



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

21 NOV 2023

MEMORANDUM CIRCULAR NO. 21
Series of 2023

SUBJECT : MIAA OCCUPATIONAL SAFETY & HEALTH (OSH) GUIDELINES

GENERAL STATEMENT

1. The Civil Service Commission (CSC), Department of Health (DOH), and Department of Labor and Employment (DOLE) Joint Memorandum Circular No. 1, s. 2020 entitled Occupational Safety and Health (OSH) Standards for the Public Sector recognizes the need for all government agencies to establish a set of occupational safety and health standards to protect all government employees from work hazards, injuries, sickness or death through the adoption of safe and healthy working conditions to assure the conservation of human life and prevention of loss of resources and damage to properties.
2. The MIAA, by virtue of its Charter through Executive Order No. 778 as revised by Executive Order No. 903, is mandated to promulgate rules and regulations for the efficient and effective management of airport operations.
3. Office Order No.68-C dated October 17, 2022, with subject: Recomposition of the MIAA Occupational Safety and Health Committee and Designation of MIAA OSH Safety Officers was released in compliance with the JMC No. 1, series of 2020.

PURPOSE AND SCOPE

4. Consistent with the CSC, DOH and DOLE Joint Memorandum Circular No. 1, s.2020, this Memorandum Circular (MC) prescribes the guidelines for the prevention of work-related injuries, sickness or death in all NAIA offices/workstations while promoting health, safety, and overall well-being of employees to ensure efficient and reliable delivery of airport services.
5. This MC shall apply to the following:
 - a. All MIAA officials and employees whether permanent, co-terminus, temporary and/or casual status;
 - b. Job order personnel, contract of services, institutional and individual contractors; and,
 - c. Employees and officials of airlines, concessionaires, air carriers, ground handlers, other business establishments, other government agencies and other stakeholders not specified herein, operating at the NAIA Complex.

STATEMENT OF POLICY

6. All offices, concessionaires, air carriers, groundhandlers and other business establishments operating at the NAIA Complex must be compliant with the Department Order No. 198 s. 2018 or the Implementing Rules and Regulations of Republic Act No. 11058 entitled "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof."

SYSTEMS AND PROCEDURES

7. Provision For Reasonable Working Conditions

- a. Workplace or Workstations
- i. All buildings within the NAIA Complex shall have adequate fire, emergency signs, Globally Harmonized System (GHS) pictograms, and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standards Colors and Signs for Safety Instruction and Warnings in Building Premises". (refer to Airport Signage Standards Manual ASSM)
 - ii. Facilities for persons with disabilities should be provided for their safe and convenient movement within the NAIA Complex.
 - iii. Good housekeeping shall be maintained at all times through cleanliness of buildings, offices, machines, equipment, storage, regular waste disposal and orderly arrangement of operations.
 - iv. Sanitary facilities, adequate comfort rooms and lavatories for employees must be provided and maintained.
 - v. Building construction and maintenance, space requirement, walkway surface, floor and wall openings, stairs and window openings, fixed ladders, among others, shall conform to Rule 1060 (*Premises of Establishment*) of the OSH Standards.
 - vi. Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment and/or conditions.
 - vii. Provisions for personal protective equipment and devices must conform to Rule 1080 (*Personal Protective Equipment and Devices*) of the OSH Standard.
 - viii. Handling, use and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990), Rule 1090 of the OSH Standard and DOLE Department Order No. 136-14 s. 2014. (MC No.17 s.2023 Policy Guidelines on MIAA Waste Management)
 - ix. There shall be a provision for health clinics or treatment rooms with adequate medical staff including medicines and medical supplies as provided in Rule 1960 (*Occupational Health Services*) of the OSH Standards.
- b. Emergency Preparedness
- i. A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the agency must be established as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010
 - ii. Training and drills on Disaster Risk Reduction Management must be conducted to ensure employees and staff are prepared during emergencies.
 - iii. Emergency supplies such as fire extinguishers, medical first aid kits, among others, must be adequate and ensured to be available all the time.
 - iv. A Memorandum of Understanding/Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be established, to ensure medical services are available during emergencies.
- c. Occupational Safety and Health Program
- i. Minimum OSH Programs such as, but not limited to the following shall be established:
 - Occupational Accident and Illness Prevention Program
 - Medical Services Assistance and Rehabilitation Program
 - Occupational Accident and Illness Surveillance Program
 - Information and Education Campaign Program

- ii. Promotion and practice of Health and Wellness in the workplace as provided in CSC Memorandum Circulars (MCs) shall be ensured:
 - MC No. 38 series of 1992 -Physical and Mental Fitness Program for Government Personnel
 - MC No. 06, series of 1995 – The Great Filipino Workout
 - MC No. 21, series of 2009 – Civil Servants Health and Wellness Month
- d. Support Facilities
 - i. Facilities which may be used for the promotion of health and wellness in the workplace, such as but not limited to the following shall be provided:
 - Recreation Areas
 - Seminar/Training Rooms
 - Lactation Room/Day Care Facilities
 - Drop-in Centers
 - ii. Work assignments and good working atmosphere for improved productivity shall be provided to the following employees with special needs:
 - Pregnant Women
 - Older employees with special needs
 - Differently abled employees
 - With limited working abilities
 - iii. Policy and provision for lactation stations for lactating mothers shall be established as provided by Republic Act No. 10028 (*Expanded Breastfeeding Promotion Act of 2009*).
- e. Work Environment
 - i. Implement policies and programs relative to:
 - Prohibition of smoking at the workplaces provided in CSC Memorandum Circular no. 17, s. 2009 and CSC Department of Health Joint Memorandum Circular No. 2010-01. (MC No. 19 s. 2023 No Smoking and Vaping Policy at the MIAA Corporate Building/Offices and NAIA Terminals
 - Workplace Policy and Program for a Drug-free Workplace. (MC No. 05 S. 2020 MIAA Drugfree Workplace Program and Authorized Drug Testing
 - Tuberculosis prevention and control in the workplace.
 - Workplace Policy and Education Program on HIV and AIDS.
 - Workplace Policy and Program on Hepatitis B to ensure prevention of such and protection for employees exposed and vulnerable of acquiring Hepatitis B infection.
- f. Working Hours, Break and Leave Privileges - The Authority shall ensure that:
 - i. the provisions of the Omnibus Rules on Leaves are strictly observed.
 - ii. working breaks in between working hours are complied with in order to minimize/prevent employees' exposure to illness due to prolonged sitting without prejudice to the "No Noon Break" Policy.
 - iii. policies and guidelines on overtime services based on CSC-DBM Joint Circular No. 1 s. 201 are strictly observed and implemented. (MC. No.
- g. Promotion of OSH
 - i. The Authority shall ensure comprehensive dissemination of OSH information through a communication plan which includes the publication of pertinent OSH information in the agency website and other communication

materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.

- ii. All employees shall participate in the OSH information, training or education program and comply with all safety initiatives of the Authority.
- iii. All concessionaires, air carriers, groundhandlers and other business establishments operating at the NAIA Complex shall cooperate and support the MIAA OSH Safety Officers during the conduct of workplace safety inspection and accident examination.
- iv. Employees shall report OSH related illness and accidents including near misses to the MIAA OSH Center for the necessary intervention and to enhance the OSH Programs of the Authority.
- v. The Authority shall ensure that OSH programs and activities are included in the Annual Work and Financial Plan or Corporate Operating Budget.

STATEMENT OF RESPONSIBILITIES

8. The Authority shall:

- a. Provide a reasonable working condition and ensure that the workplace is free from hazardous conditions that will cause death, illness or physical injury/ies to its workers/employees;
- b. Ensure the conduct of occupational safety awareness; work hazards analysis sessions; identification of hazards and measures to be undertaken by all their employees in case of emergency and other analogous incidents/circumstances;
- c. Comply with the requirements of the OSH Standards;
- d. Provide Personal Protective Equipment (PPE) at no cost to the worker and ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine quality standards whether local or international.
- e. Establish and adopt policies on safety peculiar to its environment in conformity with the provisions of this Standards outlining therein accountable persons and the scope of their delegated authority, thus, ensuring that the MIAA OSH Committee is performing their duties and responsibilities.
- f. Ensure that emergency OSH related services will be provided for job order, contract of service and/or individual contract employees such as first aid, emergency medical supplies and emergency hospitalization assistance; confinement and other related expenses shall be borne by the said contracting agency/individual and must be stipulated in the terms and conditions of the contract

9. All MIAA organic employees shall:

- a. Cooperate with the agency in carrying out the provisions of this Guidelines and report to the Safety and Health Committee any work hazard that may be observed in the workplace;
- b. Follow all instructions on work safety given by the Authority in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the same;
- c. Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives, and activities; and
- d. Support the Committee in the conduct of health and safety inspection or other programs.

10. Job-order and contract of service personnel:

- a. The institutional contractors or contract service providers must ensure that their employees deployed in government agencies are provided with medical coverage and they must meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018. Heads of the receiving government

agencies where the said job order or contract of service employees are deployed shall only provide medical assistance in case of emergency.

- b. Above personnel shall follow all instructions on work safety given by the agency/employer in compliance with the provisions of the Standards and make use of all safeguards and safety devices provided by their employer.

11. Employee Organization Representative (SMPP) shall:

- a. Support the agency in carrying out the provisions of the standards and report to Management any work hazards that can be observed in the workplace;
- b. Participate/Cooperate in activities initiated by the Safety and Health Committee
- c. Assist the OSH committee in the conduct of safety and health inspection or other OSH programs;
- d. Gather occupational safety and health related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action; and
- e. Negotiate for better working conditions in their workplace as the provisions stated herein guarantee no infringement of the rights of the employees' organizations to negotiate for such.

12. Occupational Safety Officers

- a. All concessionaires, air carriers, ground handlers and other business establishments and government agencies operating at the NAIA Complex shall have a designated Safety Officer in compliance with the requirement of DOLE Department Order No. 198 s. 2018. Names of Safety Officers including their contact numbers and e-mail addresses should be submitted to the MIAA OSH Committee.
- b. Any workplace hazard/s that may be observed that requires action from the MIA Authority must be reported to the MIAA OSHC within (24) hours after detection through the designated telephone number/s and/or email address miaa.oshc@miaa.gov.ph.
- c. Existing MIAA safety offices such as Safety Management Systems Office (SMSO), Airport Ground Operations Safety Division (AGOSD), Rescue and Firefighting Division (RFD) and Medical Division, shall maintain and continue to perform their present function and provide the MIAA OSH Center reports containing the following data, on all accidents or incidents involving airport employee.
 - i. Date of accident or illness;
 - ii. Name of injured/ill employee, age and sexual orientation;
 - iii. Occupation/position of the employee;
 - iv. Cause of accident/illness;
 - v. Extent and nature of disability/injury;
 - vi. Duration of disability/injury;
 - vii. Extent of damage, including actual medical cost;

In reporting, medical confidentiality must be ensured.

- d. The designated Safety officer/s should submit to the MIAA OSHC a report with corrective actions/measures on work related accidents within the NAIA Complex as follows:

TYPE OF ACCIDENT	DEADLINE FOR SUBMISSION
Fatal (Death)	Within twenty-four (24) hrs. after occurrence
Non-Fatal Injuries	Within five (5) days after occurrence
Damage to Property	Within five (5) days after occurrence

Procedure on Special Inspection, Investigation and Review

- 13. Any employee or representative of employees or any concerned person who believes that a violation of any of the provision of this Standards threatens physical well-being,

harm or poses imminent danger to life, may submit a request to address the issue/concern along with a narrative report regarding the violations, to the agency Grievance Committee, as prescribed in CSC Memorandum Circular No. 2, series of 2001 dated January 26, 2001. If the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted. The complainant, the Head of Agency and the CSC Regional Office or Field Office shall be given a copy of the result of such inspection/investigation upon its completion.

14. If the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted. The complainant, the Head of Agency and the CSC Regional Office or Field Office shall be given a copy of the result of such inspection/investigation upon its completion.

PENALTY CLAUSE

15. The grant of access privilege within the NAIA Complex is not a matter of right and may be suspended or revoked/cancelled in the event the employer and/or its employee/s is found in violation with the OSH standards, provisions of this memorandum circular and other MIAA safety regulations.
16. Heads, officials, and employees of MIAA who violate this guidelines shall be subject to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 Rules on Administrative Cases in the Civil Service, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

SUPERSEDING CLAUSE

17. All MIAA orders, memoranda, and instructions in conflict herewith, either in part or whole, are hereby superseded.

EFFECTIVITY

18. This Circular shall take effect immediately upon approval and dissemination.

For strict compliance.


BRYAN ANDERSEN Y. CO
OIC, MIAA



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