

Safety and Health Practices in the Real Estate, Renting and Business Activities Industry: 2008

(Twelfth of a series on Industrial Relations Practices)

The Bureau of Labor and Employment Statistics (BLES) in coordination with the DOLE Regional Offices conducted the 2007/2008 BLES Integrated Survey (BITS) covering 6,460 non-agricultural sample establishments employing 20 or more workers nationwide. The main objective of the survey is to generate integrated data sets on employment of specific groups of workers, occupational shortages and surpluses, safety and health practices, occupational injuries and diseases and labor cost of employees.

This issue presents the survey highlights of the safety and health practices adopted and implemented by establishments in the real estate, renting and business activities as of June 30, 2008. It provides information on the safety and health of persons at work, as well as on the protection of other individuals against risk to their safety and health in connection with or as affected by activities of persons at work.

OVERVIEW

The real estate, renting and business activities industry is mainly composed of establishments engaged in real estate activities with own or leased properties; renting of machinery and equipment without operator; personal and household goods; computer and related activities; research and development; and miscellaneous business activities.

In June 2008, the industry reported a total employment of 614,529 or 20.5% of the total paid employees in non-agricultural establishments with 20 or more workers.

Expansion in the industry's employment has been due primarily to the expansion of job opportunities specifically in business process outsourcing (BPO) activities, e.g. call centers and medical transcriptions.

As call center agents and medical transcriptionists comprised 4 out of every 10 employed persons in establishments engaged in business activities, increasing concerns were raised on the occupational safety and health of these workers who are mostly working on graveyard shifts.

SURVEY HIGHLIGHTS

The following are the highlights of the occupational safety and health practices implemented in establishments engaged in real estate, renting and business activities:

... as to available facilities provided

Most establishments in the industry provided adequate supply of safe drinking water (95.8%); adequate space that allow sufficient freedom of movement to perform duties (95.5%); proper ventilation in work areas (94.1%); water tank and functioning fire extinguishers within reach (93.2%); and clean and hygienic comfort rooms (93.0%).

Similarly, a large number of establishments also had well-maintained office building (92.8%); adequate aisles/passageways (92.5%); adequate lighting including emergency lights (91.8%); and adequate exhaust system (81.1%).

Only few establishments had sports/recreational facilities (24.1%); pipe-in music (24.0%); and facilities for

persons with disabilities (20.2%). (Table 1)

Of the total establishments that did not provide some of the health and safety facilities, 3 out of every 5 (58.4%) considered some of these facilities as not necessary while around half (51.4%) believed that these facilities were not applicable/suitable to their establishments. Other reasons cited include: no available space (32.2%); very few workers (23.3%); too costly (20.0%); and not required by law (1.5%).

No Need/Not Necessary	58.4%
Not Applicable/Suitable	51.4%
No Available Space	32.2%
Very Few Workers	23.3%
Too Costly	20.0%
Not Required by Law	1.5%

...as to programs/services implemented

Four out of every 5 establishments in real estate, renting and business activities industry conducted regular inspection and maintenance of equipment (81.3%) and had available first-aid kits (80.8%). Other health and safety programs implemented were as follows: free health and/or accident insurance (70.5%); drug-free workplace policy/program (67.0%); emergency response preparedness program (62.4%); random drug testing (60.7%); accident prevention program (59.5%); regular monitoring of hazards (56.5%); and free health plan by a health maintenance organization (50.7%). (Table 2)

... as to preventive and control measures adopted

More than four-fifths of the establishments implemented the following preventive and control measures: provision of portable/built-in fire extinguishers (83.5%); conduct of regular maintenance of mechanical and electrical facilities (76.0%); and proper operational procedures in doing the job (75.8%).

Other control measures adopted include: security measures to reduce exposure to physical danger or (61.5%); emergency/evacuation plan (59.7%); proper posting of safety signages (58.9%); instruction training on health and safety (57.8%); conduct of emergency drills (55.2%); advisory services on occupational safety/health (54.2%); regular pest control treatment (54.0%); and available safety manuals, labels or maintenance procedures (53.4%). (Table 3)

... as to trainings and seminars conducted

Health and safety trainings/seminars commonly conducted among establishments in real estate, renting and business activities industry were safety drills (65.9%); first aid (62.4%); safe work procedures (57.4%); and accident investigation (50.2%).

One out of every 10 establishments provided training on family planning and reproductive health. (Table 4)

...as to agencies involved in trainings/seminars conducted

Some establishments tapped the assistance of the following agencies in the conduct of their occupational health and safety trainings: Occupational Safety and Health Center (24.1%); DOLE Regional Offices (23.7%); DOLE Accredited Safety Training and Consultancy Organizations (22.3%); and NGOs/Universities/Academic Institutions (21.6%).

Occupational Safety and Health Center	24.1%
DOLE Regional Offices	23.7%
DOLE Accredited Safety Training and Consultancy Organizations	22.3%
NGOs/Universities/Academic Institutions	21.6%
Industry Associations	18.7%
Employers' Associations	18.5%

... as to person responsible in the implementation/monitoring of safety and health practices

Implementation of safety and health practices in establishments engaged in real estate, renting and business activities were primarily implemented by managing proprietors/owner (49.2%); human resource manager (47.9%); general manager (41.3%); and production/operations manager (37.2%).

Managing Proprietor/Owner	49.2%
Human Resource Manager	47.9%
General Manager	41.3%
Production/Operations Manager	37.2%
Health and Safety Committee/Officer	12.9%

... as to personnel who administered medical services

Seven out of every 10 establishments (73.7%) relied on the medical services of nearest clinics/hospitals for their health and medical needs. The rest of the establishments had trained first-aiders (32.6%); registered nurses (17.4%); physicians (14.6%); and dentists (4.4%).

Nearest Clinic/Hospital	73.7%
Trained First-Aider	32.6%
Registered Nurse	17.4%
Physician	14.6%
Dentist	4.4%

... as to occupational safety and health records

To monitor occupational safety and health of workers, 2 out of every 5 establishments (40.6%) in real estate, renting and business activities industry kept records of Work Accident/Illness Report. About one-third (33.0%) got records of Annual Medical Report while only few (10.7%) had Minutes of Meeting of Health and Safety Committee.

Employees' Work Accident/Illness Report	40.6%
Annual Medical Report	33.0%
Annual Work Accident/Illness Exposure Data	11.5%
Minutes of Meeting of Health and Safety Committee	10.7%

... as to communication method used

Majority of the establishments used the general assemblies/meetings (68.7%) to communicate information on safety and health to their employees. Such information was also communicated through the conduct of drills (29.2%); newsletters/staff bulletins (27.7%); and posters in conspicuous places (22.9%).

General Assembly/Meetings	68.7%
Conduct of Drills	29.2%
Newsletter/Staff Bulletin	27.7%
Posters in Conspicuous Places	22.9%
Daily "Walk-Through" the Establishment by Senior Officials	9.2%
Quality Circles/ Productivity Improvement Group Meetings	8.4%
Labor Management Cooperation/Council Meetings	2.7%

Only a small proportion of establishments made use of the Labor Management Cooperation/Council meetings (2.7%).

... as to frequency of management consultation

Almost half of the establishments "sometimes" (47.9%) consulted employee representatives or union officers on matters concerning occupational safety and health matters while 4 out of every 10 establishments conducted consultation "always" (41.2%).

... as to ISO certifications held

Of the total establishments in the industry, only 1 out of every 10 had certification on ISO 9001:2000–Quality Management System. Others got certifications on ISO 27001/27002–Information Security Management (2.6%); OHSAS 18001–Occupational Health and Safety Management Standard (0.7%); ISO 14001–Environmental Management Standard (0.4%); SA 8000–Social Accountability Standard (0.2%); and ISO 12006–Building Construction (0.1%).

ISO 9001:2000-Quality Management System	10.8%
ISO 27001/27002-Information Security Management	2.6%
OHSAS 18001-Occupational Health and Safety Management Standard	0.7%
ISO 14001-Environmental Management Standard	0.4%
SA 8000-Social Accountability Standard	0.2%
ISO 12006-Building Construction	0.1%

FOR INQUIRIES:

Regarding this report contact **LABOR RELATIONS STATISTICS DIVISION at 527-30-00 local 319**

Regarding other statistics and technical services contact **BLES DATABANK at 527-30-00 local 317**

Or Write to BLES c/o **Databank, 3/F DOLE Bldg. Gen. Luna St., Intramuros, Manila, 1002**

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TABLE 1 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Real Estate, Renting and Business Activities Industry by Type of Facilities Available/Provided, Philippines: June 2008

FACILITIES AVAILABLE/PROVIDED	Number	% Share
Total	2,476	100.0
Adequate supply of safe drinking water	2,372	95.8
Adequate space that allow sufficient freedom of movement to perform duties	2,365	95.5
Proper ventilation in work areas	2,330	94.1
Availability of water tank and functioning fire extinguishers within reach	2,308	93.2
Access to clean and hygienic comfort rooms	2,302	93.0
Well-maintained office building (regular upkeep and repairs are done)	2,297	92.8
Adequate aisles/passageways	2,291	92.5
Adequate lighting (in work areas, aisles, passageways) including emergency lights	2,272	91.8
Adequate exhaust system	2,009	81.1
Unobstructed fire exits at the workplace	1,965	79.4
Parking space for employee	1,950	78.8
Separate toilets for men and women	1,917	77.4
Pantry (small room used as eating area of employees)	1,790	72.3
Comfortable rest area for workers	1,699	68.6
Designated smoking area/s	1,593	64.3
Proper waste (includes chemicals, pesticides & hazardous materials) disposal system	1,525	61.6
Ergonomically designed seats/tools/machines (to prevent musculoskeletal disorders and related injuries)	1,448	58.5
Washing facilities and facilities for changing/storing working clothes	1,346	54.4
Elevator for buildings with at least four floors	1,019	41.2
Clean canteen for employees	901	36.4
Medical/dental clinic or treatment room	763	30.8
Separate locker rooms for men and women	651	26.3
Sports/recreational facilities	596	24.1
Pipe-in music at the workplace	595	24.0
Facilities for persons with disabilities	501	20.2
Other facilities	10	0.4

Note: Details do not add up to total due to multiple responses.

Source of basic data: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey.

TABLE 2 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Real Estate, Renting and Business Activities Industry by Type of Occupational Safety and Health Programs/Services Implemented, Philippines: June 2008

OCCUPATIONAL SAFETY AND HEALTH PROGRAMS/SERVICES IMPLEMENTED	Number	% Share
Total	2,476	100.0
Regular conduct of inspection and maintenance of equipment	2,013	81.3
Availability of first-aid kits	2,000	80.8
Free health and/or accident insurance by a private insurance company	1,745	70.5
Drug-free workplace policy/program	1,658	67.0
Emergency response preparedness program	1,544	62.4
Random drug testing	1,503	60.7
Accident prevention program	1,472	59.5
Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas	1,400	56.5
Free health plan coverage by a health maintenance organization (HMO)	1,255	50.7
Anti-sexual harassment program	1,105	44.6
Free/subsidized medical care other than those provided thru the HMO or private insurance (includes medicines, special laboratory exams for ancillary procedures on top of annual physical examination, hospitalization)	1,076	43.5
Tuberculosis prevention and control policy/program	1,018	41.1
Physical fitness program	927	37.4
Substance abuse and employee assistance program	786	31.7
HIV/AIDS policy program	502	20.3
Family planning programs	295	11.9
Other health programs/services relative to the maintenance of safety and health conditions at the workplace	8	0.3

Note: Details do not add up to total due to multiple responses.

Source of basic data: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey.

TABLE 3 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Real Estate, Renting and Business Activities Industry by Type of Preventive and Control Measures on Safety and Health Implemented, Philippines: June 2008

PREVENTIVE AND CONTROL MEASURES ON SAFETY AND HEALTH IMPLEMENTED	Number	% Share
Total	2,476	100.0
Portable/built-in fire extinguishers	2,067	83.5
Regular maintenance of mechanical and electrical facilities	1,882	76.0
Observance of proper operational procedures in doing the job	1,876	75.8
Security measures to reduce exposure to physical danger or violence	1,523	61.5
Emergency/evacuation plan	1,477	59.7
Proper posting of safety signages	1,458	58.9
Instruction/training on health and safety	1,431	57.8
Conduct of emergency drills (fire, earthquake, chemical spills, etc.)	1,366	55.2
Information or advisory services on occupational safety/health	1,342	54.2
Regular pest control treatment	1,337	54.0
Availability of safety manuals, labels or maintenance procedures	1,323	53.4
Appropriate number of trained health and safety officer	1,176	47.5
Correction action programs and performance audits	1,113	45.0
Use of video camera or alarm system	1,045	42.2
Provision of protective clothing/equipment to employees (e.g., gloves, head gear, footwear, etc.)	947	38.2
Proper storage and labeling for chemicals, pesticides and hazardous materials	910	36.8
Sewage treatment plan	812	32.8
Conduct of process analysis for potential problems	807	32.6
Provision of adequate machine guarding/railing or casing on moving parts	804	32.5
Institutionalization of health and safety committee	803	32.4
Availability of safety measures to reduce exposure to radiation and airborne contaminants (e.g. solvent, heavy metals, mineral dust, virus, bacteria)	589	23.8
Availability of Material Data Safety Sheets (MDSS) for chemicals	455	18.4
Other preventive and control measures	14	0.6

Note: Details do not add up to total due to multiple responses.

Source of basic data: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey.

TABLE 4 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Real Estate, Renting and Business Activities Industry by Type of Occupational Safety and Health Trainings/Seminars Provided, Philippines: June 2008

OCCUPATIONAL SAFETY AND HEALTH TRAININGS/SEMINARS PROVIDED	Number	% Share
Total	2,476	100.0
Safety Drills (e.g., fire, earthquake, etc.)	1,631	65.9
First Aid	1,544	62.4
Safe Work Procedures	1,422	57.4
Accident Investigation	1,242	50.2
General Safety and Health Provisions	1,195	48.3
Safeguarding the Environment	1,160	46.8
Safety Management	1,133	45.8
Prohibited Drugs	1,109	44.8
Good Housekeeping (e.g., 5S + 1)	1,066	43.1
Total Quality Management	896	36.2
Safety Audit	850	34.3
Health Hazard Evaluation	778	31.4
Emergency Preparation to Work Hazards (provides overview of health and safety guides to various emergencies)	776	31.3
Handling of Hazardous Materials	719	29.0
Stress Management	699	28.2
Conflict Management	627	25.3
Prescribed Basic Occupational Safety and Health (BOSH) Training	582	23.5
Principles of Ergonomics (to address musculoskeletal disorders/injuries in the workplace)	437	17.6
Family Planning and Reproductive Health	260	10.5
Other OSH trainings/seminars on safety and health	6	0.2

Note: Details do not add up to total due to multiple responses.

Source of basic data: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey.