

## Policy on Health and Safety

### **GUIDELINES**

### Policy Fact sheet:

Policy Owner:	Human Resource Department
Policy approve:	Global President, Narayan Seva Sansthan
Version:	2.0
Date:	01.04.2024
Scope:	This policy applies to all NSS Sadhak-Sadhika
Confidential	No- for internal use only
Policy status	Revision

### Contents:

Sr.No	Contents
1	Purpose
2	Scope
3	Health and Safety Standards
4	Responsibilities
5	Incident Reporting & Response
6	Protection Against Retaliation
7	Awareness & Training
8	Confidentiality
9	Consequences of Non compliance
10	Policy Review & Amendments

## Health and Safety Policy

### **1. Purpose**

This policy aims to ensure a safe, healthy, and secure environment within the NSS by preventing workplace hazards and promoting well-being in compliance with applicable laws and best practices.

### **2. Scope**

This policy applies to all individuals associated with the NSS, including staff members, volunteers, beneficiaries, consultants, donors, and others. It covers all workplace settings, fieldwork, community engagements, and virtual operations.

### **3. Health and Safety Standards**

The NSS is committed to:

- Providing a safe and hazard-free working environment.
- Conducting risk assessments and implementing preventive measures.
- Ensuring access to first aid and emergency response services.
- Maintaining hygiene and sanitation standards in all workplaces.

### **4. Responsibilities**

- **All Members:** Adhere to safety guidelines and report hazards or incidents.
- **Management & Leadership:** Implement safety measures, conduct risk assessments, and ensure compliance.
- **Health & Safety Committee:** Monitor, evaluate, and promote a culture of safety and well-being.

### **5. Incident Reporting & Response**

- Any health or safety concerns must be reported promptly.
- The Health & Safety Committee will investigate and take appropriate corrective actions.
- Emergency protocols will be in place to handle critical incidents effectively.

### **6. Protection Against Retaliation**

The NSS strictly prohibits retaliation against individuals who report safety concerns or participate in investigations.

### **7. Training & Awareness**

Regular training sessions and awareness programs will be conducted to educate all members on health and safety protocols.

### **8. Confidentiality**

All health and safety reports and investigations will be handled discreetly, with information shared only on a need-to-know basis.

### **9. Consequences of Non-Compliance**

Failure to comply with health and safety guidelines may result in disciplinary actions, including warnings, suspension, or termination.

### **10. Policy Review & Amendments**

This policy will be reviewed periodically to ensure effectiveness and compliance with legal requirements.

<b>Prepared By</b>	<b>Checked By</b>	<b>Approved By</b>
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