Health and Safety Checklist

Before travelling to or working overseas, all NGO staff must be fully briefed on the safety and security situation.

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| **General Context** | * Political, Safety situation and political trends
* Key issues:
* crime related issues
* Political and conflict related violence
* Environmental hazards
* Local laws, cultural norms and customs that affect NGOs
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| **Roles and Responsibilities** | * Health and Safety Management structure and responsibilities of Country Office/Field Office
* Individual responsibilities
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| **Safety** | * Office safety and security (access: guards, location of first aid kit, fire extinguishers and emergency exits)
* Travel and movement procedure (authorisation, communication, check points)
* Transportation (transport policies/driving rules, taxis and public transport)
* Communication procedures and equipment (mobile phone coverage, radio use, back up communication, landline phones, alert system)
* Residential security (guards, emergency supplies and equipment)
* Orientation Map (no-go areas, location of NGOs facility)
* Reporting accidents
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| **Other Safety Considerations** | * Policy, procedures and advice for specific threats
* Financial security
* Information security and the use of specific equipment (GPS, cameras)
* Off-duty activities (curfew and restrictions)
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| **Health** | * Food, water and hygiene
* Special health concerns (malaria, dengue, avian influenza etc.)
* HIV/ Aids
* Approved doctors/hospitals and clinics
* Medical emergency procedures
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| **Necessary documents** | * NGO ID Card
* Passport (original or copy)
* Travel Visas /permits
* Travel notifications / registration (MFAT SafeTravel website)
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| **Key contents information** | * Country Director
* Health and Safety and Security Office/ Focal point
* Other agencies and Embassies/ High Commissions
* Emergency services and facilities (Police, fire brigade, Ambulance, hospitals and clinics)
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| **DATE:**  | **NAME:** | **SIGNATURE:**  |
| **Approved by (line manager):** |