

Shushilan

Health & Safety Policy

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Health & Safety Policy

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HEALTH & SAFETY POLICY

1. INTRODUCTION

Shushilan (meaning 'endeavours for a better future') was set up in 1991 to meet the needs of the disadvantaged communities in south-west Bangladesh. She is now one of the largest NGO in the area operating about 30 separate small and medium sized projects within the five programme areas. In recent years the working areas have been expanded from four Upazilas in Sakhira district to the five out of six divisions of Bangladesh. Shushilan is operating 26 offices in different locations and about 1600 staff have been working in different projects. Considering the organizational growth and its requirement to make sure a safe work place within the organization to retain committed, skilled and diversified staff members to provide best support to the poorest of the poor people by achieving Shushilan's vision and mission. Thus, considering the priority management has been agreed to implement the health and safety policy defined below to ensure the well being and safety of all staff members working with Shushilan.


2. IMPLEMENTATION OF THE POLICY

The management of Shushilan is highly committed to ensuring the well being and safety of all staff members working with Shushilan and also committed to provide all out support for continuous improvement of Health and Safety management system.

However, the success of this policy is depending on the co-operation, participation and commitment of all staff to establish a safe and healthy working environment. Advice and guidance regarding the implementation of health and safety policy will be provided from the Human Resource Cell. All staff members are encouraged to suggest improvements to the Health & Safety Policy. Although as a whole it is the responsibility of all the staff members to ensure the compliance of Health and Safety policy, specific responsibilities are laid out in the following sections.

Respective programme/project/office management is responsible to ensure that the Health & Safety policies are being adhered to and corrective measures are taken where a deficiency is identified. Violation of Health and Safety policies will be treated as the violation of Shushilan's service rules and disciplinary actions will be taken accordingly.

All current employees as well as new staff members will be oriented on the health and safety policy and will have access to a copy of the policy. The Human Resource Cell is responsible for ensuring this policy is brought to the attention of all staff and for its review, at an appropriate date in the future.


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3. RESPONSIBILITIES FOR HEALTH AND SAFETY

It is the responsibility of the respective senior managers (or responsible officers in absence) to ensure that every aspect of work is conducted in a safe manner at all times, and in particular:

- i. Work areas are arranged and maintained in such a manner as to ensure the safety of staff members and visitors to the office premises.
- ii. All machinery and equipment is safe, that the staff required to use machinery are trained to use it safely.
- iii. Ensure that adequate supervision is provided, so that staff work safely and do not take unnecessary risks.
- iv. Ensure that first aid facilities are available in all Offices and toilets are supplied with adequate toiletries.
- v. Ensure that all accidents at work are reported to the respective management.
- vi. Ensure that all fire fighting equipment is maintained, fire exits are kept clear.
- vii. Ensure that all staff members assigned to emergency programmes are properly briefed on the risks and/or potential risks and any special health or safety rules.
- viii. Participating in safety checks and housekeeping tours which will take account of potential hazards and safety standards as well as first aid and fire safety standards.
- ix. Ensuring staff members are trained in the "safe way" of doing every job within their area of responsibility.
- x. Ensuring staff members are encouraged to make a positive contribution to a safe and healthy working environment by reporting hazards and accidents and maintaining good housekeeping standards.

4. THE DUTIES AND RESPONSIBILITIES OF ALL STAFF MEMBERS

- i. All staff members must co-operate with management in following proper safe systems of work.
- ii. All staff members must report if there is any accident and also report to management of any local hazards of which they become aware.
- iii. All staff members are encouraged to promote ideas on the improvement of health and safety standards and also provide suitable suggestions for reduction in risks.
- iv. All staff members are required to take care of their own health and safety and should not indulge in deliberately unsafe behaviour.
- v. All staff members must ensure their work areas are kept tidy and clean, and maintain hygiene.
- vi. All staff members must ensure that they correctly use the latrine, toilet or washing facilities provided and that their own personal hygiene practices are of a high standard, so as to ensure a positive contribution to safety and health.

5. HEALTH AND SAFETY RULES

The following rules have been devised to reduce or prevent the risks or hazards that may be associated with the type of work Shushilan does. All staff members are obliged to follow the rules. Failure to observe health and safety rules is considered a disciplinary offence.

5.1. Road Travel

- i. All Shushilan vehicles will be fitted with safety belts for the driver and front seat passengers.
- ii. All drivers and front seat passengers are obliged to wear safety belts . Where there are no safety belts in the front seat, passengers must sit in the back seat of the vehicle.
- iii. Drivers are directed not to start car until passenger does not fasten the seat belt.
- iv. Only authorised staff is permitted to drive Shushilan vehicles.
- v. Shushilan vehicles should not be driven in excess of 80 km per hour (or above the limit specified in certain circumstances prior approval /consent of the authority). Both driver and passenger are responsible for ensuring that this is adhered to.
- vi. Shushilan staff should not drive in excess of 12 hours on any day.
- vii. First aid box should be available in the vehicles.
- viii. Communication facilities e.g mobile phone must be available in the vehicles or with driver.
- ix. Safe drinking water should be available in the vehicles.
- x. Driver every day must check the fuel. Battery, hydraulic, belts etc to ensure everything are in place and working well.
- xi. Driver must not use mobile while drive, if there is emergency, will stop driving and use mobile phone.
- xii. Only authorised staff is permitted to drive Shushilan motorcycles.
- xiii. Shushilan staff members using motorcycles must wear a safety helmet at all times and carry the driving licence. Failure to do so will be treated as a disciplinary matter.
- xiv. Shushilan staff may use the motorcycle for personal business in case of hire purchase, but going out side working area for any personal business permission is required from the respective authority.
- xv. Staff members should not use the mobile phone while drive motorcycles.

- xvi. Regular check up must be carried out to proper maintenance of the motorcycles.
- xvii. Shushilan motorcycles should not be driven in excess of 60 km per hour (or above the limit specified in certain circumstances).
- xviii. For using the bicycles staff members must be careful in avoiding any accident.
- xix. Staff members must check the bicycles regularly to ensure proper maintenance.

5.2. Water Travel

- i. During emergency response if staff members use boats they must carry an adequate number of life jackets for the number of passengers.
- ii. All Shushilan staff must wear lifejackets when advised to do so by the boat handler during bad weather conditions or when bad weather conditions can reasonably be expected.
- iii. Boats must not be overloaded with people or goods and to ensure that safe and proper loading procedures are observed.
- iv. Life jackets in the boat should be kept in a place that can be easily accessible at all times

5.3. Personal Security

- i. Where experience has shown or local knowledge dictates that staff could be putting themselves at risk by carrying out certain work alone, arrangements should be put in place for staff to work in pairs/groups.
- ii. Transporting of large sums of money must be ensured the security measures. E.g. where large sums of money have to be transported by a staff member; a second person could be assigned to travel with them and/or other appropriate steps taken to safe guard the employee.

5.4. Exposure to infectious Diseases

In the course of exposure to infectious diseases, to reduce the risks - a number of steps can be taken. All Shushilan staff should follow these guidelines:

- i. Wash your hands frequently and in particular if you suspect you have been in contact with infectious persons and always after using latrines.
- ii. Unless you are satisfied that food and drinks have been hygienically prepared, do not eat or drink them.
- iii. Some staff members by nature of their work may be exposed to high-risk patients. In such cases e.g. staff members should wear disposable gloves provided. These contaminated gloves should be placed in a plastic bag, sealed and burned. Hands should be washed after handling waste material.

5.5. Office Rules

All staff working in offices should follow the following rules

- i. Avoid standing on a chair or desk, using desks/chairs improperly can lead to serious injury.
- ii. Desk and cabinet drawers should be kept closed; they are a constant source of cuts and bruises.
- iii. Close one filing cabinet drawer before opening a second. The weight of one, two or more open file drawers can easily cause the entire cabinet to fall forward. Always fill the bottom drawer in a cabinet first. A filing cabinet with empty bottom drawers will fall forward when a full top drawer is open.
- iv. Keep passageway and work areas tidy, do not run electrical cords or telephone cords across passageways
- v. If there is a problem of any electrical nature report to the manager. Potentially lethal electrical voltages and currents are present in many office machines. Special precautions are needed therefore when working with electrical equipment.

5.6. First Aid

- i. Each office is required to have an adequately stocked and secure First Aid Box. The person in charge of the office is responsible for ensuring there is a box in the office, that it is adequately stocked and secure and that all staff members are briefed on how to access it if necessary and where to record items which are used.
- ii. Each project should identify someone in their office who has been trained in First Aid. Minor injury accidents such as a graze or a scratch, or bruise or cuts, may be treated by the First Aide who may also decide if a doctor's assistance is required. The name of the First Aide(s) should be displayed clearly on the First Aid Box.

5.7. Fire

- i. In each Shushilan office Managers/In-charges are responsible for ensuring appropriate fire fighting equipment in place and preparing an emergency evacuation plan in the event of a fire and training all staff in it's use.
- ii. All staff members must:
 - Familiarise themselves with the emergency evacuation plan including any relevant fire exits or assembly points.
 - Know the location of the fire extinguishers.
 - Keep fire extinguishers free of obstructions.

- Observe no smoking signs and the smoking policy.
- Clean up combustible waste, especially at the end of the working day.
- Switch off all fans, lights, computers and electrical equipments at the end of the work.
- Keep sparks flames or excessive heat away from solvents, fuels or other combustible materials.

5.8. Chemicals

Liquid toners etc. may be used in office photocopiers. Cleaning solvents and many household chemicals are also handled in the office. Precaution should be taken at all times when handling any form of chemical and labelling instructions should be strictly adhered to. If there are no instructions, get advice before you use.

5.9. Accidents

- i. All accidents, no matter how minor, which occur in the course of duty or on Shushilan premises, must be reported to the respective authority.
- ii. If it is required accidents must be investigated by the assigned person/team to find the reasons or further precautions or disciplinary actions.

5.10. Natural Disasters

In the event of a natural disaster or predicted disaster (e.g. cyclone, flood) the Manager/In-charge must take appropriate steps to ensure as far as possible the health and safety of beneficiaries, visitors and staff on Shushilan premises.

5.11. Smoking Policy

- i. Smoking is prohibited in the following areas:
 - Work area/ department/Units at office premises
 - All conference and meeting rooms.
 - Training rooms
 - Individual offices.
 - Shushilan's Canteen.
 - Shushilan's Toilets.

Note: For guests /visitors office may arrange a smoking corner.

5.12. Medical Grants

Shushilan has established its welfare fund in which both staff and the organization is contributing to generate a fund for meeting the emergency needs of the staff may arise due to illness or accident. The following gives a guideline as to what types of illnesses or accidents may be covered by the Medical Grants using the welfare fund. As such illness or accident respective staff members should apply for grants to the Director through respective supervisor/manager/in-charge and Director will approve the amount to be paid to the applicants considering the severity/nature of needs and available fund. It should be noted that these guidelines cannot cover every possible situation, thus, decision will be taken case by case by the Director or authorised person.

Illness/Accidents for which grants towards treatment costs may be applied subject to general conditions:

a. Acute Infectious Diseases

- Hepatitis B
- Typhoid
- Tetanus
- Malaria

b. Diseases of the Circulatory System

- Acute Myocardial Infarction (Heart Attack)
- Chronic Heart Disease (if hospitalised)
- Septicaemia

c. Diseases of the Respiratory System

- Pneumonia (if hospitalised)

d. Diseases of the Alimentary System

- Appendectomy
- Acute Abdominal Obstruction

e. Diseases of the Liver & Biliary System

- Cholecystitis (Inflammation of Gallbladder - if hospitalised)
- Cholelithiasis (Removal of Gallstones)
- Cholecystectomy (Removal of Gallbladder)

f. Diseases of the Central Nervous System

- Epilepsy (if hospitalised or intensive treatment required)
- Meningitis

g. Diseases of the Urinary System

- Acute Renal Failure
- Chronic Renal Failure (if hospitalised)
- Nephrectomy
- Nephritis (if hospitalised)
- Renal Calculi (if surgery required)

h. Diseases of the Endocrine System

- Diabetes (if hospitalised)

i. Skin Disorders

- Skin Lesions (if surgery required)
- Skin Abscesses (if drainage required)

j. Diseases of Joints & Bones


- Rheumatoid Arthritis (if hospitalised)
- Spondylitis (if hospitalised or on intensive care)

k. Ear/Nose/Throat Disorders

- Tonsillitis (if hospitalised)
- Ear Infection with complications

l. Pregnancy/Obstetric Complications

- Ante-partum Haemorrhage (if hospitalised)
- Post-partum Haemorrhage (if hospitalised)


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- Miscarriage (if treatment required or complications arising from menstrual regulation)
- Forceps Delivery
- Caesarean Section
- Retained Placenta

m. Gynaecological Disorders

- Fibroids (if surgery required)
- Menstrual Disorders (if hospitalised)
- Pelvic Inflammatory Disease (if hospitalised)
- Breast Abscess (if drainage required)
- Fistulas (if surgery required)
- Prolapsed (if surgery required)

n. Accidents*


- Injuries arising out of accidents (if extensive treatment or hospitalisation required)

5.13. Insurance coverage

Shushilan will make sure the necessary arrangements with well-off insurance company for ensuring the life insurance coverage for all staff containing standard terms and conditions. For ensuring maximum coverage premiums rates will be sort-out following the financial ability of the organization or project specific donors contribution for ensuring the maximum coverage.

5.14. Health & Safety Review

Reviews of any-part of the health and safety policy may be carried out at any time at the request of management.


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