



15 September 2023

Office Order No. **10**  
Series of 2023

**Subject: EMPLOYEES' HEALTH, WELLNESS, AND OCCUPATIONAL SAFETY PROGRAM**

## **I. Rationale**

The program aims to institutionalize the health, wellness and occupational safety in the workplace to protect the personnel from the dangers of injury, illness, or death and to prevent loss or damage of properties through the adoption of safe and healthy working conditions and environment.

Management of these hazards in the work environment is vital in the promotion of wellness and safety of the personnel. It will lessen the direct costs and risks and can lower unnecessary absences and turnover.

Also, evidenced-based studies revealed that a holistic approach, combining health, wellness and occupational safety with disease prevention, and tackling the social determination of health within a systems framework generates a more responsive and concerted action for protecting and promoting the health of the employees.

## **Legal Bases**

The provisions of this document are based on the guidelines and procedures prescribed in the Civil Service Commission (CSC) and CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 enjoining all government agencies to comply with the Guidelines on Occupational Safety and Health Standards for the Public Sector

## **II. Objectives**

The PFDA Employees' Health, Wellness, Welfare and Occupational Safety Program aims to:

- a. Address the physical, mental fitness as well as emotional, psycho-social and spiritual needs of the employees to achieve overall organizational efficiency and success;
- b. Provide a safe and conducive occupational environment for the PFDA personnel;
- c. Prevent accidents, illnesses and injuries in the workplace;
- d. Boost the morale of PFDA's workforce and to enable them to cope with the challenges of the workplace; and
- e. Ensure preservation of human lives and resources and prevent loss/damage of Agency's properties.



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### **III. Coverage**

This shall cover all organic PFDA personnel, without distinction as to rank and status of employment.

### **IV. Program Components**

#### **A. Health Programs**

##### ***Annual Physical Examination (APE)***

Medical and Physical Examination is a tool to monitor the health status of employees. Employees will be encouraged to undergo routine diagnostic, screening, and other ancillary procedures to ensure early detection and adequate treatment of any illness. The program includes, but not limited to, Complete Blood Count (CBC), complete lipid profile, Electrocardiogram (ECG), Chest x-ray and Urinalysis.

This program shall be done annually in coordination with the Administrative Services Department-Procurement and Property Management Division (ASD-PPMD).

Results from the APE shall be disseminated to the employee concerned and at the option of the employee, may be discussed with the Agency Medical Officer/Consultant either physically or virtually. Employees with existing and documented illnesses shall be recorded and regularly monitored by the PFDA nurse. They shall also be provided with relevant information materials whenever needed.

##### ***Employee Vaccination Program***

Vaccination is a safe and effective way of protecting people against diseases, before they come into contact with them. Conduct of Vaccination Program (i.e., Influenza vaccine, Pneumonia vaccine and other vaccines that may be applicable and advantageous to all PFDA personnel) will promote wellness and decrease susceptibility of employees in contracting illness.

This program shall be done annually in coordination with the Administrative Services Department-Procurement and Property Management Division (ASD-PPMD).

##### ***Health Consultation with the Agency's Medical Officer***

Provision of medical counseling/consultation is essential in promoting health and wellness to the employees. All PFDA personnel can avail consultation regarding their health with the Agency's Medical Officer/Consultant. These consultations can be done through actual physical and telemedicine/teleconferencing.



### ***Physical and Medical Examination for Newly-hired Employees***

All newly-hired employees shall undergo the mandatory physical and medical examination upon entrance to duty. The employee must submit the official results of the prescribed procedures within one (1) month from the date of appointment.

### ***Drug-free Workplace Program***

Republic Act No. 9165 also known as the Comprehensive Dangerous Drugs Act of 2002 states that officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo random drug tests. This is to achieve a drug-free workforce, promote wellness and to ensure a safe and healthy working environment. Any personnel who refuse to undergo the random mandatory drug test shall face administrative sanctions pursuant to Office Order No. 16 (s. 2017) Re. Amended Office Policies and Guidelines in the Conduct of Mandatory Drug Test.

This program shall be done annually in coordination with the Administrative Services Department-Procurement and Property Management Division (ASD-PPMD).

## **B. Wellness Programs**

### ***Physical Fitness, Wellness and Sports Programs***

Conduct of in-house wellness/exercises programs shall be subject to the exigencies of the service. Group exercise programs shall be conducted not more than twice a week and held not earlier than 4.00 p.m., with a maximum duration of one hour per session.

Each officer/employee may participate in group exercise programs for an aggregate of two hours per week only. Participants in group exercise programs shall properly inform their unit heads/managers and immediate supervisors re. their intention to attend scheduled exercise sessions. Unit heads/managers and supervisors shall have the prerogative to disallow staff attendance in such activities in case of urgent work assignments that need to be completed.

Participation in sportsfest/program during the celebration of the Agency's anniversary will enable the PFDA personnel to enjoy socialization, enhance teamwork and promote work-life balance.

Conduct of the aforementioned activities shall not disrupt or prejudice public service delivery due to unavailability of employees participating in such activities.

***Spiritual Health Promotion***

The PFDA respects the rights of its employees to the free exercise of religion provided that such activities related to one's religious convictions shall not jeopardize the delivery of public service.

***Mental Health Awareness***

The PFDA commits itself to promoting every personnel's well-being by ensuring that mental health is valued, nurtured, and protected; mental health conditions are treated and prevented and timely with affordable, quality, and culturally appropriate health care for these conditions.

All Offices at the Central Office and other Regional Operating Units shall conduct activities, such as Stress management activities, Team building activities, Mental Health Awareness workshops, etc.

***Clinic***

The PFDA clinic shall be open during working hours to deliver services like monitoring and first-aid treatment to all employees requiring immediate medical attention. Provision of the facility will ensure all PFDA personnel a safe venue to rest and relax even away from home.

**C. Occupational Safety Programs*****5S in the workplace***

This program shall address not only the cleanliness but also the management of occupational hazards. The annual health and safety inspections and necessary rehabilitations of the workstations relative to the standard workspace, lighting, ventilation, etc. and sanitation shall be considered to improve working conditions. Fumigation and disinfection may be conducted in the office premises to contain the possible spread of virus and contagious diseases.

***Electrical and Fire Safety***

Electrical and fire safety measures as well as techniques on the prevention and management of electrical and fire hazards shall be disseminated to all personnel. Educational materials shall be provided, and all personnel shall actively participate and cooperate in the Fire Drill.

Building premises shall have adequate fire, emergency or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standard colors of signs for safety instruction and warnings in building premises".



***Conduct of Health and Safety Training and Orientation (5S in the workplace, Basic Life Support, First Aid, Basic Occupational Safety, etc.)***

Conduct of health and safety training/orientation helps in proper recognition of life-threatening emergencies and its appropriate treatment or preventive measures.

**D. Creation of Health, Wellness and Safety Committee**

Creation of Health, Wellness and Safety committee is needed for they will assist in planning, promoting, and implementing the abovementioned programs. The key functions of the committee are as follows:

- a. Serve as focal persons in the implementation of the programs that will address the unsafe practices in the offices and facilities;
- b. Formulate and recommend policies, procedures and processes regarding health, wellness and safety;
- c. Review/monitor reports of incidents regarding health, wellness and safety;
- d. Coordinate with the appropriate government agencies/units regarding the conduct of programs that will help ensure the health, safety and well-being of the personnel and the general public transacting with the Agency; and
- e. Initiate/organize trainings to educate the personnel on the necessary health and safety-related processes/procedures.

**V. Funding**

Funding for the implementation of the Employees' Health, Wellness, And Occupational Safety Program shall be sourced from the budget of the Agency as integrated in the annual work and financial plan and budget at the Central Office and Regional Fish Ports, subject to existing rules and regulations.

**VI. Effectivity**

This Office Order shall take effect immediately upon its approval.

  
**ATTY. GLEN A. PANGAPALAN**  
Acting General Manager