

## Safety and Health Practices in Other Community, Social and Personal Service Activities: 2008

*(Tenth 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 report focuses on the results of the survey on safety and health practices adopted and implemented by establishments in other community, social and personal services industry as of June 30, 2008. It provides information on the safety and health of persons at work, as well as on the protection provided for other individuals against risk to their safety and health in connection with or as affected by activities of persons at work.*

### OVERVIEW

*The other community, social and personal services industry may be considered as the most diverse among all industries, and yet it covered the second smallest employment next to mining and quarrying. It accounted for about 70,000 workers or a meager 2.3% of the total 3.0 million employed in establishments with 20 or more workers. More than one-third (35.4%) of workers in this sector were females while close to 8.0% were young workers.*

*This industry is mainly composed of establishments engaged in sewage and refuse disposal, sanitation and similar services; activities of membership organizations; recreational, cultural and sporting activities; and other service activities including washing and dry cleaning of clothes, hairdressing and beauty treatment; funeral and other related services; and other personal activities such as social escort service activities, sauna and steam bath, and slendering and body building activities.*

*This report presents a glimpse of the safety and health practices adopted and implemented to prevent work-related accidents and illnesses in establishments engaged in other community, social and personal service activities.*

### SURVEY HIGHLIGHTS

Based on the survey results, the following were the safety and health practices adopted in other community, social and personal service activities:

#### **... as to facilities available/provided**

Majority of establishments engaged in other community, social and personal service activities provided their workplaces with the following facilities: access to clean and hygienic comfort rooms (95.8%); available water tank and functioning fire extinguishers (93.9%); adequate supply of safe drinking water (92.8%); separate toilets for men and women (90.8%); adequate space that allow sufficient freedom of movement to perform duties (90.1%); and adequate exhaust system (90.0%).

Only 3 out of every 10 establishments provided facilities for persons with disabilities (30.2%). (Table 1)

**... as to reasons for non-provision of some facilities**

Of the establishments that did not provide some of the safety and health facilities, more than half reasoned that such facilities were “not needed” or “not necessary” (52.3%). A large number of establishments cited the non-applicability or unsuitability of the facilities in their work areas (49.2%). Others believed these facilities were not required by law (21.2%) or were too costly (15.7%).

**... as to occupational health programs/services implemented**

The availability of first-aid kits was noted in 9 out of every 10 establishments in other community, social and personal service activities sector. Majority conducted regular inspection and maintenance of equipment (85.8%), and regularly monitored hazards such as fumes, dust, noise level and heat in work areas (78.1%). About two-thirds of the companies in this sector had drug-free workplace policies (66.6%), emergency response preparedness program (65.2%) and accident prevention program (63.9%).

Least implemented programs include tuberculosis prevention and control program (39.9%); HIV/AIDS policy program (33.1%); and family planning program (24.8%). (Table 2)

**... as to preventive and control measures implemented**

Almost all establishments performed regular maintenance of mechanical and electrical facilities (91.7%) and provided portable/built-in fire extinguishers (88.9%) as preventive and control measures on accidents and health hazards in work places. Likewise, majority of the establishments put up safety signages (86.9%) and observed proper operational procedures in doing a job (81.2%).

Seven out of every 10 establishments disseminated information or advisory on occupational safety and health (70.0%); provided security measures to

reduce exposure to physical danger or violence (69.3%); conducted regular pest control treatment (67.3%); implemented emergency/evacuation plan (65.2%); and provided safety manuals (64.9%) and protective clothing/equipment to employees (64.6%). (Table 3)

**... as to occupational safety and health trainings/seminars provided**

First-aid treatment topped the list of occupational safety and health trainings rendered in establishments engaged in other community, social and personal services (78.1%). This was followed by training on safety drills such as fire drills, earthquake drills, etc. (67.3%); good housekeeping (63.0%); and safeguarding the environment (62.1%).

Only 2 out of every 10 establishments conducted trainings on family planning and reproductive health and health hazard evaluation (21.9%, each), and principles of ergonomics (21.7%) to address musculoskeletal disorders/injuries in the workplace. (Table 4)

Assistance in the conduct of OSH trainings were mostly provided by NGOs/universities/academic institutions (32.2%); DOLE Accredited Safety Training and Consultancy Organizations (22.7%); DOLE Regional Offices (22.6%); and Occupational Safety and Health Center (16.1%).

NGOs/Universities/Academic Institutions	32.2%
DOLE Accredited Safety Training and Consultancy Organizations	22.7%
DOLE Regional Offices	22.6%
Occupational Safety and Health Center	16.1%
Industry Associations	9.6%
Bureau of Working Conditions	8.5%
Employers Associations	6.9%
Trade Unions/Federations	6.9%
Association of Safety Practitioners of the Philippines, Inc.	4.9%

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

About half (50.8%) of other community, social and personal services establishments reported that general managers were primarily responsible in the

implementation and monitoring of health and safety practices in their workplaces.

Other persons responsible include human resource managers (41.7%); managing proprietors/owners (40.5%); production/operations managers (23.1%); and health and safety committees/officers (22.7%).

General Manager	50.8%
Human Resource Manager	41.7%
Managing Proprietor/Owner	40.5%
Production/Operations Manager	23.1%
Health and Safety Committee/Officer	22.7%
Health Professional	19.7%
Pollution Control Officer	6.9%
Health Associate Professional	6.2%
Labor Management Committee	3.9%
Industrial Relations Manager	2.5%
Industrial Hygienist	2.0%

**... as to health personnel who administered medical services to employees**

More than half of the establishments relied on the services of the nearest medical clinic/hospital (56.9%), and trained first-aid personnel (52.0%) in the administration of medical services to their employees. One out of every 3 establishments had registered nurses (30.9%) and physicians (30.6%) in their workplaces. Only few establishments had dentists (4.9%) to provide dental services for employees.

Nearest Clinic/Hospital	56.9%
Trained First-Aider	52.0%
Registered Nurse	30.9%
Physician	30.6%
Dentist	4.9%

**... as to maintenance of occupational safety and health records**

About two-fifths (40.3%) of the establishments in other community, social and personal services kept records of Employees Work Accident/Illness Report while only 1 out of every 3 establishments maintained Annual Medical Report (30.7%). Less than 15% had Annual Work Accident/Illness Exposure Data (14.1%) and Minutes of Meeting of Health and Safety Committee (13.5%).

Employees Work Accident/Illness Report	40.3%
Annual Medical Report	30.7%
Annual Work Accident/Illness Exposure Data	14.1%
Minutes of Meeting of Health and Safety Committee	13.5%

**... as to method used in communicating safety and health practices**

Majority of the establishments (72.7%) made use of the general assemblies/meetings in communicating safety and health practices to their workers. More than one-third utilized posters in conspicuous places (35.5%) and some thru newsletters/staff bulletins (34.3%). In some establishments, the senior officials conducted a daily "walk-through" in the workplaces (25.5%), while others had drills (23.5%).

Only a small proportion of establishments made use of Labor Management Cooperation/Council Meetings (8.3%) for this purpose.

General Assembly/Meetings	72.7%
Posters in conspicuous places	35.5%
Newsletter/Staff Bulletin	34.3%
Daily "Walk-Through" the establishment by Senior Officials	25.5%
Conduct of drills	23.5%
Labor Management Cooperation/Council Meetings	8.3%

**... as to frequency of management consultation**

Nearly half of the establishments in other community, social and personal services claimed that management "always" consulted with employee representatives or union officers (48.3%) on occupational health and safety matters. About 39.7% of the establishments had consultation "sometimes". Only very few (3.1%) reported that they had "never" conducted any consultation at all.

**... in terms of international standards certifications held**

Noticeably, very few establishments in other community, social and personal services had certification from the International Organization for

Standardization (ISO). Of the certified establishments, 5.9% (42) were certified on Occupational Health and Safety Management Standard (OHSAS 18001), while 3.5% (25) were certified on Environmental Management Standard (ISO 14001). Other establishments got certifications on SA 8000 – Social Accountability Standard (2.8%) and ISO 9001:2000 - Quality Management System (1.3%).

<b>OHSAS 18001</b> - Occupational Health and Safety Management Standard	5.9%
<b>ISO 14001</b> - Environmental Management Standard	3.5%
<b>SA 8000</b> – Social Accountability Standard	2.8%
<b>ISO 9001:2000</b> - Quality Management System	1.3%

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**FOR INQUIRIES:**

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Regarding other statistics and technical services contact **BLES DATABANK at 527-3000 local 317**

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**TABLE 1 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Other Community, Social and Personal Service Activities by Type of Facilities Available/Provided, Philippines: June 2008**

<b>FACILITIES AVAILABLE/PROVIDED</b>	<b>Number</b>	<b>% Share</b>
<b>Total</b>	<b>709</b>	<b>100.0</b>
Access to clean and hygienic comfort rooms	679	95.8
Availability of water tank and functioning fire extinguishers within reach	666	93.9
Adequate supply of safe drinking water	658	92.8
Separate toilets for men and women	644	90.8
Adequate space that allow sufficient freedom of movement to perform duties	639	90.1
Adequate exhaust system	638	90.0
Proper ventilation in work areas	621	87.6
Washing facilities and facilities for changing/storing working clothes	608	85.8
Adequate lighting in work areas, aisles, passageways including emergency lights	605	85.3
Unobstructed fire exits at the workplace	597	84.2
Adequate aisles/passageways	595	83.9
Well-maintained office building (regular upkeep and repairs are done)	585	82.5
Pantry (small room used as eating area of employees)	571	80.5
Comfortable rest area for workers	570	80.4
Parking space for employee's vehicle	561	79.1
Proper waste (includes chemicals, pesticides & hazardous materials) disposal system	510	71.9
Separate locker rooms for men and women	441	62.2
Ergonomically designed seats/tools/machines (to prevent musculoskeletal disorders and related injuries)	437	61.6
Designated smoking area/s	425	59.9
Medical/dental clinic or treatment room	419	59.1
Sports/recreational facilities	352	49.6
Pipe-in music at the workplace	348	49.1
Clean canteen for employees	337	47.5
Facilities for persons with disabilities	214	30.2
Elevator for buildings with at least four floors	196	27.6

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 2 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers in Other Community, Social and Personal Service Activities by Type of Occupational Safety and Health Programs/Services Implemented, Philippines: June 2008**

<b>OCCUPATIONAL SAFETY AND HEALTH PROGRAMS/SERVICES IMPLEMENTED</b>	<b>Number</b>	<b>% Share</b>
<b>Total</b>	<b>709</b>	<b>100.0</b>
Availability of first-aid kits	653	92.1
Regular conduct of inspection and maintenance of equipment	608	85.8
Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas	554	78.1
Drug-free workplace policy/program	472	66.6
Emergency response preparedness program	462	65.2
Accident prevention program	453	63.9
Random drug testing	403	56.8
Anti-sexual harassment program	383	54.0
Free health and/or accident insurance by a private insurance company	361	50.9
Free health plan coverage by a health maintenance organization (HMO)	353	49.8
Substance abuse and employee assistance program	334	47.1
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)	312	44.0
Physical fitness program	310	43.7
Tuberculosis prevention and control policy/program	283	39.9
HIV/AIDS policy program	235	33.1
Family planning program	176	24.8
Other health programs/services relative to the maintenance of safety and health conditions at the workplace	1	0.1

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 Other Community, Social and Personal Service Activities 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
<b>Total</b>	<b>709</b>	<b>100.0</b>
Regular maintenance of mechanical and electrical facilities	650	91.7
Portable/built-in fire extinguishers	630	88.9
Proper posting of safety signages	616	86.9
Observance of proper operational procedures in doing the job	576	81.2
Information or advisory services on occupational safety/health	496	70.0
Security measures to reduce exposure to physical danger	491	69.3
Regular pest control treatment	477	67.3
Emergency/evacuation plan	462	65.2
Availability of safety manuals, labels or maintenance procedures	460	64.9
Provision of protective clothing/equipment to employees (e.g., gloves, head gear, footwear, etc.)	458	64.6
Proper storage and labeling for chemicals, pesticides and hazardous materials	433	61.1
Instruction/training on health and safety	428	60.4
Appropriate number of trained health and safety officer	428	60.4
Use of video camera or alarm system	399	56.3
Conduct of emergency drills (fire, earthquake, chemical spills, etc.)	378	53.3
Correction action programs and performance audits	376	53.0
Sewage treatment plan	350	49.4
Institutionalization of health and safety committee	342	48.2
Provision of adequate machine guarding/railing or casing on moving parts	300	42.3
Conduct of process analysis for potential problems	289	40.8
Availability of safety measures to airborne contaminants (e.g., solvent, heavy metals, mineral dust, virus, bacteria)	233	32.9
Availability of Material Data Safety Sheets (MSDS) for chemicals	171	24.1

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 Other Community, Social and Personal Service Activities by Type of Occupational Safety and Health Trainings/Seminars Provided, Philippines: June 2008**

OCCUPATIONAL SAFETY AND HEALTH TRAININGS/SEMINARS PROVIDED	Number	% Share
<b>Total</b>	<b>709</b>	<b>100.0</b>
First Aid	554	78.1
Safety Drills (e.g., fire, earthquake, etc.)	477	67.3
Good Housekeeping (e.g., 5S + 1)	447	63.0
Safeguarding the Environment	440	62.1
Safety Management	420	59.2
Safe Work Procedures	419	59.1
Prohibited Drugs	392	55.3
General Safety and Health Provisions	375	52.9
Accident Investigation	294	41.5
Stress Management	281	39.6
Handling of Hazardous Materials	271	38.2
Total Quality Management	263	37.1
Emergency Preparations to Work Hazards	258	36.4
Safety Audit	256	36.1
Conflict Management	248	35.0
Prescribed Basic Occupational Safety and Health (BOSH) Training	168	23.7
Family Planning and Reproductive Health	155	21.9
Health Hazard Evaluation	155	21.9
Principles of Ergonomics (to address musculoskeletal disorders/injuries in the workplace)	154	21.7

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.