

TO : All Shipping Lines / Agents / Cargo Handling Service Companies

SUBJECT : ICTSI-MICT Terminal Safety Protocols

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International Container Terminal Services, Inc. – MICT is committed to providing a safe and healthy work environment for all employees and port users. In line with this commitment are the basic safety rules that all port users must observe and comply with.

For the guidance of everyone, the following must be observed while inside the terminal:

- **SAFETY REGULATIONS** - All personnel entering the terminal shall be of legal age (18 years old and above) and must comply with the HSE regulations. Authorized vessel personnel shall provide a safe passage via walkway and gangway. Only authorized personnel are allowed to walk in the quay and container yard. Any crew embarking or disembarking must only take the shuttle service in going outside the terminal and back.
- **PERSONAL PROTECTIVE EQUIPMENT** – All personnel on the terminal shall wear the mandatory PPE (high visibility vest, hard hat and safety shoes) while inside the operational zones. Additional PPE may be required depending on the risk assessment and controls identified. No person wearing sando, shorts and slippers will be allowed inside the terminal.
- **MEDICAL EMERGENCIES** – In case of a medical emergency or accident, call the HSE Office (09190894871 / 09178884091 / 8247-8075 loc. 2173 / 2177) to request for assistance and inform the OP Shift Manager. Immediately advise the shipping agent to arrange medical services in case there is a need to transfer the patient to the nearest hospital.
- **SAFETY INSPECTIONS** – The OP Shift Manager, Quayside Execution Officer or HSE Officer, reserves the right to conduct announced or unannounced inspections to ensure compliance with the terminal HSE requirements and legal requirements. Operations may be halted, or personnel directed off the terminal by the decision of the OP Shift Manager, for any intentional violation or if there is an imminent danger to life.
- **VEHICLE WARNING LIGHTS/ALARMS** – All vehicles entering the terminal must have the basic flashing amber light, company name display. Vehicle will be escorted inside the terminal.
- **UNLAWFUL ACTS** – Unlawful acts committed by persons on the terminal of any type shall be referred to the Security Department and will further be handed over to the local police for action.
- **CONDUCT** – All persons on the terminal shall conduct themselves in an orderly and professional manner. The use of discriminatory language is strictly prohibited. The OP Shift Manager reserves

the right in his sole discretion to have persons removed or banned from the terminal for improper conduct.

- **WEAPONS, AMMUNITION AND EXPLOSIVES** – Any weapons deemed capable of causing mass casualty are not permitted inside the terminal. Ammunition and explosives are prohibited on the terminal without the proper permits, handling procedures defined and permission of the OP Shift Manager.
- **PERSONS INTOXICATED** – No person who appear to be visibly intoxicated shall be allowed to enter the terminal. An alcohol test may be performed in the clinic to validate the presence.
- **SMOKING** – Smoking is permitted only in designated areas of the terminal.
- **DRUGS AND ILLEGAL SUBSTANCE** – The use and possession of illegal drugs or other substances on the terminal is prohibited. Persons found using or possessing of such substances shall be endorsed to the Security Department and will be turned over to the law enforcement immediately.
- **HANDICAP ACCESS** – The terminal does not provide special handicap access to vessels.
- **PARKING, SPEED LIMITS, SEAT BELTS** – Parking is only permitted in designated areas as approved by the Management. Vehicles not parked in designated areas will be given a notice of violation and may be banned to enter the terminal. The maximum speed must be followed at 20kph. All drivers and passengers are strictly required to wear seatbelts.
- **USE OF MOBILE PHONES WHILE DRIVING** – All drivers are not allowed to use their mobile phones for calling, messaging, emailing, gaming, music or video purposes while engaged in driving. Likewise, headphones and Bluetooth earphones are not allowed.

We trust and value your cooperation and compliance with these requirements. Thank you.

Truly yours,



**CHRISTINE A. NALUZ**  
*HSE Head, ICTSI-MICT*