

Republic of the Philippines
Department of Labor and Employment
National Capital Region

REPORT OF SAFETY ORGANIZATION

NAME OF ESTABLISHMENT

ADDRESS

NATURE OF BUSINESS

PERSONS EMPLOYED INCLUDING MANAGEMENT

1st SHIFT	:	MALE _____	FEMALE _____
2nd SHIFT	:	MALE _____	FEMALE _____
3rd SHIFT	:	MALE _____	FEMALE _____

POLICY AND PROGRAM OF SAFETY AND HEALTH

COMPOSITION OF SAFETY COMMITTEE

TYPE: _____

	NAME	POSITION
CHAIRMAN	_____	_____
MEMBERS	_____	_____
	_____	_____
	_____	_____
SECRETARY	_____	_____

TECHNICAL INFORMATION

Brief description of process operation, number and kind of equipment:

SUBMITTED BY:

General Manager/Employer

GUIDE TO COMPOSITION OF SAFETY COMMITTEE

In Every place of employment, a safety committee shall be organized within sixty (60) days after this Standard takes effect and for new establishments within one (1) month from the date the business starts operating, in both cases the Safety Committee shall re-organize every January of the following year. In order to provide an opportunity for other workers to become members and participate in safety program planning, a periodic change in membership is required. For this purpose the term of office of the department head in the Committee shall be for one (1) year. The term of the worker-members in Type A and Type B shall be two (2) years each in Type C, D, and E committee, shall be one (1) year. The Chairman, physician or nurse and the secretary shall be permanent members of the committee.

In Joint Committee, the term of Office of the Chairman and the Members shall be one (1) year. Membership in the Joint Committee shall be rotated among members of the safety committees in other establishments.

TYPE A – In every work place having a total of over four hundred (400) workers, the following Health and Safety Committee shall be organized:

(1.) Safety Committee

- Chairman** - The Manager or his authorized representative who must be a top Operating Official
- Members** - Two Department Heads
 - Four Workers (must be union members, if organized)
 - The Company Physician
- Secretary** - The Safety Man

TYPE B – In every work place having a total of over two hundred (200) to four hundred (400) workers, the following shall be organized:

(1.) Safety Committee

- Chairman** - The Manager or his authorized representative who must be a top Operating Official
- Members** - One Supervisor
 - Three Workers (must be union members, if organized)
 - The Company Physician or the Company Nurses
- Secretary** - The Safety Man

TYPE C – In every work place with less than one hundred (100) to two hundred (200) workers, the following shall compose the Health and Safety Committee:

(1.) Safety Committee

- Chairman** - Manager or his authorized representative
- Members** - One Foreman
 - Three Workers (must be union members, if organized)
 - The Nurse
- Secretary** - The Part-time Safety Man

TYPE D – In every work place with less than one hundred (100) workers, the following shall compose the Health and Safety Committee:

- Chairman** - Manager
- Members** - One Foreman
 - Three Workers (must be union members, if organized)
- Secretary** - The Part-time Safety Man
 - In this workplace, the line type as defined in 1048.02 may be organized.

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 coordinating committee to plan and implement programs and activities concerning all the establishments. This joint coordinating committee shall be composed of the following:

- Chairman** - The Chairman of an establishment committee
- Members** - Two Supervisors from two different establishments
- Secretary** - Appointed by the Chairman (in high-rise, the secretary shall be the building administrator).

Membership of Committees:

The Membership as provided is minimum requirements and nothing shall prohibit increases in the numbers as may be found necessary.