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## **GENERAL POLICIES and SAFETY GUIDELINES**

(for Non-SBITC Personnel)

### **Introduction**

SBITC is committed for the safety and security of everybody conducting business with the Terminal and so with its equipment, machineries and other facilities around it.

SBITC Management created the following guidelines, programs and regulations while within the Terminal premises.

### **Guidelines**

#### **A. "No Tipping" Policy**

No tipping policy is strictly implemented in SBITC. In line with our commitment to protect our staffs as well as our client that maybe viewed as giving more favor to those clients who give "tip", SBITC management ensures that services given to its client are fair and equal.

#### **B. General Guidelines**

1. No smoking. As part of the safety and health program of SBITC, its management implemented a "No Smoking" policy to all its areas except only to those areas designated as smoking areas which are (a) at the back of billing section building, (b) east gate at the entrance of truck holding area and (c) main gate. (map shown in Figure 2, refer to SBITC No Smoking Policy)
2. Bringing of prohibited drugs and alcohol are not allowed inside the Terminal.
3. No littering. All trash and other waste shall be properly disposed to the trash bins located around the terminal premises.
4. Use available toilets in the terminal. Strictly urinating and excreting are not allowed inside the yard.
5. No horse playing. (i.e. instigating a fight, truck racing, unwanted behaviors, etc.)
6. Deadly weapons such as but not limited to fire arms, swords, knives, crossbows and the like are not allowed inside SBITC premises.

### C. Traffic Rules and Regulations

1. Observe official traffic flow of the terminal. (Map is shown as Figure 1)
2. Observe maximum speed of 20KPH while inside the container yard and 40KPH in access roads.
3. No parking inside the terminal especially in crane trails, electrical panels, explosive tanks, dangerous goods, and motor pool area.
4. No abandonment of trucks while inside the terminal premises.
5. No tail gating. Observe a 30-ft. safe distance from truck/vehicle in front of you. (3 seconds rule)
6. No overtaking.
7. No hitch riders.

### D. Driver's Guidelines

1. All drivers under the influence of alcohol and/or prohibited drugs are not allowed to enter the Terminal.
2. Drivers with illness or not at good state of health are advised not to drive.
3. No driver's license, no entry. Expired driver's license, no entry.
4. Drivers wearing sandals, sandos and shorts are not allowed to enter the terminal.
5. No sleeping/sitting underneath of any vehicle and equipment. Drivers must remain inside their trucks unless it is necessary to get down from the truck.
6. Wear proper PPE (visibility vest, hard hat and safety shoes) when not inside the truck.
7. Always fasten seat belt while driving.
8. No usage of cellphone while driving.
9. Observe necessary caution to all other equipment moving around the terminal. Never drive under loaded reach stackers.
10. Practice driving is not allowed inside the terminal.

### E. Truck Guidelines

1. Pre-operational check-up. Check truck condition before usage. No truck will be allowed to enter the terminal with discrepancies (i.e. no plate, broken or damaged twist locks, chassis, headlight, tires, etc.).
2. Keep headlight turned-on at night.
3. No truck repair and maintenance activity inside the terminal premises.

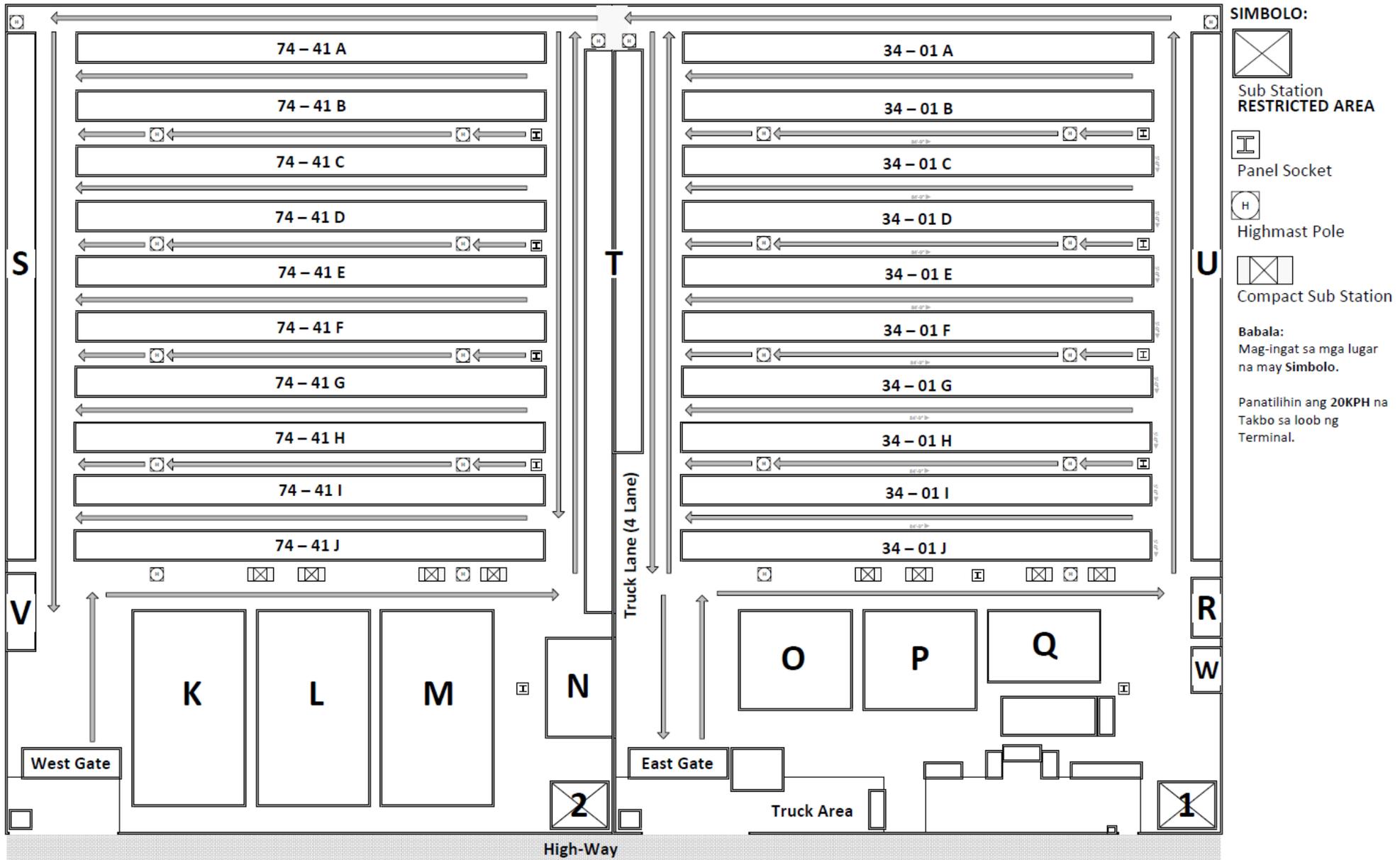
Accidents, queries, assistance or other safety matters you may contact below  
SBITC contact numbers:

**Landline:** 250-2252 / 252-6477 / 252-6474

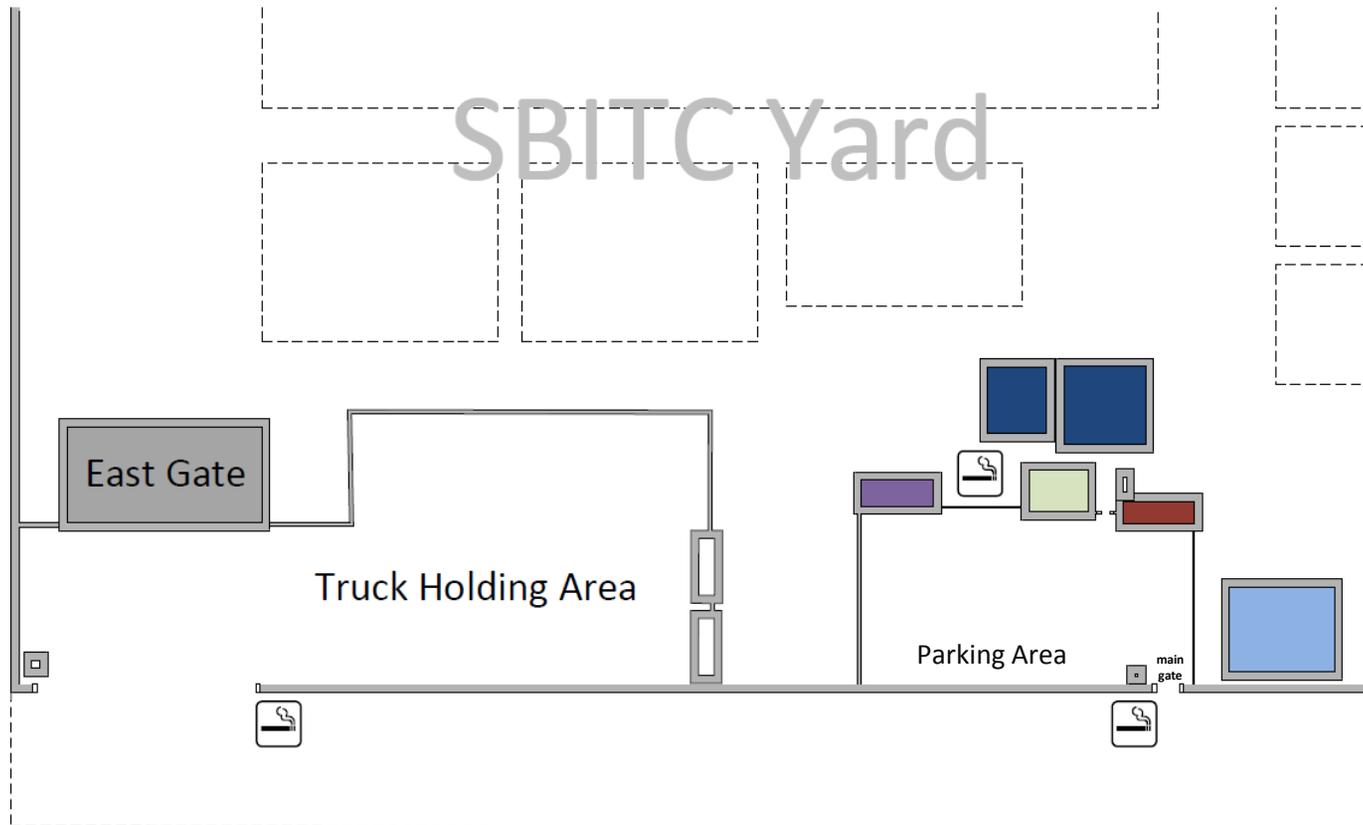
**Operations:** 0915-294-0419 / 0917-816-4699

**Safety:** 0917-851-3244 / 0917-542-3769

**Figure 1  
SBITC TRAFFIC FLOW MAP**



**Figure 2**  
**SBITC Designated Smoking Area**



**Legend:**



Smoking Area.



Maintenance



SubStation



APL



Admin's Office



Billing Section



Guard House

