

EXECUTIVE ORDER NO. 2020-040
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**PROVIDING OCCUPATIONAL SAFETY AND HEALTH (OSH) STANDARDS,
IDENTIFYING RESPONSIBILITIES OF OFFICES CONCERNED, AND
ESTABLISHMENT OF A SAFETY AND HEALTH COMMITTEE (SHC) IN THE
CITY GOVERNMENT OF NAGA**

WHEREAS, the Civil Service Commission (CSC), Department of Health (DOH), and the Department of Labor and Employment (DOLE) recognize the need for government agencies to establish a set of Occupational Safety and Health (OSH) Standards to protect all government employees from the hazards of injury, sickness or death through the adoption of safe and healthy working conditions to assure the conservation of human life and the prevention of loss of resources and damage to properties.

WHEREAS, on 4 March 2020, the CSC, DOH, and DOLE issued the Joint Memorandum Circular No. 1, s. 2020 to provide for the general guidelines on Occupational Safety and Health Standards.

WHEREAS, OSH Standards in the City Government shall be strictly complied with, implemented, regularly monitored, and evaluated.

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. WORKING CONDITION

1. Workplace

- a. Building premises shall have adequate fire, emergency, or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standard colors of signs for safety instruction and warnings in building premises".
- b. Facilities for persons with disabilities should be provided for their safe and convenient movement within the agency.
- c. Good housekeeping shall be maintained at all times, such as cleanliness of buildings and office premises, regular waste disposal, and orderly arrangement of processes, operations, and filing of materials.

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- d. Adequate comfort rooms and lavatories separate for male and female employees must be provided and maintained.
 - e. Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment/conditions. Provisions for personal protective equipment and devices must conform to OSH Standard.
 - f. Handling, use, and storage of hazardous materials must be addressed accordingly.
 - g. There shall be provision for health clinics or treatment room.
2. Emergency Preparedness
- a. A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the agency must be established.
 - b. Trainings and drills on Disaster Risk Reduction Management must be conducted to ensure employees and staff are prepared during emergencies.
 - c. Emergency supplies such as fire extinguishers, medical first aid kits, etc. among others, must be adequate and ensured to be available all the time.
 - d. A first aider trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization qualified shall administer first- aid during emergencies.
 - e. A Memorandum of Understanding/ Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be established, to ensure medical services will be available during emergency.
3. Work Environment
- Implement policies and programs relative to:
- a. Prohibition of smoking at the workplace as provided in CSC Memorandum Circular No. 17, s. 2009 and CSC- DOH Joint Memorandum Circular No. 2010-01.
 - b. Workplace Policy and Program for a Drug- free Workplace.
 - c. Tuberculosis prevention and control in the workplace.
 - d. Workplace Policy and Education Program on HIV and AIDS.
 - e. Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection for employees exposed and vulnerable of acquiring Hepatitis B infection.
 - f. Medical assistance and other benefits for employees.



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Section 2. PROMOTION OF OSH STANDARDS

- a. Agency Heads shall ensure comprehensive dissemination of OSH information through a Communication Plan which includes the publication of pertinent OSH information in the agency website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.
- b. Employees shall participate in the OSH information and education program, trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.
- c. Employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.
- d. Establishing network to support and sustain the implementation of OSH program with DOLE, DOH, and academic institutions which can provide trainings, technical and medical assistance.
- e. Ensure that OSH program and activities are included in the Annual Work and Financial Plan of the agency.

Section 3. SAFETY AND HEALTH COMMITTEE

Composition

All government agencies shall constitute their respective Safety and Health Committees (SHC) within six (6) months from the effectivity of this policy while they may reorganize as deemed fit.

The composition of the Safety and Health Committee is as follows:

Chairperson	-	HON. NELSON S. LEGACION City Mayor
Members	-	DR. VITO C. BORJA II City Health Officer
		DR. JOSEPH S. SANCHEZ City Government Department Head I, NCH



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ENGR. JOEL P. MARTIN
City Government Department Head I, SWMO

DR. JUNIOS J. ELAD
City Veterinarian

MR. NOLASCO E. JESALVA
City Government Assistant Dept. Head I, CHRMO

MR. RENNE F. GUMBA
City Government Department Head I, PSO

MR. ERNESTO T. ELCAMEL
Local Disaster Risk Reduction Management Officer IV

MR. RAMON J. FLORENDO
City Government Department Head I, MEPO

MR. RODERICK D. REFORSADO
Supervising Administrative Officer, BCS

ENGR. ODILIO G. NATE
NACILGUEA, President

MS. ELIZABETH R. VALIENTE
Supervising Administrative Officer, IAS

MS. MARIA NELIA V. BENITO
2nd Level Representative

MR. RENEE ABSALON E. ABIADA
1st Level Representative

Secretary - (Safety Officer)
Public Safety Office

Duties and Functions of the Safety and Health Committee

The Safety and Health Committee (SHC) is the policy making body on matters pertaining to safety and health. The Committee is tasked to:

1. Develop OSH policy and standards internal to the City Government which should be in accordance with Joint Memorandum Circular No. 1, s. 2020.
2. Plan and develop health related trainings/ seminars for the furtherance of promotion and accident prevention programs in the workplace.

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3. Initiate and implement improvement of working conditions relative to a safe and healthy working environment.
4. Ensure the health promotion and accident prevention efforts of the City Government in compliance with safety programs to maintain health work habits and safety practices.
5. Conduct periodic safety meetings.
6. Submit reports on its meetings and other activities to the head of agency.
7. Review reports of inspection, accident investigations and implementation of programs.
8. Provide the necessary support to government inspection authorities in the proper conduct of activities.
9. Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions.
10. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations.
11. Submit to the City Mayor an Annual Work and Financial Plan and budget needed to support the OSH programs.

Section 4. EMPLOYEES' RESPONSIBILITIES

Employees in the City Government shall:

1. Support the City Government in carrying out the provisions of this Memorandum and report any work hazards observable.
2. Participate/cooperate in activities initiated by the Safety and Health Committee.
3. Assist in the conduct of safety and health inspection or other OSH programs.
4. Gather occupational safety and health related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action.
5. Negotiate for better working conditions as the provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for such.

Section 5. INSPECTION, INVESTIGATION, AND REVIEW PROCEDURE

Any employee or concerned person who believes that a violation of any provision in this Order threatens physical well-being, harm or poses imminent danger to life, may submit a request to address the issue along with a narrative report regarding the violations, to the City Government Grievance Committee.



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If the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted. The complainant, Local Chief Executive, and the CSC Field Office shall be given a copy of the result of such inspection/investigation upon its completion.

Section 6. REPORTING REQUIREMENTS

1. All work related accidents, injuries, or illnesses in the workplace, resulting to a disabling condition and/or dangerous occurrence must be periodically reported by the City Human Resource Management Office to the Safety and Health Committee.
2. Where the accident/illness results in death or permanent total disability, a report must be submitted within twenty-four (24) hours after its occurrence to the Safety and Health Committee and to the City Mayor, for appropriate and necessary action to address the concern.
3. The City Human Resource Management Office shall maintain and keep an accident or illness record which shall be open at all times for inspection by authorized personnel which shall contain the following information:
 - a. Date of Accident or illness;
 - b. Name of injured/ill employee, age, and sexual orientation;
 - c. Occupation/position of the employee;
 - d. Cause of accident/illness;
 - e. Extent and nature of disability/injury;
 - f. Duration of disability/injury;
 - g. Extent of damage, including actual medical cost;
 - h. Corrective action/s on OSH related findings which caused illnesses/accidents to be undertaken or was undertaken.
4. In reporting, medical confidentiality must be ensured.
5. The City Human Resource Management Office shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

Section 7. MONITORING AND EVALUATION

1. An Annual Report showing compliance to the Joint Memorandum Circular shall be submitted to the CSC.
2. An annual review of the past year's compliance must be done by the Safety and Health Committee every first quarter of the succeeding year. Thereafter, the Safety and health Committee shall conduct a quarterly periodic review and report on the same must be included in the Annual Report.



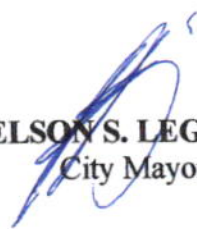
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Section 8. EFFECTIVITY

This Order shall take effect immediately.

Issued this 12th day of November, Two Thousand and Twenty in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


FRANCISCO M. MENDOZA
City Administrator