



OCCUPATIONAL HEALTH AND WELLNESS PROGRAM FOR ECC EMPLOYEES

I. BACKGROUND/ RATIONALE:

- The Occupational Safety and Health Standards (OSHS) provides rules to "protect every workingman", including the ECC employee, "against the dangers of injury, sickness or death thru safe and healthful working conditions..."
- As mandated under Rule 1960 of the Occupational Safety and Health Standards as amended, one of its general provisions and coverage stated that "Every employer shall establish in his place of employment occupational health services in accordance with the regulation and guidelines provided under this rule, and that this rule shall apply to all establishments whether for profit or not, including the Government and any of its political subdivisions and Government- Owned or Controlled Corporations";
- As provided for by the Occupational Safety and Health Standards, every employee, whether in the private or government sector, should have access to medicines and facilities, periodic annual medical examination and separation from employment (exit) examination;
- Health and wellness activities encourage employees to lead a healthy lifestyle. Consequently, a healthy workforce improves overall performance and productivity which in turn leads to more efficient and responsive public service;
- The ECC, as ISO 9001:2015 certified and compliant agency must conform to the Labor Code and OSHS.

II. LEGAL BASIS:

- PD 442 or The Labor Code of the Philippines
- DOLE Occupational Safety and Health Standards, as amended, 1989
- CSC Memorandum Circular (MC) No. 38, series of 1992, September 30, 1992
- CSC MC No. 06, series of 1995, April 20, 1995
- CSC MC No 08, series of 2011, March 7, 2011

III. OBJECTIVES:

- To maintain the health and total development of every ECC employee thru healthy lifestyle activities and establishing occupational health services in accordance with regulation and guidelines

- To ensure the competency and capability of the ECC Health and Wellness Committee in implementing the occupational health and wellness program

IV. COVERAGE

- The Health and Wellness Program shall cover all existing ECC employees and retirees

V. THE OCCUPATIONAL HEALTH AND WELLNESS COMMITTEE

- The Occupational Health and Wellness Committee (OHWC) shall be composed of the following:
 1. Dr. Ma. Sarah Antonia Concepcion- Chairman, OH medical doctor
 2. Dr. Melba Sacro- OH medical doctor
 3. Dr. Raymond Banaga- Internal medicine
 4. Dr. Diane Kriselle Quinlog- OH doctor
 5. Ms. Aniceta Misa- OH nurse
 6. Ms. Nancy Bonto- Social worker
 7. Ms. Veronica Curimao- Social worker
 8. Mr. Jay Galasinao- technical support
 9. Ms. Neco Monteros-technical support
 10. Ms. Kenne Carla Abalos- technical support
 11. Mr. Albert Casalme- technical support

VI. COMPONENTS:

A. Information, Education and Training

- On occupational health, disease prevention and healthy lifestyle for ECC employees
- Trainings and re-trainings, post-graduate courses such as the Basic Occupational Safety and Health (BOSH), and conventions for the Health and Wellness Committee

B. Wellness and Healthy lifestyle and the Drug-free workplace

- Physical fitness
- Healthy Diet
- Stress management
- Monitoring and compliance

C. Occupational Health Services for ECC employees

VII. ACTIVITIES:

The following activities shall be implemented under the Occupational Health and Wellness (OHW) Program for ECC employees

The ECC Occupational Health and Wellness Committee will implement the Health and Wellness activities as follows:

Component A- Information, Education and Training

1. Every ECC employee shall receive training on the Basic Course on Occupational Safety and Health (BOSH). Re-training on BOSH shall be done every five (5) years.
2. The chairman and members of the OH and Wellness Committee shall attend relevant training, post-graduate seminar or convention such as PCOM and PMA conventions for doctors, OHNAP conventions for nurses and PASWI conventions for social workers as necessary.
3. The ECC employees shall be provided with relevant seminars/lectures on Health and Wellness when necessary as follows: Cancer Consciousness month (January); Heart month (February); Reproductive Health and Immunization month (March); Head and Neck Consciousness month (April), Mental Health month (May), Drug Abuse and Dengue Awareness month (June), Nutrition month, (July), Tuberculosis month (August), Eye, Ear, Nose Throat Consciousness month (September), Bone and Joint Awareness month (October), Diabetes month (November), Obesity Prevention Month (December).

Only healthy food and drinks should be served at ECC sponsored seminars and lectures.

4. First aiders shall be assigned and shall be given Training on First- Aid with Basic life support. Re-training shall be given every three (3) years.

Component B- Wellness and Healthy Lifestyle and the Drug-free workplace

1. The gym shall be located at the 3rd floor and shall always be maintained in good condition. A massage chair and sauna shall be installed in the gym. The use of the gym will be encouraged and an initial training will be given by a fitness instructor according to the employee's specific needs on the use of gym equipment. A member of the OHWC shall be assigned to monitor the use of the gym. A logbook shall be used for monitoring.

Water tumblers or mugs shall be provided to ECC employees to avoid the use of plastics. "No single use plastic", especially during training/seminar sessions, will be strongly implemented.

2. There will be a group exercise activity such as Zumba dancing with video instruction every after the Monday Flag Ceremony. The Division assigned for the month shall take charge of the activity. Healthy food shall be served after the exercise activity.
3. To prevent the risk to health due to prolonged sitting, ECC employees shall be encouraged to move around, stretch or do simple exercise every hour. A prompt sound or music shall be arranged by PPSMD every hour for this purpose.

4. A standing station at the 5th floor of the ECC building will be provided for employees who opt to stand occasionally or to alternate sitting and standing while doing desk work.
5. New ergonomically healthy chairs shall be provided to ECC employees.
6. A 30-minute zumba group dancing with video shall be done every Friday at 3:00 PM prior to the flag retreat. The Division assigned for the monthly flag ceremonies shall take charge of the zumba dancing.
7. Other scheduled fitness activities may include yoga, ballroom dancing, etc under a fitness trainer; bowling; table tennis; martial arts and fun run together with other agencies.
8. A lecture on healthy diet shall be conducted for ECC employees every quarter for awareness and to encourage the employees to prefer eating healthy food.
9. To promote healthy diet, healthy cooking with a dietitian will be scheduled at least once every quarter and a cooking contest among divisions for most healthy recipe will be organized.
10. Wellness days like "meatless Wednesday" and "free fruits Friday" will be implemented. The fruits will be distributed in the morning to each employee present, at the work desk.
11. The OHWC with the guidance of a dietitian/nutritionist shall assist the ECC canteen in determining and indicating the amount of calories per serving (calorie counting) for all the food that are being served. The ECC-EU shall monitor the calorie counting of the ECC canteen.
12. An "Ideal Weight Program" will be planned and conducted. The OHWC together with the gym/ exercise trainer and nutritionist/dietician will form the Ideal Weight Team and will facilitate the yearlong activity. The program will start on January and end on December of the calendar year. Specific guidelines shall be formulated by the Ideal Weight Team. Awards shall be determined by the Administrative Division in consultation with the Ideal Weight Team.
13. Stress Management activities will include the following: a) lectures on psychosocial factors, shall be conducted during the Mental Health month of May (refer to Info, Edu and Training above); b.) Religious activities such as the First Friday mass; c) Lenten activities and the Bible study group; d.) Group singing activities such as the ECC Chorale can provide stress relief, and bonding among employees and will develop their talents. The ECC Chorale practice will be scheduled every Wednesday at 1:30 PM during the 2nd, 3rd and 4th week of the month. Healthy snacks will be served. A memo shall be released one week prior to the scheduled chorale practice. The ECC Chorale will lead in the singing during the first Friday Masses after a one-hour practice.
14. A film showing to relieve stress shall be scheduled every month by the Administrative Division. Healthy snacks shall be served.

15. Personality development activities such as good grooming, etc. will be scheduled twice a year during the Anniversary month of March and December.
16. ECC employees shall be encouraged to avail of the forced leave as a continuous 5-day vacation to allow the employee enough rest and recreation with family and friends for stress relief.
17. The results of the mandatory annual medical examination will monitor the health status of employees. A Medical Officer and a Human resource Officer will be assigned to monitor the employees' health status to maintain strict confidentiality and compliance with the doctor's recommendation.
18. The drug –free workplace activities shall be strictly conducted in accordance with existing guidelines. The Administrative Division takes charge in implementing the Drug-free workplace.
19. A health fair will be conducted during ECC's anniversary week which will include among others personality development, healthy cooking contest, ideal weight award, and lectures on prevention and control of the employees' most common cause of morbidity based on the results of annual medical examination and monitoring by the concerned Medical Officer.
20. "Healthy" plants shall be placed in offices and in all comfort rooms. A contest among the plant keepers shall be conducted.

Component C- Occupational Health Services

1. A Treatment room/Lactation Room shall be maintained by the ECC nurses. A Medicine Kit and supplies for emergencies based on the OSHS (Table 47) recommendation and additional updated medicines and supplies shall always be made available. An inventory of medicines and a logbook of patients will be maintained.
(Refer to list of medicines and supplies in Annex A)
2. To prevent the spread of infection especially the common upper respiratory tract infection among ECC employees, the sick worker is required to get a face mask from the assigned Medical Officer and shall wear it at work until full recovery. The Division Chief must require this to all his/her staff. Frequent hand washing and the use of sanitary hand wash gels must be encouraged. Sanitary hand gels will be installed in all restrooms (2), at the 4th floor (2), the 5th floor (2), the Boardroom (1), the library, at the Multipurpose Hall (2), near the guard area, in hallways and other areas as determined by the OHWC and the Administrative Division.
3. Under OSHS and PD 442, the ECC shall provide mandatory pre-employment, periodic and exit examination to its employees free of charge.

"OSHS Rule 1961: Every employer shall establish in his place of employment occupational health services in accordance with the regulation and guidelines provided for under this rule.

OSHS Rule 1961.01: This rule shall apply to all establishments whether for profit or not, including the Government and any of its political subdivisions and government-owned or controlled corporations.

OSHS Rule 1966.02: The Health Program shall include the following activities:

(2) Health Examinations:

- a) Entrance;
- b) Periodic;
- c) Special Examination
- d) Transfer Examination
- e) Separation Examination

OSHS Rule 1967 (2) All examinations shall:

- a. Be complete and thorough
- b. Be rendered free of charge to the workers
- c. Include x-ray or special laboratory examinations when necessary due to the peculiar nature of the employment"

The schedule of examination will be as follows:

FOR 30 YEARS OF AGE AND BELOW (MALE AND FEMALE)

- Physical examination
- Routine urinalysis
- Complete blood count with platelet count
- Chest xray (plain): posterior- anterior (PA) view
- 12L electrocardiogram
- Drug screening (metamphetamines and tetrahydrocannabinol)
- Dental examination

FOR 31 TO 45 YEARS OF AGE (MALE AND FEMALE)

- PHYSICAL EXAMINATION
- BASIC OPTICAL EXAMINATION (VISUAL ACUITY VIEW)
- ROUTINE URINALYSIS FOR FEMALE
- Complete blood count with platelet count
- Chest xray (plain): posterior-anterior (PA) view
- Blood chemistry (fasting blood sugar, total cholesterol and uric acid)
- 12 lead electrocardiogram
- Dental examination
- Drug screening (metamphetamines and tetrahydrocannabinol)
- Pap smear and mammography

FOR 46 YEARS OF AGE AND ABOVE (Male and Female)

- All procedures and examinations mentioned above
- Blood chemistry to include: liver enzymes (SGPT and SGOT) AND LIPID PROFILE (TRIGLYCERIDES, HDL, LDL, VLDL) blood urea nitrogen and creatinine.

ECC employees who wish to be exempted from the mandatory annual examination may write a request letter subject to the approval of the ECC Executive Director.

4. The following activities, which will serve as follow up (monitoring) of annual exam results, shall be conducted during the specific health month, only for employees who underwent the mandatory annual examination, as follows:

January- prostate examination, lung scan and other body scan as needed by any ECC employee for cancer detection and monitoring

February- ECG, Lipid profile and other heart ailment monitoring for any ECC employee as needed

March- Pap smear, mammography, cervical cancer detection of any ECC employee as needed

- Immunization for employees: Flu vaccine, cervical cancer vaccine, pneumonia vaccine

April- Thyroid examination for any ECC employee as needed

May- Stress management activities, group singing, team building, etc.

June- Drug testing,

July- Healthy cooking

August- Chest X-ray, sputum exam, biopsy and other TB detection examination for any employee as needed

September- Eye examination (optometrist and ophthalmologist) for all ECC employees, free prescription glasses for employees as needed

October- Bone density examination, X-ray, CT scan and other examination for bone and joint disease detection and monitoring for any employee as needed

November- FBS examination for all ECC employees age 31 and above, other Diabetes examination for ECC employees as needed

December- Ideal weight program with fitness trainer

BUDGETARY REQUIREMENT

ACTIVITY	BUDGETARY REQUIREMENT (PHP)
COMPONENT A- Information, Education, Communication	
1. Basic Course on Occupational Safety and Health for ECC employees	
2. Post-graduate training course, seminar/convention at least once a year within the Philippines, for the chairman and members of the Health Committee (air fare, registration, etc.)	To start in 2020
3. Seminar/lectures for ECC employees, as necessary, for the Cancer Consciousness month (January); Heart month	Scheduled as necessary only

13. The Drug-free workplace activities based on existing guidelines	
COMPONENT C- Occupational Health Services	
1. Medicines and supplies	
2. Sanitary hand gels (20)	
3. Pre-employment exam	
4. Annual Examination	
5. Exit Examination	
6. Prostate exam	
7. Lung scan and other body scan	
8. ECG, Lipid profile	
9. Pap smear, mammogram	
10. Thyroid profile, scan	
11. Stress management activities	
12. TB detection examinations	
13. Optometrist, ophthalmologist PF	
14. Prescription glasses	
15. Bone and joint examinations	
16. Diabetes examinations	

12 October 2018

Prepared By:


DR. MA. SARAH ANTONIA I. CONCEPCION
 ECC OHW Committee Chairman

Approved By:


STELLA Z. BANAWIS
 Executive Director

<p>(February); Reproductive Health and Immunization month (March); Head and Neck Consciousness month (April), Mental Health month (May), Drug Abuse and Dengue Awareness month (June), Nutrition month, (July), Tuberculosis month (August), Obesity Prevention Month (September), Bone and Joint Awareness month (October), Diabetes month (November), Ear, Nose Throat Consciousness month (December)</p> <p>Healthy food and drinks should be served</p> <p>Glass tumblers for each employee</p>	
4. First-aid course with basic life support for first-aiders	
COMPONENT B- Wellness, Healthy Lifestyle, Drug Free Workplace	
1. Gym with sauna and massage chair with initial trainer	
2. Standing station at 5 th floor	
3. Ergonomically healthy chairs for all employees	
4. Yoga/ ballroom dance instructor	
5. Lecture on healthy diet and healthy cooking by dietician	
6. Free fruits every Friday	
7. Stress management lecture on May	
8. Ideal weight program- fitness trainer, gym equipment as recommended by the instructor	
9. ECC chorale every Wednesday with snacks	
10. First Friday mass and Lenten activities	
11. Bible study- Life goals every Wednesday at 12 – 1 PM	
12. Personality development on march and December	

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