




Risk Management
Policies and Procedures

**Hazard Identification, Risk Assessment, and Control (HIRAC)
Inspection Policy**



Policy No. RMD-PP-2024-009		Occupational Safety & Health Policy		
Policy Name Hazard Identification, Risk Assessment, and Control (HIRAC) Inspection Policy		Version No.: 1		
		Revision No.: 1		
Email Signature		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:	Reviewed by:	Approved by:		
Aldwin Sagedao	D-REACT	Andy Tsui		

I. **Policy Statement:**

DigiPlus Interactive Corp. is committed to ensuring a safe and healthy work environment for all employees, contractors, and visitors. To achieve this, the company will implement a comprehensive HIRAC Inspection Policy to identify hazards, assess risks, and implement controls to mitigate these risks in compliance with the Department of Labor and Employment (DOLE), Occupational Safety and Health Standards (OSHS), and the National Privacy Commission (NPC) guidelines.

II. **Purpose:**

This policy aims to provide a simple and organized way to conduct Hazard Identification, Risk Assessment, and Control (HIRAC) inspections. The goal is to maintain workplace safety and meet regulatory requirements, including those set by DOLE, OSHS, and the National Privacy Commission. It seeks to reduce risks by regularly identifying hazards and putting proper controls in place.

III. **Scope:**

This policy covers all employees, contractors, and visitors at DigiPlus Interactive Corp. It applies to the inspection of work areas, equipment, and processes to find hazards, assess risks, and set controls. HIRAC inspections will be done quarterly by the Safety Officer and Medical Personnel, with additional checks if needed. Inspection schedules will be shared with relevant teams, and privacy will be respected, especially when personal belongings are involved.


IV. **Definitions:**

- a. **Hazard:** Any source of potential harm or adverse health effect on a person or persons.
- b. **Risk:** The likelihood that a hazard will cause harm in combination with the severity of injury, damage, or loss that might result.
- c. **Control:** Measures that are put in place to eliminate or reduce the risk of a hazard causing harm.

V. **Roles and Responsibilities:**


- a. **Risk Manager:** Oversees the implementation of the HIRAC Inspection Policy and ensures compliance with regulatory requirements.
- b. **Safety Officer:** Conducts HIRAC inspections, documents findings, and recommends control measures.
- c. **Supervisors and Managers:** Ensure that identified hazards and recommended controls are addressed promptly.
- d. **Employees:** Participate in HIRAC inspections and report any hazards to their supervisors.
- e. **Medical Personnel:** Assists and accompanies the Safety Officer during inspections if present onsite.
- f. **D-REACT (DigiPlus – Resilience and Emergency Action Team):** Supports the implementation of the HIRAC Inspection Policy and ensure that emergency response measures are in place and effective.



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VI. Procedure:

- a. Planning the HIRAC Inspection
 1. Objective: Define the purpose and scope of the inspection.
 2. Team Composition: Led by the Safety Officer and Medical Personnel to be assisted by supervisors, or employee of the area or branch, if available.
 3. Schedule: Establish a regular inspection schedule. HIRAC inspections will be conducted quarterly and the schedule will be communicated to all relevant parties.
- b. Conducting the Inspection
 1. Preparation: Gather necessary tools and documentation (e.g., checklists, previous inspection reports).
 2. Walkthrough: Perform a systematic walkthrough of the workplace, covering all areas and processes.
 3. Identification: Identify hazards by observing activities, equipment, and processes. Engage with employees to gather additional insights.
 4. Documentation: Record all identified hazards, their potential risks, and current control measures. Take pictures of identified hazards to support the inspection report.
 5. Medical Assistance: It is recommended that local or onsite medical personnel assist and accompany the Safety Officer during the inspection if there is one present.
- c. Risk Assessment
 1. Risk Evaluation: Assess the severity and likelihood of each identified hazard causing harm.
 2. Risk Rating: Assign a risk rating (e.g., low, medium, high) based on the evaluation.
 3. Prioritization: Prioritize hazards based on their risk rating for control implementation.
- d. Implementing Control Measures
 1. Control Options: Identify appropriate control measures using the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, PPE).
 2. Action Plan: Develop an action plan detailing the control measures, responsible persons, and timelines.
 3. Implementation: Ensure that control measures are implemented as per the action plan.
- e. Monitoring and Review
 1. Follow-Up: Conduct follow-up inspections to ensure that control measures are effective and maintained.
 2. Continuous Improvement: Review and update the HIRAC process based on inspection findings, incident reports, and feedback.
 3. Documentation: Maintain records of all HIRAC inspections, risk assessments, and control measures. Attached to this is an Annex A, to which will be used as the HIRAC Form.

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VII. Compliance and Audit:

Regular audits will be conducted to ensure compliance with this policy and relevant regulatory requirements. Non-compliance will be addressed promptly through corrective actions based on DigiPlus Code of Conduct.

VIII. Documentation and Record Keeping:

All HIRAC inspection reports, risk assessments, and control measures will be documented and securely stored in accordance with the NPC guidelines. These records will be forwarded to the Central Office for safekeeping, documentation, and DOLE audits.

IX. Governance:

The implementation and adherence to this policy will be overseen by the D-REACT Safety Committee. Regular reviews and updates will be conducted to ensure the policy's effectiveness and alignment with current regulatory requirements and best practices. This will include compliance with additional relevant laws such as the Republic Act No. 11058 or the Occupational Safety and Health Standards Act, the Data Privacy Act of 2012, and pertinent DOLE Department Orders.

X. Approval and Review:

This policy will be reviewed annually or as required to ensure its effectiveness and compliance with regulatory changes. It will be approved by the Risk Manager and the D-REACT (Safety Committee) Chairperson.

XI. Repealing Clause

All existing policies inconsistent with this Policy are hereby repealed, modified, or amended accordingly.

XII. Effectivity

This Policy shall take effect immediately after publication.

By implementing this HIRAC Inspection Policy, DigiPlus Interactive Corp. aims to proactively manage workplace hazards, reduce risks, and create a safer work environment for all. Through systematic hazard identification, thorough risk assessments, and the implementation of effective control measures, we are committed to fostering a culture of safety and compliance. Our goal is to not only meet but exceed regulatory requirements, ensuring that all employees, contractors, and visitors can work in a secure and health-conscious environment. Continuous monitoring, regular reviews, and updates to this policy will help us adapt to emerging risks and changing regulatory landscapes, reinforcing our dedication to the well-being of everyone involved in our operations.



Section 1: General Information

Details	
Inspection Date	
Inspection Time	
Location	
Conducted By	
Accompanied By	
Medical Personnel	

Section 2: Hazard Identification

Hazard No.	Description of Hazard	Area/Location	Potential Consequences	Photos/Attachments
1				
2				
3				
4				

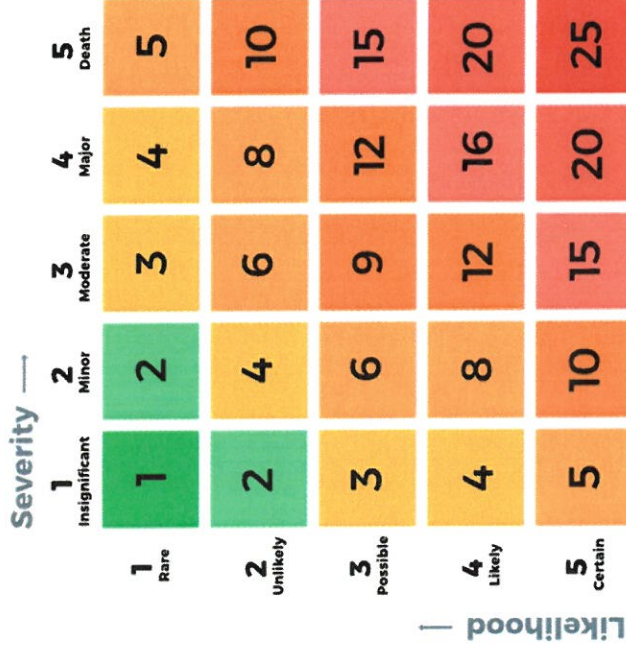
Section 3: Risk Assessment

Severity

Severity Level	Description
1	No Injury
2	Minor Injury
3	Moderate Injury
4	Major Injury
5	Catastrophic

Likelihood

Likelihood Level	Description
1	Rarely (May occur only in exceptional circumstances)
2	Unlikely (Could occur at some time)
3	Possible (Might occur at some time)
4	Likely (Will probably occur in most circumstances)
5	Almost Certain (Expected to occur in most circumstances)



Hazard No.	Severity (1-5)	Likelihood (1-5)	Risk Rating (Severity x Likelihood)	Priority Level (High/Medium/Low)
1				
2				
3				
4				



Section 4: Control Measures

Hazard No.	Control Measure Description	Responsible Person	Implementation Date	Status (Planned/Ongoing/Completed)
1				
2				
3				
4				

When identifying control measures for hazards, it's important to follow the hierarchy of controls, which prioritizes the most effective measures. Here are examples of possible control measures for each level of the hierarchy:

Elimination

Remove the Hazard: Completely eliminate the source of the hazard from the workplace.

Example: Discontinue the use of a dangerous chemical and replace it with a non-hazardous one.

Substitution

Replace the Hazard: Substitute the hazard with something less hazardous.

Example: Replace a solvent-based paint with a water-based paint to reduce exposure to harmful fumes.

Engineering Controls

Isolate People from the Hazard: Design or modify equipment to reduce exposure to hazards.

Example: Install guards on machinery to prevent accidental contact with moving parts.

Ventilation Systems: Implement local exhaust ventilation to remove airborne contaminants at the source.

Administrative Controls

Change the Way People Work: Implement procedures and policies to minimize risk.

Example: Implement job rotation to limit the duration of exposure to a hazard.

Training and Awareness: Provide training and education on safe work practices and hazard recognition.

Signage and Warnings: Use signs and labels to alert employees to hazards and proper safety procedures.



Personal Protective Equipment (PPE)

Use of Protective Gear: Provide employees with appropriate PPE to reduce exposure to hazards.

Example: Provide gloves, safety goggles, and respirators for employees handling hazardous materials.
Regular Maintenance and Replacement: Ensure PPE is properly maintained and replaced as needed.

Sheet 6: Follow-Up Actions

Hazard No.	Follow-Up Action Description	Responsible Person	Follow-Up Date	Status (Planned/Ongoing/Completed)
1				
2				
3				
4				

Noted:

D-REACT Chairperson