

Health and Safety Checklist

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

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