



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

ISSUE NO:01	ISSUE DATE: 01.02.2017	SECTION NO:01	PAGE NO: 1 of 2
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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/16	

Staff Care and Safety

Introduction

Staff care pertains to assisting employees with self-care techniques and institutional responses to stress in particularly challenging environments. Staff safety procedures are designed to eliminate death, injury, or illnesses from occurring in the workplace or during the performance of work duties off-site and to secure and protect all assets of the organization.

Process Description

Safety and security, staff care, and risk management are linked and include the following:

- *Safety and Security:* Policies and procedures based on local laws and best practices, designed to eliminate death, injury, or illnesses from occurring in the workplace or during the performance of work duties off-site and to secure and protect all tangible and intangible assets of the organization.
- *Staff Care:* Self-care techniques and institutional responses to stress among employees in particularly difficult or stressful environments.
- *Risk Management:* The identification, assessment, and prioritization of risks followed by actions to minimize, monitor, and control the probability and/or impact of those risks.



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Important Considerations

National labor and occupational safety law

The first responsibility of Top Management is to review and immediately adopt all relevant national and local laws pertaining to the safety and security of employees and of the workplace. We will adopt government's checklists or will take external help to conduct an organizational audit (investigation) for health and safety.

Alternatively, an organization may engage an occupational health consultant. No practices under this document should be adopted without first reviewing all relevant national and local laws pertaining to the safety and security of employees and of the workplace.

BSST may create a task force composed of staff and management from across the organization. This task force helps to do the following:

- Develop policies and procedures for safety, security, risk management, and staff care
- Design and conduct staff training
- Prepare for the annual organizational safety and security audit
- Confirm compliance with the requirements of national and local laws
- Communicate to management and the board of directors recommendations for improvements. In particular, the HR department/unit is charged with developing and enforcing staff policies and procedures for safety and security.

Note: All these sub-processes are further standardized through SOPs.

Safety & Security

Staff Care

Risk
Management