



MINIMUM REQUIREMENTS FOR A CONSTRUCTION SAFETY AND HEALTH PROGRAM¹

Every construction project shall have a suitable Construction Safety and Health Program, which must be in accordance with these rules, and other orders and issuances issued by the Department of Labor and Employment. The Construction-in-Charge, or an equally responsible officer, shall be responsible for compliance with these minimum requirements.

I. Construction Safety and Health Committee

A. Composition:

- a. Construction-in-Charge or his representative as chairperson ex-officio
- b. General Construction Safety and Health Officer
- c. Construction Safety and Health Officers
- d. Safety Representative/Officer
- e. Doctors, nurses and other health personnel pursuant to the requirements stated in Rule 1042 of the Occupational Safety and Health Services (OSHS)
- f. Workers' Representative

B. Duties and Responsibilities

The chairperson shall convene the Construction Safety and Health Committee at regular intervals to monitor the implementation of the Construction Safety and Health Program effectively and efficiently. As such, the chairperson shall have the following duties:

- a. Plan, develop and oversee the implementation of accident prevention programs for the construction project;
- b. Direct the accident prevention efforts for the construction project in accordance with these rules and the construction safety and health program;
- c. Initiate and supervise the conduct of brief safety meetings or toolbox meetings every day;
- d. Review reports of safety and health inspections, accident investigations;
- e. Prepare and submit to dole reports on committee meetings;
- f. Provide necessary assistance to government inspecting authorities in the proper conduct of their enforcement and other activities;
- g. Initiate and supervise safety and health training for employees;
- h. Develop and maintain a disaster contingency plan and organize such emergency service units as may be necessary to handle disaster situations; and,
- i. Perform all duties provided in the construction safety and health program or those that are necessary and incidental to the fulfillment of their duties herein described.

II. General Safety within Construction Premises

- A. The provision for personal protective equipment, danger signs, barricades, and safety instructions for workers, employees, public, and visitors, such as, housekeeping,

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID: 910865534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

walkway surfaces, means of access, i.e. stairs, ramps, floor openings, elevated walkways, runways, platforms and light.

B. Personal Protective Equipment

- a. The Contractor shall provide adequate and approved type of protective equipment (hard hats, safety glasses with side-shields, rubber boots). Workers within the construction project site shall be required to wear the necessary Personal Protective Equipment (PPE) at all times.
- b. Construction workers who are working from unguarded surfaced six (6) meters or more above grade, temporary or permanent floor platform, scaffold or where they are exposed to the possibility of falls hazardous to life or limb, must be provided with safety harnesses and lifelines.
- c. Specialty construction workers must be provided with special equipment, such as specialized goggles or respirators for welders and painters or paint applicators, and workers who worked in confined and enclosed spaces.
- d. All other persons who are either authorized or allowed to be at the construction site shall wear appropriate PPE.

C. General Construction Safety and Health Officer

- a. The Contractor shall provide for a full-time officer, who shall be assigned as the general construction safety and health officer to oversee full time the overall management of the Construction Safety and Health Program.
- b. The general construction safety and health officer shall frequently monitor and inspect any health and safety aspect of the construction work being undertaken. He shall also assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of accident investigation.

D. Emergency Occupational Health Personnel and Facilities

- a. The Contractor shall provide competent emergency health officer within the worksite, duly complemented by adequate medical supplies, equipment and facilities, depending on the total number of workers in the site as indicated below:
 - i. The services of a certified first-aider when the total number of workers is fifty (50) or less; or
 - ii. The services of a full-time registered nurse when the total number of workers exceeds 50 but not more than 200.
- b. Where the Contractor provides only a treatment room, he shall provide for his workers in case of emergency, access to the nearest medical clinic or to a medical clinic located within 5-kilometer radius from the workplace and can be reached in 25 minutes of travel. Such access shall include the necessary transportation facilities. In such situation, there shall be a written contract with the medical clinic to attend to such workplace emergencies.

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID: 910865534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

- c. The engagement of an Emergency Health Provider for the construction project site shall be considered as having complied with the requirement of accessibility to the nearest hospital facilities.
 - d. The Contractor shall always have in the construction site the required minimum inventory of medicines, supplies and equipment.
- E. Construction Safety Signages and Barricades**
- a. Construction Safety Signages shall be provided as a precaution and advisory to workers and the public of the hazards existing in the worksite.
 - b. Signage Procedure – the signages shall be:
 - i. Posted in prominent positions and at strategic locations.
 - ii. As far as practicable, be in the language understandable to most of the workers employed in the site.
 - iii. For non-raised floor areas, the attached yellow CAUTION sign shall be used when using yellow CAUTION tape.
 - iv. For non-raised floor areas, the attached red DANGER sign shall be used when using the red DANGER tape.
 - v. Placed in designated areas at 1.2 meters from ground level, if there is no other more practicable height for placement.
 - vi. Regularly inspected and maintained in good condition to achieve its purpose.
 - vii. Signages that are damaged, illegible, those no longer apply as to purpose, site or language, shall be removed or be replaced by the safety officer when needed.
 - viii. Removed after the hazard is completely eliminated. If upon work completion the hazard is still present, the signage shall remain in place.
 - ix. Designed and constructed following the Overall Dimensions of Safety Signs Formula as required by the Occupational Safety and Health Services (OSHS).
 - x. Specific with the type of hazard and should indicate the name of the contaminant/substance involved (for chemical hazards), and the type of PPE or respiratory equipment to be worn.
 - c. Posting of Signages shall include, but not limited to the following places:
 - i. Areas where there are risks of falling objects.
 - ii. Areas where there are risks of falling, slipping, tripping among workers and the public.
 - iii. Prior to entry in project sites, locations and its perimeter.
 - iv. Where there is mandatory requirement on the usage of PPEs.
 - v. Areas where explosives and flammable substances are used or stored.
 - vi. Approaches to working areas where danger from toxic or irritant airborne contaminants/substances may exist.
 - vii. All places where contact with or proximity to electrical facility/equipment can cause danger.
 - viii. All places where workers may come in contact with dangerous parts of machinery or equipment.
 - ix. Locations of fire alarms and fire-fighting equipment.

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID 9108658534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

- x. Locations for instructions on the proper usage of specific construction equipment, tools.
 - d. Barricading Procedures – the following shall apply:
 - i. The contractor shall provide all necessary barricades, safety tapes, safety cones or safety lines as required in isolating or protecting an unsafe work area from other workers, pedestrians or vehicular traffic.
 - ii. Barricades shall completely enclose the hazardous area and effectively limit unintentional or casual entry.
 - iii. Barricades shall be 1.2 meters vertical height from the ground, when no other more practical height specification is available.
 - iv. Barricades shall be maintained in good condition to achieve its purpose.
 - v. Barricades that are damaged, faded or that no longer apply as to purpose, site or meaning, shall be removed or shall be replaced by the safety officer.
 - vi. Barricade tape shall not be used on the floor as this presents a slipping hazard of its own.
 - vii. In addition to using the proper warning tape, the contractor shall use the appropriate safety signage when barricading an area.
 - viii. All barricades shall be removed after the hazard is completely eliminated.
 - ix. Upon work completion, if the hazard is still present, the barricade shall remain in place.
 - e. Installation of barricades shall include, but not limited to the following worksites conditions:
 - i. Hazardous areas
 - ii. Trip hazard
 - iii. Robotic movement
 - iv. Energized electrical works
 - v. Overhead suspended load test
 - vi. Critical high-pressure test
 - vii. Chemical introduction
 - viii. Fall exposure
 - ix. Emergency response zone
 - x. Unsafe condition zone
 - xi. Danger zone
 - xii. Confined and enclosed space
- F. Safety on Construction Heavy Equipment**
- In relation to heavy equipment operation in all construction sites, the following are required in the different phases of the project.
- a. Pre-Construction
 - The Contractor must ensure that appropriate certification is obtained from DOLE duly accredited organizations for the following:
 - i. All heavy equipment operators assigned at the project site must be tested and certified in accordance with a standard test prescribed by Technical Education

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID 9108658534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

and Skills Development Authority (TESDA) in coordination with its accredited organizations.

- ii. All heavy equipment must be tested and certified in accordance with the standards prepared by DOLE or its recognized organizations prior to commissioning of said equipment.
 - b. **During Construction to Post Construction**
The Contractor must ensure that the following conditions are met or complied with:
 - i. Load restriction of trailers carrying such heavy equipment, the height and width clearances as imposed by the Department of Public Works and Highways (DPWH) shall be observed.
 - ii. Only duly certified operators are allowed to operate their designated heavy equipment and must wear personal protective equipment.
- G. Construction Safety and Health Reports**
- a. The Construction Safety and Health Report shall include:
 - i. Monthly summary of all safety and health committee meetings
 - ii. Summary of all accident investigations /reports
 - iii. Corrective/Preventive measures/action for each hazard
 - iv. Periodic hazards assessment with corresponding remedial measures for new hazards
 - v. Safety promotions and trainings conducted/attended
 - b. **Submission of Reports:**
 - i. The Contractor shall be required to submit a monthly construction safety and health report to the Bureau of Working Conditions (BWC) copy furnished the DOLE Regional Office concerned.
 - ii. In case of any dangerous occurrence or major accident resulting in death or permanent total disability, the concerned Contractor shall notify the appropriate DOLE Regional Office within twenty-four (24) hours from occurrence.
 - iii. After the conduct of investigation by the concerned construction safety and health officer, the Contractor shall report all disabling injuries to the DOLE Regional Office on or before the 20th of the month following the date of occurrence of accident using the prescribed forms of the DOLE/BWC.
- H. Workers' Welfare Facilities**
- a. Adequate supply of safe drinking water:
 - i. If the water is used in common drinking areas, it shall be stored in closed containers from which the water is dispensed through taps or cocks. Such containers shall be cleaned and disinfected at regular intervals but not exceeding fifteen (15) days.
 - ii. Notices shall be posted conspicuously in locations where there is water supply that is not for drinking purposes.
 - b. Adequate sanitary and washing facilities

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID 910965534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

- i. Adequate facilities for changing, storing, and drying of work clothes.
- ii. Adequate accommodation for taking meals and shelter.
- iii. Separate sanitary, washing and sleeping facilities for men and women workers.

III. Violations and Penalties

- A. Pursuant to the provisions of D.O. 13 and as circumstances may warrant, the DOLE shall refer to the Philippine Contractors Accreditation Board (PCAB) its findings, after due process, on any act or omission committed by construction contractors in violation of this rule, labor standards, safety rules and regulations and other pertinent policies. Any such violation committed by construction contractors, whether general contractors or sub-contractors, shall constitute as prima facie case of a construction malperformance of grave consequence due to negligence, incompetence, or malpractice contemplated under RA 4566 (Constructors' Licensing Law), as amended, and its Implementing Rules and Regulations.
- B. In cases of imminent danger situations, the DOLE Regional Director shall issue a stoppage order pursuant to the provisions of Rule 1012.02 of the Occupational Safety and Health Services (OSHS) and other pertinent issuances for stoppage of operation or for other appropriate action to abate danger. Pending the issuance of the order, the Contractor shall take appropriate measures to protect his workers. The stoppage order shall remain in effect until the danger is removed or corrected permanently. Non-compliance with the order shall be penalized under existing provisions of labor laws.
- C. All processes and/or procedures in the conduct of General Labor Standards inspection including General Occupational Safety and Health/Technical Safety Inspection shall be governed by the provisions of the DOLE Department Order No. 57-04 and its corresponding Manuals of Instructions.

IV. Safety and Health Information

- A. Workers shall be adequately and suitably:
 - a. Informed of potential safety and health hazards to which they may be exposed at their workplace.
 - b. Instructed and trained on the measures available for the prevention, control and protection against those hazards.
- B. Every worker shall receive instruction and training regarding general safety and health common to construction sites which shall include, but not limited to the following:
 - a. The basic rights and duties of the workers at the construction site.
 - b. Normal work and in emergency situations.
 - c. The measures for good housekeeping.
 - d. The location and proper use of welfare and first-aid facilities.
 - e. The proper care and use of the items or personal protective equipment and protective clothing provided the workers.
 - f. The general measures for personal hygiene and health protection.
 - g. The fire precautions to be taken.

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID: 9108658534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT



**INTRAMUROS
ADMINISTRATION**

- h. The action to be taken in case of any emergency.
 - i. The requirements of relevant health and safety rules and regulations.
- C. The instruction, training and information materials provided shall be given in a language or dialect understood by the worker.
- a. Written, oral, visual and participative approaches shall be used to ensure that the worker has understood and assimilated the information.
 - b. Each supervisor or any person e.g. Foreman, lead man, and other similar personnel shall conduct daily toolbox or similar meetings prior to the start of the operations for the day to discuss with the workers and to anticipate safety and health problems related.
 - c. No person shall be deployed in a construction site unless he has undergone a safety and health awareness seminar conducted by safety professionals or accredited organizations or other institutions recognized by DOLE.

V. Waste Disposal

- A. General site clearing operations include removal of demolished materials and objectionable matter, protection of existing structures/facilities left functional, and clearing to allow for new construction. Provide barricades, coverings, or other types of protection necessary to prevent damage to existing structures/facilities not indicated to be removed.
- B. Clearing work shall be restricted to area within rights-of-way or easement or within construction limits as indicated on the drawings. The work includes cleaning up of debris resulting from site clearing operations continuously with the progress of the work. Remove debris from site in such manner as to prevent spillage. Keep pavement and area adjacent to site clean and free from mud, dirt, and debris at all times. Remove all waste material from site.
- C. Dispose of materials, waste including toxic materials, trash, and debris in a safe, acceptable manner in accordance with applicable laws and ordinances. Burying and burning of trash and debris at the site will not be permitted. Remove trash and debris from the site at frequent intervals so its presence will not delay the progress of the work or cause hazardous conditions to workers and the public.
- D. Removed materials and debris that can be reused or recycled shall be disposed of properly to a site designated by the Intramuros Administration (IA). However, waste and trash that could no longer be reused or recycled shall be removed from the IA property and disposed of in a legal manner to a site preferred by the Contractor and agreed by the IA. Location of the former's disposal site and length of haul shall be for the Contractor's responsibility.

¹ Adopted from the Department of Labor and Employment, Department Order No. 13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry (retrieved from: https://oshc.dole.gov.ph/wp-content/uploads/2020/03/DO_13.pdf)



Management System
ISO 9001:2015
www.tuv.com
ID 910865534



INTRAMUROS ADMINISTRATION
5th Flr., Palacio del Gobernador Bldg.,
Gen. Luna St., Intramuros, Manila
1002 Philippines
Tel.: (+63)(2) 8527.7300 / 527.3155
intramuros.gov.ph

SECURITY PROTOCOL
VOID WITHOUT