

Occupational Health and Safety Plan for Jiayuan Charity

1. Policy Scope

- This policy applies to all programs, volunteers, and members of the organization.

2. Policy Statement

- Jiayuan Charity is committed to ensuring the health and safety of all individuals in its activities, including volunteers, beneficiaries, and visitors. This OHS (Occupational Health and Safety) plan details our safety commitment, with guidelines for managing and reporting potential risks.

PURPOSE

- To prevent workplace injuries and illnesses.
- To ensure a safe environment free from harm or fear.
- To protect Jiayuan Charity's property and integrate health and safety into our operations.

3. Policy

- Managers are responsible for health and safety standards.
- Health and safety are collective responsibilities.
- Report any safety-affecting changes or incidents to the Health and Safety Representatives.

4. Responsibilities

- **Management:** Jiayuan Charity's management must foster a safe work environment and promote safety culture.
- **Volunteers:** All volunteers must comply with safety protocols and report hazards.
- **Safety Officer:** A designated Safety Officer or committee will oversee safety compliance.

5. Expectations

- Clear leadership roles in health and safety.
- Support for those affected by workplace conditions.
- Inclusive communication of health and safety matters.

6. Awareness

- Provide safety orientation for new volunteers.
- Ensure all participants in charity activities are aware of potential risks and safety procedures.
- Jiayuan Charity is not liable for any disregard or negligence of safety protocols and regulations on the part of its volunteers, or participants, emphasising individual responsibility for adhering to safety measures and guidelines.

7. Emergency Response

- Implement and communicate plans for emergencies.
- Perform drills to ensure role awareness during crises.

8. Incident Reporting

- Establish a clear incident reporting system.
- Requires all volunteers to report accidents, near-misses, and unsafe conditions promptly.
- Investigate and document all incidents to identify root causes and prevent recurrence.

9. First Aid and Medical Services

- Maintain first aid kits and ensure they are easily accessible.
- Identify nearby medical facilities and emergency contacts.
- Jiayuan Charity will comply with all applicable local, state, and federal health and safety regulations.

10. Communication

- Ensure effective communication of safety information to all stakeholders.
- Display safety signage and provide safety manuals where appropriate.

11. Conclusion

- Jiayuan Charity is committed to creating a safe and healthy environment for all involved in its activities. This OHS plan will be regularly reviewed and improved to maintain the highest standards of safety.