



KERIC, NGO

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## KERIC - HEALTH AND SAFETY POLICY

### ROLES AND RESPONSIBILITIES

#### KERIC RESPONSIBILITIES:

- To ensure the safety and health of employees and volunteers and others during all the activities organized by KERIC.
- Prevent improper safety and health risk for employees and volunteers
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe access and exit to workplace for the employees and volunteers or others
- Provide safe equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, considering the employee's and volunteer's capabilities, when an employee or volunteer begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated- (e.g. picking rubbish, sport activities, painting etc.)
- Prepare and revise emergency plans and designate employees and volunteers to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees and volunteers (a competent person experience and knowledge appropriate to the nature of the work to be undertaken).

#### EMPLOYEES AND VOLUNTEERS RESPONSIBILITIES:

- Follow safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with the organisation in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to the organisation
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required the organisation

- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.

## **COMPETENCE AND TRAINING REQUIREMENTS**

Competence is determined by knowledge, training and experience and, as an organisation we will assess what training each employee and volunteer needs, to keep up to date with changes in policies, work practices and technology. By having competent, trained employees and volunteers who are adequately supervised, our employees and volunteers will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine/new technology-specific training

## **INDUCTION TRAINING AND PRE-DEPARTURE TRAINING FOR DEPLOYMENT**

Induction training is very important in communicating specific health and safety information to employees, volunteers and other relevant persons when they first arrive at our workplace. Pre-departure training is necessary for all deploying volunteers to get deeper knowledge about the risk and hazards of the hosting country/organization/workplace and the health and safety rules to follow. Induction training/pre-departure training should include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Specific hazards associated with host organisation country and community
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

## **CONSULTATION AND PARTICIPATION**

KERIC understands that employee and volunteer participation in health and safety is an important part of our safety management system. KERIC is committed to providing adequate and appropriate consultation and welcome the views of all employees and volunteers on issues relating to health and safety. We will consult with all relevant employees and volunteers:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When there is a new activity carried out.

- When new materials are introduced.

Furthermore, should any of our employees and volunteers raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.

## **CONTRACTORS' RESPONSIBILITIES**

A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time. All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare. Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Ensure that work activities do not affect the well-being of our employees, volunteers or visitors. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

## **VISITORS AND CLIENTS**

Visitors and clients may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, KERIC will:

- Practice good housekeeping (Keeping walkways clear, cleaning up spills immediately, cleaning snow, putting salt on ice etc.)
- Restrict access to hazardous areas
- Prevent visitors and clients from using equipment or machinery when not necessary
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors and clients are evacuated in a safe and timely manner in the event of an emergency. Visitors and clients are required to:
  - always conduct themselves in a safe manner
  - Observe the fire policy and, in the event of an emergency, to identify themselves to an employee or volunteer and be escorted to the designated assembly point.

## **ACCIDENT REPORTING AND INVESTIGATION**

If an accident or incident occurs in our workplace during work activities which has affected employees, volunteers, visitors, clients or others, KERIC will:

- Ensure that all accidents and dangerous hazards are recorded.
- Promptly investigate the accident or dangerous hazard to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that other accidents are reported

- Injured people due to a work activity are taken from the location of the accident to receive treatment in a hospital or medical facility if needed.

## **EMERGENCY PROCEDURES**

KERIC will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g. o Fire o Explosion o Accidents/injuries o Robbery etc.
- Ensuring that employees and volunteers are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Providing the equipment and training needed

## **FIRE AND EVACUATION**

KERIC will ensure appropriate plans and procedures are in place for dealing with fire, and that employees and volunteers are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- emergency telephone numbers

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees, volunteers, visitors, clients and others must follow the procedures below for evacuation:

- go immediately to the nearest exit
- do not wait to find out what is happening
- do not stop to collect personal items
- go at once to their assembly point and wait for further instruction
- do not re-enter the building/premises until authorised to do so by the emergency services.

## **FIRST AID**

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees and volunteers are aware of its location and that it is accessible to all employees and volunteers
- I will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)

- Contact details and directions to the nearest doctor or hospital will be available / displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (during outdoors activities, summer camps, trainings, cooking classes etc)

## **VIOLENCE / ROBBERY**

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train employees and volunteers on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the police as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

## **WELFARE FACILITIES AND WORKPLACE REQUIREMENTS**

KERIC provides and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees, volunteers and visitors, clients and others including:

- Toilet facilities
- Kitchen
- Showers
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits

## **STRESS AT WORKPLACE**

KERIC as an organisation will ensure that:

- No employee's/ volunteer's workload is so great that he or she will have to consistently work overtime
- No employee/ volunteer will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee/ volunteer has to work in an environment which is unsafe and in which there are risks of accidents
- Employees and volunteers are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is

## **DEPLOYMENT OF VOLUNTEERS**

### **PRE- DEPLOYMENT**

All volunteers will complete a medical assessment, which must certify them mentally and physically fit for a placement overseas if asked by sending or hosting organization. All volunteers are required to provide evidence of having received relevant vaccinations.

All volunteers will receive the following before the departure:

- Pre-departure training and information on disease prevention, eating and sleeping advice, awareness of climate and geographical hazards, as applicable to their locality as identified in the pre-departure risk assessments.
- Contact information for the hosting organization, local embassy, relevant Tropical Medicine Bureau or appropriate advisory organisation in their host organisation's country
- Training on mental health i.e. awareness and identifying symptoms of PTSD, stress and anxiety, maintaining a work-life balance, coping mechanisms, mindfulness
- Information on the location of local health services including GP, mental health, local clinics hospitals and pharmacies
- Information on potential health risks in the country, community and location of work (potable water, communicable diseases or other as identified by the host organisation or Tropical Medical Bureau)
- A copy of all the relevant insurance policies
- A copy of the Security Policy with country specific information
- A copy of our Evacuation and Hibernation policies
- Information on access to recreational activities in the area, location of various religious buildings and congregations,
- Information on the local community e.g. rural/remote/urban, culture
- Information on their work terms and conditions of HO and KERIC Volunteer Agreement

### **DURING DEPLOYMENT**

- Volunteers will be provided with updates on health and safety related issues as identified, but not limited to, the above mentioned
- Hosting organization will conduct regular site visits and hold meetings about the health and safety to volunteers if required
- Hosting organization will carry out monitoring and evaluation of volunteer's work conditions
- Volunteer mentor will maintain regular contact with volunteers to provide support and information on support services as required
- Medical check-ups with local approved GP will be provided if asked by volunteer/ hosting or sending organization

## **AFTER DEPLOYMENT**

- Volunteers must attend a final meeting and debriefing in sending organization
- volunteers will be provided with a medical check-up if needed
- Encouraged to continue engagement with KERIC, Erasmus+, EU AID or another relevant programme
- Encouraged to promote and support hosting, sending organisation, and supporting funds (Erasmus+, EU AID and other), volunteering, non-formal education, etc.

## **POLICY REVIEW**

This policy overall will be reviewed every two years.

Health and Safety on deployment will be reviewed prior to each deployment in conjunction with the Security policy and associated in country risk assessments.

Date reviewed: November 2019

Next review: November 2021 or as required by law

## APENDIX 1

### LIST OF PARTICIPANTS

	Family name	First name	Email address	Organization	Signature
1					
2					
3					
4					
5					
6					
7					

By signing I agree to publish these information's materials in the extend: name, surname, individual or collective photo, video on the official web site of KERIC, KERIC Facebook and Instagram, on KERIC premises and within the documentation and dissemination of results of the international project

## APENDIX 2

### EMERGENCY CONTACTS

<b>KERIC emergency contacts</b>	<b>Miriam Petříková- +421908913995 Ivana Hrušková- +421908913994</b>	<a href="mailto:mirka@keric.sk">mirka@keric.sk</a> <a href="mailto:ivka@keric.sk">ivka@keric.sk</a> <a href="mailto:keric@keric.sk">keric@keric.sk</a>
<b>Police</b>	<b>112/ 158</b>	



<b>Firefighters</b>	<b>112/ 150</b>
<b>Ambulance</b>	<b>112/ 155</b>
<b>Town police</b>	<b>159</b>
<b>Mountain rescue</b>	<b>18 300</b>

### APENDIX 3

#### ACCIDENT REPORT

<b>DETAILS OF INJURED PERSON</b>			
Name:	Phone:	Email:	Age:
Occupation:	DOB:	Address:	
<b>DESCRIPTION OF THE ACCIDENT:</b>			
Type of injury:			
Cause of injury			
Part of body injured:			
First AID: Yes/ No	First aider name:	Treated by doctor: Yes/No	Doctor name:
Hospitalized: Yes/No	Hospital name:	Hospital address:	
<b>DETAILS OF THE ACCIDENT:</b>			
Date:	Time:	Location:	Witness: Name: Contact: Occupation:
<b>KEY FINDINGS /INVESTIGATION:</b>			
<b>ACTIONS FOR PREVENTION:</b>			
By who:	Date:	Action:	

