

1 Republic of the Philippines

2 Civil Service Commission

3 Department of Health

4 Department of Labor and Employment

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9  
10 JOINT MEMORANDUM CIRCULAR NO. \_\_\_\_\_

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12  
13 TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND  
14 AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL  
15 GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR  
16 CONTROLLED CORPORATIONS WITH ORIGINAL  
17 CHARTERS AND STATE UNIVERSITIES AND COLLEGES  
18

19 SUBJECT : OCCUPATIONAL SAFETY AND HEALTH (OSH)  
20 STANDARDS FOR THE PUBLIC SECTOR  
21

22 Section 3, Article IX-B of the 1987 Constitution provides that the Civil Service  
23 Commission (CSC), as the central human resource institution of the bureaucracy  
24 shall adopt measures to promote morale, efficiency, integrity, responsiveness and  
25 courtesy in government.

26 Paragraph 2, Section 3, Article XIII of the 1987 Constitution guarantees the rights  
27 of all workers to a decent and humane conditions of work.

28 Section 18, Article II of the 1987 Constitution, recognizes the important role of the  
29 labor sector, to wit:

30 *"The State affirms labor as a primary social economic force.*  
31 *It shall protect the rights of workers and promote their welfare."*

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32 Item 3, Section 12, Chapter 3 Book V Title 1, Sub title A of Executive Order No.  
33 292 (Administrative Code of 1987), mandates the CSC to promulgate policies,  
34 standards and guidelines for the civil service and adopt plans and programs to  
35 promote economical, efficient and effective personnel administration in the  
36 government:

37 Moreover, the Commission recognizes the importance of providing healthy and  
38 safe work environment for the government workforce, thus, it promulgated  
39 Memorandum Circular No. 38, s. 1992 dated September 30, 1992 (Physical and  
40 Mental Fitness Program for Government Employees); Memorandum Circular No.  
41 30, s. 1994 dated September 8, 1994 (Checklist of Reasonable Working  
42 Conditions in the Public Sector); Memorandum Circular No. 33 dated December  
43 22, 1997 (Policy on Working Conditions in the Workplace) ; and many other related  
44 policy issuances:

45 On the other hand, PD 442 Labor Code of the Philippines; Book IV, Title II set  
46 standards for Occupational Safety and Health in different industries, as well as  
47 measure for the prevention and control of occupational hazards. In this  
48 connection, the Bureau of Working Conditions of the Department of Labor and  
49 Employment promulgated rules pertaining to Occupational Safety and Health such  
50 as Rule 1060 (Premises of Establishments); Rule 1070 (Occupational Health and  
51 Environmental Control); and Rule 1080 (Personal Protective Equipment and  
52 Devices); Rule 1090 (Hazardous Materials) and DOLE Department Order No.  
53 136-14 dated February 28, 2014; Rule 1030 (Training of Personnel in  
54 Occupational Safety and Health) as amended by DOLE Department Order  
55 No. 16 series of 2001; Rule 1040 (Health and Safety Committee); and Rule  
56 1050 (Notification and Keeping of Records of Accidents and /or

57 Occupational Illnesses). These rules provide specific OSH-related standards  
58 for the workers in general. xxxxxxxxxxxx

59 Article II, Section 15 of the Philippine Constitution of 1987 provides that the State  
60 shall protect and promote the right to health of the people and instill health  
61 consciousness among them. Article XIII, Section 3 provides further that the State  
62 shall afford full protection of to labor, local and overseas, organized and  
63 unorganized, and promote full employment and equality of employment  
64 opportunities for all.

65 Moreover, PD 856 Code on Sanitation of the Philippines (Chapters 6 & 7) - school  
66 sanitation and industrial hygiene services should be directed towards the  
67 protection and promotion of workers' health.

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

73 The Civil Service Commission (CSC), Department of Health (DOH) and the  
74 Department of Labor and Employment (DOLE) recognize the need to establish a  
75 set of Occupational Safety and Health (OSH) Standards for Public Sector to  
76 protect all government employees from the hazards of injury, sickness or death  
77 through the adoption of safe and healthy working conditions to assure the  
78 conservation of human life and the prevention of loss of resources and damage to  
79 properties.

**Commented [DM1]:** Part of this Rule has been superseded by DOLE DO 136-14

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**Commented [DM2]:** To include Rule 1030 as amended by DO 16, Rule 1040 and Rule 1050

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**Commented [DM3]:** To place this paragraph at line 45 since this law is the precursor of OSH Standards

80 An OSH Standards for Public Sector should have set of sound policies that must  
81 be strictly complied with, implemented, diligently monitored, and evaluated to  
82 facilitate future policy innovations and/or initiatives.

83 On January 31, 2017, the CSC, DOH and DOLE signed the Joint Administrative  
84 Order on the National Occupational Health and Safety Policy Framework (JAO  
85 No. 2017-001 ) to guide the key stakeholders in the development, implementation,  
86 monitoring and evaluation of Occupational Health and Safety for both the public  
87 and private sector workers.

88 **NOW, THEREFORE,** the CSC, DOH and DOLE hereby promulgate this policy on  
89 Occupational Safety and Health in the Public Sector.

90  
91 **RESOLVED FURTHER,** that the same shall take effect fifteen (15) days  
92 after its publication in a newspaper of general circulation.

93 Quezon City,

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**HON. ALICIA dela ROSA-BALA**

Chairperson

Civil Service Commission

**HON. PAULYN JEAN B. ROSELL-UBIAL**

Secretary

Department of Health

**HON. SILVESTRE H. BELLO III**

Secretary

Department of Labor and Employment

106 **OCCUPATIONAL SAFETY AND HEALTH**  
107 **STANDARDS FOR PUBLIC SECTOR**

108  
109 **GUIDELINES**

110 **I. Purpose and Scope**

111  
112 (1) This Occupational Safety and Health Standards is aimed at protecting all  
113 government employees from the dangers of injury, sickness or death through the  
114 adoption of safe and healthy working conditions to assure the conservation of  
115 human resources and the prevention of loss and damage to lives and properties.

116 (2) This Standards shall apply to all places of work in all government agencies.

117 (3) This policy covers all government officials and employees, regardless of  
118 status, including job orders and contract of service, in the national or local  
119 government including government-owned and controlled corporations, with  
120 original charters, and state colleges and universities.

121  
122 **II. Definition of Terms**

123  
124 (1) Inter-Agency Committee on Environmental Health (IACEH) – refers to the  
125 Committee created by the Executive Order No. 489 series of 1991,  
126 “Institutionalizing the Inter-Agency Committee on Environmental Health” (JAO  
127 No. 2017-001)

128 (2) Lead Agencies – refer to agencies which will spearhead the formulation of OSH  
129 policies and standards and ensure implementation of their provisions, including  
130 but not limited to the Civil Service Commission, Department of Health and the  
131 Department of Labor and Employment.

132 (3) Occupational Safety and Health (OSH)- refers to (a) promotion and  
133 maintenance of the highest degree of physical, mental and social well-being of

134 workers in all occupations; (b) prevention among its workers of any departures  
135 from health caused by their working conditions ; (c) protection among workers  
136 in their employment from risks usually from factors adverse to health, and  
137 placing and maintenance of the worker in an occupational environment  
138 adapted to his/her physiological ability and; (d) provision of access to social  
139 insurance and related benefits. (JAO No. 2017-001)

140 (4) Occupational Health and Safety Devices and Technology – refers to Personal  
141 Protective Equipment, Personal sampler, work environmental monitoring  
142 devices (e.g., air sampler, sound level meter, lux meter, psychrometer,  
143 velometer, dosimeter, etc. ) [JAO No. 2017-001]

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

148 (6) Occupational Safety and Health Services –refers to preventive, promotive,  
149 protective , curative and rehabilitative services related to OSH (JAO No. 2017-  
150 001)

151 (7) Participating Agencies – refers to all government agencies in the national or  
152 local government including government-owned and controlled corporations,  
153 with original charters, state colleges and universities

154 (8) Working Conditions – refers to the working environment and all existing  
155 conditions and circumstances including but not limited to work hours, rest  
156 periods, work schedules, health and safety programs, amenities, physical  
157 environment, work environment structure, among others, which are needed to  
158 support employees in the course of their works.

159 (9) Workplace – a place where people are employed and working.

160

161

162 **III. Roles and Responsibilities**

163

164 For efficient administration and implementation of this policy and in consonance  
165 with the DOH-DOLE-CSC JAO No. 2017-001, the duties and responsibilities of  
166 the stakeholders are spelled out as follows:

167 **A. Civil Service Commission**

168

169 (1) The Civil Service Commission shall administer and enforce the provisions of  
170 this policy.

171 (2) The Commission or its duly authorized representative shall visit and have  
172 access to every government agency and its premises and records for the  
173 purpose of determining compliance with the provisions of this policy.

174 (3) Every government office or place of employment shall be inspected by  
175 authorized representatives of the CSC, DOH, agencies' and employees'  
176 representatives and other authorized representatives as may be deemed  
177 identified, at least once a year to determine compliance with the provisions of  
178 the Standards. Special inspection visits, however, may be authorized by the  
179 CSC Regional Offices or Field Offices to investigate accidents, occupational  
180 illnesses or dangerous occurrences, especially those resulting in permanent  
181 total disability or death, to conduct surveys of working conditions for the  
182 purpose of evaluating and assessing environmental contaminants and physical  
183 conditions or to conduct investigations, inspections or follow up inspections  
184 upon request of an agency head, worker or employee association of the  
185 government agency.

186 (4) The Commission shall determine reasonable periods of compliance with  
187 recommendations depending on the gravity of the hazards needing corrections  
188 or the period needed to comply with the order.

189 (5) Repository of data related to OSH.

191 **B. Department of Health**

192  
193 (1) In partnership with the CSC, DOH shall establish a system / mechanism to  
194 provide health services and health service providers to government  
195 employees. It shall establish surveillance of occupational injuries, diseases  
196 and deaths in the public sector through its DOH-Health Information System

197 (2) Develop occupational health service and benefit packages for the public sector

198 (3) Provide technical assistance and human resource support in the periodic and  
199 special inspection and the investigation as deemed necessary

200 (4) Develop a tool kit as a guide for agencies in their program implementation.

202 **C. Department of Labor and Employment**

203  
204 (1) Provides relevant OSH Standards as reference to the government standard.

205 (2) Provide knowledge and information services on OSH standard data, programs  
206 and enforcement activities, and recommend mechanisms to harmonize  
207 different OSH Promotion campaigns with partner agencies;

208 (3) In partnership with Government Owned and Controlled Corporations (GOCC),  
209 formulate compensation guidelines for work-related injuries and illnesses;

210 (4) Provide technical assistance and human resource support in the periodic; and  
211 special inspection and the investigation as deemed necessary

212

**Commented [DM4]:** Develop a toolkit as a guide for agencies in their program implementation.

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**D. Heads of government agencies shall:**

**(1) Provide the employees a workplace free from hazardous conditions that are causing or likely to cause death, illness or physical injury/ies to workers:**

**(2) Ensure the conduct of occupational safety awareness to all their employees, and work hazards analysis sessions, to identify hazards that the employees may be exposed to and measures to be undertaken in case of emergency:**

**(3) Comply with the requirements of the Standards;**

**(4) Ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine quality standards or other local or international quality standards, provided that the latter shall in no case be lower than the standards set by the Philippine government.**

**(5) Establish and adopt policies on safety peculiar to its environment in conformity to the provisions of this policy outlining therein accountable persons and the scope of their delegated authority**

**(6) Appoint or designate as the case may be, a Safety and Health Officer, and ensures that the needed OSH trainings are given.**

**(7) Create a Health and Safety Committee.**

**(8) Submit annual report to the concerned CSC RO on the health and safety program of the agency, including but not limited, to the following :**

- OSH related activities**
- Safety performance**
- Safety and Health Committee meetings**
- OSH Committee recommendations and measures taken to implement such recommendations**
- Survey Report of approved sick leave applications due to work**

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241 related sickness/diseases

- 242 • Incident report on work related injuries.

243 (9) Act on measures recommended by the Safety and Health Committee.

244 (10) Provide medical supplies and emergency kits

245 **(11) Create a Special Investigation Committee to conduct investigation on**  
246 **occupational related accidents, injuries, illness and or death.**

247 **(12) Ensure that emergency services for occupational related accidents,**  
248 **Injury, illness and or death for job order and contract of service**  
249 **employees are provided in the terms and conditions of work.**

250 **E. Government employees, job-order and contract of service workers**

251 **shall:**

252

253 **(1) Cooperate with the agency in carrying out the provisions of the Standards**  
254 **and report to the SHC any work hazard that may be disclosed in the**  
255 **workplace;**

256

257 **(2) Follow all instructions on work safety given by the agency in compliance**  
258 **with the provisions of the Standards and make use of all safeguard and**  
259 **safety devices provided by the agency;**

260

261 **(3) Participate/Cooperate with the Health and Safety Committee on OSH**  
262 **programs, initiatives and activities; and**

263

264 **(4) Assist government agencies in the conduct of health and safety inspection**  
265 **or other programs**

266

267 **F. Safety & Health Officer (SHO) shall:**

268

269 **(1) Undergo training on Occupational Safety and Health and related trainings;**

270

271 **(2) Act as the assistant and act as the focal person of the agency in the**  
272

273 implementation of programs to eliminate hazards in the workplace and to  
274 correct unsafe work practices.

275 (3) Serve as Secretary to the Health and Safety Committee, and as such  
276 he/she shall:

277  
278 a. Notify members of the meetings;

279 b. Prepare minutes of the meeting;

280 c. Submit to the head of agency a report of the activities of the committee  
281 including the recommendations made; and

282 d. Report status of recommendations made.

283 (4) Conduct investigation of accidents as a member of the Health and Safety  
284 Committee and submits report and separate analysis of incident to the  
285 Committee and the Head of the Agency

286 (5) Coordinate all health and safety training programs for the agency  
287 management and employees

288 **G. Employee Organization Representative/s**

289 The representative of the accredited employee organization/s within the  
290 agency, or in the absence of such, an employee organization shall:

291 (1) Cooperate with his/her employer-agency in carrying out the provisions of the  
292 Standards and report to Management any work hazard that may be disclosed  
293 in the workplace;

294 (2) Participate/Cooperate with the Health and Safety Committee;

295 (3) Assist government agencies in the conduct of health and safety inspection or  
296 other OSH programs; and

297 (4) Gather occupational safety and health related concerns/issues and bring them  
298 up to the OSH Committee for discussion and appropriate action.

299

300

301

302 **IV. Creation of Safety and Health Committee**

303 All government agencies shall constitute a Safety and Health Committee (SHC)  
304 within six (6) months from the effectivity of this policy and must be reorganized  
305 annually or as necessary.

306 The composition of the Committee shall be submitted to CSC within one (1) month  
307 after its formation.

308 The Safety and Health Committee shall be composed of :

309 Chairman - The Head of the agency or his/her authorized  
310 representative who hold a managerial rank/ position

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

313 - One Division Chief

314 - Two representatives from the employees' association  
315 (one from 1st Level, and one from the 2nd Level)

316 - The agency physician, or in the absence of one, any  
317 person who is a graduate of a medical-related course

318 Secretary - Occupational Safety & Health Officer

319

320 **V. Duties of the Health and Safety Committee**

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

323 (1) Develop OSH policy and standards internal to the agency which should be  
324 in accordance with the herein rule, for submission to the CSCRO  
325 concerned, for approval;

- 326 (2) Plan and develop health related and accident prevention programs in the  
327 workplace;
- 328 (2) Direct the health promotion and accident prevention efforts of the agency  
329 in accordance with the safety programs, safety performance and  
330 government regulations in order to prevent accidents from occurring and  
331 maintain healthy work habits and safety practices in the workplace;
- 332 (3) Conduct periodic safety meetings;
- 333 (4) Submit reports on its meetings and other activities to the head of the  
334 agency;
- 335 (5) Review reports of inspection, accident investigations and implementation  
336 of programs;
- 337 (6) Provide the necessary support to government inspecting authorities in the  
338 proper conduct of their activities;
- 339 (7) Initiate safety trainings for the agency by coordinating with appropriate  
340 training institutions; and
- 341 (8) Develop and maintain contingency plans and provide trainings in handling  
342 disaster situations.

343 **VI. Procedure on Special Inspection, Investigation and Review**

344 Any employee or representative of employees or any concerned person who  
345 believes that a violation of any of the provision of this Standards/Policy threatens  
346 physical well-being, harm or imposes imminent danger to life, may request a  
347 special inspection by giving a narrative report regarding the violations to the CSC  
348 Regional or Field Offices. If the CSC Regional or Field Office finds reasonable  
349

**Commented [DM8]:** Please include the formation of a TWG or committee on accident investigation

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350 ground to believe that a violation has been committed or a danger exists, a special  
351 inspection or investigation shall be conducted immediately. The complainant and  
352 the Head of Agency shall be notified of the result of such inspection/ investigation  
353 upon its completion.

354  
355 **VI. Reporting requirements & Records Keeping**

356  
357 (1) All work related accidents, injuries or illnesses in places of employment,  
358 resulting in disabling condition or dangerous occurrence must be  
359 periodically reported to the concerned CSC Regional Office or Field Office.

360 (2) Where the accident / illness results in death or permanent total disability, a  
361 report must be submitted within twenty four (24) hours after its occurrence  
362 to the CSC Regional Office of Field Office concerned.

363 (3) The agency, through its Human Resource Office, shall maintain and keep  
364 an accident or illness record which shall be open at all times for inspection  
365 by authorized personnel containing the following information:

366 (a) Date of accident or illness;

367 (b) Name of injured/ ill employee, age and sex orientation;

368 (c) Occupation/position of the employee;

369 (d) Assigned cause of accident/illness;

370 (e) Extent and nature of disability/injury;

371 (f) Period of disability/injury;

372 (g) Extent of damage, including estimated medical or actual cost;

373 (h) Corrective action/s to be undertaken.

374 (4) The agency shall accomplish the annual OSH Survey Report (Annex 1) and  
375 submit the same to the CSC Regional Office or Field Office concerned .

**Commented [DM9]:** Assist the employee for EC claims by submitting pertinent records to the GSIS.

376 (5) The agency shall assist the employee for Employee Compensation  
377 claims by submitting pertinent records to the GSIS.

378 VII. Provision For Reasonable Working Conditions

379 (1) Workplace (Rule 1060 – Premises of Establishments [OSHC & BWC,  
380 DOLE] )

381 (a) Building premises shall have adequate fire, emergency or danger  
382 signs and safety instructions of standard colors and sizes visible at  
383 all times, in accordance with the “Standard colors of signs for safety  
384 instruction and warnings in building premises” (Annex 2).

385 (b) Other visible signs that may be needed to direct the driver of  
386 motorized vehicles such as STOP, YIELD, and DO NOT ENTER,  
387 shall be properly positioned within the compound of the  
388 establishment increase safety especially during the night.

389 (c) Facilities for differently-abled employees should be provided for their  
390 safe and convenient movement within the establishment.

391 (d) Good housekeeping shall be maintained at all times through  
392 cleanliness of building, premises, machines , equipment, eradication  
393 of stagnant water that serves as breeding ground of mosquitoes,  
394 regular waste disposal, and orderly arrangement of processes,  
395 operations, storage and filing of materials.

396 (e) Sanitary Facilities: Adequate comfort rooms and lavatories separate  
397 for male and female workers/employees, the number of comfort  
398 facilities for a given number of workers shall conform to the  
399 requirements of the Department of Health (DOH).

400 (f) Building construction and maintenance, space requirement, walk  
401 way surface, floor and wall openings, stairs, window openings, fixed  
402 way surface, floor and wall openings, stairs, window openings, fixed  
403 way surface, floor and wall openings, stairs, window openings, fixed

**Commented [DM10]:** To include signage as NO SMOKING SIGN as provide in CSC MC 17. A signage stating that this is a DRUG-FREE WORKPLACE, Let Us Keep it This Way is also suggested.

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**Commented [DM11]:** To include lactation station as well as medical clinic/treatment room, first-aid medicine.

404 ladders, among others, must conform to the provisions of RULE  
405 1060 of the OSH Standard ( Annex 3).

406 (g) Occupational health and environmental control, including threshold  
407 limit values for airborne contaminants, for noise, illumination, among  
408 others must conform with Rule 1070 of the OSH Standard attached  
409 as Annex 4.

410 (h) Provisions for personal protective equipment and devise must  
411 conform to RULE 1080 of the OSH Standard (Annex 5).

412 (i) Handling, uses and storage of hazardous materials must be  
413 addressed accordingly and must conform to Republic Act 6969  
414 (Toxic Substances and Hazardous and Nuclear Wastes Control act  
415 of 1990) and with Rule 1090 of the OSH Standard (Annex 6) and  
416 DOLE Department Order 136 -14, Series of 2014 (Annex 7)

417 (j) provision for health clinics or treatment room.

418 **(2) Emergency Preparedness**

419 (a) Establish a Risk Reduction Management System within the agency  
420 as provided for by the Philippine Disaster Risk Reduction and  
421 Management Act of 2010 (Republic Act No. 10121)

423 (b) Crisis Management Plan must be established and a contingency  
424 program in an emergency situation must be in place.

425 (c) Adequate supplies must be available such as fire extinguishers,  
426 medical first aid kits, etc.,

427 (d) Conduct trainings and drills on Disaster Risk Reduction  
428 Management

429 **(3) Human Resource Development**



- 431 (a) Promote among others, the OSH Program and OSH Awareness  
432 through trainings, information and education campaigns,
- 433 (b) Promote health and wellness in the workplace as provided in the  
434 following CSC Memoranda :
- 435 No. 38, series of 1992 (Annex 8);  
436 No. 06, series of 1995 (Annex 9);  
437 No. 21, series of 2009 (Annex 10)
- 438 (c) Provide facilities such as but not limited to, recreation halls and  
439 seminar rooms, which may be used for the promotion of health and  
440 wellness in the workplace
- 441 (d) Work hours, breaks & leave privilege observed
- 442 d.1 Ensure that breaks in between work hours are complied with to  
443 minimize or prevent employee exposure to illness related to  
444 prolonged sitting
- 445 d. 2 Ensure that overtime rendered are based on the required  
446 maximum number of hours of work per day which is 12 hours.
- 447 d.3 Ensure that compensatory day-offs are provided in lieu of  
448 overtime pay services
- 449 d.4 Allow and adopt flexible working hours or arranged working  
450 hours while maintaining the required total number of work hours per  
451 day or week except for health care facilities
- 452
- 453 (e) Work assignment
- 454 e.1 In accord with the provisions of Republic Act 10524 (Amendment  
455 of the Magna Carta of Disabled Person) provide work assignment  
456 for employees with special needs such as but not limited to:  
457

- 458 • Pregnant women
- 459 • Older employees
- 460 • Differently abled employees
- 461 • With limited working abilities

**Commented [DM12]:** Lactating mothers, SPES, OJTs??

462 e. 2 In accordance with Republic Act 10028 (Expanded  
463 Breastfeeding promotion Act) provide lactation stations for **lactating**  
464 **mothers**

465 (4) Rules and policies on the prohibition of smoking at the workplace as  
466 provided in CSC MC No. 17, s. 2009 (Annex 11), must be in place.  
467 **Appropriate signs must be displayed within the premises of**  
468 **government agencies:**

**Commented [DM13]:** To include access to smoking cessation clinics as this was not part of the original MC.

469 **Include signage such as:**

- 470 **NO SMOKING SIGN as provide in CSC MC 17.**
- 471 **DRUG-FREE WORKPLACE, Let Us Keep it This Way**

472 (5) Implement policies and programs relating to tuberculosis prevention and  
473 control in the workplace

475 (6) Provide medical assistance and benefits for employees as provided in CSC  
476 Memorandum Circular No. 33, series of 1997 ( Annex 12).

477 (7) Establish network to support and sustain the Occupational Safety and  
478 Health implementation program with DOLE, DOH and academic institutions  
479 which can provide trainings, technical and medical assistance

480 **VIII. Guarantees For Employees' Organization**

481 The provisions stated herein guarantee no infringement of the rights of the  
482 employees' organizations to negotiate for better working conditions of their  
483 employment.  
484

485 **IX. Information Dissemination Program**

486 Agencies are shall disseminate the program.

487 Employees shall contribute to the improvement and sustainability of the program.

488 Employees shall further, report OSH related illness and accidents to the  
489 Management in order for the latter to act and provide the necessary intervention  
490 to address concerns.

491 **X. Implementation of the Program**

492 **Submission of Annual Reports**

493 Participating Agencies shall include in its Annual Report their compliance with the  
494 Joint Memorandum Circular.

495 **Technical Assistance**

496 The Lead Agencies will provide technical assistance to participating agencies for  
497 the implementation of the program.

498 **Incentivized Program**

499 The Lead Agencies will establish incentivized program for compliant participating  
500 agencies.

501 **X. Funding Source**

502  
503 Funds needed to support the implementation of this Joint Memorandum Circular  
504 shall be included in the agency's regular budget.

505 **XI. Repealing Clause**

506 All previous orders inconsistent in part or in whole to this Joint Memorandum  
507 Circular are hereby rescinded or amended accordingly.

508 **XII. Administrative Disciplinary Action**

509 Heads, officials and employees of government agencies who violate this Policy  
510 shall further be subject to administrative disciplinary action pursuant to Rule XIV  
511 (Discipline) of the Omnibus Rules Implementing Book V of Executive Order No.  
512 292, without prejudice to the filing of criminal as well as civil actions under existing  
513 laws, rules and regulations.~~PRESCRIBES the attached Occupational Safety and~~  
514 ~~Health Standards (OSHS) for the Public Sector which shall take effect fifteen (15)~~  
515 ~~days after publication in a newspaper of general circulation.~~

DRAFT