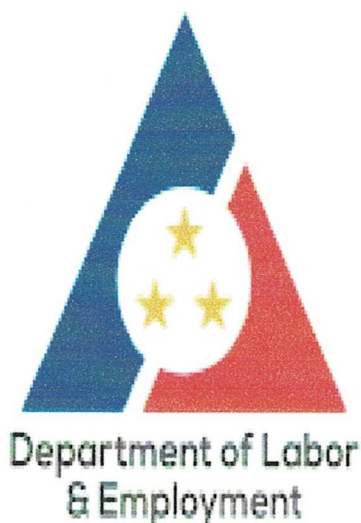


# Vitarich Health and Safety Program



# Disclaimer:

The purpose of this health and safety program is to educate the Employer, Employees, Workers of Vitarich, all statements are based on recognized standards which abided by the Law, basically R.A 11058 for Occupational Safety and Health and as prescribe by DOLE





# Introduction

These recommended practices provide responsible employers, employees, and representative, framework for addressing this program for safety and health issues is to educate the people in workplace, which may be applicable in any workplace possible in production, service sectors, health care units, home based or office based works, construction, also to provide the information to practice as a lifestyle of people who cares about safety and health.

Recommended practice emphasizes the importance of safety and health to people,

a proactive approach in managing the workplace in line with the traditional practices, a new recognized standard which abided by the law, also to regulate some practices that actions are taken only after the incident or accidents occurs, this may also be a good practice to people who are investing to promotes a positive work environment aiming to decreases the percentage of injuries and illness from the community.

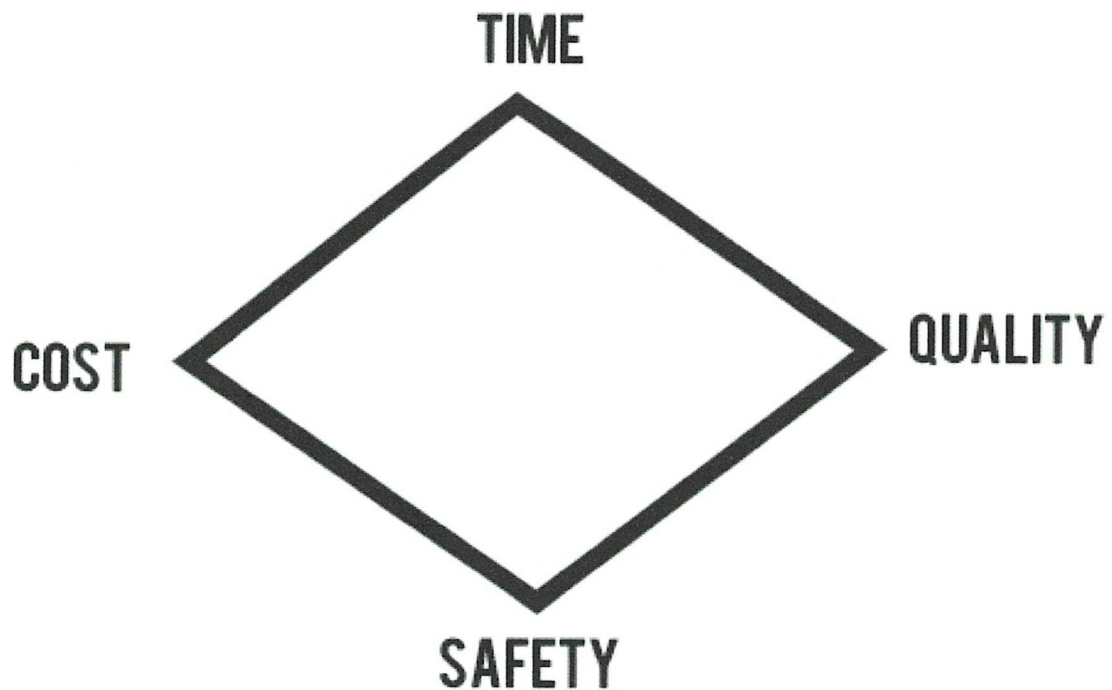
The concept of continuous improvement is central to the recommended practices. As with any journey, the first step is often the most challenging. The idea is to begin with a basic program and grow from there. By initially focusing on achieving modest goals, monitoring performance, and evaluating



outcomes, you can help your workplace progress, over time, along the path to higher levels of safety and health.

## **THE BENEFITS OF IMPLEMENTING THESE RECOMMENDED PRACTICES.**

- Improvements in product, process, and service quality.
- Better workplace morale.
- Improved employee recruiting and retention.
- A more favorable image and reputation (among customers, suppliers, and the community).
- Education and competency



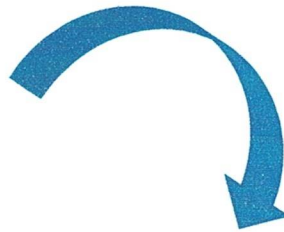
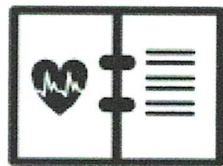
Illustrating the benefits for Safety and health Practices

1. Safety- Eliminating the possibilities of injuries and illnesses through safety and health concept
2. Quality- Ensure the quality of products equal to the desire of users



3. Time-Considering the delivery of products/services on time
4. Cost- no wastes in raw materials shall be observe and considered it is always the capital for success

### IMPLEMENTING a safety & health program



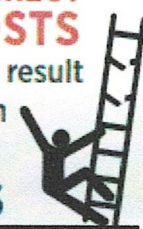
can help employers avoid the

**INDIRECT  
COSTS**

that result  
from



**WORKPLACE  
INCIDENTS**



## **PROGRAM STARTED**

- 1. SET SAFETY AND HEALTH AS A TOP PRIORITY**
- 2. LEAD BY EXAMPLE**
- 3. IMPLEMENT A REPORTING SYSTEM**
- 4. PROVIDE TRAINING**
- 5. CONDUCT INSPECTIONS**
- 6. COLLECT HAZARD CONTROL IDEAS**
- 7. IMPLEMENT HAZARD CONTROLS**
- 8. ADDRESS EMERGENCIES**
- 9. SEEK INPUT ON WORKPLACE CHANGES**
- 10. MAKE IMPROVEMENTS**



**SAFETY  
FIRST**

**MAKE YOUR WORK  
PLACE SAFE BEFORE  
STARTING THE JOB**



# Core Elements in Safety and Health Program



## **The importance of worker participation**

Throughout these recommended practices, OSHA emphasizes the importance of worker participation in the safety and health program. For a program to succeed, workers must participate in developing and implementing every element of the safety and health program. This emphasis on worker participation is consistent with the OSH Act, OSHA standards, and OSHA enforcement policies and procedures, which recognize the rights and roles of workers and their representatives in matters of workplace safety and health. Several action items described in these recommended practices rely on perspectives, expertise, and input that can come only from workers and their representatives.



### **3 Concepts of Safety and health program for Occupation**

Concepts also applicable to any related which concerns Safety and Health.

- Occupational Safety
- Occupational Health
- Industrial Hygiene

- **Occupational safety** - deals with understanding the causes of accidents at work and ways to prevent unsafe act and unsafe conditions in any workplace. Safety at work discusses concepts on good housekeeping, proper materials handling and storage, machine safety, electrical safety, fire prevention and control, safety inspection, and accident investigation.

- **Occupational health** - is a broad concept which explains how the different hazards and risks at work may cause an illness and emphasizes that health programs are essential in controlling work-related and/or occupational diseases.
- **Industrial hygiene** - discusses the identification, evaluation, and control of physical, chemical, biological and ergonomic hazards.

## **EFFECTIVITY OF CORE ELEMENTS SHALL:**

**MANAGEMENT** – Provides the leadership, vision, and resources needed to implement an effective safety and health program. Management leadership means that



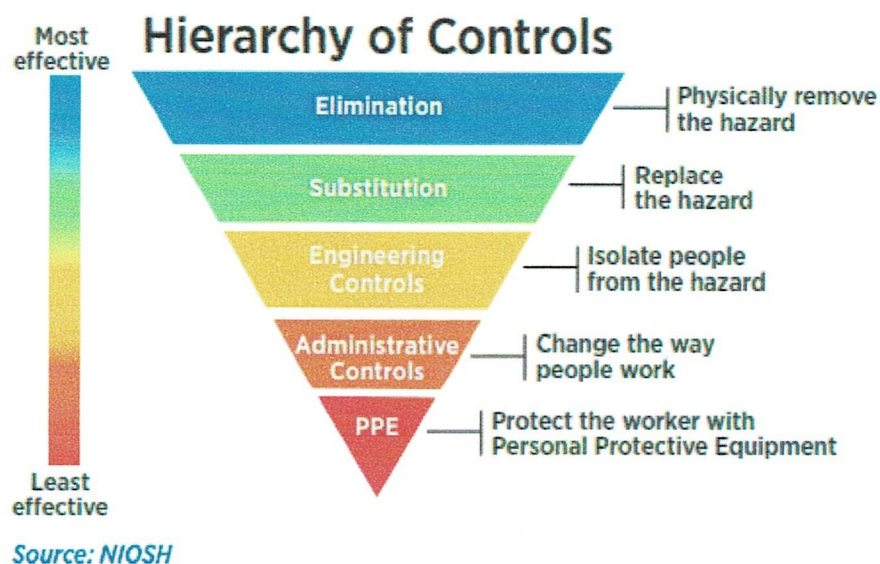
business owners, managers, and supervisors.

**TO BE EFFECTIVE** - any safety and health program needs the meaningful participation of workers and their representatives. Workers have much to gain from a successful program, and the most to lose if the program fails. They also often know the most about potential hazards associated with their jobs. Successful programs tap into this knowledge base.

**ONE OF THE “root causes”** - Workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated. A critical element of any effective safety and health program is a

proactive, ongoing process to identify and assess such hazards.

**EFFECTIVE CONTROLS** - Protect workers from workplace hazards; help avoid injuries, illnesses, and incidents; minimize or eliminate safety and health risks; and help employers provide workers with safe and healthful working conditions. The processes described in this section will help employers prevent and control hazards identified in the previous section.





**EDUCATION AND TRAINING** - Important tools for informing workers and managers about workplace hazards and controls so they can work more safely and be more productive. Another role of education and training, however, is to provide workers and managers with a greater understanding of the safety and health program itself, so that they can contribute to its development and implementation.

**ONCE A SAFETY** - Health program is established, it should be evaluated initially to verify that it is being implemented as intended. After that, employers should periodically, and at least annually, step back and assess what is working and what is not, and whether the program is on track to achieve its goals. Whenever these

assessments identify opportunities to improve the program, employers, managers, and supervisors—in coordination with workers—should adjust and monitor how well the program performs as a result. Sharing the results of monitoring and evaluation within the workplace, and celebrating successes, will help drive further improvement.

**TODAY'S ECONOMY** - Increasing number of workers are assigned by staffing agencies to work at specific “host” worksites under the direction and control of the host employer. Examples include seasonal workers, such as delivery drivers and warehouse workers, who help fill a temporary staffing need, as well as office and production workers who may be placed in both short- and long-term



assignments. In these situations, it is important for the staffing agency and the host employer to communicate and coordinate to provide and maintain a safe work environment for their workers.

## **RA 11058**

“An Act Strengthening Compliance with Occupational Safety and Health Standards (OSHS) and Providing Penalties for Violations”

DOLE discussed the provisions of the new law on the duties of both workers and employees, the rights of workers and penalties for violations of the OSHS.

**RA 11058** requires employers to provide complete safe work procedures; inform workers of hazards associated with their specific jobs; provide appropriate and personal protective equipment which have passed the DOLE's required tests; and provide access to mandatory OSH trainings as prescribed by the DOLE.

Workers on the other hand are encouraged to know all they could about the risks inherent in the tasks they perform, refuse unsafe work, report accidents and actively participate in planning and implementing the safety and health program of the company they work for.

All safety and health personnel are required to undergo the mandatory basic OSH trainings required by the DOLE and all



***Workers must undergo the eight-hour safety and health orientation.***

Employers who violate the Occupational Safety and Health Standards (OSHS) may soon be fined a **P100,000 per day** of non-compliance to the OSHS. The fines collected will be used for the conduct of OSH trainings, education and other programs.

**How to ensures safety and health to workers.**

**What are the employees' rights and responsibilities?**

Employees responsibilities include the following:

- . Work in compliance with OH&S acts and regulations.
- . Use personal protective equipment and clothing as directed by the employer.
- . Report workplace hazards and dangers to the supervisor or employer.
- . Work in a safe manner as required by the employer and use the prescribed safety equipment.
- . Tell the supervisor or employer about any missing or defective equipment or protective device that may be dangerous.

**Employees have the following three basic rights:**

- . **Right to refuse** unsafe work.
- . **Right to participate** in the workplace health and safety activities through



the Health and Safety Committee (HSC) or as a worker health and safety representative.

- **Right to know**, or the right to be informed about, actual and potential dangers in the workplace.

## **What are the manager or supervisor's responsibilities?**

The manager or supervisor must:

- Make sure workers work in compliance with OH&S acts and regulations.
- Make sure that workers use prescribed protective equipment and/or devices.
- Advise workers of potential and actual hazards.

- Provide workers with written instructions as to the measures and procedures to be taken for protection of the worker.
- Take every reasonable precaution in the circumstances for the protection of workers.

Managers and supervisors act on behalf of the employer, and hence have the responsibility to meet the duties of the employer as specified in the Act for the work they (the managers and supervisors) direct.

### **What are the employer's responsibilities?**

An employer must:

- Establish and maintain a health and safety committee, or cause workers to

select at least one health and safety representative.

- Take every reasonable precaution to ensure the workplace is safe.
- Train employees about any potential hazards and in how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies.
- Make sure workers know how to use and handle the equipment safely and properly.
- Make sure workers use any necessary personal protective equipment.
- Immediately report all critical injuries to the government department responsible for OH&S.
- Appoint a competent supervisor who sets the standards for performance, and



who ensures safe working conditions are always observed.

## **What is the role of health and safety committee?**

The role of health and safety committees can include to:

- Act as an advisory body.
- Identify hazards and obtain information about them.
- Recommend corrective actions.
- Assist in resolving work refusal cases.
- Participate in incident investigations and workplace inspections.
- Make recommendations to the management regarding actions required to resolve health and safety concerns.

## **What happens when there is a refusal for unsafe work?**

An employee can refuse work if he/she believes that the situation is unsafe to either himself/herself or his/her co-workers. When a worker believes that a work refusal should be initiated, then

- The employee must report to his/her supervisor that he/she is refusing to work and state why he/she believes the situation is unsafe.
- The employee, supervisor, and a HSC member or employee representative will investigate.
- The employee returns to work if the problem is resolved with agreement.
- If the problem is not resolved, a government health and safety inspector is called.
- The inspector investigates and gives decision in writing.

## **Abbreviations:**

**CDC**-Centers for Disease Control and Prevention

**NIOSH**-National Institute for Occupational Safety and Health

**OSHA**- Occupational Safety and Health Administration

**PPE** -personal protective equipment

**PtD**- Prevention through Design

**SDS**-Safety Data Sheet

**SHARP**- Safety and Health Achievement Recognition Program

**VPP**- Voluntary Protection Programs



# Glossary of Terms

<b>close call/near miss:</b>	An incident that could have, but did not, result in death, injury, or illness. They signal that hazards are not being adequately controlled or that new hazards have arisen.
<b>contractor:</b>	An individual or firm that agrees to furnish materials or perform services at a specified price.
<b>elimination:</b>	A change in process or workplace condition that removes the hazard or ensures that no worker can be exposed to a hazard under any foreseeable circumstances.
<b>hierarchy of controls:</b>	<p>A system for selecting and implementing the most effective control solutions for workplace hazards that includes:</p> <ul style="list-style-type: none"><li>• Elimination.</li><li>• Substitution.</li><li>• Engineering controls.</li><li>• Administrative controls.</li><li>• Personal protective equipment.</li></ul> <p>This is known as the “hierarchy of controls” because they should be considered in the order presented. Controls at the top of the hierarchy are potentially more effective and more protective than those lower in the hierarchy.</p>
<b>host employer:</b>	An employer who has general supervisory authority over the worksite, including controlling the means and manner of work performed and having the power to correct safety and health hazards or require others to correct them.
<b>industrial hygiene:</b>	The science of protecting and enhancing the health and safety of people at work and in their communities.
<b>job hazard analysis:</b>	A technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationships among the worker, the task, the tools, and the work environment.
<b>joint-employed worker:</b>	A worker hired and paid by a staffing agency and assigned to work for a host employer, whether or not the job is actually temporary.
<b>lagging indicators:</b>	Measures of the occurrence and frequency of events in the past such as the number or rate of injuries, illnesses, and fatalities.
<b>leading indicators:</b>	Measures intended to predict the occurrence of events in the future. Leading indicators are proactive, preventative, and predictive measures that provide information about the effective performance of safety and health program activities that can drive the control of workplace hazards.
<b>metrics:</b>	Measures of performance.

<b>multiemployer worksite:</b>	Any worksite where two or more employers are present. See OSHA's <a href="#">Multiemployer Citation Policy</a> .
<b>nonroutine operations:</b>	Operations that do not occur frequently or that occur as a result of an emergency.
<b>peer-to-peer training:</b>	A type of on-the-job training where workers exchange information about hazards, controls, reporting procedures, and work procedures that are relevant to the safety and health program.
<b>Prevention through Design:</b>	A NIOSH national initiative to prevent or reduce occupational injuries, illnesses, and fatalities through the inclusion of prevention considerations in all designs that impact workers. PtD encompasses all of the efforts to anticipate and design out hazards to workers in facilities, work methods and operations, processes, equipment, tools, products, new technologies, and the organization of work.
<b>quantitative exposure assessment:</b>	Techniques used to quantitatively measure workers' exposure to hazards, particularly health hazards, such as sampling for chemicals, dusts, biological organisms, noise, radiation, or other assessments. The purpose of such assessments is to quantify the level of workers' exposure to a hazard. Also known as exposure monitoring.
<b>root cause analysis:</b>	A collective term that describes a wide range of approaches, tools, and techniques used to uncover causes of problems.
<b>Safety and Health Achievement Recognition Program:</b>	An OSHA program that recognizes small business employers who have used OSHA's <a href="#">On-site Consultation Program</a> services and operate an exemplary injury and illness prevention program.
<b>safety data sheet:</b>	Written or printed material used to communicate the hazards of substances and chemical products to employees prepared in accordance with paragraph (g) of OSHA's <a href="#">Hazard Communication standard</a> .
<b>serious hazards:</b>	Hazards that are causing or are likely to cause death or serious physical harm. See OSHA's <a href="#">Field Operations Manual</a> , Chapter 4.
<b>shortcoming:</b>	A fault, deficiency, or gap that results in a failure to meet program design criteria.
<b>staffing agency:</b>	A firm that provides temporary workers to host employers. A staffing agency hires its own employees and assigns them to support or supplement a client's workforce in situations involving employee absences, temporary skill shortages, seasonal workloads, and special projects.
<b>substitution:</b>	The replacement of toxic or hazardous materials (or the equipment or processes used with them) with ones that are less harmful.



**Voluntary Protection Programs:**

An OSHA initiative that recognizes employers and workers in the private industry and federal agencies who have implemented effective safety and health management systems and maintain injury and illness rates below the U.S. Bureau of Labor Statistics averages for their respective industries.

**work practices:**

A set of procedures for performing a specific work assignment safely.



*Qsawane*  
Emmanuel C. Navarro/Carlo V. Marcaida  
Safety Officers

*Lilibeth R. Carao*  
Lilibeth R. Carao  
HRAD Manager

*Ricardo Manuel M. Sarmiento*  
Ricardo Manuel M. Sarmiento  
President and Chief Executive Officer