



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila



097.13 DPWH

03.18.2025

MAR 17 2025

DEPARTMENT ORDER)
)
)
NO. 46)
Series of 2025)
3/18/2025

SUBJECT: Standard Forms and Templates in the Evaluation and Processing of Construction Safety and Health Program for DPWH Infrastructure Projects

In line with the Department Order No. 241, Series of 2024 – “Guidelines on the Processing, Approval and Reporting System of Construction Safety and Health Program (CSHP) for DPWH Infrastructure Projects” and to ensure the uniformity of documented information in the evaluation and processing of CSHPs for DPWH implemented projects, the following **Standard Forms and Templates** applicable for both locally funded and foreign assisted projects are hereby issued to be utilized by all Implementing Offices of the Department:

- (a) Application Form for the Evaluation/Processing of CSHP
- (b) CSHP Evaluation Checklist
- (c) CSHP Approval Sheet
- (d) CSHP Template

These forms are duly prescribed by the Department of Labor and Employment (DOLE) and modified to suit the administrative structure of the DPWH pursuant to the provisions under Section 3 of the Joint Memorandum of Agreement entered into by the DPWH and DOLE dated October 07, 2024.

The standard forms and templates can be downloaded from the DPWH Intranet under Forms section.

This Order shall take effect immediately.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5W02328



Department of Public Works and Highways

APPLICATION FORM FOR THE EVALUATION/PROCESSING OF CONSTRUCTION SAFETY & HEALTH PROGRAM (CSHP)

Legal Bases:

1. Presidential Decree No. 442, as renumbered
2. Republic Act No. 11058
3. DOLE Department Order No. 198, Series of 2018
4. DOLE Labor Advisory 06, Series of 2023
5. DPWH Department Order No. 241, Series of 2024
6. DOLE and DPWH Joint Memorandum of Agreement dated October 07, 2024

DPWH Implementing Office:

Date Received: _____

Instructions: This form shall be duly accomplished and submitted by the **CONTRACTOR/SUBCONTRACTOR** in applying for a Construction Safety and Health Program intended for a specific construction project.

Note: **THE CHECKLIST OF REQUIREMENTS** shall be used in receiving the application. Only applications with complete requirements and attachments will be processed.

A. Company Profile/License/Registration of the Contractor

Complete Name of the Contractor	Complete Business Address of the Contractor
	Tel. No: _____ Fax No: _____
Name of the Authorized Managing Officer/ Contact Person:	Tel. No: _____ Mobile No: _____ Email: _____
Contractor's PCAB/JV License No:	Number of workers:
Date of Validity:	Male: _____ Female: _____ Total employment: _____

Engaged Subcontractors' Profile, if any

Name of Sub-contractors	Scope of Work	No. of Workers	PCAB License	Date of Validity	Date of DOLE Registration
1.					
2.					
3.					
4.					
(Use separate sheet, if necessary)					



Department of Public Works and Highways

**APPLICATION FORM
FOR THE EVALUATION/PROCESSING OF
CONSTRUCTION SAFETY & HEALTH
PROGRAM (CSHP)**

B. Contract Profile/Description

Contract ID:

Contract Name: (Please attach copy of Notice of Award or Notice to Proceed or other documents indicating name and details of the project)

Contract Location:

Project Classification:

Date of Estimated Start/Execution of the project:

____/____/____
Month Day Year

Total Contract Cost:

Duration of the project (Pls. state the number of calendar days)

Estimated number of workers to be deployed:

Phase/Stage:

Construction Activity

Estimated No. of Workers:

Brief Description of Construction Activities/Work Flow as presented in the Scope of Works
(Please attach additional sheet, if necessary)



Department of Public Works and Highways

APPLICATION FORM FOR THE EVALUATION/PROCESSING OF CONSTRUCTION SAFETY & HEALTH PROGRAM (CSHP)

OSH Personnel assigned to the project

Designated Safety Officers

Name	Date of Training

(Please attach photocopy of Certificate of Completion on the Basic OSH Course for Construction Site Safety Officers issued by DOLE-BWC accredited Safety Training Organizations or recognized institution)

Designated First Aider:

Name	Date of Training	ID Validity

Please attach a photocopy of the Certificate of First-Aid Training and valid First iD ID from Phil Red Cross, DOH, Bureau of Fire and DOLE-Accredited TVIs with TESDA registered EMS and other DOLE-Accredited first aid training provider

Other OH personnel (if more than 50 workers will be deployed in the project)

Name	Date of required BOSH Training
OH Nurse	
OH Physician	
Dentist	

(If Heavy Equipment will be used in the Project)

List of heavy equipment to be used in the Project:
1.
2.
3.
4.
5.

(Please attach additional sheet, if necessary.)

Name of Heavy Equipment Operator/s:
1.
2.
3.
4.
5.

(Attach photocopy of skills certification from TESDA.)

Profile of the person who prepared the CSHP Program for the abovementioned Project

<div style="border-bottom: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Signature over printed name (Safety Officer)	Educational Background:
	Work Experience in OSH:
	Other Qualifications:

I HEREBY CERTIFY ON MY HONOR TO THE TRUTHFULNESS OF THE ABOVEMENTIONED INFORMATION. THE COMPANY HEREBY COMMITS TO STRICTLY IMPLEMENT THE ATTACHED CONSTRUCTION SAFETY AND HEALTH PROGRAM DESIGNED FOR THE ABOVEMENTIONED PROJECT.

Submitted By:

Signature Over Printed Name (Contractor)	Position	Date



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Quality Management System

CSHP Evaluation Checklist

Implementing Office: _____

Name of Contractor: _____

Contract ID: _____

Contract name: _____

Contract location: _____

Particulars	Yes	No	N/A	Remarks
A. General Requirements				
1. Duly accomplished application form for CSHP evaluation (2 copies)				
2. Safety and Health Program. 2 copies, 1 copy must be original				
3. Letter of intent addressed to the Head of Implementing Office, indicating the name of authorized contact person with telephone number/s (1 copy)				
B. CSHP Program must contain the following:				
1. Name of person who prepared the program. (please indicate if accredited by DOLE as OSH Practitioner)				
2. Project Description:				
a. Specific name of project				
b. Location of the project				
c. Project classification				
d. Project owner				
e. Name of main contractor				
f. Estimated number of workers to be deployed				
g. Estimated start of execution of project				
h. Estimated duration				
i. Scope of work to be undertaken				
3. Company Safety Policy written on a company letterhead				
Must be duly signed by the highest company official or the highest ranking company representative who has over-all control of project execution				
4. Composition of Safety and Health Committee				
Must specify the proposed structure and membership of the safety and health committee				
5. Names of Site Safety and Health personnel				
Depending on the number of workers to be deployed in the construction site				
6. Specific duties and responsibilities of the designated Safety Officer				
7. SPECIFIC PROVISIONS ON THE FOLLOWING (if applicable):				
a. On-site safety and health promotion and continuing information dissemination				
b. Accident and incident investigation and reporting system				
c. Protection of the general public within the vicinity of the construction site				



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Quality Management System

CSHP Evaluation Checklist

Particulars	Yes	No	N/A	Remarks
d. Environmental control				
e. Guarding of hazardous machinery				
f. Personal protective equipment				
g. Handling of hazardous substances				
h. General materials handling and storage				
i. Workers skills and certification (for critical occupation)				
j. Provisions for transportation facilities for workers in case of emergency				
k. Temporary fire protection facilities and equipment				
l. First aid and health care medicines, equipment and facilities				
m. Workers welfare facilities				
n. Proposed hours of work and rest breaks				
o. Construction waste disposal				
p. Testing and inspection of construction heavy equipment.(if construction heavy equipment will be utilized in the project)				
q. Disaster and emergency preparedness				
r. Pandemic control plan, if applicable				
8. Standards Operating Procedure and Job Hazard Analysis for any of the following activities or other hazardous work not outlined herein.				
a. Site clearing				
b. Excavations				
c. Erection and dismantling of scaffolds and other temporary working platforms				
d. Temporary electrical connections/installations				
e. Use of scaffolds and other temporary working platforms				
f. Working at unprotected elevated working platforms or surfaces				
g. Use of power tools and equipment				
h. Gas and electric welding and cutting operations				
i. Working in confined spaces				
j. Use of internal combustion engines				
k. Handling hazardous and/or toxic chemical substances				
l. Use of hand tools				
m. Use of mechanized lifting appliances for movement of materials				
n. Use of construction heavy equipment				
o. Demolition				
p. Installation, use and dismantling of hoist and elevators				
9 Penalties/Sanctions for violation of the provision/s of the Safety and Health Program				



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Quality Management System

CSHP Evaluation Checklist

C. ATTACHMENTS

1. Photocopy of registration forms received and concerned DOLE Regional Office:				
a. per Rule 1020 of the OSHS (one time registration)				
2. Photocopy of Notice of Award duly conformed by the winning bidder				
3. Photocopy of the valid PCAB license				
For a joint venture (JV)- Contractor's PCAB Special JV License and JV Agreement				
4. Photocopy of certificate of completion on required training of all designated OSH Personnel				
a. Safety Officer - Construction Site Safety Officer (COSH) and other related trainings				
b. First Aider - Standard First Aid Training and valid ID as a First Aider				
c. OH Nurse - BOSH Training for OH Nurse, if applicable				
d. OH Physician - Basic Course on Occupational Medicine, if applicable				
5. Proof of Designation of Safety Officer				
6. Certificate of Inspection and Testing of Construction Heavy Equipment (CHE) conducted by a DOLE- accredited inspection and testing organization, if applicable				
7. Skills Certificate of workers (Critical occupations) and Construction Heavy Equipment operators issued by TESDA				
8. Contract with nearby hospital/clinic in lieu of the required infirmary/hospital, if applicable				
9 Documents to prove that the project is not yet complete/finished, if needed				

RESULT OF EVALUATION:

☐ Complete. Recommended for approval
☐ Recommended for disapproval
 Reasons:
☐ Incomplete documents, please specify: _____

☐ Invalid documents, please specify; _____

Evaluated by:

Signature over printed name

DPWH CSHP Evaluator

Date:



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Quality Management System**CSHP APPROVAL SHEET**

Implementing Office: _____

Contract ID: _____

Contract Name: _____

Contract Location: _____

Contractor: _____

PCAB License No.: _____ Validity: _____

Designated Safety Officer: _____

Designated First Aider: _____

Designated OH Personnel (if applicable): _____

Total Estimated No. of Workers: _____

Contract Duration: _____

Date of Estimated Start/Execution of the project: _____

No. of Subcontractors: _____

Name of Subcontractors	PCAB License No.	Validity

(Use separate sheet if necessary)

This refers to the attached Construction Safety and Health Program (CSHP) which was submitted to this Office pursuant to DPWH D.O. 241, Series of 2024 as aligned with the provisions of the DOLE and DPWH Joint Memorandum of Agreement dated October 07, 2024.

Based on the evaluation of the requirements submitted by the contractor, the said Program satisfactorily complied with the minimum requirements of the Occupational Safety and Health Standards, DOLE D.O. No. 13, Series of 1998 and DOLE D.O. 198 series of 2018, or its latest amendment.

In view of the foregoing, the CSHP is hereby **APPROVED** for implementation in the above-mentioned project. The contractor with its subcontractors shall be responsible in ensuring the compliance of the implementation of a suitable CSH Program designed for specific construction/project activities in accordance with the relevant laws, rules and regulations.

This approval is without prejudice to comply with the requirements on the submission of the Certificate of Inspection and Testing of Construction Heavy Equipment from the accredited testing organization in case said heavy equipment will be utilized in the project.

Likewise, the Approved CSHP shall not be limited to its existing provisions but may include other systems and procedures applicable and necessary for the project. The CSHP may be reviewed by the contractor from time to time to modify and include appropriate systems and procedures which must be in accordance with prescribed standards, rules and regulations.

Recommending Approval:

APPROVED:**NAME & SIGNATURE**

CSHP Focal Person/Provisional Focal Person

Date: _____

NAME & SIGNATURE

Head of Implementing Office

Date: _____

CONTRACTOR'S LETTERHEAD

CONSTRUCTION SAFETY AND HEALTH PROGRAM TEMPLATE

1.0 Statement of Commitment to Comply with OSH Requirements

*I, **(Name of Contractor's Authorized Official)***, by accomplishing this Construction Safety and Health Program do hereby commit and bind ourselves to comply with the requirements on the Guidelines Governing Occupational Safety and Health in the Construction Industry and the applicable provisions of the Occupational Safety and Health Standards (OSHS).

We (also) acknowledge our obligation and responsibility/ies to provide throughout the course of the project the appropriate personal protective equipment (PPE) as an added protection for our workers and employees.

We also (hereby) commit to implement the necessary job safety and health instructions and training to all our workers for the entire (during the) duration of the project, as well as the safety of the general public.

Signature Over Printed Name of Contractor

2.0 Company Safety and Health Policy

It is the general policy of (Name of Contractor/company) to perform work in the safest manner possible and consistent with good construction practices. To fulfill the requirements of this policy, an organized and effective Construction Safety and Health Program as described in this program and in consonance with DOLE OSH Standards must be carried out on every project.

To achieve these objectives, we are committed to perform the following:

- 2.1 Identify potential hazards that may arise from the programmed work activities through the performance of HIRAC;
- 2.2 Organize the work activities so as to minimize the risk arising from them;
- 2.3 Develop and implement project-specific safety and health program;
- 2.4 Establish and enforce all necessary safe work procedures, rules, and regulations;
- 2.5 Ensure that all workers are given orientation/briefing or induction prior to their deployment to the site;
- 2.6 Establish a site safety and health committee to act as the policy-making body of the project on all issues pertaining to safety and health;
- 2.7 Ensure that the project site has appropriate and competent safety and health personnel and has adequate safety and health facilities
- 2.8 Ensure the conduct of daily toolbox meetings; and
- 2.9 Establish a system of follow-up of actions and periodic assessments to check program effectiveness.

3.0 Project Details

i. Specific name of project and name of owner:	ii. Location of the project:								
iii. Classification of the project:	iv. Name of the general constructor (a constructor that has general supervision over other constructors in the execution of this project and that directly receives instructions from the owner or construction project manager, if any)								
<input type="checkbox"/> General Building Construction <input type="checkbox"/> General Engineering Construction <input type="checkbox"/> Specialty Trade Construction <input type="checkbox"/> Others, please specify: _____									
v. Name of project manager/contact number/email (the overall technical personnel of the general constructor and or the subcontractor in charge of the actual execution of this project)	vi. Name of resident engineer, if any (a duly licensed engineer who shall be tasked to be present at the construction site at all times, whenever work is being undertaken, and shall have the responsibility of assuring the technical conformance of all designs, materials, processes, work procedures rendered for the execution of this project, including safety and health of all persons within the construction site)								
vii. Name and Classification of Constructors (synonymous to builders who undertake or offer to undertake or purport to have the capacity to undertake or submit a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection with this project. The term constructor includes subcontractor and specialty contractor.)									
<table border="1"> <thead> <tr> <th>Name of contractor/subcontractor</th><th>Classification</th></tr> </thead> <tbody> <tr> <td>1. _____</td><td>_____</td></tr> <tr> <td>2. _____</td><td>_____</td></tr> <tr> <td>3. _____</td><td>_____</td></tr> </tbody> </table>		Name of contractor/subcontractor	Classification	1. _____	_____	2. _____	_____	3. _____	_____
Name of contractor/subcontractor	Classification								
1. _____	_____								
2. _____	_____								
3. _____	_____								
ix. Number of workers	x. Work hours, including shift								
1 st shift: Male: _____ Female: _____ 2 nd shift: Male: _____ Female: _____ 3 rd shift: Male: _____ Female: _____	1 st shift: from _____ to _____ 2 nd shift: from _____ to _____ 3 rd shift: from _____ to _____								
xi. Construction Heavy Equipment to be utilized (indicate the numbers)	xii. Projected dates of commencement and completion								
<input type="checkbox"/> Backhoe: _____ <input type="checkbox"/> Dozer: _____ <input type="checkbox"/> Loader: _____ <input type="checkbox"/> Dump truck: _____ <input type="checkbox"/> Crane: _____ <input type="checkbox"/> Grader: _____ <input type="checkbox"/> Others, please specify: _____	Start Date: _____ End Date: _____ Days to Complete: _____								

xiii. Name and address of emergency health provider <i>(any person or organization who is certified or recognized by the Department of Health and who can provide the same or equivalent emergency health services as an emergency hospital, including emergency treatment or workers on site, emergency transport and care during transport of injured workers to the nearest hospital, with adequate personnel, supplies, and facilities for the complete immediate treatment of injuries or illnesses)</i>	
xiv. Total project cost	
xvi. Itemized cost on OSH (Use additional sheet if necessary)	
a. PPE b. Signages c. Orientation/ Training	

4. Construction Safety and Health Committee

DOLE guidelines require that the rules of the Construction Safety and Health Program must be observed and enforced at the project site. Each site shall, at the start of the construction, have a construction safety and health committee. With respect to this project, the committee will be organized in accordance with the requirements of Rule 1040 of the Occupational Safety and Health (OSH) Standards of the Department of Labor and Employment (DOLE).

4.1 Composition of Construction Safety and Health Committee (CSHC)

Our CSHC at the (_____ Name of Project _____) consist of:

a. Project Manager or his representative as the chairperson ex officio

Chairperson: _____

b. General Construction Safety and Health Officer/s (overall in charge of the implementation of the OSH program of this project hired by the General Constructor. Please attach a certificate of training/s prescribed by DOLE. Numbers will be dependent on the number of workers and heavy equipment)

Safety Officer: _____
 Safety Officer: _____
 Safety Officer: _____

c. Construction Safety and Health Officer/s from Subcontractors (any employee/worker trained and, in addition to their regular duties and responsibilities tasked by his employer to implement occupational safety and health program in accordance with the provisions of the OSH Standard. Please attach a certificate of training/s prescribed by DOLE).

Safety Officer: _____
 Company: _____
 Safety Officer: _____

Company: _____
 Safety Officer: _____
 Company: _____

- d. **Occupational Health Personnel** (qualified first-aiders, nurse, dentist, or physician, engaged by the employer to provide occupational health services in the establishment/undertaking. Please attach a certificate of training/s prescribed by DOLE):

First Aider: _____	Dentist: _____
Company: _____	Company: _____
First Aider: _____	Dentist: _____
Company: _____	Company: _____
First Aider: _____	Dentist: _____
Company: _____	Company: _____
Nurse: _____	Physician: _____
Company: _____	Company: _____
Nurse: _____	Physician: _____
Company: _____	Company: _____
Nurse: _____	Physician: _____
Company: _____	Company: _____

- e. **Workers' representative** (minimum of 3 union members if organized, not necessarily from one employer and all constructors should be represented)

Name: _____	Name: _____
Designation: _____	Designation: _____
Company: _____	Company: _____
Name: _____	
Designation: _____	
Company: _____	

4.2 Duties of the CSH Committee shall include but are not limited to the following:

- Plans, develops, and oversees the accident prevention programs for the construction project;
- Directs the accident prevention efforts of the construction project in accordance with the safety programs and performance and government regulations in order to prevent accidents from occurring in the worksite;
- Conducts safety meetings at least once a month. The committee will hold a safety meeting every _____ of the month;
- Submits reports to the project manager on its meetings and activities one day after the meeting;
- Reviews reports of inspection, accident investigation, and implementation of the program;
- Provides necessary assistance to government inspecting authorities in the proper conduct of their activities specifically on the enforcement of the provision of OSHS;
- Submits monthly the following safety and health reports to the DOLE Regional Office having jurisdiction over the project:
 - Summary of all safety and health committee meetings agreements;
 - Summary of all accident investigation reports using DOLE/BWC/ OHSD/IP-6 form;
 - Periodic hazards assessment with the corresponding remedial measures/actions for each hazard;

- k. Annual Medical Report using the form DOLE/BWC/HSD/OH-47-A (if the duration of the project is more than one (1) year); and
- l. Initiates and supervises safety and health training for employees. Provide proof/s of training/orientation.

Type of OSH Training/Orientation	OSH Personnel who conducts/supervises the training/orientation	Number of Attendees	
		Male	Female
40-Hour Construction Occupational Safety and Health Course			
Mandatory OSH Orientation to all workers			
Others			

4.3 Duties of the Safety Officer

The principal function of the safety officer assigned to this project is to act as the employer's (needs identification) principal assistant and consultant in the application of programs to remove the hazard from the workplace and to correct unsafe work practices. For this purpose, the safety officer has the following duties:

- a. Serves as Secretary to the CSHC, as such will perform the following:
 - Prepare minutes of meetings;
 - Report status of recommendations made;
 - Notify members of the meetings; and
 - Submit (needs identification) to the employer a report of the activities of the committee, including recommendations made.
- b. Acts as an advisory capacity on all matters pertaining to health and safety for the guidance of the employer and the workers.
- c. Conducts investigation of accident as member of the Construction Health and Safety Committee and submits separate report and analysis of accident to the employer (needs identification).
- d. Coordinates all health and safety training programs for the workers/employees and employer (needs identification).
- e. Conduct health and safety inspections as a member committee.
- f. Maintains or helps in the maintenance of an efficient accident record system and coordinates actions taken by supervisors to eliminate accident causes.
- g. Provide assistance to government agencies in the conduct of safety and health inspection, accident investigation, or any other related program.
- h. For the purpose of effectiveness in the project site, the Safety Officer is to report directly to the employer (needs identification).

4.4 Dangerous Occurrence or Major Accident

In case of any dangerous occurrence or major accident resulting in death or permanent total disability, we will notify the DOLE Regional Office within 24 hours of the occurrence. After the conduct of the investigation by our concerned safety and health officer, we will report all permanent total disabilities to the DOLE Regional Office at the 30th of the month following the date of occurrence of an accident using the DOLE/BWC/HSD-IP-6 form.

5.0 Emergency Occupational Health Personnel and Facilities

Section 15 of D.O. No. 198-18 states that the covered workplaces shall have qualified occupational health personnel such as certified first-aiders, nurses, dentists, and physician duly complemented with the required medical supplies, equipment and facilities.

Emergency Health Personnel and Facilities

Construction Stages	Our number of workers during this stage	Health Personnel & Facilities	
		Health Personnel	Facilities

(Use additional sheet if necessary and attach all required training certificates in this section.)

6.0 Safety & Health Promotion & Education

The (Name of Company) is committed at ensuring that all workers or employees are given orientation/briefing or induction prior to deployment to the site. It is our continuing effort to promote safety and health consciousness to all people involved in this project by providing them with the necessary safety and health training and education to enhance their knowledge and skills to enable us to attain a safe and healthful project site.

6.1 Workers Safety and Health Orientation/Trainings

We require new workers to mandatorily attend our safety & health orientation before they are deployed to this project site. The assigned Safety Officer, (Complete Name), will conduct of this orientation. We ensure that they receive instruction and training regarding the general safety and health measures we plan to implement for this project, specifically:

- basic rights and duties of workers at the jobsite;
- means of access and egress both during normal work and in emergency situation;
- measures for good housekeeping;
- location and proper use of welfare amenities and first –aid facilities;
- proper care of PPEs and other protective clothing;

- general measures for personal hygiene and health protection;
- fire precautions to be taken;
- action to be taken in case of any emergencies; and
- requirements of relevant health and safety rules and regulations.

Below is the list of workers who have undergone the DOLE-prescribed safety and health training and orientation

Name	Title of training attended	Remarks

(Use additional sheet if necessary)

6.2 Specialized Instruction and Trainings

DOLE OSH for construction activities requires specialized instruction and training be given to any person holding a critical occupation.

The inventory lists of our workers who hold critical occupations and attended the specialized training are listed below. *(Please attach training certificates)*

Name	Title of training attended	Remarks

(Use additional sheet if necessary)

7.0 Toolbox Meeting

Toolbox meeting or gang meeting is a daily meeting among workers and their respective supervisors for the purpose of instruction, discussion, and proper briefing on the planned work, the assessment of past work, the possibility or actual occurrence of accidents at the site, tips and suggestions on how to prevent possible accidents and other related matters.

7.1 Responsible for the Toolbox Meeting

The following supervisor or any designated person (e.g. foreman, leadman, gang boss, etc.) is required to conduct daily toolbox or similar meetings prior to starting the tasks for the day to discuss with the workers and anticipate safety and health problems related to every task and the potential solutions to those problems. The supervisor will remind the workers of the necessary safety precautions that need to be undertaken.

Name of Supervisor	Time of Toolbox Meeting (indicate shift, e.g. 1 st , 2 nd , 3 rd)	Means of Documentation (attach sample instrument)

Use additional sheet if necessary)

8.0 Accident/Incident/Illnesses Investigation & Reporting

We consider accident/incident/illness investigation and reporting as our responsibility. Absenteeism can greatly affect our work schedule. Looking for replacement can be costly for the company, the hiring effort, training of new workers, and the loss of job momentum affects our productivity. We involve our supervisors in this program because they are more familiar with the people involved, they have a better understanding of the operation. For this reason, the (name of company) is committed to include this responsibility to all supervisors and made them aware about it.

8.1 Persons responsible for conducting the investigation

In this project, the following person/s will be assigned to conduct an accident/incident investigation:

All accidents	All incidents/near miss	Illnesses

8.2 Conducting and documenting the accident/illnesses investigation

In conducting the accident/illness investigation, we gather facts, analyze them and make the necessary recommendation. *(Please attach sample forms that will be used to document your investigation)*

8.3 Compliance with Government Requirements

We will submit the following reports to the DOLE Regional Office concerned:

- In case of any dangerous occurrence or major accidents resulting in death or permanent total disability using the form (DOLE/BWC/OHSD/IP – 6). Notification of major accidents to the DOLE Regional Office concerned within 24 hours.
- Summary of Work Accident/Illness Exposure Data Report will be submitted on or before the 20th of the month following the date of occurrence of the accident *(for those projects with short duration or less than one-year duration)*.
- Annual Work Accident/Illness Report using the form DOLE/BWC/OHSD/IP – 6B for those construction projects with more than one-year duration.

9.0 Personal Protective Equipment (PPE)

Every employer shall, at his own expense, furnish his workers with protective equipment for eyes, face, hands, feet, lifeline, safety belt/harness, protective shields, and barriers whenever necessary by reason of the hazardous work process or environment, chemical or radiological or other mechanical irritants or hazards capable of causing injury or impairment in the function or any part of the body through absorption, inhalation or physical agent.

Provision of PPE shall be in accordance with Rule 1080 of the OSHS (*must include Rule 1070 for noise*). The equivalent cost for the provision of PPE (*life span, depreciation, replacement, etc.*) shall be an integral part of the project cost.

Item No.	Type of PPE	Quantity needed	Unit Price	Total cost

(Use additional sheet if necessary)

9.1 Cleaning and Proper Maintenance of PPEs

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Our workers or employees inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Our supervisors are responsible for ensuring that users properly maintain their PPEs in good condition.

We enforce our rule that PPEs must not be shared between workers or employees until it has been properly cleaned and sanitized. PPEs are distributed for individual use whenever possible.

If workers or employees provide their own PPEs, we make sure that it is adequate for the workplace hazards, and that it is maintained in a clean and stored in conducive condition.

We never allow the use of defective or damaged PPEs. We immediately discard and replace them to avoid any unintentional use.

We also consider the importance of ensuring that any contaminated PPE which cannot be decontaminated is disposed of in a manner that protects workers or employees from exposure to hazards

10.0 Protection of the General Public

We comply with Rule 1412.09 of the DOLE OSH standard in providing a safely covered walkway over the sidewalk for use by pedestrians in a building construction work less than 2.3 meters (7feet) from a sidewalk or public road.

We comply with Rule 1412.10 of the OSH Standard, Protection from Falling Materials. We observe the following:

- We will take the steps to protect workers from falling materials, such as the provisions of safety helmets and safety shoes.
- We will ensure that tools, objects, and materials including waste materials) will not be thrown or tipped from a height, but will be properly lowered by crane, hoist, or chutes. If such is not practicable, the area where the material is thrown will be fenced and no person will be allowed in the fenced area.

11.0 Safety Signages

Our safety signages provide warning to workers and employees and the public about the hazards around the project site. These will be posted in prominent positions at a strategic location visible as far as possible in a language understandable to most of the workers and employees as well as the public.

- The specific safety signages we intend to set up for this project include but are not limited to:
- Mandatory requirement on the usage of PPE prior to entry to the project site (*attach sample picture of this signage that you plan to use for this project*);
- Areas where there are potential risks of falling objects (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Areas where there are potential risks of falling (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Areas where explosives and flammable substances are used or stored (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Areas where there are tripping or slipping hazards (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Approaches to working areas where danger from toxic or irritant airborne contaminants/substance may exist which should indicate the name of the contaminant/substance involved and the type of respiratory equipment to be worn (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- All places where contact with or proximity to electrical/facility equipment can cause danger (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- All places where workers may come in contact with dangerous moving parts of the machineries or equipment (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Location of the fire alarms and fire-fighting equipment (*attach sample picture of this signage that you plan to use for this project*);
- Instructions on the usage of specific construction equipment (*if applicable, attach a sample picture of this signage that you plan to use for this project*);
- Periodic updating of man-hours lost.

11.1 Inspection and Maintenance of Safety Signages

We will regularly inspect and maintain in good condition all safety signages that we will be providing for this project. The person in charge in inspecting is/are (complete name of person/s), he/she is/are our (designation). Inspection will be carried out on a (specify: daily, weekly, monthly).

Our _____ will remove and replace any signages that are damaged, illegible, or no longer apply to the current hazard.

12.0 Construction Workers Skills Certification

The company will ensure that all workers assigned in the critical occupations and those who will be assigned in the operation of construction heavy equipment (CHE) will undergo mandatory skills testing for certification by TESDA (*Attach TESDA certificates of those workers certified by TESDA.*)

13.0 Testing & Inspection of Construction Heavy Equipment

All construction heavy equipment will be tested and inspected in accordance with the requirements of OSHS. The company will ensure that all heavy equipment will be operated by qualified and certified operators. (*Attach Certificate of Testing and Inspection of CHE used issued by DOLE Accredited Testing Organizations for CHE and TESDA certificate of CHE operator/s.*)

14.0 Control Measures on Construction Activities

To ensure safe and healthy working conditions throughout the duration of the project the following control measure activities will be enforced and disseminated to all the workers in the site:

14.1 Major Activities

Major activities for this project include but not limited to the following: (*please check on the box all that applies*)

- | | |
|---|--|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Earthmoving | <input type="checkbox"/> Piling |
| <input type="checkbox"/> Scaffold | <input type="checkbox"/> Formwork |
| <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Crane Operation |
| <input type="checkbox"/> Concreting | <input type="checkbox"/> Rebar works |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Painting | <input type="checkbox"/> interior Decoration |
| <input type="checkbox"/> Others (<i>please specify</i>) | |

14.2 Hazards Identified

Based on the list of activities for this project, we found the following potential hazards that we may possibly encounter in the course of project implementation:

a. Physical Hazards

Physical hazards are the most common in most workplaces. The physical hazards that we identified for this project include but are not limited to the following: (*please check on the box all that applies*)

- | | |
|---|--|
| <input type="checkbox"/> machineries | <input type="checkbox"/> power and hand tools |
| <input type="checkbox"/> electrical | <input type="checkbox"/> ladders and scaffolds |
| <input type="checkbox"/> noise | <input type="checkbox"/> ventilation |
| <input type="checkbox"/> exposure to heat | <input type="checkbox"/> tripping |

- ☐ fall hazards
- ☐ others (*please specify*)

- ☐ collapse

b. Chemical Hazards

Chemical hazards are present workers handle chemical preparations in any form (solid, liquid or gas). Some are safer than others, however, some workers are more sensitive to chemicals, even the common solutions causing illness, skin irritation or breathing problems.

The chemical hazards that we identified for this project include but are not limited to the following: (*please check on the box all that applies*)

- | | |
|--|---|
| <input type="checkbox"/> solvents | <input type="checkbox"/> paint products |
| <input type="checkbox"/> acids | <input type="checkbox"/> cleaning products |
| <input type="checkbox"/> acetylene | <input type="checkbox"/> propane |
| <input type="checkbox"/> gasoline | <input type="checkbox"/> explosive chemical |
| <input type="checkbox"/> welding fumes | <input type="checkbox"/> others (<i>please specify</i>) |

c. Biological Hazards

Biological hazards come from working with infectious people, plants, and other living materials. The biological hazards that we have identified for this project include but are not limited to the following: (*please check on the box all that applies*)

- | | |
|---|--|
| <input type="checkbox"/> blood or other body fluids | <input type="checkbox"/> fungi |
| <input type="checkbox"/> bacteria and viruses | <input type="checkbox"/> plants |
| <input type="checkbox"/> insect bites | <input type="checkbox"/> animal and bird droppings |
| <input type="checkbox"/> others (<i>please specify</i>) | |

d. Ergonomic Hazards

Ergonomic hazards occur when the type of work, body position, and working conditions put a strain on the body. They are the hardest to spot since one does not immediately notice the strain on your body or

the harm these hazards pose. Short-term exposure may result in "sore muscles" on the days following exposure, but long-term exposure can result in serious musculoskeletal injuries.

The ergonomic hazards that we identified for this project include but are not limited to the following: *(please check on the box all that applies)*

- | | |
|--|---|
| <input type="checkbox"/> poor lighting | <input type="checkbox"/> frequent lifting |
| <input type="checkbox"/> poor posture | <input type="checkbox"/> repetitive motion |
| <input type="checkbox"/> exertion of force | <input type="checkbox"/> awkward movement c |
| <input type="checkbox"/> others (please specify) | |

(Enumerate control measures to address those hazards identified, Use an additional sheet if necessary)

14.3 Safe Work Practices

Safe work practices are procedures adopted for carrying out specific tasks that ensure workers' exposure to hazardous situations, substances, and physical agents is controlled in a safe manner. Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. It should be developed as a result of completing a Hazard Assessment and should closely reflect the activities in this project.

All safe work practices should be kept in a location central to the work being performed and readily available to the workforce. Some safe work practices will require specific job procedures, which clearly set out in chronological order each step in a process.

(Enumerate below the safe work practices that you intend to perform relative to the hazards you previously identified above.)

15.0 First-Aid, Health Care Medicines, and Equipment Facilities

The company will provide first-aid kits and health care medicines and facilities for workers on the site in accordance with the requirements of Rule 1960 of the OSHS.

16.0 Workers' Welfare Facilities

The following welfare facilities will be provided on the site to ensure humane working conditions:

- Adequate supply of safe drinking water
- Adequate sanitary, washing, and sleeping facilities separate for men and women workers
- Adequate facilities for changing and for the storage and drying of work clothes.
- Adequate accommodation for taking meals.
- Suitable living accomodation

To assure that the company provides adequate welfare facilities for the workers on the site the company will implement the provision of toilets and other facilities in accordance with the requirements of the Sanitation Code

17.0 Medical Surveillance

The company will require all employees to undergo a baseline or initial medical health examination prior to assigning to a potentially hazardous activity. The examination will include but not be limited to the following:

- Complete medical and work history;
- Physical examination (pre-employment, during employment, and separation);
- Other special examination (pulmonary function test, blood panel, ECG >40 years of age, audiogram);
- Random drug testing.

18.0 Working Hours & Break Time

The work schedule will be on (please check on the boxes that apply):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Check on the shift and indicate the work hours for the shift that applies.

- ☐ 1st Shift from _____ (am/pm) to _____ (am/pm)
- ☐ 2nd Shift from _____ (am/pm) to _____ (am/pm)
- ☐ 3rd Shift from _____ (am/pm) to _____ (am/pm)

Check on the shift and indicate the break for the shift that applies.

- ☐ 1st Shift from _____ (am/pm) to _____ (am/pm)
- ☐ 2nd Shift from _____ (am/pm) to _____ (am/pm)
- ☐ 3rd Shift from _____ (am/pm) to _____ (am/pm)

19.0 Construction Waste Disposal

The company including subcontractors will be responsible for minimizing waste generated during the implementation of the project. The following procedures for the disposal of wastes will be implemented in the site:

- Ensure that the construction wastes are segregated from that of domestic waste;
- All domestic wastes are to be collected on a daily basis;
- Construction debris (broken hollow blocks, spoiled concrete, loose concrete, etc) should be taken out on the staging area;
- Oil spills and spoiled grease should be wrapped in the black garbage bag and will be properly disposed of; and
- Application of good housekeeping.

20.0 Emergency Preparedness

The objectives of this are to ensure that the company has developed and communicated plans that will allow for the effective management of emergencies. Attach a copy of the company emergency preparedness plan.

21.0 Pandemic Control Plan

In the event that another pandemic will occur, the company including subcontractors shall provide a separate additional program to contain provisions on the following:

- 21.1 Reduction on the transmission of the agent causing the pandemic;
- 21.2 Minimizing the contact rate;
- 21.3 Reduction of the risk of infection;
- 21.4 Assistance to the affected employees; and
- 21.5 Reporting to the concerned government on the employees affected.

22.0 Penalties/Sanctions

For every offense and violation of any safety rules, regulations, and general practices promulgated by the project and/or the company, the company may impose penalties and sanctions for violation and penalty on CSH program. Attached herewith is a sample on giving penalties on violation on the provision of CSH Program. *(Please attach company policy on penalties, if there are any).*

Safety Violations	1 st offense	2 nd offense	3 rd offense
1.			
2			
3			
4			

Example of possible safety violations:

- No helmet, no safety shoes, no safety belt/harness
- No ID, Uniform, working attire, goggles, glove & apron
- Eating at prohibited area
- Littering and loitering
- Smoking at prohibited area
- Urinating at prohibited area
- Illegal dismantling of safety signages and paraphernalia
- Illegal gambling
- Overnight stay w/o permission
- Fighting & provoking others
- Working under the influence of drugs and liquor
- Possession of illegal drugs, deadly weapon & gambling paraphernalia
- Pilferage and robbery
- Illegal entry/exit
- Refusal to surrender ID & giving false representation

Sample disciplinary actions:

- Warning
- Suspension (number of days depends on the gravity of the offense)
- Termination

Sample table to penalties based on violation:

Safety Violations	1st offense	2nd offense	3rd offense
Example: No helmet, no safety shoes, no safety belt/harness	warning	3 days suspension	5 days suspension

23.0 Attachments

- a. DOLE Company registration under Rule 1020 of the OSHS;
- b. Notice of Award or any documentary proofs showing that the company/contractor is the chosen/winning bidder
- c. DTI – PCAB License. Joint venture license and agreement (if the project is a joint venture)
- d. Certificates of training completed by the designated safety and health personnel (FA/OHNAP/PCOM), whatever is applicable
- e. Proof of Designation of Safety Officer
- f. CHE certificate of testing and inspection (if heavy equipment will be used)
- g. Skills Certificate of workers (Critical occupations) and Construction Heavy Equipment operators issued by TESDA
- h. Contract with nearby hospital/clinic in lieu of the required infirmary/hospital, if applicable
- i. Documents to prove that the project is not yet complete/finished, if needed

Construction Safety and Health Program prepared by:

Signature over printed name (Safety Officer)

Date: _____

Client's Checklist for CSHP Application

Name of Contractor: _____

Contract ID: _____

Contract name: _____

Contract location: _____

A. General Requirements

- ☐ 1. Duly accomplished application form for CSHP evaluation (2 copies)
- ☐ 2. Safety and Health Program. 2 copies, 1 copy must be original
- ☐ 3. Letter of intent addressed to the Head of Implementing Office, indicating the name of authorized contact person with telephone number/s (1 copy)

B. *CSHP* Program must contain the following:

- ☐ 1. **Name of person who prepared the program.**
(please indicate if accredited by DOLE as OSH Practitioner)
- ☐ 2. **Project Description:**
 - ☐ a. Specific name of project
 - ☐ b. Location of the project
 - ☐ c. Project classification
 - ☐ d. Project owner
 - ☐ e. Name of main contractor
 - ☐ f. Estimated number of workers to be deployed
 - ☐ g. Estimated start of execution of project
 - ☐ h. Estimated duration
 - ☐ i. Scope of work to be undertaken
- ☐ 3. **Company Safety Policy written on a company letterhead**
Must be duly signed by the highest company official or the highest ranking company representative who has over-all control of project execution
- ☐ 4. **Composition of Safety and Health Committee (Per project).**
Must specify the proposed structure and membership of the safety and health committee (please specify the members)
- ☐ 5. **Names of Site Safety and Health personnel**
Depending on the number of workers to be deployed in the construction site
- ☐ 6. **Specific duties and responsibilities of the designated Safety Officer**
- ☐ 7. ***SPECIFIC PROVISIONS ON THE FOLLOWING (if applicable):***
 - ☐ a. On-site safety and health promotion and continuing information dissemination
 - ☐ b. Accident and incident investigation and reporting system
 - ☐ c. Protection of the general public within the vicinity of the construction site
 - ☐ d. Environmental control
 - ☐ e. Guarding of hazardous machinery
 - ☐ f. Personal protective equipment
 - ☐ g. Handling of hazardous substances
 - ☐ h. General materials handling and storage procedures
 - ☐ i. Workers skills and certification (for critical occupation)
 - ☐ j. Provisions for transportation facilities for workers in case of emergency
 - ☐ k. Temporary fire protection facilities and equipment
 - ☐ l. First aid and health care medicines, equipment and facilities
 - ☐ m. Workers welfare facilities
 - ☐ n. Proposed hours of work and rest breaks

Client's Checklist for CSHP Application

- ☐ o. Construction waste disposal
- ☐ p. Testing and inspection of construction heavy equipment.
(if construction heavy equipment will be utilized in the project)
- ☐ q. Disaster and emergency preparedness contingency plan
- ☐ r. Pandemic control plan, if applicable

8. **Standards Operating Procedure and Job Hazard Analysis for any of the following activities or other hazardous work not outlined herein.**

- ☐ a. Site clearing
- ☐ b. Excavations
- ☐ c. Erection and dismantling of scaffolds and other temporary working platforms
- ☐ d. Temporary electrical connections/installations
- ☐ e. Use of scaffolds and other temporary working platforms
- ☐ f. Working at unprotected elevated working platforms or surfaces
- ☐ g. Use of power tools and equipment
- ☐ h. Gas and electric welding and cutting operations
- ☐ i. Working in confined spaces
- ☐ j. Use of internal combustion engines
- ☐ k. Handling hazardous and/or toxic chemical substances
- ☐ l. Use of hand tools
- ☐ m. Use of mechanized lifting appliances for movement of materials
- ☐ n. Use of construction heavy equipment
- ☐ o. Demolition
- ☐ p. Installation, use and dismantling of hoist and elevators

9 **Penalties/Sanctions for violation of the provision/s of the Safety and Health**

C. ATTACHMENTS

- ☐ 1. Photocopy of registration forms received and approved by the concerned DOLE Regional Office:
 - a. per Rule 1020 of the OSHS (one time registration)
- ☐ 2. Photocopy of Notice of Award duly conformed by the winning bidder
- ☐ 3. Photocopy of the valid PCAB license
 - For a joint venture (JV)- Contractor's PCAB Special JV License and JV Agreement
- ☐ 4. Photocopy of certificate of completion on required training of all designated OSH Personnel
 - a. Safety Officer - Construction Site Safety Officer (COSH) and other related trainings
 - b. First Aider - Standard First Aid Training and valid ID as a First Aider
 - c. OH Nurse - BOSH Training for OH Nurse, if applicable
 - d. OH Physician - Basic Course on Occupational Medicine, if applicable
- ☐ 5. Proof of Designation of Safety Officer
- ☐ 6. Certificate of Inspection and Testing of Construction Heavy Equipment (CHE) conducted by a DOLE- accredited inspection and testing organization, if applicable
- ☐ 7. Skills Certificate of workers (Critical occupations) and Construction Heavy Equipment operators issued by TESDA
- ☐ 8. Contract with nearby hospital/clinic in lieu of the required infirmary/hospital, if applicable
- ☐ 9. Documents to prove that the project is not yet complete/finished, if needed