



# Health and Safety Policy

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Proforest treats health and safety extremely seriously and tries to ensure as far as practically possible a safe and healthy working environment for staff and visitors on our premises, and for staff working outside the Proforest offices.

## 1 Health and safety in our offices

Proforest will make every practical effort to meet or exceed the obligations laid down under legislation in each country where we have an office. This will include:

- Providing a safe workplace and a healthy working environment for both staff and visitors in the office;
- Taking all practical steps to ensure that equipment in the office is maintained and used in a safe manner;
- Providing first aid equipment and training;
- Consulting staff about arrangements for implementing, promoting and developing health and safety at work.

Further details of health and safety arrangements for the offices in each country are provided in HS-AD-21 General Health and Safety Provisions for Offices and HS-AD-22 Risk Assessment for Offices.

Staff working from home are expected to make adequate health and safety arrangements for their place of work. Proforest will provide support in doing this if requested.

## 2 Health and safety while undertaking work outside the Proforest offices

Much of the work undertaken by Proforest is international and involves travelling to a wide variety of countries around the world and working in extremely variable and often remote locations. It is not possible to provide detailed guidance for such a range of possible situations, so health and safety needs to be a partnership between Proforest and its staff. This section of the policy applies to all employees required to travel internationally on the organisation's behalf.

### 2.1 General provisions

Proforest will:

- Communicate the importance of health and safety to all staff, including the importance of complying with this policy.
- Maintain adequate travel and health insurance.

- Respond constructively and supportively to all concerns about health and safety raised by staff. Staff will not be required to travel to a location where they feel, based on available information, they will be subject to an unacceptable level of personal risk.
- Use the services of a professional risk management company to provide support in managing high risk and emergency situations.

Staff should:

- Always follow the Staff Travel Procedure (HS\_PRO\_01) including completing appropriate pre-travel checklists.
- Immediately communicate any concerns about health or safety issues to one of the Proforest directors.
- Discuss any issues relating to health and safety in monthly meetings or at other appropriate times with colleagues and managers.
- Ensure that they are adequately covered by the Proforest travel and health insurance.

## 2.2 Health

Proforest will:

- Cover the cost of periodic medical check-ups and of maintaining vaccinations and prophylactic options.
- Cover the cost of the purchase and maintenance of an appropriate travel first aid kit and any necessary safety equipment.
- Provide up-to-date information on health risks associated with travel on a regular basis.
- Encourage clients to provide business class travel or paid recovery days for any flight over eight hours.

Staff should

- Undergo periodic medical check-ups and seek timely medical attention in response to any illness.
- Maintain preventative measures against potential diseases by maintaining up-to-date vaccinations and using prophylactics where appropriate.
- Have an up-to-date travel first-aid kit and any necessary safety equipment when travelling to locations where there is a risk that these may not be available.

## 2.3 Safety

Proforest will:

- Carry out a risk assessment at least annually considering safety implications of the type of work undertaken, particularly when working in the field, and update the travel procedures and checklists accordingly.

- Consider all advice provided by the UK Foreign and Commonwealth Office<sup>1</sup>, together with any advice provided by other governments if brought to management attention by staff, when making a decision about whether a trip should be undertaken.
- Respond to any report of an accident or incident occurring to a member of staff or their colleagues while working outside the office with a full and documented discussion about why the incident occurred and how it could be prevented in future.
- Respond constructively to any worry or concern about health and safety raised by a member of staff.

Staff should:

- Routinely review their own working practice and ensure that it is safe.
- Consider all travel advice provided by the UK Foreign and Commonwealth Office through their website at [www.fco.gov.uk](http://www.fco.gov.uk)<sup>1</sup> and the advice provided by the government of their country of residence and/or their country of nationality when deciding whether or not to undertake a trip.
- Report any incident or accident occurring to themselves or colleagues while working outside the Proforest offices to the Proforest directors.
- Immediately communicate any worry or concern about the safety of a particular project or trip to the Proforest directors or the operations manager.

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<sup>1</sup> This is a requirement for the Proforest group global travel insurance whichever office staff are based in as the insurers are UK-based