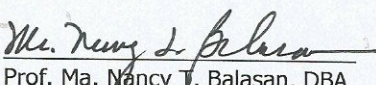


Policy No:	ADM-POL-EBG-0011
Policy Title:	Policy on Safety during Repair and Construction
Implementation Procedure:	
Date of Issuance:	A.Y. 2017-2018
Effectivity:	A.Y. 2017-2018
Page Number:	One (1)
Office of Origin: (Policy Expert)	Engineering, Buildings and Grounds
"Supersedes" Notification:	
Purpose of Policy:	The policy is designed to maintain a safe and injury free work environment.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The EBG office shall provide personal protective equipment to its employees working on repair and construction 2. The minimum personal protective gears shall consist of : <ol style="list-style-type: none"> 2.1 Safety glasses –which shall be worn as the minimum eye-protection at all times. 2.2 Gloves- appropriate hand gloves for hand protection 2.3 Face mask 3. Additional eye and face protection such as mono-goggles, welding hoods and face shields shall be required for such operations such as grinding, welding among others. 4. No worker/employee will be allowed to work without the proper attire and protective gears. 5. Sub-contractors shall provide their employees with necessary protective equipment. 6. Compliance with the safety policy is a condition of employment 7. Workers/Employees are responsible for keeping their work areas clean and hazard-free. 8. For safety reason, worksite must be covered with appropriate signages. 9. All tools, equipment must be in good working conditions. Defective tools shall not be used. 10. Supervisors/lead persons shall ensure that signages are properly placed in the jobsite to provide warnings or precautions. 11. All injuries must be reported immediately.
Applicability:	This safety policy applies to all EBG employees regardless of position and to all sub-contractors and/or its employees who is on Letran project site.
Policy Approval Authority:	Director of the Engineering, Buildings and Grounds
Related Policies or References	
Definition:	
Prepared by:	Engineering, Buildings and Grounds
Approved by	 Prof. Ma. Nancy T. Balasan, DBA
Date of Approval	

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