

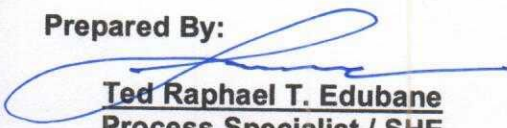
F2 LOGISTICS
LET'S MOVE. NOW.



F2 GLOBAL LOGISTICS
LET'S MOVE. NOW.

Occupational Safety and Health (OSH) Program of
F2 Logistics Philippines, Inc. &
F2 Global Logistics, Inc.

Prepared By:


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Administrator

Reviewed and Approved By:


Reginald R. Emperado
AVP- MMD/Fleet / SHE Vice
Chairman

Reviewed By:


Mark L. Deposta
SHE Consultant

Approved By:


Violeta T. Sison
SVP / CFO-CRO / SHE Chairman



I. Complete Company Profile/ Project details

- Company Name: F2 Logistics Philippines Inc. & F2 Global Logistics Inc.
- Date Established: June 2006 & September 2010
- Complete Address: F2 Corporate Center, Irasan St. Ninoy Aquino Avenue, San Dionisio, Paranaque City, Philippines
- Phone and fax numbers: (02) 5328 2332 / (02) 8826 3216
- Website URL/Email address: www.f2logistics.com
- Name of Company Owner/Manager/President/CEO: Efren E. Uy
- Total Number of Employees: as of October 30, 2019

F2 Logistics Philippines, Inc. 146 Male: 63 Female: 83

F2 Global Logistics, Inc. 25 Male: 6 Female: 19

- Description of the business : Services - Logistics
- Description of services:

F2 Logistics Philippines, Inc. - Freight Forwarding

F2 Global Logistics, Inc. - International Freight Forwarding and Brokerage Services

Basic Components of Company OSH Program and Policy
(DO 198-18, Chapter IV, Section 12)

- 1.0 Company Commitment to Comply with OSH Requirements
- 2.0 General Safety and Health Programs
 - Safety and health Hazard Identification, Risk Assessment and Control (HIRAC)
 - Medical Surveillance for early detection and management of occupational and work related diseases
 - First-aid and emergency medical services
- 3.0 Promotion of Drug Free workplace, Mental health Services in the Workplace, Healthy lifestyle
- 4.0 Prevention and Control of HIV-AIDS, Tuberculosis, Hepatitis B
- 5.0 Composition and Duties of health and safety Committee
- 6.0 OSH Personnel and Facilities
- 7.0 Safety and Health Promotion, Training and Education
 - Orientation of all workers on OSH
 - Conduct of Risk Assessment, evaluation and Control
 - *Continuing training on OSH for OSH Personnel
 - *Work permit System
- 8.0 Toolbox/Safety Meetings, job safety analysis
- 9.0 Accident/Incident/illness Investigation, Recording and Reporting
- 10.0 Personal Protective Equipment (PPE)
- 11.0 Safety signages
- 12.0 *Dust control and management and regulation on activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements
- 13.0 Welfare Facilities
- 14.0 Emergency and disaster preparedness and response plan to include the organization and creation of disaster control groups, business continuity plan, and updating the hazard, risk and vulnerability assessment (as required)
- 15.0 Solid waste management system
- 16.0 Compliance with Reportorial Government Requirement (refer to Item 9.0)
- 17.0 Control and Management of Hazards (refer to Item 2-HIRAC)
- 18.0 *Prohibited Acts and Penalties for Violations
- 19.0 *Cost of Implementing Company OSH program




**(Applicable for medium to high risk establishments with 10 to 50 workers and low to high risk establishments with 51 workers and above)*

1.0 Company Commitment to Comply with OSH Policy

F2 Logistics Philippines Inc. & F2 Global Logistics Inc. do hereby commit to comply with the requirements of RA 11058 and DOLE Department Order 198-18 (its Implementing Rules and Regulations) and the applicable provisions of the Occupational Safety and Health Standards (OSHS).

We acknowledge the company's obligation and responsibilities to provide appropriate funds for implementing this OSH program including orientation and training of its employees on OSH, provision and dissemination of IEC materials on safety and health, provision of Personal Protective Equipment (PPE) when necessary and other OSH related requirements and activities, to ensure the protection for our workers and employees against injuries, illnesses and death through safe and healthy working conditions and environment.

We commit to conduct risk assessment as required to prevent workplace accidents as well as comply with other provisions of this OSH program. That we are also fully aware of the penalties and sanctions for OSH violations as provided for in RA 11058 and its Implementing Rules and Regulations.

Name	Position	Signature	Date
 Violeta T. Sison	SVP / CFO-CRO / SHE Chairman		11/29/19
Reginald R. Emperado	AVP-MMD/FLEET / SHE Vice Chairman		11/29/19

2.0 General Safety and Health Programs

2.1 Conduct of Risk Assessment

Please see attached Company's Risk Assessment Matrix (Annex A)

2.2 Medical Surveillance

F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. require all employees to undergo a baseline or initial medical health examination prior to assigning to a potentially hazardous activity. The examination will include but not limited to the following:

- a. Routine : (☒) CBC (☒) Chest X-ray (☒) Urinalysis (☒) Stool exam
- b. Special: (☒) Blood Chemistry (☒) ECG () others, please specify
- c. Schedule of Annual medical examination: () Q1 (☒) Q2 () Q3 () Q4
- d. Is random drug testing conducted?
Yes ☒ when January 20, 2019 & July 20, 2019 No _____

2.3 First-Aid, Health Care Medicines and Equipment Facilities

- How many treatment rooms/first aid rooms are existing in your company? – 1 Clinic which serves also as treatment/first aid room
- How many Clinics in the workplace? - 1
- What hospital (s) are you affiliated with? – Accredited hospitals by HMO (Maxicare)
 - Medical Center Parañaque, Inc
 - Olivarez General Hospital
 - Protacio Hospital
 - UHBI-Parañaque Doctors Hospital
 - Unihealth-Parañaque Hospital and Medical Center Inc.
 - The Premier Medical Center
 - Inter-Industrial Physician Medical Services, Inc.
 - Prima Medica Health Clinic – SM Sucat
 - Hi-Precision Diagnostics
 - The Medical City

3.0 And 4.0 - Health Programs for the promotion, prevention and control

This refers to : Drug-free Workplace in compliance to RA 9165, Human Immunodeficiency Syndrome (HIV/AIDS) in compliance to (RA 8504) RA 11166, Tuberculosis in compliance to EO 187-03, Hepatitis B in compliance to DOLE Advisory No. 05 Series of 2010, Mental Health in compliance to RA 11036.

Please see attached:

Workplace Policy and Program on promoting workers health and ensuring prevention and control of health-related issues and illness (Annex B)

3.1 Drug-free Workplace Policy and Program (Annex C)

3.2 Mental Health in the Workplace Policy and Program (Annex D)

3.3 Health Well Being Policy and Program (Annex E)

4.1 HIV/AIDS Workplace Policy and Program (Annex F)

4.2 Workplace Policy and Program on Tuberculosis Prevention and Control (Annex G)

4.3 Workplace Policy and Program on Hepatitis B (Annex H)

5.0 Composition and Duties of Safety and Health Committee

The SHC of the company is responsible to plan, develop and implement OSH policies and programs, monitor and evaluate OSH programs and investigate all aspect of the work pertaining to the safety and health of all the workers. SHC shall be composed of the following in compliance with the law:

NOT APPLICABLE

(a) For establishments with less than ten workers and low risk establishments with ten (10) to fifty (50) workers. – A SO1 shall establish an OSH committee composed of the following:

Chairperson	:	_____
		Name of Company owner or manager
Secretary	:	_____
		Safety officer of the workplace
Member	:	_____
		Name of at least one (1) worker, preferably a union member, if organized

(b) For medium to high risk establishments with ten (10) to fifty (50) workers and low to high risk establishments with fifty-one (51) workers and above. – The OSH committee of the covered workplace shall be composed of the following:

Ex-officio chairperson	:	Violeta T. Sison
		SVP / CFO-CRO / SHE Chairman
Ex-officio Vice chairperson	:	Reginald R. Emperado
		AVP-MMD / SHE Vice Chairman
Secretary	:	Ted Raphael T. Edubane – SO2
		Process Specialist / SHE Administrator (Secretary)

Christopher M. Roldan – SO2
Marco F. Salcedo – SO2
Joy Marie M. Maglajos – SO2
Kimmy Torrecampo – SO2
Paul C. Flores – SO2
John Renz Nadora – SO2
Joyce M. Lauzon – SO2
April Duane B. Galinato – Certified First Aider
Leona Angelica Serrano – Certified First Aider

		<u>Name of Certified Safety Officers & first-aider/s</u>	
Ex-officio members :		<u>To be advised</u>	
		<u>Name of OH Nurse</u>	
		<u>Dr. Christian Terrazola (Maxicare Physician)</u>	
		<u>Name of OH dentist, and OH physician, as applicable</u>	
		<u>Dentist/Physician included in the HMO Provider</u>	
		<u>Menandro M. Dalida Jr. (SDP Security)</u>	
		<u>To be advised (RG Serve Manpower Services)</u>	
		<u>William P. Manlapao (JG Manpo Services)</u>	
		<u>Name of Safety officers representing the contractor or subcontractor, as the case may be,</u>	
Members :		Maoui S. Stevens	Roilan D. Roperez
		Sugar L. Penafuerte	Francis A. Tafalla
		Arley R. Gregorio	Jessel T. Rivera
		Rod B. Vallarta	Lizzie O. Magat
		Steph T. San Andres	Joefel P. De Martin
		Remy Ann L. Sarte	Rebecca C. Santos
		Sheila Marie Buan	Mark Lesther B. Monteza
		Lotiskey G. Felisilda	Mavic C. Andal
		Joey V. Giron	Maricris G. Perlas
		Neneng C. Dacillo	Mito Dizon
		Wency R. Decena	Manny S. Popes
		John Renz Nadora	Roger B. Hamo
		Rey P. Sierra	Natalie B. Penilla

Name of workers' representatives who shall come from the union, if the workers are organized, or elected workers through a simple vote of majority, if they are unorganized.

(All members of the SHE Committee shall perform their duties and responsibilities by the OSH law and its implementing guidelines.)

Safety and Health Committee Minutes/Reports submitted to DOLE (pls attach latest OSH committee minutes/report)

Yes ☒ No ☐

Please see attached latest SHE Committee Meeting Minutes last October (Annex I)

6.0 OSH Personnel and Facilities

6.1 Safety Officer

Safety Officer(s): (attach certificate of training/s prescribed by DOLE)(please use additional sheets as necessary)

Please see attached Certificates of Trainings (Annex J)

Name of Safety Officer(s):	Training(s)	Training Hours
Ted Raphael T. Edubane	Basic Occupational Safety and Health Training (BOSH)	40
	Safety Program Audit (SPA)	24
	Standard First Aid Training with Basic Life Support and AED (SFAR – BLS AED)	24
	TAPA – Facility Security Requirements Training	16
Marco F. Salcedo	Basic Occupational Safety and Health Training (BOSH)	40
	Pollution Control Officer Training	40
Christopher M. Roldan	Basic Occupational Safety and Health Training (BOSH)	40
Joy Marie M. Maglajos	Basic Occupational Safety and Health Training (BOSH)	40
Joyce Anne N. Lauzon	Basic Occupational Safety and Health Training (BOSH)	40
Kimmy V. Torrecampo	Basic Occupational Safety and Health Training (BOSH)	40
Paul C. Flores	Basic Occupational Safety and Health Training (BOSH)	40
John Renz Nadora	Basic Occupational Safety and Health Training (BOSH)	40

6.2 Emergency Occupational Health Personnel and Facilities

List of competent emergency health personnel within the worksite duly complemented by adequate medical supplies, equipment and facilities based on the total number of workers. (Use additional sheet if necessary and attach all required training certificates in this section.) Emergency Health Personnel and Facilities

Shift/Area/Unit/Department	Total number of workers/area	Health Personnel & Facilities	
		Health Personnel (First-aider, Nurse, Physician, Dentist)	Facilities (Treatment Room/ Clinic/ Hospital)
F2 Corporate Center	170 employees	First Aider: Ted Raphael T. Edubane April Duane B. Galinato Leona Angelica D. Serrano Nurse: TBA Physician: Dr. Christian Terrazola	Clinic/Treatment Room in F2 Corporate Center

Please see attached certificates for First-Aiders (Annex K)

7.0 Safety and Health Promotion, training and education provided to workers

- Orientation of all workers on OSH
- Conduct of Risk Assessment, evaluation and Control
- *Continuing training on OSH for OSH Personnel
- *Work permit System

**(Applicable for medium to high risk establishments with 10 to 50 workers and low to high risk establishments with 51 workers and above)*

(please attach additional sheets as necessary)

Name of OSH Training/Orientation	Number of Employees in attendance	Total	Date	Facilitator	Internal or External
Mandatory 8hr OSH Awareness Orientation part 1	45	105	October 27, 2018	Mark Denosta (SHE Consultant/DOLE Accredited OSH Practioner)	External
	19		January 12, 2019		
	21		August 3, 2019		
	20		November 11, 2019		
Mandatory 8hr OSH Awareness Orientation part 2	35	88	February 2, 2019		
	10		March 2, 2019		
	10		March 23, 2019		
	9		August 24, 2019		
	24		November 23, 2019		
Emergency Medical Service Lecture	15		November 17, 2018	Techno Spear	External
Materials Handling and Equipment Safety	30		December 15, 2018	Mark Denosta (SHE Consultant/DOLE Accredited OSH Practioner)	External
Defensive Driving Seminar	22		January 20, 2019	Mike Apostol	External
Basic Occupational Safety and Health Training	4		February 4-8, 2019	Trainovate	External
Safety Program Audit	1		February 13-15, 2019	Trainovate	External
Fire Drill Seminar	104		March 9, 2019	Bureau of Fire Protection	External
Forklift Operation Refresher Course	13		August 16, 2019	Toyota Handling Innovation	External
Drug Free Workplace Seminar	54		September 2, 2019	Philippine Drug Enforcement Agency	External
Earthquake Drill Seminar	80		September 7, 2019	Bureau of Fire Protection	External
Responsible Parenthood and Family Planning	17		September 14, 2019	Commission on Population	External
Dengue Awareness Talk	27		September 21, 2019	Dr. Jayson Sayson	External
HIV/AIDS Awareness Talk	17		September 28, 2019	Love Yourself	External
Bomb Threat Awareness Seminar	35		October 28, 2019	SDP Security	External

Conduct of Risk Assessment (may include WEM)	Date
Initial Job Hazard Analysis with HIRAC	December 20, 2018

8.0 Conduct of Tool Box Meetings/ Safety Meetings if applicable

Conduct of Safety Meetings/Tool Box Meetings	Date
SHE Committee Monthly Meeting	December 2018 and on-going every month

9.0 Accident/Incident/Injury investigation recording and reporting

Any dangerous occurrence, major accident resulting to death or permanent total disability, shall be reported by the company to the DOLE Regional Office within twenty four (24) hours from occurrence using the prescribed form (Work Accident / Incident Notification).

After the conduct of investigation, the company shall prepare and submit work accident report using the prescribed form (WAIR). Moreover, other work accidents resulting to disabling injuries such as Permanent Partial Disability and Temporary Total Disability shall be reported to the DOLE Regional Office within 30 days after the date of occurrence of accident using the DOLE prescribed form (WAIR).

All near misses shall be recorded and reported. A system for notification and reporting of work accidents including near misses within the company shall be developed and reviewed by the OSH Committee as necessary.

(Kindly submit reports on the following: Work Accident /Injury Report (WAIR), Annual Exposure Data Report (AEDR), Annual Medical Report (AMR)

Report Submitted	Date
Work Accident / Injury Report (WAIR)	January 2019 and on-going submission Monthly
Annual Exposure Data Report (AEDR) for year 2018	February 2019
Annual Medical Report (AMR) for year 2018	February 2019
Minutes of Meeting (SHE Committee)	December 2018 and on-going submission Monthly

10.0 Provision and use of PPE

Issuance of PPE shall be supplemented by training on the application, use, handling, cleaning and maintenance.

PPE provided	Number of Workers given
Hard Hat	14
Reflectorized Vest	20
Safety Shoes	6
Welding Mask	1
Safety Gloves	1

11.0 Safety Signage

The safety signage include warning to workers and employees and the public about the hazards within the workplace.

Type of Safety Signage: Kindly attach picture.







12.0 Dust control and management and regulation on activities such as building of temporary structures and lifting and operation of electrical, mechanical, communications system and other requirements *(Applicable for medium to high risk establishments with 10 to 50 workers and low to high risk establishments with 51 workers and above)

Kindly attach dust control procedures, plans on temporary structures, permits applicable for the operation of electrical, mechanical, communications systems and other requirements
Please See attached Dust Control Program (Annex L)

13.0 Workers Facilities Provided:

FACILITIES	PROVIDED?		REMARKS
	YES	NO	
a. Adequate supply of drinking water	✓		
b. Adequate sanitary and washing facilities	✓		
c. Suitable living accommodation (if applicable)			Not applicable
d. Separate sanitary, washing and sleeping facilities (if applicable)			Not applicable
e. Lactation station (in consonance with DOLE D.O. 143-15)	✓		
f. Ramps, railings, and the like	✓		
g. Other workers' welfare facilities as prescribed by OSHS and other related issuances	✓		Clinic

14.0 Emergency and Disaster Preparedness:

14.1 Written Emergency and Disaster Program Yes: ☒ No: ☐

14.2 Types and number of Drills conducted

Type of Drills (fire, earthquake)	Date	Responsible person/position
Fire Drill	March 9, 2019	Joefel De Martin MMD Supervisor (Coordination with BFP)
Earthquake Drill	September 7, 2019	Ted Raphael T. Edubane SHE Administrator (Coordination with BFP)

15.0 Solid Waste Management System

Written Pollution Control Program: Yes: ☒ No: ☐

Name of Pollution Control Officer: Marco F. Salcedo

16.0 Compliance with Reportorial Government Requirements
(Refer to item 9.0)

17.0 Control and management of hazards

Refer to accomplished HIRAC (Annex A)

18.0 Prohibited Acts and Penalties/sanctions for violations on OSH

Please refer to attached Company's Code of Conduct (Annex M)

19.0 * Cost of implementing company OSH program

**(Applicable for medium to high risk establishments with 10 to 50 workers and low to high risk establishments with 51 workers and above)*

Php 900,000 ; Annual estimated amount for OSH program implementation to include but not limited to the following: orientation/training of workers, safety officer, OH personnel, purchase and maintenance of PPE, first aid medicine and other medical supplies, safety signages and devices, fire safety equipment/tools, safety of equipment (i.e machine guards,) etc.

OSH Item	Estimated Cost/year
PPEs	Php 81,000
OSH trainings and awareness campaigns	Php 771,750
Safety Signages	Php 38,430
Machine Guards and related equipment	N/A
Medical examinations	Covered by HMO
Medical supplies/medicines	Php 30,000
Others: Specify Regular Maintenance of Trucks, Material Handling Equipment and Pest control are part of existing company expenses/budget	