September 03, 2024

Regional Memo Order No. 072
Series of 2024

Subject: Workplace Safety and Disaster Preparedness Policy

The Department of Trade and Industry Region 12 (DTI Region 12) is committed to ensuring a safe, healthy, and secure work environment for all employees. This includes addressing gender considerations and promoting equitable practices in safety and disaster preparedness. Our goal is to provide a supportive environment that enhances readiness and resilience in emergencies or disasters.

This Workplace Safety and Disaster Preparedness Policy outlines a comprehensive framework designed to safeguard employees, mitigate risks, and prepare effectively for emergencies and disasters.

Policy Objectives

- **Safety:** Create a workplace that minimizes hazards and ensures a safe environment for all employees.
- **Health:** Promote health and wellness through effective safety protocols and preventive measures.
- **Preparedness:** Ensure readiness and resilience in the face of emergencies or disasters.
- **Gender and Development:** Ensure that safety and preparedness measures are inclusive and sensitive to the diverse needs of all employees, regardless of gender.

Scope

This policy applies to all employees, contractors, visitors, and stakeholders associated with DTI Region 12.

Workplace Safety

- **Safety Training:** Conduct regular training on safety procedures, emergency protocols, and proper use of equipment. Ensure training includes considerations for all employees, recognizing different needs based on gender and other factors.
- **Risk Assessments:** Regularly assess potential hazards and implement measures to mitigate risks. Consider how risks may affect different genders and adjust measures accordingly.

ANGAT NEGOSYO, ASENSO TRABAHO, ALAGAng KONSYUMER PARA SA BAGONG PILIPINAS

- **Emergency Procedures:** Develop and communicate clear emergency procedures for fires, chemical spills, medical emergencies, and other incidents. Regularly conduct drills that include scenarios considering diverse employee needs.
- **Personal Protective Equipment (PPE):** Provide and ensure correct usage of appropriate PPE based on job roles and associated risks. PPE should be available in sizes and types that accommodate all employees.
- **Maintenance and Cleanliness:** Keep equipment and machinery in good working order and ensure the workplace remains clean and hazard-free.
- **Reporting Systems:** Implement a system for reporting safety concerns and incidents. Ensure all employees can report hazards or unsafe conditions without fear of retaliation, and recognize any specific barriers different genders might face.
- **Health and Wellness Programs:** Offer programs supporting physical and mental health, including ergonomics training, stress management, and wellness resources. Tailor programs to address gender-specific health needs where applicable.
- **Compliance:** Adhere to local safety regulations and standards, including the Basic Occupational Safety and Health Standards (BOSH).

Safety Measures

- **Safety and Disaster Preparedness Video:** Display a safety and disaster preparedness video at the start of all meetings, events, and training sessions to ensure participants understand emergency procedures (video copy included with RMO).
- **Emergency Contact Information:** Keep emergency contact numbers up-to-date and displayed prominently in all workspaces.
- **Exit Signage and Evacuation Plans:** Ensure exit signage is clear and visible; display detailed evacuation floor plans. All employees should be familiar with these plans.
- **Fire Safety Equipment:** Position fire extinguishers throughout the office; conduct regular inspections to ensure they are operational and accessible.
- **Waste Management:** Provide garbage bins in every room to maintain cleanliness and minimize fire hazards.

Disaster Preparedness

- **Development of a Written Plan:** Maintain an updated disaster response plan, including contact information and notification procedures.
- **Establishment of a Disaster Response Team:** Form a team responsible for disaster response and recovery.
- **Distribution of the Plan:** Distribute the disaster response plan to all relevant parties.
- **Documentation and Procedures:** Document procedures for notifying appropriate individuals and agencies.

Elements

- **Before:** Prevention (Assess and Reduce Risks); Preparation (Prioritize, Disaster Team, Support Networks, Training)
- **During:** Response (Disaster Response Plan)
- **After:** Recovery (Disaster Recovery Plan, Review and Update Plan)

Emergency Procedures

- **Fire Evacuation:** Use alarms or notification systems to alert everyone. Evacuate using the nearest exit, assist those needing help, and assemble at a pre-determined point. Notify emergency services of any missing individuals.
- **Medical Emergencies:** Contact emergency services and provide first aid if trained. Offer clear information to arriving services.
- **Natural Disasters:** Follow protocols for earthquakes, floods, and typhoons.
- **Security Threats:** Follow instructions from security personnel and authorities. Remain calm and assist others as needed.
- **Training and Drills:** Conduct regular safety training and emergency drills to ensure familiarity with procedures.

Responsibilities

- **Management:** Ensure compliance with safety, health, and disaster preparedness policies. Provide resources and support for safety measures and preparedness activities. Regularly review and update safety protocols.
- **Employees:** Adhere to safety and health guidelines, participate in training, report hazards, and support safety and health initiatives. Engage in and comply with OSH programs and advocate for necessary improvements.

Natural Disaster Protocols

- **Preparation:** Create an emergency plan, assemble an emergency kit, and stay informed about weather forecasts.
- **Earthquake:** Prepare an emergency kit, secure heavy items, and create an emergency plan.
- **Flood:** Prepare an emergency kit, create a flood plan, elevate valuables, and stay informed.
- **Typhoon:** Prepare an emergency kit, reinforce windows and doors, secure outdoor items, and stay informed.

During a Disaster: Follow official instructions, protect yourself, and adhere to specific protocols for each disaster type.

After a Disaster: Check for injuries, avoid hazardous areas, and follow recovery instructions. For specific disasters, inspect for damage, avoid contaminated floodwaters, and stay cautious of hazards.

This policy ensures that all employees are protected, their diverse needs are addressed, and preparedness measures are equitable and effective.

All Regional Memo Orders inconsistent herewith are hereby revoked.

This Order shall take effect immediately and shall remain in force until revoked by a competent authority.

FLORA D. POLITUD-GABUNALES, CESO V
Regional Director

Cc: All Staff