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1. POLICY

The Himalayan Trust New Zealand (henceforth known as "HT") is committed to providing a safe and secure working environment for its employees, volunteers and contractors and to meeting its legal obligations to provide such an environment. The word 'employee/s', will be used in the remainder of this document to also include volunteers and contractors. Under the Health and Safety at Work Act 2015, both employers and employees have obligations related to the safety of our work place; this Act provides the procedures and mechanisms to ensure a safe working environment exists and is maintained. The work we undertake, in the office, at events and overseas, can at times put our people and physical resources at risk particularly if safety rules are not followed. In fulfilling this commitment, we undertake to ensure that:

- Workers views in health and safety matters are asked for and taken into account; and
- We have clear, effective and on-going ways for workers to suggest improvements or raise concerns on a day-to-day basis.
- Provide a safe workplace, safe equipment and materials.
- Provide information and training.
- Comply with legislative requirements.

Maintaining a safe working environment also requires commitment from all employees. This includes:

- To take reasonable care of their own health and safety and ensure that their actions don't cause harm to themselves or others;
- They comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- New starters signing the H&S Policy and Procedures to confirm that they have read and understand these.
- Remaining up to date on HT's H&S Policy and Procedures through staff meetings and briefings. Make suggestions for their improvement. It is important that this collaboration and sharing of ideas benefits everyone.
- Regular audits will also be undertaken to ensure we are complying with our Health and Safety Procedures. Any employee who breaches the conditions of this Policy may be subject to disciplinary action, including summary dismissal for serious breaches.

2. HEALTH AND SAFETY PROCEDURES

At present, all HT staff, other than the General Manager, are employed on a contractual basis, and most employees in New Zealand work from home. At times employees also work in Nepal, either in the Kathmandu office or in the field.

All employees are required to read the H&S policy and procedures, and then sign to confirm that have read and understood the contents.

All personnel travelling to Nepal on HT-related business are also required to read and complete the *Travel to Nepal checklist in advance of travelling(Appendix 7)*, and then sign to confirm that have read and understood the contents. Personnel may include staff, NZ-based contractors, volunteers and HT Board members. This does not include volunteers recruited by another agency, or HT Board members, members or supporters travelling for other purposes.

2.1 WORKING FROM HOME

Both the HT and their employees have a responsibility to take all practicable steps to ensure that they work in a safe work environment. For more information on potential risks and mitigation responses, refer to the H&S hazard identification register (Appendix 5).

2.1.1 Computer Workstations Procedure

Workstation set-up (posture, set up of screen(s), keyboard and general surroundings) can have an impact on your short and long term health and productivity. After your induction briefing, the Administrator will provide you with information to ensure that your workstation is correctly set up for you.

Steps you can take to avoid getting Occupational Overuse Syndrome include:

- Taking a 10 minute rest away from your workstation every hour to prevent occupational overuse syndrome (OOS); and do non-computer related tasks,
- Cleaning your screen regularly using proper cleaning agents and cloths;
- Adjusting your screen brightness and background colour so the contrast of luminance between the screen and the surrounding area is not too great (no more than 3: 1),
- Adjusting your screen position to eliminate reflection from the screen surface,
- Completing exercises for the Prevention of Occupational Overuse Injury . For further information refer to the Department of Labour's brochure "Guidelines on Using Computers" (OL,2010) .

2.1.2 Fire Emergency Procedures

If you see smoke and/or fire, immediately call 111 and ask for Fire Services. If there is sufficient smoke your smoke alarm will go automatically.

ONLY attempt to put the fire out, if it is small, you are close to the source of it, you have the right extinguisher and you know how to use it.

In case of fire, leave the building immediately.

Assemble outside. Stay clear of any emergency service vehicles and keep clear of all exits;

DO NOT linger at your desk, in rooms, passageways or stairways.

DO NOT run, particularly on stairways.

DO NOT carry drinks when evacuating.

2.1.3 Accident Procedure

All work accidents are required to be reported and acted upon in accordance with the following procedure.

a) All accidents (whether an injury results or not) are to be reported to the GM/Admin as soon as practicable after the accident.

b) Details of the accident are to be recorded in the Accident Register contained in Appendix 6and discussed with the GM/Admin.

c) Where serious harm results the GM is to be advised immediately.

All accidents are to be investigated.

a) An analysis must be made to determine if appropriate controls are in place and if they are effective.

b) All preventative actions undertaken as a result of the investigation must be monitored by the manager and staff to ensure they are effective.

2.1.4 Hazard Identification and Control Procedure

Hazard identification and control is an integral part of the business operation:

1 Each employee shall carry out a formal hazard identification exercise every 12 months.
2 A list of all significant hazards will made for each work site and assessed against the Risk Matrix(Doc05) in Appendix 3.
3 All significant hazards (those assessed as high and extreme risks) will be listed on the hazard register (REG05) and filed in the H&S manual.
4 All new or changed operations will be checked for significant hazards before their introduction.
5 Where a significant hazard is identified the following actions must be taken:
6 All practicable steps will be taken to eliminate the significant hazard.
7 Where it is not possible to eliminate the significant hazard it shall be isolated from employees and others.
8 Where a) and b) cannot be practicably achieved employees shall be protected by providing training, education, procedures, clothing, equipment and devices to enable them to be protected from harm.

9 Where required, employees' exposure to significant hazards will be monitored by carrying out relevant medical and health checks. Employees will be informed of the results of any medical and health checks.

10 Employees will be informed of and abide by any health and safety policy of our clients, when the employee needs to carry out their work on clients' premises, where they would be considered as contractors.

2.1.5 Events

The HT participates in several fundraising events. These events are covered by their own H&S plan and participants are required to follow the organisers' instructions e.g. the Auckland Marathon and World Expedition's Charity Trek.

2.2 HEALTH AND SAFETY OVERSEAS

2.2.1 Before your Departure

In advance of your travel on work related business, ensure that you are aware and understand all relevant H&S protocols. In particular refer to the *Travel to Nepal checklist (Doc07)*at least three weeks before your departure to ensure that you complete all necessary requirements. This document should be signed returned to the GM/Admin before your departure.

2.2.2 Local Knowledge

You must heed the advice of the local partner staff responsible for security/ health and safety, as well as local authorities where applicable, in relation to health, safety and security issues.
Do not enter clearly hazardous or dangerous areas. You may need to make your own assessments of potential hazards or danger during field visits. HT will always support a decision to continue or withdraw from any part of a field visit for personal security reasons.
It is recommended that you carry bottled water, your ID documents, a head torch, a basic first aid kit and list of key contacts with you at all times.

2.2.3 Safety Equipment

Should a natural disaster occur such as an earthquake, the HT has survival kits pre-positioned at the HTN Kathmandu office and Solukhumbu office. Sat phones/communicators can be hired for staff undertaking field work.

2.2.4 Earthquake

Nepal is a major earthquake zone and was struck by a significant event on April 25, 2015 causing loss of life and major damage to buildings and infrastructure. In the event of an earthquake it is important to identify safe places very close to you that you can retreat to e.g. under a sturdy table or next to an interior wall. This should be within a few steps and up to three metres from where you may be working to avoid the possibility of injury from flying debris.

- Stay away from windows and furniture that could fall over.
- Move to the identified safe place, drop, cover, and hold on.
- Do not attempt to run outside until after the shaking stops as you could be hit by falling debris.
- If outside, move away from buildings, trees, streetlights and power lines.
- If you are in a vehicle, pull over to a clear location and keep your seatbelt on until the shaking has stopped.
- Make sure your shoes are kept near to you and are easy to reach.

2.2.5 Drinking Water

Drinking tap water is not recommended. Water can be boiled, filtered or use sterilising tablets. Consult your travel doctor before leaving for advise on this. Bottled water is readily available.

2.2.6 Working with Computers

Your computer and workstation should be organised to enable you to work safely and comfortably, please consult the guidance in section 2.2 .

2.2.7 In the Event of a Fire

Fires are a frequent occurrence in the mountain villages. In general, evacuate the building and congregate outside as instructed by your local advisor.

2.2.8 Accidents & Reporting

Any accidents which occur while working overseas should be reported in the usual manner. See section 2.4.

2.2.9 External Feedback, Complaints, and Concerns

We are committed to maintaining the highest standards of health, safety, and safeguarding for all individuals we interact with. We value external feedback and take all complaints and concerns seriously. This section outlines the process for handling feedback, complaints, and concerns to ensure they are addressed promptly, transparently, and effectively.

a) Submission Process:
   Feedback, complaints, or concerns can be submitted through the Safeguarding Officer (these details are available on the complaints page of Himalayan Trusts website.
b) Confidentiality:
   All feedback, complaints, and concerns will be treated with the utmost confidentiality. Information will only be shared on a need-to-know basis to facilitate appropriate investigation and resolution.
c) Acknowledgment:
   Once received, complaints and concerns will be acknowledged within ten working days.

Role of the Acting Safeguarding Officer

The Himalayan Trust's Acting Safeguarding Officer is responsible for managing and investigating all complaints and concerns related to health, safety, and safeguarding. The officer's contact details are listed on the Himalayan Trust website under the "Complaints" section.

Investigation and Resolution

1. Initial Assessment: The Acting Safeguarding Officer will review the complaint or concern to determine the appropriate course of action.
2. Investigation: An investigation will be conducted if the issue is deemed serious or involves potential breaches of safety, safeguarding, or ethical standards. All parties involved will be treated with fairness and respect during the process.
   Resolution: Outcomes and actions will be communicated to the individual who raised the issue, where appropriate. Any necessary corrective actions will be implemented to address the issue and prevent recurrence.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 New Zealand

The Administrator is responsible for - (or if absent, the General Manager).

- Keeping HT's H&S Policy and Procedures up to date.
- Briefing new starters on the H&S Policy and Procedures.
- Keeping relevant H&S related information on the shared Dropbox file for employees staff.
- Ensuring there is at least one office staff trained in basic first aid and arranging training/refreshers as necessary.
- Conducting annual H&S refreshers for employees.
- Recording incidents/accidents involving employees at work on an accident register (or outside of work if this affects the staff's ability to attend work).
- Helping to identify and document potential hazards.
- Providing general advice to staff/volunteers/contractors on workstation set up.
- Arranging workstation assessments by an external firm where staff or their manager reports problems/ occupational overuse syndrome symptoms.
- Taking action to reduce/manage any key health and safety hazards identified at the office, and ensuring that there is a H&S plan for the Auckland office.

Management responsibilities: the General Manager is responsible for:

- Ensuring identified hazards in the office (e.g. unstable shelves, poor lighting, problems with workstations) are managed as necessary.
- Putting in place suitable procedures, providing safety equipment/clothing as applicable in their areas of responsibility, and developing project H&S plans for specific projects as required.
- Ensuring employees understand and follow H&S Procedures and use any equipment / clothing provided correctly.
- Reporting any identified hazard, or incidents involving staff, in the office, to the Administrator.
- Being proactive in helping to maintain a safe working environment at the office.

Individual responsibilities.

- Ensuring home office and surrounds provides a safe workplace, with working smoke alarms and an appropriate first aid kit.
- Being familiar with, the H&S procedures and any additional directions, policies and procedures provided by staff with H&S responsibilities.

2.3.2 Nepal

Whilst in Nepal, on work related business, individuals are expected to take personal responsibility and reasonable precautions to ensure their personal health and safety.

Agreements with partner organisations stipulate that the partner will ensure that the Government of Nepal Labour Act of 1992 (which covers Health and Safety) will be observed.

2.4 Emergency Numbers in Nepal

Before leaving for Nepal ensure that you have a copy of the Emergency Numbers in Nepal (see appendix 1).

Confirmation that Health & Safety Policy and Procedures Read and Understood

I can confirm that I have read, understand and will abide by the HT Health and Safety Policy/ Procedures.

Signature: Date:

Name: Position:

3. REFERENCES

Department of Labour, 2010. Guidelines for using computers –preventing and managing discomfort, pain and injury. http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers/computers.pdf

4. LEGISLATION

Health and Safety at Work Act, 2015.http://www.business.govt.nz/worksafe/hswa.

APPENDIX 1 – EMERGENCY CONTACT NUMBERS IN NEPAL

EMERGENCY CONTACTS IN NEPAL		
Name	**Description**	**Number**
Pasang Lama Sherpa	HTN Offices	+977 1 441 2168
Alexander Hillary	HT General Manager	+64 21 0222 4200
Lisa Choegyal	Honorary Consulate of NZ in Kathmandu	+977 1 422 6427
Ambulance Red Cross		+977 1 422 8094
Police (Emergency)		100
Tribhuvan International Airport	Airport in Kathmandu	+977 1 447 2256 or +977 1 447 2257
CIWEC Clinic Travel Medical Centre (near Tibet Guest House)	www.ciwec-clinic.com	+977 1 4435 232 or +9974424 111
ACE Insurance (Medical & Travel Insurance)	Policy Number: NZBTAE03230	+64 (09) 377 1459
Medical Emergency & Evacuation (Medivac)		+977 1 4222 948 or +977 9 851026 197

APPENDIX 2– NEW ZEALAND OFFICE (HOME OFFICE) INDUCTION CHECKLIST

Home Office Hazards

☐ Photocopiers, paper, OOS, Workstations

Slip Hazards

☐ Stairs

Emergency Procedures

☐Calling emergency services dial 111.

Safety Equipment

☐Smoke alarms

☐ First aid kit

Induction carried out by:

Name:_____

Signature:_____ Date: _____

All items on this form have been explained and shown to me:

Name:_____

Signature:_____ Date: _____

APPENDIX 3 – NEPAL INDUCTION CHECKLIST

Office Hazards

☐Paper, OOS, Workstations

Emergency Procedures

☐Has contact list of Emergency Numbers

☐Carries personal first aid kit

☐Carries personal safety kit (water, torch, ID etc.)

Induction carried out by:

Name:_____

Signature:_____ Date: _____

All items on this form have been explained and shown to me:

Name:_____

Signature:_____ Date: _____

APPENDIX 4 – RISK MATRIX

IMPACT	1	2	3	4	5
Probability ↓	Negligible	Minor	Moderate	Significant	Severe
81- 100%	Low Risk	Moderate Risk	High Risk	Extreme Risk	Extreme Risk
61 - 80%	Minimum Risk	Low Risk	Moderate Risk	High Risk	Extreme Risk
41 - 60%	Minimum Risk	Low Risk	Moderate Risk	High Risk	High Risk
21 -40%	Minimum Risk	Low Risk	Low Risk	Moderate Risk	High Risk
0 - 20%	Minimum Risk	Minimum Risk	Low Risk	Moderate Risk	High Risk

Probability Scale

(1 – 20%) means very low

(21 – 40%) means low

(41 – 60%) means medium

(61 – 80%) means high

(81 – 100%) means it is a fact

Impact:

1 means negligible

2 means minor

3 means moderate

4 means significant

5 means severe

APPENDIX 5 – HAZARD IDENTIFICATION REGISTER (DRAFT)

HAZARD IDENTIFICATION REGISTER	SIGNIFICANT		PRACTICABLE TO ELIMINATE		PRACTICABLE TO ISOLATE		PRACTICABLE TO MINIMISE		CONTROL REQUIRED (INCLUDING EXISITNG)	PERSON RESPONSIBLE	DATE TO BE COMPLETED	COMPLETED (DATE & INITIALS)
HAZARD	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**				
OOS from working at a computer	YES						YES		Ensure that all employees understand how to set up their computers appropriately.			
Trip hazards from cables, or items on floor	YES						YES		Keep work area tidy. Apply tape to loose cables running across the floor.			
Earthquakes	YES						YES		Follow earthquake procedure			
Fires	YES						YES		Contractors and staff to take responsibility for ensuring smoke detectors are in			

									place and working			

APPENDIX 6 – ACCIDENT REGISTER

ACCIDENT REGISTER		
Details of Injured Person NAME: SURNAME: EMPLOYER: ADDRESS:	GIVEN NAMES: Suburb:	Sex:(M/F) Postcode:
Accident/Incident Details		

Date of Injury:	Time of Injury
Task/operation undertaken at the time of injury	Physical location (area) where the injury occurred
Part of Injured ((e.g. Arm, torso, head)	Cause of injury
Treatment Given	

Person Completing Form		
Surname:	GIVEN NAMES:	Signature:
Date:		
Did the person cease work?	Yes	No
Has a referral for further treatment been issued	Yes	No

APPENDIX 7 – CHECKLIST FOR TRAVELING TO NEPAL

CHECKLIST FOR TRAVELLING TO NEPAL

This checklist will help you with making the practical arrangement for your overseas travel for HT

1. Three to four weeks before you travel

☐	Have you agreed your terms of reference with the General Manager/Board Chair?
☐	Have you agreed your itinerary with the GM and family members as is appropriate?
☐	Have you checked and registered on the MFAT website: www.safetravel.govt.nz which contains general advice to travellers and advice about where travellers could be at risk?
☐	Have you agreed the TOIL that may accrue during your visit with the GM and completed the relevant leave application form?
☐	Have you attended a travel clinic to get the recommended vaccinations/prophylaxes as required?
☐	Is your passport valid? And do you have blank pages for visas?
☐	Have you booked your tickets?
☐	Have you obtained your visa. May be obtained from Nepalese Honorary Consulate General in NZ, Peter Gibbs in advance of trip (email: pgibbs@xtra.co.nz) or at KTM airport.
☐	Have you sorted out the finances and any travel advances as required?

☐	

2. The week before you travel

☐	Do have the name and number of the Business Travel Insurer (ACE Insurance, Policy Number: NZBTAE03230, Ph: +64 (09) 377 1459
☐	Have you saved a copy of your itinerary to the dropbox folder (xx Travel xx)?
☐	Have you checked that it is still safe to go?
☐	Have you been given a briefing of the country/programme you are visiting as well as contact details/accommodation information?
☐	Have you completed a next of kin form and saved in dropbox folder (xx travel xx)?
☐	Do you have a basic first aid kit as recommended by your Travel Doctor?
☐	Have you got your tickets/collected your travel advance?
☐	Have you completed a packing list for administrator in case of insurance claims?
☐	Have you packed appropriate footwear/clothing for the places visited? See Lonely Planet guide for recommendations. https://www.lonelyplanet.com/nepal
☐	If you wear glasses have you packed a spare pair?
☐	Do you have a copy of Emergency Numbers in Nepal (see appendix 1)

Name of staff member travelling:

Date: **Signature:**

Please pass a copy of your complete and signed checklist to the Administrator or GM.

3. Return to New Zealand

☐	Have you debriefed with the relevant manager?
☐	Have you completed your expense form and returned to the administrator (admin@himalayantrust.org)
☐	Have you completed any insurance claims? Form found in Sharepoint/01 Administration/Insurance/
☐	Have you completed your trip report?