

Safety and Health Practices in the Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, Personal and Household Goods Industry: 2008

(Ninth 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 wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods industry, 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 risks to their safety and health in connection with or as affected by activities of persons at work.

OVERVIEW

The wholesale and retail trade industry is made up of establishments engaged in wholesaling and retailing of merchandise; repair of motor vehicles, motorcycles, personal and household goods.

Specifically, wholesalers are organized to sell or arrange the purchase or sale of capital or durable non-consumer goods, and raw and intermediate materials and supplies used in production. Wholesalers sell merchandise to other businesses and normally operate from a warehouse or office.



Retail trade, on the other hand, is the final step in the distribution of merchandise and as such, retailers are organized to sell merchandise in small quantities to the general public.

As of June 2008, about 5,407 of the total establishments employing 20 or more workers in the country were engaged in wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods industry. Next to manufacturing, it accounted for the second largest proportion (22.1%) of the total establishments. With an employment of about 0.4 million workers composed predominantly of young and female workers, it is but imperative that prevention of work-related accidents and illness be one of utmost concern of establishments in the wholesale and retail trade industry.

SURVEY HIGHLIGHTS

The following were the occupational health and safety practices implemented in the industry:

... as to available facilities

Majority of the 5,407 establishments in wholesale and retail trade had provisions for adequate space that allow sufficient freedom of movement

to perform duties (95.5%); access to clean and hygienic comfort rooms (95.4%); adequate lighting including emergency lights (94.9%); available water tank and functioning fire extinguishers (94.8%); proper ventilation in work areas (94.7%); and adequate supply of safe drinking water (94.0%).

Most of the establishments also had adequate aisles/passageways (92.7%); well-maintained office building (91.5%); separate toilets for men and women (86.5%); and adequate exhaust system (86.0%). (Table 1)

Of the establishments which did not provide some of the safety and health facilities, more than half (54.1%) cited that these facilities were "not needed/not necessary", while other establishments (45.2%) considered them as "not applicable/suitable". Other reasons mentioned were: not required by law (25.6%); too costly (21.9%); and very few workers (15.8%). Only a number of establishments (4.3%) cited "no available space" as reason for non-provision of some of the facilities.

Not Needed/Not Necessary	54.1%
Not Applicable/Suitable	45.2%
Not Required by Law	25.6%
Too Costly	21.9%
Very Few Workers	15.8%
No Available Space	4.3%
Others	0.5%

... as to programs implemented/ services provided

First-aid kits were available in 9 out of every 10 establishments (86.6%) in wholesale and retail trade industry. Some establishments regularly conducted inspection and maintenance of equipment (81.3%) and implemented accident prevention program (70.5%).

The following programs were also popularly adopted among establishments: emergency response preparedness (61.9%); regular monitoring of hazards (60.4%); drug-free workplace policy (54.3%); and free/subsidized medical care (51.4%). Meanwhile, only 2 out of every 10 establishments (18.0%)

implemented family planning program. (Table 2)

... as to preventive and control measures adopted

About 9 out of every 10 establishments in the wholesale and retail trade industry provided portable/built-in fire extinguishers (89.3%) and conducted regular maintenance of mechanical and electrical facilities (88.2%) as preventive and control measures on safety and health.

Likewise, most of the establishments adopted the following measures: proper posting of safety signages (81.6%); observance of proper operational procedures in doing the job (78.0%); instruction/training on health and safety (68.4%); information/advisory services on occupational safety and health (64.6%); emergency evacuation plan (64.0%); and conduct of emergency drills (62.8%). (Table 3)

... as to trainings and seminars conducted

Education of workers on safety and health always plays an important role in the prevention of work accidents and illnesses at the workplace. In the wholesale and retail trade industry, 2 out of every 3 establishments provided trainings/seminars on first aid (66.4%) and safety work procedures (64.7%). Meanwhile, more than half of the establishments had conducted/attended the following trainings: safety management (52.1%); safety drills (52.0%); general safety and health provisions; (51.1%); and good housekeeping (50.9%). However, only few establishments (15.5%) provided training/seminar on family planning and reproductive health. (Table 4)

... as to agencies involved in the conduct of OSH trainings

Several government as well as private agencies were tapped by some establishments to educate their workers on occupational safety and health. Some establishments in wholesale and retail

trade industry availed of the services of the Department of Labor and Employment (DOLE) thru its Regional Offices (28.5%) and the Occupational Safety and Health Center (20.0%). Other establishments sought the assistance offered by NGOs/Universities/Academic Institutions (18.6%) and DOLE Accredited Safety Training and Consultancy Organizations (18.3%).

DOLE Regional Offices	28.5%
Occupational Safety and Health Center	20.0%
NGOs/Universities/Academic Institutions	18.6%
DOLE Accredited Safety Training and Consultancy Organizations	18.3%
Employers Associations	14.4%
Industry Associations	14.1%

... as to personnel who administered medical services

Almost two-thirds of establishments (65.6%) relied on the nearest clinics/hospitals for their medical services, while some establishments got trained first-aiders (35.6%), physicians (19.0%) and registered nurses (12.9%).

Nearest Clinic/Hospital	65.6%
Trained First-Aider	35.6%
Physician	19.0%
Registered Nurse	12.9%
Dentist	4.5%

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

The managing proprietors/owners (48.4%) and human resource managers (42.4%) were the primary personnel responsible in the overall implementation/monitoring of safety and health practices in most establishments in wholesale and retail trade. Other personnel involved includes: general managers (39.9%) and production/operations managers (28.6%). Health and safety committees/officers and health professionals were only implemented in 15.8% and 14.5% of total establishments, respectively.

Managing Proprietor/Owner	48.4%
Human Resource Manager	42.4%
General Manager	39.9%
Production/Operations Manager	28.6%
Health and Safety Committee/ Officer	15.8%
Health Professionals	14.5%

... as to frequency of management consultation

Proper and frequent communication between employers and workers is essential in ensuring an effective implementation of health and safety programs in establishments. Less than half of the establishments in wholesale and retail trade industry consulted employee representatives and union officers "sometimes" (45.2%) on matters relating to health and safety. A lesser proportion claimed that consultations were done "always" (41.9%). Only a few establishments (1.2%) "never" bothered to do any consultation at all.

... as to communication method used

Seven out of every 10 establishments in wholesale and retail trade industry primarily made use of general assemblies/meetings (73.0%) to communicate information on safety and health to their employees. Others utilized posters (33.1%); newsletters/staff bulletins (30.2%); daily "walk-through" the establishment by senior officials (23.0%); and conduct of drills (21.5%).

Only few establishments (4.9%) used the Labor Management Cooperation/Council meetings as a venue to disseminate information on safety and health.

General Assembly/Meetings	73.0%
Posters in Conspicuous Places	33.1%
Newsletter/Staff Bulletin	30.2%
Daily "Walk-Through" the Establishment by Senior Officials	23.0%
Conduct of Drills	21.5%
Quality Circles/Productivity Improvement Group Meetings	7.8%
Labor Management Cooperation/ Council Meetings	4.9%

... as to occupational safety and health records

Employees' records on safety and health are good sources of employees' health history. Only 3 out of every 10 establishments in wholesale and retail trade industry maintained Employees' Work Accident/Illness Report (35.3%) and Annual Medical Report (34.5%). A smaller proportion of the establishments kept records of Annual Work Accident/Illness Exposure Data (14.3%) and Minutes of Meeting of Health and Safety Committee (12.9%).

Employees' Work Accident/Illness Report	35.3%
Annual Medical Report	34.5%
Annual Work Accident/Illness Exposure Data	14.3%
Minutes of Meeting of Health and Safety Committee	12.9%

... as to ISO certifications held

Very few establishments in the wholesale and retail trade industry had certifications from the International Organization for Standardization (ISO). Only 1 out of every 20 establishments had been certified on ISO 9001:2000 – Quality Management System (4.9%). Some establishments held certifications on OHSAS 18001 – Occupational Health and Safety Management Standard (2.4%) and ISO 14001 – Environmental Management Standard (1.8%)

ISO 9001:2000 - Quality Management System	4.9%
OHSAS 18001 - Occupational Health and Safety Management Standard	2.4%
ISO 14001 - Environmental Management Standard	1.8%
ISO 22000 - Food Safety Management System	0.4%
SO 12006 - Building Construction	0.1%
ISO 27001/27002 - Information Security Management	0.1%
SA 8000 - Social Accountability Standard	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**
 Fax **527-55-06** E mail: bles_lrsd@yahoo.com or visit our website at <http://www.bles.dole.gov.ph>

TABLE 1 – Number and Percent Share of Establishments Employing 20 or More Workers in the Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, Personal and Household Goods Industry by Type of Facilities Available/Provided, Philippines: June 2008

FACILITIES AVAILABLE/PROVIDED	Number	% Share
Total	5,407	100.0
Adequate space that allow sufficient freedom of movement to perform duties	5,164	95.5
Access to clean and hygienic comfort rooms	5,159	95.4
Adequate lighting (in work areas, aisles, passageways) including emergency lights	5,129	94.9
Availability of water tank and functioning fire extinguishers within reach	5,127	94.8
Proper ventilation in work areas	5,120	94.7
Adequate supply of safe drinking water	5,081	94.0
Adequate aisles/passageways	5,013	92.7
Well-maintained office building (regular upkeep and repairs are done)	4,946	91.5
Separate toilets for men and women	4,679	86.5
Adequate exhaust system	4,649	86.0
Proper waste (includes chemicals, pesticides & hazardous materials) disposal system	4,256	78.7
Unobstructed fire exits at the workplace	4,189	77.5
Parking space for employee	4,141	76.6
Pantry (small room used as eating area of employees)	3,881	71.8
Comfortable rest area for workers	3,709	68.6
Washing facilities and facilities for changing/storing working clothes	3,603	66.6
Ergonomically designed seats/tools/machines (to prevent musculoskeletal disorders and related injuries)	3,466	64.1
Designated smoking area/s	3,035	56.1
Separate locker rooms for men and women	2,459	45.5
Clean canteen for employees	2,304	42.6
Pipe-in music at the workplace	2,167	40.1
Medical/dental clinic or treatment room	1,823	33.7
Sports/recreational facilities	1,392	25.7
Elevator for buildings with at least four floors	1,220	22.6
Facilities for persons with disabilities	1,188	22.0

Note: Details do not add up to totals 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 Establishments Employing 20 or More Workers in the Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, Personal and Household Goods Industry by Occupational Safety and Health Programs/Services Implemented, Philippines: June 2008

OCCUPATIONAL SAFETY AND HEALTH PROGRAMS/SERVICES IMPLEMENTED	Number	% Share
Total	5,407	100.0
Availability of first-aid kits	4,682	86.6
Regular conduct of inspection and maintenance of equipment	4,396	81.3
Accident prevention program	3,810	70.5
Emergency response preparedness program	3,347	61.9
Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas	3,264	60.4
Drug-Free workplace policy/program	2,935	54.3
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)	2,777	51.4
Free health and/or accident insurance by a private insurance company	2,499	46.2
Free health plan coverage by health maintenance organization (HMO)	2,442	45.2
Substance abuse and employee assistance program	2,250	41.6
Anti-sexual harassment program	2,219	41.0
Physical fitness program	2,021	37.4
Tuberculosis prevention and control policy	1,819	33.6
Random drug testing	1,496	27.7
HIV/AIDS policy/program	1,153	21.3
Family planning program	971	18.0
Other health programs/services relative to the maintenance or safety and health conditions at the workplace	49	0.9

Note: Details do not add up to totals 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 Establishments Employing 20 or More Workers in the Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, Personal and Household Goods Industry by Preventive and Control Measures on Safety and Health Implemented, Philippines: June 2008

PREVENTIVE AND CONTROL MEASURES ON SAFETY AND HEALTH IMPLEMENTED	Number	% Share
Total	5,407	100.0
Portable/built-in fire extinguishers	4,828	89.3
Regular maintenance of mechanical and electrical facilities	4,771	88.2
Proper posting of safety signages	4,414	81.6
Observance of proper operational procedures in doing the job	4,219	78.0
Instruction/training on health and safety	3,697	68.4
Information or advisory services on occupational safety and health	3,492	64.6
Emergency evacuation plan	3,461	64.0
Conduct of emergency drills	3,393	62.8
Provision of adequate machine guarding/railing or casing on moving parts	3,361	62.2
Proper storage and labeling for chemicals, pesticides and hazardous materials	3,341	61.8
Appropriate number of trained health and safety officer	3,309	61.2
Correction action programs and performance audits	3,096	57.3
Security measures to reduce violence	3,081	57.0
Provision of protective clothing/equipment to employees (e.g., gloves, head gear, footwear, etc.)	2,863	52.9
Availability of safety manuals, labels or maintenance procedures	2,817	52.1
Regular pest control treatment	2,770	51.2
Institutionalization of health and safety committee	2,492	46.1
Availability of safety measures to reduce exposures to radiation and airborne contaminants	2,213	40.9
Conduct of process analysis for potential problems	1,929	35.7
Availability of Material Data Safety Sheets (MDSS) for chemicals	1,883	34.8
Use of video camera or alarm system	1,874	34.7
Sewage treatment plan	1,328	24.6

Note: Details do not add up to totals 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 Establishments Employing 20 or More Workers in the Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, Personal and Household Goods Industry by Type of Occupational Safety and Health Trainings/Seminars Provided, Philippines: June 2008

OCCUPATIONAL SAFETY AND HEALTH TRAININGS/SEMINARS PROVIDED	Number	% Share
Total	5,407	100.0
First Aid	3,591	66.4
Safe Work Procedures	3,500	64.7
Safety Management	2,816	52.1
Safety Drills (e.g., fire, earthquake, etc.)	2,809	52.0
General Safety and Health Provisions	2,763	51.1
Good Housekeeping (e.g., 5S + 1)	2,754	50.9
Safeguarding the Environment	2,509	46.4
Prohibited Drugs	2,143	39.6
Accident Investigation	2,113	39.1
Safety Audit	2,013	37.2
Handling of Hazardous Materials	1,978	36.6
Emergency Preparation to Work Hazards (provides overview of health and safety guides to various emergencies)	1,909	35.3
Total Quality Management	1,838	34.0
Health Hazard Evaluation	1,766	32.7
Stress Management	1,358	25.1
Prescribed Basic Occupational Safety and Health (BOSH) Training	1,336	24.7
Conflict Management	1,181	21.8
Principles of Ergonomics (to address musculoskeletal disorders/injuries in the workplace)	987	18.3
Family Planning and Reproductive Health	840	15.5
Other OSH trainings/seminars on safety and health	24	0.4

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

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