



Punjab Skills Development Fund

Health Safety and Environment Policy

Approval Date: January 08, 2021

Effective Date: January 08, 2021

Version Number: 1

Last Review Date: -

Next Review Date: -

Policy Owner:

Approval Authority Signature: -

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1. Introduction

Punjab Skills Development Fund, hereinafter referred to as “the Fund”, is committed to provide and maintain a safe work environment for the health and safety of all employees, contractors, visitors and other stakeholders within the Fund’s premises.

The aim of this policy is to promote good health and an elevated level of safety and to ensure protection of the environment in which it operates. This Health, Safety and Environment Policy, hereinafter referred to as “the Policy”, provides guidelines to take the actions needed to ensure health and safety at work. Managers, employees and contractors will be held accountable for fulfilling their responsibilities as outlined in this Policy. The implementation of the health, safety and environmental policy will be monitored by the Chief Executive Officer through the Chief Operating Officer.

Persons not fulfilling their responsibilities as stated in the Policy shall be held accountable for it under the Policy.

2. Purpose of the Policy

This Policy aims to:

- Stimulate awareness, responsibility and commitment of Fund's management and employees to health and safety at work and for the protection of its environment;
- Ensure all activities of the Fund are carried out in safe manner. Identify training needs of the Fund employees on health and safety and for the protection of the environment;
- Identify and prevent health and safety hazards and encourage Fund employees to report potential hazards;
- To minimize its environmental effect;
- Provide the financial and human resources required to advice, implement and keep up to date with, and where possible go beyond, the legal requirements for health and safety;

3. Scope

This policy is applicable to Fund, its employees, visitors and members of public who affects or might be affected by the activities of Fund.

4. Definitions

- i. “**Fund**” means Punjab Skills Development Fund, also referred to as “**The Fund**”;
- ii. “**Board**” means The Board of Directors of the Fund;
- iii. “**CEO**” means the Chief Executive Officer of the Fund;
- iv. “**Management**” means the Head of the relevant department or any designated person by the Head of the Department;
- v. “**HR Department**” means Human Resource Department of the Fund’

- vi. **“Competent Person”** is someone who has the necessary skills, knowledge and experience to carry out the work safely;
- vii. **“First Aider”** is an employee designated by the Fund for such a position and is who is qualified to give first aid treatment in the event of an injury or illness;
- viii. The term **“Contractors”**, for the purpose of the Policy, includes third party consultancy staff and other parties in contract with the Fund.

5. Roles and Responsibilities

5.1 Board of Directors

Apart from the roles and responsibilities of the Board stated in the Board Charter, the Board has the following responsibilities regarding Health, Safety and Environment Policy of the Fund:

- To approve and implement this policy.
- To set the direction for effective health and safety management. To achieve this, the Board should integrate health, safety and environmental considerations in its decision-making;
- To ensure that Chief Executive Officer and Chief Operating Officer (COO) performs their roles in the implementation of the Policy and to ensure proper training of management and employees of the Fund;
- To establish a system of identifying and managing risks relating to health, safety and environment;
- To ensure that Fund is operating under acceptable environment protection standards.

5.2 Chief Executive Officer

The CEO is responsible, along with other responsibilities stated in the Board Charter, for the provision of a safe, healthy and an environment friendly workplace for all employees, contractors, and members of the public. The CEO shall be responsible for bringing health, safety and environmental matters to the attention of the Board of Directors, on the recommendation of COO;

5.3 Chief Operating Officer

The responsibilities of COO include the implementation of the policy and to ensure that Fund's all employees are aware of their responsibilities and each of them administers the requirement of this policy within their department and with due regard to all other departments. COO shall review Accident Report Book on quarterly basis and present major accidents/incidents, which require Board's attention and action, to the Senior Management Committee.

5.4 Administrative Department

The roles and responsibilities of Administrative department, includes but are not limited to, the following:

- To work closely with management for implementation of the policy and make sure that the Board, and all employees including First-Aiders are aware of their roles and responsibilities;
- To arrange for trainings and presentation sessions on regular basis or when found necessary, through the HR department;
- To designate the employees recommended as the First-Aiders and provide them with the necessary training and equipment keeping in view the requirement of the department and the management's expectations;
- To keep appropriate record, in the Accident Report Book, of all accidents and incidences within the Fund observed and reported by the Management, first-aider and by any other employee, including those of Administrative department and carry our risk assessment procedure;
- To review the Accident Report Book on quarterly basis and present to the COO.
- To maintain record related to the Fire safety, for example regular checks and record findings on accessibility of fire exit routes, any fault in the fire equipment, working condition of fire alarms, time of testing of fire equipment and recording of maintenance schedule etc.;
- To propose action plan and perform follow-ups as stated later in the Policy;
- To carry out review process of the Health, Safety and Environment conditions of the Fund, atleast annually ;
- To ensure that the risks related to the areas covered in this Policy are included in the plan of Risk Management Committee.

5.5 HR Department

The roles and responsibilities of HR department, includes but are not limited to, the following:

- To provide assistance to the management, including Administrative Department, for implementation of the policy and to provide training and orientation session to management, employees including First-Aiders to inform them about their roles and responsibilities; and
- To ensure at the time of selection, that the employees are reasonably competent to comply with the Policy.

5.6 Company Secretary

The Company Secretary is to arrange an orientation session of the Board and inform them of their roles and responsibilities regarding Health, Safety and Environment Policy.

5.7 Management

The roles and responsibilities of the management, includes but are not limited to, the following:

- To perform risk assessments on activities within their department, specifically prior to engaging in new areas of operation, equipment, and implementing new work methods, purchasing new machinery or equipment, to ensure that the methods and systems of work are in accordance with the Policy;

- To ensure that all contractors employed by the Fund have a good working environment with consideration to health, safety and environment and agree to conform to Fund's Policy at the time of contract signing;
- To ensure compliance with the policy and inform the Administrative Department about any non-compliances;
- To ensure that all resources including safety equipment is made available to the employees;
- To ensure that management, employees, including the first-aider understand and fulfill their responsibilities about health, safety and environment;
- To recommend to the Administrative Department for adequate and appropriate training to be given to all employees;
- To demonstrate a commitment to continuously improving Fund's performance through effective health, safety and environment protection management;
- To report all accidents and incidences relating to the health, safety and environment to the Administrative Department on timely basis.

5.8 Employees

The roles and responsibilities of the employee, includes but are not limited to, the following:

- To ensure the health and safety of their own, and that of other people in the workplace or whom they deal in the business environment;
- To ensure the compliance with laws and regulations that are applicable on them in their work place;
- To perform risk assessment on their activities and take preventive actions, if appropriate;
- To comply with safe work practices and directions by management, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- To report all accidents and incidents on the job immediately, no matter how trivial;

6. General Hazards and precautionary measures

6.1 Electrical Equipment

Items of electrical equipment in use in the Fund's building may present potential hazards and it is important that they are installed and used flawlessly. For this purpose, only competent persons who have been trained in the avoidance of electrical hazards should be permitted to work on or near exposed energized parts. The Fund should make sure that the electricity installation and the electric equipment is suitable and is used only for the intended purpose.

The Fund shall ensure that:

- Circuit-breakers, fuses and other devices must be appropriately rated for the circuit they protect. Isolators and fuse-box cases should be kept closed and, more preferably, locked;
- Sockets, plugs and fittings must be robust enough and adequately protected for the working environment;
- Machinery has an accessible switch or isolator to cut off the power quickly in an emergency;
- Power cable supplying electrical equipment should be fitted with the right type of plug and must be capable of safely carrying the current load that the equipment will draw;
- Employees have the necessary knowhow of using the electrical equipment safely;
- Everyone has access to the sockets without overloading any one port;
- There should be no trailing cables that can cause people to trip or fall.

All electrical equipment should be examined at least twice a year to ensure that they are fit to continue to serve the purpose. The Competent person should make more frequent checks for items that are more prone to damage.

6.2 Slips, trips and falls

To avoid employees being exposed to the risk of injury through trips, slips and falls, all walkways and stairs in Fund's office should be maintained in best condition through good housekeeping, quality of the walking surface, installation of handrails, and instructions should be giving of wearing proper footwear. Floor coverings should be regularly checked and must not be slippery or contaminated and electrical power leads should be routed carefully. There should be adequate light levels, without glare or shadowing, to highlight potential slip or trip hazards.

6.3 Lighting and working conditions

All work areas should have proper lighting and should be well lit, either by natural light or artificial light, so that employees are able to carry out their work safely and without risk to their eyesight.

Poor lighting and distractions such as unfamiliar or unexpected loud noises, or extreme environmental conditions, such as extreme cold or heat, can impact a person as well as promote slip or trip hazards in their path. All distractions, like those mentioned, should be minimized as much as possible.

7. General Health and Safety Arrangements

7.1 Manuals and Poster/Banners at Work Place

- The Fund's code of conduct and Health and safety policy should be displayed at workplace.
- The Fund should display hazards signs across the work place in accordance with International Standards on health and safety.
- Notices to comply with the HSE measures shall be displayed across the Fund premises.

7.2 First-Aid Box and First-Aider

- A First-Aid boxes should be placed at appropriate locations in the Fund.
- Person/s, designated as first-aiders, shall be selected from every department and should be given training in emergency first aid. The First-Aider should be made responsible for ensuring that the box is kept fully stocked, when an accident occurs, it must be recorded in the Accident Report Book.

7.3 Training and presentations for the employees

- Every new employee should be given training on how to work safely and without putting their health at risk, including training on fire safety responsibilities.
- Training should be given to develop a positive health and safety culture across the Fund.
- Regular presentations regarding health, safety and environmental shall be given to the employees by HR department.

7.4 Fire Safety

- Fire extinguishers must be made available on suitable locations across Fund's premises;
- Employees should be given fire safety training including emergency evacuation drills at regular intervals;
- Check periodic review of fire safety equipment under the review process of the Health, safety and environment;
- Appropriate record should be maintained in relation to the following:
 - i. Fire Alarm testing
 - ii. Fire Alarm maintenance
 - iii. Employees fire safety training

7.5 Safety from unauthorized access

- Use of fences, gates, guards and video surveillance around the perimeter.
- Implementation of identification cards to verify people entering the premises, including visitors, contractors and personnel.
- Entry of unauthorized person should not be allowed without authentication.
- Lock up areas with sensitive information.

6 Environment Protection Measures

- Fund should ensure compliance with National Environment Quality Standards issued by Pakistan Environment Protection Agency from time to time and shall ensure that the company is complied with Pakistan Environment Protection Act, 1997 (PEPA).

- New employees should be given training and instructions on environmentally considerate actions, such as paperless working, electricity and water saving techniques etc. that are expected to be undertaken by the employee.
- All devices and electronic equipment, such as air conditioners, lights etc., should be switched off when they are not in use and before leaving.

7 Reporting and monitoring of accidents and incidents

- Accidents and incidents should be reported, investigated and appropriate action should be taken to prevent reoccurrences by the management. All incidents (including minor incidents, near misses and potential hazards), no matter how trivial, should be notified to the Administrative department.
- Following an accident, the area should be made safe and line managers should be notified if employees have been injured.
- Employees will be responsible for informing managers of any resulting time-off or illness following an accident at work.
- Chief Executive Officer shall place before the Board. on recommendations of the COO, name of the department, accidents and incidents occurred and reported during the period, name of the person responsible, if any, for the accident or incident and action plan to ensure compliance with health, safety and environment standards.
- The Board shall review and approve the action plan presented by the CEO and may suggest any further action points, if it deems appropriate.

8 Action and Follow-up

- Administrative Department shall compile list of all reported incidents and shall carry out a risk assessment of happening of the same event in the future.
- Administrative Department shall prioritize the risk in compliance with risk management policy and shall prepare an action-plan to be communicated to the management.
- Risk Management Committee shall review the action plan and shall follow-up on the issues discussed in prior meeting.

9 Review of the Policy

The policy should be reviewed at least annually to ensure it remains relevant and appropriate to the Fund by the CEO, Administrative Department or First-Aider of the Fund. Any revision required due to any changes in law or because of increase in the expectations of its stakeholders or due to any major change in the business environment in which it operates shall be presented to the Board through CEO.

10 Effective Date

Health, Safety and Environment policy will be effective from the date of its approval by the Board of Directors i.e. January 08, 2021.

