PROGRAM TITLE

HUMAN RESOURCES

PROCESS TITLE

Safety, Health and Environment

1. SCOPE

This policies and procedures manual establishes policies, systems, procedures and controls on safety, health and environment. All duties and responsibilities stated in this manual are not exclusive to the personnel’s designated responsibilities in this process title.

1. OBJECTIVES

* To ensure that the Company operates in its optimal capacity by safeguarding and providing its employees a safe and healthy working environment.
* To ensure compliance to Occupational Safety and Health Standards established by regulatory bodies.
* To clearly define the duties and responsibilities of all personnel involved in this process title.

1. PERSONNEL INVOLVED
   1. Injured Employee
      1. Seeks medical assistance and treatment.
      2. Updates HR Department of status and physical condition including expected date to resume to work.
      3. Obtains and presents medical certificate to HR Department upon recovery and before returning to work.
   2. Designated Safety Officer of the Work Place
      1. Responds immediately to injured employee, provide necessary first aid treatment and determine degree or severity of injury.
      2. Notifies concerned department head and HR department of the incident.
      3. Calls ambulance of the nearest accredited hospital of the work place in case of serious or severe injuries.
      4. Secures the location where the accident happened and the deceased in case where employee was found to be dead on the spot. He/she also ensures that everything is unmoved on site where accident occurred.
      5. Calls police and accredited hospital physician to conduct an investigation for accidents resulting to fatal injury or death of the employee within the workplace.
      6. Prepares Personnel Accident Report Form (PARF).
      7. Conducts regular safety inspection on all equipment of the work place and attaches an inspection sticker indicating that such equipment is in safe and good working condition.
      8. Prepares the following:

* Heavy Equipment Daily Inspection
* Generator Set Daily Inspection
* Welding Machine Monthly Inspection
  1. Concerned Department Head

Notes on the following:

* PARF
* HR Action Memo
* Heavy Equipment Daily Inspection
* Generator Set Daily Inspection
* Welding Machine Monthly Inspection
  1. HR Staff
     1. Receives duly accomplished PARF.
     2. Coordinates with Health and Safety Committee of the work place to conduct an investigation and obtain police investigation report and examination results of accredited hospital’s physicians in case of dead on the spot or fatal incidents.
     3. Prepares HR Action Memo.
     4. Processes all necessary documentations and settle medical obligations, if any.
     5. Accepts and welcome back employee to work upon receipt of medical certificate.
     6. Update HR data system and file duly accomplished documents.
  2. HR Manager

Review HR Action Memo and signs for recommending approval.

* 1. Health and Safety Committee of the Work Place

Responsible for:

* Implementation of safety and health policies pertaining to its workplace;
* Conducts and facilitates trainings, seminars, programs and activities on safety and health;
* Plans and develops accident prevention programs;
* Ensures appropriate safety and health kits, equipment and accredited first aiders are readily available and accessible to all employees in every workplace of the Company;
* Review, investigate and report on accidents and safety issues and concerns;
* Conducts medical examinations on all employees at least once a year; and
* Addresses all other matters, issues and concerns pertaining to safety and health.
  1. Steering Committee

Oversees and ensures proper and effective implementation of the duties and responsibilities of all Health and Safety Committee in every work place.

1. POLICIES
   1. **General**
      1. To ensure that the Company operates in its optimal capacity and without any delays, the Company shall take all necessary precautions and shall safeguard its employees by providing a safe and healthy working environment in accordance with the Occupational Safety and Health Standards and the policies and procedures set out in this Manual.
      2. All employees shall work closely and coordinate with the Company in its objective to ensure a safe and healthy working environment. Each employee is required to take initiative and shall take care of his own health and safety and to his/her co-employees and shall participate in all learning and development programs pertaining to safety, health and environment conducted by the Company through the HR Department and the Health and Safety Committee.
      3. The Company shall comply with the following regulatory bodies:

* Department of Labor and Employment (DOLE)
* Department of Health (DOH)
* World Health Organization (WHO)
* Occupational Safety and Health Standards (OSHS)
* Bureau of Quarantine (BOQ)
* Maritime Industry Authority (MARINA)
* Department of Environment and Natural Resources (DENR)
* All other recognized and accredited regulatory bodies concerned with the safety, health and environment.
  1. **Health and Safety Committee**
     1. The Company shall establish in every workplace a Health and Safety Committee which shall, at a minimum, composed of the following:

|  |  |  |
| --- | --- | --- |
| **Composition** | **No. of Person(s)** | **Designation** |
| Chairman | 1 | Vice President/Manager/Highest Ranking Official of the workplace |
| Members | 6 | 2 Department Supervisors  4 Rank and File employees |
| Secretary | 1 | Designated safety officer of the work place which must be an accredited first aider and Basic Occupational Safety and Health (BOSH) Certified |

* + 1. The Chairman of the Committee shall direct, preside and lead the members of the Committee in all its activities, meetings, programs, *etc*. and shall be responsible for compliance to overall safety requirements.
    2. The specific duties and responsibilities of each member and the Secretary of the Committee shall be determined by the HR Department which must follow the Occupational Health and Safety Standards Rule No. 1040 established by the Department of Labor and Employment.
    3. The Chairman shall choose and decide who will be the members of the Committee from a list of recommendations among the officers and employees of the workplace.
    4. In case one of the members resigns from the Company, the Chairman shall choose and decide for a replacement from a list of recommendations among the officers and employees of the workplace.
    5. Every two (2) years, the Chairman shall have the prerogative to change the committee members subject for approval of the Safety Officer of the Steering Committee.
    6. The Committee shall conduct a safety meeting at least once a month which shall discuss, at a minimum, the following:
* Recapitulation of previous meeting;
* Reports on accidents and other safety and health issues during the month;
* Updates on safety and health trainings programs
* Other safety and health concerns raised by the Committee members and the officers and employees of the workplace.
  + 1. The Company shall establish a Steering Committee which shall oversee and ensure that all duties and responsibilities of all the safety and health committee in every workplace are properly carried out and implemented. The Steering Committee shall, at a minimum, compose the following:

|  |  |  |
| --- | --- | --- |
| **Composition** | **No. of Person(s)** | **Designation** |
| Chairman | 1 | President |
| Members | 6 | 1 Human Resource Manager  1 Operations Manager/Vice President  4 Rank and File Employees |
| Secretary | 1 | Safety officer which must be an accredited first aider and Basic Occupational Safety and Health (BOSH) Certified |

* + 1. A regular audit shall be conducted by the members of the Steering Committee for all Health and Safety Committee in every workplace to ensure compliance to Company policies and to regulatory health and safety requirements and to identify areas for improvement. The audit report shall be addressed to the Health and Safety Committee of the workplace and to the President.
  1. **General Safety**
     1. Appropriate accident prevention programs and measures shall be planned, developed and implemented by the Company through the HR Department and the Health and Safety Committee to minimize, if not completely avoided, accidents or injuries in various workplace of the Company.
     2. The Company shall ensure that appropriate medicine kits, safety tools and equipment are installed in conspicuous areas in each workplace of the Company.
     3. The Company shall enter into an agreement with hospitals or medical clinics located not more than five (5) kilometers away from every workplace of the Company to provide its employees ready and immediate access to medical assistance and treatment whenever accidents, injuries or emergency situations occur. A list of these hospital or medical clinics with their corresponding contact information and location shall be properly posted in conspicuous areas of the workplace where they can be easily accessible by all employees.
     4. A list of all first aiders with their corresponding contact information and location shall be posted in conspicuous areas of the working place where they can be easily accessible by all employees. Moreover, these first aiders must have completed a first aid training course and is certified by Basic Occupational Safety and Health Standards.
     5. The Company shall provide its employees appropriate personal protective equipment (PPEs) as the nature of work, process or environment may require such as chemical, radiological or other mechanical irritants or hazards capable of causing injury to its employees. Moreover, visitors such as suppliers and clients shall be accompanied by an escort and must also wear appropriate PPEs when entering hazardous working locations of the Company.
     6. PPEs shall be properly worn by all officers and crews at all times as necessary. Non-use thereof shall be subjected to disciplinary action.
     7. All employees shall be properly trained as to the proper usage of machineries and equipment. Unauthorized employees shall not be allowed to operate.
     8. Emergency, hazard and other safety signs shall be properly installed and placed in conspicuous locations of the work place.
     9. All employees shall be properly trained and guided as to the appropriate actions and procedures in cases of inevitable and unforeseeable events such as earthquake, storm, flood and all other events which are considered as acts of God.
     10. Regular inspection on all safety and other equipment shall be conducted by the designated safety officers of the work place which shall be properly documented through a safety inspection on equipment checklist. Moreover, an inspection sticker shall be attached to the equipment after every inspection indicating that such equipment is in good and safe working condition. Monthly color codes of inspection stickers shall be as follows:

|  |  |
| --- | --- |
| **Color Code** | **Inspection Months** |
| **Green** | January, May and September |
| **Red** | February, June and October |
| **Blue** | March, July and November |
| **Yellow** | April, August and December |

See *Annex* for the inspection stickers.

* 1. **Health**
     1. The Company, through its Health and Safety Committee, shall conduct a health and medical examination to all its employees at least once a year. Copy of the results of examination shall be furnished to the HR Department.
     2. Employees found to be positive for use of illegal and dangerous drugs and all types of contagious diseases which could affect or harm the Company and its co-employees shall be properly advised and counseled by the Health and Safety Committee of the workplace and shall follow the administrative guidelines established by the Labor Code. Any sensitive information shall be held confidential and communicated only within the Committee and the HR Department.
     3. Employees found to be positive for use of illegal and dangerous drugs shall be a ground for suspension or termination.
     4. Employees found to be positive with HIV, Hepatitis B, and Tuberculosis shall not be discriminated and terminated on such grounds. However, the Company may consider them for temporary work suspension and shall be restored to work as soon as their illness is treated or controlled as certified by the Company’s recognized and accredited health providers.
     5. Application for sick leave shall refer to process title “*Employee and Statutory Benefits”.*
  2. **Environment**

The Company shall recognize its corporate social responsibility and shall consider safety and environmental factors in all its operating decisions which could affect the welfare and environment where it is operating, primarily on the marine and aquatic environment.

* 1. **Documentation**
     1. The HR Department and each Health and Safety Committee of every workplace shall maintain a record history of accidents, injuries, emergencies, environmental damages and similar cases.
     2. A Personnel Accident Report Form shall be prepared by the Designated Safety Officer of the work place in cases of accidents resulting to personnel injuries. Moreover, accidents resulting to damage to Company properties shall be properly documented through a Property Incident Report Form.
     3. The HR Department shall be responsible for processing of all necessary documentations for accident and health insurance claims and payment for medical obligations, if applicable.
     4. A listing and monitoring of all safety equipment including medicines and safety supplies shall be prepared and maintained by the Designated Safety Officer of the work place. A copy thereof shall be furnished to the concerned department upon request.
     5. All forms shall be duly filled-out as to details, signed by the signatories and any alterations thereof should be duly countersigned.

1. PROCEDURES

| Work Accidents Reporting and Response – Minor and Medical Injuries | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Seek medical assistance and treatment. | Injured Employee |  |
| 2 | Respond immediately to injured employee and provide necessary first aid treatment.  The safety officer must immediately notify the concerned department head and HR department of incident. | Designated Safety Officer of the Work Place |  |
| 3 | Determine degree of injury (minor or serious – requiring hospital treatment). | Designated Safety Officer of the Work Place |  |
| 4 | If the injury requires hospital treatment, call ambulance of the nearest accredited hospital.  For minor injuries, injured employee must notify the HR Department upon recovery and before returning to work. | Designated Safety Officer of the Work Place |  |
| 5 | Transport injured employee to hospital’s medical facility and provide necessary treatment. | Accredited Hospital Ambulance |  |
| 6 | Prepare Personnel Accident Report Form. | Designated Safety Officer of the Work Place | Duly filled-out PARF |
| 7 | Notes on the PARF. | Concerned Department Head | Duly filled-out and noted PARF |

| Work Accidents Reporting and Response – Died on the Spot | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | In case an employee, after an accident occurred in the work place, is found dead on the spot, the designated safety officer of the work place shall secure the site where the accident happened and the deceased. He must ensure that everything is unmoved on site where accident occurred. | Designated Safety Officer of the Work Place |  |
| 2 | Notify concerned department head and HR department of the incident. | Designated Safety Officer of the Work Place |  |
| 3 | Call police and accredited hospital physician to conduct an investigation.  After the investigation, call appropriate person to transport deceased to morgue. | Designated Safety Officer of the Work Place |  |
| 4 | Prepare Personnel Accident Report Form. | Designated Safety Officer of the Work Place | Duly filled-out PARF |
| 5 | Notes on the PARF. | Concerned Department Head | Duly filled-out and noted PARF |

| HR Incident Response and Documentation | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Receives duly accomplished PARF | HR Staff | Duly filled-out and noted PARF |
| 2 | Coordinate with the safety committee members of the workplace to conduct an investigation.  For incidents resulting to fatal injuries or died on the spot, obtain police investigation and examination results of accredited hospital’s physicians. | HR Staff |  |
| 3 | Prepares HR Action Memo. | HR Staff | Duly filled-out HR Action Memo |
| 4 | Review HR Action Memo and signs for recommending approval. | HR Manager | Duly filled-out and noted HR Action Memo |
| 5 | Approves HR Action Memo. | Concerned Department Head | Duly filled-out and noted HR Action Memo |
| 6 | Processes all necessary documentations. | HR Staff |  |
| 7 | Settle medical obligations, if any. | HR Staff |  |
| 8 | Update HR regarding status and physical condition and expected date to resume to work. | Injured Employee |  |
| 9 | Obtain medical certificate from accredited hospital physician. | Injured Employee |  |
| 10 | Present medical certification upon return to work. | Injured Employee |  |
| 11 | Accept and welcome back employee to work upon receipt of medical certificate. | HR Staff |  |

1. FLOWCHARTS
   1. Work Accidents Reporting and Response (*Minor and Medical Injuries*)



* 1. Work Accidents Reporting and Response (*Died on the Spot*)



* 1. HR Incident Response and Documentation



1. BUSINESS FORMS
   1. Personnel Accident Report Form





No. of copies - 2

Explanation - This is prepared in cases of incidents results to personnel injury.

Prepared by - HR Staff

Reviewed by - HR Manager

Noted by - Concerned Department Head

Distribution - Copy 1 – HR Department

Copy 2 – Safety Committee of the Work Place

* 1. Property Incident Report Form



No. of copies - 2

Explanation - This is prepared in cases of incidents resulting to damage to Company properties.

Prepared by - Operator

Checked and verified by - Department Supervisor

Noted by - Department Manager

Distribution - Copy 1 – HR Department

Copy 2 – Concerned Department

* 1. Medicines and Safety Supplies Monitoring



No. of copies - 1

Explanation - This is prepared and updated every time there are movements in the medicines and safety supplies on hand.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Copy 1 – Safety Committee of the Work Place

* 1. Safety Equipment Monitoring



No. of copies - 1

Explanation - This is prepared to account for all the safety and medical equipment of the work place.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Copy 1 – Safety Committee of the Work Place

* 1. Heavy Equipment Daily Inspection



No. of copies - 1

Explanation - This shall be prepared every time a safety inspection on heavy equipment is conducted.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Safety Committee of the Work Place

* 1. Generator Set Daily Inspection



No. of copies - 1

Explanation - This shall be prepared every time a safety inspection on heavy equipment is conducted.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Safety Committee of the Work Place

* 1. Welding Machine Monthly Inspection



No. of copies - 1

Explanation - This shall be prepared every time a safety inspection on welding machine is conducted.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Copy 1 – Safety Committee of the Work Place

* 1. Crane Operator Inspection Checklist



No. of copies - 1

Explanation - This shall be prepared every time a safety inspection on crane operator is conducted.

Prepared by - Designated Safety Officer of the Work Place

Distribution - Copy 1 – Safety Committee of the Work Place

1. EFFECTIVITY

This Policies and Procedures Manual shall take effect upon approval and shall supersede any memorandum/SOP inconsistent with this Policies and Procedures Manual. Any changes to the manual shall comply with the policies and procedures indicated in the process title *“Amendment of Manual”*.

**ANNEX**

ANNEX

Inspection Stickers

|  |  |
| --- | --- |
| January, May and September |  |
| February, June and October |  |
| March, July and November |  |
| April, August and December |  |