Occupational Safety and Health (OSH) Program of
Colegio de Santo Cristo de Burgos

I. Complete Company Profile/ Project details

- **Company Name:** Colegio de Santo Cristo de Burgos
- **Date Established:** June 2008

- **Complete Address:** Valderas St., Brgy. Pob. 2, Sariaya Quezon
- **Phone and fax numbers** (042) 5258485 / 09175381515 / 09989724959
- Website URL/Email address: cdscdb.edu.ph / official.cdscdb@gmail.com / colegiodesantocristodeburgos@gmail.com

- Name of Company President: Dr. Mary Joyce M. Monzon
- **Total Number of Employees:** 85 (Male 39 Female 46)

- **Description of the business** Pls specify:

  Kindly check:
  - Manufacturing:
  - Service:
  - Agri/fishing:
  - Wholesale/retail:
  - Utilities:
  - Banks and financial institution:
  - Security Agency
  - Maintenance
  - Construction
  - ✓ Others *(Please specify):* ***Education / School***

- **Product descriptions:** Secondary and Tertiary level programs, TESDA Courses

- **Description of services:**

  The institution offers a number of CHED- and DepEd- Accredited Programs for High school and College level, as well as TESDA Courses, specifically:

  - Junior High School i.e., Grades 7-10
  - Senior High School i.e., Grades 11-12
    - Academic Clusters:
      - Arts, Social Sciences, and Humanities Cluster
      - Business and Entrepreneurships Cluster
      - Science, Technology, Engineering, and Mathematics Cluster
    - Technical-Professional Strand
      - Hospitality and Tourism Cluster
      - Information and Communication Technology Cluster
    - College Level
      - Bachelor Of Technical - Vocational Teacher Education Major in Food Service Management
      - B.S. Computer Science
      - B.S. Hospitality Management
      - B.S Information Technology
      - B.S. Psychology
      - B.S. Tourism Management

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        - B.S. Business Administration
            - Financial Management
            - Marketing Management
            - Human Resource Development and Management
    - TESDA Programs
        - Bartending NC II
        - Bookkeeping NC III
        - Bread and Pastry Production NC II
        - Caregiving Elderly NC II
        - Cookery NC II
        - Customer Services NC II
        - Driving NC II
        - Front Office Services NC II
        - Housekeeping NC II
        - Food and Beverage Services NC II
        - Trainers Methodology Level I (Trainer/Assessor)
        - Cable TV Installation NC II
        - Computer Systems Servicing NC II
        - Visual Graphic Design NC III
        - Diploma Program in Hospitality and Tourism Technology
        - Diploma Program in Information Technology

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1.0 Company Commitment to Comply with OSH Policy

Colegio de Santo Cristo de Burgos hereby commits to comply with Republic Act No. 11058, DOLE Department Order No. 252-25 (Revised Implementing Rules and Regulations of RA 11058), the applicable Occupational Safety and Health Standards (OSHS), and subsequent DOLE issuances. Department Order No. 252-25 superseded Department Order No. 198-18.

We acknowledge the company's obligation and responsibilities to provide appropriate funds for implementing this OSH program including orientation and training of its employees on OSH, provision and dissemination of IEC materials on safety and health, provision of Personal Protective Equipment (PPE) when necessary and other OSH related requirements and activities, to ensure the protection for our workers and employees against injuries, illnesses and death through safe and healthy working conditions and environment.

We commit to conduct risk assessments as required to prevent workplace accidents as well as comply with other provisions of this OSH program. That we are also fully aware of the penalties and sanctions for OSH violations as provided for in RA 11058 and its Implementing Rules and Regulations. The institution shall also respect workers' rights under current OSH rules, including the right to know workplace hazards, the right to report accidents and dangerous occurrences without retaliation, and the right to refuse unsafe work when an imminent danger exists, subject to applicable DOLE procedures.

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DR. MARY JOYCE M. MONZON
CDSCDB, President
Date: _____

2.0 General Safety and Health Programs

2.1. Conduct of Risk Assessment

RISK ASSESSMENT MATRIX				
Job	***Hazard***	***Risk description***	***Priority: likelihood of injury and illness to occur (low, medium or high)***	***Control Measures***
1. General	Communicable respiratory infection / outbreak exposure	Biological hazard	High	**Engineering**: - adequate ventilation and maintenance of HVAC/airflow; - accessible handwashing facilities. **Administrative:** - stay-home/medical evaluation when ill as appropriate; - respiratory etiquette and hand hygiene; - outbreak response coordinated with the local health authority; - current DOH/DOLE guidance. **PPE:** - appropriate masks/respiratory protection only when indicated by exposure risk, public-health guidance, or task-specific assessment.
	Prolonged sitting Repetitive motion of typing, writing, etc.	Ergonomic hazard	*Medium*	**Engineering:** - restructure set-up of workplace at home and at work to follow proper ergonomic designs **Administrative:** - lectures on Ergonomics, prevention of MSK problems at work - Use of work breaks - Use of 5S in the workplace
2. Registrar / Office Clerk	Narrowed walkway	Fire hazard	Medium	**Engineering:** - Work area restructuring - Application of 5S - Creation of a larger area for

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				Registrar and other office staff **Administrative:** - Fire safety training - Fire drills – to check if adequate restructuring done - Safety seal application
	Cluttered workspace	Safety hazard, Fire hazard, Health Hazard, Physical hazard, Ergonomic hazard, Psychosocial hazard	Medium	**Engineering:** - Work area restructuring - Application of 5S **Administrative:** - lecture on 5S
	Dust	Health hazard	Medium	**Engineering:** - Work area restructuring - Application of 5S **Administrative:** - regular monitoring and maintenance from designated staff
	Poor control of confidential student/faculty records and information	Organizational / information-security risk; psychosocial impact may occur if a breach affects workers	Medium	**Administrative:** - maintain a qualified Data Protection Officer; - access controls; - - secure storage/disposal; - breach response; - periodic compliance review. - Coordinate with OSH where privacy incidents create psychosocial or safety risks.
	Prolonged screen viewing / computer work	Ergonomic and visual-strain hazard	Medium	**Engineering:** - ergonomic workstation setup, proper monitor position, lighting and glare control. **Administrative:** - task variation, regular micro-breaks/visual breaks, ergonomics orientation, and evaluation of persistent symptoms.
3. Teaching	Prolonged screen viewing / computer work	Ergonomic and visual-strain hazard	High	**Engineering:** - ergonomic workstation setup, proper monitor position, lighting and glare control. **Administrative:**

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				- task variation, regular micro-breaks/visual breaks, ergonomics orientation, and evaluation of persistent symptoms.
	Poor illumination when working at home	Physical hazard	High	**Engineering:** - placement of adequate illumination at home when working **Administrative:** - MESH
	Voice overuse from repetitive lecturing	Physical and health hazard	High	**Engineering:** - Restructuring of lectures to use video recordings, pre-made videos available online, LMS use **Administrative:** - MESH
4. Facility Maintenance	Carrying heavy loads	Physical hazards	High	**Engineering:** - procurement of trolleys **Administrative:** - MESH
	Heat Stress	Physical and health hazard	High	**Administrative:** - provision of water dispensers in work area - MESH - Work breaks
5. Drivers	Vibration from cars	Physical hazard	High	**Administrative:** - MESH - Work breaks - Avoidance of unnecessary long drives - Annual Physical Examination
	Road / Cars	Safety hazard	High	**Administrative:** - requirement to undergo LTO accredited training for drivers - MESH
	Dust / Bacteria / Viruses along the road	Biological / Health Hazard	High	**Administrative:** - MESH - Annual Physical Examination **PPE:** - provision of face masks
	Heat stress	Health hazard	High	**Engineering:** **-** Maintenance of car air conditioning

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				Administrative: - provision of water budget for the road - MESH - Work breaks - proper scheduling of drives

The HIRAC shown in this manual originated in 2022 and shall be treated as historical baseline data only. A current HIRAC shall be completed and documented whenever there are changes in operations, facilities, equipment, work arrangements, accidents/incidents, newly identified hazards, or new government issuances. Risk ratings in the HIRAC (e.g., low/medium/high) describe the assessed task hazard and must not be confused with the establishment risk classification under DOLE Department Order No. 252-25.

2.2 Medical Surveillance

The institution shall provide risk-based occupational health surveillance and medical evaluation based on the current HIRAC, job demands, exposure profile, applicable DOLE/DOH standards, and medical judgment. Pre-placement/baseline and periodic examinations shall be targeted to the worker's actual occupational risks rather than applying the same laboratory package to all employees.

a. **Routine tests:** (X) Complete Blood Count (X) Chest X-ray (X) Urinalysis (X) stool exam (X) Drug Test
b. **Special tests:** ( ) Blood Chemistry ( ) ECG ( ) others, please specify
   **select according to identified occupational risks, age/clinical indication, and the recommendation of the occupational health physician.*
c. **Schedule of Annual Medical Examination:** (X) Q1 ( ) Q2 ( ) Q3 ( ) Q4
d. Is random drug testing conducted? (X) Yes, when: 3rd quarter ( ) No _____

2.3 First-Aid, Health Care Medicines and Equipment Facilities

No. of treatment rooms and first aid rooms in the company	1
No. of Clinics in the workplace	1
Hospital affiliations	Maxicare-accredited Primary Care Centers and Hospitals

3.0 and 4.0 Health Programs for the promotion, prevention and control

Please see Appendix:

Appendix B. Drug-Free Workplace Policy and Program – RA 9165 and DOLE Department Order No. 53-03

Appendix C. HIV/AIDS Workplace Policy and Program – RA 11166, DOLE Department Order No. 102-10, and DOLE Labor Advisory No. 22-23

Appendix D. Tuberculosis Prevention and Control in the Workplace – DOLE Department Order No. 73-05 and DOLE Labor Advisory No. 21-23

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Appendix E. Hepatitis B Workplace Policy and Program – DOLE Department Advisory No. 05, s. 2010

Appendix F. Mental Health Workplace Policy and Program – RA 11036, DOLE Department Order No. 208-20, and DOLE Labor Advisory No. 19-23

Appendix M. Cancer Prevention and Control – DOLE Labor Advisory No. 20-23; cervical-cancer initiative under Labor Advisory No. 06-25

Appendix N. Prevention and Elimination of Workplace Violence and Harassment – DOLE Department Order No. 259-26

Appendix P. Food- and Water- Borne Disease Prevention – Labor Advisory No. 01-23

Appendix Q. Heat-stress Prevention – Labor Advisory No. 08-23

Appendix R. First-aid Certification/Coverage – Department Order No. 235-22 and DO 252-25.

5.0 Composition and Duties of Safety and Health Committee

The OSH Committee shall plan, develop, oversee, monitor, and regularly review the institution's OSH Program. Under DOLE Department Order No. 252-25, the committee for small, medium, and large establishments is composed of: Chairperson – the employer or its representative; Secretary – the Safety Officer of the workplace; Members – applicable occupational health personnel, contractor/subcontractor safety officers when applicable, and at least two employee/worker representatives. In an unorganized establishment, rank-and-file workers shall select their representatives. The committee shall conduct safety meetings at least once a month.

		Name of Member	**Position in the Company**
Chairperson	:	Mary Joyce M. Monzon	*President*
		Christianne Joseph M. Monzon	*Administrator / Representative*
Secretary	:	Carl Johnave Monzon	*SO2*
OH personnel / ex-officio members (if applicable)	:	Carmina Janna Monzon-Lim	*OH Physician / Head - Medical Affairs*
		Carl Johnave Monzon	*OH Physician / SO2*
		Charina Cantre	*Nurse*
		Filipina Dedace Aquiatan	*Clinic Maintenance Head*
Members	:	Christianne Joseph M. Monzon	*VPAA / Data Privacy Head*
		Zarah Ydizza Ranuda	*College Dean*
		Jen Magsino De Villa	*Assistant Dean*
		Russell Paderagao Vizarra	*TESDA Head*
		Juanito Pulido	*HS Principal*
		Marianne Marquez	*HS Vice Principal*

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Chalianne Joy Monzon-Amon / Marissa Magboo	*HR Head*
Christine Deluna Andrade	*Operations Manager*
Marifer Santiago	*Registrar Head*

Safety and Health Committee Minutes/Reports submitted to DOLE (**pls see attached latest OSH committee minutes/report in Appendix F**)

(X) Yes ( )No

6.0 OSH Personnel and Facilities

6.1 Safety Officer

Name of Safety Officer(s):	**Training(s) (kindly include number of hours)**
Carl Johnave M. Monzon (SO2)	BOSH for SO2 (40 hours) BCOM for OSH Physician (64 hours) First Aid, Basic Life Support and Advanced Cardiac Life Support (24 hours)

Note. *see Appendix G for Training Certificates*

6.2 Emergency Occupational Health Personnel and Facilities

Shift/Area/unit/ Department	**Total number of workers/areas**	**Health Personnel & Facilities**	
		Health Personnel (First-aider, Nurse, Physician, Dentist)	**Facilities (Treatment Room/ Clinic/ Hospital)**
Colegio de Santo Cristo de Burgos	85	**CARMINA MONZON-LIM** OH Physician	Clinic Maxicare-accredited Primary Care Centers and Hospitals Public Hospitals
		CARL JOHNAVE MONZON OH Physician	
		CHARINA CANTRE Nurse	

Note. see Appendix H for Training Certificates

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7.0 Safety and Health Promotion, training and education provided to workers

7.1 Orientation of all workers on OSH

Name of OSH Training / Orientation	Number of Employees in Attendance	Date
MESH, OSH Orientation See Appendix J	50	July 20, 2022
Fire and Earthquake Safety		
Data Privacy Act		
COVID 19 Prevention and Control		
4S Program		
First Aid and Basic Life Support		
MESH, OSH Orientation See Appendix J	85	July 2026
Fire and Earthquake Safety		
Data Privacy Act		
COVID 19 Prevention and Control		
4S Program		
First Aid and Basic Life Support		

7.2. Conduct of Risk Assessment, Evaluation and Control (see Section 2.1)

Conduct of Risk Assessment	Date
Work Inspection and HIRAC	July 5, 2022
HIRAC	August 5, 2022

Risk assessment shall be reviewed by the OSH Committee and updated whenever operations, facilities, equipment, staffing/work arrangements, incidents, or applicable government requirements change. Corrective and preventive actions shall be assigned to a responsible person and tracked to closure.

7.3. Continuing training on OSH for OSH Personnel

The institution will require members of the OSH Committee to attend additional trainings that are related to occupational safety and health in school and work. If not all members are able to attend these webinars / trainings, those that have attended will conduct their workshop to share their learnings during the event.

8.0 Conduct of Safety Meetings

Conduct of Safety Meetings	Date
July (Initial) Meeting	July 5, 2022
August Meeting	August 5, 2022

The OSH Committee shall conduct a safety meeting at least once a month. The Safety Officer, as committee secretary, shall record the minutes. Minutes, action items, inspection findings, accident/incident reviews, and OSH-program updates shall be retained and submitted to DOLE in accordance with the current Online Compliance Portal or the instructions of the DOLE office having jurisdiction. The former blanket statement that minutes are submitted only quarterly should not be relied upon without checking the current DOLE procedure.

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9.0 Accident/Incident/Injury investigation recording and reporting

In the occurrence of any accident / incident / injury, the safety officer-on-site along with other members of the OSH Committee present will conduct the investigation of the said event.

The Safety Officer shall report accidents, disabling injuries, imminent dangers, and dangerous occurrences to the DOLE office having jurisdiction over the workplace within twenty-four (24) hours, in accordance with DOLE Department Order No. 252-25 and applicable enforcement/reporting procedures. Any work stoppage order issued by the Safety Officer because of an imminent danger shall likewise be immediately notified to DOLE in accordance with applicable rules.

The establishment shall investigate work-related accidents and illnesses and prepare the prescribed Employer's Work Accident/Illness Report (WAIR). Under DO 252-25, the WAIR is due every 30th day of the month regardless of whether a reportable accident or illness occurred, using the DOLE Online Compliance Portal or the DOLE office having jurisdiction. Incident-specific notification requirements (including the 24-hour notification above) apply in addition to the regular report.

All near misses, unsafe conditions, dangerous occurrences, and work-related incidents shall be internally recorded, investigated as appropriate, and used for corrective/preventive action. Workers shall be allowed to report such events without retaliation.

Report Submitted	Date
WAIR	July 30, 2022
WAIR-C	July 30, 2022

10.0 Provision and use of PPE

Issuance of PPE shall be supplemented by training on the application, use, handling, cleaning and maintenance. PPE selection shall be based on HIRAC and shall be appropriate to the hazard. PPE required for work shall be provided at no cost to workers and shall not substitute for feasible engineering or administrative controls.

PPE provided	Number of Workers given
Face Mask	85

11.0 Safety Signage

Please see Appendix J for sample images of signages

12.0 Workers Facilities Provided:

FACILITIES	PROVIDED?		REMARKS
	YES	NO	
a. Adequate supply of drinking water	**X**		**50:1**
b. Adequate sanitary and washing facilities	**X**		
c. Suitable living accommodation (if applicable)		**X**	**N/A**
d. Separate sanitary, washing and sleeping facilities (if applicable)		**X**	**N/A**

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e. Lactation station (in consonance with DOLE D.O. 143-15)	**X**		**Placed in the clinic**
f. Ramps, railings, and the like	**X**		
g. Other workers' welfare facilities as prescribed by OSHS and other related issuances	**X**		

13.0 Emergency and Disaster Preparedness:

13.1 **Written Emergency and Disaster Preparedness and Response Manual/Program:** (X) Yes ( ) No

13.2 Types and number of Drills conducted

Type of Drills	Date	Responsible person/position
Fire Drill	**Every January and August of the year**	**Zarah Yddiza Ranuda** Dean **Juanito Pulido** Principal
Earthquake Drill	**Quarterly**	**Zarah Yddiza Ranuda** Dean **Juanito Pulido** Principal

14.0 Compliance with Reportorial Government Requirements

The following forms will be submitted to the DOLE Regional Office:

Registration / establishment information	Form IP3 Current DOLE establishment registration / Online Compliance Portal requirements	Submitted
Employer's Work Accident/Illness Report (WAIR)	Current DOLE DOLE/BWC/OHSD/IP-6 Online Compliance Portal	For minor incidences, the report will be filed through the DOLE e-reporting site on the 30th of the following month, regardless of the presence of accidents or illness. For major incidence, the report will be submitted to the regional office within 24 hours of the event, personally or thru call

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Annual Work Accident/Illness Exposure Data Report (AEDR)	Form IP-6b	Submit by January 30 of the following year, regardless of whether accidents or illnesses occurred.
Report on Safety and Health Organization / OSH organization details	Form IP-5	Submitted
OSH Committee monthly meeting minutes	Minutes / activity reports	To be submitted after every quarter
Annual Medical Report (AMR)	Form DOLE/BWC/HSD/OH-47A	To be submitted on or before the 31st of March of the following year
COVID-19-specific monthly report	Remove as a Standing Report Unless Reactivated / Required By A Current Issuance	N/A

15.0 Control and Management of Hazards.

Refer to accomplished HIRAC on Section 2.1

16.0 Prohibited Acts and Penalties/Sanctions for Violations on OSH

OSH / Safety Violation	Initial response	Repeated / serious violation	Final action
Not using issued PPE	Warning and correction of unsafe act immediately; coaching/counseling and documented instruction as appropriate.	3-day suspension	Sanction, if warranted, shall comply with the Labor Code, company rules, proportionality, and procedural due process. Imminent-danger situations require immediate safety action.
Littering and loitering	Warning and correction of unsafe act immediately; coaching/counseling and documented instruction as appropriate.	3-day suspension	
Smoking at prohibited area	Warning and correction of unsafe act immediately; coaching/counseling and documented instruction as appropriate.	3-day suspension	

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Illegal dismantling of safety signages and paraphernalia	Warning and correction of unsafe act immediately; coaching/counseling and documented instruction as appropriate.	3-day suspension
Not following safety rules	3-day suspension and correction of unsafe act immediately; coaching/counseling and documented instruction as appropriate.	5-day suspension

Safety violations must first be controlled to protect life and health; any employment sanction shall follow the institution's approved Code of Conduct, the Labor Code, applicable employee rules, proportionality, and due process. Separate statutory penalties under RA 11058/DO 252-25 apply to employer/establishment noncompliance.

17.0 Cost of implementing company OSH program

The OSH budget shall be reviewed and approved annually based on the current HIRAC, workforce size, required OSH personnel/training, occupational health services, emergency preparedness, PPE, facilities, inspections, maintenance, and regulatory requirements. The historical Php 137,000 estimate and line items below shall be updated before approval of this revised program.

OSH Item	Estimated Cost/year
PPEs	40,000
OSH trainings	10,000
Safety Signages	2,000
Machine Guards and related equipment	0
Medical examinations	Covered by HMO
Medical supplies/medicines	15,000
First Aid training/certification Alcohol Refills Fire Extinguisher Flu Vaccine	20,000 3,000 10,000 Covered by HMO

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APPENDIX A: OSH POLICY

WORKPLACE POLICY AND PROGRAM ON PROMOTING WORKERS HEALTH AND ENSURING PREVENTION AND CONTROL OF HEALTH-RELATED ISSUES AND ILLNESS

Colegio de Santo Cristo de Burgos is committed to promote and ensure a healthy and safe working environment through its various health programs for its employees. We shall conform to all issuances and laws that guarantee workers health and safety at all times. The program shall be implemented under RA 11058 and DOLE Department Order No. 252-25 and shall be reviewed whenever operations, risks, accidents/incidents, or government issuances change.

The company shall ensure that worker's health is maintained through the following company programs and activities:

a) Orientation and education of employees
b) Access to reliable information on illness and hazards at work
c) Referral to medical experts for diagnosis and management of illness or health-related concerns
d) Provide health-related programs such proper nutrition and exercise activities are made available to the workers

The above-mentioned programs shall comply with the Government's issuances on promoting healthy lifestyle, addressing mental health in the workplace and preventing and controlling substance abuse. It shall also incorporate current DOLE guidance on TB, HIV/AIDS, cancer prevention, heat stress, food- and water-borne disease prevention, mental health, and workplace violence and harassment, as applicable.

In addition, company policies to protect workers' rights arising from illness shall be guaranteed. The company shall promote the following workers' rights:

a) Confidentiality of information
b) Non-discrimination including non-termination
c) Work accommodation following a course of illness
d) Assistance to compensation

This policy is formulated for everybody's information. The company is committed to ensuring workers' health and providing a healthy and safe workplace.

_____	_____
President / Authorized Representative	**Employees' Representative**

DATE: _____

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APPENDIX B: Drug-free Workplace in compliance to RA 9165

"DRUG-FREE WORKPLACE POLICY AND PROGRAM"

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), the **Colegio de Santo Cristo de Burgos** hereby adopts the following policies and programs to achieve a drug-free workplace:

I. COMPANY POLICY ON DRUG-FREE WORKPLACE

Colegio de Santo Cristo de Burgos explicitly prohibits:

a. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.

b. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

c. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

d. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

II. COMPANY PROGRAM ON DRUG-FREE WORKPLACE

- **MANDATORY DRUG TEST**
  a. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g., lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

  b. Colegio de Santo Cristo de Burgos shall use a DOH-accredited drug testing laboratory with current accreditation.

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- Colegio de Santo Cristo de Burgos may also conduct drug testing under any of the following circumstances:

    1. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.

    2. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

    3. **POST-ACCIDENT TESTING:** Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.

- All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the employees concerned.

- Colegio de Santo Cristo de Burgos shall inform the officer/employee who was subjected to a drug test of the test results whether positive or negative.

- All costs of drug testing shall be borne by Colegio de Santo Cristo de Burgos.

III. TREATMENT, REHABILITATION, AND REFERRAL

- A worker who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, Colegio de Santo Cristo de Burgos shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.

- Following rehabilitation, the company's medical team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.

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- All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.

- Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

IV. ADVOCACY, EDUCATION AND TRAINING

- Colegio de Santo Cristo de Burgos undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.

- All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
    a. Salient features of R.A. 9165;
    b. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
    c. Preventive measures against drug abuse; and
    d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.

- To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Colegio de Santo Cristo de Burgos undertakes to conduct the following activities as often as possible:

    a. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
    b. Health wellness screenings (*e.g., blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
    c. Sports, recreational and fun-game activities; and
    d. Other activities promoting health and wellness.

V. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

- Colegio de Santo Cristo de Burgos shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.

- Colegio de Santo Cristo de Burgos shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.

- All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

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VI. CONSEQUENCES OF POLICY VIOLATIONS

- Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.

- Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of the applicable just-cause and due-process provisions of the Labor Code (formerly Article 282; use current renumbered Labor Code provisions) and under RA 9165.

VII. MONITORING AND EVALUATION

- The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

VIII. EFFECTIVITY.

The provisions of these policies and programs shall be immediately effective after its ratification by the management and the employee's representatives and its posting in the company's bulletin board.

_____ _____

Owner/Manager Employees' Representative

DATE: _____

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APPENDIX C: HIV/AIDS WORKPLACE POLICY AND PROGRAM – RA 11166, DOLE Department Order No. 102-10, and DOLE Labor Advisory No. 22-23

"HIV/AIDS WORKPLACE POLICY AND PROGRAM"

In conformity with Republic Act No. 11166 (Philippine HIV and AIDS Policy Act), applicable DOLE workplace HIV/AIDS guidelines, and DOLE Labor Advisory No. 22-23, this policy promotes evidence-based HIV education, voluntary and confidential testing/referral, non-discrimination, reasonable accommodation, and strict confidentiality.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

I. IMPLEMENTING STRUCTURE

The HIV/AIDS Program of Colegio de Santo Cristo de Burgos shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. BASIC INFORMATION ON HIV/AIDS

What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

How is HIV/AIDS transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

Is there a cure?

There is currently no routine curative treatment for HIV, but effective antiretroviral therapy (ART) can suppress the virus, preserve health, and allow people living with HIV to live long and productive lives. A person who maintains an undetectable viral load does not sexually transmit HIV (U=U). Workplace decisions shall not be based on stigma, assumptions, or compelled disclosure.

III. COVERAGE

This Program shall apply to all employees regardless of their employment status.

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IV. GUIDELINES

A. Preventive Strategies

1. Conduct of HIV-AIDS Education

a. Who will conduct?

The Medical Clinic of Colegio de Santo Cristo de Burgos in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

B. Screening, Diagnosis, Treatment and Referral to Health Care Services

c. HIV testing shall not be required as a pre-employment or employment condition. Testing is voluntary, confidential, and subject to the consent and counseling requirements of RA 11166 and applicable DOH rules.

d. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

e. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

f. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

V. SOCIAL POLICY

a. Non-discriminatory Policy and Practices

- Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.
- Workplace management of sick employees shall not differ from that of any other illness.
- Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

b. Confidentiality/Non-Disclosure Policy

- Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 11166 and the ILO Code of practice.
- Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

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c. Work-Accommodation and Arrangement

- The company shall take measures to reasonably accommodate employees with AIDS related illnesses.
- Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

VI. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

- The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
- Provide information, education and training on HIV/AIDS for its workforce.
- Ensure non-discriminatory practices in the workplace and that the policy and program adhere to existing legislations and guidelines.
- Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

B. Employees' Responsibilities

- The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
- Employees shall practice non-discriminatory acts against co-employees.
- Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
- Employees shall comply with universal precaution and preventive measures.

VII. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

VIII. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee.

_____	_____
Owner/Manager	Employees' Representative

DATE: _____

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APPENDIX D: TUBERCULOSIS (TB) PREVENTION AND CONTROL IN THE WORKPLACE – DOLE Department Order No. 73-05 and DOLE Labor Advisory No. 21-23

"WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL"

The Colegio de Santo Cristo de Burgos recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable, and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

PURPOSE:

- To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.
- To facilitate free access to anti-TB medicines of affected employees through referrals.

I. IMPLEMENTING STRUCTURE

The Colegio de Santo Cristo de Burgos TB Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. COVERAGE

This Program shall apply to all employees regardless of their employment status.

III. GUIDELINES

A. Preventive Strategies

1. Conduct of Tuberculosis (TB) Advocacy, Training and Education

a. TB education shall be conducted by the Colegio de Santo Cristo de Burgos Medical Clinic in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.

b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

2. Screening, Diagnosis, Treatment and Referral to Health Care Services

a. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.

b. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

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c. Any worker reported to have been exposed to a patient with confirmed tuberculosis shall also be referred to the DOT facility for screening and treatment.

B. Medical Management

a. The company shall adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding, and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.

b. The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

c. A worker with infectious TB shall be referred promptly to an appropriate TB/DOTS provider. Work restriction, return-to-work timing, treatment adherence, and reasonable accommodation shall be based on current DOH/National TB Program guidance and medical assessment. The institution shall avoid stigmatizing terminology or unnecessary exclusion once the worker is medically fit and no longer infectious.

IV. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

a. There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. (ILO C111)

b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as medically fit.

2. Work-Accommodation and Arrangement

a. Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

V. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

VI. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEE

A. Employer's Responsibilities

1. The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor, and evaluate the workplace policy and program on TB.

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2. Provide information, education, and training on TB prevention for its workforce.

3. Ensure non-discriminatory practices in the workplace.

4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

5. The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.

6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

B. Employees' Responsibilities

1. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.

2. Employees shall practice non-discriminatory acts against co-workers.

3. Employees and their organization shall not have access to personnel data relating to a worker's TB status.

4. Employees shall comply with universal precaution and the preventive measures.

5. Employees shall report to the company clinic if with signs, symptoms and exposure to Tuberculosis

VII. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

VIII. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee.

Owner/Manager	**Employees' Representative**

DATE: _____

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APPENDIX E: HEPATITIS B WORKPLACE POLICY AND PROGRAM – DOLE Department Advisory No. 05, s. 2010

"WORKPLACE POLICY AND PROGRAM ON HEPATITIS B"

Colegio de Santo Cristo de Burgos is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

I. IMPLEMENTING STRUCTURE

The Colegio de Santo Cristo de Burgos' Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.

II. GUIDELINES

A. Education

1. Coverage. All employees regardless of employment status may avail of hepatitis B education services for free;
2. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by the Colegio de Santo Cristo de Burgos Medical Clinic in close coordination with the health and safety committee.

B. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

III. SOCIAL POLICY

A. Non-Discriminatory Policy and Practices

1. There shall be no discrimination of any form against employees based on their Hepatitis B status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Employees shall not be

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discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

B. Confidentiality

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

A. Work-Accommodation and Arrangement

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

B. Screening, Diagnosis, Treatment and Referral to Health Care Services

1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/ monitoring and management.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

C. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
3. The Human Resources Department shall ensure that their policy and program adhere to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG; if not available within the establishment, then provide access to information.
5. The company shall ensure non-discriminatory practices in the workplace.
6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.

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7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
9. The human resources shall ensure that access to medical records is limited to authorized personnel.

B. Employees Responsibilities

1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
4. Employees shall comply with the universal precaution and the preventive measures.
5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

V. IMPLEMENTATION AND MONITORING

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

VI. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all employees.

_____	_____
Owner /Manager	**Employees' Representative**

DATE: _____

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APPENDIX F: MENTAL HEALTH WORKPLACE POLICY AND PROGRAM – RA 11036, DOLE Department Order No. 208-20, and DOLE Labor Advisory No. 19-23

"Mental Health Workplace Policies and Programs"

Pursuant to the Department of Labor and Employment (DOLE) Department Order No. 208 Series of 2020 (Guidelines for the Implementation of Mental Health Workplace Policies and Programs for the Private Sector), the following guidelines is hereby issued for compliance of all concerned:

I. OBJECTIVE

This issuance aims to guide employers and workers in the private sector for effective implementation of Mental Health Workplace Policies and Programs in accordance with the following:

1. Republic Act No. 11036 (Mental Health Act) and its Implementing Rules and Regulations (IRR)
2. Republic Act No. 7277 (The Magna Carta for Persons with Disability) and its IRR
3. Republic Act No. 10524 (An Act Expanding the Positions Reserved for Persons with Disability, amending RA 7277 "Magna Carta for Persons with Disability" and its IRR
4. Republic Act No. 11058 (An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties Thereof and its IRR)
5. United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
6. Republic Act No. 11313 (An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces and Educational or Training Institutions Providing Protective Measures and Prescribing Penalties Thereof)
7. Other relevant policy issuances

II. SCOPE AND COVERAGE

This policy shall apply to all workers of the company.

III. ADVOCACY, INFORMATION, EDUCATION, AND TRAINING

- The company shall provide basic information and education on mental health. Standard basic information and education shall include, but not limited to, the following:
    a. Understanding mental health and its impact in the workplace and the workforce;
    b. Identification and management of mental health problems in the workplace;
    c. Salient features of RA 11036 and its IRR with emphasis on the basic human rights of persons with mental health condition and consent to treatment; and
    d. Confidentiality of all information or medical records of a worker with mental health condition.
- The company shall join the observance of the National Mental Health Awareness Week every second week of October of every year, among other related events advocated by the National Center for Mental Health, the Philippine Psychiatric Association, and the World Health Organization wherein the company shall post related infographics around the workplace

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- The company shall conduct periodic mental health information and education activities through appropriate IEC materials, orientations, seminars, or other accessible learning formats to raise awareness and reduce stigma.
- The company shall also provide a safe-space and free-access to information by offering private counseling within the clinic.
- The OSH personnel and HR Officers shall undergo capacity building on the identification, recognition of psychosocial hazards and management of mental health problems.

IV. PROMOTION AND ENHANCEMENT OF WORKERS' WELL-BEING

- To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Colegio de Santo Cristo de Burgos shall conduct appropriate workplace health and wellness activities on a periodic, risk-based basis:
    - Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
    - Health wellness screenings (e.g., blood pressure and heart rate, cholesterol test, blood glucose, etc.);
    - Sports, recreational and fun-game activities; and
    - Other activities promoting health and wellness.
- The company shall establish a referral system with their HMO provider for psychosocial support of workers with mental health problems, and those experiencing disaster and extreme life events.

V. SOCIAL POLICY

A. Non-Discriminatory Policies and Practices

- There shall be no discrimination of any form against workers who are at risk of developing or who are found to have a mental health condition.
- The company shall not be discriminated against from hiring, promotion, and/or other benefits of employment because of their condition, provided, that such conditions shall not interfere with the employee's performance of their job or unduly affect his own safety or that of his co-workers, clients and the general public
- The fitness to work of workers found to have mental health condition shall be determined by an OH physician, after appropriate medical evaluation, considering the clearance provided by a mental health professional.
- A worker may resume work while undergoing treatment provided that an OH Physician has certified that he/she is fit for work and that current treatment shall not cause unsafe conditions for the worker while at work or cause similar unsafe conditions for other workers. To monitor and assist the workers in managing their condition, coordination shall be made between the OH/HR personnel and mental health professional in consideration of the workers' assigned tasks and the effects of medications taken.
- Workers who have undergone pharmacological and psychosocial interventions/treatment and are evaluated by an OH physician to be fit to work shall not be prevented from returning to work or subjected to actions that may be construed as constructive dismissal from service.
- A worker shall not be terminated from work based on actual, perceived or suspected mental health condition unless the condition progresses to such severity that it affects his/her own safety or safety of co-workers and work performance and productivity upon

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the certification issued by a competent public health authority with expertise on mental health.

B. Confidentiality

- Company policy on confidentiality shall be clearly communicated and understood by all workers.
- The advance directive prepared by the worker with mental health condition shall form part of the worker's record (201 file) which should be treated with utmost confidentiality.
- Results of neuropsychological test as additional requirement of some companies must be treated with confidentiality.
- Access to personal data or any information relating to a worker's mental health condition shall be bound by the rules of confidentiality and/or the Data Privacy Act of 2012

C. Disclosure

- Workers are encouraged to disclose their medical or mental health condition for purposes of reasonable accommodation.
- Employers and co-workers shall not be obliged to reveal to a third party any information about the worker with mental health condition except in any of the following conditions:
    a. unless it is required by law;
    b. with consent from the worker with mental health condition;
    c. life threatening emergency cases where such disclosure is necessary to prevent harm or injury to himself/herself or to other persons; or
    d. disclosure is required in connection with an administrative, civil or criminal case against a mental health professional or worker for negligence or a breach of professional ethic

D. Work Accommodation and Arrangement

- Agreements on work accommodation and work arrangements for a worker with mental health condition shall be made between management and workers' representatives, provided however that such mental condition shall not prevent the worker from performing the requirements of the job or will endanger his/her safety, or that of his/her co-workers, clients or the general public.
- Measures to accommodate and support a worker with mental health conditions, such as flexible leave arrangements, rescheduling of working hours and arrangements for return to work must be clearly explained to the worker, preferably in the presence of his/her family member.
- The worker may be allowed to return to work with reasonable accommodation and other such arrangements as determined or as recommended by the mental health professionals and concurred with by the OH physician, if available.
- Work policies should include monitoring and evaluating worker's changes in behavior/attitude which may affect his/her productivity/performance

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VI. TREATMENT, REHABILITATION, AND REFERRAL SYSTEM

- Workers with mental health condition shall be referred to a DOHlicensed / accredited / recognized mental health facility or mental health service providers for appropriate management.
- The absence of workers undergoing treatment and rehabilitation shall be charged against their leave credits or they may utilize other regulated leaves like Victims of Violence Against Women and their Children (VAWC) leave, if applicable, without prejudice to the existing company policies on the availment of leave.
- If a worker with mental health condition has exhausted his/her leave credits, then the medical leave incurred shall be without pay.
- In the absence of the legally required OH personnel, the Safety Officer or HR personnel shall facilitate referral of a worker who is at risk or with mental health condition for medical evaluation and/or intervention

VII. BENEFITS AND COMPENSATION

- In determining the appropriate compensation for the diagnostic, treatment and rehabilitation of a worker with mental health condition, the current health benefit packages under PhilHealth, ECC or SSS whichever are applicable, shall apply.
- Workers with mental health conditions are entitled to all monetary and non-monetary statutory benefits in accordance with existing rules and regulations without prejudice to the exercise of company policy, rules and regulations on compensation and other benefits.
- Employees shall be included in the Company's HMO services which include mental health services in their health packages
- The absence of workers undergoing treatment and rehabilitation shall be charged against their leave credits or they may utilize other regulated leaves like Victims of Violence Against Women and their Children (VAWC) leave, if applicable, without prejudice to the existing company policies on the availment of leave.
- If a worker with mental health condition has exhausted his/her leave credits, then the medical leave incurred shall be without pay.

VIII. SUPPORT MECHANISM PROGRAM

- Employees who are experiencing any mental health issues would be referred to the School Physician and School Guidance Counselor for an initial evaluation and management.
- If the experts deem that the employee would require further management and intervention, they will be referred to a DOHlicensed / accredited / recognized mental health facility or mental health service providers for appropriate management.
- The employee may also opt to consult with an HMO-accredited professional who specialized in mental health issues.

IX. RESPONSIBILITIES OF EMPLOYERS AND WORKERS

A. Employers shall:

1. Develop, implement, monitor, and evaluate mental health workplace policies and programs. They may link up or coordinate with mental health service providers for assistance;
2. Develop and implement programs with reporting mechanisms to address and prevent problems on bullying such as cyber bullying/mobbing, verbal, sexual and physical harassment, all forms of work-related violence, threats, shaming,

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alienation and other forms of discrimination which may lead to a mental health problem and shall not themselves engage in the aforementioned;
3. Ensure that there are adequate resources to implement and sustain mental health workplace programs;
4. Ensure that they provide the necessary training to the OSH personnel and Human Resource Officers who will develop, implement and monitor the mental health workplace policies and programs;
5. Provide the necessary work accommodation when needed;
6. Develop mechanisms for referral of workers at risk of developing or with mental health condition for appropriate management; and
7. Ensure compliance to all requirements of existing legislations and guidelines related thereto.

B. Workers shall:

1. Participate actively in the formulation and effective implementation of the workplace policies and programs on Mental Health, through consultations, policy making processes and general assembly in organized and unorganized establishment;
2. Provide assistance in any form to improve the condition of co-workers who are at risk of developing or with mental health condition and refrain from any discriminatory acts against them;
3. Seek assistance from the company OSH personnel on conditions which may be related to or may result to a mental health condition for their appropriate medical intervention and possible work arrangements or accommodation; and
4. Not themselves engage in bullying such as cyber bullying/mobbing, verbal, sexual and physical harassment, all forms of work-related violence, threats, shaming, alienation and other forms of discrimination which may lead to a mental health problem or may aggravate existing mental health condition.

VI. RECORD KEEPING AND REPORTING REQUIREMENTS

A. The medical records shall be kept or maintained inside the company clinic. If the clinic is not yet legally required, the medical records shall be kept with HR and access restricted to on an as-needed basis.
B. In compliance with the DOLE requirement of reporting injuries and/or illnesses in the workplace, companies shall report cases to DOLE-Regional Office having jurisdiction over the company, using the Annual Medical Report (AMR) Form.

VII. MONITORING AND EVALUATION

The implementation and monitoring of the Mental Health Workplace Policies and Programs shall be the responsibility of the employer through the OSH committee. Review and evaluation of the Mental Health Workplace Policies and Programs shall be done annually or as necessary to ensure its effective implementation and compliance to latest legal issuances.

Compliance, documentation, and submission of the OSH Program shall follow Republic Act No. 11058, DOLE Department Order No. 252-25, and the current DOLE/BWC online or Regional Office reporting procedures applicable to the establishment.

VIII. COMPLIANCE AND ENFORCEMENT

Compliance of all workplaces and establishments in the private sector to this Guidelines shall be enforced by the DOLE Regional Office which has jurisdiction over the company, in accordance with RA 11058.

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IX. PENALTIES

Any violations in this Guidelines, shall be dealt with in accordance with the provisions of existing labor laws and regulations, particularly RA 11058, as may be applicable.

X. REPEALING CLAUSE

All policies, issuances, rules and regulations and agreements inconsistent with this Guidelines, are hereby repealed or modified accordingly.

XI. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all employees.

_____	_____
Owner /Manager	Employees' Representative

DATE: _____

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APPENDIX G: OSH COMMITTEE MINUTES OF THE MEETING

Colegio De Santo Cristo De Burgos
Valderas St., Brgy. Pob. 2, Sariaya, Quezon
Contact no.: (042) 5258185 / 09175281515 / 09049724959 | colegiodesantocristodeburgos@gmail.com

OSH COMMITTEE – MINUTES OF THE MEETING

Subject:	Monthly Meeting	**Date**	July 8, 2022
Facilitator:	Carl Johnave M. Monzon	**Venue**	CDSCDB Clinic
Attendees:	Carl Johnave M. Monzon; Al de Asis; Milarose Maranan; John Kirby Miranda; Zarah Ranuda; Maridith Cuello		

Item	Description/Concerns	Referred to / Action Taken
1	Discussion of learnings on BOSH Training	Education of all members regarding the DOLE requirements and OSH Policies
2	Organization of an OSH Committee DOLE Requirements	Introduction of members Discussion of all the duties of the OSH Committee Delegation of tasks and responsibilities Discussion of all the DOLE requirements that have not been complied to Discussion of all mandatory reports
3	MESH for all workers	Assignment of report to SO Scheduling of the training
4	Mandatory DOLE Health Policies	Assignment of policy making for each policy Schedule next meeting for finalization of the policies
5	HIRAC	Education of the members on how to conduct a HIRAC Workplace inspection done Identified hazards and assessed risks

		For schedule of purchase
11	Fire drill and Earthquake drill planning	Delegation of tasks and assignment of person-in-charge Proposal finished and submitted For scheduling of drills for the school year
12	Schedule of Monthly Meetings	Discussed and agreed upon

Prepared by:

Carl Johnave M. Monzon, RPm, MD
Safety Officer 2

Noted by:

Juanito Manigbas
President

CON

APPENDIX H: Training Certificates of Safety Officers

CARL JOHNAVE M. MONZON



SMVP SAFETY TRAINING AND CONSULTANCY SERVICES
Capt. Ciarco Nazareno Naic Cavite
09257744249/(046) 443-2565/smvptraining@gmail.com
DOLE-OSHC ACCREDITATION No. 1030-050520-117

CERTIFICATE OF COMPLETION

is given to

CARL JOHNAVE M. MONZON

for having successfully completed the 40 - hours training on

BASIC OCCUPATIONAL SAFETY AND HEALTH

"He/she has accomplished all the online requirements of the Interim Guidelines for the conduct of mandatory OSH Training for Safety Officer in pursuant to the RA 11058: "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof" under Department Order 198-18 Section 14."

Held on JUNE 18, 19, 24, 25 AND 26, 2022 at UNIT 1 PAUL AND FRANCIS BLDG Brgy.Capt. C. Nazareno (Pob.), NAIC, CAVITE (via Online Training).

Given this JUNE 26 at NAIC, CAVITE.

Certificate # BOSH-127-17386

MARK VHIEL S. MARIANO
Managing Director
DOLE-OSHC Accredited OSH Practitioner
Accreditation No. 1033-180411-D-2080

NELMOR C. CUETO
In-House OSH Consultant
DOLE-OSHC Accredited OSH Consultant
Accreditation No. 1030-0910720-OSHC-129

PRITECILL FLORESA D. MARIANO
OWNER
DOLE-OSHC Accredited OSH Practitioner
Accreditation No. 1033-180808-D-2149

APPENDIX I: Training Certificates of Emergency Occupational Health Personnel

CARL JOHNAVE M. MONZON



Republika ng Pilipinas
REPUBLIC OF THE PHILIPPINES
Komisyon sa Regulasyon ng mga Propesyonal
PROFESSIONAL REGULATION COMMISSION
Lupon ng Medisina
BOARD OF MEDICINE

Dapat malaman na si
Be it known that

CARL JOHNAVE MANIGBAS MONZON

ay nakatupad sa mga tadhana ng Batas Republika Blg. 2382 at sa mga kautusang legal at regulasyon ng
has complied with all the requirements of Republic Act No. 2382 and the rules and regulations of the
Lupon at ng Komisyon at itinala sa talaan ng mga propesyonal bilang isang
Board and the Commission and has been entered in the registry book of professionals as a

Manggagamot
PHYSICIAN

na may pribilehiyong gumamit ng titulo at manungkulan sa propesyong ito sa ilalim ng kapangyarihan ng Republika ng Pilipinas.
with the privilege to assume the title and to practice the profession under the authority of the Republic of the Philippines.
Sa Katunayan Nito, Itong Katibayan Blg. 146997 na nilagdaan ng Tagapangulo at mga Kagawad ng Lupon at ng Tagapangulo ng
IN TESTIMONY WHEREOF, this Certificate, signed by the Chairman and Members of the Board and the Chairperson of the
Komisyon, na may tatak ng selyo ng kapangyarihan ng Lupon at ng Komisyon alinsunod sa mga probisyon ng
Commission, with the official seal of the Board and the Commission affixed thereto in accordance with the provisions of
Batas Republika Blg. 2382 at Batas Republika Blg. 8981 dito sa Lungsod ng Maynila, Pilipinas
Republic Act No. 2382 and Republic Act No. 8981, in the City of Manila, Philippines
ay ipinagkaloob sa kanya ngayong ika- 25 ng Setyembre , sa taon ng Ating Panginoon, dalawang libo at labing siyam.
is hereby awarded to him/her on this 25th day of September , in the year of Our Lord, two thousand and nineteen.

EDGARDO T. FERNANDO, M.D. — Kagawad, Member
ELEANOR B. ALMORO, M.D. — Tagapangulo, Chairperson
CLARITA C. MAAÑO, M.D. — Kagawad, Member
ELEANOR J. GALVEZ,M.D. — Kagawad, Member
MARIA GRACIELA GARAY BLAS-GONZAGA, M.D. — Kagawad, Member
(VACANT) — Kagawad, Member

Pinagtibay:
Approved:
TEOFILO S. PILANDO, JR.
Tagapangulo
Chairperson

September 2019
2587

SN:AA 052503



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ MONZON
FIRST NAME ▶ CARL JOHNAVE
MIDDLE NAME ▶ MANIGBAS
REGISTRATION NO. ▶ 0146997
REGISTRATION DATE ▶ 09/25/2019
VALID UNTIL ▶ 11/29/2025

PHYSICIAN


FDM training center
forward learning
awards this
Certificate of Completion
to
CARL JOHNAVE M. MONZON, MD
for completing the BASIC LIFE SUPPORT Course.
Held at Training Hall A, 4/F Dr. Fe del Mundo Medical Arts Bldg., 11 Banawe St. Brgy. Doña Josefa,Quezon City, 1113 on this 21th day of October 2019
A CONTINUING PROFESSIONAL DEVELOPMENT SEMINAR FOR REGISTERED PHYSICIANS
ACREDITATION NO.: MED-2015-165
CREDIT UNITS: 5 UNITS
DR. ADRIAN JOSEPH L. LUANSING
President and CEO


FDM training center
forward learning
awards this
Certificate of Completion
to
CARL JOHNAVE M. MONZON, MD
for completing the Advanced Cardiovascular Life Support Course last October 22-23, 2019
Held at Training Hall A, 4/F Dr. Fe del Mundo Medical Arts Bldg., 11 Banawe St. Brgy. Doña Josefa,Quezon City, 1113
A CONTINUING PROFESSIONAL DEVELOPMENT SEMINAR FOR REGISTERED PHYSICIANS
ACREDITATION NO.: MED-2015-165
CREDIT UNITS: 15.5 UNITS
DR. ADRIAN JOSEPH L. LUANSING
President and CEO

FDM training center ®
forward learning

awards this

Certificate of Completion

to

CARL JOHNAVE M. MONZON, MD

for completing the **ECG & Pharmacology** Course.

Held at Training Hall A, 4/F Dr. Fe del Mundo Medical Arts Bldg., 11 Banawe St. Brgy. Doña Josefa,Quezon City, 1113 on this 21th day of October 2019

A CONTINUING PROFESSIONAL DEVELOPMENT SEMINAR FOR REGISTERED PHYSICIANS

ACREDITATION NO.: **MED-2015-165**

CREDIT UNITS: **6 UNITS**

DR. ADRIAN JOSEPH L. LUANSING
President and CEO

PHILIPPINE COLLEGE OF OCCUPATIONAL MEDICINE, INC.

CERTIFICATE OF COMPLETION

This is to certify that



Carl Johnave M. Monzon, MD

has successfully completed the

ONLINE BASIC COURSE IN OCCUPATIONAL MEDICINE

conducted by the Philippine College of Occupational Medicine, Inc., duly accredited by the Department of Labor and Employment in compliance with the provision of Chapter IV Section 16 of the Republic Act 11058 and its Implementing Rules and Regulations in Section 16 of DOLE Department Order 198-18 held on May 5, 6, 7, 8, 12, 13, 14 and 15, 2022

Given this 15th day of May, 2022.

ROWENA ROSELLE P. BLANCO-SANTOS, MD, FPCOM
OSH Consultant
DOLE Accreditation No. 1030-111620-OSHC-307

RICARDO T. BALAGOT, MD, FPCOM
National Director/Chair, BCOM Subcommittee
DOLE OSH Practitioner Accreditation No. 1033-190624-C-096

ROSELLE S. ANDRES, MD, FPCOM
National Director
Chair, Committee on CME, Library and Research
DOLE OSH Practitioner Accreditation No. 1033-190723-N-1265

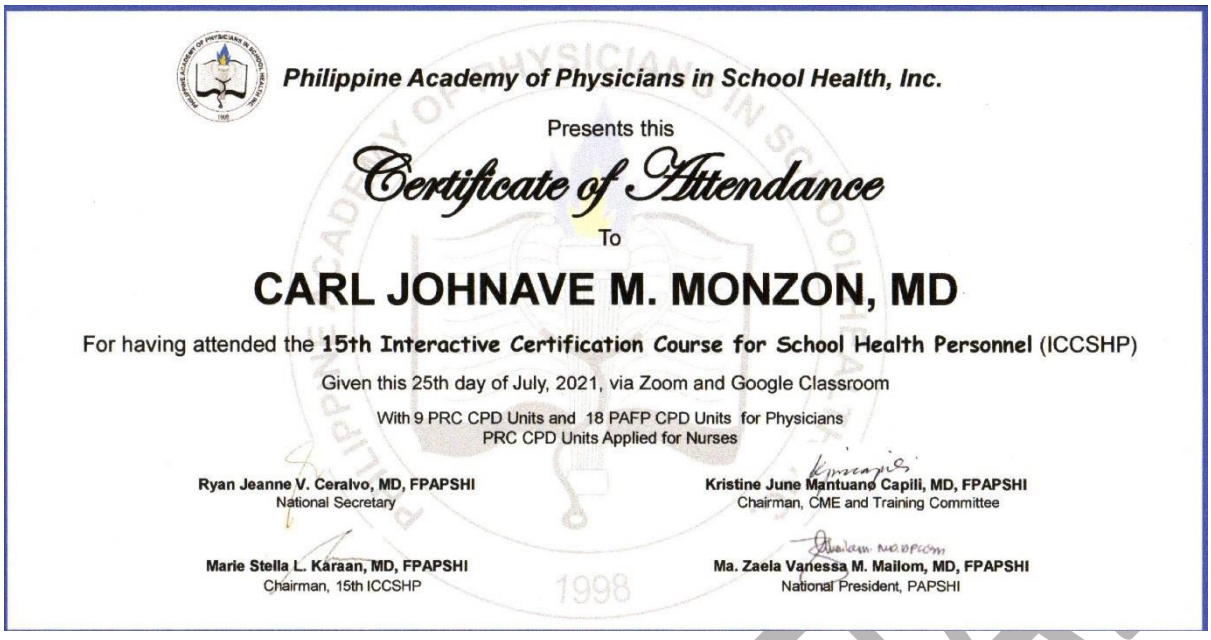
ARNOLD P. TABUN JR., MD, FPCOM
National Secretary

ANNA SOFIA VICTORIA S. FAJARDO, MD, MBAH, FPCOM
National President

PRC CPD Units: **60**
Accreditation Number: **MED-2012-013-2820**

Department of Labor and Employment
PCOM Accreditation No.: 1030-071820-0040
Accreditation Valid until: July 18, 2023

Control No. 4858-052022
www.pcom.ph



Philippine Academy of Physicians in School Health, Inc.

Presents this

Certificate of Attendance

To

CARL JOHNAVE M. MONZON, MD

For having attended the **15th Interactive Certification Course for School Health Personnel** (ICCSHP)

Given this 25th day of July, 2021, via Zoom and Google Classroom

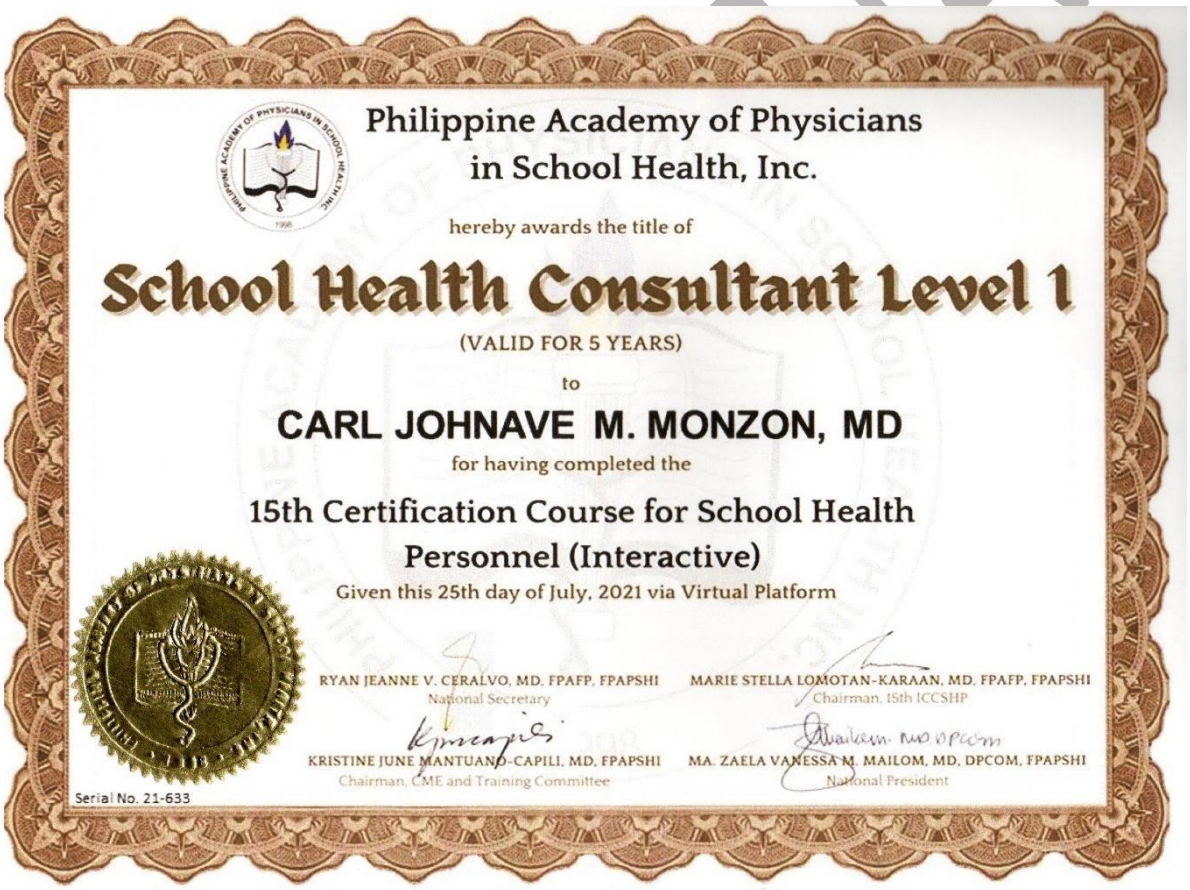
With 9 PRC CPD Units and 18 PAFP CPD Units for Physicians
PRC CPD Units Applied for Nurses

Ryan Jeanne V. Ceralvo, MD, FPAPSHI
National Secretary

Kristine June Mantuano Capili, MD, FPAPSHI
Chairman, CME and Training Committee

Marie Stella L. Karaan, MD, FPAPSHI
Chairman, 15th ICCSHP

Ma. Zaela Vanessa M. Mailom, MD, FPAPSHI
National President, PAPSHI



Philippine Academy of Physicians
in School Health, Inc.

hereby awards the title of

School Health Consultant Level 1

(VALID FOR 5 YEARS)

to

CARL JOHNAVE M. MONZON, MD

for having completed the

15th Certification Course for School Health Personnel (Interactive)

Given this 25th day of July, 2021 via Virtual Platform

RYAN JEANNE V. CERALVO, MD, FPAFP, FPAPSHI
National Secretary

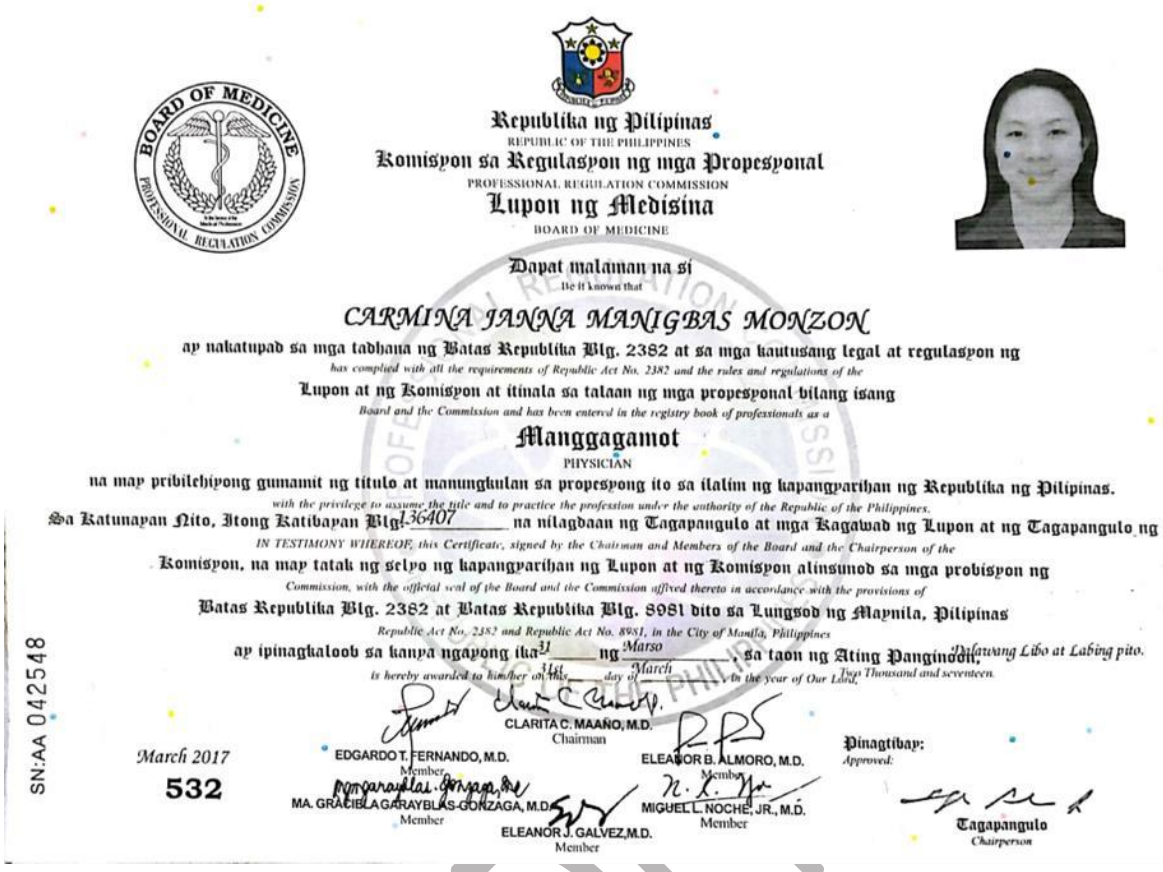
MARIE STELLA LOMOTAN-KARAAN, MD, FPAFP, FPAPSHI
Chairman, 15th ICCSHP

KRISTINE JUNE MANTUANO-CAPILI, MD, FPAPSHI
Chairman, CME and Training Committee

MA. ZAELA VANESSA M. MAILOM, MD, DPCOM, FPAPSHI
National President

Serial No. 21-633

CARMINA JANNA MONZON-LIM



Republika ng Pilipinas
REPUBLIC OF THE PHILIPPINES
Komisyon sa Regulasyon ng mga Propesyonal
PROFESSIONAL REGULATION COMMISSION
Lupon ng Medisina
BOARD OF MEDICINE

Dapat malaman na si
Be it known that

CARMINA JANNA MANIGBAS MONZON

ay nakatupad sa mga tadhana ng Batas Republika Blg. 2382 at sa mga kautusang legal at regulasyon ng
has complied with all the requirements of Republic Act No. 2382 and the rules and regulations of the
Lupon at ng Komisyon at itinala sa talaan ng mga propesyonal bilang isang
Board and the Commission and has been entered in the registry book of professionals as a

Manggagamot
PHYSICIAN

na may pribilehiyong gumamit ng titulo at manungkulan sa propesyong ito sa ilalim ng kapangyarihan ng Republika ng Pilipinas.
with the privilege to assume the title and to practice the profession under the authority of the Republic of the Philippines.

Sa Katunayan Nito, Itong Katibayan Blg. 136407 na nilagdaan ng Tagapangulo at mga Kagawad ng Lupon at ng Tagapangulo ng
IN TESTIMONY WHEREOF, this Certificate, signed by the Chairman and Members of the Board and the Chairperson of the
Komisyon, na may tatak ng selyo ng kapangyarihan ng Lupon at ng Komisyon alinsunod sa mga probisyon ng
Commission, with the official seal of the Board and the Commission affixed thereto in accordance with the provisions of
Batas Republika Blg. 2382 at Batas Republika Blg. 8981 dito sa Lungsod ng Maynila, Pilipinas
Republic Act No. 2382 and Republic Act No. 8981, in the City of Manila, Philippines

ay ipinagkaloob sa kanya ngayong ika- 31 ng Marso, sa taon ng Ating Panginoon, Dalawang Libo at Labing pito.
is hereby awarded to him/her on this 31st day of March in the year of Our Lord, Two Thousand and seventeen.

CLARITA C. MAÑO, M.D.
Chairman

EDGARDO T. FERNANDO, M.D.
Member

ELEANOR B. ALMORO, M.D.
Member

MA. GRACIELA GARAYBLAS-GONZAGA, M.D.
Member

MIGUEL L. NOCHE, JR., M.D.
Member

ELEANOR J. GALVEZ, M.D.
Member

Pinagtibay:
Approved:

Tagapangulo
Chairperson

March 2017
532

SN:AA 042548



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ MONZON
FIRST NAME ▶ CARMINA JANNA
MIDDLE NAME ▶ MANIGBAS
REGISTRATION NO. ▶ 0136407
REGISTRATION DATE ▶ 03/31/2017
VALID UNTIL ▶ 02/21/2023

PHYSICIAN

Scanned with CamScanner



PHILIPPINE COLLEGE OF OCCUPATIONAL MEDICINE, INC.

CERTIFICATE OF COMPLETION

This is to certify that

Carmina Janna M. Monzon-Lim, MD

has successfully completed the

ONLINE BASIC COURSE IN OCCUPATIONAL MEDICINE

conducted by the Philippine College of Occupational Medicine, Inc.,
duly accredited by the Department of Labor and Employment in compliance
with the provision of Chapter IV Section 16 of the Republic Act 11058 and its
Implementing Rules and Regulations in Section 16 of DOLE Department Order 198-18
held on May 5, 6, 7, 8, 12, 13, 14 and 15, 2022

Given this 15th day of May, 2022.

ROWENA ROSELLE P. BLANCO-SANTOS, MD, FPCOM
OSH Consultant
DOLE Accreditation No. 1030-111620-OSHC-307

RICARDO T. BALAGOT, MD, FPCOM
National Director/Chair, BCOM Subcommittee
DOLE OSH Practitioner Accreditation No. 1033-190624-C-096

ROSELLE S. ANDRES, MD, FPCOM
National Director
Chair, Committee on CME, Library and Research
DOLE OSH Practitioner Accreditation No. 1033-190723-N-1265

ARNOLD P. TABUN JR., MD, FPCOM
National Secretary

ANNA SOFIA VICTORIA S. FAJARDO, MD, MBAH, FPCOM
National President

PRC CPD Units: 60
Accreditation Number: MED-2012-013-2820

Department of Labor and Employment
PCOM Accreditation No.: 1030-071820-0040
Accreditation Valid until: July 18, 2023

Control No. 4859-052022
www.pcom.ph

CONFIDE

CHARINA CANTRE



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APPENDIX J: MESH Attendance and Syllabus



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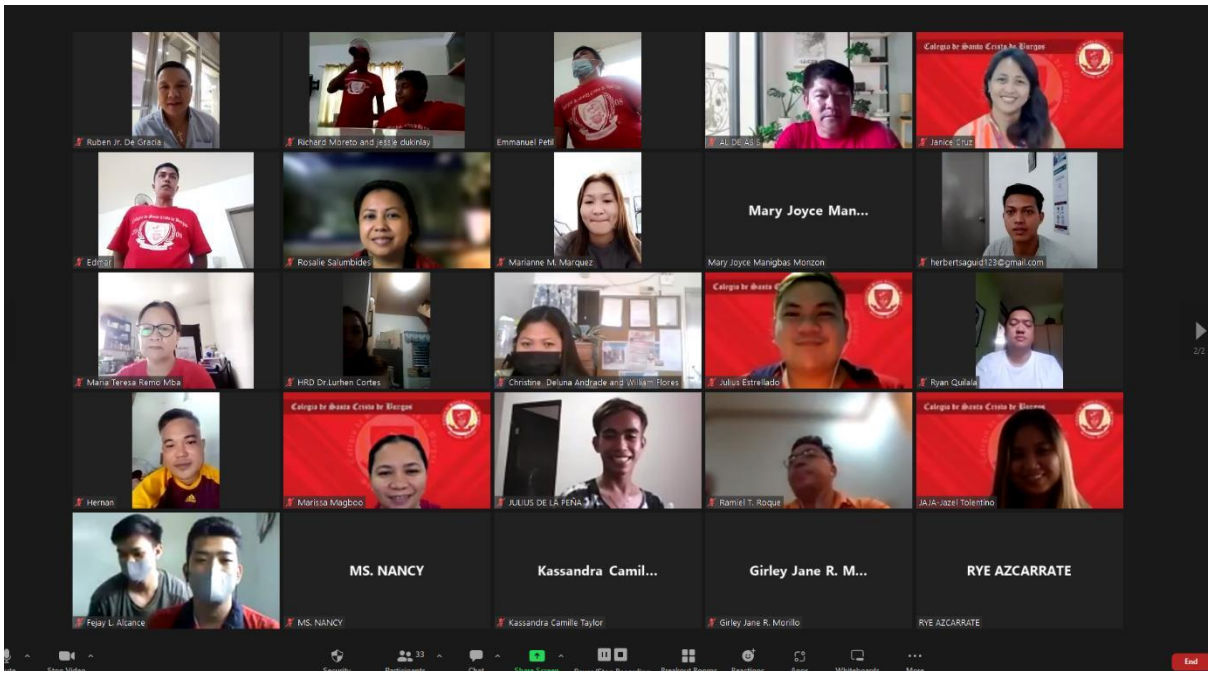

MANDATORY 8-HOUR SAFETY AND HEALTH SEMINAR FOR WORKERS

(Pursuant to Section 16 (b) of RA 11058 and Section 3 of DO 198-18)

(To be conducted by the Safety Officer)

Objectives	Training Module	Training Topics	Time Allotment
Participants will be able to express appreciation on OSH and recognize the importance of various data and legislation relating to OSH	Module 1: Overview	I. Introduction to OSH - Importance of OSH - Situationer using company data/statistics - Salient features of OSH Legislations 1. RA 11058 and its IRR (DO 198-18) 2. OSH Standards as amended including related provisions of PD 626 3. Company OSH Policies and Programs	1 hour.
Participants will be able to understand, learn and discuss basic concepts of OSH towards an effective OSH implementation in the workplace	Module 2: Understanding OSH	II. General Concepts on OSH - Accident Causation Theories (example: Domino Theory) - Accident Causation and Prevention 1. Unsafe Act and Unsafe Conditions 2. Accident Prevention 3. Benefits of having Safety and Health Practices in the Workplace III. Definition of Terms with examples - Safety Hazards - Health Hazards - Risks 1. Low Risks 2. Medium Risks 3. High Risks	1 hour and 30 mins.
Participants will be able to recognize safety hazards and appropriate safety measures in their workplaces	Module 3: Recognizing safety hazards and appropriate control measures	IV. Basic Safety Rules and Measures for workplace hazards - Housekeeping and Materials Handling and Storage - Machine Safety (Types, Sources and Control) - Electrical Safety (Types, Sources, LOTO and Controls) - Fire Safety (Elements of Fire, Prevention and Control) - Chemical Safety - Workshop Application of Learning	2 hours

MANDATORY 8-HOUR SAFETY AND HEALTH SEMINAR FOR WORKERS

(Pursuant to Section 16 (b) of RA 11058 and Section 3 of DO 198-18)

(TO BE CONDUCTED BY SO)

Objectives	Training Module	Training Topics	Time Allotment
Participants will be able to perform risks/hazards assessment, evaluation and recommend measures of control	Module 4: Application of Hazards Identification , Risk Assessment and Control (HIRAC)	V. Hazards Identification , Risk Assessment and Control (HIRAC) - Key steps in recognizing and identifying hazards 1. Safety Hazards 2. Health Hazards - Risk Assessment and Prioritization - Application of Controls (Elimination, Substitution, Engineering, Administrative & PPE) - Workshop on Accomplishing Risk Assessment Form/Matrix	2 hours (Note: SO to provide practical examples applicable to company practices/processes)
Participants will be able to know how to respond in workplace emergencies and participate during conduct of emergency drills	Module 5: Workplace Emergency Preparedness	VI. Workplace Emergency Preparedness - Roles of OSH Personnel - Responses during Emergency - Conduct of Emergency Drills (i.e. Earthquake Drill/Fire Drill/Bomb Threat)	1 hour (Note; SO to discuss in details the emergency execution plan)
Participants will be able to identify the prescribed administrative requirements and express commitment to OSH	Module 6: Compliance to Administrative OSH Requirements	VII. Administrative OSH Requirements - Reportorial Requirements and Prescriptive Period of Submission (R1020, AEDR, WAIR, AMR, RSO & Minutes of Meeting) - Mandatory OSH Programs - Penalties for violations	30 mins. (Note: SO to emphasize the Rights of Workers)
		Commitment Setting - Re-entry Plan on OSH	(Note: SO to get commitment from the workers)

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APPENDIX K: Safety Signages Used



SEIRI
SORT
Sort out unnecessary items in the workplace and discard them.



SEITON
SYSTEMATIZE
Arrange necessary items in good order so they can easily be selected for use.





SEISO
SWEEP
Clean your workplace completely so that there is no dust on floors, machines or equipment.



SHITSUKE
SELF-DISCIPLINE
Train people to follow good work habits and to strictly follow workplace rules.



SEIKETSU
STANDARDIZE
Maintain one's workplace so that it is productive and comfortable by repeating Seiri-Seiton-Seiso.

OSHC
More than Jobs! It's decent jobs.

Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue corner Agham Road, Diliman, Quezon City
Tel. Nos.: 929 6036 to 39 Fax: 929 6030 / 924 2414
e-mail: oshc_doc@yahoo.com
Website: http://www.oshc.dole.gov.ph
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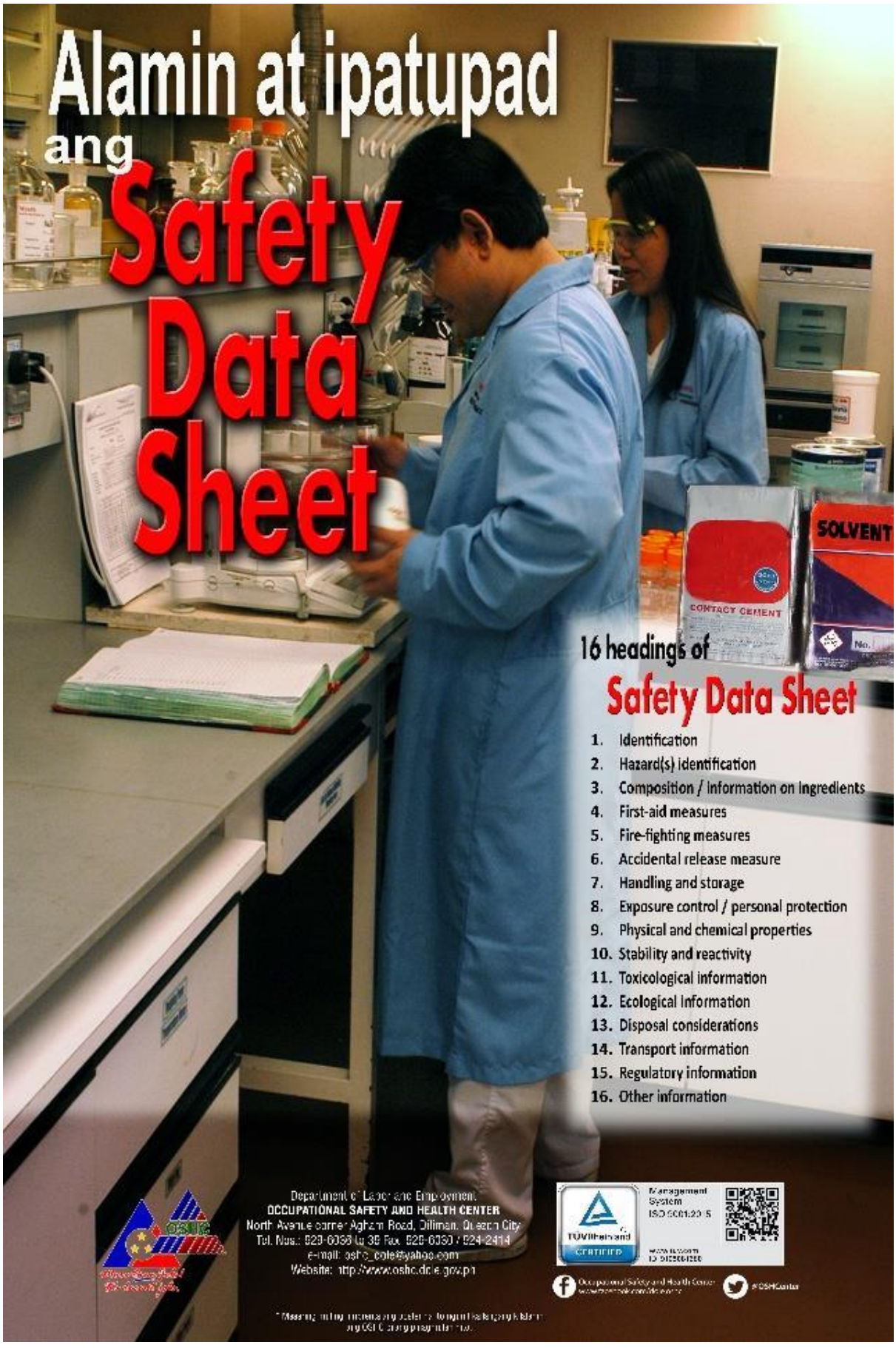
Alamin at ipatupad
ang
Safety
Data
Sheet
SOLVENT
CONTACT CEMENT
16 headings of
Safety Data Sheet
1. Identification
2. Hazard(s) identification
3. Composition / Information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measure
7. Handling and storage
8. Exposure control / personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological Information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information
Department of Labor and Employment
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North Avenue corner Agham Road, Diliman, Quezon City
Tel. Nos.: 929-6098 to 99 Fax: 929-6090 / 924-2414
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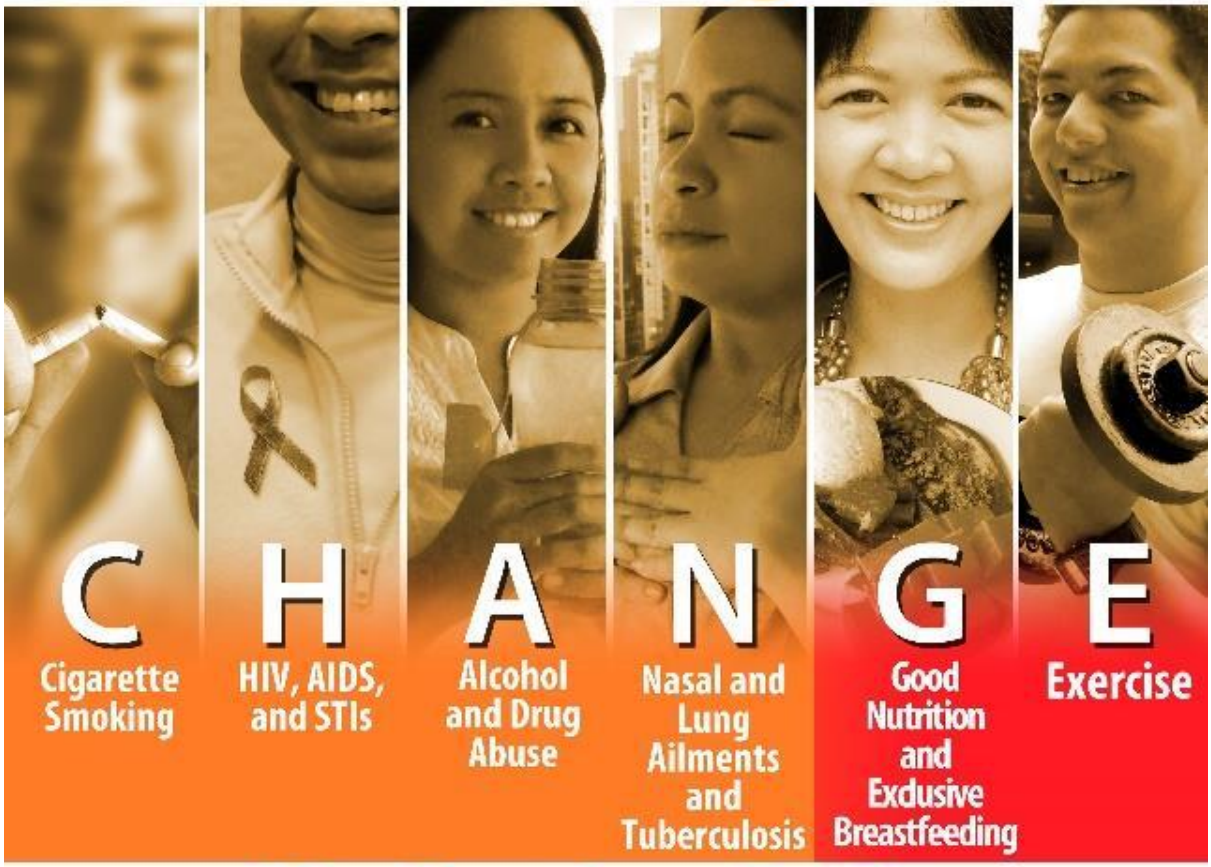
CHANGE
wellness. success. you.

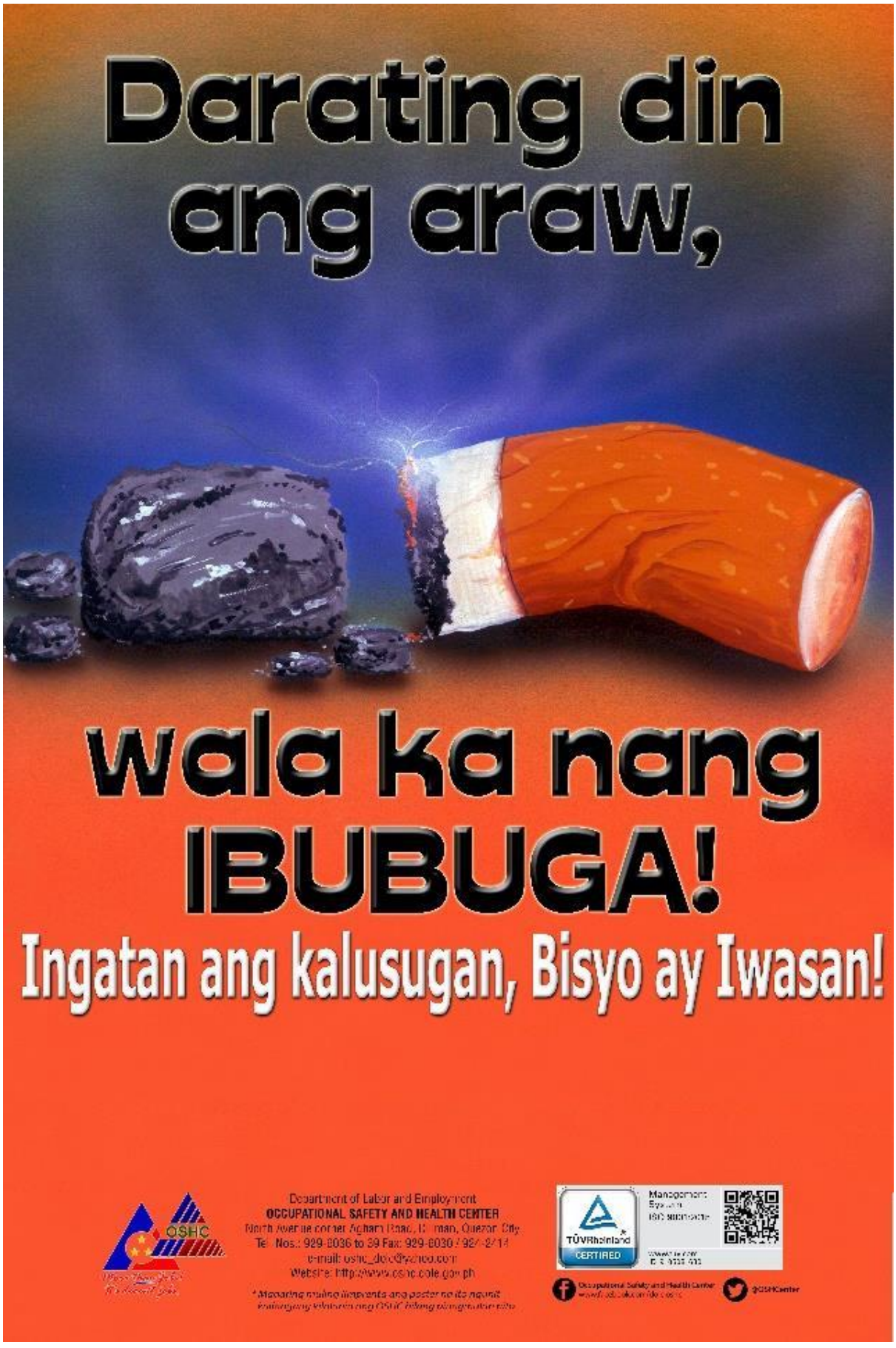


Live free from habits
that get in the way of your dreams.

Practice those that help you
achieve your goals in life.

CHANGE is a comprehensive workplace health and wellness campaign under the iFLY Fit.Live.Young. Healthy Lifestyle in the Workplace Program that aims to enable young professionals to make healthy choices to improve their well-being and overall performance.

DOH BPAP Philippines Employers Confederation of the Philippines International Labour Organization UNAIDS World Health Organization Western Pacific Region UNDP OSHC


Darating din
ang araw,
wala ka nang
IBUBUGA!
Ingatan ang kalusugan, Bisyo ay Iwasan!
OSHC
Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER
North Avenue corner Agham Road, Diliman, Quezon City
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This is a
DRUG-FREE
workplace!
Let's keep it this way.
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In compliance with RA 9165-Comprehensive Dangerous Drugs Act of 2002
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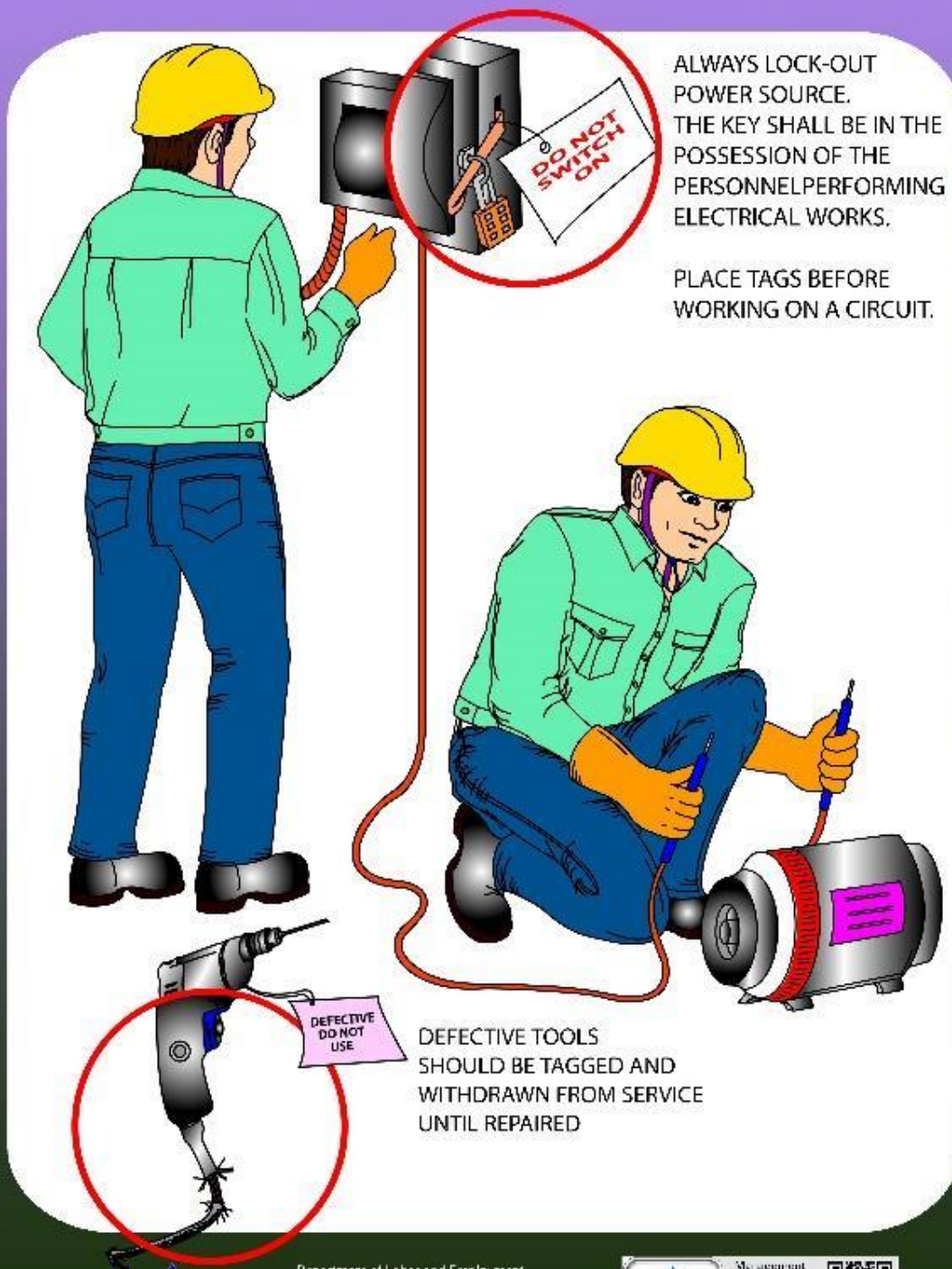
ELECTRICAL SAFETY



ALWAYS LOCK-OUT POWER SOURCE. THE KEY SHALL BE IN THE POSSESSION OF THE PERSONNELPERFORMING ELECTRICAL WORKS.

PLACE TAGS BEFORE WORKING ON A CIRCUIT.

DEFECTIVE TOOLS SHOULD BE TAGGED AND WITHDRAWN FROM SERVICE UNTIL REPAIRED

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Establish a
SAFETY AND HEALTH
COMMITTEE
* management representatives
* employees' representatives
* doctor/nurse
* safety officer
Department of Labor and Employment
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*GHS:
HUGIS AT ANYO NG KALIGTASAN SA KEMIKAL
• Explosives
• Self Reactives
• Organic Peroxides
• Flammables
• Self Reactives
• Pyrophorics
• Self-Heating
• Emits Flammable Gas
• Organic Peroxides
• Oxidizers
• Gases Under Pressure
• Acute Toxicity (severe)
• Corrosives
• Carcinogen
• Respiratory Sensitizer
• Reproductive Toxicity
• Target Organ Toxicity
• Mutagenecity
• Aspiration Hazard
• Irritant
• Dermal Sensitizer
• Acute Toxicity (harmful)
• Specific Target Organ Toxicity (Single Exposure)
• Hazardous to the Ozone Layer
• Environmental Toxicity
*Globally Harmonized System of Classification and Labeling of Chemicals
Alamin at ipatupad ang mga tamang uri at simbolo ng kemikal.
OSHC
More than Jobs! It's decent jobs.
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* Meaning maling limprenta ang poster na ito ngunit kailangang lalalamin ang OSHC bilang pinagmulan nito
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Let's GREEN Our Workplace

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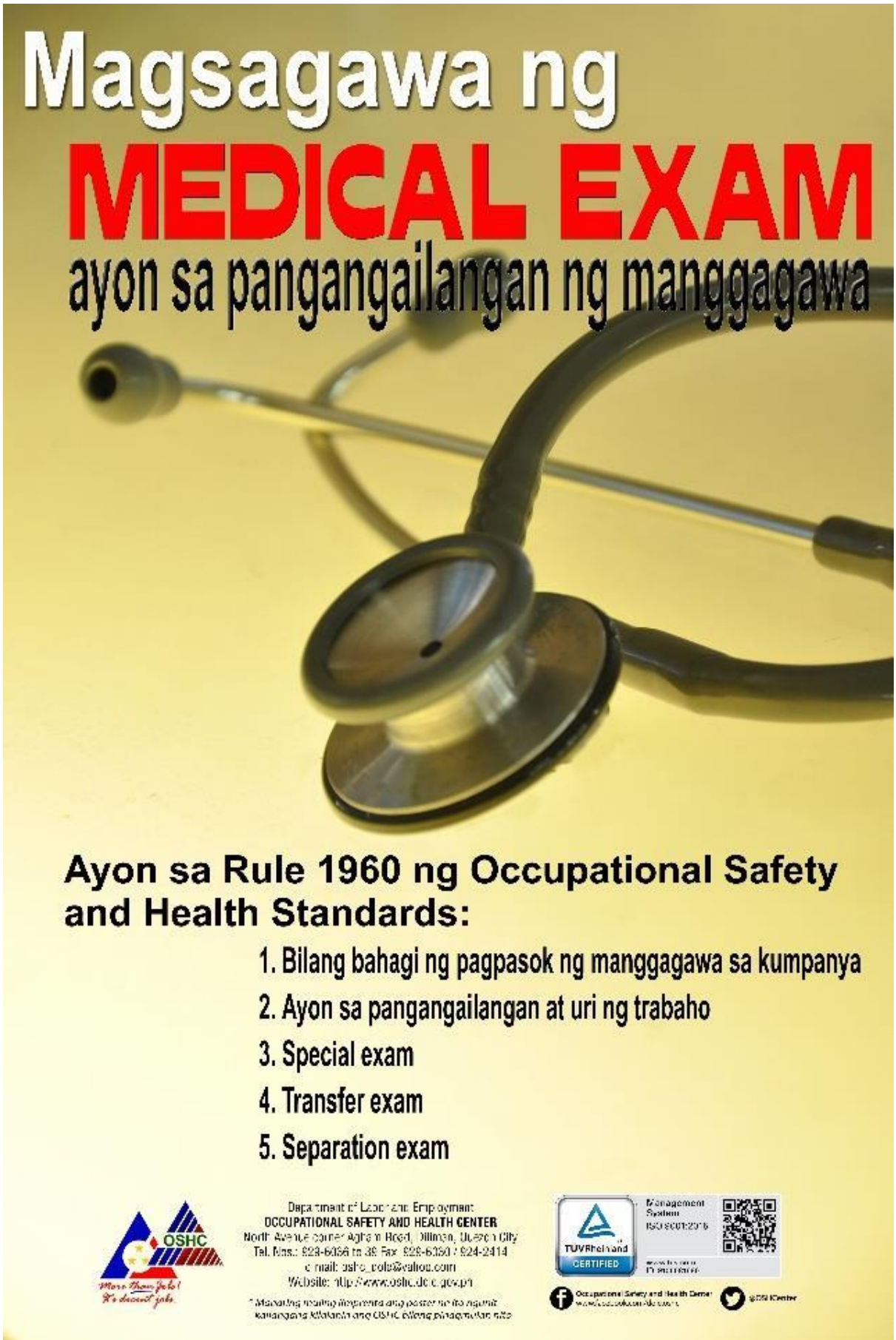
Magsagawa ng
MEDICAL EXAM
ayon sa pangangailangan ng manggagawa
Ayon sa Rule 1960 ng Occupational Safety and Health Standards:
1. Bilang bahagi ng pagpasok ng manggagawa sa kumpanya
2. Ayon sa pangangailangan at uri ng trabaho
3. Special exam
4. Transfer exam
5. Separation exam
OSHC
More than Jobs! It's decent jobs.
Department of Labor and Employment
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Iwasan ang
mga Panganib
sa Lalakaran!
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OSHC
More than Jobs! It's decent job.
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ISO 9001:2015
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PREVENT FIRES
SAVE LIVES
* Have an escape plan
* Eliminate fire hazards
* Install smoke detectors
* Remember the PASS word
Pull
Aim
Squeeze
Sweep
OSHC
Department of Labor and Employment
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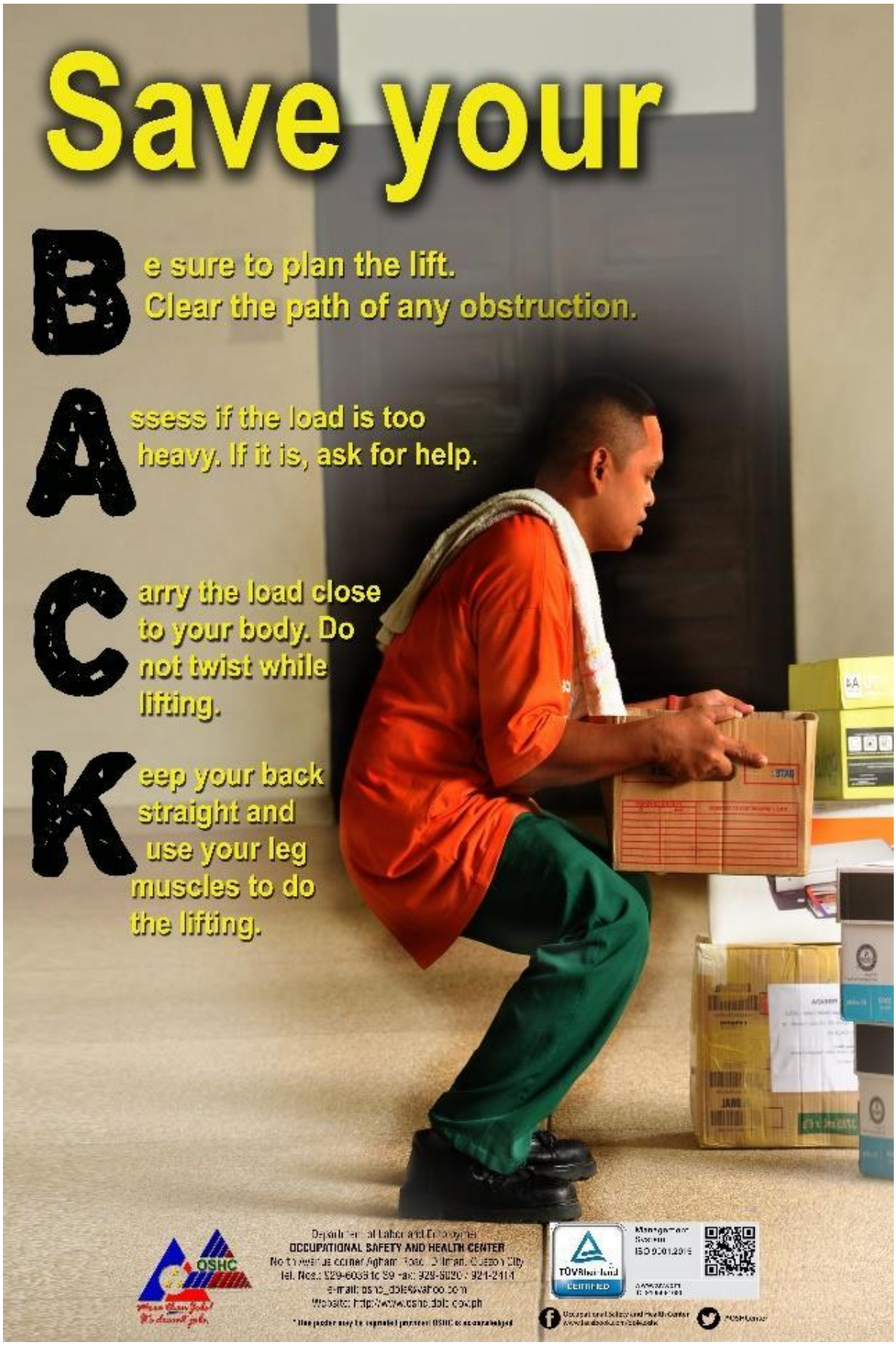
Save your
B e sure to plan the lift.
Clear the path of any obstruction.
A ssess if the load is too
heavy. If it is, ask for help.
C arry the load close
to your body. Do
not twist while
lifting.
K eep your back
straight and
use your leg
muscles to do
the lifting.
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OCCUPATIONAL SAFETY AND HEALTH CENTER
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Work Better



WORK WITH THE PROPER WORK LIGHT

The light source should be parallel to the worker's line of sight.

All lights should have shades or glare shields.

Use blinds or drapes on windows to eliminate bright light. Blinds and furniture should be adjusted to let light into the room but not directly into the field of view. Lights from open windows should be at right angles with the workstation.

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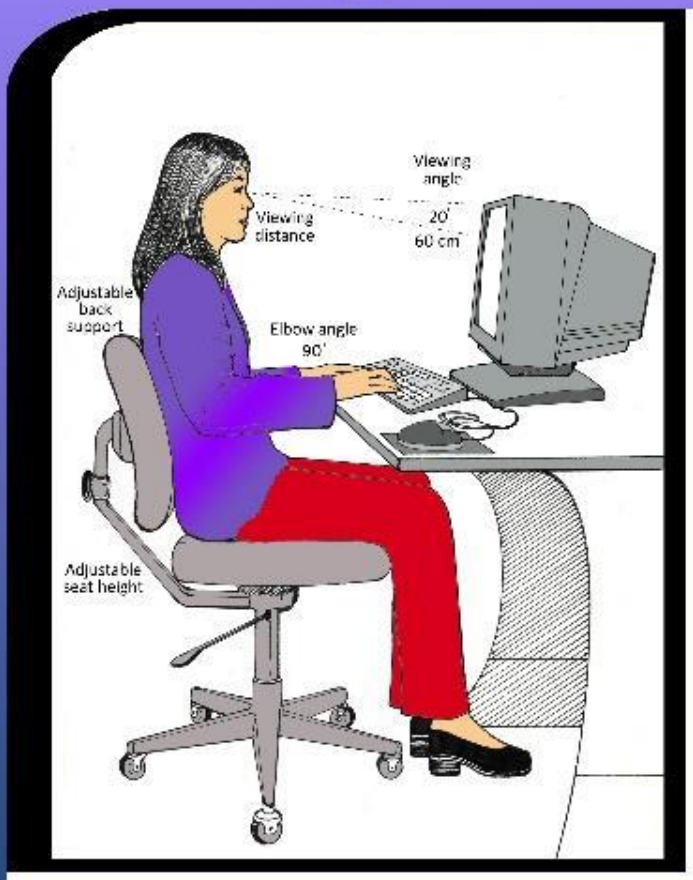
Working with Computers





OPERATE COMFORTABLY

- Take a 10 to 15 minute break after each hour of work.
- During breaks, exercise your eyes by looking at a distance.
- Stretch or exercise your arms and legs at regular intervals.
- Keep the workplace and computer neat and clean.

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APPENDIX L: RESPIRATORY AND COMMUNICABLE DISEASE PREVENTION AND CONTROL IN THE WORKPLACE

I. OBJECTIVES

- Reduce workplace transmission of respiratory, food- and water-borne, and other communicable diseases through practical preventive measures.
- Provide a clear process for symptom reporting, first-contact assessment, referral, outbreak coordination, environmental controls, and return-to-work decisions.
- Prevent discrimination, unnecessary disclosure of health information, and outdated blanket restrictions.

II. GENERAL PREVENTIVE MEASURES

- Maintain adequate ventilation and routinely inspect/maintain ventilation and air-conditioning systems.
- Maintain accessible handwashing facilities, safe drinking water, sanitary toilets, and appropriate waste management.
- Promote hand hygiene, cough/respiratory etiquette, staying home or seeking medical evaluation when significantly ill, and vaccination based on current DOH recommendations and individual eligibility.
- Use PPE, including masks/respiratory protection, when required by the task-specific HIRAC, a recognized occupational exposure, a current public-health directive, or clinical/infection-control judgment.
- Implement food- and water-borne disease prevention measures consistent with DOLE Labor Advisory No. 01-23 and applicable sanitation rules.
- Coordinate suspected outbreaks and notifiable diseases with the local health office in accordance with current DOH/LGU requirements.

III. WORKER ASSESSMENT, REFERRAL AND RETURN TO WORK

- Workers with significant symptoms shall be assessed by the clinic/occupational health personnel or referred to an appropriate provider. Emergency symptoms require immediate emergency referral.
- Isolation, work restriction, testing, treatment, and return-to-work decisions shall follow current disease-specific public-health guidance and medical assessment. A fixed COVID-era isolation period shall not be hard-coded into this manual.
- Medical certificates or clearance shall be requested only when reasonably necessary for occupational fitness, infection-control, or return-to-work decisions, and not as an automatic requirement for every minor illness.
- Health information shall be kept confidential and shared only on a need-to-know and lawful basis.

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APPENDIX M: WORKPLACE CANCER PREVENTION AND CONTROL

"WORKPLACE CANCER PREVENTION AND CONTROL POLICY AND PROGRAM"

Colegio de Santo Cristo de Burgos (CDSCDB) recognizes cancer as an important health concern that may affect workers, their families, work attendance, productivity, and overall well-being. In accordance with Republic Act No. 11215 or the National Integrated Cancer Control Act and DOLE Labor Advisory No. 20-23, CDSCDB adopts a workplace cancer prevention and control policy and program covering prevention, health promotion, risk reduction, early detection and referral, treatment support, return-to-work, compensation assistance, confidentiality, and non-discrimination. The program also incorporates the workplace-based cervical cancer prevention and early detection initiatives encouraged under DOLE Labor Advisory No. 06-25.

I. OBJECTIVES

1. Promote a safe and healthy lifestyle, including the physical, mental, and social well-being of employees.
2. Reduce occupational and lifestyle-related cancer risks through hazard identification, risk assessment, and appropriate control measures.
3. Promote awareness of common cancers, warning signs, evidence-based prevention measures, and appropriate screening and referral.
4. Support employees diagnosed with cancer through reasonable work arrangements, confidentiality, non-discrimination, referral, and access to available benefits.
5. Support cervical cancer prevention and early detection among female employees through workplace-based information, screening facilitation, and referral initiatives.

II. SCOPE AND COVERAGE

This policy applies to all CDSCDB employees regardless of employment status. Cancer prevention activities may also be extended to eligible dependents or family members when the school, its HMO, an LGU, the Department of Health, or another partner makes such services available. The cervical cancer initiative specifically concerns female employees, while information on HPV prevention may be provided to all employees as appropriate.

III. IMPLEMENTING STRUCTURE

The program shall be coordinated by the Occupational Safety and Health (OSH) Committee in collaboration with the School Health Services/Clinic, Human Resources, and the employee representatives. The School Physician/Occupational Health Physician, when available, shall provide clinical guidance. External referral partners may include the local health office, DOH-retained hospitals, PhilHealth-accredited providers, HMO-accredited providers, cancer centers, and other appropriate facilities.

IV. PREVENTION, HEALTH PROMOTION, AND EDUCATION

- Conduct regular cancer awareness and health education activities addressing modifiable risks such as tobacco exposure, harmful alcohol use, unhealthy diet, physical inactivity, obesity, and excessive ultraviolet exposure, where relevant.
- Provide information on common warning signs and symptoms of cancer and encourage timely medical consultation rather than self-diagnosis or delay in seeking care.

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- Provide age- and sex-appropriate information on recommended cancer screening and early detection, including breast and cervical cancer awareness and other screening based on individual risk and current clinical guidance.
- Including cancer prevention and healthy-lifestyle promotion in the school's annual health and wellness activities.
- Promote a stigma-free environment and correct misinformation concerning cancer, cancer treatment, and cancer survivorship.

V. OCCUPATIONAL CANCER RISK ASSESSMENT AND CONTROL

The OSH Committee shall ensure that cancer-related occupational hazards are considered in the establishment's HIRAC and medical surveillance program. Where potential carcinogenic exposures are identified, CDSCDB shall apply the hierarchy of controls.

- Elimination or substitution of a hazardous substance, process, or work condition whenever reasonably practicable;
- Engineering controls to isolate or reduce exposure;
- Administrative controls, safe work procedures, restricted access, exposure-time controls, training, and appropriate warning signs;
- Provision and proper use of suitable personal protective equipment when residual risk remains; and
- Risk-based medical surveillance and referral for workers whose job tasks or exposure history indicate a need for further evaluation.

Cancer screening shall not be used as a blanket pre-employment requirement unless specifically required or permitted by law and demonstrably relevant to the work. Medical surveillance shall be risk-based and shall respect informed consent, confidentiality, and data privacy.

VI. SCREENING, EARLY DETECTION, DIAGNOSIS, AND REFERRAL

- The School Health Services/Clinic may facilitate access to appropriate cancer screening and clinical assessment through HMO providers, local health centers, DOH-retained hospitals, accredited providers, and other qualified facilities.
- Screening decisions shall be based on current clinical recommendations, individual age/risk, informed consent, and the advice of a qualified health professional. Participation shall be voluntary unless a specific lawful occupational-health requirement applies.
- Employees with suspicious findings or symptoms shall be advised to seek timely medical evaluation. The school clinic shall facilitate referral when requested or clinically appropriate.
- The school shall not disclose an employee's diagnosis or screening result to supervisors or co-workers except with consent or when disclosure is specifically required by law or necessary to address an immediate safety concern, using the minimum necessary information.

VII. WORKPLACE-BASED CERVICAL CANCER PREVENTION AND EARLY DETECTION INITIATIVES

Consistent with DOLE Labor Advisory No. 06-25, CDSCDB strongly supports workplace-based cervical cancer prevention and early detection. The following are encouraged initiatives and shall be implemented when feasible and appropriate:

- Organize or facilitate cervical cancer screening activities and related health services for female employees through qualified health providers.

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- Conduct health promotion and information campaigns emphasizing the benefits of HPV vaccination and regular cervical cancer screening.
- Establish partnerships with accredited healthcare providers, local health authorities, HMO providers, and/or DOH-retained hospitals to improve access to screening, diagnosis, and treatment.
- Explore inclusion or enhancement of cervical cancer screening and treatment benefits in available employee health/HMO packages.
- Where requested by the appropriate Center for Health Development and permitted by law, submit only the necessary aggregate screening/service data for monitoring and evaluation, without unnecessary disclosure of identifiable medical information.

CDSCDB is also highly encouraged to allow employees to be excused from work, without being marked absent, when undergoing cervical cancer screening, when accompanying their children for HPV vaccination, or when attending to a child experiencing an adverse effect following vaccination, subject to reasonable proof of screening, vaccination, or medical attendance upon return to work and to applicable school policies.

VIII. SOCIAL POLICY, NON-DISCRIMINATION, AND CONFIDENTIALITY

- No applicant or employee shall be discriminated against solely because of an actual, perceived, or suspected cancer diagnosis.
- Medical records and cancer-related information shall be treated as sensitive personal information and processed in accordance with the Data Privacy Act and applicable professional confidentiality rules.
- Access to medical information shall be restricted to authorized personnel on a need-to-know basis.
- Employees shall not be compelled to disclose detailed medical information beyond what is reasonably necessary to establish fitness, restrictions, accommodation needs, leave entitlement, or lawful reporting requirements.

IX. TREATMENT SUPPORT, WORK ACCOMMODATION, RETURN TO WORK

Subject to medical advice, operational feasibility, existing school policies, collective agreements if any, and applicable law, CDSCDB shall consider appropriate work arrangements for employees undergoing cancer evaluation or treatment or returning to work after treatment. These may include:

- Flexible scheduling or rescheduling of working hours;
- Temporary modification of tasks or workload;
- Telecommuting or other alternative work arrangements when suitable to the position;
- Reasonable time for treatment, follow-up, rehabilitation, or medical appointments;
- Additional paid leave or other benefits when provided by school policy or management approval; and
- Gradual return-to-work and reintegration based on medical recommendations and the essential functions of the job.

An employee who is medically fit to work shall not be prevented from returning solely because of a cancer diagnosis. Any work restriction shall be based on an individualized assessment of fitness and safety.

X. BENEFITS, REHABILITATION, AND COMPENSATION ASSISTANCE

- HR and the School Health Services/Clinic shall provide employees with information on available SSS, PhilHealth, HMO, Employees' Compensation Commission (ECC), PWD, leave, rehabilitation, and other lawful benefits, as applicable.

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- Where a cancer condition may be work-related, the employee shall be assisted in accessing appropriate occupational-disease evaluation and ECC processes, without guaranteeing compensability.
- CDSCDB shall make available information on procedures for compensation claims and relevant expanded benefits.

XI. MONITORING, RECORDS, AND REPORTING

- The OSH Committee shall periodically review the effectiveness of the workplace cancer program and update it based on HIRAC findings, medical surveillance trends, employee needs, and new DOLE/DOH guidance.
- Program indicators may include attendance at cancer-awareness activities, number of employees voluntarily availing of facilitated screening, referrals made, accommodations provided, and employees assisted in accessing treatment or benefits. Reports should be aggregated and de-identified whenever possible.
- Cancer-related workplace activities shall be reflected in the Annual Medical Report (AMR) and other applicable DOLE reports in accordance with current reporting requirements.

XII. RESPONSIBILITIES

- **Employer / Management**
    a. Provide reasonable resources for implementation of the program.
    b. Ensure non-discrimination, confidentiality, referral mechanisms, and appropriate workplace controls.
    c. Support health promotion, screening facilitation, work accommodation, and return-to-work measures as applicable.
- **Employees**
    a. Participate in health education and prevention activities when appropriate.
    b. Follow safety controls intended to reduce occupational exposures.
    c. Seek timely medical care for concerning symptoms and provide only necessary medical documentation when requesting accommodation or leave.
    d. Respect the privacy and dignity of co-workers affected by cancer.

XIII. EFFECTIVITY

This policy shall take effect upon approval by management and shall be communicated to all employees. It shall be reviewed periodically and updated when relevant DOLE, DOH, or other government guidance changes.

REFERENCES / LEGAL BASES

- Republic Act No. 11215 – National Integrated Cancer Control Act.
- DOLE Labor Advisory No. 20-23 – Guidelines on the Implementation of the Workplace Policy and Program on Cancer Prevention and Control in the Private Sector.
- DOLE Labor Advisory No. 06-25 – Implementation of Workplace-Based Cervical Cancer Prevention and Early Detection Initiatives.
- Republic Act No. 10173 – Data Privacy Act of 2012.

Owner / Authorized Representative

Employees' Representative

Date: _____

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APPENDIX N: PREVENTION AND ELIMINATION OF VIOLENCE AND HARASSMENT IN THE WORKPLACE

"WORKPLACE POLICY AND PROGRAM ON THE PREVENTION AND ELIMINATION OF VIOLENCE AND HARASSMENT"

Colegio de Santo Cristo de Burgos (CDSCDB) recognizes the right of every person in the world of work to dignity, respect, safety, and freedom from violence and harassment. In alignment with DOLE Department Order No. 259-26, ILO Convention No. 190, Republic Act No. 7877, Republic Act No. 11313, Republic Act No. 9262, Republic Act No. 11036, Republic Act No. 11058, and related laws, CDSCDB adopts this policy to prevent, address, monitor, and eliminate violence and harassment in work-related settings.

I. OBJECTIVES

- Prevent physical, psychological, sexual, gender-based, and economic violence and harassment in the world of work.
- Provide accessible, confidential, fair, and prompt reporting and grievance mechanisms.
- Protect persons who report or participate in proceedings from retaliation.
- Provide appropriate safety, psychosocial, referral, and return-to-work support to affected workers.
- Clarify the responsibilities of management, workers, the OSH Committee, HR, and the Committee on Decorum and Investigation (CODI) or equivalent body.

II. SCOPE AND COVERAGE

This policy covers all CDSCDB workers regardless of contractual status, including probationary, regular, part-time, project-based, and other workers; trainees, interns and apprentices when participating in work; volunteers; job applicants and jobseekers; former workers in relation to work-connected conduct; persons exercising employer authority; contractors and subcontractor personnel; and other persons who interact with CDSCDB workers in the course of work. Student conduct that is not employment-related shall also be addressed under applicable school, Safe Spaces, child protection, anti-bullying, discipline, and safeguarding policies.

The policy applies not only inside school offices and campuses but to the broader world of work, including work-related travel, meetings, trainings, seminars, social activities, breaks, employer-provided facilities, work-related online or digital communications, telecommuting or remote work, and other work-connected settings. Conduct by third parties such as clients, suppliers, parents/guardians, visitors, and contractors may fall within the policy when it affects workers in the course of work.

III. PROHIBITED CONDUCT

Violence and harassment include unacceptable behavior, practices, or threats, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical, psychological, sexual, or economic harm. Examples include, without limitation:

- Physical aggression, assault, threats of physical harm, throwing objects, or other intimidating physical conduct;

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- Bullying, mobbing, repeated humiliation, insults, derogatory remarks, hostile exclusion, intimidation, isolation, or threats;
- Harassing or abusive supervision, performance monitoring, or criticism that is not a legitimate and proportionate exercise of management authority;
- Sexual harassment, gender-based sexual harassment, unwanted sexual conduct, sexually suggestive messages/images, stalking, or other conduct prohibited by RA 7877 and RA 11313;
- Economic abuse or harassment, including abusive manipulation of lawful compensation or benefits as a means of coercion or retaliation;
- Online or technology-facilitated harassment in work-related messages, group chats, email, social media, or digital platforms;
- Retaliation against a person who reports, supports a complainant, serves as a witness, or participates in a grievance or investigation.

Management prerogative: Reasonable supervision, performance management, discipline, and work direction carried out in good faith and in accordance with law and school policy are not, by themselves, harassment. Such authority must not be exercised abusively, discriminatorily, or as retaliation.

IV. POLICY STATEMENT

- CDSCDB shall maintain a workplace free from violence and harassment and shall not tolerate conduct prohibited by this policy.
- All complaints shall be taken seriously, handled with appropriate confidentiality, and assessed without prejudging either party.
- No person shall suffer retaliation for making a good-faith report, requesting assistance, providing information, or participating in an investigation.
- False statements made deliberately and in bad faith may be subject to appropriate action after due process; however, an unsubstantiated complaint is not automatically a false or malicious complaint.

V. IMPLEMENTING STRUCTURE

Implementation shall be jointly supported by management and worker representatives. The following bodies shall coordinate while respecting their distinct legal functions:

- OSH Committee – integrates psychosocial risks and violence/harassment prevention into the OSH program, oversees prevention, monitoring, and quarterly compliance review.
- Human Resources – maintains the policy, receives or routes reports, supports interim work arrangements, preserves records, and coordinates due process and employee support.
- Committee on Decorum and Investigation (CODI) or equivalent body – handles complaints falling within its legal mandate, particularly sexual harassment and gender-based sexual harassment, and coordinates with other grievance mechanisms when necessary.
- School Health Services/Clinic and Guidance/Mental Health Support – provide first-line health/psychosocial support and referral, without taking over the role of the investigating body.
- Management and employee representatives – jointly participate in policy implementation and review.

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VI. PREVENTION AND MITIGATION MEASURES

- Include psychosocial hazards, workplace violence, harassment, lone work, public-facing work, digital communication risks, and third-party interactions in HIRAC where relevant.
- Post and disseminate awareness materials and reporting channels in accessible areas and digital platforms.
- Orient all workers, regardless of rank or status, during onboarding and periodically thereafter.
- Train OSH Committee members, HR personnel, CODI/equivalent members, supervisors, and other designated responders on relevant laws, gender sensitivity, trauma-informed handling, confidentiality, non-retaliation, and due process.
- Adopt reasonable physical and administrative safeguards for high-risk situations, such as reception/security protocols, visitor controls, safe meeting arrangements, and procedures for dealing with threatening persons.
- Require contractors and service providers interacting with CDSCDB workers to comply with applicable workplace conduct and safety rules.

VII. REPORTING AND GRIEVANCE REDRESS MECHANISM

CDSCDB shall maintain more than one safe reporting channel when practicable. A report may be made to HR, the immediate supervisor (unless involved), the OSH Committee representative, CODI/equivalent body, or another designated reporting officer. Emergency threats shall be referred immediately to security, emergency services, or law enforcement as appropriate.

STEP	ACTION
1. Receive report	Document only necessary information; determine immediate safety, medical, psychosocial, or security needs.
2. Immediate protection	Separate parties or modify work arrangements when necessary and lawful; protect against retaliation; preserve evidence.
3. Route to proper mechanism	Refer to CODI/equivalent, HR grievance process, OSH process, or other competent body depending on the nature of the complaint.
4. Notify parties and observe due process	Explain the process, confidentiality limits, rights, and opportunity to respond. Avoid public discussion of the case.
5. Fact-finding / investigation	Gather statements, records, digital evidence, and other relevant information using impartial procedures.
6. Resolution / corrective action	Apply appropriate corrective, disciplinary, restorative, safety, or support measures consistent with law and school policy.
7. Follow-up and non-retaliation monitoring	Check safety, work reintegration, psychosocial needs, recurrence, and retaliation concerns.
8. External referral when needed	Unresolved labor matters may be brought to SEnA, NCMB, NLRC, or other competent agencies; criminal conduct may be referred to law enforcement.

VIII. INTERIM AND SUPPORTIVE MEASURES

Depending on the circumstances and without prejudging the merits of a complaint, CDSCDB may adopt appropriate temporary or supportive measures, such as:

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- Temporary change in reporting lines, location, schedule, work assignment, or communication arrangements;
- Reasonable leave or time off, including additional paid leave when approved or provided by policy;
- Remote or alternative work arrangement when appropriate;
- Security assistance and safety planning;
- Mental health, medical, legal, social-service, or other referral support;
- Return-to-work and reintegration assistance after a serious incident.

Protective measures should, as far as practicable, avoid unfairly burdening the person who reported the conduct and should be periodically reviewed.

IX. CONFIDENTIALITY, DATA PRIVACY, AND RECORDS

- Information shall be shared only with persons who need it to protect safety, provide support, investigate, decide, or comply with law.
- The limits of confidentiality shall be explained to the parties, particularly where immediate safety, due process, or legal reporting requires disclosure.
- HR/CODI/equivalent shall maintain secure records with defined access controls and retention rules consistent with the Data Privacy Act.
- Case statistics used for monitoring or reporting shall be aggregated whenever individual identification is unnecessary.

X. EDUCATION AND TRAINING

Training and orientation shall include, as relevant, RA 7877, RA 11313, RA 9262, RA 11036, RA 11058, ILO Convention No. 190, gender sensitivity and gender-fair language, reporting procedures, bystander responsibilities, confidentiality, non-retaliation, and the distinction between legitimate management action and abusive conduct.

XI. MONITORING AND EVALUATION

The OSH Committee, in coordination with Human Resources, shall monitor implementation and compliance with this policy at least quarterly. The review shall consider awareness, reporting-channel accessibility, case handling, corrective actions, recurrence, psychosocial hazards, training completion, and identified policy gaps. Changes to the policy shall be developed in consultation with worker representatives.

XII. DOLE REPORTING

CDSCDB shall maintain the information required under DOLE Department Order No. 259-26 and submit the prescribed annual report through the DOLE Online Compliance Portal, as applicable, by January 30 of the following year. The report shall include the status of adoption/development of the workplace policy and the aggregate number/status of cases filed, pending, and resolved, using the current DOLE form and instructions.

XIII. EFFECTIVITY

This policy shall take effect upon approval and dissemination. Existing school policies on anti-sexual harassment, Safe Spaces, grievance procedures, employee discipline, mental health, security, and data privacy shall be harmonized with this policy. Where a specific law provides a stronger protection or a different mandatory procedure, that law shall prevail.

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REFERENCES / LEGAL BASES

- DOLE Department Order No. 259-26 – Guidelines on the Prevention and Elimination of Violence and Harassment in the Workplace.
- ILO Convention No. 190 – Violence and Harassment Convention, 2019.
- Republic Act No. 7877 – Anti-Sexual Harassment Act of 1995.
- Republic Act No. 11313 – Safe Spaces Act.
- Republic Act No. 9262 – Anti-Violence Against Women and Their Children Act.
- Republic Act No. 11036 – Mental Health Act.
- Republic Act No. 11058 – Occupational Safety and Health Law.
- Republic Act No. 10173 – Data Privacy Act of 2012.

Owner / Authorized Representative	Employees' Representative

Date: _____

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APPENDIX P: FOOD- AND WATER-BORNE DISEASE PREVENTION AND CONTROL

"WORKPLACE POLICY AND PROGRAM ON FOOD- AND WATER-BORNE DISEASE PREVENTION AND CONTROL"

Colegio de Santo Cristo de Burgos adopts this policy in accordance with DOLE Labor Advisory No. 01-23 to prevent and control cholera, diarrhea, and other food- and water-borne diseases in the workplace. The school recognizes that safe drinking water, adequate sanitation, safe food handling, early medical attention, and timely public-health reporting are essential to worker safety and school continuity.

I. OBJECTIVES

- Ensure access of workers to safe drinking water and adequate sanitary and washing facilities.
- Promote safe food and water practices in school offices, canteens, kitchens, laboratories, events, and other workplace areas.
- Provide health education on food- and water-borne diseases and hand hygiene.
- Provide prompt medical assessment, treatment/referral, outbreak control, and reporting when suspected cases occur.
- Coordinate with the local health office and other authorities regarding water quality, sanitation, food safety, and reportable disease events.

II. SCOPE AND COVERAGE

This policy applies to all CDSCDB employees and work areas. It also applies, as relevant, to food concessionaires, canteen operators, caterers, vendors, contractors, event suppliers, and other third parties that manufacture, prepare, store, transport, sell, serve, or provide food or drinking water within school-controlled premises or activities.

III. IMPLEMENTING STRUCTURE

The OSH Committee shall oversee the program in coordination with the School Health Services/Clinic, Administration/Facilities, Canteen or Food Service Management, Purchasing, Housekeeping, and employee representatives. Food concessionaires and contractors shall be required to comply with applicable sanitary permits, health requirements, food safety standards, and school rules.

IV. SAFE DRINKING WATER AND SANITATION

- CDSCDB shall provide workers, free of charge, an adequate supply of safe drinking water and suitable sanitary and washing facilities.
- Drinking-water sources, dispensers, storage tanks, refilling arrangements, and other water-service systems shall comply with applicable DOH and local health standards, including requirements under the Philippine National Standards for Drinking Water and Presidential Decree No. 856.
- Water facilities shall be protected from contamination, regularly cleaned and maintained, and serviced by qualified or permitted providers where applicable.
- Handwashing facilities shall have clean water and soap or other appropriate hygiene supplies and shall be maintained in usable condition.

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V. FOOD SERVICE AND CANTEEN SAFETY

All areas where food or drinks are manufactured, processed, prepared, stored, sold, or served shall comply with applicable local health permits and Chapter III of Presidential Decree No. 856, as well as current food-safety requirements. CDSCDB shall incorporate the following operational controls as applicable:

- Purchase food and ingredients from reputable and legally compliant sources.
- Maintain cleanliness of food-contact surfaces, utensils, equipment, storage, preparation, and dining areas.
- Prevent cross-contamination between raw and ready-to-eat foods.
- Maintain appropriate storage and temperature controls for perishable food and potable water.
- Ensure food handlers observe hand hygiene and do not handle food while experiencing symptoms that may pose a food-borne disease risk, subject to medical assessment and applicable health rules.
- Maintain waste disposal, pest control, drainage, and sanitation practices appropriate to the facility.

VI. HEALTH EDUCATION AND PREVENTION

- Promote the importance of safe water supply, sanitation, hand hygiene, and well-maintained facilities.
- Conduct awareness activities on common food- and water-borne illnesses, including signs and symptoms that require medical attention.
- Remind employees to report suspected clusters of vomiting, diarrhea, abdominal pain, fever, or other symptoms following a common food/water exposure.
- Extend appropriate health information to workers' families and communities when relevant to a public-health event.

VII. MEDICAL ASSESSMENT, TREATMENT, AND REFERRAL

- Employees with suspected food- or water-borne illness shall be assessed by the School Health Services/Clinic or referred to an appropriate health facility.
- Immediate referral shall be arranged for severe dehydration, altered mental status, persistent vomiting, bloody diarrhea, severe abdominal pain, signs of shock, or other serious symptoms.
- Employees engaged in food handling who develop symptoms compatible with a communicable gastrointestinal disease shall be temporarily removed from food-handling duties when clinically/public-health indicated and may return based on medical and local health guidance.
- The school shall facilitate necessary access to treatment and follow-up, especially during suspected workplace clusters or outbreaks.

IV. SUSPECTED OUTBREAK RESPONSE AND REPORTING

STEP	ACTION
1. Identify	Recognize a cluster or suspected common-source illness among workers or persons exposed to food/water in the workplace.
2. Provide care	Assess affected persons, give first aid/supportive care within scope, and refer urgent cases.
3. Control exposure	Temporarily stop use / service of the suspected food or water source when reasonably necessary to protect health; preserve relevant records and information.

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4. Notify authorities	The Safety Officer/authorized school representative shall coordinate reporting to the LGU/local health office and DOH as required under RA 11332 and current public-health rules.
5. Investigate and cooperate	Provide necessary details on cases, common exposures, possible sources, and workplace findings; cooperate with environmental/epidemiologic investigation.
6. Correct and reopen	Implement required sanitation, water, food-service, or other corrective measures before normal operations resume.
7. Review	Document the event and update HIRAC, sanitation procedures, supplier controls, and training as needed.

V. CONFIDENTIALITY AND NON-DISCRIMINATION

Health information shall be treated confidentially. Employees with food- or water-borne illness shall not be stigmatized or subjected to punitive action merely because of illness. Necessary temporary work restrictions shall be based on health and safety considerations and applicable public-health guidance.

VI. MONITORING AND EVALUATION

- The OSH Committee shall include food/water safety and sanitation in periodic workplace inspections.
- Administration shall maintain current permits, water testing/service records, sanitation records, and contractor/concessionaire compliance documents as applicable.
- The School Health Services/Clinic shall monitor illness patterns that may indicate a common exposure and promptly elevate suspected clusters.
- The policy shall be reviewed after any outbreak or significant food/water safety incident and at least annually as part of the OSH program review.

VII. EFFECTIVITY

This policy shall take effect upon approval and shall be communicated to employees, food service personnel, and relevant contractors/concessionaires.

REFERENCES / LEGAL BASES

- DOLE Labor Advisory No. 01-23 – Food and Waterborne Disease Prevention and Control in the Workplace.
- Department of Health Administrative Order No. 2017-0012 – Philippine National Standards for Drinking Water of 2017.
- Presidential Decree No. 856 – Code on Sanitation of the Philippines.
- Republic Act No. 11332 – Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act.

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Owner / Authorized Representative Employees' Representative

Date: _____

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APPENDIX Q: HEAT STRESS PREVENTION AND CONTROL

"WORKPLACE POLICY AND PROGRAM ON HEAT STRESS PREVENTION AND CONTROL"

Colegio de Santo Cristo de Burgos adopts this policy pursuant to DOLE Labor Advisory No. 08-23 to prevent and control heat stress among employees exposed to extreme heat. Heat stress may occur during outdoor work, work in poorly ventilated spaces, driving, maintenance activities, security duties, physical work, events, field activities, and other conditions involving elevated environmental heat or strenuous activity.

I. OBJECTIVE

To identify heat-related risks early, reduce exposure using the hierarchy of controls, ensure access to hydration and recovery, educate workers and supervisors, and establish an effective response to heat-related emergencies.

II. SCOPE AND COVERAGE

This policy covers all CDSCDB employees and work locations. Particular attention shall be given to workers assigned outdoors or in hot areas, maintenance and utility personnel, drivers, security staff, event personnel, workers performing strenuous tasks, and persons with health conditions that may increase susceptibility to heat-related illness.

III. HEAT RISK ASSESSMENT

- The OSH Committee shall assess heat exposure as part of HIRAC, taking into account environmental heat, humidity, ventilation, radiant heat, physical workload, clothing/PPE, duration of exposure, access to shade/cooling, and worker-specific vulnerability.
- The school shall consider relevant weather and heat advisories from PAGASA and government authorities when planning outdoor work and activities.
- Employees with known conditions that may increase heat risk, such as hypertension or kidney disease, are encouraged to seek individualized medical advice. Such information shall be handled confidentially and used only for appropriate risk control or accommodation.

IV. CONTROL MEASURES

Based on the workplace assessment, CDSCDB shall implement appropriate controls. Consistent with Labor Advisory No. 08-23, these include:

- Reduce heat and humidity through effective ventilation, heat insulation, exhaust systems, shading, cooling, or relocation of work where practicable.
- Adjust rest breaks, work-rest cycles, or work locations to allow workers to recover from heat exposure.
- Provide temperature-appropriate uniforms and PPE, such as hats, UV-protective eye protection, and comfortable lightweight long-sleeved clothing where suitable to the task.
- Provide free and adequate potable drinking water. Workers should be encouraged to maintain adequate hydration. The advisory gives a general daily intake reference of approximately two to three liters, but individual fluid needs and medical restrictions must be respected.
- Reduce unnecessary strenuous activity during the hottest periods when feasible and rotate tasks where appropriate.
- Ensure cool or shaded recovery areas are reasonably accessible to workers exposed to heat.

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V. INFORMATION, EDUCATION, AND TRAINING

Heat-stress information shall be provided before or during periods of increased heat risk. Workers and supervisors shall be oriented on:

- Early symptoms such as excessive sweating, thirst, weakness, headache, cramps, dizziness, nausea, irritability, or confusion;
- The importance of hydration, rest, gradual acclimatization after prolonged absence or new assignment, and prompt reporting of symptoms;
- Emergency warning signs such as altered mental status, collapse, seizures, or very high body temperature;
- The location of drinking water, cooling/rest areas, first aid supplies, and emergency contact procedures.

VI. HEAT-RELATED EMERGENCY RESPONSE

CONDITION / SIGN	IMMEDIATE ACTION
Heat cramps / mild symptoms	Stop strenuous activity, move to a cooler area, rest, cool the person, and provide fluids if the person is fully conscious and has no medical restriction. Reassess before return to work.
Possible heat exhaustion	Move to a cool area; loosen excess clothing; actively cool; provide fluids if alert and able to drink; assess vital signs when trained/equipped; refer for medical evaluation if symptoms are significant, persistent, or worsening.
Possible heat stroke / altered mental status / collapse / seizure	MEDICAL EMERGENCY. Activate emergency medical services immediately and begin rapid cooling while awaiting transport. Do not delay referral in order to obtain a routine clinic clearance.

VII. FLEXIBLE WORK ARRANGEMENTS DURING EXTREME HEAT

Where justified by heat risk, CDSCDB and affected workers may agree on flexible work arrangements, including adjustment of work hours or timing of strenuous tasks, while maintaining the total required work hours within the applicable day or week and observing labor standards. Such arrangements may continue until heat conditions improve or adequate controls are restored.

VIII. WORK STOPPAGE / IMMINENT DANGER

Where heat conditions create an imminent danger that cannot be adequately controlled, the school shall follow the applicable work-stoppage and imminent-danger provisions of Republic Act No. 11058 and DOLE Department Order No. 252-25. No worker shall be required to continue a task in an uncontrolled imminent-danger situation contrary to law.

IX. RESPONSIBILITIES

A. Management / OSH Committee
    a. Assess heat risk, provide controls and drinking water, adjust work where appropriate, and ensure emergency procedures.
    b. Communicate heat advisories and ensure supervisors implement rest and recovery measures.
    c. Review heat-related incidents and improve HIRAC/control measures.
B. Supervisors
    a. Observe workers for heat-related symptoms and allow required recovery breaks.
    b. Escalate suspected heat illness promptly and do not pressure symptomatic workers to continue strenuous work.
C. Employees

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a. Use available controls, maintain reasonable hydration, take scheduled recovery breaks, and report symptoms early.
b. Inform the clinic confidentially when a medical restriction or medication may materially affect heat tolerance and accommodation is needed.

X. MONITORING AND EVALUATION

The OSH Committee shall document significant heat-related incidents, first-aid cases, work adjustments, and corrective measures. The heat-stress program shall be reviewed before and during hot-weather periods and after any serious heat-related event.

XI. EFFECTIVITY

This policy shall take effect upon approval and shall form part of CDSCDB's HIRAC, emergency preparedness, and worker health programs.

REFERENCES / LEGAL BASES

- DOLE Labor Advisory No. 08-23 – Safety and Health Measures to Prevent and Control Heat Stress at the Workplace.
- Republic Act No. 11058 – Occupational Safety and Health Law.
- DOLE Department Order No. 252-25 – Revised Implementing Rules and Regulations of Republic Act No. 11058.

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Owner / Authorized Representative Employees' Representative

Date: _____

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APPENDIX R: FIRST AID CERTIFICATION, COVERAGE, AND EMERGENCY FIRST AID PROGRAM

"WORKPLACE FIRST AID POLICY AND PROGRAM"

Colegio de Santo Cristo de Burgos shall maintain an effective workplace first-aid system consistent with Republic Act No. 11058, DOLE Department Order No. 235-22 on certification of first aiders and accreditation of First Aid Training Providers, and DOLE Department Order No. 252-25 or the Revised Implementing Rules and Regulations of Republic Act No. 11058. This program is intended to ensure prompt first aid and appropriate referral for employees and other persons who become ill or injured on school premises or during authorized school activities.

I. OBJECTIVES

- Maintain the number and category of first aid personnel required by the current DOLE OSH rules based on workforce size, risk classification, workplace area, and applicable industry/sector provision.
- Ensure that designated first aiders hold current certification from a DOLE-recognized/accredited First Aid Training Provider in accordance with Department Order No. 235-22 and subsequent issuances.
- Ensure first aid kits, treatment areas, communication systems, and referral procedures are available and maintained.
- Provide immediate care within the competence of trained personnel and ensure timely transfer to higher medical care when needed.
- Maintain accurate first aid, injury, referral, training, and equipment records.

II. SCOPE AND COVERAGE

This policy applies to all CDSCDB workplaces, employees, authorized school activities, and assigned first aiders. DOLE staffing requirements are determined primarily by the number of employees/workers onsite, including applicable contractor/subcontractor workers, rather than by student enrollment. Because CDSCDB is an educational institution serving students and trainees, the school may designate additional first aiders beyond the statutory minimum based on campus layout, class/training schedules, events, student population, workshops/laboratories, travel, sports, and emergency response needs.

III. ANNUAL DETERMINATION OF REQUIRED FIRST AID COVERAGE

Before the start of each school year and whenever workforce or risk conditions materially change, HR and the OSH Committee shall document the applicable requirement under Department Order No. 252-25. The determination shall not rely on employee count alone; it shall consider the establishment's current PSIC/sector classification, HIRAC risk classification, number of workers onsite, work shifts/areas, and contractor/subcontractor workers.

ITEM TO VERIFY	CURRENT CDSCDB ENTRY
Applicable DO 252-25 sector/industry provision	
Total workers onsite, including applicable contractor/subcontractor workers	
HIRAC risk classification (Low / Medium / High)	
Applicable DO 252-25 section/table	
Minimum first aiders required	

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Minimum OH facility / first aid kit requirement	
Designated primary first aider(s)	
Designated alternate / backup first aider(s)	
Coverage gaps identified by campus/shift/area	

Important: Department Order No. 252-25 revised the OSH personnel and facility matrices. The school shall use the current DO 252-25 sector-specific requirement rather than automatically carrying forward staffing numbers from the superseded DO 198-18 matrix.

IV. FIRST AIDER CERTIFICATION

Designated first aiders who are required to be certified shall complete the applicable first aid course from a DOLE-accredited/recognized First Aid Training Provider (FATPro), in accordance with Department Order No. 235-22 and its current Manual of Procedures. First aid certificates are valid for three (3) years from issuance and shall be renewed before expiration.

Department Order No. 235-22 recognizes the following principal training courses:

COURSE	TYPICAL COURSE DESIGN UNDER DO 235-22 / MOP
Emergency First Aid Training (EFAT)	One-day / 8-hour course designed for designated participants in establishments with nine (9) or fewer workers under the DO 235-22 course framework.
Occupational First Aid and Basic Life Support Training (OFAT-BLS)	Two-day / 16-hour course designed under the DO 235-22 framework for certain low-risk establishments.
Standard First Aid and Basic Life Support Training (SFAT-BLS)	Four-day / 32-hour course designed under the DO 235-22 framework for higher-risk/larger coverage and more comprehensive first-aid response.

The exact course required for a designated first aider shall be determined using the current DOLE rules and applicable establishment classification. A holder of the recognized Emergency Medical Services (EMS) NC qualification may be designated when permitted under Department Order No. 235-22 and current DOLE guidance.

V. CDSCDB INSTITUTIONAL FIRST AID STANDARD

Regardless of the minimum statutory requirement, CDSCDB shall endeavor to maintain reliable first aid coverage during all normal operating hours and high-attendance/high-risk activities. As an institutional safety standard:

- At least one appropriately trained and currently certified first aider should be readily available whenever the campus is operating, unless a current DOLE rule permits a lower requirement and management has documented an equivalent safe arrangement.
- Backup first aiders should be designated to cover absences, simultaneous incidents, school events, field activities, and separate buildings/areas.
- Higher-risk areas such as technical workshops, kitchens, laboratories, sports areas, maintenance work, driving/transport operations, and TESDA practical training shall have readily accessible first aid and a clear emergency referral plan.
- The school may require a higher level of first aid/BLS training than the minimum course required by DOLE when justified by the student population, nature of school activities, distance to emergency medical services, or HIRAC findings.

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VI. TRAINING CONDITIONS AND COST

- Required first aid training and renewal shall be undertaken through a provider recognized/accredited under current DOLE rules.
- Knowledge and practical skills assessment/return demonstration shall comply with the current DOLE Manual of Procedures; virtual instruction, when allowed, shall not replace required face-to-face practical assessment.
- Employer-required OSH/first aid training shall be provided at no cost to the employee and shall be treated as compensable/official working time in accordance with applicable OSH rules.
- HR/OSH shall maintain a training matrix showing the first aider's name, course, provider, certificate/control number, issue date, expiration date, assigned area/shift, and renewal due date.

VII. FIRST AID KITS, TREATMENT AREA, AND EMERGENCY SUPPLIES

CDSCDB shall provide the first aid kits and occupational-health facilities required under the applicable Department Order No. 252-25 sector, risk, and size classification. Supplies shall be readily accessible, clearly marked, protected from contamination, inspected regularly, and replenished before expiration or depletion.

A basic workplace first aid kit may include items identified in the current DOLE OSH rules such as a logbook, antiseptic supplies, cotton/gauze, adhesive dressings, tape, gloves, scissors, forceps, triangular and elastic roller bandages, occlusive dressing, penlight, and other approved supplies. Medicines, if any, shall be limited to those lawfully authorized under the school's medical/medication policy and the directions of the School Physician/OH Physician.

VIII. FIRST AID RESPONSE PROCEDURE

STEP	ACTION
1. Ensure scene safety	Do not enter an unsafe area without appropriate controls/PPE. Activate security or emergency response when necessary.
2. Assess the person	Check responsiveness, airway, breathing, circulation, major bleeding, and other immediate threats within the first aider's training.
3. Activate emergency response	Call the school clinic/first aider and emergency medical services for life-threatening or potentially serious conditions.
4. Provide first aid	Give only care within training and scope; use PPE and infection-control precautions.
5. Refer / transport	Arrange appropriate transfer to a health facility when the condition exceeds school first-aid capability or requires further evaluation.
6. Notify	Notify the appropriate supervisor/HR and emergency contact/parent as applicable, without delaying emergency care.
7. Document	Record first aid provided, time, findings, referral/transfer, and responsible personnel. Work-related incidents shall follow DOLE reporting rules.
8. Review	Replenish supplies and review significant incidents/near misses for corrective action.

IX. RESPONSIBILITIES OF DESIGNATED FIRST AIDERS

- Respond promptly to workplace emergencies within their training and competence.
- Maintain scene safety and use standard precautions/PPE.
- Activate referral or emergency medical services without unnecessary delay.
- Maintain accurate first aid records and report depleted/expired supplies.
- Participate in drills, refresher activities, and renewal training.
- Maintain confidentiality of medical information obtained during first aid.

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X. RESPONSIBILITIES OF MANAGEMENT / OSH COMMITTEE

- Determine and document first aider and OH facility requirements under the current DO 252-25 classification.
- Ensure adequate certified personnel are appointed and available, with contingency coverage for absences and multiple work areas.
- Pay for required training/certification and allow training on official/compensable time.
- Provide and maintain first aid kits, treatment/clinic facilities, emergency communication, and referral arrangements.
- Ensure work-related injury/illness reporting, investigation, and corrective action are completed in accordance with current DOLE requirements.

XI. RECORDS AND MONITORING

- First aider training and certification register;
- First aid kit inspection and replenishment log;
- Clinic/first aid encounter log;
- Work accident/illness and near-miss records;
- Emergency transfer/referral records;
- Annual review of workforce count, sector/risk classification, and first aid coverage.

XII. EFFECTIVITY

This policy shall take effect upon approval. The OSH Committee shall review it whenever DOLE changes the applicable certification, provider-recognition, staffing, facility, or reporting requirements.

REFERENCES / LEGAL BASES

- DOLE Department Order No. 235-22 – Rules on the Certification of First Aiders and the Accreditation of First Aid Training Providers.
- DOLE Department Order No. 252-25 – Revised Implementing Rules and Regulations of Republic Act No. 11058.
- Republic Act No. 11058 – Occupational Safety and Health Law.
- Current DOLE/OSHC Manual of Procedures for First Aid Training Providers and subsequent issuances, including recognized first aid training providers.

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Owner / Authorized Representative Employees' Representative

Date: _____

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APPENDIX Q: CURRENT DOLE / OSH REFERENCES FOR PERIODIC REVIEW

- Republic Act No. 11058 – Occupational Safety and Health Law.
- DOLE Department Order No. 252-25 – Revised Implementing Rules and Regulations of RA 11058 (effective May 16, 2025; supersedes DO 198-18).
- DOLE Department Order No. 235-22 – Rules on the Certification of First Aiders and Accreditation of First Aid Training Providers.
- DOLE Department Order No. 208-20 and Labor Advisory No. 19-23 – Mental Health Workplace Policies and Programs.
- DOLE Department Order No. 73-05 and Labor Advisory No. 21-23 – Tuberculosis Prevention and Control in the Workplace.
- DOLE Department Order No. 102-10, RA 11166, and Labor Advisory No. 22-23 – HIV/AIDS Prevention and Control in the Workplace.
- DOLE Department Advisory No. 05, s. 2010 – Hepatitis B Workplace Policy and Program.
- DOLE Labor Advisory No. 01-23 – Food and Waterborne Disease Prevention and Control in the Workplace.
- DOLE Labor Advisory No. 08-23 – Safety and Health Measures to Prevent and Control Heat Stress at the Workplace.
- DOLE Labor Advisory No. 20-23 – Workplace Cancer Prevention and Control.
- DOLE Labor Advisory No. 06-25 – Workplace-Based Cervical Cancer Prevention and Early Detection Initiatives.
- DOLE Department Order No. 259-26 – Prevention and Elimination of Violence and Harassment in the Workplace.
- DOLE Department Order No. 184-17 – Safety and Health Measures for Workers Who Spend Long Hours Sitting, as applicable.
- DOLE Department Order No. 178-17 – Safety and Health Measures for Workers Who Stand at Work, as applicable.
- DOLE Department Order No. 136-14 and applicable GHS rules – Chemical Safety Program, where chemicals are used/stored.
- Current Occupational Safety and Health Standards, Fire Code requirements, applicable local ordinances, and current DOH public-health guidance.

Official references should be checked before each annual approval at: https://dole.gov.ph/ ; https://bwc.dole.gov.ph/ ; and https://oshc.dole.gov.ph/ .

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