



18 December 2017

MEMORANDUM ORDER No. 2018-002

Subject : CREATION OF HEALTH AND SAFETY COMMITTEE

In compliance with the requirements of Rule 1040 of the Occupational Safety and Health Standards, a Health and Safety Committee for TransCo Head Office is hereby created to be composed of the following:

Chairman	-	Joseph Roseller M. Atienza
Members	-	Ariston Francisco M. Protomartir
	-	Norlito C. Santos
	-	Julius F. Barrientos
	-	Arlie Milagrosa C. Sonajo
	-	Romeo G. Azurin, Jr.
Secretary	-	Angel M. Echano, Jr.

The Health and Safety Committee shall have the following duties:

1. Plans and develops accident prevention program.
2. Directs the accident prevention efforts in accordance with the safety programs and government regulations to prevent accidents from occurring.
3. Conducts safety meetings at least once a month.
4. Reviews reports of inspection, accident investigations and implementation of programs.
5. Submits reports to management on its meetings and activities.
6. Provides necessary assistance to government inspecting authorities in the proper conduct of their activities.
7. Initiates and supervises safety training for employees.
8. Represents TransCo in safety and risk management programs of the national government.
9. Develops and maintains a disaster preparedness plan and organizes such emergency service units to handle disaster situations.

TransCo satellite offices (UMD-Baguio, UMD-Bataan, Cebu Satellite Office and Mindanao Satellite Office) shall create their own Health and Safety Committee within their respective offices.

This Memorandum Order supersedes previous orders relative thereto and shall take effect on 1 January 2018.


ATTY. MELVIN A. MATIBAG
President & CEO

cc: All Vice Presidents
All Department/Division Managers
Personnel Concerned
Human Resources Division