



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM


INTEGRITY

ACCOUNTABILITY

IA G Memo No. 32-2022

MEMORANDUM

FOR : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS

FROM :  **KHRISTINE JANE V. MELENCIO**
Acting Chief
Human Resource Management Division

SUBJECT : **CUSTOMS SPECIAL ORDER NO. 96-2022**
(BOC SAFETY AND HEALTH COMMITTEE)

DATE : **July 06, 2022**

- 1.0 Respectfully transmitted is the herein certified copy of Customs Special Order No. 96-2022 dated June 14, 2022, issued by the Commissioner constituting the BOC Safety and Health Committee.
- 2.0 Relative thereto, may we respectfully request for the name/list of names that correspond to the designations prescribed in the said CSO:

GROUP	COLLECTION DISTRICT
Nomination of one (1) Safety and Health Officer	Chairperson - Deputy Collector for Administration Members - Chief, Administrative Division Administrative Officer/Staff One (1) employee nominated by the Port One (1) representative from accredited employees' organization Secretariat - one (1) employee nominated as Safety and Health Officer

- 3.0 We would appreciate receiving your response not later than July 18, 2022.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

June 14, 2022

CUSTOMS SPECIAL ORDER

NO. 96-2022

SUBJECT : BOC SAFETY AND HEALTH COMMITTEE

1.0 In compliance with Joint Memorandum Circular No. 1 s. 2020 issued by the Civil Service Commission (CSC), Department of Health (DOH) and Department of Labor and Employment (DOLE) which provides guidelines on the development, implementation, monitoring and evaluation of occupational safety and health standards in the public sector, the Bureau of Customs Health and Safety Committees for Central and District levels are hereby constituted as follows:

1.1 Central Office

Chairperson -	Chief, Medical and Dental Division
Members -	Chief, General Services Division
	Chief, Budget Division
	Chief, Accounting Division
	Chief, HRMD
	Chief, ITDD
	Two (2) Representatives from accredited employees' organization

Secretariat -	Designated Safety and Health Officer from the following Groups: IAG, AOCG, RCMG, MISTG, EG, IG, PCAG
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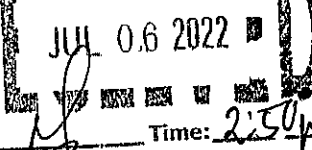
1.2 Collection District

Chairperson -	Deputy Collector for Administration
Members -	Chief, Administrative Division
	Administrative Officer/Staff
	One (1) employee nominated by the Port
	One (1) representative from accredited employees' organization

Secretariat -	Designated Safety and Health Officer
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2.0 The BOC Safety and Health Committee shall perform the following functions:

- 2.1 Initiate and implement improvement of working conditions relative to a safe and healthy working environment;
- 2.2 Ensure the health promotion and accident prevention efforts of the agency in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
- 2.3 Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
- 2.4 Conduct periodic safety meetings;
- 2.5 Submit reports on its meetings and other activities to the head of the agency;

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- 2.6 Review reports of inspection, accident, investigations and implementation programs;
 - 2.7 Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
 - 2.8 Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions;
 - 2.9 Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations and
 - 2.10 Submit to the head of agency an Annual Work and Financial Plan and budget needed to support the OSH Programs.
- 3.0 The designated Safety and Health Officer shall have the following responsibilities:
- 3.1 Undergo training on Occupational Safety and Health related programs;
 - 3.2 Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
 - 3.3 Serve as secretary to the Safety and Health Committee, and as such shall:
 - a. Notify members of the meeting;
 - b. Prepare minutes of the meeting;
 - c. Submit to the head of agency a report of the activities of the Committee including recommendations made thereof;
 - d. Report on the occurrence of accidents and
 - e. Coordinate all safety and health training programs for the agency management and employees.
- 4.0 This Order shall take effect immediately and shall last until revoked.


REY LEONARDO B. GUERRERO
Commissioner



BOC-03-15589