1.0 REFERENCES

A. CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020, dated March 4, 2020
Re Occupational Safety and Health (OSH) Standards for the Public Sector;

B. An Act Strengthening Compliance with Occupational Safety and Health Standards
and Providing Penalties for Violation Thereof (Republic Act No. 11058);

C. Occupational Safety and Health Standards, as Amended (Department of Labor and
Employment);

D. Philippine Disaster Risk Reduction and Management Act of 2010 (RA 10121);

E. National Building Code of the Philippines (Presidential Decree No. 1096);

F. Code on Sanitation of the Philippines (Presidential Decree No. 856); and

G. Policy on Lactation Station (Date of Effectivity: October 23, 2019).

2.0 RATIONALE

Under Section 3, Article XIII of the 1987 Philippine Constitution, Occupational Safety
and Health is a right, hence, it is important that all sectors, both public and private, should
endeavor for better working conditions in their respective workplaces.

Considering the continuing imminent peril in the working environment brought about not
only by industrialization, globalization, technological advancement, but also by emerging
infectious and communicable diseases such as pulmonary tuberculosis and other viral
diseases that pose serious health risks to employees, there is a need to enhance the existing
working conditions of all BJMP personnel to intensify the need to protect their health and safety.

Further, the Civil Service Commission, the Department of Health and the Department of
Labor and Employment came up with CSC-DOH-DOLE Joint Memorandum Circular No. 1, s.
2020, dated March 4, 2020, re Occupational Safety and Health (OSH) Standards for the Public
Sector. The ultimate aspiration of this Memorandum Circular is to safeguard the Bureau of Jail
Management and Penology (BJMP) personnel’s physical safety and health.

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This shall also serve as a guide in the development, implementation, monitoring, and evaluation of Occupational Safety and Health standards in every office and in all jails nationwide. Moreover, this shall ensure that OSH Standards shall be strictly complied with, implemented, diligently monitored and evaluated to facilitate future policy innovations and/or initiatives and to identify the interventions and shared responsibilities among all stakeholders and partner agencies. Hence, compliance of this circular is enjoined.

Provisions for disciplinary actions are also incorporated in the joint circular against officers and personnel who violate these guidelines and they shall be subjected to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 Rules on Administrative Cases in the Civil Service and the 2017 Comprehensive BJMP Administrative Disciplinary Machinery and other pertinent rules and guidelines, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

3.0 OBJECTIVES

These standards on OSH for the BJMP is aimed at protecting all BJMP personnel from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties.

This shall also guide all BJMP personnel in the implementation, monitoring and evaluation of OSH in all BJMP Offices and jails nationwide.

More particularly, these standards seek to:

(1) Institutionalize occupational health and safety in the Jail Bureau;

(2) Strengthen the duly established BJMP National Occupational Safety and Health Committee (BJMP-NOSHC); and

(3) Identify and delineate roles and responsibilities of the Safety and Health Officers at the National Headquarters, in the Regional and Provincial Offices and in all city, district, and municipal jails.

4.0 SCOPE

All the provisions in this Memorandum Circular (MC) shall be applicable to BJMP units and offices and all BJMP personnel and other service providers, such as, but not limited to janitors, consultants and other support service providers engaged with the Jail Bureau.

5.0 DEFINITION OF TERMS

For purposes of these guidelines, the following terms are defined as follows:

(1) Contract of Service – refers to the engagement of the services of an individual, private firm, other government agency, non-government agency or international organization as consultant, learning service provider or technical expert to undertake special project or job for a specific period.
(2) Institutional Contract – refers to an agreement between a government agency and contractor or service provider duly-registered and authorized to provide services such as janitorial, security, consultancy and other support services.

(3) Occupational Safety and Health (OSH) - refers to (a) promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; (b) prevention among workers of any departures from health caused by their working conditions; (c) protection among workers in their employment from risks usually from factors adverse to health, and placing and maintenance of the worker in an occupational environment adapted to his/her physiological ability; and (d) provision of access to social insurance and related benefits.

(4) Occupational Safety and Health Devices and Technology – refers to Personal Protective Equipment, Personal sampler, work environmental monitoring devices (e.g., air sampler, sound level meter, lux meter, psychrometer, velocimeter, dosimeter and the like).

(5) Occupational Safety and Health Management and Information System – refers to integrated data collection, processing, reporting and use of the information which is necessary for improving occupational health service efficiency and effectiveness.

(6) Occupational Safety and Health Services – refer to preventive, promotive, protective, curative and rehabilitative services related to OSH.

(7) Occupational Safety and Health Standards – refer to the set of rules, guidelines and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health.

(8) Safety and Health Officer – refers to a person responsible for ensuring adherence to safety regulations, rules, and policies and for assessing unsafe act and environment and hazardous situations/circumstances in the work place.

(9) Working Condition – refers to the working environment and all existing conditions and circumstances including but not limited to working hours, rest periods, work schedules, health and safety programs, amenities, physical environment and work environment structure, among others, which are needed to support employees in the course of their duties and functions.

(10) Workplace – refers to work stations of personnel, which include all BJMP Offices, jails, lounges and restrooms, convention/conference halls, activity areas, multi-purpose halls, hallways and quarters; if there are any, as well as the office/jail vehicles.

6.0 GUIDELINES

A. Provision for Reasonable Working Conditions

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Workplace

(a) Offices and jail 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.” Other visible signs that may be and properly positioned within the workplace shall be used to increase safety. In this regard, the Directorate for Logistics (DL) and its counterparts in the Regional, Provincial, and Jail Units shall ensure compliance with the “Standard of Colors and Signs for Safety Instructions and Warnings in Building Premises” as provided for in Occupational Safety and Health (OSH) Standards, as Amended, which are as follows:

Standard Colors of Signs for Safety Instructions and Warnings in Building Premises

- **Red - Fire Protection.** To call attention to fire protection equipment apparatus and facilities;

  Examples:

  Fire stations and equipment (extinguishers, pumps, buckets, hose, hydrants)

  Fire extinguishing systems (valves, alarm, sprinkler, piping, etc.)

  Fire protection materials (doors, blankets, extinguishing agents)

  To identify Danger, Stop Signals (red lights placed on barricades at temporary obstruction or on temporary construction; stop buttons for electrical switches used for the emergency stopping of machinery; emergency stop bards on hazardous machines such as rubber mills).

- **Green - Safety.** Designating “safety.”

  Examples:

  Location of first-aid equipment
  Location of safety and allied devices
  Safety bulletin board

- **White - Traffic.** White, black, or a combination of these are the basic colors for the designation of traffic and housekeeping marking. Solid white, solid black, single color stripping or alternate stripes of black and white.

  Examples:

  Housekeeping - location of refuse cans; white corners for rooms or passageways, drinking fountains, and food dispensing equipment location

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Traffic - location and width of aisle ways; dead ends of aisles or passageways; stairways and directional signs

- **Yellow - Caution.** To designate caution and for marking physical hazards, such as striking against, stumbling, falling, tripping, and "caught in between". Solid yellow, yellow and black stripes, yellow and black checkers or yellow with suitable contrasting background may be used interchangeably, using the combination which will attract the most attention in the particular environment.

Examples:

Construction equipment, such as bulldozers, tractors, handrails, guardrails, or top and bottom treads or stairways where caution is needed, lower pulley blocks and cranes

Piping systems containing dangerous materials

Waste container for explosive or highly combustible materials.

- **Orange - Alert.** To designate dangerous parts of machines or energized equipment which may cut, crush, shock or otherwise injure, and to emphasize such hazards when enclosure doors are open or when gear, belt or other guards around moving equipment are open or removed, exposing unguarded hazards.

Examples:

To designate the sign "Do not open or remove" (the inside of movable guards; safety starting buttons and boxes; exposed parts of gears, pulleys, rollers, cutting devices; inside of the box door or cover of open fuse, power and electrical switch boxes).

- **Blue - Precaution.** To designate caution, limited to warning against starting, use of, or the movement of equipment which is under repair or being worked upon.

Examples:

"Men at Work" signals (if men are working or if tank cars are connected, or similar work)

"Under Repair" signals warning of danger against use while undergoing repairs (elevators, kiln, boilers, electrical controls, ladders, scaffolding, vaults, etc.)

- **Purple - Radiation.** To designate hazards. Yellow is used in combination with purple for markers, such as tags, labels, signs and floor markers.

(b) Facilities/provisions for persons with disability (PWD) such as, but not limited to PWD washroom, ramp passage way, lift/elevator, sturdy/stainless steel handles and reserved seats, should be provided for their safe and convenient movement within

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the BJMP premises. Hence, in designing an office in a jail building, the DL and its counterparts in the Regional Offices shall faithfully comply with the Minimum Standards for the Design of BJMP Jails, which shall not run counter to the National Building Code of the Philippines.

(c) Good housekeeping shall be maintained at all times through cleanliness of building, premises, machines, equipment, eradication of stagnant water that serves as breeding ground of mosquitoes and other insects, regular waste segregation and disposal, and orderly arrangement of processes, operations, storage and filing of materials. All personnel are mandated to faithfully adopt this provision, which shall be spearheaded by the Headquarters Support Service Office and its counterparts in the Regional Offices and jails.

(d) Sanitary Facilities, such as adequate comfort rooms and lavatories separate for male and female workers/employees, breastfeeding area, among others, must be provided and maintained.

(e) Building construction and maintenance, space requirement, walkway surface, floor and wall openings, stairs, window openings, fixed ladders, among others, must conform to the provisions of Rule 1060 of the OSH Standards, which are as follows:

(e). 1. Construction and Maintenance:

(1) All buildings, permanent or temporary, shall be structurally safe and sound to prevent their collapse.

(2) Roof shall be of sufficient strength to withstand normal load, typhoons and strong winds in addition to normal weather conditions and where required to carry suspended loads.

(3) Foundations and floors shall be of sufficient strength to sustain safely the loads for which they are designed and under no condition shall they be overloaded.

(4) Plans for proposed new construction and alterations or substantial repairs of buildings shall be submitted to the Building Official (District Engineers, City Engineers or Municipal Engineers) for examination and approval.

(e). 2. Stumbling Hazards:

(1) The parts of floors over which any person is able to walk shall be sufficiently even to afford safe walking and safe trucking of materials.

(2) Such parts of floors shall be free from holes and splinters, improperly fitted gutters or conduits, protruding nails and bolts, projecting valves or pipes, or other projections or obstructions which create stumbling hazards.

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(e) 3. Slipping Hazards:

(1) Floors, stair treads and landings shall not be slippery under any condition, or made of any material which will become slippery through wear.

(2) Stairways, ramps, elevator platforms and similar places where slipping may be especially hazardous shall be provided with non-slip walkway surface.

(f) Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment and/or conditions. Its implementation shall be spearheaded by the Directorate for Health Service (DHS) and the DL (i.e., installation of exhaust fan/provision for air flow in every office). The substances considered in drafting the implementing guidelines in this regard are as follows: benzene, carbon monoxide, formaldehyde, naphthalene, nitrogen dioxide, polycyclic aromatic hydrocarbons (especially benzo[a]pyrene), radon, trichloroethylene and tetrachloroethylene.

For instance, guidelines on exposure levels for indoor air are needed because indoor air is a significant source of benzene exposure and inhalation is the main pathway of human exposure to benzene.¹ Benzene is present in both outdoor and indoor air. However, indoor concentrations are generally higher than those in outdoor air owing to the infiltration of benzene present in outdoor air and to the existence of many other indoor sources. Typically, indoor concentrations are below the lowest levels showing evidence of adverse health effects. Considering that benzene is present indoors and taking into account personal exposure patterns, which are predominantly indoors, indoor guidelines for exposure are needed.

Therefore, from a practical standpoint, it is expedient to reduce indoor exposure levels to as low as possible. This will require reducing or eliminating human activities that release benzene, such as smoking tobacco, using solvents for hobbies or cleaning, or using building materials that emit benzene. Adequate ventilation methods will depend on the site of the building. In modern buildings located near heavy traffic or other major outdoor sources of benzene, inlets for fresh air should be located at the least polluted side of the building.²

(g) Whenever necessary, personnel shall be provided with protective equipment for the eyes, face, hands and feet, protective shields and barriers by reason of the hazardous nature of the process or environment, communicable diseases, viral and bacterial infections, chemical or radiological or other mechanical irritants or hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

(h) There shall be provision for health clinics or treatment room. Standards to be followed in their establishment shall be drafted by the DHS.

¹ Benzene is a genotoxic carcinogen in humans and no safe level of exposure can be recommended. The risk of toxicity from inhaled benzene would be the same whether the exposure was indoors or outdoors.

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B. Emergency Preparedness

(a) A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the Jail Bureau must be established/intensified as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010.

(b) Trainings and drills on Disaster Risk Reduction Management must be conducted regularly to ensure that all personnel are prepared during emergencies.

(c) Emergency supplies such as fire extinguishers, medical first aid kits, among others, must be adequate and ensured to be available at all times.

(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 (MOU) / Memorandum of Agreement between the Regional Office/Jail Unit/Jail Provincial Administrator’s Office with the nearest government health facility for emergency medical services for occupational accidents and injuries must be undertaken, to ensure medical services will be available during emergency (Attached is an MoU Template for reference and Marked as Annex J).

C. Occupational Safety and Health Programs

(a) Minimum OSH Programs such as, but not limited to the following shall be established:

(a). 1. Occupational Accident and Illness Prevention Program
(a). 2. Medical Services and Rehabilitation Program
(a). 3. Occupational Accident and Illness Surveillance Program
(a). 4. Information and Education Campaign Program
(a). 5. Staff Development Program (Team Building) for Mental Development/Health

(b) Promotion and practice of Health and Wellness in the workplace such as but not limited to allotment of reasonable time for regular physical fitness exercise for at least 30 minutes, at least twice a week, and regular blood pressure monitoring preferably at least twice a week, and conduct of semestral check-up with BJMP Doctors and other BJMP health practitioners.

3 Specific Details on the Programs and the drafting of its implementing guidelines by the concerned Directorates and offices shall continuously be monitored by the BJMP-NOSHC.
4 See: Mental Health Program Manual, which took effect on March 16, 2019; and the Guidelines in the Creation of BJMP personnel Mental Health Helpline, which has become effective on July 21, 2020.

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(c) In addition to the aforementioned minimum OSH programs, the concerned offices shall develop and implement a suitable OSH program, which include at least the following:

(c).1. General safety and health programs including Safety and Health Hazard Identification, Risk Assessment and Control (HIRAC);

(c).2. Medical surveillance for early detection and management of occupational and work-related diseases, and first aid and emergency medical services;

(c).3. Promotion of the following health domains:
   - Drug-free workplace (RA 9165; BJMP Drug-Free Workplace Policy, Effective July 21, 2020);
   - Mental health services in the workplace (RA 11036; Mental Health Program Manual, which took effect on March 16, 2019; and the Guidelines in the Creation of BJMP Personnel Mental Health Helpline, Effectivity: July 21, 2020); and
   - Healthy lifestyle (Policy on BJMP Fitness Program, Effective March 27, 2020).

(c).4. Prevention and control of the following health domains:
   - Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (RA 8504; Management of Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) Among Persons Deprived of Liberty (PDL) In All Jail Facilities, which took effect on November 10, 2020);
   - Tuberculosis and Other Communicable Disease Prevention and Control in the Workplace (EO 187-03; Revised Operational Guidelines for The Management of Tb in Jails, November 27, 2015); and
   - Hepatitis B (DOLE DA 05-2010).

(c).5. Emergency and disaster preparedness and mandated drills;

(c).6. Solid waste management system; and

(c).7. Control and management of hazards.

D. Support Facilities

(a) Facilities which may be used for the promotion of health and wellness in the workplace, such as but not limited to the following shall be provided:

   (a). 1. Recreation areas;
   (a). 2. Seminar/Training rooms; and

(b) Work assignments and good working atmosphere for improved productivity shall be provided to the following employees with special needs:

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(b). 1. Pregnant women; and 
(b). 2. Differently abled employees or those with limited working abilities.

(c) Policy and provision for lactation stations for lactating mothers shall be established/implemented, as provided by Republic Act No. 10028.

E. Work Environment

Implement policies and programs relative to:

(a) Prohibition of smoking at the workplace;
(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; and
(f) Medical assistance and other benefits for employees.

F. Promotion of OSH

(a) BJMP-NOSHC, through the designated OSH Officers, shall ensure comprehensive dissemination of OSH information through a Communication Plan which includes the publication of pertinent OSH information in the BJMP website and issuance of Memorandum, and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.

(b) All personnel shall participate in the OSH information and education program, trainings, and other related initiatives of the Jail Bureau to contribute to the improvement and sustainability of the same.

(c) All personnel 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 Programs.

(d) Network to support and sustain the implementation of OSH programs with DOLE, DOH and academic institutions that provide trainings, technical, and medical assistance shall be established and strengthened.

(e) Ensure that OSH programs and activities, such as seminars, trainings, and refresher courses, are included in the Annual Procurement Plan/OPB.

F.1. The Jail Bureau shall also be responsible for the following:

(1) Provide a reasonable working condition and ensure that the workplace is free from hazardous conditions that will cause death, illness or physical injury/ies to its workers/employees;

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(2) Ensure the conduct of occupational safety awareness; work hazards analysis sessions; identification of hazards and measures to be undertaken by all their employees in case of emergency; submission of Work Hazard Analysis checklist to the BJMP National Occupational Safety and Health Committee (BJMP-NOSH); and other analogous incidents/circumstances;

(3) Comply with the requirements of the OSH Standards, including training, medical examination, and when necessary, provisions on protective and safety devices such as Personal Protective Equipment (PPE) and machine guards. Training for personnel shall include health promotion, hazards associated with their work, health risks involved or to which they are exposed to, preventive measures to eliminate or minimize risks, steps to be taken in case of emergency, and safety instructions for the jobs, activities and tasks to be handled by workers. The Jail Bureau shall ensure that the appropriate and approved devices, PPE and other equipment used are only those that passed the Philippine quality standards, whether local or international;

(4) Establish and adopt policies on safety peculiar to its environment in conformity with the provisions of these Standards outlining therein accountable persons and the scope of their delegated authority;

(5) Provide for measures identifying trainings and drills, evacuation plans, among others, to deal with emergencies, fires and accidents including first-aid arrangements;

(6) Appoint or designate, as the case may be, a Safety and Health Officer in every office or jail and ensure that the needed OSH trainings are undertaken;

(7) Create a Safety and Health Committee and/or a Special Investigation Committee in every office/jail that will conduct regular meeting and/or investigation on occupational related accidents, injuries, illness and/or death; and acts on measures recommended by the Safety and Health Committee and/or Special Investigation Committee;

(8) Provide annual report and documentation on the health and safety program of every office and jail facility, to be submitted to BJMP-NOSH, including but not limited, to the following:

(a) OSH related activities;
(b) Safety performance;
(c) OSH Committee recommendations and measures taken to implement such recommendations;
(d) Survey Report of approved sick leave applications due to work related sickness/diseases; and
(e) Incident report on work related injuries.

(9) Establishment of Emergency Response Team for Health and Accidents which will provide emergency medical services for all employees for occupational related accidents, injury, illness and/or death, including but not limited to emergency hospitalization, medical supplies and emergency kits;

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(10) Ensure that institutional contractors or service providers have functional OSH policy and program which will cover employees deployed in government agencies and meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018; and

(11) Ensure that emergency OSH related services will be provided for job order, contract of service and/or individual contract employees such as first aid, emergency medical supplies, and emergency hospitalization assistance; confinement and other related expenses shall be borne by the said contracting agency/individual and must be stipulated in the terms and conditions of the contract.

F.2. All BJMP Personnel shall have the following duties and responsibilities:

(1) Cooperate with the Committee and/or OSH Officer in carrying out the provisions of these Guidelines and report to the Safety and Health Committee/OSH Officers any work hazard that may be observed in the workplace;

(2) Follow all instructions on work safety in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the Jail Bureau;

(3) Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives, and activities. OSH Officers and other concerned personnel shall undergo training on Occupational Safety and Health and related programs, such as trainings and seminars or capability build up, Refresher courses and other enhancement seminars (Basic Life Support, First Aid, CPR, etc.);

(4) Participate in capacity building activities on safety and health and other OSH related topics and programs;

(5) Proper use of all safeguards and safety devices furnished for personnel's protection and that of others;

(6) Comply with instructions to prevent accidents or imminent danger situations in the workplace;

(7) Observe prescribed steps to be taken in case of emergency including participation in the conduct of national or local disaster drills; and

(8) Support the conduct of health and safety inspection or other programs.

F.3. Janitors or Job order employees (JO) and contract of service workers (construction workers).

(1) The contractors or contract service providers must ensure that their employees deployed in BJMP offices and jails are provided with medical
coverage and they must meet the requirement as provided in the Rules and Regulations Governing Contract of Service and Job Order Workers in the Government (CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018; in relation to CSC-COA-DBM Joint Circular No. 1, s. 2020, March 19, 2020 or the Interim Guidelines Governing Contract of Service (COS) and Job Order (JO) Workers in the Government for the Duration of the State of Calamity and Community Quarantine Due to Corona Virus Disease (COVID-19)). Heads of receiving offices where the said job order or contract of service employees are deployed shall only provide medical assistance in case of emergency.

(2) They shall follow all instructions on work safety given by the Jail Bureau/employer/contractor in compliance with the provisions of the standards and make use of all safeguard and safety devices provided by their employer.

(3) Any other person, including the builder or contactor who visits, builds, renovates or installs devices or conducts business with BJMP, shall comply with the provisions of these guidelines and all other applicable regulations, and health and safety protocols. It shall be their duty to collaborate and cooperate to ensure compliance with OSH standards and regulations.

F.4. Occupational Safety & Health Officers shall perform the following duties and responsibilities:

(1) Undergo training on Occupational Safety and Health and other related programs - Trainings and seminars or capability build up, Refresher courses and other enhancement seminars and trainers' training to OSH Officers (Basic Life Support, First Aid, CPR, etc.), and as much as possible, conduct lectures and reecho seminars to all personnel in order to ensure and intensify the implementation of OSH programs (Soft copy of the OSH presentation entitled: Introduction and Awareness to Occupational Safety and Health shall be sent to the trainers/OSH officers, which shall be regularly updated whenever necessary. Hard copy of which is also attached and shall form an integral part of this MC, and marked as Annex A);

(2) Formulate, implement, and monitor the application of the Strategic Plan on BJMP Occupational Safety and Health Program at all levels to promote a healthy work environment, to include a periodic conduct of OSH Hazards Identification Inspection (Attached as Annexes B, C, and D are templates on 5-Year Strategic Plan on the Implementation of BJMP Occupational Safety and Health Program (Annex B), BJMP-NOSH Program Checklist (Annex C), and Job Hazard Analysis (Annex D));

(3) Act as the focal person in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;

(4) Serve as Secretariat to the Occupational Safety and Health Committee, and as such he/she shall:

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(a) Notify members of the meetings;
(b) Prepare minutes of the meeting; and
(c) Submit a report of the activities of the Committee including the recommendations made thereof.

(5) Sit and actively participate as member in the adjudication board meeting;


(7) Coordinate all safety and health training programs for all BJMP officers and personnel; and

(8) Conduct lateral coordination with the DOH, DOLE and other agencies.

G. BJMP National Occupational Safety and Health Committee (BJMP-NOSHC) and Regional Occupational Safety and Health Committee (ROSHC)

G.1. Composition

The composition of the BJMP-NOSHC is as follows:

Chairperson – Chief of Directorial Staff of the Jail Bureau
Vice Chairperson – Director for Health Service
Members -
  - Director for Personnel and Records Management
  - Director for Operations
  - Director for Logistics
  - Chief, Legal Service Office
  - NESJO
  - BJMP CEA President
Secretary - Occupational Safety and Health Officer

ROSHC shall be composed of:

Chairperson - Regional Chief of Directorial Staff
Vice Chairperson - Chief, Health Service Division
Members -
  - Chief, Personnel and Records Management Division
  - Chief, Operations Division
  - Chief, Logistics Division
  - Chief, Legal Service Section
  - RESJO
  - NUP Representative
Secretary - Regional Occupational Safety and Health Officer

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G.2. Duties and Functions of the Safety and Health Committee

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

Develop internal OSH policy and standards;

(1) Plan and develop health related trainings/seminars for the furtherance of health promotion and accident prevention programs in the workplace;

(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 in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;

(5) Conduct periodic safety meetings;

(6) Submit reports on its meetings and other activities to the head of office;

(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 the said activities;

(9) Initiate safety trainings on OSH by coordinating with appropriate training institutions;

(10) Spearhead the conduct of trainings and seminars or capability build up, Refresher courses and other enhancement seminars and trainers’ training to OSH Officers (Basic Life Support, First Aid, CPR etc.) in coordination with Directorate for Human Resource Development/Human Resource Development Division;

(11) Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and

(12) Submit an Annual Work and Financial Plan and Budget needed to support the OSH programs.

G.3. BJMP Civilian Employees’ Association (BJMP-CEA)

The representative of BJMP-CEA shall:

(1) Support the Jail Bureau in carrying out the provisions of the standards and report to Management work hazard observed in the workplace;

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(2) Participate/Cooperate in activities initiated by the Occupational 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; and

(5) Negotiate for better working conditions in their workplace as the provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for such.

H. Procedure on Special Inspection, Investigation and Review

Any personnel who believes that a violation of any of the provision of these guidelines or OSH Standards or threatens physical well-being, harm or poses imminent danger to life, may submit a request to address the issue/concern along with a narrative report regarding the violations to his immediate superior of unit head.

If there is reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted. The Head of Office (Warden/Provincial Jail Administrator/Regional Director/Director or Chief of Office/Chief, BJMP) shall be given a copy of the result of such inspection/investigation upon its completion.

I. Reporting Requirements & Records Keeping

(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 Directorate for Personnel and Records Management/Personnel and Records Management Division (DPRM/PRMD) to the Occupational Safety and Health Committee copy furnished the Head of Office.

(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 Occupational Safety and Health Committee and the Head of Office, for appropriate and necessary action to address the concern.

(3) The DPRM/PRMD 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; and

"Changing Lives, Building a Safer Nation"
(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, in compliance with the Data Privacy Act of 2012.

(5) DPRM/PRMD shall assist the personnel for Employee Compensation claims by submitting pertinent records to the adjudication committee or other concerned office.

7.0 PENALTY CLAUSE

Officers and personnel who violated or failed to comply with these guidelines shall be subject to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 Rules on Administrative Cases in the Civil Service; the 2017 Comprehensive Administrative Disciplinary Machinery; and other pertinent rules, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

8.0 MONITORING CLAUSE

The BJMP-NOSHC, through the OSH Officer, shall conduct program monitoring and evaluation based on reports submitted and actual observation of these guidelines, and shall comply with the following:

(1) Annual Report of compliance with this Circular to be submitted to the Regional Director and the Chief, BJMP a copy of which shall be submitted to the Civil Service Commission at the end of the Calendar Year.

(2) An annual review of the past year's compliance with the Standard must be done by the BJMP-NOSHC every first quarter of the succeeding year. Thereafter, the Committee shall conduct a quarterly periodic review and report on the same must be included in the Annual Report.

9.0 FINANCIAL CLAUSE

To ensure continuity of the implementation of these guidelines, resources needed for the implementation of this Circular shall be funded by the Jail Bureau through its regular Maintenance and Other Operating Expenses (MOOE) and included in the Project Procurement Management Plan (PPMP)/Regional Annual Operations Plan and Budget (OPB) to be initiated by the OSH Officer (Attached as Annex I is an Annual Work and Financial Plan and Budget for OSH template).

10.0 SEPARABILITY CLAUSE

In the event that any provision or part of these guidelines be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

"Changing Lives, Building a Safer Nation"
11.0 REPEALING CLAUSE

All other existing issuances which are inconsistent with this Memorandum Circular are hereby superseded or modified accordingly.

12.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from the filing thereof with the U.P. Law Center – Office of the National Administrative Register in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292 otherwise known as the "Administrative Code of 1987."

13.0 ANNEXES

ANNEX A OSH Presentation: Introduction and Awareness to Occupational Health and Safety
ANNEX B 5-Year Strategic Plan on the Implementation of BJMP Occupational Safety and Health Program
ANNEX C BJMP-NOSH Program Checklist
ANNEX D Job Hazard Analysis
ANNEX E Hazard Checklist
ANNEX F Treatment Room Checklist
ANNEX G Annual Work Accident/Ilness Exposure Data Report Template
ANNEX H Work-Related Accident/Ilness Report
ANNEX I Annual Work and Financial Plan and Budget for OSH Template
ANNEX J Memorandum of Understanding Template

Prepared By: 

MA RAME LISA D QUIGAO
Jail Senior Inspector
Deputy Chief, Legal Service Office
Head, Technical Working Group on Occupational Health and Safety Standards

Reviewed By: 

DENNIS UROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations of the Jail Bureau/Quality Management Representative

Approved By: 

ALLAN S IRAL, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building a Safer Nation"
- **Orange - Alert.** To designate dangerous parts of machines or energized equipment which may cut, crush, shock or otherwise injure, and to emphasize such hazards when enclosure doors are open or when gear, belt or other guards around moving equipment are open or removed, exposing unguarded hazards.

Examples:

- **Blue - Precaution.** To designate caution, limited to warning against starting, use of, or the movement of equipment which is under repair or being worked upon.

Examples:

- **Purple - Radiation.** To designate hazards. Yellow is used in combination with purple for markers, such as tags, labels, signs and floor markers.
Green - Safety. Designating "safety."

Examples:
Location of first-aid equipment
Location of safety and allied devices
Safety bulletin board

White - Traffic. White, black, or a combination of these are the basic colors for the designation of traffic and housekeeping marking. Solid white, solid black, single color stripping or alternate stripes of black and white.

Examples:
Housekeeping

Traffic

Yellow - Caution. To designate caution and for marking physical hazards, such as striking against, stumbling, falling, tripping, and "caught in between". Solid yellow, yellow and black stripes, yellow and black checkers or yellow with suitable contrasting background may be used interchangeably, using the combination which will attract the most attention in the particular environment.

Examples:
Standard Colors of Signs for Safety Instructions and Warnings in Building Premises

- **Red - Fire Protection.** To call attention to fire protection equipment apparatus and facilities;

  Examples:

  Fire stations and equipment (extinguishers, pumps, buckets, hose, hydrants)

  ![Fire Extinguisher](image)
  ![Fire Pump Room](image)
  ![Fire Bucket](image)

  Fire hose reel
  Fire hydrant

  Fire extinguishing systems (valves, alarm, sprinkler, piping, etc.)

  ![Fire Sprinkler Shut-Off Valve](image)
  ![Fire Alarm](image)

  Fire protection materials (doors, blankets, extinguishing agents)

  ![Fire Exit](image)
  ![Fire Blanket](image)

  Use to Smother Fires: Cloth, paper, foam, etc.
  ![Clothing Fires](image)
  ![Commercial Cooking Equipment](image)
Work Better

WORK WITH THE PROPER LIGHT

The light source should be parallel to the worker's line of sight.

All lights should have shades or glare shields.

Use blinds or drapes on windows to eliminate bright light. Blinds and furniture should be adjusted to let light into the room but not directly into the field of view. Lights from open windows should be at right angles with the workstation.
Working with Computers

**OPERATE COMFORTABLY**

- Take a 10 to 15 minute break after each hour of work.
- During breaks, exercise your eyes by looking at a distance.
- Stretch or exercise your arms and legs at regular intervals.
- Keep the workplace and computer neat and clean.

Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue corner Agham Road, Dilmahon, Quezon City
Tel. Nos.: 02-26036 to 39 Fax: 02-26039/924-2614
E-mail: oshc_dole@yahoo.com
Website: http://www.oshc.dole.gov.ph

*This poster may be reprinted provided OSHEC is acknowledged.*
LIGTAS BA KAYO SA MGA PANGANIB NA DULOT NG WELDING?

NITROGEN OXIDE
CARBON MONOXIDE
ALKABOK NG WELDING
USOK
GAS

ALIKABOK AT USOK NA DULOT NG WELDING

PANGANIB (Hazard)
1. Iron Oxide
2. Copper Fume
3. Manganese
4. Magnesium Oxide
5. Nickel
6. Chromium
7. Zinc Oxide
8. Nitrous Oxide
9. Nitrogen Oxide
10. Carbon Monoxide
11. Chrome

KONSENTRASYON (Threshold Limit Value: TLV)
10 mg/cu.m.
0.1 mg/cu.m.
5 mg/cu.m.
15 mg/cu.m.
1 mg/cu.m.
0.5 mg/cu.m.
1 mg/cu.m.
50 ppm
5 ppm
50 ppm
0.1 ppm

MAGSIGURO!
IPASURI ANG INYONG PALIGID UPANG MATIYAK NA ANG KONSENTRASYON NG MGA PANGANIB NA ITO AY HINDI MAKAKASAMA SA INYONG KALUSUGAN.
Save your back.

Be sure to plan the lift.
Clear the path of any obstruction.

Assess if the load is too heavy. If it is, ask for help.

Carry the load close to your body. Do not twist while lifting.

Keep your back straight and use your leg muscles to do the lifting.
PREVENT FIRES
SAVE LIVES

* Have an escape plan
* Eliminate fire hazards
* Install smoke detectors
* Remember the PASS word

Pull
Im
Squeeze
Sweep
START YOUR DAY BY WEARING PROPER PERSONAL PROTECTIVE EQUIPMENT

UNSAFE

NO SAFETY HELMET
NO EYE PROTECTION
NO EAR PLUG
LOOSE, DAMAGED SHIRTS
SHORTPANTS
SANDALS OR FIELD SNEAKER

SAFE

WEAR SAFETY HELMET
WEAR EYE PROTECTION
WEAR EAR PLUGS
WEAR DUST MASK WHEN NECESSARY
FASTEN CHIN-STRAP
WEAR FITTED WORKING CLOTHES
WEAR HARNESS
BUTTON SLEEVES
WEAR SAFETY GLOVES WHEN NECESSARY
KEEP TROUSERS' EDGE IN PLACE
WEAR SAFETY SHOES
Iwasan ang mga Panganib sa Lalakaran!
Magsagawa ng

**MEDICAL EXAM**

ayon sa pangangailangan ng manggagawa

Ayon sa Rule 1960 ng Occupational Safety and Health Standards:

1. Bilang bahagi ng pagpasok ng manggagawa sa kumpanya
2. Ayon sa pangangailangan at uri ng trabaho
3. Special exam
4. Transfer exam
5. Separation exam

Department of Labor and Employment

**OCCUPATIONAL SAFETY AND HEALTH CENTER**
North Avenue (corner Agham Road), Diliman, Quezon City
Tel. Nos.: 02-86056 to 39 Fax: 02-60920 / 014-244-4
E-mail: oshc_dle@dole.gov.ph
Website: http://www.oshc.dole.gov.ph

*Masapalit mula sa pamamagitan ng poster na ito ang mag-aalok ng Occupational Safety and Health Services (OSHSC) sa mga trabaho.
Safe & Healthy Workforce

Greening the Environment

Clean and Safe Workplace

Proper Waste Management

Resource Conservation

Let's GREEN Our Workplace
Establish a SAFETY AND HEALTH COMMITTEE

* management representatives
* employees' representatives
* doctor/nurse
* safety officer

Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue, corner Alhambra Road, Diliman, Quezon City
Tel: Nos. 528-8138 to 39 Fax: 525-8335 / 912-2814
E-mail: oshe_doh@dlisn.com
Website: http://www.oshc.doh.gov.ph
ELECTRICAL SAFETY

ALWAYS LOCK-OUT POWER SOURCE. THE KEY SHALL BE IN THE POSSESSION OF THE PERSONNEL PERFORMING ELECTRICAL WORKS.

PLACE TAGS BEFORE WORKING ON A CIRCUIT.

DEFECTIVE TOOLS SHOULD BE TAGGED AND WITHDRAWN FROM SERVICE UNTIL REPAIRED.
This is a DRUG-FREE workplace! Let's keep it this way.
Live free from habits that get in the way of your dreams.

Practice those that help you achieve your goals in life.

CHANGE is a comprehensive workplace health and wellness campaign under the FLYFit Like Young Healthy Lifestyle in the Workplace Program that aims to enable young professionals to make healthy choices to improve their well-being and overall performance.
Alamin at ipatupad
ang
Safet y Data
Sheet

16 headings of
Safety Data Sheet

1. Identification
2. Hazard(s) Identification
3. Composition / Information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measure
7. Handling and storage
8. Exposure control / personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport Information
15. Regulatory Information
16. Other information

Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue corner Ayala Road, Diliman, Quezon City
Toll Free: 1-800-283-6300 (Toll Free)
Fax: 1-800-886-2720
e-mail: oshec@philinfo.com.ph
Website: http://www.oshec.dole.gov.ph

Management System
ISO 9001:2008
*GHS: HUGIS AT ANYO NG KALIGTASAN SA KEMIKAL

- Explosives
- Self Reactives
- Organic Peroxides

- Flammables
- Self Reactives
- Pyrophorics
- Self Heating
- Emits Flammable Gas
- Organic Peroxides

- Acute Toxicity (severe)
- Carcinogen
- Respiratory Sensitizer
- Reproductive Toxicity
- Target Organ Toxicity
- Metagenecity
- Aspiration Hazard

- Oxidizers

- Gases Under Pressure

- Corrosives

- Environmental Toxicity

- Irritant
- Dermal Sensitizer
- Acute Toxicity (harmful)
- Specific Target Organ Toxicity (Single Exposure)
- Hazardous to the Ozone Layer

*Globally Harmonized System of Classification and Labeling of Chemicals
Alamin at ipatupad ang mga tamang uri at simbolo ng kemikal.

Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue corner Agham Road, Davao City
Tel: 02-2430990 Fax: 02-2430991
E-mail: oshc_davao@yahoo.com
Website: http://www.oshc.davao.gov.ph

* Maaring maging implemento ang ponsor na ito ng anyo.
Kahit lamang, kapag may dumating ang OSHC, ilagay pa rin ang malamang ito.
SEIRI
SORT
Sort out unnecessary items in the workplace and discard them.

SEITON
SYSTEMATIZE
Arrange necessary items in good order so they can easily be selected for use.

SHITSUKE
SELF-DISCIPLINE
Train people to follow good work habits and to strictly follow workplace rules.

SEISO
SWEEP
Clean your workplace completely so that there is no dust on floors, machines or equipment.

SEIKETSU
STANDARDIZE
Maintain one's workplace so that it is productive and comfortable by repeating Seiri-Seiton-Seiso.
**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES**  
Quezon City

BEFORE ME, this _________________ in Quezon City, personally appeared:

<table>
<thead>
<tr>
<th>NAME</th>
<th>GOVT ID NO.</th>
<th>DATE/PLACE ISSUED</th>
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<tbody>
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<td>__________</td>
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known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their free and voluntary act and deed.

This instrument consisting of three (3) pages including this page on which this acknowledgment is written duly signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, at the place and on the date above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;
Both Parties agree to adopt and implement the provisions set forth in JMP No. 1, series of 2020, dated March 4, 2020, hereto attached and forming an integral part of this MoU.

All BJMP personnel assigned at the BJMP National Headquarters (NHQ) as well as personnel coming to and from NHQ, who incurred a medical emergency that requires immediate medical attention, such as, but not limited to, occupational accidents and injuries shall immediately be brought to VMMC.

VMMC shall accommodate all BJMP personnel who incurred such medical emergency and shall make their health facility readily available for emergency medical services.

The Bureau of Jail Management and Penology (BJMP) shall shoulder all the expenses for the medication and hospital accommodation, subject to the existing laws, rules and regulations.

TIME FRAME FOR THE IMPLEMENTATION:

This agreement shall take effect immediately upon execution of the parties. It may only be modified, altered or amended with the prior consent of the other party.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this day of __________, 2021 in Quezon City, Philippines.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and place first written above.

VETERANS MEMORIAL MEDICAL CENTER

Represented by:

DOMINADOR M. CHIONG JR.
VMMC Director

BUREAU OF JAIL MANAGEMENT AND PENOLOGY

Represented by:

JDIR ALLAN S. IRAL
Jail Director

SIGNED IN THE PRESENCE OF:
MEMORANDUM OF UNDERSTANDING (TEMPLATE)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding is entered into by and between:

THE VETERANS MEMORIAL MEDICAL CENTER,
hereinafter referred to as VMMC, a government hospital situated at North Avenue, Diliman, Quezon City, duly represented herein by VMMC Director DOMINADOR M. CHIONG JR.;

and

THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY
hereinafter referred to as "the BJMP", a government instrumentality created pursuant to Chapter 5, Section 60 of Republic Act No. 6975, with its National Headquarters located at 144 Mindanao Avenue, Project 8, Quezon City, duly represented by Jail Director ALLAN S IRAL.

WITNESSETH:

The VMMC and BJMP, collectively referred to as the "PARTIES" manifest their commitment in their partnership in the implementation of CSC-DOH-DOLE Joint Memorandum Circular (JMC) No.1, s. 2020 re: Occupational Safety and Health Standards for the Public Sectors;

WHEREAS part of the provisions provided for under the said JMC is for the government agency to enter into a Memorandum of Understanding with the nearest government health facility for emergency medical services for occupational accidents and injuries to ensure that medical services will be available in times of emergency;

WHEREAS, VMMC, while it is mandated to provide the best quality medical care and treatment to the veterans and their dependents, emergency cases, however, may be brought to the hospital directly;

WHEREAS in pursuit of its mandate, the BJMP is envisioned to provide humane safekeeping and development of persons deprived of liberty in all district, city and municipal jails; and its National Headquarters is situated a few kilometers away from VMMC, hence, it is the nearest government health facility to BJMP;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and commit, as follows:
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<tr>
<th>Office Designation Rank and Name</th>
<th>Approved by</th>
<th>Replied by</th>
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- **Total**
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  - 000'000

- **C. Linkages**
  - Provision of emergency supplies
  - Number of personnel involved

- **Disaster Risk Management**
  - Training
  - Number of implemented programs

- **B. Risk Reduction Management System**
  - Emergency plan and contingency program
  - Risk reduction management system

---

**Annual Work and Financial Plan and Budget for OSH Template**
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<tr>
<th>Remarks</th>
<th>Total</th>
<th>Outcome</th>
<th>Actual</th>
<th>Target</th>
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<th>Total</th>
<th>Outcome</th>
<th>Actual</th>
<th>Target</th>
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<td>Annual Work and Financial Plan and Budget for OSH Training and Seminars</td>
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**ANEX 1**
33) Time on light work or reduced output: ____________ Day: ____________

Percent Output:

34) Damage to Machinery and Tools (Describe):

35) Cost of repair or replacement: ____________

Php ____________

36) Lost of production time: ____________

MACHINERY AND TOOLS

37) Damage to materials (Describe):

38) Cost of repair or replacement:

39) Lost production time:

MATERIAL

40) Damage to Equipment (Describe):

41) Cost of repair or replacement: ____________

Php ____________

42) Lost Production Time:

EQUIPMENT

I HEREBY CERTIFY on my honor to the accuracy of the foregoing information

_____________________________
Date

_____________________________  ______________________________
Investigating officer & Position  Safety Officer
**WORK-RELATED ACCIDENT/ILLNESS REPORT**

(This Report shall be submitted by the ROSHO for every accident or illness to the NOSH on or before the 20th day of the month following the date of the accident)

<table>
<thead>
<tr>
<th><strong>AGENCY REGIONAL OFFICE JAIL</strong></th>
<th>1) Regional Office/Jail: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Address: ___________________</td>
<td>Nature of Operation: ____________________________</td>
</tr>
<tr>
<td>3) Regional Director/Jail warden:</td>
<td>___________________________</td>
</tr>
<tr>
<td>4) Number of Personnel: Male: Female: Total:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INJURED OR ILL PERSON</strong></th>
<th>5) Name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>6) Address: ________________</td>
<td>Age: ___ Gender: ___ Civil Status:</td>
</tr>
<tr>
<td>7) Average Weekly Wage: Php ______</td>
<td>No. of Dependents:</td>
</tr>
<tr>
<td>8) Length of service prior to accident or illness:</td>
<td></td>
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</table>

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<thead>
<tr>
<th><strong>OCCUPATIONAL HISTORY</strong></th>
<th>9) Occupation: ___________________________</th>
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<tbody>
<tr>
<td>10) Experience at Occupation:</td>
<td></td>
</tr>
<tr>
<td>11) Work Shift: 1st 2nd 3rd</td>
<td>Hrs of work/day: ___</td>
</tr>
<tr>
<td>12) Day/week</td>
<td></td>
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<tr>
<td>13) Date of accident: ___ Time: ___</td>
<td></td>
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<tr>
<td>14) The accident involved:</td>
<td>Personal Injury: ___</td>
</tr>
<tr>
<td>15) Property Damage:</td>
<td></td>
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<tr>
<td>16) Description of Accident/ Illness:</td>
<td></td>
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<tr>
<td>17) Was injured doing regular part of job at the time of accident or illness:</td>
<td>If not, why:</td>
</tr>
<tr>
<td>18) Extent of Disability: Fatal Permanent total</td>
<td></td>
</tr>
<tr>
<td>19) Permanent partial</td>
<td>Temporary Total</td>
</tr>
<tr>
<td>20) Nature of Injury or Illness:</td>
<td></td>
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<tr>
<td>21) Parts of Body Affected:</td>
<td></td>
</tr>
<tr>
<td>22) Date Disability Begun: ___ Date Returned to work: ___</td>
<td></td>
</tr>
<tr>
<td>23) Days Lost from work:</td>
<td></td>
</tr>
</tbody>
</table>

| **CAUSE OF ACCIDENT OR ILLNESS** | 24) Department Involved: | |
|----------------------------------|-------------------------|
| 25) Division Involved: | Accident type: |
| 26) Accident type: | Unsafe Mechanical or Physical Condition: |
| 27) Unsafe Act: | Contributing Factor: |
| 28) Preventive Measures (taken or recommended): | |
| 29) Mechanical guards, Personal Protective Equipment and safe guards: | |
| 30) Were all safeguards in use? | If not, why: |
| 31) Compensation: Php | |
| 32) Medical and Hospitalization: | |
| 33) Burial: | |
| 34) Time Lost on Day of Injury: Hours: Minutes: | |
| 35) Time Lost on Subsequent Days: Hours: Minutes: | (Treatment or other Medical reasons) |
ANNUAL WORK ACCIDENT/ILLNESS EXPOSURE DATA REPORT

Office Assignment: 
Address: 

Exposure Date: 
Number of Personnel: 
  Total hours worked by 
everyone: 
  Employees during the year: 

Injury Summary:
  Total-All Disabling 
  Injuries/Illness: 
  Total-Non-Disabling: 
  Frequency Rate: 
  Severity Rate: 

__________________________  Safety Officer

Guide:
1. Frequency Rate is the Total Number of disabling injuries per million employee hours of exposure.
   
   \[
   \text{Frequency Rate} = \frac{\text{Number of disabling injuries}}{\text{Employee hours of}} \times 1,000,000
   \]

2. Severity Rate is the total number of days lost or charged per million employee hours of exposure
   
   \[
   \text{Severity Rate} = \frac{\text{Number of days lost or charged}}{\text{Employee hours of}} \times 1,000,000
   \]

3. Exposure is the total number of hours worked by all employees in each establishment including employees or operating production, maintenance, transportation, clerical, administrative, sales and other departments.

4. Disabling Injuries-work injuries which result in death, permanent total disability, permanent partial disability or temporary total disability.

5. Non-Disabling injuries (Medical treatment)- Injuries which do not result into disabling injuries but require first-aid or medical attention of any kind.
16. Disposable hypodermic syringes with needles 2.5 cc.
   
<table>
<thead>
<tr>
<th></th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>601-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Rubber tourniquet</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>18. Venoclysis set (IV tubing butterfly)</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>19. Minor surgical instruments</td>
<td>-</td>
<td>-</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>20. Forceps</td>
<td>-</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>21. Sterilizers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>22. Waste pail</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>23. Soap cake</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>24. Examining table</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>25. Linens</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>26. Bed</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>27. Stretcher</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>28. Cabinet for medicine and supplies</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
</tbody>
</table>

III. MEDICAL FACILITIES

<table>
<thead>
<tr>
<th>Number of Workers</th>
<th>Treatment Room</th>
<th>Emergency Clinic</th>
<th>Emergency Hospital/Infirmary</th>
<th>Dental Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>51-99</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>100-199</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>200-600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>601-2,000</td>
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<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2,001-above</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

* Adequate quantity depending upon the needs of the workers as determined by the health personnel of the agency.
** Any medicine, supply or equipment prescribed in the table may be substituted with one of comparable effectiveness and shall be replaced with the same quantity immediately after use of consumption.
**B. FOR NON-HAZARDOUS WORKPLACES**

### I. MEDICINES**

<table>
<thead>
<tr>
<th>Item</th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>601-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Topical Antiseptic, cc.</td>
<td>60 cc</td>
<td>60 cc</td>
<td>60 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
</tr>
<tr>
<td>2. Antiseptic eyewash, cc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3. 70% Isopropyl Alcohol, cc.</td>
<td>240 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>500 cc</td>
<td>500 cc</td>
</tr>
<tr>
<td>4. Aromatic Spirit of Ammonia, cc.</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
</tr>
<tr>
<td>5. Toothache drops, cc.</td>
<td>15 cc</td>
<td>15 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
</tr>
<tr>
<td>6. Hydrogen peroxide solution, cc.</td>
<td>120 cc</td>
<td>120 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>240 cc</td>
</tr>
<tr>
<td>7. Burn ointment, tube</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>8. Analgesic/Antipyretic, tablets</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>9. Anti-histaminic tablets</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>10. Antacid tablets</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>11. Anti-diarrhea tablets</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>12. Anti-spasmodic tablets</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>13. Antihypertensive tab.</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>14. Coronary vasodilator tablets</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>15. Anti-Asthma tablets</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>16. Ant-hemorrhagic tablets</td>
<td>-</td>
<td>-</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
</tr>
<tr>
<td>17. Glucose solution 5%, 500 cc., bottle</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>18. Anesthetic preparation, cc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

### II. MEDICAL SUPPLIES AND EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>601-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Aid pamphlet</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>2. First Aid box</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>3. Thermometer</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>4. Stethoscope</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>5. Sphygmomanometer</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>6. Sterile gauze pads</td>
<td>5 pcs</td>
<td>5 pcs</td>
<td>5 pcs</td>
<td>20 pcs</td>
<td>20 pcs</td>
<td>20 pcs</td>
</tr>
<tr>
<td>7. Gauze bandage, roll</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>8. Adhesive tape, roll</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>9. Absorbent cotton</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>10. Bandage scissors</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
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<td>1 pc</td>
</tr>
<tr>
<td>11. Triangular bandage</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>12. Safety pins</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>13. Tongue depressors wooden</td>
<td>-</td>
<td>-</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
</tr>
<tr>
<td>14. Hot Water bag</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>15. Ice bag</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>16. Disposable hypodermic syringes with needles 2.5 cc.</td>
<td>-</td>
<td>-</td>
<td>10 cc</td>
<td>10 cc</td>
<td>10 cc</td>
<td>20 cc</td>
</tr>
<tr>
<td>17. Rubber tourniquet</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>18. Venoclisis set (IV tubing butterfly)</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>19. Minor surgical instruments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>20. Forceps</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>21. Sterilizers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>22. Waste pail</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>23. Soap cake</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>24. Examining table</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25. Linens</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>26. Bed</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>27. Stretcher</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>28. Cabinet for medicine and supplies</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
</tbody>
</table>

### III. MEDICAL FACILITIES

<table>
<thead>
<tr>
<th>Number of Workers</th>
<th>Treatment Room</th>
<th>Emergency Clinic</th>
<th>Emergency Hospital/Infirmary</th>
<th>Dental Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>51-99</td>
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<tr>
<td>200-600</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>601-2,000</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2,001-above</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

* Adequate quantity depending upon the needs of the workers as determined by the health personnel of the establishment.

** Any medicine, supply or equipment prescribed in the table may be substituted with one of comparable effectiveness and shall be replaced with the same quantity immediately after use of consumption.
# TREATMENT ROOM CHECKLIST

## A. FOR HAZARDOUS WORKPLACES

### I. MEDICINES**

<table>
<thead>
<tr>
<th>Medicine</th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>2,001-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topical Antiseptic, cc.</td>
<td>60 cc</td>
<td>60 cc</td>
<td>120 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
</tr>
<tr>
<td>Antiseptic eyewash, cc.</td>
<td>120 cc</td>
<td>120 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>240 cc</td>
</tr>
<tr>
<td>Isopropyl Alcohol, cc.</td>
<td>240 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>500 cc</td>
<td>500 cc</td>
<td>500 cc</td>
</tr>
<tr>
<td>Aromatic Spirit of Ammonia, cc.</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>60 cc</td>
<td>60 cc</td>
</tr>
<tr>
<td>Toothache drops, cc.</td>
<td>15 cc</td>
<td>15 cc</td>
<td>15 cc</td>
<td>30 cc</td>
<td>30 cc</td>
<td>30 cc</td>
</tr>
<tr>
<td>Hydrogen peroxide solution, cc.</td>
<td>120 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>360 cc</td>
<td>480 cc</td>
</tr>
<tr>
<td>Burn ointment, tube</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Analgesic/Antipyretic, tablets</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Anti-histaminic tablets</td>
<td>-</td>
<td>-</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Antacid tablets</td>
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<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Anti-diarrhea tablets</td>
<td>10 pcs</td>
<td>10 pcs</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Anti-spasmodic tablets</td>
<td>-</td>
<td>-</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Antihypertensive tab.</td>
<td>-</td>
<td>-</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Coronary vasodilator tablets</td>
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<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Anti-Asthma tablets</td>
<td>-</td>
<td>-</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Ant-hemorrhagic tablets</td>
<td>-</td>
<td>-</td>
<td>20 pcs</td>
<td>30 pcs</td>
<td>40 pcs</td>
<td>50 pcs</td>
</tr>
<tr>
<td>Glucose solution 5%, 500 cc., bottle</td>
<td>-</td>
<td>-</td>
<td>2 cc</td>
<td>2 cc</td>
<td>3 cc</td>
<td>4 cc</td>
</tr>
<tr>
<td>Anesthetic preparation, cc.</td>
<td>-</td>
<td>-</td>
<td>50 cc</td>
<td>50 cc</td>
<td>50 cc</td>
<td>50 cc</td>
</tr>
</tbody>
</table>

## II. MEDICAL SUPPLIES AND EQUIPMENT**

<table>
<thead>
<tr>
<th>Supply/Equipment</th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>2,001-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid pamphlet</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>First Aid box</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Thermometer</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>-</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Sphygmomanometer</td>
<td>120 cc</td>
<td>120 cc</td>
<td>240 cc</td>
<td>240 cc</td>
<td>360 cc</td>
<td>480 cc</td>
</tr>
<tr>
<td>Hydrogen peroxide solution, cc.</td>
<td>cc</td>
<td>cc</td>
<td>cc</td>
<td>cc</td>
<td>cc</td>
<td>cc</td>
</tr>
<tr>
<td>Gauze bandage, roll</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>Adhesive tape, roll</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Absorbent cotton</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Bandage scissors</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Triangular bandage</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>2 pcs</td>
<td>2 pcs</td>
<td>2 pcs</td>
</tr>
<tr>
<td>Safety pins</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supply/Equipment</th>
<th>1-50</th>
<th>51-99</th>
<th>100-199</th>
<th>200-600</th>
<th>2,001-2,000</th>
<th>2,001 &amp; above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tongue depressors wooden</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
<td>100 pcs</td>
</tr>
<tr>
<td>Hot Water bag</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
<tr>
<td>Ice bag</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
<td>1 pc</td>
</tr>
</tbody>
</table>
HAZARD CHECKLIST

Biophysical:
- Excessive Noise
- Poor Ventilation
- Vibration
- Radiation (Ionizing/Nonionizing)
- Poor or defective illumination
- Extreme Temperature (Hot or Cold NV: 68-78 F)
- Constant and high exposure to sunlight/ultra violet rays
- Extreme pressure (high pressure or vacuum)
- Others:  

Ergonomic:
- Exhaustive physical exertion
- Repetitive movements
- Improperly or Nonadjustable set up of working stations and chairs
- Improper lifting and reaching
- Frequent movement with poor body posture and awkward body position
- Others:  

Safety Hazard:
- Spills on floor or tripping hazards (e.g: blocked aisle, cords running across the floor)
- Working on heights (e.g: including ladders, scaffolds, roofs, or any raised work area)
- Unguarded machinery or moving machinery parts
- Electrical hazards (frayed cords, missing ground pins or improper wiring)
- Others:  

Biological:
- Viruses
- Bacteria
- Fungi
- Parasites
- Insects
- Animals
- Humans
- Others:  

Chemical:
- Liquid (e.g: cleaning products, paints, acid, solvents and especially with unlabelled liquid container)
- Vapors and fumes (e.g: welding fumes or exposure to solvent)
- Gases (e.g: acetylene, propane, carbon monoxide and helium)
- Flammable materials (e.g: gasoline solvent and explosive chemical)
- Pesticides or Insecticides
- Others:  

*Some safety hazards are a function of the work itself. For example, heavy equipment creates an additional hazard for workers in the vicinity of the operating equipment. Protective equipment can impair a worker’s agility, hearing and vision, which can result in an increased risk of an accident. Accident involving physical hazards can directly injure personnel and can create additional hazards for example increased chemical exposure due to damaged protective equipment or danger of explosion caused by mixing of chemicals. Site personnel should constantly lookout for potential safety hazards and should immediately inform their supervisors of any new hazards so that mitigate action can be taken.
<table>
<thead>
<tr>
<th>MEASURES</th>
<th>DESCRIPTION</th>
<th>IDENTIFIED HAZARD</th>
<th>STEPS/TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTROL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIORITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOMMENDED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISED:</td>
</tr>
<tr>
<td>NEW:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL PROTECTIVE EQUIPMENT REQUIRED/OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERFORMED BY:</td>
</tr>
<tr>
<td>TITLE OF EMPLOYEE DOING JOB:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERIFIED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE PERFORMED:</td>
</tr>
<tr>
<td>JOB LOCATION:</td>
</tr>
<tr>
<td>DEPARTMENT OR JOB OR OPERATION:</td>
</tr>
</tbody>
</table>

**JOB HAZARD ANALYSIS**

**ANNEX D**
and maintenance of PPE, first aid medicine and other medical supplies, safety signages and devices, fire safety equipment/tools, safety of equipment (i.e machine guards,) etc.

<table>
<thead>
<tr>
<th>OSH Item</th>
<th>Estimated Cost/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPEs</td>
<td></td>
</tr>
<tr>
<td>OSH trainings</td>
<td></td>
</tr>
<tr>
<td>Safety Signages</td>
<td></td>
</tr>
<tr>
<td>Machine Guards and related equipment</td>
<td></td>
</tr>
<tr>
<td>Medical examinations</td>
<td></td>
</tr>
<tr>
<td>Medical supplies/medicines</td>
<td></td>
</tr>
<tr>
<td>Others: Specify</td>
<td></td>
</tr>
</tbody>
</table>
11.0 5S Good Housekeeping/Dust control and management and regulation on activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements

*attach 5S Good housekeeping activity

12.0 Workers Facilities Provided:

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>PROVIDED?</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Adequate supply of drinking water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Adequate sanitary and washing facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Suitable living accommodation (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Separate sanitary, washing and sleeping facilities (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Lactation station</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Ramps, railings, and the like</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Other workers’ welfare facilities as prescribed by OSHS and other related issuances</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.0 Emergency and Disaster Preparedness:

13.1 Written Emergency and Disaster Program  Yes  No

13.2 Types and number of Drills conducted

<table>
<thead>
<tr>
<th>Type of Drills (fire, earthquake, active firing)</th>
<th>Date</th>
<th>Responsible person/position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14.0 Solid Waste Management System

Written Solid Waste Control Program:  Yes:  No:

Name of Solid Waste Management Officer: ________________________________

15.0 Compliance with Reportorial Government Requirements

16.0 Control and management of hazards.

Refer to accomplished HIRAC

17.0 Cost of implementing company OSH program

Php ______ ; Annual estimated amount for OSH program implementation to include but not limited to the following: orientation/training of workers, safety officer, OH personnel, purchase
7.0 Conduct of Tool Box Meetings/ Safety Meetings if applicable

<table>
<thead>
<tr>
<th>Conduct of Safety Meetings/Tool Box Meetings</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.0 Accident/Incident/Injury investigation recording and reporting

Any dangerous occurrence, major accident resulting to death or permanent total disability, shall be reported by the OSHO to the NOSHIC within twenty-four (24) hours from occurrence using the prescribed form (WAIR/Incident Notification).

After the conduct of investigation, the company shall prepare and submit work accident report using the prescribed form (WAIR). Moreover, other work accidents resulting to disabling injuries such as Permanent Partial Disability and Temporary Total Disability shall be reported to the NOSHIC after the date of occurrence of accident using the DOLE prescribed form (WAIR).

All near misses shall be recorded and reported. A system for notification and reporting of work accidents including near misses within the Agency/Regional Office/Jail shall be developed and reviewed by the OSH Committee as necessary.

(Kindly submit reports on the following: Work Accident /Injury Report (WAIR), Annual Work Accident/Injury Report, Annual Medical Report (AMR)

<table>
<thead>
<tr>
<th>Report Submitted</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.0 Provision and use of PPE

Issuance of PPE shall be supplemented by training on the application, use, handling, cleaning and maintenance.

<table>
<thead>
<tr>
<th>PPE provided</th>
<th>Number of Workers given</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.0 Safety and Health Signage

The safety and health signages include warning to workers and employees and the public about the hazards within the workplace.
*may attach individual policy statements

1. BJMP Policies covering PTB, HIV/ AIDS, Hepa-B, Drug-Free Workplace
2. BJMP Policy on Mental Health

5.0 OSH Personnel and Facilities

5.1 Safety Officer
Safety Officer(s): (attach certificate of training/s prescribed by the BJMP-NOSH or any accredited government agency and Training organizations) (please use additional sheets as necessary)

<table>
<thead>
<tr>
<th>Name of Safety Officer(s):</th>
<th>Training(s) (kindly include number of hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2 Emergency Occupational Health Personnel and Facilities
List of competent emergency health personnel within the worksite duly complemented by adequate medical supplies, equipment and facilities based on the total number of personnel. (Use additional sheet if necessary and attach all required training certificates in this section.)

Emergency Health Personnel and Facilities

<table>
<thead>
<tr>
<th>Shift/Area/unit/Department</th>
<th>Total number of workers/area</th>
<th>Health Personnel &amp; Facilities</th>
<th>Facilities (Treatment Room/ Clinic/ Hospital)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Health Personnel (First- aider, Nurse, Physician, Dentist)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.0 Safety and Health Promotion, training and education provided to personnel
- Orientation of all personnel on OSH
- Conduct of Risk Assessment, evaluation and Control
- Continuing training on OSH for OSH Personnel

*(please attach additional sheets as necessary)*

<table>
<thead>
<tr>
<th>Name of OSH Training/Orientation</th>
<th>Number of Employees in attendance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


2.0 General Safety and Health Programs
2.1 Conduct of Risk Assessment

Kindly accomplish. Pls use additional pages if needed. You may also wish to attach your Agency’s Risk Assessment Matrix as substitute.

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DEPARTMENT OR DIVISION</th>
<th>JOB LOCATION</th>
<th>DATE PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERFORMED BY</td>
<td>VERIFIED BY</td>
<td>TITLE OF EMPLOYEE DOING JOB</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW REVISED</th>
<th>PERSONAL PROTECTIVE EQUIPMENT REQUIRED OR RECOMMENDED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEQUENCE OF BASIC JOB STEPS/TASKS</th>
<th>HAZARD IDENTIFIED</th>
<th>RISK DESCRIPTION</th>
<th>PRIORITY (likelihood of injury &amp; harm to occur)</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
</table>

2.2 Medical Surveillance

The Agency will require all employees to undergo a baseline or initial medical health examination prior to assigning to a potentially hazardous activity. The examination will include but not limited to the following:

- Routine: ( ) CBC ( ) Chest X-ray ( ) Urinalysis ( ) stool exam
- Special: ( ) Blood Chemistry ( ) ECG ( ) others, please specify:

- Schedule of Annual medical examination: ( ) Q1 ( ) Q2 ( ) Q3 ( ) Q4
  - N.B. Employee APE schedule based on the date of hiring, thus APE conducted all year round

- Is random drug testing conducted? Yes ___ when: ______
  - No ___

2.3 First-Aid, Health Care Medicines and Equipment Facilities

- How may treatment rooms/first aid rooms are existing in your Agency/Regional Office/Jail? ___
- How many Clinics in the workplace? ___
- What hospital(s) are you affiliated with? _______________________

3.0 And 4.0 - Health Programs for the promotion, prevention and control

This refers to: Drug-free Workplace in compliance to RA 9165, Human Immunodeficiency Syndrome (HIV/AIDS) in compliance to (RA 8504) RA 11166, Tuberculosis in compliance to EO 187-03, Hepatitis B in compliance to DOLE Advisory No. 05 Series of 2010, Mental Health in compliance to RA 11036.
17.0 Cost of Implementing Company OSH program

1.0 AGENCY COMMITMENT TO COMPLY WITH OSH POLICY

_Bureau of Jail Management and Penology do_ hereby commit

(Name of the Agency)

to comply with the requirements of (*OSH Policy and its Implementing Rules and Regulations*)
and the applicable provisions of the Occupational Safety and Health Standards (OSHS).

We acknowledge the Agency obligation and responsibilities to provide appropriate funds for
implementing this OSH program including orientation and training of its employees on OSH,
provision and dissemination of IEC (Information, Education and Campaign) materials on safety
and health, provision of Personal Protective Equipment (PPE) when necessary and other OSH
related requirements and activities, to ensure the protection for our workers and personnel
against injuries, illnesses and death through safe and healthy working conditions and
environment.

We commit to conduct risk assessment as required to prevent workplace accidents as well as
comply with other provisions of this OSH program. That we are also fully aware of the penalties
and sanctions for OSH violations as provided for in RA 11058 and its Implementing Rules and
Regulations.

______________________________
Rank, Name and Signature

______________________________
Designation

______________________________
Date
BJMP-NOSH PROGRAM CHECKLIST:

Bureau of Jail Management and Penology-National Occupational Safety and Health Program

I. Complete Agency Profile/Project details

- Agency Name: Bureau of Jail Management and Penology
- Date Established:
- Complete Address:
- Phone and fax numbers:
- Website URL/Email address:
- Regional Office/Jail:
- Total Number of Employees: Male: Female:
- Description of Operation (Pls specify)
- Others:

Basic Components of BJMP-NOSH Program and Policy
(*cite the NOSH Policy)

1.0 Agency Commitment to Comply with BJMP-OSH Requirements
2.0 General Safety and Health Programs
   - Safety and Health Hazard Identification, Risk Assessment and Control (HIRAC)
   - Medical Surveillance for early detection and management of occupational and work related diseases
   - First-aid and emergency medical services
3.0 Promotion of Drug Free workplace, Mental health Services in the Workplace, Healthy Lifestyle
4.0 Prevention and Control of HIV-AIDS, Tuberculosis, Hepatitis B
5.0 OSH Personnel and Facilities
6.0 Safety and Health Promotion, Training and Education
   - Orientation of all workers on OSH
   - Conduct of Risk Assessment, evaluation and Control
   - Continuing training on OSH for OSH Personnel
7.0 Toolbox/Safety Meetings, job safety analysis
8.0 Accident/Incident/illness Investigation, Recording and Reporting
9.0 Personal Protective Equipment (PPE)
10.0 Safety Signages
11.0 5S Good Housekeeping/Dust control and management and regulation on activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements
12.0 Welfare Facilities
13.0 Emergency and disaster preparedness and response plan to include the organization and creation of disaster control groups, Operation continuity plan and updating the hazard, risk and vulnerability assessment
14.0 Solid waste management system
15.0 Compliance with Reportorial Government Requirement (refer to Item 9.0)
16.0 Control and Management of Hazards (refer to Item 2-HIRAC)
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Owner/Team</th>
<th>Q1</th>
<th>Q1</th>
<th>Q1</th>
<th>Q1</th>
<th>Q4</th>
<th>Q4</th>
<th>Q4</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor the construction of jail facilities for approved construction plan</td>
<td>Directorate for Logistics/Project Management Team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Construction/ Directo rate for Health Service/ NOSH/ Focal Persons</td>
<td>Q4</td>
<td>Q4</td>
<td>Q4</td>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate human resource working environment and condition based on completed construction projects for benchmarking.</td>
<td>Project Management Team for Construction of Jails/ Directorate for Health Service/ OSH Focal Persons/DPRM-HRMO</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Q4</td>
<td>Q4</td>
<td>Q4</td>
<td>Q4</td>
</tr>
</tbody>
</table>

- Regular monitoring of construction implemented in the regions
- Completed projects based on approved plans
- Pre-evaluation and post-evaluation of working conditions of human resources in all completed projects.
- Consolidation and evaluation of feedbacks from jail staffs for further improvement of jail designs
<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Quarter</th>
<th>Quarter</th>
<th>Quarter</th>
<th>Quarter</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5S Good Housekeeping introduced and implemented in the National Headquarters, Regional Offices and Jail Facilities</td>
<td>NOSHC-Logistics-5S Good Housekeeping Task Force</td>
<td>Q1-Q2</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Reduced impact of natural disasters human resources</td>
</tr>
<tr>
<td>Conduct regular trainings and drills on disaster risk management to all human resources to prepare them for emergency situations</td>
<td>NOSHC</td>
<td>Q2</td>
<td>Q2</td>
<td>Q2</td>
<td>Q2</td>
<td>Documented occupational accident and illness report</td>
</tr>
<tr>
<td>Improve staff working conditions within larger BJMP facilities in line with the BJMP Minimum Standards for the Design of BJMP Jails</td>
<td>Consult with stakeholders and technical staff for the construction and improvement of jail facilities per proposed construction outlay 2022-2024</td>
<td>Q1-Q2</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Approved project documents/proposals in accordance with the BJMP Minimum Standards for the Design of BJMP Jails</td>
</tr>
<tr>
<td>Consult with staff assigned in jail facilities programmed to be constructed and improved from 2021-2024 per proposed construction outlay</td>
<td>Directorate for Logistics/Project Management Team for Construction/Directorate for Health Service/NOSHC Committee/Focal Persons</td>
<td>Q3-Q4</td>
<td>Q3</td>
<td>Q4</td>
<td>Q4</td>
<td>Consolidated inputs from concerned jail units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Analysis of inputs and prioritization of needs of human resources in all concerned jails reflected in the proposed construction outlay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff orientation and acceptance</td>
</tr>
</tbody>
</table>
5-Year Strategic Plan on the Implementation of BJMP Occupational Safety and Health Program

**Priority Area #1: Facilitates and Occupational Safety and Health Program**

By 2025, the BJMP Occupational Safety and Health Program will have been implemented at all levels to promote a healthy working environment.

<table>
<thead>
<tr>
<th>Key Initiative</th>
<th>Action</th>
<th>Responsible Unit</th>
<th>'21</th>
<th>'22</th>
<th>'23</th>
<th>'24</th>
<th>'25</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formulate BJMP Occupational Safety and Health Policy</strong></td>
<td>Consult with stakeholders regarding the policy</td>
<td>DCO/DHS/NOSH</td>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Policy agreed by the consultative body to be recommended for approval by the Chief, BJMP</td>
</tr>
<tr>
<td></td>
<td>Adopts policy on OSH</td>
<td>Chief, BJMP</td>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Policy document approved by the C, BJMP</td>
</tr>
<tr>
<td></td>
<td>Disseminate and orient policy on OSH</td>
<td>DPD/NOSH</td>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Policy disseminated and human resources oriented</td>
</tr>
<tr>
<td><strong>Institutionalize capacity building initiatives in the L&amp;D calendar</strong></td>
<td>Conduct training and seminar about basic occupational safety and health to all OSHO at all levels</td>
<td>NOSH/DHRD</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Trainings/seminars on OSH conducted for all OSHO</td>
</tr>
<tr>
<td></td>
<td>Conduct training and seminar about basic occupational safety and health to all BJMP human resources</td>
<td>NOSH/DHRD</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Trainings/seminars provided to all BJMP human resources</td>
</tr>
<tr>
<td><strong>Institutionalize safe and healthy workplace in all offices and jail facilities in BJMP</strong></td>
<td>Provide infographics and other materials about Occupational Safety and Health hazards</td>
<td>NOSH/DHRD</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Q1</td>
<td>Increased awareness through informative materials distributed</td>
</tr>
</tbody>
</table>
Sample Steps in 5S Implementation

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation</td>
</tr>
<tr>
<td>2</td>
<td>Management's official announcement</td>
</tr>
<tr>
<td>3</td>
<td>Big Clean-up Day</td>
</tr>
<tr>
<td>4</td>
<td>Initial Sett</td>
</tr>
<tr>
<td>5</td>
<td>Daily Sett, Seton and Setso</td>
</tr>
<tr>
<td>6</td>
<td>Periodic 5S audits</td>
</tr>
</tbody>
</table>

Resistance towards 5S

- What's the big deal about 5S?
- Why clean up when it will soon get dirty again?
- Implementing 5S will not boost outputs
- Why concern ourselves with such trivial matters?
- We already implemented them
- I know my filing system is in a mess but I know my way around
- 5S and improvement stuff is just for the factory
- We're too busy to spend time on 5S
- Why should anyone tell me what to do?

Three types of the workplace

In a **first rate workplace** no one leaves trash, but people would pick it up if they saw it.

In a **second rate workplace** people leave trash, but others pick it up.

In a **third rate workplace** people leave trash, and no one stops to pick it up.

**Thank you.**
SHITSUKE (SOFT 5S) PRACTICES
- Be a good listener.
- Be devoted and kaizen-oriented.
- Demonstrate team spirit.
- Conduct yourself as the member of a reputable organization.
- Be punctual.
- Always keep your workplace clean and tidy.
- Observe safety rules strictly.

GROUNDWORK
- Creating the 5S TEAM
- Top Management Briefing
- 5S Soft Launching
- Situation Appraisal/Setting up the benchmark (Fixed Point, Photography)
- 5S Training
- Developing the Quality Workplace Standards (QWS)
- 5S Promotions and Advocacy
- Dissemination of 5S policy and program

KEY POINTS

SEIRI
- Waste elimination
- Specification management
- Dealing with the causes

SEITON
- Functional storage
- A place for everything
- Search elimination

SEISO
- Cleaning as way of purifying the spirit
- Cleaning as inspections
- Elimination minor defects

SEIFETSU
- Visual management
- Standardization

SHITSUKE
- Habit formation
- Disciplined people
- Automation

PREPARATION
- Understanding 5S concepts and benefits by command group
- Field trip (e.g., Visit to 5S model companies)
- Agency commitment to 5S implementation
- Organize 5S Working team
- 5S Facilitator(s)
- Train facilitators/practitioners

IMPLEMENTATION OF 5S IN THE WORKPLACE
- 5S Launching: Big Clean-Up Day
- Implementing the 3S and QWS
- Announcements, Education, Akafulda, Big Sense, Sensei, Inside Inspection, Setton Campaign, Special 5S Projects

AGENCY 5S PROGRAM ROAD MAP
- PLAN 5S: GROUNDWORK
- CHECK & ACT: 5S IMPLEMENTATION

CHECK AND EVALUATION
- 5S Audit and Competition
- Final Situation Appraisal
- Keeping 5S up and running
- Conduct of regular 5S audits and other activities
- Documentation of Accomplishments
- Review Targets and difficulties encountered
- Corrective Measures, Revisio Plans
### Benefits of Seiketsu

- Program consistency
- Maintain cleanliness and orderliness
- Minimize or prevent mistakes during operations.
- It is easier to identify the problem
- Standardize good practices

### Hard 5S vs Soft 5S

<table>
<thead>
<tr>
<th>Soft 5S</th>
<th>Hard 5S</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Refers to the physical aspects of the work environment</td>
<td></td>
</tr>
<tr>
<td>- Relates to the observance of discipline, proper behavior, attitude, practices of people in quality workplace</td>
<td></td>
</tr>
</tbody>
</table>

#### Hard 5S

- **Comfort Zones**
- **Lights**
- **Lobby**
- **Stairs**
- **Canteen**
- **Pantry**
- **Office Furniture**
- **Office Supplies**
- **Individual Work Station**
- **Office Equipment**

#### Soft 5S

- **Washing of Hands**
  - After going to the rest room
  - Before eating
- **Washing of Hands**
- **Uniform**
- **Including ID**
- **Telephone Etiquette**
- **Observance of Office Protocol**

### S5 Shitsuke (Self-Discipline/Sariling Kusa)

- Do things spontaneously without being told or ordered.
- Discipline is essential.

**Key Principles**

- Habit Formation
- Disciplined People
- Empowerment of Employees
- Autonomation (or Jidoka: Automation with human touch)

Make every one practice Shitsuke on 5S spontaneously and willingly as a habit or a way of life... but HOW?

- Conduct Training on 5S
- Involved all personnel
- Planning / team effort
- Self diagnosis in objective setting
- Monitoring
- Evaluation
SEIKETSU PRACTICES

1. Visual Control
   A business management technique employed in many places where information is communicated by using visual signals instead of texts or other written instructions. The design is deliberate in allowing quick recognition of the information being communicated, in order to increase efficiency and clarity.

SEIKETSU PRACTICES

2. Poka-yoke (Foot-proofing)
   A Japanese term that means "mistake-proofing" or "inadvertent error prevention." A poka-yoke is any mechanism in a process that helps an equipment operator avoid (yokeru) mistakes (poka). Preventive form of quality control since errors are detected and then rectified before they occur.

SEIKETSU PRACTICES

3. One point lesson (OPL)
   A simple, visual and often pointwise description of a task. This means a standard which describes how a task should be performed. An OPL is made by using pictures, symbols, sample text and is a short document.

SEIKETSU PRACTICES

4. One is best campaign
   - One location filing
   - One-day processing
   - One-file projects
   - One-hour meetings
   - One-page memos
   - One-minute phone calls
   - One-copy filing

SEIKETSU PRACTICES

5. Color Coding
6. Blind-folded "I CAN DO IT"
7. Inspection Marks
8. Wire Management
9. Responsibility Label
10. Maintenance Label

VISUAL MANAGEMENT

> A technique to enable people to make rules easy to follow, differentiate normal from abnormal situations and act accordingly, with the use of visual aids
> Visual Display
  - Communicates important information but do not control people/machines
> Visual Control
  - Communicates information in such a way that activities are performed according to standards

VISUAL DISPLAY

VISUAL CONTROL

CHARACTERISTIC OF VISUAL MANAGEMENT

- A facility which enables anyone who is unfamiliar with work area to recognize standards and important information
- Creates a language in the workplace to distinguish quickly between normality and abnormality
- Illustrates waste in a manner that is obvious to everyone

WHY VISUAL MANAGEMENT IS IMPORTANT?

- It disseminates information
- It shares standards at the work area
- It builds standards in the workplace
- It warns, stops, and prevents abnormalities

If everything in the organization is visually displayed, the importance is diminished. Therefore, it is critical to visually emphasize the most important activities.
CLEANING TOOLS

- The proper tools are needed for housekeeping just like the proper tools are needed to do the "real" job.
- Housekeeping equipment and supplies should be kept in designated locations near where they will be used.
- Set up a Kanban (Just In Time Inventory) system for cleaning supplies.
- In Japanese, the word "Kan" means "visual" and "ban" means "card," one of the Lean tools designed to reduce the idle time in a production process.

Cleaning supplies
- Availability/Accessibility
- Labeling

SEISO SCHEDULE

- Continual cleaning of a work area is the best approach.
- If an area "gets dirty" faster than it can be kept clean, find the reason (root cause) and correct it.
- Set scheduled cleaning times and responsibilities for common areas.
- Helps to ensure a good standard of cleanliness and maintain standards cost effectively through correct use of cleaning and disinfection/bacterial agents.
- Aim is monitoring the effectiveness of routine cleaning.

SEISO RESPONSIBILITIES

- A formal schedule is best for establishing who will do what and when they will do it.
- A posted checklist is a good tool for creating the schedule; use the checklist to indicate responsibility and record the completion of housekeeping assignments.
- Maintain the practice of "cleaning as they go" - CLAYGO

“Big Clean-up Day”

- Organize "A Big Clean-up Day" after 35 implementation announcement by the Commanding Officer.
- Divide agency premises into small areas and assign a small group of people for each area.
- Provide enough cleaning tools and materials.
- Must include public/common areas such as restrooms, gardens, canteens, car parks, etc.
- Everybody must participate in the Big Cleaning Day.

(F) Faulty label procedure

1. As soon as the minor defect is discovered, the staff should try and repair it. If possible.
2. If the personnel cannot repair the minor defect, they need to attach an F-label to the machine as close to the minor defect as possible.
3. Keep a running list of all of the minor defects and discuss them with the maintenance department so that you can work out a plan to repair all of the minor defects that the personnel cannot do.
4. Once a defect is repaired, you can remove the F-label from the machine. But make sure that you do not remove any labels that belong to defects that have not been repaired, even if it makes the machine look unsightly because it is plastered with labels.

BENEFITS OF SEISO

- Ensure quality
- Easy to check abnormality/maintenance issues
- Prevent machinery and equipment from deterioration
- Keep workplace safe and easy to work

SUCCESS INDICATOR
Decrease in accidents and equipment downtime

S4 SEIKETSU (SANITIZE/STANDARDIZE/SIGURUHIN ANG KALINISAN)
MAINTAIN HIGH STANDARD OF HOUSEKEEPING AND WORKPLACE ORGANIZATION AT ALL TIMES

Key principle of Seiketsu

- Visual Management
  - Create a workplace that supports agency-wide integration of workplace organization, standardization, visual control, visual display, and visual metrics.
- Standardization
  - Standardization, publication, and implementation of guidelines, rules, and specifications for common and repeated use, aimed at achieving optimum degree of order or uniformity in a given context, discipline, or field.

SEIKETSU IN THE WORKPLACE

- Regularize 35 activities so that abnormalities are revealed.
- Make it easy for everyone to identify the state of normal or abnormal condition.
- For maintaining previous 35, deploy visual management.
- It has been estimated by scientific study that 60% of all human activities start with sight.
- 35 is easy to do once. It is consistency that is difficult. That is why Visual Management is so important, so that everybody will know that there is some problem.
SEITON PROCEDURE
- Decide where things belong
  - Standardize Name/Location
- Determine an analytical method of storage
- Decide how things should be put away
- Label both item and location
- Sort materials according to function
- Prevent mistakes with rotating by shapes & color
- Designate a responsible person
  - Provide time in their role
  - Identify person who will be in charge
- Clean the works
  - Put the items back to their location after use

SEITON IN THE WORKPLACE

<table>
<thead>
<tr>
<th>Stratification</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items frequently used</td>
<td>Must be placed near the point of use</td>
</tr>
<tr>
<td>Items seldom used</td>
<td>Can be placed farther away</td>
</tr>
<tr>
<td>Items not used at all</td>
<td>Must be stored separately with clear identification</td>
</tr>
</tbody>
</table>

SEIRI

BENEFITS OF SEITON IN THE WORKPLACE
- Accessible, retrievable, safe, and secure container and storage area
- Prevent loss and waste of time
- Make it easy to find and pick up necessary items
- Make work flow smooth and easy
- Prevent accidents and injury

Success Indicator of Seiton
Time saved in searching and doing the process

S3 SEISO (SWEEP/SIMUTIN) CLEAN YOUR WORKPLACE
Key Principles:
- Cleaning as a way of purifying the spirit
- Cleaning as inspection
- Elimination of Minor Defects

Seiso Operation
The following are suggested for Seiso (Sweep) operation:
- Do not wait until things get dirty. Clean your workplace, including machines and equipment tools and furniture, regularly so that they do not have a chance to get dirty
- Put aside 3-10 minutes everyday for Seiso (Sweep)
- Assign an owner to each machine
- Combine cleaning (Seiso) with inspection
- Repeat sweep-wipe-polish-check-fix
- Organize a Big Cleaning Day once or twice a year

3 levels of cleaning

1. Overall cleaning of everything
2. Cleaning of specific items, tools, equipment, machines, and workplaces
3. Cleaning at the detail level, getting to the grime in screw threads, corners, and crevices

SEISO PROCEDURE

Prepare machine schedule
Conduct Cleaning and Inspection
Use Fπ (Flaw) point improvement
Mature/ Repeat cycle
**Key Indicators**

**Indicator of Success:**
1. Decrease in unnecessary items and reserved stocks
2. Reduction of square feet area consumed

**Checklist:**
- Do you find items scattered in your workplace?
- Are the boxes, papers and other items left in disorganized manner?
- Are there equipment and tools on the floor?
- Are all items sorted and placed in designated spots?
- Are tools and stationary properly sorted and stored?

**S2 SEITON (SYSTEMATIZE/SINUPIN)**

Arrange necessary items in good order for use

**Key principles:**
- Functional Storage
- A Place for Everything and Everything in its Place
- Search Elimination

**7 SEITON PRINCIPLES**

1. Follow the first-in-first-out (FIFO) method for storing items.
2. Assign each item a dedicated location.
3. All items and their locations should be indicated by systematic labeling.
4. Place items so that they are visible to minimize search time.
5. Place items so they can be reached or handled easily.
6. Separate exclusive tools from common ones.
7. Place frequently used tools near the user.

**SEITON: Functional Storage**

- Usage Frequency: Store frequently used items near the workplace.
- Weight & Shape of the item: Heavy items should be stored at lower levels / layers. Place directly on the floor to avoid moving them.
- Storage Equipment recommendations include: Stackable, Accessible, Shelves must be easy, not particle board or wood.
- The location of the building/storage area should be:
  - Allow the fixed places, include nearby storage areas. Close storage areas are a must. Indicating the locations of the shelves.

**Functional Storage**

- Transparent / no cover
- Stock level indicators
- No horizontal piling
- Nothing on floor
- Retrieval within 30 seconds
- Labeling reserved seats
- Color identification

**Labelling**

- Signboards
- Color codes
- Outline markings
- Labels

**File Cabinet Organization**

- Documents
- Transfer
- Storage of previous year documents
- Remote storage
- Storage of two-year old documents

**Document Organization**
Benefits of Seiri
1. Make work easy
2. Provide no chance of being disturbed with unnecessary items
3. Eliminate the need to take care of unnecessary items
4. Prevent accumulation of unnecessary items
5. Improved utilization of materials, supplies, and resource
6. More visible work flow
7. Improved employee satisfaction

Yellow tag
- This action tag’s use is specific to safety & health issues in the workplace. Used to identify potential hazardous situations with corrective action needed to return to a safe condition.

Application of Seiri
- SORTING PROCEDURE

Unnecessary item?
- Item is not needed
- Item in-stock is more than what is needed for consumption
- Contingency items more than what is needed for future use

Tag Items for Disposal “Red/Yellow Tagging”
- The Red Tag system (ARRPPERA) is a method used to identify items that are found in the work area, but their use and need are not yet identified.
- Provides information on:
  - “What is this?”
  - “Should I keep it, store it, dispose of it? If I need it, how many should I keep?”
- These easy-to-use tags are made from 3 1/8” x 6 1/4” and are two-sided. Packages of 100 and complete with 12” long wire ties.

Fixed Point Photography
- Is an effective and easy method of recording and monitoring visual changes within your work area.
- It involves taking photographs from the same point, at intervals over a period of time.
**6S SAFETY**
- The state of being safe, freedom from the occurrences or risk of injury, danger or loss
- Ensures that potentially hazardous situations are not overlooked while in the midst of excitement of implementing changes that have made our work place more efficient and easier to operate.

**7S SECURITY**
Security is the task of protecting both people and assets by perimeter control, emergency procedures, lighting and security records, whether the property requires a large security staff or one or several on premises supervisory personnel, the security role must be clearly defined and implemented.

**8S SATISFACTION**
Employees satisfaction is how content or satisfied the personnel with their jobs. Typically measured using an employee satisfaction survey. Factors that influence employee satisfaction addressed in these surveys might include compensation, workload, perceptions of management, flexibility, teamwork, resources etc.

The Eighth Waste: Non Utilized intellect, Talent, and Resources can be the most damaging waste of all.

---

**S1 SEIRI (SORT/SURUIN)**
- Take out unnecessary items and dispose it properly
- Distinguishing between necessary and unnecessary things, and getting rid of what you do not need

**Key principle of Seiri**
1. Waste Elimination
2. Stratification Management
3. Dealing with Causes

**Seiri: Waste Elimination**

**Seiri: Stratification Management**

**Seiri: Dealing with Causes**
- Identify the problem
- Understand the impact and extent of the problem
- How does the problem relate to agency goals
- How was the problem discovered? How long has it been a problem?
- What degree of variation exist currently compared to previous state?
- Act
  - Co-operative effort
  - Attack the root cause
Basic concepts and principles of 5S Good Housekeeping

Objectives:
- To define and discuss the general concepts of 5S Good Housekeeping towards effective OSH implementation in the workplace.

Agenda:
- General concepts of 5S in the workplace
- Importance of 5S in the workplace
- Definition of 5S
- Implementation of 5S in the workplace

Poor 5S in the workplace

- Dirtiness
- Disorderliness

Effectiveness and economy

Poor 5S in the workplace

- Lack of space in the working area
- Inconsistent workflow

Three types of the workplace

- In a third rate workplace people leave trash, and no one stops to pick it up.
- In a second rate workplace people leave trash, but others pick it up.
- In a first rate workplace no one leaves trash, but people would pick it up if they saw it.

2 Types of Waste

- Defects
- Transportation
- Inventory
- Overproduction
- Waiting

Improvement of Working Condition
- Minimizing loss of materials and money

Disciplined workforce
- Increase preserved output

Quality workplace
- Lean effort

[Diagram showing waste categories and their effects on the workplace.]
EMERGENCY PREPAREDNESS

The expression “Hope for the best, but be prepared for the worst!” is a blending of what’s wished for with what’s realistic. It applies to individuals, communities, companies, nations, and specifically to the workplace.

MAN MADE EMERGENCIES

- Industrial Fires
- Chemical Leaks/Spills
- Chemical Threats
- Bomb Threats or Explosions
- Structural Collapse
- Construction Cave-ins
- Biological Threats

Man-made emergencies can be a result of human error, fatigue, poor housekeeping, poor maintenance of equipment, lack of adequate training, or in some cases, willful intent.

KEY POINTS

- Accidents and injuries result to losses of lives, limbs, time and property.
- Most accidents at work could have been prevented. Unsafe and unhealthy acts and conditions in the workplace must be addressed.
- Every workplace has different hazards, risks, levels of exposure. Tailor fit your OSH response to your risk classification.

Reminder

Everyone has a right to a safe and healthy workplace.

All establishments must comply with the Occupational Safety Health Standards.

The agency, workers, safety officers, OSH committee members have roles to play to ensure the effective implementation of their OSH programs.

Our goal is ZERO

Injuries
Illnesses
Impact to environment

Thank You
HAZARD & RISK

Hazards from where?
- Equipment: workplace hazards, machinery, hand tools, software and hardware, tables or chairs
- Products: dangerous substances, heavy loads and sharp or warm objects: Environment: light, noise, climate, vibration, air quality, or heat
- Organization: tasks, working hours, breaks, shift rotation, lockout, communication, no social contact with visitors, social support or accommodation.
- Human: lack of physical or mental energy, lack of skill, lack of guidance or training, lack of rest, lack of discipline, lack of information or training, lack of respect or understanding.

DIFFERENT TYPES OF HEALTH HAZARD

Biological
- Disease: viruses, bacteria, parasites, fungi
- Food poisoning: foodborne illness, food contamination
- Chemical
- Poisons: fumes, gases, vapors
- Harmful waste

Ergonomic
- Heavy lifting, repetitive motion, vibrations, prolonged sitting, standing, or walking

How are the hazards identified?
- Walk through/visual inspection
- Review of processes involved
- Identifying the raw materials used, products and byproducts
- Gathering workers' complaints
- Safety Data Sheet

How do you know if the hazard will cause harm?
- Results of testing
- The expertise of an occupational health and safety professional
- Information about previous injuries, illnesses, near misses, incident reports, etc.
- Observation of the process or task.

RISK ASSESSMENT

Risk Assessment
- Process is the process of identifying workplace hazards, evaluating risks to workers' safety and health and control the relevant hazards.

IMPORTANCE OF RISK ASSESSMENT
- Create awareness of hazards and risk
- Identify what might be at risk
- Determine whether a control program is required for a particular hazard
- Determine if existing control measures are adequate
- Prevent injuries or illnesses, especially when done at the design or planning stage
- Prevent hazards and control measures
- Meet legal requirements where applicable

WHEN TO DO RISK ASSESSMENT
- There may be many reasons a risk assessment is needed, including:
  - Before new processes or activities are introduced
  - Before changes are being introduced to existing processes or activities
  - When new products are introduced
  - When machinery, tools, equipment change
  - New information on control measures and control measures becomes available
  - When hazards are identified

STEPS OF RISK ASSESSMENT

1. Identify the hazards
2. Evaluate the risks and decide on precautions
3. Record your findings and implementation plan
4. Review your assessment and update

Hierarchies of Operational Control

Elimination
- Substitute a less hazardous material or reduce the amount of energy or materials needed
- Modify a design to eliminate the hazard

Substitution
- Substitute a less hazardous material or reduce the amount of energy or materials needed
- Change a process to eliminate the hazard

Engineering Control
- Modify a design to eliminate the hazard
- Substitute a less hazardous material or reduce the amount of energy or materials needed
- Change a process to eliminate the hazard

Administrative Control
- Modify a design to eliminate the hazard
- Substitute a less hazardous material or reduce the amount of energy or materials needed
- Change a process to eliminate the hazard

Personal Protection
- Modify a design to eliminate the hazard
- Substitute a less hazardous material or reduce the amount of energy or materials needed
- Change a process to eliminate the hazard

EFFECTS OF ACCIDENT

To the WORKER as a victim
- Disability
- Loss of earnings and capacity to earn
- Pain and Suffering
- Family Hardship
- Change of Lifestyle
- Death

To the AGENCY
- Direct Costs Indirect/ Hidden Costs
- PRODUCTION LOSS
- PROPERTY DAMAGE
- LOW WORKERS' MORALE
- TARNISHED IMAGE OF COMPANY

EFFECTS OF ACCIDENT

To the SOCIETY
- Addition to the number of disabled
- Addition to the number of unemployed
- Addition to the problem of the society

ACCIDENTS OR ILLNESSES

UNSAFE ACT
- UNAWARE
- UNMOTIVATED
- UNABLE

UNSAFE CONDITION
- UNIDENTIFIED
- UNCORRECTED

UNSAFE/UNHEALTHY ACT
- A human action that departs from a standard or written job procedure or common practice, safety rules, regulations, or instructions.
- A violation of a commonly-accepted safe procedures and or processes.

UNSAFE/UNHEALTHY CONDITION
- Inadequate guards/protection
- Defective tools, equipment
- Congested / blocked exits
- Inadequate warning systems
- Slippery floors
- Drawers left open
- Stored items at corridor/ underneath the work stations
- Hazardous atmospheric condition
- Excessive noise
- Extreme temperature
- Inadequate illumination/ ventilation

COMMON CAUSES OF ACCIDENT
- Taking short cuts
- Being overconfident
- Starting a task with incomplete instructions
- Poor house keeping
- Ignoring safety procedure
- Mental distraction from work
- Failure to pre plan the work.

ACCIDENT PREVENTION

As Employees, you need to:
- correctly identify unsafe & unhealthy acts, conditions in your workplaces
- address/control these to prevent accidents from happening

Accidents - are the result of a combination of causes, as:
- the work methods
- the worker
- the work environment
- the equipment used
- the organizational structure and
- the climate at the time of accident.

Accidents occur as a result of a fault in the total system, not a fault in an individual worker.
Workers shall have the right to refuse to work without threat or reprisal if, as determined by DOLE, an imminent danger situation the workplace exists and corrective actions to eliminate the danger have not been undertaken by the agency.

R.A. 11018 (OHS) Strengthening Compliance with Occupational Safety and Health Standards.

Workers and their representatives shall have the right to report accidents, dangerous occurrences, and hazards to the agency, to the DOLE and to other concerned government agencies exercising jurisdiction as the competent authority in the specific industry or economic activity.

OSH PROGRAM

1. Commitment to comply with OSH requirements
2. General safety and health programs
   - Safety and health HIRADC
   - Medical surveillance
   - First aid and emergency medical services
3. Promotion of the following health domains
   - Drug-free workplace (RA 9165)
   - Mental health services in the workplace (RA 11036)
   - Healthy lifestyle

OSH PROGRAM

4. Prevention and control of the following health domains
   - HIV and AIDS (RA 8504)
   - Tuberculosis (EO 187-03)
   - Hepatitis B (DOLE DA 05-2010)
5. Complete company or project details
6. Composition and duties of the OSH Committee
7. OSH personnel and facilities
8. Safety and health promotion, training and education.

WORKPLACE ACCIDENTS

Is an occurrence or event that interrupts or disrupts the normal and orderly progress of any activity, and may result in an injury and/or illness to persons and/or damage to property.

Loss = damage, injury/illness, death

NEGATIVE IMPACTS
- Injury & possible death
- Disease
- Damage to equipment & property
- Litigation costs, possible citations
- Productivity loss
- Low Morale

POSITIVE IMPACTS
- Accident investigation
- Change to safety programs
- Change to procedures
- Change to equipment design
- Prevent recurrence
Chairperson - Chief of Operational Support of the Jail Bureau
Vice Chairperson - Director of Health Services
Members
- Director of Personnel and Records Management
- Director of Operations
- Chief, Legal Services Officer
- Head, Executive Secretariat, Jail Services
- Health and Safety Officer of the Jail Bureau, OHS
- Rehabilitation and Training Division, OPM
- Research and Policy Development Division, OPM

Technical Working Group
- JUMP MA. RAMONITA C. QUIRIND
- JUMP MA. LUIS M. BULAN
- JUMP MA. LAYSON A. PANGLUZ
- JUMP MA. WENCESLACIO L. ELIZARRI
- JUMP MA. NORDIN R. BURRO
- JUMP MA. BRIAN C. ORTOLAN

The Committee is tasked to:
1. Develop OSH policy and standards internal to the agency which shall be in accordance with the pertinent laws.
2. Plan and develop health-related trainings/ seminars
3. Initiate and implement improvement of working conditions
4. Ensure the health promotion and accident prevention
5. Conduct periodic safety meetings

Duties and Functions of the Safety and Health Committee
5. Submit reports on its meetings and other activities to the head of the agency.
6. Review reports of inspection, accident investigations and implementation of programs
7. Provide the necessary support to government inspection
8. Initiate safety training on OSH for the agency
9. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations
10. Submit to the head of the agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

Duties and Function of Safety Officer
1. Oversee the overall management of the OSH program in coordination with the OSH committee.
2. Frequently monitor and inspect any health or safety aspect of the operation.
3. Assist government inspectors in the conduct of safety and health inspection.
4. Issue Work Stoppage Order (WSO) when necessary.

Duties of Workers
1. Participate in capacity-building activities on safety and health programs.
2. Proper use of all safeguards and safety devices furnished for workers' protection.
3. Comply with instructions to prevent accidents or imminent danger.
4. Observe prescribed steps to be taken in cases of emergency.
5. Report their immediate supervisor any work hazard.

Worker's Right
- Workers' right to know
- Workers' right to refuse unsafe work
- Workers' right to report accidents
- Workers' right to PPE (personal protective equipment)

All workers shall be appropriately be informed by the agency about all type of hazards in the workplace:
- training and education
- daily safety/ tool box meeting
- information materials
- job safety instruction and orientation
INTRODUCTION AND AWARENESS TO OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE PUBLIC SECTOR

Presented by:
JENS P. CARL CEDRIC G. GARCIA M.D
Occupational Medicine
Directorate for Health Service
Occupational Safety and Health Officer of the Jail Bureau

OUTLINE OF PRESENTATION

I. Introduction
II. Legal Basis
III. Joint Memorandum Circular No. 1 s. 2020
IV. Common Concepts in Occupational Safety and Health

LEGAL BASIS

- Section 15, Article II of the Philippine Constitution of 1987
- Paragraph 2, Section 3, Article XIII of the 1987 Constitution
- Section 18, Article II of the 1987 Constitution
- Section 3, Article IX-B of the 1987 Constitution
- Item 3, Section 12, Chapter 3 Book V Title 1, Subtitle A of Executive Order No. 29V (Administrative Code of 1987)
- Civil Service Commission Memorandum Circular No. 38, s. 1999
- Civil Service Commission Memorandum Circular No. 30, s. 1994
- Memorandum Circular No. 33 dated December 22, 1997
- Executive Order No. 102 series of 1999

INTRODUCTION

Every worker has the right to a SAFE and HEALTHY workplace!

FOCUS OF OSH

Occupational Safety and Health is devoted to the recognition and control of factors (hazards) in the workplace, which may cause harm to people in terms of injury and/or illness.