ELOHIM FOUNDATION

Creating Alternatives, Promoting Sustainable Development.

HEALTH AND SAFETY POLICY

Effective Date: October, 2012.
Review Date: September, 2017, 2022.
Approved by: Board of Trustees.

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BACKGROUND:

Elohim Foundation was formerly known as The Carpenter's Foundation International, a non-for-profit development and humanitarian organisation founded on the 13th September, 2001 in Abuja –Nigeria. The foundation is the brainchild of Dr. Ibecheole, Julius a physically challenged Nigerian, set out to tackle the challenges of human family preservation through socio-economic intervention.

The Foundation was registered with Cooperate Affairs Commission as a non-for-profit organisation on the 29th April 2002 five years after it started operation in Egbu Owerri, Imo State on 27th of August, 1997. Following its registration, the foundation officially got inaugurated in Abuja on the 13th of September, 2001. And in 2006 its operational office in Niger state was established.

In 2005, 2010 and currently in 2024 Elohim Foundation has gone through strategic structural and program reviews by external consultant development firms with intent to strengthen its operational capacity, efficiency, productivity and impact in line with its broad goals and objectives while keeping in tune to emerging trends.

Elohim Foundation therefore is a system-based organisation with a history of best practices rooted through its dynamic operational policies and regulations, providing evidenced based services to a wide range of clients across Nigeria using dynamic strategic approaches such as partnerships, social movements, advocacy, right based approach, inclusivity, evidence based, research and conferencing.

GOAL

To contribute to the sustainability of the human community through eradication and impact mitigation of conflict and socio-economic challenges while promoting human capacity development.

VISION

Intact family for Sustainable human society.

MISSION

To provide intervention services that addresses the challenges of conflict and sustainable human society, through people centred approaches in both development and humanitarian setting.

ORGANISATIONAL RATIONALE:

a) That life in general is a costly gift of God, which need be preserved and cherished.

b) That as God's ambassadors on earth, we are called to complement creation by giving our all towards its sustenance for today and tomorrows generations

c) That human development is a broad band spectrum that requires the input of all sectors, as governments of nations cannot do it alone.

OUR VALUES

a) RESPECT: We respect the various traditions and loyalties of our co-worker, partners and beneficiaries.

b) EMPATHY: We identify as deeply as possible with people's hurts and concerns.

c) ACCOUNTABILITY & TRANSPARENCY: We spare no effect to being reliable, accurate and open in our operational

d) GENDER EQUITY: We recognise and encourage God given gifts and the acquired skills/ knowledge in both male and female.

e) NON-RACIAL, NON-DISCRIMINATORY: Respect for all Races and ethnic groups.

f) SELFLESS SERVICE: Determination and boldness to services requiring us to be creative, radical, excellent and attractive without being ostentatious and sensational.

OBJECTIVES

1. **Conflict Mitigation & Peace Building:** To promote an enduring family life style and peaceful co-existence among people of all races, tribe, ethnicity, sect, geographic location, and religion within the human community as a tool for sustainable human development and society.

2. **Public Health:** To provide community based public health intervention: health promotion and point of care services, palliative healthcare services while promoting universal access to healthcare for the general public and people with special needs.

3. **Child Development & Gender Programming:** To provide child focused family-based interventions in promotion of a safe environment for the comprehensive development and wellbeing of children, in households; while promoting gender integrations and protection (GBV/GHR) and anti-human trafficking.
4. **Environmental Protection & Agriculture:** To promote green practices towards the protection, sustainability of the earth environment, environmental safety and support smart agriculture while mitigating disaster impact and providing recovery services.
5. **Research and innovation:** To contribute to the sustainability of the human race and society through research and innovation while advancing capacity building through trainings and conferencing, in its fields of operation.

SERVICES

- **Peace building and conflict mitigation**: Public orientation on peace building and conflict resolution, community peace dialogue engagements, advocacy, provision of psychosocial support to families and communities affected by conflict, reintegration programming.
- **Community and Public Health Services**: HIV/AIDS TB, Viral Hepatis, Malaria (Prevention education, testing and diagnosis, treatment and referral), Maternal and infant Morbidity/Mortality reduction programming (Nutrition, Immunization, health education, vitamin supplementation, deworming, wash and family planning, adolescent sexual and reproductive health)
- **Environment/ Agriculture:** Environment protection, Forestation, Biodiversity protection, Agroforestry, Climate change adaptation research and programming, Environmental safety, Disaster impact mitigation and recovery. Promoting SMART Agricultural practices for food security and nutrition while upholding agricultural research and value chain promotion.
- **Child Development & Gender Programming:** Child protection, gender rights and protection (GBV/GHR), human trafficking, child abuse, legal child adoption programming, care for orphans and vulnerable children services, and irregular migration while mitigating its impact among victims in promotion of the rights and dignity of human life. Training workshops, skill acquisition program, VSLA &

financial literacy education aimed at improving the socio-economic livelihood status of the rural and urban poor.

- **Research and innovation:** Applied, basic research, impact evaluation, trainings, seminars, webinar and conferences.

Standard Operating Approaches:

- Partnership/Collaborations.
- Policy Advocacy & Accountability.
- Capacity Building, Research & Conferences.
- Right base approach
- Gender Integration & Social inclusion
- Participatory Monitoring, Evaluation, Adaptation and Learning

PROGRAMME BENEFICIARIES

Communities, victims of disaster, children, women of reproductive age, adolescent youths, single female parents, widows, marginalised persons (Physically challenged persons).

GOVERNANCE STRUCTURE

Elohim Foundation structure consist of 4 distinct but inter related organs/strata namely: (1) Board of Trustees (BoT), the Office of the (2) Chief Executive Officer/Founder, the (3) Management Board, and the (4) Volunteer Team. The Management Board (MB) is led by the Project Director and supported by 4 departmental managers: the Operations Manager, the Programmes Manager, the Grants/Assets Manager and the Research & Data Management Manager. The MB is supported by the Team Leads/Senior Program/Technical Officers, the Officers, intermediate/Junior Staff. The Project/Community Volunteers are the life-line/foot soldiers of the Foundation. Communication within this structure is both vertical and horizontal within and across organs, departments and personnel.

The BoT is the highest decision organ of the foundation and is vested with the responsibility of issuing institutional ratification & approvals for policy tools, strategic & annual plans and budgets, and have over-sight function of monitoring the overall operations of the management team lead by the Project Director. The MB is responsible for the day-to-day running of the foundation's operations and programmes through the support of the various coordinating programme/operational units that is led by a Senior Program/Technical Officers or Team leaders across the units within the 4 departments. Each of this unit is tasked with implementing the operations and programmes of the foundation, they are the field officers. In-line with the operational policy of Elohim Foundation, each of the organs in the structure is manned by classified category of professional skilled personnel with adequate experience suited for their task.

Membership to the BoT is through nomination by existing members and the management board of the foundation through an open nomination circular while the composition of the MB and the coordinating programme unit is by employment. Whereas the Volunteers engagement is project specific and voluntary. The BoT meets twice a year while the MB meets monthly and the unit teams meets weekly.

Elohim Foundation board is composed of seasoned professionals from diverse field. Its team of board members are a group of 7 passionate and pragmatic trustees, with each as members of a technical working group within the four (4) departments of the foundation which are namely: TWG on Programmes, TWG on Finance, TWG on Research and Data Management and TWG on Human Resource & Administration. Since registration with CAC in 2002, the Board have been reconstituted twice, first in 2010 and now in 2024 still under process with Cooperate Affairs Commission (CAC).

Policy Statement

Elohim Foundation is committed to providing a safe and healthy working environment for all staff, volunteers, contractors, program beneficiaries, and visitors. We recognize that

proactive health and safety management is essential for protecting lives, maintaining staff well-being, and ensuring effective delivery of our development programs.

Purpose

This policy outlines the Foundation's approach to:

- Preventing workplace injuries and illnesses.
- Promoting physical, mental, and social well-being.
- Complying with national and international health and safety standards.
- Fulfilling our duty of care toward staff, volunteers, and communities we serve.

Scope

This policy applies to:

- All Elohim Foundation staff, interns, volunteers, consultants, and partners.
- All project sites, offices, field visits, outreach activities, and logistics.

Key Principles

- **Legal Compliance:** Adhere to Nigeria's occupational health and safety laws, including the Factories Act and Labour Act.
- **Prevention First:** Identify and mitigate risks before harm occurs.
- **Duty of Care:** Provide a safe work environment and necessary health-related information.
- **Inclusive Well-being:** Consider physical and psychological health, including stress, harassment, and burnout.

Our Commitments

A. Office and Worksite Safety

- Maintain clean, well-ventilated, and hazard-free offices.
- Conduct regular fire drills and install fire extinguishers.
- Provide adequate lighting, hygiene, and safe drinking water.
- Implement first aid procedures and ensure access to kits.

B. Field Operations

- Conduct risk assessments before field activities.
- Provide staff with PPE (e.g., boots, vests, helmets) where required.
- Limit night-time travel and ensure vehicles are roadworthy.
- Brief field staff and volunteers on safety protocols before deployments.

C. Health and Well-being

- Encourage work-life balance to reduce fatigue and burnout.
- Provide confidential access to mental health support or referrals.
- Accommodate health-related needs (e.g., for pregnant or nursing staff).
- Encourage COVID-19 and other disease prevention practices (e.g., hand hygiene, vaccinations).

D. Training and Capacity Building

- Provide staff with regular health and safety training.
- Induct all new team members on safety protocols and emergency procedures.

E. Incident Reporting and Emergency Response

- Maintain an incident register for accidents and near misses.
- Respond promptly to injuries and illnesses.
- Investigate incidents to prevent recurrence.
- Have clear emergency contact and evacuation plans.

Roles and Responsibilities

- **Board of Trustees:** Ensure strategic oversight of health and safety compliance.
- **Executive Director:** Accountable for enforcing the policy and resourcing safety measures.
- **Health and Safety Focal Person (or designate):** Coordinates assessments, trainings, compliance, and reporting.
- **All Employees and Volunteers:** Must follow safety protocols and report any hazards or incidents immediately.

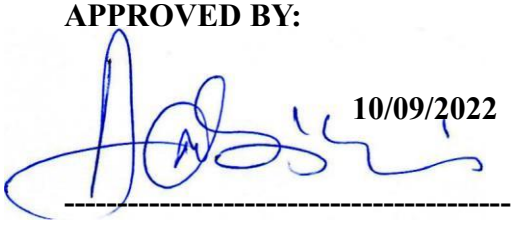
Monitoring and Review

- Conduct quarterly safety checks and staff feedback sessions.
- Regularly review and update safety protocols.
- Ensure documentation and reports on health and safety performance are submitted to leadership annually.

Policy Review

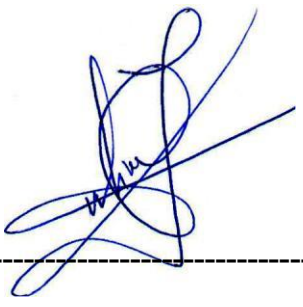
This policy will be reviewed every two years or when significant operational or legal changes occur. Revisions will involve staff and stakeholder input.

APPROVED BY:



10/09/2022

Mrs. Ngozi Obilor
President Board of Trustees.



10/09/2022

Dr. Ibecheole, Julius PMD. NES.
Chief Executive Officer/Founder