



## **POLICY ON PERSONNEL HEALTH AND SAFETY**

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KWC is committed to ensuring that its staff are protected from risks that might threaten their health and safety. We recognize that effective health and safety policies and procedures are essential to promoting the safest possible working environment for all KWC staff. This policy is intended to identify a small number of basic measures that are mandatory for KWC office and staff, and to outline further recommendations on health and safety considerations. The policy will be updated as we get feedback and additional information.

### **Objectives of this Policy**

- Develop a positive safety culture at KWC
- Proactively manage health and safety issues at KWC, with an emphasis on prevention.

Hence, we will institute appropriate health and safety measures in compliance with all national laws; international standards and ILO declarations and all staff will also be encouraged to register with the National Health Insurance Authority.

KWC will always be conscious of the fact the successful implementation of the health and safety policy requires the total commitment of all employees of KWC. All employees will be made aware of the potential health risks associated with the kind of work we undertake and what can be done to minimise or avoid them. Employees will also be encouraged to work together to achieve a safe and healthy work environment.

### **Safety First**

KWC believes that the safety of its employees is paramount and that it should not be compromised under any circumstances. Employees of KWC who feel that their health or safety may be at risk are encouraged to voice their concerns and, if warranted, are empowered to refuse an activity they deem dangerous without that refusal reflecting badly on their performance or incurring repercussions from their Manager.

### **Prevention**

KWC is committed to prevent, rather than waiting for accidents and injuries to occur before acting to save the situation. KWC to a large extent expects that its employees are all responsible and accountable for ensuring that high standards of health and safety are consistently maintained. Whenever a hazardous incident is identified, it will be assessed to determine the risk it poses to employees, then appropriate actions and responses will be undertaken to correct it.

### **Investigation**

When a serious incident<sup>1</sup> occur at KWC, we will ensure that an investigation is carried out to identify the causes and contributing factors, and remedial and preventive measures will be put in place if warranted.

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<sup>1</sup> A 'serious' incident is any incident where at least one of the following has occurred or was 'likely' or 'almost certain' to have occurred:

- Death of one or more people
- Permanent injury to one or more people
- Hospitalisation of one or more people
- Lost time or restricted duties for one or more people

**KWC will adhere to the following Rules in ensuring the health and safety of its employees:**

1. Develop a comprehensive, locally relevant health and safety policy for its employees to address issues such as transport, driving, etc.; any other specific risks that are relevant and comply with all applicable national laws.
2. Always appoint a focal person, responsible for communicating with all staff on health and safety issues as well as for monitoring health and safety practices.
3. Brief visitors embarking on field visits with KWC staff on relevant health and security considerations.
4. Explore and seek to provide the most effective and relevant vehicle insurance coverage for its official vehicle.
5. Ensure that employees who travel have adequate medical coverage for the destination of their KWC business related travel.
6. Not insist that an employee undertakes an activity that he or she reasonably feels put his or her health or safety at significant risk.
7. Whenever a serious incident<sup>1</sup> occurs, the GM of KWC together with the Executive Director will investigate the causes and contributing factors, put in place remedial or preventive measures, and inform the KWC Board.

**Seven rules that all KWC staff members are expected to adhere to**

Each KWC employee will:

1. Comply with the organisation's health and safety policy.
2. Conduct themselves responsibly at all times, with a view to ensuring the health and safety of themselves and others.
3. In the field, take all due precautions to avoid personal injury and risks of an external nature in the course of their duties which could prove detrimental to their health. Particular care will be taken when travelling at night or in field locations.
4. Weigh risks involved in an activity and evaluate his or her comfort level with it.
5. Before travelling, consult travel advisory ratings for travel in-country and internationally, and inform themselves on the health and safety situation in the destination.
  - For destinations with a low or moderate risk rating, the employee will take all reasonable precautions for their health and safety, including preventative medicine if recommended. In all cases, the employee will provide Managers with an itinerary and emergency contact information.
  - For destinations with a high risk rating, employees will seek their Manager's approval for travel, and will provide justification for travelling and a travel plan

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• Any incident of abuse or harassment that is based on gender, race, religion or ethnic background.

- Employees will not travel to areas in or out country with an 'extreme' risk rating.
6. Not travel on blacklisted airlines when an alternative exists. Safety is a higher priority consideration than cost.
  7. Be responsible for ensuring that their medical insurance coverage is sufficient to cover hospital/treatment costs as a result of illness or disease, as appropriate to local circumstances.

Breach of any of these rules will be treated as a disciplinary incident.

#### **RESPONSIBILITY**

The GM is ultimately accountable for the efforts to protect the health, safety and welfare of KWC's employees and for ensuring that the health and safety policies are implemented. She/he will be responsible providing regular orientation to all employees. However, final decisions in emergency situations lie with the Executive Director.

The GM will promote health and safety awareness at every given opportunity. S/he will ensure that employees receive adequate information on KWC's health and safety measures and are effectively implemented.

The GM will also ensure that employees are advised that they will be held accountable if they fail to comply with safe work practices or the rules

All serious incidents will be reported to KWC Board of Directors through the Executive Director.

#### **General Manager's (GM) Responsibilities**

The GM is accountable for the efforts to protect the health, safety and welfare of employees and for ensuring that the office health and safety policies are implemented. She/he is responsible for ensuring that financial and human resources are allocated to implement and ensure compliance with a health and safety risk management programme that is in line with or exceeds local legislation and for providing regular orientation to all employees.

The GM will promote health and safety awareness at every opportunity. They will ensure that staff receive adequate training, and that health and safety measures are effectively implemented. They will also ensure that employees are advised that they will be held accountable if they fail to comply with safe work practices or the rules for staff.

As a matter of policy, the Executive Director will report all serious incidents to the Board of Directors of KWC.

#### **Employees' Responsibilities**

- All KWC employees have an obligation to understand the health and safety policy as well as the security situation of their environment, including familiarity with the political, social and cultural features within the environment in which they work or travel.
- They will familiarise themselves with the health and safety measures in place at KWC.
- They have the duty to identify and address issues of safety, and to report any hazardous situation, injury or incident to their Supervisor or Manager. They are accountable for adhering to the seven rules for employees listed above.

As a rule of thumb, all employees are encouraged to remember this simple message as they go about their duties to achieve KWC's mission:

"And please remember that safety comes first. No matter how inspiring, groundbreaking or exciting our work is, in the office or in the field, please take measures to ensure your own safety and the safety of your colleagues."