IN-TOUCH

NEWSLETTER
FCU Solutions Inc.

INSIDE THIS ISSUE

Importance of Worker Consultation & Participation in Development of OH&S Management System or H&S Policies
By: Pegasus Legal Register

The effectiveness of the OH&S management system can only be enhanced by developing a culture of worker consultation & participation within the organization. Generally, people will cooperate and engage more willingly with an OH&S management when their opinions and knowledge have been aired and listened to. Therefore, an organization should encourage active and ongoing participation of, and consultation with, workers in the development and review of OH&S practices and, where appropriate, the development of the OH&S management system.

What Organizations need to do to Improve Consultation & Participation of Workers

It is up to the organization to determine the best way of ensuring effective worker consultation & participation, and whether it needs to set up formal mechanisms such as health and safety committees. While consultation is about seeking workers' views, and considering them, before making a decision, participation is about joint decision-making, e.g. jointly undertaking a risk assessment and agreeing actions or being involved in deciding the organization's OH&S policy and objectives.

The organization should consider the need for worker consultation & participation in case of the following scenarios or activities:

- New processes, policies and procedures;
- New or unfamiliar hazards;
- Reorganization;
- Construction, modification or change of use of buildings and facilities;
- Introduction of new or modified equipment and new or amended controls;
- Use of new chemicals or materials;
- Changes in legal and/or other requirements;
- Investigating incidents and nonconformities and determining corrective actions;
- Formal and informal suggestion schemes
- Determining applicable controls for outsourcing, procurement and contractors;
- Determining what needs to be monitored, measured and evaluated;
- Planning, establishing, implementing and maintaining an audit program;
- Ensuring continual improvement;
- Changes in emergency arrangements;
- Developing new or improved OH&S arrangements and procedures.

IN-TOUCH

FROM THE EDITORS

For this quarter's In-Touch, we would like to discuss one of the active stakeholders in every organization, the employees/workers. Provided in this newsletter are the importance and improvement of workers' participation and consultation in relation to the recently released compliance obligations, DO 198 and the newest version of the safety and health management system ISO 45001:2018. This issue also includes articles on WHO's official recognition of Job Burnout as an occupational phenomenon. May these articles be of help to think of strategies to improve engagement and motivation of employees.

Enjoy reading and stay In-Touch!

-Lucky and Shay

Health and safety

N	S	F	C	E	T	E	U	M	H	N	S	L	E
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E	I	N	F	R	E	H	I	U	A	E	Y	T	A
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COTTON
HAZARDS
LOOK
CLEAN
EQUIPMENT
INJURY
UNDERSTAND
UNTIDY
PINS
SEE
ELECTRIC
BOOKS
ALARM
TRAINING
READ
LISTEN
NEEDLES
TEACHER
TURNOFF
MACHINES

Play this puzzle online at : http://thewordsearch.com/puzzle/126576/

You don't need to know the whole alphabet of Safety. The a, b, c of it will save you if you follow it: Always Be Careful.

- Colorado School of Mines Magazine

NEW PARTNERS

IN-TOUCH

To improve worker consultation & participation within organization, top management should:

- Make available time, resources and training necessary for consultation and participation;
- Provide relevant information about the OH&S management system in a timely manner;
- Identify and remove or minimize deterrents to participation such as, language or literacy difficulties, policies that discourage worker participation, etc.

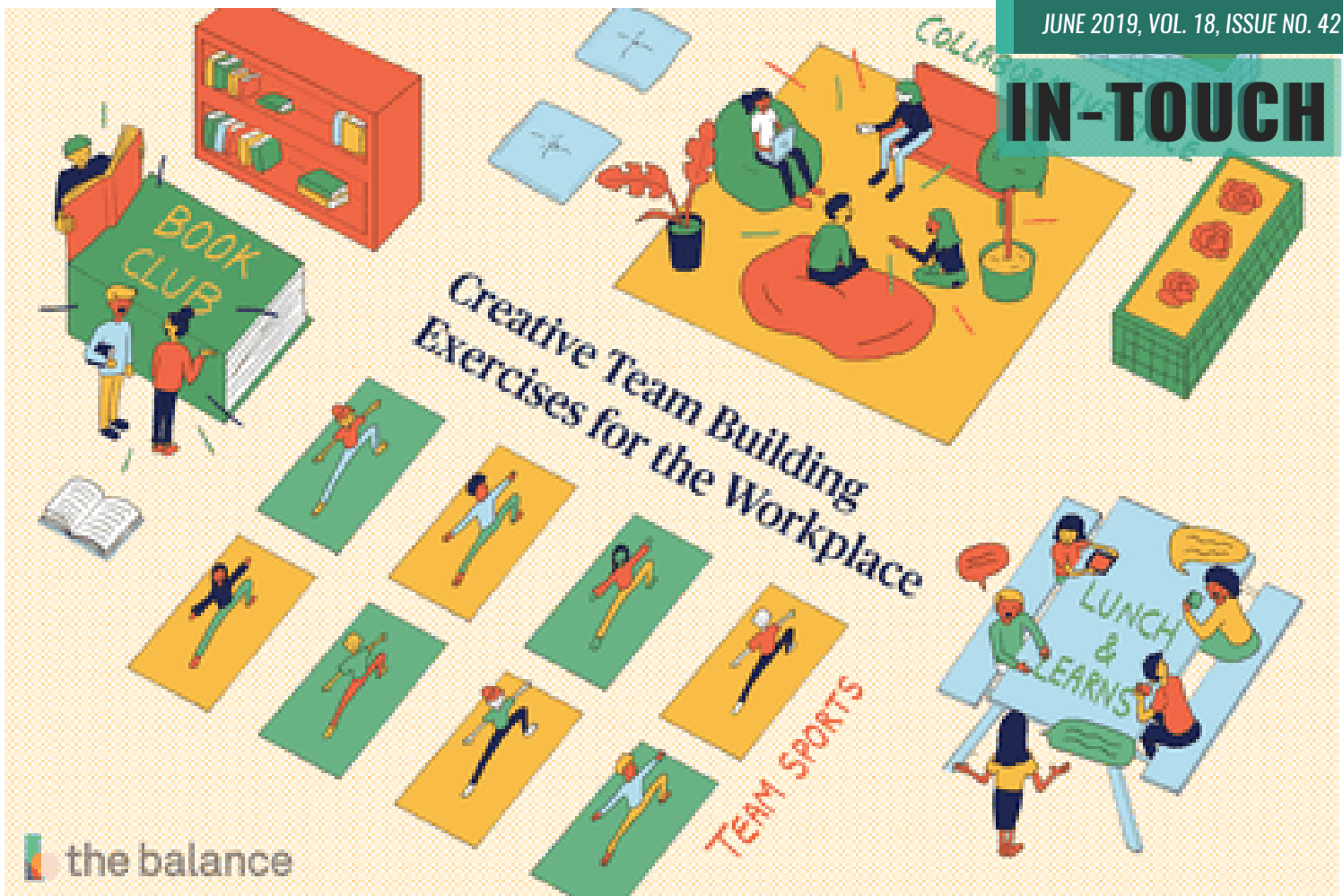**Practical means of improving consultation & participation may include:**

- Establishing a safety committee consisting of managerial and non-managerial employees;
- Instituting a safety suggestion box;
- Developing a consultative approach to health and safety inspections/ audits, affording all workers an opportunity to voice any health and safety concerns;
- Annual employee surveys to understand employee attitudes towards health and safety
- Monthly meetings and tool-box talks;

- Adding health and safety as an agenda item to company-wide meetings;
- Discussing health and safety at performance reviews;
- Incentivising suggestions to improve health and safety;
- Undertaking risk assessments in conjunction with other workers, such as technicians, operators, cleaners, contractors, etc;
- Worker training and development;
- Regular briefings and discussion forums via newsletters, message boards, social media, etc.

The organization should ensure that processes for consultation and participation of workers include contractors and other interested parties also.

ISO 45001 places importance on the involvement of workers in the OH&S management system in Clause 5.4: Consultation & Participation of Workers. In conclusion, the organization is in a better position to achieve its OH&S objectives and to identify opportunities for improvement when top management creates a culture that encourages people, at all levels, to actively participate in the OH&S management system.

Source: https://www.pegasuslegalregister.com/2018/11/27/worker-consultation-participation-iso-450012018/

Creative Team Building Exercises for the Workplace

the balance

Improving Worker Consultation & Participation—ISO 45001:2018

By: Ngo Seow Kuan

Locally, when we mention this word – "Worker", we usually refer to a low ranking person whose work involves manual labour. This is not the case as defined in ISO 45001: 2018 Standard.

"Worker" definition is now listed in the ISO 45001 Standard which BS OHSAS 18001 didn't. "Worker" is defined as "person performing work or work-related activities that are under the control of the organization." It was further elaborated in its notes that,

- "Persons perform work or work-related activities under various arrangements, paid or unpaid, such as regularly or temporarily, intermittently or seasonally, casually or on a part-time basis."

- "Workers include top management (3.12), managerial and non-managerial persons."

- "The work or work-related activities performed under the control of the organization may be performed by workers employed by the organization, workers of external providers, contractors, individuals, agency workers, and by other persons to the extent the organization shares control over their work or work-related activities, according to the context of the organization."

So bear in mind that while establishing, implementing and reviewing your OH&S Management System, your "audiences" should be everyone, including your contractors, part-timers, volunteers, and even your Boss!

Source: https://www.queshconsultants.com/single-post/2018/04/21/ISO-45001-Worker-Participation

CERTIFIED CLIENTS

CONGRATULATIONS!

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Materials R&D and Consulting Facility
ISO 9001:2015

Alphagold Corporation
ISO 9001:2015

RE-CERTIFIED CLIENTS

CTP Construction and Mining Corporation
QEMS Recertification and ISO 45001:2018 Upgrade Audit

Lepanto Consolidated Mining Company
ISO 14001:2015 Recertification Audit

Davao

Gen San

Vicente T. Lao Construction
Surveillance Audit ISO 9001:2015, 14001:2015, 18001:2007

TGV Builders Incorporated
Surveillance Audit ISO 9001:2015, 14001:2015, 18001:2007

IN-TOUCH

DOLE outlines compliance requirements for OSH Law

By: Business World

THE Department of Labor and Employment (DOLE) is requiring all establishments to organize seminars on occupational safety and health (OSH), after the labor department released guidelines for OSH compliance last week.

In Labor Advisory 04-19 dated March 13, the DOLE required establishments to follow OSH-related guidelines after the issuance of Department 198-18 or the Implementing Rules and regulations of the OSH Law released in January. Some of the prescribed orders in line with the advisory require employers companies to conduct OSH seminars.

Labor Secretary Silvestre H. Bello III said in a statement on Tuesday: "Providing safety seminars and training to workers is an empowering way of building and sustaining a preventative occupational safety and health culture which results in enhanced productivity at workplaces."

DOLE said in the advisory that all establishments "are encouraged to immediately conduct mandatory Workers' OSH seminars for all workers/ employees at no cost to the workers and attendance at such seminar shall be considered compensable working time."

"The mandatory Workers' OSH Seminar may be conducted by the safety officer of the establishment or any DOLE accredited/certified OSH practitioner or consultant," DOLE added.

Employers may access the Training Module for the OSH Workers' Seminar at the Bureau of Working Conditions' (BWC) website, www.bwc.dole.gov.ph.

Section 4(a) of the OSH Law, or Republic Act 11058, states that it is the duty of employers, contractors, and subcontractors to inform their workers about the hazards and risks involved in the occupation entered in and provide appropriate job instruction and orientation regarding OSH.

The OSH Law also states in Section 16 (b) that all workers are required to attend an eight-hour OSH seminar which should include a joint employer-employee orientation on safety and health standards.

The advisory also said that DOLE will assist all establishments with orientations on the OSH Law and assist in creating an Action Plan in case OSH violations are found.

Establishments are also required to send the following OSH reports to DOLE: the Employer's Work Accident/Injury Report (WAIR); Annual Work Accident/Injury Exposure Data Report (AEDR); the Annual Medical Report (AMR); and OSH Committee Report.

Also laid out in Labor Advisory 04-19 is the responsibility of establishments to determine their risk classification based on the Hazards Identification and Risk Assessment and Control (HIRAC). Levels of classification are low-risk, medium risk, or high risk.

"The results of the HIRAC and the number of workers shall be bases for determining the required minimum number of safety officers, OH (occupational health) personnel, medical services and facilities," DOLE said. — Gillian M. Cortez

FCU IN ACTION

IN-TOUCH

Allado Construction Company, Incorporated
ISO 9001:2015, ISO 14001:2015, & OHSAS 18001:2007 IA Workshops

Allied Hospital Supply international Corporation
ISO 9001:2015 Internal Audit Workshop

Charoen Pokphand Foods Philippines Corporation
ISO 9001:2015 Internal Audit Seminar

Eureka Electric Appliances Philippines Corporation
ISO 9001:2015 Awareness and Risk Management Workshops

IBC International Builders Corporation
ISO 9001:2015 Internal Audit Seminar

Tarlac Montesorri School
ISO 9001:2015 Awareness and Risk Management Workshops

IN-TOUCH

Kian Tek Rubber Factory Corporation
ISO 9001:2015 Appreciation Workshop

Authorized Managing Officer (AMO)
Orientation Seminar

Kian Tek Rubber Factory Corporation
Risk Management Orientation

UKC Builders, Inc. & Techno-Stress Systems Corporation
ISO 9001:2015 Planning and Risk Management Workshops

UKC Builders, Inc. & Techno-Stress Systems Corporation
ISO 9001:2015 Planning and Risk Management Workshops

Elgrade Incorporated
ISO 9001:2015 Awareness and Risk Management Workshops

ATSBAN
QMS Appreciation Seminar

IN-TOUCH

The World Health Organization officially recognizes workplace 'burnout' as an occupational phenomenon

By: Ashley Turner

If you often feel exhausted or mentally distant at work, the World Health Organization may have a diagnosis for you: Burnout.

For the first time, the WHO has officially classified workplace burnout as an occupational phenomenon in its latest revision of the International Classification of Diseases. The agency previously defined burnout as a "state of vital exhaustion," but this is the first time it's being directly linked in its classification of diseases as a work hazard.

"Burnout is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed," the WHO said Tuesday. "Burnout refers specifically to phenomena in the occupational context and should not be applied to describe experiences in other areas of life."

The organization said burnout, which the WHO does not call a medical condition, is classified by three factors:

- feelings of energy depletion or exhaustion;
- increased mental distance from one's job, or feelings of negativism or cynicism related to one's job;
- and reduced professional efficacy.

Burnout is included as a cause for which people may contact health services for a reason other than an illness or health condition. Some even fault the syndrome for pushing employees in the medical profession to commit suicide due to intense stress.

The syndrome is now an "epidemic," according to Dan Schawbel, research director at HR advisory firm Future Workplace — and he expects the issue to worsen.

"Basically, workers are getting taken advantage of," Schawbel said. "As a result, people are burned out, they're stressed out."

The WHO said it plans to develop "evidence-based" guidelines for mental well-being in the workplace. Its member nations are set to implement the revisions to the International Classification of Diseases by 2022.

IN-TOUCH

WHO officially recognizes job burnout — here are the symptoms and solutions

By: Melissa Breyer

Have you lost your workday pep? Are you feeling grumpy at the office? You may have burnout!

While not classified as a medical condition, burnout has been included in the 11th Revision of the International Classification of Diseases as an "occupational phenomenon." It is included in the chapter titled, "Factors influencing health status or contact with health services" – in other words, health complaints that are not classed as illnesses or health conditions.

The Symptoms of Burnout

They go on to describe the three "dimensions" of burnout.

1. Feelings of energy depletion or exhaustion.
2. Increased mental distance from one's job, or feelings of negativism or cynicism related to one's job.
3. Reduced professional efficacy.

And while yes, one may feel all of these things outside of work as well – housekeeping, marriage, et cetera – WHO notes that burnout "refers specifically to phenomena in the occupational context and should not be applied to describe experiences in other areas of life."

The organization will soon be developing guidelines on mental well-being in the workplace – and it can't come soon enough. Just after money, work is the second most common source of stress in the U.S. according to the American Psychological Association. And burnout can become a dangerous health risk.

The Consequences

According to the Mayo Clinic, the consequences of burnout aren't just frustration and fatigue. Ignored or unaddressed job burnout can have significant consequences, including:

- Excessive stress
- Fatigue
- Insomnia
- Sadness, anger or irritability
- Alcohol or substance misuse
- Heart disease
- High blood pressure
- Type 2 diabetes
- Vulnerability to illnesses

How to Cope

Evaluate your options. Discuss specific concerns with your supervisor. Maybe you can work together to change expectations or reach compromises or solutions. Try to set goals for what must get done and what can wait.

Seek support. Whether you reach out to co-workers, friends or loved ones, support and collaboration might help you cope. If you have access to an employee assistance program, take advantage of relevant services.

Try a relaxing activity. Explore programs that can help with stress such as yoga, meditation or tai chi.

Get some exercise. Regular physical activity can help you to better deal with stress. It can also take your mind off work.

Get some sleep. Sleep restores well-being and helps protect your health.

Mindfulness. Mindfulness is the act of focusing on your breath flow and being intensely aware of what you're sensing and feeling at every moment, without interpretation or judgment. In a job setting, this practice involves facing situations with openness and patience, and without judgment.

And to which I would heartily add:

Take a walk in the park. Spending time in greenspace – from a walk in the forest to sitting in a park – reduces the risk of type II diabetes, cardiovascular disease, premature death, preterm birth, stress, and high blood pressure, among other benefits.

IN-TOUCH

FCU goes to Bali