

Republic of the Philippines  
Department of Labor and Employment  
Regional Office No. IV  
BUREAU OF WORKING CONDITIONS

**REPORT ON HEALTH AND SAFETY ORGANIZATION**

Date : January 18, 2022

Name of Establishment : **OMON GROUP INC.**

Address : Block 16 East Avenue Phase 4 Cavite Economic Zone,  
Rosario, Cavite 4106

Nature of Business : Logistics Service Enterprise and Export Enterprise

Number of Persons Employed (Including Management): 67

1 <sup>st</sup> Shift	:	Male	23	Female	44
2 <sup>nd</sup> Shift	:	Male		Female	
3 <sup>rd</sup> Shift	:	Male		Female	
TOTAL	:	Male	23	Female	44

A. POLICY AND PROGRAM ON HEALTH AND SAFETY:

*"WORK SAFELY FOR YOUR OWN SAFETY"*

Training on First Aid Treatment  
Training on Basic Occupational Health and Safety  
Training on Basic Fire Prevention and Safety  
Medical Examinations

B. COMPOSITION OF HEALTH AND SAFETY COMMITTEE:

Type	Name	Position in the Establishment
Chairman	Roselle Macuha	Quality & IT Manager
Health and Safety Officer:	Thursday Belita	QA Engineer
Full- Time First Aider:	Manilyn Torre	Warehouse Coordinator
Members	Camille Tiongco Johnathan Tiu Zylvettee Bautista	HR Supervisor Production & Engr. Manager Sales Manager
Secretary	Thursday Belita	QA Engineer

C. TECHNICAL INFORMATION:

*Brief description of process operation and number and kind of equipment.*

*Process Operation*

1. Material Receiving - Import received from warehouse
2. IQC - Incoming quality inspection
3. Production - Process cutting, stripping, cleaning foil, tinning, slitting, FBI
4. Q.C. - Warehouse outgoing QC.
5. Warehousing - Packing & storage of goods.
6. Delivery - Delivery of goods to the customer.

*Equipment*

- a. Machineries & Equipment
- b. Furniture & Fixture
- c. Tools & Jigs
- d. Office Equipment
- e. Automobile
- f. Leaschold Improvement

Noted By:

  
**Ms. Xinlei Zhao**  
**CEO/ President**

JAN 28 2012