	Dust Control Program Policies		Document Number: 2P-SHE-17.02
	Department: Safety, Health & Environment	Effective Date: January 23, 2020	Revision No 0

Objectives

1. To control proliferation and minimize the effects of warehouse and office dust to workers and neighboring buildings.
2. To widen the awareness of workers and warehouse personnel in minimizing and controlling activities producing dust.

Scope

This dust control program is specifically for F2 Logistics Philippines Inc and F2 Global Logistics, Inc., located at F2 Corporate Centre, Ninoy Aquino Ave., Irasan St., San Dionisio, Paranaque City.

Ownership

The Chairman and/or Vice Chairman of Safety, Health and Environment Committee are responsible for ensuring that this document is cascaded to all concerned personnel and making sure that it will reflect actual practice.

Responsibilities of Site Personnel


Operations Manager/Supervisor:

1. Ensures these guidelines are strictly implemented in the warehouse operations.
2. Shall see to it that all necessary devices, equipment, and structures are provided to mitigate warehouse dust to minimize negative effects to employees, cargoes and customers.

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Safety Officer/PCO

1. Orients and instructs all field personnel on the dust control program of the company.
2. Shall oversee the proper implementation and ensures the procedures in these guidelines are enforced.

Operation Supervisor/Warehousemen

1. Implements these guidelines by reminding their subordinates about dust control program.
2. He shall report to the Safety Officer for any violation of these guidelines.

All Employees

1. Shall be the duty of all employees to practice and fully abide by the provisions of these guidelines at all times.


Dust Source Identification:

1. Cargo handling and warehousing activities generate dust that directly comes in contact to the workers. Further, this also causes an environment disturbance by way of its dissipation to the atmosphere. To mitigate this hazard, the source of dust should be first identified.

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Dust Control Activities and Guidelines:

1. Employees Are Trained on How to Clean Their Work Areas

Warehouses and warehouse machinery are full of difficult-to-access areas. These hidden places collect dust which goes unnoticed until it is stirred up again when machinery and personnel are back in motion the next day. Ensuring that employees know where these areas are means they can sweep or vacuum out any accumulated dust during the daily clean-up by and reduce the level of debris and particulates in the warehouse. Warehouse in-charge should perform daily clean up and sweeping of the warehouse to reduce the level of dirt.

2. Employees Are Responsible for Their Work Areas

Employees shall be trained on how to keep their workplaces clean to ensure that they actually put in the effort needed to maintain clean work place. Employees are oriented on their work areas they are responsible for maintaining and regular cleaning.

3. Supervisors Are Responsible for Their Employees

Implementing new cleaning procedures doesn't mean much if they aren't followed. Conducts periodic inspection and employees follow through on cleaning work areas by inspections that include out of the way and hidden areas to increase the likelihood of all employees on regular cleaning of dust and debris.

4. Protection to Safeguard Workers Health:

It should be mandatory to warehouses site workers including supervisor to wear Basic Personal Protective Equipment (PPE). In addition to the basic PPE, safety glasses and dust masks shall also be worn if necessary. Strict implementation to this rule shall be in place and analyzed for its effectiveness or further recommendation

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