

BANDAMA CHARITY FOUNDATION SIERRA LEONE

WORKPLACE HEALTH AND SAFETY POLICY AND PROCEDURES

BCF-SL's Comprehensive Policy and Procedures for Workplace Health, Safety and Wellbeing

BCF Sierra Leone | 2026 – 2027

Document Type:	Workplace Health and Safety (WHS) Policy and Procedures
Legislative Basis:	Sierra Leone Occupational Safety and Health Legislation BCF-SL Duty of Care Obligations
Scope:	All BCF-SL Workplaces, Programme Sites, Field Activities and Events
Owner:	Health & Safety Director / Executive Director

SECTION 1: WHS POLICY STATEMENT

BCF-SL is committed to providing and maintaining a safe, healthy, and supportive work environment for all staff, volunteers, contractors, and visitors in offices, programme sites, community settings, and the field. BCF-SL treats workplace health and safety not as a compliance requirement but as a core expression of its values: if BCF-SL cannot keep its own people safe, it cannot credibly claim to protect its beneficiaries.

BCF-SL's Executive Director has ultimate responsibility for workplace health and safety. The Health & Safety Director is responsible for the day-to-day management and operationalization of BCF-SL's WHS system. Every manager, supervisor, and team leader has WHS responsibilities within their sphere of authority. Every staff member and volunteer has responsibilities to protect their own health and safety and the health and safety of others.

SECTION 2: WHS RESPONSIBILITIES

Role	WHS Responsibilities
Executive Director	Ultimate accountability for BCF-SL's WHS performance; approves WHS policy; ensures adequate resources for WHS; reviews serious incidents
Health & Safety Director	Manages BCF-SL's WHS system; conducts risk assessments; maintains incident register; manages WHS training; investigates serious incidents; ensures legal compliance
Unit Managers and Line Managers	Ensure WHS standards are applied in their area; conduct local risk assessments; investigate minor incidents; ensure staff training is complete; act on reported hazards promptly
Programme Officers and Field Staff	Follow BCF-SL's WHS procedures; report hazards, near-misses, and incidents promptly; use PPE as required; participate in safety training; do not undertake activities they have not been trained for
All Staff and Volunteers	Take reasonable care for their own health and safety; cooperate with BCF-SL's WHS requirements; not wilfully interfere with or misuse safety equipment; report any safety concern to their line manager
HR Director	Ensures WHS training is completed and recorded; includes WHS obligations in all contracts; manages return-to-work processes after injury or illness; monitors staff wellbeing

SECTION 3: KEY WHS PROCEDURES

3.1 Hazard Identification and Risk Assessment

- All BCF-SL work environments are subject to a formal risk assessment at least annually and before any new activity begins or new location is used.
- Risk assessments use BCF-SL's Risk Assessment Tool (BCF-HS-001) and consider: the hazard; who is at risk; likelihood; severity; current controls; and additional controls needed.
- Risk assessments for programme sites involving beneficiaries must specifically consider risks to vulnerable persons including children, persons with disabilities, and pregnant women.

3.2 Incident, Accident and Near-Miss Reporting

- Any workplace accident, injury, near-miss, or hazardous condition must be reported to the line manager and Health & Safety Director within 4 hours using the BCF-SL Incident Report Form (BCF-HS-003).
- Serious incidents resulting in hospitalization, serious injury, or significant property damage are also reported to the Executive Director within 24 hours.
- The Health & Safety Director investigates all incidents to determine root cause and prevent recurrence. Investigation findings are shared with all staff.

3.3 Mental Health and Staff Wellbeing

- BCF-SL recognises that development and humanitarian work can be emotionally demanding and creates risks of vicarious trauma, burnout, and stress.
- Line managers are trained to recognise signs of staff burnout, stress, and trauma, and to respond with support rather than judgment.
- BCF-SL maintains a confidential Staff Wellbeing Support Pathway providing access to psychosocial first aid and referral to professional counselling services where needed.
- Workloads are reviewed quarterly to identify unsustainable demands; no staff member should regularly work more than 10% above their contracted hours.

3.4 Safe Working Hours and Rest

- Standard BCF-SL working hours are as defined in the employment contract. Consistent overtime must be approved by the HR Director and compensated in accordance with BCF-SL's overtime policy.
- Staff undertaking field activities in remote areas are entitled to rest days as specified in BCF-SL's field deployment policy.

Executive Director

Signature & Date

Chairperson, Governing Board

Signature & Date

Programs Director

Signature & Date

Covenant Chancellor

Signature & Date