

SAFETY AND HEALTH MANUAL

Version 1.0

MWSS Regulatory Office
(Dated 31-Aug-2021)

This Manual establishes, mandates and codifies the Employee Safety and Health policies and programs of the MWSS RO. The purpose of this Manual is to ensure the proper identification, determination, dissemination and implementation of these policies and programs. Moreover, this Manual aims to require the commitment and participation of all employees in the proper implementation of the provisions of this Manual, including but not limited to the reporting of hazards, injury and illness without fear of reprisal.

Safety and Health Committee
2021-2022

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1 INTRODUCTION

1.1. Purpose

The purpose of this Manual is to define and implement a Safety and Health Management System and appropriate safety and health programs for MWSS Regulatory Office (MWSS RO).

MWSS RO is responsible for ensuring that employees of the Office have a safe and healthy workplace in accordance with the CSC-DOH-DOLE Joint Memorandum Circular 2020-001: Occupational Safety and Health Standards for the Public Sector.

An effective safety and health program appropriate to employees' varied work responsibilities and workplace conditions is an essential strategy to eliminate or control hazards before they lead to fatalities, injuries and illnesses.

1.2. Scope

This Manual shall cover and include all activities of the MWSS Regulatory Office.

The provisions in this Manual shall apply to all MWSS RO employees including permanent, casual, contractual, contract of service, job orders, institutional employees, and individual contractors.

1.3. References

No.	Document Name
1	Joint Memorandum Circular No. 1 Series of 2020: Occupational Safety and Health Standards for the Public Sector
2	DOLE Safety and Health Standards, 1989
3	https://www.osha.gov/OshDoc/Directive_pdf/ADM_04-00-001.pdf

1.4. Revision History

No.	Reason for Change	Effectivity Date

2 DEFINITIONS

Definitions, acronyms and abbreviations are listed to guide users on the terminologies set forth in this document.

2.1. Definitions, Acronyms, and Abbreviation

Term	Definition
AEDR	Annual Exposure Data Report
ALA	Administration and Legal Affairs
AIDS	Acquired Immunodeficiency Syndrome
AMR	Annual Medical Report
ANSI	American National Standards Institute
AO	Administrative Order
BOSH	Basic Occupational Safety and Health
CSC	Civil Service Commission
CSO	Civil Society Organization
CSRA	Customer Service Regulation Area
CUP	Comprehensive and Unified Policy
DBM	Department of Budget and Management
DOH	Department of Health
DOLE	Department of Labor and Employment
DTI	Department of Trade and Industry
EO	Executive Order
FRA	Financial Regulation Area
GSIS	Government Service Insurance System
HIV	Human Immunodeficiency Virus
HIRAC	Hazard Identification, Risk Analysis and Control
IAQ	Indoor Air Quality
IEC	Information, Education and Communication
IPC	Infection Prevention Control
JHA	Job Hazard Analysis
JMC	Joint Memorandum Circular
LESU	Local Epidemiology and Surveillance Unit

Term	Definition
MSD	Musculoskeletal Disease
MWSS	Metropolitan Waterworks and Sewerage System
OCR	Office of the Chief Regulator
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OSHS	Occupational Safety and Health Standards
PPE	Personal Protective Equipment
RA	Republic Act
RO	Regulatory Office
ROM	Regulatory Office Management
RT-PCR	Reverse Transcription Polymerase Chain Reaction
SH	Safety and Health
SHC	Safety and Health Committee
SO	Safety Officer
TRA	Technical Regulation Area
WAIR	Work Accident/Injury Report

3 ORGANIZATION

3.1. Agency Profile

Name	MWSS Regulatory Office
Date Established	August 1997
Complete Address	3rd Floor Engineering Building, MWSS Complex, Katipunan Road, Balara, Quezon City 1105
Phone and Fax Numbers	8926-9352, 8925-6617, 8925-6619
Website	http://ro.mwss.gov.ph
E-mail address	mwssregulatoryoffice@ro.mwss.gov.ph
Name of the Head of Agency	Atty. Patrick Lester N. Ty
Total Number of Employees	86 (As of 31 August 2021)
Full-Time Employees	60
Contract of Service	26
Description of the Business	Compliance monitoring of water, Concessionaires' performance, Enforcement of service standards, and Determination of rates for water and sewerage services
General Description of Agency Program and Services	Mandated to monitor the Concession Agreement. Among its many functions, RO reviews, monitors and enforces rates and service standards; arranges and reports regular independent audits of the performance of the Concessionaires.

3.1.1 Management Commitment

The MWSS Regulatory Office hereby commits to comply with the requirements of the CSC-DOH-DOLE Joint Memorandum Circular No. 01 Series 2020 and the applicable provisions of the Occupational Safety and Health Standards (OSHS).

The MWSS RO acknowledges its obligation and responsibility to provide appropriate funds for implementing the Safety and Health (SH) programs in this Manual including orientation and training of its employees on SH, provision and dissemination of IEC materials on safety and health, provision of Personal Protective Equipment (PPE) when necessary and other SH related requirements and activities, to ensure the protection of our workers and employees against injuries, illnesses and death through safe and healthy working conditions and environment.

The MWSS RO further commits to conduct risk assessment as required to prevent workplace accidents as well as comply with other provisions of this SH program. The agency is likewise fully aware of the penalties and sanctions for SH violations as provided for in the CSC-DOH-DOLE Joint Memorandum Circular No. 01 s. 2020.

Atty. Patrick Lester N. Ty

Head of the Agency

Date: _____

3.1.2 Safety and Health Committee

The Safety and Health Committee (SHC) of the agency is responsible for the planning, development and implementation of SH policies and programs, including the monitoring and evaluation of the same. The SHC is also tasked to investigate aspects of work pertaining to the safety and health of all the workers. The SHC shall be composed of the following:

Chairperson	:	Maricris T. Laciste
Legal Representative	:	Atty. Felix Francis Ople
Secretary	:	Vincent A. Ruelos (Safety and Health Officer)

Committee Members:

1. Charmaine Shiela A. Adeva
2. Daryl F. Ferrer
3. Christian Bernard D. Marcelino (Personnel / HR Section representative)
4. Aljohn Deo E. Quinajon (Employee Union representative)
5. Lorna C. Medina (Employee Union representative)
6. Joshua Torres (Area Focal Person)
7. Joshua Patrick Aquino (Area Focal Person)
8. Pamela Denise M. Samson (Area Focal Person)
9. Rosemay T. Aquino (Area Focal Person)

3.1.3 Employee Participation

Each employee covered by this manual shall:

1. Follow all of the safety and health rules and practices in this manual;
2. Monitor and report to their supervisor or designated S&H focal person any unsafe conditions for prompt correction;
3. Correct any hazard that they have the ability to correct and report that event to the applicable supervisor, e.g., Department Manager and/or Deputy Administrator or designated S&H focal person;
4. Provide feedback to their applicable supervisor and or designated S&H focal person regarding the need for additional controls to ensure safety and health standards are met;
5. Set the example as a leader in Safety and Health to others in the course of their professional duties;
6. Avoid exposure to any recognized uncontrolled hazard; and
7. Participate meaningfully in safety and health activities, for example; prepare Job Hazard Analyses (JHA), conduct accident investigations, and serving on safety and health committees.

3.1.4 Revision History

No.	Reason for Change	Effectivity Date
		23 August 2021

4 JOB HAZARD ANALYSIS / HIRAC

4.1. Purpose

The purpose of conducting a Job Hazard Analysis (JHA) is to identify the potential hazards of a job by breaking it down into its distinct tasks, and thereby analyzing what hazards are present. It is important to be thorough in conducting JHA in order not to miss any hazards, and in doing so, communication between workers and supervisors is improved, safe work procedures are established, and safety and health awareness is raised. The JHA and HIRAC will also be used to aid in accident/illness investigation.

4.2. Scope

JHA and HIRAC shall be conducted for activities that are under the core functions of MWSS RO employees, as well as those that were already identified as hazardous, such as fieldwork (water and wastewater sampling), driving, handling of hazardous materials, etc. It is anticipated that this section will be updated frequently, to include new or missed activities.

4.3. Responsibilities

The Safety Officer is responsible for hazard identification and analysis; employees who perform the tasks are also partly responsible, but only for providing the list of their tasks, and for being observed by the Safety Officer while doing the job. The MWSS RO employees provided the SH Committee with their ideas during the safety and health seminar; this will form the majority of the attached appendices.

To support the Safety Officer, the following were included to protect employees from potential health and safety hazards in the office through the elimination or reduction of hazards by workplace and job design, taking into account differences among tasks and individuals.

- A. OCR – Joshua Patrick Aquino
- B. ALA – Joshua Torres
- C. CSRA – Daryl F. Ferrer
- D. FRA – Pamela Denise M. Samson
- E. TRA – Rosemay T. Aquino / Aljohn Deo E. Quinajon

4.4. Procedures

The general procedure implemented to conduct JHA/HIRAC is as follows:

1. The supervisor or Safety Officer shall observe an employee, while performing the job assigned. Alternatively, for office jobs, a detailed description of the execution will suffice.
2. The job will be broken down into distinct tasks or steps. For each task or step, the potential hazards will be identified, e.g., ergonomic, chemical, physical, biological, etc.
3. Once the hazards are identified, the corresponding risks involved shall be assessed based on its probability, and severity.
4. Application of controls shall be applied to reduce the level of risk involved in the job of the employees. The Safety Officer shall endeavor to apply all levels of control to the identified risks. The result of the analysis and the application of proposed controls shall be communicated to all employees. Updates on the result of the regular review of this section shall also be communicated to concerned departments and employees.

4.5. References

No.	Document Name
1	BOSH Manual – Occupational Safety and Health Center, Department of Labor and Employment
2	JMC No. 1, s.2020 – OSH Standards for the Public Sector

4.6. Revision History

No.	Reason for Change	Effectivity Date
		23 August 2021

4.7. MWSS RO HIRAC

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
1	All facets of employment	Health Hazard Microbiological	Illness: i.e. COVID-19	1. Wearing Face Mask and Face Shield 2. Disinfection of office premises 3. Social Distancing 4. Alternative Work Arrangement 5. Distribution of vitamins and alcohol 6. UV Box for documents	Medium	High	High	1. Engineering Control: COVID-19 vaccination to lessen the risk of hospitalization
								2. Administrative Control: Continue current AWA or Change work arrangement from alternating every day to alternating every 2 weeks
2	Event Coverage	Health Hazard Biological - Micro and Macrobiological Physical - Temperature	Illness: Waterborne Diseases, Mosquitoes, Airborne Diseases, Heat Stress, Flu-like symptoms after getting wet from rain	Basic Safety Protocol like wearing of PPE	Medium	High	High	1. Administrative Control: Some events are held online, while some are temporarily postponed
								2. PPE: Review of PPE to augment their level of protection

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
3	Water and Wastewater Sampling	Health Hazard Microbiological Macrobiological Physical - Temperature	Illness: Airborne Diseases, Heat Stress, Flu-like symptoms after getting wet from rain	PPE and Reduced Sampling Activity	Low	High	Medium	1. Engineering Control: COVID-19 vaccination to lessen the risk of hospitalization, regulatory sampling point (RSP) from Distribution to service reservoir (SR)
								2. Administrative Control: Alternate sampling schedule
4	Water and Wastewater Sampling	Health Hazard Noise Temperature Safety Hazard Slippery or Uneven Terrain	Illness: Impaired Hearing, Sunburn Physical Injury: Slipping, Falling	Provision of Safety Hat and Reflectorized Vest; Reduced Sampling Activity	Low	High	Medium	PPE: Earmuffs or earplugs, safety shoes, sunblock, umbrella
5	Driving of shuttle service	Health Hazard Physical	Physical Injury	Regular maintenance of service vehicles	Low	High	Medium	

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
6	Developing Reports: Financial Analyses, FCDA, KPI Reports Drafting Correspondences	Health Hazard Physical	Physical Injury: Headache, Weakening of Eyesight from computer monitor radiation and poor illumination	None	High	Low	Medium	1. Engineering Control: Better lighting
								2. Administrative Control: employee information and training on the effects of radiation and improper illumination
								3. PPE: Provide anti-glare materials/equipment
7	Document Transmittal (receipt of reports, releasing of checks, photocopying, etc.) Document Filing, and Document Storage	Safety Hazard Electricity Poor Housekeeping	Physical Injury: Direct: Electrocution Indirect: Fire Slipping, Falling, Falling Objects	None	Low	High	Medium	1. Engineering Control: 5S : Sort/Fix the exposed electrical wires, organize the work areas, provide storage cabinets
								2. Administrative Control: Fire Safety- conduct regular inspection and early detection of exposed electrical wires or octopus wirings

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
8	Conduct of conciliation meetings, committee meetings, and any other meetings	Health Hazard Chemical Psychosocial	Illness: Asbestos from ceiling material, Stress from addressing customer complaints	None	Low	High	Medium	1. Engineering Control: Transfer to new building without Asbestos ceiling material
								2. Administrative Control: employee information and training on stress management
9	Conduct of conciliation meetings, committee meetings, and any other meetings	Health Hazard Ergonomic Physical	Physical Injury: Muscle Strain, "Zoom Fatigue", Headaches, Eyesight issues from extended periods of looking at the monitor, poor illumination	Previous training in ergonomics, implementation of "mental health breaks" during meetings	Medium	Low	Low	1. Administrative Control: employee information and training on ergonomics and stress management,
								2. PPE: Provide anti-glare materials / equipment
10	Developing Reports: Financial Analyses, FCDA, KPI Reports Drafting Correspondences	Health Hazard Ergonomic	Physical Injury: Muscle Strain, Musculoskeletal Ailments	Procurement of new office furniture	Medium	Low	Low	Administrative Control: employee information and training on ergonomics

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
11	CAPEX and Facilities Inspection	Health Hazard Temperature Safety Hazard Slippery or Uneven Terrain, Construction Sites	Illness: Sunburn Physical Injury: Slipping, Falling	Provision of Safety Hat, Reflectorized Vest	Low	Low	Very Low	PPE: Earmuffs or earplugs, safety shoes, sunblock, umbrella
12	Driving of shuttle service	Health Hazard Chemical	Illness: Respiratory Diseases	None	Low	Low	Very Low	PPE: Provide dust mask
13	Troubleshooting / Repairing of ICT Equipment	Health Hazard Ergonomic Biological Safety Hazard Electricity Housekeeping Fire	Physical Injury: Muscular Strain Illness: Spread of bacteria or viruses Physical Injury: Electrocution, Tripping from wires, Fire from electrical overloading	Basic safety protocol such as unplugging of ICT equipment while being installed Safety protocol proper wearing of PPE - Use of PPE	Low	Low	Very Low	1. Administrative Control: Hazard Training or Retooling for employees
								2. PPE: Use of PPE (such as gloves and eye shields), Review of PPE to augment their level of protection

No.	Work Activity	Hazard	Which can cause	Existing Risk Control	Probability	Severity	Risk	Proposed Control Measure
14	Document Transmittal (receipt of reports, releasing of checks, photocopying, etc.) Document Filing, and Document Storage	Health Hazard Microbiological Ergonomic	Illness: Pest Problem from old furniture Physical Injury: Muscle Strain from document storage	New building, Previous seminar on work posture and proper lifting	Low	Low	Very Low	Engineering Control: Disposal of old furniture and documents

5 WORKPLACE DESIGN AND FACILITIES

The following provisions are in accordance with Rule 1060, Rule 1061, Rule 1062, and OSHA Standards.

5.1. Building Requirements

The main purpose of Building Requirements is to provide minimum standards to protect the public health, safety, and general welfare as they relate to the occupancy of buildings and structures. These Building requirements will provide protection from tragedy caused by fire, structural collapse, and general deterioration.

1. All buildings, permanent or temporary, shall be structurally safe and sound to prevent their collapse.
2. Roof shall be of sufficient strength to withstand normal load, typhoons and strong winds in addition to normal weather conditions and where required to carry suspended loads.
3. Foundations and floors shall be of sufficient strength to sustain safely the loads for which they are designed and under no condition shall they be overloaded.
4. Plans for proposed new construction and alterations or substantial repairs of buildings shall be submitted to the Building Official for examination and approval.

5.2. Housekeeping

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

1. All aisles and passageways in offices must be free and clear of obstructions. Proper layout, spacing, and arrangement of equipment, furniture, and machinery are essential.
 2. All tripping hazards must be eliminated. Some common hazards are damaged carpeting, cords in walking areas, and projecting floor electrical outlet boxes.
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3. Chairs, files, bookcases, and desks must be maintained in a safe operating condition.
4. Filing cabinet drawers must always be kept closed when not in use.
5. Materials stored in supply rooms must be safely stacked and readily accessible. Care must be taken to stack materials so that they will not topple over. Heavy objects will be stored at low levels. Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads or Halon plane of operation.
6. Hazardous materials must be properly handled and disposed of. A waste receptacle of hazardous material must be labelled to warn employees of the potential hazards.
7. All common areas and offices should use covered, hands-free, and foot-operated garbage bins using the appropriate color-coded system for waste segregation.
8. Proper waste disposal shall comply with the DOH Health Care Waste Management Manual and DM 2020-0170.
9. Waste management and disposal staff should wear proper PPE.
10. The housekeeping checklist shall be accomplished daily or as required.

5.3. Electrical Safety

1. Electrical cords must be examined on a routine basis for fraying and exposed wiring. Particular attention should be paid to connections behind furniture, as files and bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug. Defective electrical cords will be replaced or repaired as needed.
2. Electrical equipment and wiring must be approved and used in accordance with NEC and local requirements.
3. Non-business-related small appliances, such as hair dryers, blenders, etc. are not permitted in the office unless approved by management. Relocatable power taps (power strips) can be used in conjunction with small appliances if listed and labelled for such use.
4. Use of extension cords:
 - a. Extension cords must only be used as temporary wiring in accordance with DOLE's OSHA's electrical standards.

- b. Extension cords must be kept in good repair, free from defects in their insulation. Defective electrical cords will be removed from service until repaired or replaced.
- c. Extension cords must be positioned so that they do not present tripping or slipping hazards.
- d. Extension cords must not be placed through doorways having doors that can be closed and thereby damage the cord.
- e. All extension cords must be of the grounding-type (three conductors).

5.4. Space Requirement

- 1. Workrooms shall be at least 2.7 meters (8 ft. 10 in.) in height from the floor to the ceiling. Where the rooms are air-conditioned and the process allows free movement; existing heights of not less than 2.4 meters (7 ft. 10 in.) may be allowed.
- 2. The maximum number of persons employed in a workroom area shall not exceed one person per 11.5 cubic meters (400 cu. ft.). In calculating the area, no deductions shall be made for benches or other furniture, machinery. Or materials but heights exceeding 3 meters (9 ft.-10 in.) shall not be included.

5.5. Signage

Signage or Safety signs are important safety communicating tools as they help to indicate various hazards that are and may be present in the workplace. These will warn our talents to always keep watching out for those hazards by giving required information and safety instructions. These also play a key role in many aspects of safety from notifying people of tripping hazards and PPE requirements to explaining arc flash and chemical hazards. These signs must be noticeable, easy to read, and in many cases, comply with OSHA standards for safety signs. These standards can include formatting and content requirements. Since safety is considered the 6S in the 5S program, taking steps to keeping workers safe is a key to a successful and productive workplace such as:

- 1. Building premises shall have adequate fire, emergency or danger sign and safety instructions of standard colors and sizes visible at all times, in accordance with table II, "Standard colors of signs for safety instruction and warnings in building premises."



2. Other visible signs that may be needed to direct the driver of motorized vehicle such as STOP, YIELD, and DO NOT ENTER, properly positioned within the compound of the establishment shall be used to increase safety especially during the night.


The MWSS RO Safety and Health Committee / Safety Officers must identify potential health and safety hazards in the workplace so as to identify placements of these signage, and talents must be able to see the signs from a safe distance. The sign itself should not cause a hazard. Safety signs should have rounded or blunt corners, and have no sharp edges, burrs, or splinters. Similarly, a sign that warns pedestrians to look out for forklift traffic at an intersection should not block their view of incoming forklifts.

5.5.1 Sign Classification and Requirements

OSHA Specifications for accident prevention signs and tags (29 CFR 1910.145) requires the sign's signal word - "Danger," "Caution," etc.- to be readable from at least five feet away. Broadly speaking, signs should be placed such that workers are aware of the hazard and able to respond appropriately before being exposed to it.

OSHA has three classifications of signs:

Sign	Description
 <p>DANGER SIGN</p>	<ol style="list-style-type: none"> 1. Indicate immediate danger and that special precautions are necessary. 2. Red, black and white colors are to be used for danger signs.
 <p>CAUTION SIGN</p>	<ol style="list-style-type: none"> 1. Warn against potential hazards or caution against unsafe practices. 2. Must have a yellow background and black panel with yellow letters. All letters used against the yellow background must be black.

 <p style="text-align: center;">SAFETY INSTRUCTION SIGN</p>	<ol style="list-style-type: none"> 1. Must be used where there is a need for general instructions and suggestions relative to safety measures. 2. Must have a white background, green panel and white letters. Any letters used on the white background must be black.
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5.5.2 General Rules in Sign Posting

1. Signs should be placed in a highly visible location, ideally at eye level, and should not be obscured. Keeping safety signage on full display should be a key consideration when placing other objects or equipment in the area.
2. Signs should be large, readable, colorful and eye-catching, rather than fading into the background.
3. Safety signs should be permanent fixtures, except in situations where the hazard itself is only temporary, such as during a repair job. This means they need to be securely fastened and durable by design.
4. Signs should be well-maintained to ensure they remain fit for purpose. If a sign becomes damaged, stained or faded over time, they need to be replaced as a matter of priority.
5. Do not place too many safety signs together in close proximity, as this can lessen their visual impact and make it harder to communicate the most relevant information to staff.
6. In some situations, illuminated electronic safety signs may be needed to draw extra attention, or to remain visible even in the dark - particularly when it comes to fire exit signs. These require extra maintenance and testing to make sure they still function even during a power failure, either through the use of emergency lighting or glow-in-the-dark materials.
7. Signs should include as much information as is needed to help employees make safe decisions while working. If a workplace has employees who speak languages other than English, multilingual signs will be required.
8. If working practices change and a former hazard is eliminated, the accompanying safety signs also need to be removed to ensure that workers are not receiving any misleading information.

5.5.3 The Color of Safety

Color	Description
RED	Fire protection equipment Danger High risk of injury or death Combustible materials
ORANGE	Moderate risk of injury Guarding devices
YELLOW	Caution statements Minor risk of injury Oxidizers
GREEN	Safety equipment or information
BLUE	No immediate hazard

















5.5.4 References

No.	Document Name
1	ANSI Z35.1-1968 (Specifications for Accident Prevention Signs)
2	ANSI Z53.1-1967 (Safety Color Code for Marking Physical Hazards)

5.5.5 Safety Signs

KNOW YOUR SAFETY SIGNS

Get to know what the symbols mean they are provided
for your safety, There are 4 main categories,
each has a different shape and colour.

	MEANING	SHAPE & COLOUR	SYMBOLS	are put inside the safety shape. These are used in all EEC Countries
PROHIBITION	You must not. Do not do. Stop.	 RED means STOP	  	No admittance No smoking No dirty clothes
MANDATORY	You must do. Carry out the action given by the sign.	 BLUE means OBEY	  	Keep clear Head protection must be worn Wear gloves
WARNING	Caution. Risk of danger. Hazard ahead.	 YELLOW means risk of DANGER	  	Danger high voltage Danger mind your head Danger fork lifts in operation
SAFE CONDITION	The safe way. Where to go in an emergency	 GREEN means GO	  	First aid station Emergency phone Emergency exit

MULTI-PURPOSE SIGNS

To be used when the hazard requires more than one of the 4 types to convey the safety message.



SUPPLEMENTARY TEXT

If the safety sign needs additional information it may be added in words.



FIRE EQUIPMENT SIGNS

For indicating the location of fire fighting equipment and how they should be used.



WORKS TRAFFIC SIGNS

Are the same design as public road signs.



DANGER IDENTIFICATION MARKING



W6.2

5.6. Facilities for PWD

Handicapped employees have designated workplaces. As far as practicable and feasible, they should be provided with facilities for safe and convenient movement within the establishment.

5.7. Sanitary Facilities

1. Adequate comfort rooms and lavatories separate for male and female workers.
2. Adequate dressing rooms for female workers and locker rooms for male workers shall be provided, in accordance with Article 132, Chapter 1, Title 111 Book 111 of the Labor Code of the Philippines. The number of comfort facilities for a given number of workers shall conform with the requirement of the Department of Health.

6 PERSONAL PROTECTIVE EQUIPMENT (PPEs)

6.1. Purpose

Provision of Personal Protective Equipment (PPE) is one level of control that can address the risks our employees are faced with, and hence it is important that the equipment we provide is well suited for the task, and is duly certified to meet the minimum quality standards.

6.2. Scope

The Safety Officer shall endeavor to apply all levels of control to identified risks, hence provision of PPE shall be considered for all tasks, following the priority in the risk register.

6.3. Responsibilities

The Safety Officer shall prepare the List of Required PPE (*Section 6.7*) based on the proposed control of identified risks. The Safety Officer shall also update the list as needed. The required budget for the procurement of PPE shall be discussed in a later section of this manual. The PPE shall be procured by the office procurement officer, consequently, the distribution shall also be part of their responsibilities. The SH Committee shall formulate a policy requiring employees to use the provided PPE during the performance of their tasks. The policy shall also include the implementation of a training program, should it be needed for any PPE. The policy shall be communicated to employees, or visitors if needed. It is the employees' responsibility to always wear the provided PPE. No employee shall be exposed to hazardous conditions without protection.

6.4. Procedures

6.4.1 PPE Identification and Procurement

1. The Safety Officer identifies the risks involved in the tasks of the employees. The Safety Officer shall endeavor to supply the relevant PPE to the employees, to lower the risk in their work. The Safety Officer shall determine the appropriate PPE for the employees, conforming with the minimum requirements stated in Rule 1080.
2. The Safety Officer shall prepare a list of the required PPE.
3. The Safety Officer shall submit the list to the Procurement Officer.

6.4.2 Requesting for PPE

1. The employee who requires PPE shall coordinate their request with the procurement officer.
2. The employee shall accomplish the PPE Request Form and submit it to the procurement officer.
3. The procurement officer shall record the undertaking.
4. It is the employee's responsibility to affix their name or distinguishing mark on their PPE; It is also the employee's responsibility to replace lost PPE.
5. It is the employee's responsibility to request for new PPE should their previous equipment not attain the required level of performance.

6.5. References

No.	Document Name
1	JMC No. 1, s. 2020 – OSH Standards for the Public Sector
2	Technical Services – Occupational Safety and Health Center, Department of Labor and Employment
3	BOSH Manual – Occupational Safety and Health Center, Department of Labor and Employment
4	OSH Standards Rule 1080 – Personal Protective Equipment

6.6. Revision History

No.	Reason for Change	Effectivity Date

6.7. List of Required PPEs

Regulation Area – Task	PPE Specifications	Number Required and Frequency of Replacement (per person)
OCR – Events Coverage	Umbrella	1 piece – to be replaced yearly or as needed
TRA – Water and Wastewater Sampling	Safety Hat – Rule 1084	1 piece – to be replaced as needed
TRA – Water and Wastewater Sampling	Reflective Vest	1 piece – to be replaced as needed
TRA – Water and Wastewater Sampling	Goggles – Rule 1082	1 pair – to be replaced every 3 months, or as needed
TRA – Water and Wastewater Sampling	Gloves – Rule 1085	Multiple – at least 1 pair per sampling point
TRA – Wastewater Sampling	Safety Shoes – Rule 1087	1 pair – to be replaced yearly, or as needed
TRA – Wastewater Sampling	Earmuffs or earplugs	1 pair – to be replaced yearly, or as needed
TRA – Wastewater Sampling	Umbrella and sunblock	1 piece – to be replaced yearly or as needed
All Areas – Developing Reports, During Online Meetings	Anti-glare screen	1 piece – to be replaced as needed
TRA – CAPEX and Facilities Inspection	Safety Hat – Rule 1084	1 piece – to be replaced as needed
TRA – CAPEX and Facilities Inspection	Reflective Vest	1 piece – to be replaced as needed
TRA – CAPEX and Facilities Inspection	Goggles – Rule 1082	1 pair – to be replaced every 3 months, or as needed
TRA – CAPEX and Facilities Inspection	Safety Shoes – Rule 1087	1 pair – to be replaced yearly, or as needed
TRA – CAPEX and Facilities Inspection	Earmuffs or earplugs	1 pair – to be replaced yearly, or as needed
TRA – CAPEX and Facilities Inspection	Umbrella and sunblock	1 piece – to be replaced yearly or as needed

Regulation Area – Task	PPE Specifications	Number Required and Frequency of Replacement (per person)
ALA – Drivers	Dust Mask	1 piece – to be replaced weekly
OCR – ICT Equipment Repair	Anti-Static Gloves – Rule 1085	1 piece – to be replaced as needed
OCR – ICT Equipment Repair	Eye Shield – Rule 1082	1 piece – to be replaced as needed

7 HANDLING, USE, STORAGE AND DISPOSAL OF HAZARDOUS WASTES

Handling, use, and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990), Rule 1090 of the OSH Standard 14 and DOLE Department Order 136 -14, Series of 2014.

The designated Pollution Control Officer shall be in charge of handling, storage, and disposal of hazardous materials in the office.

7.1. Noise

1. Sound levels must be considered during the procurement and location of any office equipment.
2. Provide proper maintenance of equipment, such as lubrication and tightening loose parts, to prevent noise.
3. Locate loud equipment in areas where its effects are less detrimental. For example, place shredders away from areas where people must use the phone.
4. Barriers, walls, or dividers can be used to isolate noise sources. Acoustically-treated materials can be used as buffers to deaden noise and appropriate padding can be used to insulate vibrating equipment to reduce noise.

7.2. Indoor Air Quality (IAQ)

An indoor air quality management program shall be instituted to ensure the prevention of exposure of employees to hazardous environments and/or conditions. Indoor air quality shall be checked/measured at least once a year by DOH accredited/recognized IAQ practitioners.

7.3. Revision History

No.	Reason for Change	Effectivity Date

8 EMERGENCY PREPAREDNESS

A separate document is prepared to address all kinds of emergencies while in the workplace. Refer to MWSS RO's Public Service Continuity Plan.

9 WORKING HOURS, BREAK AND LEAVE PRIVILEGES

1. The Chief Regulator shall ensure that the provisions of the Omnibus Rules on Leaves are strictly observed as well as Leaves identified in the Solo Parents' Welfare Act of 2000 (R.A. 8972) and Magna Carta of Women (R.A 9710).
2. The Chief Regulator 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.
3. The Chief Regulator shall ensure that policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 201522 are strictly observed and implemented.
4. The Chief Regulator shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week.
5. The Chief Regulator shall implement Civil Service Commission Memorandum Circular No. 18, Series of 2020 re: Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic.

10 WORK ENVIRONMENT

10.1. Workplace Policy and Program for a Smoke-Free Workplace

A Smoke-Free Workplace Policy shall apply to the whole of MWSS RO as provided in CSC Memorandum Circular No. 17, s. 2009 and CSC-Department of Health Joint Memorandum Circular No. 2010-01.

Smoking is prohibited within all MWSS RO offices and buildings, except in designated locations. Smoking materials must be extinguished and placed in appropriate containers before leaving smoking areas.

The Office will investigate all complaints relating to IAQ. Air sampling will be conducted, when appropriate, and the results will be shared with employee(s) and their union representative(s).

10.1. Workplace Policy and Program for a Drug-Free Workplace

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), MWSS RO adopts policies and programs to achieve a drug-free workplace according to the policies of the Drug-Free Workplace Committee.

10.3. Workplace Policy and Program on HIV and AIDS

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this office policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

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.

10.3. Tuberculosis prevention and control in the workplace

Pursuant to EO No 187, Instituting a Comprehensive and Unified Policy for Tuberculosis Control in the Philippines (CUP), MWSS RO adopts policies and programs for Tuberculosis prevention and control in the workplace following DOLE Department Order 73-05 Series of 2005, Guidelines for the implementation of policies and programs on tuberculosis prevention and control in the workplace.

10.3. Workplace Policy and Program on Hepatitis B

As part of MWSS RO's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), a policy and program on Workplace Hepatitis B Prevention is adapted. 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.

10.3. Medical assistance and other benefits for employees

Civil Service Commission Memorandum Circular No. 33, Series of 1997 re: Policy on Working Conditions at the Workplace requires all government agencies to provide Health Program for Government Employees to include hospitalization services and annual mental, medical-physical check-up.

In the absence of a medical insurance from a private Health Maintenance Organization, the PhilHealth insurance benefits may be availed by the employees.

11 FIELDWORK HEALTH AND SAFETY

11.1. Purpose

To ensure that employees are capable and equipped to safely conduct routine field activities and have reasonable access to assistance in the event of an emergency.

11.2. Scope

Field safety shall cover permanent, contract of service, part-time and full-time employees, and on-the-job trainees involved in routine functions conducted at a location outside the office premises.

11.3. Responsibilities

11.3.1 Supervisor

1. Follow all procedures, guidelines, provisions, and/or responsibilities described in the fieldwork health and safety plan;
2. Follow recognized best practices through literature review or by seeking expert advice from relevant agencies;
3. Manage the development and implementation of your unit's Fieldwork Health and Safety Plan;
4. At a minimum, the plan shall include:
 - Identified risks and hazards during field work;
 - Action plan describing how risks will be managed;
 - A 'check-in / check-out' procedure to ensure that fieldworkers are accounted for while at the field site;
 - Emergency response plan; and
 - Identification of risk-appropriate training.
5. Provide and document employee training relevant to fieldwork safety; and
6. Provide the emergency response plan to the Safety and Health Committee and Administration Department and HR Unit.

11.3.2 Employee

1. Conduct all fieldwork in accordance with your approved process manual and work instructions;
2. Immediately inform your supervisor of any changes to existing or newly discovered risks that can affect your safety; and
3. Take adequate precautions to protect your own safety at all times.

11.1. Revision History

No.	Reason for Change	Effectivity Date

11.3. Fieldwork Health and Safety Plan

Risks and Hazards	Control / Preventive Plan	Emergency Response Plan
Exposure to Covid 19 and other diseases	<ol style="list-style-type: none"> 1. Conduct annual physical exam without expense to the employee; 2. Wear PPEs at all times; 3. Wear double masks; 4. Limit stay in monitoring site; 5. Ensure minimum distance of 1 meter from other individuals in the site; 6. Limit verbal communication with the public to what is necessary; 7. Avoid eating and drinking in unsanitary areas during the field activity; and 8. Dispose PPEs properly. 	<ol style="list-style-type: none"> 1. Isolate and seek medical attention 2. Report as soon as possible to HR and or SHC
Injuries due to falling, sliding, etc.	<ol style="list-style-type: none"> 1. Wear appropriate PPEs; 2. Plan your field work activity by studying/researching the site in advance; 3. Do not conduct field work alone; and 4. Inform concessionaire of the activity and be aware of the location of medical clinic or first aid kits on site. 	<ol style="list-style-type: none"> 1. Accompanying driver or sampler should look for a first aider on site or medical personnel to handle situation; 2. Seek medical attention from nearby clinic or hospital; and 3. Report as soon as possible to Supervisor, HR and or SHC.

Risks and Hazards	Control / Preventive Plan	Emergency Response Plan
Traffic Accidents resulting to injuries	<ol style="list-style-type: none"> 1. First aid kits should be available inside the vehicle; 2. Emergency numbers should be available/posted inside the vehicle; and 3. Samplers should be enrolled under an emergency insurance program for accidental injuries during field work 	<ol style="list-style-type: none"> 1. Accompanying driver or sampler should look for a first aider on site or medical personnel to handle situation 2. Seek medical attention from nearby clinic or hospital 3. Report as soon as possible to Supervisor, HR and or SHC
Earthquake	N/A	<ol style="list-style-type: none"> 1. If inside a moving vehicle, stop and exit. 2. If inside a facility, follow the building evacuation plan. 3. After the shaking, report your status to the MWSS RO SHC. 4. Stay tuned for the latest news regarding the earthquake.
Fire		<ol style="list-style-type: none"> 1. Follow the facility employees' evacuation plan. 2. Report your status to the MWSS RO SHC.

Risks and Hazards	Control / Preventive Plan	Emergency Response Plan
Flood	N/A	<ol style="list-style-type: none"> 1. Consult mobile apps for routes without flooding. 2. Report your whereabouts to the MWSS RO SHC. 3. Stay tuned for the latest news regarding the flood.
Typhoon	N/A	<ol style="list-style-type: none"> 1. Report your whereabouts to the MWSS RO SHC. 2. Stay tuned for the latest news regarding the typhoon.

12 COVID-19 PREVENTION AND MANAGEMENT

12.1. Purpose

To increase health and safety awareness in the workplace and for the workforce to avoid potential exposure to the SARS-CoV-2 virus that causes COVID-19. This hopes to provide proper guidance and appropriate information to the MWSS RO Safety and Health Committee (SHC) and other key stakeholders to empower them in ensuring that all talents know how to protect themselves, their colleagues, and families from the threat of COVID-19.

12.1. Scope

This Instruction manual applies to all MWSS RO employees including permanent, casual, contractual, contract of service, job orders, institutional employees, individual contractors and visitors.

12.3. Responsibilities

12.3.1 Safety and Health Committee (SHC)

In case of workplace exposure to COVID 19, the SHC and its Area Representative members shall:

1. Conduct contact tracing activities of exposed talents in coordination with ALA-HR being the depository of talent information which is part of our submission to the Local Epidemiology Surveillance Unit (LESU).
2. With the increasing spread of COVID-19, the key role of the committee is to raise awareness of health and safety issues among workers, supervisors, and managers; develop strategies to make the work environment safe and healthy, and develop an effective procedure of managing the COVID-19 spread in the workplace.
3. assume overall responsibility to ensure that all necessary preventive and protective measures are taken to minimize occupational safety and health risks as well as the spread of the COVID-19 in the workplace

4. provide information, instruction, and training on occupational safety and health, including; Refresher training on COVID-19 infection prevention and control (IPC); and
5. Use, putting on, taking off and disposal of personal protective equipment (PPE)
6. Provide a forum for employees and management to work together to solve health and safety problems as well COVID-19 prevention and management.

12.3.2 Safety and Health Officer (SHO)

In case of workplace exposure to COVID 19, the SHO shall:

1. Assist in the contact tracing activities after the determination of a suspected case has been confirmed (Refer to Section 0).
2. Communicate with the LESU thru phone call and submit thru email the contact tracing list determined by SHC and ALA-HR.
3. Coordinate with the LESU and follow-up on the assessment / investigation report.
4. After LESU assessment / investigation report has been released, the Safety & Health Officer (SHO) shall make the request to the LESU to facilitate the immediate Antigen / RT-PCR testing of the confirmed case/cases and shall immediately report the matter to the ROM.
5. Conduct virtual or in-person COVID-19 safety and health assessments with the Close Contact/s and 2nd Generation Close Contact employees/talents, and inform / advise them on what to do as per DOH Memorandum Circular 2020-0189 – Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases.
6. Conduct virtual or in-person COVID-19 safety and health assessments of the Talents/employees on their day-to-day activities and remind them of the safety protocols put in place by the Safety and Health Committee and RO Management;
7. Communicate COVID-19-related safety practices and protocols to all talents/employees and act as a resource for COVID-19 safety information.
8. Ensure that all personnel know and follow established safe work procedures in accordance with safety protocols and the unit's re-entry plan.

9. Attend Department and Institutional CSO meetings and convey the information shared there to the ROM and Talents/employees.
10. Establish a plan to communicate regularly with the RO Management about COVID-19 safety; notify the management of any major changes in safety recommendations and protocols.

12.3.3 MWSS RO Management (ROM)

The ROM shall

1. Adopt business continuity plans to prevent the spread of COVID-19.
2. Develop a work arrangement that will reduce the number of people in the workspace and also reduce the need to travel, including work from home arrangements to those whose tasks can be done at home, and among employees at high risk. This includes employees beyond 60 years of age, or of any age with co-morbidities, or pre-existing illness such as hypertension, diabetes, cancer or immunocompromised health status, or with high-risk pregnancy.
3. Enforce infection control procedures such as physical distancing, wearing of masks, meticulous hand hygiene, and cough etiquette as stipulated in AO 2020-0015 on the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation. Appropriate PPE shall also be worn based on the setting of their work (e.g., face shields and masks for those who render service via face-to-face encounters).
4. Facilitate compliance and put in place social support that will relieve stress caused by the pandemic. This includes appropriate policies on sick leave and medical insurance coverage to accommodate the COVID-19 situation, and pay allowance from the employer.
5. Facilitate and screen returning employees/workers for influenza-like symptoms. Temperature checks and proper disinfection of inbound and outbound persons shall be strictly implemented.
6. Implement activities to promote physical and mental resilience among their employees and workers, and ensure other measures to reduce transmission, contact rate and risk of infection of COVID-19, as indicated in the Joint DTI and DOLE guidelines.

12.1. Procedures

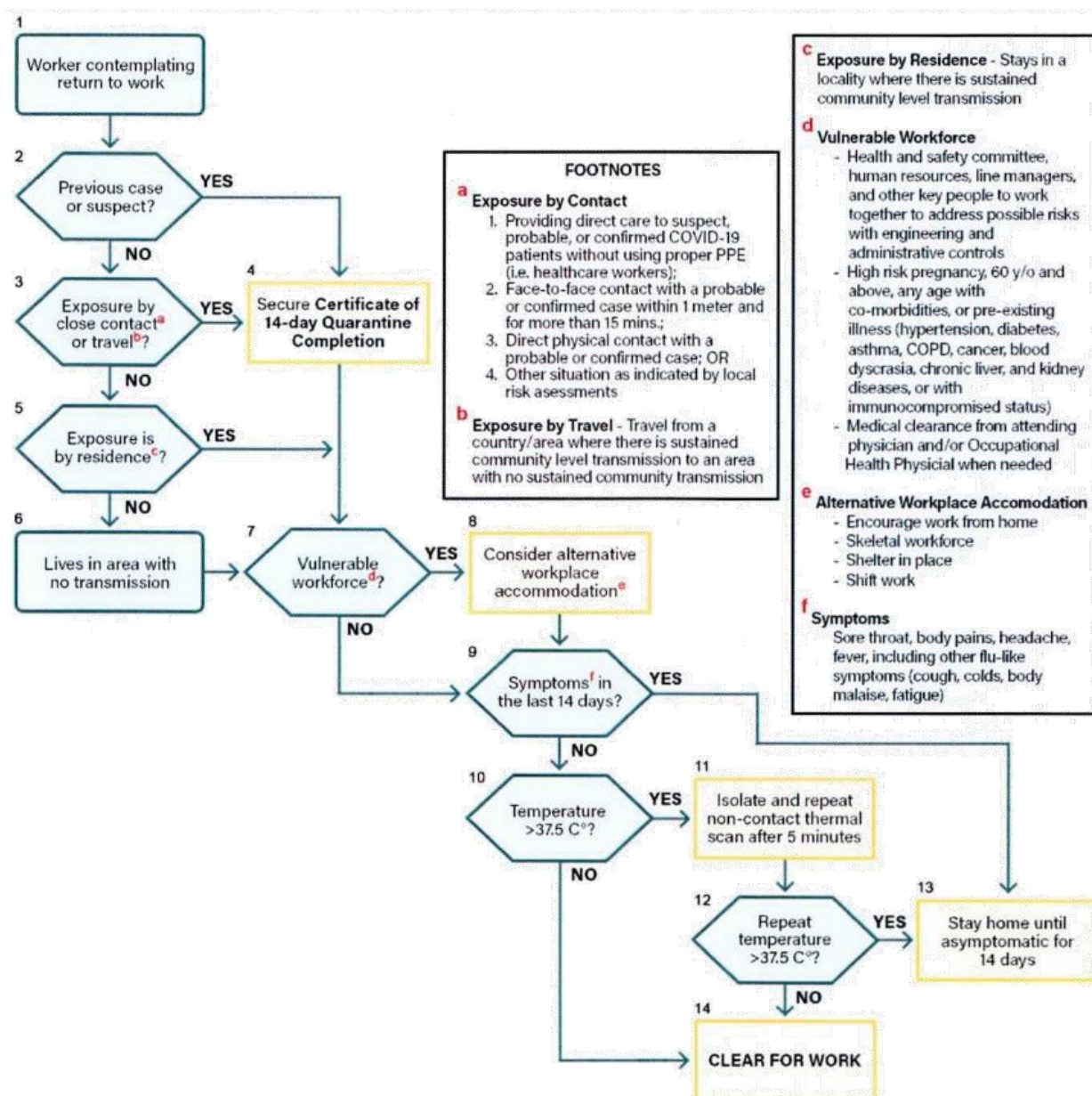
12.4.1 Screening of Returning Employees and Workers

1. Returning employees and workers physically reporting to their place of employment shall be screened for symptoms of COVID-19, including fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days.

The following exposures should have happened two (2) days before or within 14 days from onset of symptoms of a confirmed or probable case:

- a. Face-to-face contact with a confirmed case within 1 meter and for more than 15 minutes
 - b. Direct physical contact with a confirmed case
 - c. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment.
2. Returning employees and workers who are symptomatic with relevant history of travel/exposure on the date of work resumption shall not be allowed to physically return to work and must consult with their primary care provider. The use of telemedicine is encouraged for proper care and coordination.
 3. Returning employees and workers who were symptomatic with relevant history of travel/exposure within the last fourteen (14) days prior to the date of work resumption shall present the Certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines on reintegration of suspect, probable, and confirmed COVID-19 cases. If asymptomatic within the last fourteen (14) days prior to the date of work resumption, employees and workers can be cleared to physically return to work.

12.4.2 Algorithm for Screening Returning Talents



Reference: Annex A of DOH Circular No. 2020-0206

12.3. Workplace Visitors Policy

1. No visitors are allowed in our workplace or on RO property unless authorized by a Deputy Administrator / Department Manager concerned. All requests for permission for non-employees to enter company property must be made at the front office.
2. A Talent /employee who wishes to visit the workplace for any reason during hours or shifts when they are not assigned to work must also have the permission of a Department Manager. Applications for such visits must be made at the front office.
3. Visitors must wear a visitor's pass on the jacket or shirt pocket so as to display that the individual is an authorized visitor.
4. Talents/employees are to challenge strangers in the RO facility who do not display the visitor's pass to determine their authority for access to our facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the front office.
5. Applications to visit the facility during shift hours must be made at the front office a day prior to their visit on or before 3:00 p.m.

12.3. References

No.	Document Name
1	DOH Memorandum Circular 2020-0189 and 2020-0220 – Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases
2	Workplace-Handbook-on-Covid-19-Management-and-Prevention
3	OSHA Manual
4	DOH Memorandum Circular 2020-0439 – Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment, and Rehabilitation Strategies for COVID-19

12.1. Contact Tracking Form (LESU Format)

12.7.1 For Confirmed Case/s

[illegible]

12.7.2 Closed Contacts

[illegible]

13 MOTOR VEHICLE OPERATION AND SAFETY

13.1. Purpose

The procedure will serve as guidelines for ensuring the safety of all talents that use MWSS RO-owned and/or rental vehicles being operated during official government businesses.

13.1. Responsibilities

13.2.1 Office-designated Driver

1. Use the government-owned vehicle only for conducting official business.
2. Always carry a valid professional driver's license during vehicle operation.
3. Implement and enforce mandatory seat belt use policy.
4. Drive the vehicle in a safe manner conforming to all applicable traffic rules and regulations of the Philippines.
5. Implement no smoking policy inside the vehicle.

13.2.2 Responsible Administrative Personnel (Senior Property Officer)

1. Oversee the systematic inspection, repair, and maintenance of all government motor vehicles in terms of their overall performance and physical appearance;
 2. All requests for a service vehicle shall be coursed through the Senior Property Officer which oversees the whole operation of the motor vehicles. The Senior Property Officer will assign the driver and the respective service vehicle to be used;
 3. Ensure that all motor vehicles are equipped with emergency equipment such as spare tire, jack, wrenches, flash light, fire extinguisher, first aid kit, warning triangle, and high visibility clothing;
 4. Ensure that all drivers under his or her supervision possess a valid professional driver's license.
-

13.1. Driving a Motor Vehicle

1. Drivers are not permitted to operate a motor vehicle if their ability of alertness is impaired by fatigue or illness.
2. Drivers will not use alcohol or be under the influence of alcohol within four (4) hours of going on-duty or operating or having physical control of a motor vehicle. In addition, a driver is prohibited to use or be in possession of alcoholic beverages while working.
3. Drivers are prohibited to do the following during the operation of motor vehicle whether the said motor vehicle is in motion or temporarily stopped on a traffic light or an intersection.
 - a. Making or receiving calls;
 - b. Writing, sending or reading text-based communication;
 - c. Playing games;
 - d. Watching movies;
 - e. Performing calculations;
 - f. Reading e-books;
 - g. Composing messages;
 - h. Surfing or browsing the internet

Note: Drivers are allowed to take emergency calls to authorities in cases of a crime, accidents, bomb or terrorist threat, fire or explosion, instances needing medical attention, or when personal safety and security is compromised. In addition to this, using a hands-free function such as speaker phones, earphones, microphones, or other similar devices, which will allow a person to make and receive calls without holding his mobile communication device, is allowed.

13.1. Inspection, Repair, and Maintenance of Motor Vehicles

1. Drivers must systematically inspect, repair, and maintain all motor vehicles under their control. Operation of a motor vehicle in a condition that is likely to cause an accident is prohibited.
2. Drivers must prepare a written report at the end of each day's work to be submitted every week. At a minimum, the report must cover brakes, steering, lights, reflectors, tires, horns, windshield wipers, rear vision mirrors, coupling devices, wheels and rims, and emergency equipment (Section 13.7). A more thorough inspection including, but not limited to, fluid levels, windscreen washer, battery, lights, indicators, and tire tread, can be carried out at regular intervals.
3. If the driver's written report identifies any defects or deficiency that may affect safe operation, the motor vehicle's defects should be repaired first before it may again be operated.
4. Appropriate and applicable safety signs shall be conspicuously displayed inside the vehicle in use.

13.1. Special Guidelines during COVID-19 Pandemic

To maintain the conduct of vital business operations of MWSS RO during a pandemic or any similar disease outbreak, shuttle service shall be provided to transport talents who do not have access to private transportation, to and from work.

1. Before boarding the shuttle service, the temperature of the boarding talent should be checked via thermometer or any similar device and should not exceed 37 degrees Celsius. The calibration of the device is the responsibility of the driver while the checking of temperature is a shared responsibility among the drivers and passengers of the shuttle to ensure everyone's safety.
2. Talents shall be picked up and dropped off at their respective residences or at any convenient point within 500 meters radius. Talents shall be responsible for personally coordinating their pick-up and drop-off points to their respective drivers. The maximum allowable waiting time from the agreed upon pick-up time is only two (2) minutes.

3. Talents shall occupy their shuttle, one (1) seat apart from each other, not exceeding a maximum of 50% of the shuttle's seating capacity; try to keep the front seat beside the driver, vacant.
4. Talents shall wear face masks and face shields at all times, and disinfect their hands with the alcohol and/or hand sanitizer provided in each shuttle, upon boarding and before disembarking.
5. Shuttle drivers shall be responsible for disinfecting their assigned shuttles before and after each trip.
6. Talents inside the shuttle are required to avoid talking with each other, taking phone calls, eating, and removing their masks and shields. Signage of "No Talking", "No Taking Phone Calls", and "No Eating" shall be displayed or posted on the conspicuous areas of the vehicle.
7. Adequate ventilation will be strictly enforced inside the shuttle. The opening of windows, with at least three (3) inches of opening, while in transit will be practiced.

13.1. Emergency Situations

1. In the case of damage to a government owned vehicle, all of the following procedures apply. For rental vehicles operating for official business, notification of the responsible S&H focal person and completion of the Incident Investigation and Hazard Reporting worksheet are required. The other procedures may serve as useful guidelines.
 - a. Stop immediately.
 - b. Take whatever steps are necessary to prevent another accident.
 - c. Notify police and/or emergency services, if necessary.
2. In case of injury in a motor vehicle accident:
 - a. If injured to the extent that you cannot perform your duties, have the police notify your responsible Department Manager, who will assume your responsibilities for reporting the accident.
 - b. Submit Employee's Notice of Injury, to your respective Department Manager.
 - c. Submit all reports and data to your respective S&H area focal person within one working day.

13.1. Vehicle Daily Inspection Log

DRIVER'S DAILY VEHICLE INSPECTION REPORT							
Name of Driver:							
Vehicle Model:							
Plate Number:							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date							
Odometer Reading							
<i>DAILY INSPECTION</i>							
Brakes							
Lights							
Brake							
High/Low Beam							
Interior/Dashboard							
Tail							
Turn/Hazard							
Horn							
Mirrors							
Seatbelts							
Steering Mechanism							
Tires							
Windshield Wipers							
<i>WEEKLY INSPECTION</i>							
Fluid levels							
Engine Oil							
Brakes							
Clutch							
Power Steering							
Auto Transmission Fluid							
Coolant							
Battery							
Windscreen Washer							
Tires							
Pressure							
Tread							
Wear and Tear							
Driver's Signature							
<i>Note: Put a check (✓) mark if the equipment is in roadworthy condition</i>							
Remarks:							

13.1. Shuttle Service Safety Signage



13.1. References

No.	Document Name
1	DOH Handbook
2	OSHA Manual
3	Anti-Distracted Driving Act or R.A. No. 10913

13.10. Revision History

No.	Reason for Change	Effectivity Date

14 PROMOTION OF SAFETY AND HEALTH IN THE WORKPLACE

MWSS RO is committed to the wellness and safety of all its talents in performing their duties as public servants. Health and safety promotion in the workplace is vital to the continued functioning and overall satisfaction of all talents. When talents are sick or injured and cannot work, other employees need to take on the extra work. This can cause stress, which slows down productivity and hurts the morale of the agency. Safety and health compliance required shall be communicated in a manner readily understandable to all talents in accordance to the methods outlined below:

14.1. System of Communication

Managers and supervisors shall establish, implement, and maintain a system of communication with talents about health and safety matters. All information should be presented in a manner readily understood by the affected talents. Verbal communications should be supplemented with written materials or postings, whatever is appropriate.

14.2. Communication about Hazards

Talents who may come in contact with hazards in the workplace or laboratories shall be provided information concerning the particular hazards which may be posed, and the methods by which they may deal with such hazards in a safe manner.

14.3. Training

Supervisors and managers shall be experienced, trained, and knowledgeable in the safety and health hazards to which talents under their immediate supervision and control may be exposed, and shall be knowledgeable of current practices and safety requirements in their field.

Talents shall be provided with information to protect themselves from hazards in their working environment. Supervisors and managers shall ensure that talents have received appropriate training and information regarding:

1. General health and safety practices of the workplace or laboratory, including emergency procedures;
2. Job-specific health and safety practices and hazards;
3. Recognition and assessment of health and safety risks; and
4. How to minimize risks through sound safety practices and use of protective equipment.

Training shall occur when:

1. A new talent is hired or is new to the laboratory;
2. A talent is given a new assignment for which training has not previously been received; and
3. New hazards and introduced by new substances, processes, or equipment.

All talents should periodically be retrained or demonstrate an understanding of current standard safety practices and requirements for their respective areas.

14.1. IEC Materials

These series of postings are aimed to support efforts in promoting safety and health among the talents of the agency and the implementation of precautions on potential hazards that can be encountered inside the workplace. Sample IEC materials are shown below:



14.3. Budget

Funds needed for the implementation of the Joint Memorandum Circular No. 1 Series of 2020 shall be included in the MWSS RO's regular budget and Annual Work and Financial Plan.

Listed below are items to be included for annual budgeting for SH Program implementation, but not limited to the following:

SH Item	Estimated Cost/year (PhP)
SH Trainings	PhP 228,500.00
PPE (Safety Shoes, Hard Hats, Safety Vest, etc.) <i>plus 5% Contingency</i>	PhP 400,000
First Aid Medicine and Other Medical Supplies	
Safety Signage and devices	PhP 10,000
Fire Safety Equipment/Tools	PhP 30,000
Work Environment Measurement	PhP 100,000.00
Others: Specify	
TOTAL	PhP

14.3. Monitoring

The MWSS shall include in its Annual Report its compliance with the Joint Memorandum Circular 2021-001 and provide copy/ies for the CSC.

An annual review of the MWSS RO's past year's compliance with the Standard must be done by the Safety and Health Committee every first quarter of the succeeding year. Thereafter, the Safety and Health Committee shall conduct a quarterly periodic review and report on the same must be included in the MWSS RO's Annual Report.

14.1. Reporting Requirements

The MWSS RO:

1. In compliance with Section 12 of the Department Order 198, s. 2018, shall prepare Safety and Health Program (SH Program) which shall be submitted to the DOLE, having jurisdiction over the agency. Prescribed format can be downloaded at <https://bwc.dole.gov.ph/safety-and-health>.
2. Through Human Resource Unit, 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 illness/accidents to be undertaken or was undertaken.
3. In reporting, medical confidentiality must be ensured (Data Privacy Act of 2012).
4. The Human Resource Unit shall assist the employee for Employee Compensation claims by submitting pertinent records to the GSIS.

14.7.1 SH REPORTS

The MWSS RO shall submit to DOLE:

1. Employer's Work Accident/Injury Report (WAIR) for work related cases resulting in disabling injuries/ conditions.

All work-related accidents, injuries or illnesses in the workplace, resulting in a disabling condition and/or dangerous occurrence must be periodically reported by MWSS RO Human Resource Unit to the Safety and Health Committee copy furnished by the Office of the Chief Regulator.

Where an 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 Office of the Chief Regulator, for appropriate and necessary action to address the concern.

Work accident cases which result in serious injuries and/or deaths [1], the MWSS RO shall immediately notify, within twenty-four (24) hours from occurrence, the nearest DOLE Office having jurisdiction over the workplace through the fastest means of communication whichever is available.

After the conduct of investigation, the MWSS RO shall prepare and submit a work accident report using the prescribed form DOLE/BWC/OHSD-IP-6 on or before the 20th day of the month following the date of occurrence of the incident or when the illness is established. Moreover, other work accidents resulting to disabling injuries [2] such as Permanent Partial Disability [3] and Temporary Total Disability [4] shall be reported to the DOLE Regional Office within 30 days after the date of occurrence of accident using the DOLE prescribed form (WAIR).

As per Labor Advisory No. 09 s. 2021, beginning April 30, 2021, MWSS RO shall submit online the monthly Workplace COVID-19 Prevention and Control Compliance Report (WAIR COVID-19 form) every 30th of the month with or

without any Covid-19 case in the workplace through the DOLE Establishment Report System (<https://reports.dole.gov.ph>) using the revised WAIR COVID-19 prescribed form.

[1] "Death" shall mean any fatality resulting from a work injury regardless of the time intervening between injury and death. (Ref. Rule 1050 of the OSH Standards, as amended, 1989)

[2] "Disabling injury"- shall mean a work injury which results in death, permanent, total disability, permanent partial disability or temporary total disability. (Ref. Rule 1050 of the OSH Standards, as amended, 1989)

[3] "Permanent Partial Disability" shall mean any injury other than death or permanent total disability, which results in loss or loss of use of any member or part of a member of the body regardless of any pre-existing disability of the injured member or impaired body function. (Ref. Rule 1050 of the OSH Standards, as amended, 1989)

[4] "Temporary Total Disability" shall mean any injury or illness which does not result in death or permanent total or permanent partial disability but which results in disability from work for a day or more. (Ref. Rule 1050 of the OSH Standards, as amended, 1989)

2. Annual Work Accident / Injury Exposure Data Report (AEDR) to be submitted (with or without accident cases)

The AEDR is submitted using the prescribed format DOLE/BWC/OHSD-IP-6b to Bureau, copy furnished to the Regional Labor Office concerned on or before January 30 following the covered year.

AEDR provides annual exposure data of MWSS RO and its injury summary which includes the frequency and severity rate of the injuries during the hours of exposure.

3. Annual Medical Report (AMR)

The AMR is submitted using the prescribed format DOLE/BWC/OHSD-OH-47 to the Regional Labor Office concerned copy furnished the Bureau of Working Conditions on or before the last day of March of the year following the covered period.

In AMR, MWSS RO reports its annual OSH personnel and services, health and safety programs and its annual report about the work-place illnesses and hazards.

4. Report on Safety and Health Organization

The report of the safety organization is submitted using the prescribed form DOLE/BWC/OHSD-IP-5.

A Health and Safety Committee shall be organized within sixty days (60) after the OSH Standard takes effect. The Safety Committee shall re-organize every January of the following year.

5. OSH Committee Report (i.e., Minutes of Meeting at least on a quarterly basis)

Minutes of the meeting, prepared by the Secretary of the OSH Committee, are submitted at least quarterly to the Regional Labor Office concerned. It includes all the agenda that were discussed during the quarterly OSH meeting.

All near misses shall be recorded and reported. A system for notification and reporting of work accidents including near misses within the company shall be developed and reviewed by the OSH Committee as necessary.

Report Submitted	Date

15 ERGONOMICS

15.1. Purpose

The Philippine Statistics Authority lists back pain as the most common occupational disease; other musculoskeletal diseases (MSDs) also rank high in their list. MSDs can be prevented by an effective ergonomic program. Ergonomics is the process of designing or arranging workplaces, products, and systems so that they fit the people who use them¹. Under the JMC – OSH Standards for the Public Sector, the employer must provide for reasonable working conditions; conformity with provisions for the establishment's premises is required.

15.1. Scope

The Safety Officer shall review the design of the workplace, as well as the tasks being performed therein. The Safety Officer shall recommend changes or improvements to the ergonomics of the premises.

15.1. Responsibilities

The Safety Officer shall review the design of the workplace and submit recommendations for changes/improvements to the ergonomics of the premises. The Safety Officer shall coordinate with the OSHC to provide ergonomics training to all employees. The employer shall provide for reasonable working conditions, as stated under the JMC on OSH Standards for the Public Sector. Employees are strongly urged to report any discomfort (relating to ergonomics) they feel during the performance of their duties, for their situation to be addressed by the Safety Officer.

¹ Dohrmann Consulting – Safety and Ergonomics Experts, Australia.

15.1. Procedures

Review of the ergonomics of the office

1. The Safety Officer shall review the ergonomic design of the workplace, e.g., location of communal facilities (printer, phones, etc.), space requirements, lighting sufficiency (Rule 1070), etc.
2. Prior to listing recommendations, the Safety Officer must first discuss the provisions for the establishment's premises (Rule 1060) with the employees, for them to provide their opinions and suggestions for changes or improvement.
3. The Safety Officer shall diligently list the recommendations obtained from the employees and the review, and discuss it with the SH Committee, for finalization and submission to the Head of Agency; and if needed, for approval.
4. The Safety Officer shall oversee the implementation of the recommendations on the ergonomics of the office.
5. Symptoms of musculoskeletal diseases present on the employees must be documented by the Safety Officer.
6. The SH Committee shall assess the effectiveness of the recommendations, and update if needed.

15.1. Recommendations for Changes/Improvements of Ergonomics

Regulation Area – Task	SH Basis	Recommendations
All Areas – Developing Reports, Conduct of Meetings	Rule 1075.04 – Artificial Lighting Quality Intensity	Provide for a minimum of 500-1000 lux artificial lighting.
All Areas – Developing Reports, Conduct of Meetings	N/A	Provide a laminated infographic on the recommended posture while undertaking the works.
All Areas – Developing Reports, Conduct of Meetings	N/A	Provide an information seminar on ergonomics.

15.1. References

No.	Document Name
1	JMC No. 1, s. 2020 – OSH Standards for the Public Sector
2	OSH Standards Rule 1060 – Premises of Establishments
3	OSH Standards Rule 1070 – Occupational Health and Environment Control

15.1. Revision History

No.	Reason for Change	Effectivity Date