



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



DOTr - PRI
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Control No.: PRI-ODR-ESG-000

Effectivity Date: August 30, 2022

Signature: _____

PRI OFFICE ORDER NO. 17, s. 2022

TO : ALL CONCERNED PERSONNEL OF THE PHILIPPINE
RAILWAYS INSTITUTE (PRI)

FROM : UNDERSECRETARY AND OFFICER-IN-CHARGE, PRI

SUBJECT : AN ORDER ESTABLISHING THE SAFETY GUIDELINES TO
BE IMPLEMENTED IN THE PRI'S INTERIM TRAINING
CENTER


DATE : 30 AUGUST 2022

To ensure the safety of personnel, trainees, visitors, facilities, and equipment within the Philippine Railways Institute - Interim Training Center (PRI-ITC), the safety guidelines that were developed based on the relevant provisions of the Occupational Safety and Health Standards on the Premises of Establishments and the Occupational Health and Environmental Control, as amended (**Annex A**) shall be strictly implemented. As such, the PRI-ITC assigned personnel shall assess the following subject areas on a daily basis:

1. ingress and egress;
2. working and training environment;
3. housekeeping;
4. people;
5. security;
6. fire and emergency facilities;
7. information and documentation; and
8. environmental impact.

A Checklist (**Annex B**) shall also be filled out daily to ensure compliance and the concerned Supervisor shall evaluate the overall safety of the PRI-ITC. The accomplished Checklist shall, thereafter, be collected by the Training Division - Safety and Security Section (TD-SSS) on a weekly basis for review, approval, and records purposes. Moreover, all safety issues and/or concerns shall be reported to the TD-SSS, which shall plan and implement programs and activities to address the same.

This Order shall take effect immediately.


ANNE R. LONTOC, CESO I
Undersecretary, DOTr and ^{PMAN}
OIC-Executive Director, PRI _{L.C.A.}

These guidelines are based on the Occupational Safety and Health Standards (as amended, 1989) on the Premises of Establishments and the Occupational Health and Environmental Control to safeguard the worker’s social and economic well-being as well as his/her physical safety and health. All concerned PRI personnel shall implement these guidelines within the PRI-ITC in the Metro Manila Subway Project Depot in Valenzuela City, *to wit*:

1. INGRESS AND EGRESS

There shall be a designated ingress and egress in the PRI-ITC that are accessible to everyone, thus, nothing shall impede the use of the training center, including its equipment and facilities, by the PRI personnel and trainees, especially those who are considered persons with disabilities (PWDs). Safety considerations must be in place to ensure that people shall be able to move around with less hazards to life, safety, and health. As such, the following shall be observed:

- 1.1. **Suitability of Route** - The parts of the floors over which any person is able to walk shall be sufficient to afford safe walking. Based on the Philippines’ building standards, the standard walkway is at 1.2 meters.
- 1.2 **Slip/Trip and Fall Hazards** - Floors shall be free from holes and splinters, improperly fitted gutters or conduits, protruding nails and bolts, projecting valves or pipes, or other projections or obstructions which create stumbling hazards. Floors, stair-treads, and landings must not be slippery under any condition, or made of any material that will become slippery through wear and tear. Stairways, ramps, and similar places where slipping may be especially hazardous shall be provided with non-slip walkway surface.
- 1.3 **Signage and Protection from Vehicles** - Observe fire, emergency, or danger signs and safety instructions. The same must be of standard colors and sizes, and must be visible at all times. PWDs must be assisted in moving around the area, and if practicable and feasible, they must be provided with facilities for safe and convenient movement. Moreover, corridors and walkways must always be free from any obstacles.

2. WORKING AND TRAINING ENVIRONMENT

2.1. **Adequate Space** - Considering the size of the full-size train simulator, the workroom shall be at least 4.5 meters in height from the floor to the ceiling. The floor area requirement, on the other hand, shall be at 9 meters x 12 meters (108 square meters). Where the rooms are air-conditioned and the process allows free movement, the maximum number of persons in a workroom area shall not exceed one (1) person per 11.5 cubic meters (400 cu. ft.). Considering these, the maximum number of persons in the designated spaces shall be as follows:

Location	No. of Persons in Normal Situation	No. of Persons with Social Distancing Requirement
1. Inside the Full-sized Simulator (platform and train	75	37

- train driver's cab	5	2
- passengers' cab	20	10
- platform	50	25
2. Simulator monitor/ Instructor's Desk	2	2
3. Frontage	30	15
- open area classroom	10	6
- rolling stock mockup driver's cab	5	2
- passengers' cab	15	7
TOTAL	107	54

Adequate spaces shall be provided between machinery or equipment to allow normal operation, maintenance, or repair and free-flow movement of the people in the area. Passageways between machinery or equipment shall not be less than 60 centimeters (24 inches).

2.2. Lighting - All places where persons work or pass through or may have to work or pass through during emergency cases must be provided with adequate natural or artificial lighting or both during the time of use. It must be suitable for the operation and the special type of work to be performed.

In case of artificial lighting, it shall be provided when natural lighting fails or in areas where the illumination from natural lighting is insufficient. The general lighting should be of uniform level, widely distributed to avoid harsh shadows or strong contrast, and free from direct or reflected glare. Where intense local lighting is necessary, a combination of general and supplementary lighting at the point of work may be provided. Supplementary lighting shall be specially designed for the particular visual task and arranged or provided with shading or diffusing devices to prevent glare.

Moreover, the lighting provided in the area must be fully functioning.

2.3. Temperature and Ventilation - A temperature suitable for the type of work performed shall be maintained in enclosed workplaces and such temperature shall be increased or decreased, and the degree of humidity monitored and logged in. For the full-sized and desk-based train simulators, the following are required:

- Operating Temperature : 16-36°C
- Storage Temperature : 0-40°C
- Humidity : 40-70% non-condensing

2.4. Toilet and Washing Facilities - The comfort rooms and lavatories, which shall be separately provided for male and female trainees, must always be clean and the floor must be dry.

2.5. Water and Eating Facilities - The introduction, preparation, and consumption of food, drink, and tobacco within the PRI-ITC premises shall be strictly prohibited. All PRI personnel and trainees must have their respective meals/snacks in the designated eating/drinking areas outside of the PRI-ITC's premises.

3. HOUSEKEEPING

Good housekeeping shall be practiced at all times through cleanliness of the building, yards, machines, and equipment, regular waste disposal, and orderly arrangement of processes, operations, storage, and filing of materials and documents.

3.1. Cleanliness and Waste Management - Proper waste segregation and disposal of hygiene products (e.g., tissue, etc.) and disposable Personal Protective Equipment (PPE) such as surgical masks shall be observed. Trash bins must be segregated and emptied whenever full. At the end of the day, bins must be emptied and trash bags replaced. These shall be accomplished by the assigned PRI personnel.

3.2. Electrical Hazards - No electrical installation shall be undertaken without any prior approval by the authorized person. Electrical wires and cable connectors must be properly labeled and wrapped in a wire organizer and secured. Only authorized employees may conduct electrical work. If there is a defect or evidence of damage to any electrical tools or equipment, immediately notify the appropriate Supervisor and switch off the equipment.

4. PEOPLE

All personnel reporting to the PRI-ITC must comply with the minimum health standards which include the daily accomplishment of the Health Declaration Form (HDF) and wearing of the required PPE. To ensure professionalism, all PRI personnel must comply with the PRI's Code of Conduct and Ethical Standards in the Workplace. This covers the following:

- 4.1. Attitude & behavior;
- 4.2. Uniform & PPE; and
- 4.3. Compliance to Procedures.

Trainees and visitors must also accomplish the HDF and wear proper PPE whenever required by the PRI.

5. SECURITY

The protection of the PRI's assets located inside the PRI-ITC must be secured against theft, assault, fire, and other safety issues. This includes ensuring the security, safety, and well-being of all personnel, trainees, and visitors of the PRI-ITC premises at all times. This includes:

5.1. Identification cards - All personnel, trainees, and visitors must wear proper identification cards.

5.2. Access control to non-public areas - Trainees, visitors, or other unauthorized personnel must observe signages in areas that are off-limits to them. Regular inspection and patrolling of the PRI-ITC premises must also be done.

5.3. Key management - Proper handover of keys and recording of the same require that aside from the authorized security guard on duty, only authorized PRI personnel officially assigned to the PRI-ITC can have the keys.

5.4. Control of contractors, third parties, and visitors - Control and authorization on the entry of people, including contractors and visitors, shall be undertaken. Proper access permits to enter the area must be obtained from the relevant offices.

6. FIRE and EMERGENCY FACILITIES

The PRI-ITC premises shall have adequate initial firefighting equipment, designated evacuation area, assembly point signage, emergency or danger signages, and safety instructions, which must be of standard colors and sizes, and are visible at all times. There shall also be an available First Aid Kit to be used for the treatment of injury that requires first aid and medical treatment of any kind. This covers the following:

- 6.1. Fire extinguishers
- 6.2. Emergency egress routes
- 6.3. Fire detection & suppression system
- 6.4. Fire alarms
- 6.5. Assembly points
- 6.6. First aid arrangements
- 6.7. Emergency call points

7. INFORMATION AND DOCUMENTATION

7.1. Availability of Procedures and Work Instructions - The Trainer's Manual must always be available to all PRI instructors.

7.2. Emergency Plans - The PRI-ITC assigned personnel shall implement the PRI's Emergency Response Procedure within the PRI-ITC premises.

7.3. Document Control - All documents must be controlled by the assigned Document Controller and must have the corresponding document number pursuant to relevant PRI Office Orders.

7.4. Notice boards - The designated notice boards must contain any new Memoranda or important announcements.

7.5. Signage & posters - Signages and posters relative to safety and hazards in the area must be displayed.

8. ENVIRONMENTAL IMPACT

The PRI Management shall exert efforts to maintain and control the working environment in comfortable and healthy conditions for the purpose of promoting and maintaining the health of all personnel. Working environment measurement shall include temperature, humidity, pressure, illumination, ventilation, and concentration of substances and noise.

8.1. Energy use - Ensure that the full-size and desk-based train simulators are turned OFF when not in use. All other electrical equipment must also be switched off and unplugged when not in use. Lastly, the main power switch inside the PRI-

ITC must be switched off before leaving the room at 6:00 PM. Only emergency lights shall remain operational during night time.

8.2. Noise Control - The allowable noise level must not be more than 85 Decibels as the same is currently met by the PRI-ITC considering the sound emitted by the full-size train simulator when operational and construction outside the building. In case the PRI personnel and/or trainees are exposed to uncontrolled noise (2 persons cannot hear one another at arm's length distance) inside the PRI-ITC, a sound level meter must be utilized to determine the noise/sound level and implement controls to reduce the noise or use ear protective devices, as deemed necessary.

8.3 Air Supply - Clean fresh air shall be supplied through air conditioning system and dehumidifiers installed within the PRI-ITC. If adequate supply of fresh air cannot be provided for any reason, the provision for temporary mechanical ventilation and cooling system must be immediately provided.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division



**PRI Interim Training Center
Safety Inspection Checklist**

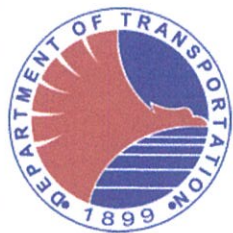
PRI-TD-F-ITC-YYYY-MM-XXXX-S

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Inspection Details																
	Subject Area	Guidelines Examples of items that should be considered (as appropriate)	Compliance (Please put "✓" in the box)													
			Date:		Date:		Date:		Date:		Date:		Date:			
			Time:		Time:		Time:		Time:		Time:		Time:			
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
1	Ingress / Egress	<ul style="list-style-type: none"> • Suitability of route • Slip, trip, fall hazards • Free from obstruction • Signage and Protection from vehicles 														
2	Working/Training Environment	<ul style="list-style-type: none"> • Adequate space • Lighting • Temperature & ventilation • Toilet & washing facilities • Water & eating facilities 														
3	Housekeeping	<ul style="list-style-type: none"> • Cleanliness/Tidiness and Waste Management • Electrical hazards 														
4	People	<ul style="list-style-type: none"> • Attitude & behavior • Uniform & PPE • Compliance to Procedures • Fitness for duty 														
5	Security	<ul style="list-style-type: none"> • Identification cards • Access control to non-public areas • Key management • Control of contractors, third parties & visitors 														

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division



**PRI Interim Training Center
Safety Inspection Checklist**

PRI-TD-F-ITC-YYYY-MM-XXXX-S

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	Subject	Guidance Examples of items that should be considered (as appropriate)	Date:		Date:		Date:		Date:		Date:		Date:		Date:	
			Time:		Time:		Time:		Time:		Time:		Time:		Time:	
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
6	Fire & Emergency Facilities	<ul style="list-style-type: none"> • Fire extinguishers • Emergency egress routes • Fire detection & suppression system • Fire alarms • Assembly points • First aid arrangements • Emergency call points 														
7	Information & Documentation	<ul style="list-style-type: none"> • Availability of Procedures, WI's, • Emergency Plans • Document Control • Notice boards • Signage & posters 														
8	Environmental Impact	<ul style="list-style-type: none"> • Energy use • Noise control • Air Supply • Temperature and Humidity 														
Inspected By:																

Remarks:	
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Checked By (Weekly):		
Name:	Signature:	Date:
Designation:		