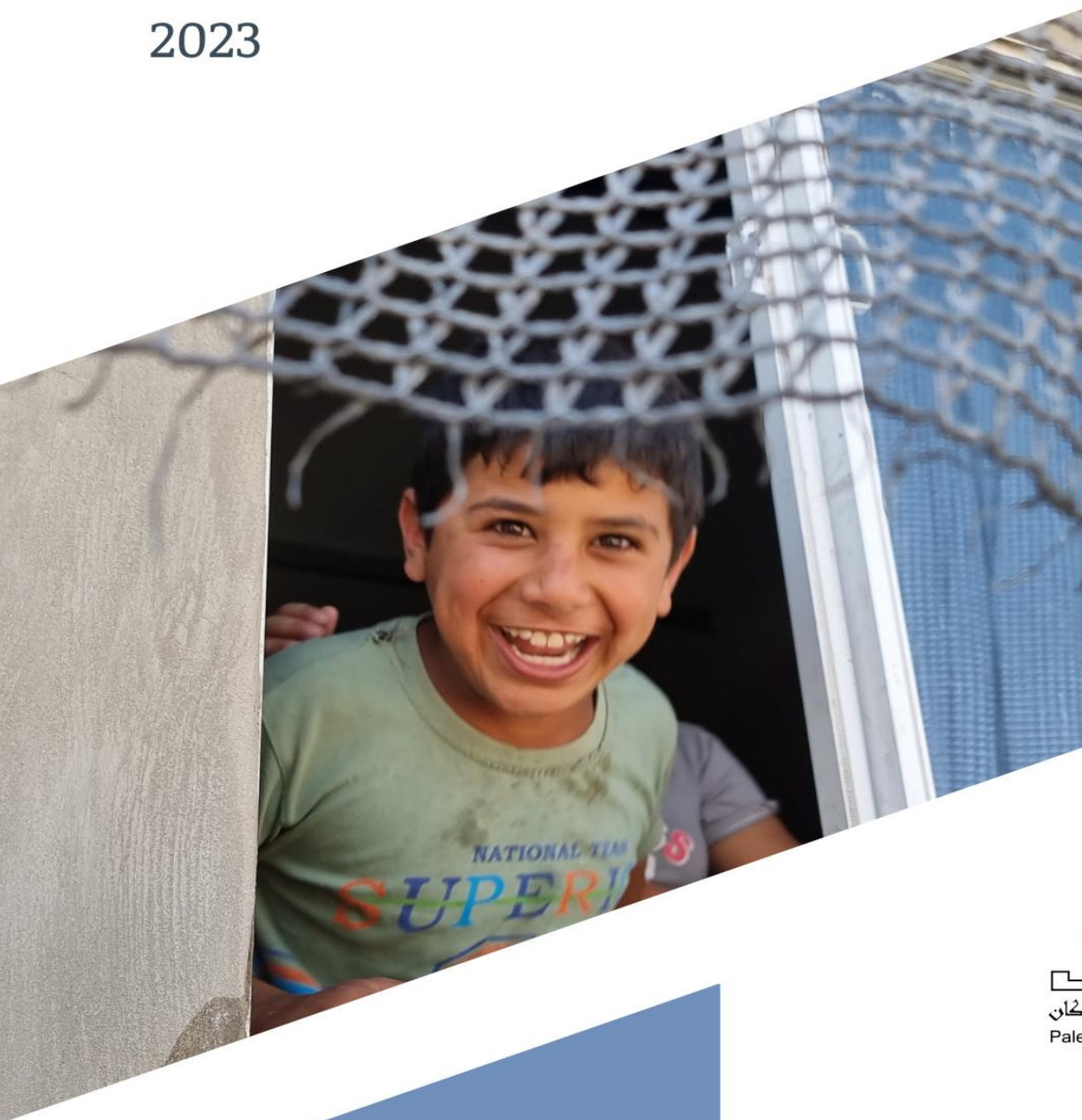


HEALTH AND SAFETY

POLICY

2023



Palestinian Housing Council

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The strength of the Palestinian Housing Council (PHC) relies deeply on our steadfast commitment to implement all policies and guidelines throughout the execution of PHC's programs and projects. It is our endeavors that form the foundation of our enduring success, and strive to embody the highest ethical and professional standards. This commitment is essential to accomplishing our humanitarian and societal goals and mission. We emphasize the commitment of all PHC employees, across various administrative levels, to adhere to specific policies and frameworks applicable to their respective domains.

These policies and guidelines, signify our complete involvement in building a sustainable and equitable community. They express our fervor in delivering optimal housing services to the community in which we live and operate. The application of these policies is a fundamental pillar in building the PHC's reputation as a trusted entity, committed to sustainable development and earnest work.

Dr. Samieh Al-Abed



Chairman

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Policy Statement

The PHC recognizes and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers. (Paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act. PHC Health and Safety Policy helps us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. PHC is committed to following legal standards and creating a hazard-free workplace.

Scope

PHC Health and Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors, and consultants.

Purpose

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to cooperate with the PHC in all safety matters, in the identification of hazards that may exist, and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of working space, equipment, and safe systems of work.
- Maintain safe arrangements for the use, handling, storage, and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative).
- Make, as reasonably practicable, safe arrangements for protection against any risk to the health and safety of the general public or other persons that may arise from the PHC's activities.
- Make a suitable and sufficient assessment of the risks to the health and safety of employees and of persons, not in the employment of the PHC arising out of or in connection with the PHC activities.
- Make a specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.

- Provide information to other employers of any risks to which those employer's workers on the PHC's premises may be exposed.

PHC Organizational Commitment

The PHC will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers and visitors to its premises and, in general, to:

- Make workplaces safe and without health risks.
- Ensure plant and machinery are safe and those safe systems of work are set and followed.
- Ensure articles and substances are moved, stored, and used safely.
- Give volunteers/ workers the information, instruction, training, and supervision necessary for their health and safety.

In particular, the PHC will:

- Assess the risks to the health and safety of its volunteers/workers.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organization and arrangements in force, and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety, and welfare requirements, eg. for ventilation, temperature, lighting, and sanitary, washing, and rest facilities
- Make sure that work equipment is suitable for its intended use as far as health and safety are concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Report certain injuries, diseases, and dangerous occurrences to the appropriate health and safety enforcing authority.

PHC's Staff Commitment

Employees also have legal duties, and the PHC confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their health and safety, and that of other persons who may be affected by what they do or do not do.
- To use work items provided by the PHC correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organized by the PHC.

Health and Safety Sub-committee

- The Management Committee will appoint a Health and Safety Sub-committee, including representation both of themselves and staff (both paid and volunteer): To have a broad overview of Health and Safety matters.
- To keep the PHC's Health and Safety policy and procedures under review.
- To conduct safety tours of the premises.
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health based on Health and Safety regulations.
- To take such action as may be required to ensure that the PHC's responsibilities for Health and Safety are fulfilled.
- To report to the Management Committee on their performance of these responsibilities. Contractors working in the building should report any concerns relating to their safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the PHC.

Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include an inspection of the Accident File.

Health and Safety Rules and measures

All PHC staff must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the PHC may publish from time to time. PHC takes the following preventative measures:

- When employees work in dangerous contexts or locations, PHS makes sure there are safety precautions like safety nets and ropes.
- PHC provides protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory.

- Inspectors and quality control employees inspect equipment and infrastructure regularly
- PHC holds employee training sessions in health & safety standards and procedures.
- All highly dangerous job tasks require at least two employees to be presented.
- Exposure to chemicals and radiation will not exceed a certain time limit.
- Employees who do repairs or cleaning need to put up caution signs.
- PHC prohibits smoking indoors.

Also, PHC enforces a substance abuse policy to protect employees from colleagues' misconduct.

Emergency Management

Emergency management refers to PHC's plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces. PHC emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by [*maintenance supervisor*]
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly
- Fire extinguishers and other fire protection equipment that are easily accessible
- An evacuation plan posted on the walls of each floor and online
- Fire escapes and safety exits that are clearly indicated and safe
- Fully-stocked first-aid kits at convenient locations

PHC also schedules fire drills and emergency evacuations periodically, monitor performance of health and safety procedures and revise them to ensure higher level of protection.

Additional Measures

PHC also keeps abreast of changes and tries to promote health & safety actively:

- Update PHC policy according to changes in occupational health and safety legislation.
- Use incentive actions for health & safety (e.g. presenting safe employee awards.)
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.