



Announcement No. 05, s. 2016

ANNOUNCEMENT

TO : ALL HEADS OF CONSTITUTIONAL BODIES, NATIONAL GOVERNMENT AGENCIES (NGAs), LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs), AND STATE UNIVERSITIES AND COLLEGES (SUCs)

SUBJECT : 10th Gawad Kaligtasan at Kalusugan (GKK)

The Occupational Safety and Health Center (OSHC), an attached agency of the Department of Labor and Employment (DOLE), invites government agencies and public servants to participate in the call for nominations for the 10th Gawad Kaligtasan at Kalusugan (GKK). This search aims to recognize establishments/agencies/offices with exemplary Occupational Safety, Health and Environment (OSHE).

The award is a component of the Zero Accident Program, one of the flagship programs of the DOLE, aimed at preventing accidents/injuries/illnesses at work. It is given every two (2) years in the recognition of the outstanding achievements of companies/agencies and individuals from both the private and public sectors with the selection made from nomination of the DOLE Regional Offices or through self-nomination. Winners of the GKK are regarded highly as models on OSHE best practices.

For the industry/agency category, the government agency must at least have an existing OSHE program, and its service contractors must be holders of Certificates of Compliance on both the General Labor Standards and Occupational Safety, and Health Standards/Tripartite Certificate of Compliance with Labor Standards given by the DOLE Regional Offices.

Interested agencies are enjoined to submit the nomination form and supporting documents not later than **the fourth week of January 2016**.

Attached are pertinent documents for your reference and guidance.

For more information, you may contact the OSHC through telephone numbers 927-0926, 928-6727, 928-6755, 928-6738, 929-6036 to 39 or email at oshcenter@oshc.dole.gov.ph or visit www.oshc.dole.gov.ph.


ALICIA dela-ROSA BALA
Chairperson

25 JAN 2016

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

REQUIREMENTS for the GAWAD KALIGTASAN at KALUSUGAN

I. Required Documents:

1. Tripartite Certificate of Compliance with Labor Standards (TCCLS) or Certificates of Compliance (COC) on both General Labor Standards and Occupational Safety and Health Standards
*not a requirement for nominees from the public/ government sector
2. Safety and Health Committee/Organization
3. List of Safety Personnel (per D.O. No. 16-2001) including Accreditation certificates
4. List of Occupational Health Personnel (per OSHS Rule 1960)
5. Annual Work Accident and Illness Exposure Data Report (2014-2015)/ Record of Accidents for 2016
6. Annual Medical Report (2013-2015)
7. Work Environment Measurement (2014-2015)
8. Registration of Establishment (per OSHS Rule 1020)
9. List of Medical Facilities and Emergency Medicines
10. Quarterly SHC Reports (Minutes of Meetings)
11. Work Accident/Illness Report (WAIR) per accident
12. Occupational Health-related policies
 - A. D.O. No. 53-03 (Drug-Free Workplace)
 - B. D.O. No. 102-10 (HIV and AIDS)
 - C. D.O. No. 73-05 (Tuberculosis)
 - D. D.A. No. 05-10 (Hepatitis B)
13. Permits to Operate (Boiler, Pressure Vessel, Internal Combustion Engine, Elevators, etc.)
14. Electrical Wiring Installation Inspection (Rule 1210)
15. Employees' Compensation Logbook
16. Fire Safety Inspection Certificate
17. Fire Safety Drills Certificate
18. Certificate of Compliance (SSS)
19. Certificate of Compliance (Philhealth)
20. Certificate of Compliance (Pag-ibig)
21. Sanitary Permit
22. Environmental Compliance Certificate
23. Proofs of Compliance to Clean Air Act and Toxic Substances Act
24. Certifications/ Accreditations/ Awards (e.g., ISO/OHSAS), if any

II. Additional Documents for Construction Projects:

25. PCAB Registration
26. DOLE-approved Construction Safety and Health Program
27. Construction Safety and Health Committee (refer to D.O. 13, s. 1998)
28. Construction Safety Signage (photo of signage on-site)
29. Construction Heavy Equipment (CHE) Testing Certificates
30. TESDA Certification for CHE Operators
31. Worker's Skills Certificate for Critical Occupations
(Welding, Scaffolding, Rigging, Heavy Equipment Operation, etc.)

III. Detailed OSHE Program

- A. Safety and Health Policy**
- B. Safety Control Program**
 - Incident/accident investigation analysis, recording and reporting
 - List of programs/ activities in promoting housekeeping
 - Safety innovations activities
 - Records of machine preventive maintenance program
 - Records of downtime, running time and production schedule
 - List of PPE provided
 - Records of fire safety orientations and drills conducted
 - Records of maintenance of fire fighting facilities
- C. Emergency Preparedness Program**
 - Emergency preparedness plans and related training
- D. Industrial Hygiene Program**
 - Chemical safety
 - Inventory and chemical safety data sheets (CSDS)
 - Proper labelling, handling and storage of chemicals
 - Emergency contingency plan
 - Waste management and disposal
 - Regular work environment measurement (WEM) and compliance to TLVs
 - Continuous workplace improvement and control measures
- E. Occupational Health Program**
 - OH programs such as hearing conservation program, respiratory protection program, health surveillance program for inorganic lead, etc.
 - Prevention and control of HIV and AIDS, TB, and Hepatitis B; lifestyle-related diseases; drug-free workplace; tobacco-free workplace; family welfare; anti-sexual harassment, etc.
 - Occupational Health services
 - Annual medical reports
 - Medical surveillance report
 - Available medical examinations
 - Available medical and dental equipment and facilities
- F. Environment Protection Program**
 - Compliance with government regulations
 - Employment of accredited pollution control officer (PCO) and classification and segregation of wastes
 - Pollution prevention facilities
 - Environmental protection programs
 - System of responding to issues and concerns
 - No unresolved complaints
- G. OSH Capability Building including Information Strategies**
 - Training programs on OSH for various personnel levels

- Information programs on OSH
- Information-sharing activities on OSH
- A functioning OSH Committee
- H. Social Accountability and Community Relations Programs
 - No minors employed
 - No gender bias
 - Persons with disabilities (PWD) employed (ratio vs total employment)
 - Continuing assistance to community
 - Corporate social responsibility programs (CSR)
- I. Productivity and OSH Indicators
 - Comparison of safe man-hours between 2014 and 2015
 - Comparison in resource savings due to OSH interventions in 2014 and 2015
 - Reduction in accidents/injuries and illnesses
 - Increase in resource savings from reduced accident cost, efficient energy use, reduced waste, etc.
- J. Managing Safety and Health
 - Presentation of international certification and relevant documents

Note:

1. Validators may request additional documents as may be deemed necessary. Hence, nominees are advised to prepare all related documents during the on-site validation.
2. Please be guided by the sequence of the listed requirements in your documents submission. Furthermore, kindly limit your submission to **not more than 150 pages**.

Thank you.

- The GKK Secretariat

10th Gawad Kaligtasan at Kalusugan MECHANICS AND CRITERIA

I. Who can join?

- A. Private Companies that have been issued with COC on both OSHS and GLS are qualified to join.**

Industry Categories are the following:

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas, Steam, Water Supply
- Construction, Real Estate
- Transportation and Storage (sea, land and air)
- Accommodation and Food Service, Arts, Entertainment and Recreation
- Human Health and Social Work
- Information and Communication, BPO
- Education
- Security agency, Banks , Financial and Insurance
- Others

- B. Public Sector/ establishments implementing their own safety and health programs**

- Local Government Units
- Government Owned and Controlled Corporations, Government Financial Institutions
- Other Government Offices/ Services

- C. Micro Enterprises and Informal Sector with safety and health innovations in business operation**

Transportation, Retail, Services, Food manufacturing, Construction, Agriculture/ agri-business, others

- D. Individuals who are DOLE-accredited OSH Professionals (Practitioners/ Consultants) and had implemented workplace safety and health initiatives that had an impact on its safety and health management system and performed duties beyond their immediate field/ area of responsibility.**

II. Documentary Requirements

- A. Private Sector - Industry Category**

- OSHE Program (based on the GKK Framework)
- Industry Sector Best Practice
- DOLE Reportorial Requirements

- Annual Exposure Data Report, Annual Medical Report, Work Accident/ Illness Report, Safety and Health Committee (SHC) Organization and Minutes of SHC meetings
- Employees' Compensation Logbook
- OSH Practitioner/ Consultant Accreditation Certificate(s)
 - Safety Officer, Health Personnel, First Aider
- Certificates of Compliance (OSHS and GLS)
- Fire Safety Inspection Certificate (FSIC)
- Certificates of Compliance (SSS, Phil-health, Pag-ibig)
- Other OSH Certifications/ Accreditations/ Awards (e.g., ISO, OHSAS)

B. Public Sector – LGU/ Government Offices

- OSHE Program (based on the GKK Framework)
- Organization of Safety and Health Committee
- Minutes of Safety and Health Committee meetings
- Records of Accidents and Illnesses
- OSH Personnel (Safety Officer, Health Personnel, First Aider)
- Training of Personnel on OSH
- Fire Safety Inspection Certificate (FSIC)/ Fire Evacuation Drill Certificate
- Certificates of Compliance (GSIS, Phil-health, Pag-ibig)
- Certificates of Compliance on OSHS and GLS of contractors/ service providers
- Other OSH Certifications/ Accreditations/ Awards (e.g., ISO, OHSAS)

C. Micro/ Informal Sector

- Documentation of Workplace Improvements/ Innovations on the following:
 - a. Materials Handling and Storage
 - b. Work Station
 - c. Machine/ Electrical Safety
 - d. Hazardous Substances
 - e. Lighting
 - f. Premises
 - g. Welfare Facilities
 - h. Work Organization
 - i. Environment Protection
 - j. Training on OSH

D. Individual Category

- Description of company OSHE Program developed and implemented including impact to company safety and health performance
- DOLE Reportorial Requirements
 - Annual Exposure Data Report, Annual Medical Report, Work Accident/ Illness Report, Safety and Health Committee

- OSH Practitioner/ Consultant Accreditation Certificate
- Certificates of Compliance on OSHS and GLS of company served
- Fire Safety Inspection Certificate (FSIC) of company served
- Other OSH Certifications/ Accreditations/ Awards (e.g., ISO, OHSAS) of the company served
- Valid PRC License (if applicable)

III. Mechanics

A. Selection of Regional GKK Winners (Qualifiers for the National Selection)

1. *First Screening*

The Regional GKK Secretariat, to be composed of regional staff/ representatives of the OSHC and ECC and a representative from the DOLE Regional Office, shall:

- a. Invite all companies that have been issued with COCs on OSH and GLS to join the GKK;
- b. Require interested companies to submit necessary documents;
- c. Visit the companies that complied with documentary requirements and make an initial workplace evaluation using the LLCS assessment checklist on OSH;
- d. After the document review and initial evaluation, the Regional GKK Secretariat will prepare the shortlist of companies which have qualified for the next level (regional entries) and endorse this list and the documents of the regional entries to the National GKK Secretariat;
- e. The National GKK Secretariat will then further review the documents and schedule On-site validation (second screening) to be performed by the Regional Selection Committee.

2. *Second Screening (On-site Validation)*

- a. The composition of the Regional Selection Committee shall be as follows:

Chairperson: DOLE Regional Director

Members:

- OSHC Team – (SCD, ECD, HCD, TPID, REU)
- DOLE – RO, ECC
- Worker’s Representative
- Employer’s Representative
- OSHNet/OSH Organization
- SSS/GSIS Representative

b. Procedure:

i. Opening Conference

- Introduction of OSHC and the GKK
- Briefing on the validation process
- Presentation of company OSH programs
- Open forum/ discussion with validators and concerned company personnel

ii. Walkthrough of the company premises

iii. Validation with the community

iv. Exit Conference

c. Criteria:

Industry and Public Sector Categories

- A. OSH Policy
- B. Safety Control Program
- C. Emergency Preparedness Program
- D. Industrial Hygiene Program
- E. Occupational Health Program
- F. Environment Protection Program
- G. OSH Capability Building including Information Strategies
- H. Social Accountability and Community Relations Program
- I. Productivity and OSH Indicators (Outcome)
- J. Managing Occupational Safety and Health

Micro and Informal Sector Category

- A. Materials Handling and Storage
- B. Machine/ Electrical Safety
- C. Work Station Design
- D. Lighting
- E. Control of Hazard Sources
- F. Premises
- G. Welfare Facilities
- H. Work Organization
- I. Environment Protection
- J. Training on OSH

Individual Category

- A. Workplace safety and health initiatives
 - B. Safety and health achievements/ contributions
 - C. Communication and consultation processes used to implement safety achievements and contributions
 - D. Individual's impact on safety and health management and performance and his performance beyond his/ her immediate field/ area of responsibility
 - E. Promoted networking among management, workers and the community for the effective implementation of OSH programs
 - F. Promoted environmental protection programs of enterprises and communities
 - G. Efforts that resulted in increased productivity of workers, enterprises and government agencies
3. *After the on-site validation of the regional entries, the results will be deliberated on by the Regional Selection Committee to officially name the **Regional Winners or Qualifiers**.*
4. *Regional winners must garner a **rating of not less than 80%**.*
5. *All winners in the Regional Level will be endorsed to the National GKK Secretariat for the selection of the national winners.*
- * (Nominees will be requested to submit an undertaking that the company has no disabling accident within the selection period)

B. Selection of National Winners

1. *Composition of National Board of Judges*
 - **Government**
 - ECC, BWC, NWPC, OSHC, SSS, Phil-health, GSIS, DENR
 - **Workers' Representative**
 - Alliance of Filipino Workers
 - **Employers' Representative**
 - Employers' Confederation of the Philippines
 - Industry Associations/ ITCs
 - **OSH Organization**
 - Safety Organization of the Philippines, Inc.
 - Philippine College of Occupational Medicine
 - Occupational Health Nurses Association of the Philippines

2. National Winners

- **Industry Category / Public Sector**
 - GKK Champion (Orlina trophy)
 - GKK Finalist - Silver Award (Plaque)
 - GKK Finalist - Bronze Award (Plaque)
- **Individual Award**
 - GKK Champion (Orlina Trophy, cash award P10k)
 - GKK Finalist - Silver Award (Plaque)
 - GKK Finalist - Bronze Award (Plaque)
- **Micro/ Informal Sector**
 - Trophy and cash award of P20k

IV. Timeline

A. Determination of Regional Entries

- Sending of invitations to establishments: **December 10, 2015**
- Deadline for Acceptance of Letter of Conforme and supporting documents from establishments: **2nd week of January, 2016**

B. Selection of Regional Winners

- First Screening
 - Initial Evaluation by Regional GKK Secretariat and transmittal of documents of regional entries to National GKK Secretariat: **2nd to 3rd week of January, 2016**
- Second Screening
 - Documents review by National GKK Secretariat: **3rd to 4th week of January, 2016**
 - Transmittal of Letters to DOLE ROs re: Schedule of Validation: **January 29, 2016**
 - Regional Validation: **2nd week of February to April 8, 2016**
 - Regional Awarding Ceremonies: **April 11-15, 2016**

C. National Selection

- Judging and final deliberations: **April 18-22, 2016**
- 10th GKK National Awarding Ceremony: **May 1, 2016**

V. Revocation

The GKK Board of Judges, through a Resolution, can revoke and nullify a winner in the GKK:

- For establishment winners, in the event of a fatal or major accident or any other environmental degradation on the part of the company within one year after receiving the award
- For the individual winners, in case of acts of commission or omission that have led to a fatal or major accident

Any falsification or submission of fake documents shall be a ground for revocation of the award and/ or disqualification for joining the GKK.

INDIVIDUAL CATEGORY

After submitting the accomplished nomination forms and required and relevant documents in relation to the GKK framework, the Occupational Safety and Health Center (OSHC) GKK Secretariat will schedule a preliminary interview. Qualified applicants will be called for the final interview. Please use a separate sheet, if needed.

Date Filed: _____
OSHC / Regional Extension Unit No. _____
File No. _____

I. PERSONAL DETAILS

Sheet 1

Name

Date of Birth

Address

Telephone No. Fax No. E-mail:

Are you regularly employed? Yes No
If yes, please state your designation and the name, address and tel. no. of the company.

Nomination form

Please state brief employment history.

II. PLEASE DESCRIBE YOUR MAJOR CONTRIBUTIONS TO THE DEVELOPMENT AND IMPLEMENTATION OF YOUR COMPANY'S OSHE PROGRAMS AND THE IMPACT OF THESE PROGRAMS TO THE COMPANY'S SAFETY AND HEALTH PERFORMANCE.

INDIVIDUAL CATEGORY

III. WHAT ARE YOUR EXEMPLARY CONTRIBUTIONS TO THE PRACTICE OF OCCUPATIONAL SAFETY AND HEALTH, INCLUDING WINNING NATIONAL / INTERNATIONAL AWARDS?

Please provide supporting documents.

IV. DISQUALIFICATION

Any malpractice, misleading information or involvement in any anomalous undertaking of the applicant between the time of submission of nomination form and awarding would mean disqualification.

V. ENDORSEMENT (by at least three persons with whom you have worked for or worked with)

Name	Occupation	Contact Nos.	Signature

Sheet 2

Nomination form

INDUSTRY CATEGORY

After submitting the accomplished nomination form with the required and relevant documents following the GKK framework, validation of qualified companies will be conducted.

The Occupational Safety and Health Center (OSHC) GKK Secretariat will coordinate with the companies regarding the status of their application. Please use a separate sheet for the details.

Date Filed: _____
OSHC / Regional Extension Unit No. _____
File No. _____

CATEGORY: Private sector Public sector Micro-enterprises/ Informal sector

I. COMPANY DETAILS

Owner of company

Name of company

Address

Telephone No.

Fax No.

E-mail address:

Date established

Nature of business

Type of industry

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas, Steam, Water Supply
- Construction, Real Estate
- Transportation and Storage (sea, land and air)
- Accommodation and Food Service, Arts, Entertainment and Recreation
- Human Health and Social Work
- Information and Communication, BPO
- Education
- Security agency, Banks, Financial and Insurance
- Others: _____

OSH budget (Total amount and percent allocation vis-à-vis total company's budget)

Sheet 1

Nomination form

INDUSTRY CATEGORY

Sheet 2

Category (Please check):

A. Based on the number of workers

- Micro (1 to 9 workers) * Medium (100 to 199 workers)
 Small (10 to 99 workers) Large (200 and more workers)

B. Based on Assets/Capitalization *

- Micro (up to P3 M) Medium (> P15 M up to P100 M)
 Small (> P3 M up to P15 M) Large (> P100 M)

**NOTE: as defined by SMED Council, January 2003*

TOTAL NUMBER OF WORKERS (including casual / contractual and project based)

COMPANY NAME	MALE	FEMALE	TOTAL
<i>PRINCIPAL:</i>			
<i>CONTRACTOR (S):</i>			
TOTAL			

Nomination form

- Unionized
 Non-Unionized

Prepared by:

 Company Representative
 (Signature over Printed Name)