

CAMBODIAN CENTER FOR HUMAN RIGHTS  
HEALTH AND SAFETY POLICY



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**CAMBODIAN CENTER FOR HUMAN RIGHTS**

## **1. INTRODUCTION**

This is the Health and Safety Policy (the “Policy”) of the Cambodian Center for Human Rights (“CCHR”). CCHR will implement this policy to ensure and maintain safe and healthy working conditions for CCHR employees.

Day to day responsibility for ensuring this policy is put into practice is delegated to the CCHR Finance and Administration Director.

All CCHR employees must:

- Cooperate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report health and safety concerns to the CCHR Finance and Administration Director.

## **2. HEALTH AND SAFETY RISKS**

### **2.1. Risk Assessment:**

Risk assessments will be undertaken by the Finance and Administration Director every six months, and will include consultation with employees.

### **2.2. Action:**

Action required to remove/control risks will be approved by the CCHR Management Committee. The Finance and Administration Director will be responsible for ensuring the action required is implemented.

## **3. SAFE OFFICES AND EQUIPMENT**

### **3.1. Identification:**

The Finance and Administration Director will be responsible for identifying all office facilities and equipment needing repair or maintenance, and for ensuring that effective repair and maintenance procedures are drawn up.

### **3.2. Implementation:**

The Finance and Administration Director will be responsible for ensuring that all identified maintenance and repairs are implemented.

### **3.3. Prevention:**

The Finance and Administration Director will check that new equipment meets health and safety standards before it is purchased.

## **4. ACCIDENTS AND FIRST AID**

### **4.1. Accidents and work related ill health:**

- a) The Finance and Administration Director is responsible for investigating accidents and work-related ill health.
- b) All accidents and cases of work-related ill health are to be recorded in the accident book, kept in the Finance and Administration Department office.
- c) The Finance and Administration Director is responsible for acting on investigation findings to prevent a recurrence.

### **4.2. First aid:**

The first aid boxes are kept in the reception area and in the Finance and Administration Department office.

## **5. FIRE AND EVACUATION**

### **5.1. Assessment:**

The Finance and Administration Director is responsible for ensuring that a fire risk assessment is undertaken and implemented.

### **5.2. Fire extinguishers:**

Fire extinguishers are maintained and checked every three months by the Finance and Administration Director.

### **5.3. Evacuation routes:**

- a) Escape routes are designated, kept clear of obstacles, and checked every three months by the Finance and Administration Director.
- b) The Finance and Administration Director will arrange emergency evacuation tests every six months.

## **6. INFORMATION AND TRAINING**

### **6.1. Information:**

Health and safety advice is available from the Finance and Administration Director.

### **6.2. Training:**

The Finance and Administration Director will provide health and safety training to all employees.