



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER
No. 110 - 2021

Pursuant to the attached CSC-DBM-DOLE Joint Memorandum Circular (JMC) No. 1 s. 2020 Occupational Safety and Health (OSH) standards, the TIEZA's Safety and Health Committee (TSHC) is hereby created in accordance with the set guidelines stated in the said circular. To wit,

COMPOSITION		
Chairperson	The Head of the agency or his/her authorized Representative who holds an executive/managerial rank/position	ACOO, Administration and Finance Sector
Members	The highest ranking officer/executive in charge of Human Resource	Manager, Administrative Services Department
	Two (2) representatives from the accredited employees' association (one 1st Level and one 2nd Level employee)	TIEZA Employee Association (TEA) Representatives 1 st Level – Vice-President for Internal Affairs 2 nd Level – TEA President
	The agency physician, or in the absence thereof, any employee who is a graduate of a medical-related course	• 2 Identified employees by the Administrative Services Department who are graduates of a medical-related course
	Representative from the Local Risk Reduction and Management Council / Risk Reduction Management Officer or its equivalent	Deputy Marshall <i>TIEZA's Emergency Response Group</i>
Secretariat	Designated Occupational Safety & Health Officer/s	<ul style="list-style-type: none">• Manager, General Services Division• Manager, Human Resource Services Div.• All Entity Resident Managers/OICs• All Flagship TEZ Administrators
	Focal Point Persons for Entities and Flagship TEZs	<ul style="list-style-type: none">• One (1) Representative from Operations Department• One (1) Representative from TEZ Assistance and Monitoring Department

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DUTIES AND FUNCTIONS OF THE COMMITTEE

The TSHC is the policy making body on matters pertaining to safety and health. The Committee is tasked to:

1. Develop OSH policy and standards internal to the agency which should be in accordance with the JMC;
2. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
3. Initiate and implement improvement of working conditions relative to a safe and healthy working environment;
4. 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;
5. Conduct periodic safety meetings;
6. Submit reports on its meetings and other activities to the head of the agency;
7. Review reports of inspection, accident investigations and implementation of programs;
8. Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
9. Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions;
10. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and
11. Submit to the head of the agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

This office order shall take effect immediately.

31 August 2021


MARK T. LAPID
Chief Operating Officer *73*