

MEMORANDUM ORDER NO. 2016- 009
05 August 2016

SUBJECT: Policy Guidelines on Workplace Safety, Security and Housekeeping (WSSH) Program

I. PURPOSE

To establish the requirements and responsibilities for routine housekeeping in order to ensure a safe, secure, clean and orderly work environment.

II. OBJECTIVES

- A. To provide a safe and secure environment for its officials, employees, stakeholders, clients, and visitors;
- B. To establish good housekeeping standards to be able to maintain a clean and organized working space thereby increasing work efficiency;
- C. To achieve an improvement in the physical workplace as well as in the attitude and behavior of all PSALM personnel;
- D. To encourage each and every employee to take personal initiative in following the WSSH policies and to continuously contribute to a safe, secure, clean and orderly environment; and
- E. To carry out a sustainable implementation of the WSSH Program.

III. PHILOSOPHY

The WSSH Program is based on the 5S concept which originated from Japan in the later part of the 20th Century. Each of the five (5) S denotes the first letter of the five Japanese words that outline the steps involved in the modern workplace management/housekeeping as shown below:

JAPANESE	MEANING	ENGLISH	FILIPINO
SEIRI	The sorting out and discarding of unnecessary items in the workplace.	<ul style="list-style-type: none"> • Sort • Tidiness 	Suriin
SEITON	The arrangement of necessary items into good order.	<ul style="list-style-type: none"> • Systematize • Set in order • Orderliness 	Sinupin

JAPANESE	MEANING	ENGLISH	FILIPINO
SEISO	Cleaning up one's workplace completely so that there is no dust on floors, machines or equipment.	<ul style="list-style-type: none"> • Sweep • Spic & span • Cleanliness 	Simutin
SEIKETSU	Maintaining one's workplace so that it is productive and comfortable by repeating Seiri-Seiton-Seiso.	<ul style="list-style-type: none"> • Standardize 	Siguruhin ang kalinisan
SHITSUKE	Practicing 'Five S' daily making it a way of life; this also means 'commitment'.	<ul style="list-style-type: none"> • Sustain • Self-discipline 	Sariling kusa

IV. SCOPE

These policy guidelines shall apply to all PSALM employees and contracted personnel.

V. PROCEDURES

A. GENERAL

1. All personnel will work towards maintaining their respective individual workplaces in a clean and orderly manner.
2. Housekeeping encompasses all activities related to the cleanliness of the corporation's facilities, materials, and equipment and the elimination of non-essential and hazardous conditions.
3. The general housekeeping practices must be applied to all areas within the corporation and all areas where employees perform their work or other activities.
4. Each personnel shall be responsible for maintaining the cleanliness of his/her respective workplace.
5. The surrounding walls of the individual workstation must be free from unimportant matters such as pictures, stickers or cards.
6. Only allowed items must be placed on the desktop and appropriately located for easy movement and safety.
7. Each personnel must ensure that his/her computer and its accessories, light and other electrical equipment must be turned-off and no document shall be left on top of his/her respective work area after office hours.

8. Avoid maintaining insignificant and duplicate files or records.
9. Excess copies of records or documents must be disposed of immediately and the disposal must either be through recycling or shredding. The disposal must be with prior approval of the Cost Center Head and shall be witnessed by the designated Quality Records Officer (QRO) to determine observance with the appropriate guidelines on disposal of documents.

B. RESPONSIBILITIES

1. The WSSH Team shall ensure that the requirements of this standard practice remain consistent with the Quality Management System.
2. The Cost Center Heads shall:
 - ensure that provisions of this policy guidelines are being followed by conducting inspections, reviews, spot-checks and other warranted follow-up actions;
 - conduct or arrange for inspections in their areas of responsibility;
 - ensure that the safety, security and cleanliness of each work area under their supervision are maintained; and
 - initiate corrective action for deficient items noted during inspection.
3. In common areas such as hallways, conference rooms and such other areas not exclusively dedicated to an individual, the Cost Center Heads shall work closely together to ensure that housekeeping is maintained.
4. All personnel shall be responsible in complying with the requirements of this housekeeping policy guidelines.

C. INSPECTIONS

1. During the first month of implementation from the time of launching of the WSSH Program, the WSSH Team who serves as WSSH police/inspector will conduct inspection to ensure compliance with the guidelines.
2. The WSSH police/inspector will inspect individual workstations and general work area of each division on a regular basis.
3. Work areas will be inspected for deficiencies in safety, security and cleanliness.

4. An inspection checklist for individual and general work area shall be developed. All deficiencies should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.
5. During inspections, any safety-related deficiencies that constitute hazardous conditions should be given priority attention. Hazardous conditions that constitute imminent danger in a specific work area shall be immediately reported to the head of the department and corresponding required action by the HRAGSD and/or ISTD shall immediately be undertaken.

D. REWARDS AND RECOGNITION

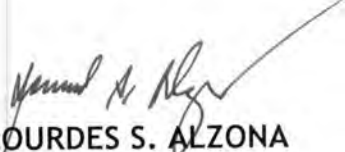
Recognition and awards may be given to individuals and divisions that have consistently been marked as compliant based on the WSSH Team monthly compliance report.


E. SPECIFIC WSSH GUIDELINES

1. Individual Workstations (Annex A)
2. General Work Areas (Annex B)

VI. EFFECTIVITY

This Memorandum Order shall take effect immediately.


LOURDES S. ALZONA
Officer-in-Charge

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1. GENERAL POLICY

The occupant of the workstation shall be responsible for ensuring and maintaining its cleanliness and orderliness in accordance with the following guidelines:

A. Standard feature of a workstation:

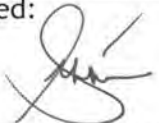

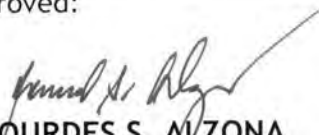
- a. Desk
- b. One (1) Chair
- c. One (1) Set of Computer
- d. A maximum of three (3) of any of the following:
 - i. mobile pedestal
 - ii. mounted shelf
- e. Trash Bin placed under the desk
- f. Name Plate

B. Items that may be allowed on the desk:

- a. Telephone and PSALM directory
- b. Fax Machine
- c. Printer
- d. Scanner
- e. Dater/Adding Machine
- f. In/Out Tray
- g. Maximum of two (2) personal items
- h. Upright desk calendar not bigger than 9x6 inches
- i. Two (2) properly labeled magazine boxes

C. Walls, Cubicles and Floors

- a. Cubicle walls and PC set should be kept free of documents, papers, posters announcement/reminders, and other personal items.

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- b. Floors of individual workstations should be kept free of files, personal belongings and other items that may obstruct movement. However, files should be boxed and labeled and kept under the desk if without mounted shelves.

D. Mounted Shelf

- a. Mounted shelf should contain only properly labeled and relevant office documents/materials.
- b. Files should be vertically filed/put inside the magazine box/molar file.
- c. If without mounted shelf, files inside magazine box/molar file may be placed vertically on the desk.

E. Mobile Pedestal

- a. The mobile pedestal may be used to keep semi-expendable supplies (i.e. calculator, stapler, puncher, etc.), documents, files, office supplies and some personal items.
- b. It should not be used to store valuables and food.

F. Desk Drawers

Desk drawer should be used to store frequently used office supply/equipment. It should be kept tidy and organized at all times.

G. Chairs

- a. When not in use, chairs should be tucked under the desk.
- b. Blazers/coats may be draped neatly on the back of chair only during office hours.
- c. One (1) pillow is allowed.
- d. Up to two (2) visitor's chairs are allowed for Managers and up.


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2. AFTER OFFICE POLICY

- A. Blazers/Coats must be kept inside the drawers or brought home.
- B. Office equipment and lights should be turned off except Uninterruptible Power Supply (UPS).
- C. Documents, food, drinks and utensils including mugs/glasses/tumblers/ water bottle should not be left on the desk.

3. INSPECTION

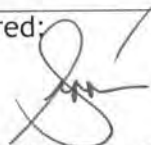

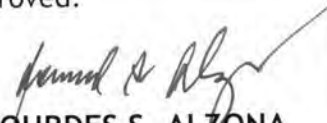
- A. All workstations of officials and employees will be inspected every other week, with WSSH Team Members serving as WSSH inspectors.
- B. Red tags will be used to indicate non-compliance with the guidelines.

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GENERAL POLICY

All employees shall be responsible for ensuring and maintaining the cleanliness and orderliness of the following general work areas:

Workstation	Unit/Person Responsible
1. Hallways/Lobby/Receiving Areas	3 rd Floor - TD 4 th Floor - LMD 5 th Floor - AVDD1 6 th Floor - AGSD 7 th Floor - CorSec Diliman - IPP/IPPACAD
2. Emergency Exits	3 rd Floor - CorPlan 4 th Floor - CD 5 th Floor - ISTD 6 th Floor - IAD 7 th Floor - OGC
3. Conference Rooms/Research Areas a. PSALM Board Room b. Legal Library c. Filipinas Hall d. GenCo Data Room e. ISTD Conference Room f. 4th Floor Conference Room g. PACE Office h. Diliman Conference Room	OPCEO OGC AGSD GenCo Data Room Staff ISTD UCAD TD ETD
4. Pantry Areas	3 rd Floor - BPMD 4 th Floor - LMD 5 th Floor - AVDD3 6 th Floor - AGSD 7 th Floor - OGC

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Workstation	Unit/Person Responsible
5. Vacant Cubicles	Department Concerned
6. Storage Areas	Department Concerned
7. Comfort Rooms	AGSD
8. Photocopying Areas	AGSD
9. ISTD Data Center	ISTD
10. Lactation Room	BPMD
11. 5th Floor PSALM Nook (Smoking & Dining Area)	AVDD2

Concerned group/department/division/occupants shall be responsible in complying with the following guidelines:

A. Hallways and Emergency Exits

1. Hallways and Emergency exits should be clean and free from any obstruction. Unnecessary equipment and other items within these areas must not in any way obstruct passageways, including possible exit points during times of emergencies; and
2. These areas shall be well ventilated. Emergency exits shall comply with the Fire Code/ Building Code, and other existing laws on building safety.

B. Conference Rooms/Research Areas

1. Cleanliness and tidiness of conference rooms/areas should be maintained at all times;
2. When not in use, conference table tops should be bare and chairs should be arranged and tucked properly under the tables;
3. After use, whiteboards should be cleaned, when necessary. Markers and erasers should be neatly arranged;
4. After meetings, food refuse/trash should be properly disposed of immediately; and
5. All IT equipment used should be returned to the ISTD after use.

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C. Pantry Areas/Cabinets

1. Coffee, cream, sugar, powdered juice, biscuits, and other food/beverage items should be properly labeled and kept in cabinets;
2. Food and beverages inside the refrigerator should be properly labeled to easily recognize ownership;
3. All perishable items left in the refrigerator on a Friday or day before a holiday shall be disposed of by janitors before shutting off the refrigerator; and
4. No item should be placed on top of or left inside the microwave oven.

D. Vacant Cubicles

1. Vacant cubicles may be used to temporarily keep commonly-used office equipment, files, and office supplies stored in peerless box/es;
2. Supplies and files should be kept neatly and orderly for greater accessibility and aesthetic reasons;
3. Peerless boxes should be properly labeled and placed under the work desks and should not extend beyond the edge of the desk;
4. Folders/molar files must be neatly piled in a single row on top of the work desks; and
5. Employees should not use/occupy an empty cubicle as an extension of their workstation or for storage of personal items/files.

E. Storage Areas

1. Storage areas/cabinets should be properly labeled as to its ownership (name of section and division) and contents. Labels should be of uniform style and printing, and should be displayed at designated spots;
2. Storage rooms/cabinets should be regularly dusted and cleaned;
3. Tops of cabinets should be kept clean and cleared of any item except ornamental plants, trophies, and citations;

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4. Storage areas/cabinets for files should only contain systematically arranged, properly labeled and recorded documents/records which are relevant to PSALM's operations. Documents/files which are confidential in nature should be stored in cabinets with restricted access;
5. Storage areas for supplies should only contain supplies and materials relevant to PSALM's operations;
6. Related office supplies should be grouped together and stocked efficiently;
7. Cabinet/drawers should be properly closed and locked unless being accessed; and
8. To ensure the security and accessibility of files, each department shall designate official keepers of keys.

F. Comfort Rooms

1. Floors, walls, sink top and toilet seats should be kept dry and clean; and
2. Proper use of comfort rooms should be observed at all times.

G. Photocopying Area

1. Safety of the staff and ease of movement must be taken into consideration in the maintenance of photocopying areas;
2. Photocopying areas should be clean and organized; and
3. Recycled papers should be kept in properly labeled boxes beside the machine.

H. ISTD Data Center

1. The Data Center must be well ventilated, clean and properly maintained;
2. The server room must be free from clutter, dust and unnecessary items for easy access to the equipment;
3. Electrical or computer cords/wires should be bundled with tie wraps or binders; and

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4. It must have electronic monitor to identify persons entering the area.

I. 5th Floor PSALM Nook

1. The PSALM Nook must always be free from clutter and trash;
2. Table tops should always be clean and ready for the next user; and
3. Access windows should always be closed to conserve energy, especially when the air-conditioning units are operating.

J. Others

1. The office premises are for official business use only. Activities and items not related to the promotion of the Corporation's mandate are not allowed.
2. Drinking of alcoholic beverage is not allowed, unless it is served during an official corporate function.
3. Posters, advertisements, and other printed information materials are allowed only on designated bulletin boards. Only AGSD-approved materials are allowed for posting, except those for the PACE bulletin board.
4. Walls/Dividers
 - a. Office walls, dividers and outside cubicle walls should be kept free of posted documents, ads, announcements, signs and decorations.
 - b. Framed copies of the PSALM's Corporate Philosophy should be strategically hanged on designated columns for everybody to see.
5. Office Furniture, Equipment and Appliances
 - a. Furniture, equipment and appliances should be well maintained at all times.
 - b. Electrical or computer cords/wires should be bundled with tie wraps or binders.
6. To facilitate client location of unit/staff concerned, proper signages must be put up.

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7. Items for disposal should be properly labeled and stored in designated areas while awaiting disposal.