



# **GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS**

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Confidential and Proprietary to National Development Company

# **GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS (OSH) FOR THE NATIONAL DEVELOPMENT COMPANY**

## **I. RATIONALE**

Under Section 3, Article XIII of the 1987 Philippine Constitution, Occupational Health and Safety is a right, hence, it is important that NDC endeavor for better working conditions for its employees. Evidenced-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.

## **II. LEGAL BASES**

This Occupational Safety and Health Standards for the National Development Company (NDC) is hereby adopted in compliance with Joint Memorandum Circular No. 1, s. 2020 of the Civil Service Commission (CSC), Department of Health (DOH) and Department of Labor and Employment (DOLE) enjoining all government agencies to comply with the Guidelines on Occupational Safety and Health Standards for the Public Sector.

## **III. OBJECTIVES**

This Guidelines on Occupational Safety and Health Standards for NDC is aimed at protecting all NDC employees, including job orders, contract of services, individual and institutional contractors from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure preservation of human lives and resources and prevent loss/damage of properties.

Also, this Guidelines seeks to:

- a. Identify and delineate roles and responsibilities of the Head of Agency, employees and Safety and Health Committee; and
- b. Establish Safety and Health Committee.

## **IV. COVERAGE**

1. This Guidelines on the OSH Standards shall apply to all officials and employees of NDC whether permanent, temporary and/or casual.
2. Job Orders, contract of services, institutional and individual contractors shall likewise be covered in these guidelines in accordance with the provisions

stated in the CSC-COA-DBM Joint Circular No. 1, s. 2017<sup>1</sup>, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.

## **V. 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. Institutional Contract – refers to an agreement between a government agency (NDC) and contractor or service provider duly registered and authorized to provide services such as janitorial, security, consultancy, and other support services.
3. Job Order – refers to piece of 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. 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 worker in an occupational environment adapted to his/her physiological ability; and (d) provision of access to social insurance and related benefits.
5. 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.) and the like.
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 their physical safety and health.
8. Safety and Health Officer – refer 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.

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<sup>1</sup> 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

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 a place/establishment/agency where people are employed/hired which includes working areas, employee lounge and restrooms, convention halls, class rooms, employee cafeterias, hallways and quarters, if there are any, as well as the office vehicles or shuttle.

## **VI. PROVISION FOR REASONABLE WORKING CONDITIONS**

### **A. WORKPLACE**

- a. NDC 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 color of signs for safety instruction and warnings in building premises”.<sup>2</sup>
- b. Facilities for persons with disabilities should be provided for their safe and convenient movement within NDC.
- c. Good housekeeping shall be maintained at all times, e.g. cleanliness of NDC 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 and storage and filing of materials.
- d. Sanitary facilities, e.g. adequate comfort rooms and lavatories separate for male and female employees.
- e. Building construction and maintenance, space requirement, walkway surface, floor and wall openings, stairs, window openings, fixed ladder, among others, must conform to the provisions of Rule 1060 of the OSH Standard.
- 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 in conformity with Rule 1080 of the OSH Standard.

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<sup>2</sup> 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)*

- h. Handling, use and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990), Rule 1090 of the OSH Standards and DOLE Department Order 136-14, series of 2014.
- i. Health or treatment room.

## **B. EMERGENCY PREPAREDNESS**

- a. NDC will establish and implement a Risk Reduction Management System and a Crisis Management Plan and Contingency Program as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010.
- b. Regular training and drills on Disaster Risk Management will be conducted to ensure NDC employees and staff are prepared during emergencies.
- c. Ensure that emergency supplies such as fire extinguishers, medical first aid kits, etc., among others are adequate and available all the time.

## **C. OCCUPATIONAL SAFETY AND HEALTH PROGRAMS**

- a. NDC endeavors to establish a minimum OSH Programs, such as, but not limited to the following:
  - i. Occupational Accident and Illness Prevention Program;
  - ii. Occupational Accident and Illness Surveillance Program;
  - iii. Information and Education Campaign Program
- b. Promote and practice Health and Wellness as provided in CSC Memorandum Circular No. 38<sup>3</sup>, series of 1992, CSC MC No. 06, series of 1995<sup>4</sup>, and CSC MC No. 21, series of 2009<sup>5</sup>.

## **D. SUPPORT FACILITIES**

- a. Facilities which may be used for the promotion of health and wellness will be provided, such as, but not limited to the following:
  - i. Recreation areas
  - ii. Seminar/Training rooms
  - iii. Day care facilities
  - iv. Drop-in centers
- b. Work assignments and good working environment for improved productivity shall be provided to the following employees with special needs:
  - i. Pregnant women
  - ii. Older employees with special needs

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<sup>3</sup> MC No. 38, series of 1992 – “Physical and Mental Fitness Program for Government Personnel

<sup>4</sup> MC No. 06, series of 1995 – “The Great Filipino Workout”

<sup>5</sup> MC No. 21, series of 2009 – “Civil Servants’ Health and Wellness Month”

- iii. Differently abled employees
- iv. With limited working abilities

## **E. WORKING HOURS, BREAK AND LEAVE PRIVILEGES**

- a. NDC will strictly observe the provisions of the Omnibus Rules on Leaves.
- b. NDC will also ensure that working breaks in between working hours are complied with in order to minimize/prevent NDC employees' exposure to illness due to prolonged sitting, without prejudice to the "No Noon Break" Policy.
- c. The policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 2015 shall be strictly observed and implemented.
- d. Allow and adopt flexible working hours or arranged working hours, as applicable.

## **F. WORK ENVIRONMENT**

NDC will implement and/or is implementing policies and programs relative to:

- a. Prohibition of smoking at the workplace as provided in CSC Memorandum Circular No. 17, s. 2009<sup>6</sup> and CSC-Department of Health Joint Memorandum Circular No. 2010-1<sup>7</sup>
- b. Workplace Policy and Program for a Drug-Free Workplace<sup>8</sup>
- c. Tuberculosis prevention and control in the Workplace<sup>9</sup>
- d. Workplace Policy and Education Program on HIV and AIDS<sup>10</sup>
- e. Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection of employees exposed and vulnerable of acquiring Hepatitis B infection<sup>11</sup>
- f. Medical assistance and other benefits for employees

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<sup>6</sup> CSC MC No. 17, s. 2009 dated May 29, 2009 "Smoking Prohibition based on 100% Smoke Free Environment Policy"

<sup>7</sup> CSC-DOH JMC No. 2010-01 dated June 21, 2010 – "Protection of the Bureaucracy Against Tobacco Industry Interference"

<sup>8</sup> CSC MC No. 13, s. 2017 dated April 19, 2017 – "Guidelines on the Mandatory Random Drug Test for Public Officials and Employees and for other Purposes"

<sup>9</sup> Executive Order No. 187, s. 2003 dated March 21, 2003 – "Instituting A Comprehensive and Unified Policy for the Tuberculosis Control in the Philippines"

<sup>10</sup> CSC MC No. 11, s. 2013 dated May 20, 2013 – "Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS"

<sup>11</sup> CSC MC No. 33, s. 1997 dated December 22, 1997 – "Policy on Working Conditions at the Workplace"

## **G. PROMOTION OF OSH**

- a. NDC is committed to make its employees and stakeholders aware of the different policies and programs related to occupational safety and health. Thus, NDC will ensure that all relevant materials and/or information related to OSH will be posted in its website. Also, NDC will establish a feedback mechanism which can be used to enhance its OSH programs.
- b. NDC encourages its employees and other stakeholders to participate in the OSH information and education program, trainings and other related initiatives for its continued improvement and sustainability.
- c. NDC Management encourages its employees and stakeholders to report OSH related illness and accidents in order for the Management to act and provide the necessary intervention, thereby enhancing its OSH Program.
- d. NDC will establish network to support and sustain the implementation of its OSH program, with DOLE, DOH, other concerned government agencies and academic institution which can provide trainings, technical and medical assistance.
- e. NDC will ensure that OSH Programs and activities are included in its Annual Work and Financial Plan.
- f. Appoint or designate, as the case may be, a Safety and Health Officer (SHO), and ensure that the needed OSH trainings are undertaken.

## **VII. DUTIES AND RESPONSIBILITIES OF NDC**

- a. 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 employees;
- b. Ensure the conduct of occupational safety awareness; work hazards analysis sessions; identification of hazards and measures to be undertaken by all employees in case of emergency and other analogous incidents/circumstances;
- c. Comply with the requirements of the OSH Standards;
- d. Provide Personal Protective Equipment (PPE) at no cost to the employee and ensure that the appropriate and approve devices and equipment used are only those that passed the Philippine quality standards whether local or international;
- e. Establish and adopt policies on safety peculiar with its environment in conformity with the provisions of the Standards outlining therein accountable persons and the scope of their delegated authority;

- f. 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;
- g. Provide annual report and documentation on the health and safety programs of NDC, including but not limited, to the following:
  - 1. OSH related activities;
  - 2. Safety performance;
  - 3. OSH Committee recommendations and measures taken to implement such recommendations;
  - 4. Survey Report of approved sick leave applications due to work related sickness/diseases;
  - 5. Incident report on work related injuries.
- h. 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.
- i. Ensure that institutional contractors or service providers have functional OSH policy and program which will cover employees deployed in NDC and meet the requirement as provided in 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;
- j. 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 as stipulated in the terms and conditions of the contract.

**VIII. NDC SAFETY AND HEALTH COMMITTEE** – The NDC Safety and Health Committee (NDC-SHC) is hereby created which shall be composed of:

- |             |   |  |
|-------------|---|--|
| Chairperson | - | Department Manager – Finance and Administration Department (FAD)   |
| Members     | - | <p>Human Resource Officer</p> <p>Two (2) representatives from the accredited employees' association (one 1<sup>st</sup> level and one 2<sup>nd</sup> level)</p> <p>One (1) employee from the Special Projects Group</p> <p>Representative from the Local Risk Reduction and Management Council / Risk Reduction Management Officer or its equivalent</p> |
| Secretary   | - | Occupational Safety & Health Officer.  |



## **IX. DUTIES AND FUNCTIONS OF SAFETY AND HEALTH COMMITTEE**

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

- a. Develop OSH policy and standards in accordance with CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020;
- b. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
- c. Initiate and implement improvement of working conditions relative to a safe and health working environment;
- d. Ensure the health promotion and accident prevention efforts of NDC are in compliance with the government safety programs to maintain health work habits and safety practices in the workplace;
- e. Conduct periodic safety trainings;
- f. Submit reports on its meetings and other activities to the General Manager;
- g. Review reports of inspection, accident investigations and implementation programs;
- h. Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
- i. Initiate safety trainings on OSH for NDC by coordinating with appropriate trainings institutions;
- j. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and
- k. Submit to the General Manager an Annual Work and Financial Plan and budget needed to support the OSH Programs.

## **X. DUTIES AND FUNCTIONS OF SAFETY & HEALTH OFFICER (SHO)**

The designated Safety & Health Officer shall:

- a. Undergo training on Occupational Safety and Health and related programs;
- b. Act as the focal person of NDC in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
- c. Serve as Secretary to the Safety and Health Committee, and as such he/she shall:

- i. Notify members of the meetings;
  - ii. Prepare minutes of the meetings;
  - iii. Submit to the General Manager a report of the activities of the Committee including the recommendation made thereof;
- d. Report on the occurrence of accidents; and
- e. Coordinate all safety and health training programs for the NDC Management and employees.

#### **XI. DUTIES OF NDC EMPLOYEES**

- a. Cooperate with NDC 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.
- b. Follow all instructions on work safety given by NDC in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by NDC.
- c. Participate / cooperate with the Safety and Health Committee on OSH Programs, initiatives and activities; and
- d. Support other government agencies in the conduct of health and safety inspection or other programs.

#### **XII. DUTIES OF JOB ORDER AND CONTRACT OF SERVICE WORKERS**

- a. The institutional contractors or contract service providers must ensure that their employees deployed in NDC are provided with medical coverage and they must meet the requirement as provided in 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. The NDC shall only provide medical assistance in case of emergency.
- b. Follow all instructions on work safety given by NDC/employer in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by their employer.

#### **XIII. DUTIES OF ORGANIZATION REPRESENTATIVES**

The representatives of the NDC Employees' Association shall:

- a. 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;

- b. Participate / cooperate in activities initiated by the Safety and Health Committee;
- c. Assist NDC in the conduct of safety and health inspection or other OSH programs;
- d. Gather occupational safety and health related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action; and
- e. Negotiate for better working conditions in their workplace.

#### **XIV. REPORTING REQUIREMENTS & RECORDS KEEPING**

- a. 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 Unit to the Safety and Health Committee copy furnished the Office of the General Manager;
- b. 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 Office of the General Manager / General Manager, for appropriate and necessary action to address the concern;
- c. NDC, thru Human Resource Unit, 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:
  - 1. Date of accident or illness;
  - 2. Name of injured/ill employee, age and sexual orientation;
  - 3. Occupation/position of the employee;
  - 4. Cause of accident/illness;
  - 5. Extent and nature of disability/injury;
  - 6. Duration of disability/injury;
  - 7. Extent of damage, including actual medical cost;
  - 8. Corrective action/s on OSH related findings which caused illness/accidents to be undertaken or was undertaken;
- d. In reporting, medical confidentiality must be ensured;
- e. NDC, through the Human Resource Unit shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

#### **XV. MONITORING AND EVALUATION**

- a. NDC shall include in its Annual Report its compliance with Joint Memorandum Circular and provide copy/ies for the CSC.

- b. An annual review of NDC's past year 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 shall conduct a quarterly periodic review and report on the same must be included in NDC's Annual Report.

## **XVI. 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.

## **XVII. EFFECTIVITY**

This Guidelines had been approved by the NDC Management Committee on July 7, 2021.