



TITLE:	PROCESSING OF CONSTRUCTION SAFETY AND HEALTH PROGRAM (CSHP)
OBJECTIVE:	To standardize/synchronize the procedure in the processing of applications of Construction Safety and Health Program.
SCOPE:	This procedure covers all activities involved from receipt of the application until the approval and concurrence within five (5) days cycle time.

INPUT/S: Application for CSHP

Activity	Persons Responsible/Activity Details/Interface/References
1. Receipt and Evaluation of application	<p>1.1 FO focal shall receive the application and evaluate as to correctness and completeness of the documentary requirements within the day (AO #24, series of 2018).</p> <p>1.2 If incomplete, FO shall return the documents to applicant for completion of lacking documents, application is deemed not filed.</p> <p><i>Control Points: FO focal shall ensure the completeness through the use of checklist and explain carefully to the applicant the lacking documents needed.</i></p> <p>1.3 FO shall deny application if project found to have been completed or almost completed. (AO # 152 to support denial of application).</p>
2. Encode in the system	<p>2.1 FO focal shall encode the profile of the establishment/contractor.</p>
3. Upload scanned important documents	<p>3.1 FO focal shall upload scanned documents to the system.</p> <ul style="list-style-type: none"> ▪ CSHP applications & checklist, Organization of safety committee ▪ Rule 1020 ▪ PCAB license (for Joint Venture project attach <i>Special Contractor's License</i>) ▪ Notice of award/Notice to proceed or any document that supports if found project has already completed (e.g. <i>suspension order, change order –change of project plans, certification from the concerned Office or photo taken at the project site</i>). ▪ Certificate of Health Personnel (Safety Officer & First Aider-attach cost of PPE & FA medicines) (These includes certificates of OSH personnel if employing more than 50 workers) ▪ Certificate of equipment check/certified by accredited organization ▪ Certificate of heavy equipment operators
4. Final evaluation/ recommendation	<p>4.1 RO through the TSSD shall review and tag as:</p> <p>4.1.1 "DENIED" if found incomplete and with inconsistencies.</p> <p>4.1.2 "REVIEWED" if complete and in order.</p>



<p>5. Approval or denial of CSHP</p>	<p>5.1 RD shall approve or deny application and tag as “APPROVED” or “DENIED” as the case may be.</p> <p>5.1.1 If denied, FO shall comply or notify the applicant.</p>
<p>6. Printing & release of certificates</p>	<p>6.1 FO shall prepare and sign CERTIFICATION.</p> <p>6.2 FO shall seal and have it signed in the logbook by the owner/representative.</p> <p>6.3 FO shall release the certificate to the owner/representative.</p>
<p>OUTPUT: CSHP Application Processed</p>	

DEFINITIONS/ ACRONYMS:

1. **CSHP** – Construction Safety & Health Program
2. **PPE** – Personal Protection Equipment
3. **FA** – First Aide

RECORDS:

1. Two types of application:
 - a. Comprehensive Application Forms
 - b. Simplified Application Forms
2. Attachments

ISSUANCE ON CSHP:

1. Department Order No. 13-98 (Guidelines governing Occupational Safety and Health in the Construction Industry)
2. DPWH Department Order No. 56-2005 (Guidelines for the implementation of DOLE D.O. NO. 13, s. 1998, On Occupational Safety and Health in the Construction Industry)
3. Administrative Order No. 152-11 (Amending Section 5 of D.O. No. 13, s. 1998 of Occupational Safety and Health Standards (OSHS) and decentralizing the evaluation of the CSHP to DOLE Regional Office)
4. DPWH Department Order No. 129-14 (Guidelines in the implementation of MEMO dated July 17, 2014 of the Secretary of DOLE on the Procedure in the Evaluation of CSHP of contractors engaged by DPWH pursuant to DPWH D.O. NO. 56, s. 2005)
5. Administrative Order # 24, S-2018 – CSHP applications intended for small construction projects.

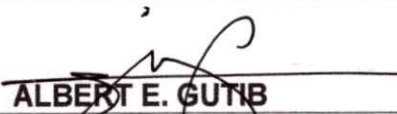



LINKAGES AND INSTITUTIONAL PARTNERSHIP:

- a. Inter-agency MOA between DOLE, DPWH, DTI, DILG & PRC (Strengthening coordination and linkages to promote the welfare of the construction workers and the growth of the Construction Industry).
- b. Joint Administrative Order No. 01 (Relative to MOA dated April 7, 2011 by and among DOLE, DPWH, DTI, DILG & PRC).
- c. MEMO No. 1015-01 (DOLE & DPWH joint MOA on the approval of CSHP of Government Infrastructure Projects).

REPORTS:

- 1. Monthly Report on Construction Safety and Health Applications – due on the 5th day of following month (data to copy from the system because reports generation are not patterned from BWC form).
- 2. List of approved/disapproved applications (based on DPWH/DOLE joint MOA- RO did the formatting of this report).

Reviewed by	Approved by
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Assistant Regional Director/ Quality Management Representative	Regional Director