THE LAYTON RAHMATULLA BENEVOLENT TRUST

14. Health, Safety, Climate & Environmental Sustainability(HSCES) Policy

S. No.	Description of Change	Approved by	Ratified by	Implementation Date
1	Initial policy release.	Board of Trustees 6 Nov 2020	-	1 Jan 2021
2	Inclusion of Immunization Policy	Chairman 26 Aug 2022	Board of Trustees 19 Nov 2022	27 Aug 2022
3	Inclusion of Eye Health & Safety Policy	Chairman 30 Nov 2023	Board of Trustees 2 Mar 2024	1 Dec 2023
4	Amendment. Policy rename. Included Purpose, Scope, Review of policy, Climate & Environmental Sustainability, Awareness, Incident Reporting and Sustainability Goals	Chairman 31 May 2025	Board of Trustees 28 Jun 2025	1 July 2025

Health, Safety, Climate & Environmental Sustainability (HSCES) Policy

Purpose

The purpose of this policy is to ensure a safe, healthy, secure and environmentally sustainable working environment for all LRBT employees, patients, contractors and visitors. It outlines the standards, responsibilities and practices required to prevent workplace hazards, protect health and well-being, respond to environmental challenges and support climate-conscious healthcare operations.

Scope

This policy applies to all LRBT facilities, staff members, medical professionals, administrators, contractors, volunteers and any other individuals engaged in LRBT's operations. It encompasses guidelines related to workplace safety, health risk management, infection control, security, immunization, climate action and environmental sustainability across all levels and functions of the organization.

Work Safety

LRBT aims to provide safe and environmentally healthy working conditions for its staff. Employees play their part to achieve this aim by ensuring that:

1. Personal belongings are kept safely and ensuring that they never block the passage or exits.
2. All visitors, contractors and temporary staff are issued with security passes where required.
3. Employees are expected to stop and point out if they find anyone in the building either unattended or without a security pass.
4. To the extent possible, and permissible used materials should be recycled for use.
5. To the extent possible, environmentally friendly and energy saving equipment should be procured.
6. Employees should inform their supervisors if they discover any actual or potential health, safety or environmental hazards or risks.
7. All accidents and near-miss cases at workplace should be notified to the respective supervisor or the next responsible person immediately.
8. Employees should not engage in behavior, which is hazardous to the health and safety of themselves or others. If an employee engages in activities that create a safety hazard, the employee's supervisor should take disciplinary action, ranging from a reprimand to dismissal.
9. Employees have the right to refuse work where it poses a safety hazard to themselves or others. However, employees should make safety concerns immediately known to their supervisor.
10. All employees should coordinate and cooperate with their coworkers to identify hazards and to prevent potential accidents.
11. Offer safety suggestions that contribute to safer work within your environment.
12. Employees have a responsibility to ensure the health and safety of himself/herself and of any other person who may be affected by his/her acts and/or omission at work.

Security Inspections

LRBT wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other inappropriate materials. To this end, LRBT prohibits the possession, transfer, sale, or use of such materials on its premises. LRBT requires the cooperation of all LRBT Units and Employees in administering this policy.

Desks, lockers, computers, and other storage devices may be provided for the conveniences of employees but remain the sole property of LRBT. Accordingly, they, as well as any articles found within them, including computer files, can be inspected by the Competent Authority at any time, either with

or without prior notice.

Fire and Incident Control

It is important that the employees understand the fire and incident control procedures and they should:

1. Routinely check the safety of electrical wiring.
2. Identify all possible sources of potential ignition and combustible materials and minimize these where possible.
3. Know the names and locations of the First Aid Box, First Aid Officer and Fire Warden. A staff member, for each floor, must be nominated as a First Aid Officer and Fire Warden.
4. Be familiar with evacuation procedures.
5. Recognize and respond to the sound of fire alarms.
6. Know where designated assembly points are, and never leave the assembly point before the body count is complete and all are given permission to leave in periodic fire drills.
7. Point out any fire or safety hazard whenever one observes.
8. Gently but firmly encourage people to leave the area.
9. Bang loudly on locked doors, and shout to occupants to evacuate. Do not spend unnecessary time waiting at a locked door for a response.
10. Do not use elevators.
11. Try to keep occupants calm during and after the evacuation.
12. Do not allow anyone to return to the building, even if the alarm stops. You will be directed to return by a Security officer or the Fire department.

Infectious Diseases

1. A staff member who is in contact with any infectious disease should not report for duty if a doctor has advised against it, and they should inform their Incharge of the position.
2. If a member of staff has been in contact with infectious diseases, a clearance certificate is necessary prior to returning to work.
3. In either case, absence would be treated as sick leave.

Threatening Illness at Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. LRBT supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, LRBT will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. LRBT will take reasonable precautions to protect such information from inappropriate disclosure. CMOs and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with an infection or disease which may be hazardous to the working environment and/or the employees of LRBT will be asked to stay at home on paid / unpaid leave until illness is cured or no longer contagious.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their supervisor and/or the Central Office for information and referral to appropriate services and resources.

Smoke/Pan/Gutka Free Workplace
In keeping with LRBT's intent to provide a safe and healthful work environment, smoking/pan/gutka usage is prohibited throughout the workplace, including LRBT's vehicles. This applies equally to all LRBT employees.

Drug Free, Alcohol Free Workplace
LRBT is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any LRBT employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs.

Therefore, LRBT has established the following policy:

- It is a violation of the organization's policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
- It is a violation of the organization's policy to be impaired or under the influence of legal or illegal drugs or alcohol at the organization or client premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the organization's reputation.
- It is a violation of the organization's policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs that MAY (per warning labels provided by the pharmacy) affect the employee's judgment, performance, or behavior.
- Any employee convicted of a violation of a criminal drug statue occurring in the workplace must inform the management in writing within 5 calendar days after the conviction.

LRBT may conduct drug and/or alcohol testing under any of the following circumstances:

1. **Random Testing:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by LRBT.

2. **For-Cause Testing:** LRBT may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

3. **Post-Accident Testing:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

   If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be

given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Security Arrangements during Holidays

All CMOs of LRBT hospitals are advised to make such arrangements that in addition to the security guards, a responsible person is to take random rounds of the respective hospital to ensure its security. Concerned CMO will be held responsible for any lapse in this regard.

On declaration of holidays from Central Office, all CMOs/Administrators are required to prepare a duty roster indicating duties of Security Guards and other staff if required with timings, which will remain available at Hospital for the duration of holidays. This roster should be signed by all detailed for duties. A copy of which is to be pasted at Notice Board under intimation to Central Office.

Enhanced Security Measures

In the event of high alerts, following additional measures be instituted:

a) Security Guards are briefed on regular basis to remain vigilant to avert any untoward incident.
b) All security lights should remain switched on during night.
c) Random patrolling by security guards during night should be carried out.
d) Regular morning/after working hours rounds should be taken by CMO or Administrator against suspicious bags, items etc.
e) All employees must wear LRBT Identity Cards during duty hours.
f) Update list of emergency numbers for contacting respective civil department as and when required. Such list should be placed at Guard Room, Hospital Incharge/Admin Office and General Notice Board.
g) Update addresses and contact numbers of LRBT employees for exchange of vital information when required.
h) No visitor should be allowed to enter the Hospital premises except patients.
i) Individuals depicting unusual or suspected behavior should be thoroughly checked prior to entry.
j) Employees contact numbers list may also be provided to respective police stations.
k) Vehicles parking should not be allowed near outer Hospital walls or main gate. It should have at least a distance of 15 meters from the outer wall of Hospital.
l) Inform concerned civil agencies about doubtful/suspicious individual at once.
m) Instruct fruit sellers, tea stall holders etc. to remain at least 15 meters away from outer boundary wall of Hospital and main gate.

The above instructions are by no means limiting factors for extra vigilance. Assistance where required should be sought from concerned civil agencies for implementing the above.

Immunization of Healthcare Workers

Healthcare workers (HCWs) are generally at risk of exposure to infectious diseases. The HCWs who need to work in close contact with the patients or are usually exposed to patients' body fluids and at risk of needle stick injury by a sharp instrument or needle are vulnerable to contract communicable infection. Besides, strictly adhering to all infection control and prevention precautions, they should also be immunized with available vaccines in order to be immune or minimize the probability of getting vaccine-preventable diseases.

In order to protect LRBT's healthcare workers and its patients, staff employed on following positions are required to be vaccinated as detailed below:

Vaccines	Applicable to	Recommendations in brief
Hepatitis B	• Doctor • OT Incharge • OT Store Incharge • OT Technician • Nursing Staff • Lab Technician • Cleaner	If they don't have documented evidence of a complete Hepatitis B vaccine series, or if they don't have a blood test that shows they are immune to Hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then they should: Get a 3-dose series of Recombivax HB or Engerix-B • First Dose is immediate • Second Dose after one month of first dose • Third Dose after six months of first dose
Covid-19	• All employees	• First Dose is immediate. • Second Dose after three weeks of first dose. • One Booster Dose after three weeks of second dose.

Hospital Administrator will maintain a file containing proof of vaccinations of concerned employees as per policy.

If an employee claims that he/she is already vaccinated, he/she will be required to submit a copy of Vaccination Card or Laboratory Evidence of Immunity or Written Medical Verification of vaccinations.

Hepatitis B vaccination will be administered to employees requiring this vaccination preferably at Government institutions however, if there is a need, vaccination may be arranged at private institution with prior approval of management. All cost of Hepatitis B vaccination will be borne by LRBT. Vaccination for Covid-19 is provided free of cost by the Provincial Government.

The abovementioned vaccinations are mandatory for employees' protection therefore, all concerned employees have to get these vaccinations immediately administered while in service with LRBT.

Eye Health & Safety at Workplace

LRBT is committed to providing a safe and healthy work environment for all its employees. Being the largest provider of eye care in Pakistan, we recognize the importance of protecting the eye health, safety of our employees, preventing eye injuries and promoting good eye health practices. This policy outlines the essential elements for safeguarding our employees' eye health and safety.

1) All new employees will receive a copy of this policy in the Employee Handbook during their job orientation. Existing employees will also be made aware of this policy and its updates through regular communication channels.
2) All Hospitals and Primary Eye Care Centers (PECs) employees will undergo an annual eye screening in September at their respective Hospitals.
3) Hospital will maintain the record of eye screening of employees as per following format:

S. #	Name	Age	Gender	Designation	Date of Eye Screening	Eye Problem / Disease (if any)	Medicated	Refracted	In Need of glasses/Replacement of Existing Glasses		In need of surgery/specialized treatment in hospital (Give details)	Name of Doctor
									Near Vision	Far Vision		

4) An annual Eye activity will be organized for employees at the LRBT Central Office. It will provide comprehensive eye examinations and raise awareness about eye health amongst the Central Office staff.

5) Employees who use computers or laptops at workplace are encouraged to use ergonomic workstations and follow the 20/20/20 Rule i.e. taking a 20 seconds break every 20 minutes to focus on an object 20 feet away to reduce eye strain.
6) Proper lighting will be provided in the workplace to reduce eye strain and improve working conditions.
7) Hospital Administrators are responsible for regular reviewing work processes and procedures and identifying potential eye injury risks. They will report any identified risks to the respective GM Operations for timely mitigation.
8) Employees involved in work that may cause eye injuries will be provided with appropriate eye protection devices such as safety glasses, goggles or face shields, free of cost. Training on the proper use and maintenance of these devices will also be provided and the devices will be regularly inspected by the Hospital Administrator.
9) All employees are encouraged to immediately report any eye injury or near miss to the Hospital Administrator for immediate appropriate action.
10) Hospital Administrators in consultation with the Chief Medical Officer (CMO) will organize an annual training on Eye Health & Safety in September every year. This training will be conducted by a doctor in the languages appropriate for the location and employees. Employees with disabilities will also be included in this training.
11) Employees with low vision or visual disabilities will be provided with appropriate safety measures to ensure their well-being in the workplace.
12) All employees must be aware of the location of the First Aid Box to handle injuries including eye injuries in emergency situations.
13) All Hospital staff must be aware about taking an injured employee immediately to a doctor in case of an eye injury or an emergency.
14) Employees diagnosed with refraction issues may obtain vision glasses from LRBT's Social Enterprises Optical Center at a subsidized rate.
15) MIS Department will evaluate the ergonomics of workstations and take measures to reduce the glare of computer screens and other surfaces that can cause visual discomfort or eye strain.
16) LRBT RD Department will circulate awareness videos and posters about Eye Health & Safety to promote good eye health practices among employees.
17) This policy will be reviewed and revised when required to ensure its effectiveness.

Climate & Environmental Sustainability

LRBT recognizes its responsibility in addressing climate change and promoting environmental sustainability. The organization is committed to reducing its environmental footprint by minimizing emissions, conserving energy and water, managing waste responsibly and integrating eco-friendly practices into healthcare delivery. LRBT will also encourage sustainable procurement, implement green initiatives across its facilities and engage staff in climate-conscious behavior. This commitment aligns with LRBT's broader mission of delivering responsible and ethical healthcare.

Employees Awareness

LRBT will create awareness amongst employees and conduct training about workplace safety, health standards and environmental practices relevant to their roles.

Incident Reporting & Investigation

All incidents, accidents and near-misses must be reported immediately to the concerned GM Operations. LRBT will investigate all such events promptly to identify root causes, document findings and implement corrective actions to prevent recurrence.

Sustainability Goals & Monitoring

LRBT will establish measurable environmental sustainability goals including energy efficiency, waste reduction and water conservation. Progress toward these goals will be reviewed by Operations Department periodically and results will be shared with the top management.

Review of Policy

This policy will be reviewed after every four (4) years to ensure its continued relevance, effectiveness and compliance with applicable laws and regulations. However, the policy may be reviewed earlier than the scheduled four-year period if there are significant changes in legislation, organizational requirements or any other circumstances that necessitate an earlier review.