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	Section 8.5.1 Section 8.0 Operation Product Realization	Procedure Code: ADM-8.5.1-005-03
	SAFETY AWARENESS, DRILLS AND TRAININGS	Effective Date: November 25, 2017
		Revision No. 2

Scope : This manual covers the standard procedures on the schedule of drills, awareness regarding the safety of the facility as well as the employees.

Objective : To ensure that the safety the employees as well as the facility are prepared and ready in case the catastrophe happen.

Reference : Calendar schedule of drill and training.

Responsibility :

- The Safety Associate shall be responsible in the coordination of schedule for the drills and training with the Local Government Units (LGU).
- The Safety Associate shall be responsible in the coordination with the LBC Safety Brigade regarding the activity.
- The Safety Associate shall be responsible in the release of announcement regarding the drills and training to all employees in all facilities.


Ownership : The Admin Services, Safety and Security Manager shall ensure that all drills are conducted with the given schedule.

Policies :

- To ensure compliance with the implementation of schedule of training/s and drill/s. Schedule.
- Safety associate shall coordinate to LGU’s for the schedules of drills and seminar.
- Safety associate and Safety and Security Manager shall responsible for the announcing of the drills and seminar.
- Safety Associate and Safety and Security Manager shall call a meeting with Safety Marshals in preparation for actual drill.
- Safety associate and Safety and Security Manager shall responsible to oversee the actual drill and responsible for the evaluation of the non-conformance of each employees.

Drills and Training	Schedule
Fire Drill and Fire Safety Seminar	2nd Quarter and 4 th Quarter
Earthquake Drill and Earthquake Safety Seminar	3 rd Quarter of the year

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Procedure:

Local Government Unit's

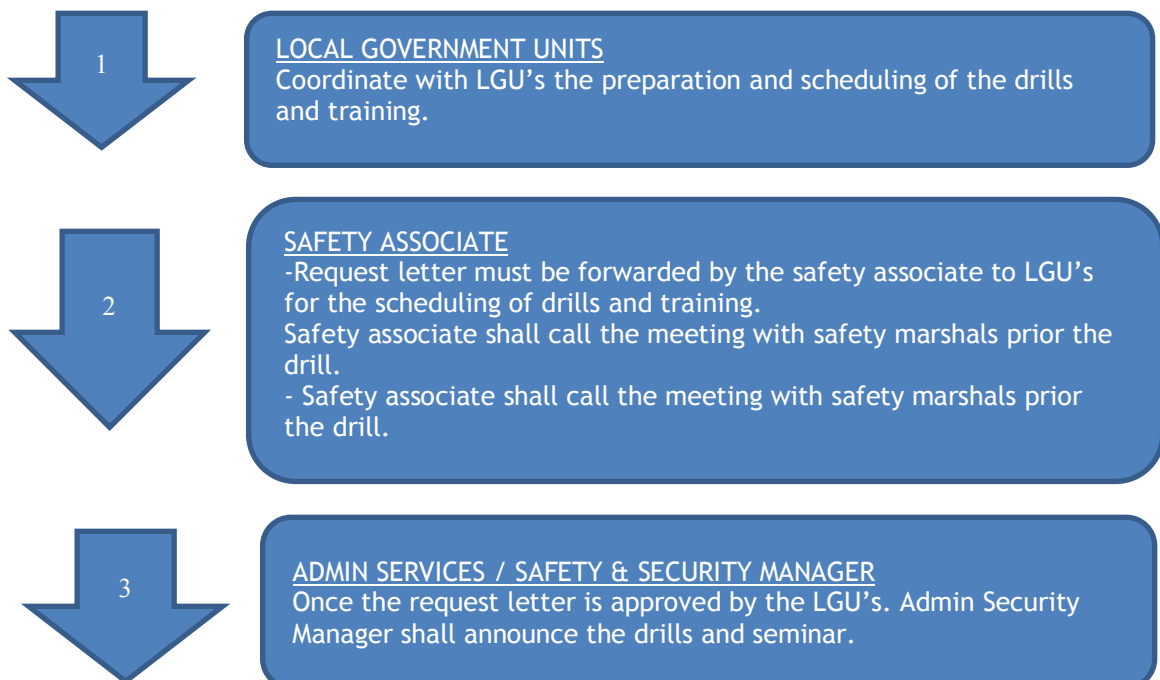
1. Coordinate with LGU's for the preparation and scheduling of the drills and training.

Safety Associate

2. Request letter must be forwarded by the safety associate to Local government units for the schedule of drills and training.
3. Safety associate shall call the meeting with safety marshals prior the drill.

Admin Services-Safety & Security Manager

4. Once the request letter approved by the LGU's. Admin Security Manager shall be announce the drills and seminar.



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