

**PRESCRIBED BASIC OSH TRAINING COURSE
FOR SAFETY OFFICER 1 (SO 1)**

((Pursuant to Section 3 (n) of RA 11058 and Section 3 (v) of DO 198-18)

Objectives	Training Module	Training Topics	Time Allotment
Participants will be able to express appreciation on OSH, recognize the importance of various OSH data and state legal basis of OSH.	Module 1: Overview	I. Introduction to OSH <ul style="list-style-type: none"> - Importance of OSH - Situationer using the Philippines Data from PSA & DOLE Inspection Data - Salient features of OSH Legislations <ol style="list-style-type: none"> 1. RA 11058 and its IRR (DO 198-18) 2. OSH Standards, as amended including related provisions of PD 626 and with emphasis on duties of OSH Personnel and HSC 	1 hour.
Participants will be able to understand, learn and discuss basic concepts of OSH towards an effective OSH implementation in the workplace	Module 2: Understanding OSH	II. General Concepts on OSH <ul style="list-style-type: none"> - Accident Causation Theories (example: Domino Theory) - Accident Causation and Prevention <ol style="list-style-type: none"> 1. Unsafe Act and Unsafe Conditions 2. Accident Prevention 3. Benefits of having Safety and Health Practices in the Workplace III. Definition of OSH Terms with examples <ul style="list-style-type: none"> - Safety Hazards - Health Hazards - Risks <ol style="list-style-type: none"> 1. Low Risks 2. Medium Risks 3. High Risks 	1 hour and 30 mins.
Participants will be able to recognize safety hazards and corresponding applicable basic safety rules and control measures.	Module 3: Recognizing safety hazards and application of appropriate safety rules and control measures	IV. Basic Safety Rules and Measures <ul style="list-style-type: none"> - Housekeeping and Materials Handling and Storage - Machine Safety (Types, Sources and Controls) - Electrical Safety (Types, Sources, LOTO and Controls) - Fire Safety (Elements of Fire, Prevention and Controls) - Chemical Safety - Workshop - Application of Learning 	2 hours

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Participants will be able to perform risks/hazards assessment, evaluation and recommend measures of control	Module 4: Hazards Identification , Risk Assessment and Control (HIRAC)	V. Hazards Identification , Risk Assessment and Control (HIRAC) <ul style="list-style-type: none"> - Key steps in recognizing and identifying hazards <ol style="list-style-type: none"> 1. Safety Hazards 2. Health Hazards - Risk Assessment and Prioritization - Application of Controls (Engineering, Administrative & PPE) - Workshop on Accomplishing Risk Assessment Form/Matrix 	2 hours
Participants will be able to know how to respond in workplace emergencies and participate during conduct of emergency drills	Module 5: Workplace Emergency Preparedness	VI. Workplace Emergency Preparedness <ul style="list-style-type: none"> - Roles of OSH Personnel - Responses during Emergency - Conduct of Emergency Drills (i.e. Earthquake Drill/Fire Drill/Bomb Threat) 	1 hour
Participants will be able to identify the prescribed administrative requirements and penalties for violations	Module 6: Compliance to Administrative OSH Requirements	VII. Administrative OSH Requirements <ul style="list-style-type: none"> - Reportorial Requirements and Prescriptive Period of Submission (R1020, AEDR, WAIR, AMR, RSO, OSH Committee Report) - Mandatory OSH Programs - Penalties for violations - Post Test 	30 mins.
		Commitment Setting (Re-entry Plan)	
Participants will be able to confidently deliver OSH topics for presentation	Module 7 Building Confidence as OSH Trainer	VIII. Training of Trainers <ul style="list-style-type: none"> - Role of OSH Trainer - Basic Skills of Trainers - Presentation Materials and Delivery Techniques - Overview of the OSH Module for Presentation - Practice exercises : Actual Presentation/Critiquing for improvement 	2 hours (*recommended to take the TOT on separate day)