



4 August 2021

MEMORANDUM NO. 530

Series of 2021

T O: Dr. Daniel Leslie S. Tan - Chairperson
Mr. Toni Marc L. Dargantes - Member

R E: Designation as Chairperson and Member of the Safety and Health Committee and/or Special Investigation Committee

In view of the retirement of Dr. Remberto A. Patindol, you are hereby designated as Chairperson and Mr. Toni Marc L. Dargantes as Member of the Safety and Health Committee and/or Special Investigation Committee effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities. The committee shall formulate and implement plans and programs pertaining to the safety and health in the university. It 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.

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 safety 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 agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

As Chairperson, you are directed to meet the committee members to discuss your responsibilities and plans for submission to this office.

Please be guided accordingly.


EDGARDO E. TULIN
President

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