

PROGRAMS AND SERVICES

University Safety Office: Policies and Compliance

- **Regulatory Compliance** – Adhere to **DOLE OSH Standards** and university safety policies.
- **Risk Management** – Conduct regular hazard identification, safety inspections, and preventive measures.
- **Incident Reporting** – Ensure that all accidents, hazards, and near-misses are reported and documented immediately.
- **Emergency Preparedness** – Maintain evacuation plans, first aid stations, and emergency response protocols.
- **Safety Training & Awareness**—Implement mandatory training, drills, toolbox meetings, Job Safety Analyses, and workshops for staff.
- **Proper Use of Equipment & PPE**—Ensure the proper use, maintenance, and availability of safety equipment and PPE.
- **Laboratory and Clinical Safety** - Require strict compliance with **DOH and DOLE regulations**, proper handling and disposal of **hazardous chemicals and biological waste**, mandatory use of **PPE** (gloves, lab coats, safety goggles), and adherence to **infection control protocols** to ensure a safe working environment.
- **Construction and Facility Safety** – Contractors must comply with the **DOLE OSH compliance**, proper **PPE** for workers (helmets, harnesses, gloves), **daily site inspections** by safety officers, and **clear warning signs and barriers** in a construction zone.
- **Monitoring & Continuous Improvement** – Regularly update policies through audits, feedback, and safety assessments.

PROGRAMS AND SERVICES of the University Safety Office:

1. Emergency Preparedness & Response

- **Emergency Plans:** Help develop response protocols for fires, earthquakes, medical emergencies, and security threats.
- **Safety Drills:** Assist in conducting regular drills for fire, earthquakes, and lockdowns that engage all stakeholders.

2. Occupational Health & Safety Compliance

- Regular workplace safety inspections and risk assessments.
- Enforcing PPE use and hazard control in high-risk areas.

- Compliance with **DOLE OSH Standards** and environmental safety regulations
- 3. **Safety Awareness & Training**
 - Mandatory safety orientations for employees and contractors.
 - Assist in disaster preparedness.
 - Awareness campaigns through posters and safety digital bulletins.
- 4. **Incident Reporting & Investigation**
 - Efficient accident and injury reporting system.
 - Root cause analysis and preventive action implementation.
 - Coordinate with the university clinic for medical assistance.
- 5. **Campus Security & Risk Management**
 - Collaborated with USO security personnel for campus safety.
 - Assist with traffic control and pedestrian safety.
- 6. **Continuous Safety Improvement**
 - Conduct regular safety audits and policy updates.
 - Compliance with regulatory agencies (**DOLE, BFP, DOH**).
 - Stakeholder feedback for program enhancement.