



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097.12 DPWH  
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DEPARTMENT ORDER )  
NO. **125** )  
Series of 2019 )

**SUBJECT: Amendment to Department Order No. 99, series of 2016: Creation of Roadworks Safety Assessment Teams**

In order to continuously ensure the safety of all ongoing infrastructures being undertaken by the Department, Department Order No. 99, series of 2016 is hereby amended as follows, for the guidance of all concerned:

1. The RSAT shall be composed of two (2) engineers from the Central Office to be selected either from the Bureau of Quality and Safety (BQS), Bureau of Construction (BOC) and Bureau of Maintenance (BOM); and one (1) engineer from the Regional Office. All members shall have undergone the required Roadworks Safety Assessment Team (RSAT) training.
2. The RSAT shall be reporting directly to the Roadworks Safety Steering Committee (RSSC) composed of the Undersecretary and Assistant Secretary for Technical Services, as Chairman and Vice-Chairman, respectively and the Directors of BQS, BOC and BOM as members. The BQS shall be in-charge of the overall coordination and management of the RSAT operations.
3. The BQS shall be the overall coordinator of the RSAT operations, who shall forward the findings and recommendations of the teams to the Chairman of the committee.

The set-up and operations of the RSAT shall be in accordance with the attached amended Terms of Reference and Guidelines for Undertaking the Roadworks Safety Assessment (Annex A).

This Order supersedes Department Order No. 99, series of 2016 and shall take effect immediately.

**MARK A. VILLAR**  
Secretary

15.1 JLA/MGM/EKS

Department of Public Works and Highways  
Office of the Secretary



WIN9U01767

## **TERMS OF REFERENCE FOR THE SET-UP AND OPERATION OF ROADWORKS SAFETY ASSESSMENT TEAM (RSAT)**

### **I. BACKGROUND**

Under the approved Rationalization Plan, the Bureau of Quality and Safety (BQS) was mandated to formulate and implement policies for the purpose of ensuring the safety of all infrastructure facilities and securing the highest efficiency and quality in construction through checking of compliance with approved plans and specifications. Part of this mandate includes promoting roadworks safety and traffic management on all on-going DPWH maintenance and construction works on roads and bridges, including flood control projects within the road-right-of-way, that potentially have an impact not only with the workers, but to the general travelling public/community. To ensure effective implementation of these issuances, the BQS is tasked to monitor the compliance of DPWH Implementing Offices and Contractors to roadworks safety and traffic management program through scheduled safety field inspections and investigation of incidents brought about by the on-going roadworks.

In the pursuit of these tasks, a Roadworks Safety Assessment Team (RSAT) composed of engineers from the Bureau of Quality and Safety (BQS), Bureau of Maintenance (BOM), Bureau of Construction (BOC), and the Regional Office, was created under Department Order No. 99, series of 2016 to monitor the compliance of all road maintenance and construction works to the roadworks safety and traffic management policies of the Department.

### **II. OBJECTIVES**

The RSAT aims to:

1. Ensure that a standardized system of signs and traffic management is observed in all maintenance and construction roadwork sites in accordance with the Department's roadworks safety guidelines;
2. Check strict compliance of maintenance and construction roadwork sites to the roadworks safety and traffic management plans and specifications; and,
3. Determine the adequacy of signages and traffic control devices on maintenance and construction roadwork sites including the circumstances under which these devices should be arranged to ensure roadworks safety.

### **III. FUNCTIONS**

To attain its objectives, the RSAT shall have the following functions:

1. Conduct periodic roadworks safety assessment of on-going maintenance and construction roadwork sites of the Department and report all findings and observations related to the compliance, consistency and adequacy of temporary traffic management schemes to the roadworks safety requirements prescribed by the Department.

2. Monitor the compliance of implementing offices to the required corrective actions on roadworks safety issues and findings.

#### **IV. ORGANIZATION**

The RSAT was created to perform assessment on the implementation of the DPWH roadworks safety and traffic management requirements on maintenance and construction roadwork sites of the Department.

The total number of teams to be created shall be dependent on the RSAT's assigned task.

The RSAT shall be reporting directly to the Roadworks Safety Steering Committee (RSSC). The RSSC shall be composed of the Undersecretary and Assistant Secretary for Technical Services as Chairman and Vice-Chairman, respectively, and the Directors of BQS, BOC, and BOM as members. The BQS shall be the overall coordinator of the RSAT operations, who shall forward the findings and recommendations of the teams to the Chairman of the RSSC.

During assessments, the RSAT shall be composed of two (2) engineers from the Central Office to be selected either from the BQS, BOC and BOM; and one (1) engineer from the Regional Office. All members shall have undergone the required roadworks safety assessment training.

Only "**active**" RSAT members are allowed to participate in the conduct of roadworks safety assessment. An RSAT member shall be considered "**inactive**" if he/she has not been assigned/deployed in a roadworks safety assessment for at least once within a **three (3) consecutive year period**. All RSAT members in "**inactive**" status shall be required to attend the RSAT refresher training upon evaluation and approval of the RSSC, to be able to keep abreast with the latest instructions and guidelines in the conduct of roadworks safety assessment.

Further, the Heads of the concerned Bureaus/Offices shall ensure that all RSAT members under their respective offices are in "active" status. This is to ensure that RSAT activities will not be hampered due to unavailability of eligible members. Thus, participation in the conduct of roadworks safety assessments is hereby enjoined among all RSAT members with the support and discretion of the concerned Office Heads.

#### **V. SCOPE OF WORK AND SCHEDULE**

##### ***A. Setting-up of RSATs***

Prior to every deployment, the BOC and BOM shall endorse to the BQS the list of RSAT members in their respective offices who are available for deployment. The Director of BQS shall recommend the approval of the official list to the Undersecretary for Technical Services.

Roadworks safety assessments should cover the target number of projects implemented by the Department under its regular budget, as approved by the RSSC. Assessment shall be carried out on on-going maintenance and construction works on roads and bridges, including flood control projects, within the road-right-of-way, that

potentially have an impact, not only with the workers, but to the general travelling public/community.

***B. Criteria for Project Assessment***

Each RSAT shall assess the minimum number of projects in order to meet the targets approved by the RSSC. Project selection will be based on the list of on-going projects from the Project and Contract Management Application (PCMA) of the BOC.

The RSAT shall monitor predetermined on-going projects being implemented by the DPWH and report all findings and observations which are compliant and non-compliant with the roadworks safety and traffic management requirements.

In undertaking the foregoing, the general guidelines for roadworks safety assessment of DPWH projects (herein attached as Annex A) should be followed.

**VI. REPORTING OF ACCOMPLISHMENTS**

An annual report on the assessment of the implementation of roadworks safety of on-going DPWH roadwork projects shall be submitted to the RSSC, which shall include consolidation and analysis of all findings and the results of the monitoring of corrective actions, to come up with corresponding recommendations and policies for improvement.

## **ANNEX A**

### **GENERAL GUIDELINES FOR UNDERTAKING ROADWORKS SAFETY ASSESSMENT OF PROJECTS**

This Guidelines should serve as the checklist of activities to be undertaken by the Roadworks Safety Assessment Teams (RSATs) in the conduct of the road works safety assessment of project implementation. A schematic presentation of the activity relationships is shown in the attached Flow Chart of Proforma Procedures for Assessment of Projects.

#### ***Activity Checklist of the Teams***

##### **1. Briefing Officials in the Field**

Upon arrival of the RSATs at the UPMO/RO/DEO, an entry meeting/briefing should be conducted with the concerned officials to discuss the purpose of the visit. The team should emphasize that the objective of the undertaking is to verify whether the roadworks safety and traffic management policies of the Department is being complied with during project implementation.

##### **2. Selection of Project to be Inspected/Assessed**

Project to be assessed/inspected will be selected from a list of on-going roadwork projects prior to the assessment.

##### **3. Checking Project Documents**

Before the conduct of the actual assessment, the following documents of individual projects should be evaluated, but not limited to:

- a. Approved Worksite Traffic Management Plans
- b. Contractor's Traffic Operational Program
- c. Site Instruction Files
- d. Contract Documents
- e. Program of Works and Detailed Estimates (for roadworks safety and traffic management)
- f. Project Inspection Report
- g. Latest Statement of Work Accomplished
- h. Materials Test Results (for road signs, temporary markings and other road safety and traffic control devices)

##### **4. Actual Inspection**

During the actual project inspection/assessment, the following activities should be undertaken:

- a. Checking compliance of materials quantity and quality as per approved worksite traffic management plan and specifications.

- b. Checking consistency in the application of standards for work site layout and temporary traffic management consistent with the DPWH Roadworks Safety Manual, D.O. 13, series of 2018, D.O. 12 series of 2016 and other policies of the Department related to roadworks safety and traffic management.
- c. Checking adequacy of worksite layout for a particular road condition or environment.
- d. Checking adequacy of safety provisions for workers and project-affected communities, particularly those belonging to the vulnerable road user group (i.e. pedestrians, PWDs, motorcyclists, cyclists, etc.).

Substantive documentation of the observations should be made, e.g. pictures and test results.

## **5. Conduct of Exit Meeting**

An Exit Meeting/Dialogue between the RSAT and the concerned Engineers of the projects assessed shall be conducted after the roadworks safety assessment for each implementing office. Findings and observations noted in the projects with their corresponding recommendations shall be discussed therein and documented by the attendance sheets and minutes of the meeting. Only the disclosed findings and observations shall be included in the final reports. As such, the implementing offices may already initiate corrective actions based on disclosed findings and observations during the exit meeting.

## **6. Inspection/Assessment Report**

A detailed report for projects assessed shall be prepared and submitted to the RSSC within the prescribed timeline set by the BQS. At the end of each assessment period, BQS shall forward a copy of the RSAT report to the concerned implementing office for the implementation of the recommendations.

## **7. Monitoring of Corrective Actions**

Recommendations on the assessment report made by the RSAT which were approved by the Chairman of RSSC will be forwarded to the concerned implementing office and the same shall be monitored by the Road Safety Program Division (RSPD) of the Bureau of Quality and Safety as to compliance to the recommended corrective actions.

The RSAT shall submit to the RSSC the status of implementation of corrective actions of the concerned office.

## FLOW CHART OF PROFORMA PROCEDURES FOR ROADWORKS SAFETY ASSESSMENT

