



MWSS RO EMPLOYEES HEALTH, WELLNESS AND SAFETY PROGRAM

I. LEGAL BASIS

1. Section 15, Article 3. Declaration of Principles and State Policies of the 1987 Philippine Constitution
2. CSC Memorandum Circular No. 38, s. 1992, "Physical and Mental Fitness Program for Government Personnel"
3. CSC Memorandum Circular No. 30, s. 1994, "Checklist of Reasonable Working Conditions in the Public Sector"
4. CSC Memorandum Circular No. 06, s. 1995, "The Great Filipino Workout"
5. Proclamation No. 528, "Declaring Tuesday, February 14, 1995, as the Great Filipino Workout Day"
6. CSC Memorandum Circular No. 04, s. 2003, "Promotion of Good Nutrition in the Bureaucracy"
7. Republic Act No. 9211, "Tobacco Regulation Act of 2003"
8. Article 8 of World Health Organization Framework Convention on Tobacco Control (FCTC)
9. CSC Memorandum Circular No. 17, s. 2009, "Smoking Prohibition based on 100% SMOKE-FREE ENVIRONMENT POLICY"
10. CSC Memorandum Circular No. 21, s. 2009, "Civil Servant's Health and Wellness Month"
11. CSC Memorandum Circular No. 8, s. 2011, "Reiteration of the Physical Fitness Program "Great Filipino Workout"
12. CSC Memorandum Circular No. 03, s. 2012, "Program to Institutionalize Meritocracy and Excellence in Human Resource and Management"
13. CSC and DOH Joint Memorandum Circular No. 2010-01, "Protection of the Bureaucracy against Tobacco Industry Interference"
14. Republic Act No. 101211, "Philippine Disaster Risk Reduction and Management Act of 2010"
15. Sec. 39 on Disaster Risk Reduction and Climate Change Adoption and Mitigation Projects of the General Appropriation Act (GAA) FY 2016.
16. Sec. 48 on Cultural and Athletics Activities of the General Appropriation Act (GAA) FY 2016
17. CSC Memorandum Circular No. 13, s. 2016, "2016 World No Tobacco Day and No Smoking Month"

II. BASIC POLICIES

1. The RO shall ensure the health, wellness and safety program to all its employees to attain office productivity and employees' welfare.
2. The RO shall provide necessary funds for the procurement and maintenance of physical fitness and sports equipment and facilities.
3. The RO shall promote healthy lifestyle and good nutrition of each workers.



4. The RO shall adopt a non-smoking policy on its premises to encourage people to quit smoking for health reasons and to protect people from exposure to secondhand smoke.
5. The RO shall implement programs to assist its personnel to manage one's wealth.
6. RO shall provide full support on generally accepted principles and standards on occupational safety and health on its own.

III. OBJECTIVES

The RO Employees Health, Wellness and Safety Programs aims to:

1. Attend to the physical, mental fitness as well as emotional, psycho-social and spiritual needs of the RO officials and employees to achieve overall organizational efficiency and success.
2. Implement an employee health, wellness and safety program suitable for the RO officials and employees.
 - a. Continue monitoring and evaluating the said implemented program for future enhancement.
 - b. Report regularly the outcome of the program in relation to reduced tardiness and absenteeism due to sickness among others.

IV. SCOPE

This Employee Health, Wellness and Safety Program shall cover all officials and employees in the MWSS RO regardless of the nature and status of their employment.

V. DEFINITION OF TERMS

Health - is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity (World Health Organization).

Wellness – the condition of good physical and mental health, especially when actively maintained by proper diet, exercise, and avoidance of risky behavior. (The American Heritage Medical Dictionary)

Occupational Health and Safety - is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and, to summarize, the adaption of work to man of each man to his job. (Joint International Labor Organizational/ World Health Organization Committee on Occupational Health)



VI. HEALTH AND WELLNESS PROGRAMS

1. Physical-Medical Health and Wellness Programs

a. Physical and Medical Examination

- Annual Physical Check-up shall include the following:
 - Complete Physical Examination (w ENT, Optha and Dental)
 - Routine Urinalysis
 - Stool Test
 - Complete Blood Chemistry with platelet count
 - Chest x-ray
 - ECG
 - Drug Testing

b. Physical Fitness, Wellness and Sports Activities

The following activities may be conducted for an allotted reasonable time for regular fitness exercise and inclusion of physical fitness exercises pursuant to existing CSC circulars, to wit:

- The Physical Fitness activity shall be a continuous and regular form of exercise through routine gym session in order to prevent lifestyle diseases like Hypertension, Diabetes Mellitus II and Dyslipidemia. In order to optimize the benefit of the use of gym, there is a need to hire services of a RO gym instructor/instructress who will formulate individual workout program for the RO employees and most importantly who will assist the employees during the workout sessions in terms of proper execution for each and every exercise to prevent/avoid injury. (CSC MC No. 8, s. 2011)
- **Jogging/ Walking and Running** - jogging or running is a popular form of physical activity. It helps to maintain a healthy weight, improve cardiovascular fitness, strengthen muscles and help build strong bones, as it is a weight bearing exercise.
- **TENPIN Bowling Tournament** – a good form of relaxation, reason to socialize, do away with stress, and trigger the competitive nature of the player. (CSC MC No. 38, s. 1992 and CSC MC No. 8, s. 2011)
- **Self-Defense Training for Women** – protection of women against dangerous attacks/situations in a real world scenario, equipping them with proper training on basic personal safety techniques.
- **Cardio-Vascular Exercises** - It motivates you to get up and get moving with its music beat. The speed of the beat also lends itself to



making you work out faster than you might do otherwise. This helps your heartbeat to get to its target rate more efficiently. It is also useful for building endurance than it is for losing weight (Aerobics/Zumba sessions with instructor) (CSC MC No. 21, s. 2009)

- **Mini Olympics (Fun Run/Fun Games)** – a recreational events promoting team interaction and bonding and encouraged maximum participants and serious fun for everyone. (CSC MC No. 21, s. 2009)
- **Biggest Loser-BMI** - The biggest loser challenge was created not only to encourage fun ways to exercise and reach a healthy weight loss, but also to encourage participants to make personal commitment to learn their healthy Body Mass Index (BMI) range and to help their employees to reach their weight loss goals. (CSC MC No. 21, s. 2009)
- **Wellness Services** - to improve the well-being and do away with stress. The welfare of employees has a direct impact on the success of the company. (Cauterization, Reflexology, Spa & etc.) (CSC MC No. 21, s. 2009)

The procurement of new physical and sports equipment and replacement of unserviceable ones may be necessary. Thus, the RO shall appropriate funds for this purpose and shall allow the expenditure in accordance with pertinent guidelines.

c. Nutrition Programs

The RO shall adopt and promote a Healthy Food and Lifestyle Program for its officials and employees to promote good health, increase productivity, reduce absenteeism and improve their overall nutritional well-being.

1. Provision of vitamins and food supplement, and
2. Promotion of good nutrition in the bureaucracy to achieve a healthy lifestyle and prevention of sickness. Toward this end, the RO shall serve nutritious food during meetings and activities. (CSC MC. 04, s. 2003)

d. Other Health Conditions

The RO, in coordination with government agencies and non-government organizations concerned with the promotion and development of health and well-being, shall provide its personnel with relevant and timely information on the diagnosis, treatment and prevention of medical, mental, psychological and emotional health conditions that the personnel may be exposed to.



Policies issued by the Department of Health on the following medical conditions in the workplace shall be adopted and implemented as part of this Program:

1. Human Immunodeficiency Virus-Acquired Immune Deficiency Syndrome (HIV-AIDS)
2. Hypertension and High Blood Pressure
3. Tuberculosis
4. Diabetes
5. Smoking-related Illnesses – as such posting of signage like

“STRICTLY NO SMOKING:

as per CSC Memorandum Circular No. 17, s. 2009
Violation of this Circular is a ground for disciplinary action
Report violations to Mr. Christian Marcelino, 435-8902”

6. Other Common Medical Conditions

2. Financial Wellness

The RO shall schedule, the conduct of trainings, seminar and other related activities aimed at addressing financial management to assist both existing personnel and retirees to properly manage their finances.

- a. Livelihood Training Project – to uplift RO employees’ economic development through livelihood and entrepreneurial training courses/seminars and technical assistance.
- b. Financial Management Talk

3. Spiritual Health Promotion

The RO respects the right of its employees to the free exercise of religion provided that such activities related to one’s religious convictions shall not jeopardize the delivery of public service.

VII. OCCUPATIONAL SAFETY PROGRAMS

The RO shall institute and maintain a workable Occupational Program taking into consideration both international and local standards.

The following Occupational Safety programs and activities shall be implemented in the agency:



1. 5 “S” (Seiri, Seiton, Seiso, Seiketsu and Shitsuke) Workplace Clean-Up

This program shall address not only the cleanliness but also the management of occupational hazards. To ensure its effective implementation, regular unannounced or unscheduled sanitary inspections of offices and premises including walkway, gymnasium and other areas in the premises shall be conducted. A report of inspection shall be submitted at least once per semester. As the need arises, fumigation and disinfection may be conducted in the office premises to contain the possible spread of virus and contagious diseases.

2. Electrical and Fire Safety

Electrical and fire safety measures as well as techniques on the prevention and management of electrical and fire hazards shall be disseminated to all personnel. Educational materials shall be provided and the RO shall actively participate and cooperate in the Fire Drill.

The Property Officer shall be regularly updated on electrical safety information considering the fact that most mismanaged electrical systems cause the more common incidents of fire.

Firefighting equipment such as standpipe and hose, automatic sprinkler system, fire hydrant and portable fire extinguishers of the approved type shall be installed within the office buildings and premises.

3. Disaster Response and Preparedness

To proactively address the hazard of natural calamities, the agency shall adopt measures for the preparedness and response to disaster. A regular conduct of disaster response simulations shall be included in the Plan. It shall likewise address the particular needs of women from a gender perspective to ensure their full protection.

- a. Talk/Seminar on Disaster Preparedness from NDCC
- b. Earthquake Drill
- c. Provision of “Go Bag”

VIII. SUCCESS FACTORS

The following are the key success factors that will ensure the accomplishment of this Employee Health, Wellness and Safety Program:

1. Support and participation from the management;
2. Worker involvement in planning;
3. Programs that meet staff members needs;
4. A realistic budget; and
5. Continuous review.



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IX. ROLES AND RESPONSIBILITIES

In the implementation of the Employee Health, Wellness and Safety Program, the Chief Regulator shall have the over-all authority to ensure the objectives are attained and program is successfully implemented. The RO shall also collaborate, coordinate and/or consult with appropriate other concerned agencies to ensure smooth implementation of the program. He may also assign offices, committees and persons to perform roles in the implementation of the Employee Health, Wellness and Safety Program.

X. SOURCE OF FUNDING

The office shall submit, for approval, a yearly budget for Employee Health, Wellness and Safety Program. The office shall ensure the budget is appropriately allocated.

All government existing policies on Employee's Health, Wellness and Safety Program shall be observed and updated annually.

The RO Employee Health, Wellness and Safety Program shall take effect immediately.

JOEL C. YU
Chief Regulator