### Part II-B.1 (Pursuant to D.O. 198 s.18)

**Registration of Establishments (Rule 1020, OSHS)**

- OSH Program pursuant to Section 12
  - [ ] 10 workers and Low Risk Establishments
  - [ ] Medium to High Risk Establishments w/ 10 - 50 workers and low to high risk w/ ≥ 51 workers

1. **Company Commitment to comply with OSH requirements**

2. **General Safety and Health Programs**
   - Hazard Identification Risk Assessment and Control (HIRAC)
   - Medical Surveillance
     - Annual Physical Examination
     - Special Examination
     - Random drug-testing for establishments w/ > 10 workers
   - First Aid and Emergency Medical Services

3. **Policy and Program on Promotion on Drug Free, Mental Health, Healthy Lifestyle**

4. **Policy and Program on Prevention and Control of HIV/AIDS, Tuberculosis and Hepatitis B**

5. **Composition of OSH Committee in accordance with Section 13**

6. **OSH Personnel and Facilities**
   - Safety Officer/s
   - OH Personnel
     - First Aider
     - Nurse
     - Physician
     - Dentist
   - Health Facilities
     - Emergency medicines
     - Treatment room
     - Clinic w/ sufficient number of clinic beds (Section 15)
     - Hospital (or w/ MOA)
     - Dental Clinic (or w/ MOA)

7. **Safety and Health Promotion, Training and Education**
   - Orientation of all workers on OSH (8hrs)
   - Conduct of HIRAC
   - Continuous Training of OSH Personnel
   - Work Permit System Education

8. **Conducted Safety Orientation/toolbox meeting**

9. **OSH Reports**
   - Report on Safety and Health Organization/s (RSHO)
   - Annual Medical Report (AMR)
   - Employer’s Work Accident/Injury Exposure Data (for every disabling injury) (WAIR)
   - Annual Work Accident/Injury Exposure Data (whether or not there is an accident/illness) (AEDR)

10. **Provision of appropriate PPE**
    - Provision of PPEs
    - No Cost to Employee
    - Tested and Approved

11. **Provision for Safety Signages**
    - Visible safety signages
    - Understandable signages to all workers

12. **Workers Welfare Facilities (Section 19)**
    - Adequate supply of safe drinking water
    - Adequate sanitary and washing facilities
    - Suitable living accommodation if applicable
    - Separate sanitary, washing and sleeping facilities for all gender, if applicable as may be
    - Lactation Station
      - a. With designated area for lactation station in the workplace
      - b. With facilities such as refrigerator/cooler, table and chair, sink with running water or access to washing facilities
      - c. Observes Lactation Equivalency Guide if a designated area for workplace lactation station is not feasible due to peculiar workplace circumstances
      - d. With workplace breastfeeding policy
      - e. Observes lactation period
        - i. With Certificate of Exemption issued by DOLE for qualified establishments (D.O. 143, s. 2015)
    - Ramp, railings and the like

13. **Emergency Drills**
    - Fire drill
    - Earthquake drill

14. **Solid Waste Management System**

15. **Control and Management of Hazards (refer to HIRAC)**

16. **Dust Control and Management System**

17. **Provision of penalties for OSH Company Policy violation’s**

18. **Cost of Implementing company OSH Programs is provided**
### Part II-B.2

**No Imminent Danger Situation** *(condition that could cause death or serious physical harm)* *(Rule 1012.02, OSHS)*

**Fire Safety Inspection Certificate (FSIC) issued by BFP**

**Fire Protection Equipment/Facilities (Rule 1940, OSHS)**
- Fire extinguishers *(inspected monthly)*
- Fire hoses *(properly mounted, accessible and maintained)*
- Fire detection devices *(installed and functional)*

**Emergency Exits** *(2 per floor with no obstructions)* *(Rule 1943.03, OSHS)*

**Adequate Aisles/Passageways** *(sufficient width and height and with signs and markings)* *(Rule 1060, OSHS)*

**Proper Office Spacing** *(between workers and machines)* *(Rule 1060, OSHS)*

**Fire Safety Inspection Certificate (FSIC) issued by BFP**

**Fire Protection Equipment/Facilities (Rule 1940, OSHS)**
- Fire extinguishers *(inspected monthly)*
- Fire hoses *(properly mounted, accessible and maintained)*
- Fire detection devices *(installed and functional)*

**Emergency Exits** *(2 per floor with no obstructions)* *(Rule 1943.03, OSHS)*

**Adequate Aisles/Passageways** *(sufficient width and height and with signs and markings)* *(Rule 1060, OSHS)*

**Proper Office Spacing** *(between workers and machines)* *(Rule 1060, OSHS)*

**Permit/s to Operate for industrial machines covered by DOLE TSI** *(Rule 1160, 1170, 110, 1210, 1220, 1230/1240, OSHS)*
- Boiler - permit to operate
- Pressure Vessel - permit to operate
- Internal Combustion Engine - permit to operate
- Elevators and other Related Equipment - with permit to operate
- Power Piping Lines Inspection - permit to operate
- Crane and Hoist Equipment - permit to operate
- Turbine - permit to operate
- Electrical Wiring Installation Inspection *(Cert. of electrical inspection)*

**Good Housekeeping** *(conditions of floors, walls and storage rooms)* *(Rule 1060, OSHS)*

**Proper Handling and Storage of Materials** *(e.g. appropriate labels, dotting and storage)* *(Rule 1150 & 1090, OSHS)*

**Work Environment Measurement Conducted** *(maintenance of WEM monitoring report)* *(Rule 1070, OSHS)*

**Adequate Lighting** *(in Work Areas, in aisles and passageways)* *(Rule 1070, OSHS on Illumination)*

**Noise Exposure Control** *(provide appropriate PPE or isolation of work area)* *(Rule 1070, OSHS)*

**Radiation Exposure Control** *(provide PPE, examination of work area)*

**Waste Disposal System** *(waste receptacle and its removal: drainage system)*

**Proper Ventilation** *(provision of natural or artificial air supply)* *(Rule 1070, OSHS)*

**Airborne Contaminants Control** *(Rule 1070, OSHS)*

**Defined Procedure in Performing Hazardous Work** *(Rule 1120, OSHS)*

**Approved Work Permit System**
- Provision of safety measures when operating machines *(railing or casing of moving parts)* *(Rule 1200, OSHS)*
- Provision of control/safety measures when Hazardous Materials are used *(Rule 1090, OSHS)*
- Stated Safety Measures when Working on Electrical Installations

**Safety Guidelines When Performing Gas and Electric Welding and Cutting Operations** *(Rule 1100)*

**With DOLE-approved Construction Safety and Health Program (CSHP)**
- For contractors/subcontractors in the construction industry
  - Registration with Philippine Contractors Accreditation Board (PCAB)
  - Construction Safety Signages
  - Construction Heavy Equipment (CHE) Testing
  - Construction Heavy Equipment Operator TESDA Certified
  - Construction Worker’s Skills Certificate for Critical Occupations

**Defined Safety Program When in use of Scaffoldings**

**Available ECC Logbook**

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**Note:** *OSH Programs considered pre approved once stamp received by DOLE RO/FO having jurisdiction over the company*