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**Republic of the Philippines
Civil Service Commission
Department of Health
Department of Labor and Employment**

JOINT MEMORANDUM CIRCULAR NO. 1, s. 2020

TO : HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : OCCUPATIONAL SAFETY AND HEALTH (OSH) STANDARDS FOR THE PUBLIC SECTOR

WHEREAS, Section 15, Article II of the Philippine Constitution of 1987 provides that the State shall protect and promote the right to health of the people and instill health consciousness among them. Article XIII, Section 3 provides further that the State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

WHEREAS, Paragraph 2, Section 3, Article XIII of the 1987 Constitution guarantees the rights of all workers to a decent and humane conditions of work.

WHEREAS, Section 18, Article II of the 1987 Constitution provides that the State affirms labor as a primary social economic force. It shall protect the rights of workers and promote their welfare.

WHEREAS, Section 3, Article IX-B of the 1987 Constitution provides that the Civil Service Commission (CSC), as the central personnel agency of the bureaucracy shall adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in government.

WHEREAS, Item 3, Section 12, Chapter 3 Book V Title 1, Subtitle A of Executive Order No. 292 (Administrative Code of 1987), mandates the CSC to promulgate policies, standards and guidelines for the civil service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, the CSC recognizes the importance of providing healthy and safe work environment for the government workforce, thus, it promulgated Memorandum Circular No. 38, s. 1992 dated September 30, 1992 (Physical and Mental Fitness Program for Government Employees); Memorandum Circular No. 30, s. 1994 dated September 8, 1994 (Checklist

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of Reasonable Working Conditions in the Public Sector); Memorandum Circular No. 33 dated December 22, 1997 (Policy on Working Conditions in the Workplace) ; and many other related policy issuances;

WHEREAS, PD 442 or the Labor Code of the Philippines; Book IV, Title II set the standards for Occupational Safety and Health in different industries, as well as measure for the prevention and control of occupational hazards. Accordingly, the Bureau of Working Conditions-Department of Labor and Employment (BWC-DOLE) promulgated rules pertaining to Occupational Safety and Health (OSH) such as Rule 1060 (Premises of Establishments); Rule 1070 (Occupational Health and Environmental Control); Rule 1080 (Personal Protective Equipment and Devices); Rule 1090 (Hazardous Materials) and DOLE Department Order No. 136-14 dated February 28, 2014 (Guidelines for the Implementation of Globally Harmonized System [GHS] in Chemical Safety Program in the Workplace); Rule 1030 (Training of Personnel in Occupational Safety and Health) as amended by DOLE Department Order No. 16 series of 2001; Rule 1040 (Health and Safety Committee); and Rule 1050 (Notification and Keeping of Records of Accidents and /or Occupational Illnesses). These rules provide specific OSH-related standards for the workers in general.

WHEREAS, Executive Order No. 102 series of 1999 dated May 24, 1999 mandates the Department of Health to promote the well-being of every Filipino; prevent and control diseases among populations at risks; protect individuals, families and communities exposed to hazards and risks that could affect their health; and treat, manage and rehabilitate individuals affected by disease and disability.

WHEREAS, under PD 856 or the Code on Sanitation of the Philippines (Chapters 6 & 7), school sanitation and industrial hygiene services should be directed towards the protection and promotion of workers' health.

WHEREAS, considering the continuing influx of changes in the working environment brought about by industrialization, globalization, and technological advancement affecting health and wellness of government workers in the workplace, there is a need to enhance and to further improve the existing working conditions in all government agencies.

WHEREAS, on January 31, 2017, the CSC, DOH and DOLE issued the Joint Administrative Order on the National Occupational Health and Safety Policy Framework (JAO No. 2017-001) to guide the key stakeholders in the development, implementation, monitoring and evaluation of Occupational Safety and Health for both the public and private sector workers.

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

WHEREAS, OSH Standards for the Public Sector must be strictly complied with, implemented, diligently monitored, and evaluated to facilitate future policy innovations and/or initiatives.

NOW, THEREFORE, the CSC, DOH and DOLE hereby enjoin all concerned to comply with the Guidelines on Occupational Safety and Health Standards for the Public Sector, as follows:

GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE PUBLIC SECTOR

I. Rationale

Global trade liberalization, rapid technological progress, shifting patterns of employment to include migration, changes in organization's work practices, such as business process outsourcing, and the size, structure and life cycles of enterprises can all generate new types and patterns of hazards, exposures and risks.

For the year 2011, the Philippines Labor Statistics reported 48,977 occupational injuries; mostly occurring in the manufacturing, wholesale and retail trade, accommodation and food service, construction and agriculture industries. Further, an estimated 85,843 cases of occupational diseases were also reported in establishments employing 20 or more workers. Among the leading causes are back pain, essential hypertension, neck-shoulder pain, peptic ulcer, and tuberculosis.

In spite of the numerous policy instruments, guidelines and standards for Occupational Health and Safety (OHS), gaps and issues identified relate to the lack of awareness among rights-holders on the provision of 'just and humane terms and conditions of work'; and among duty-bearers, unclear scope of policies in implementing OHS system elements (*i.e.*, governance, information systems, financing, products and technologies, health service delivery, and human resources).

Considering the continuing influx of changes in the working environment brought about by industrialization, globalization, and technology advancement affecting health and wellness of government workers in the workplace, there is a need to enhance and to further improve the existing working conditions in all government agencies.

Under Section 3, Article XIII of the 1987 Philippine Constitution, Occupational Health and Safety is a right, hence, it is important that all sectors, both public and private, should endeavour for better working conditions in their respective workplaces. Evidence-based studies revealed that a holistic approach, combining occupational health and safety with disease prevention, and tackling the social determination of health within a systems framework generates a more responsive and concerted action for

protecting and promoting the health of workers. Thus, the need for a policy framework that will illuminate entry-points for interventions and shared responsibilities among all stakeholders and partner agencies.

II. Objectives

This Guidelines on Occupational Safety and Health Standards for the Public Sector is aimed at protecting all government employees 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 the government agencies in the development, implementation, monitoring and evaluation of Occupational Safety and Health for government employees.

More particularly, this Guidelines seeks to:

- (1) Institutionalize occupational health and safety in the public sector and government workplaces;
- (2) Identify and delineate roles and responsibilities of lead agencies, heads of agencies and safety and health committees, within the scope of the Joint Memorandum Circular; and
- (3) Establish Safety and Health Committees within government agencies.

III. Scope

- (1) This Guidelines on the OSH Standards shall apply to all officials and employees in the NGAs, SUCs, LGUs; and GOCCs whether permanent, temporary and/or casual status.
- (2) Job orders, contract of services, institutional and individual contractors shall likewise be covered in this guidelines in accordance with the provisions stated in the CSC-COA-DBM Joint Circular No. 1 s. 2017¹, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.

IV. Definition of Terms

- (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) Government agencies – government offices that are created by law, with prescribed powers and mandate. It refers to all branches,

¹ CSC-COA-DBM Joint Circular No. 1s. 2017 dated June 15, 2017 – Rules and Regulations Governing Contract of Service and Job Order Workers in the Government as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018

subdivisions, instrumentalities, and agencies of the Government, including National Government Agencies (NGAs), State Universities and Colleges (SUCs), Local Government Units (LGUs) and Government-Owned or Controlled Corporations (GOCCs) with original charters.

- (3) Government-Owned or -Controlled Corporation (GOCC) refers to any agency organized as a stock or nonstock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government of the Republic of the Philippines directly or through its instrumentalities either wholly or, where applicable as in the case of stock corporations, to the extent of at least a majority of its outstanding capital stock.²
- (4) 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
- (5) Job Order – refers to piece work (pakyaw) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences and other manual/trades and crafts services such as carpentry, plumbing, electrical and the like. These jobs are of short duration and for a specific piece of work.⁴
- (6) Local Government Units (LGUs) – refer to the provinces, cities, municipalities, barangays, and other political subdivisions as may be created by law, enjoying local autonomy to enable them to attain their fullest development as self-reliant communities.
- (7) National Government refers to the entire machinery of the central government as distinguished from the different forms of local governments.⁵
- (8) National Government Agencies (NGAs) - refer to units of the National Government.
- (9) 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

² Republic Act 10149, An Act To Promote Financial Viability And Fiscal Discipline In Government-Owned Or Controlled Corporations And To Strengthen The Role Of The State In Its Governance And Management To Make Them More Responsive To The Needs Of Public Interest And Other Purposes

³ Joint CSC-COA-DBM Circular re Rules and Regulations Governing Contract of Service Workers in the Government

⁴ Joint CSC-COA-DBM Circular re Rules and Regulations Governing Contract of Service Workers in the Government

⁵ Item (2), Section 2, Executive Order no. 292: The Administrative Code of 1987 dated July 25, 1987

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.⁶

- (10) 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, velometer, dosimeter, etc.⁷) and the like.
- (11) 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.
- (12) Occupational Safety and Health Services – refer to preventive, promotive, protective, curative and rehabilitative services related to OSH.⁸
- (13) 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.
- (14) 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.
- (15) State Universities and Colleges (SUCs) - refer to public Higher Education Institutions (HEIs) in the Philippines created and established by law which constitutes their charter and which have independent and separate Governing Boards (GBs).⁹
- (16) 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.
- (17) Workplace – refers to a place/establishment/agency where people are employed/hired which includes working areas, employee lounges and

⁶ DOH-DOLE-CSC Joint Administrative Order No. 2017-001, National Occupational Safety and Health Policy Framework dated February 13, 2017

⁷ *Ibid*

⁸ *Ibid*

⁹ Item b), Section 3, Rule II (Definition of Terms), CHED Memorandum Order No. 03 s. 2001 dated January 17, 2001

restrooms, convention halls, class rooms, employee cafeterias, hallways and quarters, if there are any, as well as the office vehicles or shuttle.

V. Provision For Reasonable Working Conditions

(1) Workplace

- (a) Building premises shall have adequate fire, emergency or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standard colors of signs for safety instruction and warnings in building premises"¹⁰.
- (b) Facilities for persons with disabilities should be provided for their safe and convenient movement within the establishment/agency.
- (c) Good housekeeping shall be maintained at all times, e.g. cleanliness of building, premises, machines, equipment, eradication of stagnant water that serves as breeding ground of mosquitoes and other insects, regular waste disposal, and orderly arrangement of processes, operations, storage and filing of materials.
- (d) Sanitary Facilities, e.g. adequate comfort rooms and lavatories separate for male and female workers/employees, among others must be provided and maintained¹¹.
- (e) Building construction and maintenance, space requirement, walk way surface, floor and wall openings, stairs, window openings, fixed ladders, among others, must conform to the provisions of Rule 1060 of the OSH Standard¹².
- (f) Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment and/or conditions.
- (g) Provisions for personal protective equipment and devices must conform to Rule 1080 of the OSH Standard¹³
- (h) Handling, use and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of

¹⁰ Department of Labor and Employment, "Standard Colors of Signs for Safety Instruction and Warnings in Building Premises" in *Occupational Safety and Health Standards, As Amended* (Manila, 2007)

¹¹ Code on Sanitation of the Philippines (Presidential Decree No. 856)

¹² Department of Labor and Employment, "Standard Colors of Signs for Safety Instruction and Warnings in Building Premises" in *Occupational Safety and Health Standards As Amended* (Manila, 2007)

¹³ *Ibid.*, 34

1990), Rule 1090 of the OSH Standard¹⁴ and DOLE Department Order 136 -14, Series of 2014¹⁵.

- (i) There shall be provision for health clinics or treatment room.

(2) Emergency Preparedness

- (a) A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the agency must be established as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010.¹⁶
- (b) Trainings and drills on Disaster Risk Reduction Management must be conducted to ensure employees and staff are prepared during emergencies.
- (c) Emergency supplies such as fire extinguishers, medical first aid kits, etc. among others, must be adequate and ensured to be available all the time.
- (d) A first aider trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization qualified shall administer first-aid during emergencies.
- (e) A Memorandum of Understanding/Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be establish, to ensure medical services will be available during emergency.

(3) Occupational Safety and Health Program

- (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 Assistance and Rehabilitation Program
 - a. 3 Occupational Accident and Illness Surveillance Program
 - a. 4 Information and Education Campaign Program
- (b) Promotion and practice of Health and Wellness in the workplace as provided in CSC Memorandum Circular No. **38**, series of

¹⁴ Ibid., 39

¹⁵ DOLE Department Order 136 -14, Series of 2014

¹⁶ Philippine Disaster Risk Reduction and Management Act of 2010. (Republic Act No. 10121)

1992¹⁷; CSC MC No. **06**, series of 1995¹⁸; and CSC MC No. **21**, series of 2009¹⁹, shall be ensured.

(4) 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
 - a.3 Day care facilities
 - a.4 Drop-in centers

- (b) Work assignments and good working atmosphere for improved productivity shall be provided to the following employees with special needs²⁰
 - b.1 Pregnant women
 - b.2 Older employees with special needs
 - b.3 Differently abled employees
 - b.4 With limited working abilities

- (c) Policy and provision for lactation stations for lactating mothers shall be established, as provided by Republic Act No. 10028²¹.

(5) Working Hours, Break and Leave Privileges

- (a) The Agency Heads shall ensure that the provisions of the Omnibus Rules on Leaves are strictly observed.

- (b) The Agency Heads shall ensure that working breaks in between working hours are complied with in order to minimize/prevent employees' exposure to illness due to prolonged sitting without prejudice to the "No Noon Break" Policy.

- (c) The Agency Heads shall ensure that policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 2015²² are strictly observed and implemented.

¹⁷ CSC Memorandum Circular Nos. 1 MC No. 38, series of 1992 "Physical and Mental Fitness Program for Government Personnel"

¹⁸ MC No. 06, series of 1995 – "The Great Filipino Workout";

¹⁹ MC No. 21, series of 2009 – "Civil Servants' Health and Wellness Month"

²⁰ Amendment of the Magna Carta of Disabled Person (Republic Act No. 10524)

²¹ Expanded Breastfeeding Promotion Act, Republic Act No. 10028

²² CSC-DBM Joint Circular No. 1 s. 2015 dated November 25, 2015, *Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*

- (d) Agency Heads shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week except for health care facilities and offices involved in emergency services, law enforcement and similar duties, which may adopt the four-day work week scheme²³, if applicable.

(6) Work Environment

Implement policies and programs relative to:

- (a) Prohibition of smoking at the workplace as provided in CSC Memorandum Circular No. 17, s. 2009²⁴ and CSC-Department of Health Joint Memorandum Circular No. 2010-01²⁵
- (b) Workplace Policy and Program for a Drug-free Workplace²⁶
- (c) Tuberculosis prevention and control in the workplace²⁷
- (d) Workplace Policy and Education Program on HIV and AIDS²⁸
- (e) Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection for employees exposed and vulnerable of acquiring Hepatitis B infection.
- (f) Medical assistance and other benefits for employees²⁹

VI. Promotion of OSH

- (1) Agency Heads shall ensure comprehensive dissemination of OSH information through a Communication Plan which includes the publication of pertinent OSH information in the agency website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.
- (2) Employees shall participate in the OSH information and education program, trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.

²³ CSC Memorandum Circular No. 22, s. 2014 dated September 12, 2014, *Adoption of Four-Day Workweek Scheme in Government Agencies in Metro Manila*

²⁴ CSC Memorandum Circular No. 17, s. 2009 dated May 29, 2009, *Smoking Prohibition based on 100% Smoke Free Environment Policy*

²⁵ CSC-Department of Health Joint Memorandum Circular No. 2010-01 dated June 21, 2010, *Protection of the Bureaucracy Against Tobacco Industry Interference*

²⁶ CSC Memorandum Circular No. 13, s. 2017 dated April 19, 2017 *Guidelines on the Mandatory Random Drug Test for Public Officials and Employees and for other Purposes*

²⁷ Executive Order No. 187, s. 2003 dated March 21, 2003 *Instituting A Comprehensive And Unified Policy For The Tuberculosis Control In The Philippines*

²⁸ CSC Memorandum Circular No. 11, s. 2013 dated May 20, 2013 *Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS*

²⁹ CSC Memorandum Circular No. 33, series of 1997 dated December 22, 1997, *Policy on Working Conditions at the Workplace*

- (3) Employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.
- (4) Establish network to support and sustain the implementation of OSH program with DOLE, DOH and academic institutions which can provide trainings, technical and medical assistance.
- (5) Ensure that OSH program and activities are included in the Annual Work and Financial Plan of the agency.

VII. Institutional Arrangement

The lead agencies for the implementation of this Guidelines are the DOH, DOLE and CSC.

For efficient administration and implementation of this guidelines and in consonance with the DOH-DOLE-CSC JAO No. 2017-001, the duties and responsibilities of the stakeholders are enumerated as follows:

A. Civil Service Commission

- (1) Oversee the implementation of this Guidelines.
- (2) Formulate or enhance policy in support of OSH for the public sector.
- (3) Integrate OSH subjects / topics in Learning and Development Programs for government officials and employees; and
- (4) Investigate and decide on administrative cases arising from non-compliance with this Rules or the OSH Program.

B. Department of Health

- (1) Establish a system / mechanism to provide health services and health service providers to government employees, including those in temporary or casual status;
- (2) Establish surveillance and monitoring of occupational health injuries, diseases and deaths in the public sector through its Health Information System;
- (3) Develop occupational health service and benefit packages for the public sector;
- (4) Provide technical assistance and human resource support in the periodic and special inspection and investigation of OSH-related accidents and as deemed necessary;
- (5) Develop a tool kit as a guide for agencies in their program implementation; and,

- (6) Provide guidance on the implementation on preventive and promotive workplace health programmes.

C. Department of Labor and Employment

- (1) Provide relevant OSH Standards for the government sector;
- (2) Provide knowledge and information services/data on OSH standard, programs and enforcement activities, and recommend mechanisms to harmonize different OSH Promotion campaigns with partner agencies;
- (3) Plan, develop and implement Occupational Safety and Health training programs for government agencies, through its Occupational Safety and Health Center (OSHC);
- (4) In partnership with Government Owned or Controlled Corporations (GOCCs), specifically the Government Service Insurance System (GSIS), Employees Compensation Commission (ECC) and the Philippine Health Insurance Corporation (Philhealth), formulate compensation guidelines for work-related injuries and illnesses; and,
- (5) Provide technical assistance and human resource support in periodic and special inspection and investigation of OSH-related accidents and as deemed necessary.

D. CSC-DOH-DOLE Joint Functions and Responsibilities

- (1) CSC, DOH and DOLE as lead agencies shall collaborate, provide technical assistance and share expertise in conducting capacity building program on OSH for government employees.
- (2) CSC, DOH and DOLE as lead agencies shall develop a system of rewards and recognition for compliant government agencies on OSH program.

E. Heads of Government Agencies

- (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;
- (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 and other analogous incidents/circumstances ;
- (3) Comply with the requirements of the OSH Standards;

- (4) Provide Personal Protective Equipment (PPE) at no cost to the worker and ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine quality standards whether local or international.
- (5) Establish and adopt policies on safety peculiar to its environment in conformity with the provisions of this Standards outlining therein accountable persons and the scope of their delegated authority;
- (6) Appoint or designate, as the case may be, a Safety and Health Officer, and ensure that the needed OSH trainings are undertaken;
- (7) Create a Safety and Health Committee and/or a Special Investigation Committee which will conduct regular meetings 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 the agency, 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;
 - (e) Incident report on work related injuries.
- (9) 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.
- (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, 2017³⁰, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.

- (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. Government employees

- (1) Cooperate with the agency in carrying out the provisions of this Guidelines and report to the Safety and Health Committee any work hazard that may be observed in the workplace;
- (2) Follow all instructions on work safety given by the agency in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the agency;
- (3) Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives and activities; and
- (4) Support government agencies in the conduct of health and safety inspection or other programs.

G. Job-order and contract of service workers

- (1) The institutional contractors or contract service providers must ensure that their employees deployed in government agencies are provided with medical coverage and they must 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. Heads of the receiving government agencies where the said job order or contract of service employees are deployed shall only provide medical assistance in case of emergency.
- (2) Follow all instructions on work safety given by the agency/employer in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by their employer.

H. Safety & Health Officer (SHO)

³⁰ CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, *Rules and Regulations Governing Contract of Service and Job Order Workers in the Government as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.*

- (1) Undergo training on Occupational Safety and Health and related programs;
- (2) Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices;
- (3) Serve as Secretary to the Safety and Health Committee, and as such he/she shall:
 - (a) Notify members of the meetings
 - (b) Prepare minutes of the meeting;
 - (c) Submit to the head of agency a report of the activities of the Committee including the recommendations made thereof;
- (4) Report on the occurrence of accidents; and,
- (5) Coordinate all safety and health training programs for the agency management and employees.

I. **Safety and Health Committee**

Composition

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

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

Chairperson - The Head of the agency or his/her authorized Representative who holds an executive/managerial rank/ position

Members - The highest ranking officer/executive in charge of Human Resource

- Two (2) representatives from the accredited employees' association (one 1st Level and one 2nd Level employee)

In case there is no accredited or registered employee organization, the employees shall elect one representative each from the 1st and 2nd level positions

- The agency physician, or in the absence thereof, any employee who is a graduate of a medical-related course
- Representative from the Local Risk Reduction and Management Council / Risk Reduction Management Officer or its equivalent

Secretary - Occupational Safety & Health Officer

The Safety and Health Committee shall be established at the national, local and regional offices, if applicable.

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:

- (1) Develop OSH policy and standards internal to the agency which should be in accordance with the herein rule;
- (2) Plan and develop health related trainings/seminars for the furtherance of 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 of the agency 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 the agency;
- (7) Review reports of inspection, accident investigations and implementation of programs;
- (8) Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
- (9) Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions;
- (10) Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and

- (11) Submit to the head of the agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

J. Employee Organization Representative/s

The representatives of the accredited employee organization, or in its absence, a registered employee organization within the agency, shall:

- (1) Support the agency in carrying out the provisions of the standards and report to Management any work hazards that can be observed in the workplace;
- (2) Participate/Cooperate in activities initiated by the Safety and Health Committee;
- (3) Assist their agency 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.

VIII. Procedure on Special Inspection, Investigation and Review

Any employee or representative of employees or any concerned person who believes that a violation of any of the provision of this Standards 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 the agency Grievance Committee, as prescribed in CSC Memorandum Circular No. 2, series of 2001 dated January 26, 2001³¹.

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

IX. Reporting Requirements & Records Keeping

³¹ CSC Memorandum Circular No. 2 series of 2001 dated January 26, 2001, *Revised Policies On The Settlement Of Grievances In The Public Sector*

- (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 Human Resource Office of the respective government agency to the Safety and Health Committee copy furnished the Head of the Agency.
- (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 Health and Safety Committee and the Head of Agency, for appropriate and necessary action to address the concern.
- (3) The agency, through its Human Resource Office, shall maintain and keep an accident or illness record which shall be open at all times for inspection by authorized personnel which shall contain the following information:
 - (a) Date of accident or illness;
 - (b) Name of injured/ill employee, age and sexual orientation;
 - (c) Occupation/position of the employee;
 - (d) Cause of accident/illness;
 - (e) Extent and nature of disability/injury;
 - (f) Duration of disability/injury;
 - (g) Extent of damage, including actual medical cost;
 - (h) Corrective action/s on OSH related findings which caused illnesses/accidents to be undertaken or was undertaken.
- (4) In reporting, medical confidentiality must be ensured³²
- (5) The agency through the Human Resource Office shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

X. Monitoring and Evaluation

- (1) Agencies shall include in its Annual Report their compliance with this Joint Memorandum Circular and provide copy/ies for the CSC.
- (2) An annual review of the agency's past year's compliance with the Standard must be done by the Safety and Health Committee every first quarter of the succeeding year. Thereafter, the Safety and Health Committee of the agency shall conduct a quarterly periodic review and report on the same must be included in the Agency's Annual Report.

XI. Administrative Justice Mechanism

³² Data Privacy Act of 2012.

Heads, officials and employees of government agencies who violate this 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, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

XII. Funding Source

Funds needed for the implementation of this Joint Memorandum Circular shall be included in the agency's regular budget and Annual Work and Financial Plan.

XIII. Separability Clauses

In the event that any of the provisions of this Guidelines is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

XIV. Effectivity

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, 4 March 2020.

(Sgd.) ALICIA dela ROSA-BALA
Chairperson
Civil Service Commission

(Sgd.) FRANCISCO T. DUQUE III
Secretary
Department of Health

(Sgd.) SILVESTRE H. BELLO III
Secretary
Department of Labor and Employment