



STAFF HEALTH, SAFETY, SECURITY AND WELFARE

Version. 1

**FOR
ADROIT BIOMEDICAL AND BIO-ENTERPRENEURSHIP
RESEARCH SERVICES
(ABBRS)**

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STAFF HEALTH, SAFETY, SECURITY AND WELFARE

ABBRS aims to promote a work environment in which staff members experience a sense of physical and mental well-being in a supportive environment that promotes achievement. Our policy on staff health, safety and security is aimed at preventing ill health and accidents at work, and to maintain a safe and clean working environment.

1.0 Safety

ABBRS provides a safe and healthy working environment. The health, safety, and welfare of employees at work is ABBRS's primary responsibility. To meet this obligation, the People and Culture Manager, and the designated staff at the site offices will conduct quarterly workplace inspections. A checklist to ensure a systematic approach for carrying out inspections will be maintained by the Administrative Coordinator. A record of the inspections, any faults and planned remedial actions will be documented following completion of the inspection and shared with the ED for further action.

A record of the inspections, any faults and planned remedial actions shall be documented following completion of the inspection and shared with the health and safety committee (committee shall comprise of an SMT members, P&C representative, and project representatives) and forwarded to the ED or the designate for further action.

Role of the health and safety committee:

1. Conducting health and safety awareness.
2. Conducting safety and health audits.
3. Reviewing health and safety policies and practices at ABBRS.
4. Risk identification and developing emergency

plan.

Role of the Employee

1. The employee shall adhere to the safety guidelines put in place.
2. The employee shall demonstrate "duty of care" by always communicating hazardous situations in their environment to the health and safety committee.

2.0 Accidents in the workplace

If an employee is accidentally injured in the workplace during working hours, it is the responsibility of the employee's supervisor together with the P&C department to make appropriate arrangements for immediate medical attention. All accidents at the workplace involving staff must be reported to the People and Culture Department for further investigations. The findings from the investigations will inform the necessary remedial actions aimed at preventing occurrence of similar incidents. Work related accidents shall be handled in line with the provisions of the Occupational Safety and Health Act, 2006 and the Workers Compensation Act, 2000. Any injury or accident, even one not requiring medical attention that occurs on the job should be reported to the supervisor immediately. If the accident requires immediate medical attention, the staff member will be given time off to obtain this attention. ABBRS may give additional sick leave if necessary. Medical expenses that are incurred because of work-related accidents/injuries should be handled in line with Occupational Safety and Health Act, 2006 and the Workers Compensation Act, 2000. Compensation for temporary staff members, casuals and interns who are injured while

on duty shall be guided by the provisions of the Worker's Compensation Act, 2000.

3.0 Disability and Impairment

ABBRS is an equal opportunity employer. Staff members who have a challenge or impairment that interferes with their abilities to perform appointed work should review their situation with the management to explore appropriate options.

4.0 Fire procedures

Adequate and suitable means of extinguishing fire shall be provided, and staff trained on correct use of such means. The Administrative Coordinator will ensure that all ABBRS offices are fitted with fire extinguishers and that all staff are trained on their usage. The Procurement department will ensure that the fire extinguishers are periodically serviced and refilled. Staff should note the location of fire extinguishers. All staff are responsible for fire safety and prevention. In the event of a fire or an emergency, staff should leave their workstations immediately and follow the signs in the building and as per the fire and trainings received. The fire marshals should ensure that all staff are out of the building and that the fire is reported immediately.

5.0 First Aid

First Aid box or cupboard of the prescribed standard shall be provided. It shall not be used to store any other items apart from the first-aid requisites. Each of the ABBRS offices is equipped with a first aid box, which is installed at a clearly identified location for emergency treatment. The Administrative Coordinator and designated site staff are responsible for carrying out first aid procedures and for ensuring that the boxes are well always stocked.

6.0 Security

ABBRS will not accept liability whatsoever for the loss of employee's belongings on the its premises. Employees will ensure that ABBRS's property in their possession is securely kept. The Procurement Officer will keep an updated inventory of ABBRS property and material in staff members' possession.

7.0 Occupational Health

- i) ABBRS will endeavour to promote and maintain the highest degree of physical, mental, and social well-being of its staff members, and shall as far as is reasonably practicable ensure that working conditions and all work activities and workplace locations are free from avoidable risks to health.
- ii) Cleanliness ABBRS is committed to keeping a clean work environment.
- iii) ABBRS will maintain workplaces that are not over-crowded. Care shall be taken to ensure that:
 - a) Adequate ventilation of workrooms is secured for circulation of fresh air. b) Sufficient and suitable lighting is provided in every part of the office in which persons are working or passing.
- iv) Adequate supply of wholesome drinking water shall be provided in the office.
- v) ABBRS shall provide sufficient and suitable sanitary conveniences separate for each sex, subject

to conformity with any standards prescribed by set rules.

vi) Protective Clothing and appliances and including, where necessary, suitable gloves, footwear, and head coverings, shall be provided and maintained for the use of workers employed in areas, which expose them to health hazards.

8.0 Staff member wellbeing and work-life balance

- i) It is ABBRS's prerogative that staff member wellbeing is achieved.
- ii) Stress Management counselling may be undertaken by staff members who require it by enlisting the help of local counselling services in liaison with the P&C Department, as provided within the medical insurance policy.
- iv) Staff Members are encouraged to discuss workloads with their manager if significant disruptions to work-life balance are occurring.

9.0 Safety and Security of staff

It is the joint responsibility of ABBRS and its staff members to maintain a safe and secure working environment. In addition to the measures put in place by the organization, staff members are expected to continually be on the lookout for unsafe working conditions or practices. If a staff member observes an unsafe condition, he/she should warn others, if possible, and report that condition to their supervisor immediately.