# MANDATORY 8-HOUR SAFETY AND HEALTH SEMINAR FOR WORKERS

(Pursuant to Section 16 (b) of RA 11058 and Section 3 of DO 198-18)
(To be conducted by the Safety Officer)

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| Participants will be able to express appreciation on OSH and recognize the importance of various data and legislation relating to OSH | Module 1: Overview | I. Introduction to OSH  
- Importance of OSH  
- Situationer using company data/statistics  
- Salient features of OSH Legislations  
  1. RA 11058 and its IRR (DO 198-18)  
  2. OSH Standards as amended including related provisions of PD 626  
  3. Company OSH Policies and Programs | 1 hour. |
| Participants will be able to understand, learn and discuss basic concepts of OSH towards an effective OSH implementation in the workplace | Module 2: Understanding OSH | II. General Concepts on OSH  
- Accident Causation Theories (example: Domino Theory)  
- Accident Causation and Prevention  
  1. Unsafe Act and Unsafe Conditions  
  2. Accident Prevention  
  3. Benefits of having Safety and Health Practices in the Workplace  
III. Definition of Terms with examples  
- Safety Hazards  
- Health Hazards  
- Risks  
  1. Low Risks  
  2. Medium Risks  
  3. High Risks | 1 hour and 30 mins. |
| Participants will be able to recognize safety hazards and appropriate safety measures in their workplaces | Module 3: Recognizing safety hazards and appropriate control measures | IV. Basic Safety Rules and Measures for workplace hazards  
- Housekeeping and Materials Handling and Storage  
- Machine Safety (Types, Sources and Control)  
- Electrical Safety (Types, Sources, LOTO and Controls)  
- Fire Safety (Elements of Fire, Prevention and Control)  
- Chemical Safety  
- Workshop  
 Application of Learning | 2 hours |
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<td>Participants will be able to perform risks/hazards assessment, evaluation and recommend measures of control</td>
<td>Module 4: Application of Hazards Identification, Risk Assessment and Control (HIRAC)</td>
<td>V. Hazards Identification, Risk Assessment and Control (HIRAC) - Key steps in recognizing and identifying hazards - Safety Hazards - Health Hazards - Risk Assessment and Prioritization - Application of Controls (Elimination, Substitution, Engineering, Administrative &amp; PPE) - Workshop on Accomplishing Risk Assessment Form/Matrix</td>
<td>2 hours (Note: SO to provide practical examples applicable to company practices/processes)</td>
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<td>Participants will be able to know how to respond in workplace emergencies and participate during conduct of emergency drills</td>
<td>Module 5: Workplace Emergency Preparedness</td>
<td>VI. Workplace Emergency Preparedness - Roles of OSH Personnel - Responses during Emergency - Conduct of Emergency Drills (i.e. Earthquake Drill/Fire Drill/Bomb Threat)</td>
<td>1 hour (Note: SO to discuss in details the emergency execution plan)</td>
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<td>Participants will be able to identify the prescribed administrative requirements and express commitment to OSH</td>
<td>Module 6: Compliance to Administrative OSH Requirements</td>
<td>VII. Administrative OSH Requirements - Reportorial Requirements and Prescriptive Period of Submission (R1020, AEDR, WAIR, AMR, RSO &amp; Minutes of Meeting) - Mandatory OSH Programs - Penalties for violations - Commitment Setting - Re-entry Plan on OSH</td>
<td>30 mins. (Note: SO to emphasize the Rights of Workers) (Note: SO to get commitment from the workers)</td>
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