

EXAMPLE HEALTH AND SAFETY RISKS & TRAINING TOPICS

TYPE OF EMPLOYEE	POTENTIAL HEATH/SAFETY RISK	TRAINING TOPICS TO MITIGATE RISK FOR EMPLOYEES
Employees working in an office, such as administrative positions	<ul style="list-style-type: none"> • Chronic stress due to demanding work and lack of support to handle such work • Physical pain due to long hours of standing, sitting, typing, or other repetitive motions • Sickness caused by unsanitary conditions in shared spaces (kitchen, bathrooms, etc.) 	<ul style="list-style-type: none"> • Train employees on time management and stress mitigation techniques. Inform employees on how to communicate with the HR department when they are feeling excessive work-related stress, and how to use your institution’s grievance mechanism in the case of confidential complaints against managers.
Employees working in the field, such as loan officers	<ul style="list-style-type: none"> • Bodily injuries due to accidents when riding motorized vehicles or using public transportation or due to lack of safety equipment for driving (e.g., helmets for motorbike drivers) • Physical harm from theft due to carrying cash in the field 	<ul style="list-style-type: none"> • Train employees on your institution’s protocol for carrying cash while in the field, including theft mitigation techniques (e.g., carrying cash in a safe box, traveling during daylight hours only).