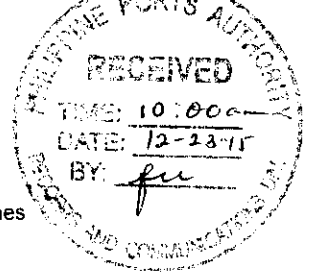




Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax. No. (0632) 527-4855, http://www.ppa.com.ph



PPA ADMINISTRATIVE ORDER
NO. 07 - 2015

T O : All Port Managers,
Shipping Companies/Agents, Cargo Handling Operators,
And Others Concerned

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE
PPA ORANGE BOOK ON SAFETY, HEALTH,
ENVIRONMENTAL MANAGEMENT AND HANDLING
OF DANGEROUS GOODS IN PORTS

1. AUTHORITY

1.1 Sections 6-a (ii), (vi), (x), 26 and 28 of PD 857, as amended

2. SCOPE

This Order shall govern the proper implementation of port safety, health and environmental management in PPA ports nationwide for the compliance and guidance of all port users/stakeholders.

The guidelines prescribed herein, which shall be known as the PPA Manual on Port Safety, Health and Environmental Management (SHEM) or the PPA Orange Book, is divided into three parts:

- Book I - Safety and Health in Ports
- Book II - Environmental Management in Ports, and
- Book III - Transport, Handling and Storage of Dangerous Goods in Ports

3. OBJECTIVES

- 3.1 To ensure the safety and protection of all port users, passengers and port workers while inside the port premises.
- 3.2 To promote and sustain an environment-friendly workplace in all ports and harbors of the country and ensure the health and welfare of all port users, passengers, and port workers through established environmental monitoring schemes and management measures that are geared towards the protection of the environment and continually improve the implementation of environmental policies in the port through the adoption of international and national standards and best practices.
- 3.3 To ensure the proper and safe handling/transport/storage of dangerous goods in ports.

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

- 1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.
- 2. Establish mutually beneficial, equitable and fair relationship with partners and service providers.
- 3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
- 4. Establish a world class port operation that is globally competitive adding values to the country's image and reputation.

02/12/2015 - 8691

4. SPECIFIC GUIDELINES

- a. The PPA Port Management Offices (PMOs) and Terminal Management Offices (TMOs) shall ensure the effective implementation and compliance with the Safety, Health and Environmental regulations as prescribed in the PPA Manual on SHEM.
- b. Cargo Handling Operators/Terminal Operators shall observe strict adherence to the above-mentioned SHEM regulations.

The following salient features contained in each Book describes the operational procedures in the handling of goods, services and passengers while inside the PPA ports:

4.1 Highlights of Book I entitled “Safety and Health in Ports”.

- 4.1.1 All PMOs, TMOs, CHOs shall conduct an annual risk assessment and develop mitigating measures to ensure and safeguard the safety and health of the personnel and community including compliance of port facilities and equipment with the required safety standards. The composition and responsibilities of the Risk Assessment Team are likewise identified.
- 4.1.2 The submission by the Cargo Handling Operators (CHOs) and Terminal Operators of work accidents and occupational illnesses resulting in disabling condition or dangerous occurrences in the workplace in the port shall be reported to the Regional Labor Office using the PPA Accident/Incident Report Form found in Annex III of Book 1.
- 4.1.3 A provision on the use of Personal Protective Equipment (PPE) may allow the non-wearing of safety helmets (hard hats) on operational areas where workers carry sacks of rice, cement, urea, etc. provided there is no cargo handling equipment hanging over their heads and provided further, said workers shall be equipped with safety visibility vests.
- 4.1.4 The Fire Fighting Drills shall be conducted at least every six (6) months or as often as necessary by the Fire Brigade of the Arrastre Contractors or other port users as stated in the previous regulations.
- 4.1.5 The PMO shall ensure that the CHO provides an effective fire alarm system in the port which shall be maintained in a fully operational condition at all times.
- 4.1.6 Adequate means of fire escape in case of fire shall be provided in all places in the port and should lead to safe places outside the building.
- 4.1.7 Guidelines on standardized safety signages in the ports stated in Annex V shall be strictly complied with in all PPA Port Management Offices.
- 4.1.8 A well-trained and equipped emergency brigade shall be provided on a 24-hour basis by the CHO/Terminal Operator on each pier or working area. The procedures for emergency preparedness and response are stated in Annex IV.

- 4.1.9 Type E - Joint Committee was included in the Types and Composition of the Safety Committee. It states that when two or more establishments are housed in one building, the Safety and Health Committee organized in each workplace shall form themselves into a Joint Coordinating Committee to plan and implement programs and activities concerning all the establishments.
 - 4.1.10 The Guidelines in the Selection of Passenger Terminal Building Operator in ports under the supervision of PPA as contained in PPA Administrative Order No. 05-2012 issued on 25 October 2012, as amended, are covered and subject to these policies. These govern and apply to the conduct of public bidding and award of contracts for the lease, management, operation and maintenance of PPA-owned PTBs.
 - 4.1.11 PPA Passenger Terminal Buildings (PTBs) are designed with special features and amenities to sustain the implementation of the programs and projects of the government aimed at addressing the concerns of Persons with Disability (PWD) pursuant to R.A. 7277, the Magna Carta for Disabled Persons and Batas Pambansa (BP) 344, the Accessibility Law.
 - 4.1.12 The Guidelines on the Provision of Roll-On/Roll-Off Services at PPA Ports as contained in PPA Administrative Order No. 04-2012 issued on 01 August 2012 are likewise covered. The policy aims to tap the full potential benefits of RORO system of transportation in the country and minimize delays by eliminating unnecessary port activities and procedures thereby making RORO transport an integral part of the nautical highway system. It also encourages the participation of the private sector especially the shipping lines in the provision of RORO services. The privilege to operate RORO services in PPA ports is awarded through the conduct of public bidding to select the best and qualified service provider.
- 4.2 Highlights of Book II entitled “**Environmental Management in Ports**”.
- 4.2.1 Mandatory collection of ship’s waste for vessels that call at PPA ports.
 - 4.2.2 Mandatory installation of Materials Recovery Facility (MRF) in PPA Head Office, PMOs, TMOs, CHOs/Terminal Operators.
 - 4.2.3 Ensure the Registration Number from DENR for Hazardous Waste Generator and proper labelling requirements and placements of symbols on the hazardous waste containers.
 - 4.2.4 Ensure the provision for facilities for Hazardous Waste Storage in accordance with the standards and requirements set by DENR.
 - 4.2.5 Proper disposal of all port-generated hazardous wastes through DENR accredited transporter and waste treatment service provider.
 - 4.2.6 All PMOs/TMOs/CHOs shall designate a Pollution Control Officer (PCO) duly accredited by the DENR and ensure the periodic renewal of the accreditation and trainings of said personnel.

- 4.2.7 Secure a Permit to Operate (PTO) for the use of Air Pollution Source Installation Equipment.
 - 4.2.8 Mandatory use of CFC free equipment/appliances.
 - 4.2.9 Periodic ambient air quality monitoring and emission testing.
 - 4.2.10 Implementation of greening program.
 - 4.2.11 Use of DENR-EMB accredited laboratory for the effluent sampling and monitoring.
 - 4.2.12 Secure an ECC or CNC for port infrastructure development projects, depending on the project size/threshold.
 - 4.2.13 Quarterly submission of Self-Monitoring Reports (SMR) and semi-annual submission of Compliance Monitoring Reports (CMR) to DENR.
 - 4.2.14 The PMOs/TMOs shall provide assistance to the PCG in the event of an Oil Spill and implement the provisions embodied in the National Oil Spill Contingency Plan (NOSCP).
- 4.3 Highlights of Book III entitled “**Transport, Handling and Storage of Dangerous Goods in Ports**”
- 4.3.1 Inclusion of dangerous substances which were identified as “Health Hazard” under Class 9 - Miscellaneous Dangerous Substances to the Dangerous Goods List which were not previously included in the PPA Regulations i.e. Urea, Soda Ash, Clinker.
 - 4.3.2 The list referred to in PPA Administrative Order No. 02-89 entitled “Cargo Handling Rate for Dangerous/Obnoxious Cargoes” shall be the Dangerous Goods List of the IMDG Code and including the dangerous goods mentioned in Article II, Section 4.5 of Volume III of the Orange Book.
 - 4.3.3 Inclusion of requirements on salvage packaging to be used in the event of Dangerous Goods spillage/leakage.
 - 4.3.4 Inclusion of requirements in the Notice of Arrival (NOA); submission of Dangerous Goods Manifest duly signed by the Master of the Ship/Shipping Agent.
 - 4.3.5 Amended the Responsibilities of PMOs, POSD, Port Users Concerned, Cargo Handling Operator/Terminal Operator, Shipping Owners/Agents, Shippers, Importers/Exporters and Trucking Companies.
 - 4.3.6 Inclusion of Emergency Plan and Response Program and Emergency Information lifted from the Port Safety, Health and Environmental Management (PSHEM) Code and IMO Recommendation on the Safe Transport of Dangerous Goods (DG) and Related Activities in the Port Areas, respectively.

4.3.7 Inclusion of sizes/measures or markings, labels and placards of the different classes of Dangerous Goods.

5. REPEALING CLAUSE

All PPA issuances and policies or parts thereof inconsistent with or contrary to any of the provisions of this Order are hereby modified or repealed accordingly.

6. PENALTY CLAUSE

Violation of any of the provisions of these regulations shall subject the person or entity involved to the penalties prescribed under PPA existing regulations and under any other laws that may be applicable thereto.

7. SEPARABILITY CLAUSE

Any provision or portion of this Order declared by competent authority as invalid shall not affect its other parts or provisions to which the declaration does not relate.

8. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in the Official Gazette or in any newspaper of general circulation.


JUAN C. STA. ANA
General Manager

Published in the Philippine Star - December 30, 2015

Effectivity Date January 14, 2016