



EXECUTIVE ORDER NO. 2020-040
VVVVVVVVVVVVVVVVVVVVVVVVVV

**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.

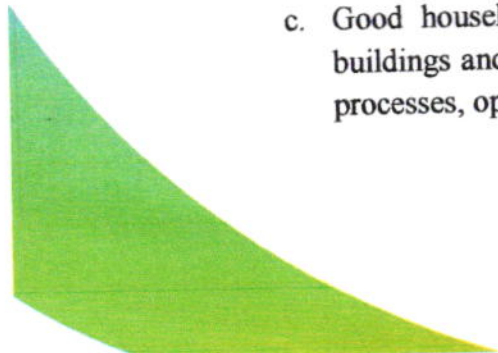
WHEREAS, OSH Standards in the City Government shall be strictly complied with, implemented, regularly monitored, and evaluated.

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.



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

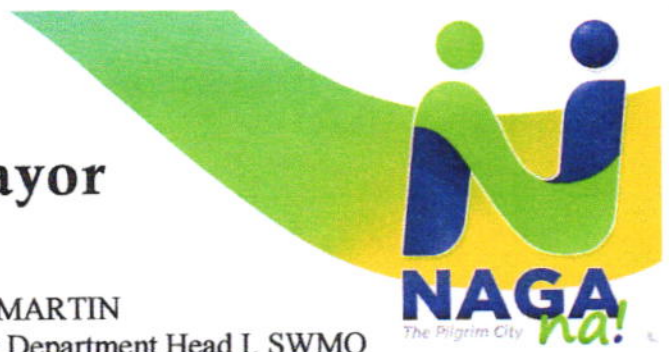
All government agencies shall constitute their respective Safety and Health Committees (SHC) within six (6) months from the effectivity of this policy while they may reorganize as deemed fit.

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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