

## **INSTRUCTIONS**

### **Construction Safety and Health Program**

Project Name: EPDC Roof Repair

Location: EPDC Bldg., MIRDC Cmpd., General Santos Ave, Taguig, 1631 Metro Manila

Project Duration: [Start Date] to [End Date]

Project Manager: [Name]

Safety Officer: [Name]

Contact Information:

Project Manager: [Phone Number, Email]

Safety Officer: [Phone Number, Email]

**1. Project Hazard Assessment:**

Conduct a comprehensive hazard assessment, which includes:

Identification of potential hazards and their severity

Assessment of exposure levels

Evaluation of existing control measures

**2. Safety Policies and Procedures:**

Develop, document, and communicate clear and comprehensive safety policies and procedures tailored to the project.

Ensure that all workers are provided with copies of these policies and procedures and understand their importance.

**3. Personal Protective Equipment (PPE):**

Identify the specific PPE required for each task.

Establish procedures for PPE selection, use, maintenance, and replacement.

**4. Fall Protection:**

Develop a fall protection plan in accordance with OSHA regulations, including:

Use of guardrails, safety nets, or personal fall arrest systems

Procedures for working near roof edges or openings

Inspection and maintenance of fall protection equipment

**5. Equipment and Tool Safety:**

Create a system for equipment inspection and maintenance.

Ensure that all tools and equipment are in safe working condition before use.

**6. Hazardous Material Handling:**

Identify hazardous materials involved in the project.

Establish procedures for safe handling, storage, labeling, and disposal of hazardous materials.

Ensure workers are trained in proper handling and emergency response procedures for hazardous materials.

**7. Emergency Response Plan:**

Develop a comprehensive emergency response plan that includes:

First aid and medical care procedures

Fire safety and evacuation routes

Procedures for chemical spills and exposure incidents  
Contact information for emergency services.

8. Site Control:

Define and establish restricted access zones within the construction area.  
Clearly mark construction zones with appropriate warning signs and barricades.

9. Regular Inspections:

Assign responsibility for conducting regular site inspections.  
Inspect the site for potential hazards and unsafe conditions.  
Document findings and ensure prompt corrective actions.

10. Communication:

Hold regular safety meetings to discuss potential hazards, share best practices, and address safety concerns.  
Promote open communication between workers, supervisors, and management regarding safety matters.

11. Review and Improvement:

Conduct periodic reviews of the safety program to incorporate lessons learned and stay compliant with regulations.  
Revise and update the program as necessary based on changing project conditions.

12. Emergency Contacts:

Provide a list of emergency contacts, including local emergency services, medical facilities, and project management contacts.

13. Safety Signage:

Ensure that appropriate safety signage, including warning signs and directional signs, is prominently displayed throughout the work site.

14. Training and Orientation:

Conduct a comprehensive safety orientation for all workers and subcontractors before they begin work on the project.