



GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE PUBLIC SECTOR

CSC-DOH-DOLE JMC No. 1 series of 2020



Department of Labor and Employment
OCCUPATIONAL SAFETY AND HEALTH CENTER



PREFACE

Workers in the public sector are now better protected from work-related accidents and illnesses with the newly issued Joint Memorandum Circular NO.1, series of 2020, of the Civil Service Commission, Department of Health, and Department of Labor and Employment (DOLE).

This Memorandum Circular contains the Occupational Safety and Health Standards for the Public Sector covers all officials and employees in the National Government Agencies, State Universities and Colleges, Local Government Units, and Government Owned and Controlled Corporations, with permanent, temporary, or casual status, including job order and contract of service workers, and institutional and individual contractors.

All government agencies are required to establish their own occupational safety and health (OSH) program, create a safety and health committee and/or special investigation committee, and designate a safety and health officer to ensure that compliance to this guidelines is implemented in their respective workplaces. The budget for the implementation of OSH programs must be included in the agency's Annual Work and Financial Plan.

The Occupational Safety and Health Center, an attached agency of the Department of Labor and Employment, is working hand in hand with the Civil Service Commission, Department of Health and all other government agencies to provide OSH trainings to would-be safety officers in the public sector and to develop IEC materials to efficiently disseminate important OSH information to all government employees.

This information package contains the Guidelines On OSH Standards for the Public Sector as stated in the JMC No.1 series of 2020 as well as OSH tips to help keep government employees safe and healthy.

GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE PUBLIC SECTOR

I. Rationale

Global trade liberalization, rapid technological progress, shifting patterns of employment to include migration, changes in organization's work practices, such as business process outsourcing, and the size, structure and life cycles of enterprises can all generate new types and patterns of hazards, exposures and risks.

For the year 2011, the Philippines Labor Statistics reported 48,977 occupational injuries; mostly occurring in the manufacturing, wholesale and retail trade, accommodation and food service, construction and agriculture industries. Further, an estimated 85,843 cases of occupational diseases were also reported in establishments employing 20 or more workers. Among the leading causes are back pain, essential hypertension, neck/shoulder pain, peptic ulcer, and tuberculosis.

In spite of the numerous policy instruments, guidelines and standards for Occupational Health and Safety (OHS), gaps and issues identified relate to the lack of awareness among rights-holders on the provision of 'just and humane terms and conditions of work'; and among duty-bearers, unclear scope of policies in implementing OHS system elements (i.e., governance, information systems, financing, products and technologies, health service delivery, and human resources).

Considering the continuing influx of changes in the working environment brought about by industrialization, globalization, and technology advancement affecting health and wellness of government workers in the workplace, there is a need to enhance and to further improve the existing working conditions in all government agencies.

Under Section 3, Article XIII of the 1987 Philippine Constitution, Occupational Health and Safety is a right, hence, it is important that all sectors, both public and private, should endeavour for better working conditions in their respective workplaces. Evidence-based studies revealed that a holistic approach, combining occupational health and safety with disease prevention, and tackling the social determination of health within a systems framework generates a more responsive and concerted

action for protecting and promoting the health of workers. Thus, the need for a policy framework that will illuminate entry-points for interventions and shared responsibilities among all stakeholders and partner agencies.

II. Objectives

This Guidelines on Occupational Safety and Health Standards for the Public Sector is aimed at protecting all government employees from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties.

This shall also guide the government agencies in the development, implementation, monitoring and evaluation of Occupational Safety and Health for government employees. More particularly, this Guidelines seeks to:

1. Institutionalize occupational health and safety in the public sector and government workplaces;
2. Identify and delineate roles and responsibilities of lead agencies, heads of agencies and safety and health committees, within the scope of the Joint Memorandum Circular; and
3. Establish Safety and Health Committees within government agencies.

III. Scope

This Guidelines on the OSH Standards shall apply to all officials and employees in the NGAs, SUCs, LGUs; and GOCCs whether permanent, temporary and/or casual status.

Job orders, contract of services, institutional and individual contractors shall likewise be covered in this guidelines in accordance with the provisions stated in the CSC-COA-DBM Joint Circular No. 1 s. 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.

IV. Definition of Terms

Contract of Service – refers to the engagement of the services of an

individual, private firm, other government agency, non-government agency or international organization as consultant, learning service provider or technical expert to undertake special project or job for a specific period.

Government agencies – government offices that are created by law, with prescribed powers and mandate. It refers to all branches, subdivisions, instrumentalities, and agencies of the Government, including National Government Agencies (NGAs), State Universities and Colleges (SUCs), Local Government Units (LGUs) and Government-Owned or Controlled Corporations (GOCCs) with original charters.

Government-Owned or -Controlled Corporation (GOCC) – refers to any agency organized as a stock or nonstock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government of the Republic of the Philippines directly or through its instrumentalities either wholly or, where applicable as in the case of stock corporations, to the extent of at least a majority of its outstanding capital stock.

Institutional Contract – refers to an agreement between a government agency and contractor or service provider duly-registered and authorized to provide services such as janitorial, security, consultancy, and other support services.

Job Order – refers to piece work (pakyaw) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences and other manual/trades and crafts services such as carpentry, plumbing, electrical and the like. These jobs are of short duration and for a specific piece of work.

Local Government Units (LGUs) – refer to the provinces, cities, municipalities, barangays, and other political subdivisions as may be created by law, enjoying local autonomy to enable them to attain their fullest development as self-reliant communities.

National Government – refers to the entire machinery of the central government as distinguished from the different forms of local governments.

National Government Agencies (NGAs) - refer to units of the National Government.

Occupational Safety and Health (OSH) - refers to:

- a. promotion and maintenance of the highest degree of physical, mental and social wellbeing of workers in all occupations;
- b. prevention among workers of any departures from health caused by their working conditions;
- c. protection among workers in their employment from risks usually from factors adverse to health, and placing and maintenance of the worker in an occupational environment adapted to his/her physiological ability;
- d. provision of access to social insurance and related benefits.

Occupational Safety and Health Devices and Technology – refers to Personal Protective Equipment, Personal sampler, work environmental monitoring devices (e.g., air sampler, sound level meter, lux meter, psychrometer, velometer, dosimeter, etc.) and the like.

Occupational Safety and Health Management and Information System – refers to integrated data collection, processing, reporting and use of the information which is necessary for improving occupational health service efficiency and effectiveness.

Occupational Safety and Health Services – refer to preventive, promotive, protective, curative and rehabilitative services related to OSH.

Occupational Safety and Health Standards – refer to the set of rules, guidelines and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health.

Safety and Health Officer – refers to a person responsible for ensuring adherence to safety regulations, rules and policies and for assessing unsafe act and environment and hazardous situations/circumstances in the work place.

State Universities and Colleges (SUCs) – refer to public Higher Education Institutions (HEIs) in the Philippines created and established by law which constitutes their charter and which have independent and separate Governing Boards (GBs).

Working Condition – refers to the working environment and all existing conditions and circumstances including but not limited to working hours,

rest periods, work schedules, health and safety programs, amenities, physical environment and work environment structure, among others, which are needed to support employees in the course of their duties and functions.

Workplace – refers to a place/establishment/agency where people are employed/hired which includes working areas, employee lounges and restrooms, convention halls, class rooms, employee cafeterias, hallways and quarters, if there are any, as well as the office vehicles or shuttle.

V. Provision For Reasonable Working Conditions

1. Workplace



- a. Building premises shall have adequate fire, emergency or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the “Standard colors of signs for safety instruction and warnings in building premises”



- b. Facilities for persons with disabilities should be provided for their safe and convenient movement within the establishment/agency.

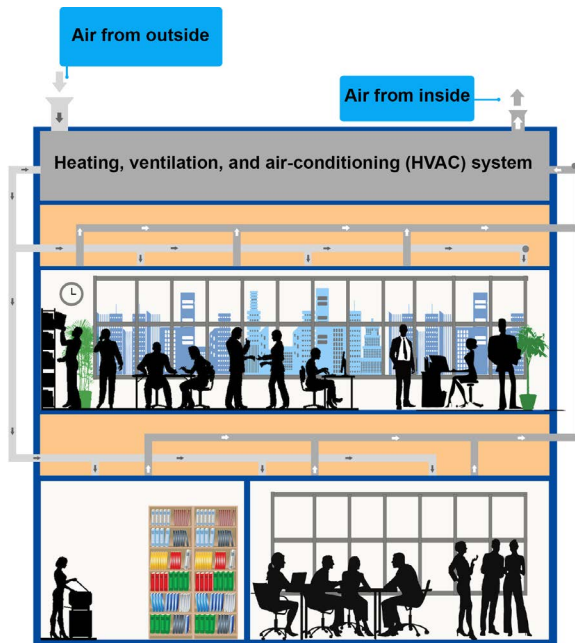
c. Good housekeeping shall be maintained at all times, e.g. cleanliness of building, premises, machines, equipment, eradication of stagnant water that serve as breeding ground of mosquitoes and other insects, regular waste disposal, and orderly arrangement of processes, operations, storage and filing of materials.

d. Sanitary Facilities, e.g. adequate comfort rooms and lavatories separate for male and female workers/employees, among others must be provided and maintained



e. Building construction and maintenance, space requirement, walk way surface, floor and wall openings, stairs, window openings, fixed ladders, among others, must conform to the provisions of Rule 1060 of the OSH Standards.

f. Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment and/or conditions



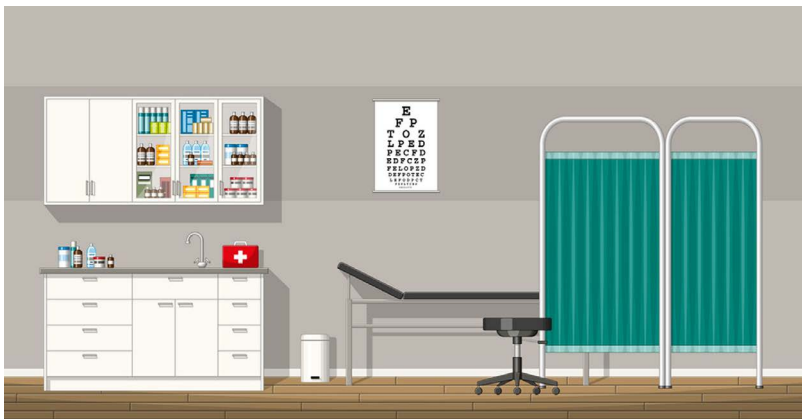


g. Provisions for personal protective equipment and devices must conform to Rule 1080 of the OSH Standards.

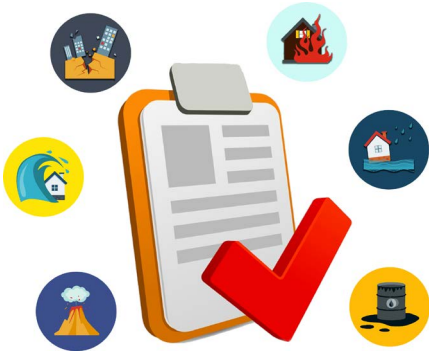
h. Handling, use and storage of hazardous materials must be addressed accordingly pursuant to DOLE Department Order 136 - Series of 2014, Rule 1090 of the OSH Standards, and Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990).



i. There shall be a provision for a health clinic or treatment room.



2. Emergency Preparedness



a. A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the agency must be established as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010

b. Trainings and drills on Disaster Risk Reduction Management must be conducted to ensure employees and staff are prepared during emergencies.



Fire Safety Training

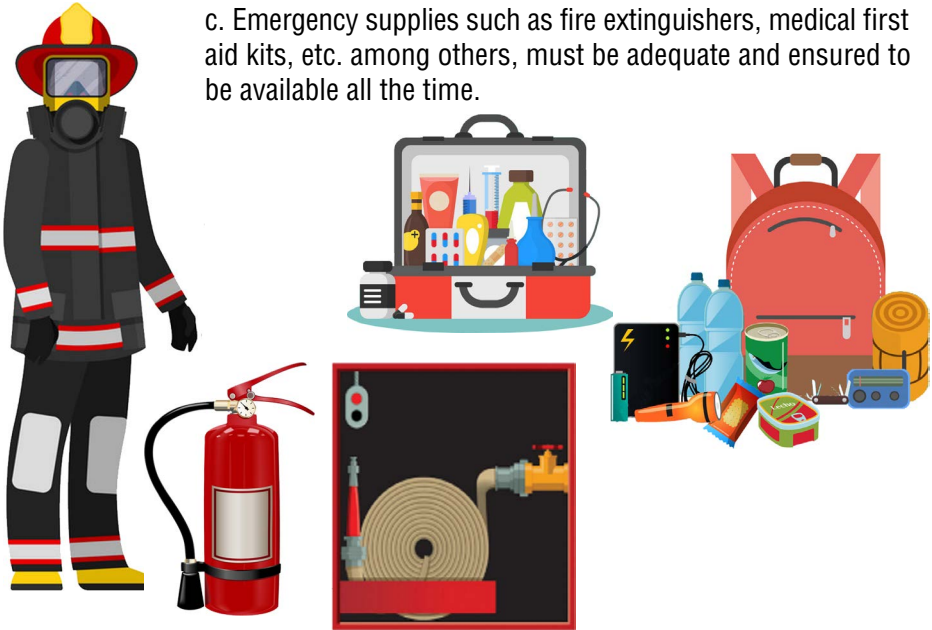
Earthquake Drill



Evacuation Drill



c. Emergency supplies such as fire extinguishers, medical first aid kits, etc. among others, must be adequate and ensured to be available all the time.



d. A first aider trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization qualified shall administer first-aid during emergencies.



e. A Memorandum of Understanding/Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be established, to ensure medical services will be available during emergency.

3. Occupational Safety and Health Program



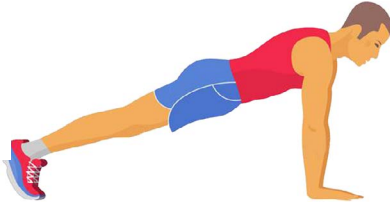
a. Minimum OSH Programs such as, but not limited to the following shall be established:

- a.1. Occupational Accident and Illness Prevention Program
- a.2. Medical Services Assistance and Rehabilitation Program

- a.3 Occupational Accident and Illness Surveillance Program
- a.4 Information and Education Campaign Program

b. Promotion and practice of Health and Wellness in the workplace as provided in

- * CSC Memorandum Circular No. 38, series of 1992;
- * CSC MC No. 06, series of 1995;
- * CSC MC No. 21, series of 2009 shall be ensured.



4. Support Facilities

a. Facilities which may be used for the promotion of health and wellness in the workplace, such as but not limited to the following shall be provided:



RECREATION ROOM



TRAINING ROOM



LACTATION ROOM



DAY CARE

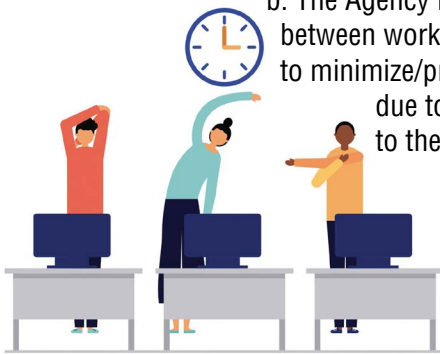
b. Work assignments and good working atmosphere for improved productivity shall be provided to the following employees with special needs:

- b.1. Pregnant women
- b.2. Older employees with special needs
- b.3. Differently abled employees
- b.4. With limited working abilities

c. Policy and provision for lactation stations for lactating mothers shall be established, as provided by Republic Act No. 10028.

5. Working Hours, Break and Leave Privileges

a. The Agency Heads shall ensure that the provisions of the Omnibus Rules on Leaves are strictly observed.



b. The Agency Heads shall ensure that working breaks in between working hours are complied with in order to minimize/prevent employees' exposure to illness due to prolonged sitting without prejudice to the "No Noon Break" Policy.

c. The Agency Heads shall ensure that policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 201 are strictly observed and implemented.

d. Agency Heads shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week except for health care facilities and offices involved in emergency services, law enforcement and similar duties, which may adopt the four-day work week scheme, if applicable.

6. Work Environment

Implement policies and programs relative to:

a. Prohibition of smoking at the workplace as provided in CSC Memorandum Circular No. 17, s. 2009 and CSC-Department of Health

Joint Memorandum Circular No. 2010-01

- b. Workplace Policy and Program for a Drug-free Workplace
- c. Tuberculosis prevention and control in the workplace
- d. Workplace Policy and Education Program on HIV and AIDS

VI. Promotion of OSH



1. Agency Heads shall ensure comprehensive dissemination of OSH information through a communication plan which includes the publication of pertinent OSH information in the agency website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.

2. Employees shall participate in the OSH information and education program, trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.



3. Employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.

4. Establish network to support and sustain the implementation of OSH program with DOLE, DOH and academic institutions which can provide trainings, technical and medical assistance.

5. Ensure that OSH program and activities are included in the Annual Work and Financial Plan of the agency.

VII. Institutional Arrangement

The lead agencies for the implementation of this Guidelines are the DOH, DOLE and CSC.

For efficient administration and implementation of this guidelines and in consonance

with the DOH-DOLE-CSC JAO No. 2017-001, the duties and responsibilities of the stakeholders are enumerated as follows:



A. Civil Service Commission

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



B. Department of Health

1. Establish a system/mechanism to provide health services and health service providers to government employees, including those in temporary or casual status;
2. Establish surveillance and monitoring of occupational health injuries, diseases and deaths in the public sector through its Health Information System;
3. Develop occupational health service and benefit packages for the public sector;
4. Provide technical assistance and human resource support in the periodic and special inspection and investigation of OSH-related accidents and as deemed necessary;
5. Develop a tool kit as a guide for agencies in their program implementation; and,
6. Provide guidance on the implementation on preventive and promotive workplace health programmes.



C. Department of Labor and Employment

1. Provide relevant OSH Standards for the government sector;
2. Provide knowledge and information services/data on OSH standard, programs and enforcement activities, and recommend mechanisms to harmonize different OSH Promotion campaigns with partner agencies;
3. Plan, develop and implement Occupational Safety and Health training programs for government agencies, through its Occupational Safety and Health Center (OSHC);
4. In partnership with Government Owned or Controlled Corporations (GOCCs), specifically the Government Service Insurance System (GSIS), Employees Compensation Commission (ECC) and the Philippine Health Insurance Corporation (Philhealth), formulate compensation guidelines for work-related injuries and illnesses; and,
5. Provide technical assistance and human resource support in periodic and special inspection and investigation of OSH-related accidents and as deemed necessary.

D. CSC-DOH-DOLE Joint Functions and Responsibilities

1. CSC, DOH and DOLE as lead agencies shall collaborate, provide technical assistance and share expertise in conducting capacity building program on OSH for government employees.
2. CSC, DOH and DOLE as lead agencies shall develop a system of rewards and recognition for compliant government agencies on OSH program.

E. Heads of Government Agencies

1. Provide a reasonable working condition and ensure that the workplace is free from hazardous conditions that will cause death, illness or physical injury/ies to its workers/employees;



2. Ensure the conduct of occupational safety awareness; work hazards analysis sessions; identification of hazards and measures to be undertaken by all their employees in case of emergency and other analogous incidents/circumstances;

3. Comply with the requirements of the OSH Standards;

4. Provide Personal Protective Equipment (PPE) at no cost to the worker and ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine quality standards whether local or international.

5. Establish and adopt policies on safety peculiar to its environment in conformity with the provisions of this Standards outlining therein accountable persons and the scope of their delegated authority;



6. Appoint or designate, as the case may be, a Safety and Health Officer, and ensure that the needed OSH trainings are undertaken;



7. Create a Safety and Health Committee and/or a Special Investigation Committee which will conduct regular meetings and/or investigation on occupational related accidents, injuries, illness and/or death; and acts on measures recommended by the Safety and Health Committee and/or Special Investigation Committee;

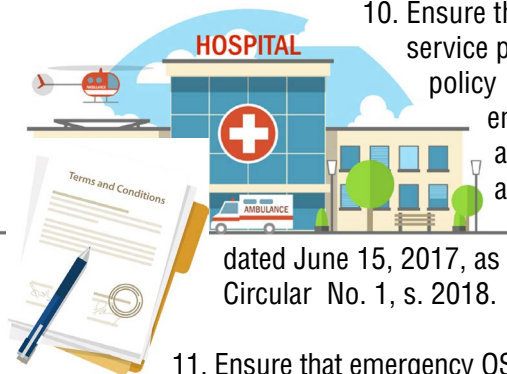
8. Provide annual report and documentation on the health and safety program of the agency, including but not limited, to the

following:

- a. OSH related activities;
- b. Safety performance;
- c. OSH Committee recommendations and measures taken to implement such recommendations;
- d. Survey Report of approved sick leave applications due to work related

- sickness/diseases;
- e. Incident report on work related injuries.

9. Provide emergency medical services for all employees for occupational related accidents, injury, illness and or death, including but not limited to emergency hospitalization, medical supplies and emergency kits.



10. Ensure that institutional contractors or service providers have functional OSH policy and program which will cover employees deployed in government agencies and meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018.

11. Ensure that emergency OSH related services will be provided for job order, contract of service and/or individual contract employees such as first aid, emergency medical supplies and emergency hospitalization assistance; confinement and other related expenses shall be borne by the said contracting agency/individual and must be stipulated in the terms and conditions of the contract.

F. Government Employees

1. Cooperate with the agency in carrying out the provisions of this Guidelines and report to the Safety and Health Committee any work hazard that may be observed in the workplace;
2. Follow all instructions on work safety given by the agency in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the agency;
3. Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives and activities; and
4. Support government agencies in the conduct of health and safety inspection



or other programs.

G. Job-order and contract of service workers

1. The institutional contractors or contract service providers must ensure that their employees deployed in government agencies are provided with medical coverage and they must meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018. Heads of the receiving government agencies where the said job order or contract of service employees are deployed shall only provide medical assistance in case of emergency.
2. Follow all instructions on work safety given by the agency/employer in compliance with the provisions of the Standards and make use of all safeguards and safety devices provided by their employer.



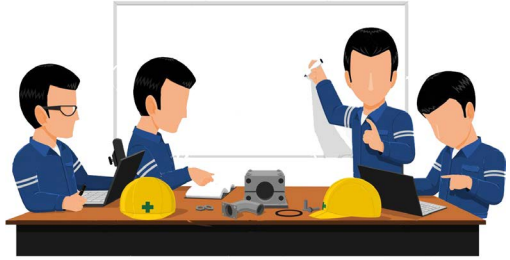
H. Safety & Health Officer (SHO)

1. Undergo training on Occupational Safety and Health and related programs;
 2. Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices;
3. Serve as Secretary to the Safety and Health Committee, and as such he/she shall:
 - a. Notify members of the meetings
 - b. Prepare minutes of the meeting;
 - c. Submit to the head of agency a report of the activities of the Committee including the recommendations made thereof;
 4. Report on the occurrence of accidents; and,
 5. Coordinate all safety and health training programs for the agency management and employees.

I. Safety and Health Committee

Composition

1. All government agencies shall constitute their respective Safety and Health Committees (SHC) within six (6) months from the effectivity of this policy while they may reorganize as deemed fit.



The composition of the Safety and Health Committee is as follows:

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

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

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

In case there is no accredited or registered employee organization, the employees shall elect one representative each from the 1st and 2nd level positions

- The agency physician, or in the absence thereof, any employee who is a graduate of a medical-related course
- Representative from the Local Risk Reduction and Management Council/Risk Reduction Management Officer or its equivalent

Secretary - Occupational Safety & Health Officer

The Safety and Health Committee shall be established at the national, local and regional offices, if applicable.

Duties and Functions of the Safety and Health Committee

The Safety and Health Committee is the policy making body on matters pertaining to safety and health. The Committee is tasked to:

1. Develop OSH policy and standards internal to the agency which should be in accordance with the herein rule;
2. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
3. Initiate and implement improvement of working conditions relative to a safe and healthy working environment;
4. Ensure the health promotion and accident prevention efforts of the agency in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
5. Conduct periodic safety meetings;
6. Submit reports on its meetings and other activities to the head of the agency;
7. Review reports of inspection, accident investigations and implementation of programs;
8. Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
9. Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions;
10. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and
11. Submit to the head of the agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

J. Employee Organization Representative/s

The representatives of the accredited employee organization, or in its absence, a registered employee organization within the agency, shall:

1. Support the agency in carrying out the provisions of the standards and report to Management any work hazards that can be observed in the workplace;

2. Participate/Cooperate in activities initiated by the Safety and Health Committee;
3. Assist their agency in the conduct of safety and health inspection or other OSH programs;
4. Gather occupational safety and health related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action; and
5. Negotiate for better working conditions in their workplace as the provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for such.

VIII. Procedure on Special Inspection, Investigation and Review

Any employee or representative of employees or any concerned person who believes that a violation of any of the provision of this Standards threatens physical well-being, harm or poses imminent danger to life, may submit a request to address the issue/concern along with a narrative report regarding the violations, to the agency Grievance Committee, as prescribed in CSC Memorandum Circular No. 2, series of 2001 dated January 26, 2001.

If the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted. The complainant, the Head of Agency and the CSC Regional Office or Field Office shall be given a copy of the result of such inspection/investigation upon its completion.

IX. Reporting Requirements & Records Keeping

1. All work related accidents, injuries or illnesses in the workplace, resulting to a disabling condition and/or dangerous occurrence must be periodically reported by the Human Resource Office of the respective government agency to the Safety and Health Committee copy furnished the Head of the Agency.
2. Where the accident/illness results in death or permanent total disability, a report must be submitted within twenty four (24) hours after its occurrence to the Health and Safety Committee and the Head of Agency for appropriate and necessary action to address the concern.
3. The agency, through its Human Resource Office, shall maintain and keep

an accident or illness record which shall be open at all times for inspection by authorized personnel which shall contain the following information:

- a. Date of accident or illness;
- b. Name of injured/ill employee, age and sexual orientation;
- c. Occupation/position of the employee;
- d. Cause of accident/illness;
- e. Extent and nature of disability/injury;
- f. Duration of disability/injury;
- g. Extent of damage, including actual medical cost;
- h. Corrective action/s on OSH related findings which caused illnesses/accidents to be undertaken or was undertaken.

4. In reporting, medical confidentiality must be ensured

5. The agency through the Human Resource Office shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

X. Monitoring and Evaluation

1. Agencies shall include in its Annual Report their compliance with this Joint Memorandum Circular and provide copy/ies for the CSC.
2. An annual review of the agency's past year's compliance with the Standard must be done by the Safety and Health Committee every first quarter of the succeeding year. Thereafter, the Safety and Health Committee of the agency shall conduct a quarterly periodic review and report on the same must be included in the Agency's Annual Report.

XI. Administrative Justice Mechanism

Heads, officials and employees of government agencies who violate this guidelines shall be subject to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 Rules on Administrative Cases in the Civil Service, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

XII. Funding Source

Funds needed for the implementation of this Joint Memorandum Circular shall

be included in the agency's regular budget and Annual Work and Financial Plan.

XIII. Separability Clauses

In the event that any of the provisions of this Guidelines is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

XIV. Effectivity

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, 4 March 2020.

(Sgd.) ALICIA dela ROSA-BALA Chairperson
Civil Service Commission

(Sgd.) FRANCISCO T. DUQUE III
Secretary
Department of Health

(Sgd.) SILVESTRE H. BELLO III
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OSHC REGIONAL EXTENSION UNIT XIII

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OFFICE ERGONOMICS

- The workstation should be comfortable, clean, well-ventilated and with sufficient light.
- Place the computer monitor at a right angle to the source of light or window.
- Use shielded lighting to reduce glare.
- Use blinds, 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.



- The top of the computer monitor should be at eye level or just below.
- The monitor should be roughly an arm's length away from the worker.
- The bending of the wrist should be minimal.
- The height of the seat and table should be adjustable to fit the worker comfortably.
- The backrest should support the lower back.
- Feet should be flat on the ground. Use a foot rest if necessary.

- Take frequent short breaks (5-10 minutes) for every hour of work. Change posture often.



OFFICE EXERCISES

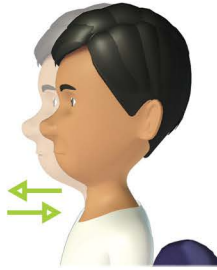
Head, Neck and Shoulder Exercises



1

Drop your head slowly to the left and try to touch your left ear to your left shoulder. Repeat on the other side. Slowly drop your chin to your chest, turn your head all the way to the left, then turn all the way to the right.

2 Sit or stand upright. Without lifting your chin, glide your head straight back. You know you are doing this exercise right if it gives you the feeling of a double chin. Hold for 20 counts and repeat 5-10 times



3

Hold your right arm with your left hand just above the elbow. Gently push your elbow toward your left shoulder. Hold the stretch for 5 seconds. Repeat with your left arm.

5 Slowly roll your shoulders backwards in a circular motion for 5 times. Next, roll shoulders forward for 5 times.



4

Raise the top of your shoulders toward your ears until you feel a slight tension in your neck and shoulders. Hold the feeling of tension for 3-5 seconds. Relax your shoulders downward to their normal position. Repeat this for 2-3 times



6

Place your hands behind your head and squeeze your shoulder blades together.



OFFICE EXERCISES

Back, Side, and Leg Exercises



- 1** Interlace your fingers above your head keeping elbows straight. Press arms as far back as you can. To stretch your sides, slowly lean to the left and then to the right.



- 2** In a similar way bring your arms in front of your body and then behind to stretch the shoulder blades and chest



- 3** Grasp your left shin and lift your left leg off the floor. Bend forward (curling) your back and reach your knee with your nose. Repeat with the other leg.



- 4** Sit forward on the chair and place feet flat on the floor. With a straight leg, lift one foot off the floor and hold momentarily. Flex your foot up and down. Repeat with the other leg and foot.

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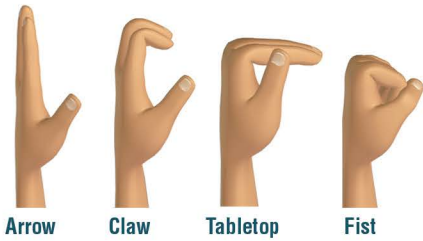


- 5** Stand while keeping knees slightly bent. Place your hands on your lower back and gently push your hands forward while leaning back slightly.

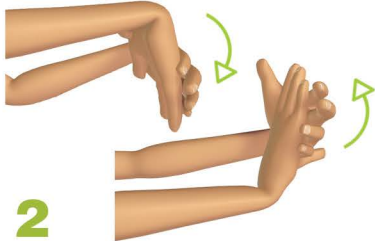


OFFICE EXERCISES

Hand and Wrist Exercises



1 Follow these hand positions one by one. Hold each for three seconds. Repeat three times



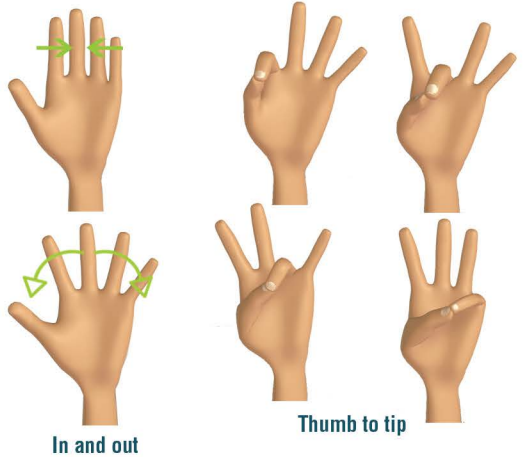
2

Grasp your hand and hold your fingers with the other hand. Slowly bend your wrist down until you feel a stretch. Hold for three to five seconds. Relax and then repeat three times. Slowly bend your wrist up until you feel a stretch. Hold and relax.



5

Sit with your elbows on the table. With palms together, slowly lower your wrists to the table until you feel a stretch (your elbows will move outward a bit). Keep your palms together throughout the stretch. Hold for five to seven seconds. Relax and repeat three times.



3

With your hand open and facing down, gently bend your wrist from side to side as far as possible. Hold for three to five seconds. Repeat three times



4

Start by stretching your arm and hand out and slowly rotate the wrist down until you feel a stretch. Hold for three to five seconds. Rotate the palm up until you feel a stretch. Repeat three times

