



APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province

POLICY

Policy Information

GROUP	ADMIN DIVISION	Document Control No: GUI- -
TITLE	TB(Tuberculosis) IN THE WORKPLACE, TREATMENT, PREVENTION AND CONTROL POLICY	Edition: 1st
AUTHOR	RAMIL N. MACADAEG, RN OCCUPATIONAL SENIOR NURSE ARTHUR M. LANTICSE, MD OCCUPATIONAL PHYSICIAN	Effective Date: March 1, 2014
OWNER	MEDICAL DEPARTMENT	Number of Pages 5
CONTACT	RAMIL N. MACADAEG Ramil.Macaraeg@apexmining.com ARTHUR M. LANTICSE Arthur.Lanticse@apexmining.com	

Document Change History

Version	Review / Revision Date	Next review/ revision Date	Brief Details	Added By
			New Policy	



APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province

POLICY

TITLE	TB(Tuberculosis) IN THE WORKPLACE, TREATMENT, PREVENTION AND CONTROL POLICY		
Document Control No: GUI-	Edition: 1st	Effective Date: March 1, 2014	Page 2 of 5

I. POLICY STATEMENT

The magnitude of Tuberculosis in the country requires the participation of all sectors in detecting and treating cases including those who are engaged in health services delivery to the workforce.

This TB in the Workplace policy and programs shall include among others the following components, Prevention, Treatment, Rehabilitation, Compensation, Restoration to work and Social policies.

This policy is in adherence to one of the company's mission of having safe and healthy workers and workplaces, extended to workers' families and their respective communities.

II. OBJECTIVE/S

To establish guidelines on identification, diagnosis, treatment, prevention and other considerations for applicants and existing employees suspected or diagnosed with tuberculosis infection.

III. SCOPE

This policy applies to all applicants and existing employees suspected and/or diagnosed with tuberculosis infection.

IV. DEFINITION OF TERMS

4.1PTB – Pulmonary Tuberculosis

4.2 Sputum AFB Exam – A basic Diagnostic test for PTB

4.3 DOTS – Directly Observed Treatment Short course.

V. ROLES AND RESPONSIBILITIES

5.1Medical Department:



APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province

POLICY

TITLE	TB(Tuberculosis) IN THE WORKPLACE, TREATMENT, PREVENTION AND CONTROL POLICY		
Document Control No: GUI--	Edition: 1st	Effective Date: March 1, 2014	Page 3 of 5

5.1.1 To thoroughly examine and monitor employees and applicants through regular periodic physical medical examinations (pre-employment, annual, transfer and return to work medical exams)

5.1.2 To implement TB awareness program through proper regular information dissemination.

5.1.3 To implement and monitor compliance of treatment for those diagnosed with the disease.

5.1.4 To make sure of regular uninterrupted supply of all essential anti tuberculosis drugs and other material.

5.1.5 Responsible for standard recording and reporting that allows proper assessment of cases.

5.2 Employees:

5.2.1 To submit oneself for the scheduled periodic physical examinations and report to the clinic regularly when their presence is required.

5.2.2 For those who are affected, it is their utmost responsibility to religiously follow the PTB treatment regimen and to undergo any further laboratory work ups and referrals if required by the company physician.

5.2.3 Workers who have symptoms of TB and those at risk shall seek immediate assistance from the Apex clinic.

5.3 Human Resource Division

5.3. To disseminate information regarding this policy and make sure that employees will report for periodic physical examinations and laboratory work ups as required.

VI. PROCESS FLOW

N/A

VII. GUIDELINES

7.1 Applicants diagnosed with active PTB during examinations of pre-employment will be referred to appropriate health authorities for further evaluation and proper treatment (under the government's TB DOTS Program). They will be advised for follow up consultation for their fit to work evaluation.



APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province

POLICY

TITLE	TB(Tuberculosis) IN THE WORKPLACE, TREATMENT, PREVENTION AND CONTROL POLICY		
Document Control No: GUI- -	Edition: 1st	Effective Date: March 1, 2014	Page 4 of 5

- 7.2 All employees suspected of PTB as per complained symptoms and abnormal chest x-ray findings during periodic physical examinations should undergo additional tests such as sputum AFB exam.
- 7.3 Employees diagnosed with active PTB shall adhere to the prescribed course of treatment for a minimum of six months. They will sign a MOA (Memorandum of Agreement) with the company for compliance of treatment and regular follow up to the clinic. Sanctions will be given for failure to follow the MOA.
- 7.4 The Company, through the Medical Department, shall ensure proper medical management and treatment monitoring for the affected employee. Referral to the Municipal Health Center shall be done to enroll and avail of the government's TB DOTS Program.
- 7.5 Based on SSS guidelines, employees who are diagnosed with PTB and are starting treatment are required to go on sick leave for a minimum of one month or until such time that three (3) consecutive sputum specimens are negative. The employee may return to work with reasonable working arrangements recommended by the company physician after one month of treatment.
- 7.6 Upon resumption of work with clearance from the company physician PTB diagnosed employees on continued anti-TB medications shall be temporarily assigned as light jobbers possibly at surface work assignment with no night shift and overtime schedule as underground conditions may precipitate worsening of health conditions and hamper successful treatment.
- 7.7 Regular consultation by the company physician during the course of treatment for their fit to work evaluations and return to their original works and schedules.
- 7.8 Any contacts in the workplace with employees diagnosed with active TB shall be traced and the contacts shall be clinically assessed



APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province

POLICY

TITLE

TB(Tuberculosis) IN THE WORKPLACE, TREATMENT, PREVENTION AND CONTROL POLICY

Document Control No:
GUI-

Edition: 1st

Effective Date: March 1, 2014

Page 5 of 5

7.9 Employees on Anti TB treatment will be referred to specific government agencies to be acquainted with TB benefits policy of ECC, SSS and Philhealth.

7.10 A further disability evaluation, with a government physician, will be provided for workers with TB, based on the failure to respond to standard treatment or the degree of their physiologic impairment.

VIII. SPECIAL INSTRUCTIONS (for initial implementation)

8.1 This policy shall take effect upon approval and after proper dissemination to all employees.



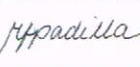
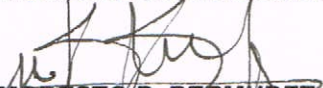
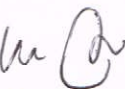
IX. FORMS TOOLS/ONLINE PROCESS

9.1. N/A

X. REFERENCE/S

10.1. Policy dated Oct.

END

PREPARED BY	REVIEWED AND ENDORSED BY	APPROVED BY
 Ramil Macadaeg 2014.03.06 14:00:39 +08'00' RAMIL N. MACADAEG, RN Occupational Senior Nurse  Arthur M. Lanticse 2014.03.06 14:01:08 +08'00' ARTHUR M. LANTICSE, M.D. Occupational Physician	 Rose Marie F. Padilla 2014.08.07 09:45:19 +08'00' ROSEMARIE F. PADILLA Assistant Resident Manager- Finance and Administration  MODESTO B. BERMUDEZ SVP-Operations/ Resident Manager	 WALTER W. BROWN Chairman and President

This document is the property of Apex Mining Co., Inc. and is to be used for internal purposes only. It is not to be distributed outside the company without the prior written consent of the company. Any unauthorized distribution or use of this document is strictly prohibited.