

## 12th Gawad Kaligtasan at Kalusugan (GKK)

### I. Documentary Requirements

#### A. Private Sector – Industry Category

- Nomination/Endorsement of DOLE Regional / Field Office
- Signed Safety and Health Policy
- OSH Program (per D.O. No. 198-2018)
- Conduct of Mandatory 8-hour OSH Training for All Employees
- Conduct of at least two (2) hours Employees' Compensation Program Orientation to All Employees
- Safety Personnel (per D.O. No. 198-2018)
- Occupational Health Personnel (per D.O. No. 198-2018)
- DOLE Reportorial Requirements: (per D.O. No. 198-2018)
  - Annual Work Accident and Illness Exposure Data Report (2019-2021)/ Record of Accidents for 2022
  - Annual Medical Report (2019-2021)
  - Work Accident/Illness Report (WAIR) per accident (2019-2021)
  - COVID – WAIR (2020-2021)
  - Report on Safety and Health Committee/Organization (2019-2021)
  - Quarterly SHC Reports / Minutes of Meetings (2019-2021)
- Work Environment Measurement (2019-2021)
- Written Policies on:
  - DOLE DO 136-14 - GHS in Chemical safety Program in the Workplace
  - DOLE DO 224-21 - Ventilation for Workplace & Public Transport to prevent and Control the spread of COVID 19
  - D.O. No. 53-03 (Drug-Free Workplace)
  - D.O. No. 102-10 (HIV and AIDS)
  - D.O. No. 73-05 (Tuberculosis)
  - D.A. No. 05-10 (Hepatitis B)
  - D.O. No. 208-20 (Mental Health)
  - DTI-DOLE COVID Guidelines

- Registration of Establishments (per OSHS Rule 1020)
- Medical Facilities and Emergency Medicines
- Copy of HIRAC / Risk Assessment conducted
- OSH Information / OSH Communication Plan
- Permits to Operate (Boiler, Pressure Vessel, Internal Combustion Engine, Elevators, etc.)
- Electrical Wiring Installation Inspection (Rule 1210)
- Employees' Compensation Logbook
- Fire Safety Inspection Certificate (FSIC)
- Fire Evacuation Drill Certificate
- Corporate Social Responsibility or any Community Relations / Assistance Programs (2019-2021)
- OSH Budget
- Certificates of Compliance (most recently issued)
  - SSS
  - Philhealth
  - Pag-ibig
- Compliance to applicable environmental laws and programs

**FOR CONSTRUCTION (Additional Documents)**

- PCAB Registration
- DOLE-approved CSHP
- Construction Safety and Health Committee
- Construction Safety Signage
- Construction Heavy Equipment (CHE) Testing
- TESDA Certification for CHE Operators
- Worker's Skills Certificate for Critical Occupations (Welding, Scaffolding, Rigging, Heavy Equipment Operation, etc.)