



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

November 10, 2016

DEPARTMENT ORDER
No. 2016 - 0268

SUBJECT: Guidelines for the use of Hardhats and Headlights

I. RATIONALE

Administrative Order No. 168 s. 2004 which is the National Policy on Health Emergencies and Disasters, aims to develop goals, strategies, plans and policies for ensuring an efficient and effective system for managing emergencies and disasters. To do this, the DOH through Health Emergency Management Bureau (DOH— HEMB) is distributing Hardhats and Headlights to all employees of DOH- Central Office for emergencies and disasters.

The safety Hardhats and Headlights shall be distributed to each office so that each personnel/staff of the office will have the hardhats and headlights to be used in case of emergency like an earthquake.

II. OBJECTIVES

To serve as a guide in the distribution of Hardhats and Headlights.

III. SCOPE AND COVERAGE

This Order shall cover all DOH-Central Office employees.

IV. GENERAL GUIDELINES:

1. One DOH employee — one safety hardhats and headlights provided.
2. The Hardhats and Headlights should not be taken home.
3. The Hardhats and Headlights shall be displayed in the most accessible place within reach of individual personnel for emergency.
4. After emergency use, it will be returned to the office.
5. Maintenance and aftercare shall be the responsibility of the office supervisor (inventory, accounting and cleaning)

V. EFFECTIVITY:

This shall take effect immediately once approved.

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