

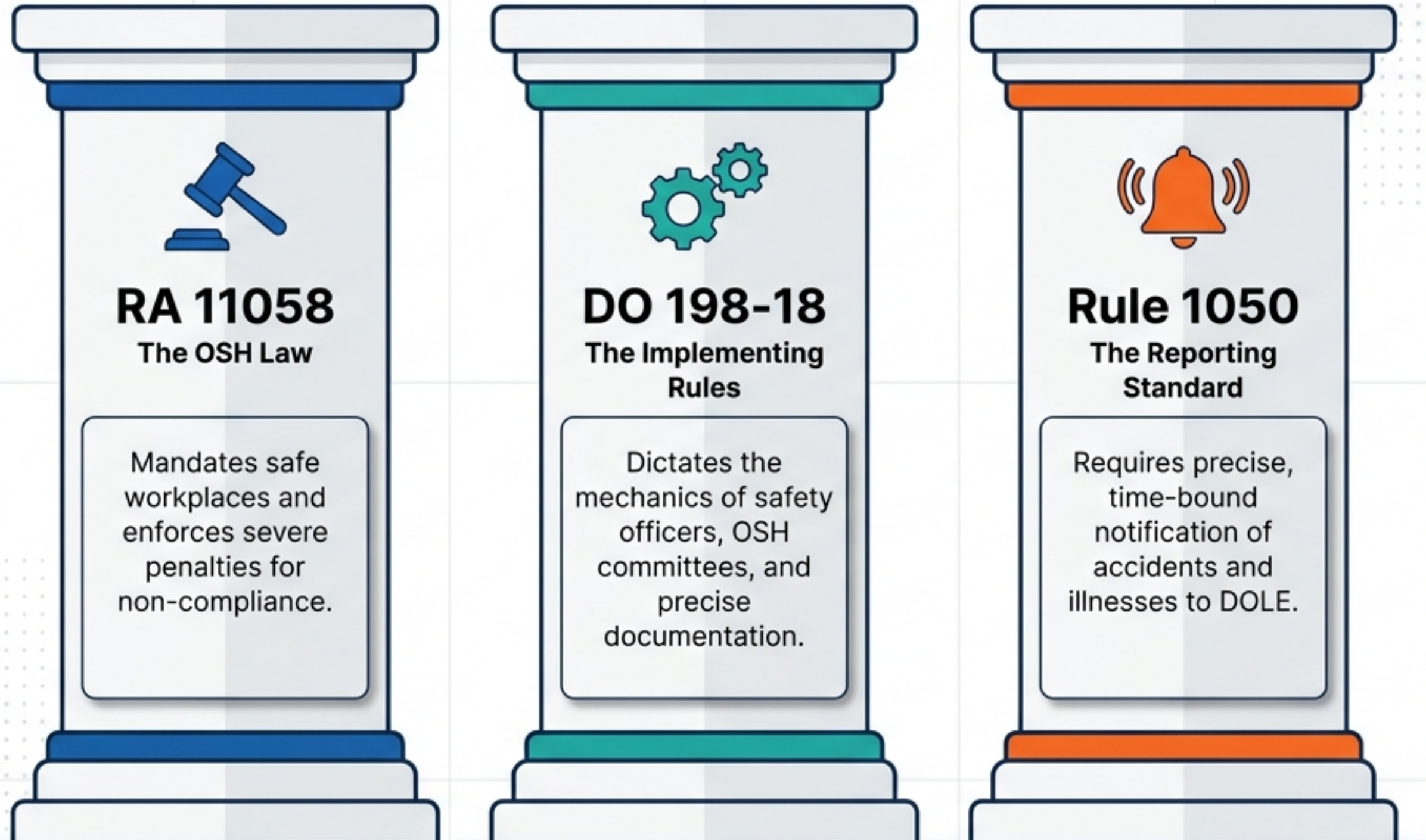
A VISUAL GUIDE TO RA 11058, DO 198-18 & RULE 1050

The DOLE OSH Compliance Playbook

Mastering the Philippine Workplace Incident Report Form

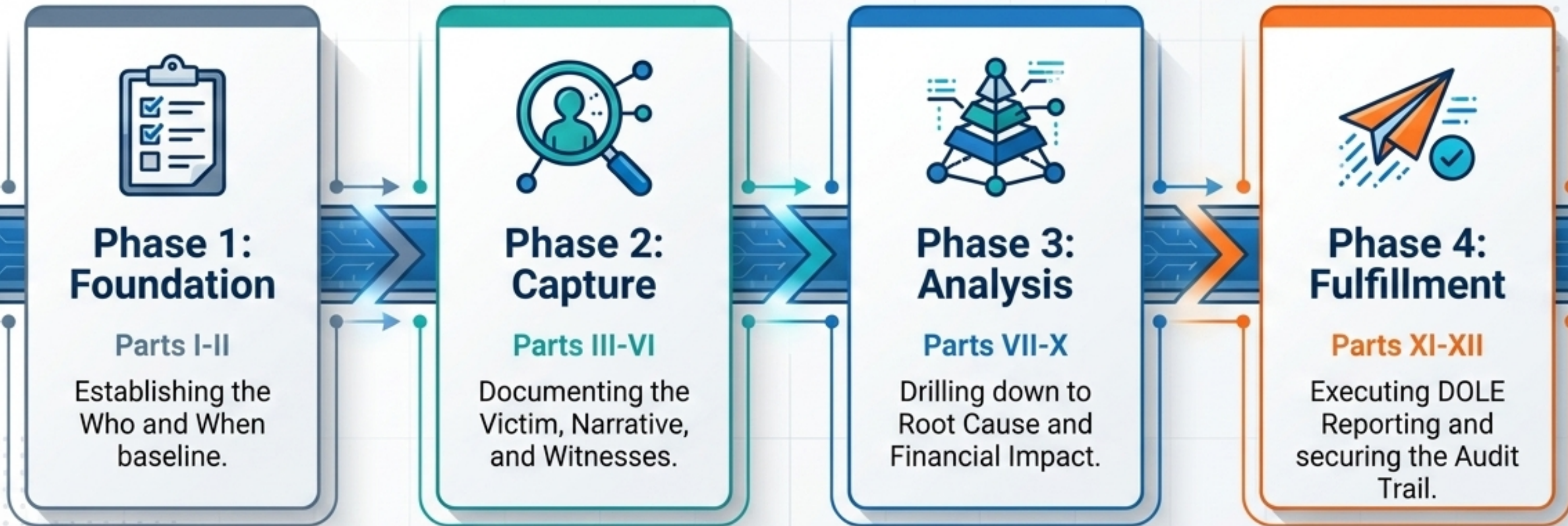


The Foundation of Workplace Safety



THE PHILIPPINE MANDATE

Decoding the 12-Part Form



Establishing the Baseline Facts (Parts I & II)

PHASE 1

Organizational Tracking

Establishment ID Card

DOLE requirements demand precise entity data.

Total Number of Employees



Industry Classification



DOLE Reg No.



SEC/DTI Registration No.



TIN



Spatial Mapping



"Aisle 3, Warehouse A, near loading dock" is compliant.



"At the warehouse" is a compliance failure.

Select all applicable:



Work-related injury



Occupational illness



Near-miss



Property damage



Dangerous occurrence



Fatality

Documenting the Human Impact (Parts III & V)

PHASE 2

Crucial Government IDs

Capture immediately to secure future employee medical claims.

SSS Number

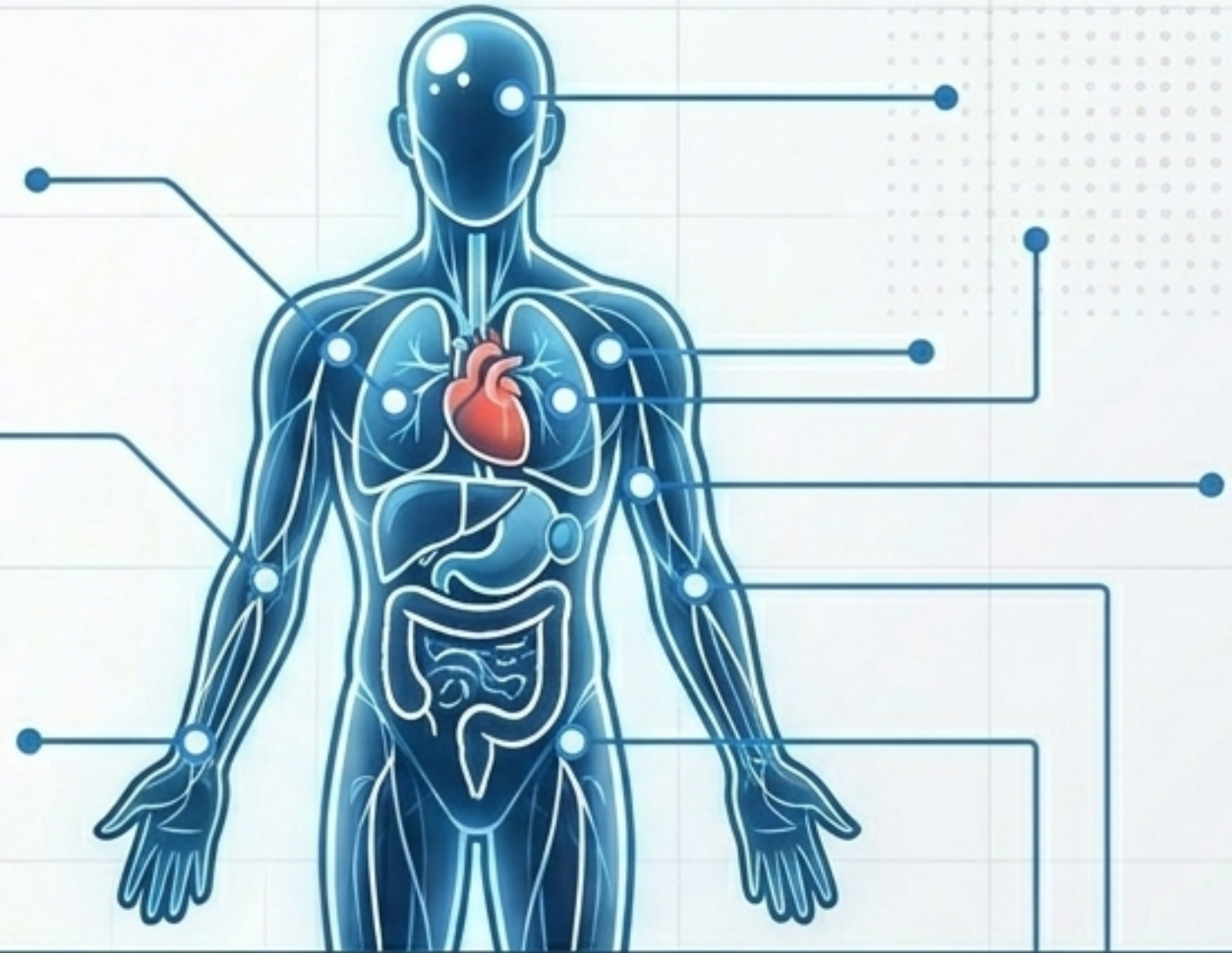


PhilHealth Number



Employment Status

- Regular Probationary
 Contractual Project-based



The Medical Response Chain



Step 1:
Nature of
Injury/Illness



Step 2:
Body Part(s)
Affected



Step 3:
First Aid/
Hospitalized?



Attending
Physician &
Hospital



Step 5:
Date of
Examination

Defining Incident Severity **PHASE 2**

Level 1: Minor

First aid or immediate medical treatment provided without lost workdays.

Level 2: Disabling

Temporary injury resulting in lost workdays.

Level 3: Permanent Partial

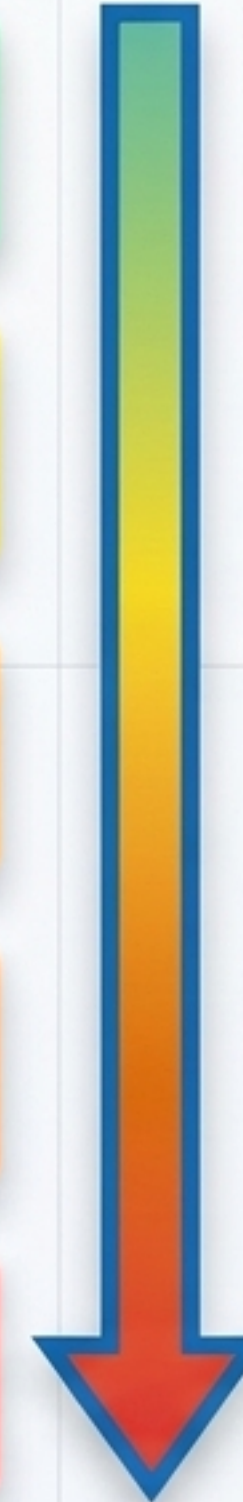
Permanent loss of use of a body part.

Level 4: Permanent Total

Complete inability to perform previous work indefinitely.

Level 5: Fatal

Incident resulting in death.



**SEVERITY DICTATES MANDATORY
REPORTING TIMELINES**

Writing an Objective Narrative (Part IV) PHASE 2

The narrative must capture the continuous timeline:



✓ DO

Status Green

- ✓ Be entirely factual.
- ✓ Specify exact equipment, tools, machinery, or substances involved.
- ✓ State clearly if the employee was performing regular job duties (If No, explain why). Identify objective contributing factors.

✗ DON'T

Hazard Red

- ✗ Do not use emotional language.
- ✗ Do not make unverified assumptions about blame.
- ✗ Do not leave contributing factors blank.

First Response Protocol (Parts VI & VII)

PHASE 2



The Incident

Physical Containment

Address the Incident

Exact first aid and medical actions taken to treat the victim.

Secure the Area

Immediate physical interventions taken to prevent an immediate recurrence or secondary accident.

Data Verification

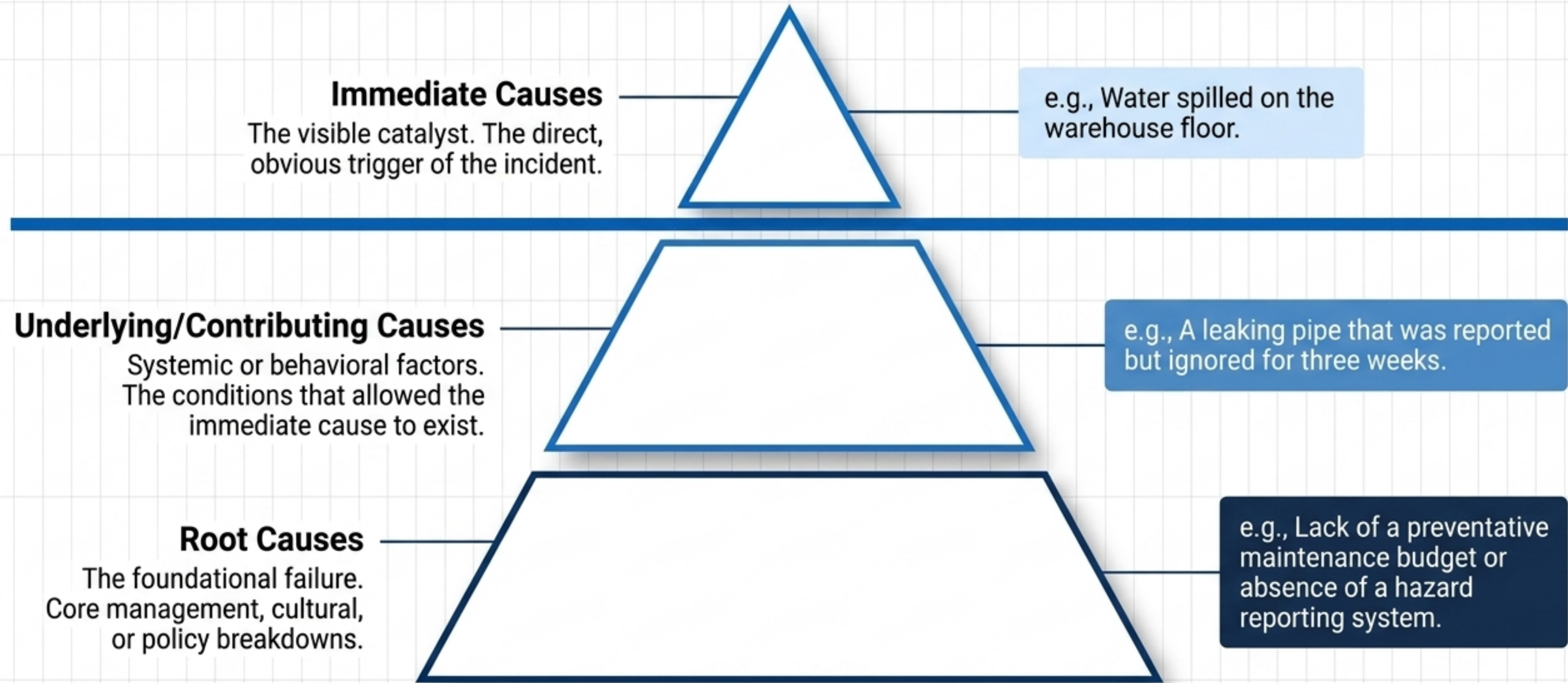
Witness Capture

Collect Witness Name, Position/Department, Contact Number, and secure physical signatures immediately. Attach separate written statements to the final report.



Drilling Down to the Root Cause (Part VIII)

PHASE 3



Action and Accountability (Parts IX & X)

PHASE 3



Forward Action: CAPA Tracker

A compliant CAPA requires four specific data points:

Exact Action to be Taken

Description:

Install new machine guard and update safety procedure.

Person Responsible

Data field:

M. Chen (Maintenance Mgr.)

Target Completion Date

Date Complex:

2024-06-15



Current Status

Status Green



IN PROGRESS ✓ COMPLIANT



Retroactive Impact: Cost & Time



Lost Time

Exact Number of Days Lost and the Date Employee Returned to Work.

Days Lost: [Value]

Return Date: [YYYY-MM-DD]

Cost Breakdown

Estimated Direct Cost ^A

Hard numbers—medical expenses, property damage.



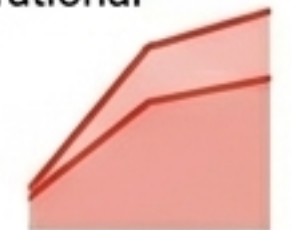
\$ [VALUE]



Estimated Indirect Cost ^B

Hidden numbers—lost productivity, administrative time, missed operational deadlines.

\$ [VALUE]



Rule 1050: Mandatory DOLE Timelines (Part XI)

PHASE 4

Incident Severity



Dangerous occurrences, major accidents, permanent total disability, or fatality.

Notify DOLE within 24 Hours
using the Work Accident/Incident Notification (WAIN) form.



Other disabling injuries (Permanent Partial Disability, Temporary Total Disability).

Submit WAIR within 30 Days
(Work Accident/Incident Report) of occurrence.

Status Tracking Fields

WAIR Required?

COMPLIANT

Submission Date

2024-06-15

Receiving DOLE Regional Office

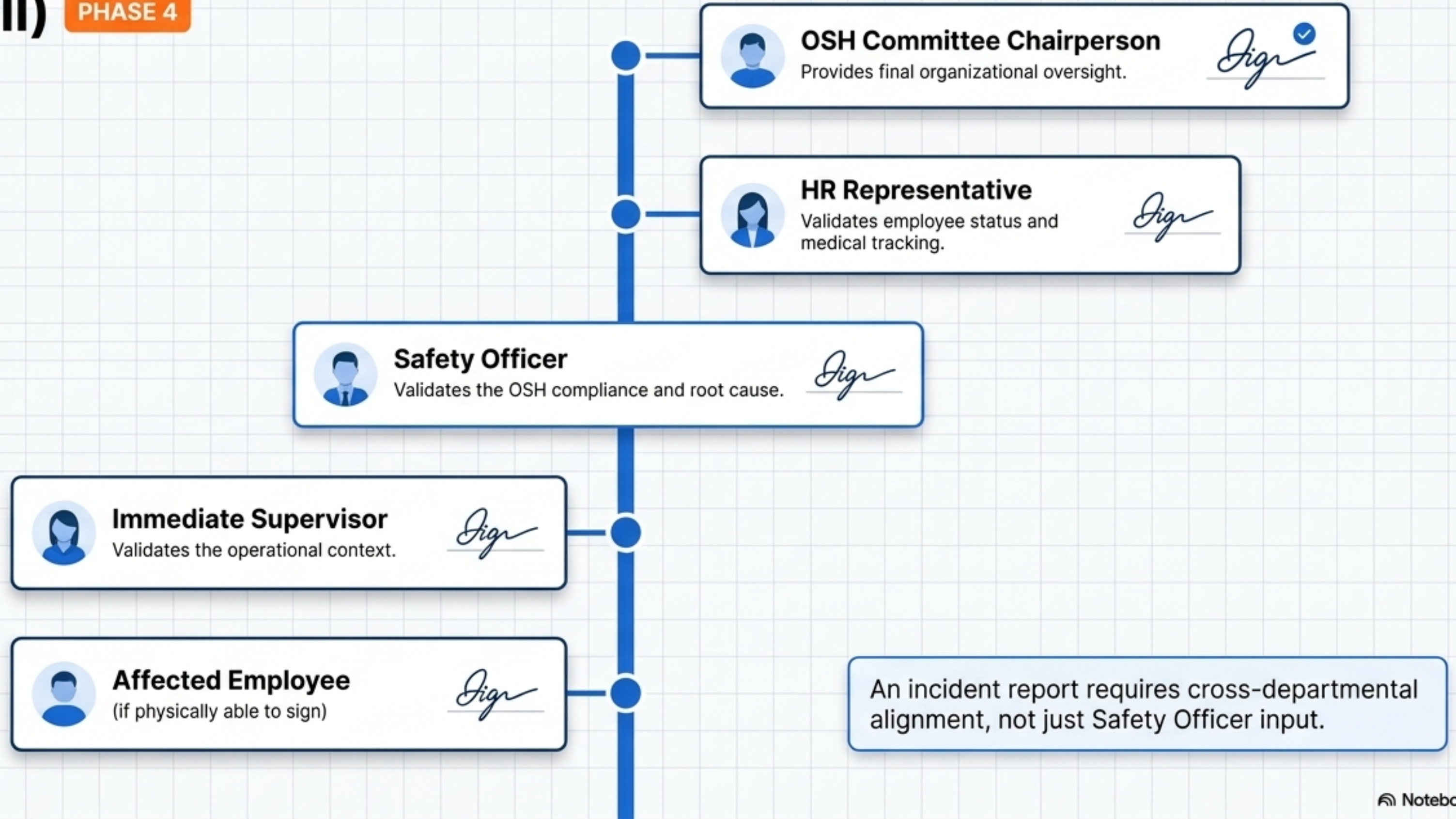
Region 7 - Cebu

WAIR Reference/Acknowledgment No.

[REF-2024-XXXX]

Securing the Audit Trail (Part XII)

PHASE 4



The Compliance Arsenal & Retention



Mandatory Evidence Attachments

- Photographs of the incident scene
- Medical certificates / treatment records
- Written witness statements
- Equipment inspection records (if applicable)
- Relevant training records
- Copy of submitted official WAIR (if applicable)

DO 198-18 Mandate

This internal form and all attached supporting documents **MUST** be retained for a minimum of **three (3) years** specifically for DOLE inspection purposes.

From Incident to Continuous Improvement



This document transforms a workplace hazard from a point of legal liability into a strategic blueprint for organizational safety.

Ready for Compliance



Implementation Directives

Standardize the use of this comprehensive internal form across all departments.

Train all supervisors on objective narrative writing and Root Cause Analysis.

Enforce absolute adherence to the 24-hour (WAIN) and 30-day (WAIR) DOLE reporting windows.



Critical Clarification Note

This playbook and form are designed for internal company use to support strict compliance with RA 11058 and DO 198-18. For official government submissions, always utilize the prescribed DOLE WAIR form (DOLE/BWC/OHSD/IP-6).