



Office Circular No.: 24-017
Series of 2024

GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS

A. RATIONALE

The purpose of these guidelines is to ensure a safe and healthy working environment for all employees by minimizing risks and hazards in the workplace. This is achieved through comprehensive safety and health programs, compliance with legal requirements, and the promotion of health and wellness among workers consistent with the CSC-DOH JMC No. 1 s. 2020.

B. OBJECTIVES

1. To establish a systematic approach for managing occupational safety and health (OSH).
2. To promote a safe and healthy working environment through prevention, protection, and preparedness.
3. To comply with relevant national laws and regulations on OSH.
4. To enhance employee well-being, reduce workplace injuries and illnesses, and improve productivity.

C. COVERAGE

These guidelines apply to all employees of LBP Leasing and Finance Corporation.

D. DEFINITION OF TERMS

Hazardous Materials	Substances that pose risks to health, safety, or the environment.
OSH Standard	Occupational Safety and Health Standards as prescribed by national legislation and regulations.
Personal Protective Equipment (PPE)	Equipment worn to minimize exposure to workplace hazards.
Safety Officer	A person responsible for overseeing safety and health programs in the workplace.

E. GENERAL GUIDELINES

1. WORKPLACE

- a. The Safety Officer shall ensure that the building premises have adequate fire, emergency or danger signs.
- b. Facilities for persons with disabilities should be provided for their safe and convenient movement within the establishment.
- 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 maintained.
 - 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 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 must conform to Rule 1080 of the OSH Standard.
 - 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 1990), Rule 1090 of the OSH Standard¹⁴ and DOLE Department Order 136 -14, Series of 2014.
 - 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.
- 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:
 - i. Occupational Accident and Illness Prevention Program
 - ii. Medical Services Assistance and Rehabilitation Program

- iii. Occupational Accident and Illness Surveillance Program
- iv. 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 1992; CSC MC No. 06, series of 1995; and CSC MC No. 21, series of 2009, 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:
 - i. Recreation areas
 - ii. Seminar/Training rooms
 - iii. Day care facilities
 - iv. Drop-in centers
- b. Work assignments and good working atmosphere for improved productivity shall be provided to the following employees with special needs.
 - i. Pregnant women
 - ii. Older employees with special needs
 - iii. Differently abled employees
 - iv. With limited working abilities
- c. Policy and provision for lactation stations for lactating mothers shall be established, as provided by Republic Act No. 10028.

5. WORKING HOURS, BREAK, AND LEAVE PRIVILEGES

- a. The President and CEO shall ensure that the provisions of the Omnibus Rules on Leaves are strictly observed.
- b. The President and CEO 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 President and CEO shall ensure that policies and guidelines on overtime services are strictly observed and implemented.
- d. The President and CEO shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week, as needed.

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. 2010-01.
- b. Workplace Policy and Program for a Drug-free Workplace.
- c. Tuberculosis prevention and control in the workplace.

- d. Workplace Policy and Education Program on HIV and AIDS.
- e. Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection for employees exposed and vulnerable of acquiring Hepatitis B infection.
- f. Medical assistance and other benefits for employees.

7. PROMOTION OF OSH

- a. President and CEO shall ensure comprehensive dissemination of OSH information through a Communication Plan which includes the publication of pertinent OSH information in the website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.
- b. Employees shall participate in the OSH information and education program, trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.
- c. Employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.
- d. 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.
- e. Ensure that OSH program and activities are included in the Annual Work and Financial Plan of the agency.

8. SAFETY AND HEALTH COMMITTEE

a. COMPOSITION

Safety and Health Committee shall be constituted thru a Special Order 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 President and CEO 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) employee representatives, one from supervisory position, and one from rank & file position.
 - 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

b. DUTIES AND RESPONSIBILITIES OF 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:

- i. Develop OSH policy and standards internal to the company which should be in accordance with the herein rule.
- ii. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace.
- iii. Initiate and implement improvement of working conditions relative to a safe and healthy working environment.
- iv. 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.
- v. Conduct periodic safety meetings.
- vi. Submit reports on its meetings and other activities to the President and CEO.
- vii. Review reports of inspection, accident investigations and implementation of programs.
- viii. Provide the necessary support to government inspection authorities in the proper conduct of the said activities.
- ix. Initiate safety trainings on OSH for the company by coordinating with appropriate training institutions.
- x. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations.
- xi. Submit to the President and CEO an Annual Work and Financial Plan and budget needed to support the OSH programs.

F. REPORTING REQUIREMENTS AND RECORD 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 HR Unit, to the Safety and Health Committee copy furnished the President and CEO.
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 President and CEO, for appropriate and necessary action to address the concern.
3. The company, through its HR 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:
 - 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 ensured.
5. The company through the HR Unit shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

G. DUTIES AND RESPONSIBILITIES

<p>President and CEO</p>	<ul style="list-style-type: none"> • Maintain a workplace free from hazards that could lead to death, illness, or injury. • Conduct sessions on occupational safety, hazard analysis, and emergency measures. • Adhere to Occupational Safety and Health (OSH) Standards, including the provision of necessary Personal Protective Equipment (PPE) at no cost to employees. • Implement safety policies specific to the work environment, assigning responsibilities and authority for enforcement. • Appoint a Safety and Health Officer and ensure they complete the required OSH training. • Form a Safety and Health Committee and/or Special Investigation Committee to regularly address workplace incidents and implement safety recommendations. • Document the safety program's performance, activities, committee recommendations, and work-related health incidents. • Provide medical support for workplace-related accidents and illnesses, including emergency hospitalization and supplies. • Ensure that contractors and service providers have a functioning OSH policy that covers their employees, meeting all regulatory requirements. • Ensure emergency medical services are available for contract employees, with costs covered per contract terms.
<p>Employee</p>	<ul style="list-style-type: none"> • Cooperate with the company 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. • 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 company.

	<ul style="list-style-type: none"> • Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives and activities. • Support the company in the conduct of health and safety inspection or other programs.
Safety and Health Officer (SHO)	<ul style="list-style-type: none"> • Undergo training on Occupational Safety and Health and related programs. • Act as the focal person of the company in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices. • Serve as Secretary to the Safety and Health Committee, and as such he/she shall: <ul style="list-style-type: none"> - Notify members of the meetings - Prepare minutes of the meeting - Submit to the President and CEO a report of the activities of the Committee including the recommendations made thereof. • Report on the occurrence of accidents. • Coordinate all safety and health training programs for the company management and employees.

H. MONITORING AND EVALUATION

1. LLFC 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 LLFC'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 LLFC shall conduct a quarterly periodic review and report on the same must be included in LLFC's Annual Report.

I. EFFECTIVITY

These guidelines shall take effect on NOV 29 2024.

MICHAEL P. ARAÑAS
President/CEO 

Date: NOV 29 2024