



PEME CONSULTANCY INC.

“We care for People Environment Materials & Equipment”

www.peme.org

DOLE ACCREDITATION NO. 1030-012023-0035

TIN 221-916-616-000 VAT

SINCE 2003

January 2, 2026

Attention: Authorized Managing Officer (AMO)

Senior Managing Officers
Senior Technical Employees (STE)
General Manager/Plant Manager
Project/Site Manager
Operations/Manufacturing Head
Human Resources Manager/Training Manager
Administration Manager/Facilities Head
Safety Officer/Practitioner
Members of the Safety & Health Committee

Subject: DOLE-DPWH-DTI/PCAB, DILG Prescribed training

- BOSH Training for Safety Officer 2 (SO 2)
- Loss Control Management and HIRAC for Safety Officer 3 (SO3)
- Training of Trainers (TOT)
- Safety Program Audit (SPA)

Greetings in the Name of Health and Safety!

PCAB License Required Training – Renewal and New

Prescribed Training Course for Authorized Managing Officer (AMO); Sustaining Technical Employees and Safety Officers Compliance to: DEPARTMENT OF LABOR AND EMPLOYMENT

- Department Order (DO) No. 198-18 re Implementing Rules and Regulations of Republic Act No. 11058 “Strengthening Compliance to Occupational Safety and Health Standards and providing penalties thereof”**
- Department Order No.13 “Guidelines Governing Occupational Safety and Health in the Construction Industry”**
- All Contractors and Sustaining Technical Employees (STE) must complete a 40-hour safety training course. The completion of such a course is a prerequisite for license renewal for the license. (PCAB Board Resolution No. 425 series of 2015)**

Under Rule 1033 of Philippine Occupational Safety and Health Standards (as amended) and DO 16 series of 2001, to wit “The minimum qualifications, duties and number of required safety and health officers shall be as follows: 1) All safety officers must complete the Bureau-prescribed training course prior to their appointment as in their respective places of employment; 2) All full-time safety officers must meet the requirement of duly-accredited Safety Practitioners or Safety Consultants by the Bureau; and 3) Not less than the following number of supervisors or technical personnel shall take the required trainings and shall be appointed as a safety officer on a full-time or part-time basis, depending on the number of workers employed and the hazardous or non-hazardous nature of the workplace.”

PEME Consultancy, Inc.

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Suite 305-306, The Link Center, San Antonio Village, Pasig City

☎(02)8245-1561; 8806-6504; 8245-1562 📠(02) 8477-6973 📠 0977-877-7715/0917-877-3631 ✉ consultancy@peme.org

QUALIFICATIONS OF SAFETY OFFICERS

SO1

- ✓ 8-hour OSH orientation course and 2-hour trainers' training

SO3

- ✓ Mandatory forty (40)-hour OSH training applicable to its industry
- ✓ Additional 48 hours of advanced/specialized OSH training relevant to the industry
- ✓ At least two (2) years experience in OSH
- ✓ Other requirements as prescribed by the OSH standards

SO2

- ✓ Mandatory forty (40)-hour OSH training applicable to its industry

SO4

- ✓ Mandatory forty (40)-hour OSH training applicable to its industry
- ✓ Additional 80 hours of advanced/specialized OSH training course relevant to the industry
- ✓ A total of 320 hours of OSH related training or experience (additional training may be converted to experience: 80 hours training = 1 year experience, vice versa.)
- ✓ Actual experience as SO3 for 4 years
- ✓ Other requirements as prescribed by the OSH standards.



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MINIMUM CLASSIFICATION AND NUMBER OF SAFETY OFFICERS

NUMBER OF WORKERS	LOW RISK	MEDIUM RISK	HIGH RISK
1 to 9	One SO1	One SO1	One SO2
10 to 50	One SO1	One SO2	One SO3
51 to 99	One SO2	One SO2	One SO2 and One SO3
100 to 199	One SO2	One SO2 and One SO3	One SO2 and One SO3
200 to 250	Two SO2 or One SO3	One SO2 and One SO3	Two SO3
251 to 500	Two SO2 and One SO3	Two SO3	One SO2 and Two SO3
501 to 750	Two SO2 and One SO3	Two SO3	One SO2 and Two SO3
751 to 1000	Two SO3	Two SO3	One SO2 and Two SO3
Every additional 250 or fraction thereof	-	-	Additional One SO3 or SO4
Every additional 500 or fraction thereof	Additional One SO3	Additional One SO3 or SO4	-



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PEME Consultancy Inc., an accredited Safety Training Organization (STO) of the DOLE-OSHC, believes that health and safety should be available for all. It is for this reason that we would like to invite your employees to attend our *Public Training Course (PTC)*.



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 Department of Labor and Employment
 ACCREDITATION NO. 1030-012023-0035



TRAINING SCHEDULE

2026

MONTHS	COSH SO2	BOSH SO2	MOSH + 2 HRS TOT SO1	LOSS CONTOL MG. & HIRAC SO3
TRAINING FEE	PHP. 4000 + 12% VAT	PHP. 4000 + 12% VAT	PHP. 1200 + 12% VAT	PHP. 5000 + 12% VAT
JANUARY	19-23			
FEBRUARY	9 - 13	2 - 6	18	
MARCH	23 - 27			9 - 13
APRIL	20 - 24	13 - 17	8	
MAY	18 - 22			
JUNE	1 - 5	22 - 26	10	29-30, 1-3
JULY	13 - 17			
AUGUST	24 - 28	10 - 14	5	
SEPTEMBER	21 - 25			14 - 18
OCTOBER	19 - 23	12 - 16	14	
NOVEMBER	16 - 20			9 - 13
DECEMBER	14 - 18	14 - 18		



FOR OTHER INQUIRIES AND RESERVATION PLEASE TEXT/CALL US:

0949-587-1171; 0977-877-7715 ((02)8245-1561/8806-6504; 8477-6973;8661-3571

EMAIL: CONSULTANCY@PEME.ORG WEBSITE: WWW.PEME.ORG

WWW.FACEBOOK.COM/PEMECONSULTANCYINC

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***Requirement for the appointment of a Safety Officer as per OSHS Rule 1030 (as amended), DO 198-18, IRR of Republic Act 11058.**

The registration fee is inclusive of the following:

- *E-learning Manual*
- *Identification Card*
- *Certificate of Completion (in accordance with OSHC-DOLE Standards)*

Why is our training unique?

- **The latest ideas and best practices** you can use to design, develop and enhance your existing OSH Program
- **Focus on new approaches** that are being adopted and sharing tools that will help you make real improvements
- **Practical and interactive games** that will provide a unique learning experience in a relaxed and informal environment

Participants will receive a training that will be like no other: **concise, understandable and extremely applicable** as we apply the latest training techniques and methodologies called “**Accelerated Learning**”. The use of “**Accelerated Learning**” in creating the right environment will ensure that all senses are stimulated, thereby more effectively ensuring learning is committed to memory in a way that is **both creative and enjoyable**.

ONLINE TRAINING PROTOCOLS

Participants are required to:

1. Use Either a laptop or desktop with an internal/external webcam and microphone; Mobile devices such as phones or tablets will not be allowed.
2. Use Latest update of Zoom installed;
3. Have stable internet connection with enough load for 8-9 hours session per day;
4. Be in a classroom setting; turn-on their video for recording and monitoring for the entire session; Complete the 8 hours module;
5. Participants should be on the line on the application that will be used for the meeting 5 to 10 minutes before the registration starts.
6. The participants will be asked to check their connectivity, avoid boisterous surroundings, etc. for them to avoid unnecessary disturbance during the training.8. Most of all, the participants shall be validated if the person attending is truly the person registered. During checking, they will be asked to provide at least one Identification Card (Government or Company ID).
7. Wear decent attire for the whole day and kindly broadcast your webcam.

NOTE: Failure to comply, participants will be removed during the session and need to retake the training.

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INTRODUCING THE PHILIPPINES' MOST EXPERIENCED SAFETY AND HEALTH CONSULTANTS AND PRACTITIONERS-YOUR RESOURCE SPEAKERS:

- Mr. Joel B. Ello
- Mr. Dominador Caneda
- Ms. Riyah Cabigting
- Dr. Neil P. Rodrigo
- Mr. Leoncio Caldo
- Mr. Ferdinand Agtarap

TRAINING COURSE INFORMATION AND WAYS TO REGISTER

You may also deposit your registration fee to BDO account name: **PEME Consultancy, Inc./SA# 00554-0224-028** and email to consultancy@peme.org a copy of the deposit slip together with the completed registration form.

G-CASH No: 0917-772-8008 Joel Ello

NOTE: Cancellation of registration shall be charged 50% for administrative cost and other expenses.

Contact Person:			Designation:			
Company:						
Address:						
Tel#:			Fax#:		Email:	
	Name of Participant	Position/ Designation	Contact No.	Email add	Training Date	Training Course
1						
2						
3						
4						
5						

Please accomplish and e-mail this form to:

Ms. Den E. Yabes

Ms. Maryann, Ms. Joy & Mr. Boyet

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DATA PRIVACY POLICY

PEME Consultancy Inc., is bound by Republic Act No. 10173, or the Data Privacy Act of 2012, as well as other laws that imposed specific obligations in regard to handling personal information that directly or indirectly identifies a person. The privacy policy and principles in this document are in accordance with these laws.

PEME Consultancy Inc., is committed to protecting the privacy of personal information. This Privacy Policy embodies this commitment.

The Policy supports the Republic Act No. 10173, or the Data Privacy Act of 2012 need to collect information and the right of the individual to privacy. It ensures that the PEME Consultancy Inc., can collect personal information necessary for its services and functions, while recognizing the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect the privacy of their personal information.

SCOPE

This policy applies the use of audio and/or video monitoring and/or recording systems intended for the regulatory requirements of DOLE-OSHC.

Personal information is collected and used by PEME Consultancy Inc., for the following purposes:

- to provide services or to carry out the training properly functions;
- to evaluate services and functions;
- to comply with DOLE-OSHC regulations and other regulatory requirements;
- to investigate incidents or defend any legal claims against the services;

PEME Consultancy Inc., has adopted the information privacy developed by the Republic Act No. 10173, or the Data Privacy Act of 2012 as minimum standards in relation to handling personal information.

In broad terms, this means that PEME Consultancy Inc.:

- collect only information which is required for a specified primary purpose;
- ensure that the person supplying the information knows why the information is collected and how it will be handled.

REVIEW OF THE QUALITY ASSURANCE AUDIO/VIDEO RECORDING POLICY

Department Directors requesting authorization to use audio/video recording devices are responsible for the implementation of the policy with their staff to ensure compliance.

VIDEO/AUDIO TAPE CONSENT FORM

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As part of our aim in offering a high quality service, we have found it helpful to the work that people do with us to make recordings of sessions. Review of tapes usually furnishes us with more ideas that you might find helpful in your circumstances. It is also sometimes helpful in training people who are learning.

Please read the following paragraphs and, if you are in agreement, sign where indicated,

1. I/We consent to video/audio tapes being made of these sessions and to these tapes being used to aid the training.

2. I/We consent to excerpts from these recordings, or descriptions of them, being used by the PEME Consultancy Inc., staff for the purposes of supervision, research and/or teaching.

I/We understand that the PEME Consultancy Inc., staff will edit out from these recordings, or from descriptions of the recordings, as much identifying information is possible.

On behalf of the PEME Consultancy Inc., I undertake that, in respect of any video/audio tapes made, every effort will be made to ensure professional confidentiality and that any use of video/audio tapes, or descriptions of video/audio tapes, will be for professional purposes only and in the interest of improving professional standards through research or training programs. Every effort will be made to protect the anonymity of all those involved in the sessions.

Printed Name of Participant: _____

Signature: _____

Date: _____

Note: Kindly submit this Data Privacy Consent Form together with the accomplished Registration Form, Identification Card (Government or Company ID), 2x2 picture with white background and a copy of proof of payment.

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BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH)

LEARNING ROAD MAP

Course outline	Duration
Setting the Learning Climate <ol style="list-style-type: none"> Leveling of Expectations Introduce OSH Explain the General Course Objectives 	1 hour and 30 minutes
Module 1 – Why the need for OSH? <ol style="list-style-type: none"> Explain the current Philippine OSH Situation Describe the OSH Situation in their own workplaces Enumerate the roles of Safety Officers in OSH implementation Identify the Risk Assessment steps/processes; and Define unsafe/unhealthy acts and conditions 	1 hour and 15 minutes
Module 2 – Workplace Risk Assessment I-A. Workplace Safety Hazards <ol style="list-style-type: none"> Describe hazards from poor housekeeping Explain the causes and extent of fire incidents Identify causes and effects of machine related accidents Identify common hazards associated with materials handling Enumerate common electrical hazards; and Develop control measures against hazards in the workplace before accidents and injuries can occur 	2 hours and 30 minutes
I-B. Workplace Health Hazards <ol style="list-style-type: none"> Explain the principles of Industrial Hygiene, and Identify health hazards in their workplace 	1 hour and 15 minutes
COVID-19 Prevention and Control in the workplace <ul style="list-style-type: none"> COVID-19 Medical Information (Pathophysiology, S/Sx) DTI /DOLE Interim Guidelines on Workplace Prevention & Control of COVID-19 Roles of Safety Officers in the New Normal Facility Disinfection Procedures COVID-19 PPE Requirements Ingress Procedures, Distancing Strategies & Crowd Management Handling of Confirmed & Suspected Cases Mental Health Awareness 	1 hour
Workshop 1: Hazard Identification-Identify specific safety and health Hazards	2 hours
II-A. Workplace Environment Measurement <ol style="list-style-type: none"> Discuss Work Environment Measurement (WEM) and its importance in evaluating the hazards in the workplace and monitoring exposure of workers; Comply with industrial hygiene – related OSHS provisions and other issuances, laws and guidelines; and Explain the Threshold Limit Values (TLV) and its importance in evaluating workers' exposure. 	1 hour and 30 minutes

II-B. Medical Surveillance a. Discuss medical surveillance and biological monitoring as strategies in examining health conditions of workers. b. Explain the role of these strategies in preventing Occupational illnesses. c. Describe the different steps in conducting medical surveillance.	2 hours and 15 minutes
II-C. Workplace Risk Assessment a. Discuss the importance and goal of risk assessment; b. Determine how to use the risk matrix and risk ratings upon identifying hazards in the workplace; c. Conduct workplace risk assessment; d. Determine classification of risk level of workplace Workshop 2: Risk Assessment- Conduct a sample assessment using DOLE Prescribed template	1 hour and 30 minutes
III-A. Control Measures of Health Hazards a. Discuss the general principle of controlling health hazards in the workplace; and b. Identify the different methods of control and their importance in the control of health hazards.	1 hour and 45 minutes
III-B. Control Measures of Safety Hazards a. Explain the value of practicing good workplace housekeeping; b. Explain the principles of fire prevention, suppression and control; c. Enumerate ways of machine safeguarding; d. Demonstrate safe method of manual lifting and handling of materials; e. Identify the appropriate and approved types of PPE needed in a workplace; and f. Enumerate the steps in conducting job hazard analysis	1 hour and 45 minutes
Workshop 3: Development of Control Measures- Recommend specific control measures based on the hierarchy of controls	1 hour
Module 3 – Accident Causation (Risky Workplace and Risky Workers): Accident Investigation a. Discuss the importance of accident investigation. b. Enumerate the types of accidents to be reported. c. Explain the basic procedure in the conduct of accident investigation. d. Know how to document an accident investigation. <ul style="list-style-type: none"> Accomplish the Work Accident/Illness Report (WAIR) and Annual Accident/ Illness Exposure Data Reports (AEDR) based on cases given Compute sample Severity Rate (SR) and Frequency Rate (FR) 	2 hours and 45 minutes
Module 4: Integrating Activity a. Discuss the high-value of giving attention to occupational safety, health and environment issues and concerns; b. Identify safety and health hazards in an actual workplace situation; and c. Determine prevention or control measures appropriate to the hazards identified.	3 hours and 15 minutes
Module 5: Communicating OSH a. Explain the roles of safety officers in the conduct of OSH trainings; b. Enumerate and discuss the stages of the training cycle; c. Discuss basic presentation and facilitating skills; and d. Prepare a training plan for their company.	2 hours

Module 6: Responses to OSH Issues and Concerns I. Workplace Emergency Preparedness a. Define what is emergency (natural/ man-made) and disaster b. Identify the elements of an effective Emergency Preparedness Program; c. Enumerate basic preparations for common emergencies; and d. Discuss the concept on Fire Brigade Organization.	1 hour and 45 minutes
II. Employee's Compensation Program a. Discuss the employee's compensation programs, entitlement and benefits.	1 hour and 30 minutes
III. OSH Legislations a. Explain the government OSH regulations and other responses to existing and potential OSH hazards; b. Discuss the various strategies for OSH Administration in the Philippines; and c. Identify the different OSH reportorial requirements and areas for compliance to the OSH Standards.	1 hour and 45 minutes
IV. OSH Program Development a. Identify the elements of the DOLE prescribed OSH program; b. Explain the roles, commitment and participation of various levels of the organization in implementing the OSH program; and c. Review how to fill out the DOLE reportorial requirements correctly.	2 hours and 30 minutes
Unfreezing Activities	1 hour and 30 minutes
Snack/Coffee Breaks	1 hour and 30 minutes
Registration, Opening, Pre- test, Post Test, Re-Entry Planning, Evaluation and Closing	2 hours and 15 minutes
Total number of hours:	40 hours

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ADVANCED OCCUPATIONAL SAFETY & HEALTH TRAINING COURSE

- LOSS CONTROL MANAGEMENT (LCM)

- ❖ This is a prescribed training of DOLE-OSHC for those who will create a system for the proper implementation of safety and health program in the workplace that is focused in controlling losses before exposures become eventuated.

- ❖ **Rationale:**

The consequence to exposure to unsafe acts and conditions are accidents. And these accidents cannot just be eliminated without carefully evaluating what causes them as these are the hazards that ail the workplace. After understanding hazards (unsafe acts and conditions) as immediate causes of accidents, it must be time to implement a more meaningful plan to control these hazards by strategically correcting these hazards at its sources; the personal factors and job factors. The best way to do this is to develop and establish programs that will treat these factors.

In Loss Control Management Program, the establishment of treatment mechanism of job and personal factors that will control unsafe acts and conditions are discussed.

Intended for:

Safety Officer 3, Supervisors, engineers, managers and members of the Health and Safety Committee

- ❖ **OBJECTIVES**

Loss Control Management Training will enable participants to:

- A. Plan, organize and create strategic plans and procedures on the control of accident risk; and
- B. Develop programs that will address both the human factors and the job factors.

COURSE OUTLINE:

Day 1

- History and Philosophy of Loss Control
- Effective Executive Safety Practices
- Causes & Effects of Accidents/Incidents
- System Safety
- Planned Job Observation (PJO)

Day 2

- Measurement Tools for Management with Workshop
- Management Control of Loss
- Economics of Loss
- Security Loss Control
- Terrorism Safety

Day 3

- Property Damage and Waste Control
- Hazardous Materials
- Health Control Management
 - Ergonomics as an Intervention of Loss Control
 - Managing Stress arising from Failure of Loss Control
- Behavior Motivation

Day 4

- Motor Fleet Safety, Safe Driving

- Incident recall techniques with Workshop
- Disaster Management
- Crisis Management/Communications
- Personal & Group communication

Day 5

- Evaluating Individual performance
- Role of Safety in Risk Management
- Safety Audit System using International Safety Rating System (ISRS)
- Seminar Evaluation

TRAINERS OF TRAINING

PROGRAM OUTLINE:

1. Climate Building;
2. Training Framework;
3. Objective Formulation;
4. Organizing topics;
5. Instructional Plans and Methods
6. Method Sheet Development;
7. Presentation skills with High Impact:
8. Qualities of Good presentation
9. Message Structuring
10. Roles, Functions of Trainers
11. Criteria in Selecting Trainers
12. Handling Problematic Participants
13. Skills Development of Trainers
14. Presentation Guidelines
15. Adult Learning
16. Preparing Visuals
17. Managing fears, anxieties, nervousness
18. Actual presentation of participants
19. Critiquing and evaluation

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Hazard Identification, Risk Assessment and Determining Controls (HIRAC)

COURSE OUTLINE:

A. Workplace Safety Hazards

- a. Describe hazards from poor housekeeping
- b. Explain the causes and extent of fire incidents
- c. Identify causes and effects of machine related accidents
- d. Identify common hazards associated with materials handling
- e. Enumerate common electrical hazards; and
- f. Develop control measures against hazards in the workplace before accidents and injuries can occur

B. Workplace Health Hazards

- c. Explain the principles of Industrial Hygiene, and
- d. Identify health hazards in their workplace

Workshop 1: Hazard Identification-Identify specific safety and health Hazards

Workplace Risk Assessment

- e. Discuss the importance and goal of risk assessment;
- f. Determine how to use the risk matrix and risk ratings upon identifying hazards in the workplace;
- g. Conduct workplace risk assessment;
- h. Determine classification of risk level of workplace

Workshop 2: Risk Assessment- Conduct a sample assessment using DOLE Prescribed template

Control Measures of Health Hazards

c. Discuss the general principle of controlling health hazards in the workplace; and Identify the different methods of control and their importance in the control of health hazards.

Control Measures of Safety Hazards

- g. Explain the value of practicing good workplace housekeeping;
- h. Explain the principles of fire prevention, suppression and control;
- i. Enumerate ways of machine safeguarding;
- j. Demonstrate safe method of manual lifting and handling of materials;
- k. Identify the appropriate and approved types of PPE needed in a workplace; and
- l. Enumerate the steps in conducting job hazard analysis

Workshop 3: Development of Control Measures- Recommend specific control measures based on the hierarchy of controls

Course Title: DOLE prescribed Safety Program Implementation & Evaluation System (SPIES)/SAFETY PROGRAM AUDIT TRAINING (SPA)

1. LEADERSHIP AND ADMINISTRATION

- a. This element evaluates the effectiveness of management's leadership in the area of safety and health/loss control

2. MANAGEMENT TRAINING

- a. Management training provides the knowledge and skill necessary to manage the safety and health/loss control program of a company.

3. PLANNED INSPECTIONS

- a. This element highlights pre-loss identification of hazardous exposures thru inspection.

4. JOB TASK ANALYSIS AND PROCEDURE

- a. Task analysis is the process of systematically examining a task's components to establish work procedures and/or practices

5. ACCIDENT/INCIDENT INVESTIGATION

- a. This element evaluates the company's accident/incident investigation program.

6. JOB/TASK OBSERVATION

- a. Job/task observation is a technique which enables a supervisor to know if a worker is performing all aspects of a specific task in accordance with established procedures.

7. EMERGENCY PREPAREDNESS

- a. This element evaluates the company's established emergency plan.

8. ORGANIZATIONAL RULES

- a. This element evaluates the company's established rules and practices

9. ACCIDENT/INCIDENT ANALYSIS

- a. This element checks whether the organization conducts accident/incident analysis.

10. EMPLOYEE TRAINING

- a. This element evaluates the organization's established employee training program.

11. PERSONAL PROTECTIVE EQUIPMENT

- a. This element evaluates the effectiveness of the organization's established PPE program.

12. HEALTH CONTROL AND SERVICES

- a. This element is divided into two sections; Health Control and First

13. PROGRAM EVALUATION SYSTEM

- a. This element deals with the evaluation of the measurement(audit) system of the organization.

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14. PURCHASING AND ENGINEERING CONTROLS

- a. This element is essential to a successful safety and health/loss control program; they provide the opportunity for pre-contact control of accident loss.

15. PERSONAL COMMUNICATION

- a. This element evaluates personal communication, including job orientation, job instruction, planned personal contacts, and key point tipping.

16. GROUP MEETINGS

- a. Group meeting is an important method for ensuring an effective supervisory-employee communication

17. GENERAL PROMOTION

- a. Like advertising, awareness and attitudes are influenced by a variety of promotional and incentive techniques.

18. HIRING AND PLACEMENT

- a. This element evaluates the organization's established hiring and placement procedures.

19. RECORDS AND REPORTS

- a. These are essential as they provide information and ready reference regarding critical program activities.

20. OFF-THE-JOB SAFETY

- a. This element is concerned with controlling hazards outside the work environment.