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1.0 OBJECTIVE

The Occupational Health Program is created in compliance with the Occupational Safety and Health (OSH) requirements of the Department of Labor and Employment (DOLE).


This program aims in protecting the safety, health and welfare of all employees and to safeguard them from preventable accident and illnesses.

2.0 SCOPE

The policy covers all employees of Tulay sa Pag-unlad, Inc. (TSPI).


3.0 DEFINITION OF TERMS

1. **Occupational Health Services** – services responsible for advising the company and employees of the following:
 - a. the requirements for establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work.
 - b. the adaptation of work to the capabilities of employees in the light of their physical unproductive mental health.
2. **Occupational Safety & Health Committee (OSHC)** – a committee concerned in promoting the safety, health and welfare of employees.
3. **Occupational Health Personnel** – a qualified first-aider, nurse, dentist or physician, whose service/services have been engaged by the company to provide occupational health services.
4. **First Aid Treatment** – is an adequate, immediate and necessary medical and/or dental remedy in case of injury or sudden illness suffered by the employees irrespective of whether or not such illness/injury is occupational in nature, before more extensive medical/or dental treatment can be secured.
5. **First Aider** – is any person trained and duly certified by the Philippine National Red Cross to administer first-aid.
6. **Occupational Health Practitioner** – is a physician, nurse, engineer, dentist or chemist duly licensed to practice his/her profession in the Philippines.
7. **Emergency Clinic** – is an enclosed area, room or building, located within the premises of TSPI, and equipped with the necessary facilities and supplies, where employees maybe brought for examination and treatment of their injuries or illnesses in cases of emergency, where more elaborate instruments and

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equipment (such as examining bed, oxygen tank) are made available for the employees, and where the services of a more competent medical staff are provided, who may handle or treat a few simple cases of injuries or illnesses needing short-term confinement, or may refer such cases to hospitals.

7. **Accident** - is an unplanned, unwanted event that disrupts the orderly flow of the work process. It involves the motion of people, objects or substances.
8. **Incident** - is an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.
9. **Health** - connote a sound state of the body and mind of the employee, which enables him to perform his job normally, in a state of well-being.
10. **Safe or Safety** - is a physical or environmental conditions of work or employment.
11. **Work Accident** - is any unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof which arises out of and in the course of employment.
12. **Work Injury** - refers to any injury or occupational illness suffered by a person, which arises out of or in the course of his employment.
13. **Occupational illness** - is a disease resulting from exposure during employment to conditions or substances that are detrimental to health.
14. **Workplace** - refers to office, premises or worksite, where the employee regularly report in the course of his employment.
15. **Medical Treatment Injury** - is any injury which does not result in a disabling injury but which requires first aid and medical treatment of any kind.
16. **Disabling Injury** - refers to a work injury which results in death, permanent total disability, permanent partial disability or temporary total disability.
17. **Death** - refers to any fatality resulting from a work injury regardless of the time intervening between injury and death.
18. **Permanent Total Disability** - refers to any injury or sickness other than death which permanently and totally incapacitates an employee from engaging in any gainful occupation or which results in the loss or the complete loss of use in one accident.
19. **Permanent Partial Disability** - refers to any injury other than death or permanent total disability, which results in the loss or loss of use of any member or part of a member of the body regardless of pre-existing disability of the injured member or impaired body function.
20. **Temporary Total Disability** - refers to any injury or illness which does not result in death or permanent total or permanent partial disability but which

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results in disability from work for a day or more.


21. **Day of Disability** – is any day in which an employee is unable to perform his function because of injury or illness, to perform effectively throughout a full shift the essential functions of a regularly established job which is open and available to him.
22. **Total Days of Lost** – refers to the combined total, for all injuries or illnesses of:
 - a. all days of disability resulting from temporary total injuries or illnesses and/or
 - b. all scheduled charges assigned to fatal, permanent total and permanent partial injuries or illnesses.
23. **Employee** – shall include working owners and officers for the purpose of counting injuries or illnesses or calculating exposures shall include working owners and officers.
24. **Exposure** – refers to the total number of employee-hours worked by all employees of the reporting establishment or unit.
25. **Near Miss** – is an event under different circumstances could have resulted in physical harm to employees or damage to equipment, workplace, property and or material.

4.0 GUIDELINES

Administration Department and Human Resource Management Services (HRMS) Department shall spearhead the OSHC.

4.1 Occupational Safety & Health Committee (OSHC)

1. The OSHC shall be composed of the following personnel:
 - a. Chairman - Administration Head or representative from Administration Department and acting as a Safety Officer.
 - b. Assistant Chairman - HRMS Nurse or representative from HRMS and acting as a Safety Officer.
 - c. Members – representative from various Branch and Departments (at least 6)
 - d. Advisers – HRMS-Director and CFO.
2. The OSHC is the planning and policy making group in all matters pertaining to safety and health.
3. The principal duties of the OSHC are:
 - a. Plans and develops accident prevention programs for the company.
 - b. Directs the accident prevention efforts of the company in accordance with the OSH program and government regulations.

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- c. Conducts safety meetings.
- d. Reviews reports of inspections, accident investigations and implementation of the OSH programs.
- e. Submits reports to the Director-HRMS & CFO.
- f. Provides necessary assistance to government inspecting authorities.
- g. Initiates and supervises safety training for employees.
- h. Develops and maintains a disaster contingency plan and organizes emergency response team.

4.2 Occupational Health Services functions under HRMS-Benefit Section

- a. Identifies and assesses risks from health hazards in the workplace.
- b. Monitors employees' health and safe keeps all employee health record.
- c. Provides information, training and education in all Health programs.
- d. Organizes First Aid training.
- e. Evaluates occupational accidents and diseases.
- f. Collaborates and coordinates with other government agencies and Health Care provider regarding issues on health and wellness programs.
- g. Provides government agencies health related reportorial requirements.


4.3 Health Programs

- a. Pre-employment Physical Examination
- b. Annual Medical Examination
- c. Executive Check-up
- d. Monthly Health tips information
- e. Random Drug Testing
- f. First Aid Training
- g. Wellness/Physical fitness
- h. Medical Mission
- i. Provision of over-the-counter/curative medicines
- j. Health Alert information dissemination and/or seminars in coordination with HMO provider or other Health related agency.

5.0 PROCEDURES

5.1 MONITORING OF EMPLOYEES' HEALTH STATUS

Responsibility	Activity
Qualified Applicant/Employee	1. Undergo pre-employment/annual physical/medical examination.

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HRMS-Benefit Section

2. Complies with the recommendation/ advise of the doctor based on the result of the physical examination.

3. Submits monthly employees' health status report to Supervising/Dept. Heads.

4. Coordinates pre-employment physical examination of qualified applicants and Annual Medical Examinations of existing employees with HMO provider.

5. Follows-up the result and maintains the confidentiality of all information relating to physical/annual examination results of the employees.

6. Provides first aid treatment and basic medical management to employees during emergency.


7. Coordinates with the immediate superior if employees have been detected to suffer from any contagious disease that would jeopardize their health and the health of their co-workers.

Immediate Supervisor

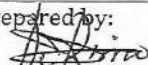

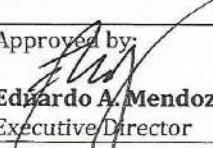
8. Recommends official leave of absence of staff until complete or satisfactory recovery from illness or upon submission of certificate as to fitness to work.

5.2 ACCIDENT & INCIDENT INVESTIGATION

Responsibility	Activity
Immediate Supervisor	1. Provides initial investigation on the incident/accident and submits critical incident report within 24 hours from the time of the accident/incident.
OSHC	2. Evaluates and determines the cause/causes of accident/incident and

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| <p>Group/Department Head</p> <p>HRMS-Benefit Section</p> <p>Employee</p> | <p>develops immediate recommended corrective actions to prevent similar incidents in the future.</p> <p>3. Provides copy of the report to Group/Department Heads and HRMS Department-Benefit Section for reference.</p> <p>4. Ensures that all corrective actions have been taken to prevent recurrence.</p> <p>5. Evaluates & ensures completeness of the documents submitted regarding the cause of disease and /or accident.</p> <p>6. Provides first aid treatment as necessary.</p> <p>7. Determines the need for referrals for further medical treatment.</p> <p>8. Processes the necessary benefits claims if based on the investigation he/she is entitled for any benefit claims from HMO provider, Insurance Provider, SSS, Philhealth or whichever is applicable.</p> <p>9. Advises employees on the status of any benefit claims.</p> <p>10. Reports to immediate supervisor any work related injury/illness, near miss events or unsafe work situations and provide necessary details about it.</p> <p>11. Submits for investigation and complies with the necessary documentation for the entitlement of any benefit claims relevant to the accident/incident that happens.</p> |
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