidelines, procedures and/or HSE policies that may be applicable at the time of induction.
- 5. All attendees shall be required to undergo an assessment (written exam) after the induction. The assessment will help ensure that the attendees understood the topics discussed. The Project/Contract Owner and the contractor will be advised by the HSE department should any of the contractor's workers fail the assessment. Workers who fail the assessment will have to re-take it on another schedule; should the worker fail the re-take, he/she will be scheduled for another induction.
- 6. The HSE department will send the list of those who have successfully completed the induction (workers who passed the assessment) to the Reception Area, Security, and Project/Contract Owner.
- 7. The Project/Contract Owner will then advise the Reception Area and Security Team on the date of entry of the contractor workers who have successfully completed the induction.
- 8. HSE Department will be issuing permanent IDs (made of hard plastic) to contractor personnel who are involved in projects with work duration of 15 days or more provided that they have fully complied with all regulatory and terminal requirements, including a successful completion of the induction.
 - The 1-year validity of the ID will be based on the worker's recorded date of successful completion of the induction.
 - For those involved in projects with work duration of less than 15 days, no IDs will be issued to them, and they will just have to secure a Temporary Pass from the MICT Reception / Reception Area.
- 9. As per contract terms, Contractor is obliged to formally inform the Project/Contract Owner should any of their employee/personnel deployed to the terminal for a project is replaced or terminated, with issued Contractor ID immediately surrendered to the Project/Contract Owner. The Project/Contract Owner shall then advise the Reception Area, Security, and HSE Teams that the terminated/replaced contractor employee will no longer be granted access to the terminal.
- 10. All issued Contractor IDs must be surrendered to the Project/Contract Owner once the project is completed. The Project owner will send an email to HSE to confirm/advise that all IDs were surrendered. In case not all Contractor IDs are surrendered, the Project / Contract Owner will issue a Notice of Breach to the contractor. The Project / Contract Owner shall also advise the Reception Area, Security, and HSE Teams of the names of the contractor personnel who failed to surrender their Contractor IDs as they will be banned from entering the terminal premises until cleared by the relevant departments (Project/Contract Owner, HSE & Security).



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11. In case of lost IDs, the worker / contractor needs to inform and coordinate with the Project/Contract Owner within 24 hours. An Affidavit of Loss must be submitted, and a replacement fee of One Thousand Pesos (Php 1,000) must be settled to have the ID replaced. Project/Contract Owner will decide if contractor worker with lost ID will be allowed to enter the terminal premises or not.

Activity	Persons Responsible/ Activity Details/ Interface/ References/ Control Points
<p>Request for HSE Induction</p>	<p>1. The contractor must send an e-mail request to the Project/Contract Owner for an induction endorsement. The email request should include the following:</p> <ul style="list-style-type: none"> • Necessary work permits for the project (e.g., PPA work permits and/or Hot Work permit, etc.) • List of workers to be inducted and their designation • All other applicable requirements at the time the request was made. <p>Persons involved/responsible:</p> <ul style="list-style-type: none"> • Project/Contract Owner – to ensure that the contractor is made aware of the requirements needed for the induction request • HSE Department – to check all submitted documents and ensure that requests are handled promptly • Contractor – shall submit all the requirements needed for the induction of their personnel
<p>2. Endorsement to HSE</p>	<p>2. The Project/Contract Owner shall endorse the contractor's request to the HSE Department</p> <p>Email address of the HSE Department: MICHSETeam@ictsi.com</p> <p>Persons involved/responsible:</p> <ul style="list-style-type: none"> • Project/Contract Owner – to promptly endorse the contractor's induction request to the HSE Department. • HSE Department – to check all submitted documents and ensure that requests are handled promptly. • Contractor - to submit all the requirements needed for the induction of their personnel and monitor the progress of their induction request
<p>3. Schedule for Induction and Verification of Induction Status</p>	<p>3. Upon receipt of the endorsed request, HSE Department will arrange, plot, and advise the Project/Contract Owner and the contractor of the induction schedule and venue (for face-to-face induction), or provide the online induction link to the contractor, whichever is applicable.</p> <p>The induction will have a validity of one year thus, it is the HSE Team's responsibility to advise if the endorsed worker has a valid induction or not.</p> <p>Persons involved/responsible:</p>

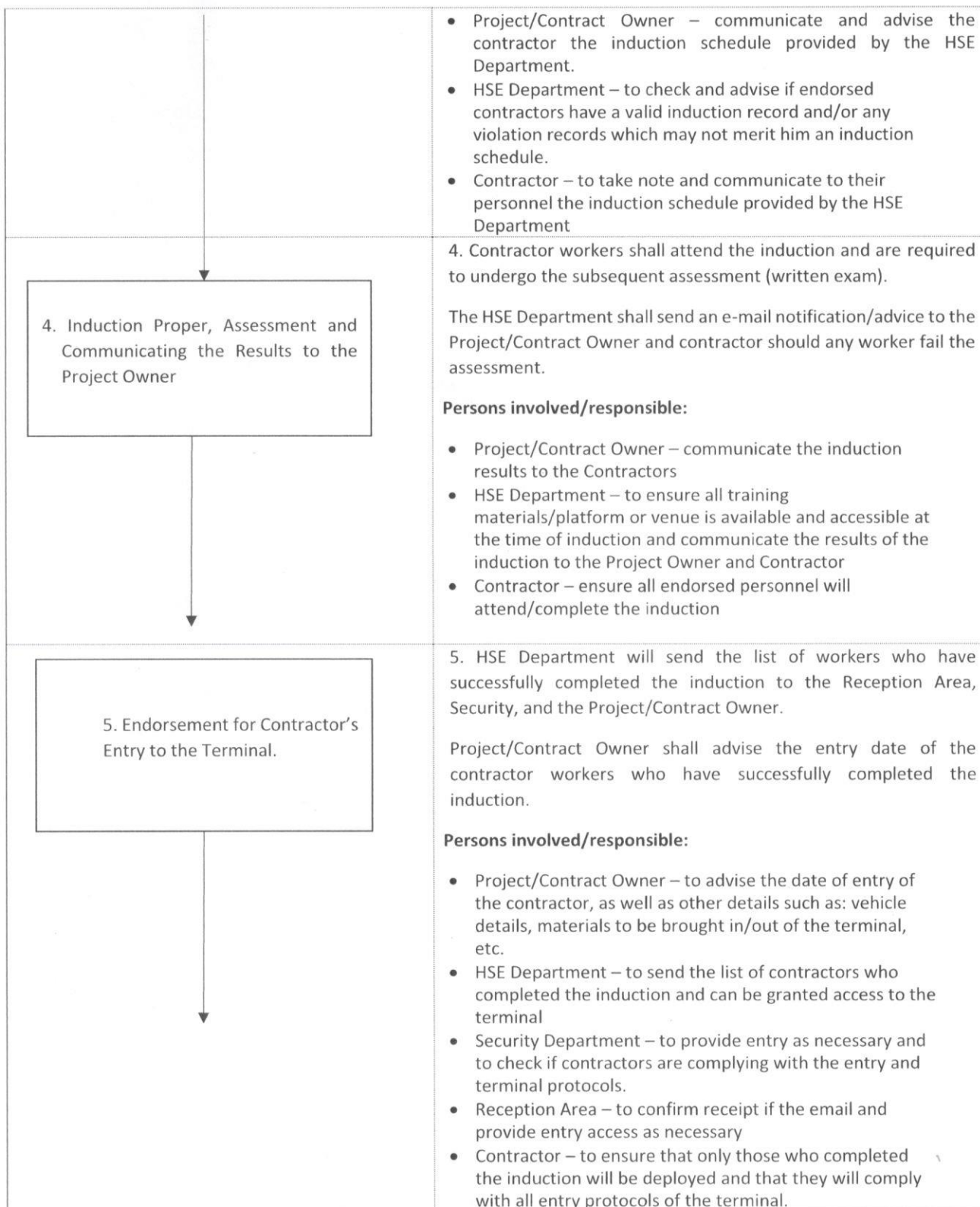
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6. Issuance of Contractor's ID or Temporary Pass

6. HSE Department will only be issuing Contractor's IDs to contractor personnel who are involved in a project with work duration of 15 days or more and who have complied with all regulatory and terminal requirements, including a successful completion of the induction.

For those involved in projects with work duration of less than 15 days, no IDs will be issued to them, and they will just have to secure a Temporary Pass from the MICT Reception / Reception Area.

Persons involved/responsible:

- HSE Department – to print the IDs and advise the Project Owner and the contractor if IDs are available for pick-up (only if applicable, if not, step 5 on this procedure will suffice)
- Contractor – to ensure all the IDs (if applicable) are picked-up and are distributed to their personnel.
- Reception Area – to provide entry access as necessary to all contractor personnel who were endorsed by HSE and the Project Owners.

7. Changes in Manpower or Completion of Project

7. As per contract terms, Contractor is obliged to formally inform the Project/Contract Owner should any of their employee/personnel deployed to the terminal for a project be replaced or terminated, with issued Contractor ID immediately surrendered to the Project/Contract Owner. The Project/Contract Owner shall then advise the Reception Area, Security and HSE Teams that the terminated/replaced contractor employee shall no longer be granted access to the terminal.

Persons involved/responsible:

- Project/Contract Owner – to advise the Reception Area, Security and HSE Team the names of contractor personnel who will no longer be granted access to the terminal and to retrieve the IDs of the said contractor personnel.
- HSE Department – to take note of the names of the contractor personnel who will no longer be given access to the terminal.
- Security Department – Deny entry to the contractor personnel who will no longer be part of any project
- Reception Area – Deny entry to the contractor personnel who will no longer be part of any project
- Contractor – Inform the Project Owner any changes in the manpower deployed for their Project and surrender the IDs of their personnel who will no longer be part of the project.



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8. Lost Contractor's ID or Surrendering the Contractor's ID

8. All issued Contractor IDs must be surrendered to the Project/Contract Owner once the project is completed. The Project owner will send an email to HSE to confirm/advise that all IDs were surrendered.

In case of lost IDs, the worker / contractor needs to inform and coordinate with the Project/Contract Owner within 24 hours. An Affidavit of Loss must be submitted, and a replacement fee of One Thousand Pesos (Php 1,000) must be settled to have the ID replaced. Project/Contract Owner will decide if contractor worker with lost ID will be allowed to enter the terminal premises or not.

Persons involved/responsible:

- Project/Contract Owner – to determine if a contractor personnel who lost his ID will be allowed to enter the terminal premises or not, should the worker be allowed to re-enter, Project Owner should endorse to the HSE Team the ID replacement request of the Contractor. It also the Project Owner's responsibility to ensure all IDs of the contractor personnel are surrendered after the project has been completed and to communicate to the HSE Department if all the IDs were surrendered or not.
- HSE Department – to verify with the Project Owner if all IDs were surrendered after the project has been completed.
- Contractor – to immediately inform the Project Owner should there be any lost IDs and take the appropriate actions to have the ID replaced. It is also the Contractor's responsibility to surrender all IDs once the project has been completed.

9. Failure to Surrender the Contractor's ID

9. In case not all Contractor IDs are surrendered, the Project / Contract Owner will issue a Notice of Breach to the contractor. The Project / Contract Owner shall also advise the Reception Area, Security, and HSE Teams of the names of the contractor personnel who failed to surrender their Contractor IDs as they will be banned from entering the terminal premises until cleared by the relevant departments (Project/Contract Owner, HSE & Security).

Persons involved/responsible:

- Project/Contract Owner – to issue Notice of Breach to the contractor in case they fail to surrender all IDs after the project has been completed and to advise Reception Area, Security and HSE Team the names of the contractor personnel who will be banned from entering the terminal due to failure to return the contractor's ID.
- HSE Department – to take note the names of contractor personnel who will be banned from entering the terminal due to failure to surrender the contractor's ID.
- Contractor – to ensure all IDs are surrendered once the project has been completed.



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Terms and Definition:


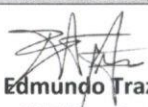



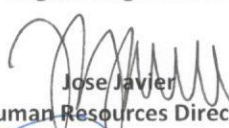

1. DOLE – Department of Labor and Employment
2. MICT – Manila International Container Terminal
3. PPA – Philippine Ports Authority

Records: (List all the records that will be generated within the procedure)

1. Registry of Contractor's Orientation Records
2. Registry of Issued Contractor's IDs

General References: (Indicate the general references used as a guide within the process)

1. Revised Security Access Control Guidelines
2. HSE Induction Presentation Material for Contractors

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