

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)

| Objectives | Training Module | Training Topics | Time Allotment |
|---|--|---|---------------------|
| 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 <ul style="list-style-type: none"> - Importance of OSH - Situationer using company data/statistics - Salient features of OSH Legislations <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> - Accident Causation Theories (example: Domino Theory) - Accident Causation and Prevention <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> - Safety Hazards - Health Hazards - Risks <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> - 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 |

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 SO)

| Objectives | Training Module | Training Topics | Time Allotment |
|--|--|---|---|
| Participants will be able to perform risks/hazards assessment, evaluation and recommend measures of control | Module 4: Application of Hazards Identification , Risk Assessment and Control (HIRAC) | V. Hazards Identification , Risk Assessment and Control (HIRAC) <ul style="list-style-type: none"> - Key steps in recognizing and identifying hazards <ol style="list-style-type: none"> 1. Safety Hazards 2. Health Hazards - Risk Assessment and Prioritization - Application of Controls (Elimination, Substitution, Engineering, Administrative & PPE) - Workshop on Accomplishing Risk Assessment Form/Matrix | 2 hours (Note: SO to provide practical examples applicable to company practices/processes) |
| Participants will be able to know how to respond in workplace emergencies and participate during conduct of emergency drills | Module 5: Workplace Emergency Preparedness | VI. Workplace Emergency Preparedness <ul style="list-style-type: none"> - Roles of OSH Personnel - Responses during Emergency - Conduct of Emergency Drills (i.e. Earthquake Drill/Fire Drill/Bomb Threat) | 1 hour (Note; SO to discuss in details the emergency execution plan) |
| Participants will be able to identify the prescribed administrative requirements and express commitment to OSH | Module 6: Compliance to Administrative OSH Requirements | VII. Administrative OSH Requirements <ul style="list-style-type: none"> - Reportorial Requirements and Prescriptive Period of Submission (R1020, AEDR, WAIR, AMR, RSO & Minutes of Meeting) - Mandatory OSH Programs - Penalties for violations | 30 mins. (Note: SO to emphasize the Rights of Workers) |
| | | Commitment Setting <ul style="list-style-type: none"> - Re-entry Plan on OSH | (Note: SO to get commitment from the workers) |