



HEALTH AND SAFETY POLICY

Kabalega Foundation is committed to providing a safe and healthy environment for all its employees, volunteers, partners, and beneficiaries. This **Health and Safety Policy** outlines the Foundation's approach to preventing workplace accidents, promoting health and well-being, and ensuring compliance with relevant health and safety laws and regulations.

1. Purpose

The purpose of this policy is to:

- Ensure that the health, safety, and welfare of all employees, volunteers, and stakeholders are safeguarded.
- Prevent accidents and injuries by identifying and managing potential hazards.
- Promote a safe working environment that supports the well-being of all staff and visitors.
- Comply with all relevant local, national, and international health and safety laws and regulations.

2. Scope

This policy applies to:

- All employees, contractors, and volunteers working for or on behalf of Kabalega Foundation, both on and off-site.
- All facilities and locations where the Foundation operates, including offices, community centers, and project sites.
- Any events, fieldwork, or outreach activities organized by the Foundation.

3. Health and Safety Objectives

Kabalega Foundation's health and safety objectives include:

- **Eliminating or Reducing Risks:** Identifying potential risks to health and safety and implementing measures to eliminate or reduce those risks.
- **Training and Education:** Providing training and resources to all employees and volunteers to ensure they understand their roles and responsibilities regarding health and safety.
- **Incident Reporting:** Encouraging the prompt reporting of accidents, near-misses, or unsafe conditions, and taking corrective action when necessary.
- **Health and Well-Being:** Promoting overall health and well-being through initiatives such as access to healthcare services, mental health support, and ergonomic workspaces.

- **Compliance with Legislation:** Ensuring the Foundation complies with relevant health and safety regulations in all locations where it operates.

4. Roles and Responsibilities

- **Board of Directors:** The Board is responsible for approving the Health and Safety Policy and ensuring the organization's compliance with relevant regulations. The Board will also allocate resources to implement this policy.
- **Executive Director:** The Executive Director is responsible for overseeing the health and safety operations of the Foundation, ensuring that policies and procedures are followed, and that resources are available for health and safety initiatives.
- **Health and Safety Officer:** The Health and Safety Officer (or designated staff member) is responsible for identifying hazards, conducting risk assessments, overseeing safety training, and implementing health and safety measures across the Foundation.
- **Managers and Supervisors:** Managers and supervisors are responsible for ensuring that all health and safety procedures are adhered to in their areas of responsibility, conducting regular safety checks, and providing necessary support to employees and volunteers.
- **Employees and Volunteers:** All employees and volunteers are responsible for following health and safety policies and procedures, reporting any hazards or accidents, and taking appropriate steps to protect themselves and others.

5. Health and Safety Procedures

To maintain a safe and healthy environment, the Foundation will:

- **Risk Assessment:** Conduct regular risk assessments to identify potential hazards associated with the workplace and fieldwork. Risk assessments will be reviewed periodically or when new activities or environments are introduced.
- **Emergency Procedures:** Establish clear procedures for responding to emergencies, including fires, medical emergencies, natural disasters, and workplace accidents. Employees and volunteers will be trained on emergency protocols and the location of emergency exits, fire extinguishers, first aid kits, and emergency contact numbers.
- **Accident and Incident Reporting:** Implement a system for reporting and investigating accidents, injuries, or incidents. All incidents, including near misses, should be reported to the designated health and safety officer. A record of incidents will be maintained and reviewed regularly to identify trends and mitigate future risks.
- **Personal Protective Equipment (PPE):** Provide and require the use of appropriate personal protective equipment (PPE) for employees and volunteers, particularly when working in hazardous environments or conducting fieldwork. PPE will include items such as helmets, gloves, safety shoes, and masks.
- **Hygiene and Sanitation:** Maintain high standards of hygiene and sanitation in all workspaces, including the provision of clean drinking water, sanitation facilities, and regular cleaning protocols. Staff should have access to hygiene supplies, such as hand sanitizers and disinfectants.
- **Workplace Ergonomics:** Ensure that the work environment is ergonomically designed to reduce the risk of physical strain or injury. This includes providing adjustable chairs, desks, and computer equipment, and encouraging regular breaks.
- **Mental Health and Well-Being:** Provide resources to support the mental health and well-being of employees and volunteers, including counseling services, stress management workshops, and a supportive work environment.

6. Health and Safety Training

To ensure that all staff and volunteers are equipped to work safely, the Foundation will provide the following training:

- **Induction Training:** New employees and volunteers will undergo induction training that includes an overview of health and safety policies, emergency procedures, and their specific health and safety responsibilities.
- **Ongoing Safety Training:** All employees and volunteers will receive regular refresher training to stay informed about health and safety practices, updates to policies, and new hazards.
- **First Aid Training:** Designated employees and volunteers will receive first aid training to be able to respond to medical emergencies effectively.

7. Health and Safety in Fieldwork and Project Activities

For activities outside the main office, such as fieldwork, community outreach, and project implementation, the Foundation will:

- **Fieldwork Risk Assessments:** Conduct specific risk assessments for each project or field activity to evaluate potential risks in different environments (e.g., remote locations, high-risk areas).
- **Transport Safety:** Ensure that transport arrangements for field activities are safe, including the use of well-maintained vehicles, licensed drivers, and adherence to road safety standards.
- **Safety in Hostile Environments:** If employees or volunteers work in regions with political instability, natural hazards, or health risks (e.g., infectious diseases), the Foundation will provide relevant safety protocols, including vaccinations, travel advisories, and local risk mitigation strategies.

8. Monitoring and Review

The Foundation will:

- **Regular Audits:** Conduct regular health and safety audits to assess compliance with this policy and identify any areas of improvement.
- **Continuous Improvement:** Use the results of health and safety audits, incident reports, and feedback from employees and volunteers to continuously improve the Foundation's health and safety practices.
- **Review of Policy:** This policy will be reviewed annually to ensure that it remains up to date with legal requirements and best practices. Changes to the policy will be communicated to all staff, volunteers, and relevant stakeholders.

9. Health and Safety Compliance

Kabalega Foundation is committed to complying with all applicable health and safety laws, regulations, and industry standards in the regions where it operates. This includes:

- Adhering to local, national, and international occupational health and safety laws.
- Ensuring that the Foundation's workspaces meet or exceed health and safety standards.

- Maintaining records of compliance with relevant regulations and making these available for inspection by relevant authorities.

10. Conclusion

Kabalega Foundation is dedicated to fostering a culture of health and safety, where the well-being of all employees, volunteers, and stakeholders is a top priority. By adhering to this policy, the Foundation seeks to prevent accidents, promote a safe working environment, and create a culture of care that ensures the health and safety of everyone involved in its work.

Contact Information

For more information about this **Health and Safety Policy**, or to report a health or safety concern, please contact:

Health and Safety Officer

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Signed:



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Executive Chairperson

Date: 04/01/2020

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