

**OCCUPATIONAL SAFETY AND HEALTH CENTER
Work Program 2012**

PROGRAM	PROJECTS/ACTIVITIES	TARGETS	TIME FRAME
Policy development thru the Governing Board	1. Board Meetings 2. Sectoral Consultations (Labor & Employer) 3. Personal and Other Misc. Services a. Discretionary b. Per Diem c. RATA	- at least 6 meetings as needed - for Chairman - for 4 members - for 5 members (@6700/mo)	Q1-Q4 Q1-Q4 Q1-Q4
Priority Areas: Agribusiness; BPO; Creative Industries; Infrastructure; Manufacturing and Logistics; Mining; Tourism, Medical Travel and Retirement			
KRA #1 Information, Education, Communication and Training			
Objective: To reach more workers and institutions with programs with OSH training and dissemination of appropriate information			
Expected Outcome: Institutional capacities and delivery mechanisms at national, regional and at establishment levels would have been strengthened			
a) Information Dissemination	a. Development of IEC Materials 1. Printed Materials 1.a Newsletter printed (Zapette) 1.b e-Updates 1.c Flyers/Fans 1.d Brochures 1.e Posters - OSHC posters (new and reprinting) - Streamers 1.f News Ads 1.g Annual Report 1.h Summit/Congress Proceedings	at least 8 packages - 4x a year - 1x a month - 2 types - 8 brochures -10 posters - 2 - 3 streamers/month - 6 news ads - 1 compilation of OSHC accomplishments 500 copies - 1 publication;500 copies for 12th NOSH	Q1-Q4

	1.h OSHNet Conference Proceedings	- 1 publication; 500 copies	
	1.i Press Releases	- 12 press releases	
	2. Audio Visual Materials		Q1-Q4
	2.a Videos	- 3 new videos - 5 new videos, 1 institutional video	
	2.b Radio dramas/Radio plugs	- 5 radio plugs	
	2.c Photo Exhibit	- at least 16	
	c. Strengthened Dissemination Strategies		Q1-Q4
	c.1 Mass Media		
	- radio	- 52 guestings/year	
	- tv coverage	- 4 uZAPang OSH/year	
	- Internet:		
	website: OSHC Homepage	- regular updating	
	Social networking sites, e.g. facebook		
	c.1a Search for the Regional ZAP Champions	- 15 regions	Q1-Q4
	c.2 Library services	- 10% increase in references	Q1-Q4
	c.3 Tour of OSHC facilities (by schools, universities, others)	- at least 10% increase in schools and students	Q1-Q4
	c.4 AV Van Information Dissemination for the Informal Sector	7 campaigns	Q1-Q4
	c.5 OSH promotional materials	stress ball, key-chain with flashlight, usb, t-shirts, caps, bumper sticker, magic fan, umbrella, calendar, gift package	Q1-Q4
	c.6 13th NOSH Congress	- at least 300 pax	Q3
	c.7 8th Gawad Kaligtasan at Kalusugan (GKK)	- at least 50 entries	Q3
	c.8 Mindanao Summit (General Santos)	- at least 300 pax	Q4
b. Training	Training Implementation including:		
	b.1 Printing of Standard Training Materials	printing of new BOSH manual	
	b.2 Training of Trainers	- 5 batches (3 CST-TOT; 2 BOSH-TOT)	Q1-Q4
	b.3 Mandatory courses		Q1-Q4

	<ul style="list-style-type: none"> b.3.1 . BOSH b.3.2. Construction Safety b.4 Specialized Courses <ul style="list-style-type: none"> b.4.1. Emerging Health-related Diseases b.4.2. Work-related Diseases b.4.3. Ergonomics b.4.4. Chemical Safety b.4.5. Industrial Hygiene b.4.6. WEM b.4.7. Industrial Ventilation b.4.8. Fire Safety b.4.9. Crance Safety b.5 Learning Sessions/Special Lectures b.6 OSH Orientation b.7. Distance Learning <ul style="list-style-type: none"> - E-BOSH b.8 TCTP-Myanmar b.9 ASEAN OSHNET OSH MS b.10 Capacity Building for Health Workers in Assessing Health Status of Child Laborers 	<ul style="list-style-type: none"> - 3 batches/region (1 OSHC; 2 OSHNet) - 3 batches/region (1 OSHC; 2 OSHNet) -2 batches each - per request - per request - 3 batches - 1 batch;10 days;4 pax - 1 batch 	<ul style="list-style-type: none"> Q1-Q4 Q1-Q4 Q1-Q4
<p>KRA # 2 Research Agenda - Refer to the Medium Term National Research Agenda Objective: To support policies within the OSH system with research; Basis of OSH inputs to code of practice for kegs; Prioritize industries with lacking OSH information Expected Outcome: knowledge-based policies to support the OSH system and its programs.</p>			
	<ul style="list-style-type: none"> 1. Maritime OSH 3. Construction Safety - Outcome of Administrative Polices in Relation to Accidents 5. Seafarers Safety and Health 		<ul style="list-style-type: none"> Q1- Q4
<p>KRA # 3 Technical Assistance/Services Objective: To reach more workers and institutions with programs on technical services on industrial hygiene, safety control and occupational health</p>			

Expected Outcome: Strengthened technical services on: (1) Occupational Hazards Risk assessment, control, and management; Work-relatedness of diseases and injuries, Response to imminent danger and disasters, (2) Laboratory support (testing PPEs, analyzing toxic substances, biological monitoring, and other hazard-specific analysis)			
	1. Assistance to accreditation of safety and health organizations	- no of accredited safety and health organizations	Q1-Q4
	2. Conduct of WEM	- 100% of requests served	Q1-Q4
	3. Evaluation of ventilation system	- 100% of requests served	
	4. PPE Testing	- 100% of requests served	
	5. Safety and Health Audit	- 100% of requests served	Q1-Q4
	6. Testing of Boilers/Pressure Vessels/ Evaluation of Crane/Elevators Forklift	- 100% of requests served	Q1-Q4
	7. OH Examination e.g. audiometry etc. Blood Lead and other heavy metals	- 100% of requests served	Q1-4
	8. Medical Exam./Consultations		
	9. Assistance to TRC review of ECC	- no of TRC meetings	Q1-Q4
	10. Video dubbing	- per request	Q1-Q4
	11. Functions assistance	- per request	Q1-Q4
KRA #4- OSH Network			
Objective: To develop a wider and efficient network for the implementation of the Zero Accident Program			
Expected Outcome: Strong and functional network established with local and international partners in training, information, advocacy and provision of technical services			
	1. Institutional Membership in International Organizations		Q1-Q4
	1,1 Obtain training, information and technical services	- webinars, journals, - trainings	
	2. Hosting of ASEAN-OSHNET Coordinating Board Meeting	- Two (2) day Coordinating Board meeting for the ASEAN OSHNet in Manila	Q1
	2.a. Attendance to ASEAN OSHNet Secretariat Commitments	2 representatives to the annual coordinating board meeting/at least 1 ASEAN-OSHNET related activities	Q1
	2.1 Participation in ASEAN-OSHNET Coordinating Board Meeting		
	3. ILO-CIS and other databases		Q2
	4. Attendance to ILO Conference	-1 participant	Q2
	5. Technical inputs to policies and programs on OSH related inter-agency activities	- no. of technical inputs provided to the different inter-agency groups increased by 10% - BOSH integrated to DEPED and CHED	Q1-Q4

	<ul style="list-style-type: none"> 6. OSH Network Assessment and Planning Workshop 7. GREAT Women Project 8. DOLE Related Activities <ul style="list-style-type: none"> a. Cluster related activities b. Labor Day Celebration c. MYP/Corplanning d. DOLE Anniversary e. Independence Day f. Sportsfest and Cultural Activities 9. International Network <ul style="list-style-type: none"> - ILO, AEAN-OSHNET, KOSHA, - Bilateral Agreement (Myanmar) - CIDA, ACGIH, - JICA, ADB, World Bank, JISHA 	<ul style="list-style-type: none"> curriculum - per request of LGUs - 4 meetings - per MO - per MO - per MO - per MO 	Q1-Q4
<p>KRA # 5 Management Support Programs Objective: To support the efficient functioning of the OSHC programs Expected Outcome: Adequate financial management and strengthened staff development program</p>			
a. General Administration Services	<ul style="list-style-type: none"> 1. General Administration <ul style="list-style-type: none"> a. Building Management <ul style="list-style-type: none"> - Building Maintenance - Building Insurance - Janitorial Services - Security Services b. Supply and Procurement Management c. Property Management <ul style="list-style-type: none"> - Equipment Maintenance - IT Equipment Maintenance - Property Insurance d. Records Management 2. Motorpool Management <ul style="list-style-type: none"> - Vehicle Maintenance - Vehicle Insurance/Registration 3. Utilities and Other Services <ul style="list-style-type: none"> - Communication 	<ul style="list-style-type: none"> - insured and maintained building - property and equipment maintained and insured - vehicle maintained and insured - regular payment of dues 	<ul style="list-style-type: none"> Q1-Q4 Q1-Q4 Q1-Q4

	<ul style="list-style-type: none"> - Contribution/Donation - Discretionary Expenses - ED - Taxes, Duties and Fees - Other Maintenance & Operating Expenses - Water - Electricity - Transportation - Subscription Exp - Bond for Accountable Officer 		
b. Human Resource Development	<ol style="list-style-type: none"> 1. OSHC OPES development and implementation 2. Capability Building <ol style="list-style-type: none"> a. OSH Journal Club b. Foreign technical training c. Local Technical Trainings/ Conventions and Congresses 	<ul style="list-style-type: none"> - 1 per quarter - at least 4 trainings on OS, OH, IH, trng and info - at least 1 pax per invitation 	Q1-Q4
c. Employee Relations Welfare and Programs	<ol style="list-style-type: none"> 1. Collective Negotiation Agreement 2. Provident Funds 3. PRAISE 4. Gender and Development 	<ul style="list-style-type: none"> - CNA benefits - agreement and GB support - Program covering all staff - GAD programs and activities 	Q1-Q4
d. Financial Services	<ol style="list-style-type: none"> 1. Personnel Services 2. Auditing Services 3. Accounting/Budget Services 	<ul style="list-style-type: none"> - salaries, allowances benefits paid - audit the paid financial report 	Q1-Q4 Q1-Q4 Q1-Q4
Information System Plan (ISP)	<ol style="list-style-type: none"> 1. Development of 3-year Information Strategic Systems Plan (ISSP) <ol style="list-style-type: none"> a. Software Solutions b. Networking Solutions c. Other Hardware Solutions 	<ul style="list-style-type: none"> - NCC-approved 3 year ISSP 	Q1-Q4

	<p>2. Continuing Updates and Development OSHC Database System</p> <p>3. Continuing Maintenance of Agency Web Page</p>	<p>- Training database - Technical Services database - 1 agency webpage</p>	
<p><i>OSHC in Cebu</i></p>	<p>Rental of Office Space / Utilities</p>	<p>for 1 year</p>	
<p><i>OSHC in Cagayan de Oro</i></p>	<p>Renovation of office space</p>		
<p><i>OSHC in CAR</i></p>	<p><i>Utilities and Other General Services</i></p>		
	<p><i>Equipment/Utilities and Other General Services</i></p>		
	<p><i>1 unit office vehicle</i></p>		
<p>Equipment</p>	<p>Training</p>		
	<p>Health</p>		
	<p>Environment</p>		
	<p>FAD</p>		
<p><i>Capital Outlay (Chargeable to SIF)</i></p>	<p>FAD:</p>		
<p><i>Capital Outlay (Chargeable to Income)</i></p>	<p>1 unit PABX (replacement of old unit)</p>		<p>Q1-Q4</p>
	<p>8 units airconditioner (replacement of old units)</p>		
	<p>1 unit OSHC vehicle</p>		
<p>Health Control Division:</p>	<p>1 unit High Performance Chromatographer / 1 unit Audiometer (replacement of old unit)</p>		
<p>Safety Control Division:</p>	<p>Construction of covered scaffolding training area</p>		
	<p>Upgrading of withstand voltage testing equipment</p>		
	<p>Upgrading of safety spectacles testing equipment</p>		
<p>Environment Control Division:</p>	<p>1 unit Dust Respirator Testing Apparatus with complete accessories</p>		
	<p>4 units Digital Dust Meter</p>		
	<p>2 units Laser Distance Meter</p>		
<p>MOOE</p>	<p>Building and Equipment Maintenance</p>		<p>Q1-Q4</p>