

**[ DOLE DEPARTMENT ORDER NO. 16, (SERIES OF 2001), DECEMBER 18, 2001, January 22, 2002 ]**

**DOLE DEPARTMENT ORDER NO. 16, (SERIES OF 2001) RULE 1030  
TRAINING AND ACCREDITATION OF PERSONNEL ON  
OCCUPATIONAL SAFETY AND HEALTH**

In the interest of the service and pursuant to the provisions of Article 162, Book IV of the Labor Code of the Philippines, the following amendments to Rule 1030 of the Occupational Safety and Health Standards are hereby promulgated:

**Rule 1030 TRAINING AND ACCREDITATION OF PERSONNEL ON OCCUPATIONAL SAFETY AND HEALTH**

**RULE 1031: General Provisions:**

1) The Bureau, either directly or through accredited organizations or the OSHC or other institutions authorized by law shall conduct continuing programs to increase the supply and competence of personnel qualified to carry out the provisions of these Standards.

2) The Bureau shall prescribe the required training programs which shall, in consultation with the OSHC or other institutions authorized by law and other technical societies, contain provisions requiring the incorporation into the training programs of the latest trends, practices and technology in occupational safety and health.

**RULE 1032: Definitions:**

1) Safety Officer — refers to any employee/worker trained and tasked to implement occupational safety and health programs in the workplace in accordance with the provisions of the Standards and shall be synonymous to the term "Safety Man" as used in these Standards.

2) Occupational Safety and Health Personnel — refers to-Physician, Nurse, Dentist, Chemist, Engineers, Safety Officer, First-Aider and other persons engaged by the employer to provide occupational safety and health services as required by the Standards.

3) Practitioner in Occupational Safety and Health — refers to any qualified person as assessed and duly-accredited by the Bureau to practice and render occupational safety and health services in a defined and specific scope or core competency.

4) Occupational Safety and Health Consultant — refers to any practitioner in occupational safety and health or group of persons or organizations duly-accredited by the Bureau to practice, perform and/or render consultative and/or advisory

services on occupational safety and health in at least two (2) fields of specialization as enumerated in Annex "A".

5) Trainer — refers to a person who facilitates learning situation in one or more topics in an occupational safety and health training.

6) Training Organization — refers to an institution accredited or authorized by law to conduct training in a particular field or a combination of fields on occupational safety and health.

7) Hazardous Establishment — refers to a establishment where work operations or practices performed by a worker in the establishment or workplace in conjunction with or as an incident to such operations or practices and which expose the employee or worker to hazards likely to cause disabling injury, illness, death or physical or psychological harm.

8) Highly Hazardous Establishment — is one where potential hazard within the company may effect the safety and/or health of workers not only within but also persons outside the premises of the workplace. The following are workplaces commonly associated with potentially high hazardous activities:

- a) Petrochemical works and refineries;
- b) Chemical works and chemical production plants;
- c) LPG storage and materials;
- d) Stores and distribution center for toxic/hazardous chemicals;
- e) Large fertilizer stores;
- f) Explosives factories;
- g) Works in which chlorine is used in bulk;
- h) Activities closely similar to the activities enumerated above; and
- i) Activities as determined by the Bureau in accordance with existing issuances related to classification of establishments

**RULE 1033: Training and Personnel Complement:**

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.
- 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 pursuant to Rule 1013 of these Standards.

a) For hazardous workplaces:

Number of Workers Minimum Number of Safety Officers

Hazardous Highly Hazardous

1-50 One (1) part-time One (1) full-time

51-200 One (1) full-time One (1) full-time and

One part-time

201-250 One (1) full-time and Two (2) full-time

one (1) part-time

251-500 Two (2) full-time Two (2) full-time and

One part-time

Every additional 500 One (1) additional

or fraction thereof full-time

Every additional 250 One (1) additional

or fraction thereof full-time

b) For non-hazardous workplaces:

Number of Workers Minimum number of Safety

Officers

1-250 One (1) part-time

251-500 Two (2) part-time

501-750 One (1) full-time

751-1000 Two (2) full-time

Every additional 500 or fraction One (1) additional full-time

thereof

4) Duties of the Safety Officer: The duties of the safety officer are specified under

Rule 1040 of these Standards. A-part-time safety officer shall be required to perform the duties of safety officer at least six (6) hours per week.

5) The employment of a full-time safety officer may not be required if the employer enters into a written contract with a qualified consultant or consulting organization whose duties and responsibilities shall be the duties of a safety practitioner as stated in these Rule. The employment of a consultant, however, will not excuse the employer from the required training of his supervisors or technical personnel.

#### RULE 1034: Accreditation:

The Secretary, upon the recommendation of the Bureau Director, may accredit any qualified safety and health consulting and training organization and, through the Bureau, may issue accreditation to any qualified safety and health personnel, individual to carry out the provisions of these Standards.

#### 1034.01: Requirements for Accreditation of a Practitioner in Occupational Safety and Health

Any application for accreditation shall satisfy the enumerated requirements:

##### A. Practitioner in Occupational Safety and Health

1. The individual must have completed the 40-hour Basic Occupational Safety and Health Training Course as prescribed by the Bureau;
2. Must have at least three (3) years of relevant experience in occupational safety and health;
3. Must possess the minimum qualifications stated under Rule 1964.01 nos. 1 to 5, whichever may be applicable; and
4. Must be duly-licensed to practice his/her profession in the Philippines;
5. If the applicant is a graduate of any 4 or 5-year college course without a license, he/she must have at least four (4) years relevant experience in any of the sub-components in a field of specialization as enumerated in Annex "A"; and
6. If the applicant is a college undergraduate he/she must have at least ten (10) years relevant experience in occupational safety and health.

##### B. Consultant in Occupational Safety and Health

1. The applicant must be an accredited practitioner for at least five (5) years with experience in at least two (2) fields of specialization enumerated in Annex "A".
2. Must have experience in policy formulation and development, monitoring and evaluation, and implementation of occupational safety and health management systems.
3. Must have completed the 80-hour Advanced Occupational Safety and Training Course as prescribed by the Bureau; and

4. Must have earned an additional 480 hours of training/seminar or related learning processes in various fields of occupational safety and health from accredited organizations or institutions authorized by law.

#### C. Occupational Safety and Health Consulting Organization

1. The applicant must be composed of two or more accredited occupational safety and health consultants.

2. Must submit a certified true copy of business registration, licenses, and permits to operate.

3. Must submit the organization's profile.

#### D. Occupational Safety and Health Training Organization

1. A Bureau-prescribed and/or approved course of study shall be used or followed by accredited organizations. Any deviation from the prescribed training must be with the previous approval of the Bureau.

2. The organization must provide adequate training facilities that include safety and health-related equipment, manuals and modules, library, training rooms, audio-visual and other training resources and paraphernalia.

3. Trainers must be composed of persons with the following qualifications:

a) Must have completed the 40-hour basic occupational safety and health training course;

b) Must have completed at least 24 hours of a Training of Trainers course; and

c) Must have at least three (3) years of experience in the design, conduct and evaluation of any OSH training program

4. The applicant must submit certified true copies of business registrations, licenses, and permits to operate.

5. Submission of the organization's profile.

#### 1034.02: Issuance and validity of certificate of accreditation and identification card

After evaluation and verification by the Bureau, a certificate of accreditation valid for three (3) years and an identification card shall be issued to any applicant who has satisfactorily met all the requirements specified in this rule, and upon payment of the prescribed fee as provided for under Rule 1974 of the Standards.

#### 1034.03: Duties and responsibilities of Practitioners in Occupational Safety and Health

##### A. Practitioners in Occupational Safety and Health