

Optimization of Job Tasks of Safety Officers Towards Productivity Framework

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Abstract

R.A. 11058 requires all Companies to appoint Safety Officers based on the number of their employees and risk classification. However, some companies appoint Safety Officers as part of additional duties which may result in role overload. The influence of role overload may result in hampering either the job task as a Safety Officer or other assigned tasks. This research sought to understand the effects on the performance of safety officers handling multiple tasks and recommend how to optimize their job tasks. A descriptive Quantitative research design was utilized in this study. Data were gathered by asking the respondent to answer a questionnaire focusing on demographics, how the respondent assesses their task and required competencies and skills. The one hundred respondents were selected through purposive random sampling. Based on the statistical treatment of the responses, being assigned as a Safety Officer while handling other tasks affects their job task in terms of prioritizing, new projects, their team, and the timeliness of reports. It also affects their job productivity in terms of technical competencies. In addition, it affects their interpersonal, communication, and leadership skills. A proposed productivity framework may be adapted and may be a benchmark in revisiting the policies and guidelines to optimize the job tasks of Safety Officers. Such as including annual Continued Professional Development as part of their renewal of appointment, which includes enhancing their interpersonal, leadership, and technical competencies. In addition, strict implementation of appointment of Safety Officers which requires no multiple job assignments.

Keywords: OSH, Safety Officers, Job Optimization, Dual Job