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PURPOSE:

1. To ensure that the hospital Occupational Safety and Health Program is properly implemented with full support of the management, and embraced by all personnel and staff.
2. To ensure the establishment adopt a drug-free workplace and secure safe condition of certain individuals within the premises.
3. Promoting healthy lifestyle and approach to each representative within the clients and associates.
4. Securing preventive measures for health conditions as complied with government regulatory requirements.

LEVEL:

Safety Officer, all employees


DEFINITION OF TERMS:

Occupational Safety and Health (OSH)- deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. Its goal is to prevent accidents and harm to people from work-related activities.¹

POLICY:

1. Dr. Pablo O. Torre Memorial Hospital (DPOTMH) is committed to provide good quality medical service to valued patients. By continuing excellent services, the establishment secures a safe and healthy working environment for employees, patients and other individuals associating with company.
2. A committee shall be created to assist in the implementation of the OSH Programs. The following shall be the members of the committee:

Chairman	Engineering and General Services Division Head
Co-Chairman	Vice President- Chief Operating Officer

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Members

Medical Services Division Head
 Engineering and General Services Division Head
 TQD Division Head
 DEM Chairman
 HR Division Head
 Maintenance Asst. Manager
 Engineering Special Project Dept. Head
 Biomedical Engineering Supervisor
 Powerhouse Supervisor
 Logistics Division Officer
 General Services Department Head
 Dietary Department Head
 Nursing Director-NSO
 Medical Records Staff
 Security Specialist
 Chief Radiation Therapist

Secretary

Safety Officer

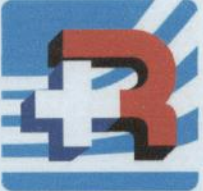
Assistant Secretary

Assistant Safety Officer

3. Duties of Health and Safety Committee

The Health and Safety committee is the planning and policy making group in all matters pertaining to safety and health. The principal duties of the Health and Safety committee are:

- 3.1. Plans and develops accident prevention programs for the hospital.
- 3.2. Directs the accident prevention efforts of the establishment in accordance with the safety programs, safety performance and government regulations in order to prevent accidents from occurring in the workplace.
- 3.3. Conducts safety meeting at least once a month.
- 3.4. Review reports of inspection, accidents investigations and implementation of program.
- 3.5. Submits reports to the manager on its meetings and activities.

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- 3.6. Provide necessary assistance to government inspecting authorities in the proper conduct of their activities such as the enforcement of the provisions of the Occupational Safety and Health Standards.
- 3.7. Initiates and supervises safety trainings for employees.
- 3.8. Develops and maintains a disaster contingency plan and organizes such as emergency service units as may be necessary to handle disaster situations pursuant to the emergency preparedness manual for establishments of the Office of Civil Defense.


4. Terms of Office of Members

In order to provide an opportunity for other workers to become member and participate in safety program planning, a periodic change in membership is encouraged. For this purpose, the term of office of the department head and worker members in the committee may be (1) year. The chairman, physician or nurse and safety man shall be permanent members of the committee.

5. Duties of the Employers

Health and Safety committees play very important roles in eliminating work hazards. Developing workers interest and participation in the planning and development of safety program is the responsibility of the employer. The employer must exercise the leadership necessary and provide support to make the program work. The principal duties of employer are:

- 5.1. Establishes and adopts in writing administrative policies on safety in conformity with the provisions of OSH Standards outlining therein his responsibility and authority delegated.
- 5.2. Reports to the enforcing authority in two (2) copies of the policies adopted and the health and safety organization established to carry out the program on safety and health within one month after the organization or reorganization of the health and safety committee.
- 5.3. Reports to the enforcing authority having jurisdiction at least once every three (3) months, counting from January, the health and safety program of

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the organization outlining the activities undertaken including its safety performance, health and safety committee meetings and its recommendations and measures taken to implement such recommendations.

- 5.4. Acts on recommended measures by the health and safety committee by adopting the elements of the health and safety program in the workplace and in case of non-adoption of the Health and Safety Committee's recommendation, to inform the committee of his reasons.


6. Duties of the workers:

- 6.1. Works in accordance with accepted safety practices and standards established by the employer in compliance with the provisions of these Standards.
- 6.2. Reports unsafe conditions and practices to the supervisor by making suggestions for correction or removal of accident hazards.
- 6.3. Serves as members of the Health and Safety Committee.
- 6.4. Cooperates actively with the Health and Safety Committee.
- 6.5. Assists government agencies in the conduct of health and safety inspection or other program.

7. Duties of the Safety Officer

The principal function of the Safety Officer is to act as the employers' principal assistant and consultant in the application of programs to remove the hazards from the workplace and to correct unsafe work practices. For this purpose, the Safety Officer has the following duties:

- 7.1. Serves as Secretary to the Health and Safety Committee, As such, he shall:
 - a) Prepare minutes of meetings;
 - b) Reports status recommendations made;
 - c) Notify members of the meetings; and
 - d) Submit to the employer a report of the activities of the committee, including recommendations made.

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- 7.2. Acts in an advisory capacity on all matters pertaining to health and safety for the guidance of the employer and workers.
- 7.3. *Conducts investigation of accidents as member of the Health and Safety Committee and submits his separate report and analysis of accidents to the employer.*
- 7.4. Coordinates all health and safety training programs for the employees and employer.
- 7.5. Conducts health and safety inspection as the member of the committee.
- 7.6. Maintains or helps in the maintenance of an efficient accident record system and coordinates actions taken by supervisors to eliminate accident causes.
- 7.7. Provides assistance to government agencies in the conduct of safety and health inspection, accident investigation or any other related programs.
- 7.8. For purpose of effectiveness in a workplace where full-time safety man is required, he shall report direct to the employer.

DOCUMENTATION:


Revised Policy

DISSEMINATION:

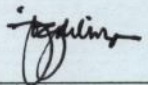

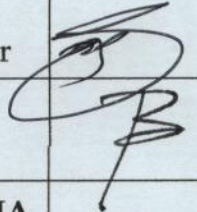
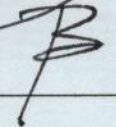
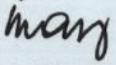

1. Committee Meetings
2. Policies and Procedure Manual


REFERENCE:

¹*Occupational Safety and Health*. (n.d.). International Organisation of Employers. Retrieved June 28, 2022, from <https://www.ioe-emp.org/policy-priorities/occupational-safety-and-health>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	ENGR. JOJIE G. DELIMA Safety Officer		07/11/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/11/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		7/14
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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		8.2.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22

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PURPOSE:

To ensure that the hospital's Occupational Safety and Health Program is properly implemented with full support of the management, and embraced by all personnel and staff.

SCOPE:


Applies to all employee of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


Safety Officer, Safety Team, Head of Security, Security Department, Maintenance and Engineering personnel

PROCEDURE:

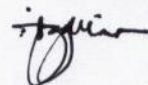


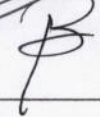
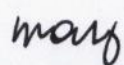
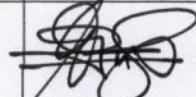
1. The Safety Team conducts periodic inspection or checking of life safety devices and equipment.
2. The Safety Team conducts risk assessment of all section in coordination with the in-charged area.
3. The Safety Officer analyzes hazards, identifies them by conducting risk assessments and formulates rules to eliminate hazards at the workplace.
4. The Safety Team initiates fire brigade training and simulated fire drill once a year.
5. The Head of Security conducts regular or periodic security assessment of the entire facility.
6. The Safety Officer and Head of Security develops and implements control measures.
7. The Security Department conducts regular monitoring of CCTVs.
8. The Security Department monitors the implementation of security policies.


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9. The Safety Team secures that all signage are updated and in appropriate mounting.
10. Maintenance and Engineering Department continues monitoring the operational status of the equipment (e.i., generators, pumps and ventilation system).


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APPROVAL:

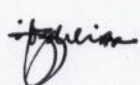

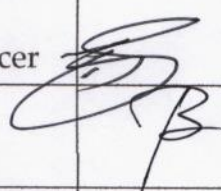
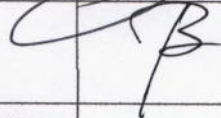
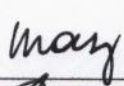

	Name/Title	Signature	Date
Prepared by:	ENGR. JOJIE G. DELIMA Safety Officer		7/14/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

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KEY TASKS	PERSON RESPONSIBLE
1. Conducts periodic inspection or checking of life safety devices and equipment	Safety Team
2. Conducts risk assessment of all section in coordination with the in-charged area	Safety Team
3. Analyzes hazards, identifies them by conducting risk assessments and formulates rules to eliminate hazards at the workplace	Safety Officer
4. Initiates fire brigade training and simulated fire drill once a year	Safety Team
5. Conducts regular or periodic security assessment of the entire facility	Head of Security
6. Develops and implements control measures	Safety Officer and Head of Security
7. Conducts regular monitoring of CCTVs	Security Department
8. Monitors the implementation of security policies	Security Department
9. Secures that all signage are updated and in appropriate mounting	Safety Team
10. Continues monitoring the operational status of the equipment	Maintenance and Engineering Department Personnel

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22

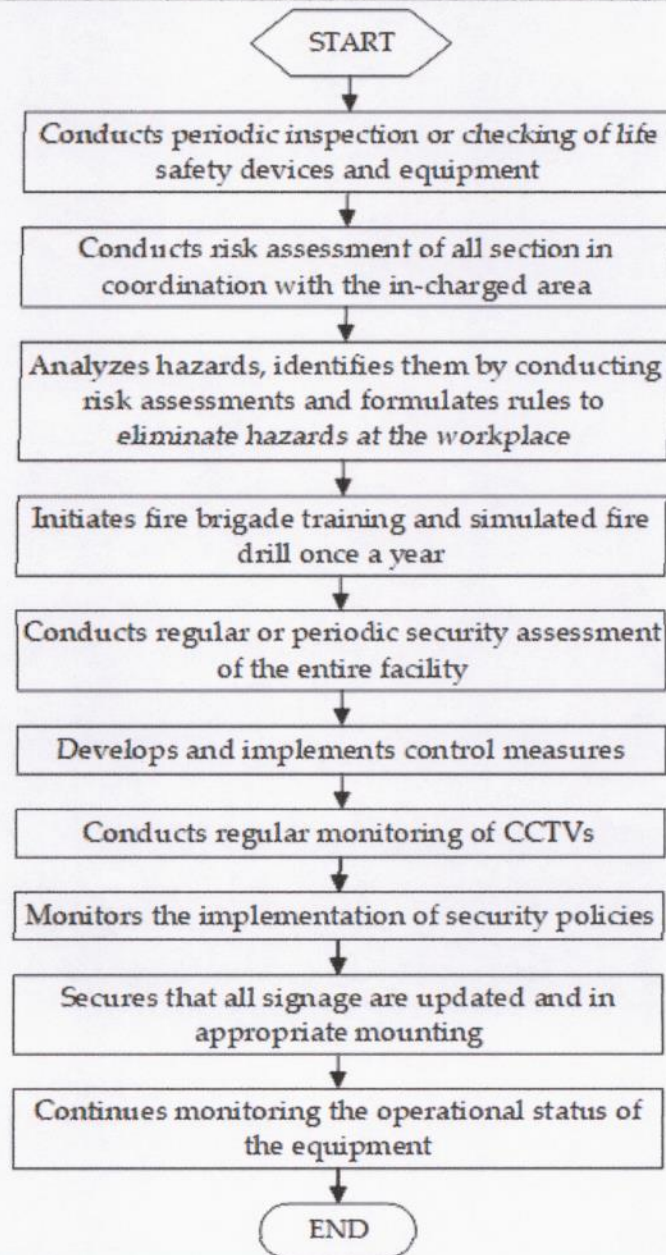



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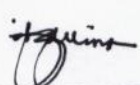

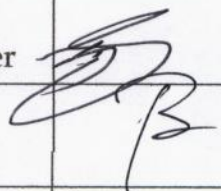
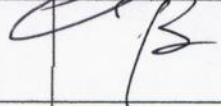
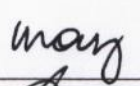
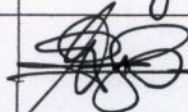
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FLOWCHART



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