



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
BUREAU OF LABOR AND EMPLOYMENT STATISTICS



2009/2010 BLES INTEGRATED SURVEY

In correspondence, please quote this reference number.

Assistance Available

If you have problems completing this form or in meeting the due date, please contact:

Metro Manila	Outside Metro Manila
Bureau of Labor and Employment Statistics	Tel. Nos.
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002	Fax No.
Tel. Nos.: 527-3000 loc 311/313/319; 527-3489	E-mail
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<a href="mailto:bles_lssd@yahoo.com">bles_lssd@yahoo.com</a>	

To be accomplished by Enumerator (except GEOCODE)

1. Changes in the address label should be written below:

Business Name of Establishment \_\_\_\_\_

Floor/Bldg./No./Street/Subdivision \_\_\_\_\_

Barangay/City/Municipality \_\_\_\_\_

Zip Code/Province \_\_\_\_\_ GEOCODE: | | | | | | | | | |

2. If questionnaire is endorsed to main office, particulars should be written below:

Business Name of Main Office \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel. No. \_\_\_\_\_

Position of Contact Person \_\_\_\_\_

Floor/Bldg./No./Street/Subdivision \_\_\_\_\_

Barangay/City/Municipality \_\_\_\_\_

Zip Code/Province \_\_\_\_\_ GEOCODE: | | | | | | | | | |

Status Code

For Field Personnel	For BLES Personnel							
	June 2010				CY 2009			
RET1 RFV RET2	RET1	RFV	RET2	CET with EIN	RET1	RFV	RET2	CET with EIN
REF STR TCL	REF	STR	TCL	_____	REF	STR	TCL	_____
CBL PCL	CBL	PCL	OSE	_____	CBL	PCL	OSE	_____
DUP of EIN _____	CON with EIN _____				CON with EIN _____			
OSP WITH PSIC _____	DUP OF EIN _____				DUP OF EIN _____			
OTH (specify) _____	OSP WITH PSIC _____				OSP WITH PSIC _____			
	OTH (specify) _____				OTH (specify) _____			

## PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

### ***Survey Objectives and Uses of the Data***

Your establishment has been selected to participate in the 2009/2010 BLES Integrated Survey (BITS). The main objective of this survey is to generate an **integrated data set on employment of specific groups of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, and occupational injuries and diseases**. These data are inputs to the studies on industry trends and practices, and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

On the operational level, the BITS aims to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of the Bureau's Quality Management System.

### ***Confidentiality***

Your completed form remains **confidential** to the BLES and to our field personnel. All information will be used for statistical purposes only and **not for taxation, regulation or investigation purposes**. Further, all information from your establishment will be integrated with those of the rest of the respondents, and will be disseminated only in summaries or statistical tables.

### ***Collection Authority***

The information asked for is collected under the authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics to conduct nationwide surveys, and studies which will generate trends and structures on labor and employment, among others. The BLES is one of the major data producing agencies of the government.

### ***Authorized Field Personnel***

The Bureau of Labor and Employment Statistics will supervise data gathering in Metro Manila. For the rest of the country, our Bureau has hired personnel under the supervision of the **DOLE Regional Offices** to undertake the field operations of the survey.

### ***Coverage***

Your report should include data relating **only** to the establishment in the address box to avoid multiple reporting, as your other branches may have also been selected to participate in our survey.

### ***Reference Periods***

The reference periods for this survey are as follows:

Part I: General Information---June 30, 2010

Part II: Employment---June 30, 2010

Part III: Occupational Shortages and Surpluses---January 2009 - June 2010

Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements---June 30, 2010

Part IV-B: Occupational Safety and Health---June 30, 2010

Part V: Occupational Injuries and Diseases---Calendar Year 2009

### ***Concepts and Definition of Terms***

To facilitate the accomplishment of this form, the definition of terms is found on the same page as the items of inquiry.

### ***Due Date***

Please complete this form and return it on the date agreed upon by your establishment and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **ten (10) days** from your receipt.

### ***Availability of Results***

Selected statistics from previous BITS are presented in the last two pages of this questionnaire. More details can be furnished upon request or by visiting our website (<http://www.bles.dole.gov.ph>). Results of the 2009/2010 BITS will be available by **September 2011**.

Part I ➡

PART I: GENERAL INFORMATION

Reference Date: June 30, 2010

1. What is the main economic activity of your establishment? 1994 PSIC Code (as amended):                 (Do not fill) <i>Please specify your major products/goods or services in order of importance.</i>			
Main Economic Activity _____			
Major Products/Goods or Services _____			
2. Ownership (Please check only one.)	<input type="checkbox"/> Wholly Filipino	<input type="checkbox"/> Wholly Foreign	
	<input type="checkbox"/> With Foreign Equity (in terms of capital shares)		
3. Type of market (Please check only one.)	<input type="checkbox"/> Domestic Market only	<input type="checkbox"/> Export Market only	
	<input type="checkbox"/> Both Domestic and Export ; _____ % export market		
4. With union (Registered or under process as of reference date)	<input type="checkbox"/> Yes		<input type="checkbox"/> No, go to Item 9
4.1 If yes, please specify scope of bargaining unit. (Please check as applicable.)	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank & File only	<input type="checkbox"/> Rank & File including Supervisors
5. Number of unions (Registered or under process as of reference date)			
6. Union membership			
6.1 Female members			
6.2 Union officers including members of the Board			
6.2.1 Female officers			
6.2.1.1 Female presidents			
7. With collective bargaining agreements (Please check as applicable.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Workers covered by CBAs including those paying agency fee			
8.1. Female workers covered			

For Manufacturing Establishment Only			
9. Is your establishment part of a global production network (GPN)?			
<input type="checkbox"/> Yes, please indicate:			
1. specific product (e.g., integrated circuit, wiring harness, wearing apparel) _____			
2. parent country, if any: _____			
3. partner country/ies: _____			
<input type="checkbox"/> No			

**Establishment** – an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, restaurant.

**For multi-unit enterprises with different outlets and subsidiaries** or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.

**For firms engaged in activities which may be physically dispersed** such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the **base** from which the personnel operate to carry out their activities or from which they are paid.

**Main economic activity** – activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.

**Major products/goods or services** – specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

**Employment** – persons who worked or received pay from the establishment.

**Include:**

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners
- persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
- persons working away from the establishment but paid by and under its control, e.g., bus drivers
- workers on strike/lockout
- unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment including apprentices without compensation or student on-the-job trainees

**Exclude:**

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- consultants, persons on retainer basis, contract out/agency hired workers, homeworkers
- workers on indefinite leave, laid off workers for six (6) months or more
- persons purely on commission and without employer control

**Employees** – include managers/executives, supervisors/foremen, and rank and file workers. Working owners receiving regular pay are also included.

**Union** – any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment. It also refers to a union whose registration is still in process as of reference date.

**Collective Bargaining Agreement (CBA)** – the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

**Global production network (GPN)** – a production scheme where stages of manufacturing process are undertaken in different geographic locations/countries where they can be carried out most efficiently.

**Partner country/ies** – refer/s to a/ country/ies other than the country of the parent company where majority of the products are supplied.

PART II: EMPLOYMENT

Reference Date: June 30, 2010

Item of Inquiry (1)	Number of Workers (2)
<b>1. Total Employment</b> (sum of entries in items 1.1, 1.2 and 1.3)	
1.1. Working owners (without regular pay)	
1.2. Unpaid workers	
1.3. Employees (sum of entries in items 1.3.1, 1.3.2 and 1.3.3)	
1.3.1. Managers/Executives (including working owners receiving regular pay and female managers/executives)	
1.3.1.1. Female managers/executives	
1.3.2. Supervisors/Foremen	
1.3.2.1. Female supervisors	
1.3.3. Rank and file workers (sum of entries in items 1.3.3.1 and 1.3.3.2)	
1.3.3.1. Regular workers	
1.3.3.2. Non-regular workers (as reported in item 2.6)	
<b>2. Employment of Specific Groups of Workers</b> (As applicable, workers may be reported in several categories.)	
2.1. Young workers	
2.2. Female workers	
2.3. Time-rated workers (sum of entries in items 2.3.1 and 2.3.2)	
2.3.1. Full-time workers (sum of entries in items 2.3.1.1, 2.3.1.2 and 2.3.1.3)	
2.3.1.1. Hourly	
2.3.1.2. Daily	
2.3.1.3. Monthly	
2.3.2. Part-time workers (except consultants and those on retainer basis)	
2.4. Commission workers (sum of entries in items 2.4.1, 2.4.2 and 2.4.3)	
2.4.1. With basic pay and commission	
2.4.2. Purely on commission with employer control and supervision	
2.4.3. Purely on commission without employer control	
2.5. Output-rated workers (sum of entries in items 2.5.1, 2.5.2, 2.5.3 and 2.5.4)	
2.5.1. Piece-rated workers	
2.5.2. Production standard (quota) workers	
2.5.3. "Pakyao" or "Takay" workers	
2.5.4. Task workers	

**1.1. Working owners** – working owners who do not receive regular pay.

**1.2. Unpaid workers** – persons without regular pay who work for at least one-third of the working time normal to the establishment. Apprentices without compensation or student on-the-job trainees are **included**.

**1.3.1. Managers/Executives** – workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are **included**.

**1.3.2. Supervisors/Foremen** – workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.

**1.3.3. Rank and file workers** – workers who do not fall within the managerial or supervisory classification of employees.

**1.3.3.1. Regular workers** – workers hired to perform activities which are **usually necessary or desirable** in the usual business or trade of the employer and usually worked on permanent status.

**2.1. Young workers** – workers aged 15 to 24 years old as of reference date.

**2.3. Time-rated workers** – workers paid on the basis of a time unit of work such as an hour, a day or a month.

**2.3.2. Part-time workers** – workers who work at jobs which provide less than the working time normal to the establishment.

**2.4.1. With basic pay and commission** – persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction. They are on the regular payroll of the establishment and are **included** in its total employment. (e.g., sales representative)

**2.4.2. Purely on commission with employer control and supervision** – persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are **on the regular payroll** of the establishment, and are **included** in its total employment. (e.g., bus drivers in transport operation)

**2.4.3. Purely on commission without employer control** – persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are outside employer control and are **not on the regular payroll** of the establishment, and are **excluded** in its total employment. (e.g., insurance underwriters)

**2.5. Output-rated workers** – workers whose pay is in relation to their output, i.e., piece-rate, quota, "pakyao" or task.

**2.5.1. Piece-rated workers** – workers who are paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyao" or "takay", task, commission workers and homeworkers are **excluded**.

**2.5.2. Production standard (quota) workers** – workers whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually 8 hours. Piece-rate, "pakyao" or "takay", task, commission workers and homeworkers are **excluded**.

**2.5.3. "Pakyao" or "Takay" workers** – workers whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-/8rate, production standard (quota), task, commission workers and homeworkers are **excluded**.

**2.5.4. Task workers** – workers who are paid for performing specific work irrespective of the time consumed. Piece-rate, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are **excluded**.



PART II: EMPLOYMENT (cont'd)

Item of Inquiry (1)	Number of Workers (2)
<b>2. Employment of Specific Groups of Workers</b> (cont'd)	
2.6. Non-regular workers (sum of entries in items 2.6.1, 2.6.2, 2.6.3, 2.6.4 and 2.6.5; this should be the entry reported in item 1.3.3.2)	
2.6.1. Probationary workers	
2.6.2. Casual workers	
2.6.3. Contractual/project-based workers (except workers hired through employment agency/cooperative)	
2.6.4. Seasonal workers	
2.6.5. Apprentices/learners	
2.6.5.1 Persons enrolled in Special Program for Employment of Students (SPES)/Youth Education – Youth Employability (YEYE)	

**2.6.1. Probationary workers** – workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.

**2.6.2. Casual workers** – workers whose work is not usually necessary and desirable to the usual business or trade of the employer. Their employment is not for a specific undertaking or seasonal in nature.

**2.6.3. Contractual/project-based workers** – workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Workers hired through employment agency/cooperative are **excluded and should be reported in Item 3.1.1.**

**2.6.4. Seasonal workers** – workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors, e.g., Christmas.

**2.6.5. Apprentices/learners** – workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices without compensation are **excluded**.

3. Engaged in outsourcing or sub-contracting?

☐ Yes; \_\_\_\_ % of production process, *go to items 3.1 and 3.2*

☐ No, *go to Part III*

3.1. Job, work or service done <u>WITHIN</u> the premises of the establishment			3.2. Job, work or service done <u>OUTSIDE</u> the premises of the establishment
Type of Process Outsourced/Jobs Contracted Out  (1)	Number of Workers		Type of Process Outsourced/Jobs Contracted Out  (Please check as applicable.)  (1)
	Hired through employment agency (2)	Hired through workers cooperative (3)	
<b>3.1.1. Total</b> (sum of items 3.1.1.1 to 3.1.1.9)			3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process.) _____
3.1.1.1. Security services			3.2.2. <input type="checkbox"/> Finance/Accounting
3.1.1.2. Janitorial			3.2.3. <input type="checkbox"/> Data processing/Encoding
3.1.1.3. General administrative			3.2.4. <input type="checkbox"/> Human resource (HR)
3.1.1.4. Marketing/Sales			3.2.5. <input type="checkbox"/> Learning/Training
3.1.1.5. Packaging			3.2.6. <input type="checkbox"/> Billing and payment
3.1.1.6. Production/Assembly (Please specify activity/process.) _____			3.2.7. <input type="checkbox"/> Transport services
			3.2.8. <input type="checkbox"/> Courier services
3.1.1.7. Research and development			3.2.9. <input type="checkbox"/> Packaging/Crating
3.1.1.8. IT services			3.2.10. <input type="checkbox"/> Research and development
3.1.1.9 Others (specify) _____			3.2.11. <input type="checkbox"/> Others (specify) _____

**3. Sub-contracting** – an arrangement whereby a principal agrees to put out or farm out with a contractor or subcontractor the performance or completion of a specific job, work or service within a definite or pre-determined period regardless of whether such job is to be performed or completed within or outside the premises of the principal.

**3.1.1. Workers hired through employment agency** – workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.

**3.1.1. Workers cooperative** – one organized by workers, including the self-employed, who are at the same time the members and owners of the enterprise. Its principal purpose is to provide employment and business opportunities to its members and manage it in accordance with cooperative principles. They are **excluded** from the total employment of the establishment.



PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: January 2009 to June 2010

1. Were there job vacancies in your establishment from January 2009 to June 2010?

(Please check appropriate box.)

☐ Yes, please specify total number of job vacancies \_\_\_\_\_

☐ No, go to Part IV-A

**Job vacancies** - refer to unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

**Hard-to-fill vacancies** - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (9) below. Otherwise, they are considered **easy-to-fill vacancies**.

(Please enumerate job title and provide corresponding details for each column. Use separate sheet following the same format, if necessary.)

PSOC Code (Do not fill)	Job Title/Occupation	Status (Use Code)	Category (Use Code)	Number of Vacancies	Number of Applicants	Length of Recruitment Period (in months)	Specialization/ Specific Skills	(ONLY for Hard to Fill) Reason (Use Code)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

For columns 3 to 9, please reflect the necessary information for **the most recent vacancy** for the position in case it became vacant several times during the reference period.

Code for Status (Col. 3)

1 - Regular Position                      2 – Non-Regular Position

Code for Category (Col. 4)

1 - Hard-to-fill vacancies            2 – Easy-to-fill vacancies

Code for Reason (Col. 9)

- 1 - No applicant, i.e., no person applied for the job

2 - Applicants lack years of experience

3 - Applicants lack needed competency/skill

4 - Applicants lack professional license/TESDA Skills Certification
- 5 - Applicants expect high salary

6 - Location or work schedule problem

7 - Applicants prefer overseas employment

8 - Others (specify) \_\_\_\_\_

Part IV-A ➡

**PART IV-A: INDUSTRIAL RELATIONS PRACTICES**  
**Balancing Work and Family Responsibilities and Working Time Arrangements**  
Reference Period: June 30, 2010

1. Which of the following facilities are available in your establishment? *(Please check as applicable.)*

Code	Facilities Available	Code	Facilities Available
<b>1.1 Child Care</b>		<b>1.3 Workplace Accessibility</b>	
01	<input type="checkbox"/> Breastfeeding area for lactating mothers	10	<input type="checkbox"/> Transport arrangement for all employees
02	<input type="checkbox"/> Child/Day care center	11	<input type="checkbox"/> Transport arrangement only for employees on night shift or rendering overtime work
03	<input type="checkbox"/> Waiting/Play room for children	12	<input type="checkbox"/> Others <i>(specify)</i> _____
04	<input type="checkbox"/> Others <i>(specify)</i> _____		
<b>1.2 Health and Fitness</b>		<b>1.4 Food Service</b>	
05	<input type="checkbox"/> Physical/Wellness center <i>(e.g., gym)</i>	13	<input type="checkbox"/> Canteen/Food services
06	<input type="checkbox"/> Sports facilities <i>(e.g., basketball court, tennis court)</i>	14	<input type="checkbox"/> Pantry <i>(a small room/area where employees take their meals/snacks and where food and dishes are stored)</i>
07	<input type="checkbox"/> Sleeping/Nap area	15	<input type="checkbox"/> Others <i>(specify)</i> _____
08	<input type="checkbox"/> Spa/Massage facilities/Services		
09	<input type="checkbox"/> Others <i>(specify)</i> _____		

2. Which of the following programs are being implemented in your establishment? *(Please check as applicable.)*

Code	Programs Implemented	Code	Programs Implemented
<b>2.1 Child and Family Care</b>		<b>2.3 Health and Fitness</b>	
01	<input type="checkbox"/> Allows children to be brought into the workplace to be cared for by a parent	11	<input type="checkbox"/> Health/Fitness program subsidy <i>(e.g., membership to sports/fitness/health club)</i>
02	<input type="checkbox"/> Conducts seminars on balancing work and family responsibilities <i>(e.g., gender awareness and sensitivity)</i>	12	<input type="checkbox"/> Health Maintenance Organization (HMO) Card (fully shouldered by employer)
03	<input type="checkbox"/> Implements family planning service/ Reproductive health programs	13	<input type="checkbox"/> For employees only
04	<input type="checkbox"/> Implements work and family programs <i>(e.g., Christmas party, family day, outing)</i>	14	<input type="checkbox"/> For employees and dependents
05	<input type="checkbox"/> Provides advice and referral service on issues relating to child and family care	15	<input type="checkbox"/> Medical insurance (fully shouldered by employer)
06	<input type="checkbox"/> Others <i>(specify)</i> _____	16	<input type="checkbox"/> Medical subsidy <i>(e.g., medicines, eyeglasses, laboratory exams)</i>
<b>2.2 Education</b>		17	<input type="checkbox"/> HIV/AIDS Prevention Program
07	<input type="checkbox"/> Scholarship program	18	<input type="checkbox"/> Stress Management/Counseling
08	<input type="checkbox"/> Educational assistance	19	<input type="checkbox"/> Others <i>(specify)</i> _____
	<input type="checkbox"/> For employees only		
	<input type="checkbox"/> For dependents only	<b>2.4 Financial and Other Support</b>	
	<input type="checkbox"/> For employees and dependents	20	<input type="checkbox"/> Asset acquisition loan <i>(e.g., housing, car)</i>
09	<input type="checkbox"/> Educational loan	21	<input type="checkbox"/> Emergency loan
10	<input type="checkbox"/> Others <i>(specify)</i> _____	22	<input type="checkbox"/> Employees' cooperative/Provident fund
		23	<input type="checkbox"/> Salary loan
		24	<input type="checkbox"/> Others <i>(specify)</i> _____



PART IV-A: INDUSTRIAL RELATIONS PRACTICES (cont'd)

3. Which of the following **non-statutory** leave arrangements are provided to each occupational category in your establishment?  
*(Please check box applicable for each occupational category.)*

Code  (1)	Leave Arrangements  (2)	Managers/ Executives  (3)	Supervisors/ Foremen  (4)	Rank and File	
				Regular  (5)	Non-Regular  (6)
01	Extended maternity leave with pay				
02	Extended maternity leave without pay				
03	Extended paternity leave with pay				
04	Extended paternity leave without pay				
05	Use of leave benefits to attend to urgent family concerns				
06	Time off in lieu of extra hours worked				
07	Flexible holiday schedule <i>(where employees agree to avail the holidays at some other days provided there is no diminution of existing benefits as a result of such arrangement)</i>				
08	Career break <i>(a planned interruption to working life, usually for a predetermined period of time e.g., parental leave; sabbatical leave for study, research, or exploring alternative activities)</i>				
09	Study leave <i>(special leave granted to assist those undertaking a course of study)</i>				
10	Forced leave <i>(where the employees are required to go on leave for several days or weeks utilizing their leave credits if there are any)</i>				
11	Others <i>(specify)</i> _____				

4. Which of the following flexible work arrangements are being adopted for each occupational category in your establishment?  
*(Please refer to the definitions below and check box applicable for each occupational category.)*

Code  (1)	Flexible Work Arrangements  (2)	Managers/ Executives  (3)	Supervisors/ Foremen  (4)	Rank and File	
				Regular  (5)	Non-Regular  (6)
01	Compressed workweek				
02	Flexible work schedule <i>(flexi time)</i>				
03	Split shift				
04	Rotating shift				
05	Part-time work				
06	Teleworking				
07	Job-sharing				
08	On call				
09	Others <i>(specify)</i> _____				

**Compressed workweek** – the normal workweek is reduced to less than six (6) days but the total number of work hours of 48 hours per week shall remain. The normal workday is increased to more than eight (8) hours but not to exceed 12 hours, without corresponding overtime premium.

**Flexible work schedule (flexi time)** – an arrangement where an employee works at least eight (8) hours each working day, with attendance during “core” hours compulsory, but may start and quit work at his/her convenient time, provided that this does not disrupt the daily operation and delivery of service of the establishment.

**Split shift** – an arrangement where employees’ work schedule at the place of employment is divided into 2 periods of time, that are separated by an interval longer than a normal rest period

**Rotating shift** – an arrangement where an employee’s work schedule changes periodically from days to evenings or vice versa.

**Part-time work** – an arrangement where an employee is allowed to work at jobs which provide less than the working time normal to the establishment.

**Teleworking** – an arrangement where an employee (teleworker) is allowed to work at home. A teleworker is different from a homemaker as he/she has greater control over his/her skills and means of production and labor. Teleworkers often network; the popular practice is for them to work in their local vicinity and communicate with their establishment located elsewhere.

**Job-sharing** – an arrangement where two (2) or more employees share one job. This arrangement is resorted to as workers would rather cut their wages and work time on workforce.

**On call** – an arrangement where a worker is on standby and is only called when needed to do a job, and is only paid for the hours worked.





PART IV-A: INDUSTRIAL RELATIONS PRACTICES (cont'd)

5. Which of the following workdays and work schedules for majority of your workers are being adopted in your establishment?

(Please check one box and indicate the main reason for adopting such workdays using the code below.)

Workdays	Reason for adoption of workdays	Workdays	Reason for adoption of workdays
<input type="checkbox"/> Monday to Friday		<input type="checkbox"/> Varies from week to week	
<input type="checkbox"/> Monday to Saturday		<input type="checkbox"/> Weekends only	
<input type="checkbox"/> Monday to Sunday		<input type="checkbox"/> Others (specify) _____	
<input type="checkbox"/> Monday to Thursday			

(Please check one box and indicate the main reason for adopting such work schedule using the code below.)

Work Schedule	Reason for adoption of work schedule	Work Schedule	Reason for adoption of work schedule
<input type="checkbox"/> Fixed daytime schedule (employees start and end work at the same time during the day)		<input type="checkbox"/> Flexible daytime schedule (employees start and end work at different time during the day)	
<input type="checkbox"/> Fixed evening schedule		<input type="checkbox"/> Flexible evening schedule	
<input type="checkbox"/> Rotating shift		<input type="checkbox"/> On irregular schedule	
<input type="checkbox"/> Split shift		<input type="checkbox"/> On call	

Code	Reason	Code	Reason
01	Requirement of the job	05	Care for children
02	Company-imposed policy	06	Earn more money
03	Worker's preference	07	Do part-time job
04	Nature of business	08	Others

6. What is the usual operating hours of your establishment? (Please check one only.)

☐ 8 hours a day

☐ 12 hours a day

☐ 16 hours a day

☐ 24 hours a day

☐ Others (specify) \_\_\_\_\_

7. How many employees are on evening (e.g., 3:00 P.M. until 11:00 P.M. or 4:00 P.M. until midnight) and graveyard (e.g., 10:00 P.M. until 6:00 A.M. or midnight until 8:00 A.M.) shifts, if there are any?

Total =

Female =

8. Do employees work extra hours in excess of their regular work hours?

☐ YES, go to item 9

☐ NO, go to Part IV-B

9. What is the arrangement for extra hours of work of employees? (Please check as applicable.)

☐ With fixed pay, regardless of extra hours worked

☐ Compensated by additional cash allowance

☐ With pay based on the number of hours worked

☐ No arrangement

☐ Compensated by time-off

☐ Others (specify) \_\_\_\_\_

PART IV-B: INDUSTRIAL RELATIONS PRACTICES
Occupational Safety and Health
Reference Date: June 30, 2010

Occupational safety and health (OSH) is a discipline aimed in maintaining a safe work environment, promoting and maintaining the physical well-being of workers, as well as in protecting and preventing workers from risks to their safety and health.

This module aims to determine the safety and health conditions of workplaces in the country, as well as the companies’ initiatives in ensuring the safety and health of persons at work. The information generated from this survey will guide and strengthen government’s efforts towards the achievement of OSH objectives.

In this regard, your accurate answers to the following questions will be a valuable contribution to the achievement of a safe, healthy, and environment-friendly workplace that will benefit the workers and your company. Rest assured that the information gathered will be treated as confidential and will be used for research purposes only. Thank you for your participation.

1. What activities are conducted or practiced in the company as part of your prevention and control measures against work safety and health hazards? *(Please check box applicable for each measure/activity.)*

Code	Preventive and Control Measures/Activities	Yes	Not Yet (In Planning Stage)	No Plan	Not Applicable/ Not Needed
(1)	(2)	(3)	(4)	(5)	(6)
01	Conduct of regular meeting on work safety and health				
02	Organize an OSH Committee				
03	Designate a trained health and safety officer				
04	Practice proper handling of chemicals/hazardous materials (appropriate labels, handling and storage)				
05	Proper posting of safety signages				
06	Use of safety manuals, labels or maintenance procedures				
07	Provision of information, education, communication materials/ training on occupational safety and health				
08	Provision of adequate machine guarding/railing or casing on moving parts				
09	Conduct of emergency drills (fire, earthquake, chemical spills, etc.)				
10	Conduct of process/hazard analysis for potential problems				
11	Use of Safety Data Sheet for chemicals				
12	Perform correction action programs and audits				
13	Regular conduct of pest control treatment				
14	Maintenance of mechanical and electrical facilities				
15	HIV and AIDS Education in the Workplace				
16	Advocacy, education and training on drug-free workplace				
17	Adoption of DOTS (Directly Observed Treatment Short Course) in management or referral of workers with tuberculosis				
18	Submission of reports on illness and injuries to DOLE-BWC				
19	Provision of work accommodation measures to support workers with TB (e.g., flexible leave/work schedule)				
20	Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas				
21	Random drug testing of officers and employees				
22	Regular inspection and maintenance of equipment				
23	Pre-employment and/or annual medical exams to workers				
24	Strict observance of medical confidentiality of status and identity of person with HIV				
25	HIV testing as pre-condition to employment				
26	Others (specify) _____				



PART IV-B: INDUSTRIAL RELATIONS PRACTICES (cont'd)

2. Which of the following Occupational Safety and Health policies and programs are currently implemented in your establishment? (Please check box applicable for each policy/program.)

Code	Occupational Safety and Health Policies/Programs	Yes	Not Yet (In Planning Stage)	No plan	Not Applicable/ Not Needed
(1)	(2)	(3)	(4)	(5)	(6)
01	Noise Pollution Control Program				
02	Radiation Exposure Control Program				
03	DOLE Approved Construction Safety and Health Program				
04	Policy on Non-discrimination of Workers who have/had PTB				
05	Policy on Non-discrimination of Workers confirmed/ suspected/perceived to have HIV infection				
06	Accident Prevention Program				
07	Emergency Response Preparedness Program				
08	Tuberculosis Prevention and Control Program				
09	Anti-sexual Harassment Program				
	- Committee on Decorum and Investigation (CODI)				
10	HIV and AIDS Prevention Policy in the Workplace				
11	Indoor Air Quality Program				
12	Substance Abuse Prevention Program				
13	Employee Assistance Program related to substance abuse, to include treatment, rehabilitation and referral services				
14	Self-assessment under Labor Standards Enforcement Framework (LSEF)				
15	Others (specify) _____				

3. Which of the following provisions are available in your establishment? (Please check box applicable for each provision/facility/amenity.)  
Note that **YES** answers have to be **qualified** if amount or type of provisions are perceived to be **adequate** (enough/sufficient/satisfactory) or **inadequate** (not enough/insufficient/lacking).

Code	Provisions/Facilities/Amenities	Yes, Adequate	Yes, but Inadequate	None	Reason for Non-Provision (Use code)
(1)	(2)	(3)	(4)	(5)	(6)
01	Ventilation/exhaust system in work areas				
02	Space that allow freedom of movement to perform duties				
03	Machine guarding (i.e., railings, casing on moving parts)				
04	Ergonomically designed seats/tools/machines				
05	Personal protective equipment (e.g., respirator, facemask, helmet, safety glasses, gloves, boots, etc)				
06	Lighting in work areas, aisles, passageways				
07	Aisles/passageways with sufficient signs/markings				
08	Emergency exits (2 exits per floor)				
09	Fire protecting equipment/facilities (e.g., fire extinguisher, etc)				
10	Medical facilities (treatment room, clinic)				
11	Emergency medicines				
12	Waste (includes chemicals, pesticides and hazardous materials) disposal system				
13	Designated smoking area/s				
14	Canteen for employees				
15	Supply of safe drinking water				
16	Rest area for workers				
17	Toilet with water supply				
	- Separate toilets for men and women				
18	Washing facilities and facilities for changing/storing working clothes				
19	Facilities for persons with disabilities				
20	Others (specify) _____				

Code for Reason (Col. 6)

- 1 - Too costly
- 2 - Very few workers
- 3 - Not required by law
- 4 - No available space
- 5 - Not needed/not applicable
- 6 - Others (specify) \_\_\_\_\_



PART IV-B: INDUSTRIAL RELATIONS PRACTICES (cont'd)

4. Which of the following OSH-related trainings/seminars were provided to your employees for the last two (2) years  
(Please check box applicable for each OSH training/seminar.)

Code (1)	OSH Trainings/Seminars (2)	Yes (3)	No (4)	Not Applicable/ Not Needed (5)
01	40-Hour Basic Course on Occupational Safety and Health (BOSH) Training			
02	One-day Orientation on Occupational Safety and Health			
03	40-Hour Construction Safety Training			
04	HIV and AIDS Prevention in the Workplace			
05	Drug-Free Workplace Training			
06	Tuberculosis Prevention and Control in the Workplace			
07	Smoke-Free Workplace/Tobacco and the Workplace			
08	OSH Management System			
09	Fire Safety			
10	Crane Safety/Forklift Safety			
11	Fundamentals of Industrial Hygiene			
12	Safe Use of Chemicals at Work			
13	Industrial Ventilation			
14	Work-Environment Measurement			
15	Work-Relatedness of Diseases			
16	Prevention and Control of Lifestyle-Related Diseases			
17	Managing Emerging Health-Related Problems in the Workplace			
18	Stress Management and Violence in the Workplace			
19	Work Improvement in Small Enterprises/Informal Sector			
20	Environment Protection Training			
21	Safe Work Procedures/Lock Out Tag Out Training			
22	Loss Control Management			
23	Principles of Ergonomics			
24	Emergency Preparedness Training			
25	Total Quality Management			
26	Safety Audit/Accident Investigation			
27	Family Planning and Reproductive Health			
28	Others (specify) _____			

5. Which agency(ies) conducted any of the above trainings?  
(Please check box applicable for each training agency.)

Code (1)	Agencies (2)	Often (3)	Sometimes (4)	Never (5)
01	DOLE Regional Office (DOLE-ROs)			
02	Bureau of Working Conditions (BWC)			
03	Occupational Safety and Health Center (OSHC)			
04	Employers Associations (e.g., ECOP, PMAP, PCCI)			
05	Trade Unions/Federations (e.g., TUCP, FFW)			
06	Industry Associations			
07	DOLE Accredited Safety Training and Consultancy Organizations (i.e., SOPI, etc.)			
08	Association of Safety Practitioners of the Phils., Inc. (ASPPI)			
09	NGOs/Universities/Academic Institutions			
10	Others (specify) _____			

Often – 3 or more trainings in two years	Sometimes – 1 to 2 trainings in two years	Never – have not availed of any training from specified agency
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6. Who is/are the designated health and safety personnel(s) in your establishment? (Please check box as applicable.)

☐ Trained First-Aider

☐ Registered Nurse

☐ Physician

☐ Dentist

☐ Safety Officer

☐ Nearest clinic/hospital

☐ Others (specify) \_\_\_\_\_

PART V: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2009

1. Did your establishment experience any occupational accidents during the year? ☐ Yes, go to item 2 ☐ No, go to item 8

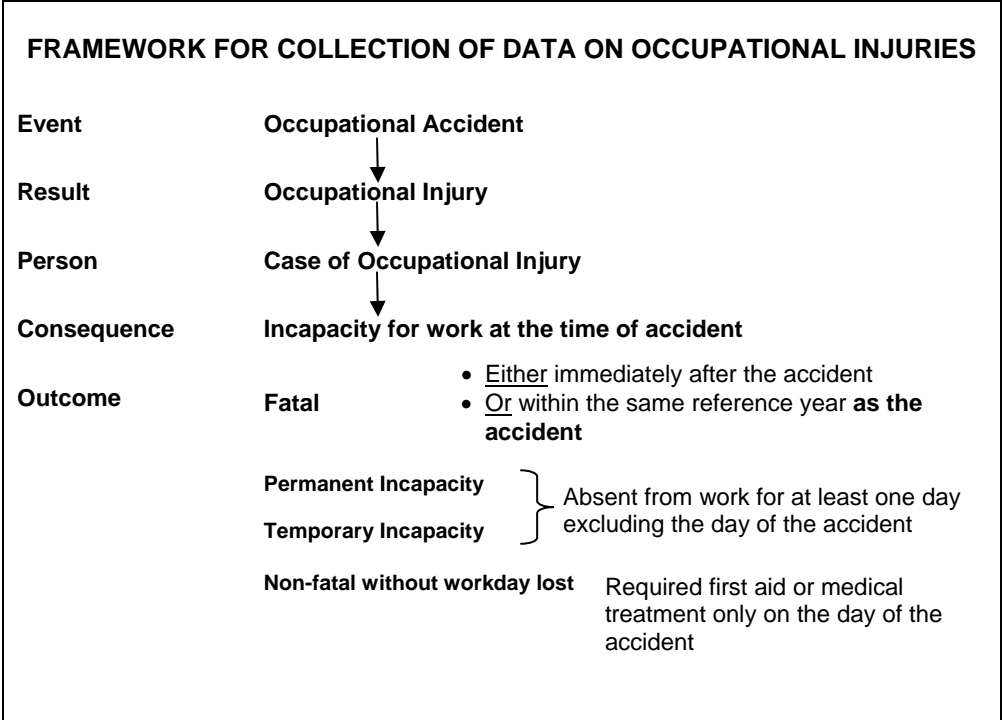
2. How many occupational accidents were there? \_\_\_\_\_

If answer is YES in item 1, indicate in items 3-7, as applicable, the number of cases of occupational injuries.

Type of Injury (See description of classifications below)  (1)	Fatal Cases  (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost (7)
		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussions and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others						

3. Type of Injury

- 3.1. Superficial injuries - including abrasions, blisters (non-thermal), contusions, puncture wounds (without major open wounds), insect bites (non-venomous)  
Open wounds - including cuts, lacerations, punctures wounds (with penetrating foreign body), animal bites
- 3.2. Fractures - closed fractures, open fractures, other fractures (dislocated, displaced)
- 3.3. Dislocations, sprains and strains - including avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments
- 3.4. Traumatic amputations - including traumatic enucleation of the eye
- 3.5. Concussions and internal injuries - including blast injuries, bruises, concussions, crushing, lacerations, traumatic haematoma, punctures, ruptures and tears of internal organs
- 3.6. Burns, corrosions, scalds and frostbites – thermal burns (including from electrical heating appliances, electricity, flames, friction, hot air and hot gases, hot objects, lightning, radiation), chemical burns (corrosions), scalds, frostbites
- 3.7. Acute poisonings - acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or causatic substances; including toxic effects of contact with venomous animals  
Infections - including intestinal infectious diseases, specified zoonoses, protozoal diseases, viral diseases, mycoses
- 3.8. Foreign body in the eye
- 3.9. Others - effects of radiation heat and light, hypothermia, effects of air pressure and water pressure, asphyxiation, effects of maltreatment (including physical abuse, psychological abuse), effects of lightning (shock from lightning, struck by lightning not otherwise specified), drowning and non-fatal submersion, effects of noise and vibration (including acute hearing loss), effects of electric current (electrocution, shock from electric current), injuries not specified



**Occupational accident** - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e., in another establishment or while on travel, transport or in road traffic.

**Occupational injury** - an injury which results from a work-related event or a single instantaneous exposure in the work environment (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case.

**Fatal case** - case where a person is fatally injured as a result of occupational accident whether death occurs immediately after the accident or within the same reference year as the accident.

**Permanent incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was

never able to perform again the normal duties of the job or position occupied at the time of the occupational accident, or 2) will be able to perform the same job but his/her total absence from work is expected to exceed a year starting the day after the accident.





PART V: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

**Temporary incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident; or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after the accident; or 3) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

**Workdays lost** - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her workdays lost cover the period from the day after the accident up to the end of the reference year. Temporary absences from work of less than one day for medical treatment are not included in workdays lost.

**Case without workdays lost** - where the injured person required only first aid or medical treatment on the day of the accident and was able to perform again, on the day after the accident, the normal duties of the job or position occupied at the time of the occupational accident.

Part of the Body Injured (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
4. Total (sum of corresponding entries in cols. 2 to 5; these should be the same as corresponding totals reported in cols. 2, 3, 5 and 7 of item 3)				
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or internal organs				
4.5. Arm and shoulder				
4.6. Wrist and hand				
4.7. Lower extremities				
4.8. Whole body or multiple sites equally injured				

4. Part of Body Injured

- 4.1. **Head** - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected
- 4.2. **Neck** - includes spine and vertebrae in the neck
- 4.3. **Back** - includes spine and vertebrae in the back
- 4.4. **Trunk or internal organs** - include rib cage (ribs including sternum and shoulder blades); other parts of thorax, including internal organs; pelvic and abdominal area, including internal organs; external genitalia; trunk, multiple sites affected
- 4.5. **Arm and shoulder** - include shoulder, shoulder joints, upper arm, elbow; forearm; upper extremities, multiple sites affected
- 4.6. **Wrist and hand** – include thumb and other fingers
- 4.7. **Lower extremities** - include hip and hip joint; leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected
- 4.8. **Whole body and multiple sites equally injured** - systemic effect (for example, from poisoning or infection); this classification is to be used if several different parts of the body were equally injured/affected

Cause of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
5. Total (as reported in item 4)				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects				
5.5. Over-exertion or strenuous movements				
5.6. Exposure to or contact with extreme temperatures				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances or radiations				
5.9. Others				

5. Cause of Injury

- 5.1. **Falls of persons** - falls of persons from heights (trees, building, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground); falls of persons on the same level
- 5.2. **Struck by falling objects** - slides and cave-ins (earth, rocks, stones); collapses (buildings, walls, scaffolds, ladders, piles of goods); struck by falling objects during handling; struck by falling objects, not elsewhere classified
- 5.3. **Stepping on, striking against or struck by objects, excluding falling objects** - stepping on objects; striking against stationary objects (except impact due to a previous fall); striking against moving objects; struck by moving objects (including flying fragments and particles) excluding falling objects
- 5.4. **Caught in or between objects** - caught in an object; caught between a stationary object and a moving object; caught between moving objects (except flying or falling objects)
- 5.5. **Over-exertion or strenuous movements** - over-exertion in lifting objects; over-exertion in pushing or pulling objects; over-exertion in handling or throwing objects; strenuous movements
- 5.6. **Exposure to or contact with extreme temperatures** - exposure to heat (atmosphere or environment); exposure to cold (atmosphere or environment); contact with hot substances or objects; contact with very cold substances or objects
- 5.7. **Exposure to or contact with electric current** - contact with electricity resulting to electric shock or burns
- 5.8. **Exposure to or contact with harmful substances or radiations** - contact by inhalation, ingestion or absorption of harmful substances; exposure to ionizing radiations; exposure to radiations other than ionizing radiations
- 5.9. **Others** - include others not mentioned above; cause of injury unspecified



PART V: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

Agent of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total (as reported in item 5)				
6.1. Buildings, structures				
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment				
6.6. Conveying/transport/packaging equipment or vehicles				
6.7. Materials, objects				
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others				

6. Agent of Injury

- 6.1. **Buildings, structures** - include all types of buildings, scaffolding, other structures; also include stepladders, harnesses, drilling platforms, excavation trenches
- 6.2. **Prime movers** - include all types of engines, motors, electrical transformers, generator and power transmission systems
- 6.3. **Distribution systems** - include stationary or movable pipes for distributing gas, liquids, solid matter, and drains and sewers
- 6.4. **Hand tools** - those that are hand-held or hand-guided
- 6.5. **Machines, equipment** - include all types of machine or equipment, including machine tools
- 6.6. **Conveying/transport/packaging equipment or vehicles** - include all means of conveying, transportation and stockpiling
- 6.7. **Materials, objects** - include all materials or objects or parts of a machine
- 6.8. **Chemical substances** - may be solid, liquid or gas; may be caustic, corrosive, harmful, toxic, flammable, explosive, vaporous, radioactive or biological
- 6.9. **Human, animals, plants, etc.** - include also tree, insects, snakes and micro-organisms
- 6.10. **Others** - include natural disasters (flood, earthquake, tidal wave), or some natural element (mud, lava, etc.)

Major Occupation Group (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
7. Total (as reported in item 6)				
7.1. Corporate executives, managers, managing proprietors and supervisors				
7.2. Professionals				
7.3. Technicians and associate professionals				
7.4. Clerks				
7.5. Service workers and shop and market sales workers				
7.6. Craft and related trades workers				
7.7. Plant and machine operators and assemblers				
7.8. Laborers and unskilled workers				

7. Major Occupation Group

- 7.1. **Corporate executives, managers, managing proprietors and supervisors** - include those who decide or plan, direct, control and coordinate the policies and activities of establishments or their internal departments or sections.
- 7.2. **Professionals** - are those with required high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities.
- 7.3. **Technicians and associate professionals** – are those who carry out technical work, requiring technical knowledge and experience in the same fields as professionals, but at a lower skill level.
- 7.4. **Clerks** – are those whose main task requires the knowledge and experience necessary to organize, store, compute and retrieve information.
- 7.5. **Service workers and shop and market sales workers** – are those who provide services related to travel, housekeeping, catering, personal care, protection of individuals and property and services related to maintaining law and order, or selling goods in shops or at market.
- 7.6. **Craft and related trades workers** – are those whose task requires knowledge and experience of skilled traders or handicrafts, including an understanding of materials and tools to be used, and of all stages of the production process.
- 7.7. **Plant and machine operators and assemblers** – are those whose task requires the knowledge and experience to operate and monitor large scale and often highly automated industrial machinery and equipment.
- 7.8. **Laborers and unskilled workers** – are those involved mostly in simple and routine tasks, using hand-held tools and in some cases considerable physical effort.



## PART V: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

8. Occupational Diseases (1)	Occupational disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by <u>exposure over a period of time</u> to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a <u>new</u> case recognized, diagnosed and recorded during the year.	Cases (2)								
8.1. Occupational dermatitis (including skin conditions due to chemical agents which are skin irritants and sensitizers)										
8.2. Occupational asthma (due to exposure to allergenic particles in the working environment)										
8.3. Acute poisonings (due to exposure to toxic chemical substances)										
8.4. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)										
8.5. Chilblain, frostbite, freezing (due to exposure to excessive cold)										
8.6. Deafness (loss of or decreased hearing due to excessive exposure to noise)										
8.7. Tuberculosis (infections due to mycobacterium tuberculosis)										
8.8. Other Infections (due to exposure to biologic hazards/agents, ex. anthrax, brucellosis, leptospirosis, tetanus, ornithosis, rabies, viral encephalitis, viral hemorrhagic fevers, hepatitis A, B, C, D, HIV, mycoses, protozoal and parasitic diseases)										
8.9. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)										
8.10. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)										
8.11. Essential hypertension (primary hypertension that causes impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)										
8.12. Peptic ulcer (due to prolonged emotional or physical stress at work)										
8.13. Work-related musculoskeletal disorders (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)										
8.13.1. Carpal tunnel syndrome (tingling, numbness or pain in wrist and hand from compression of the median nerve at the wrist area due to repetitive or forceful hand movement)										
8.13.2. Shoulder tendinitis (inflammation of the tendon affecting the shoulder joint due to use, overuse and pressure)										
8.13.3. Neck-shoulder pain (affecting the bones, joints, connective tissue, muscles and nerves of the cervical area)										
8.13.4. Back pain (affecting the bones, joints, connective tissues, muscles and nerves at the lumbar or sacral regions but not due to trauma)										
8.13.5. Other work-related musculoskeletal disorders (specify)										
8.14. Others (specify)										
8.14.1.										
8.14.2.										
8.14.3.										
9. Did any of your workers experience <b>commuting accidents</b> in 2009? <input type="checkbox"/> Yes, go to item 9.1 <input type="checkbox"/> No, go to Item 10										
9.1. How many commuting accidents were there? _____		9.2. How many workers were injured? _____								
<b>Commuting accident</b> - an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.										
10. How many hours were actually worked by <b>all employed persons</b> in your establishment in 2009? <span style="border: 1px solid black; padding: 2px 20px;"></span>										
<b>To estimate for total hours actually worked (in the absence of actual record on hours worked):</b>										
<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	x	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	x	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	+	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	+	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	=	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>
Average employment		Regular working hours per day Ex. 6, 7, 8, or 12		Days actually worked during the year Ex. 250 or 302		Total overtime hours on regular working days of <b>all persons</b> who rendered overtime work		Total hours worked on rest days, special days and regular holidays of <b>all persons</b> who rendered work on these days		Hours actually Worked
<b>Hours actually worked</b> <b>Include:</b> <ul style="list-style-type: none"> <li>normal or regular hours of work</li> <li>overtime</li> <li>time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports</li> <li>time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made</li> <li>time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas</li> </ul>										
<b>Exclude:</b> <ul style="list-style-type: none"> <li>hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays</li> <li>lunch/ meal breaks of one hour or more and time spent on travel from home to workplace and vice versa</li> </ul>										
<b>An example to compute for average employment for CY 2009</b> <b>End of the month employment:</b>										
		January	50	July	53					
		February	49	August	54					
		March	48	September	52					
		April	52	October	52					
		May	51	November	51					
		June	50	December	50					
<b>Average employment:</b> 50 + 49 + 48 + 52 + 51 + 50 + 53 + 54 + 52 + 52 + 51 + 50 = 612 / 12 = 51										

PART VI: CERTIFICATION

This is to certify as to the accuracy of the data provided in this questionnaire.

Name/Signature of Contact Person in the Establishment:			
Position:		Fax No.:	
Tel. No.:		E-mail Address:	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> More than 2 days (specify) _____			
Comments:			
a. On data provided for the 2009/2010 BLES Integrated Survey (BITS)			
b. On statistics from previous BLES Integrated Survey (BITS)			
• Employment			
• Occupational Shortages and Surpluses			
• Safety and Health Practices			
• Occupational Injuries and Diseases			
• Labor Cost of Employees			
c. On presentation/packaging:		Suggestions for improvement:	
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		

Thank you for your support and full cooperation to our undertaking.

PART VII: SURVEY PERSONNEL

National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name			
Date			

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				



Selected Statistics from 2007/2008 BLES Integrated Survey

A. Employment

FIGURE 1 - Employment Increments in Non-Agricultural Establishments Employing 20 or More Workers by Major Industry Group, Philippines: 2006 to 2008 (In thousands)

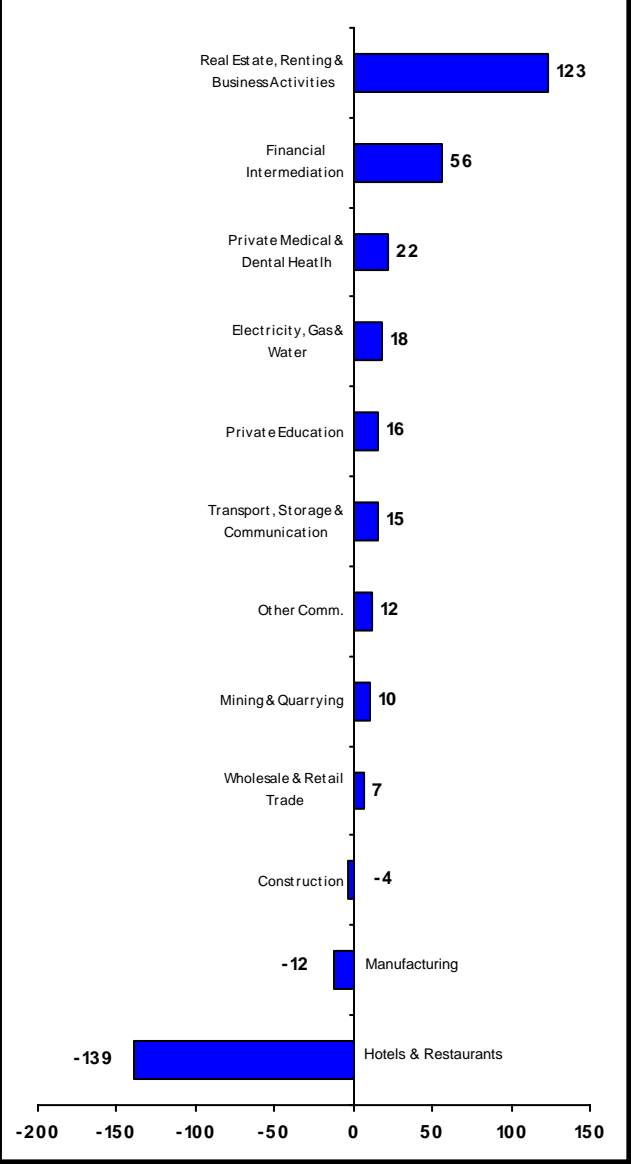


TABLE 1 - Top 10 Hard-To-Fill Professional Occupations in Non-Agricultural Establishments Employing 20 or More Workers, Philippines: June 30, 2008

Position Title	No. of Vacancies
1. Accountants & auditors	1,668
2. System analysts & designers	1,152
3. Electrical engineers	1,059
4. Computer programmers	795
5. Computer engineers	772
6. Mechanical engineers	730
7. Chemical engineers	480
8. HRD Professionals	471
9. Electronics & communication engineers	428
10. Industrial engineers	409

TABLE 2 - Top 10 Easy-To-Fill Occupations in Non-Agricultural Establishments Employing 20 or More Workers, Philippines: June 30, 2008

Position Title	No. of Vacancies
1. Bakers, pastry cooks and confectionery makers	13,255
2. Waiters, waitresses and bartenders	12,832
3. Safety, health and quality inspectors	4,471
4. Stock clerks	4,265
5. Electronic equipment assemblers	4,209
6. Shop salespersons and demonstrators	4,087
7. Sewers, embroiderers and related workers	3,741
8. Receptionists and information clerks	3,714
9. Mechanical machinery assemblers	3,397
10. Labor contractors and employment agents	3,176

B. Occupational Safety and Health Practices

TABLE 1 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers by Facilities Available/Provided, Philippines: June 2008

Facilities Available/Provided	Number	Percent
Total Establishments	24,457	100.0
Access to clean and hygienic comfort rooms	23,424	95.8
Availability of water tank and functioning fire extinguishers within reach	23,418	95.8
Adequate supply of safe drinking water	23,367	95.5
Adequate space that allow sufficient freedom of movement to perform duties	23,230	95.0
Adequate lighting (in work areas, aisles, passageways) including emergency lights	23,184	94.8
Proper ventilation in work areas	22,980	94.0
Adequate aisles/passageways	22,546	92.2
Well-maintained office building (regular upkeep and repairs are done)	22,502	92.0
Separate toilets for men and women	22,011	90.0

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





B. Occupational Safety and Health Practices (cont'd)

TABLE 2 – Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers by Preventive and Control Measures Implemented, Philippines: June 2008

Preventive and Control Measures Implemented	Number	Percent
<b>Total Establishments</b>	<b>24,457</b>	<b>100.0</b>
Portable/built-in fire extinguishers	21,961	89.8
Regular maintenance of mechanical and electrical facilities	21,567	88.2
Observance of operational procedures in doing the job	19,949	81.6
Proper posting of safety signages	19,794	80.9
Security measures to reduce exposure to physical danger or violence	17,176	70.2
Proper storage and labeling for chemicals, pesticides and hazardous materials	16,911	69.1
Emergency evacuation plan	16,496	67.5
Availability of safety manuals, labels or maintenance procedures	16,230	66.4
Instruction/training on health and safety	16,141	66.0
Information or advisory services on occupational safety and health	16,039	65.6
Regular pest control treatment	15,748	64.4
Provision of protective clothing/equipment to employees	15,688	64.1
Conduct of emergency drills	14,868	60.8

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

C. Occupational Injuries and Diseases

TABLE 1 - Occupational Injuries in Non-Agricultural Establishments Employing 20 or More Workers by Major Industry Group, Philippines: 2007

Major Industry Group	Total Cases	With Workdays Lost		Without Workdays Lost
		Number	Percent	
<b>Total</b>	<b>46,570</b>	<b>20,386</b>	<b>100.0</b>	<b>26,184</b>
Mining and quarrying	181	95	a	85
Manufacturing	30,790	12,427	61.0	18,364
Electricity, gas and water supply	1,078	731	4.0	347
Construction	2,076	837	4.0	1,238
Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods	3,785	1,658	8.0	2,127
Hotels and restaurants	3,458	1,877	9.0	1,581
Transport, storage and communications	2,220	1,701	8.0	519
Financial intermediation	131	48		84
Real estate, renting and business activities	403	325	2.0	77
Private education services	1,234	436	2.0	798
Health and social work except public medical, dental and other health activities	197	67	a	130
Other community, social and personal service activities	1,018	185	1.0	833

*Note: Details may not add up to total due to rounding of figures.  
a Less than 0.05.*



C. Occupational Injuries and Diseases (cont'd)

TABLE 2 - Comparative Measures of Occupational Injuries With Workdays Lost in Non-Agricultural Establishments Employing 20 or More Workers by Major Industry Group, Philippines: 2007				
Major Industry Group	Frequency Rate	Incidence Rate	Severity Rate	Average Days Lost
Total	2.79	6.99	19.05	6.92
Mining and quarrying	1.67	4.79	8.65	5.31
Manufacturing	5.24	13.66	33.87	6.56
Electricity, gas and water supply	3.53	8.16	64.35	19.13
Construction	3.53	9.25	30.74	8.88
Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods	1.87	4.65	8.17	4.41
Hotels and restaurants	5.38	13.07	13.48	2.50
Transport, storage and communications	3.75	9.66	36.62	9.87
Financial intermediation	0.15	0.31	1.50	10.65
Real estate, renting and business activities	0.21	0.54	1.68	8.39
Private education services	0.91	1.96	10.08	11.08
Health and social work except public medical, dental and other health activities	0.31	0.77	2.27	7.48
Other community, social and personal service activities	1.05	2.69	4.35	4.20
Temporary incapacity - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident; or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after the accident; or 3) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.				
Frequency rate - injury cases with workdays lost including fatalities per 1,000,000 employee-hours.				
Incidence rate - injury cases with workdays lost including fatalities per 1,000 workers.				
Severity rate - injury cases resulting to temporary incapacity per 1,000,000 employee-hours.				
Average days lost - days lost of injury cases resulting to temporary incapacity per case of injury.				

TABLE 3 - Occupational Diseases in Non-Agricultural Establishments Employing 20 or More Workers by Major Industry Group, Philippines: 2003 and 2007				
Type of Occupational Disease	Number		Percent	
	2003	2007	2003	2007
Total	55,413	47,235	100.0	100.0
Occupational dermatitis	5,028	5,965	9.1	12.6
Bronchial asthma	6,742	8,759	12.2	18.5
Acute poisonings	202	189	0.4	0.4
Heat stroke, cramps, exhaustion	631	577	1.1	1.2
Chilblain, frostbite, freezing	150	112	0.3	0.2
Deafness	510	172	0.9	0.4
Infections	7,825	6,517	14.1	13.8
Cataracts	634	284	1.1	0.6
Cardiovascular diseases	1,454	854	2.6	1.8
Essential hypertension	5,708	6,152	10.3	13.0
Peptic ulcers	5,347	4,135	9.6	8.8
Work-related musculoskeletal diseases	20,603	13,296	37.2	28.1
Others	579	222	1.0	0.5

D. Labor Cost of Employees

TABLE 1 - Annual Labor Cost per Employee and Percent Distribution of Labor Cost in Non-Agricultural Establishments Employing 20 or More Workers by Major Cost Component, Philippines: 2002 and 2007				
Major Cost Component	Number		Percent	
	2002	2007	2002	2007
Total	182,541	213,395	100.0	100.0
Direct wages and salaries	135,774	166,618	74.4	78.1
Remuneration for time not worked	2,680	1,748	1.5	0.8
Bonuses and gratuities	19,147	20,532	10.5	9.6
Payments in kind	387	559	0.2	0.3
Cost of worker's housing shouldered by employer	1,788	1,123	1.0	0.5
Employer's social security expenditures	17,317	18,023	9.5	8.4
Cost of training	1,368	1,456	0.8	0.7
Cost of welfare services	1,496	923	0.8	0.4
Other labor costs <sup>1</sup>	2,585	2,413	1.4	1.1
<sup>1</sup> Other labor costs include cost of work clothes/protective gear, transport of workers to and from work undertaken by employers, and recruitment cost.				