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WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

In compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this policy and program is hereby issued for the information and guidance of the employees in the prevention and control of Hepatitis B in the workplace.

Objective:

1. To provide information and education to all employees on Hepatitis B prevention and control
2. To implement measures to reduce the risk of transmission of Hepatitis B in the workplace

Scope: This policy and program shall apply to all employees regardless of employment status.

POLICY STATEMENT:

The company acknowledges its responsibility to implement measures to reduce the risk of transmission of Hepatitis B in the workplace.

I. Structure: The Anti-Hepatitis B Program shall be managed by the Human Resources (HR) Department in coordination with the Health and Safety Committee composed of representatives from the Union and different departments of the organization.

II. Responsibility: The following shall be implemented by the Human Resources Department and the Health & Safety Committee:

1. Preventive Measures

1.1 Conduct of Hepatitis-B Advocacy, Training and Education. The Company Physician in close coordination with the Anti-Hepatitis B Program Committee shall facilitate the conduct of counselling and/or lectures, which will be held at least once (1) a year for employees. This shall include adherence to standard or universal precautions in the workplace.

1.2 Set up measures to improve working conditions such as adequate hygiene facilities.

1.3 Encourage employees and their family members to get Hepatitis B immunization

2. Medical Management

- 2.1 Set up a referral system and provide access to preventive, diagnostic and treatment services for employees

III. Non Discrimination

1. Workplace management of employees with Hepatitis B shall not differ from that of any other illness. Persons with Hepatitis B related illnesses should be able to work for as long as medically fit and not detrimental to the health of others and of self.
2. Employees with Hepatitis B may be allowed to return to work with reasonable working arrangements as determined by the Company Physician.

IV. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to employees, as appropriate.

V. Confidentiality

The Company shall maintain full confidentiality of Hepatitis B employee cases. Access to medical records is limited to authorized personnel only.

VI. Roles and Responsibilities of Employers, Union and Employees

1. Responsibilities

- 1.1 The Company, together with the union and company focal personnel for HR shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B
- 1.2 The Company shall provide information, education and training on Hepatitis B prevention for its workforce
- 1.3 The Company shall ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel
- 1.4 The HR Department shall see to it that the company policy and program is adequately funded and made known to all employees
- 1.5 The Health and Safety Committee together with the union shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting Hepatitis B prevention

1.6 The union is required to undertake an active role in educating and training their members on Hepatitis B prevention and control

1.7 Employees and the union shall not have access to personnel data relating to a worker's Hepatitis B status

1.8 Employees shall comply with universal precaution and preventive measures

1.9 Employees with Hepatitis B should inform the company of their Hepatitis B status to prevent infection and transmission.

2. Implementation and Monitoring

The Health and Safety Committee shall periodically monitor and evaluate the implementation of this Policy and Program.

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