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 | |
| **Roles and Responsibilities** | * Health and Safety Management structure and responsibilities of Country Office/Field Office * Individual responsibilities | |
| **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 | |
| **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) | |
| **Health** | * Food, water and hygiene * Special health concerns (malaria, dengue, avian influenza etc.) * HIV/ Aids * Approved doctors/hospitals and clinics * Medical emergency procedures | |
| **Necessary documents** | * NGO ID Card * Passport (original or copy) * Travel Visas /permits * Travel notifications / registration (MFAT SafeTravel website) | |
| **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) | |
| **DATE:** | **NAME:** | **SIGNATURE:** |
| **Approved by (line manager):** | | |