



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

ADMINISTRATIVE ORDER NO. 01 S. 2019

**AN ORDER DESIGNATING ALVIN LEE ASURO AS THE CHIEF SAFETY OFFICER OF
THE MUNICIPAL GOVERNMENT OF BALIWAG**

WHEREAS, Section 16 of the Local Government Code provides that Local Government Units shall ensure support the promotion of health and safety of citizens under their jurisdiction;

WHEREAS, a good safety culture can be introduced by the Local Governments commitment to safety, realistic practices for handling hazards, continuous organizational learning, and care and concern for risks shared across the municipality;

WHEREAS, there is a need to designate safety officers to ensure disaster risk reduction, administer safety and management program in the whole town by spearheading in the continuous development off strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters;

NOW, THEREFORE, I, FERDINAND V. ESTRELLA, Municipal Mayor, Municipality of Baliwag, Bulacan, by the virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. FOCAL PERSON.

- | | |
|-----------------------------|--|
| CHIEF SAFETY OFFICER | : ALVIN LEE ASURO
<i>Municipal Disaster Risk Reduction and
Management Office</i> |
| HEALTH OFFICER | : NORDIVINZ LEGAZPI
<i>Malasakit Center</i> |
| OTHER SERVICES | : ENGR. NOAH ALMARIO
<i>Municipal Engineering Office</i> |

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SECTION 2. OBJECTIVES. The following are the objectives:

1. To provide for the strict enforcement of safety and health measures;
2. To increase input, actions and involvement in the safety management protocols process by individuals;
3. To improve workplace health and safety culture and performance.

SECTION 3. DUTIES AND FUNCTIONS. The following are the duties and functions to wit:

1. Analyze and inspect the entire working environment to identify and assess risks as well as design and implement appropriate safety management systems and evaluate their effectiveness;
2. Take every reasonable precaution necessary to ensure the safety and health of the employees while on duty;
3. Develop and communicate standard procedures and instructions/standards to all employees or members for them to understand the specific behaviors required and expected of them to achieve the company /organization safety values;
4. Investigate and record each and every accident as well as those unsafe and unsanitary conditions with the aim of determining the best remedies to prevent its recurrence;
5. Maintain a continuous and regular safety and health meetings for all employees/members;
6. Receive oral and written reports of employees about unsafe and unhealthy conditions and recommend to management for remedial measures;
7. Communicate with the local government for the training provision of employees in first-aid, firefighting and other safety and health measures; and
8. Submit annual report of accidents to the Municipal Disaster Risk Reduction Management Office.

SECTION 4. REPEALING CLAUSE. All orders, issuances and memorandum issued inconsistent herewith are hereby repealed and/ or modified accordingly.

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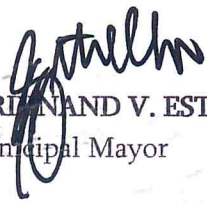
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SECTION 5. SEPARABILITY CLAUSE. If any section or part of this Administrative Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

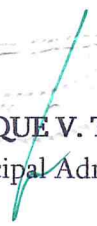
SECTION 6. EFFECTIVITY CLAUSE. This Administrative Order shall take effect immediately.

Done in the Municipality of Baliwag, this ____ day of _____ 2019.



FERDINAND V. ESTRELLA
Municipal Mayor

By the Mayor:



ENRIQUE V. TAGLE
Municipal Administrator

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