



**The Global Crop Diversity Trust**  
**Occupational Health and Safety Manual**

**1 January 2015**



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## EMERGENCY TELEPHONE NUMBERS

*It is recommended that you keep a copy of this page in your office in a visible place near your desk phone. In the event, you need to call the emergency number, please dial 0 first!*

**Police:** 0-110  
**Ambulance & Fire:** 0-112

**Crop Trust address:** (for alerting emergency personnel)

Global Crop Diversity Trust (near the World Conference Center)  
Platz der Vereinten Nationen 7  
53113 Bonn  
+49 (0) 228 – 85427 122

### Crop Trust Emergency Team Members:

#### First Aider

##### Block A

Charlotte Lusty	114	Cell: +49 152 58539460
Dagny Poser	118	Cell: +49 171 1895221
Mary Ghira	122	Cell: +49 171 1869717
Stefan Thyen	125	Cell: +49 160 4439466

##### Block B

Krupali Patel	131	Cell: +49 171 1812247
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#### Fire Safety Assistant

##### Block A

Dagny Poser	118	Cell: +49 171 1895221
Stefan Thyen	125	Cell: +49 160 4439466

#### Safety Advisor

Mary Ghira	122	Cell: +49 171 1869717
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## OTHER USEFUL TELEPHONE NUMBERS

### **Administration and Corporate Services**

Layla Daoud

Cell: +49 171 1812247

Nella Bause

Cell: +49 171 1895183

### **Building Groundkeeper**

Mr. Vey

Cell: +49 173 5604727

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# 1. INTRODUCTION

The Crop Trust is committed to ensuring a safe and pleasant working environment for all its staff and visitors.

In addition to ensuring compliance with German guidelines on occupational health and safety, the Crop Trust requested that all office renovation work and choice of materials took into account environmental compatibility and sustainability, as well as high energy-efficiency and cost-effectiveness. In this regard, the paint, flooring and adhesives used in the Crop Trust offices are in line with the German standards. Air conditioning units and other appliances are high energy-efficiency models.

Additionally, in the interest of ensuring that the placement of workstations is also compliant with German health and safety regulations, the Crop Trust engaged a local architect with specific expertise in office design. She developed individual office floor plans that meet required regulations such as guaranteeing minimum floor space for desks and desk chairs, appropriate placement of computers, appropriate office lighting and ventilation and compliance with emergency exit regulations. The adherence to these regulations will regularly be verified through qualified internal and external personnel<sup>1</sup>.

The Crop Trust recognizes that a contributing factor to overall staff well-being is an attractive workspace that is well-equipped with proper facilities. As such, the Crop Trust adopted a design model for its offices that is intended to reflect the young and dynamic nature of the Crop Trust. Common areas have been created and equipped with appliances for preparation of refreshments and meals. A lounge area has been created and furnished to provide an area for staff to relax during breaks or to use for concentrated reading. These areas provide staff with a place away from their desks at which to relax and to have healthy, informal interactions with their colleagues.

Smoking is prohibited in ALL Crop Trust offices/rooms and in the vicinity of staff entrances. Care has been taken to ensure that all offices have adequate ventilation and lighting.

An Occupational Health & Safety Committee (OHS) has been established to make sure that all staff feel well in the work environment that the Crop Trust offers.

A small Emergency Team consisting of volunteer Staff Members from the OHS Committee shall be trained to act as First Aiders and Fire Safety Assistants<sup>2</sup> to serve in case of fire or other emergencies. In accordance with German Law, the Organization shall establish evacuation procedures and ensure that all staff are regularly (at least once per year<sup>3</sup>) trained in the procedures. New Staff Members shall also be introduced to the evacuation procedures upon their arrival at the Crop Trust. Current Emergency Team Members (with phone extensions) are listed on page 3 of this Manual.

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<sup>1</sup> German Accident Prevention Regulation (Unfallverhütungsvorschriften – BGV A1) §20 Abs. 1; §22 SGB VII

<sup>2</sup> German Accident Prevention Regulation (Unfallverhütungsvorschrift – BGV A1) §4; §22 and §26; Labour Protection Law (Arbeitsschutzgesetz) §10

<sup>3</sup> German Accident Prevention Regulation (Unfallverhütungsvorschriften – BGV A1) §4

In accordance with the German Accident Prevention Regulations, the Crop Trust shall further establish an internal Safety Advisor who has the responsibility of advising its staff, on work and safety procedures. The Crop Trust will also identify an external service provider who will serve as the Organization's Specialist for Work Safety<sup>4</sup> and any other required specialists as the need arises. These providers will carry out an Organization-wide risk assessment as well as provide further assistance with other tasks required from the Labor Protection Law (§§3 and 6). Their contact details are provided on page 3 of this Manual.

The purpose of this Manual is to provide staff with general health and safety information, emergency phone numbers and guidelines to be followed in case of a fire or other emergency. The provisions of this manual apply to all staff employed by the Organization. All staff will be provided a copy of this Manual upon joining the Organization. This manual will be reviewed and revised as necessary.

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<sup>4</sup> German Accident Prevention Regulation (Unfallverhütungsvorschriften – BGV A1) §19 Abs. 1; §20 Abs. 1 and (Unfallverhütungsvorschrift - DGUV Vorschrift 2) § 2 Abs. 3

## 2. NATURAL DANGERS AND EMERGENCY PREPAREDNESS

### 2.1 Accident

The offices are equipped with a first aid box, located in the tea kitchen in front of the toilets. There is also an Accident Injury Book located for record keeping in case of accidents, as required by German law. Emergency Team Members shall be trained in first aid and will take charge in the event of an accident.

### Instructions to be followed in case of an accident

## CONDUCT DURING AN EMERGENCY

### KEEP CALM AT ALL TIMES

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# 1. Report the Emergency



Emergency Number: 0 112  
First Aider:

WHO are you?  
WHAT has happened?  
HOW many casualties?  
WHERE has this happened?  
WAIT for enquiries.

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# 2. Immediate measures



Follow Instructions carefully

Secure the dangerous area

Administer first aid

If possible, tackle the dangerous situation

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# 3. Bring people to safety



Take endangered people with you

Follow marked escape routes

Do not use lifts

In case of small injuries staff are advised in the first instance to go to the First Aider. The First Aider will treat the individual(s) and keep a record of the accident in the accident book. If required, the First Aider will call the accident doctor. In case of bigger injuries call 0-112 directly.

Questions to be answered on the phone:

WHO are you?  
WHAT has happened?  
HOW many casualties?  
WHERE has this happened (building, floor, room)?

Global Crop Diversity Trust  
Platz der Vereinten Nationen 7  
53113 Bonn  
+49 (0) 228 85427-122

WAIT for further questions!

Make sure that somebody awaits the emergency service at the front door to avoid delays.

## **2.2 Fire**

The building is equipped with fire alarms and fire doors that automatically close in case of fire. The purpose of the fire doors is to hinder the spread of fire and smoke therefore allowing time for evacuation and for emergency services to arrive. The building is also equipped with fire extinguishers as required by German law<sup>5</sup>.

Emergency Team Members are trained in emergency evacuation procedures and will take charge in the event of a fire.

Following some general guidelines for electrical safety can reduce the risk of fire. These are provided below:

- Do not overload electric points or extension cables.
- Keep all wires clear of chairs, table legs, water, etc. Cables should be neatly and securely anchored. Do not force cables over sharp objects.
- Do not open floor boxes unless absolute necessary. If they have to be opened make sure that you close them properly and ensure that no cables are crushed in the process. To avoid to constantly opening the floor boxes, use extension cables.
- In order to ensure that no data is lost in case of power failure, use the orange power plugs in the floor box for PCs and Laptops.
- Do not place drinks or other liquids near electrical wires, computers or printers and make sure that all ventilation slots in equipment are never blocked.
- Before leaving your office for the night, ensure that all electrical appliances, calculators, computers, desk lights, etc. are switched off. Take care to do the same after using appliances in the Staff Room and coffee/tea areas.

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<sup>5</sup> Guideline BGR 133 – equipping workplaces with fire extinguishers

If you have any questions regarding the electrical safety please contact the Safety Advisor listed on page 3 of this Manual.

## Instructions to be followed in case of fire

### IN CASE OF FIRE

### KEEP CALM AT ALL TIMES

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<h1>1</h1>	<h2>Report the fire</h2>	 	<p>Emergency Number: 0 112 Fire Safety Assistant: Activate the fire alarm</p> <p>WHO are you? WHAT has happened? HOW many casualties? WHERE has this happened? WAIT for enquiries.</p>
<hr/>			
<h1>2</h1>	<h2>Go to safety</h2>	 	<p>Warn endangered persons</p> <p>Take along people who need help</p> <p>Close windows and doors</p> <p>Follow marked escape routes</p> <p>Do not use the elevator</p> <p>Follow instructions</p> <p>Go to the assembly point</p>
<hr/>			
<h1>3</h1>	<h2>Extinguish fire</h2>		<p>Use portable fire extinguishers</p> <p>Do not endanger yourself</p>

Note: These instructions are meant to serve as a reminder of the procedures to be followed in case of a fire. All Staff shall receive hands-on training in fire and emergency preparedness and shall participate in regularly organized fire drills.

## 2.3 Flooding

The Trust offices are located adjacent to the Rhine river. While this location is not considered a high-risk area for flooding, it is important for the Organization to give their staff some general information on flood safety:

Staff are encouraged to familiarize themselves with the flood preparedness information on the City of Bonn website:

[http://www.bonn.de/umwelt\\_gesundheit\\_planen\\_bauen\\_wohnen/hochwasser/index.html?lang=en](http://www.bonn.de/umwelt_gesundheit_planen_bauen_wohnen/hochwasser/index.html?lang=en)

## 2.4 Major rainstorms and snow/ice emergencies

Unless otherwise specified, the Trust offices will be open during its usual business hours and Staff Members should report for duty as usual. Staff Members who have difficulties in reporting for duty due to major rainstorms or snowstorms should inform their Supervisor as soon as possible. In cases of extreme storm alerts or snow/ice emergencies where authorities are advising against travel, the Organization will attempt to communicate this to Staff in a timely manner.

Staff are also encouraged to consult the German weather forecast center to check storm warnings and weather conditions: <http://www.dwd.de/>

## 2.5 Earthquakes

Earthquakes do not pose a major threat in Bonn, however the Crop Trust must consider this risk and provide staff with information on appropriate safety measures in case an earthquake should occur. Emergency Team Members are briefed on security measures to be taken in case of an earthquake and will brief all staff in these during periodic emergency drills. In the case of an earthquake staff should follow the safety guidelines below:

- If you are indoors, stay there. Get under a heavy desk or table, or stand against an interior wall. Stay clear of exterior walls, glass, heavy bookcases and other heavy office furniture. Stay low and cover your head and neck with your hands and arms. Do NOT use the elevator.
- If you are outside, get into the open. Stay clear of buildings, windows, power lines or anything else that could fall on you. Move to the designated emergency meeting place.
- If you're driving, move the car out of traffic and stop. Avoid parking under or on bridges or overpasses. Try to get clear of trees, light posts, signs and power lines. When you resume driving, watch out for road hazards.

After an earthquake Staff should:

- Follow the Emergency Team Members' instructions for evacuation of the building.
- If safe and possible to move, meet in the designated meeting place outside of the building so that the building can be checked for fire, fire hazards, gas leaks, weakened walls or other hazards.
- Be aware that items may fall out of cupboards or bookcases when the door is opened.
- Be prepared for aftershocks.

- Once outside of the building, Emergency Team Members should take a head count to ensure that all Staff are accounted for. Emergency Team Members should check for any injuries.
- Request emergency assistance, as needed, by calling 0-112.
- Do not re-enter the building until instructed to do so by authorities.

### **3. OCCUPATIONAL DANGERS AND ERGONOMICS**

There are many potential health hazards when working in an office environment including incorrect workstation set-up, insufficient space (crowding), poor lighting and ventilation and dangers due to incorrect lifting and carrying. The Crop Trust aims to reduce the risks of these dangers to its staff by undertaking good work station planning, providing appropriate equipment, ensuring that offices have sufficient lighting and ventilation and by providing staff with guidelines on ergonomics and good health practices while at work.

#### **3.1 Office space**

The Trust offices meet minimum EU and German requirements regarding appropriate space for desks and desk chairs and compliance with building access and emergency exit regulations<sup>6</sup>.

Communal areas in the building are equipped with appliances for preparation of refreshments and meals. A lounge area has been created and furnished to provide an area for Staff to relax during breaks or to use for concentrated reading. These areas provide staff with a place away from their desks to relax.

#### **3.2 Lighting and ventilation**

The Crop Trust recognizes the importance of appropriate lighting for reducing the risk of eyestrain and headaches. In designing its offices, the Crop Trust has ensured that all offices comply with EU and German regulations on lighting in workspaces. In addition to artificial lights, all offices have ample natural light. Placement of workstations takes account of potential glare and movable window shades are provided in each office to allow staff to adjust lighting to reduce glare on their screens and work areas.

Office design also took into account proper ventilation and noise reduction. All offices have exterior windows that can be opened. Large photocopiers have been placed in separate rooms to reduce Staff's exposure to toxic fumes, noise and vibrations. Individual offices allow a high level of acoustical isolation as they are separated by walls; carpeting in offices also assists in reducing noise.

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<sup>6</sup> [http://www.baua.de/de/Themen-von-A-Z/Arbeitsstaetten/ASR/pdf/ASR-A2-3.pdf?\\_\\_blob=publicationFile&v=7](http://www.baua.de/de/Themen-von-A-Z/Arbeitsstaetten/ASR/pdf/ASR-A2-3.pdf?__blob=publicationFile&v=7)

### 3.3 Workstation ergonomics

Ergonomics is about ensuring a good fit between people and the things they use.

Recent studies indicate that correct use of equipment, position and lighting are critical to the health and well being of the user. Incorrect use can cause backache, fatigue, muscle and eyestrain, headaches and work-related upper limb disorders such as carpal tunnel syndrome. Most of these can be prevented by corrective, often relatively simple, adjustments such as modifying how a task is performed, repositioning equipment or adapting seating.

The Crop Trust's offices are fitted with adjustable chairs and desks. Additional ergonomic equipment such as footrests, wrist rests and copyholders can be provided to staff if needed.

More information is available at the following sites:

- The website of the International Ergonomics Association: <http://www.iea.cc/>
- "Ergonomic Checkpoints" prepared by the International Labor Organization with the International Ergonomics Association. Available in PDF at: [http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/--publ/documents/publication/wcms\\_120133.pdf](http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/--publ/documents/publication/wcms_120133.pdf)
- [www.healthycomputing.com](http://www.healthycomputing.com)

Staff are encouraged to ask the Safety Advisor for his/her advice if they have questions about workstation ergonomics.

### 3.4 Lifting and carrying

Lifting and carrying can be a cause of back and neck pain and other musculoskeletal disorders. However, most of these injuries are avoidable when proper care is taken to approach the task. A few simple measures such as clear planning and the use of proper lifting techniques can help reduce the risk of injury.

Although lifting injuries are often associated with moving large or heavy pieces of equipment, it is possible to get hurt by pulling, pushing, lifting or carrying something the wrong way, even something light. Injuries can be brought on by:

- Heavy lifting;
- Repetitive tasks, using the same muscles over and over again;
- Lifting things incorrectly;
- Pushing or pulling heavy loads.

It is the Crop Trust's responsibility to ensure that its staff are safe and takes the necessary preemptive action to prevent possible injuries in the workplace. Staff are also responsible for ensuring that they follow workplace safety instructions and that they take care when carrying out their work. In this regard, staff should:

- Consider first whether the load needs to be moved at all. If it really does need to be moved then consider whether there are tools or equipment that could help (for example, using a trolley, making smaller loads or more frequent trips);
- Contact the Corporate Services Team who may be able to provide alternative means of carrying out the task, if any are available;
- If your job involves regular lifting or carrying heavy loads request that the Organization provide information and training on correct procedures for lifting in order to avoid injury;
- Know your own limitations because there are no general weight limits that can be applied to everyone;
- Identify and use any equipment that might help;
- Get help from others when lifting heavy loads;
- Avoid repeating the same task over and over again.

Various tasks will require the adoption of different techniques for lifting depending on what you are carrying. However, below are some general guidelines for proper lifting techniques that should be followed at all times:

- Bend your knees to lift an object; do not stoop;
- Keep your back straight by tucking in your chin;
- Lift with your leg muscles, not with your back muscles;
- Get a good grasp on the object with the palms of your hands;
- Keep your arms and hands close to your body while carrying the load;
- Watch your feet to avoid tripping;
- To lower the object, bend your knees - do not stoop;
- Team lifting must be coordinated with all actions communicated between team members.

### **3.5 The importance of frequent breaks**

It is good practice to take frequent breaks from sitting and from computer work to help reduce and avoid muscle and eye strain. In addition to longer rest periods such as lunch, when undertaking intensive computer operation, a 5-minute break away from the desk is encouraged, if possible each hour. The 5-minute breaks should not be accumulated. This is because short, frequent breaks are much more effective in preventing excessive fatigue and possible injury than longer, less frequent breaks.

The Crop Trust acknowledges that rest breaks are important for its Staff to recover from fatigue and prepare for continued productive work. This represents a reasonable precaution to protect the health and safety of staff. For this reason, the Crop Trust has provided comfortable rest facilities away from workstations to assist in reducing fatigue.

### **3.6 Smoking**

The Trust is a smoke-free environment. Smoking is not permitted in the building or in the vicinity of staff entrances. Staff who choose to smoke are requested to respect their non-smoking colleagues and ensure that they stand in an outdoor area that is sufficiently distant from the staff entrance and from other non-smoking colleagues.

## 4. TRAVEL SAFETY

### 4.1 Travel warnings and advisories

Prior to undertaking travel, staff must make themselves aware of any active travel warnings for countries with dangerous or unstable conditions. Many governments issue warnings to let their citizens know about safety concerns that may affect travel to a particular country or region. Staff are encouraged to check with the travel agent and with their own government websites on security warnings prior to undertaking travel. In situations where security advisories exist, staff are encouraged to consider the danger in the specific area that they will be visiting and to discuss the planned travel with their Supervisor to determine the feasibility of travel and to consider measures to minimize risk (for example cancelling or delaying travel, arranging for a local partner to undertake the planned work or to assist with arrangements such as arranging for local travel and accommodation in less risky areas). Staff must be aware that travelling to high-risk areas may result in exclusion from the Crop Trust's risk insurance policy!

For further information on travel to high-risk areas, please refer to the Travel Policies and Procedures Manual (TPPM).

### 4.2 Vaccinations

It is the Staff Member's responsibility to ensure that he/she has all of the necessary vaccinations on time. Staff may consult the website of the International Air Transport Association (<http://www.iatatravelcentre.com/>) for general information on required vaccinations. However, before travelling, Staff must obtain the necessary information on required vaccinations from the *Trust's travel provider and/or Trust's Office Management Assistant responsible for travel and meetings*. Staff requiring vaccinations can go to their personal doctor in order to receive the needed vaccination.

If further information are needed our wished for, staff are encouraged to consult the Institute for Hygiene and Public Health that offers to create an appropriate vaccination plan.

<http://www.ihph.de/english/reisemedizin.php>

Institute for Hygiene and Public Health (Building 320)  
Sigmund-Freud-Straße 25  
53105 Bonn  
Tel.: +49-228/287-16806

Yellow fever vaccination:  
Mondays from 3:30 pm - 4:30 pm,  
Fridays from 9:00 am - 11:00 am,  
**Please note that payment is required in cash**

As indicated in the Personnel Policies and Procedures Manual (PPPM), the Trust will reimburse the Staff Member for the cost of obtaining inoculations and prophylactic medications that are required in connection with official travel.

### 4.3 Medical precautions while travelling

It is suggested that Staff Members always carry some basic first aid supplies with them while travelling such as bandages, disinfectants, and an antipyretic/analgesic (fever reducer/pain reliever such as paracetamol), etc. Staff should also ensure that they carry with them an adequate supply of any prescribed medications that they usually take.

Staff should be cautious when travelling to countries with low standards of hygiene and sanitation or poor infrastructure for controlling the safety of food and drinking water as many serious infectious diseases are transmitted by contaminated food and water. In such cases it is recommended to avoid eating undercooked food or food that may not have been stored properly. Where drinking water is unfit to drink, staff should drink bottled water or other drinks and should avoid ice. Additionally it is advised that fresh salad and fruit be avoided (unless it can be peeled) and that vegetables be well-cooked. More information can be found in the World Health Organization publication "International Travel and Health" available at: <http://www.who.int/ith/en/index.html>

## 5. ROLES AND RESPONSIBILITIES

Workplace safety is the responsibility of every member of the Organization. Specific responsibilities are as follows:

### **Executive Board**

The Executive Board is responsible for ensuring that appropriate Occupational Health and Safety (OHS) policies and procedures are in place.

### **Executive Director**

The Executive Secretary is responsible for the overall safety of the Crop Trust's staff and for ensuring that no person is adversely impacted by the working environment. This is achieved by ensuring that there are adequate provisions for safe working practices and conditions in the Organization's OHS policies and procedures and that these are promulgated and adhered to.

### **Deputy Executive Director and Corporate Operations Manager**

The Deputy Executive Director and Corporate Operations Manager are responsible for ensuring that:

- The Occupational Health and Safety guidelines are developed, maintained and disseminated to all staff;
- An assessment of all occupational health and safety risks has been carried out and that any gaps identified are addressed;
- Adequate first aid facilities and supplies are in place;
- The workplace satisfies health, safety and welfare requirements (for ventilation, temperature, lighting, sanitation, rest facilities and appropriate evacuation routes and procedures);
- Work equipment is suitable for its intended use and that it is properly maintained and used;
- Precautions against danger from flammable or explosive materials, electrical equipment, noise and radiation have been implemented;
- Appropriate safety and evacuation signs are provided and maintained;

- Relevant training is provided to Emergency Team personnel and other Staff as appropriate.
- Workplace inspections are conducted internally at least quarterly to identify any new safety or health hazards;
- Written records are prepared regarding hazards discovered during internal inspections and submission of recommendations to management to correct hazard. Records of inspections and any recommendations for corrective actions are maintained;
- Adequate records are kept on work-related accidents, injuries and health hazards;
- Complaints relating to the safety and health of Staff and visitors are received and handled.
- He/she participates in all inquiries and investigations concerning occupational safety and health and consults technical experts as necessary.

### **Senior Management and Other Supervisors**

Staff in management and Supervisory positions are responsible for ensuring that:

- All staff follow the established safety rules and emergency procedures;
- Immediate action is taken to correct any unsafe working condition, practice, procedure or equipment that is contrary to the Organization's safety policies and procedures;
- Any work-related accidents, injuries or near accidents are reported immediately to the Deputy Executive Director and Corporate Operations Manager.

### **All Staff**

All staff are responsible for:

- Complying with the Organization's Occupational Health and Safety policies and procedures and taking reasonable care of their own health and safety;
- Maintaining vigilance for and immediately reporting to their Supervisor, any hazardous work practice or work condition;
- Immediately reporting any work-related accident, injury or near accident;
- Seeking guidance from their immediate Supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job;
- Attending and participating in safety training programs and meetings as assigned.

### **Vendors and Contractors**

Vendors and Contractors who are conducting business with the Crop Trust shall be responsible for:

- Complying with the Organization's safety policies and regulations;
- Declaring chemicals to be used at the Crop Trust with copies of material safety data sheets of the related chemicals to be used.

### **First Aiders, Fire Assistants and Safety Advisor**

First Aiders, Fire Assistants and the Safety Advisor shall be responsible for:

- First Aiders are responsible for responding in case of an emergency. They are a focal point for any accidents.

- Fire Assistants are the focal point in case of a fire. They are able to coordinate an evacuation as well as initiate necessary processes. They are also responsible for training all staff in essential emergency rules.
- The Safety Advisor: provides general support of all occupational health and safety activities, suggests provisions for the improvement of OHS issues, and informs staff about safety issues.

### **Specialist for Work Safety**

The Specialist for Work Safety shall be responsible for:

- Undertaking a comprehensive risk assessment;
- Supporting activities to improve the working environment, e.g. avoidance of health risks resulting from interpersonal relationships (e.g., bullying, stress) and avoidance of health risks resulting from individual behavior (e.g., eating habits, sitting posture);
- Supporting activities aiming at the development, establishment and implementation of an institutional OHS policy;
- Analyzing causes after events such as accidents and illness of staff;
- Advising employers, unit heads, Supervisors and employees on OHS issues;
- Keeping records and providing documentation;
- Participating in meetings when their expertise is necessary;
- Organizing trainings, managing knowledge database, facilitating exchange of experiences.