



MEMORANDUM ORDER NO. 2021 - 003

SUBJECT : RECONSTITUTION OF THE HEALTH AND SAFETY COMMITTEE

In compliance with Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health (OSH) Standards for the Public Sector) issued by the Civil Service Commission (CSC), Department of Health (DOH) and the Department of Labor and Employment (DOLE), the TransCo Health and Safety Committee (HSC) is hereby reconstituted with the following composition:

Chairperson	Manager, Human Resource and Administrative Department
Vice Chairperson	Manager, Policy and Strategy Development Department
Members	Manager, Human Resource Management and Development Division
	Manager, General Services Division
	Manager, Corporate Policy Development, Review and Monitoring Division
	Second Level Representative, NATREA
	First Level Representative, NATREA
	Medical Consultant/Agency Physician
	TransCo Nurse/s
	Representative, Quezon City Risk Reduction and Management Council
HSC Secretariat and Designated Occupational Safety and Health Officers (OSHO)	
Head	Chief Security Officer, Human Resource and Administrative Department and Representative, RMSG
Members and Functional Group OSOs	Representative, Office of the President and CEO
	Representative, Transmission Management Group
	Representative, ROW and Legal Group
	Representative, UMD-Baguio Ecozone
	Representative, UMD-Authority of the Freeport Area of Bataan
	Representative, Cebu Satellite Office
Representative, Mindanao Satellite Office	

The incumbent officials as well as those in Acting Capacity and designated as Officers-in-Charge shall serve as Members and Secretariat of the HSC.

The HSC shall serve as the policy making body on matters pertaining to safety and health, with the following duties and functions:

1. Develop/improve TransCo's occupational safety and health (OSH) policy and standards which should be in accordance with the guidelines under the CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020;
2. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace, in coordination with the HRMDD;
3. Initiate and implement improvement of working conditions relative to a safe and healthy working environment;
4. Ensure the health promotion and accident prevention efforts of TransCo in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
5. Conduct periodic Committee meetings;
6. Submit reports on its meetings and other activities to the President and CEO;
7. Review reports of inspection, accident investigations and implementation of programs;
8. Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
9. Initiate safety trainings on OSH for TransCo by coordinating with appropriate training institutions;
10. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations;
11. Submit to the President and CEO an Annual Work and Financial Plan and budget needed to support the OSH programs; and

12. Conduct a quarterly periodic review and report on the same must be included in TransCo's Annual Report.

The representatives of NATREA shall have the following duties and functions:

1. Support TransCo in carrying out the provisions of the standards and report to Management any work hazards that can be observed in the workplace;
2. Participate/cooperate in activities initiated by the HSC;
3. Assist in the conduct of safety and health inspection or other OSH programs;
4. Gather OSH-related concerns/issues and elevate the same to the OSH for discussion and appropriate action; and
5. Negotiate for better working conditions in the workplace.

The OSHOs shall have the following duties and functions:

1. Undergo training on OSH and related programs;
2. Act as the focal persons of TransCo in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
3. Serve as HSC Secretariat, and as such he/she shall:
 - a. Notify members of the meetings;
 - b. Prepare minutes of the meeting;
 - c. Submit to the President and CEO a report of the activities of the HSC including the recommendations made thereof; and
 - d. Submit the results of the quarterly periodic review to be included in TransCo's Annual Report.
4. Report on the occurrence of accidents; and
5. Coordinate all safety and health training programs for TransCo and its personnel.

The following are hereby directed to submit to the HSC Chairperson the names of their respective designees within ten (10) days from the issuance of this Order:

1. Functional Group Heads	One (1) OSHO each who shall serve as representatives to the HSC and members of the HSC Secretariat
2. TransCo satellite offices (UMD-Baguio Ecozone, UMD-AFAB, Cebu Satellite Office and Mindanao Satellite Office)	One (1) OSHO each who shall serve as representatives to the HSC and members of the Secretariat and shall oversee the implementation of TransCo's OSH policy and standards at the respective TransCo satellite offices
3. NATREA	Two (2) representatives, one (1) each from the First and Second Levels

In case of resignation or separation from TransCo of the designees or replacement thereof for any reason, the names of new designees shall immediately be submitted to the HSC Chairperson.

This Order hereby supersedes Memorandum Order No. 2018-002 and shall take effect immediately until amended, revoked, or superseded in writing.


ATTY. MELVIN A. MATIBAG
 President and CEO

cc: All Vice Presidents
 All Department/Division Managers
 Personnel Concerned
 HRMDD