

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF WORKING CONDITIONS
Manila

REPORT ON HEALTH AND SAFETY ORGANIZATION

Date Filed _____
Regional Labor Office No. _____
File Number _____

Name of Establishment: _____

Address: _____

Nature of Business: _____

Persons Employed, Including

Management:	1st Shift:	Male	Female
	2nd Shift:	Male	Female
	3 rd Shift:	Male	Female

A. Policy and Program on Safety and Health:

B: Composition of Safety and Health Committee: Type: _____
Central Safety Committee

	Name	Position of Establishment
Chairman:		
Members:		
Secretary:		

C. Technical Information:
a. Brief description of process operation and number and kind of equipment

Submitted by:

General Manager/Employer

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)