



Checklist for Project Partners for Compliance with Edmund Rice Foundation (Australia) Policy on Safety and Security

The Edmund Rice Foundation (Australia) is aware that the projects it supports often operate in unstable and potentially hazardous environments. ERFA believes that maintaining safety and security is paramount.

This checklist is to be utilized **in conjunction with ERFA's Safety and Security Policy** and is provided to assist in-country partners:

1. engage in forward planning to mitigate risk
2. to have in place appropriate procedures to safeguard the safety and security of all in-country project personnel, namely: local and expatriate staff, volunteers, contractors and visitors; and
3. to have in place procedures to respond to potential scenarios

Checklist for in-country partner responsibilities:

- Undertake regular local risk management assessments to identify and manage potential risks to project personnel including audits and workplace inspections*
- Comply with any local Workplace Health and Safety legislation and regulations
- Ensure that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- Establish and maintain safe systems of work, the work premises and systems to adequately manage emergency response
- Provide appropriate WH&S training for all employees and volunteers
- Provide safe and secure accommodation for expatriate staff and volunteers or to provide advice and assistance with the accessing of same.

* In-country safety and security issues include those such as:

- civil unrest and political or ethnic group tensions
- issues regarding criminal activity or potential opportunistic crime directed at expatriates or international visitors
- standard operating procedures with respect to local communication
- procedures for incident reporting
- local risks to health including access to safe drinking water and avoidance of water-borne and food-borne diseases and local risks associated with HIV/AIDS
- relationships with the local community
- local laws and customs
- local expectations with respect to appropriate behaviour and dress
- moving around in the local community and situational awareness / any no-go areas
- any specific security concerns for women
- relationship with armed forces – if/where relevant
- contingency plans for such as medical emergencies and addressing stress and trauma



- any potential for natural disasters – e.g. volcanic activity in PNG
- evacuation plans – if/where relevant
- safe use of local transport – use of vehicles, taxis and buses
- advice regarding reputable local airlines
- advice with respect to use of local currency

Checklist for to be reinforced by in-country partners:

ERFA advises expatriate project staff and volunteers, before travelling, to attend to the items listed below. **ERFA expects its in-country partners to reinforce this advice and take the initiative in providing it when engaging new expatriate staff and volunteers.**

Before travelling, expatriate staff and volunteers should:

- Access for their destination the country-specific safety & security advice on the DFAT website at DFAT Smartraveller Advice: <http://www.smartraveller.gov.au/>
- Register their travel plans on the DFAT website at “Register your travel plans”. (ERFA registers travel plans for “Gone Fishing” participants)
- Research online their destination country – geography, demographics, politics, culture, history and current affairs and research travel tips online
- Ensure that they have appropriate travel insurance (ERFA takes out an insurance policy for “Gone Fishing” participants)
- Ensure that they have all necessary travel documents – passport and visas (where required)
- Ensure that all critical insurance and travel documents have been copied and are being held securely in Australia
- Ensure that they current contact information for their project site and its key personnel and relevant in-country Australian embassy or consulate
- See a specialist travel doctor well in advance of travelling and ensure that all necessary vaccinations have been obtained. Yellow Fever will mandatory for Africa and certified documentation of its administration must be carried. Other vaccinations likely to be recommended are: updates for Tetanus, Polio, Whooping Cough, Measles, Mumps and Rubella and vaccinations for Rabies, Hepatitis A & C and Typhoid.
- Discuss Malaria medication with their travel doctor as many projects supported by ERFA are located in areas subject to Malaria and other mosquito-borne diseases, so Malaria medication will need to be carried

Departing staff, volunteers and visitors

ERFA expects that its in-country project partners will ensure that their departing expatriate staff and volunteers are aware of these potential challenges and will provide pre-departure debriefing opportunities with appropriately qualified persons. Information should also be provided regarding opportunities for follow-up support in Australia if required.