

ADMINISTRATIVE ORDER

No. 03
Series of 2021

DRN: HRMDS-HRWD-A-AO-21-03-40955-S

Subject: **OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR
THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

I. Rationale

The Department of Social Welfare and Development recognizes the rights of its personnel to a safe and healthy work environment and promotes their welfare brought about by natural disasters, human-induced hazards and infectious diseases. Thus, it shall protect its personnel from the hazards of injury, sickness or death through the adoption and maintenance of safe and healthy working conditions.

Pursuant to the Joint Memorandum Circular (JMC) on Occupational Safety and Health (OSH) Standards for the Public Sector by the Civil Service Commission (CSC), Department of Health (DOH) and Department of Labor and Employment (DOLE) and the current state of National Health Emergency due to COVID-19 pandemic, the development of OSH standards for the Department was considered a critical measure by the Safety and Health Committee in responding to the safety and health needs of the DSWD personnel.

II. Legal Bases

1. Section 15, Article II of the 1987 Philippine Constitution provides that the State shall protect and promote the right to health of the people and instill health consciousness among them.
2. Section 18, Article II of the 1987 Philippine Constitution provides that the State affirms labor as a primary social economic force. It shall protect the rights of workers and promote their welfare.
3. Section III, Article XIII of the 1987 Philippine Constitution guarantees the rights of all workers to decent and humane conditions of work.
4. Civil Service Memorandum Circular No. 30, s. 1994 provides a checklist of reasonable working conditions in the public sector.
5. Civil Service Memorandum Circular No. 33, s. 1997 prescribes the policy on working conditions in the workplace.
6. Presidential Decree No. 442, Labor Code of the Philippines; Book IV, Title II sets the standards for Occupational Safety and Health as well as measure for the prevention and control of occupational hazards.
7. Department of Health-Department of Labor and Employment-Civil Service Commission Joint Administrative Order (DOH-DOLE-CSC JAO) No. 2017-001, *National Occupational Health and Safety Policy Framework*, guides key



stakeholders in the development, implementation, monitoring and evaluation of Occupational Health and Safety for both public and private sector workers.

8. CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020, *Occupational Safety and Health (OSH) Standards for the Public Sector*, recognizes the need for all government agencies to establish a set of OSH standards to protect all government employees from the hazards of injury, sickness or death through the adoption of safe and healthy working conditions to assure the conservation of human life and the prevention of loss of resources and damage to properties.

III. Objectives

This policy aims at protecting all DSWD personnel from the dangers of injury, sickness or death through the adoption of safe and healthy working conditions thereby assuring the prevention of loss of lives and damage to properties.

Specifically, it shall:

1. Institutionalize OSH standards in the Department;
2. Guide all organizational units in the development, implementation, monitoring and evaluation of OSH for Department personnel; and
3. Identify and delineate roles and responsibilities of offices, officials and personnel.

IV. Coverage and/or Scope

This policy shall apply to all places of work including the Centers/Residential Care Facilities and Provincial Satellite Offices and covers all DSWD officials and employees, regardless of status, including Contract of Service (COS), Job Order (JO) Workers, institutional and individual contractors.

V. Definition of Terms

1. **Globally Harmonized System (GHS)** is a system for standardizing and harmonizing the classification and labeling of chemicals. It is a logical and comprehensive approach in (1) defining health, physical and environmental hazards of chemicals; (2) creating classification processes that use available data on chemicals for comparison with the defined hazard criteria; and (3) communicating hazard information, as well as protective measures, on labels and Safety Data Sheets (SDS) (Joint DTI-DENR-DA-DOF-DOH-DILG-DOLE-DOTC Administrative Order No. 01 Series of 2009).
2. **Institutional and Individual Contractors** refer to an individual, private or non-government entity, duly registered and recognized by authorized government agencies to provide services such as but not limited to janitorial, security, consultancy and other support services (CSC-COA-DBM JMC No. 1, s. 2017).
3. **Occupational Safety and Health (OSH)** refers to the (a) promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; (b) prevention among its workers of any departures from health caused by their working conditions; (c) protection among workers in their employment from risks usually from factors adverse to health, and placing and maintenance of the worker in an occupational environment adapted to his/her physiological ability and; (d) provision of access to social insurance and related benefits (DOH-DOLE-CSC JAO No. 2017-001 and CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020).



4. **Occupational Health Services** refers to preventive, promotive, protective, curative and rehabilitative services related to OSH (DOH-DOLE-CSC JAO No. 2017-001 and CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020).
5. **Working Conditions** refer to the working environment and to all existing conditions and circumstances including but not limited to work hours, rest periods, work schedules, health and safety programs, amenities, physical environment, work environment structure, among others, which are needed to support employees in the course of their duties and functions (CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020).
6. **Workplace** refers to a place/establishment/agency where people are employed/hired which includes working areas, employee lounges and restrooms, convention halls, employee cafeterias, hallways and quarters, as well as the office vehicles or shuttle (CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020).

VI. Provision for Reasonable Working Conditions

1. Workplace

- a. Building premises shall have adequate fire, emergency or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standard colors of signs for safety instruction and warnings in building premises".¹
- b. Other visible signs that may be needed to direct the driver of motorized vehicles such as STOP, YIELD, and DO NOT ENTER, shall be properly positioned within the compound of the establishment and safety shall be increased especially at night.
- c. Facilities for persons with disabilities such as safety ramps, accessible routes or sidewalks, elevators with voice sensors, spacious CRs with handle bars among others should be provided for their safe and convenient movement within the workplace.
- d. Good housekeeping shall be maintained at all times, like cleanliness of building, premises, machines, equipment, and removal of stagnant water that serves as breeding ground of mosquitoes and other insects, regular waste disposal, and orderly arrangement of processes, operations, storage and filing of materials.
- e. Sanitary facilities, e.g. adequate comfort rooms and lavatories separate for male and female personnel, among others must be provided and maintained.²
- f. Building construction and maintenance, space requirement, walk way surface, floor and wall openings, stairs, window openings, fixed ladders,

¹ Department of Labor and Employment, "Standard Colors of Signs for Safety Instruction and Warnings in Building Premises" in *Occupational Safety and Health Standards, As Amended* (Manila, 2007)

² Code on Sanitation of the Philippines (Presidential Decree No. 856)



among others, must conform to the provisions of Rule 1060 of the OSH Standard.³

- g. Indoor air quality management program shall be instituted to ensure non-exposure of personnel to hazardous environment and/or conditions,
- h. Provisions for personal protective equipment and devise must conform to Rule 1080 of the OSH Standard.⁴
- i. Handling, use and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969⁵, Rules 1090 of the OSH Standard and DOLE Department Order 136-14, series of 2014⁶.
- j. Provision for health clinic or treatment room with complete personal protective equipment/first aid kits/ supplies/ emergency medicines and devices.
- k. Safety and security must be managed and maintained at all times.

2. Emergency Preparedness

- a. A Risk Reduction Management System consisting of a Crisis Management Plans and Contingency Programs within the agency must be established as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010.⁷
- b. Trainings and drills on Disaster Risk Reduction Management must be regularly conducted to ensure DSWD personnel are prepared during emergencies.
- c. Emergency supplies such as fire extinguishers, medical first aid kits, spine boards, wheelchair, stretcher, automatic external defibrillator, among others, must be adequate and available all times.
- d. A first aider trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization qualified shall administer first-aid during emergencies.
- e. A Memorandum of Understanding/Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be established, to ensure availability medical services will be available during emergencies.
- f. Emergency exits should be cleared from any obstacles at all times. Hence, a regular inspection should be undertaken to guarantee that these exits are passable in case of emergencies.

³ Department of Labor and Employment, "Standard Colors of Signs for Safety Instruction and Warnings in Building Premises" in *Occupational Safety and Health Standards, As Amended* (Manila, 2007)

⁴ Occupational Safety and Health Standards, As Amended, 1989

⁵ Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990

⁶ Guidelines for the Implementation of Globally harmonized System (GHS) in Chemical Safety Program in the Workplace

⁷ Philippine Disaster Risk Reduction and Management Act of 2010 (Republic Act No. 10121)



- g. A Search and Rescue Team shall be assigned to act immediately in rescuing trapped personnel in the emergency area and shall be responsible in locating personnel unaccounted for during the roll call.
- h. Emergency Evacuation Areas should be identified.

3. Occupational Safety and Health Program

- a. Minimum OSH Programs such as, but not limited to the following shall be established:
 - a.1 Occupational Accident and Illness Prevention Program
 - a.2 Medical Services Assistance and Rehabilitation Program
 - a.3 Occupational Accident and Illness Surveillance Program
 - a.4 Information and Education Campaign Program
 - a.5 Annual Physical Examinations
- b. Promotion and practice of Health and Wellness in the workplace shall be ensured.⁸

4. Support Facilities

- a. Facilities which may be used for the promotion of health and wellness in the workplace, such as but not limited to the following shall be provided:
 - a.1 Recreation areas
 - a.2 Seminar/Training rooms
 - a.3 Drop-in centers
 - a.4 Treatment rooms
 - a.5 Lactation stations for breastfeeding mothers⁹
- b. Work assignments and good working atmosphere for improved productivity shall be provided to the following personnel with special needs:¹⁰
 - b.1 Pregnant women
 - b.2 Older personnel
 - b.3 Persons with disabilities¹¹
 - b.4 Persons with limited working abilities and co-morbidities
 - b.5 Personnel with child/children
 - b.6 Solo parents
- c. Policy and provision for lactation stations for lactating mothers shall be established, as provided by Republic Act No. 10028.¹²

⁸ As provided in CSC Memorandum Circular No. 38, series of 1992 "Physical and Mental Fitness Program for Government Personnel"; CSC Memorandum Circular No. 6, series of 1995 "The Great Filipino Workout"; CSC Memorandum Circular No. 21, series of 2009 "Civil Servants Health and Wellness Month"

⁹ As provided by Republic Act No. 10028

¹⁰ Amendment of the Magna Carta of Disabled Person (Republic Act No. 10524)

¹¹ Under RA 10524, Persons with Disability (PWDs) refer to individuals who suffer long-term physical, mental, intellectual or sensory impairments which, upon interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. The seven types of disabilities mentioned in RA No. 7277 are psychosocial disability, disability due to chronic illness, learning disability, mental disability, visual disability, orthopedic disability, and communication disability.

¹² Expanded Breastfeeding Promotion Act (Republic Act No. 10524)



- d. Day care services for children of personnel under five years of age shall be provided either within the office facilities or in the areas accessible and/or acceptable to the parents¹³ in accordance to the set standards by the ECCD Council¹⁴.

In the event of an outbreak of infectious disease or declaration of community quarantine, said facilities should be closed or as otherwise provided by the local authorities.

- e. Ensure ergonomic risk factors are managed to prevent work-related injuries or illnesses. The program is intended to address activities that require significant forces, awkward and static postures, repetitive motion, vibration and other work-related risk factors.

5. Working Hours, Break and Leave Privileges

- a. Provisions of the Omnibus Rules on Leaves shall be strictly observed.
- b. Working breaks in between working hours shall be complied with in order to minimize/prevent personnel's exposure to illness due to prolonged sitting without prejudice to the "No Noon Break" Policy.
- c. Policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 2015 are strictly observed and implemented.
- d. Flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week shall be allowed and adopted.
- e. Availment of Compensatory Time-Off shall be allowed and strictly observed¹⁵.

6. Work Environment

Implement policies and programs relative to:

- a. Prohibition of smoking and tobacco industry interference at the workplace¹⁶;
- b. Policy and Program for a Drug-free Workplace¹⁷;
- c. Tuberculosis prevention and control in the workplace¹⁸;

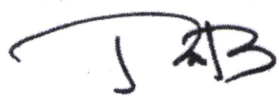
¹³ Executive Order 340, *Directing National Government Agencies and Government-Owned and Controlled Corporations to Provide Day Care Services for their Employees' Children under Five Years of Age*

¹⁴ RA 10410 or the Early Years Act of 2013

¹⁵ CSC Memorandum Circular No. 30, series of 1994, *Checklist of Reasonable Working Conditions, Section 1(d) of Administrative Order No. 103 dated 31 August 2004, Compensatory Time-Off, CSC-DBM Joint Circular No. 2 s. 2004 and No. 2-A s. 2005 prescribing the guidelines for availment of the CTO*

¹⁶ CSC Memorandum Circular No. 17, s. 2009 dated May 29, 2009, *Smoking Prohibition based on 100% Smoke Free Environment Policy and CSC-Department of Health Joint Memorandum Circular No. 2010-01 dated June 21, 2010, Protection of the Bureaucracy Against Tobacco Industry Interference*

¹⁷ CSC Memorandum Circular No. 13, s. 2017 dated April 19, 2017 *Guidelines on the Mandatory Random Drug Test for Public Officials and Employees and for other Purposes*



- d. Workplace Policy and Education Program on HIV and AIDS¹⁹;
- e. Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection for personnel exposed and vulnerable of acquiring Hepatitis B infection to include provision of actual testing and having a non-discrimination and confidentiality policy safeguards according to the newly amended HIV/AIDS law; and
- f. Medical assistance and other benefits for employees²⁰ to include support and assistance for highly infectious diseases

VII. Promotion of OSH

1. Comprehensive dissemination of OSH information shall be ensured through a Communication Plan, which includes the publication of pertinent OSH information in the agency website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.²¹
2. DSWD personnel shall participate in the OSH information and education program, trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.
3. DSWD personnel shall report OSH related illness and accidents to the Management for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.
4. Establish a network to support and sustain the implementation of OSH program with DOLE, DOH and academic institutions which can provide free medical and technical assistance and trainings.
5. Ensure that OSH program and activities are included in the Annual Budget Proposal and Work and Financial Plan of the Department.

VIII. Institutional Arrangement

1. Executive Committee (EXECOM) Members

- a. Oversee the implementation of the stipulated provisions of this OSH Guidelines in collaboration with the OSH Committee;
- b. Guarantee that annual consultation with the OSH Committee, DSWD personnel including Cost of Service and Job Order workers, and the SWEAP to address current and recurring concerns on OSH;

¹⁸ Executive Order No. 187, s. 2003 dated March 21, 2003 *Instituting A Comprehensive and Unified Policy for the Tuberculosis Control In The Philippines*

¹⁹ CSC Memorandum Circular No. 11, s. 2013 dated May 20, 2013 *Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS*

²⁰ CSC Memorandum Circular No. 33, series of 1997 dated December 22, 1997, *Policy on Working Conditions at the Workplace*

²¹ OSH information can be translated into local dialect to ensure "easy to follow" instructions or procedures and that information will be responsive to needs of DSWD personnel



- c. Guarantee that adequate funds to implement the provisions of OSH shall be provided by concerned OBS and Field Offices in coordination with OSH Committee (compliance to Section IX. Item 11); and
- d. Provide appropriate sanctions for non-compliance of this OSH guidelines to all concerned DSWD officials and personnel.

2. Heads of Offices, Bureaus, Services at the Central Office and Field Offices

- a. Provide DSWD personnel reasonable working conditions and ensure that the workplace is free from hazards that cause or are likely to cause death, illness or physical injuries to personnel;
- b. Ensure the conduct of occupational safety awareness, work hazards analysis sessions, identification of hazards and measures to be undertaken by all personnel in case of emergency and other analogous incidents /circumstances to ensure safe workplace;
- c. Comply with the requirements of the OSH Standards;
- d. Ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine standard quality;
- e. Provide Personal Protective Equipment (PPE) at no cost to the worker and ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine Quality Standards whether local or international;
- f. Develop and adopt policies on safety and health peculiar to its environment in conformity to the provisions of this policy outlining therein accountable persons and the scope of their delegated authority;
- g. Appoint or designate, as the case may be, a Safety and Health Focal Person, and ensure that the needed OSH trainings are given. The Safety and Health Focal Person shall provide report/data on the implementation of health and safety program of the office, to be approved by the Head of Office, such as but not limited to OSH related activities, work related injuries and measures/corrected actions taken; and submitted to the Committee;
- h. Provide support and cooperate with the conduct of special investigations on occupational related accidents, injuries, illness and/or death; and acts on measures recommended by the Safety and Health Committee and/or Special Investigation Committee;
- i. Ensure that institutional contractors or service providers have functional OSH policy and program which shall cover all workers; and
- j. Ensure that emergency OSH related services will be provided for all personnel such as but not limited to first aid and emergency supplies.

TAB

3. Human Resource Management and Development Service/Division

- a. Promote the OSH Program and OSH Awareness through trainings, information and education campaigns and/or integrate OSH topics in learning and development programs;
- b. Promote safety, health and wellness in the workplace per policy guidelines issued by oversight agencies;
- c. Conduct or provide access on OSH related orientation and training for personnel especially for Committee Members and Safety and Health Focal Persons;
- d. Provide emergency medical services for all personnel for occupational related accidents injury, illness and/or death, including but not limited to emergency hospitalization; medical supplies and emergency kits;
- e. Develop and maintain programs for the provision of assistance of the affected DSWD personnel including COS and JO workers and their bereaved families in collaboration with concerned offices;
- f. Ensure that policies on working hours, break and leave privileges are adhered to without prejudice to the delivery of services to the public; and
- g. Maintain and keep an accident or illness record which shall be open at all times for inspection by authorized personnel

4. Administrative Service and its FO counterpart

- a. Ensure that workplaces and support facilities are compliant to OSH standards;
- b. Initiate regular or on-demand inspection of the emergency areas to guarantee those declared as "emergency areas" are clear from any obstacles at all times and are passable in case of emergencies; and
- c. Maintain security of personnel and workplaces/office premises.

5. DSWD Personnel, to include COS and JO Workers, Institutional and Individual contractors

- a. Cooperate with the agency in carrying out the provisions of this policy and report to the Safety and Health Committee any work hazard that may be observed in the workplace;
- b. Follow all instructions on work safety given by the agency in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the Department;
- c. Participate/Cooperate with the Health and Safety Committee on OSH programs, initiatives and activities; and



- d. Assist the Department in the conduct of health and safety inspection or other programs.

6. Safety and Health Officer (SHO)

- a. Undergo training on OSH and related programs;
- b. Act as the focal person in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
- c. Conduct investigation of accidents and submit report on the occurrence and analysis of accidents to the Committee; and
- d. Coordinate all health and safety training programs for the DSWD officials and employees.

7. Employee Organization

- a. Support the Department in carrying out the provisions of the Standards and report to Management any work hazard that may be observed in the workplace;
- b. Participate/Cooperate with the Health and Safety Committee;
- c. Assist the Department in the conduct of health and safety inspection or other OSH programs;
- d. Gather OSH related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action; and
- e. Negotiate for better working conditions in their workplace.

IX. Safety and Health Committee

The Health and Safety Committee is the planning and policy making body on all matters pertaining to safety and health with members having a term of office of two (2) years. It shall be composed of:

A. Central Office

Chairperson: DSWD Secretary or his/her authorized representative

Vice-Chairperson: Assistant Secretary for GASSG or designated 3rd level representative

Members (primary and alternate):

Human Resource Management and Development Service (HRMDS)
Administrative Service (AS)
Disaster Response Management Bureau (DRMB)
Financial Management Service (FMS)
Legal Service (LS)



National Resource and Logistics Management Service (NRLMB)
Program Management Bureau (PMB)
Social Welfare Employees' Association of the Philippines (SWEAP)

Ex-Officio Members:

Medical Officer
Nurse

Secretariat: Designated Safety and Health Officer
HRMDS

B. Field Office

Chairperson: Regional Director or his/her authorized representative who holds an executive/managerial rank/position

Vice-Chairperson: Authorized representative who holds a managerial rank/position

Members (primary and alternate):

The highest-ranking officer/executive in-charge of Human Resource

Two representatives from the accredited employees' association (one from 1st level and one 2nd level employee)

Physician, or in the absence thereof, any employee, who is a graduate of a medical-related course

One representative from each SWAD/Provincial Office

One representative from each Center and Residential Care Facilities

One representative from Disaster Response and Management Division

Secretariat: Designated Safety and Health Officer
HRMDD

In consideration of the location/distance of SWAD Offices and CRCFs, they may establish their own respective Sub-Committees who shall report to the Chairperson of the FO SHC.

The CO and FO Committees shall have the following functions:

1. Develop OSH policy and standards internal to the agency which should be in accordance with the rules herein;
2. Plan and develop OSH programs as stipulated in Section VI item 3 and other related accident prevention programs in the workplace;
3. Initiate and implement improvement of working conditions relative to a safe and health working environment through consultation with DSWD personnel to address current and recurring concerns;



4. Ensure the health promotion and accident prevention efforts of the Department in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
5. Conduct periodic safety meetings;
6. Submit reports on its meetings and other activities to the Secretary, as necessary;
7. Review reports of inspection, accident investigations and implementation of programs;
8. Provide the necessary support to government inspecting authorities in the proper conduct of their activities;
9. Initiate safety trainings for the agency by coordinating with appropriate training institutions;
10. Develop and maintain contingency plans and provide trainings in handling disaster situations;
11. Submit annual report and documentation on the health and safety program of the Department, including but not limited, to the following:
 - OSH related activities;
 - Safety performance;
 - SHC meetings;
 - SHC recommendations and measures taken to implement such recommendations;
 - Survey Report of approved sick leave applications due to work related sickness/diseases; and
 - Incident report on work related injuries.
12. Submit to the Secretary a consolidated Annual Work and Financial Plan and budget needed to support the OSH programs.

X. Procedure on Special Inspection, Investigation and Review

1. Any personnel or representative of employees' association or any concerned individual who believes that a violation of any of the provision of this Standards/Policy threatens physical well-being, harm or imposes imminent danger to life, may submit a request to address the issue/concern along with a narrative report regarding the violations to the Grievance Committee²².
2. If the Grievance Committee finds reasonable ground to believe that a violation has been committed or a danger exists due to inadequate physical working conditions, insufficient supplies and equipment, or non-compliance to established safety and health protocols, a special inspection or investigation shall be requested to be conducted immediately by the Safety and Health Committee.

²² As prescribed in CSC Memorandum Circular No. 2, series of 2001, and DSWD Memorandum Circular No. 1, series of 2003, as amended by DSWD Memorandum Circular No. 4, series of 2011, and future amendments thereof.

3. The Safety and Health Committee shall provide the complainant, the Secretary, and the CSC Regional Office the result of such inspection/investigation upon its completion.

XI. Reporting Requirements and Records Keeping

1. All work-related accidents, injuries or illnesses in places of employment resulting disabling condition and/or dangerous occurrence must be periodically reported to the Committee and to the Secretary.
2. 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 Committee and the Secretary for appropriate and necessary action to address the concern.
3. The HRMDS/HRMDD shall maintain and keep an accident or illness record which shall be open at all times for inspection by authorized personnel containing the following information:
 - a. Date of accident or illness;
 - b. Name of injured/ill employee, age and sex orientation;
 - c. Occupation/position of the employee;
 - d. Cause of accident/illness;
 - e. Extent and nature of disability/injury;
 - f. Duration of disability/injury;
 - g. Extent of damage, including actual medical cost;
 - h. Corrective action/s on OSH related findings which caused illnesses/accidents to be undertaken or was undertaken
4. In reporting, medical confidentiality must be ensured²³.
5. The Department shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS or SSS, whichever is applicable.

XII. Monitoring and Evaluation

1. The Department shall include in its Annual Report its compliance with the Joint Memorandum Circular and provide copy for the CSC.
2. An annual review of the Department'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 shall conduct quarterly periodic review and a report on the same must be included in the Annual Report.

XIII. Guarantees for Employees' Organization

The provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for better working conditions of their employment.

²³ Data Privacy Act of 2012



XIV. Information Dissemination Program

All personnel shall contribute to the improvement and sustainability of the program.

All personnel shall further report OSH related illness and accidents to the Committee in order for the latter to act and provide necessary intervention to address concerns.

XV. Administrative Justice Mechanism

All officials and employees who violate this Policy shall be subject to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 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.

XVI. Funding Source


Funds needed to support the OSH implementation shall be included in the Department's annual plan and budget subject to existing and applicable budgeting, accounting and auditing rules.

XVII. Effectivity

This policy shall take effect immediately upon approval and shall be effective unless otherwise repealed or amended.

Let copies of this Order be disseminated to all Offices, Bureaus, and Services at the DSWD Central Office and Field Offices.

Issued this 18th day of March 2021 in Quezon City, Philippines.


ROLANDO JOSELITO D. BAUTISTA
Secretary
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Certified True Copy:

118 MAR 2021

HORACIO SUSAMSON, JR.