OCCUPATIONAL HEALTH AND SAFETY AND HEALTH STANDARDS

By virtue of the power vested in the Department of Labor and Employment under Article 162 of the Labor Code of the Philippines, this Occupational Safety and Health Standards is hereby promulgated for the guidance and compliance of all concerned. This body of standards rules and regulations shall hereafter be referred to us "Standards".

a) Purpose and Scope

The objective of this issuance is to protect every workingman against the danger of injury, sickness or death through safe and healthful working conditions, thereby assuring the conservation of valuable manpower resources and the prevention of loss or damage to lives and properties, consistent with the national development goals and with the states commitment for the total development of every worker as a complete human being.

b) Types of Work

Emergency work requires immediate attention, pose threat to stakeholders if not attended.

2.1. Categories of Emergencies

2.1.1. Routine Emergency. A routine emergency is one that handled on a daily basis by police, fire, emergency medical, and/or operation department personnel (e.g. electricals, plumbing, cctv's, civils, masonry, etc.). This type of emergency is small and localized in nature, and does not have any significant impact on the health and well-being of citizens outside of the confined area of the emergency.

2.1.2. Minor Emergency. A minor emergency is one that normally involves a single department with the large area being impacted, or requires several departments and/or agencies, but can be managed using existing Campus resources. The incident may be handled at the scene with an expanded incident command structure, or managed off-site through a department operations center (DOC) or Institutional Safety and Security and Emergency Office (ISSESO).

2.1.3. Major Emergency. A major emergency is one where consolidation and centralization of the Campus response is desirable and activation of the

ISSESO is appropriate. The consequences are such that Campus resources are insufficient to meet incident demands. Outside assistance is sought and is integrated into the overall response.

2.1.4. Catastrophic Emergency. A catastrophic event is one where the capability of the Campus to help itself is minimal. Impacts to life and property are significant enough to warrant an aggressive response, and an extensive and prolonged recovery period is likely.(Source: BEAVERTON OREGON)

2.2. Minor Work requires at least one to two days of repair works on a certain task or area.

2.2.1. Definition of terms.

2.2.1.1. Repair. To restore or replacing a part or putting together what is torn or broken.

2.2.1.2. Replacement. A process of replacing.

2.2.1.3. Additional. More than is usual or expected.

2.2.1.4. Cleaning. Removing unnecessary materials and debrie

2.2.1.5. Trouble shooting. To investigate or deal with in the role of trouble shooter.

2.2.1.6. Materials estimations. To assume bodily form.

2.3. Major Work requires at more than three days of work on certain task or area.

2.3.1. Definition of terms.

2.3.1.1. Construction. A sculpture that is put together out of separate pieces of often to separate materials.

2.3.1.2. Dismantling. Disconnection of pieces or constructed assembly.

2.3.1.3. Demolition. The act of demolishing.

2.3.1.4. Renovation. To restore to a former better state.

2.3.1.5. Cordoning. Securing the area of operations with all proper precautionary measures.

2.4. Types of Tasks

2.4.1. Electrical Works.

2.4.1.1. Definition of Hazards:

a) Environmental Hazards:
   a) Fire
   b) Property Damage

2.4.1.2. Physical Hazards:

   a) Electrocution
   b) Burn
   c) Death

2.4.1.3. Chemical Hazards:
   a) None

2.4.2. Definition of terms:

2.4.2.1. Transformers. A device employing the principle of mutual induction to convert variations of current into primary circuit into variations of voltage and current in a secondary circuit.

2.4.2.2. Cut-out fuses. Electrical safety device consisting of or including a wire or strip of fusible metals that melt and interrupts the circuit.

2.4.2.3. Main Switchboard .An apparatus consisting of panels on which are mounted electric switches so arranged that a number of circuits maybe connected, combined and controlled.

2.4.2.4. Distribution panels. An electrical panel containing circuit breakers controlling branch circuits that is enclosed in metal cabinet and usually placed in or against the wall.

2.4.2.5. Convenience outlets. A receptacle in the wall or baseboard for connection to all kinds of appliances.

2.4.2.6. Switches. A device use to shift from one to another.

2.4.2.7. Wirings. A system of wires.

2.4.3. Water/Plumbing/Sanitation.

2.4.3.1. Definition of Hazards:

2.4.3.2. Environmental Hazards:

a) Withering of plants when exposed to chlorine.

2.4.3.3. Physical Hazards:

a) Fall from heights
b) Fracture
c) Death
d) Abrasions
e) Poisoning
f) Skin irritations

2.4.3.4. Chemical Hazards:

a) Chlorine exposure

2.4.3.5. Health Hazards:

a) Difficulty in breathing
b) Skin irritations

2.4.3.6. Definition of terms:

2.4.3.6.1. Deep well pump. A well in which the water level is at the depth exceeding 22 ft. beyond which the ordinary suction pump does not operate satisfactorily.

2.4.3.6.2. Drinking Fountains. A fixture with nozzle that delivers a stream of potable water for drinking.

2.4.3.6.3. Fire and Safety equipment. A set of devices offering protection against fire.

2.4.3.6.4. Jockey pump. A high powered motor driving high pressure usually use as a fire protection and any related high pressured water requirements.

2.4.4. Hot Works.

2.4.4.1. Definition of Hazards:

2.4.4.1.1. Environmental Hazards:

a) Leftover waste.

2.4.4.1.2. Physical Hazards:

a) Skin Burn
b) Electrocution
c) Chemical Smoke Inhalation
d) Eye exposure
e) Fall
f) Skin irritation

2.4.4.1.3. Chemical Hazards:

a) Burning chemical smoke

2.4.4.1.4. Health Hazards:

a) Difficulty in breathing
b) Eye and Skin irritations

2.4.4.2. Definition of terms:

2.4.4.2.1. Welding. To unite metallic parts by heating and allowing the metals to flow together or by hammering or compressing with or without previous heating.

2.4.4.2.2. Cutting. A process of which the process is using acetylene in welding and soldering.

2.4.5. Work at Heights.

2.4.5.1. Definition of Hazards:

2.4.5.1.1. Environmental Hazards:

a) None

2.4.5.2. Physical Hazards:

a) Fall
b) Sprain or Broken bones
c) Vertigo
d) Eye exposure
e) Fall
f) Skin irritation

2.4.5.3. Chemical Hazards:

a) Burning chemical smoke

2.4.5.4. Health Hazards:

a) Difficulty in breathing
b) Eye and Skin irritations

2.4.5.5. Definition of terms:

2.4.5.5.1. Scaffolding. The metal poles assembly that are used to build or support.

2.4.5.5.2. Pulleys. A shaven or small wheel with a grooved rim and with or without the blocks in which it runs singly with a rope or chain to change the direction or point of application of pulling force and in various combinations to increase the applied force especially for lifting weights.

2.4.5.5.3. Lifting bucket. A metal device use to carry heavy loads going up and downs.

2.4.6. Civil Works.

2.4.6.1. Definition of Hazards:

2.4.6.1.1. Environmental Hazards:

a) Leftover hazardous waste.

2.4.6.2. Physical Hazards:

a) Strain on back and joints

b) Electrocution
c) Dust Inhalation
d) Falling and flying debris
e) Fall
f) Eye and Skin irritation

2.4.6.3. Chemical Hazards:

a) None

2.4.6.4. Health Hazards:

a) Difficulty in breathing
b) Eye and Skin irritations

2.4.6.5. Definition of terms:

2.4.6.5.1. Circular saw. A power saw with circular cutting blade.

2.4.6.5.2. Wood planer. A device used to smoothen the wood surface.

2.4.6.5.3. Miter saw. A saw similar to a backsaw but usually with a longer blade or cutting miter joints in a miter box.

2.4.6.5.4. Hammers. A hand tool consisting of a solid headset crosswise on a handle and used for pounding.

2.4.6.5.5. Saw. A hand tool used to cut woods, metals or bone and equipped usually with toothed blade or disc.

2.4.6.5.6. Claw bar. A ripping bar or crowbar with a forked claw for drawing spikes.

2.4.7. Masonry Works.

2.4.7.1. Definition of Hazards:

2.4.7.1.1. Environmental Hazards:

a) Leftover hazardous waste.

2.4.7.2. Physical Hazards:

a) Strain on back and joints
b) Electrocution
c) Dust Inhalation
d) Falling and flying debris
e) Fall from heights
f) Eye and Skin irritation

2.4.7.3. Chemical Hazards:

a) None

2.4.7.4. Health Hazards:

a) Difficulty in breathing
b) Eye damage due to debris
c) Eye and Skin irritations

2.4.7.5. Definition of terms:

2.4.7.5.1. Bladed mason tools. A group of tools basically used of the masons in pouring and applying mixed cements.

2.4.7.5.2. Wheelbarrow cart. A kind of cart used to carry sands, cements and gravels to construction sites.

2.4.7.5.3. Mixer Machine. A machine used to mixed cements, sands and gravels for continues constructing.

2.4.8. Others.

2.4.8.1. Definition of Hazards:

2.4.8.1.1. Environmental Hazards:

a) Leftover waste.

2.4.8.2. Physical Hazards:

a) Various injury from stampede
b) Fall, bump, slip, electrocution, others

2.4.8.3. Chemical Hazards:

a) None

2.4.8.4. Health Hazards:

a) Difficulty in breathing due to overcrowding
b) Bumps and bruises
c) Sever injury to death

2.4.8.5. Definition of terms:

2.4.8.5.1. Concerts. A public performance with a massive numbers of attendance.

2.4.8.5.2. Events. A social occasions or activity.

2.4.8.5.3. General Assembly. A company of persons gathered for deliberation and legislations, worship or entertainment.

3. Basic Safety Requirements

3.1. Definition of term:

3.1.1. Permit to Work Form. A form used by the outsource and in-house for special work having the details of activity, lists of workers and materials,, hazardous identifications and safety precautions and should be accomplished first.

3.2. Work Request Form. A form usually consisting of requesting person or department, date requested and needed, and nature of work to be requested and should be accomplished first.

3.3. Secure Work Permit except on Emergency Work, which only requires approval of Safety Officer.

3.4. Secure right PPE prior to task.

Definition of terms.

3.4.1.1. Electrical works. A tasks which in deal of electricity and wirings.

3.4.1.1.1. Electrical Gloves. A pair of leather, rubber with corresponding volts insulation capacity depending on presence of electricity on the worksite

3.4.1.1.2. Reflective vest. A sleeveless garment use for the upper body usually worn over the shirt and reflectorized.

3.4.1.1.3. Helmet. will protect the user's head against impact from objects falling from above, by resisting and deflecting blows to the head and hitting fixed dangerous objects at the workplace,

3.4.1.1.4. Safety shoes. A shoe with the reinforce toe metal cap to minimize foot injuries by dropped.

3.4.1.1.5. Harness. In heights electrical works, a device use to fastening something to prevent from falling with strong impact.

3.4.1.1.6. Ear muffs. A device use to protect the genset operator from exposure of too much noise.

3.4.1.1.7. Safety signage. A warning device used to remind workers to be careful.

a) WARNING: HIGH VOLTAGE

b) MEN AT WORK AT ELECTRICAL CIRCUITS.

c) NOTICE: DO NOT TURN-OFF/TURN-ON BREAKERS

d) CAUTION TAPES

e) DANGER: ELECTRICAL SHOCK RISK

f)WARNING: DO NOT ENTER

3.4.1.2. Water/ plumbing/sanitations.

3.4.1.2.1. Definition of terms.

3.4.1.2.1.1. Gloves. A pair of leather, rubber, knitted materials use to protect hands.

3.4.1.2.1.2. Helmet. (see 3.3.1.3.3.)

3.4.1.2.1.3. Safety shoes. (see 3.3.1.1.1.4.)

3.4.1.2.1.4. Harness. (see 3.3.1.1.1.5.)

3.4.1.2.1.5. Scuba devices. An apparatus utilizing a portable supply of compressed gas such as air supplied as a regulated pressure and use for breathing while underwater.

3.4.1.2.1.6. Safety goggles. A protective glass set in a flexible frame (as of rubber or plastic) that fits snugly against the face.

3.4.1.2.1.7. Reflective vest. (see 3.3.1.1.1.6.)

3.4.1.2.1.8. Safety signages. (see 3.3.1.1.1.7.)

a) WATER NOT SUITABLE FOR DRINKING.
b) DANGER: NON-POTABLE WATER, DO NOT DRINK
c) WARNING: HOT WATER.
d) NOTICE: PLUMBER ON BOARD

3.4.1.2.1.9. Respirator. An apparatus worn over the mouth and nose or the entire face to prevent the inhalation of dusts, smoke and other noxious substances.

3.4.1.3. Hot works.

3.4.1.3.1. Definition of terms.

3.4.1.3.1.1. Safety goggles. (see 2.1.2f)

3.4.1.3.1.2. Harness. (see 2.1.2d.)

3.4.1.3.1.3. Safety shoes. (see 2.1.2c.)

3.4.1.3.2. Helmet. (see 2.1.2b.)

3.4.1.3.3. Safety gloves. (see 2.1.2a.)

3.4.1.3.4. Welding mask. A device that is use to protect the eyes from exposure of unnecessary smokes come from the welding rods and metals.

3.4.1.3.5. Heat resistant jacket. Use to protect from welding rod sparking and heats from metal surfaces and metals.

3.4.1.3.6. Safety signages. (see 2.1.1g.)

a. DANGER: ARC WELDING
b. WARNING: WELDING IN-PROGRESS
c. WEAR PPE.
d. DANGER: FLYING OBJECTS
e. NO SMOKING

3.4.1.4. Civil works.

3.4.1.4.1. Definition of terms.

3.4.1.4.1.1. Safety goggles. (see 2.1.3a.)

3.4.1.4.1.2. Harness. (see 2.1.3b.)

3.4.1.4.1.3. Safety shoes. (see 2.1.3c.)

3.4.1.4.1.4. Safety gloves. (see 2.1.3d.)

3.4.1.4.1.5. Reflective vest. (see 2.1.1b.)

3.4.1.4.1.6. Safety signages. (see 2.1.1g.)

a. WARNING: NAILING TOOLS IN USE.
b. WARNING: WOOD CARVING.
c. DANGER! CONSTRUCTION SITE.
d. WARNING! ALWAYS PPE.

3.4.1.5. Masonry.

3.4.1.5.1. Definition of term.

3.4.1.5.1.1. Safety goggles. (see 2.1.4a)

3.4.1.5.1.2. Harness. (see 2.1.4b.)

3.4.1.5.1.3. Safety shoes. (see 2.1.4c.)

3.4.1.5.1.4. Safety Gloves. (see 2.1.4d.)

3.4.1.5.1.5. Safety signages. (see 2.1.1g.)

a. WARNING! CONSTRUCTION SITE, KEEP OUT
b. CAUTION! WET FLOOR
c. BEWARE! SCAFFOLD INCOMPLETE
d. DANGER! NO ADMITTANCE, FALLING MASONRY

3.4.1.6. Others.

3.4.1.6.1. Definition of term.

3.4.1.6.1.1. Reflective vest. (see 2.1.4e.)

3.4.1.6.1.2. Signal lighting stick. Use to visualize the traffic from point to point or to stop and go of the cars or pedestrians of the road.

3.4.1.6.1.3. Caution tapes. Precautionary signages and warnings for peoples.

3.4.1.6.2. Secure location of task cordon off area and coordinate with Security Team and Bldg. Occupants.

3.4.1.6.3. As per the “Toolbox Meeting” is discussed, we must know the locations to be cordoned and proper safety precautions and safety signage are placed before the work or task is to be delivered.

3.4.1.6.4. For the Events, Concerts or assemblies, we must secure all the facilities temporarily installed are safe e.g., stages, temporary lightings, decorations etc..,

3.4.1.6.5. Document the task before and after and submit report of accomplishment to SSO and ISSESO

4. Work Safety

Task	PPE Required	Safety Protocols
Electrical	• LOTTO tag • Gloves (electrical rated) • Reflective vest • Helmet • Safety shoes • Hearing aid (if necessary) • Safety signage	• Secure Work Permit except on Emergency Work, which only requires approval of Safety Officer • Secure right PPE prior to task • Secure location of task cordon off area and coordinate with Security Team and Bldg. Occupants

		• Avoid working on wet areas. • Turn off main breaker on said area • If using ladder a spotter is needed and always use three (3) point contact. • If working on heights secure a permit to erect scaffold have it inspected by ISSESO before use. • Use harness when working above six feet in height on areas that is unsecured. • Document the task before and after and submit report of accomplishment to SSO and ISSESO

Water/ Plumbing/Sanitation	• Gloves • Helmet • Safety Shoes • Harness • Scuba devices • Safety Goggles • Reflective vest • Safety signage	• Secure work permit except on emergency work which only requires approval of safety officers. • Secure right PPE prior to a given task. • Secure locations, cordon properly the area and coordinate with Security Team and Bldg occupants • Turn off Main Breaker on the said area. • Document the task before and after and submit report of accomplishment to SSO and ISSESO.
Hot Works.	• Safety goggles • Harness • Safety Shoes • Helmet • Safety Gloves • Welding Mask • Heat Resistant Jacket • Safety Signage	• Secure Work Permit except on Emergency Work, which only requires approval of Safety Officer • Secure right PPE prior to task • Secure location of task cordon off area and coordinate with Security Team and Bldg. Occupants • Always carry with you two (2) 20 lbs.

		fire extinguishers, and locate the nearest fire extinguishers on work area. • Make sure work area is free of clutter and combustible materials that may be reached by sparks. • Use fire blanket to cover areas that are exposed to sparks that may cause fire. • Avoid working on wet areas • If using ladder a spotter is needed and always use three (3) point contact. • If working on heights secure a permit to erect scaffold have it inspected before use. • Use harness when working above six feet in height areas that is unsecured. • Document the task before and after and submit report of accomplishment to SSO and ISSESO

Civil Works.	• Safety Goggles • Harness • Safety shoes • Safety Gloves • Reflective vest • Safety signage	• Secure Work Permit except on Emergency Work, which only requires approval of Safety Officer • Secure right PPE prior to task • Secure location of task cordon off area and coordinate with Security Team and Bldg. Occupants • Always carry with you two (2) 20 lbs. fire extinguishers, and locate the nearest fire extinguishers on work area if using grinders. • Make sure work area is free of clutter and combustible materials that may be reached by sparks. • If using ladder a spotter is needed and always use three (3) point contact. • If working on heights secure a permit to erect scaffold have it inspected before use. • Use harness when working above six feet in height areas that is unsecured. • Document the task before and after and submit report of accomplishment to SSO and ISSESO

Masonry	• Safety Googles • Harness • Safety shoes • Safety Gloves • Safety signage	• Secure Work Permit except on Emergency Work, which only requires approval of Safety Officer • Secure right PPE prior to task • Secure location of task cordon off area and coordinate with Security Team and Bldg. Occupants • If using ladder a spotter is needed and always use three (3) point contact. • If working on heights secure a permit to erect scaffold have it inspected before use. • Use harness when working above six feet in height areas that is unsecured. • Document the task before and after and submit report of accomplishment to SSO and ISSESO

Others	• Signal lighting stick • Reflective vest • Caution tapes/cordon • Security Personnel.	• Secure work permit addressing SSO and ISSESO. • Secure or point exactly the gate of entry and exit for the people with appropriate direction signs. • Secure lightings both to entry and exit point. • Make sure of having 2 x 20lbs. fire extinguisher at the event stage. • Ensure the point to point installation of cctv system to monitor the peoples movement and its situation. • Ambulance with complete first aid kit, well-fit personnel and competent EMT practitioner must maintain near of visible or exactly on-site of the event. • Stand-by Technicians e.g. Sound technicians, lights, and electricians must present from opening to closing of the event. • On closing, make sure all the service powers provided to the event must properly shut-off before leaving the site.