

## Occupational Safety and Health (OSH) Program of Bank of Commerce

### Complete Company Profile/ Project details

- Company Name: Bank of Commerce
- Date Established: 1963
- Complete Address: San Miguel Properties Centre, No. 7 Saint Francis St., Mandaluyong City
- Phone and fax numbers: (02) 8982-6000
- Website URL/Email address: www.bankcom.com.ph
- Name of Company President: Mr. Michelangelo R. Aguilar
- Total Number of Employees: 1,897 ; Male 697 Female 1,200
- Description of the business. Please specify.

Kindly check:

- ☐ Manufacturing:
  - ☐ Service:
  - ☐ Agri/fishing:
  - ☐ Wholesale/retail
  - ☐ Utilities
  - ☒ Banks and financial institution: **Banking**
  - ☐ Security Agency
  - ☐ Maintenance
  - ☐ Construction
  - ☐ Others *(Please specify)*
- 
- Product descriptions: (ex. Garments, shoes, electronics)  
Bank products
  - Description of services:  
Bank services

## **Basic Components of Company OSH Program and Policy**

(DO 198-18, Chapter IV, Section 12)

- 1.0 Company Commitment to Comply with OSH Requirements
- 2.0 General Safety and Health Programs
  - Safety and health Hazard Identification, Risk Assessment and Control (HIRAC)
  - Medical Surveillance for early detection and management of occupational and work-related diseases
  - First-aid and emergency medical services
- 3.0 Promotion of Drug Free workplace, Mental health Services in the Workplace, Healthy lifestyle
- 4.0 Prevention and Control of HIV-AIDS, Tuberculosis, Hepatitis B
- 5.0 Composition and Duties of Health and Safety Committee
- 6.0 OSH Personnel and Facilities
- 7.0 Safety and Health Promotion, Training and Education
  - Orientation of all workers on OSH
  - Conduct of Risk Assessment, evaluation and Control
  - \*Continuing training on OSH for OSH Personnel
  - \*Work permit System
- 8.0 Toolbox/Safety Meetings, job safety analysis
- 9.0 Accident/Incident/illness Investigation, Recording and Reporting
- 10.0 Personal Protective Equipment (PPE)
- 11.0 Safety signages
- 12.0 \*Dust control and management and regulation on activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements
- 13.0 Welfare Facilities
- 14.0 Emergency and disaster preparedness and response plan to include the organization and creation of disaster control groups, business continuity plan, and updating the hazard, risk and vulnerability assessment (as required)
- 15.0 Solid waste management system
- 16.0 \*Prohibited Acts and Penalties for Violations
- 17.0 \*Cost of Implementing Company OSH program

*\*(Applicable for medium to high risk establishments with 10 to 50 workers and low to high risk establishments with 51 workers and above)*

## 1.0 Company Commitment to Comply with OSH Policy

**Bank of Commerce** do hereby commit to comply with the requirements of RA 11058 and DOLE Department Order 198-18 (its Implementing Rules and Regulations) and the applicable provisions of the Occupational Safety and Health Standards (OSHS).

We acknowledge the company's obligation and responsibilities to provide appropriate funds for implementing this OSH program including orientation and training of its employees on OSH, provision and dissemination of IEC materials on safety and health, provision of Personal Protective Equipment (PPE) when necessary and other OSH related requirements and activities, to ensure the protection for our workers and employees against injuries, illnesses and death through safe and healthy working conditions and environment.

We commit to conduct risk assessment as required to prevent workplace accidents as well as comply with other provisions of this OSH program. That we are also fully aware of the penalties and sanctions for OSH violations as provided for in RA 11058 and its Implementing Rules and Regulations.

  
**MARIE KRISTIN G. MAYO**  
HRMDD HEAD

Date: August 31, 2021

## 2.0 General Safety and Health Programs

### 2.1 Conduct of Risk Assessment

Risk Assessment Matrix				
Task	Hazard Identified	Risk Description	Priority: likelihood of injury and illness to occur	Control Measures
Skip Tracers & Credit Investigators / Appraisers going on field work	Travelling using motorcycle	May be involved in accidents	High	Road Safety Program & Provision of PPE
Bank employees that spend long hours sitting or doing sedentary work	Incorrect posture	May develop long term health problems such as Musculoskeletal disorders, High Blood Pressure among others	Low	Promotion of safety and health measures for workers, who by nature of work, have to spend long hours sitting in accordance with DO 184-17
Filing & organizing of documents	Improper storage of documents	May block the pathway during emergency or may fall when stored in high places	Low	Promotion of good housekeeping (5S) in the workplace
Employees doing daily tasks	Non-observance of safety & health protocols	May be infected of Coronavirus Disease 2019	High	Provision of PPEs, safety signages, vitamins and compliance with the health standards

### 2.2 Medical Surveillance

The company will require all employees to undergo a baseline or initial medical health examination prior to assigning to a potentially hazardous activity. The examination will include but not limited to the following:

- Routine: ☐ CBC ☐ Chest X-ray ☐ Urinalysis ☐ stool exam
- Special: ☐ Blood Chemistry ☐ ECG  
☐ others, please specify Pap smear
- Schedule of Annual medical examination:  
☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
- Is random drug testing conducted?  
☐ Yes, when Annual Physical Exam ☐ No

### **2.3 First-Aid, Health Care Medicines and Equipment Facilities**

- a. How many treatment rooms/first aid rooms are existing in your company? 1
- b. How many Clinics in the workplace? 1
- c. What hospital (s) are you affiliated with? All hospitals accredited hospitals of HMO Provider

### **3.0 and 4.0 - Health Programs for the promotion, prevention and control**

Attached are the Company's Policies and Programs as enumerated below (Annex A1-A5):

- a. Drug-free Workplace Policy and Program in compliance to RA 9165
- b. Workplace Policy and Program Human Immunodeficiency Syndrome (HIV/AIDS) in compliance to (RA 8504) RA 11166
- c. Workplace Policy and Program on Tuberculosis in compliance to EO 187-03
- d. Workplace Policy and Program on Hepatitis B in compliance to DOLE Advisory No. 05 Series of 2010

### **5.0 Composition and Duties of Safety and Health Committee**

Please see attached composition of Safety and Health Committee (Annex B)

### **6.0 OSH Personnel and Facilities**

#### **6.1 Safety Officers and First Aiders**

Please see attached list of certified Safety Officers & First Aider. Copy of training certificates available upon request. (Annex C)

#### **6.2 Emergency Occupational Health Personnel and Facilities**

##### Emergency Health Personnel and Facilities

Shift/Area/unit/ Department	Total number of workers per area	Health Personnel & Facilities	
		Health Personnel (First-aider, Nurse, Physician, Dentist)	Facilities (Treatment Room/ Clinic/ Hospital)
Head office-based (8:30am – 5:30pm)	807	Babylen Baldovino, RN	1 Clinic, 1 Treatment Room and with accredited hospitals & dental clinics within 5 kilometers
		Dr. Ela P. Ibanez, MD	
Branches (8:30am – 5:30pm)		with designated first aider & safety officer in branches	With accredited hospitals & dental clinics within 5 kilometers

## 7.0 Safety and Health Promotion, training and education provided to workers

Name of OSH Training/Orientation	Number of Employees in attendance	Date
Safety Officer 2 Training	2	2014
Safety Officer 2 Training	7	2016
Safety Officer 2 Training	5	2019
First Aid Training	1	12-Jul-05
Safety Officer 1 Training	19	2020 (3 batches)
Mandatory OSH Seminar for Workers	645	2020 (3 batches)
Safety Officer 2 Training	1	February 15-19, 2021
Safety Officer 1 Training	2	March 4-5, 2021
Safety Program Audit	2	April 12-16, 2021
HIRAC	2	April & May 2021
Mandatory OSH Seminar for Workers	1217	2021 (10 batches)
Safety Officer 1 Training	6	April - June 2021
First Aid Training	4	May - June 2021

## 8.0 Conduct of Safety Meetings

Safety Meeting	Date
Safety & Health Committee Meeting	August 5, 2021

*Please see attached minutes of the meeting (Annex D)*

## 9.0 Accident/Incident/Injury investigation recording and reporting

Report Submitted	Date
Annual Medical Report	February 2, 2021
Annual Work Accident/Illness Exposure Data Report	February 2, 2021

*Please see attached copy of above-mentioned reports (Annex E1-E2)*

## 10.0 Provision and use of PPE

PPE provided
Face Mask
Face Shield

## 11.0 Safety Signages

Please see attached pictures of safety signages in the workplace (Annex F)

## 12.0 Dust Control and Management

Activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements  
(not applicable)

## 13.0 Workers Facilities Provided:

FACILITIES	PROVIDED?		REMARKS
	YES	NO	
a. Adequate supply of drinking water	/		
b. Adequate sanitary and washing facilities	/		
c. Suitable living accommodation (if applicable)	/		
d. Separate sanitary, washing and sleeping facilities (if applicable)	/		
e. Lactation station (in consonance with DOLE D.O. 143-15)	/		
f. Ramps, railings, and the like	/		
g. Other workers' welfare facilities as prescribed by OSHS and other related issuances	/		Gym, Pantry, Clinic

## 14.0 Emergency and Disaster Preparedness

13.1 Please see attached Emergency Response & Evacuation Plan (Annex G)

13.2 Types and number of Drills conducted

Type of Drills	Date	Responsible person/position
Nationwide Branches Earthquake Drill	10/21/2020	ERT & Security Department
Earthquake Drill	11/12/2020	NDRRMC & SMPC Admin
Earthquake Drill	03/11/2021	NDRRMC & SMPC Admin
Nationwide Branches Earthquake & Fire Drill	5/26/2021	ERT & Security Department
ERT & Security Department	6/9/2021	ERT & Security Department
Earthquake Drill	6/10/2021	NDRRMC, SMPC Admin & ERT

### **15.0 Solid Waste Management System**

Please see attached Pollution Control Program and list of Pollution Control Officers (Annex H1-H2)

### **16.0 \*Prohibited Acts and Penalties/sanctions for violations on OSH**

Please see attached Company's Code of Discipline (Annex I)

### **16.0 \*Cost of implementing company OSH program**

Annual estimated amount for OSH program implementation to include but not limited to the following: orientation/training of workers, safety officer, OH personnel, purchase and maintenance of PPE, first aid medicine and other medical supplies, safety signages and devices, fire safety equipment/tools, safety of equipment etc.

Annual Estimated Amount: Php 1,000.00 per employee



## **Annexes**

Annex A1	:	Drug-free Workplace Policy and Program Workplace
Annex A2	:	Workplace Policy and Program on HIV/AIDS
Annex A3	:	Workplace Policy and Program on Tuberculosis
Annex A4	:	Workplace Policy and Program on Hepatitis B
Annex B	:	Safety and Health Committee
Annex C	:	List of Certified Safety Officers and First Aiders
Annex D	:	Minutes of Safety & Health Committee Meeting
Annex E1	:	Annual Medical Report 2020
Annex E2	:	Annual Work Accident/Illness Exposure Data Report 2020
Annex F	:	Safety signages
Annex G	:	Emergency Response and Evacuation Plan
Annex H1	:	Hazardous Waste Management Plan (SMPC)
Annex H2	:	Solid Waste Management Plan (SMPC)
Annex H3	:	List of Pollution Control Officers
Annex I	:	Code of Discipline