

Occupational Safety and Health (OSH) Policy

Ladli Foundation Trust

1. Purpose

At Ladli Foundation, we are committed to ensuring the safety, health, and dignity of every person associated with our work.

This policy affirms our responsibility to provide a safe environment for employees, volunteers, interns, partners, and community members participating in our initiatives. It also ensures compliance with the Occupational Safety, Health and Working Conditions Code, 2020 and other relevant Indian laws.

2. Scope

This policy applies to:

- All staff members (full-time, part-time, and contractual)
- Volunteers, interns, and fellows engaged in our programs
- Visitors, beneficiaries, and community members during field projects and events

3. Policy Commitment

Ladli Foundation is committed to:

- Maintaining safe and healthy workplaces — in offices, schools, community centers, and field locations.
- Preventing accidents, injuries, and work-related illnesses.
- Providing basic facilities (clean water, sanitation, menstrual hygiene support, rest areas, and first aid).
- Prioritizing women's safety and dignity, in line with our mission.
- Promoting mental well-being and preventing stress or burnout among staff and volunteers.

4. Roles & Responsibilities

- Management: Provide resources, training, and leadership to implement safety measures.
- Project Leads: Ensure field-level risk assessments, safe logistics, and reporting mechanisms.
- Employees & Volunteers: Follow safety protocols, use protective gear when required, and report risks immediately.

5. Safety Provisions

- Workplace Safety: Fire safety systems, evacuation routes, and periodic safety checks at offices and project venues.
- Field Activity Safety: Pre-assessment of slum/locality risks; provision of protective gear (raincoats, gloves, masks, etc.); safe travel arrangements for staff/volunteers.
- Health & Hygiene: Regular sanitation of offices, safe drinking water, menstrual hygiene

kits, and on-site medical support during large-scale activities.

- Gender & Child Protection: Strict compliance with POSH Act, 2013 and POCSO Act, 2012; zero tolerance for harassment, abuse, or exploitation.
- Psychosocial Care: Access to counseling and peer-support spaces for staff/volunteers working in stressful environments.

6. Emergency Preparedness

- First aid kits and trained first-aiders at every office and major field event.
- Emergency contact numbers (hospital, ambulance, police) displayed at offices and shared with teams before fieldwork.
- Annual fire safety and disaster preparedness drills.

7. Training & Awareness

- Mandatory safety induction for new staff and volunteers.
- Periodic refresher sessions on fire safety, first aid, and gender sensitization.
- Special workshops on community safety while working in sensitive or disaster-prone areas.

8. Monitoring & Review

- Regular safety inspections and audits in both office and field settings.
- Proper documentation of incidents, accidents, or near misses, with follow-up actions.
- Annual review of this policy by the management to incorporate learnings and regulatory changes.

9. Enforcement

Failure to comply with safety protocols will be addressed through corrective measures, including retraining, warnings, or disciplinary action where necessary.

Point of Contact:

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Acknowledgement & Adoption

This Occupational Safety and Health (OSH) Policy has been reviewed and adopted by Ladli Foundation Trust.

Date of Adoption: _____

Authorized Signatory: _____

Designation: _____

Employee/Volunteer Acknowledgement:

I have read, understood, and agreed to comply with the OSH Policy.

Name: _____

Signature: _____

Date: _____