



3 December 2020

MEMORANDUM CIRCULAR NO. 106
Series of 2020

T O: All Chancellors

R E: Designation and Creation of Safety and Health Officer and Committee

In reference to DBM Circular Letter No. 2020-14 dated November 16, 2020, on **Reiteration of Applicable Guidelines Relative to Utilization of Agency Budgets for Purposes of Implementing Health Protocols**, specifically Section 3.1.2.1 and 3.1.2.2 on appointment and creation of Safety and Health Officer and Committee, you are requested to nominate officials/employees for the appointment of Safety and Health Officer and Committee.

The designated Safety and Health Officer must ensure the needed Occupational Safety and Health (OSH) trainings are undertaken. The designated officer must be an administrative officer, and will also be the secretary of the Safety and Health Committee. Specifically, the following are the duties of the Safety and Health Officer:

1. Undergo training on Occupational Safety and Health 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:
 - o Notify members of the meetings
 - o Prepare minutes of the meeting
 - o Submit to the head of agency a report of the activities of the committee the recommendations made thereof.
4. Report on the occurrence of accidents.
5. Coordinate all safety and health training programs for the agency management and employees.

The Safety and Health Committee, also considered as the Special Investigation Committee, will formulate and implement plans and programs pertaining to the safety and health in the component colleges. The committee will conduct regular meetings and/or investigation on occupational related accidents, injuries, illness and/or death, and acts on measures recommended by the said committee. The committee will compose of the following:

- Chairperson – Chancellor
- Members:
 - o The highest-ranking officer/executive in charge of Human resource
 - o Two representatives from the accredited employee's association (one 1st level and one 2nd level)

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

- 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 – Safety and Health Officer

Specifically, the committee is tasked to do the following:

1. Develop Occupational Safety and Health policy and standards internal to the agency which should be in accordance with the rules provided by OCCUPATIONAL SAFETY AND HEALTH (OSH) STANDARDS FOR THE PUBLIC SECTOR – a joint memorandum circular of CSC, DOH and DOLE No. 1 s. 2020;
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 and to the university president;
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.

Kindly submit your nominations of names for the needed positions on December 9, 2020 for approval and issuance of appointment.

Please be guided accordingly.


EDGARDO E. TULIN
 President