



DEPARTMENT OF LABOR AND EMPLOYMENT

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# **“OSH Standards Initiatives in the Government Sector”**

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**DOLE- Bureau of Working Conditions**



# ***At the end of discussion participants shall be able to:*** **OBJECTIVES:**

1. Understand challenges underscoring the prevailing issues in OSH for the Public Sector;
2. Discuss the nurses' role in the changing world of work
3. Advocate for policy and practice improvements to enhance OH Services, with the goal of improving workers' safety.



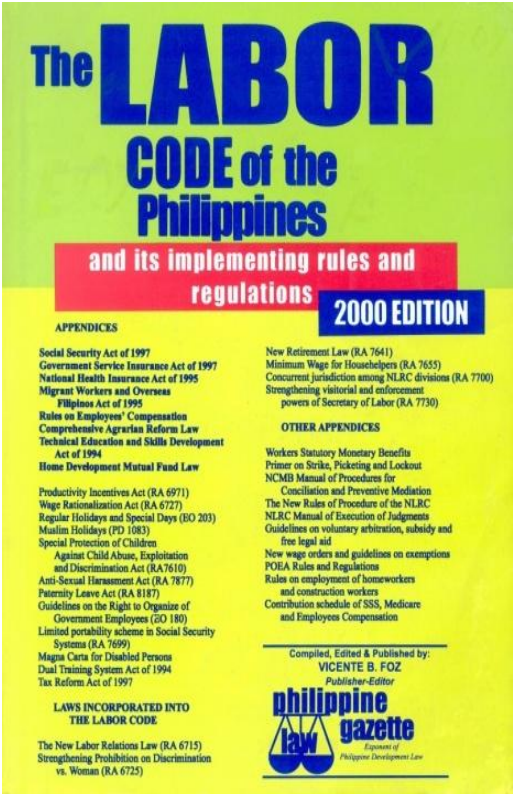
# Importance of

- **OSH** Employees are **valuable assets**.
- Injury at work and ill-health of an employee may lead to **loss of working days**, or business opportunity.
- Even worse, it may **affect Agency's image**.
- A safe and healthy workplace can **enhance employees' morale** and improve productivity.
- In the long run, improving safety and health at work is a **good investment with promising returns**
- Achieves **harmonious relationships** in the workplace

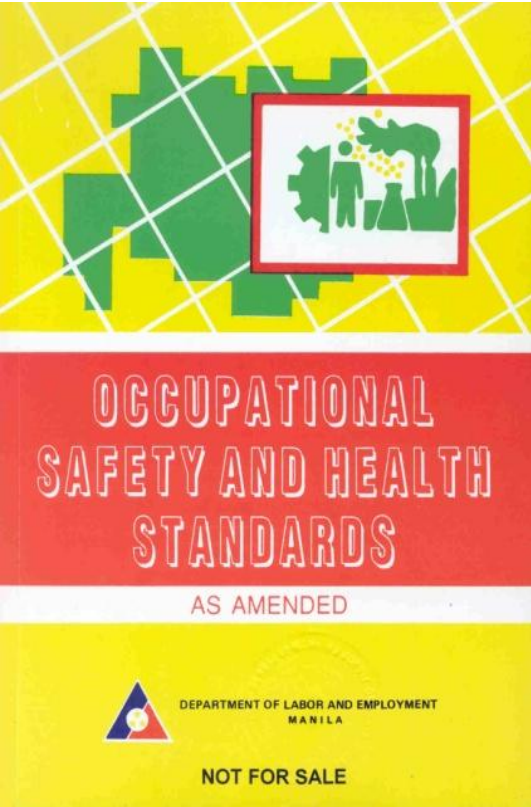




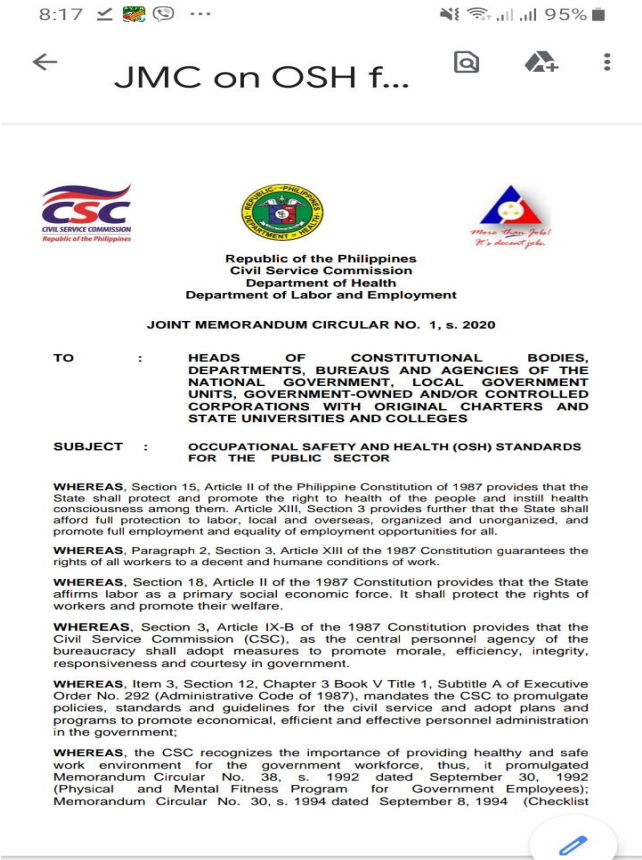
# Legal Bases:



Book IV, Title I – Medical, Dental and Occupational Safety



Occupational Safety and Health Standards, (OSHS)1978



JOINT MEMORANDUM CIRCULAR  
NO. 1, s. 2020 - OCCUPATIONAL SAFETY  
AND HEALTH (OSH) STANDARDS FOR  
THE PUBLIC SECTOR



# Omnibus Rules LCP Book IV Health, Safety, and Welfare Benefits:

## Rule 1

### Medical and Dental Services

**Section 1. Coverage-**This Rule shall apply to all employers whether operating for profit or not, **including the Government and any of its political subdivisions and government-owned and controlled corporations,** which employ one or more workers in any workplace.





**CSC-DOH-DOLE**

**Joint Memorandum Circular**

**No. 1, s. 2020**

**Occupational Safety and Health  
(OSH) Standards for the Public  
Sector**



## JAO on NOHSP Framework

- **DOH-DOLE-CSC Joint Administrative Order No. 2017-0001** known as the National Occupational Health and Safety (NOHS) Policy Framework. (*February 13, 2017*)
- **CSC Resolution No. 1700284** *dated Jan. 31, 2017*



# RATIONALE:

- The state is the **largest or the single most important employer** globally.
- Public authorities must provide high-quality services to their citizens and **decent work for their workers**.
- Identified issues and gaps in **“just and humane”** terms and conditions of work.
- Change in the working environment which **affects the health and wellness** of government workers
- **Right for all sectors** – endeavor for better working conditions



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## Objectives of the JMC:

- **Protect** all government employees from the dangers of injury, sickness, or death
- **Preservation** of human lives and resources and prevent loss/damage of properties.
- **Guide** the government agencies in the development, implementation, monitoring, and evaluation of Occupational Safety and Health



## Specifically, the Guidelines also seeks to...

- **Institutionalize** occupational health and safety in the public sector and government workplaces;
- **Identify** and **delineate** roles and responsibilities of lead agencies, heads of agencies, and safety and health committees; and
- **Establish** Safety and Health Committees within government agencies.



## Scope

- All **officials and employees** in the NGAs, SUCs, LGUs; and GOCCs whether permanent, temporary, and/or casual status.
- **Job orders, contract of service,** institutional and individual **contractors** shall likewise be covered in this guidelines in accordance with the provisions stated in the CSC-COA-DBM Joint Circular No. 1 s. 2017 .



## Salient Provision of the Guidelines

- Provisions for **good working conditions**
- Promotion of **OSH**
- Agencies Involved in the Implementation of OSH
- **Roles, Responsibilities** and Accountabilities
- **Reporting** Requirements
- Monitoring and Evaluation
- Administrative Justice Mechanism
- **Funding** source



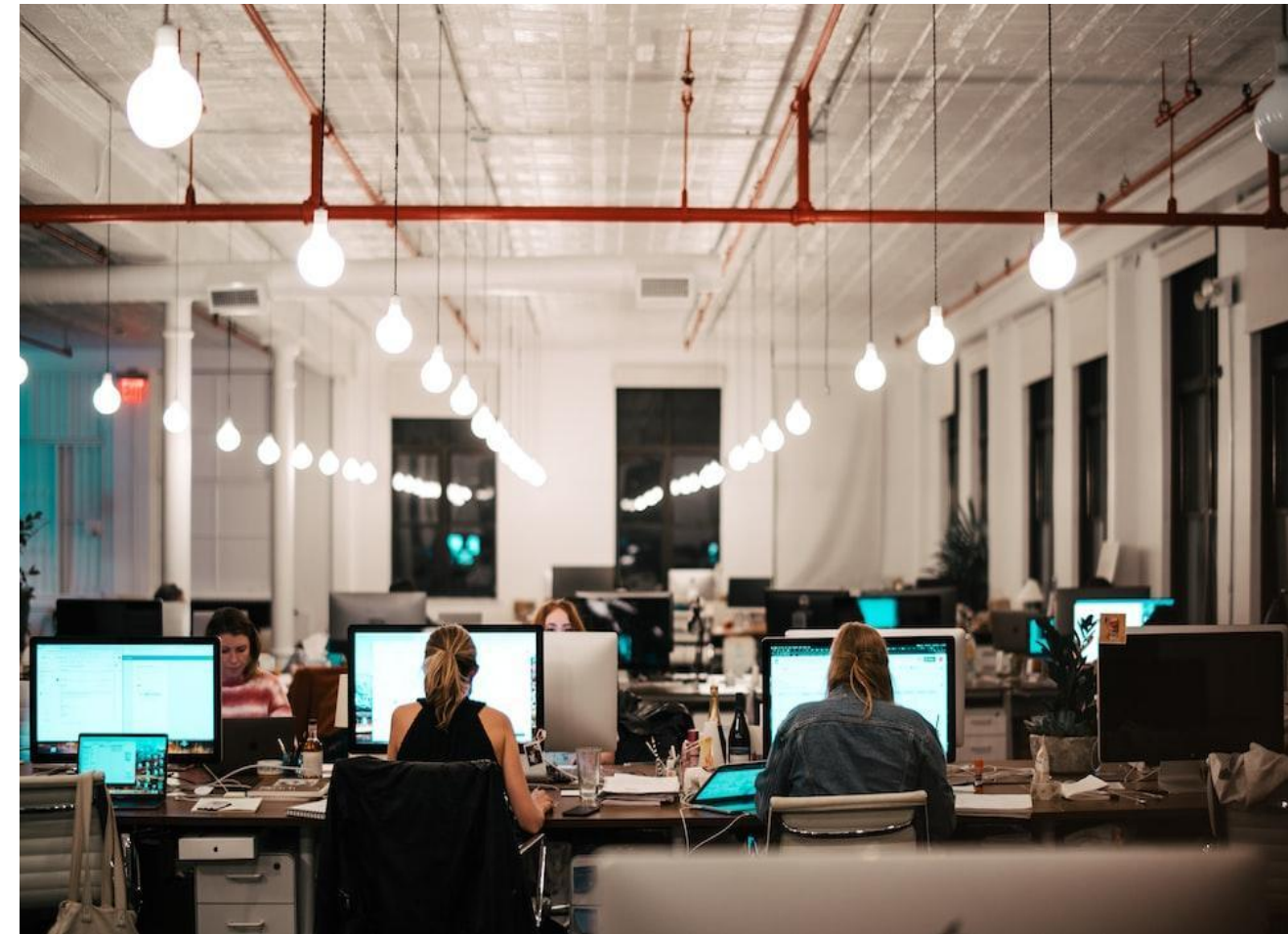


# CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 Occupational Safety and Health Standards for the Public Sector

## Provision for Reasonable Working Condition

**A. Workplace** - *a place/establishment/agency where people are employed/hired. It should include the following:*

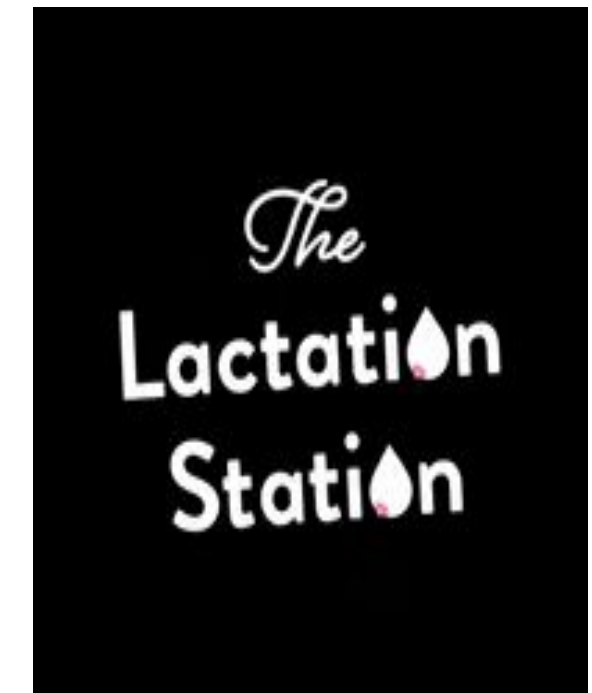
- working areas
- employee lounges
- restrooms
- convention halls
- class rooms
- employee cafeterias
- hallways
- quarters, if there are any
- office vehicles
- shuttle





## CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 Occupational Safety and Health Standards for the Public Sector

- adequate fire, emergency or danger/warning signs, pictograms, safety instructions , etc.
- adequate working space and good housekeeping facilities
- suitable working spaces and acceptable terms of working conditions for employees with special needs
- lactation facilities/daycare facilities
- health clinic/treatment room
- safety facilities/personal protective equipment





## Provision for Reasonable Working Conditions

### B. Emergency Preparedness program



- **Risk Reduction Management System and a Crisis Management Plan and Contingency Program**
- Conduct of **trainings and drills**
- Adequate and available **emergency supplies**
- Available **first aider** trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization
- **A Memorandum of Understanding/Memorandum of Agreement** with the nearest government health facility



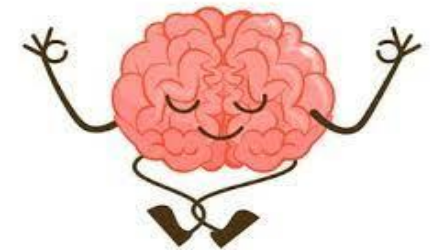
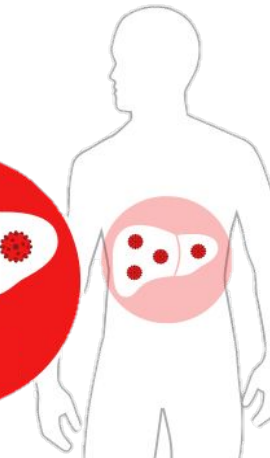
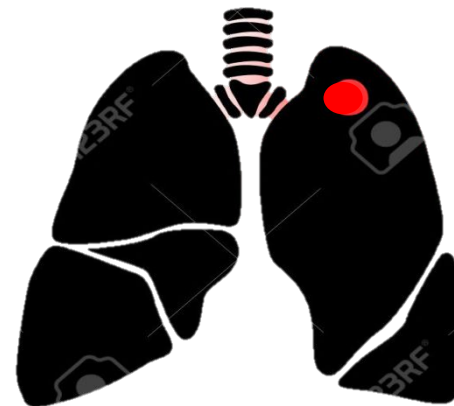


# CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 Occupational Safety and Health Standards for the Public Sector

## Provision for Reasonable Working Conditions

## C. Occupational Safety and Health Programs

- Establishment of minimum OSH Programs such as, but not limited to the following:
  - ✓ Occupational Accident and Illness Prevention Program
  - ✓ Medical Services Assistance and Rehabilitation Program
  - ✓ Occupational Accident and Illness Surveillance Program
  - ✓ Information and Education Campaign Program



## Provision for Reasonable Working Conditions

### C. Occupational Safety and Health Programs

- Promotion and practice of Health and Wellness in the workplace as provided in:

- ✓ CSC Memorandum Circular No. **38**, series of 1992 (*Physical and Mental Fitness Program for Government Personnel*)
- ✓ CSC MC No. **06**, series of 1995 (*The Great Filipino Workout*);
- ✓ CSC MC No. **21**, series of 2009 (*Civil Servants' Health and Wellness Month*)

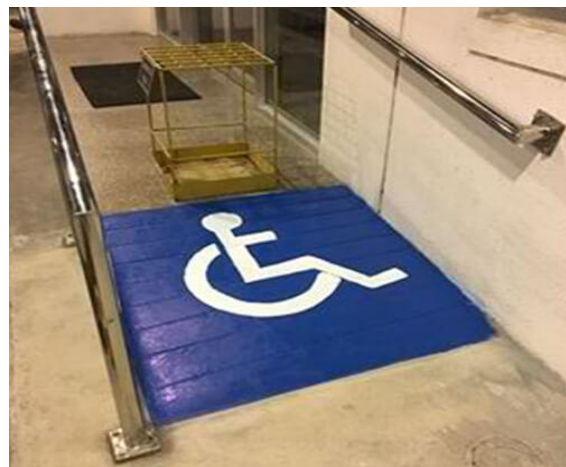




## Provision for Reasonable Working Conditions

### D. Support Facilities

- **Facilities** which may be used for the promotion of health and wellness in the workplace
- **Work assignments and good working atmosphere** for improved productivity shall be provided to the following employees with **special needs** such as pregnant women, older employees, differently abled and employees with limited working abilities
- Provision for **lactation stations** for lactating mothers



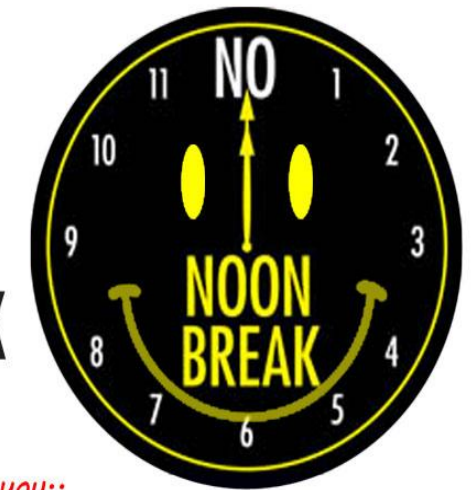
## Provision for Reasonable Working Conditions

### E. Working Hours, Break and Leave Privileges

- **Omnibus Rules on Leaves** are strictly observed
- **working breaks** between working hours are complied with to minimize/prevent employees' exposure to illness without prejudice to the "No Noon Break" Policy.
- policies and guidelines on **overtime services** shall be strictly observed and implemented
- **flexible working hours** or **arranged working hours**

**NO**  
**NOON BREAK**  
**POLICY**

*we are happy to serve you...*



## Provision for Reasonable Working Conditions

### F. Work Environment

- ✓ Prohibition of smoking at the workplace
- ✓ Workplace Policy and Program for a Drug-free Workplace
- ✓ Tuberculosis Prevention and Control in the Workplace
- ✓ Workplace Policy and Education Program on HIV and AIDS
- ✓ Workplace Policy and Program on Hepatitis
- ✓ Medical assistance and other benefits for employees





CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020  
Occupational Safety and Health Standards for the Public Sector

- OSH information through a Communication Plan
- feedback mechanism to enhance the OSH program.
- OSH information and education program, trainings and other related initiatives
- report on OSH related illness and accidents to the Management
- network to support with DOLE, DOH and academic institutions
- OSH program and activities are included in the Annual Work and Financial Plan of the agency.



## INSTITUTIONAL IMPLEMENTORS

### Lead Agencies :



- Civil Service Commission [CSC]
- Department of Health [DOH]
- Department of Labor and employment [DOLE]



### Other Implementors :

- Heads of Government Agencies
- Government Employees
- Job Orders/Contract of Service Workers
- Safety and Health Officer
- Safety and Health Committee
- Employee Organization Representative/s

## DUTIES and RESPONSIBILITIES

### LEAD AGENCIES:

- **CSC-DOH-DOLE** shall collaborate, provide technical assistance and share expertise in conducting capacity building program on OSH for government employees; and
- **CSC-DOH-DOLE** shall develop a system of rewards and recognition for compliant government agencies on OSH program



## DUTIES and RESPONSIBILITIES

### A. CIVIL SERVICE COMMISSION:



- Oversee the **implementation** of the Guidelines on OSH
- Formulate or enhance policy in support of OSH for the public sector.
- Integrate OSH subjects / topics in **Learning and Development Programs** for government officials and employees; and
- Investigate and **decide on administrative cases** arising from non-compliance with this Rules or the OSH Program.

## DUTIES and RESPONSIBILITIES

### A. DEPARTMENT OF HEALTH



- **system / mechanism** to provide health services and health service providers
- **surveillance and monitoring** of occupational injuries, diseases and deaths through its Health Information System
- occupational **health service & benefit packages** for the public sector
- **technical assistance and human resource support** in inspection and investigation of OSH-related accidents;
- **tool kit** as a guide for government agencies
- **guidance** on the implementation on preventive and promotive workplace health programmes.



## DUTIES and RESPONSIBILITIES

### C. DEPARTMENT OF LABOR and EMPLOYMENT

- Provide:
  - relevant **OSH Standards** for the government sector;
  - knowledge and information services/data on OSH standard, programs and enforcement activities
  - **technical assistance** and human resource support
- Plan, develop and implement **Occupational Safety and Health training programs** for government agencies
- Formulate **compensation guidelines** for work-related injuries and illnesses in partnership with Government Owned or Controlled Corporations (GOCCs) [i.e GSIS, ECC & Philhealth]



## DUTIES and RESPONSIBILITIES

### D. Heads of Government Agencies

- Provide a **reasonable working condition** and ensure that the workplace is free from hazardous conditions (CSC MC 30 and 33)
- Conduct of **occupational safety awareness**; work hazards analysis sessions; identification of hazards and measures
- Comply with the requirements of the OSH Standards;
- Provide **Personal Protective Equipment (PPE)** at no cost to the worker



## DUTIES and RESPONSIBILITIES

### D. Heads of Government Agencies

- Establish and **adopt policies** on safety peculiar to its environment in conformity with the provisions of this Standards
- Appoint or designate, as the case may be, a **Safety and Health Officer**
- Create a **Safety and Health Committee** and/or a Special Investigation Committee

## DUTIES and RESPONSIBILITIES

### D. Heads of Government Agencies

- Provide **annual report** and documentation on the health and safety program of the agency
- **Provide emergency medical services** for all employees for occupational related accidents, injury, illness and or death
- Ensure that institutional contractors or service providers have **functional OSH policy and program**
- Ensure that **emergency OSH related services** will be provided for job order, contract of service and/or individual contract employees



## DUTIES and RESPONSIBILITIES

### E. Government Employees

- **Cooperate with the agency** in carrying out the provisions of this Guidelines and report to the Safety and Health Committee any work hazard
- **Follow all instructions** on work safety given by the agency in compliance with the provisions of the Standards
- **Participate/Cooperate** with the Safety and Health Committee on OSH programs, initiatives and activities; and
- **Support government agencies** in the conduct of health and safety inspection or other programs.

## DUTIES and RESPONSIBILITIES

### F. Job-Order and Contracts of Service

- ensure that their employees deployed in government agencies are provided with **medical coverage**.
- **follow all instructions** on work safety given by the agency/employer



## DUTIES and RESPONSIBILITIES

### G. Safety and Health Officer

- **Undergo training** on Occupational Safety and Health and related programs;
- Act as the **focal person** of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices;
- **Serve as Secretary** to the Safety and Health Committee
- **Report** on the occurrence of accidents; and,
- **Coordinate** all safety and health training programs for the agency management and employees.

## DUTIES and RESPONSIBILITIES

### H. Safety and Health Committee

Chairperson - *Head of the agency or his/her authorized Representative who holds an executive/managerial rank/position*

Members - *Highest ranking officer/executive in charge of Human Resource*

- *Two (2) representatives from the accredited employees' association (one from 1<sup>st</sup> level and one 2<sup>nd</sup> level employee)*

- *The agency physician, or any employee who is a graduate of a medical-related course*

- *Representative from the Local risk Reduction and Management Council/Risk Reduction Management Officer or its equivalent*

Secretary - *Occupational Safety and Health Officer*





## DUTIES and RESPONSIBILITIES

### H. Safety and Health Committee

- **develop OSH policy and standards** internal to the agency
- plan and develop health-related **trainings/seminars**
- initiate and implement **improvement of working conditions** relative to a safe and healthy working environment;
- ensure the **health promotion and accident prevention** efforts of the agency in compliance with the government safety programs
- conduct **periodic safety meetings**;

## DUTIES and RESPONSIBILITIES

### H. Safety and Health Committee

- **submit reports** on its meetings and other activities to the head of the agency.
- **review reports** of inspection, accident investigations and implementation of programs;
- **provide the necessary support** to government inspection authorities
- initiate **safety trainings** on OSH for the agency
- develop and maintain **contingency plans** and provide trainings/seminars in handling disaster situations; and
- submit **Annual Work and Financial Plan and budget** needed to support the OSH programs.





# DUTIES and RESPONSIBILITIES

## I. Employee Organization Representative/s

- **Support the agency** in carrying out the provisions of the standards and report to Management any work hazards that can be observed in the workplace;
- **Participate/Cooperate** in activities initiated by the Safety and Health Committee;
- Assist their agency in the **conduct of safety and health inspection** or other OSH programs;
- **Gather occupational safety and health related concerns/issues** and elevate the same to the OSH Committee for discussion and appropriate action; and
- **Negotiate for better working conditions** in their workplace as the provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for such.

## Procedure on Special Inspection, Investigation and Review

- **submit a request** to address the issue/concern along with a narrative report regarding the violations, to the agency Grievance Committee.
- if the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an **immediate inspection or investigation shall be conducted.**
- the complainant, the Head of Agency and the CSC Regional Office or Field Office shall be given a copy of the result of such inspection/investigation upon its completion.



## Reporting Requirements & Records Keeping

- **Periodic reporting** on all work related accidents, injuries or illnesses in the workplace, resulting to a disabling condition and/or dangerous by the Human Resource Office Safety and Health Committee.
- Where the accident / illness results in death or permanent total disability, a **report must be submitted within twenty four (24) hours** after its occurrence to the Health and Safety Committee and the Head of Agency
- Maintain and keep an **accident or illness record** which shall be open at all times for inspection by authorized personnel , in accordance with the privacy act.
- Ensure **medical confidentiality** when reporting
- The agency through the Human Resource Office shall assist the employee for **Employee Compensation claims** by submitting pertinent records to the GSIS.





## Monitoring and Evaluation

- compliance with this JMC shall be included in its **Annual Report and provide copy/ies for the CSC.**
- **an annual review** of the agency's past year's compliance with the Standard must be done by the Safety and Health Committee every first quarter of the succeeding year, thereafter, the Safety and Health Committee of the agency shall conduct a quarterly periodic review and report on the same must be included in the Agency's Annual Report.

## Administrative Justice Mechanism

Heads, officials and employees of government agencies who violate this guidelines shall be subject to **administrative disciplinary action pursuant to Section 46, Rule 10 (Schedule of Penalties) of the Revised Rules on Administrative Cases in the Civil Service**, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.



## Funding Source

The Agency OSH shall be included in the agency's **regular budget and Annual Work and Financial Plan**





## CONCLUSION:

1. The right of workers to Occupational embedded in **Philippine Laws**;
2. **OSH is inclusive** and knows no boundaries;
3. OSH is **not a one-size-fits-all** policy. Establishments and organizations are encouraged to adopt applicable provisions and to do equivalencies.
4. OH Nurses have **a big role** in implementing OSH Programs;
5. OSH in the public sector is still in its **early stage** of implementation;
6. There is a need to **harmonize OSHS** with OSHS-related rules and regulations implemented by other regulatory agencies;
7. Government issuances for OHS are **continuously evolving**.



DEPARTMENT OF LABOR AND EMPLOYMENT

# THANK YOU

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