



THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD



BANGLADESH



BANGLADESH

THE DUKE OF EDINBURGH'S AWARD FOUNDATION, BANGLADESH

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## **Chapter 1: Introduction**

This health and safety policy depicts the process and mechanism of The Duke of Edinburgh's Award Foundation Bangladesh (THE DEA BD) to deal with the protection to well-being of employees. It is a coordinated and comprehensive set of detailed process of health and safety promotion and protection strategies that tells everyone involved with the organizations about the programs, policies, benefits, environmental supports to encourage the health and safety of all employees. This health and safety policy articulates THE DE BD's zero tolerance approach to the concurrent health conditions and multiple risk factors in an organization. THE DEA BD's Health and Safety Policy affirms its fundamental belief that an individual employee and worker should develop his own resources and capacity to continue a healthy lifestyle and positively engages in all facets of life by monitoring the effectiveness of policies and making necessary adjustments.

### **1.1 Introduction of The Duke of Edinburgh's Award Foundation Bangladesh (THE DE BD)**

The Duke of Edinburgh's Award Foundation Bangladesh is a noble initiative of six national and multinational organizations to bring the world's most prestigious award for young people "The Duke of Edinburgh's Award" to Bangladesh. The Duke of Edinburgh's Award Foundation Bangladesh is a non-profit organization that administers "The Duke of Edinburgh's Award" in Bangladesh. On 20 August 2008, the former British High Commissioner to Bangladesh HE Mr. Stephen Evans initiated the programme in Dhaka for the students of 12 leading educational institutions. Within the first month 460 students enrolled in the award and started their journey towards exploring a better self.

Since the inception, 7000 students from 54 leading institutions from Dhaka and Chittagong enrolled for the award. Bangladesh has achieved the status of National Award Authority within a very short time. The award programme in Bangladesh is being operated with direct coordination and support from the Regional Secretariat in Australia and the International Secretariat in the UK.

### **Vision & Mission**

Our mission is to provide opportunity for young people of Bangladesh to challenge themselves through leisure activities and voluntary service which they can discover their hidden abilities and gain a special sense of satisfaction and achievement. To realize our mission, we pledge to provide quality service to our young people through working in partnership with our operating units, award coordinators, award leaders and volunteers. We will pursue our mission with vision, creativity and commitment.

### **Our Role**

#### ***Filling the gap left by formal education for all-rounded development of youth***

The Duke of Edinburgh's Award is a programme about challenge, enterprise, effort and achievement. It addresses the development of the whole human being by providing a unique rewarding agenda that fills the gap left by formal education. It gives young people a chance to constructively use their leisure time, to set and achieve personal goals and to

learn about themselves and their community through experiential learning either in a group or in person.

Without doubt, The Duke of Edinburgh's award is playing an important role in youth development. Through the commitment to its programme, young people will be acquiring leadership skills, social and life skills, self-reliance and a sense of responsibility to others. Moreover, young people will have a chance to learn by experience/doing the importance of planning, commitment, perseverance, enterprise and effort. More importantly, it gives young people a very good chance to enrich their experience and to become active and responsible citizens of Bangladesh.

### ***Connecting to the society***

The well-balanced Award Programme can help our young people acquire basic leadership skills. Based on a positive assessment system, young people get to know their own interest, ability, potential, strengths and weaknesses. In the process of fulfilling the Award requirements, they will have a chance to learn how to plan the way ahead, how to set and achieve their goals. Together with the prestigious presentation of Award, young people can build up the sense of personal achievement and social responsibility, which will enhance their confidence towards the society.

### ***Building up the collaboration between the young people and adults***

The value of the support of Award Coordinators, Award Leaders and Award Volunteers is paramount and fundamental to the Award Program in Bangladesh. Adults have a wealth of experiences, abilities and attitudes, which can have a profound influence on the development of young people. In this vein, we have now more than 200 adult volunteers in support of the daily functioning of our Award. These Award Coordinators and Leaders are the backbone of the award programme in Bangladesh. It is our belief that general standards of behaviour are acquired in part by example and imitation. The abilities and moral convictions of those adult volunteers, who give their time to practice and teach any kind of worthwhile challenging Award activities, will imprint to our younger generation. Thus, the successful completion of a venture earmarks the successful collaboration between the young people and adults.

Our future plan is to promote the award all over Bangladesh.

## **1.2. Justification for the Health and Safety Policy**

It is important for the overall workplace health program to contain a combination of individual and organizational level strategies and interventions to influence health. It is a big mistake to believe that accidents will never happen in any organization or that health and safety only applies to larger or higher risk workplaces. As well as the financial reasons for managing health and safety, employers also have a legal or moral duty to do so. The law says that employers must control the health and safety risks to their workers and to others arising from the work activity. A health and safety policy is necessary for The Duke of Edinburgh's ward Foundation Bangladesh (THE DEA BD) to ensure that the employees in our service are protected. Developing and implementing a health and safety policy shows that our general approach and commitment together are actively involved with the arrangements we have put in place for managing health and safety in our organization. Effective organizational health and safety management can help to boost workers' morale and enable them have confidence in the management of the organization. The following is a list of some of the key reasons of the health and safety policy of THE DEA BD:

- To clearly demonstrate management's full commitment to their employee's health and safety
- To show employees that safety performance and organizational performance are compatible
- To clearly state the company's safety beliefs, principles, objectives, strategies and processes to build buy-in through all levels of the company
- To clearly outline employer and employee accountability and responsibility for workplace health and safety
- To set out safe work practices and procedures to be followed to prevent workplace injuries and illnesses

We provide and maintain following practicable activities without avoidable risk to the health and safety of our staff and others who may be affected by what we do:

- A working environment without avoidable risk to the health and safety of our staff, and with adequate facilities and arrangements for the welfare of staff at work.
- Arrangements for ensuring safety and absence of avoidable risks to health.
- Enough information, instruction, training and supervision so staff know how to avoid hazards and contribute positively to their own health and safety at work
- Safe ways into and out of places of work under our control

## **Chapter 2: Definition and Objectives of Health and Safety Policy**

### **2.1. Definition of Health and Safety Policy**

Safety constitutes one of the essential human needs, as postulated by Abraham Maslow in his theory of needs hierarchy. Feeling safe at work ranks as a very important factor in job satisfaction. In attempt to satisfy this need certain organizations incorporate into their policy thrusts, guaranteeing workers' safe work execution under a climate capable of enhancing the physical, mental, and emotional conditions.

In general term, health means a state of complete physical, emotional, mental, and social ability of an individual to cope with his environment, and not merely the absence of disease or infirmity. Health is the art and science of preventing disease, prolonging life, promoting physical and mental health, sanitation and personal hygiene, control of infections and organization of health services.

On the other hand, safety means freedom from the occurrence or risk of injury or loss. Safety can as well be referred to as the absence of injuries due to the interaction of the employee and the work environment. In a general perspective, safety means a condition of being safe from undergoing or causing hurt, injuries or loss. Hence, safety policies may encompass activities directed at either reducing or complete removal of hazardous conditions capable of causing bodily injuries.

A policy is a statement of intent, and a commitment to plan for coordinated management action. A health and safety policy is a documented account of how an organization will effectively manage and ensure the health, safety and welfare of its employees and others who are not its employees. The document should be able to show who does what, and when and how they do it. It can be also defined as a written statement by an employer stating the company's commitment for the protection of the health and safety of employees and to the public.

**Details on the elements of a health and safety policy are outlined in the attached regulations.**

## **2.2. Objectives of Health and Safety Policy**

The organizational health and safety management in THE DEA BD that provides for the employees 'involvement in the system development, creates an opportunity for workers' input in important affairs of the organization, hence according them high sense of belonging and commitment.

Maintaining effective health and safety management system and policy in THE DEA BD can Tremendously reduce the occurrence and level of health and safety hazards, as well as costs associated with them.

Effective health and safety system fosters better employment relations and reduces employee-management conflict. Management commitment in providing very safe workplace and procedure serves as indication of employer's concern to employees' safety, to enable them reach their highest potentials in the organization. This condition helps to reduce union grievances due to high exposure of worker to occupational hazards and accidents.

THE DEA BD with effective health and safety policy tends to have good corporate image, capable of attracting potential investors and customers. Such condition also helps in attracting and maintaining competent and safety-conscious workforce, therefore, helping to boost competitive position of the organization, by the way of contribution to increased performance, quality output and efficiency.

Tardiness and absenteeism are minimized in THE DEA BD with effective health and safety management system, as workplace hazards and accidents can be drastically reduced.

### **Chapter 3: Statement of Health and Safety Policy**

- ❖ Our statement of general policy is:
- ❖ To provide adequate control of the health and safety risks arising from our work activities
- ❖ To consult with our employees on matters affecting their health and safety
- ❖ To provide information, instruction and supervision for employees
- ❖ To ensure all employees are competent to do their tasks, and to give them adequate training
- ❖ To prevent accidents and cases of work-related ill health
- ❖ To maintain safe and healthy working conditions
- ❖ To review and revise this policy as necessary at regular intervals

#### **3.1. Accidental Benefits**

a. If an employee sustains any bodily injury as a result of accident in the line of duty, The DEA BD may provide the following, subject to the approval of the ND.

- ❖ Doctor fees
- ❖ Hospitalization cost
- ❖ Cost of medicine directly related to injury
- ❖ Other medical costs related to injury

b. However, the total amount reimbursed will not exceed Tk.10,000/-, in a year for an individual Employee, nor will payments be made for medical costs for the same injury/accident next time.

c. THE DEA BD shall not be liable for any compensation or to reimburse if an employee

- ❖ was under Influence of alcohol or drugs at the time of accident
- ❖ has willfully disobeyed an order expressly given
- ❖ willfully disregarded the safety regulations

d. All requests for medical reimbursement must be directed to HR/OD. The concerned office will submit a statement of expenses incurred with recommendation of Head of Unit/Department along with the supporting vouchers and a copy of prescription.

e. In case of serious injuries sustained during official duty, the respective office may provide an immediate advance up to an amount of Tk.5000/- to the individual concerned (or his/her family or attending staff if deemed appropriate) in order to pay for urgent medical attention.

f. The employee will be allowed Medical leave if due to him/her, however, for additional leave, the concerned Head of Unit/Department may request for ND's approval.

### **3.2. Insurances**

The Duke of Edinburgh's Award Foundation Bangladesh has established a variety of employee benefit programs designed to assist them in meeting the financial burdens that can result from illness and disability, and death as well. The organization offers to the regular full-time employees who have been employed for six months an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit equal to BDT 500,000 and the lesser for partial disablement.

The point-of-Health and Safety plan provides comprehensive insurance coverage to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace, provide clear instructions and information, and adequate training, to ensure employees are competent to do their work., engage and consult with employees on day-to-day health and safety conditions., implement emergency procedures – evacuation in case of fire or other significant incident, maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

The Administration Department will assist in making the necessary arrangements for enrollment in the Health and Safety policy. A complete description of the plans is to provide to each employee as Summary Plan Descriptions and appropriate supplements.

### **3.3. Safety**

**a)** THE DEA BD believes that safe and hygienic atmosphere at work place is a precondition to motivate male and female employees to work with THE DEA BD. In order to ensure this, the organization, to the best of its ability, will take all measures to provide safe and hygienic upkeep of the office for all the employees. In some cases it may be more necessary for female staff.

**b)** THE DEA BD staff will immediately report any unsafe conditions (if any) to the Head of Administration in the respective office.

**c)** Line managers shall insist their staff to observe and obey organization safety rules and common safety practices.

**d)** All injuries shall be reported immediately to the Line Manager and Operations Director/Head of HR/OD and Head of Admin or in their absence to the ND.

### **3.4. Emergency Procedures- Fire and Evacuation**

- ❖ Office assistant is responsible for ensuring the fire risk assessment is undertaken and implemented
- ❖ Escape routes are checked every month.
- ❖ Fire extinguishers are maintained and checked every month
- ❖ Emergency evacuation is tested every 3 months.

### 3.5. Responsibilities of the Employers and employees

#### A) Employers' roles and responsibilities

- ❖ Commissioning, organizing and coordinating the assessment
- ❖ Appointing competent people to make the assessments
- The person carrying out the risk assessment can be:
  - The employers themselves
  - Employees designated by the employers
  - External assessors and service providers if there is a lack of competent personnel in the workplace
- People can demonstrate their competence by showing that they have the following abilities:
  - an understanding of the general approach to risk assessment
  - the capacity to apply this understanding to the workplace
  - the ability to identify situations where they would be unable to adequately assess the risk without help, and be able to advise on the need for further assistance
- ❖ consulting workers' representatives on arrangements for the appointment of those who will make the assessments
- ❖ providing the necessary information, training, resources and support to assessors who are
  - ❖ the employer's own employees
  - ❖ ensuring adequate coordination between assessors
  - ❖ involving management and encouraging the participation of the workforce
  - ❖ determining the arrangements to be made for reviewing and revising the risk assessments
- ❖ ensuring that the preventive and protective measures take account of the results of the assessment
- ❖ ensuring that the risk assessment is documented
- ❖ monitoring the protective and preventive measures to ensure that their effectiveness is maintained
- ❖ Informing workers and/or their representatives of the results of the assessment and of the measures introduced (making the records available to them).

#### B) Employees' roles and responsibilities:

- ❖ As far as possible, to have any risk to his/her health and safety properly controlled
- ❖ To stop work or leave work area, without being disciplined if you have reasonable concerns about safety
- ❖ To tell employer about any health and safety concerns he/she has

#### **Chapter 4: Monitoring**

THE DEA BD will undertake regular monitoring for proper implementation of the Health and Safety Policy. A three members' team consisted of National Director of THE DEA BD, senior DEA BD staff and Executive Members will monitor the implementation of Health and Safety Policy.

#### **Chapter 5: Reporting**

Reporting will be regarded as an important tool for tracking implementation of Health and Safety Policy of THE DEA BD. Monitoring team will report to management committee regularly about findings of monitoring. It will be discussed as agenda in the monthly office meetings.

#### **Chapter 6: Policy review**

The management committee responsible for implementation of this policy will periodically review the policy on the basis of monitoring report. This may be at least once in two years or based on the emergency with participation of focal person, member of management committee, and executive board members. The change through review should be rightly reflected in the policy and each staff and other concern people should be informed about the change as early as possible.

#### **Chapter 7: Conclusions**

Performance goal is often upheld by most organizations. To accomplish this goal remains the sole responsibility of workers, and as being directed by management. Effective health and safety management have been discovered to have positive correlation with increased organizational performance and profitability, as the costs associated with the absence of it could be highly minimized. THE DEA BD makes the working environment as safe as possible by carefully performing risk assessments and executing preventive measures. Through a range of international standards, we ensure that THE DEA BD has effective health and safety systems in place to protect employees, generate their confidence and enhance reputation.

## ANNEXURE –1

### BIODATA OF EMPLOYEES OF THE DEA BD

1. Full Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Date of Joining: \_\_\_\_\_
6. Permanent address (mention Police station): \_\_\_\_\_ Telephone No. (if any):  
\_\_\_\_\_
7. Present address (mention Police station): \_\_\_\_\_  
\_\_\_\_\_ Telephone No. (if any): \_\_\_\_\_  
*\* (The HRD/Admin Department must be informed immediately if there is any change in Present address)*
8. Marital status (write - Married/Unmarried/Widower/Widow/ separated/Divorced - whichever applicable)  
\_\_\_\_\_
9. Name of the Husband/Wife: \_\_\_\_\_
10. Occupation of Husband/Wife (Write in detail): \_\_\_\_\_
11. Nationality : \_\_\_\_\_
12. Religion: : \_\_\_\_\_ Sect: \_\_\_\_\_
13. Qualification : \_\_\_\_\_






18. Name of the official nominee to receive monetary benefits on behalf of the employee in case of the employee's death/demise (priority wise)

Name	Relationship	Date of Birth	Address	Occupation	% of amount to be given

\* In case of any change in decision or in the address of the nominee THE DEA BD must be immediately informed in writing.

19. Do you have a Driving licence ? (Write Yes or No.) : \_\_\_\_\_

(a) If yes: Driving Licence No. : \_\_\_\_\_ Type of Licence: \_\_\_\_\_

Valid up to: \_\_\_\_\_ Driving started from: \_\_\_\_\_

20. Have you ever been dismissed, discharged, terminated or forced to resign from any service/position previously ? (Write Yes or No.) \_\_\_\_\_

(a) If yes: Mention reasons in details:

Name of the organisation served before	Tenure of Service	Type of Punishment	Reason for Separation

21. Have you ever been convicted, fined, imprisoned, taken to the custody of law enforcing Agency for any sort of crime or any other kind of unlawful activity ? (Write Yes or No.): \_\_\_\_\_

Offence	Type of Punishment	Duration/Amounting etc.	Reasons

22. References: List two persons, not related to you, who are familiar with your character and your background, whom we may contact at any time:

Name	Occupation	Address

23. I certify that all the statements made by me above are true and complete to the best of my knowledge and belief. I understand that my misrepresentation or material omission on this form renders me liable to dismissal or any other disciplinary action.

\_\_\_\_\_  
Signature of the employee

Date : \_\_\_\_\_

**Countersigned by :**

Designation : \_\_\_\_\_ Date: \_\_\_\_\_

# TRUSTEES



Concorde Garments Group



RANGOONWALA FOUNDATION