



AFR

Health and Safety Policy



ACCESS TO FINANCE RWANDA

Health and Safety Policy

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1. Introduction

The Rwanda law and ministerial orders regulating labour and occupational health and safety provides for the health, safety and welfare of persons employed, and all persons lawfully present at workplaces and related areas such as location, vessel, land where a worker is in the course of employment. The law mandates employers to provide and maintain premises, systems, procedures and tools of work that are safe and without risk to workers' health. AFR recognises and complies with its moral and legal obligation to provide a safe environment for its employees in line with all the relevant guidelines.

2. Policy Statement

AFR is committed to ensuring and promoting, so far as is reasonably practicable, the Health, safety, welfare and environment of its employees and others who may be affected by it and seeks the co-operation of all employees for that purpose. AFR recognises that injuries and illnesses may happen in any environment and its objective is to reduce the incidence of these in the workplace to an absolute minimum and always to aspire to employ best practice so far as reasonably practical. AFR acknowledges that health and safety in the workplace is the responsibility of all staff.

3. Purpose

This policy sets out AFR's commitment to ensure the Health and safety of its staff and premises. It enables AFR to meet its legal and moral obligations as well as lay out the roles and responsibilities of those involved in ensuring the health and safety of staff in the workplace.

4. Scope

This policy applies to all employees of AFR and all AFR's associated parties (both during and outside regular working hours) including implementing partners, vendors, contractors and any other third party. It also applies to visitors to any AFR premises, which includes anyone else hosted by AFR or visiting AFR implemented or financially supported programs (collectively "Visitors"). The term 'AFR staff' will be used throughout this policy to refer to those within scope.

5. Designated Health and Safety lead

The COO has been designated as the lead in health and safety within AFR. The Health and Safety lead will be responsible for creating relevant guidelines to supplement this policy. This includes risk assessments, training, receiving and managing health and safety concerns.

The health and safety lead will work with the Senior Management Team (SMT) to manage risks.

6. Risk Assessment

AFR will conduct a risk assessment with a view to identifying any health and safety hazards. The risk assessment will guide the proportionate application of preventive and protective measures.

Preventive and protective measures will be taken in light of the outcomes of risk assessment to ensure that all equipment, tools and process used by staff are safe and without risk to health and comply with the expected requirements. Such mitigation actions may include the provision of information, instruction, training or provision of safer equipment to staff as is necessary.

7. Facilities

AFR will ensure proper cleanliness, ventilation, lighting, drainage of the floor, sanitary convenience, avoid overcrowding and control air pollution, noise and vibration at the workplace. Staff must not deliberately create situations that will be deemed to be a potential hazard to others but must ensure the facilities are at all times kept in the appropriate condition.

Hazards and warning signs will be put in place to ensure that staff are well aware of any areas that may pose a threat to their safety, such as spillages or wet floors. Where these are displayed staff must take responsibility to avoid and be cautious when moving around such areas.

AFR will provide safe equipment at the workplace, which may include appropriate seats, adjustable desks, screens, desktops to minimise any health and safety risks to staff. Staff must make use of such equipment when provided.

8. Provision of Personal Protective Equipment

Where necessary, AFR will provide guidelines as well as protective equipment to staff working with equipment or on areas that may present a health or safety risk. Where these are provided, staff must adhere to this policy, follow the guidelines and use the equipment provided.

9. First Aid Kit

First aid kit has been provided to ensure that staff get immediate help if taken ill or injured at work. The first aid kit is in the custody of the health and safety lead who will ensure it is suitably stocked.

10. Fire Safety

AFR premises are adequately equipped with fire equipment. Guidance on how to use them will be provided to staff to ensure they are well acquainted with safety measures.

Emergency plans have been put in place, which includes evacuation and assembly procedures, posted evacuation maps, reporting and communication practices, training, and drills. Appointed fire marshals as led by the Health and Safety lead shall oversee the implementation of the emergency plans.

11. Training and Awareness

All members are inducted and trained on this policy and supporting guidelines. It is mandatory that each member understands the requirements of this policy.

AFR will also provide training to staff who will be tasked to work on any equipment that may be considered hazardous or pose a risk to their health and safety. The training will inform the users of any risks and imminent danger.

Attendance to the annual health and safety training is mandatory for all staff.

12. Reporting a Concern

If staff notice a defect or potential risk whether it be in an office, or elsewhere in the workplace they must report it to immediately. All security incidents must also be reported immediately.

Staff who have any concerns regarding their health and safety at work are encouraged to report it through their managers or directly to the COO. Such concerns may include accidents or incidents, near misses or work-related illnesses. Managers who receive such reports and concerns must promptly report them to the COO.

Staff may also report concerns using the whistleblowing hotline as laid out in AFR Whistleblowing Policy.

13. No Retaliation

AFR does not tolerate any form of retaliation or discrimination against any staff or person who has reported a concern.

The full protection for persons making reports can be found in AFR Whistleblowing Policy. Anyone who experiences retaliation for reporting should immediately report to the COO or make a report using the whistleblowing hotlines.

14. Managing Health and Safety Concerns

All concerns received regarding health and safety risks will be managed accordingly by the COO.

Where necessary investigations may be conducted to address reported concerns, these will be overseen by the health and safety lead and be conducted in line with the stipulations written down in the whistleblowing policy.

Deliberate violations of this policy can be grounds for disciplinary action or where a criminal offence has occurred; it may necessitate reporting to authorities.

15. Security

AFR values the security and well-being of staff and has put in place measures to ensure that the security of staff is safeguarded when undertaking work duties. Line management are responsible for security of staff they manage. Staff must report security concerns through their line management onto the COO. Security risk should be assessed prior to staff traveling to project location and any other locations subject to availability of information.

Security risk management plans covering security protocols will be prepared by the health and safety lead in conjunction with project managers. These protocols will provide guidance to staff in dealing with different security situation. All staff are obligated to read and understand the security protocols.

16. Insurance coverage

AFR will provide workers injury and health insurance cover for all its staff in line with the Human Resources Policy.

AFR assets will be insured in line with process laid out in the finance manual.

17. Roles and Responsibilities

All staff have a responsibility to read, understand and fully comply with the requirements of this policy and any other health and safety guidelines. All staff have a mandatory duty to report health and safety concerns and potential hazards they come across and observe all safety rules and instructions. Staff must also ensure their health and safety and that of other persons who may be affected by their actions or omissions.

Line managers are responsible for the health and safety of all employees under their supervision. This includes responsibility for appropriate training and instruction, proper follow up on reported health and safety concerns, and implementation of recommended corrective action. This accountability will be integrated into the performance appraisal system.

COO and CEO are responsible for overseeing the full implementation of this policy in all aspects of operations, including the investigations of complaints related to this policy.

The AFR Board is responsible for providing governance oversight over the implementation of this policy and is responsible for ensuring that there are appropriate procedures and systems in place to safeguard the health and safety of staff.

18. Review of this Policy

The health and safety lead is responsible for overseeing and updating this policy and associated procedure, taking into consideration any legal obligations and other external requirements. In updating and reviewing this policy and any related procedures or guidelines, health and safety lead will staff participation. This policy will be reviewed after every five years and whenever necessary.

19. Related policies

1. Employee Code of Conduct
2. Risk Management Policy
3. Whistleblowing Policy
4. Misconduct, Grievance and Disciplinary Policy

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