

Department of labor and employment
Region IV-A (CALABARZON)

DOLE SAFETY AND HEALTH COMPLIANCE

ENGR. JAYSON A. ACERON
SENIOR LABOR EMPLOYMENT OFFICER

Legal basis

Art. 168. Safety and Health Standards



- The Secretary of Labor and Employment shall, by appropriate orders, set and enforce mandatory occupational safety and health standards to eliminate or reduce occupational safety and health hazards in all workplaces and institute new, and update existing, programs to ensure safe and healthful working conditions in all places of employment

Legal basis

Art. 171
Administration
Of Safety and
Health Laws



- (a) The DOLE shall be **SOLELY** responsible for the administration and enforcement of occupational safety and health laws, regulation and standards in all establishments and workplaces wherever they may be located

Legal basis

**Art. 171
Administration
Of Safety and
Health Laws**

- (b) The Secretary of Labor may, through appropriate regulations collect reasonable fees for the inspection of steam boilers, pressure vessels and piping and electrical installations, the test and approval for safe use of materials, equipment and other safety devices and the approval of plans for such materials, equipment and devices.

Legal basis

D.O. 198- 18

**IRR OF RA 11058 -
OSH LAW**



Signed : 06 December 2018



Published : 09 January 2019 (Philippine Star)



Effective : 24 January 2019

**COVERAGE OF
DO 198 series
of 2018**

➤ It shall apply to all establishments, projects and sites and all other places where work is being undertaken in all branches of economic activity, including:

- Establishments located inside special economic zones and other investment promotion agencies (e.g., **Philippine Economic Zone Authority [PEZA]**, Clark Development Corporation [CDC]);
- Utilities engaged in air, sea, and land transportation;
- Industries such as mining, fishing, construction, agriculture, and maritime;
- Contractors and subcontractors including those engaged in the projects of the public sector.

NOTE: The Rules does not apply to the public sector such as national government agencies, government-owned and controlled corporations with original charters, government financial institutions, state universities and colleges and local government units

**VISITORIAL
POWER OF THE
DOLE
SECRETARY**

All matters arising from the visitorial and enforcement power of the Secretary of Labor and Employment (SecLab) or his/her duly authorized representatives shall be governed by the applicable rules on the administration and enforcement of labor laws pursuant to Article 128 of the Labor Code of the Philippines, as renumbered, and other laws.

Art. 128. Visitorial and enforcement power.

- a. The Secretary of Labor and Employment or his duly authorized representatives, including labor regulation officers, shall have access to employer's records and premises at any time of the day or night whenever work is being undertaken therein, and the right to copy therefrom, to question any employee and investigate any fact, condition or matter which may be necessary to determine violations or which may aid in the enforcement of this Code and of any labor law, wage order or rules and regulations issued pursuant thereto.
- b. It shall be unlawful for any person or entity to obstruct, impede, delay or otherwise render ineffective the orders of the Secretary of Labor and Employment or his duly authorized representatives issued pursuant to the **AUTHORITY GRANTED** under this Article,

PROHIBITED ACTS AND ITS CORRESPONDING PENALTIES

Any willful failure or refusal of an employer, contractor or subcontractor to comply with the following OSH standards below or with a compliance order issued by the Secretary of Labor and Employment or his/her authorized representative shall be penalized of the administrative fines as follows computed on a per day basis until full compliance:

Registration of establishment to DOLE	₱20,000.00
Provision of job safety instruction or orientation prior to work	₱20,000.00
Provision of worker's training (first aid, mandatory workers training, mandatory OSH training for safety officers and health personnel)	₱25,000.00
Provision of safety signage and devices	₱30,000.00
Provision of medical supplies, equipment and facilities	₱30,000.00
Submission of reportorial requirements as prescribed by OSH standards	₱30,000.00
Provision of safety officer and/or OH personnel	₱40,000.00
Provision of certified personnel or professionals required by the OSH standards	₱40,000.00
Establishment of a safety and health committee	₱40,000.00
Formulation and implementation of a comprehensive safety and health program	₱40,000.00
Provision of information on hazards and risk (absence of chemical safety data sheet, no written SOP in materials handling, lifting etc., no permitting system for confined spaces/hot works, no lock-out/tag-out system etc.)	₱40,000.00
Provision of sanitary and welfare facilities	₱40,000.00
Use of approved or certified devices and equipment for the task	₱50,000.00
Provision of PPE or charging of provided PPE to workers	₱50,000.00
Compliance with DOLE issued WSO	₱50,000.00
Compliance to other OSH standards	₱40,000.00

PROHIBITED ACTS AND ITS CORRESPONDING PENALTIES

If any of the following acts is present and there is non-compliance, the penalty of one hundred thousand pesos (₱100,000.00) administrative fine shall be imposed separate and in addition to the daily administrative fine imposed above:

- 1. Repeated obstruction, delay or refusal to provide the SecLab or any of its authorized representatives access to the covered workplace or refusal to allow access to relevant records and documents necessary in determining compliance with OSH standards;**
- 2. Misrepresentation in relation to adherence to OSH; or**
- 3. Making retaliatory measures such as termination of employment, refusal to pay, reducing wages and benefits or in any manner discriminates against any worker who has given information relative to the inspection being conducted.**

PROHIBITED ACTS AND ITS CORRESPONDING PENALTIES

- When the violation exposes the worker to death, serious injury or serious illness, the imposable penalty shall be one hundred thousand pesos (₱100,000.00)
- Should there be 2 or more be non-compliances, all penalties shall be imposed; provided that the total daily penalty shall not exceed one hundred thousand pesos (₱ 100,000.00)
- The penalties shall be computed on a per day basis until full compliance reckoned from the date of the notice of violation or service of the compliance order to the employer without prejudice to the filing of a criminal or civil case in the regular courts, as the case may be.
- The RD shall, after due notice and hearing, impose the appropriate administrative fines taking into consideration the damage or injury caused and risk involved including the severity and frequency of the OSH violations and size of the establishment.

**POSSIBLE
ADMINISTRATIVE
PENALTY UNDER
D.O. 198-18**

POSSIBLE VIOLATION

**ADMINISTRATIVE
FINE**

Provision of certified
personnel or professionals
required by the OSH
Standards

40,000.00

Use of approved or
certified devices and
equipment for the task

50,000.00

Department of labor and employment
Region IV-A (CALABARZON)

DOLE Technical Safety Inspection (TSI)

ENGR. PATRICK LAWRENCE S. ARRIOLA
SENIOR LABOR EMPLOYMENT OFFICER



COVERAGE

1. Industrial enterprise engaged in manufacturing of goods or products processing;
2. Agricultural enterprise engaged in forestry and logging operations, farming, etc.;
3. Oil refineries including its depots, warehouses and bodegas;
4. Steam, gas and other electrical generating plants including its maintenance and repair shops; and,
5. Construction Sites – ONLY if the construction project is built for industrial use

Exemption

Chartered cities MAY be allowed to conduct industrial safety inspections of the establishments within their respective jurisdictions where they have adequate facilities and competent personnel for the purpose as determined by the DOLE and subject to national standards established by the latter.

Ten (10) Chartered Cities

- | | |
|------------------|-----------------|
| a. Manila City | f. Iloilo City |
| b. Quezon City | g. Bacolod City |
| c. Caloocan City | h. Cebu City |
| d. Pasay City | i. Mandaue City |
| e. Batangas City | j. Davao City |



MECHANICAL/ELECTRICAL EQUIPMENT

- ✓ Internal Combustion Engine (Genset)
 - ✓ Boilers
 - ✓ Pressure Vessels
 - ✓ Elevator (Manlift, Dumbwaiter, etc.)
 - ✓ Cranes & Hoists
 - ✓ Power Piping Lines
 - ✓ Turbines
 - ✓ Electrical Wiring Installation
- 



TYPES OF PERMITS ISSUED

- Permit to Fabricate
 - Permit to Install
 - Permit to Operate
- 

ADMINISTRATIVE REQUIREMENTS

1. Covering/Transmittal Letter
2. Application form & drawing for each unit of mechanical equipment, signed and sealed by a PME/PEE, signed by the owner/manager or his/her authorized representative, the company's TIN;
3. Two (2) sets of CD/UUSB containing the application and plans in PDF;
4. Photocopy of PRC ID & PTR of the PME/PEE; and
5. Certificate of appearance of the PME (BWC, RD or ARD)

ADMINISTRATIVE REQUIREMENTS

The following shall be incorporated in the plans/drawings:

- a. Location Plan;
- b. Room layout;
- c. Installation drawings of equipment showing plan, section/elevations;
- d. Foundation design calculation;
- e. Detailed foundation construction drawings; and,
- f. Equipment specification.

PROCEDURES/PROCESS

Pre-fabrication and pre-installation requirements

1. Apply for Clearance of mechanical/electrical design for fabrication or installation to the nearest RO or BWC with authorized PME/PEE:
2. The process (LI-TSI) will check and evaluate all documents submitted;
3. Result of evaluation will be communicated. (Outright at the receiving table or written communication if application was received thru mail)

PROCEDURES/PROCESS

Pre-fabrication and pre-installation requirements

4. Complete application will be stamped "CLEARED" by the PME/PEE assigned and will be sent back to RO for Technical Safety Inspection (TSI);
5. The RO will conduct the TSI and issue the corresponding Notice of payment; and,
6. RO to prepare the Permit to Operate/Certificate of Electrical Installation after submission of payment from the LGU

PROCEDURES/PROCESS

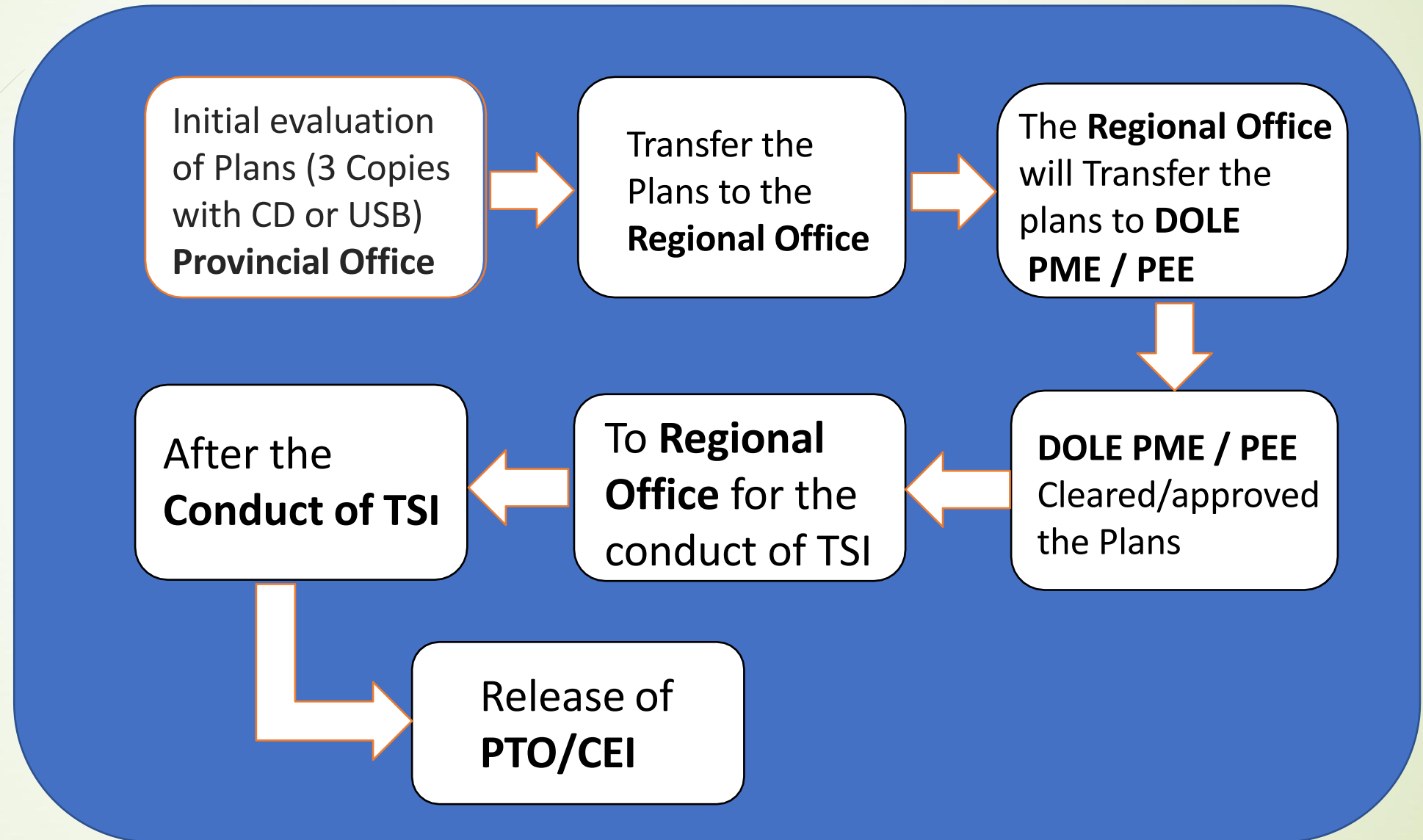
Fabrication requirements (Boilers and Pressure Vessels)

- LI shall check material inspection (confirmation with ASME CODE or PME Code or PE Code for material requirements) welding procedures/dimensional and visual examination review of design calculation.

Installation requirements

- LI will request the client to conduct the necessary and appropriate testing whether hydrostatic test or NDT on boiler and pressure vessel or load test on elevator, crane, hoist or insulation resistance or megger test for electrical installation

PROCESS FLOW



REQUIREMENTS FOR APPLICATION

Checklist of Requirements in the Application for Mechanical Installation/s of Industrial Facilities

**Mechanical Equipment: Pressure Vessel, Boiler, Internal Combustion Engine, Elevator
Manlift/Dumbwaiter, Steam/Hydro Turbine, Power Piping Lines, Crane & Hoist. Etc**

- ☐ 1. Covering / Transmittal Letter with pertinent information such as name of establishment as reflected in the application form, the kind of equipment being applied, number of units being applied, contact name and tel./cell phone number of the applicant/contact person
- ☐ 2. Three (3) printed copies of plans/drawings and application forms signed and sealed by a Professional Mechanical Engineer (PME); and one (1) compact disc (CD) or universal serial bus (USB) flash drive containing the requirements in read-only in the form of portable document format (PDF) reflecting PRC and PTR Number of the Professional Mechanical Engineer (PME) and stamp of PME in lieu of dry seal

The following shall be incorporated in the plans/drawings (A3 size is acceptable if legible)

- a. Location plan;
- b. Room layout;
- c. Installation drawings of equipment showing plan, section/elevations.
- d. Equipment specifications
- e. Detailed foundation construction drawings; and
- f. Foundation design calculation (with minimum safety factor of 5)
- ☐ 3. All plans and application forms are to be signed by the owner/manager or his/her authorized representative
- ☐ 4. Indicate the company TIN in the application forms;
- ☐ 5. Photocopy of the current PRC ID & PTR of the PME who signed & sealed the application form and drawing plans
- ☐ 6. Certificate of appearance of the PME
In the event that the said PME has not yet obtained a certificate of appearance, he/she is required to appear personally at the Bureau or at the DOLE Regional Office so that the corresponding certificate of appearance, duly signed by the Bureau Director, the Regional Director or the Asst. Regional Director whichever is applicable will be issued

Note:

1. Mechanical plans that require foundation design calculation with safety factor of 5 as minimum.
 - a. Installation of Pressure Vessels;
 - b. Installation of Boilers & Steam Turbine;
 - c. Installation of Internal Combustion Engine (as per Phil. Mechanical Code specifically for Diesel Engine)
2. All applications for mechanical equipment installation within the area of jurisdiction of the following chartered cities shall be submitted directly to the Building Official of the concerned Local Government Unit (LGU):

a. City of Manila	f. Iloilo City
b. Pasay City	g. Bacolod City
c. Caloocan City	h. Mandaue City
d. Quezon City	i. Cebu City
e. Batangas City	j. Davao City
3. Establishment owners shall submit application & plans to DOLE Regional Office which has jurisdiction over the workplace for review/evaluation before endorsing to the nearest R.O. with PME.
4. Submitted drawing plans should be folded in a size same as the application forms showing the drawing sheet number (lower right) of the drawing plan
5. Application forms must be attached to their corresponding set of drawing plans

Checklist of Requirement in the Application for Electrical Wiring Installation/s of Industrial Facilities

- ☐ 1. Covering / Transmittal Letter with pertinent information such as name of establishment as reflected in the application form, contact name and tel./cell phone number of the applicant/contact person.
- ☐ 2. Three (3) printed copy of plans/drawings and application form signed and sealed by a Professional Electrical Engineer (PEE); and universal serial bus (USB) flash drive containing the requirements in read-only in the form of portable document format (PDF) reflecting PRC and PTR Number of the signing PEE.

All electrical plans and drawings shall be drawn on drawing sheets of the following standard size:

760 mm	X 1000 mm
600 mm	X 900 mm
500 mm	X 760 mm

Submitted drawing plans should be folded in a size same as the application forms showing the drawing sheet number (lower right) of the drawing plan.

The following shall be incorporated in the plans/drawing

- ☐ 2.1 Location and site plan;
 - Location of service drop, service equipment, nearest pole and meter including the clearance of service drop and service entrance
- ☐ 2.2 General notes and/or specifications;
 - Nature of electrical services, including of number of phases, number of wire and phases
 - Types of wiring ; Service entrance, feeder sub-feeders, branch circuit
 - Special equipment
 - System or method of grounding
 - Mounting heights of meter, outlet and lighting switch
- ☐ 2.3 Legend or symbol and schedule of loads;
- ☐ 2.4 Plans for power and lighting;
- ☐ 2.5 Design analysis and computations; (voltage drop calculation, short circuit computation w/ diagram, Protection Coordination and Arc Flash Analysis);
- ☐ 2.6 Single line diagram for the entire installation;
- ☐ 2.7 Plans for fire detection and alarm circuits (if any);
- ☐ 2.8 Plans and specifications for indoor and/or outdoor substation; and
- ☐ 2.9 Bonding and Grounding system
- ☐ 3. All plans/drawings and application forms are to be signed by the owner/manager or his/her authorized representative;
- ☐ 4. Indicate the company's TIN in the application forms;
- ☐ 5. Photocopy of the valid PRC ID & PTR of the PEE who signed & sealed the plans and the PEE/REE who is in-charged / to supervise the installation;
- ☐ 6. DOLE issued Certificate of appearance of the signing PEE

In the event that the said PEE has not yet obtained a certificate of appearance, he/ she is required to appear personally at the Bureau or at the DOLE Regional/ Field / Provincial Office so that the corresponding certificate of appearance, duly signed by the Bureau Director, the Regional Director or the Asst. Regional Director, whichever is applicable, will be issued;

For those PEE's who are preferred to apply online, kindly send letter of request to email: bwc.secretary@gmail.com.

Note:

- 1) All applications for electrical wiring installations within the area of jurisdiction of the following chartered cities shall be submitted directly to the Building Official of the concerned Local Government Unit (LGU):

1.1 Manila City	1.5 Batangas City	1.9 Mandaue City
1.2 Quezon City	1.6 Iloilo City	1.10 Davao City
1.3 Caloocan City	1.7 Bacolod City	
1.4 Pasay City	1.8 Cebu City	

Download link:
<https://bwc.dole.gov.ph/installation-and-fabrication>



ADMINISTRATIVE ORDER NO. 183
Series of 2022

**Amending Administrative Order No. 132, Series of 2021 on the
Regional Assignment of Professional Engineers (PEs) to
Evaluate and Clear Technical Plans**

In the interest of service and to strengthen the implementation and monitoring of the DOLE Technical Safety Inspection pursuant to Republic Act No. 11058 and its Implementing Rules and Regulations or Department Order No. 198, Series of 2018,¹ Occupational Safety and Health Standards, and Department Order No. 183, Series of 2017,² the following PEs are hereby authorized to evaluate and clear technical plans for fabrication/installation of mechanical equipment and electrical wiring installation:

Professional Mechanical Engineers (PME)

	Name	Office	Regional Assignment
1	Shari Klent B. Intong	NCR	NCR, 4A, MIMAROPA, 5
2	Emir M. Palma	RO 3	CAR, 1, 2, 3
3	Joselito A. Dumdum	RO 7	6, 7
4	Emmanuel Y. Dela Cruz	RO 8	8
5	Bryan E. Saño	RO 8	
6	Kirk Patrick A. Corrales	RO 10	10, CARAGA
7	Dionisio M. Delalamon Jr.	RO 11	11
8	Dante C. Nebrija	RO 12	9, 12

Professional Electrical Engineers (PEE)

	Name	Office	Regional Assignment
1	April Rose S. Enteria	RO4A	Luzon
2	Yusoph T. Admain	RO 10	Visayas and Mindanao

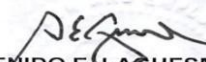
The Regional Director may recommend authorization of new PMEs or PEEs in their respective regions that are not included in the aforementioned list.

All authorized DOLE PEs shall continue to use the centralized record system of the Bureau of Working Conditions (BWC) on cleared technical units. The electronic copy of the cleared mechanical and electrical plans shall be retained by the authorized DOLE PEs. They shall label such e-copies using the assigned control numbers and maintain a database of the same. In addition, all authorized DOLE PEs are required to submit a monthly list of cleared applications to BWC.

To avoid conflict of interest, DOLE PEs are prohibited from conducting Technical Safety Inspection (TSI) on the equipment that they have cleared.

The BWC, in coordination with HRDS and the regional HRMOs, shall ensure that capacity-building activities on technical knowledge and professional growth of registered and professional engineers are included in the DOLE-ROs' annual training plan. Likewise, all technical inspectors shall adopt the set indicators as reflected in the standardized IPCR taking into consideration the criteria set relative to quantity, quality, and timeliness.

This Order supersedes all other inconsistent issuances.


BIENVENIDO E. LAGUESMA
Secretary

20 September 2022

¹ Implementing Rules and Regulations of Republic Act No. 11058

² Revised Rules on the Administration and Enforcement of Labor Laws Pursuant to Article 128 of the Labor Code of the Philippines

DOLE PME / PEE



SCHEDULE OF FEES

**Based on the Implementing Rules
and Regulations
on the National Building Code of
the Philippines (PD 1096)**



THANK YOU!

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