



Workplace Health and Safety Policy

Policy scope	External/Internal
Approved by	SMT
Responsible Owner	Executive Director
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1. Policy Statement

Turning Point Foundation is committed to ensuring the health, safety, and wellbeing of all staff, volunteers, visitors, and stakeholders in every workplace and project site. We recognise that a healthy and safe environment is fundamental to productivity, sustainability, and dignity at work.

This policy outlines our organisational commitment to preventing injury and illness, responding effectively to hazards, and creating supportive and resilient workspaces—whether in offices, remote field locations, or digital environments.

2. Purpose

The purpose of this policy is to:

- Establish and maintain a safe and healthy work environment for everyone.
- Identify, assess, and mitigate health and safety risks across all locations and activities.
- Ensure compliance with national health and safety legislation and international good practice.
- Promote physical, psychological, and emotional wellbeing in the workplace.
- Foster a culture of prevention, shared responsibility, and continuous improvement.

3. Scope and Applicability

This policy applies to:

- All staff, whether permanent, temporary, part-time, or contracted
- Interns, volunteers, and trainees
- Visitors, service providers, and contractors present in TurningPoint-managed spaces
- Activities conducted in field offices, remote sites, and during travel or events
- The policy applies across all project and operational locations, including the head office in Dhaka and rural community sites where TurningPoint operates.

4. Principles

TurningPoint's health and safety policy is guided by the following principles:

- **Prevention First** – Prioritising the elimination or reduction of risks at their source.
- **Accountability** – Every person has a role in creating a safe and healthy work environment.
- **Wellbeing Matters** – Health includes physical, emotional, and mental wellbeing.



- **Inclusion** – Environments must be accessible and safe for persons with disabilities and all staff.
- **Transparency** – All incidents or concerns should be reported and responded to without fear or blame.
- **Learning and Improvement** – Every incident is an opportunity to strengthen systems and capacity.

5. Responsibilities

a. Executive Director

- Holds overall accountability for ensuring organisational compliance with health and safety standards.
- Allocates resources for risk assessments, training, and safety measures.
- Ensures integration of health and safety into strategic and operational planning.

b. Managers and Supervisors

- Implement this policy in their teams and locations.
- Conduct regular workplace inspections and risk assessments.
- Ensure safe use of equipment, office tools, and field resources.
- Provide staff and volunteers with proper training and safety briefings.

c. All Staff and Volunteers

- Take reasonable care for their own health and safety.
- Report unsafe conditions, hazards, or incidents immediately.
- Follow health and safety instructions and use protective equipment when required.
- Support colleagues in maintaining a respectful and safe workplace.

d. Visitors and Contractors

- Must comply with TurningPoint's health and safety protocols.
- Should be briefed upon arrival and supervised where necessary.

6. Identifying and Managing Risks

TurningPoint uses a proactive approach to risk identification and mitigation by:

- Conducting regular risk assessments in all locations (offices, training venues, field sites).
- Ensuring emergency procedures are in place for fire, earthquakes, or medical incidents.

- Providing first aid kits, safety signs, and accessible exits in all facilities.
- Offering safety instructions for field visits, including during travel to remote areas.
- Addressing specific needs of persons with disabilities, including physical access and emergency plans.

All risks must be documented in the Health and Safety Risk Register, reviewed quarterly by SMT.

7. Incident Reporting and Response

All health and safety incidents—whether injury, near-miss, or unsafe conditions—must be reported immediately to the line manager or focal person.

Reporting channels include:

 RaiseConcern@turningpointbd.org

 Internal extension or supervisor

All reports are recorded in an **Incident Log**, and responses may include:

- Immediate medical support
- Investigation of cause and preventive actions
- Notification of relevant authorities or partners (if required)
- Support and follow-up with affected individuals

8. Health and Wellbeing Support

TurningPoint recognises the importance of mental health and emotional resilience in the workplace.

We commit to:

- Promoting work-life balance and realistic workloads
- Encouraging regular breaks and stress-reducing practices
- Offering emotional support or referrals to counselling (where available)
- Creating a culture where it's safe to talk about stress or mental health challenges

Where possible, we will adapt roles or hours to support recovery from health-related issues.

9. Monitoring, Review and Compliance

TurningPoint will:

- Monitor health and safety performance using reports, audits, and feedback
- Review this policy annually or after any significant incident
- Provide regular health and safety training for all staff



- Ensure corrective actions are followed and documented

Non-compliance with this policy may lead to disciplinary action, depending on the nature and impact of the breach

Approved by:

Senior Management Team, Turning Point Foundation

Date: 06 April 2025