

UCEP-Bangladesh
Plot - 2 & 3, Mirpur - 2, Dhaka - 1216.

1. Health Safety and Environment Policy and Guidelines

1.1 Health, Safety and Environment (HSE) Policy

UCEP-Bangladesh shall have a systematic approach to HSE management, which is designed to ensure compliance with the law of the country and with the ILO Conventions and recommendations and to achieve continuous HSE performance improvement by setting targets for improvement and measuring, appraising and reporting performance. UCEP-Bangladesh tries to promote HSE in all its programs and activities in line with this policy, necessitating joint ventures under its operational control to apply this policy and using its influence to promote it to other parties, and also including HSE performance in the appraisal of staff and rewarding accordingly.

1.2 HSE Management System

The HSE Management System for UCEP-Bangladesh shall be based on the mandatory procedure for an HSE Management System. The purpose of the HSE Management System is to identify, in a systematic manner, HSE critical tasks, which individual within the organization must carry out in order to manage HSE risks which are under their control or over which they have some influence.

1.3 HSE Management System Elements

UCEP-Bangladesh is highly concerned about environmental safety and harmonious ecological balance. We are continuously striving to minimize the environmental impact through our operational excellence. UCEP-Bangladesh is committed to an eco friendly environment and its facilities are carefully designed and operated to prevent all forms of pollution. One of the primary concerns of the organization is to contribute in keeping the earth clean. UCEP is aware of its responsibility of caring for the environmental effects of its programs and activities to a practical minimum.

1.3.1 Leadership, Planning, Commitment and Review

UCEP statement of commitment to HSE shall be expressed in the HSE policy statement and be widely publicized at all locations. The Management Team shall review HSE performance monthly.

1.3.2 Policy and Strategic Objectives

The UCEP Health, Safety and Environment Policy, signed by the Executive Director shall be widely publicized and be in perfect line with the law of the land. HSE objectives shall be derived from the overall corporation objectives which support the corporate HSE Policy.

1.3.3 Hazards and Effects Management

All activities and operations of UCEP which have potential to cause harm will be formally evaluated. These include injury or ill health to people, damage or loss to assets, and adverse effect on the environment and neighbors. The objectives is to identify and assess the risks associated with activities and operations, and to implement controls to ensure that risks are eliminated or are as low as reasonably practicable. UCEP uses internationally recognized zed methods such as Environmental Impact Assessment (EIA) and shall use Social Impact Assessment (SIA) for this purpose.

1.3.4 Standard, Procedures and Document Control

The term "standard" is used to refer to all documented policies, codes of practice, standards, procedures and guidance referred to in the HSE Management System. UCEP shall have a process for ensuring that all such standards are maintained in an up-to-date status relevant to their HSE importance.

1.3.5 Implementation, Monitoring and Corrective Action

HSE critical activities are those activities in UCEP's operations that would be identified by the Hazards and Effect Management Process, as vital to ensure asset integrity, prevent incidents and / or mitigate adverse HSE effects. Each HSE critical activity will have a number of HSE critical tasks, which must be carried out to enable the HSE critical activity to be completed without prejudice to asset integrity, incident or adverse HSE effects. Each HSE critical tasks will have an action party responsible for carrying it out.

1.3.6 Training

Periodic training shall be arranged among the employees of UCEP to adopt and implement the changes and challenges of the environment and controlled use of natural resources and also to promote cautiousness to protect health and augment the safety discipline.

1.3.7 Audit

Audits shall be conducted regularly on all UCEP activities to assess the overall quality and effectiveness of the HSE Management System.

2. Specific Objectives

2.1 The objectives of this policy are to:

- Demonstrate UCEP's Commitment to Health and Safety of all its employees, and protection of physical and social environment.
- Make the UCEP premises safe and healthy for inmates and visitors.
- Minimize the risk of injury and manage to property and environment.
- Minimize the risk of violence and incidents of harassment.
- Endeavour to respect, support and uphold international human rights.

2.2 In UCEP-Bangladesh, we are all committed to:

- Pursue the goal of no harm to people
- Eliminate discrimination in workplace and abolition of child labor.
- Protect the environment.
- Use material and energy efficiently to provide our products and services.
- Develop energy resources, products and services consistent with these aims.
- Publicly support on our performance.
- Manage HSE matters efficiently.
- Promote a culture in which all UCEP employees share this commitment.

2.3 In this way we aim to:

- Have an HSE performance UCEP can be proud of
- Earn the confidence of people, target group and society at large.
- Be good partner in to the society and to contribute in social development and environment responsibility.

3. The Policy

3.1 UCEP-Bangladesh

- shall have a systematic approach to HSE management designed to ensure compliance with the law and to achieve continuous performance improvement.
- shall set targets for improvement and measures, appraises and report performance.
- shall require all to manage HSE in line with this policy.
- shall include, HSE performance in the appraisal of staff and rewards accordingly.

4.1 GUIDELINES

4.1.1 UCEP - Bangladesh is dedicated to some very basic principles, foremost of which is to pursue the goal of protecting the workplace health and hygiene, safety and physical & social environment. It has a corporate obligation to report publicly on its performance and to play a leading role in promoting best practices in its working procedures. This involves managing Health, Safety and Environment (HSE) matters and promoting a culture in which all employees share this commitment.

4.1.2 By adhering to these commitments it aims to have an outstanding HSE performance with minimum Lost Time Incident and earn of the confidence of all people whilst contributing to ever increasing achievements in the field of education, skills training and offering employment.

4.1.3 The most critical HSE issue in UCEP is encouraging staff about developing a mindset which constantly seeks a better way of doing things. The fundamental tool is the HSE Management System. It is a description of the mechanisms and processes that needs to be used to manage and monitor HSE risks and safeguards. The biggest challenge to implement a successful HSE Management System in Bangladesh is that the concepts are still new to many and need to be practiced and applied. In an organization where everyone is very busy, it is easy to push HSE issues to one side, which seems fine until the first major accident or environmental incident after which regrets are to late. Awareness and application are the biggest challenges that need to be overcome by education, training through line management and open lines of communication.

4.1.4 UCEP's commitment to HSE reflects valid organisational interests, which can be measured in bottom line performance. An organisation that does not look after its people and staff alike and which does not have concern for the environment cannot ultimately be a viable organization. The integrity of UCEP as an organisation depends upon the pride of its management and staff in what they do.

4.2 The Safety - related guidelines

- Display of appropriate safety signs and symbols wherever necessary.
- Installation of Fire Fighting System in all UCEP establishments.
- Semi-Annual Fire drill in all UCEP establishments.
- All staff covered under Insurance.
- All Fixed Assets of UCEP covered by Insurance.
- Routine preventive maintenance services done for all machines and equipment to ensure safe handling.
- Spacious workplace with adequate ventilation.
- Sufficient light for working safely alongwith auto start backup Generator.
- Elbow height table and footrest for protection from neck and back pain.

- Straight sitting chair backrest for keeping the vertebra straight reducing excess labor and pain.
- Clean and obstruction-free walkways; all surface running wires well-installed covered and signed.
- Clean, dust-free and well-maintained workplace with sufficient light.
- Clean office and workstations.
- Putting the cell phones in silent mode during meeting / seminar.
- Putting the power off before leaving office.
- Wall and ceiling having soothing colours.
- Adequate clean and well maintained toilet facilities with proper exhaust system for employees as well as visitors.
- Separate toilets for men and women.
- Regular replenishment of soaps and toilet papers and towels.
- Safe drinking water in all floors / offices.
- Hygienic kitchen with clean and well-maintained utensils, crockery and cutleries.
- Safe electrical connections to all equipment and switches.
- Required circuit breakers are in place in all UCEP establishments for isolation in case of electrical hazard.
- Placement of fire extinguishers in all floors and checking their efficacy periodically.
- Evacuation plan prepared, displayed and roles and responsibilities during emergency are clearly defined.
- Adequate first-aid facilities in all premises.
- Compulsory wearing of ID cards all the time while in office.
- Compulsory wearing of dresses in specified areas and safety gears (seat belts, helmet, life jacket) in appropriate vehicles.
- Cleaning services staff to wear aprons, gloves and masks while doing cleaning job and wash-up hygienically.

4.3 Safety of Organizational Information

- Regular backup of all important data / information and store those offsite.
- All Network servers are Password protected and periodic change of passwords.
- All Individual workstations (computer) are Password protected with mandatory provisions of periodic change of passwords.
- Use of pirated software prohibited.
- Standardization of software.
- Monitoring of Browsing (wherever applicable)
- Archiving of important files and documents.

4.4 Health - related Guidelines

- Provision of availability of first aid box in all UCEP premises.
- Provision of workplace Medical Consultation Services - to address emergency health conditions and minor medical problems, on call medical services are provided through medical graduate working at HQ.
- Guideline on used needle disposal, disposal of used needle and syringes to keep safe from contracting diseases.
- Actively promote the health of employees and target group.
- Provision of fitness center at HQ equipped with exercise equipment to encourage exercise.
- Keep the office premises smoking free.
- Arrange regular lectures on health issue for staff.
- Conduct behaviour change communication (BCC) through local and mass media on health issues.
- Make provision of medical leave for all employees.
- Make provision of maternal leave as per the law of the land.
- Guidelines should be followed by all employees of UCEP for enhancing the healthcare and protecting the health.

4.5 Environment - related Guidelines

- Keep UCEP Head Office, all field offices and other premises as non-smoking zone.
- Monitor that noise level must not cross allowable sound limit.
- Minimize and control use of strong fumed cleaning or maintenance agents.
- Air-conditioning should be kept at comfortable temperature level.
- In-door plants should not have residual water stagnated in the pots.
- Take all measures to minimize air pollution through regular checking of vehicles used by UCEP, generators and other exhaust bearing machineries.
- Make an efficient and an effective system for the disposal of scraps and other wastes.
- Proper treatment of all effluent shall be ensured before discharging to the nature to prevent the contamination of environment.
- Plant trees in UCEP premises and encourage neighbors.
- Imbibe the habit of reusing usable materials e.g. Paper, envelopes etc. and switching off electricity when not required.
- Install safe system for the disposal of computer hardware, diskettes, CD's, magnetic tapes etc.
- To continually promote UCEP's environmental policy to all for achieving a common goal of eco-friendly environment.

4.5.1 A safe healthy and environment - friendly, workplace is to be created and maintained through the provision of proper facilities, equipment, training, services and by promoting HSE policy and raising consciousness at all levels of UCEP employees. It is important that the approved health safety and environment policy is the base for conducting regular HSE activities. Regular visits to the workplaces monitoring of compliance with the HSE policy, and maintaining and analyzing records of accidents and incidents by the concerned officials, are required for enhancing workplace HSE performance.

4.6 Monitoring of HSE Policy

4.6.1 Monitoring of HSE policy is required in order to ascertain whether and how the Organization's operations affect the environment and compliance of policy contributes in creating a safe and healthy workplace.

4.6.2 Periodic monitoring will be done on the implementation and compliance of HSE throughout the Organization using a pre-designed checklist. All location heads will require filling out the Format. The report will be shared with all concerned.

4.6.3 The results will be used actively in Organization's internal control system and may lead to new improvement measures.