



**PBCOM**  
PHILIPPINE BANK OF COMMUNICATIONS

## HEALTH & SAFETY PROGRAM

1 October 2013

<b>Introduction</b>	<p>This program integrates and implements the pertinent provisions of Rule 1040 (Health and Safety Committee) issued by the Department of Labor and Employment (DOLE), applicable laws pertaining to occupational health and safety, requirements of regulatory bodies and Bank policies intended to enhance employees health and workplace safety.</p> <p>The program contains four (4) basic components:</p> <ol style="list-style-type: none"><li>1. Management Role</li><li>2. Employee Involvement</li><li>3. Hazard Prevention and Control</li><li>4. Training</li></ol>															
<b>Management Role</b>	<ol style="list-style-type: none"><li>1. Management shall commit the necessary resources to ensure that all persons in the Bank premises are protected from illness and injury hazards. In addition, Management shall actively lead in the design, implementation, and continuous improvement of the health and safety infrastructures of the Bank.</li><li>2. Management provides employees a comprehensive healthcare plan to protect employees against all health hazards. This healthcare benefit is provided free of charge to all regular employees. The Plan provides emergency care, out-patient care, in-patient coverage, and annual physical examination for tracking of any health changes in each employee.</li><li>3. The Bank provides a medical clinic and company-retained doctor and nurse at specified workplaces to extend immediate consultation, first-aid and emergency care for employees.</li><li>4. The Bank creates an empowered Health and Safety Committee.</li></ol> <p>The Health and Safety Committee is composed of the following</p> <table><tr><td>Chairman</td><td>-</td><td>The Head of Operations and Technology (Executive Vice President Horatio S. Aycardo) or his authorized representative</td></tr><tr><td>Members</td><td>-</td><td>Two Division Heads:<ul style="list-style-type: none"><li>• Talent Acquisition, Assessment &amp; Employee Relations Division, and</li><li>• PLSG Division Head</li></ul></td></tr><tr><td></td><td>-</td><td>Four Employees (union members)</td></tr><tr><td></td><td>-</td><td>The company physician</td></tr><tr><td>Secretary</td><td>-</td><td>The safety engineer</td></tr></table>	Chairman	-	The Head of Operations and Technology (Executive Vice President Horatio S. Aycardo) or his authorized representative	Members	-	Two Division Heads: <ul style="list-style-type: none"><li>• Talent Acquisition, Assessment &amp; Employee Relations Division, and</li><li>• PLSG Division Head</li></ul>		-	Four Employees (union members)		-	The company physician	Secretary	-	The safety engineer
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	<p><b>Responsibilities of the Committee:</b></p> <p>The Health and Safety Committee shall:</p> <ol style="list-style-type: none"> <li>Establish and review annually the health and safety policies and ensures that all employees know, understand, and support such policies.</li> <li>With inputs from employees, develop an annual corporate health and safety objectives and action plans to achieve such goals.</li> <li>At the end of each year, with inputs from employees, evaluate progress in accomplishing the action plans and achieving all objectives</li> <li>Prepare written report of said evaluation and set next year's objectives and action plans, including any remaining action needed to accomplish the current year's goal.</li> <li>Ensure that all officers and employees have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities.</li> <li>Ensure that the accomplishments of all employees in performing their assigned safety and health responsibilities are evaluated in writing.</li> <li>Ensure that all employees and visitors to the workplace, including clients, contractual and temporary workers, student trainees, have knowledge of workplace hazards and how to protect themselves against those hazards, including emergency alarms and procedures.</li> <li>Ensure that visitors do not introduce to the workplace hazards that can expose to risk officers, employees, clients, or visitors of the Bank.</li> <li>Conduct monthly workplace inspection and evaluation.</li> <li>Investigate workplace accident, including any near miss or first-aid incident, to identify the root cause of the accident more than assigning blame. The accident investigation team assigns responsibility to appropriate units for correcting the hazards found and for assigning a date by which the correction must be completed.</li> </ol>
<b>Employee Involvement</b>	<ol style="list-style-type: none"> <li>The Committee shall encourage employees' involvement and devise appropriate recognition for outstanding employee participation to the Health and Safety Program.</li> <li>The Committee shall provide avenues for employees' involvement in health and safety problem solving including, but not limited to, the following: <ul style="list-style-type: none"> <li>serving as committee member</li> <li>acting as safety observer</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>• assisting in training other employees</li> <li>• analyzing hazards inherent in jobs and identifying means to protect against those hazards, and</li> <li>• planning activities to heighten health and safety awareness.</li> </ul>
<b>Hazard Prevention and Control</b>	<ol style="list-style-type: none"> <li>1. All employees, including all levels of Management, shall be held accountable for obeying the workplace health and safety rules. The following disciplinary actions will be applied by the Committee for violation of rules: <ul style="list-style-type: none"> <li>• verbal warning</li> <li>• written reprimand</li> <li>• three day's suspension</li> <li>• dismissal</li> </ul> </li> <li>2. The Committee shall work/coordinate with appropriate external agencies, such as the police department and the fire department, and accredited hospitals of healthcare providers for all potential emergencies, including fire, explosion, flood, accident, and violence.</li> <li>3. Emergency evacuation drills shall be conducted periodically once a year in coordination with the appropriate governmental agency.</li> <li>4. A first-aider fully trained in cardiac pulmonary resuscitation (CPR) shall be designated in every workplace. This person shall be trained by Red Cross and other accredited first-aid instructors. One of the first-aider's responsibilities is to ensure that first-aid kits are stocked and readily accessible in marked locations throughout the workplace.</li> <li>5. Appropriate personal protective equipment (PPE) shall be provided for the different types of accidents possible at the workplace.</li> <li>6. The Committee shall conduct baseline surveys to identify all health and safety hazards at the workplace.</li> <li>7. All hazards identified during these surveys shall be eliminated whenever possible or controlled. A reported hazard remains on the monthly report until it is corrected.</li> <li>8. All employees shall be trained to recognize hazards and to report any hazard they find to the Committee so that the hazard can be corrected as soon as possible.</li> <li>9. The employee shall make immediate verbal report of an identified hazard to provide interim protection. Such report must be eventually reduced in writing and submitted to the Committee.</li> </ol>
<b>Training</b>	Employee involvement in health and safety program can only be successful when everyone receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfil them. Employees shall receive health and safety orientation before they begin work.


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	<ol style="list-style-type: none"><li>1. All employees who may encounter hazards shall undergo training to follow appropriate job procedures and to protect themselves from these hazards.</li><li>2. The Committee issues change procedures to follow whenever the workplace experiences changes in equipment, materials, systems, work schedule, or processes.</li><li>3. To ensure employee protection, these change procedures shall include consideration of health and safety in the selection of the change, equipment and process, shut down procedures, start-up procedures, and hazard analysis.</li></ol>
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RECOMMENDING APPROVAL:

  
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