

# 15 Health And Safety

---

## I. POLICY STATEMENT

It is the commitment of the Company to provide the employees with safe, healthy and pleasant working conditions. Safety rules, precautionary measures, and keeping employees in good health are therefore laid out in this policy for your guidance in order to attain the Company's objectives which are:

- To appreciate the importance of health and safety.
- Safeguard the health and safety of employees and maintain a healthy work environment.
- Eliminate time loss, prevent waste of human resources and the agony of human suffering because of accident, injury or illness.
- Increase productivity as well as the feeling of well-being among employees.

## II. GENERAL PROVISIONS

### A. Health and Medical Benefits/Services

The Company maintains an arrangement with a private and reputable Medical & Health Care Provider where regular employees and their dependents who are covered under the Health Plan may avail of free consultation, medication, and hospitalization, if deemed necessary. (See Policy No. 5.1.2.14 "Health Care Benefit").

#### 1. Compulsory Annual Medical Examination

Employees are compulsorily required to undergo the annual medical examination in a Medical Clinic duly authorized by the Company during the third quarter of every year. The chief purpose is to make it possible to detect potentially serious ailments in the early stages when treatment is most effective. This may also reveal the effects of harmful working conditions and lead to their immediate correction by Management.

#### 2. Pre-Employment Physical and Medical Examination

Applicants/incoming employees are required to undergo the standard Pre-Employment Physical and Medical Examination which includes laboratory tests consisting of urine, stool and blood samples of the applicant. This forms part of the pre-employment screening to avoid the hiring of a person who may be suffering from some illness or communicable disease, or who may have been indulging in bad habits such as drug addiction, heavy drinking, etc.

#### 3. Medical Expense Reimbursement

Each regular employee is entitled to a medical allowance in the amount of Php3,000 per annum. Details of this benefit are specifically laid down under Policy No. 5.1.2.21 of the existing Company Policy on Medical Allowance.

#### 4. Medicines & Facilities

##### First-Aid Kit / Medicines

The Company keeps a stock of emergency/first aid medicines under the charge of the Personnel who sees to it that these medicines are readily available to provide immediate and necessary medical and dental attention, in case of injury or sudden illness suffered by employee/s during employment.

## **Medical Records**

Under the charge and control of the Personnel, complete medical records of each employee from the time of his examination or treatment are kept and attached to the 201 file. These records are confidential and will not be disclosed without the consent of concerned employee, except as required by law.

## **B. Security and Safety**

This section gives us information on basic rules in safety and security in order to ensure that accidents and any untoward incidents will be avoided and eliminated. This will also develop in the employee the proper working attitude to make himself a safe employee in relation to his working environment and co-employees during the entire period of his employment with the Company.

### **1. No Smoking Policy**

**SMOKING** shall not be allowed inside the office premises pursuant to the Rules & Regulations implementing **Makati City Ordinance No. 2002-090**, otherwise known as **ANTI-SMOKING ORDINANCE**.

Office premises shall mean office workplaces or any enclosed area within the office where business operations of the Company are being undertaken.

Specific common areas of the building such as elevator, lobby, fire exits, comfort rooms and main stairs, are likewise considered a non-smoking area.

### **2. Office Security**

- Employees are required to lock their desks and cabinets after office hours.
- Office items such as pens, staplers and the like should be kept inside desk drawers to avoid loss or misplacement.
- Confidential papers, documents, etc. should be kept inside desk drawers or cabinets when not attended and after office hours.
- Employees are enjoined to limit the time visits of friends and relatives.
- Employees are requested to tactfully ask vendors to desist from peddling their wares inside the office.

### **3. Prevention of Accidents in the Office**

- Employees should not leave their desks and cabinet drawers pulled out.
- Cords of electric typewriters, adding machines and the like should not be left along the aisle in the path of the employees.
- Employees are requested to report at once any faulty electrical wiring or defective office furniture to the Administration.
- Report any accident or unsafe conditions to immediate superior and the Administration so that appropriate actions may be done.
- Carrying of firearms and deadly weapons inside the office is strictly prohibited.

### **4. Fire Prevention**

There are many possible causes of fires and the following preventive measures should be followed, to prevent the possible outbreak of fire:

- Remove plugs of electric equipment from the sockets after use before leaving the office, except time devices (e.g. timekeeping machine, fax machine).
- Leave the workplace clean and tidy and remove any combustible material

- and leave in a safe place.
- Fire Exits should always be free from any obstructions.

Extinguishers are provided and should be maintained in good operating condition at all times. They are located where they will be accessible for immediate use.

### **Extinguishing the Fire**

Once a fire is discovered, it is very important to confine it to the smallest area possible, that is, to prevent its spread.

#### **How To Use A Fire Extinguisher:**

**PULL OFF** the safety pin placed at the right side of the lever.

**HOLD** the hose and aim the nozzle at the flame and keep a safe distance away from it.

**SUPPRESS** the upper and lower levers together to make it functional.

**SWEEP** the nozzle during burst to prevent the rapid spread of fire and to keep it from affecting other things.

#### **Provide for the immediate evacuation of personnel.**

Once a fire is discovered, the first and foremost step is the prompt evacuation of all personnel to a safe place. This will be facilitated by the HR & Administration Personnel. Prevention of loss of life or injury shall be a primary concern in this case.

- Report it to any of the available personnel in the HR & Administration, Building Administration and to the nearest Fire Department.

**Station 2 Makati** - 816-2553 / 818-5150

**Station 1 Pasay** - 844-2120

- Activate the fire alarm and/or notify others about the existence of the fire, and where it is located.
- Do not panic, and evacuate the premises calmly, via the main stairs.
- If the main stairs cannot be used, leave the building via the nearest fire exit.
- Never use the elevator.
- Do not attempt to return.

### **5. Evacuation in case of Earthquake**

- Do not panic. Stay within the building and do not rush outdoors using elevators or stairways. The disastrous effects of major earthquakes occur within the first minute. This does not give enough time for anyone to leave the building.
- Seek shelter under tables, against concrete posts or under any protective covering. Do not crowd in hallways to avoid injury in the event of stampede.
- In case of fire started by an earthquake, pull out the fire and shut off all electrical switches.
- After the initial shock or tremors, calmly exit the building and stay in open spaces at a height of about one half the height of the nearest tallest building.
- In leaving the building, everyone is enjoined to observe the rules of fire drills. One must never use elevators since electric power might be cut off at any time resulting in the occupants being trapped inside the elevator.

### **C. Office Housekeeping**

For the benefit of all employees, the Company has contracted a Vendor engaged in the janitorial services. Janitors are tasked to maintain the cleanliness of the office premises. It is however essential that every employee should be fully aware of the need for good housekeeping and cooperate in maintaining workplaces and equipment in a clean and tidy condition. For this purpose the following guidelines have been set:

#### **1. Sanitation and Cleanliness**

- Waste paper, refuse, etc., should be placed in the receptacles provided for the purpose.
- No spitting is allowed in the office, in waste boxes, or on drinking station.
- Urinals in restrooms should not be used as disposals for cigarette butts, gum residues or any dirt that may cause the clogging of the drain. Employees are requested not to spill urine outside the urinal or leave the toilet unflushed after its use.
- Drinking station (Distilled Water Station) should not be used as a wash bowl for cleaning the mouth, teeth and hands or any similar purpose.

#### **2. Pantry Room**

There is a pantry room where employees can take their coffee breaks and lunch. As the space is not enough to accommodate all employees at the same time, it is enjoined that use of the pantry room may be arranged on a per batch basis.

- Keep the sink and floor dry at all times.
- Turn off the lights when not in use.
- Put back the chairs in their proper places after every use.
- Left-over food should be placed inside the waste basket provided.

#### **3. Microwave Oven**

- Use the Microwave Oven only for re-heating food and not for cooking.
- Make sure to use utensils suitable for use in the Microwave Oven.
- Make sure that no food particles remain on the glass tray after every use.

*All employees are instructed to comply with the rules and regulations regarding health and safety, specifically prescribed in this policy. Failure to do so shall be construed as non-compliance to Section 5.1.3.10 of the existing Code of Ethics and shall be dealt with in accordance with the table of penalties as set therein.*