

Health and Safety Policy

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1 Contents

- 1 Statement of Intent 5
- 2 Introduction..... 6
- 3 Scope 6
- 4 Roles and responsibilities..... 6
 - 4.1 All Employees..... 6
 - 4.2 Chief Executive 7
 - 4.3 National Director: Transformation and Corporate Operations 7
 - 4.4 Directors 7
 - 4.5 Health and Safety Manager..... 7
- 5 Arrangements to deliver this policy..... 8
- 6 Distribution 8
- 7 Monitoring..... 8
- 8 Equality and Health Inequalities Analysis 9
 - 8.1 Section 1: Equality analysis..... 9
 - 8.2 Section 2: Health Inequalities Analysis..... 12
- 9 References..... 14

1 Statement of Intent

- 1.1 Our organization aim is excellence in health and safety and PCC&MEC will accomplish this by continually seeking to improve the health and safety management system so that it meets with our organization vision, values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.
- 1.2 PCC&MEC recognize that complying with The Health and Safety at Work etc. Act Of the government of Bangladesh and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimize the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, stakeholders, target people of the catchment area, visitors and the public at large.
- 1.3 PCC&MEC is committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing high quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.
- 1.4 PCC&MEC will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. PCC&MEC will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement.
- 1.5 PCC&MEC will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.
- 1.6 This policy reflects our commitment to ensuring that health and safety at work is paramount to PCC&MEC and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff.
- 1.7 This policy will be reviewed every three years or in the light of legislative or organizational change.

2 Introduction

- 2.1 PCC&MEC is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.
- 2.2 PCC&MEC is committed to supporting its employees and stakeholders to be this via learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.
- 2.3 PCC&MEC believe that all employees and its beneficiaries should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees need to be trusted, empowered and actively listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training and support to work safely with opportunities to develop and progress.
- 2.4 All PCC&MEC's policies support the values and pledges set out in the PCC&MEC Constitution. In particular, this policy and procedure supports the following PCC&MEC Constitution pledge:

Health and Safety	
PCC&MEC Constitution Staff Pledge	Employee Responsibility
The PCC&MEC commits to provide support and opportunities for staff to maintain their health, well-being and safety.	You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.

3 Scope

- 3.1 This policy applies to all statutory employees of PCC&MEC, Direct beneficiaries, seconded staff, placements and agency staff.

4 Roles and responsibilities

4.1 All Employees

All employees are reminded of their legal duty to:

- a) take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act of Bangladesh Government;
- b) inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations of the Country.

- c) inform their employer of any shortcomings in the employer's protection arrangements under Health and Safety at Work Regulations of the Country;
- d) co-operate with their employer's health and safety arrangements under the Health and Safety at Work Regulations of the Country.

4.2 Executive Director

The Executive Director has overall responsibility for health and safety within PCC&MEC.

4.3 Program Director: Transformation and Corporate Operations

The Program Director: Transformation and Corporate Operations has the delegated responsibility for implementation of this policy and ensuring the PCC&MEC Board is kept fully informed on health and safety issues that arise as and when appropriate.

4.4 Others Director

Directors within the office management have delegated responsibility from the Executive Director to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- a) Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level;
- b) Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- c) Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- d) Ensuring the reporting and investigation of all accident/incidents to identify learning or improvements needed to improve safety;
- e) Monitoring the effectiveness of the health and safety system in their area of responsibility.
- f) Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal;

4.5 Health and Safety Manager

The Health and Safety Manager within the People and Organisation Development group role fulfils the statutory duty to appoint one or more competent person(s) to assist PCC&MEC in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. This role is responsible for:

- a) Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet PCC&MEC's needs.

- b) The provision of health and safety advice and the implication of the law.
- c) The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- d) Assisting in the identification and implementation of health and safety training needs.
- e) Acting as PCC&MEC's formal link with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters.
- f) Providing recommendations and reports as and when required.

5 Arrangements to deliver this policy

This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to PCC&MEC which will be made available via the PCC&MEC website.
- b) Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- c) The use of SharePoint to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress.
- d) The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc. via the PCC&MEC learning management system (LMS).
- e) The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaires.
- f) Engaging our recognised trade union colleagues in effective consultation and actively supporting Safety Representatives in the fulfilment of their role.

6 Distribution

Employees will be made aware of this policy via:

- The PCC&MEC website and internet.
- Staff publications.
- Link to this document included on the WEB based intranet portal.

7 Monitoring

[Guidance on making documents accessible](#) is available on the organization Website..

Q1. Element to be monitored i.e. measurable policy objective
Organisation wide policy. Monitored by measuring compliance with the Health and Safety Management System.
Q2. Position responsible for monitoring
Health and Safety Committee
Q3. Method
Audits, Inspections, Active Monitoring.
Q4. Frequency
Quarterly meetings of the Health and Safety Committee
Q5. Reporting arrangements – Committee/Group that monitoring is reported to, including responsibility for action plans
Annual Health and Safety Report to the PCC&MEC Executive Board. Monitoring arrangements are detailed in the Health and Safety Committee Terms of Reference. Roles and responsibilities for action plans are outlined in this policy.

8 Equality and Health Inequalities Analysis

All procedural documents will include the following Policy Equality Statement.

This procedural document forms part of PCC&MEC's commitment to create a positive culture of respect for all individuals including staff, patients, beneficiaries, their families and careers as well as community partners. The intention is to identify, remove or minimize discriminatory

Practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

Every corporate procedural document must include an assessment of the impact it will have on inequalities and on addressing health inequalities and the following template must be completed.

Further advice can be obtained from the Equality & Health Inequalities Team.

8.1 Section 1: Equality analysis

Evidence
What evidence have you considered? Health and Safety at Work etc. Act. Regulations arising from the Act, Approved Codes of Practice and relevant guidance provided by The Health Ministry.
Age General risk assessments must consider all persons to whom PCC&MEC

owes a duty of care under health and safety law. Age related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Disability

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Ability related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Gender reassignment (including transgender)

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Gender related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Marriage and civil partnership

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Personal circumstance related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Pregnancy and maternity

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. New or expecting mother related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Race

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Race related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Religion or belief

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Belief related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable

Sex

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Gender related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Sexual orientation

It is not anticipated that implementation of this policy will be an issue within the

Realm of this characteristic.

Carers

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Employees who also act as carers should be considered as part of this process and suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Other identified groups

No other groups identified.

Engagement and involvement

How have you engaged stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available?

The policy will undergo a formal consultation process. Comment will be actively sought from both management and staff-side employees.

How have you engaged stakeholders in testing the policy or programme proposals?

The policy will undergo a formal consultation process. Comment will be actively sought from both management and staff-side employees via the Strategic Health and Safety Committee.

Summary of Analysis

Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impacts, if so state whether adverse or positive and for which groups and/or individuals. How you will mitigate any negative impacts? How you will include certain protected groups in services or expand their participation in public life?

The Health and Safety at Work etc. Act places a statutory duty on PCC&MEC to ensure the health and safety of all those affected by its undertaking. By undertaking suitable and sufficient localised risk assessments, all equality issues should be identified and adequately mitigated.

Now consider and detail below how the proposals impact on elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups.

Through continual review and promotion of the safety culture by active engagement with all employees, it is anticipated that any issues which may arise will be dealt with appropriately and expediently.

Eliminate discrimination, harassment and victimisation

Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation).

It is anticipated that there will be neutral impact to these protected characteristics.

Advance equality of opportunity

Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation).

It is anticipated that there will be neutral impact to these protected characteristics.

Promote good relations between groups

Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation).

It is anticipated that there will be neutral impact to these protected characteristics.

Evidence based decision-making

Please give an outline of what you are going to do based on the gaps, challenges and opportunities you have identified in the summary of analysis section. This might include action(s) to eliminate discrimination issues, partnership working with stakeholders and data gaps that need to be addressed through further consultation or research.

No gaps were identified at this time.

How will you share the findings of the Equality analysis? This can include corporate governance, other directorates, partner organisations and the public.

The equality analysis will form part of the published policy which will be made available to all employees and stakeholders.

8.2 Section 2: Health Inequalities Analysis

Evidence

What evidence have you considered to determine what health inequalities exist in relation to your work?

Health and Safety at Work etc. Act. Regulations arising from the Act, Approved Codes of Practice and relevant guidance provided by The Health and Safety Executive.

What is the potential impact of your work on health inequalities?

General risk assessments must consider all persons to whom PCC&MEC owes a duty of care under health and safety law. Health inequality related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

How can you make sure that your work has the best chance of reducing health inequalities?

Through continual review and promotion of the safety culture by active engagement with all employees, it is anticipated that any issues which may arise will be dealt with appropriately and expediently.

Monitor and Evaluation

How will you monitor and evaluate the effect of your work on health inequalities?

Monitoring and evaluation will be undertaken by the Strategic Health and Safety Committee as and when appropriate

