



QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

1.0 OBJECTIVES

- 1.1 To ensure that all HMHS staff are physically fit and screen for risk factors that may limit in performing their job and in providing services to all clients by undergoing pre-employment and annual physical examination.
- 1.2 To ensure that all working conditions are within the safety requirements of all regulating institutions.
- 1.3 To ensure implementation of preventive and emergency protocol within the Clinic premises at all times.
- 1.4 To provide documentation of all accidents sustained by any employee and patients of HMHS.
- 1.5 To ensure cleanliness of the Clinic environment and proper disposal of biological and hazardous waste.
- 1.6 To ensure that all unsafe conditions which may precipitate hazardous accidents are identified and corrected.
- 1.7 To not have more than (%) cases per year staff developing medical illness secondary to exposure to patients.
- 1.8 To not have more than (5) cases of accidents sustained within HMHS premises secondary to unsafe conditions.
- 1.9 To not have more than (5) complaints per month from clients on the cleanliness of the Clinic.
- 1.10 To not have more than (5) corrective actions per month on the implementation of proper hygiene by any HMHS personnes performing tests on patients for PEME.

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

2.0 SCOPE

2.1 This procedure covers all clients and staff of Halcyon Marine Healthcare Systems and the entire work environment of this institution.

3.0 RESPONSIBILITY

3.1 The Human Resources Management and Safety Officers shall ensure that this procedure is known to all HMHS staff and that it is constantly monitored and implemented.

4.0 SAFETY POLICIES & HEALTH PROVISIONS

4.1 Protective clothing or paraphernalia such as face mask/shield, lead gown and gloves/rubber gloves, etc. should be worn when providing medical services and when in direct contact with patients;

4.2 Examining Physicians and Follow-up Physicians should wear double rubber gloves in conducting the digital rectal examination;


4.3 Personnel in-charge on the general cleanliness and maintenance of the physical facilities and handling pathogenic wastes shall wear a mask, gloves and apron;

4.4 Courier personnel shall observe safety at all times while performing their tasks. Protective gears shall be worn by Courier especially those who are riding on a bicycle;

4.5 Door to the x-ray room should be completely closed to avoid leakage of radiation. Safelight should be inspected regularly to ensure normal function;

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

4.6 Fire extinguishers should be monitored and renewed before the date of expiration. Each fire extinguisher shall be properly labelled and the expiry date, clearly indicated;

4.7 All fire exits should be properly labeled and kept accessible at all times. Diagram of fire exits should be posted in visible areas within the clinic premises

4.8 The laboratory, immunization and treadmill emergency protocols should be posted within the appropriate areas. All staff should be knowledgeable of the implementation of procedures;

4.9 All hazardous accidents must be identified and recorded within 12 hours to enable immediate application of emergency or corrective measures;

4.10 All emergency equipment should be inspected regularly and records should be maintained;

4.11 Bio hazardous wastes from the laboratory should be collected by an accredited Hazardous waste collector once a week except in cases wherein uncontrollable by either the contractor or the clinic on which the concerns lie with DENR. The uncollected waste must be sealed properly. The contractor must provide an adequate number of bins to store all the wastes;

4.12 Proper segregation of clinical waste should always be observed;

4.13 Hand sanitizers should be placed on all Reception counters for use by employees and clients;


4.14 Signage for proper hand washing shall be posted in all comfort rooms for sanitation and health awareness;

4.15 All employees shall be provided with free mineral water for drinking and hydration while working inside the clinic;

4.16 Good housekeeping shall be maintained at all times. Garbage shall be collected for disposal on a daily basis before closing the clinic;

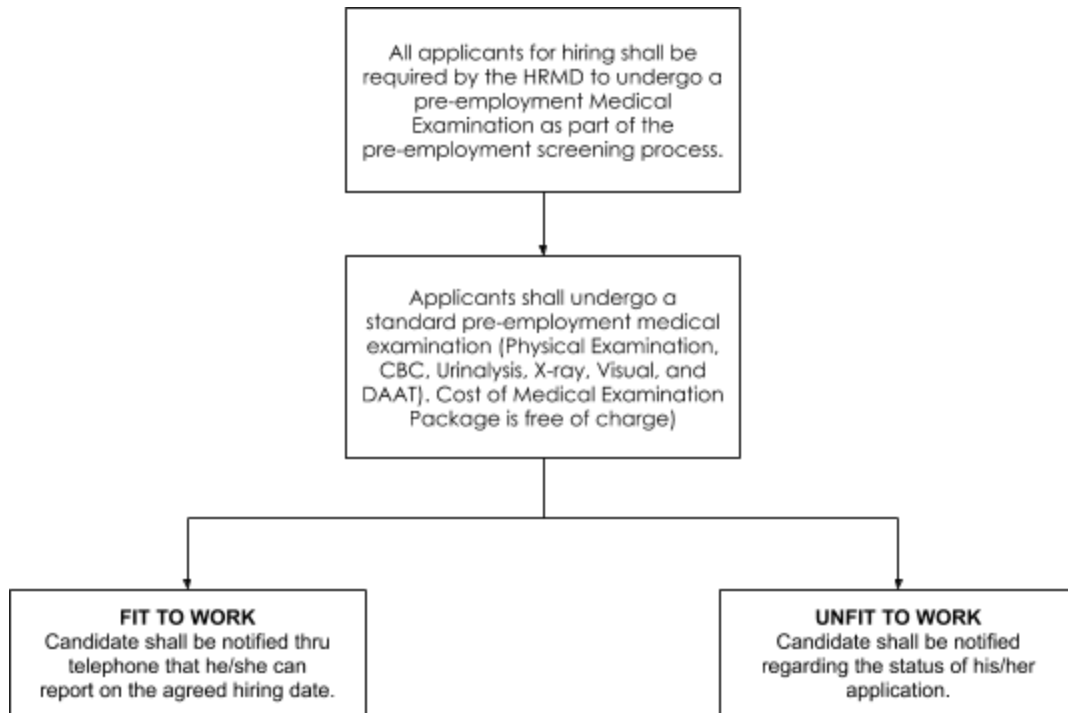
CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			


4.17 At the close operations, the assigned Security Personnel or the authorized messenger shall ensure that all machines and equipment, lights and water valves are turned off properly before closing the clinic on a daily basis.

5.0 PRE-EMPLOYMENT MEDICAL EXAMINATION

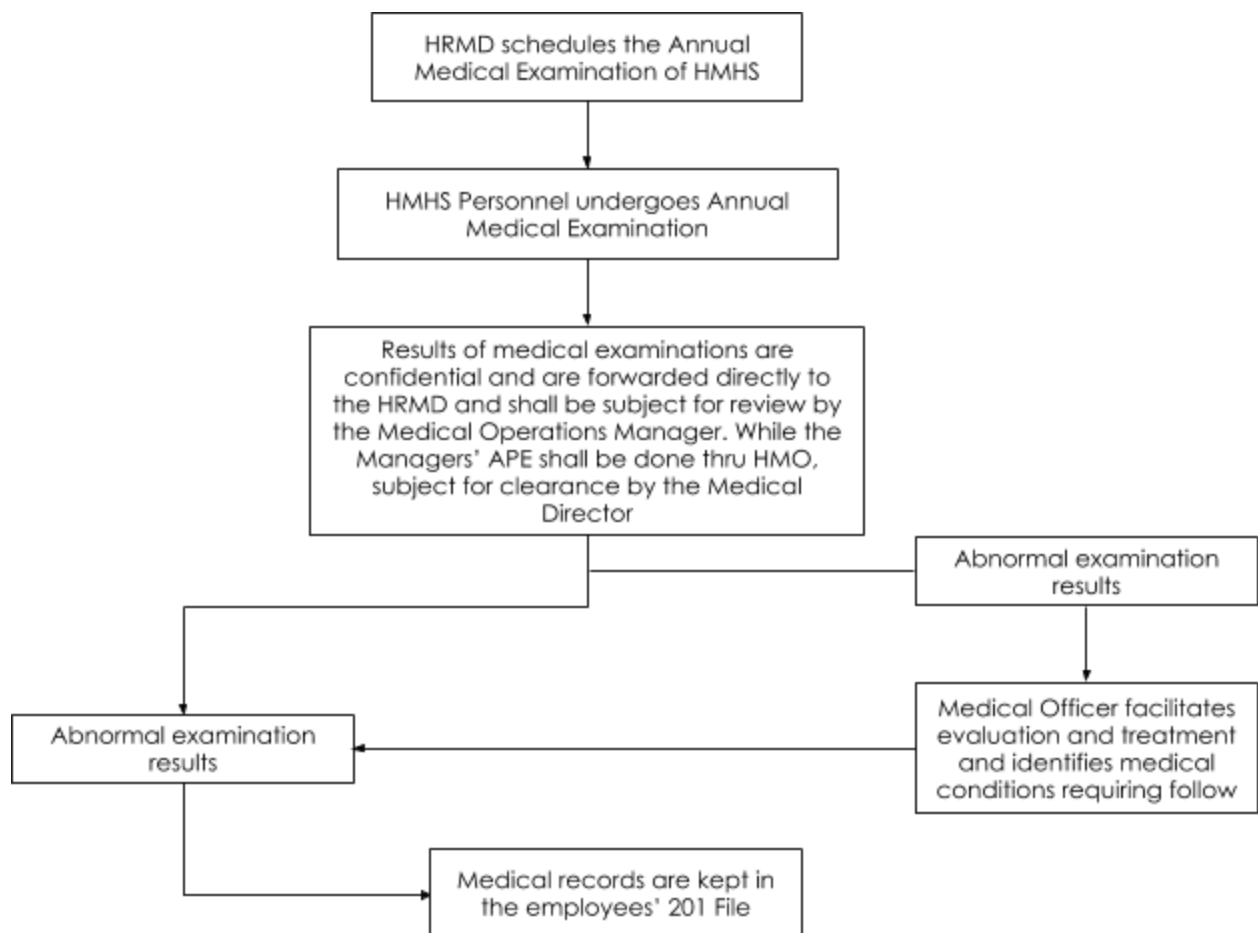


CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505


QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

6.0 ANNUAL MEDICAL CHECK-UP



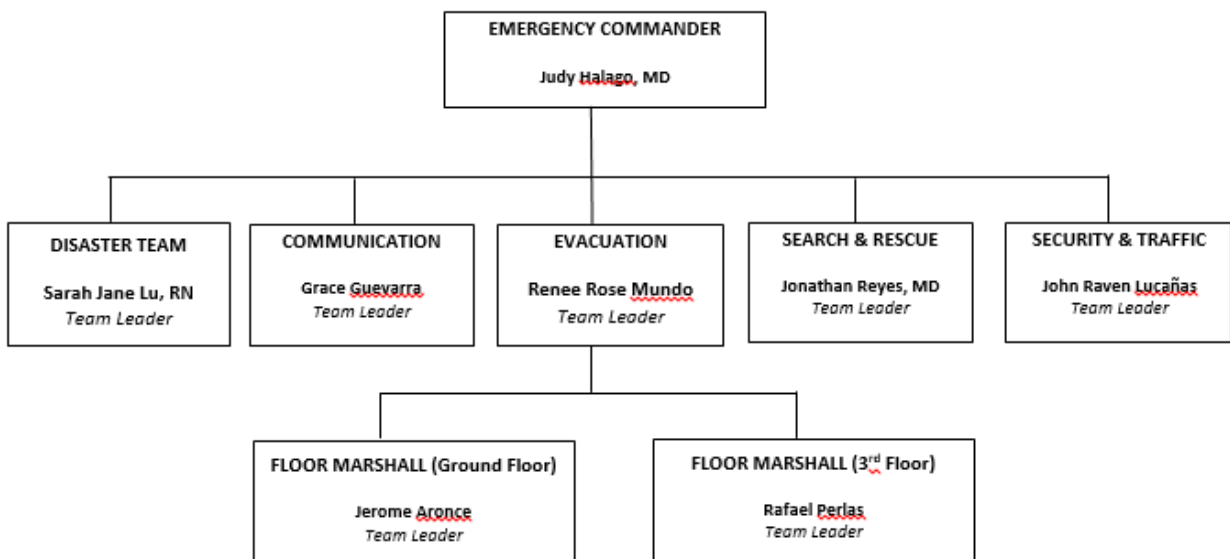
CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

7.0 EMERGENCY MANAGEMENT COMMITTEE

EMERGENCY MANAGEMENT TEAM



Reference: Admin2019-014


EMT Rev. 0 – 07/31/2019

Approved:

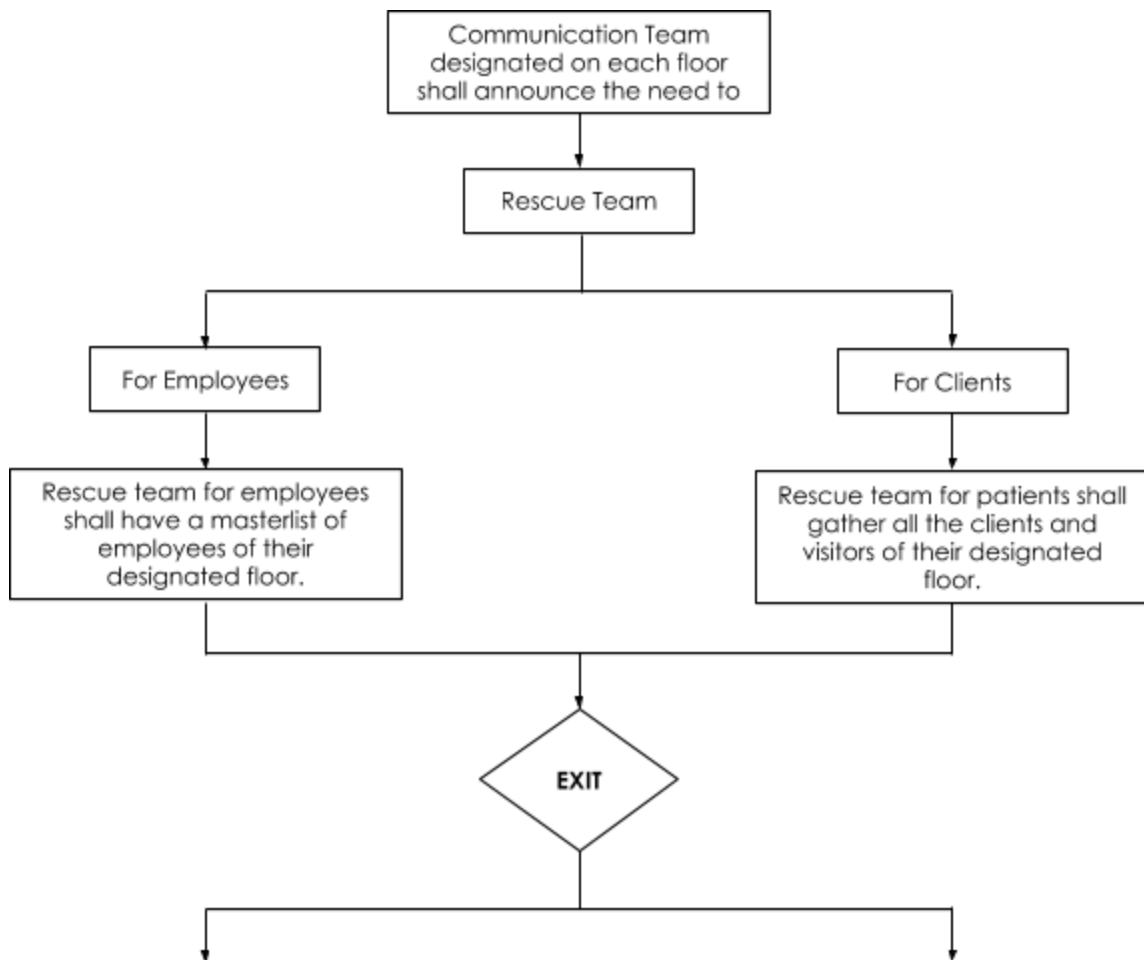
Glennnda E. Canlas, MD
President

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505


QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

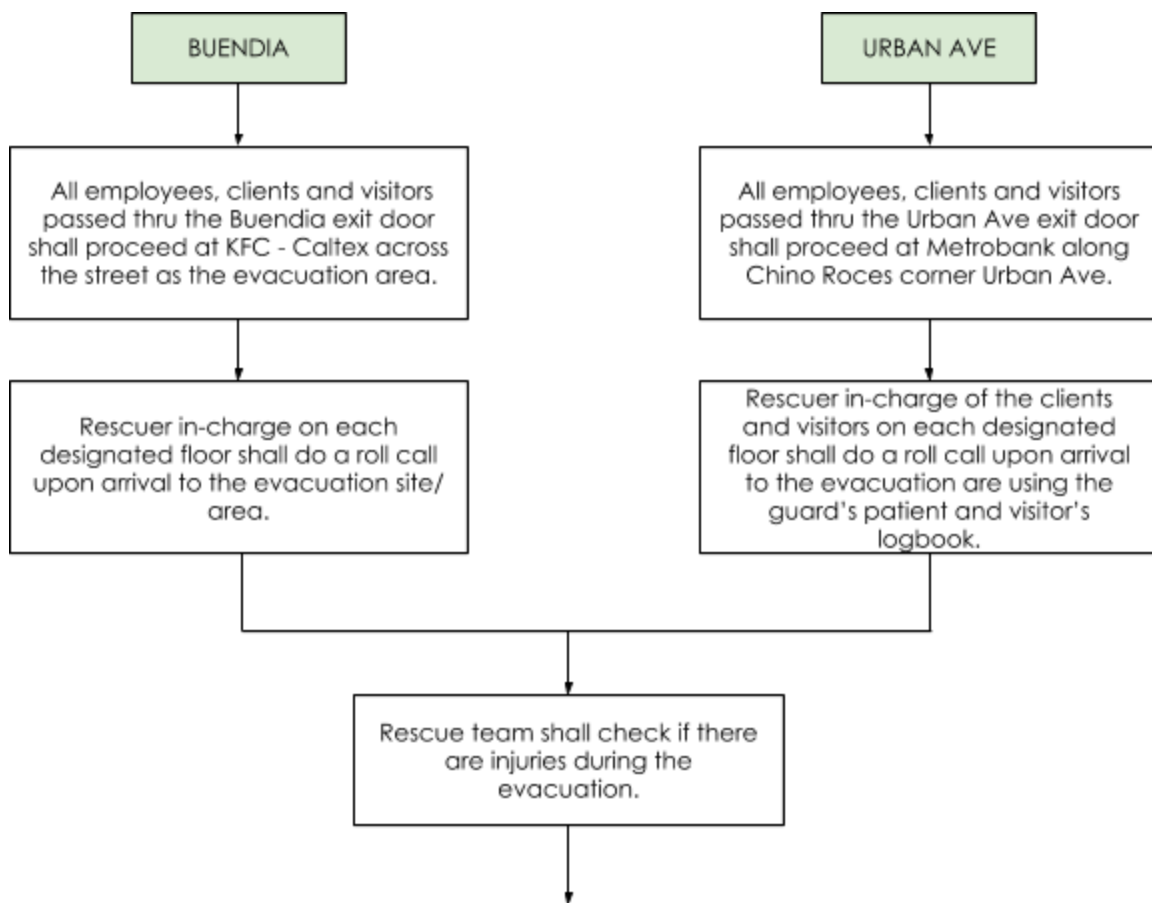
8.0 EMERGENCY DISASTER EVACUATION PROCEDURE



CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505


QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

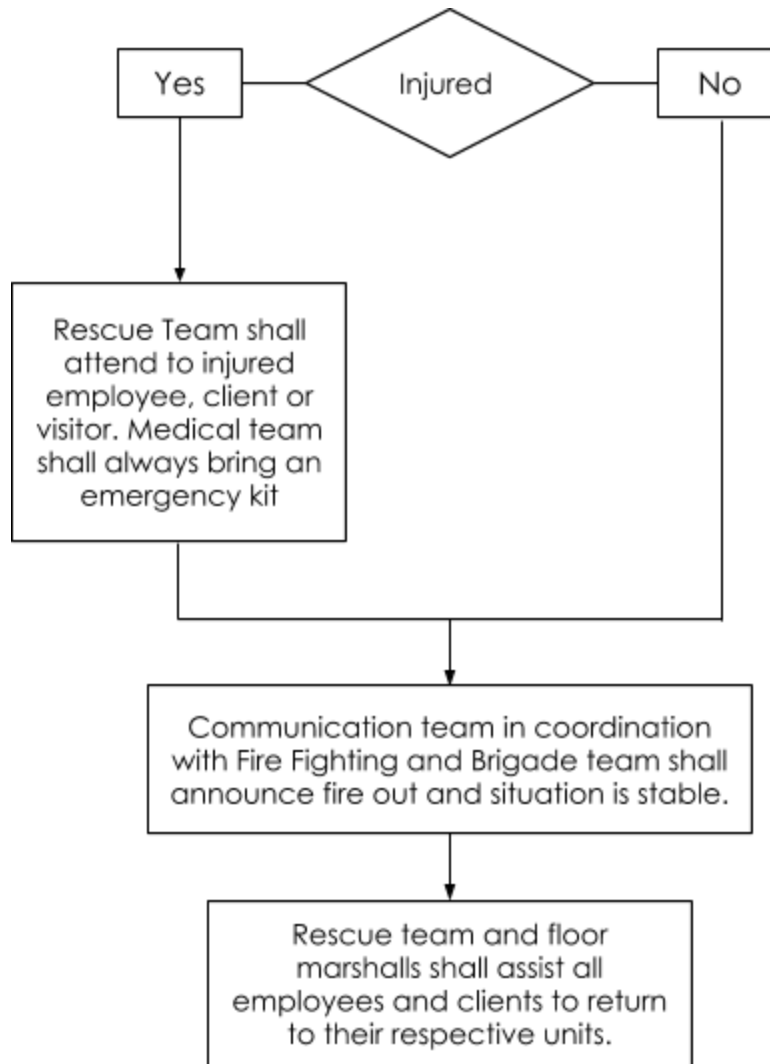


CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"


DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			



CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

9.0 WASTE MANAGEMENT PROGRAM

Categories of Health Care Waste at Halcyon Marine Healthcare Systems

9.1 **General Waste** - domestic waste, does not pose handling problem or hazard to human health and is dealt with by the building waste disposal system in compliance with the Solid Waste Management Act of 2000 (Republic Act 9003).

9.1.1 **Black Trash Bags** - Non-recyclable/Residual wastes such as used/worn-out rugs, ceramics, candy wrappers, etc.

9.1.2 **Green Trash Bags** - Biodegradable wastes such as food waste etc.

9.1.3 **Yellow Trash bags** - Non-biodegradable/Recyclable wastes such as paper, tin cans, bottles, etc.

9.2 **Infectious Wastes** - wastes suspected to contain pathogens (bacteria, viruses, parasites or fungi) in sufficient concentration to cause disease in susceptible hosts. Wastes from surgery, e.g. Blood/body fluids, excreta, dressings from infected or surgical wounds, gloves, tubings soiled with body fluids etc.

9.3 **Sharps** - includes needles, syringes, scalpels, saws, blades, broken glass, knives, nails and any item that may cause a cut or puncture wound.

9.4 **Pharmaceutical Wastes** - includes expired, unused, split and contaminated pharmaceutical products, drugs, vaccines, and sea that are no longer required and need to be disposed of appropriately.

9.5 **Chemical Wastes** - consists of discarded solid, liquid and gaseous chemicals, for example from diagnostic and experimental work and form cleaning, housekeeping and disinfecting procedures.

9.5.1 Toxic


9.5.2 Corrosive (acids of pH<2 and base of pH>12)

9.5.3 Flammable

9.5.4 Reactive (water-reactive)

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

Color of Container / Trash Bag	Type of Waste
Black	Non-infectious dry wastes
Green	Non-infectious wet waste (kitchen/food waste)
Yellow	Infectious waste
Yellow with Black Band	Chemical Waste
Red	Sharps

Waste Segregation and Storage

- General wastes are for proper waste management through the City of Makati garbage collector which is done daily.
- Sharps should be collected together, regardless of whether or not they are contaminated. Containers should be puncture proof (usually made of metal or high density plastic) and fitted with cover.
- Obsolete or expired pharmaceuticals should be returned to the supplier for proper disposal or may be collected together with the infectious wastes provided it has a separate permit to transport (PTT).
- Hazardous waste room must be kept clean in accordance with the established maintenance procedures.
- Hazardous waste should not be stored preferably longer than one week to minimize microbial growth, putrefaction and odor. Otherwise, bins must be properly sealed and application of treatment such as chemical disinfectant on the hazardous waste room should be done daily at the end of the day.
- Wastes generated at the pantry must be segregated based on the labelled bins. Bins are labelled as food wastes, plastic, paper and bottles/cans.

Collection and Transport of Health Care Waste


Please refer to the MOA of HMHS with Cleanway for Collection, Transport, Treatment and recycling/Disposal of healthcare wastes.

10.0 PREVENTIVE MAINTENANCE & CHECKLIST OF THE FACILITY

Management is committed to providing an effective and safe workplace for all clients and HMHS personnel.

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

All accidents, whether fatal or non-fatal, dangerous occurrences and occupational diseases should be reported to the Management.

Records should be kept and corrective and preventive actions taken to prevent recurrence of accidents and illnesses.

11.0 HEALTH OFFICER


- 11.1 The Medical Operations Manager shall also act as the Health Officer of the clinic to facilitate emergency cases/accidents within the clinic. The HRMD in coordination with the General Manager for Operations shall identify the fitness and unfitness of employees to work in the clinic and shall respond to all emergency incidents in the clinic.

12.0 EMERGENCY PROCEDURE

- 12.1 In case of minor accidents and/or minor discomforts suffered by the employees at any time while inside the clinic premises, employees may proceed to the HRMD for immediate relief/treatment as follows:
- 12.2 For minor wounds, the HRMD shall provide the following:
- Cotton balls
 - Cotton buds
 - Band Aid
 - Bandage gauze
 - Micropore tape
 - Betadine (Iodine)
 - Elastic Bandage
 - Shoulder Sling
- 12.3 For minor physical discomforts, the HRMD shall regularly make available the following medicines:

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

- Alaxan
- Biogesic
- Bioflu
- Buscopan Venus
- Celastamin
- Dolfenal
- Kremil S
- Neozep (non-drowsy)
- Maalox tablet

Employees with minor sickness such as headache and flu may secure medical assessment form the Medical Operations Manager or to any Processing Physician and shall secure medical prescriptions prior to dispense medicine.

Medicine are to be reviewed by the Medical Operations Manager for updating and replacement as necessary.


12.4 Emergency Protocol for Arrest cases and use of E-CART and Oxygen (refer to Treadmill Quality Standard Manual).

12.5 EMERGENCY HOTLINES

AGENCIES/HOSPITALS	CONTACT NUMBERS
NDRRMC	911-1406; 912-2665
PNP	8888;911
BFP	818-5150;844-4482
PAG-ASA	433-8526;434-2696
MMDA	136;882-4154 to 74
RED CROSS	143;911-1876
PHILVOLCS	426-1468 to 79 loc 124 & 245
AMBULANCE DIRECTORY	
MAKATI MED	168;888-8910

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

OSPITAL NG MAKATI	882-6316 Loc 270 to 208
MANILA DOCTORS HOSPITAL	911-1121
MEDICAL CENTER MANILA	525-6836 / 523-8131 loc 2057-2058

13.0 MEDICAL AND ACCIDENT CARE

- 13.1 In case of sickness, employee is entitled to a free medical consultation and discounted specialist consultations. (Refer to HR Medical benefits Manual).
- 13.2 Tenured employees shall be covered by the company's Health Card (HMO) which covers pre-existing diseases, emergency and accident care, and hospitalization.
- 13.3 Field employees shall be covered by an Accidental and Life Insurance through a Third Party organization.
- 13.4 In case of sickness requiring hospitalization assistance and availing reimbursement of government benefits, the HRMD shall facilitate the processing of employees' SSS and Phil health benefits on a timely manner.

14.0 CONTINGENCY PROCEDURE WHEN FIRE EXTINGUISHER IS PULLED OUT FOR REFILL


For emergency pull-out of fire extinguisher due to defective gauge or any cause of deformity/deficiency, safety officer maintains six (6) fire extinguisher service units.

Replacement of defective unit by a service shall be done immediately right after it was found to be defective or if the unit has expired.

The service units shall also be included on the masterlist of fire extinguisher and should be kept in the office of the Internal Security and maintained by the Security Officer.

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505

QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QED 3.0	EFFECTIVITY DATE: June 27, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: HMHS HEALTH AND SAFETY STANDARD			

15.0 RECORDS:

- 14.1 HR Accident Logbook
- 14.2 Medicine Logbook

16.0 REFERENCES:

- 15.1 Laboratory Infection Control - Laboratory Quality Manual
- 15.2 Emergency Protocol for Arrest Cases - Treadmill Quality Manual
- 15.3 Logbook of Laboratory Accidents, HR Accident Logbook
- 15.4 MOA with Cleanway Environmental Management Solutions, Inc.
- 15.5 HR Medical Benefits - Company Manual
- 15.6 Emergency Management Team

CONTROLLED

"SUPERCEDED COPY FOR
REFERENCE USE ONLY"
DCR 3505