



**ចក្ខុវិស័យសិទ្ធិមនុស្សកម្ពុជា**

**Cambodian Center for Human Rights**

# **CAMBODIAN CENTER FOR HUMAN RIGHTS HEALTH AND SAFETY POLICY**



Revised on (date): 23 March 2021

## **1. INTRODUCTION**

This is the Health and Safety Policy (the “Policy”) of the Cambodian Center for Human Rights (“CCHR”). This Policy represents CCHR’s commitment to ensuring and maintaining a safe workplace for all employees and to promote a consistent and preventative approach to health and safety across the organization.

This Policy applies to all employees of CCHR as defined in the Employment Policy, which includes consultants, interns and volunteers, and the protections encapsulated in this Policy extend to beneficiaries of CCHR. Day to day responsibility for ensuring this Policy is put into practice is delegated to the CCHR Finance and Administration Director, who will work closely with the administration team and project teams to put this Policy into practice. Importantly, every employee has a responsibility to implement this Policy and ensure they do their part to keep CCHR a safe workplace.

## **2. HEALTH AND SAFETY RISKS**

### **2.1. Risk Assessment:**

Risk assessments and inventory checks will be undertaken by the Finance and Administration Director and Management Committee every six months, which will include consultation with employees. A risk assessment involves the identification and evaluation of occupational risks that are likely to cause harm, loss or employment injury to any employee or person entering the office space.

### **2.2. Employee responsibilities:**

All CCHR employees must cooperate on health and safety matters and take reasonable care for their own health and safety. Employees must report health and safety concerns or risks to the Finance and Administration Director immediately. General housekeeping, such as cleaning up spills and removing tripping hazards, is the responsibility of all employees to ensure the safety of the office.

### **2.3. Action:**

Action required to remove/control risks will be approved by the CCHR Management Committee. The Finance and Administration Director will be responsible for ensuring the action required is implemented.

## **3. SAFE OFFICES AND EQUIPMENT**

### **3.1. Identification:**

The Finance and Administration Director will be responsible for identifying all office facilities and equipment needing repair or maintenance, and for ensuring that effective repair and maintenance procedures are drawn up.

### **3.2. Implementation:**

The Finance and Administration Director will be responsible for ensuring that all identified maintenance and repairs are implemented.

### **3.3. Prevention:**

The Finance and Administration Director will check that new equipment meets health and safety standards before it is purchased.

## **4. ACCIDENTS AND FIRST AID**

### **4.1. Accidents and work related ill health:**

- a) The Finance and Administration Director is responsible for investigating accidents and work-related ill health.
- b) All accidents and cases of work-related ill health are to be recorded in a designated file to be kept in the Finance and Administration Department office.
- c) The Finance and Administration Director is responsible for acting on investigation findings to prevent a recurrence.

### **4.2. First aid:**

The first aid boxes are kept in the reception area and in the Finance and Administration Department office.

## **5. FIRE AND EVACUATION**

### **5.1. Assessment:**

- a) The Finance and Administration Director is responsible for ensuring that a fire risk assessment is undertaken and implemented.
- b) CCHR will comply with inspection and certification procedures as required by relevant authorities.

### **5.2. Fire extinguishers:**

Fire extinguishers must be maintained and checked every three months by the Finance and Administration Director.

### **5.3. Evacuation routes:**

- a) A copy of the evacuation routes will be on display in each room of the premises.

- b) The Finance and Administration director is responsible for ensuring designated escape routes are kept clear of hazards or obstacles, and checked every three months.
- c) The Finance and Administration Director will arrange emergency evacuation tests every six months.

## **6. TRAVEL AND ROAD SAFETY**

### **6.1. Planning for safe travel**

Prior to travel, CCHR employees should consider national travel advice. CCHR employees and drivers (both employees and contractors) should plan routes ahead of time and check road and weather conditions. Where possible, travel at night should be avoided.

CCHR drivers (employees and contractors) must demonstrate a commitment to safety and following the road rules. Prior to road travel, CCHR drivers are required to complete a check list of safety standards. During road travel, CCHR employees and passengers are required to wear their seatbelt, cooperate with the driver and take reasonable care for their own safety.

### **6.2. Accidents**

In the case of a road accident, CCHR will do everything possible to support those involved and their families. CCHR Management Committee will reserve funding for crisis situations and ensure the organizations insurance policies cover road accidents, and provide for medical care and counselling.

## **7. PUBLIC HEALTH EMERGENCIES**

In the event of a pandemic, epidemic or other public health emergency, CCHR will take steps to prioritize the health and safety of CCHR employees and the community. CCHR will:

- a) Stay abreast of, and comply with, relevant law and policies from the Government, as well as guidance from the World Health Organization;
- b) Regularly evaluate CCHR's operations, project events and activities to ensure they are safe and meet public health guidance, and implement adjustments as necessary;
- c) Transparently communicate with all employees and hold regular briefings to provide an update on the public health situation and CCHR's response, such as any changes to CCHR's operations;
- d) Promote good hygiene practices amongst employees and the use of personal protective equipment when relevant (such as masks), and take measures to ensure the workplace is kept clean and sanitized;
- e) Implement appropriate working arrangements for employees, for example, working from home for specified periods;

- f) Provide support programs for the mental and psychological well-being of employees;
- g) Prevent social stigma and discriminatory behavior in the workplace related to an individual contracting the relevant disease or infection;
- h) Provide support to employees who have been exposed to the relevant disease or infection.

## **8. MENTAL HEALTH**

CCHR recognizes the importance of employee mental health and wellbeing and commits to implementing practices to protect and improve the mental health of employees.

### **8.1. Assessment:**

Project Coordinators and Management Committee will supervise employees with consideration for their mental health, with the view to maintaining a working environment that contributes to improved employee mental health and morale.

### **8.2. Reporting:**

If a CCHR employee is experiencing mental health challenges in the workplace, they can contact their Supervisor or a member of Management Committee to discuss suitable solutions. Such discussions will be kept confidential. The inappropriate use of confidential information is subject to disciplinary action, that may include termination of employment, in accordance with CCHR's Employment Policy.

### **8.3. Mental health programs:**

CCHR's Management Committee will implement programs for the benefit of employee mental health at their discretion. This can include, but is not limited to, physical activities such as yoga and meditation, wellness programs, support groups, and mental health first aid courses.

## **9. WORKSTATION ERGONOMICS**

### **9.1. Introduction**

"Ergonomics" refers to the set-up of a workstation in relation to the equipment layout, design of the building and how work should be performed for maximum efficiency. Safe and correct ergonomic working conditions can decrease musculoskeletal injuries and damage to the person, and is important to the physical health to those covered by this Policy.

### **9.2. Workstation Advice for Employees**

- It is best to sit on an appropriate chair for you, so your feet can touch the floor, or find a footstool to elevate your legs so your thighs are parallel to the floor.
- Avoid slouching in your seat to prevent posture-related back pain.

- Aim to stretch and walk around for at least one minute every half hour of static working at the desk to promote blood flow and sight re-adjustment away from the computer screen.
- Aim to elevate your computer screen so that your eye is level with the top of the screen to prevent neck-related straining and injuries for desk workers.

## **10. INFORMATION AND TRAINING**

### **10.1. Information:**

All health and safety queries and concerns are to be relayed to the Finance and Administration Director. All CCHR employees can also request advice in relation to their personal health and safety from the Finance and Administration Director and Management Committee.

### **10.2. Training:**

The Finance and Administration Director is responsible for providing health and safety training to all employees. All new employees will receive general health and safety training at the start of their employment with CCHR, and supplementary health and safety training will be provided to all CCHR staff annually.