 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P32
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	1 of 6
	Department/Section:	Quality Assurance
	Document Title:	<b>ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE</b>

### PURPOSE:

1. To provide a company-wide policy on Tuberculosis, Hepatitis-B, and Prohibited/Illegal Drug Use and Alcohol Abuse in the workplace.
2. As a compliance with the government's statutory and regulatory requirements.

### LEVEL:

All Employees

### DEFINITION OF TERMS


**Alcohol-** is a toxic and psychoactive substance with dependence producing properties.

**Hepatitis B-** is a vaccine-preventable liver infection caused by the hepatitis B virus (HBV). Hepatitis B is spread when blood, semen, or other body fluids from a person infected with the virus enters the body of someone who is not infected. This can happen through sexual contact; sharing needles, syringes, or other drug-injection equipment; or from mother to baby at birth.

**Indian hemp-** otherwise known as "Marijuana," embraces every kind and class of the plant cannabis sativa L. from which the resin has not been extracted, including cannabis americana, hashish, bhang, guaza, churrus and ganjah, and embraces every kind, class and character of Indian hemp, whether dried or fresh, flowering or fruiting tops of the pistillate plant, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.

**Prohibited drug-** which includes opium and its active components and derivatives, such as heroin and morphine; coca leaf and its derivatives, principally cocaine; alpha and beta eucaine; hallucinogenic drugs, such as mescaline, lysergic



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	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	2 of 6
	Department/Section:	Quality Assurance
	Document Title:	<b>ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE</b>


acid diethylamide (LSD) and other substances producing similar effects; Indian hemp and its derivatives; all preparations made from any of the foregoing; and other drugs, whether natural or synthetic, with the physiological effects of a narcotic drug.

**Tuberculosis (TB)**- is a contagious infection that usually attacks your lungs. It can also spread to other parts of your body, like your brain and spine. A type of bacteria called *Mycobacterium tuberculosis* causes it.

#### **POLICY:**

1. Riverside Medical Center, Inc. (RMCI) adheres to statutory and regulatory requirements in providing a safe and healthy working environment among its employees.
2. RMCI shall support the drive to prevent and control the incidence of Tuberculosis, Hepatitis-B, and Prohibited/ Illegal Drug Use and Alcohol Abuse among its employee.
3. RMCI strongly opposes and does not condone the sale and use of prohibited/illegal drugs among its employees.
4. The Human Resources Division (Employees Benefits and Labor Relations) shall coordinate with the Chief Medical Risk Officer, Medical Safety Officer, Safety and Pollution Officer, and Wellness Department and other concerned departments to initiate measures such as but not limited to vaccination (Hepa-B), Symposium, Seminars/Webinars, Celebration of World Tuberculosis Day (March 24), World Drug Day (June 26) and World Hepatitis B Day (July 28).



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P32
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	3 of 6
	Department/Section:	Quality Assurance
	Document Title:	<b>ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

## HEPATITIS B

1. The vaccination on Hepatitis B shall be made available to all. As mandated or part of the requirements for the issuance of permits or other statutory requirements, all healthcare workers shall undergo Hepatitis B vaccination.
2. The vaccination against Hepatitis B shall be made optional for those who are not required under any statutory or regulatory requirements. Should the employee decide to be vaccinated with Hepatitis B, the expenses for the said vaccine shall be shouldered by the employee. However, the mode of payment maybe modified (i.e. salary deductions) by the company.


## TUBERCULOSIS

1. Employees who are in need of Anti-Tuberculosis chemotherapy shall be accorded with the needed assistance through the RMCI Tuberculosis Directly Observed Treatment, Short-course (RMCI TB DOTS) clinic.
2. RMCI Employees receiving treatment for Tuberculosis shall adhere to their treatment protocol.

## PROHIBITED/ILLEGAL DRUG USE AND ALCOHOL ABUSE

1. RMCI shall provide an annual information dissemination campaign against Drug Addiction through webinar or other platforms and other activities. Campaign against Prohibited/ Illegal Drug Use and Alcohol Abuse shall be a part of the annual reorientation seminar for employees conducted by the Human Resources Division among RMCI employees.
2. RMCI management acknowledges that these problems exist in the society, knows how to address it, and to protect the safety, health, and well-being of all employees and individuals in the workplace.



 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P32
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	4 of 6
	Department/Section:	Quality Assurance
	Document Title:	<b>ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE</b>

3. The management of Riverside Medical Center, Inc. (RMCI) recognizes that Prohibited/ Illegal Drug Use and Alcohol Abuse pose a threat to workplace safety and health.
4. Use of Prohibited/ Illegal Drug Use and Alcohol Abuse in the workplace and impairment on the job are strictly prohibited.
5. Riverside Medical Center, Inc. (RMCI) shall provide a confidential procedure for the timely identification and referral to counseling and treatment of employees with drug and alcohol abuse that may affect their and their co-employees job performance.

#### **DOCUMENTATION AND CONFIDENTIALITY**


1. All suspected employees using prohibited/ illegal drugs and or experiencing alcohol abuse shall be addressed by his/ her direct supervisor through gathering of information, facts, and circumstances that led to and support this suspicion. The employee's supervisor shall refer the case to his/her immediate head. The case shall be escalated to the Human Resources Division for thorough investigation and legal actions to be implemented.
2. All reports and information related to Anti-TB and Hepatitis-B treatment; use of prohibited/ illegal drug use and alcohol abuse shall be stored in the employee's personal file and shall be treated with utmost confidentiality.

#### **DISCIPLINARY ACTIONS**

##### **Prohibited/ Illegal Drug Use and Alcohol Abuse**

1. The harshness of the discipline shall depend on the gathered facts, information, and circumstances of every case. However, disciplinary actions shall be consistent with the existing Philippine Jurisprudence and Department of Labor and



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	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	5 of 6
	Department/Section:	Quality Assurance
	Document Title:	<b>ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE</b>

Employment Circulars, Labor Code of the Philippines, and other regulations, Riverside Medical Center, Inc. (RMCI) Policies and Standards, and Collective Bargaining Agreement (CBA).

## **REFERENCES**

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2. Republic Act No. 6425 April 4, 1972, The Dangerous Drugs Act of 1972
3. *Tuberculosis (TB)*. (2017, January 17). WebMD. <https://www.webmd.com/lung/understanding-tuberculosis-basics>
4. World Health Organization. (2022). Towards an action plan (2022-2030) to effectively implement the Global strategy to reduce the harmful use of alcohol. [https://www.who.int/health-topics/alcohol#tab=tab\\_1](https://www.who.int/health-topics/alcohol#tab=tab_1)





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6100

Document Code:	DPOTMH-HW-P32
Effective Date:	06-30-2022
Document Type:	Policy
Page Number:	6 of 6
Department/Section:	Quality Assurance
Document Title:	ANTI-TB, HEPATITIS B, AND PROHIBITED DRUG USE AND ALCOHOL ABUSE

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