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Guidelines for Workplace Health and Safety



Global
Green Growth
Institute

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Robert Dawson

Signature

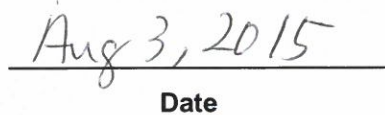

Date

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Amendments

Amendments shall be made by the authority of the Deputy Director-General, Head of Management & Administration of the Global Green Growth Institute ('the GGGI' or "the Organization"). Nothing in this manual can overrule or impair any obligation laid on any person by any other law. All queries on the interpretation of this manual or any matters not covered should be addressed to Head of Corporate Services.

Circulation and Control

This document shall be distributed and introduced to all staff of the GGGI. If changes are made, then the revised version shall be circulated after authorized approval and shall bare a revised number. The old version shall be withdrawn from circulation and stamped obsolete.

Circulation of the Guidelines outside the organization shall be done only with the prior approval and authority of the Deputy Director-General, Head of Management & Administration.

1. Objective

- 1.1. The objective of this document is to establish guidelines and principles to prevent accidents, injuries and illness resulting from all foreseeable workplace hazards and risks and to respond rapidly and appropriately when these occur in order to maintain health and safety of all GGGI staff and workplaces.

2. Roles & Responsibilities

- 2.1. All staff member and consultants at all levels are responsible to take care of the health and safety of themselves and others and preventing any injuries or accidents by complying with this policy and cooperate with supervisors on health and safety matters. All staff member or consultant must report any hazardous conditions, injury, accident or illness related to the workplace.
- 2.2. GGGI Management is responsible to ensure that GGGI is firmly committed to maintaining the health and safety of all staff as a priority for the organization and ensuring that GGGI provides a safe workplace for its staff.
- 2.3. Head of Corporate Services and Facilities Team shall oversee and be responsible for ensuring safety of equipment and facilities, make assessment of risks and hazards and take appropriate actions and measures, and general safety in the workplace with objective of eliminating the possibility of injury and illness.
- 2.4. In the offices outside HQ, the Country Representative and the equivalent Health & Safety Focal Point shall oversee and be responsible for safety and assessment of risks and hazards in the workplace in coordination with Head of Corporate Services and the Facilities Team.
- 2.5. Direct supervisors shall have general responsibility for ensuring the safety of the staff under their supervision, and that the staff follow this guideline and participate in related training and drill.

3. Health and Safety Measures

- 3.1. GGGI shall maintain and implement Crisis Management Framework that may put in action for crisis or emergency response - evacuation of the workspace in case of fire or other accident, or evacuation from the country where GGGI is represented in case other significant incident
- 3.2. All GGGI offices shall maintain localized emergency procedures and contact list that is in compliance with GGGI Crisis Management framework.
- 3.3. GGGI shall strive to provide safe work place and healthy work environment and shall regularly make risk assessment and take appropriate actions to eliminate or reduce these risks, including, but not limited to,
 - Fire protection: fire alarm system, protective elements such as fire extinguishers
 - Medical Services/First Aid: Availability of First Aid Kit, appropriate announcement and action in case of outbreak of contagious diseases,
 - Security: GGGI office is managed in secure way, or located in place with entry control to limit unauthorized access.
 - Safe environment: All facilities are maintained and repaired properly, emergency exit path and aisles are kept clear and exit doors are clearly marked.
 - Clean and hygienic: Work areas are kept clean, orderly and hygienically.
- 3.4. GGGI shall strive to continuously raise awareness of and improve its Health and Safety standard and provide training and inform staff, including but not limited to

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- Information session about Workplace Health and Safety
 - Informing good practices regarding ergonomics and sitting positions,
 - Provide training for evacuation and other medical emergencies – use of first aid kit or CPR training