



REGIONAL OFFICE NO. IV-A  
Calamba City

SUBJECT: ORGANIZATION OF SAFETY COMMITTEE

GENERAL REQUIREMENT:

In every place of employment, a safety committee shall be organized within sixty (60) days after this standards takes effect and for new establishments within ine (1) month from the date the business starts operating. In both case, the Safety Committee shall reorganize every January of the following year.

Type and Composition of Safety Committee

TYPE A: In every workplace having a total of over four hundred (400 workers:  
Chairman – the Manager or authorized representative  
Members – two workers ( must be union workers)  
- the company physician  
Secretary – the safety man

TYPE B: In every workplace having 200 – 400 workers  
Chairman – the Manager or his authorized representative  
Members – one supervisor  
- one worker  
- the company physician or company nurse  
Secretary – the safety man

TYPE C: In every workplace having 100 – 200 workers  
Chairman – the Manager of his authorized representative  
Members – one foreman  
- one worker  
- the first aider  
Secretary – appointed by the chairman

TYPE D: In every workplace with less than 100 workers  
Chairman – Manager  
Members – one foreman  
- one worker  
Secretary – appointed by the Chairman

TYPE E: Joint Committee

When two or more establishments are housed under one building, the safety committee organized in each workplace shall organize themselves into a joint coordination committee to plan and implement activities.

Chairman – the chairman of an established committee  
Members – two supervisors from two different establishments  
Secretary – appointed by the Chairman  
( in high rise buildings, the secretary shall be the building administrator)